

University of Minnesota

**Molecular & Cellular Biology  
420 Washington Avenue SE  
Minneapolis, MN 55455  
Building Number: 186**

# **BUILDING EMERGENCY PROCEDURES**

Updated  
On

**02/04/2011**

**NEVER ENDANGER YOUR PERSONAL SAFETY**

***Building evacuation is mandatory whenever a fire alarm sounds.***

## Emergency Building plan for Molecular & Cellular Biology:

This is a generic plan and is a resource for building occupants. It is not intended to meet all the needs of every department, program and/or facility in the building. Each group needs to modify this plan to meet their own needs. Every supervisor is responsible for having staff and students read and familiarize themselves with the procedures in their emergency plan. Every building occupant is responsible for knowing emergency procedures.

This plan is part of the comprehensive emergency preparedness planning system at the University of Minnesota (UM) which is striving to build a disaster resistant institution. In keeping with this philosophy the plan will be reviewed and updated annually. The latest version will be available at [www.ahcrbms.umn.edu](http://www.ahcrbms.umn.edu) in the MCB section. Annual training on this plan is the responsibility of each department, program and/or facility in the building. The training must include all individuals who regularly work in or visit Molecular & Cellular Biology Building.

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# EMERGENCY

*If there a threat to people, property, facilities or otherwise:*

1. Call 911  
*Remain calm.*
  
2. Report the type of Emergency:
  - Fire
    - This building has fire alarms and fire sprinklers.**
    - Pull the ALARM if possible if you discover fire or heavy smoke.**
  - Bomb
  - Medical
  - Criminal or threatening behavior
  - Terrorist threat
  - Major flooding
  - Radiation contamination
  - Biological contamination
  - Chemical spill
  - Weather
  
3. Building: Molecular & Cellular Biology  
Building Number: 186  
Location: 420 Washington Avenue SE, Minneapolis, MN 55455. State exact location within building where the incident is occurring. This includes room number and area of floor if known (north, south, center, east, west).

## IMPORTANT NOTE:

If media calls, refer them to Mary Koppel at 612-626-2767.

If media shows up, refer them to AHC Communications during business hours and/or the Incident Commander on site or the police.

# EMERGENCY CONTACT LIST

*If you suspect an immediate threat to people or facilities:*

## DIAL 911

Then call the Information Desk 612-625-3511, Monday – Friday 8:00 AM - 4:30 PM or another info desk in other buildings. [See contact information at [www.ahcrbms.umn.edu](http://www.ahcrbms.umn.edu)]

If no Response or on Evenings, Weekends, Holidays, Dial: 612-624-3357 for FM BSAC and then call a building contact below.

### Building Contacts

These contacts will respond to the emergency and follow up with additional phone calls as needed.

Contacts	Name	Work Phone	Pager	Home Phone	Cell Phone
Primary Contact	David Lee	(612) 624-0616	N/A	(952) 888-9214	(612) 221-8382
Secondary Contact	Maureen Scaglia	(612) 625-2967	(612) 510-1544	(612) 798-0485	(612) 685-2205

# EMERGENCY EQUIPMENT

### Equipment Location

Equipment	Location(s)
Tone Alert Radio (TAR)	At information desk 3-112 and 3-133
Weather Radio	N/A
Automated External Defibrillator (AED)	MCB 2nd floor corridor near 2-126 MCB 3 <sup>rd</sup> floor near elevators
TXT-U	University faculty, staff & students may sign up to receive University Emergency Text Alerts. Sign up at <a href="http://www.umn.prepared/txtu">www.umn.prepared/txtu</a> .

# NON-EMERGENCY BUILDING ISSUES

## GENERAL BUILDING ISSUES/PROBLEMS

(For example: No electricity, minor water leaks, elevator failure.)

1. **Monday – Friday 8:00 - 4:30**

Call the AHCRBMS MCB Information Desk: 612-625-3511

**Evenings, Weekends, and Holidays**

Call Building System Automation Center (BSAC): 625-0011 or 624-3357

2. No response or other issues contact a Building Contact:

### Building Contacts

These contacts will respond to the emergency and follow up with additional phone calls as needed.

