

# Safety Coordinator Orientation

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# Agenda

- Emergency Preparedness at UNT
- Program's Background and Mission
- Roles and Responsibilities
- Emergency Procedures
- Future Training and Opportunities
- Q & A

# Introductions

- Name
- Department
- What you do for your department
- What is your biggest safety concern in your building and why?





# Emergency Preparedness

# Preparedness Efforts at UNT

- Developing & updating emergency plans
  - Emergency Management Plan (2010)
  - Severe Weather Plan (2012)
  - Recovery Plan (2013)
  - To access Emergency Plans visit:  
<http://emergency.unt.edu>
- Training and Educating
  - Safety Coordinator Program (Staff and Faculty)
  - Preparedness Fair (Students, Staff, and Faculty)
  - New Student Orientation (Students and Parents)

# Preparedness Efforts at UNT (Cont.)

- Assessing and evaluating emergency plans
  - Exercises
    - Table-top (Working through a scenario)
    - Functional (Simulate a specific function)
  - Drills
    - Test emergency procedures (Ex: fire & severe weather)
    - Familiarize occupants of procedures
- Building and sustaining relationships
  - Internally
  - Externally



# Safety Coordinator Program

# Mission

To have members of different departments in a building work together in order to provide a safer environment to learn, educate, and work.



# Background

- Replaces Safety Evacuation Coordinator (SEC) program
- Framework of preparedness
- Re-launched as Safety Coordinator Program (2011)
- One Year Later...
  - 215 Active and trained Safety Coordinators
  - 50 Participating buildings
  - 14 Safety Coordinator Orientations delivered
  - 4 Safety Coordinator Workshops performed

# Roles and Responsibilities

- Coordinate regularly with your Safety Coordinator Team
  - Meet regularly (Ex: Monthly or Bi-Monthly)
  - Maintain awareness of equipment/training needs
  - Communicate safety concerns and issues
- Knowledgeable of emergency procedures
- Assist people with functional needs
  - During drills and emergencies
  - During both evacuations and shelter-in-place

# Roles and Responsibilities (Cont.)

- Familiarize self with safety equipment
  - Location
  - Training
- Route occupants of building to safety
  - Evacuation
  - Shelter-in-place
- Secure hazardous areas and resources
  - Prevent secondary hazards
  - Prevent loss of critical information



# Emergency Notification

# Receiving Emergency Notification

- Outlook email
  - Hazardous weather outlooks
  - Watches and advisories
- Eagle Alert
  - System to communicate emergency information
    - Warnings
      - Weather related
      - Man-made
    - Return to normal operations message
  - Uses different modes
    - Text (General Campus Population)
    - Phone and Text (Emergency Group)
    - Social Media
  - Update contact information regularly

# Receiving Emergency Notification (Cont.)

- Outdoor Warning Sirens
  - Not meant to be heard indoors
  - Does not mean “Tornado Siren”
    - Straight-line winds > 70 mph
    - Hail > or = to 1.00” in diameter
    - Other emergencies (HazMat)
  - Go indoors and seek more information
    - Radio (KNTU 88.1 FM)
    - Local TV station
    - [www.weather.gov](http://www.weather.gov) (Building’s NOAA Weather Radio)
  - City of Denton activates the sirens

# Receiving Emergency Notification (Cont.)

- NOAA Weather Radio
  - Provide official warnings from NWS
  - Sounds an alert when warning is issued
  - Equipped in each building
    - Usually issued to Building Representative (BR)
    - Coordinate with BR for communication procedure
  - Signal is inconsistent
- Websites
  - [www.weather.gov](http://www.weather.gov)
  - [www.unt.edu](http://www.unt.edu) (For school closures & warnings)

