

UNIVERSITY OF UTAH

FACULTY/STAFF SAFETY HANDBOOK DEPARTMENT OF ART AND ART HISTORY

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Emergency Contact List

Security/Police (Emergency)	911
Fire	911
Ambulance	911
Utah Crisis Line Suicide, drug, mental health problems.	801-587-3000 Or 988
Campus Security (Non-Emergency)	(801) 585-2677
Gas and Electric (Facilities) To report gas odor, life threatening emergency / lost power.	801-581-7221
Poison Control	1-800-222-1222
Campus Information	(801) 581-7200

Department of Art and Art History Staff Contact Numbers

Program Manager – Sandie Crook	(801) 585-9332
Department Chair - Kim Martinez	(801) 585-3576
Building Maintenance Coordinator/ Safety Coordinator (ERC) – Shawn Porter	(801) 414-1025
Janet Soller	(801) 585-5306

Emergency and Evacuation Procedures

Department of Art and Art History (ART) and SCULPTURE Buildings

Call **911** for immediate emergency and severe medical situations.

Call Campus Police **801-585-2677** for department/campus related security/reporting and for emergencies that do not require immediate or trained medical responders.

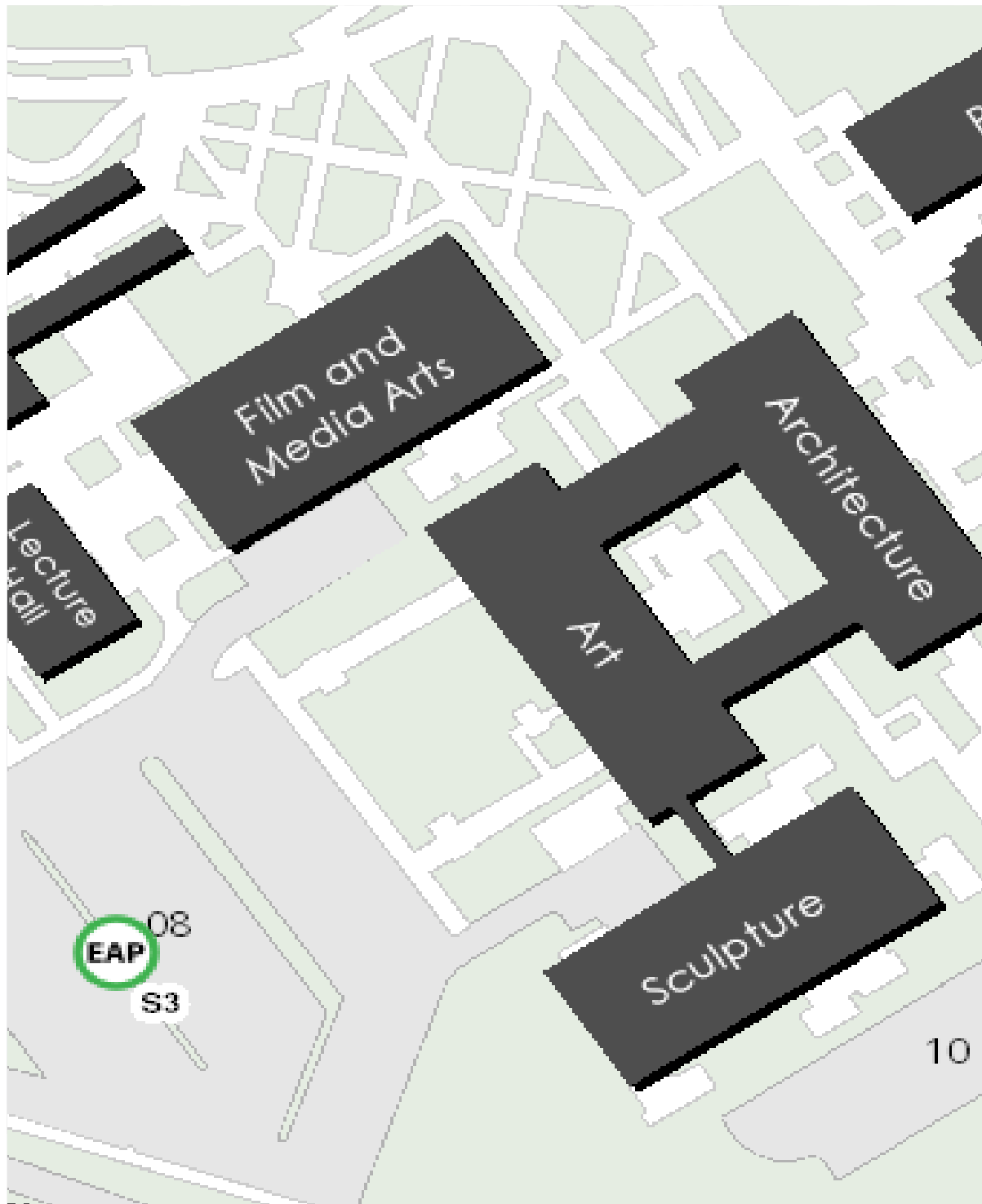
- **Emergency Response Team Assignments:**
 - Evacuation 1st floor: **Kim Martinez**
 - Evacuation 2nd floor: **Sandie Crook**
 - Evacuation 3rd floor: **Janet Soller**
 - Evacuation Sculpture building: **Shawn Porter**
 - Meet all personnel at Emergency Assembly Point, parking lot West of ART, with “ART DEPT” placard, **Sandie**

Evacuation

Assigned **Emergency Response Team** Responder should:

- Ensure exits and stairwells are accessible and free from obstructions.
- Instruct staff, faculty, and students to exit using the west doors, meet all personnel at Emergency Assembly Point (parking lot #8 West of ART,)
- Instruct evacuees to use **stairs**, not the elevator, as personnel may become trapped in the elevator.
 - Only instruct the use of the elevator if there is absolutely **NO Other Option** of a safe evacuation.
 - Personnel with disabilities should be instructed to remain stationed just inside stairwells if it is safe to do so.
 - Notify rescue personnel immediately of persons with disabilities and their locations
 - If the elevator is **not** an option, and waiting for rescue personnel is also **not** an option, seek help to get any persons who are not physically able to use the stairs out of harm's way.
- Clear floor of all personnel available to exit.
 - Make sure to check the bathrooms are empty
- Meet all personnel at Emergency Assembly Point, parking lot West of ART, with “ART DEPT” placard

Emergency Assembly Point (EAP in green) Located at Center of Parking Lot #8 West of Art Building



Shelter-in-Place/Secure-in-Place

There are a few different scenarios that could lead to a “Shelter-in-Place” notice including Severe Weather and Chemical/Gas releases and “Secure in Place” with an active incident or event that would be safer to resolve with persons on campus in doors.

Weather Event & Gas/Chemical release

- With this kind of shelter-in-place it is possible that all activities can continue, such as classes and Instruction, and immediate action may not be necessary
- Inform personnel of the situation and encourage them to remain in the building
 - You cannot force anyone to remain, only advise strongly that the University has deemed it unsafe.
- Help coordinate a safe exit when the shelter in place is lifted. The parking lot might be hard to navigate depending on the specific situation.

Active Incident/Event on Campus

Emergency Alert from campus should include the following information:

- *What areas are affected*
- *Any instructions; such as secure in place or evacuate “...” location*

If you are unclear about how to proceed with the information given in the alert you can call Campus Security **801-581-2677**

- Be ready with a location/building, an approximation of personnel you have in the building, and any information you think is pertinent.
 - Such as classes/rehearsals in session and if all activity should be stopped immediately.

Securing the Area

Note: If following this procedure puts you in immediate danger do not proceed

- If safe to do so inform personnel of the situation and encourage them to remain in the building
 - You cannot *force* anyone to remain, only advise strongly that the University has deemed it **unsafe**.
- If the situation has the potential of danger if there are high noise levels or activities drawing any attention to the building or rooms within the building do what you can to stop any noisy conditions
 - It may also be appropriate to turn off lights as well
- Lock Doors if able
 - Usually when a Secure-in-Place situation occurs on campus doors with Ucard entry will lock down
- It may be necessary to find a room with no windows that can be locked (and/or barricaded) and encourage personnel to assemble there
 - The restrooms may be a good option
- Once the Secure-in-Place has been lifted do a quick survey of the area to make sure everyone is safe and updated.

Campus Alert System Evacuation Notification

Emergency alert from campus should include the following information:

- What areas are affected
- Any instructions (such as secure in place or evacuate “...” location)

Notification for Prolonged building closure Art and Sculpture buildings:

- Email Students, Faculty and Staff: **Sandie Crook**
- Post printed evacuation/bldg closure notices on exterior doors: **Shawn Porter**

Student Injury-Emergency Procedures

- Treat using the First Aid Kit available.
 - Faculty and Staff must ensure that the First Aid Kits are adequately stocked and maintained.
- **In the event of a significant (but not major) workplace injury beyond First Aid Capability Students should seek medical attention at the Student Health Center at the Madsen Health Center (By Appointment), or Urgent Care at Sugar House Health Center.**

NOTE: Call Campus Police Dispatch (801) 585-2677 or 911 if you are unsure of the student's condition. First responders will assess the situation, provide care and an ambulance ride if necessary. Risk and Insurance management does not recommend taking students to a care facility in your own vehicle. WHEN IN DOUBT CALL 911.

- **Madsen Health Center**
555 South Foothill BLVD
SLC, UT, 84112
(801) 581-6431
- **URGENT CARE AT SUGAR HOUSE HEALTH CENTER**
1280 E. Stringham Avenue
Salt Lake City, UT 84106
[801-581-2000](tel:8015812000)
<https://healthcare.utah.edu/locations/sugar-house/urgent-care>

Public Persons/Patrons can also be directed to urgent cares in the link above.

For any injury beyond basic first aid on campus that occurs an **[Incident/Injury/Illness Report Form](#)** needs to be filled out by University Personnel.

Also injuries/incidents **need** to be reported to EHS at **oehs.utah.edu/incidentnear-miss-report**

Major (Life Threatening) workplace injuries

CALL 911

Employees and Students with the following should not seek care at RedMed or Madsen clinic and should go to the nearest emergency room or **call 911**.

- Signs of heart attack, including severe chest pain lasting longer than two minutes
- Signs of stroke, including loss of vision, sudden numbness, weakness, slurred speech or confusion
- Compound fracture (bone protrudes through skin)
- Convulsions, seizures or loss of consciousness
- Deep knife wounds or gunshot wounds
- Heavy, uncontrollable bleeding
- Poisoning
- Pregnancy-related problems
- Serious head, neck or back injury
- Severe abdominal pain
- Severe burns
- Severe chest pain or difficulty breathing
- Suicidal or homicidal feelings
- Temperature of 103° or greater

Employee Workplace Injury-Emergency Procedures

Minor workplace injuries (minor cuts, scrapes, splinters, etc.)

Faculty/Staff

- Treat using the First Aid Kit available.
 - Faculty and Staff must ensure that for all classes and labs, as well as for any independent production and class work taking place, the First Aid Kit is adequately stocked and maintained.

Please Note: Any injury where a student, staff member, or employee (including visiting artist/instructors/directors) seek any sort of medical attention through University Health Services or other medical care provider, or is not a minor workplace injury (as described above) must follow the format below for injury response.

In the event of a significant (but not major) workplace injury beyond First Aid Capability:

- Persons on payroll can go to **RED MED** in the Student Union Building. An injury or Illness form will need to be filled out and submitted.

