



LIFE SCIENCES BUILDING

EMERGENCY ACTION PLAN

Call 817-272-3003 or 911 in life-threatening emergencies

Preamble

The Building Emergency Action Plan (BEAP) is a planning tool designed to assist building occupants with their emergency planning and response efforts. It is reviewed annually by BEST Coordinators and the BEST Executive Committee. As a living document, the BEAP is annually updated and is subject to change. The BEAP includes the following procedures:

- Evacuation
- Shelter in Place
- Medical emergency
- Active Threat
- Bomb Threats and Handling Suspicious Looking Items
- Elevator Actions
- Loss of Utilities
- Biohazardous Spills
- Chemical Spills
- Laser Incident
- Radiation Incident

Evacuation Procedures

If you see a fire or smoke, or if you smell smoke, follow these guidelines:

- Pull a fire alarm pull station to activate the alarm and begin evacuation of the building. **Do not use elevators during a fire emergency.**
- If you are not in immediate danger, call the UTA Police Department (UTAPD) at **817-272-3003 or 911** to report the fire. Provide the location (building, room, and/or area, size and type of fire, your name and contact number).
- If you are formally trained and are not in immediate danger, you may attempt to extinguish the fire using a fire extinguisher. However, do not place yourself or others in unnecessary danger.
- Exit the building by following posted exit signs.

Shelter-in-Place

If you hear the outdoor warning siren, follow these guidelines:

- Shelter-in-place and seek further information from the MAV Alert, News Channels, and social media. **Shelter-in-place means to take refuge inside of a building.**

For severe weather (hail, wind, or lightning),

- Go inside.
- Stay away from windows.
- Look for shelter in the most interior part of the building.
- Be on the lookout for a MAV Alert for further instructions.

For a tornado,

- Go inside to the ground floor and most interior rooms without windows (follow signs for designated storm shelter areas).
- Be on the lookout for a MAV Alert for further instructions.

For hazardous materials,

- **Do not go outside unless told to evacuate.**
- Close and lock all windows, exterior doors, air vents, and any openings to the outside.
- Be on the lookout for a MAV Alert for further instructions.

Refer to the Tornado Procedure (Policy Number: CO-CS-PR-03) for additional guidance.

Medical Emergency

If you see a medical emergency, follow these guidelines:

- **Call or have someone else call 817-272-3003 or 911. Provide the dispatcher with the nature of the emergency, the location, and a phone number where you can be called back.**
- If you are comfortable, ask the individual if you have their permission to assist them.
 - If **YES**, provide first aid to the extent that you feel able.
 - If **NO**, move away from the individual and wait for first responders.
 - If **unconscious**, you have implied consent to help.
- Have someone meet first responders at the door. Assist the UTA Police Department and Arlington Fire Department as needed.

Active Threat

Run, Hide, and Fight are your options to respond to an active threat. Choose the best response for your circumstance.

RUN

- Run away from the threat if it is safe and an exit is available.
- When safe, call 817-272-3003 or 911.

- Be on the lookout for MAV Alerts for further instructions.

HIDE

- Lock doors.
- Turn off lights.
- Stay away from doors and windows.
- Silence phones.
- Create barriers to prevent or slow down the threat.
- Remain in place unless a MAV Alert is sent directing you out of the building or directed by a first responder.

FIGHT

- Physical force using any weapons available such as fire extinguishers, books, furniture, etc.
- Be aggressive, loud, and determined in your actions.

Bomb Threat and Handling Suspicious-Looking Items

If you receive a bomb threat and/or find a suspicious-looking item, follow these guidelines:

- **Notify the UTA Police Department (UTAPD) at 817-272-3003 or 911 immediately of the bomb threat and/or suspicious-looking item. Do not handle any suspicious-looking items.**
- UTAPD regards all bomb threats and suspicious-looking items as serious. After learning of a bomb threat, the UTAPD notifies the administration and other key personnel. UTA will proceed according to their procedures.
- Building evacuations may be conducted by sounding the fire alarm.