Contacts	Name	Work Phone	Pager	Home Phone	Cell Phone
Primary Contact	David Lee	(612) 624-0616	N/A	(952) 888-9214	(612) 221-8382
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# EVACUATION PROCEDURES

## Campus Evacuation

If a complete campus evacuation and closure is necessary, it will be announced and coordinated by the University of Minnesota Officer of the Day. Notifications will arrive via the Tone Alert radio, phone calls, general announcements, TXT-U and/or via email.

## Building Evacuation

Evacuation may not be necessary unless the incident has generated a hazardous materials incident or there is an immediate health and safety risk, such as fire. Any fire alarm requires an IMMEDIATE EVACUATION.

## IF EVACUATION IS NECESSARY:

- Secure your workstation. Close door.
- Know and use the closest evacuation route and emergency exits. DO NOT use elevators.
- Exit in a single line, keeping to the right on stairs, to allow emergency personnel to pass.
- Remain quiet and listen for any instructions.
- Assist in moving disabled persons to exits or leave them in a safe area and inform emergency personnel of disabled person's location immediately.
- Go immediately to the **MCB/Jackson Plaza on the Northwest side or Mayo Circle/Turnaround on the South side** for a head count to be sure all employees have evacuated. Contact emergency personnel if an employee is missing.

**NEVER ENDANGER YOUR PERSONAL SAFETY**

# ASSIST PEOPLE WITH DISABILITIES DURING AN EVACUATION

We are all responsible for assisting a person with a disability to the nearest safe emergency exit. Please help the people in your area.

If you are unable to help the person exit, please leave them in the designated Area of Refuge Location. Immediately inform emergency personnel of disabled person's location in the building.

The designated Area of Refuge Location for your building is in the North East and South West Stairwells on each floor.

## Visually Impaired Persons

- Announce the type of emergency.
- Offer your arm for guidance and tell persons where you are going.
- Name obstacles they will encounter.
- When safe, ask if they need additional help.

## People With Hearing Limitations

- Turn lights on/off
- Indicate directions with gestures, or write a note with evacuation directions.

## People Using Crutches, Canes, Or Walkers

- Assist and accompany to evacuation site or point of rescue;
- Use a sturdy chair (or one with wheels) to move person or;
- Help carry individual to safety.

## Wheelchair Users

The needs of those who use wheel chair vary. At ground floor locations they may exit without help.

- Wheelchair users with **electrical respirators** get priority assistance.
- Followed by persons with respiratory complications. Remove from smoke/vapors immediately.
- Most wheelchairs are too heavy to take down stairs, so consult with person to determine best carry options.
- Others have minimal ability to move, so lifting them may be dangerous.
- Reunite person with the chair **ONLY** when it is safe to do so.

## If You Are Not Able To Assist A Person Out Of the Building

- Leave them in an identifiable location out of the path of exiting people.
- Immediately find emergency personnel and give concise location and directions to disabled person.
- Emergency personnel will assist with evacuation of disabled persons.

The appropriate emergency authority will issue an "All Clear" when it is safe to return to the building. Do not return until the "All Clear" is given!

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# FIRE

**This building has fire alarms and fire sprinklers.**

**Pull the ALARM if possible if you discover fire or heavy smoke.**

**1. Remain calm and call 911 if you are not in danger.**

911 needs

Emergency Type:	Fire
Building:	Molecular & Cellular Biology
Building Number:	186
Address:	420 Washington Avenue SE, Minneapolis, MN 55455
Location in building:	Floor, room number and general area of building if known (north, south, center, east, west)
Details of fire	If known

**2 EXIT BUILDING.**

- Secure workstations/close doors. DO NOT use elevators.
- Use closest evacuation route and emergency exits.
- If caught in smoke, crouch low to the floor, hold cloth to your nose, take short breaths and crawl to nearest exit.
- Form single-file line on stairs; keep to right, to allow emergency personnel to pass.
- Remain quiet and listen for instructions.
- Assist disabled persons out of building or move to designated Area of Refuge Location in the North East and South West stairwells on each floor.
- Report anyone refusing to leave and unmovable disabled person to the fire department immediately upon exiting.
- Go immediately to **the MCB/Jackson Plaza on the Northwest side or Mayo Circle/Turnaround on the South side** for a head count to be sure all employees have evacuated. Contact emergency personnel if an employee is missing.

