

UW OSHKOSH SAFETY TEAM PROGRAM

I. OVERVIEW

Description

The UW Oshkosh Safety Team, hereinafter referred to as the “safety team”, will be comprised of a group of UW Oshkosh employees who have volunteered to participate in special training on campus emergency response procedures, and to provide low-risk assistance during an emergency. This program shall be coordinated through the offices of the Vice Chancellor for Administrative Services, Environmental Health & Safety, University Police and the UW Oshkosh Health & Safety Committee.

Participation on the safety team is strictly ‘voluntary,’ meaning that employees have the right to decide whether or not to join. Any employee may join, providing that they have their supervisor’s permission to participate. At this point in time, volunteers are expected to work daytime shifts and should be available during the summer. Safety team participation and activities will not generate overtime. However, flextime scheduling may be authorized by your employing unit supervisor to allow for participation. Liability and workman’s compensation coverage will apply while participating in this program. Term of membership is unspecified, but any member shall have the right to terminate their participation at any point in time. If a member wishes to end their participation, it is desirable that the Environmental Health & Safety office be given a 30 day notice in order to have time to find and train a replacement.

Purpose

In the past, UW Oshkosh has relied heavily upon on-duty police officers from University Police to manage most emergency responses, including coordination with the emergency responders and assisting people from within the buildings. This is a difficult task for a small police force. Campus wide emergency procedures are in place through the emergency response plan that assigns responsibilities to all employees, however it has been very clear that more employees need to know how they should respond and assist during an emergency.

To meet this need we are developing a team of employees who are willing to learn how to assist during an emergency. The UW Oshkosh Safety Team is modeled after the “building warden” concept used by many larger facilities. Since UW Oshkosh is a relatively compact University with a mobile workforce it has been determined that 1 or 2 people from each of our larger buildings will be adequate for our program. It is expected that members from the safety team will assist during an emergency wherever it occurs, not just in the building in which they work.

Anyone can participate, but it is desirable that full-time employees volunteer for this program.

Responsibilities and Expectations of Safety Team Members

It is expected that all team members attend required training sessions and all organizational meetings that may be called. Once training has been completed, each team member shall

respond to on-campus emergencies as needed. Since this is a volunteer program no team member is required to respond when called, but is expected to do so.

Team members are expected to:

- Provide assistance to University Police for all required evacuations. Normally evacuations will occur after a fire alarm has been triggered.
- Provide instructions to employees/students/visitors in accordance with campus safety procedures and practices.
- Promote safety awareness to other occupants of their respective buildings on an on-going basis.
- Disseminate safety information to building occupants as instructed by University Police and/or Environmental Health & Safety.
- Assist with annual tornado and fire drills.
- Assist with communications between responders, University Police and occupants.
- Wear proper identification and to use other safety equipment as designated while responding to an incident.
- Act as the contact point in your respective buildings for reports of unsafe or hazardous situations. Report this information to University Police if the condition represents an immediate danger, if not, report to the information to the Environmental Health & Safety Office.

Team members **are not** expected to:

- Search buildings during a bomb threat.
- To leave their buildings during a weather emergency.
- To endanger their safety in any way.
- Provide assistance outside of their normal working hours.

Training

It is anticipated that training shall in total be between 8-10 hours over a several week period. At a minimum, the training shall include:

- Overview of the UW Oshkosh Emergency Response Plan
- When to call 911 or University Police
- Building evacuation procedures
- Sheltering in place procedures
- Fire extinguisher training
- Notification procedures (how to receive and disperse emergency messages or information)
- Threatening situations (bomb threats, suicides, mail threats, weapons of mass destruction)
- CPR/AED training
- Members will attend annual refresher training as deemed necessary.

Any volunteer who does not complete the required training and/or does not fulfill their responsibilities shall be replaced.

II. PROCEDURES

Notification

Team members shall be contacted by phone; e-mail or verbally when they are needed to respond to an emergency. The main form of notification shall be by the new Titan Alert system. All members are expected to enroll into the Titan Alert System so that they can easily and quickly be notified. This notification shall be conducted by the University Police department and shall include: the building where the emergency has occurred, the nature of emergency, and the assembly point for team members.

Primary Duties

It is understood that some emergencies shall not require team members to leave their buildings. After reporting to the emergency site, safety team members shall be under the instruction of the UW Oshkosh University Police department. The type of emergency will dictate what each member is expected to do. The primary duty of all safety team members shall be to assist in building evacuation.

A. Building Evacuation

- Assist University Police in making sure the building is completely evacuated.
- Instruct occupants of buildings on how to leave the building.
- Act as a communication alternative for University Police if phone lines or other communication options are disabled.
- Position yourself at a safe distance from the building and instruct people to move away from the building if they have not already done so.
- Instruct individuals not to enter the building. Safety team members cannot prevent people from entering a building. If someone insists on entering the building, the team member should note their name (if known) or description and report them to responders or University Police.
- Instruct handicapped individuals to go to stairwell landings and notify University Police or first responders of their location.
- Communicate with evacuees the status of the emergency.
- Inform University Police and responders of any injuries.
- Instruct occupants to re-enter once the clear signal has been given.

B. Inclement weather or tornado warning

- In the event of inclement weather or a tornado warning, team members should not leave their respective buildings, but take shelter and advise other building occupants of the situation as time permits.
- If time permits, the team member shall advise occupants of the locations of shelter areas and what to do.
- Inform occupants when the emergency has passed.

C. Bomb Threat

- Team members shall report to the building where the bomb threat has occurred to assist in crowd control. **Members are not to enter the building under any circumstances!**
- Evacuation procedures in paragraph “A” above shall apply

D. Medical Emergencies

Team members shall assist to the extent possible if a medical emergency exists. This shall include, but not limited to:

- Make sure no one unnecessarily moves the victim if there is any chance of a head, back or neck injury.
- Make sure that medical assistance has been summoned, if not call 911.
- Keep curious onlookers away from the victim.
- If trained, apply first aid techniques.
- Lead medical assistance, when it arrives, to the victim.

E. Threat or Act of Violence

- Immediately call 911.
- Alert others in the area what is occurring.
- **DO NOT CONFRONT THE PERPETRATOR!**

F. Chemical/Hazardous Waste Spill

- Keep people away from the spill, initiate evacuation procedures if necessary.
- Locate the person who can identify the chemical or hazardous substance and how the spill occurred.
- If the chemical or waste cannot be identified or contained, contact 911.
- Relay any information regarding the release to University Police or first responders.
- Notify the Environmental Health & Safety office of the spill.

G. Suspicious Letters or Packages

- Make sure that the item is reported to UP (x1212).
- Make sure that no one goes near the item; evacuate the immediate area or the entire building if necessary.

H. Fire

- If the fire alarm has not sounded, go to the nearest station and activate.
- Assist with normal evacuation procedures.