

**UIS Employee Emergency Action  
and  
Fire Prevention Plan**



UIS Compliance with OSHA Regulations (Standards - 29 CFR)  
Emergency Action Plan - 1910.38  
Fire Prevention Plans – 1910.39

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## **Emergency action plan**

### **Purpose**

The purpose of an Emergency Action Plan is to protect people from serious injury or loss of life, and minimize property loss in the event of an emergency or disaster. This Emergency Action Plan describes the responsibilities and actions to be taken to protect the UIS community and property until University or municipal responders take over.

### **Scope and application**

Many different types of emergencies could occur in UIS facilities including natural disasters, fire, explosion, civil disturbances, workplace violence, terrorist attacks, gas leaks, and chemical spills. Planning before an emergency happens, allows those involved to respond effectively and in ways that should minimize worker injuries and property damage. The Division of Business and Administrative Services (B&AS) has developed this plan to comply with OSHA Standard 1910.38, Emergency Action Plan, and OSHA Standard 1910.39, Fire Prevention Plan.

UIS Division of B&AS also developed the UIS Emergency Response Plan (See Appendix A) that characterizes areas of responsibility, including assignment of duties (e.g., rescue and medical), names of regular job titles of persons or departments who can be contacted for further emergency related information, and outlines an administrative framework to respond to various emergency situations.

UIS also provides the university community with a Disaster Program Reference plan (See Appendix B) that includes reporting procedures for fires and other emergencies. This plan is fashioned to facilitate rapid, professional and supportive response to campus emergencies and allows for the campus community to quickly adapt to events as they unfold. This reference is distributed to all UIS employees. Emergency topics covered by this plan include:

- Reporting Emergencies
- General Evacuation Procedures
- Civil Disturbances or Demonstrations
- Explosions
- Tornados
- Earthquakes
- Chemical or Radiation Releases
- Bomb Threats
- Fire
- Violent or Criminal Behavior
- Utility Failure
- Safety/Assault
- Medical and First Aid

It should be understood that individual departments, for example, areas containing hazardous substances, must develop response plans for situations that may develop within their areas of responsibility.

### **Training**

The Safety Officer and the Chief of Police are responsible for ensuring that all UIS employees are properly trained on the information stated in the emergency action plan. The Chief shall designate and train a sufficient number of persons, including all police officers, to assist in the safe and orderly emergency evacuation of employees. The Safety Officer will include this emergency action plan in all other health and safety training sessions required by OSHA, including, but not limited to, hazard

communication, bloodborne pathogens, asbestos awareness, lockout-tagout, and confined spaces. The Safety Officer also provides the UIS community with a web-based training module available on the UIS website, that includes a copy of this plan.

## **Plan Review**

The university safety committee will review the emergency action plan at least annually, whenever the plan is changed, and whenever a UIS employee's responsibilities or designated actions under the plan change. Department supervisors are responsible for providing employees with all updated information. The written plan shall be kept at each department on campus and made available for employee review. The employer shall review with each employee upon initial assignment those parts of this plan that the employee must know to protect the employee in the event of an emergency.

## **Building Evacuations**

*During all types of emergency evacuations, UIS depends on the local fire department and their trained emergency response teams to attend to any injured and/or trapped victims, unless a UIS employee decides to respond as a Good Samaritan.*

There are several types of actual and potential emergency situations that might necessitate a building evacuation including fire, explosion, chemical spill, gas leak, terrorist threats, etc. The evacuation alarm, present in all occupied buildings on campus, is primarily intended for initiating a general evacuation during fire emergencies. During emergencies other than fire, the possibility that occupants could enter a danger area (e.g., chemical spill in exit path, potential explosion area, exposure to gunman, etc.) while exiting the building should be considered before initiating the evacuation alarm. In those instances where a general evacuation is not safe, the evacuation will have to be conducted room by room since UIS does not have a public address system.

UIS has established an emergency communications system utilizing building fire alarms, campus phones, and the computer network to notify employees of an emergency, and to contact local law enforcement, and the fire department. Evacuation routes (See Attachment 1) are posted in all campus buildings and are also available on the UIS website; however, all employees should be familiarized with ALL exits from their building in order that the nearest safe exit will be properly chosen in an emergency. Each building is assigned a specific safe area for all personnel to congregate. Evacuation wardens have been assigned for each floor of every campus building (See Appendix E) to account for all personnel present before the evacuation.

## **UIS Fire Alarms**

The fire alarm system in all campus buildings is activated by manual pull stations, smoke or heat detectors or the activation of the sprinkler system. All alarms are immediately sent to the UIS Police and the Springfield Fire Department.

The UIS fire alarm system provides sufficient warning for necessary emergency action for reaction time for the safe escape of employees from the workplace or the immediate work area, or both. The alarm is a distinctive and recognizable signal to assure timely evacuation from the work area or to perform actions designated under this emergency action plan.

UIS shall assure that all devices, components, combinations of devices or systems constructed and installed to comply with this standard are approved. UIS shall assure that all employee alarm systems

are restored to normal operating condition as promptly as possible after each test or alarm. Spare alarm devices and components subject to wear or destruction shall be available in sufficient quantities and locations for prompt restoration of the system.

UIS shall assure that all employee alarm systems are maintained in operating condition except when undergoing repairs or maintenance

UIS shall assure that all supervised employee alarm systems are tested at least annually for reliability and adequacy.

UIS shall assure that the servicing, maintenance and testing of employee alarms are done by persons trained in the designed operation and functions necessary for reliable and safe operation of the system.

UIS shall assure that manually operated actuation devices for use in conjunction with employee alarms are unobstructed, conspicuous and readily accessible.

### *Campus Phones*

UIS posts emergency telephone numbers near telephones, or employee notice boards, and other conspicuous locations when telephones serve as a means of reporting emergencies.

1. For help with any type of emergency, call the UIS Police Department at 6-7777 or dial 9-911.
2. Explain the problem and location to the UIS Police Department Telecommunicator. Do not hang up until told to do so.

### *Automatic Sprinkler System*

This will begin the extinguishments of the fire and immediately send an alarm to the Campus Police and the Springfield Fire Department. Individual sprinkler heads will open only where the temperature reaches the prescribed setting. It is important that at least 18" of clearance be kept at all times below the line of sprinklers to allow proper water distribution over the fire. Sprinklers must never be painted and should be protected from being struck and damaged or broken off. Leaks or other problems with the automatic sprinkler system should be reported promptly to the Department of Physical Planning and Operations (6-6530).

### *Emergency Lighting*

This will aid in the evacuation in areas of corridors and stairways. A flashlight is recommended to aid in emergencies.

### *Fire Extinguishers*

University buildings are equipped with fire extinguishers in accordance with the requirements of the construction and/or fire safety codes. UIS Employees are not expected to utilize these devices nor are they formally trained in their use due to the danger of their personal safety that would result from attempting to extinguish a fire. Never block or obstruct extinguishers with furniture or equipment. All campus extinguishers are inspected and tagged annually. There are no fire hoses for building occupant use located in any University building; only fire hose connections for fire department use exist.

