

GENERAL EMERGENCY PROCEDURES

1. **Notify everyone around you of the emergency situation.**
 2. **Call Rice University Police Department at 713-348-6000.** Do not call 911
 - By calling RUPD they will dispatch officers to scene and Rice EMS (if needed).
 - In case Houston Fire Department trucks or ambulances are needed, RUPD will meet at entrance gate and guide vehicles directly to location.
 - Be sure to tell the dispatcher of your location, and clearly describe the incident.
 - If the incident involves chemicals, biological materials, or radioactive materials, you should also call Rice Environmental Health & Safety at 713-348-4444.
 3. **Administer First Aid, if necessary.**
 4. **Evacuate the area, if necessary.**
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MAJOR MEDICAL EMERGENCIES

- **If it is not practical to move the ill or injured individual**, call the Rice University Police and they will obtain an ambulance and escort it to the location of the emergency.
 - **DO NOT PLACE A 911 CALL - THE RICE UNIVERSITY POLICE WILL DO THIS.**
 - A First Report of Injury Form must also be filed with the Director of Risk Management, VP for Administration (MS-670).
 - When the injury or illness involves a chemical, a Material Safety Data Sheet (MSDS) should accompany the victim to the hospital.
 - *The procedure outlined above applies to all individuals receiving pay from Rice University who are injured or become ill while performing an activity that directly benefits Rice University. If transportation is unavailable within the injured's department, a request may be made to the Campus Police to provide such.*
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MINOR MEDICAL EMERGENCIES

- On-the-job, minor medical injuries/illness (i.e., falls, cuts, sprains and strains) involving employees should be reported immediately to the injured's supervisor. The supervisor should fill out a First Report of Injury Form (available from Risk

Management or the Environmental Health & Safety Department). If medical attention is required, the injured employee should contact their supervisor as soon as possible.

- Students who incur a minor injury during normal class/working hours should be referred to the **Student Health Services , 713-348-4966.**

PSYCHIATRIC EMERGENCIES

For psychiatric emergencies, call the **Rice Counseling Center Office at 713-348-4867.** Staff members are on-call 24 hours a day.

REPORTING ACCIDENTS

To report an accident, "near miss" or hazardous situation on campus **not involving an injury**, contact the Environmental Health & Safety Department, 713-348-4444. Complete an Accident/Incident Report Form and submit it to your Department Head and the Environmental Health & Safety Department. Forms are available from EH&S.

CAMPUS FIRE EMERGENCIES

The following fire emergency procedures should be followed by all Rice University personnel in the event of a fire or explosion:

If you discover a fire or see smoke:

1. **Remove all personnel** (students, visitors and employees) from the immediate danger area.
2. **Activate the fire alarm system** by pulling the nearest fire alarm.
3. **Report the situation by dialing 713-348-6000** (Rice University Police) and report:
 - EXACT location of the fire (building, floor and room #);
 - Type of fire (electrical, flammable liquid, trash, etc.);
 - Extent of fire (severity of fire and/or amount of smoke);
 - Your name and telephone number.

4. If you feel comfortable with the situation, attempt to extinguish the fire using the proper fire extinguisher.
5. **Confine the fire** and smoke by closing all windows and doors.
6. **DO NOT LOCK THE DOOR. LEAVE THE CORRIDOR AND ROOM LIGHTS ON.**
7. If possible, shut off all non-essential oxygen, gas and electrical appliances in the area and remove any hazardous materials.
8. **Evacuate the building** using the nearest enclosed stairway or ground exit if fire and smoke cannot be controlled, or when advised by the Building Safety Officer, Building Director or if YOU think it is necessary.
9. **Re-enter the building only after the all clear is signaled** by repeated intermittent sounds on the building alarm system.

Building personnel should work as a team to accomplish the above procedures.

Every lab should appoint a person who is responsible for advising fire fighters or Environmental Health & Safety personnel of any hazardous materials (toxins, explosives, flammables, radioactive materials) that may be involved in the fire.

If the fire alarm sounds in your building:

1. The Building Safety Officer should contact the Rice University Police to ensure the alarm was received.
2. **Evacuate the building** using the nearest enclosed stairway or ground exit. Be sure to take personal belongings such as purses, briefcases and keys with you.
3. **Re-enter the building only after the all clear is given by RUPD or EHS.**

FIRE EXTINGUISHERS

Fire extinguishers in academic buildings are inspected and maintained by Rice Environmental Health & Safety personnel. If a fire extinguisher is discharged in your area, please contact EH&S so the extinguisher may be replaced. Call Housing and Dining to report discharge or misuse of fire extinguishers in colleges.