



## Quick Info

### Important Phone Numbers

#### Recorded Status of University

972-883-7669

#### UTD Police

972-883-2222

#### EHS

972-883-4111

#### Emergency Management

972-883-2420

#### Facilities Management

972-883-2147

#### Energy Management Services

972-883-2177

### Get Text Emergency Alerts

Go To: [utdallas.edu/textme](http://utdallas.edu/textme)



## Need To Know: Ebola

The first case of the Ebola virus in the United States was diagnosed on Tuesday, September 30, by the Centers for Disease Control at Texas Health Presbyterian Hospital in Dallas. That patient, sadly, has passed away. His immediate associates are being closely observed by health authorities who have placed restrictions on those individuals' mobility. None of them is reported to have shown symptoms thus far. Two nurses involved in caring for the first patient have tested positive for the virus and are being cared for.

The CDC and the Texas Department of State Health Services are managing the case in cooperation with the Dallas County Health Department and Texas Health Presbyterian. The University is carefully monitoring the situation through these agencies.

Ebola is very rare and is not spread through airborne transmission.

### What is Ebola?

Some countries in West Africa (Guinea, Liberia, Nigeria, and Sierra Leone) are experiencing an outbreak (dramatic increase in number of cases) of Ebola. Although this virus is rare in the United States, it is important to know the facts and take precautions.

Ebola is a virus transmitted through direct contact with the blood or bodily fluids of an infected, symptomatic person or through exposure to objects (such as needles) that have been contaminated with infected blood or bodily fluids.

### What are the symptoms of Ebola?

Symptoms include the sudden onset of fever, weakness, muscle pain, headache and sore throat, followed by vomiting, diarrhea, rash, and in some cases, bleeding from the eyes, ears, nose, mouth, or rectum.

### How can I protect myself and others?

- Avoid all contact with blood and body fluids of infected people or animals.
- Do not handle items that may have come in contact with an infected person's blood or body fluids.
- If you lived in, visited or stayed in any of the areas where Ebola cases have been recently reported, seek medical attention if you feel sick or have any of the symptoms listed above. Students who are unsure of their symptoms should contact the Student Health Center at **972-883-2747**. Faculty and staff should consult their primary care physician.

- If you have a fever of 100 degrees or higher, or any of the symptoms listed above do not report to work or school.
- For more information related to the recent Ebola outbreak visit the *Centers for Disease Control and Prevention* (<http://www.cdc.gov>).

## Frequently Asked Questions about Ebola

### Q: How is The University of Texas at Dallas monitoring the Ebola situation in Dallas?

**A:** The University continues to monitor the situation closely through daily contact with national, state and local health agencies. The UT Dallas Office of Emergency Management also communicates internally to Student Affairs, the Student Health Center, Student Housing, the International Center, Office of Communications and Police Department.

### Q: Has anyone at UT Dallas had contact with any of the Ebola patients in Dallas?

**A:** The original travel-related patient had no known direct ties to anyone at UT Dallas. Recently, two nurses who cared for the original patient have been confirmed to have the virus. They have been transferred to hospitals outside Texas. The Centers for Disease Control and other health officials continue to gather information on people who had contact with these new patients.

### Q: How is UT Dallas keeping the campus safe from Ebola?

**A:** UT Dallas has developed an action plan to protect the campus community.

- The campus community has been advised to observe normal health precautions to prevent any illness, including washing your hands frequently, covering sneezes and coughs, and getting immunizations, including an annual flu shot.
- Early symptoms of Ebola are similar to that of the flu. Symptoms include a fever of greater than 101.5, severe headache, muscle pain and weakness, diarrhea and vomiting. Students, faculty and staff have been told that if they exhibit these symptoms they should visit a healthcare provider.
- The UT Dallas Student Health Center in the Student Services Building is open from 8:00 a.m. to 6:00 p.m. Monday-Thursday and 8:00 a.m. to 5:00 p.m. Friday. Students can call the center at **972-883-2747**.
- Faculty and staff should consult their primary care physician. In a health emergency, individuals on campus should call UTD Police at **911** or **972-883-2222**.
- Faculty, staff and students may also contact the University's Department of Environmental Health and Safety at **972-883-4111**.

## Q: What happens if someone on campus has been exposed to Ebola?

**A:** If an individual on campus reports a possible exposure to Ebola, the University would notify local health authorities at the City of Richardson as well as the Dallas County and Collin County health departments. CDC guidelines state that those exposed to the Ebola virus should have their health monitored for 21 days following exposure.

## Q: What is the most updated information about Ebola?

**A:** Ebola is a rare but deadly disease, according to the CDC. The disease is spread by contact with the bodily fluids of someone who is infected and showing symptoms of the disease. More information can be found on the CDC website. The CDC also has put together a page with advice for colleges, universities and students about Ebola in West Africa.

