Eccles Broadcast Center
Safety and Emergency Guidelines

Please familiarize yourself with information in this document, the Campus Emergency Response Guide Flipchart, the EBC building map, and the EBC building website www.ebc.utah.edu.

Emergency Contacts

Fire, Police, Ambulance:
911 on mobile phone
9-911 on desk phone

Call 801-585-2677 to contact police for anything other than an emergency
EBC Atrium: 5-6013
EBC Emergency Website: www.ebc.utah.edu
Campus Alert: www.cis.utah.edu

EBC EVACUATION ASSEMBLY POINT FOR MOST EMERGENCY SITUATIONS
The main EBC evacuation point is on the grass northeast of the main entry by the Atrium.

GENERAL EMPLOYEE GUIDELINES

- Know the location of nearby exits, fire extinguishers, alarm pulls and first aid kits (refer to map on EBC Emergency site)
- Evacuate the building if told to do so by authorized personnel or fire alarm.
- Let department supervisor or designee know your whereabouts if possible.
- Do not jeopardize your life or the lives of others to save personal or University property.
- If there is time and it is not a threat to anyone’s health or safety, take personal items such as car keys, purse and coats should you not be allowed to re-enter the building. Wait for a signal from emergency personnel that it is safe to re-enter the building or to leave for home.
- Cooperate with directions from EBC or Campus emergency personnel.
- Use the pull alarm if the building needs to be evacuated (in case of fire, earthquake, etc.).
- Give help and first aid as possible.
- Check with emergency personnel before you leave the area.

BOMB THREAT:

- Stay away from cars and parking lots until the area has been examined for possible explosives.
- Follow instructions regarding evacuation given by emergency personnel.

VIOLENT BEHAVIOR/ARMED INTRUDER
If confronted by an individual who is making threats, keep the following in mind:

- Talk to them; keep them as calm as possible.
- If possible, alert someone nearby to contact Campus Police and warn EBC employees.
- If you discover another employee handling a dangerous incident, discreetly move away, sound an alert from a safe distance and call Campus Police at 5-2677.
- If you receive notification of an armed intruder via email or someone from another part of the building, carefully assess your situation and consider options:
  - It is best to find secure cover in the building.
  - Get behind locked secure doors and solid furniture.
  - Call Campus Police to advise them of your location and/or post a sign in the window.
  - Exit the building only if you are confident that you can do so safely. Move away and take cover.

EARTHQUAKE EVACUATION
The natural reaction is to run and escape a shaking building, but most injuries occur when people try to move to a different location inside the building or try to leave.

- Drop, cover and hold on until shaking stops.
- Walk to evacuation point (north of alumni building).

**EBC EMERGENCY COMMUNICATIONS PROCEDURE:**
The best method of communication to staff and co-workers and emergency response depends on the type of emergency.

For example, it would be dangerous to pull the fire alarm if there is a violent intruder in the atrium. Other employees could stumble upon a violent scene on the way to the nearest exit.

In some situations, you may need to send a written or spoken warning to other parts of the building without sounding an obvious signal such as the fire alarm. Since there is no building-wide intercom or announcement system, use one of the following methods:

- Send an email using the “EBC” list: ebc@lists.utah.edu
  - Use the word EMERGENCY: in the subject line
  - Set the priority to HIGH using the “send options” tab
- Send a runner (or runners) to other parts of the building with a warning and instructions. If necessary, use a whistle or megaphone for attention. Megaphones can be located at the following locations:
  - Near the atrium reception desk
  - Main floor hallway between KUER control room areas and KUED
  - First floor stairwell near Media Solutions near the exit on the South side

In case of a fire or natural disaster, the best way to notify staff and guests quickly is to pull the fire alarm.

**DEPARTMENT COMMUNICATION PLAN**
Each department should have an established emergency plan to ensure all employees are notified and accounted for in the case of an evacuation, emergency or disaster.