

UNIVERSITY OF UTAH

STUDENT SAFETY HANDBOOK DEPARTMENT OF ART AND ART HISTORY

Table of Contents

Title Page	1
Emergency Contact List/Evacuation Procedures	2
Emergency Assembly Point (EAP) Location with Map.....	3
Shelter-in-Place/Secure-in-Place	4-5
Student Injury-Emergency Procedures	6
Locations of Safety Equipment	7
Emergency Specific Actions	8-9
Violence on Campus	10
Online Resources/Reference	11

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
Poison Control	1-800-222-1222
Campus Information	(801) 581-7200

Emergency and Evacuation Procedures

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

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

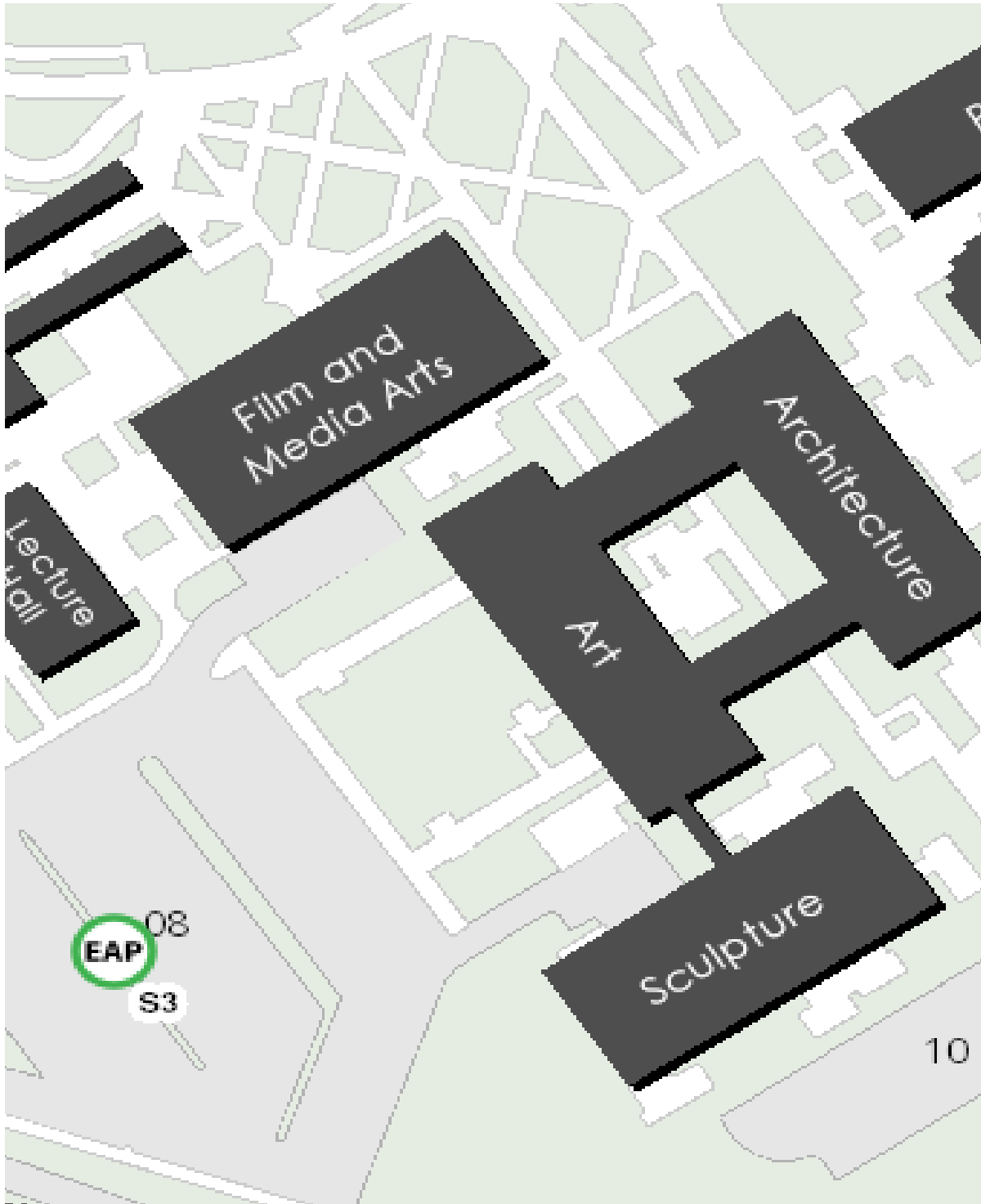
Call Campus Police **801-585-2677** for department/campus related security/reporting and for emergencies that do not require immediate or trained medical responders.

Evacuation

All Evacuees Should;

- Exit using the west stairs and doors,
- Evacuees to use **stairs**, not the elevator, as personnel may become trapped in the elevator.
- 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 will be sent via UMAIL and posted on building entrances:

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).

- **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
<https://healthcare.utah.edu/locations/sugar-house/urgent-care>

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

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

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 (Ceramics 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

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

- Pull the Pin
- Aim at the base of the fire
- Squeeze the trigger
- Sweep 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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- SLC, UT, 84112

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