### *Manual Alarm pull stations*

Pull down to activate evacuation alarm. This will sound an alarm and immediately send an alarm signal to UP. After activating the alarm call UP, from a safe location, to provide additional information. Never block or obstruct these with furniture or equipment.

### **Critical operations**

There are no procedures to be followed by employees who remain to operate critical plant operations before they evacuate. All employees must exit their work areas immediately during a building evacuation.

#### ***Shut Down of critical operations.***

The Director of Physical Planning and Operations is responsible for deciding any shutdowns of critical operations.

### **Physically Disabled Occupants**

Persons with disabilities must study and remember the features of each building they are in, including stairways, exits, phone locations, and elevator procedures. At times, assistance from others may be needed. Individuals with disabilities may seek assistance from others in their classes or offices if emergency evacuation becomes necessary. Faculty members who have students with disabilities in their classes should discuss emergency evacuation of these persons ahead of time. Contact Disabilities Services (206-7154) for assistance with procedures dealing with disabled individuals during emergencies.

#### ***Individuals with Mobility Limitations***

Evacuation of these persons in an emergency is of concern since elevators will not operate during a fire alarm. If there is no immediate danger (i.e., obvious smoke or fire), these persons should either stay in place with their escorts or be moved to a disabled evacuation point until emergency personnel determine the nature of the situation. Officials may decide that no evacuation is necessary, they may remove the person using the elevator with an override key, or they may carry the person out of the building.

Escorts should remain with the person and the faculty or other staff member should report their location to UIS Police. It is extremely important that the person not be moved unnecessarily and improperly, possibly causing further physical injury.

If there is imminent danger and evacuation cannot be delayed, persons with disabilities should be carried or helped from the building in the best and fastest manner. The individual is the best authority as to how to be moved out of the building. **Professional emergency personnel should assist in the evacuation if time permits.**

#### ***Individuals With Vision Impairments***

In the event of an emergency tell the person with vision impairments how and where to exit. Have the person take your elbow and escort him or her (this is the preferred method when acting as a sighted guide). As you walk, tell the person where you are and advise them of any obstacles. When you reach safety, orient the person to where he or she is and ask if any further assistance is needed.

### ***Individuals With Hearing Impairments***

- Since persons with impaired hearing may not perceive audio emergency alarms, an alternative warning technique is required. UIS has installed strobe lights on all fire alarms on campus.

It may be prudent to escort the person with a hearing impairment as you leave the building.

Department supervisors should take the following measures to assist persons with disabilities:

1. Discuss with individuals what special assistance they may need.
2. Direct persons who may need assistance in evacuation to the designated disabled evacuation area.
3. Notify the UIS Police of their location and the need for assistance in evacuating the building.
4. Department heads should discuss with individual employees any special requirements they may need and determine how they will communicate.
5. Communicate to UIS Police where individuals can be found who indicate they may need assistance.
6. Individuals with disabilities should develop an escort system in their daily environment (office, classroom, home).

### ***UIS Disabled Students***

It is the responsibility of faculty to notify students in each class of the need to identify themselves (in private if desired) if they will need assistance during a building evacuation and to establish an evacuation plan for those identified. Contact Disabilities Services (206-7154) for assistance with procedures dealing with disabled individuals during emergencies.

## **Fire Prevention Plan**

### **Purpose**

The UIS Fire Prevention and Safety Plan (Plan) is a document that sets fire safety standards for practices, policies, and procedures to facilitate the university community's ability to conduct safe operations and to ensure regulatory compliance. The purpose of the Plan is to provide minimum standards to safeguard life, health, property, and public welfare by monitoring and controlling the design, construction, quality of materials, occupancy use, location and maintenance of all buildings, and structures within the campus community.

The Plan includes methods designed to protect employees, students, and guests from fire and safety hazards presented by diverse operations conducted at the university and to promote safe practices. The Plan meets the fire prevention and safety requirements outlined in the Illinois Administrative Code and Occupational Safety and Health Act (OSHA) that encompass the uniform codes and nationally recognized codes and standards. The Plan is to simplify and address the most common fire and safety compliance issues in the above-mentioned codes and standards.

This written plan shall be kept in each department on campus, and made available for employee review. It will also be available on the UIS web site.

### **Building Fire Safety**

#### *UIS Policies*

- Building occupants shall not obstruct or tamper with any safety features such as exit signs, sprinkler systems, heat and smoke detectors, alarm pulls, horns and strobes, etc. Fire doors may not be propped open except with an approved magnetic interlock device.
- Sprinkler heads and pipes may not be used to support decorations or other items and stored materials must be at least eighteen inches below a sprinkler head.
- Flammable and combustible storage shall be in conformance with the applicable sections of this document and the National Fire Protection Association and NIOSH standards. See Appendix C.
- Stairwells shall be kept free of obstructions and shall not be used for storage, vending machines, etc.
- Hallways may not be used for storage of combustible materials, items that could inadvertently be moved into the traffic path during an emergency, or items that reduce the width of the hallway.
- Vending machines may not be located where they will reduce the width of a hallway or other building exit path during refilling operations and may not be located in stairways.
- Items may not be placed in hallways without approval from The Department of Physical Planning and Operations. Cabinets with doors or drawers will not be approved if the open drawer or door reduces the hallway width below the minimum required.
- A minimum 36-inch clear exit aisle must be maintained from each workstation.
- Special events must be planned so that displays and refreshment tables do not obstruct exits or exit access routes.
- Classrooms without fixed seating shall be set up to allow access to the exit door(s) from each row of seats and seating may not exceed 49 in rooms with a single exit.
- Additional occupants may not be accommodated in aisles, exit paths, or other portions of classrooms and other assembly areas provided with fixed seating.

- Open flames are permitted only in laboratories and other designated hot work areas unless a hot work permit is obtained from the Vice Chancellor for Administrative Services.
- Lighted candles are not permitted except in supervised dining areas provided they are securely supported on a noncombustible base and the flame is protected.
- Electric space heaters must be at least 36 inches from any type of combustible. They must contain an automatic shut-off when tipped over, and must be shut off when left alone.
- Department supervisors are responsible for controlling accumulations of flammable and combustible waste materials in their areas so that they do not contribute to a fire emergency.

### ***UIS Smoking Policy***

Smoking is prohibited in all University buildings and within University-owned motor vehicles, thus eliminating the health and fire hazard associated with the use of smoking materials.

### **UIS Fire Safety Inspections**

The UIS Safety Officer performs safety inspections of all buildings continually. Fire safety inspections generate formal, written Notices of Violation, which are issued to the individual(s) responsible for the correction of an observed fire hazard. Follow up inspections are established and are conducted. There is a process that is followed for granting extensions of time for hazard abatement, as well as handling uncorrected cited hazards. Regular safety inspections help to identify safety problems present across campus and ensure compliance with UIS housekeeping policies that are enforced forbidding:

- Accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire emergency,
- Use of open flames in campus buildings,
- Use of electric heaters that do not contain a safety shut off when the heater tips over, and
- Use of electric heaters in a vacant office (even temporarily).