## Further Information

### A Message from President Daniel

[www.utdallas.edu/parents/presidenttoparent/2014/ebola/](http://www.utdallas.edu/parents/presidenttoparent/2014/ebola/)

### OSHA Factsheet:

#### Cleaning and Decontamination of Ebola on Surfaces (PDF)

[www.osha.gov/Publications/OSHA\\_FS-3756.pdf](http://www.osha.gov/Publications/OSHA_FS-3756.pdf)

### CDC Factsheet:

#### What You Need to Know About Ebola (PDF)

[www.cdc.gov/vhf/ebola/pdf/what-need-to-know-ebola.pdf](http://www.cdc.gov/vhf/ebola/pdf/what-need-to-know-ebola.pdf)

## Winter Weather Preparedness

One of the primary concerns for winter weather is its ability to knock out heat, power and communication services. There are many ways you can prepare for the effects of winter weather. Before winter weather approaches, add the following supplies to your **emergency kit**:

- Rock salt or more environmentally safe products to melt ice on walkways
- Sand to improve traction
- Snow shovels and other snow removal equipment
- Sufficient heating fuel (wood)
- Adequate clothing and blankets to keep you warm

Other preparedness activities include:

- Making a family communications plan
- Purchasing a NOAA Weather Radio
- Minimizing travel. If travel is necessary, keep a disaster supplies kit in your vehicle



# Continuous Continuity Improvement

The goal of the continuity planning process is to increase an institution's ability to continue operating during and after a disruptive event. To further that goal, UT Dallas has upgraded its continuity planning tool using an open source technology designed specifically for higher education. This tool utilizes accepted continuity planning methodology but is adapted to the circumstances and culture of higher education. The UT Dallas Continuity Tool stores information that might aid a leader's decision-process (such as a prioritized list of critical functions), or aid implementation (such as contact information to reach vendors). But the tool's primary aim is to identify and track action items that, if completed in advance of disaster, will position the department and campus to more better sustain operations.

## Structure

- **Focused at the department level:** The tool produces plans at a departmental level and can be used by any type of department— instructional, research, support, administrative, libraries, museums and even clinical. The completion of the tools exercise will produce a department continuity plan.
- **Self-guided:** The tool contains all of the information and guidance needed for its use, without lengthy training sessions and large user manuals. Many departments will be able to use the tool without training, but a one-hour training session is available by contacting Teresa Johnston or Claudia Tatum at the EH&S Department.
- **Lean content, clear purpose:** Only essential data is collected. It avoids overly-detailed recovery strategies making the planning process quick and focused on providing information when needed in an emergency.
- **All-Hazards Approach:** The plan utilizes an “all-hazards” approach, encompassing natural, technological, and human-caused disasters.

## Plan Outputs

- Prioritized list and details of the department's Critical Functions
- High-level Recovery Strategies for all functions
- List of Key Resources, with details
- Specific section for continuity of Instruction, if that department delivers instruction
- Specific section for continuity of IT
- Repository of Key Documents
- Action Items:
  - As the plan is being developed, weaknesses and issues within the processes, policies, and activities conducted by the department will be identified. These issues will be captured in plan “Action Items.”
  - The department-level plans identify both action items that can be accomplished by the department and action items that must be solved at a higher level of the university.
  - By correcting the Action Item issues before a disaster, the department will be better able to withstand the effects of the event.

## Safe Leader and Floor Monitor Program

This program has been developed to facilitate the safe evacuation of campus buildings by encouraging and increasing awareness. It is staffed by trained university employees who work in buildings accross the campus. They serve as a resource to provide safety and security information to other staff and students, especially during emergency situations.

For more information about the Safe Leader and Floor Monitor program contact Angela Dees at [972-883-2831](tel:972-883-2831) or email [ajd130330@utdallas.edu](mailto:ajd130330@utdallas.edu).

## Got an Exit Strategy?

You can't rely on other people or institutions to protect you from a fire. That's *your* job.

When entering any building, here are a few things to look for:

**EXITS:** Make a mental note of where the exits are located; not just the lighted Exit signs but, if you're on the first floor, windows as well.

**DOORS:** Are they blocked or locked? Sometimes, restaurant and retail store managers lock or barricade back doors to keep people from sneaking in or out. Musicians stack equipment cases in hallways. Club employees stockpile empty beer bottles and trash in front of back doors. If you ever see a hallway or door blocked, call it to the attention of the manager and the local fire marshal immediately.



**CROWDS:** Clubs, restaurants, and concert venues all have capacity limitations. If people are jammed in like sardines and make you uncomfortable, move to an exit. If hallways and doors are also packed, report it to the fire marshal.

**CROWDS 2:** New Year's Eve, Fourth of July, weddings and birthdays, sorority and fraternity parties—when people get together to celebrate, especially when alcohol is involved, safety goes out the window. If indoor fireworks, pyrotechnics, loosely strung halogen lights, hot plates, or space heaters are part of the crowd, maybe you shouldn't be.

**FIXTURES:** Paper and cloth decorations hanging from ceilings and walls, posters next to hot light fixtures, unstable, lit candles on tables, electric sockets jammed with extension cords. Don't look now but you just walked into a firetrap!