The fire department will indicate “all clear” before anyone is allowed to reenter the building.

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# WEATHER

## Tornado or Weather Watch:

Weather conditions are right for a tornado/weather to develop; nothing has been sighted.

## Tornado or Very Destructive Winds Warning:

A confirmed tornado sighting or 75 mph winds

*This building is located in Hennepin County.*

- **Report of a watch:** Monitor a radio or computer until the National Weather Service cancels the watch.
- **Report of Tornado/destructive winds warning:** Listen to the report. If the warning includes Hennepin County, all occupants should go to a **safe place** during a warning and remain until the danger is over. Avoid windows or areas with glass. Do not try to leave the building.

A **safe place**, during bad weather, is an interior corridor or hallway on the lowest floor accessible of a building, away from entrances, windows or areas with glass. Avoid large areas with poorly supported roofs. If caught outside lay down flat in nearest depression, ditch or ravine.

## Spreading the Word to Building Occupants:

### DURING NORMAL BUSINESS HOURS:

During business hours, the University will use tone alert radios, TXT-U and via email to inform faculty, students & staff. Departments will spread the word floor-by-floor, door-to-door. Occupants will spread the word floor-by-floor, door-to-door.

### DURING EVENINGS AND WEEKENDS:

Occupants will spread the word floor-by-floor, door-to-door.

## EMERGENCY CLOSING DUE TO WEATHER

- Staff should listen to WCCO for official closing information (830 AM).
- During business hours, the University will use tone alert radios, TXT-U and via email to inform faculty, students & staff. Departments will spread the word floor-by-floor, door-to-door.

**NEVER ENDANGER YOUR PERSONAL SAFETY**

# **WATER DAMAGE – LEAKS OR FLOODING**

- Flooding or leaks

CALL the MCB Information Desk at 612-625-3511.

NO ANSWER or EVENINGS & WEEKENDS & Holidays

Call **625-0011 (OR 624-3357 FOR ST. PAUL AND HEALTH SCIENCES)**

Building Name:	Molecular & Cellular Biology
Building #	186
Exact Location of Leak:	Floor, room number and general area of building if known (north, south, center, east, west)
Severity of leak:	

- Stabilize the Area: Cover vital equipment with plastic or plastic bags to stop further damage. Direct large leaks into garbage cans using the plastic as a funnel.
- Remove threatened, undamaged materials to a safe location.
- When time permits, and/or if help is needed, contact Dave Lee or Maureen Scaglia (see p. 5).
- Do not remove the plastic until “All Clear” is given.

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# RADIATION

## What to do in an incident involving radiation:

1. **Remain calm.**
2. **Announce it:** Let everyone in the immediate area know that you have an incident involving radioactive material. Though it may be a little embarrassing to draw attention to the situation, it will help prevent anyone from walking into a potentially contaminated area.
3. **Survey yourself for contamination:** Wash any exposed skin and remove articles of clothing that have become contaminated and place them on an absorbent pad or in a bag to reduce the spread of contamination.
4. **Restrict access:** If the floor is contaminated, or is suspected to be, restrict access to the area and don't let anyone that may have become contaminated leave until the RPD can survey them. The number one contributor to the spread of contamination is via individuals who have left a contaminate site.
5. **Call the RPD:** 612-626-6002, Monday-Friday, 8:00am-4:30 p.m., or 911 after hours, weekends and on University holidays.

{from DEHS website: [http://www.dehs.umn.edu/rad\\_radmat\\_incidents.htm](http://www.dehs.umn.edu/rad_radmat_incidents.htm)}

**EHS Office: 626-6002**

**After hours: 911**

- Do not attempt to clean up a radioisotope spill! Wait until Environmental Health and Safety representatives arrive.