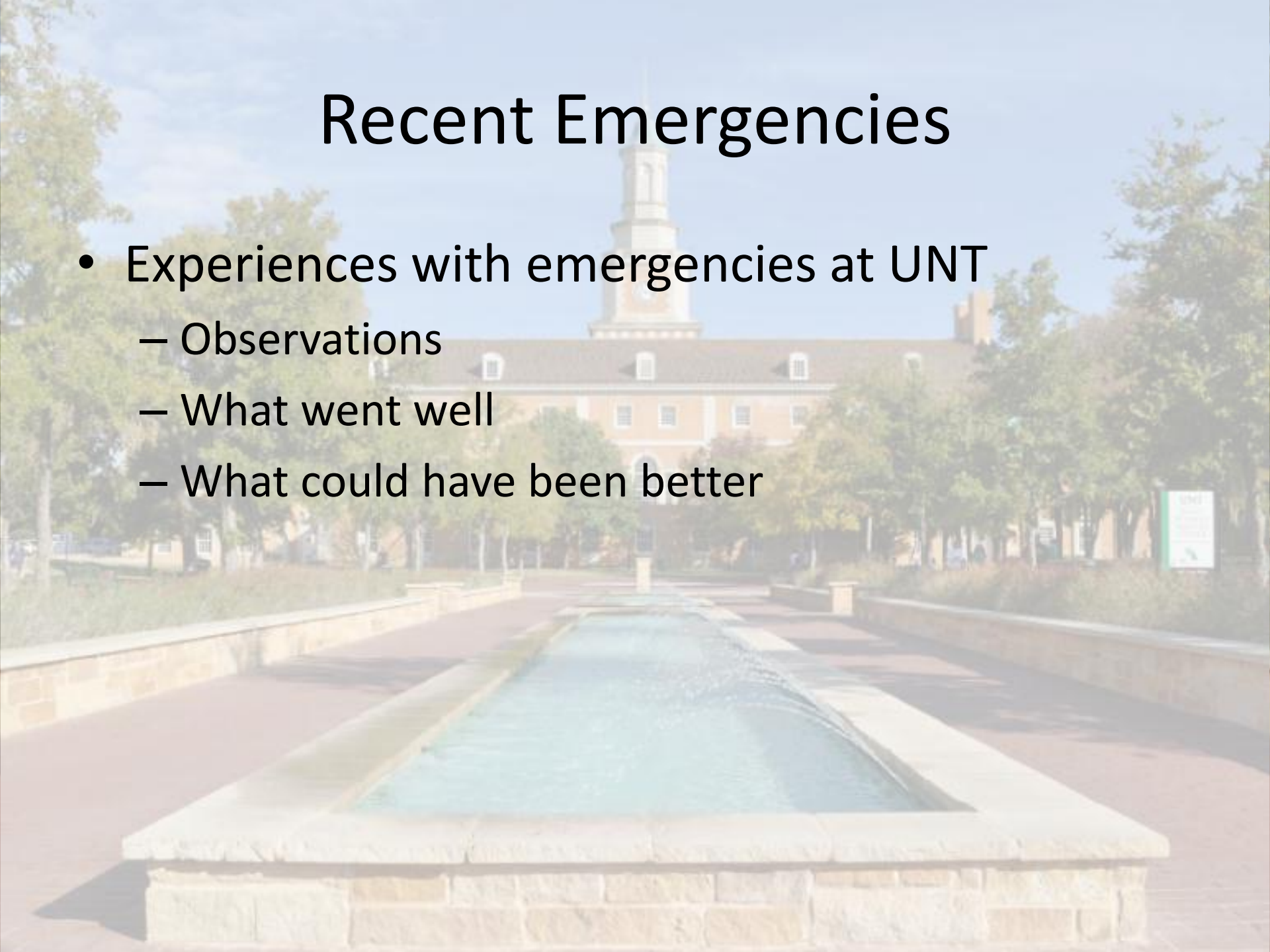
A large, multi-story brick building with a central tower and a fountain in the foreground. The building has a prominent central tower with a green roof and a spire. The fountain is a rectangular, stone-lined structure with water flowing over the edge. The scene is set outdoors with trees and a clear sky.

# Potential Hazards and Actions to Take



# Recent Emergencies

- Experiences with emergencies at UNT
  - Observations
  - What went well
  - What could have been better

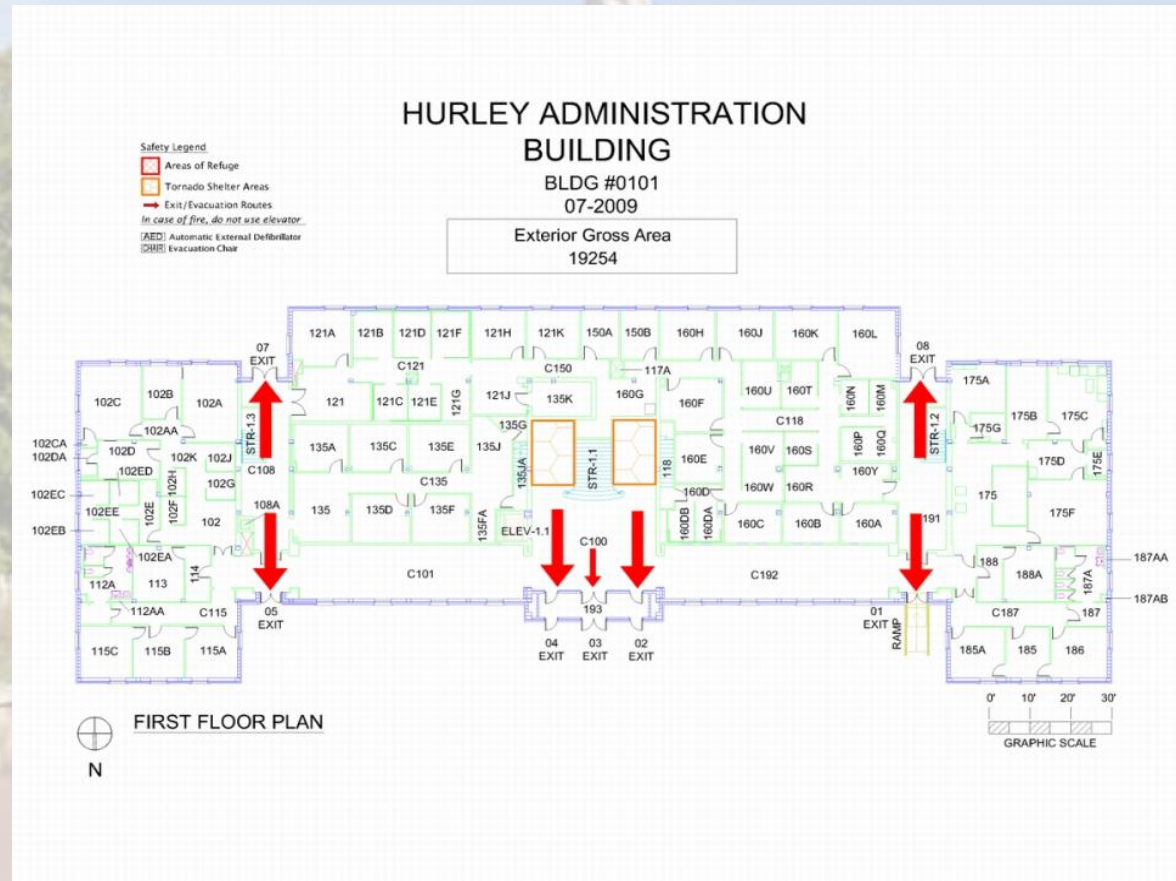


# Building Fire

If you are caught in a fire:

- Assess and size up the situation
  - Determine severity
  - If trained and a small fire, attempt to extinguish
- Call 911
- Activate your building's evacuation procedures
  - Securing hazardous areas and important information (Preparedness)
  - Coordinating with other team members
  - Assisting people with functional needs
  - Directing people to the appropriate exit
  - Guiding people to the designated assembly area
- Go to the designated assembly area
- Assess event and modify procedures (If Needed)