### **Workplace Hazard List**

The following list identifies the major workplace fire hazards and their proper handling and storage procedures, potential ignition sources (such as welding, smoking and others) and their control procedures, and the type of fire protection equipment or systems, which can control a fire involving them.

- PAC Boiler Room (Flammables)\*
- BRK Boiler Room (Flammables)\*
- HSB Floor 1; Chemical Stockroom: Flammables; Explosives; Toxics; Compressed Gas Tanks\* \*\*
- HSB Floor 2; Flammables; Explosives; Toxics; Compressed Gas Tanks\* \*\*
- HSB Floor 3: Flammables; Explosives; Toxics; Compressed Gas Tanks\* \*\*
- CPV Visual Arts; Flammables; Compressed Gas Tanks\* \*\*
- BSB Print Shop: Flammables\*
- Volatile Storage Shed: Flammables\*
- PPO Shop: Flammables; Compressed Gas Tanks\* \*\*

\* See Appendix C for the UIS policy on Flammable and Combustible Materials Storage .

\*\* See Appendix D for the UIS policy on Gas Cylinder Safety

Refer to the UIS Hazardous Materials Inventory prepared annually and made available to local emergency responders (fire, police, ambulance, IEMA). The safety officer and the police chief maintain this inventory.

## **Responsibilities**

### ***Maintenance***

Dave Barrows, Director, Physical Planning and Operations is responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires

### ***UIS personnel responsible for control of fuel source hazards***

Bob Raebig, Safety Officer  
Linda Riebling, Natural Science Technician  
Gary Trammell, Chemical Hygiene Officer

### ***Training***

The UIS Safety Officer shall apprise employees of the fire hazards of the materials and processes to which they are exposed during the annual hazard communication training sessions. The Safety Officer also provides a fire prevention training web page and pamphlet to all UIS employees.

The Safety Officer shall review with each employee upon initial assignment those parts of the fire prevention plan which the employee must know to protect the employee in the event of an emergency.

## **Appendix A**

### **UIS Emergency Response Plan**

#### **INTRODUCTION**

The following plan characterizes areas of responsibility and outlines an administrative framework to respond to emergency situations. This plan is fashioned to facilitate rapid, professional and supportive response to campus emergencies and allows for the campus community to quickly adapt to events as they unfold. It should be understood that individual departments must develop response plans for situations that may develop within their areas of responsibility.

#### **DEFINITIONS**

- Chief** University Police Chief
- DPP** Director Physical Plant
- ECC** Emergency Command Center
- EMT** Emergency Management Team
- OIC** Officer in Charge
- Police** University Police Department
- RT** Response Team
- SOP** Standard Operating Procedure
- VCAS** Vice Chancellor Administrative Services

#### **LEVELS OF EMERGENCY RESPONSE**

**Level 1: Minor department or building incident** - can be resolved by a responding service unit. (Examples: Physical Plant responds to a broken water pipe or short-term heating or electricity outage)

**Level 2: Department or building incident** - can be resolved with existing University resources or limited outside help. These incidents are usually one-dimension events having a limited duration and little impact except those using the space/building in which the incident occurs. (Examples: Minor chemical or fuel oil spills; loss of building heat or electricity for several hours; etc.)

**Level 3: Primarily people, rather than infrastructure focused.** Many student issues can become complex because of varied institutional and student support responses that must be coordinated. For these situations, written departmental plans must be in place and implemented. (Examples: Assaults; sexual assaults; building/office occupation; hate crimes; bomb threats; etc.)

**Level 4: Major emergency impacting a sizable portion of the campus and/or outside community.** Level 4 emergencies may be single or multi-hazard situations, and often require considerable coordination both within and outside the University. These emergencies include projected events on campus or in the general community that may develop into a major University crisis or a full disaster. (Examples: Heating plant failure; extended power outage; severe storms; major fire; contagious disease outbreak; domestic water contamination; etc.)

**Level 5: Catastrophic emergency involving the entire campus and surrounding community.** Immediate resolution of the disaster, generally multi-hazard, is beyond the emergency response capabilities of campus and local resources. (Examples: Earthquake or tornado requiring State and/or Federal assistance.)

## **DECLARATION OF EMERGENCY SITUATION**

The University Police Chief (Chief) or any Cabinet level officer is authorized to declare a Level 4 or 5 emergency when s/he deems it necessary to place into immediate effect emergency procedures and/or to close all or part of the University. This individual may also activate the Response Team (RT) as the situation dictates.

## **EMERGENCY RESPONSE**

Emergencies or potential emergency conditions should be reported immediately to the University Police Department (Police) @ 6-7777 (emergency #) or 6-6690.

University Police Telecommunications will follow a Standard Operating Procedure (SOP). The SOP, reviewed/updated annually, will be followed for nearly all emergency situations.

1. Dispatch police officers and make appropriate fire and/or medical rescue calls.
2. Notify the OIC and Chief, one of whom will determine whether or not to initiate the emergency notification telephone call list or selectively notify individuals.
3. If the emergency call list is initiated, the VCAS or Chief will determine the appropriate level of response and to what extent an RT will become involved.

Some situations may require deviation, but in all situations full and complete communication with University officials is required.

### **Level 3 Response**

The Police will notify the VC Student Affairs (or designee), the VC Administrative Services and the Associate Chancellor Public Relations to allow them to evaluate all facets and potential ramifications of a Level 3 situation and to provide input on what actions should be taken.

## **Level 4 or 5 Response**

If a **Level 4 or 5** emergency has occurred or is imminent, the Police shall notify and assemble an RT. In the absence of the VCAS or Chief, the DPP will assume RT leadership responsibilities until the VCAS or Chief arrives. Prior to the RT arrival on campus, on scene responders are authorized to make necessary operational and response decisions and to commit resources to mitigate and control the crisis. Police personnel are authorized to request immediate assistance from University departments and personnel on an emergency basis, including asking staff to be reassigned from less critical assignments to assist officers.

## **EMERGENCY COMMAND CENTER (ECC)**

**Level 4 or 5** emergencies require the Chief or Officer in Charge (OIC) establish an Emergency Command Center (ECC). Normally, the ECC will be the Police Department Building. The ECC can be established at other locations where necessary support facilities exist including easy access to:

- Telephone and communication services
- Radio access via a scanning radio for all campus and local municipal frequencies
- Campus computer network connections
- Large scale campus map
- Designated FAX machine

## **RESPONSE TEAM**

- Gather, confirm & evaluate incident information
- Define and implement tactics/actions to resolve specific priority situations
- Identify resource needs
- Reassign/deploy individuals in support of critical needs
- Liaise with Public Relations

Members:

- VC Administrative Services (VCAS) (Levels 4 and 5 emergencies)
- Chief (or OIC)
- Director of Physical Planning and Operations (DPP)

Other university units and personnel may be asked to assist and support the RT as conditions dictate:

- Vice Chancellor for Student Affairs
- Head Nurse, Health Services
- Director of Housing and Residential Life
- Academic Deans & Directors
- Athletics
- University Food Service
- Computing & Information Technology
- Counseling Services
- Others

In emergency situations that involve the city of Springfield or other surrounding municipalities, the campus Police Department is responsible for activities of the RT that must be coordinated with local emergency preparedness officials.