RED MED CLINIC UNION BUILDING

Work-related Injuries and Illnesses: The RedMed clinic provides treatment and case management for work-related injuries and illnesses. Employees who are injured at work should use the clinic as their first point of care unless the injury is life- or limb-threatening or occurs after RedMed Clinic hours, in which case the employee should be taken to the nearest emergency room.

<https://union.utah.edu/resources-spaces/employee-health-clinic/>

Additional information about work-related injuries and illnesses is available on the employee benefits web page at

<https://www.hr.utah.edu/absenceMgt/workerscomp.php>

Employees and their supervisors should complete a First Report of Injury form prior to visiting the clinic. For assistance in completing the form, contact the Benefits Department and speak to a Leave of Absence Representative.

RED MED Available Services: The clinic offers a variety of medical services at **no cost** for University employees, including:

- Accidents and falls
- Back pain
- Bleeding and cuts (suture, steri-strips, dermabond, bandage and dressing)
- Breathing difficulties, e.g. mild to moderate asthma (peak flow and nebulizer)
- Broken bones and fractures (minor breaks, e.g., fingers and toes)
- Burns, mild to moderate
- Chemical Exposures
- Colds and allergies
- Cough
- Ear ache
- Exposure to blood-borne pathogens
- Eye irritation and redness
- Fever or flu
- Headache
- influenza, pneumonia, shingles and TDAP immunizations
- Joint pain
- Nausea, vomiting, diarrhea
- Pregnancy screening
- Sinusitis
- Skin rashes and infections
- Sprains and strains
- Staple and suture removal
- Throat soreness (rapid strep, etc.)
- Urinary tract screening and treatment of infections, including urine STI testing

REDMED appointments can be made here.

<https://union.utah.edu/resources-spaces/employee-health-clinic/>

Treatment will be documented in the University of Utah Health medical records system (EPIC), which will enable other University of Utah Health providers to have access to notes about your symptoms, diagnosis, lab results and any medications prescribed.

The RedMed clinic currently only treats University employees (including Academic Health Sciences employees). In the future we hope to expand our space and services so that we can also treat family members.

In addition to RedMed, employees enrolled in the University's Employee Health Care Plan also have no-cost access to the Employee Assistance Program for mental health needs and treatment of substance abuse and other addictions found here.

<https://benefits.utah.edu/employee-assistance-program-and-mental-health/>

Locations of Safety Equipment

Location of AEDs Automatic External Defibrillator

- ART – Between elevator and Auditorium Rm 158
- SCULPTURE- Hallway wall adjacent loading dock door

NOTE: Early defibrillation is a critical component in treating sudden cardiac arrest. AED is a computerized medical device that, when placed properly on a person's chest, can analyze the heart's rhythm and apply an electrical shock if needed.

Location of First Aid Kits

- ART- Rm. 161 Dept. Main Office
- ART- Rm. 171
- ART-Rm 252 Print shop
- ART- Rm. 264 Photo Lab
- ART- Rm. 273 Graphic Design
- ART- Rm. 342 Painting/Drawing Studio (bridge)
- ART- Rm. 352 Painting/Drawing Studio
- ART- Rm. 353 Painting/Drawing Studio
- ART- Rm. 361 Painting/Drawing Studio
- ART- Rm. 362 Painting/Drawing Studio
- SCULPTURE Rms. 178, 179,183, 185, 187, 190, 195

Location of Fire Extinguishers

- ART Building
 - 1 Inside Rm. 160-G
 - 1 Hallway Outside Rm. 169
 - 1 Inside West doors of Rm. 252 (Print hop)
 - 1 Outside East doors of Rm. 252 (Printshop)
 - 1 Inside Rm. 264 (Photo lab)
 - 1 Hallway Between Rms. 271 & 273
 - 1 Hallway Outside Rm. 361
 - 1 Hallway Outside Rm. 353

- SCULPTURE Building
 - 1 Inside Rm. 178
 - 1 Inside Rm. 182 (Foundry)
 - 1 Inside Rm. 183 (Small Metals)
 - 1 Inside Rm. 185 (Woodshop)
 - 1 Inside Rm. 187 (Hand building Ceramics)
 - 1 Inside Hallway at loading dock
 - 1 Inside Rm. 190 (Wheel Room)

Emergency Specific Actions

Poisoning

- Call the Utah Poison Control Center **1-800-222-1222**

Earthquake

During the quake

- Drop to the ground
- Seek Cover. Get under a desk, table, chair, or go against an inside wall
 - Stay away from glass
- Wait it out

After the quake

- Check for injured persons and assist if able
 - Do Not Move seriously injured persons
- If there is damage to the building begin **Evacuation** procedure.
 - NOTE - If the structural damage is significant leave as soon as you are able

Utility Failure

Fire or Hazard Suspected

- Call University Police **801-585-2677**
- Leave the Area

Suspecting Natural Gas Leak

- Do Not turn equipment, lights, etc. on or off
- Leave Area
- Contact Facilities **801-581-7221**

Electrical Power Outage

- Contact Facilities **801-581-7221**
- Follow Area Specific Procedures
 - Your Emergency Response Team will Assist

Flooding, Plumbing, or Steam Line Failure

- Contact Facilities **801-581-7221**
- Leave Area

HVAC System

- Contact Facilities **801-581-7221**

Fire

Small Fire - Trash can size or smaller

- If fire is verified call **911**
- Alert people in the area
- If trained use fire extinguisher
 - Always Maintain an Exit Path
 - Avoid Smoke or Fumes
 - Never attempt to extinguish the fire on your own; have a buddy

Large Fire

- Alert people in the area
- Activate Fire Alarm - pull station
- Close doors to confine
- **EVACUATE**
 - Your Emergency Response Team will Assist
- Call 911
- **Do not use elevators** (unless it is the *only* option)
- Do not reenter building unless notified by campus police or fire response personnel

Fire Extinguisher

P.A.S.S

- **P**ull the Pin
- **A**im at the base of the fire
- **S**queeze the trigger
- **S**weep across the floor/base

If a fire extinguisher is used contact EHS for a replacement

All fires must be reported to the University Fire Marshall 801-581-6590

Violence on Campus

In an Emergency Call 911

Acts of violence - Any act where weapon or physical aggression is used against a person

Workplace violence - Any behavior, action, or statement made by an individual, or group, directed towards another individual, or group, that is threatening or intimidating and causes any reasonable individual to fear for their safety and/or property.

- **Report** all suspicious or threatening activity immediately to campus police **801-585-2677**
- Be aware of locations of Blue Emergency Phones throughout campus
- Request identification of unknown persons in your area
- Stay Alert
- Utilize Campus Security Escorts if you feel threatened, intimidated, or scared by calling 801-585-2677 [SafeRide](#)

Active Shooter/Active Aggressor

Active Aggressor Training can be found here.

<https://emergency.utah.edu/active-aggressor/>

Assess your options and then take action:

- Run
 - If possible get out of harm's way
- Hide
 - If you cannot get out, Close and Lock doors wherever possible
- Fight
 - If confronted by the shooter do everything possible not to be a victim

Resources/Reference

- **Campus Alert System Evacuation Notification**

[U Heads Up! – Emergency Management](#)

This application has a university emergency response guide that can be utilized by all members of the university community.

- Active Shooter/Aggressor Training

<https://emergency.utah.edu/active-aggressor/>

- Madsen Health Center (ByAppointment).

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- Report ALL injuries beyond basic first aid on campus to;

[Incident/Injury/Illness Report Form](#)

- Injuries/incidents **need** to be reported to EHS at.

oehs.utah.edu/incidentnear-miss-report

- REDMED Clinic Union Building (Employees Only)

<https://union.utah.edu/resources-spaces/employee-health-clinic/>

- Utilize Campus Security Escorts if you feel threatened, intimidated or scared by calling 801-585-2677 [SafeRide](#) <https://commuterservices.utah.edu/safe-ride/>