**It is important to prevent the spread of contamination.**

[As of this update (January 2011), there are no radioisotopes being used in Jackson Hall]

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# BIOLOGICAL

**In case of biohazardous material spill or exposure to infectious material, do not panic. Proceed with the following:**

Small and moderate spills outside the biological safety cabinet:

- Remove any contaminated clothing and put in autoclavable bag.
- Notify other workers in the area of the spill and control traffic through area.
- Wear shoe covers if spill is on floor, may have splashed beyond immediate area of spill.
- Put on gloves and cover spill area with paper towels.
- Pour disinfectant over towels from edges of spill to center, be carefully not to splatter.
- Decontaminate all objects in spill area.
- Allow 20-30 minutes of contact time.
- Pick up any sharps, including broken glass, with forceps and place in sharps container.
- Use squeegee (or other appropriate device) and dustpan to recover any shards of broken glass in contaminated liquid. Decontaminate squeegee and dust pan.
- Wipe area with disinfectant and clean paper towels and put in biohazard bag.
- Mop if spill is on floor.
- Remove gloves and foot covers before leaving area of the spill, put in biohazard bag.
- Wash hands.

Large spills (greater than 100ml) within or without of the biological safety cabinet

- Evacuate room, close doors, prevent others from entering, and wait 30 minutes for aerosols to settle.
- Follow above procedures for small and moderate spills.

*Do not attempt to clean up infectious material spills without the use of appropriate protective equipment!*

**For advice, if questions or if professional decontamination may be needed call DEHS at 626-6002, after hours call 911. More information is available at <http://www.dehs.umn.edu/PDFs/chemicalDecontaminate.pdf>**

**[Continued on next page.]**

**NEVER ENDANGER YOUR PERSONAL SAFETY**

**If Spill Results in a Hazard Exposure ( i.e. face or eye splash, cut or puncture with sharps, contact with non-intact skin, animal bites):**

- Wash exposed skin with soap & water, flush eyes for 15 min
- Call 911 or seek medical attention
- For urgent care employees may go to [HealthPartners](#) Occupational and Environmental Medicine (M/F day time or Urgent Care after hours), or [UMMC-Fairview Hospital](#) (24 hrs). You may seek medical attention at the closest available medical facility or your own healthcare provider.
- Follow-up must be done by HealthPartners Occupational and Environmental Medicine.
- Report the incident to your supervisor as soon as possible, fill out the appropriate documentation.
- [Employee First Report of Injury](#)
- [Supervisor Incident Investigation Report](#)
- Send [Incident Report Form](#) to the IBC if exposure has occurred during work on an IBC protocol.
- Report all biohazard exposures to the Office of Occupational Health and Safety (626-5008) or [uohs@umn.edu](mailto:uohs@umn.edu).
- **Note:** It is important to fill out all of the appropriate documents to be eligible to collect workers compensation should any complications from the hazardous exposure arise in the future.

**If blood or other body fluids are discovered in public areas, call the Info Desk (612-625-3511) during business hours or FM-BSAC (612-624-3357) after hours, weekends & holidays. FM will clean with disinfectants.**

**NEVER ENDANGER YOUR PERSONAL SAFETY**

# CHEMICAL

**In case of chemical spills, do not panic. Proceed with the following:**

## **Chemical Spill Emergency Procedures**

### **Evacuate**

- Leave the spill area; alert others in the area and direct/assist them in leaving.
- Without endangering yourself: remove victims to fresh air, remove contaminated clothing and flush contaminated skin and eyes with water for 15 minutes. If anyone has been injured or exposed to toxic chemicals or chemical vapors, call 911 and seek medical attention immediately.

### **Confine**

- Close doors and isolate the area. Prevent people from entering spill area.

### **Report**

- From a safe place, call the Department of Environmental Health and Safety (EHS) for UMTC locations (612) 626-6002 during working hours, 911 after hours (UMTC Campus 911 operators will contact on-call EHS personnel).
- Report that this is an emergency and give your name, phone and location; location of the spill; the name and amount of material spilled; extent of injuries; safest route to the spill.
- Stay by that phone, EHS will advise you as soon as possible.
- EHS or the Fire Department will clean up or stabilize spills which are considered high hazard (fire, health or reactivity hazard). In the case of a small spill and low hazard situation, EHS will advise you on what precautions and protective equipment to use.

### **Secure**

- Until emergency response personnel arrive: block off the areas leading to the spill, lock doors, post signs and warning tape, and alert others of the spill.
- Post staff by commonly used entrances to the area to direct people to use other routes.

