TO: Faculty, Students and Staff in Penny Hall  
FROM: Clara Chan, Safety Committee Chair, Geological Sciences  
DATE: September 3, 2012

EMERGENCY ADVISORY GUIDELINES FOR BUILDING EVACUATION OR SAFETY ACCIDENTS

PLEASE POST AT PHONES AND EXITS TO ALL NEWARK CAMPUS ROOMS

USE COMMON SENSE AT ALL TIMES

I. In the event of a life-threatening event, evacuate personnel from endangered area and call:

911 (from a campus phone this number gets you to Public Safety who will facilitate getting an ambulance from the county; however, Public Safety has first aid gear and an Automatic External Defibrillator in their police cars)

911 (from a cell phone or pay phone gets you to the county for an ambulance, etc.)

GIVE: YOUR NAME  
YOUR LOCATION - GIVE BUILDING AND ROOM NUMBER  
NATURE OF THE INCIDENT/ACCIDENT

II. FOR FIRES: SAME AS I or pull fire alarm.  
GO IMMEDIATELY TO THE FRONT LAWN OF PENNY HALL!!

At the front lawn, we can check personnel and discover if anyone may still be in the building.

III. If Cardiac Arrest is Suspected: SAME AS I.

ALSO contact the University’s Office of Environmental Health and Safety (EHS) at 8475 and Public Safety (2222). Automatic External Defibrillators (AED) are in all campus police cars and at various campus locations. See the EHS URL at http://www.udel.edu/EHS/AED.html

ALL THESE ITEMS ARE PARTICULARLY USEFUL FOR AFTER HOUR EMERGENCIES WHEN THE INDIVIDUAL WILL NEED TO TAKE ON ADDED RESPONSIBILITIES.

The webpage (EHS) is <http://www.udel.edu/EHS>  
General safety information specific to our needs is posted on our CMS safety webpage, which is http://www.ceoe.udel.edu/ohs/index.html

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