Elevator Actions

If you are the person stuck in an elevator, follow these guidelines:

- Utilize the emergency phone or call button inside the elevator to contact the UT Arlington Police Department (UTAPD), or if necessary, use your cell phone to notify the UTAPD of the nature of the elevator emergency at 817-272-3003.

Do not attempt to pry open the doors, and do not attempt to exit the elevator if doors are slightly open. **If someone else is stuck in an elevator, follow these guidelines:**

- Call UTAPD at 817-272-3003 and report the problem and location of the elevator.
- Ask the person trapped in the elevator if they are ok and assure them help is on the way.
- **DO NOT ATTEMPT TO PERFORM THE RESCUE YOURSELF! WAIT FOR THE PROFESSIONALS TO ARRIVE.**

Loss of Utilities

To report a service outage, follow these guidelines:

- Call Facilities Management Call Center at 817-272-2000.
- Provide the following information:
 - Your name
 - Your location
 - A phone number where you can be reached
 - Building name and area(s) of the building affected.
- If it is safe, stay in the building unless directed to evacuate by the UT Arlington Police Department (UTAPD), the public address system, or other notification methods.
- Do not use elevators to evacuate.
- If there is a steam leak, evacuate the area and close the door (s) behind you.
- Be on the lookout for MAV Alerts or in your email inbox for information.

Biohazardous Spills

If there has been a spill of biohazardous material, follow these guidelines:

- Stop work immediately.
- Notify others to leave room immediately.
- Ensure you are wearing appropriate personal protective equipment for cleaning a spill.
- Contain spill with absorbent material and place cleanup materials in a hazardous waste bag or container.
- Decontaminate spill area with appropriate disinfectant. Start from outer edge of spill and work inward.
- Remove any contaminated personal protective equipment (PPE) and collect them in an autoclave biohazard bag/container. If shoes were contaminated, remove and place in a separate biohazard bag for decontamination.
- Wash your hands and any exposed skin before leaving the lab.

Notify Environmental Health & Safety (EH&S) of the spill at 817-272-2185.

After business hours contact the UTA Police Department (UTAPD) at 817-272-3003.

If the spill involves potential exposure to Bloodborne Pathogens, follow the **UT Arlington Exposure Control Plan for Bloodborne Pathogens** for managing and reporting these exposures.

For more instructions, please see the **UT Arlington Biosafety Manual**.

Chemical Spills

If there has been a spill or release of an unknown hazardous material, follow these guidelines:

- Pull the nearest fire alarm pull station.
- Evacuate the building.
- Contact the UTA Police Department (UTAPD) at 817-272-3003.

If there has been a mercury spill:

- Contact Environmental Health & Safety (EH&S) for assistance at 817-272-2185.
- After business hours call UTAPD at 817-272-3003.

If there has been a spill or release of other known hazardous material, follow these guidelines:

Under one gallon:

- Unless you have been trained to do so, do not attempt to clean up the spill.
- Refer to the Safety Data Sheet (SDS) for the specific chemical for spill clean-up instructions.
- Notify EH&S of the spill at 817-272-2185.
- After business hours contact UTAPD at 817-272-3003.

Over one gallon:

- Pull the nearest fire alarm pull station.
- Evacuate the building.
- Contact UTAPD at 817-272-3003.

For more instructions, please see the **Laboratory Safety Manual (Chemical Hygiene Plan)**.

Laser Incident

If there is a laser incident, follow these guidelines:

- If possible, shut the laser off and remove the interlock key. If not possible, alert everyone to get out of the laboratory and leave the laboratory yourself.
- If there is a fire, get everyone out of the laboratory immediately. At the same time shout "FIRE" loudly and frequently. Go to the nearest fire alarm pull station and activate the fire alarm by pulling down on the handle to begin evacuation of the building.
- Contact your instructor and the UTA Laser Safety Officer (LSO) at **817-272-2185** immediately and describe the emergency.
- If necessary, contact the UTA Police Department (UTAPD) at **817-272-3003**.

Emergency Phone Numbers

UTA EH&S Office, Laser Safety Officer **817-272-2185**
UTAPD, Emergency **817-272-3003**

Radiation Incident

For a radiation-producing machine incident, follow these guidelines:

- Turn off the radiation-producing machine immediately.
- Do not change the voltage or current controls or alter the position of the tube head so that the conditions of irradiation may be duplicated to determine the extent of the radiation exposure.
- Notify the Radiation Safety Officer (RSO) at **817-272-2185**.
- After hours, contact the UTA Police Department (UTAPD) at **817-272-3003**.
- Record the conditions that existed when the exposure occurred so that the RSO can determine the extent of the exposure.

Emergency Phone Numbers

UTA EH&S Office, Radiation Safety Officer **817-272-2185**

UTAPD, Emergency **817-272-3003**

UTA Student Health Center **817-272-2771**

City of Arlington Fire Department **817-459-5500**

Texas Health Arlington Memorial Hospital **817-960-6100**

For a radioactive material incident, follow these guidelines:

Minor Spills (microcurie amounts)

- Notify all persons in the room.
- Confine spill immediately.
- Notify Radiation Safety Officer (RSO) at **817-272-2185**.
- Begin cleanup immediately.

Major Spills (millicurie amounts)

- Notify all personnel to evacuate the room or area.
- Make **no** attempt to clean up the spill.
- Switch off all fans and vacate the room or area.
- Provide temporary barricades and warning signs.
- Notify RSO at **817-272-2185**.
- Notify UTA Police Department (UTAPD) at **817-272-3003**.

Emergency Phone Numbers

UTA EH&S Office, Radiation Safety Officer: **817-272-2185**

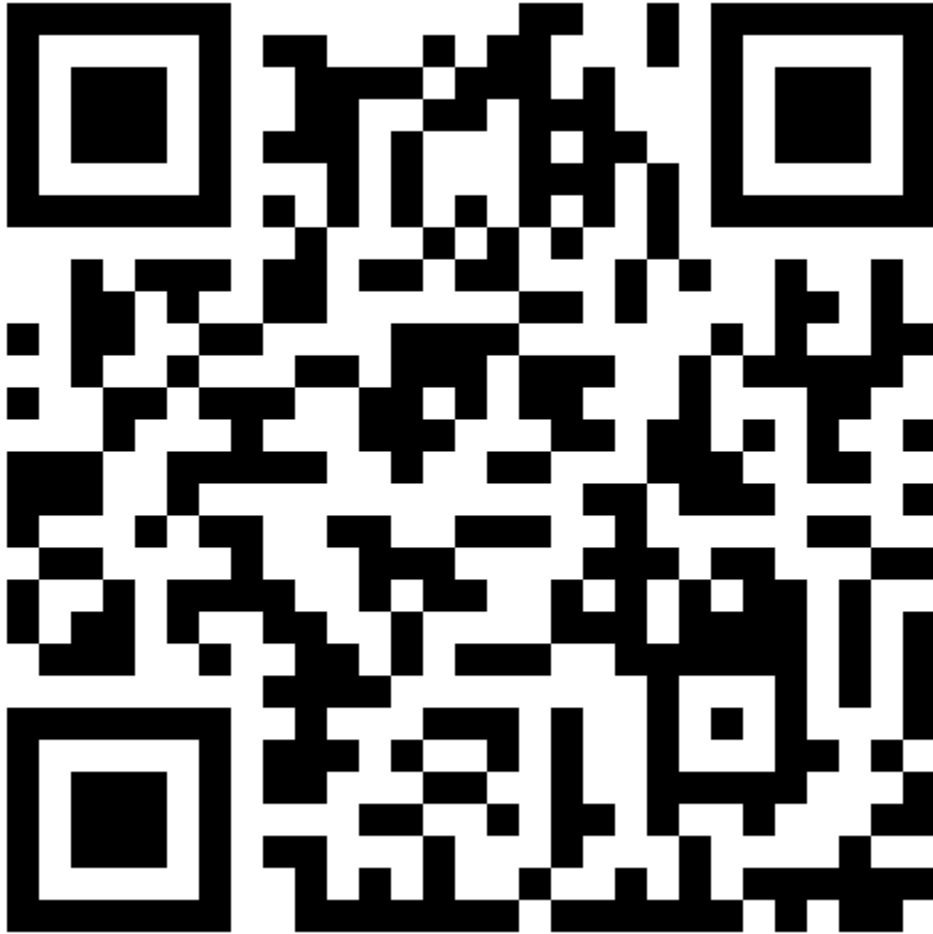
UTAPD, Emergency: **817-272-3003**

This information is taken directly from MAV Safe: [Radiation Incident – MavSafe \(uta.edu\)](https://www.uta.edu/mavsafe/radiation-incident)




CAMPUS EMERGENCY CONTACTS


UT Arlington Police, Emergency	817-272-3003
UT Arlington Police, Non-Emergency	817-272-3381
City of Arlington Emergency Dispatch	911
Environmental Health & Safety Office	817-272-2185
Facilities Management Service Call Center (Custodial Services)	817-272-2000
Office of Emergency Management	817-272-0119

MAV SAFE QR CODE



LIFE SCIENCES BUILDING EMERGENCY LOCATIONS AND SUPPLIES

	<p>Designated Storm Shelter Areas</p> <ul style="list-style-type: none"> • Basement hallway nearest the main elevators.
	<p>Medical Emergency Related Equipment</p> <ul style="list-style-type: none"> • BEST Coordinators have first aid kits within their BEST Coordinator bags. • AEDs: 1st Floor (LS), near Rm. 111 LS. • Emergency Evacuation Chair Location: 5th Floor (LS), Across from Elevator.
	<p>Fire Extinguishers: Extinguishers are located along normal paths of travel and visible. This is because extinguishers should be available to occupants when evacuating. Each area in a building has their appropriate type of fire extinguisher. According to NFPA codes, if a Fire extinguisher is easily seen mounted on the wall, then a sign is not required. However, if it is in a <u>cabinet</u> or <u>behind a door</u> or in a <u>large space not easily located</u> then it is required to have a sign. Most of the Fire Extinguishers on campus will have a sign above or around it to indicate its presence since they are located in cabinets. If you have any questions, reach out to UTA Environmental Health and Safety at ehsafety@uta.edu.</p> <p>Basement:</p> <ul style="list-style-type: none"> • Rooms B04, B14, B32. <p>1st floor:</p> <ul style="list-style-type: none"> • Main entrance, and rooms 102, 127, 136. <p>2nd floor:</p> <ul style="list-style-type: none"> • Rooms 202, 217, 227. <p>3rd floor:</p> <ul style="list-style-type: none"> • Rooms 312, 333, 341. <p>4th floor:</p> <ul style="list-style-type: none"> • Rooms 413, 438, 462. <p>5th floor:</p> <ul style="list-style-type: none"> • Rooms 514, 545, 558, 568, 578.

	<p>6th floor:</p> <ul style="list-style-type: none"> • On crossbridge, and room 609. <p>Areas of Refuge: This is a designated location within a building and a component of an accessible means of egress. Individuals who are unable to evacuate using stairways can remain temporarily to wait instructions or assistance during emergency evacuation. It is set aside for situations when evacuation may not be possible or otherwise unsafe. Areas located in front of the main elevators, and near the main stairwell, of each floor.</p>
	<p><i>Special Emergency Procedures for LIFE SCIENCE BUILDING</i></p> <ul style="list-style-type: none"> • The designated Evacuation Assembly Area is the open clearing west of Life Sciences Bldg. and south of University Hall. Open clearing north of Life Sciences Bldg. and east of the Central Library. • Refer to EHS Emergency Source website for additional information: https://www.uta.edu/campus-ops/ehs/Emergency/index.php



LIFE SCIENCE BUILDING
Emergency Attendance Sheet

Name	Email	Primary Phone Number	Secondary Phone Number

Internal Dept Use Only