**EMERGENCY MANAGEMENT TEAM (EMT) (Level 4 or 5):**

1. Approve or endorse overall priorities and strategies
2. Issue media and public information reports and instructions
3. Liaise with government and external organization **other than, local, state, and federal emergency preparedness officials.**

This policy group will normally meet in the Chancellor’s Conference Room or as the situations dictate.

Members:

- Chancellors’ Cabinet
- General Counsel
- Associate Chancellor for Public Relations (Or Designee)
- Chief or OIC (**ONLY** if required and available)

**UNIVERSITY STAFF RESPONSIBILITIES**

The following University offices/individuals are to assume various roles and provide support as needed in an effort to provide an effective, coordinated response.

Academic Deans & Chairs	Identify and resolve instructional and research issues. Coordinate necessary faculty resources.
Recreation and Athletics	Coordinate use of the Gym Complex or other designated spaces as staging areas, open bay temporary shelter, and/or a temporary morgue.
HR EAP & Counseling Center	Assist employees and students in coping with trauma.
Health Services	Provide back-up medical support. Assist in providing services to those with minor injuries and provide trauma support. Assist onsite medical triage if requested.
Printing/Duplicating and Mail Room	Provide courier services for Response and Management Team. Post signs and notices. Provide printed material as directed.
Physical Plant	Mitigate utility, facility and grounds damages, restoring to functional levels. Assist Police create safety perimeter(s) at the emergency site(s).  Arrange for fit-up of temporary quarters

	for displaced units. Coordinate structural evaluations and repair estimates
Police Dept.	Evacuation, law enforcement, crowd control, site security, and mobile communications. Liaise with on-site fire and medical command personnel.
Purchasing	Obtain emergency goods and services including coordination of pick-up & delivery to emergency site.
Residential Life	Coordinate housing operations including any temporary shelters.
Telecommunications	Coordinate temporary telephone, fax, and computer hookups. Arrange phone bank for necessary student call-outs to family. Activate "800" number if necessary.
University Relations	University spokesperson and media coordination.
University Food Service	Coordinate dining services for dislocated students, personnel, and emergency workers.
University I-Card	Create new identification/access credentials as requested.
University Safety Officer	Assist in any chemical/biohazard incidents. Link with State Authorities as necessary.
University Risk Management	Assist in identifying scope of loss and coordinate / liaise on insurance issues.

In some circumstances, it may be necessary to request **faculty or staff** to assume temporary roles outside the normal scope of their duties, taking into consideration their ability to carry out those temporary roles. Any department (i.e. Financial Aid, Admissions, etc.) not having a specific role for their personnel will automatically become part of a "pool" of reserve personnel to assist as assigned by the RT.

## **TERMINATION OF EMERGENCY SITUATION**

Any Cabinet level officer may officially declare an end to the state of emergency after counsel and advice with the RT.

### **Effective Dates**

Approved: Vice Chancellor Administrative Services - 9/1/2001

Approved: Cabinet - 10/16/2001

## **Appendix B UIS Disaster Program Reference**

### **Disaster Program Reference University of Illinois at Springfield**

#### **REPORTING EMERGENCIES**

UIS POLICE DEPARTMENT (UISPD)  
6-7777 (EMERGENCY) • 6-6690 (NON-EMERGENCY)

CITY OF SPRINGFIELD/SANGAMON COUNTY  
9-911 (EMERGENCY)

1. For help with any type of emergency, call the UIS Police Department at 6-7777 or dial 9-911.
2. Explain the problem and location to the UIS Police Department Telecommunicator. Do not hang up until told to do so.
3. For additional emergency procedures information, speak with your Building Representative. A list of Building Representatives can be obtained from the UIS Police Department.

#### **GENERAL EVACUATION PROCEDURES**

- All building evacuations will take place when the fire alarm sounds continuously and/or after notification by the UIS Police Department or emergency personnel. Leave the building immediately.
- Know the marked exits for your building. Know the exit routes from your work area.

#### **NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND NEED HELP TO EVACUATE.**

#### **IN CASE OF FIRE, DO NOT USE ELEVATORS.**

- Once outside, move to a clear area at least 150 yards away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel. If requested, assist UISPD. **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so by UISPD. Notify building representative if you leave the assembly area.

#### **CIVIL DISTURBANCE OR DEMONSTRATIONS**

- Most campus demonstrations are peaceful. Carry on business as usual, if possible. Avoid provoking or obstructing the demonstrators.
- Should a disturbance occur, call UISPD at 6-6690. To avoid controversy, if possible use a private office when making the call. In case of a threatening disturbance, call 6-7777 or 9-911. The following action should be taken:
  1. Alert all individuals in the area of the disturbance.
  2. Lock doors, secure files, documents, and equipment.
  3. If necessary, cease operations and evacuate.

4. Contact 6-7777 or 9-911 for further instructions.
5. If a class is disrupted, call 6-7777 or 9-911.

## **EXPLOSION, AIRCRAFT CRASH, OR SIMILAR INCIDENT**

- Immediately take cover under tables, desks, or anything that will give protection against falling glass or debris.
- After the effects of the incident have subsided, call UISPD at 6-7777 or 9-911. Give your name and describe the location and nature of an emergency.

## **NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND NEED HELP TO EVACUATE.**

### **IN CASE OF FIRE, DO NOT USE ELEVATORS.**

- Once outside, move to a clear area at least 150 yards away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel. If requested, assist the UIS Police Department.
- **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so by UISPD.
- Do not return to area. Do not pick up any debris. Do not light a match or smoke.

## **TORNADO**

- Be aware of the Civil Defense sirens used if a tornado is sighted.
- **IF INDOORS**, go to the lowest level of the building. Interior hallways, rooms, or restrooms are preferable, away from glass windows.
- **IF OUTDOORS**, go to the nearest ditch or depression, away from power lines, buildings, and trees. **DO NOT STAY IN A CAR OR ATTEMPT TO OUTRUN THE TORNADO.**
- **NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND NEED HELP TO EVACUATE.**
- After the tornado has passed, evaluate the situation and if emergency help is needed, call 6-7777 or 9-911. Be aware of dangerous structural conditions. Report damaged facilities to the UIS Police Department.
- If outdoors, move away from utility poles. **ALWAYS AVOID DOWNED POWER OR UTILITY LINES, AS THEY MAY BE ENERGIZED.**

NOTE: Gas leaks and power failures create special hazards. Do not light a match or smoke. (Refer to section on utility failure.)