[ from DEHS Website:

[http://www.dehs.umn.edu/hazwaste\\_chemwaste\\_umn\\_cwmgbk\\_sec3.htm#qrcsep](http://www.dehs.umn.edu/hazwaste_chemwaste_umn_cwmgbk_sec3.htm#qrcsep) ]

**EHS Office: 626-6002**

**After hours: 911**

**NEVER ENDANGER YOUR PERSONAL SAFETY**

# MEDICAL

- **CALL 911** and remain calm.

Information 911 needs:

Emergency:	Medical
Building:	Molecular & Cellular Biology
Building Number:	186
Address:	420 Washington Avenue SE, Minneapolis, MN 55455
Location:	Floor, room number and general area of building if known (north, south, center, east, west)
Nature of the injury/illness	

- Send another person to the entrance to guide paramedics to the person.
- Provide first aid only if you are qualified.
- **DO NOT** move the person but try to make them comfortable.
- Do not administer any medications unless the person is carrying them and can give you instructions.

**NEVER ENDANGER YOUR PERSONAL SAFETY**

# CRIME/SECURITY

## Call 911 if:

- A crime or disturbance is in progress.
- You are suspicious of someone's actions.
- You feel uncomfortable (harassment, inappropriate behavior, threatening behavior).

### Information 911 needs:

Emergency:	Criminal
Building:	Molecular & Cellular Biology
Address:	420 Washington Avenue SE, Minneapolis, MN 55455
Building Number:	186
Location:	Floor, room number and general area of building if known (north, south, center, east, west)

Be prepared to identify/describe the suspect. (See Suspect Description Sheet on page 23 and Incident Report form on page 22 for help.)

Note: The witness reporting a crime **must remain** for the police interview. The police will not come and take a second hand report.

The police are here for your protection. Do not hesitate to call them.

**NEVER ENDANGER YOUR PERSONAL SAFETY**

# SUSPICIOUS ACTIVITY

## IF SOMEONE IS TRYING TO REMOVE FURNITURE/EQUIPMENT FROM THE BUILDING

- Ask to see identification or a work order. If they refuse, call the Police (911).
- **Weekends/evenings** call the police immediately if they refuse to give you ID. Follow up with a call to the Building Contact.

## QUESTION STRANGERS IN STAFF AREAS AND ESCORT THEM TO AND FROM THEIR DESTINATIONS

- “May I help you?” is a polite way to ask someone why he or she is in a particular area.
- If the person is hesitant to answer, ask who or what he or she is trying to find. This line of questioning usually will determine whether or not the person belongs in the space.
- Call the police if the stranger refuses to answer or will not leave the area.

## INAPPROPRIATE BUT NON-THREATENING BEHAVIOR

- If people are doing inappropriate things in the building, but are non-threatening, call the police.

## SECURITY MONITOR PROGRAM

- Security monitors are on duty, weekends and evenings on campus. These monitors are available to answer your security concerns. Don't hesitate to call (4-WALK) to ask them a question.

## IF YOU FEEL UNCOMFORTABLE WITH A SITUATION OR PERSON

- Let the police decide if it is an emergency or not. If the police do not handle your call appropriately or don't respond, contact your supervisor.

COMPLETE Suspect Description on page 23 and Incident Report form on page 22.

**NEVER ENDANGER YOUR PERSONAL SAFETY**

# THREATENING BEHAVIOR IN THE WORKPLACE

- Call 911 for police if you observe violence taking place or feel there maybe an immediate threat to someone's safety.
- All faculty, staff, and student workers should communicate to a supervisor/administrator any knowledge of violence or threat-related behaviors including weapon possession.
- Administrators and supervisors should call Human Resources at 5-2000 if they feel there is an emerging potential threat to someone's safety. They will receive voice directions and someone will call back. Note – this is NOT an emergency number but rather a preemptive option.
- Complete Suspect Description Form on page 23 and Incident Report Form on page 22.

Need an immediate response? After hours?  
Call 911.

**NEVER ENDANGER YOUR PERSONAL SAFETY**

# BOMB THREAT/ OR DEVICE FOUND

## IF SOMEONE CALLS IN A THREAT:

1. Remain Calm.
2. Keep the caller on the phone, someone else should dial 911 and relay information. If you are alone, try to get as much information as possible, then dial 911.

