

## CAMPUS EMERGENCY PROCEDURES

To Report an Emergency, dial extension: **911**

**Note:** The emergency police phone number (911) should not be used for routine matters. The police department may also be contacted by pressing a button on an emergency call box or vehicle entrance gate, or by using an emergency phone on an elevator.

### **Preface**

These procedures are designed to provide employees of the University of Texas Southwestern Medical Center at Dallas with practical information for coping with campus emergencies involving fire, inclement weather, chemical spills and injury. This material also incorporates general information on safety and accident prevention, so employees may be aware of hazards and ways to minimize the causes of accidents and fires.

Through proper planning and preparedness, many of the problems associated with emergency situations can be minimized or eliminated. Although it is not possible to cover every facet of an emergency, it is the duty of each of us at UT Southwestern to preserve a safe environment in which to work and learn.

### **Emergency Reporting Procedures**

Prompt, accurate reporting of an emergency may determine whether a situation results in a major loss or a minor incident. Realizing that panic and confusion can influence the action taken, the following steps serve as a guide for reporting an emergency. To assist in prompt reporting, emergency telephone number (911) stickers have been placed on all in-house telephones at UT Southwestern. Additional stickers may be obtained by contacting Environmental Health & Safety at extension 82250 or the University Police at extension 88311.

Person(s) detecting an emergency condition should:

1. Alert personnel in the immediate area.
2. In a fire emergency, activate the nearest fire alarm pull station. Activation of the building fire alarm will initiate response from the University Police, Physical Plant, and Environmental Health and Safety.
3. Dial extension 911 on the nearest telephone and advise the University Police dispatcher of the emergency. Give your name, telephone number, and the nature of the emergency in a calm, clear voice. Do not hang up the phone until the dispatcher has terminated the call with you, unless the safety of yourself or others precludes you from doing so. The dispatcher will notify the appropriate emergency personnel as necessary.
4. In the event of a fire, close off the area as much as possible to prevent the fire from spreading. Attempts to extinguish the fire should be made only if they do not jeopardize the safety of the people involved; otherwise, leave the fire fighting to the Dallas Fire Department.

### **Emergency Procedures for Individuals with Disabilities**

It is the policy of UT Southwestern to provide assistance to individuals with disabilities during an emergency. Each department, division, and/or administrative unit at UT Southwestern has responsibility for establishing an emergency plan and for notifying individuals with disabilities of the plan to follow in an emergency. A coordinator should be designated as the contact person in each department to insure communication of this policy and compliance with these procedures:

1. Establish an escape route and a plan to follow in case of an emergency;
2. Appoint two primary and one alternate facilitator who will assist each individual with a disability during an emergency;
3. Become familiar with Evac chair locations and usage (training is available through Environmental Health and Safety);
4. Practice emergency procedures during each fire drill.

### **Evac Chair**

The Evac chair is an emergency descent device designed to aid physically challenged individuals when evacuating a building due to fire or other emergency. The chair can be used to descend exit stairs safely and quickly and requires assistance from another person. Evac chairs are strategically located throughout the complex.

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Training on Evac chair usage is available through Environmental Health and Safety. It is strongly recommended that anyone who is physically challenged take the time to attend this training with his or her pre-appointed facilitator and to practice using the chair until comfortable descending stairs.

### **Emergency Response**

The University Police supervisor on duty will be in charge of emergency operations. Upon receiving notification of an emergency, the supervisor will initiate the appropriate emergency procedures.

### **Emergency Communications**

During an emergency, the University Police Dispatcher will become the “hub” of communications for the campus. Upon receiving notification, the dispatcher will defer other activities and give full attention to handling telephone and radio communications associated with the emergency. The dispatcher will receive and dispatch information from the University Police Communications Office and be in contact with emergency personnel throughout the emergency.

### **Basic First Aid Procedures**

In the event of a medical emergency, these procedures may be helpful. Always contact a doctor if possible. Avoid moving an injured person unless it is absolutely necessary for safety reasons. Try to find out what happened and check for medical ID tags.

#### Wounds

Stop the bleeding by applying direct pressure on the wound if necessary. Protect the wound from contamination. Cover the wound with a sterile dressing. Keep the victim from going into shock by keeping them lying down with feet raised.

#### Heart Attacks

Usual warnings of heart attacks are:

- Prolonged, oppressive pain or unusual discomfort in the center of the chest behind the breastbone.
- Pain may radiate to the shoulder, arm, neck, or jaw.
- The pain or discomfort often is accompanied by sweating.
- Nausea, vomiting, and shortness of breath should occur.

Sometimes these symptoms subside and then return. Minutes count when a heart attack strikes. Act promptly! Call 911 for medical assistance.

#### Fainting

Seat a person who feels faint. Fan their face or sponge it with cool water. Lower their head to knees to encourage blood flow. If a person faints, lay them down, turn their head to one side and wave smelling salts or spirits of ammonia under their nose. If the faint lasts for more than a few minutes, call 911 for medical assistance. If the person regains consciousness, keep them quiet and lying down for 15 minutes.

#### Poisoning

If the poison container is available, use the antidotes listed. Unless the poison is caustic, such as lye or a petroleum product, or unless the victim is unconscious, induce vomiting. If unconscious, call 911 for medical assistance. If conscious, call the Poison Control Center immediately. The telephone number for the North Texas Poison Control Center is 1-800-POISON-1 (1-800-764-7661).

#### Choking

Put the thumb side of your fist or the heel of your palm against the victim’s upper abdomen, between the navel and bottom of the rib cage, and make a quick, upward thrust. This action elevates the diaphragm, thereby compressing the lungs and forcing air up through the trachea. The air expels the foreign object.

If the victim is standing or sitting, get behind them and wrap your arms around their waist so that you can apply the strength of both arms to the upward thrust.

If the victim has collapsed, put the heel of the palm of your hand against their abdomen and push upward with both hands. Repeat this several times if necessary. If you are the victim, use the first method on yourself. Call 911 for medical assistance.

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### Shock

Symptoms are: pale complexion, cold skin, rapid pulse, quick shallow breathing and weakness. Shock itself can be fatal. Call 911 for medical assistance.

### Burns

If the injury is mild, plunge the burned area into ice water or bathe with ice as soon as possible to reduce pain and swelling. In the case of severe burns, apply sterile compresses and call 911 for medical assistance. Do not try to clean burns or break blisters.

### Mouth-to-mouth Resuscitation

If the patient stops breathing, apply mouth-to-mouth resuscitation.

Lay victim on their back.

Tilt victim's head back and pull lower jaw up so it juts out.

- Small Children:  
Place your mouth over the child's nose and mouth and blow gently, about every three seconds, removing your mouth each time to allow air to escape.
- Adults:  
Pinch the victim's nostrils closed and cover their mouth with yours. Blow vigorously every five seconds, removing your mouth each time to allow air to escape.
- If unable to ventilate the patient, reposition the head and try again; if still unable, perform the Heimlich maneuver as described for lodged food.
- Resume mouth-to-mouth resuscitation until the victim can breathe for himself or herself.

**Note:** Often a person who has stopped breathing has had a cardiac arrest; know how to do CPR.

### **Emergency Showers and Eye Wash Stations**

Emergency showers and eye wash stations are strategically located throughout the UT Southwestern complex to protect people who might contact hazardous materials. Contact with certain materials can cause severe burns and possible blindness if the contacted area is not immediately washed with a large volume of water.

A person who comes into contact with hazardous materials should be placed under an emergency shower or at an eye wash fountain as soon as possible and have the affected area of the body washed for a minimum of fifteen minutes. Clothing over affected areas should be removed to allow thorough washing and removal of all residue. If the eyes are affected, check for contact lenses and remove them without delay. Call 911 for medical assistance; be sure to provide any relevant information on the material(s) involved.

### **Spills of Hazardous Materials**

Investigators at UT Southwestern routinely deal with a variety of hazardous materials, including those that are radioactive, biohazardous, flammable and/or toxic. Realizing the danger of these materials, researchers and laboratory technicians should exercise great care in their use. Spills of these materials should be immediately reported to Environmental Health and Safety at extension 82250 and the University Police at extension 88311.

### **Evacuation Procedures**

Panic is possibly the greatest danger faced during an emergency. Statistics indicate that more lives are lost from this than the emergency itself. Experience has shown that the best way to deal with panic is through education and training. A well-understood and practiced plan will replace panic and enable those involved to function in a rational manner.

Department Chairs are responsible for the disposition of materials and equipment assigned to their department. They should insist that these items not be placed in corridors, exits, stairwells, or in any way become a deterrent to emergency exit. To do so is in violation of the corridor clearance policy, Dallas Fire Codes and the NFPA Fire Codes. Obstruction of corridors, exits, or stairwells is similar to the placement of an obstacle course in the path of someone trying to escape danger and is considered a serious offense.

Upon receiving notification of evacuation from a building fire alarm system, a university police officer, or other university official, proceed in an orderly manner to the nearest exit and move to a safe area, away from the building involved. All doors and stairwells to an outside exit are marked with an exit sign. Remember, always use the stairs during an evacuation. Do not use elevators. A power failure could cause the elevator to stall between floors.

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Due to the size, complexity, and interactions of personnel in each building, it is not practical to have hard and fast rules on evacuation routes. However, it is important that each person become familiar with the buildings; i.e., know the location of corridors, exits, and stairs. Signs located in the elevator lobbies of each building will be helpful in determining the location of the nearest exit.

In some cases it may be best, particularly for handicapped individuals, to evacuate horizontally through corridors into other buildings. Elevators may be used in buildings not affected by the emergency to get to ground level. If stairwells are used, go to the ground level and exit the building. Never go up in the stairwell unless it is absolutely necessary. Roof evacuation is considered as a last response only. Once the building is vacated, do not return for any reason. Many have died trying to return for personal property.

Principal investigators and laboratory personnel engaged in projects that cannot or should not be left unattended should, upon receiving notification of evacuation, ascertain as quickly as possible whether the emergency poses imminent danger and exercise judgment as to whether personnel should go or stay. If ordered to leave, do so immediately. You will be allowed to return as soon as possible.

If it should become necessary to evacuate research animals, the Director of ARC or his designee will direct evacuation. It is preferable that animals be evacuated in cages to a central location on the nearest parking lot.

Should assistance be needed for the evacuation of injured or handicapped personnel, or the removal of research animals or equipment, dial extension 911 and give the University Police dispatcher your location and details of your needs.

### **Fire Drills**

Scheduled fire drills are conducted in each building at UT Southwestern twice a year. One drill is announced, with notices placed throughout the building, and one is unannounced. The purpose of these drills is to prepare building occupants to respond quickly and effectively to a fire emergency. It is important, especially for occupants in high-rise laboratory buildings, to become accustomed to responding in an orderly manner to fire alarms.

At the sounding of the alarm, evacuate the building in an orderly manner. All personnel not engaged in essential activities will leave the building as soon as possible by stairs to the outside. Once the drill is complete, the building occupants will be notified to return to the building.

### **Fire Extinguishing Equipment**

Portable fire extinguishers are considered the first line of fire defense in fire protection. There are over two thousand fire extinguishers strategically located throughout campus. The most common type of fire extinguisher on campus is the multi-purpose extinguisher, suitable to use on class A, B and C fires.

Extinguishers are inspected monthly to insure they are in their assigned location and are fully charged and ready for use. If extinguishers are used or found with seals broken or out of place, notify Environmental Health and Safety at extension 82250 as soon as possible.

Other fire protection equipment at UT Southwestern includes automatic sprinkler systems, hose stations, fire pumps and halon extinguishing systems.

### **Severe Weather Emergency Procedures**

Texas weather is unpredictable and may, at certain times of the year, become very unstable. When this occurs, changes in normal operations may be necessary to minimize danger to personnel. Each person on campus should be familiar with the building "Safe Area" schedule. Severe weather procedures differ from fire emergency procedures in that buildings now become safe havens rather than places of danger.

### Emergency Procedures

1. During inclement weather it is strongly advised that building occupants tune in to a radio news and weather station (KRLD 1080 AM or WBAP 820 AM) to stay abreast of the latest weather developments. Upon receiving notification of a severe weather warning, building occupants should proceed to the designated safe area(s) in the building.
  2. Avoid exposed glass areas while en-route to the designated safe area(s).
  3. Due to their construction, stairwells are considered safe places, regardless of the height of the building. It is advisable to get as near to the ground level as space in the stairwell permits.
  4. Do not use elevators. If a power outage should occur, elevators can stall between floors. Use the stairs.
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5. Do not go outside unless the building becomes unsafe and presents a greater danger than that presented by the severe weather.
6. Do not go to the roof of a building, except as a last resort. Rescue from roofs is very dangerous and time consuming.
7. Ground level or below ground level interior corridors are considered safe area(s) in a building.

#### Building "Safe Area" Schedule

"A"	Information Booth	If time permits, go to the nearest lecture room in the "D" building. If time does not permit, get under the counter.
"B"	McDermott Administration Building	Use stairwells. Go to the fire exit level between the basement and the first level. Do not go outside the building.
"C"	Gooch Auditorium	Go to the nearest lecture room in the "D" building using stairs. Stay clear of windows.
"CB1" (DF)	Clinical Building 1	Take interior stairs to ground floor. Go to an inside corridor next to load-bearing walls. Stay clear of windows.
"CB2" (DE)	Clinical Building 2	Take interior stairs to ground floor. Go to an inside corridor next to load-bearing walls. Stay clear of windows.
"CS"	Sprague Clinical Science Building	Use stairwells. Go to ground level.
"D"	McDermott Plaza	Go to the nearest lecture room in the "D" building.
"DC"	Data Center - Information Resources Facility	Go to inside corridors next to load-bearing walls. Stay clear of windows.
"E"	Florence Bioinformation Center	Use stairwells. Go to interior corridors on the first level.
"EP"	Exchange Park - Treadway Garden Office Complex	Use stairs to "B" level. Stay clear of glass window walls.
"F"	Cary Hall	Use stairwells. Go to Corridor 1, Level 1. Do not remain in stairwells or corridors with windows.
"FL"	American General Building - (Level C)	Go to interior corridors. Stay clear of walls with glass windows.
"FL"	American General Building - (Levels 13 & 14)	Use stairwells. Go to Mall Level. Stay clear of windows.
"G"	Hoblitzelle Clinical Science Building	Use stairwells. Go to Corridor 1, Level 1.
"H"	Danciger Research Building	Use stairwells. Go to Corridor 1, Level 1.
"J"	Moss Clinical Science Building	Use stairwell. Go to Corridor 1, Level 1.
"K"	Jonsson Basic Science Research Building	Use stairwells. Go to Corridor 1, Level 1.
"L"	Green Science Building	Use stairwells. Go to Corridors 1 and 2, Level 1.
"M"	Skilern Student Union Building	Go to the stairwell and vending machine room.
"N"	N Building	Go to the center of the building, next to load-bearing walls, away from windows.
"NA"	Hamon Biomedical Research Building (North Campus)	Use stairwells.
"NB"	Simmons Biomedical Research Building (North Campus)	Go to the center of the building, next to load-bearing walls, away from windows.
"NC"	Seay Biomedical Building (North Campus)	Go to the center of the building, next to load-bearing walls, away from windows.
"NJ"	Energy Center (North Campus)	Take interior stairs to basement level.
"NK"	Rogers Magnetic Resonance (North Campus)	Go to interior corridors. Stay clear of glass window walls.
"P"	Physical Plant	Persons in the main building should go to the holding area and interior corridors on the 1st level. Persons in the metal shop buildings should go to the south room of Bay 7.
"Q"	Parking Structure I	Go to the first level of stairwells.
"R"	Transplant Services	Persons in the clean rooms or laboratories should go to the storage vault. Persons in the office area should go to the reception area, R1.1.
"S"	S Building	Persons in the Mail Room, Police Department, and Safety Office not assigned emergency duties, go to the conference room on the 1st level.
"T"	Parking Structure II	Persons in Parking Structure II go to stairwells in Parking Structure I.
"U"	Aston Ambulatory Care Center	Use the stairwell on the southwest end of the building. Go to elevator lobbies at Levels 1 and 2 and the Level 1 tunnel to the Danciger ("H") building.
"V"	Southwestern Allied Health Sciences School(Locke Bldg)	Use stairwells. Go to Level 2 elevator lobby and interior corridors.

"X"	Service Building	Use stairwells. Go to interior corridors on the 1st level.
"Y"	Green Biomedical Research Building	Use stairwells. Go to the 2nd level elevator lobby on the west end of the building and the 3rd level elevator lobby on the east end of the building.
"Z"	Parking Structure III	Take cover behind the center building columns on the 1st level.

### **Vehicular Traffic and Parking**

During an emergency, vehicular traffic on campus must be held to a minimum so that access routes can be maintained for emergency vehicles. Parked vehicles will remain parked unless the University Police or the Dallas Fire Department notifies owners that they must be moved. Vehicles on the street will yield right-of-way to emergency vehicles. Visitors and curiosity seekers will be barred from Campus for the duration of the emergency.

### **On-the-Job Injuries (Workers' Compensation Insurance/Instructions To Supervisors)**

#### What is Workers' Compensation Insurance?

Workers' Compensation Insurance is a program that provides certain benefits to employees who receive injuries or contract occupational diseases while in the course and scope of their employment.

#### Who is Covered?

All "employees" of UT Southwestern Medical Center are covered by The University of Texas System's self-insured Workers' Compensation Insurance Program. Individuals who may work at the university in some capacity other than as an employee (i.e. not on the payroll) may not be eligible for this insurance program.

#### What to do in Case of a Work-Related Injury/Illness:

- Address the employee's medical needs first. Seek medical attention as required. If necessary, assist the injured employee to a medical facility. In case of an emergency, call the university Police Department and request assistance.
- Inform the employee that he/she may see a physician of his/her choice and that medical charges for a work related injury/illness should be billed directly to: The University of Texas System, Office of Human Resources, P.O. Box 45125, Dallas, TX 75245
- Collect all facts regarding the incident. Discuss the incident with witnesses, inspect location of the incident as appropriate and document the facts accurately.
- Complete the First Report of Injury form (TWCC-1) and submit it to the WCI/Leave Administration Division of the Office of Human Resources (Fax: 89809) within 24 hours of the incident. (Note: An injury not reported within 30 days of the incident could be denied).

#### Benefit Entitlements Under the Workers' Compensation Act

The University of Texas System will be responsible for all reasonable and necessary medical expenses incurred due to a work-related injury or illness. In addition, an employee who is unable to return to work following an injury/illness may be entitled to weekly disability income benefits after a period of 7 full days.

#### Questions?

Any questions regarding workers' compensation benefits should be directed to the WCI/Leave Administration Division of the Office of Human Resources at extension 89824.