

**SECTION 4 -- EMERGENCY INFORMATION**

**a. IMPORTANT CONTACTS LIST**

**i. ASU**

<u>Fire</u>	<u>Phone Number</u>
Emergency	911
Phoenix Fire Non-Emergency	(602)495-5555
<u>Police</u>	<u>Phone Number</u>
Campus DPS, Emergency	911
Campus DPS, Non-Emergency	(480)965-3456
<u>Other ASU Departments</u>	<u>Phone Number</u>
ASU Environmental Health & Safety	(480)965-1823
ASU Media Relations Office	
Main Number	(480)965-3502
VP of Public Affairs, Virgil Renzulli	(480)965-4981
ASU Office of the President	(480)965-5606
Arizona Board of Regents	(602)229-2500

**SECTION 4 -- EMERGENCY INFORMATION**

a. **IMPORTANT CONTACTS LIST CONTINUED**

ii. **VP/DEANS/DEPARTMENT CHAIRS/DIRECTORS [Building/Department]**

**INSERT TABLE WITH SENIOR STAFF MEMBERS:**

**NAME**

**TITLE**

**ROOM**

**PHONE NUMBERS: OFFICE, CELL**

**E-MAIL ADDRESS**

**EXAMPLE:**

<b>Name / Title / E-mail</b>	<b>Phone Numbers</b>	<b>Room Number</b>
<i>Jon Doe, Title, Department</i> <a href="mailto:J.Doe@asu.edu">J.Doe@asu.edu</a>	<i>480-965-4444 (Office)</i> <i>480-965-4443 (Cell)</i>	<i>UCENT9999</i>

**SECTION 4 -- EMERGENCY INFORMATION**

**a. IMPORTANT CONTACTS LIST CONTINUED**

**iii. DEPARTMENT PHONE TREE (TO INCLUDE WORK, HOME, CELL AND PAGER #'S)**

[Building]/[Department] Telephone Tree

(Confidential Information)

The Manager of each area is shown in bold print. Each Manager is responsible for contacting each person in their division to inform them of the emergency. To complete the telephone tree each supervisor must then call the head of the Department to inform them that everyone has been notified.

***Building [Department] Telephone Tree***

***Name / Title***  
***Office***  
***Phone Numbers***  
***E-mail Address***

***Chris Esperti, Health and Safety Specialist***  
***R42 110***  
***480-965-0974 (Office)***  
***602-618-1768 (Cell)***  
***[c.esperti@asu.edu](mailto:c.esperti@asu.edu)***

**SECTION 4 -- EMERGENCY INFORMATION**

**a. IMPORTANT CONTACTS LIST CONTINUED**

**iv. VENDORS**

Insert table with the following information:

- Vendor Name**
- Contact Name**
- Phone Number**
- Address**

**EXAMPLE OF TABLE:**

<b>Vendor</b>	<b>Name</b>	<b>Phone Number</b>	<b>Address</b>
<b>Company Name</b>	<b>Jon Doe</b>	<b>1-800-965-4444</b>	<b>1234 E. University Dr. Tempe, Az. 85283</b>

**SECTION 4 -- EMERGENCY INFORMATION**

**a. IMPORTANT CONTACTS LIST CONTINUED**

**v. COMMUNITY**

<u>Fire Department</u>	<u>Phone Number</u>
Fire Department Emergency	911
Phoenix Fire Department Non Emergency	(602)495-5555
Phoenix Fire Prevention <a href="mailto:Prevention.phoenix.fire@phoenix.gov">Prevention.phoenix.fire@phoenix.gov</a>	(602)262-6771
Special Hazards Unit <a href="mailto:special.hazards.unit@phoenix.gov">special.hazards.unit@phoenix.gov</a>	(602)534-2666 (602)534-6301
Water Safety Hotline	(602)534-7665
Phoenix Fire Administrative Offices	(602)262-6002 (602)262-6297
Community Involvement	(602)262-6910
Phoenix Fire Hydrant Questions	(602)262-5077
Phoenix Fire Chief, Bob Khan	(602)262-6002
Phoenix Fire Marshal, Barbara Koffron	(602)262-6771
<u>Ambulance (Air)</u>	<u>Phone Number</u>
Emergency	911
Air Evacuation Services, Inc. (Sky Harbor)	(602)244-9327
B & C Flight Management, Inc. Scottsdale Airpark	(480)348-0003
Department of Public Safety, Aviation Section	(602)223-2535
Medical Express Int. Inc. Air Ambulance (Scottsdale)	(480)348-0005
<u>Local Hospitals</u>	<u>Phone Number</u>
Tempe St. Luke's 1500 S. Mill Avenue Tempe, AZ 85281	(480)784-5500