Write down exact words of the caller and keep the caller on the line:

- Location of bomb.
- Time it will explode.
- What kind of bomb is it and what does it look like?
- Did you place the bomb? Why?
- What is your name, address, and phone number?
- Will you help the police locate the bomb?

3. Dial 911: “I have received a bomb threat.”  
Building: Molecular & Cellular Biology  
Address: 420 Washington Avenue SE, Minneapolis, MN 55455  
Location: Floor, room number and general area of building if known (north, south, center, east, west)

Try to remember caller's voice and describe it to the police.

Calm Nasal Angry Broken Excited Stressed Lisp Rapid Giggling  
Deep Crying Squeaky Stutter Slow Sincere Accent Loud Slurred Disguised  
Is the voice familiar?  
Who did it sound like?  
Were there any background noises?

4. Evacuate if instructed by the police.

## IF AN EXPLOSIVE DEVICE IS FOUND IN BUILDING

1. Do NOT touch anything! Dial 911.
2. Prepare to evacuate the building if instructed by police.
3. Evacuation Procedure:  
Building occupants are to use the nearest stairwell and/or exit to the primary or secondary designated Gathering location.
4. All persons must wait for an “ALL CLEAR” clearance from the Emergency Personnel before he or she can re-enter the building. Keep in mind that the primary concern is life safety.

**NEVER ENDANGER YOUR PERSONAL SAFETY**

# THREATENING PACKAGE

The United States Postal Service and the FBI offer the following advisory information:

1. Remain calm.
2. Dial 911

Emergency: "I have a received suspicious-looking package."  
 Building: Molecular & Cellular Biology  
 Address: 420 Washington Avenue SE, Minneapolis, MN 55455

Follow instructions from Police and Emergency Personnel.

## SUSPICIOUS MAIL ALERT

If you receive a suspicious letter or package:



1. Handle with care. Don't shake or bump.
2. Isolate it immediately
3. Don't open, smell, touch or taste.
4. Treat it as suspect. Call local law enforcement authorities

**If a parcel is open and/or a threat is identified . . .**

<p><b>For a Bomb:</b>                  Evacuate Immediately                  Call Police                  Contact Postal Inspectors                  Call Local Fire Department/HAZMAT Unit</p>	<p><b>For Radiological:</b>                  Limit Exposure - Don't Handle                  Evacuate Area                  Shield Yourself From Object                  Call Police                  Contact Postal Inspectors                  Call Local Fire Department/HAZMAT Unit</p>	<p><b>For Biological or Chemical:</b>                  Isolate - Don't Handle                  Evacuate Immediate Area                  Wash Your Hands With Soap and Warm Water                  Call Police                  Contact Postal Inspectors                  Call Local Fire Department/HAZMAT Unit</p>
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# INCIDENT REPORT FORM

Date:

Time:

Location:

Type of Incident: Crime/Conflict/Emergency/Other

Name of

Reporting person:

Phone:

Unit: (if staff)

If applicable:

Witness name: Phone:

Witness name: Phone:

If a crime was committed, give a brief description of the person:

Height:

Weight:

Hair Color:

Sex:

Description of clothing the person was wearing:

Problem:

Action Taken:

Called 911: Police Medical Emergency Fire

Called Facilities Management/Automation for building emergency

Contacted Security Monitor

Contacted Building Contact

Reported to Supervisor

Other

Please select the recipient(s) for your message:

They will decide what kind of action to take, depending on the circumstances. This action will usually include notifying the proper supervisor and/or Human Resources.

# SUSPECT DESCRIPTION SHEET

*Include with incident report form*

Name: \_\_\_\_\_

Address/Unit: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Suspects Attributes:

Age:

Sex:

Height

Weight

Race

Clothing: (also absence of clothing.)

Hat:

Mask:

Shirt:

Jacket/coat:

Pants:

Shirt:

Shoes:

Ring:

Necklace

Glasses

Other

Characteristics:

Gait:

Mannerisms/Gestures:

Speech

Distinguishing Features: (color, style, tattoos, scars, etc.)

Eyes:

Hair:

Face:

Neck:

Arms:

Hands:

Chest:

Back:

Legs:

Feet:

Direction of exit, indicates next stop:

Type of Suspicious or Criminal Activity: