

Safety Response Team PROCEDURES MANUAL



Purpose

The **Emergency Procedures Manual** is intended to define the roles and responsibilities of the UOEAP **Safety Response Team** during general evacuations and specific emergency situations. This manual should be used in conjunction with the **UOEAP Emergency Handbook**, a copy of which is provided to all staff.

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General Responsibilities

All members of the Safety Response Team are expected to **be prepared** for an emergency by:

- Maintaining current CPR and First Aid certification.
- Notifying each other of planned absences from the office greater than one week.
- Keeping the UOEAP Emergency Handbook and this manual up-to-date (review regularly).
- Keeping the Walkie Talkies charged.
- Keeping the following readily accessible:
 - First Aid supplies and safety equipment.
 - The UOEAP Emergency Handbook and this manual.
 - A recent copy of the UOEAP phone list (including Conference Room extensions/ICLs).
 - Key to side stairwells (note: the outer door on the west side requires a different key).

During an emergency, all members of the Safety Response Team are expected to:

- Remain calm.
- Direct and assist other staff.
- Cover for the absence of team members (see Evacuation Roles and Responsibilities).

Safety Response Team: Members & Assignments

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|-----------------------|---|
| David Kujan | Safety Coordinator |
| Chris Zwicke | Alternate Safety Coordinator & Emergency Assembly Point Monitor |
| Sue Asch-Luna | Emergency Assembly Point Monitor |
| Wendy Devlin..... | Main Stairwell Monitor |
| Carole Strehlow. | Main Stairwell Monitor |
| Leeanne Figueroa..... | East Stairwell Monitor |
| Justine Meyr. | East Stairwell Monitor |
| Beth Bernstein | West Stairwell Monitor |

Staff to assist: Gunn, Ines

Evacuation Roles and Responsibilities

ANNOUNCE THE EVACUATION (see: Intercom Paging Instructions): If present and able, the Safety Coordinator should make the announcement immediately. Otherwise any member of the Safety Response Team can and should make the announcement.

All

- Turn on Walkie Talkie. **Tune to Channel 15.**
- Grab First Aid supplies, safety equipment, phone list, and side stairwell key. Put on Safety Vest.
- Head to your designated station, ensuring that people around you are safely & calmly evacuating.
- Stairwell doors should NOT be propped open (they act as a firebreak).
- Relay information about trapped or missing persons to the Safety Coordinator and/or professional emergency responders.
- If needed, perform First Aid to the best of your ability once the victim is in a safe area.

Safety Coordinator (or Alternate)

- Check in with Safety Response Team. Coordinate Team's activities (e.g., to cover absences).
- Check in with Emergency Assembly Point Monitor(s) to find out if anyone is missing.
- Liaise with professional emergency responders.
- Keep Director or other senior leadership informed regarding the specifics of the situation. With Director, authorize re-entry into building—if it is safe—or send staff home.

Main Stairwell Monitor(s)

- Direct/assist staff down the main stairs and to the Emergency Assembly Point.
- Ensure that elevators are not used. Check elevator to ensure there is no one trapped inside.
- RECEPTIONIST: Bring defibrillator to the Emergency Assembly Point.

East Stairwell Monitor(s) [Storke Rd/Director's Office side]

- Direct/assist staff down the east stairs and to the Emergency Assembly Point.

West Stairwell Monitor(s) [S. Glen Annie Rd/LEASED side]

- Direct/assist staff down the west stairs and to the Emergency Assembly Point.

Emergency Assembly Point Monitor(s)

- Ensure safety of Emergency Assembly Point. If unsafe, notify Safety Response Team and direct staff to the Alternate Emergency Assembly Point, ensuring caution crossing the street.
- Ensure that staff do not leave—or at least make sure they notify you before doing so.
- Direct staff to group together by unit (see list in this manual) and note missing persons.
- Notify Safety Coordinator of any missing persons (once all members of Safety Response Team have reported) or of any persons requiring medical attention.

Additional Procedures for Specific Emergencies:

Shelter-in-place: Have staff familiar with the building's mechanical systems turn off all fans, heating and air conditioning systems. Contact each room by phone or walkie talkie and account for all staff.

Gas: Have staff familiar with the building's mechanical systems turn off gas.

Medical Emergency/Personal Injury: Notify the victim's emergency contact person.

Staff Checklist

*This checklist is to be used by the Emergency Assembly Point Monitors to determine if any staff or guests are unaccounted for.

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| Academics: |
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| Academic Development: |
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| Administrative Services: |
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| Director's Office: |
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| Finance: |
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| Human Resources: |
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| Information Technology: |
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| Reciprocity: |
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| SM&C and Research: |
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| Region I: |
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| Region II: |
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| Region III: |
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| Region IV: |
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| Temps: |
| Guests: |