### **IN CASE OF FIRE, DO NOT USE ELEVATORS.**

## **EARTHQUAKE**

- If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment. **DURING AN EARTHQUAKE, EXIT THE BUILDING ONLY AFTER THE SHAKING HAS STOPPED.**
- If outdoors, move away from utility poles and buildings. Always avoid power or utility lines as they may be energized.

- After the initial shock, evaluate the situation and if emergency help is necessary, call 6-7777 or 9-911. Protect yourself at all times and be prepared for after-shocks.
- Report damaged facilities to 6-7777 or 9-911.
- If evacuated, move to a clear area at least 150 yards away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel. If requested, assist the UIS Police Department. **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed by UISPD.

NOTE: Gas leaks and power failures create special hazards. (Please refer to the section on Utility Failures.) Do not light a match or smoke.

**NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND NEED HELP TO EVACUATE.**

**IN CASE OF FIRE, DO NOT USE ELEVATORS.**

**CHEMICAL OR RADIATION SPILL**

- Report spillage of a chemical or radioactive material immediately to 6-7777 or 9-911. Do not return to affected area.
- Anyone who may be contaminated by the spill should avoid contact with others. Do not touch anything. Flood chemical burn with cool water. Follow MSDS information regarding possible water reactions.
- When reporting, be specific about the nature and location of spilled material. UIS Police Department will activate the emergency response units.
- Persons not trained in spill techniques should immediately evacuate the area.
- Once outside, move to a clear area at least 150 yards away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel. If requested, assist the UIS Police Department. **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed by UISPD.

**NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND NEED HELP TO EVACUATE.**

**IN CASE OF FIRE, DO NOT USE ELEVATORS.**

**BOMB THREAT**

If you observe a suspicious object that may be a potential bomb on campus, **DO NOT HANDLE THE OBJECT!** Clear area and immediately call the UIS Police Department at 6-7777 or 9-911.

Any person receiving a telephone call that a bomb or other explosive device has been placed on campus should obtain as much information from the caller as possible, including the following:

1. Time of call and the phone line on which the threat was received. (If phone has caller I.D., note number of caller.)
2. Description and location of bomb.
3. Perceived personal characteristics and gender of person.
4. Noticeable speech pattern, accent, etc.
5. Description of any background noise.

6. Reason bomb was placed on campus.

- The UIS Police Department will conduct a detailed bomb search. **DO NOT TOUCH ANY SUSPICIOUS OBJECTS!**
- When the building evacuation alarms are sounded or when told to leave by UISPD, leave by the nearest marked exit and alert others to do the same.
- Once outside, move to a clear area at least 150 yards away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel. If requested, assist the UIS Police Department. **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed by UISPD.

**NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND NEED HELP TO EVACUATE.**

**IN CASE OF FIRE, DO NOT USE ELEVATORS.**

## **FIRE**

- Pull fire alarm. Evacuate and close doors as you go without locking them.
- Evacuate building using the most direct route and nearest exit.
- Do not use elevators.
- Once outside, move to a clear area at least 150 yards away from the affected building. Keep the walkways clear for emergency vehicles.

**DO NOT RETURN TO AN EVACUATED BUILDING unless directed to do so by the UIS POLICE DEPARTMENT.**

**NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND NEED HELP TO EVACUATE.**

- Notify UIS Police Department concerning any special circumstances such as failure of the staff to evacuate persons with disabilities. This information will be forwarded to the Springfield Fire Department.
- Should you become trapped in the building, dial 6-7777 or 9-911, if possible, to inform UISPD of your location. If a window is available, attempt to attract the attention of UIS Police or emergency response personnel.

## **VIOLENT OR CRIMINAL BEHAVIOR**

- Be alert to suspicious situations or persons and report them to the UISPD at 6-7777 or 9-911.
- If you are a victim of or witness to any on-campus violation of the law, such as assault, robberies, or theft, contact 6-7777 or 9-911. (Refer to section on Assault.)
- Notify 6-7777 or 9-911 as soon as possible and provide them with the following information:
  1. Nature of incident.
  2. Location of incident.

3. Description of person involved.
4. Description of property involved.

If you witness a criminal act or notice a person acting suspiciously on campus, call 6-7777 or 9-911 and give information outlined above.

## **UTILITY FAILURE**

- In the event a utility failure occurs during regular working hours, notify the Office of Physical Planning and Operations, 6-6530.
- If there is danger to the building occupants, or if the utility failure occurs after hours, on weekends, or during holidays, call UISPD at 6-7777 or 9-911.

## **NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND NEED HELP TO EVACUATE.**

### **IN CASE OF FIRE, DO NOT USE ELEVATORS.**

- Once outside, move to a clear area at least 150 yards away from the affected building. Keep the walkways clear for emergency vehicles. **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so by the UIS Police Department.
- Electrical/Light Failure: All buildings are equipped with an emergency light system that will provide enough illumination in corridors and stairs for safe exiting. Individual departments may wish to have flashlights available.
- Elevator Failure: If you are trapped in an elevator, activate elevator alarm and/or use the emergency telephone, which will automatically put you in contact with the UISPD. **NEVER ATTEMPT TO EXIT AN ELEVATOR STOPPED BETWEEN FLOORS.**
- Plumbing Failure/Flooding: Cease the use of all electrical equipment. Notify the Office of Physical Planning and Operations at 6-6530. If necessary, vacate the area. After hours call UISPD at 6-7777 or 9-911.
- Gas Leak: **VACATE THE AREA. DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. REMEMBER,** electrical arcing can trigger an explosion! Notify UISPD at 6-7777 or 9-911 and the Office of Physical Planning and Operations at 6-6530. Do not smoke, light matches, or lighter. **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so by the UIS POLICE DEPARTMENT.
- Ventilation Problem: If fire or odor comes from the ventilation or equipment, vacate the area. Notify the Office of Physical Planning and Operations at 6-6530 or UISPD at 6-7777 or 9-911 after hours.

## **SAFETY/ASSAULT**

### **SAFETY AT THE OFFICE**

- Do not give out personal information while at work.
- If working after hours, inform the UIS Police Department at 6-6690. Keep your door locked. Ask for ID before admitting persons.
- Do not inform others that you are alone. If you have an active order of protection, notify UISPD.
- To design a personal protection program for your office, contact UISPD at 6-6690.

## **SAFETY IN THE CAR**

- Park in well lighted areas and have your key ready to unlock your vehicle. You may wish to carry a cellular phone in your vehicle.
- Check the back seat of your vehicle before getting in. Make sure no one is concealed in your vehicle.
- Keep doors locked at all times. If your car breaks down, raise the hood, put on emergency lights, and lock doors. Wait for someone to stop (staying in your locked car), and ask them to call the police or a tow service.
- If you are near a campus parking lot, locate the emergency code blue telephone unit. Push the button and the unit immediately dials the UIS Police Department. Once UISPD answers the call, calmly describe the nature and severity of your problem. The telephone unit, once activated, sets off a flashing blue light and automatically indicates the location to the UIS Police Department.

## **IF YOU ARE THE VICTIM OF A SEXUAL ASSAULT**

- Look for situations that you can exploit to your advantage. Your primary objective should be to survive the attack and avoid serious injury to yourself.
- Take notice of the characteristics of your assailant including his habits, surroundings, contacts, speech and mannerisms. This information is important for the police in trying to apprehend the criminal. CALL 6-7777 or 9-911.
- If you have been raped, do not shower, bathe, douche, or destroy any clothes you were wearing. Do not disturb the area where the assault occurred. If you change clothes, put clothes in a paper bag and take them to the hospital or police station for evidence. It is best not to change clothes. SEEK MEDICAL HELP. Be sure to get medical attention for injuries and tests for sexually transmitted diseases and pregnancy.

## **SEXUAL ASSAULT ASSISTANCE**

Campus Police Department (available 24 hours)	6-7777 or 9-911
Campus Office of Health Services	6-6676
Campus Counseling Center	6-7122
Rape Information and Counseling Service (available 24-hours)	753-8081

## **MEDICAL AND FIRST AID**

- If a serious injury or illness occurs, call the UIS Police Department at 6-7777 or 9-911. Give your name, describe the nature and severity of the medical problems, and the campus location of the victim.

NOTE: UISPD has a direct line to paramedics and ambulance service and can render first aid and CPR.

- In case of minor injury or illness, provide first aid care. Use the first aid materials located in the building (if available).
- In case of serious injury or illness, quickly perform the following steps:

1. Keep victim still and comfortable. DO NOT MOVE VICTIM.
2. Ask victim, "Are you okay?" and "What is wrong?"
3. Check breathing and conditions of victim.
4. Control serious bleeding by direct pressure on the wound.
5. Provide assistance to the victim until help arrives.
6. Look for emergency medical I.D. Question witnesses and give all information to UISPD.
7. Call 6-7777 or 9-911.
8. Call Campus Office of Health Services, 6-6676, if injury or illness is minor.
9. Be sure to restock first aid supply kits as materials are used.

*Poisoning and Overdose*

- Stay with victim and assist as necessary.
- If choking, lower victim's head.

*Choking*

- Check victim's mouth and clear of foreign matter.
- Use abdominal thrusts if trained to do so.

*Fainting, Unconsciousness and Shock*

- Have victim lie or sit down and rest.

*Severe Bleeding and Wounds*

- Apply direct pressure on wound (until help arrives) using a clean cloth or **gloved** hand.

*Heart Attack*

- Place victim lying down on back.
- Give resuscitation or CPR as necessary, if trained to do so.

*Burns, Thermal and Chemical*

- Flood chemical burn with cool water (follow msds information regarding water possible reactions).
- Cover burn with dry bandage
- Keep victim quiet and comfortable.

*Fractures and Sprains*

- Keep victim still.
- Keep injured area immobile.

NOTE: Professional medical care should be sought after first aid is given.

## Appendix C Flammable and Combustible Storage

### A. Scope

This document applies to all flammable and combustible materials stored in all buildings on the University of Illinois at Springfield campus.

### B. Definitions

Flammable liquid: those liquids having a flash point below 100 degrees F. and a vapor pressure not to exceed 40 psia at 100 degrees F. All flammable liquids are classified as Class I liquids.

Combustible liquid: Those liquids having a flash point above 100 degrees F. Combustible liquids are subdivided as follows:

- Class II: Liquids with flash points at or above 100 degrees F. and below 140 degrees F.
- Class IIIA: Liquids with flash points at or above 140 degrees F. and below 200 degrees F.
- Class IIIB: Liquids with flash points above 200 degrees F.

### C. Need for a Flammable Storage Cabinet

The class of flammable or combustible liquid present as well as the total quantity and location of these liquids drive the need for a Flammable Storage Cabinet. The total amount of flammable and combustible liquids allowed shall be in accordance with the amount shown in the applicable table below.

Table 1: Maximum Quantities of Flammable and Combustible Liquids in Non-Sprinklered Areas.

Flammable or Combustible Liquid Class	Maximum Quantity per (100 sq. ft.), not stored in a Cabinet	Maximum Quantity per Laboratory, not stored in a Cabinet	Maximum Quantity per (100 sq. ft.), including that stored in a Cabinet	Maximum Quantity per Laboratory, including that stored in a Cabinet
I*	7.5L (2 gal)	284 L (75 gal)	15 L (4 gal)	570 L (150 gal)
I*, II and IIIA	15 L (4 gal)	380 L (100 gal)	30 L (8 gal)	760 L (200 gal)

\*This category includes Class I flammable liquids and liquefied flammable gases.

Table 2: Maximum Quantities of Flammable and Combustible Liquids in Sprinklered Areas.

Flammable or Combustible Liquid Class	Maximum Quantity per (100 sq. ft.), not stored in a Cabinet	Maximum Quantity per Laboratory, not stored in a Cabinet	Maximum Quantity per (100 sq. ft.), including that stored in a Cabinet	Maximum Quantity per Laboratory, including that stored in a Cabinet
I*	7.5 L (2 gal)	570 L (150 gal)	15 L (4 gal)	1136 L (300 gal)
I*, II and IIIA	15 L (4 gal)	757 L (200 gal)	30 L (8 gal)	1515 L (400 gal)

\*This category includes Class I flammable liquids and liquefied flammable gases.

Departments can request an exemption to exceed the total quantities of flammable and combustible liquids outlined in the tables in order to meet research needs. For an exemption, the Department should contact the Safety Officer at 206-6531 or the Chemical Hygiene Officer at 206-7344.

#### **D. Venting Flammable Storage Cabinets**

Venting of flammable storage cabinets is not recommended due to the fact that it could reduce the fire protection effectiveness of the cabinet. It is recognized that some individuals and departments may want to vent these cabinets to reduce odorous vapors emanating from the cabinet. This is particularly true when the cabinet is located in an occupied area. To minimize the affect on the fire resistance of the cabinet the following criteria should be followed:

- Mechanical exhaust ventilation shall be utilized. Exhaust shall be discharged above the roof using an existing lab exhaust system or as an independent system.
- The cabinet shall be vented from the bottom with fresh air being supplied from the top. The flame arrestor shall remain in both the lower and upper bung holes. The bung holes should be regularly inspected and cleaned to prevent them from becoming blocked.
- The exhaust duct provided shall be a material of equivalent strength (or better) as the material used for the cabinet's construction (a minimum of 18 gauge sheet steel). The exhaust duct shall also be a material compatible with the liquids stored inside the cabinet.
- The exhaust duct shall be welded. The use of stove pipe, dryer vent and PVC is prohibited.

#### **E. Other considerations concerning Flammable Storage Cabinets**

Never locate the flammable storage cabinet by an exit door.

- Flammable Storage Cabinets must be listed by Factory Mutual, Underwriter's Laboratory or other qualified testing agency.
- Materials stored inside of the Flammable Storage Cabinet should be compatible with the cabinet's design and construction.
- The Flammable Storage Cabinet must be clearly labeled with a sign which reads: "Flammable - Keep Fire Away."
- Acids should generally not be stored in a flammable storage cabinet due to the corrosion of the cabinet and incompatibility with organic solvents.

#### **References:**

- National Fire Protection Association (1996), NFPA 30: Flammable and Combustible Liquids Code. Batterymarch, PA: NFPA
- National Fire Protection Association (1996).NFPA 45: Fire Protection for Laboratories Using Chemicals. Batterymarch, PA: NFPA
- OSHA (1996).General Industry Safety and Health Standards 29CFR 1910.106. Washington D.C.: Bureau of National Affairs, Inc.

## Appendix D

### Compressed Gas Safety

Compressed gases expose users to both chemical and physical hazards. Gases contained within compressed gas cylinders can be toxic, flammable, oxidizing, corrosive, inert, or some combination thereof. Because the chemical is in gaseous form and pressurized, it can quickly contaminate a large area in the event of a leak in the cylinder, the regulator, or in the tubing coming off of the cylinder, therefore, familiarity with the chemical hazards of the gas is necessary. In addition to the chemical hazards, the amount of energy resulting from the compression of the gas makes a compressed gas cylinder a potential rocket. Appropriate care in the handling and storage of compressed gas cylinders is essential. This safety guide contains the basic measures necessary to use compressed gas cylinders safely. Additional information pertaining to each specific gas can be found in the cylinder labeling and in the Material Safety Data Sheet.

#### A. General Requirements

1. Contents of the gas cylinder should be clearly identified. Color coding is NOT a reliable means of identification. Do not deface or remove any markings, tags or stencil marks used for identification of contents attached by the vendor. Cylinders which do not bear a legibly written, stamped, or stenciled identification of the contents should not be used: they should be segregated and returned to the vendor as soon as possible.
2. Caps used for valve protection should be kept on the cylinder except when the cylinder is in use. A cylinder's cap should be screwed all the way down on the cylinders neck and should fit securely. The cap is for valve protection only.
3. LEAKING CYLINDERS
  - If a cylinder containing poison gas is leaking, immediately leave the room, close the door(s), pull the nearest fire alarm, evacuate the area and call 9-911 from a safe place to report the emergency. Be sure to meet the Fire Department at the main entrance to the building to explain the situation. The supplier should be contacted for disposal of the cylinder once the emergency situation is stabilized.
  - If a cylinder containing flammable or oxidizing gas is leaking, follow the same steps as above, but turn off all sources of ignition in the room prior to leaving, if the shut offs are accessible. Never attempt to extinguish a fire involving flammable gas without shutting off the gas supply; explosive atmospheres could be created.
  - If the leaking cylinder contains inert gases, place the cylinder in a well-ventilated location, preferably an outdoor cylinder storage area, and contact the vendor for removal.
4. If a cylinder or valve is noticeably corroded, the vendor should be contacted and their instructions followed. Any other damage that might impair the integrity of the cylinder should be called to the attention of the vendor before the cylinder is returned.
5. Do not order lecture bottles from a company unless you can return the cylinder to the company at minimal or no charge. (Researchers are responsible for this disposal cost!) The designated campus gas vendor will not charge for returning lecture bottles purchased from them.
6. All gas lines leading from a gas cylinder should be labeled clearly to identify the gas carried.

7. The practice of transferring compressed gases from one commercial cylinder to another is NOT permitted.

#### **B. Moving and Transporting Cylinders**

1. Always use a suitable hand truck or similar device, the cylinder must be firmly secured for transporting and unloading. DO NOT roll or drag a cylinder to move it or allow cylinders to strike each other or any other surface violently.
2. Protective valve caps must be secured when moving cylinders. DO NOT lift or move the cylinder by the cap.
3. Ropes or slings should not be used to suspend cylinders unless the vendor has made provisions for such lifting and attachment points are provided on the cylinder.

#### **C. Storing Cylinders**

1. All cylinder storage areas must be prominently marked with the hazard class or the name of the gasses to be stored, e.g. Flammable Gas Storage Area, and "No Smoking" signs posted where necessary.
2. Always secure gas cylinders upright (with valve end up) to a wall, cylinder hand truck, cylinder rack or post, unless the cylinder is specifically designed to be stored otherwise.
3. Where gases of different types are stored at the same location, cylinders (empty or full) should be grouped by the type of gas, e.g., flammable, oxidizer or corrosive. Inert gases can be stored with any other type of gas.
4. Full cylinders should be stored separately from empty cylinders. Cylinders should be used by the "first in, first out" guideline.
5. Cylinders should be stored in a well-ventilated area away from sparks, flames or any source of heat or ignition. Cylinders may be stored outside on a slab, however, where extreme temperatures prevail, cylinders should be stored so that they are protected from the direct rays of the sun. Do not expose cylinders to temperatures above 125 degrees F.
6. Cylinders should not be exposed to continuous dampness, stored near salt or other corrosive chemicals or fumes. Corrosion may damage cylinders and cause their valve protection caps to stick. Cylinders containing corrosive chemicals should be periodically checked to ensure that the valve has not corroded.
7. Avoid prolonged storage of cylinders in corridors.
8. Never store cylinders in elevator lobbies, stair towers or any other location which could obstruct the safe exit pathway of the building occupants.

#### **D. General Use Precautions**

1. Do not use compressed gas cylinders for any purpose other than the transportation and supply of gas.
2. Never tamper with or attempt to repair or alter cylinders, valves or any safety relief devices. Return cylinders to the vendor for all repairs.
3. Do not attempt to remove a stuck cap by using a lever in the cap ports. The lever may accidentally open the valve when the cap turns.
4. Do not place cylinders where they might become part of an electric circuit or allow them to come into contact with an electrically energized system.
5. Use "Snoop", soapy water or leak detection equipment to ascertain that there are no leaks in the gas transport system.
6. Use pressure regulators which are equipped with pressure relief devices.

#### **E. Utilizing Compressed Gases**

1. Before using the gas, read all label information and the data sheets associated with the use of that particular gas.
2. Before attaching cylinders to a connection, be sure that the threads on the cylinder and the connection mate, and are of a type intended for gas service.

