



Emergency Response Guide

UNLV

Quick Reference Numbers

In the event of fire, medical emergency or danger to life, health or the environment
CALL 702-895-3669 or 911 from a campus phone.

702-895-3669	University Police Department (Emergency)
702-895-3668	University Police Department (Non-Emergency)
702-229-3111	Las Vegas Metropolitan Police Department (Non-Emergency)
702-895-4226	Risk Management & Safety
702-895-4357	Facilities Management Help Desk
702-895-3370	Student Wellness Center
702-895-0602	UNLV CARE (Campus Advocacy Resource Empowerment)
702-895-2308	Office of Student Rights and Responsibilities
702-895-0866	Disability Resource Center
702-895-4849	Emergency Manager
702-895-3627	Counseling & Psychological Services (CAPS)
877-234-5151	Life Works Employee Assistance Program

**You can access many of these services right from
your phone using the RebelSAFE app!**

Fire/Smoke/Explosion

Fire/Smoke/Explosion

- Know where the emergency exits and fire alarm pull stations are in your building.
- Know the closest exit routes and alternate routes to exit your building.
- Know where stairways are located.
- If you hear a fire alarm, evacuate! Do not assume it is a drill or a false alarm.
- Check your evacuation route for smoke. If you see or smell smoke, or your route is blocked, use an alternate route.

Reporting a fire

- Call 911 from a campus phone or 702-895-3669 from a cell phone. Give the location of the fire (building/room).
- Sound the fire alarm immediately by activating the pull station.
- If the alarm fails to activate, attempt to warn nearby occupants by knocking on doors.
- Immediately evacuate the building. Take the stairs, not the elevator.
- If there is a pre-planned evacuation assembly point, exit to that location.
- Begin to account for evacuated occupants and report any missing people to emergency officials.
- DO NOT re-enter the building until emergency officials declare it safe to do so.

Clothing Fire

- If your clothing is on fire, drop to the floor. If another person's clothing is on fire, assist them to the ground as quickly as possible. Do not run or allow the victim to run.
- Roll yourself or the victim on the ground to extinguish flames. If a blanket is available, use it to smother the flames.
- Remove smoldering clothing or hot material. Use care to avoid removing attached skin.
- Cool the victim with water or ice packs. Take the victim to an emergency shower, if close by.
- Seek medical and fire/rescue assistance by contacting 911 from a campus phone or 702-895-3669 from a mobile phone.

Using a Fire Extinguisher

Follow these easy instructions:

Pull the pin. Some extinguishers require releasing a lock latch, pressing a puncture lever, or taking another first step.

Aim low. Point the extinguisher nozzle (or its horn or hose) at the base of the flames.

Squeeze the trigger or handle while holding the extinguisher upright. This releases the extinguishing agent.

Sweep the extinguisher from side-to-side while keeping the extinguisher aimed at the base of the fire. Sweep back and forth covering the area of the fire with the extinguishing agent until the fire is out. Watch the fire area. If the fire breaks out again, repeat the process.

Remember when using an extinguisher, never put your back to a fire and always have an escape plan in case the fire cannot be put out or it gets out of control.

Building Evacuation

A building evacuation may be required in an emergency, whether fire, earthquake, flood, or other urgent situation requiring all occupants to leave the building immediately.

- Know where the emergency exits, stairways, and fire alarm pull stations are in your building.
- Develop a plan to account for everyone in your department, unit, college, or school at the emergency assembly location.

* If you need assistance evacuating – whether you have a temporary or permanent need – please review the guidelines at the end of this section.

During the emergency

- Stay Calm. Give clear instructions to others to help ensure prompt evacuation.
- If the primary evacuation route is obstructed, use an alternate route.
- Close doors behind you as you exit.
- DO NOT use elevators to evacuate; use the stairs.
- Keep low to the floor if smoke is present.
- Report to your emergency assembly location if one has been identified for your building or space.
- Immediately report any missing people to emergency responders.

Take the following precautions before leaving the building, *only* if it is safe to do so. These activities must not significantly delay your departure. Exercise good judgment!

- Faculty members ensure immediate evacuation of classes under their purview.
- Shut off gas lines and heat-producing equipment (such as Bunsen burners, stoves, etc.).
- Return hazardous materials to proper storage units if time permits.
- Close doors and windows, if possible. Close doors behind you as you leave.