**Local Hospitals, (Continued)** **Phone Number**

<p><b>Banner Desert Medical Center</b> 1400 S. Dobson Road Mesa, AZ 85202</p>	<p><b>(480)512-3000</b></p>
<p><b>Banner Good Samaritan Medical Center</b> 1111 E. McDowell Road Phoenix, AZ 85006</p>	<p><b>(602)239-2000</b></p>
<p><b>Phoenix Children’s Hospital</b> 1919 East Thomas Road Phoenix, AZ 85016</p>	<p><b>(602)546-1000</b></p>
<p><b>Phoenix Memorial Hospital</b> 1201 S 7th Ave Phoenix, AZ 85007</p>	<p><b>(602)258-5111</b></p>
<p><b>Arizona State Hospital</b> 2500 E. Van Buren Phoenix, AZ 85008</p>	<p><b>(602)244-1331</b></p>
<p><b>St. Joseph's Hospital and Medical Center</b> 350 West Thomas Rd Phoenix, AZ 85013</p>	<p><b>(602)406-3000</b></p>
<p><b>Maricopa Medical Center</b> 2601 East Roosevelt Street Phoenix, AZ 85008</p>	<p><b>(602)344-5011</b></p>
<p><b>Arizona Burn Center at Maricopa Medical Center</b> 2601 E. Roosevelt Phoenix, AZ 85008</p>	<p><b>(602)344-5726</b></p>

**Red Cross** **Phone Number**

<p><b>American Red Cross, Grand Canyon Chapter</b></p>	<p><b>(602)336-6660</b></p>
<p><b>Chapter Headquarters – Piper Service Center (Phoenix)</b></p>	<p><b>1-800-842-7349</b></p>
<p><b>East Valley Service Center (Mesa)</b></p>	<p><b>(480)461-1100</b></p>

**Police Department** **Phone Number**

<p><b>Police Department Emergency</b></p>	<p><b>911</b></p>
<p><b>Phoenix Police Non-Emergency</b></p>	<p><b>(602)262-6151</b></p>
<p><b>Phoenix Police General Information</b></p>	<p><b>(602)262-7626</b></p>

**Police Department, (Continued)** **Phone Number**

Silent Witness	(602)948-6377
Community Programs	(602)262-8371
Graffiti Busters	(602)495-7014
Phoenix Chief of Police, Jack F. Harris	(602)262-6747

**Chamber of Commerce** **Phone Number**

City of Tempe	(480)967-7891
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**Government Agencies** **Phone Number**

Arizona Division of Emergency Management	(602)244-0504 1-800-411-2336
U.S. Small Business Administration AZ District Office	(602)745-7200
FEMA – Region IX, Oakland, CA.	(510)627-7100
OSHA – Region IX, San Francisco, CA	(415)625-2547 1-800-321-6742
EPA – Region IX, San Francisco, CA	(415)947-8000 1-866-372-9378

**Local Television Stations** **Phone Number**

KAET	(480)965-8888 (480)965-2308
KNXV (ABC), Front Desk News Desk	(602)273-1500 (602)685-6397
KPHO (CBS), Helpline News Tips	(602)650-5555 (602)650-0711
KPNX (NBC), 12 on Your Side	(602)260-1212 (602)257-1212
KSAZ (Fox)	(602)257-1234

<u>Local Television Stations, (Continued)</u>	<u>Phone Number</u>
KTVK	(602)207-3333
<u>Local Newspapers</u>	<u>Phone Number</u>
Arizona Republic	(602)444-8000
East Valley Tribune	(480)898-6500
<u>Radio Stations</u>	<u>Phone Number</u>
KBAQ (89.5)	(480)833-1122
KESZ (99.9)	(602)374-6000
KNIX (102.5)	(602)374-6000
KOOL (94.5)	(602)776-7000
KTAR (620AM)	(602)274-6200
<u>Utility Companies</u>	<u>Phone Number</u>
APS, Power Emergency Customer Care Center	(602)371-7171 1-800-253-9405
APS, (Spanish)	(602)371-6861 1-800-252-9410
APS, Emergencies Other Than Outages	(602)258-5483 1-800-253-9408
SRP, Power Emergency	(602)236-8811
SRP, Residential Customer Service (Electrical)	(602)236-8888
SRP, Commercial Customer Service (Electrical)	(602)236-8833
SRP, Water Customer Service Office	(602)236-3333
SRP, Outside of State	1-800-258-4777
SRP, Spanish Speaking	(602)236-1111
Southwest Gas, Emergency or Safety Related	(602) 271-4277 1-800-528-4277

Utility Companies, (Continued)

Phone Number

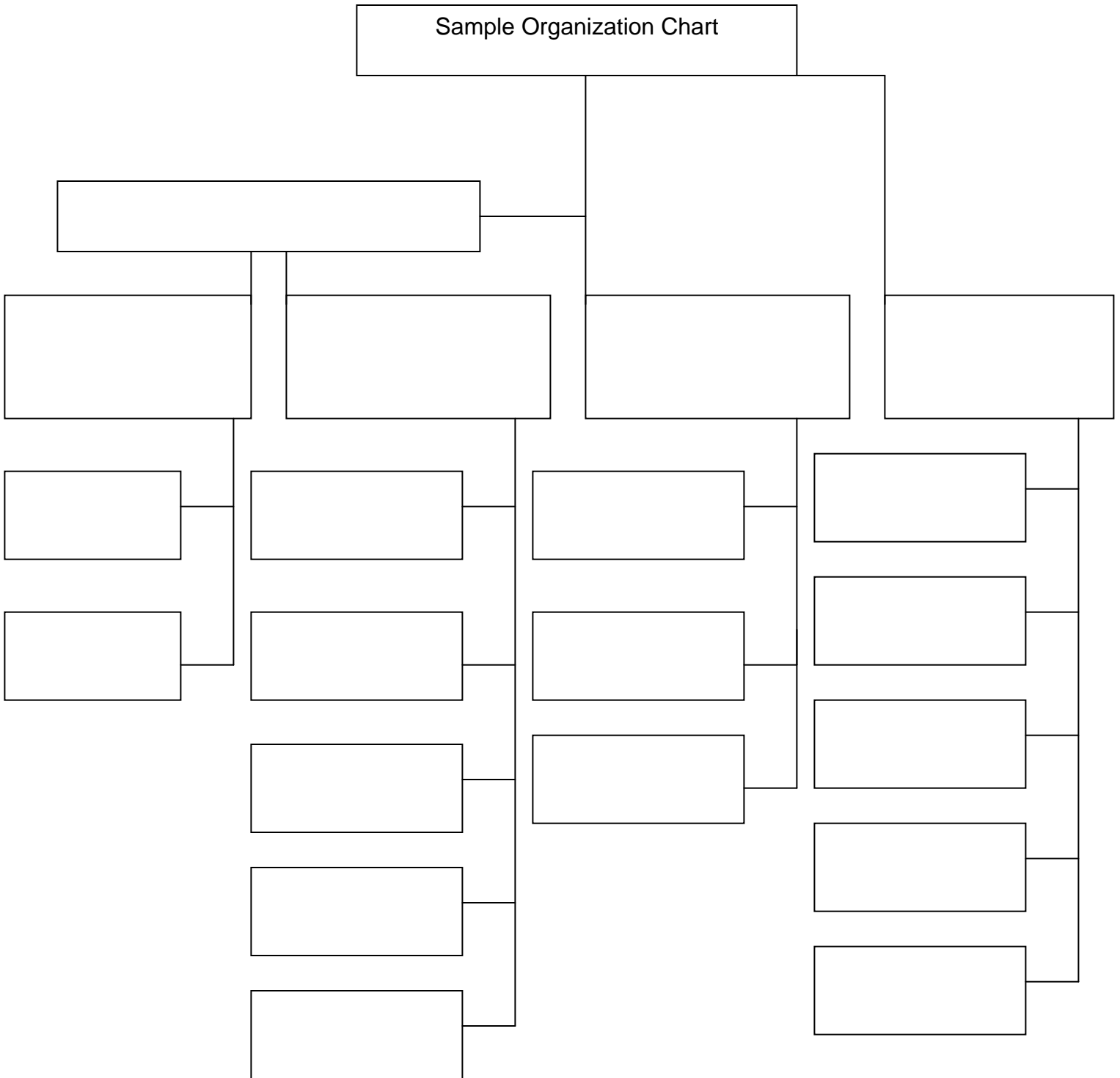
Southwest Gas,  
Customer Assistance Call Center

(602) 861-1999  
1-800-873-2440

**SECTION 4 -- EMERGENCY INFORMATION**

**b. DEPARTMENT SPECIFIC INFORMATION CONTINUED**

**i. DEPARTMENT EMPLOYEE ORGANIZATION CHART**



**SECTION 4 -- EMERGENCY INFORMATION****b. [Building]/[DEPARTMENT] SPECIFIC INFORMATION****ii. AREAS OF HIGH RISK**

This is to identify two types of high risks in your department and then determine if there are ways to minimize the risks. The two types of risks are:

- Risks of department's business/assets (e.g. for Human Resources it might be legal personnel records, payroll etc... To minimize the risks make sure redundant records are secured in two different buildings or have all records in Fire Proof files).
- Risks of department's operation that may cause unnecessary hazardous conditions or exposure to occupants (e.g. flammable substances, toxic materials, nuclear reactor, commercial power equipment, and other items requiring special shutdown procedures to prevent unsafe conditions/exposures).

**SECTION 4 -- EMERGENCY INFORMATION**

**b. OTHER DEPARTMENT SPECIFIC INFORMATION**

**iii. OTHER DEPARTMENT AREAS OF HIGH RISK (EXPOSURE TYPE RISKS ONLY)**

- ENTER ALL AREAS THAT CAN BE CONSIDERED A RISK, I.E. CHEMICAL STORAGE ROOM, BIO LAB, ANY OTHER LABS, ANIMAL LAB, ETC.

**SECTION 4 -- EMERGENCY INFORMATION**

**b. DEPARTMENT SPECIFIC INFORMATION**

**iv. NON-DEPARTMENT BUILDING AREAS OF HIGH RISK (EXPOSURE TYPE RISKS ONLY)**

- ENTER ALL AREAS THAT CAN BE CONSIDERED A RISK, I.E. CHEMICAL STORAGE ROOM, BIO LAB, ANY OTHER LABS, ANIMAL LAB, ETC.