# Evacuation Map



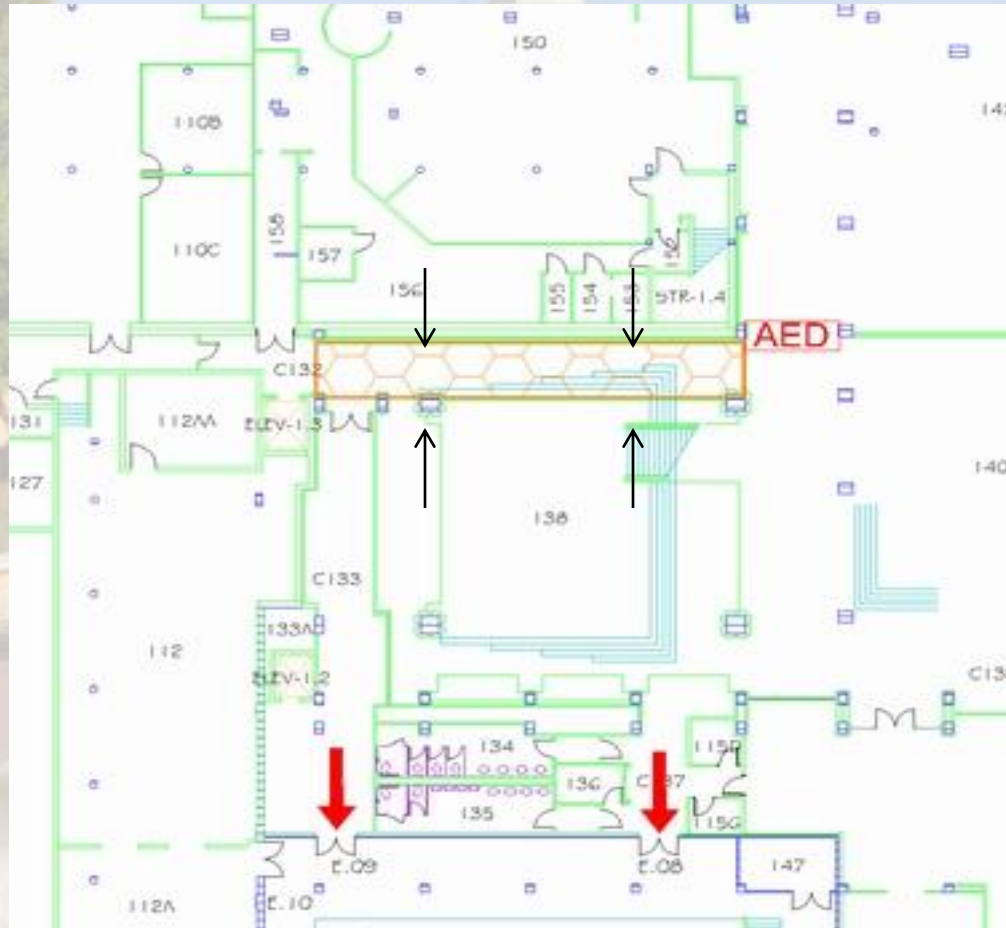
Evacuation maps and assembly areas for all campus buildings may be viewed at <http://emergency.unt.edu>.

# Tornado

If you receive notification that a tornado warning has been issued:

- Activate your building's shelter-in-place procedures
  - Securing hazardous areas and important information
  - Coordinating with other team members
  - Assisting people with functional needs
  - Directing people to tornado shelter areas
- Bring your building's weather radio
- Wait for the return to normal operations message
  - Receive through Eagle Alert to mobile phone
  - By text or voice
- Assess and modify procedures (As Needed)

# Tornado Shelter Area





An EF4 tornado struck the campus of Union University in Jackson, Tennessee in 2008 injuring 51 and causing \$40 million in damage.

# Flooding

If you encounter flooding in a campus facility:

- Size up the situation
  - Determine severity of flooding
  - Identify areas of higher elevation
- Report the incident
  - Contact Facilities Work Control
- Secure hazardous materials and important info
- Coordinate with your team
  - Move people away from standing water
    - Elevated area
    - Another floor in the building
  - Monitor the situation for changes in conditions

# Ex: Flooding at UNT



A spring storm in 2007 flooded areas of Denton, including Fouts Field.



# Concerning Behavior

- Examples of concerning behavior
  - Withdrawal
  - Outbursts of anger
  - Irrational conversation or speech
  - Statements related to death or hopelessness
- If you witness a student with concerning behavior
  - Contact the CARE Team
    - Provide name of student
    - Brief narrative of the behavior
    - Contact at (940) 565-4373 or [careteam@unt.edu](mailto:careteam@unt.edu)
  - Visit CARE Team's website @ <http://studentaffairs.unt.edu/care/index.html>
- If you witness a UNT employee with concerning behavior
  - Notify their supervisor
  - Supervisor will contact HR's consulting team
- Call 911 for anyone threatening direct harm to self or others

# Campus Violence

If you witness or are alerted to Violence on Campus:

- Call 911
- Receive and listen to police instruction
- Communicate instructions
- Find a safe place
  - Preferably room that can be locked
  - Alternative is a room with items to barricade
- Don't stand near doors or windows
- Turn lights off in the "safe place"
- Avoid touching items left behind by the attacker

# Suspicious Letter or Package

Traits of a Suspicious letter or package:

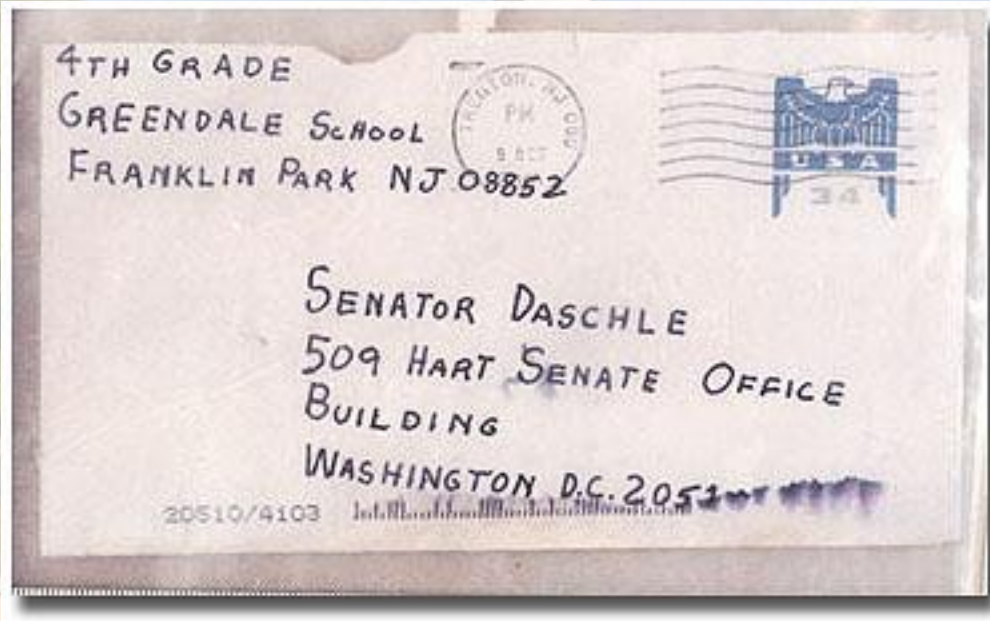
- No return address
- Addressed to no specific person
- Strange stains, odors, or sounds
- Marked with restrictions
  - Personal
  - Confidential
  - Do not x-ray
- Poorly typed or handwritten addresses

# Suspicious Letter or Package

If you receive a suspicious letter or package:

- Call 911
  - Provide description of the letter/package
  - Follow directions given by authorities
- Isolate letter/package from self and others
  - Do not smell the item
  - Do not open the item
  - Do not bump or shake item
  - Wash hands after handling
- Communicate with other Safety Coordinators
- Exit building if directed by authorities

# Ex: Suspicious Letter



Letter containing anthrax that was sent to Senator Tom Daschle in 2001.

# Bomb Threat

If you receive a bomb threat:

- Take notes
  - Details about the bomb
  - Speech patterns of caller
  - Voice characteristics of caller
  - Any background sounds audible
- Trace the call
  - Do not hang up; wait for caller to end call
  - Dial \*57 immediately after hanging up (Do not dial 9)
  - Listen to recording and write the 1-800 number
- Call 911
  - Report notes
  - Provide the 1-800 number

# Bomb Threat (Cont.)

- Communicate with other Safety Coordinators
- Follow directions given from authorities
- Secure hazardous materials and important info
- Exit the building (If directed by authorities)



# Hazardous Material Spill

If a hazardous materials spill occurs ***inside your building***:

- Secure the spill area
- Evacuate the building
- Call 911
- Go to the designated assembly area

If a hazardous materials spill has occurred somewhere ***outside your building***:

- Go indoors
- Stay in an enclosed area



# Public Health Crisis

In the event of a public health crisis:

- Get the facts
- Practice good hygiene
- Stay home when you are sick
- Seek medical attention



A flu outbreak swept the nation in spring 2009.



# Building a Program

# The Safety Committee

- Who
  - Includes Safety Coordinators from your building
    - Engage all departments
    - Try to have representation from each department
  - Involve your Building Representative
- Why
  - Provide structure and organization
  - Address safety issues
  - Develop building specific emergency procedures
  - Discuss resource needs (Ex: radios to communicate)
  - Plan Drills

# The Safety Committee (Cont.)

- When
  - Determine if your building has a committee
    - Ask other Safety Coordinators
    - Find out when they meet
  - Form a Safety Committee immediately
- How
  - Receive an email with other SCs in your building
  - Attend the Safety Coordinator Workshop I
    - Schedule workshop with EM staff

# Resources and Supplies

- Food
- Water
- Change of clothes
- Flashlight
- Handheld radio
- First aid kit
- Dust mask
- Moist towelettes
- Fire extinguisher
- Maps
- Cell phone
- Prescription medication and eyewear
- Personal hygiene items
- Important documents
- Cash

# Resources and Supplies (Cont.)

- What emergency supplies do you currently have in your building?
- What is your building's biggest resource need?



# Training

- Offered through multiple sources
    - Risk Management
      - Fire Extinguishers
      - First Aid
      - Evacuation Chair
      - CPR
      - AED
      - Hazardous Material Awareness
    - National Weather Service
      - SkyWarn
      - Intro to NWS Products
- Denton County (CERT)
- Triage
  - First Aid

# Training (Cont.)

- Reasons to attend training
  - Develops capabilities and knowledge
  - Increases the ability of your team to respond
- Encourage others on your team to attend
- Keep records of the training attended





# Future Training and Opportunities

# Future Training Opportunities

- Safety Committee Workshop I
  - Attend within 90 days of the Orientation
  - Building-specific
  - Focus
    - Building a successful program for your building
    - Structuring and organizing your committee
    - Identifying target coverage
  - Outcomes
    - Outline the organization of your committee
    - Framework to draft building specific procedures

# Future Training Opportunities (Cont.)

- Safety Committee Workshop II
  - Pre-requisite: Safety Committee Workshop I
    - Exemption
      - Has a defined structure and organization documented, and has building-specific emergency procedures.
  - Focus
    - Table-Top Exercise
    - Testing procedures and structure of the committee
    - Hot Wash (Reflection and evaluation)
  - Outcomes
    - Increased preparedness
    - Identify gaps in procedures and actions
    - Develop actions to improve upon gaps

# Future Training Opportunities (Cont.)

- Schedule Risk Management training
  - Notify you by email of dates for offerings
  - Includes:
    - Fire Extinguisher
    - First Aid
    - CPR
- SKYWARN
  - Program to train storm spotters
  - Classes Offered
    - Spring Semester (March 6<sup>th</sup>, 2013)
- Intro to NWS Products
  - Inform and educate on how to use various tools from NWS
  - Class date is TBD (Will notify you with an email)

# Next Steps

- Receive the following items via email
  - Latest Emergency Preparedness Guide
  - Slides from today's presentation
  - Reminder to pursue workshop opportunities
- Form or engage your building's Safety Committee
- Contact us to set up a workshop