Building Evacuation for Persons Who Need Assistance

All University personnel are encouraged to assist in the evacuation of people who may need assistance in their respective areas.

- UNLV's Disability Resource Center (DRC) maintains information for those students who have self-identified and provided documentation of a need.
- For employees with disabilities, work with the Office of Human Resources to create a personal emergency evacuation plan.

Persons with *visual* impairment:

- Tell the person the nature of the emergency. Describe the emergency and location if relevant.
- Offer assistance in guiding them to the nearest exit.
- Offer your arm for assistance and escort them to the nearest exit. Communicate verbally with them about where you are going and any obstacles the person may encounter.
- Once at a safe location, orient the individual to the location and inquire if further assistance is needed before leaving.

Persons with *hearing* impairment:

- Write a message indicating the nature of the emergency and the nearest evacuation route.
- Get the person's attention and point to the strobe lights on the fire alarms.
- Turn the room lights on and off to get the person's attention.
- Indicate through writing a note or gesturing what is happening and what to do.

Persons with *mobility* impairment:

- If you are willing and able to assist, ask the person how you can assist them.
- Escort the person(s) to the nearest exit or stairwell assembly point.
- Do not attempt to carry persons with mobility impairments unless there is *imminent danger to life*.
- Do not attempt to move or lift a wheelchair without asking the person using the chair.
- If you are unable to safely move the person, move them to a safe area. Call for help from that area if it is safe to do so, or evacuate the building and tell first responders where the person is located.

Medical Assistance/First Aid

You may encounter a medical emergency on campus. In the event of a serious illness or injury, immediately call 911 from a campus phone or 702-895-3669 from a cell phone. Tell the dispatcher that you have a medical emergency and provide them with the following information:

- Location of the emergency on campus (building, floor, and room number)
- Nature of the illness or injury
- Number of people involved: Is the victim(s) conscious, breathing, bleeding?
- Your name and telephone number
- Remain on the line until the dispatcher has asked you all the questions and follow their instructions.

Guidelines for Assistance

- Do not move a victim unless absolutely necessary.
- Do not jeopardize your safety or the safety of the patient. Wait for professional help if you are not trained to assist.
- Report all accidents or injuries to Risk Management & Safety at 702-895-4226.

It is best practice to have someone, if available, to meet the ambulance personnel and take them to the person who is ill or injured.

Please remember...Students with minor illnesses or injuries are eligible for minor care at the Student Wellness Center, where a healthcare professional can treat you.

Choking (cannot speak or has a weak cough):

- Call 911 from a campus phone or 702-895-3669 from a cell phone.
- Start Heimlich Maneuver.
- Continue until airway is clear.
- Begin CPR if person becomes unresponsive.

Fractures and sprains:

- Call 911 from a campus phone or 702-895-3669 from a cell phone.
- Keep the victim still.
- Treat for shock.
- Keep injury stabilized.
- Stop any life-threatening bleeding.

Fainting, Unconsciousness and Shock:

- Call 911 from a campus phone or 702-895-3669 from a cell phone.
- Lie the victim in a recovery position (Left Side) if unconscious.
- Keep the victim comfortable and warm with a blanket.
- Ask or look for a medical ID bracelet, necklace or card.
- Start CPR if victim becomes unresponsive.
- Never Give an unconscious victim food or liquids.

Severe Bleeding and Wounds:

- Call 911 from a campus phone or 702-895-3669 from a cell phone.
- Apply direct pressure on wound using clean cloth or hand.
- Apply tourniquet if available (2 inches above wound on arms and legs only).
- If a tourniquet isn't available, pack wound with sterile cloth or dressing (legs and arms only).
- Add more cloth or dressing if blood soaks through. **DO NOT** remove old cloth or dressing.
- Keep pressure on wound until help arrives.
- **DO NOT** remove tourniquet once applied.

Poisoning or Overdose:

- Call 911 from a campus phone or 702-895-3669 from a cell phone for immediate transport to hospital.
- Save label or container for identification.

If you are aware of a known antidote or if vomiting should be induced, then you may do so. If unsure, **DO NOT** do either of these and wait for Emergency Medical personnel.

Heart Attack:

- Call 911 from a campus phone or 702-895-3669 from a cell phone.
- If the victim is unresponsive, start CPR and have someone retrieve an Automatic External Defibrillator (AED), if available.
- Ask or look for a medical bracelet, necklace, or ID card.
- **Never give an unconscious victim food or liquid.**
- Continue CPR until help arrives.

The immediate and effective use of CPR, coupled with the use of an AED, improves the chances of survival from a sudden cardiac arrest. Some buildings on campus have an Automated External Defibrillator (AED) available if a patient exhibits no signs of breathing or pulse. An AED is designed to analyze a patient's condition before delivering a shock and will only shock a patient in cardiac arrest. By following the audible commands, an untrained person can safely use an AED.

The location of the nearest AED can be found here: [AED Locations](#). If you wish to be trained in CPR or the proper use of an AED, Risk Management and Safety provides on-campus classes. Check [Occupational Training Available Courses](#) for more information or to get signed up for a class.

Heat Related Illnesses:

Follow these key steps in any heat-related emergency:

Identify Symptoms Early

- **Heat Cramps:** Muscle cramps, heavy sweating.
- **Heat Exhaustion:** Heavy sweating, weakness, nausea, dizziness, pale/clammy skin.
- **Heat Stroke:** Slurred speech, confusion, loss of consciousness/fainting, and hot/red skin.

Take Immediate Action

- **Heat Cramps/Exhaustion:** Move to a cool area, loosen clothing, apply cool cloths, and offer sips of water (unless nauseated). Call for help if symptoms last more than 1 hour, worsen, or involve vomiting, confusion, or unconsciousness.
- **Heat Stroke:** **Call 911 from a campus phone or 702-895-3669 from a cell phone immediately**, move person to a cool place, lower body temperature with cool cloths or bath. You may also make use of ice packs on the neck, armpits, and groin to help rapidly cool the body. **DO NOT** give the individual fluids.

The infographic is divided into two columns: Heat Exhaustion (orange background) and Heat Stroke (red background). In the center is a stylized human figure with a thermometer in its head and a question mark above it. To the left of the figure, under Heat Exhaustion, are symptoms: Dizziness, Thirst, Heavy Sweating, Nausea, and Weakness. To the right, under Heat Stroke, are symptoms: Confusion, Dizziness, and Becomes Unconscious. Below the figure, text states: 'Heat exhaustion can lead to heat stroke.' and 'Heat stroke can cause death or permanent disability if emergency treatment is not given.' At the bottom, there are logos for CDC and NIOSH, and the slogan 'Stay Cool, Stay Hydrated, Stay Informed!'.

Heat Exhaustion	Heat Stroke
ACT FAST <ul style="list-style-type: none">• Move to a cooler area• Loosen clothing• Sip cool water• Seek medical help if symptoms don't improve	ACT FAST CALL 911 <ul style="list-style-type: none">• Move person to a cooler area• Loosen clothing and remove extra layers• Cool with water or ice

Heat exhaustion can lead to heat stroke.

Heat stroke can cause death or permanent disability if emergency treatment is not given.

CDC NIOSH Stay Cool, Stay Hydrated, Stay Informed!

Power Outage/Utility Failures

Power Outage:

- Report a minor localized power outage during regular business hours (8 a.m. until 5 p.m.) call Facilities Management at 702-895-HELP (4357). Power outages outside of normal business hours should be reported to University Police (UPD) at (702) 895-3668.
- Many buildings have emergency lighting that illuminates the stairwell and other essential building components for 90 minutes.
- Use this time to secure areas and evacuate the building if needed.
- Follow any instructions given by emergency responders or utility workers.
- Laboratory personnel should secure experiments and unplug electrical equipment as appropriate before leaving the laboratory.
- Chemicals should be stored in their original locations, and all containers should be closed and sealed.
- If a power outage is expected to significantly impact campus operations, UPD may send an advisory to the campus community.

If you and/or others are trapped in an elevator and unable to exit:

- If you are inside the elevator, use the emergency phone in the elevator.
- If you are outside of the elevator, tell passengers to remain calm and that you are getting help.
- Notify University Police by calling 911 from a campus phone or 702-895-3669 from a cell phone.
- If it is safe to remain in the building, stay near to passengers until assistance arrives.

Suspected Gas Leak:

Call 911 from a campus phone or 702-895-3669 from a cell phone if you suspect a gas leak. Natural gas is odorless and colorless; gas companies add a distinctive odorant similar to a “skunk” or “rotten egg” odor to produce a smell that will alert users to a possible problem.

If you know that a gas cylinder, equipment or piping is leaking:

- Immediately evacuate the area using the evacuation routes found on the walls within the building. Notify others around you, if it doesn't delay your evacuation. This may also be accomplished by activating the fire alarm pull station, if available.
- Call 911 from a campus phone or 702-895-3669 from a cell phone. Provide the building name, floor, and room number.
- **DO NOT** switch lights or electrical equipment on or off in the area near the leak; sparks from electrical arcing could trigger an explosion.
- Building occupants are not to return to the building until the Fire Department or emergency responders issue an All Clear.

Water-related emergency:

Water-related emergencies **DO NOT** always mean “flooding”. They may include lack of available drinking water, lack of available toilet facilities, in addition to standing water (e.g., ponding) and/or leaks that could cause equipment and building damage, and create hazardous conditions (slips/falls, etc.).

- Report water-related emergencies during regular business hours (8 a.m. until 5 p.m.) call Facilities Management at 702-895-HELP (4357).
- Outside of normal business hours should be reported to University Police (UPD) at (702) 895-3668. Place caution cones or signs out if available to prevent people from entering the area or to use caution when doing so.
- If you are responding to a water emergency but have not determined the water source, remember that the water may be contaminated and take appropriate precautions.

If you encounter standing water:

If there is standing water on the floor, there is a risk of electrical shock. Do not enter the area until you are sure the electricity has been turned off.

- Report immediately to University Police and Risk Management.

Flash Flooding/Severe Weather

Flash Flooding/Severe Weather

Flash floods are a serious threat to the lives of drivers and/or people in the flood path. If you are driving in your vehicle and you come across a flooded road, **DO NOT** enter flooded streets. **DO NOT** walk or drive through a flooded area on campus. The depth of the water is not always obvious. Fast-moving water, even only a few inches deep, can quickly sweep you off your feet or float your car away.

- In the event of a major rainstorm that may cause isolated flooding, it is safer for you to stay where you are and wait for the storm to end rather than attempting to drive anywhere.
- Move to higher ground if possible.
- Never drive through a flooded road or around barricades.
- If your vehicle stalls in water, leave the vehicle immediately and move to higher ground.
- Do not walk through or play in floodwater. Floodwater may be contaminated.
- Stay out of flood channels and detention basins, which can rise as quickly as one foot a minute.

Pay attention to the weather. If you are hiking, seek higher ground immediately, as you may be in an area that can experience a flash flood.



Active Assailant

Although on-campus shooting incidents are rare, it is critical that faculty, staff, and students are prepared to ensure their own protection until help can arrive. All employees can help to prevent and prepare for potential active assailant situations.

How to Respond When an Active Assailant is in Your Vicinity

Quickly determine the most reasonable way to protect your own life! Remember that customers and clients are likely to follow the lead of employees and managers during an active assailant situation.

RUN

Evacuate if possible

- Have an escape plan; leave belongings behind.
- Help others if safe; prevent others from entering danger.
- Notify Emergency Services once in a safe location, providing detailed information on location, description and any pertinent information.

HIDE

If evacuation is not possible, find a place to hide out of view, ideally behind locked/barricaded doors

- Silence devices and noise sources.
- Stay quiet and still.
- Turn off the lights or reduce visibility in the area.
- If safe, call 911 through a campus phone or RebelSafe App or (702) 895-3669 from a cell phone.

FIGHT

As a last resort, and when your life is in imminent danger, attempt to disrupt and/or incapacitate the active assailant by:

- Acting as aggressively as possible against him/her.
- Throwing items and improvising weapons.
- Committing to your actions to stop the attacker.

How to Respond When Law Enforcement Arrives

Law enforcement's purpose is to stop the active threat as soon as possible. Officers will

proceed directly to the area in which the last shots or threat were seen or heard.

- Officers may wear regular patrol uniforms, plain clothes or external bulletproof vests, evlar helmets, and other tactical equipment.
- Officers may be armed with rifles, shotguns, and handguns.
- Officers may use pepper spray or tear gas to control the situation.
- Officers may shout commands, and may direct individuals to the ground for their safety

How to Respond When Law Enforcement Arrives (*continued*)

- Remain calm, and follow officers' instructions.
- Put down any items in your hands (i.e., phones, bags, jackets).
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers, such as holding on to them for safety.
- Avoid pointing, screaming, and/or yelling.
- Do not stop to ask officers for help or direction when evacuating. Proceed in the direction from which officers are entering the premises.
- Information to provide to law enforcement or 911 operator:
 - Location of the active assailant
 - Number of assailants, if more than one
 - Physical description of assailant(s)
 - Number and type of weapons held by the assailant(s)
 - Number of potential victims at the location

The first officers to arrive at the scene **will not** stop to help injured persons. Expect rescue teams of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. **DO NOT** leave until law enforcement authorities have instructed you to do so.

Burglary/Robbery/Vandalism

During a robbery attempt, the overriding concern is **SAFETY**. Our responsibility under these circumstances is the physical well-being of students, faculty, staff, and visitors who may be present.

If a robbery attempt occurs, please remember to:

- Take no action that might provoke a violent response.
- Do not attempt to delay or stall the robbery.
- Remain calm.
- Do what is asked of you, but only what is asked of you, nothing extra.
- Comply with the demands promptly, being careful not to move or gesture in a way that could be misunderstood as a defensive action or the triggering of an alarm.
- Do not volunteer information or open drawers you have not been ordered to open.
- Make a mental note of facial features, stature, scars, marks, peculiarities, and the color of clothing that can be later used for identification.
- Look out windows to try and get directions of travel, description of cars and any other details.
- Do not attempt to follow the suspect.

Once it is safe to do so:

- Contact 911 from a campus phone or 702-895-3669 from a cell phone. Give the dispatcher the information that you have.
- Write down details as soon as possible, noting what was said, weapons used, descriptions of individual(s), what you handed out, and direction of travel.
- Secure the area to protect any evidence
- If a note was given to you, lay it aside with as little handling as possible, so that it can later be reviewed for analysis.
- If a note was given to you, lay it aside with as little handling as possible, so that it can later be reviewed for analysis.
- If a weapon was fired, the ejected shell casings may prove to be valuable. Do not touch or move these items.

Vandalism

All acts of vandalism and/or damage to the facility or its furnishings (furniture, pictures, equipment, etc.) should immediately be reported to UNLV Staff. If there is immediate danger, seek safe shelter.

It is important that signs (evidence) of forcible entry, cut or broken locks, or stripped wiring be preserved for investigative purposes. University Police will investigate the incident.

Acts of Violence

Never jeopardize your own safety. It is important that you can effectively handle any type of emergency situation. For this reason, you should never put yourself in the middle of a physical altercation.

In the event a physical altercation occurs:

- **DO NOT** attempt to break up the issue/event!
- Call 911 from a campus phone or 702-895-3669 from a cell phone to notify the University Police Department immediately.
- Inform them of the situation. Be ready to provide:
 - ◇ Type of Emergency
 - Location of the Emergency
 - Building: ex. Student Union
 - Floor Number: ex. First, Second, Third
 - Room Number or Location within the building
 - Your Name and Contact Information
 - Any additional information requested by the Operator
- Try to contain the situation by not allowing a crowd to gather around the altercation.
- Take note of everything you observe:
 - Persons involved
 - Actions by the parties involved
 - Statements made

Keep in Mind...

- A threat or act of violence can be verbal, made in gesture, or it can be unwanted physical contact such as pushing, grabbing, or any other form of personal contact.
- The University Police Department and/or local law enforcement will be responsible for responding to, evaluating, resolving the situation, and documenting all details of the threat. Do not take any threat lightly or ignore such situations.
- Obvious signs or threats almost always precede violence in the workplace before the actual violence takes place. Report any suspicious activity that you believe qualifies as a threat.
- If you have taken out a Restraint Order by a court of law, the University Police Department may provide additional security measures, such as personal escorts and monitoring your office or meeting areas.

Civil Disturbance

Civil disturbance means acts of violence and disorder prejudicial to public law and order. It includes acts such as riots, acts of violence, insurrections, unlawful obstructions or assemblages, or other disorders prejudicial to public law and order.

The University Police Department is charged with protecting the life, safety, and health of the campus community and will seek to quell any such disturbances that threaten the campus. Initial actions may include:

- Establish and enforce a perimeter around the affected area to confine the disturbance.
- Perform crowd and traffic control. Diverting traffic away from affected areas.
- Establish and manage evacuation routes for uninvolved civilians.
- Provide security at various locations throughout the community to prevent intruders and looting.
- Perform special tactical operations, including search & rescue, as needed.
- Provide police protection for Fire/EMS units, strike teams, and/or task forces.
- Conduct reconnaissance activities and report results to the Emergency Operations Center (EOC) for inclusion in the IAP process.
- Work closely with other Law Enforcement officials to resolve the incident

All students, staff, faculty, and visitors must comply with the direction given by University Police or other Law Enforcement officers.

Acts of Terrorism

The University's primary response to a terrorist event involves Consequence Management (COM), which includes measures to mitigate the damage, loss, hardship, and suffering caused by a terrorist event.

COM is implemented through the University Police Department Office of Threat Assessment and Emergency Management, followed by assistance from the Nevada Division of Emergency Management (NDEM), the U.S. Department of Homeland Security (DHS), and the Federal Emergency Management Agency (FEMA).

Although such an event is rare, it cannot be ruled out and therefore must be considered. Responsibilities related to law enforcement during a terrorist event include:

- Protecting life and property and preserving order.
- Providing law enforcement and criminal investigation.
- Providing traffic control, crowd control, and site security.
- Isolating damaged areas.
- Providing damage reconnaissance and reporting.

The Federal Bureau of Investigation (FBI) is the primary federal agency that investigates terrorist threats or actions. The FBI can be expected to take charge of the emergency and provide direction to the Policy Group, which is made up of Executive Leadership from UNLV, regarding continued operation of the University.

Any decisions to close the campus will be communicated in accordance with this plan.

Earthquake

Unlike other emergencies, the procedures to deal with an earthquake are much less specific. Since earthquake magnitude cannot be predetermined, everyone must initiate emergency precautions within a few seconds after the initial tremor is felt, assuming the worst possible scenario.

The **best earthquake instruction** is to take precautions before the earthquake (e.g., secure or remove objects above you that could fall during an earthquake).

During an earthquake:

- *Stay in the building.* DO NOT evacuate.
- Remain calm. If indoors, drop to the floor under a sturdy desk or table, cover your head and face with your arms. DROP, COVER, and HOLD ON.
- Avoid overhead fixtures, windows, filing cabinets, bookcases, and heavy equipment.
- Assist any disabled persons out of the area and find a safe place for them.
- *If you are outside,* stay outside. Move to an open area away from buildings, trees, power lines, and roadways.

After an earthquake

- *Be prepared for aftershocks.* Aftershocks are usually less intense than the main quake, but can cause further structural damage and injury.
- Protect yourselves at all times.
- Do not use elevators, utilize nearby stairways.
- *If outdoors,* move quickly away from buildings, utility poles, overhead wires, parking garages, and other structures. CAUTION: Avoid downed power or utility lines as they may be energized.
- Do not attempt to enter buildings until you are told you can by emergency personnel or UNLV officials.
- *If in an automobile,* stop in the safest place available, preferably an open area away from power lines and trees. Stop as quickly as safety permits and stay in the vehicle for the shelter it provides.

Evaluate the situation and call 911 from a campus phone or 702-895-3669 from a cell phone for emergency assistance, if necessary.

DO NOT use flares, torches, cigarettes, candles, matches, and/or any open flames, since gas leaks could be present. If a fire is caused or present by the earthquake, evacuate the building carefully. **DO NOT** operate electrical switches or appliances.

If the structural integrity appears to be deteriorating rapidly, evacuate the building. **DO NOT** use the elevators. Always use nearby stairways.

Should you become trapped in a building, stay calm! If a window is available, place an article of clothing (i.e., shirt or coat) outside the window as a marker for rescue crews. If there is no window, tap on the wall regularly to alert emergency crews of your location.

If you or someone is injured, call 911 from a campus phone or 702-895-3669 from a cell phone for help if possible and give or seek first-aid treatment if able.

If an evacuation is ordered:

Seek out any person(s) needing assistance in the area. Exit via the nearest clear stairway. Do not use elevators. Beware of falling debris and electrical wires as you exit. Go to an open area away from buildings, trees, power lines, and roadways and wait for further instructions from emergency personnel.

Bloodborne Pathogen

All exposure incidents should be reported to their supervisor, who in turn, would report the incident to the Risk Management and Safety Claims.

Administration Coordinator. The Claims Administration Coordinator provides information on locations that provide post-exposure evaluation and treatment.

NSHE Risk Management and Safety Claims:
<https://nshe.nevada.edu/system-administration/departments/risk-management/workers-compensation/>

Wounds and skin sites that have been in contact with blood and body fluids should be washed with soap and water; mucous membranes should be flushed with water.

Exposure involving mouth or eyes:

- Flush with clean water or saline for at least 15 minutes.

Exposure involving a cut, abrasion, or puncture of the skin:

- Wash the area with copious amounts of soap and clean water for 15 minutes.

Chemical Spills

If it is a small spill, it is your responsibility to clean it up, but if you **DO NOT** know the identity of the spilled substance, have not been trained in the proper handling of chemical procedures, or are uncomfortable cleaning up the spill, immediately evacuate the area and notify Risk Management and Safety (RMS) at (702) 895-4226 and the University Police Department at (702) 895-3669 if after business hours.

Small Spills

If you know the identity of the spilled substance and have been properly trained in the handling of the substance, proceed with clean-up procedures.

Remember to report the spill to Risk Management and Safety's Chemical Safety Officer at (702) 895-4226.

Large Spills

For all major spills, evacuate the area immediately and notify Risk Management and Safety at (702) 895-4226 or University Police Department at (702) 895-3669 if after business hours (8am - 5pm).

For more information on a specific chemical, refer to its Safety Data Sheet (SDS) for detailed guidance on hazards, cleanup procedures, and appropriate personal protective equipment. SDSs for chemicals used on campus are available through the CHIMERA Online Safety Data Sheet Search. Use the following link when connected to the campus network:

<https://chimeracloud.org/sds/>

Biological Spills

- Immediately evacuate the laboratory if the spill is not contained in a Biosafety Cabinet and allow aerosols to settle.
- Remove contaminated clothing.
- If qualified, re-enter the room and, wearing the necessary Personal Protective Equipment (PPE), cover the spill with paper towels.
- Heavily soak towels and spill with the appropriate disinfectant. Allow a 20-minute minimum contact time.
- Clean up spills and dispose of them in biohazard bags.
- Call RMS's Safety Officer at (702) 895-4226 to report all spills or if you need assistance cleaning it up.

Radiological Incident

Radioactive Material (RAM) and Radiation Producing Devices (RPD's) are used and operated on UNLV's campus. All areas that contain RAM or RPD's are clearly marked and posted to prevent unauthorized entry.

If an immediate radiological hazard exists, notify the Radiation Safety Officer at (702) 895-4226; After Hours, call University Police Dispatch at (702) 895-3669.

If an immediate fire hazard exists or medical emergency assistance is required, call 911 from a campus phone or call 702-895-3669 from a cell phone. While waiting on Emergency Response Personnel, notify the Radiation Safety Officer at (702) 895-4226.

Remember "SWIMS" to protect yourself and others from exposure:

STOP the spill if it is a small/moderate amount; eliminate or mitigate the release of radioactivity if possible.

WARN others - yell or call out; **DO NOT** track materials out of the laboratory.

ISOLATE the area, and warn others to stay away from the spill. Close the room and lock or otherwise secure the area to prevent entry. If radioactive dust and mists are present or suspected, leave the area, post the room with a sign to warn anyone trying to enter that a spill of radioactive material has occurred.

MINIMIZE your exposure: If spill is on clothing, remove clothing, flush contaminated skin with lukewarm water and survey. If appropriate, survey all person(s) not involved in the spill and vacate the area. To prevent the spread of contamination, limit the movement of all personnel who may be contaminated.

SURVEY the area of the spill for possible contamination. **ENSURE THE SPILL IS UNDER CONTROL.** Survey all personnel who could have been contaminated. Decontaminate personnel by removing contaminated clothing and flushing contaminated skin with lukewarm water and then washing with a mild soap.

Call the Radiation Safety Officer at (702) 895-4226 for further assistance.

Cybersecurity Incidents

Cybercriminals continue to find new ways to infect your computer, making knowing what to look for and ensuring your computer is protected against attack extremely important.

Best Practices

- Keep all software up to date.
- Think before you click. Malicious emails or links often come from people you don't know, but can also come from people you do.
- Only download software from legitimate sources.
- Don't click on links in pop-up banners.
- Check permissions to see what information an app may collect about you.

Be Precautious

Viruses are designed to go unnoticed and spread quickly. Knowing what to look for, and being precautions about what you click on, will help protect you from getting a virus.

You can get viruses from:

- Clicking links on banner ads and pop-up messages, in emails, on social media, chat apps, text messages, etc.
- Downloading files through peer-to-peer (P2P) file-sharing applications or websites.
- Opening email attachments.
- Attaching personal storage devices (like USB sticks or cell phones) to an infected computer, especially public computers.
- Apps for your mobile device(s).

What to look for:

Often, there are signs that an email or website shouldn't be trusted. Look for:

- Short messages that give little context as to why someone is contacting you or what they are sending to you (e.g., "Check out these new pics!").
- Unusual URLs and domain names (e.g., "unlv.university.com" instead of "unlv.edu.>").
- Unexpected attachments, or attachments with unusual file types, especially attachments that end in .exe, .vbs, or .lnk on a computer running Microsoft Windows.
- Strange notifications that don't look like the normal messages you see from the app or program.
- Apps that require excessive access to your device. For example, a flashlight application should not need access to the camera and text messages.

When in doubt, never click or open something you think is unusual. If you aren't sure if something is a real message, contact the person by some other method, since some malware will automatically respond with legitimate-sounding replies.

If you think your computer may be infected:

For UNLV-barcode computers:

- Disconnect the computer from the Internet by disabling Wi-Fi or disconnecting the network cable.
- Contact the IT Help Desk.

Suspicious Packages

Suspicious mail incidents across the United States generally involve hazardous material(s) or explosive device(s). If you receive mail or discover object(s) that appear suspicious due to the presence of a powder, liquid coming out of the package, or other substance, the following actions are recommended:

- **From a campus phone, immediately call 911 or 702-895-3669 from a cell phone.** University Police will evaluate the threat level and determine if other emergency personnel need to be contacted.
- Deny access to everyone except emergency responders to the suspicious parcel/object. If possible, place a trash can over the package. Once emergency responders access the scene, they will take custody of the questionable item(s).
- Turn off any fans, window air conditioners and/or small area heaters.
- Isolate the room area; evacuate the adjoining areas.
- The individual who opened the suspicious item and anyone else who has come into contact with it should remain isolated in an area adjacent to the original location until emergency responders arrive. Further instructions will be forthcoming from emergency officials.
- The individuals who have had contact with the parcel should wash their hands and face with soap and water.
- Create a list of people who were in the room where the package was received.

Suspicious Parcel Recognition Checklist:

Use the following to evaluate parcels that seem unusual:

- **Handwritten or poorly typed address.**
- **No return addresses.**
- **Visual distraction on the package.**
- **Excessive weight/rigid, lopsided, uneven envelopes.**
- **Protruding wires or tinfoil.**
- **Oily stains/discolorations on the package.**
- **Incorrect titles.**
- **Misspelling of common words.**
- **Excessive postage.**
- **Restrictive markings such as “Confidential” or “personal.”**
- **Excessive tape or strings.**
- **Unexpected international, special delivery and/or air mail.**

Bomb Threat

All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students, and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. The procedures described below should be implemented regardless of whether the bomb threat appears real or not.

In the event of a bomb threat, immediately call 911 from a campus phone or 702-895-3669 from a cell phone. University Police will carefully evaluate all threats and provide the campus with specific information and instructions on how to respond.

- University personnel receiving telephoned bomb threats should ask the caller for the exact location where the bomb has been placed or where it is going to be planted.
- Attempt to get as much information as possible about the caller, for example, male or female, accent, etc.
- Listen for background noise which may indicate the location of the caller.
- Complete the checklist below as soon as possible after receiving a bomb threat call. Writing down the details as soon as you have received the call, or if you have the checklist available, will assist emergency personnel in responding to the threat.
- University Police will use direct contact information in their investigation and determination of the threat level.
- **Utilize the checklist on the next page or follow the link** to detail the information that you gather from your conversation or other interaction with the person making the threat. See the [CISA Bomb Threat Checklist](#) for more information.

Notes

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www.unlv.edu/safety-emergency