

## **GENERAL INFORMATION**

**COLLEGE MAILING ADDRESS:**  
**UTAH VALLEY STATE COLLEGE**  
800 West University Parkway  
Orem, UT 84058

UVSC MAIN NUMBER	863-8000
UVSC MAIN FAX NUMBER	226-5207
NEWS HOTLINE	863-NEWS (6397)
OREM LDS INSTITUTE	764-3000
TELETYPEWRITER (TTY)	863-8029

(Contact Accessibility Services in WB-146 for TTY locations)

MOUNTAINLAND APPLIED TECHNOLOGY COLLEGE (MATC)	863-6282
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(No longer affiliated with UVSC)

## BUILDING ABBREVIATIONS

AB	ADVANCEMENT BUILDING (Journal Building)
BA	BROWNING ADMINISTRATION
CE	CONTINUING EDUCATION
CE2	CONFERENCES & WORKSHOPS
CP	CENTRAL PLANT
CS	COMPUTER SCIENCE & ENGINEERING
EB	EDUCATION BUILDING (Vineyard)
EN	ENVIRONMENTAL TECHNOLOGY
FA	FACULTY ANNEX
FS	FIRE SCIENCE BUILDING (Provo Airport)
GB	GENEVA BUILDING
GT	GUNTHER TECHNOLOGY
HB	HANGAR BUILDING (Aviation - Provo Airport)
LA	LIBERAL ARTS
LC	LOSEE CENTER
MC	MCKAY CENTER
MT	MOUNTAINLAND APPLIED TECHNOLOGY COLLEGE
NG	NATIONAL GUARD (West Campus)
PC	PLANNING CENTER
PE	PHYSICAL EDUCATION BUILDING
PS	POPE SCIENCE
SA	SPARKS AUTOMOTIVE
SC	SORENSEN CENTER
TH	TRiO HOUSE
WB	WOODBURY BUSINESS
WC	WASATCH CAMPUS
WH	WHITE HOUSE (SCUP)
WS	WOLVERINE SERVICE CENTER
<u>Other</u>	
NV	NORTH VALLEY ED CENTER (North Campus)
SF	SPANISH FORK ED CENTER (South Campus)

## **DEPARTMENT BUILDING LOCATIONS**

USE THE MAIN COLLEGE ADDRESS & MAIL CODES  
FOR ALL MAILING

**800 WEST UNIVERSITY PARKWAY  
OREM, UT 84058**

ADVANCEMENT BUILDING (AB)	500 W 1200 S , Orem, UT
EDUCATION BUILDING (EB)	950 W 800 S, Orem, UT
GENEVA BUILDING (GB)	1410 W 1200 S, Orem, UT
NATIONAL GUARD BUILDING / UVSC West (NG)	865 S Geneva Road, Orem, UT
MOUNTAINLAND APPLIED TECHNOLOGY COLLEGE (MT)	987 S Geneva Road, Orem, UT
PARKING SERVICES	936 S 400 W, Orem, UT
PLANNING CENTER (PC)	936 S 400 W, Orem, UT
GLOBAL AVIATION (HB) & FIRE SCIENCE (FS)	3131 Mike Jense Parkway, Provo, UT
TriO HOUSE (TH)	1034 W 800 S, Orem, UT
WASATCH CAMPUS (WC)	3000 N Hwy 40 or PO BOX 150, Heber
WHITE HOUSE - SCUP (WH)	1062 W 800 S, Orem, UT
<u>Other</u>	
NORTH VALLEY ED CENTER / UVSC North (NV)	
(Lehi Jr. High School)	180 N 500 East, Lehi, UT
SPANISH FORK ED CENTER / UVSC South (SF)	
(Spanish Fork High School)	99 N 300 W, Spanish Fork, UT

# EMERGENCY PREPAREDNESS

HOW TO REPORT AN EMERGENCY:

**CALL THE CAMPUS POLICE AT 5555**

**\*\*UVSC has an emergency preparedness program to be implemented during major campus emergencies. This program involves all appropriate campus departments. The success or failure of the best developed plan is dependent upon you, the individual. The following will help you to avoid injury and help UVSC to return to normal operating procedures in the shortest amount of time following a disaster.**

**\*\*Do NOT do the following during an emergency:**

Do not use the telephone for reasons other than emergency purposes.

Do not use the elevator in emergencies and do not attempt to exit stalled elevators.

Do not call the Campus Police or campus maintenance office unless necessary. Instead, coordinate with your building marshal.

Do not jeopardize your life or the lives of others to save personal or college property.

Do not cross police barriers without authorization.

**DO the following during an emergency:**

Avoid panic, remain calm, use common sense, and render assistance.

Evacuate buildings immediately upon request of authorities, upon an audible alarm, or when remaining becomes life threatening.

Know the location of at least two emergency exits in your working area.

Keep a flashlight handy if you are in an area without natural lighting.

Instructors, keep a class roll available in case it should become necessary to account for students possibly trapped in your particular building or classroom.

If radio, or television is available, tune to KBYU for instructions.

Each building has a full-time custodian who is also a building marshal during emergencies. Know who he/she is. He/she may save your life.

# EMERGENCY PREPAREDNESS

( CONTINUED )

## WHAT TO DO DURING:

### FIRE & EXPLOSIONS

- Report all incidents immediately to the Campus Police and sound the fire alarm.
- Do not fight fires alone.
- Remember that in smoky conditions the best air is near the floor.
- Check all doors by touch prior to opening. If warm, do not open.
- Close doors and windows to prevent the spread of fire.
- If the incident is confined to an area within the building, send someone to an exit to give directions to emergency personnel.
- Report hazards, such as chemicals, high voltage, structural damage, etc., to responding emergency personnel.

### EARTHQUAKE

- Remain calm and avoid upsetting others by shouting or running about.
- Move to a safe place. If indoors, get under a table or desk, or stand in a doorway
- Seek safety where you are. Don't rush for stairways or elevators as they are likely to be jammed.
- Remain calm if the electricity goes out, if the sprinkler systems go on, or the fire alarms ring.

## WHAT TO DO AFTER:

- Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- Do not turn light switches on or off.
- Report immediately any fires, spilled volatile agents, and gas leaks.
- Be prepared for aftershocks.
- Report to your custodial building marshal or department supervisor.