3. The threads and mating surfaces of the regulator and hose connections should be cleaned before the regulator is attached. Wipe the outlet with a clean, dry, lint-free cloth. Particulate can clog the regulator filter (if so equipped) or cause the regulator to malfunction.
4. Always use the proper regulator for the gas in the cylinder. Always check the regulator before attaching it to a cylinder. If the connections do not fit together readily, the wrong regulator is being used.
5. Attach the regulator securely with the secondary valve closed and preferably with the regulator flow backed off (counterclockwise) before opening the cylinder valve wide.
6. Do not permit oil or grease to come in contact with cylinders or their valves, especially cylinders containing oxidizing gases
7. Always use a cylinder wrench or other tightly fitting wrench to tighten the regulator nut and tube connections. Use "backup" wrenches to minimize stress on tubing and fittings where appropriate.
8. Teflon tape should never be used on cylinder connections or tube-fitting connections. Use Teflon tape only on pipe threads where the seal is made at the threads. All other connections have metal-to-metal face seals or gasket seals.
9. Open cylinder valves SLOWLY. Point the valve opening away from yourself and other persons. Never use a wrench or hammer to open or close a hand wheel type cylinder valve. If the valve is frozen and cannot be operated by hand, return the cylinder to the vendor.
10. Before a regulator is removed from a cylinder, close the cylinder valve and release all pressure from the regulator.
11. Never completely empty a rented gas cylinder, rather discontinue use of the cylinder when it has at least 25 psi remaining. Mark the cylinder so that others know that it is nearly empty, e.g., write MT on a piece of tape and stick it on the cylinder. Close the valve and secure the cylinder valve protective cap and outlet cap or plug, if used.

**F. Special precautions for using flammable gases**

In addition to the above guidelines, the following measures should be taken when handling flammable gases.

1. Cylinders containing flammable gases (empty or full) should be separated from cylinders containing oxidizing gases by a minimum distance of 20 feet or by a barrier at least 5 feet high which has a fire-resistance rating of at least one-half hour, e.g., a concrete block wall.
2. Do not store flammable or oxidizing gases near highly flammable solvents, combustible materials or near unprotected electrical connections, gas flames or any other source of ignition.
3. It is preferable to store flammable gases in a ventilated, fire resistant enclosure, e.g., an approved gas cabinet. If this is not possible, flammable gas cylinders should be stored in a well-ventilated space.
4. The quantity of flammable gases in a laboratory should be kept to a minimum. A maximum of three full-size cylinders of flammable gas are permitted in one laboratory.
5. It is preferable to use flow restrictors or surge protectors on flammable gas cylinders so that there cannot be a sudden large flow of gas if a rupture or other unexpected release happens in the system.

**G. Special precautions for using poison gases**

In addition to the general guidelines, the following measures should be taken when handling poison gases:

1. Poison gases must be stored in a ventilated enclosure, e.g., an approved gas cabinet or a fume hood.

2. Gas detection systems may be required in laboratories utilizing poison gases. Contact the Safety Officer (206-6531) or Chemical Hygiene Officer (206-7344) for information.
3. The quantity of poison gas in a laboratory should be kept to a minimum.
4. Flow restrictors are required on most poison gas cylinders.
5. Ensure that pressure-relief devices vent directly to a laboratory exhaust system.

#### H. **Special precautions for using oxygen and oxidizing gases**

In addition to the general guidelines, the following measures should be taken when handling oxidizing gases:

1. Do not permit oil or grease to come in contact with cylinders or their valves, especially cylinders containing oxidizing gases. Regulators and tubing used with oxidizing gases must be specially cleaned to remove oil and other reducing agents. Explosions may occur when pressurized oxidizers, e.g., oxygen, comes into contact with grease or oil.
2. Cylinders containing oxygen or oxidizing gases, e.g., chlorine, (empty or full) should be separated from cylinders containing flammable gases by a minimum distance of 20 feet or by a barrier at least 5 feet high having a fire-resistance rating of at least one-half hour, e.g., a concrete block wall.
3. Do not store oxidizing gases near flammable solvents, combustible materials or near unprotected electrical connections, gas flames or other sources of ignition.

**Appendix E**

**EMERGENCY ALERT RADIOS  
EVACUATION WARDENS**

Revised 11/03/02

BUILDING	LOCATION	PHONE	WARDENS AND ALTERNATES (ALT)
PP&O Staff and All Radio Personnel	BSB-5/Notified by Portable Radio	6-6530 6-6530	Julie Close Dave Barrows (Alt)
Housing Areas	Butler Commons (Days) RAOD/AOD (Nights)	6-6190	Staff on Duty
Lincoln Residence Hall	Front Desk 7am-3am After 3am RAOD/AOD	6-6200	Desk Monitor
Business Service Building (BSB)	BSB-139	6-6776 6-6771 6-6776	Barbara Robinette Sara Storm (Alt) Steven Goodman (Alt)
Student Life Building (SLB)	SLB-118/Rec Center	6-6674	Rec Center Staff on Duty
Student Affairs Building (SAB)	SAB-23	6-6678 6-6678	Megan Willman Pat Robertson (Alt)
Communications, Visual Arts, and Psychology Building (CPV)	CPV-169/Office of International Affairs	6-6678 6-6678	Sherri Boner Jonathan GoldbergBelle (Alt)
Human Resource Building (HRB)	HRB-20	6-7020 6-7144	Lyn King Allan Newman
Communication Business Management (CBM)	Radio Station	6-6516 6-6524	Studio Staff on Duty
Library	Circulation Desk	6-6605 6-6618	Circ. Desk Staff on Duty
BRK 1 <sup>st</sup> Level	Stationary Engineer/PAC 105	6-6316 6-6316	Bill Ulery Cecil Peveler (Alt)
BRK 3 <sup>rd</sup> Level	BRK 363/Education and Human Services	6-6784 6-7817	Sharron Schmidt Candy Powers (Alt)
BRK 4 <sup>th</sup> Level	BRK 474/Liberal Arts and Sciences	6-6512 6-6512	Jo Patterson Jan Renn (Alt)
Child Care Center	Kitchen	6-6610	Staff on Duty
HSB 1 <sup>st</sup> Level	HSB 137/Computer Sciences	6-6770	Kim Gonzalez-Beeson
HSB 2 <sup>nd</sup> Level	HSB 223	6-6630	Gary Butler
HSB 3 <sup>rd</sup> Level	HSB 314/Science Facility	6-6589	Beverly Weddle
Homer L. Butler Commons	HBC-14	6-6190	Staff on Duty
PAC 1 <sup>st</sup> Level	Information Desk	6-6600	Marty Whitaker-McGill

		6-6716	Cheryl Peck (Alt)
PAC 2 <sup>nd</sup> Level	Coat Room/Auditorium	6-6150	Staff on Duty
PAC 3 <sup>rd</sup> Level	PAC 397/Auditorium	6-6150	Linda Caruthers
PAC 4 <sup>th</sup> Level	PAC 440	6-6523 6-6523 6-6272	Vicky Lock Sue Poehlman (Alt) Carol Bloemer (Alt)
PAC 5 <sup>th</sup> Level	PAC 567	6-6716 6-6716	Lee Wensch Cheryl Peck (Alt)
PAC 5 <sup>th</sup> Level	PAC 528	6-6615 6-7022	Debbie Gill Donna Young (Alt)
Spencer House	1 <sup>st</sup> Level Desk	6-6058 6-6058	Cathy Snopko Teresa Szabo (Alt)

**Attachment 1**  
**Building Evacuation Routes**

*Contact the UIS Safety Officer (206-6736) for copies of all campus building evacuation routes.*