## Working Knowledge of Workers' Compensation Insurance

### What is Workers' Compensation Insurance?

Workers' Compensation Insurance is a type of insurance specifically designed to provide medical benefits and, in some cases, financial payments to employees on the payroll of The University of Texas System (UT System) who suffer injuries or occupational diseases in the course and scope of employment.

In instances of injury or illness arising out of or in the course of employment, the employee is entitled to all medical aid, hospital services and medication reasonably required at the time of injury and anytime thereafter to cure and relieve the effects naturally resulting from the injury.

In some instances, financial benefits will be available to offset a temporary loss of wage earning capacity and/or to compensate for permanent impairment due to the injury.

Workers' Compensation Insurance is **not health insurance**, nor does it provide compensation for damage to or loss of personal property.

### How do I file a workers' compensation claim?

If an employee sustains injuries or an occupational disease as a direct result of employment, the employee must inform their supervisor immediately.

### Who will be handling my workers' compensation claim?

All workers' compensation claims are managed by a CCMSI UT System Dedicated Adjuster at The University of Texas System.

### If I am injured on the job, what do I do?

Failure to report the injury within 30 days of the occurrence of the injury (or the manifestation



### Ensuring Lab Safety through Education

All laboratory workers, including faculty, staff and students are required to attend BioRaft Safety Training online. This training gives an overview of: bio lab training, blood borne pathogen training, chemical hygiene training, dry lab training, electricity (more than 50 volts), electricity (more than 240 volts), fire extinguisher training, general lab training, hydrofluoric acid training, laser safety training, machine shop training, shop safety training, vivarium training, xps training.

The goal of the all that training is to ensure that laboratory workers are informed about the laboratory hazards in their workplace and are protected from hazard exposure. A Hazard is anything that may cause injury, harm or damage. The hazards encountered in a laboratory are many and varied and may result in short term or long term health effects if individuals are exposed to these hazards. When planning any work in a laboratory the risk of exposure to laboratory hazards is an important consideration. Therefore laboratory safety training has been designed to eliminate the risks of laboratory hazards.

of the occupational disease) may result in the denial of a claim. If you are injured while performing work on behalf of your employer or if you acquire an occupational disease as a direct result of your employment, you should immediately inform your supervisor of the injury or disease. In reporting your injury, or occupational disease, you must provide your supervisor with the following information:

Your name, current address and current telephone number.

The date, time and place the injury occurred.

A description of the circumstances and the nature of the injury.

The names of any witnesses.

The name of the doctor who has or will treat you for the injury, if any.

Your supervisor will work with your employer's WCI Representatives to ensure that a First Report of Injury form is completed and filed with CCMSI. An adjuster with CCMSI will be handling your claim.

### What if I miss work?

Your supervisor or your WCI Representative should receive written note from your treating doctor indicating you are unable to work. You must continue communicating with your employer throughout any period of disability unless you are physically unable to do so.

You should receive a Notice of Injury and Claim for Compensation (NICC) form from the Texas Department of Insurance, Division of Workers' Compensation (TDI/DWC), along with instructions for completing the form. The NICC forms should be completed as soon as possible and mailed directly to DWC. You are expected to return to

work as soon as you are physically able. If you are released to return to work by your doctor with restrictions, please work with your employer and your WCI Representative to comply with these restrictions.

Your employer may have other specific rules for you to follow while missing time from work. Please communicate with your supervisor to make sure you are complying with any other policies. If you choose to miss work on your own without your treating doctor's order, your lost time, for purposes of calculating income benefits, will be disputed.

## Campus Emergency Response Team

The Campus Emergency Response Team is a trained group of faculty, staff, and student volunteers who have pledged to assist UT Dallas in the event of a disaster or crisis. The CERT program is sponsored by the Environmental Health and Safety Office of Emergency Management. CERT does not self-deploy, instead the Office of Emergency Management will activate the team if needed. The types of incidents CERT will participate in is severe weather, exercises, special events and community outreach. For more information about CERT call **972-883-2831** or email **cert@utdallas.edu**.



### What if I file a false claim?

Filing a workers' compensation claim for an injury that did not occur while performing work on behalf of your employer is an administrative violation punishable by a penalty up to \$5,000. These offenses include knowingly or intentionally doing one of the following in an attempt to

obtain workers' compensation benefits for yourself or for another person:

1. make a false or misleading statement;
2. misrepresent or conceal a material fact;
3. fabricate, alter, conceal, or destroy a document; or
4. conspire to commit one of the above acts.

In addition to being an administrative violation, intentional commission of any of the above acts in an attempt to obtain workers' compensation benefits may also result in criminal charges (Class A Misdemeanor to Second Degree Felony).

# EH&S Events on Campus

## Indoor Warning System Test

On November 5th at 12 p.m., the Office of Emergency Management and Police Department will test the Indoor Warning System campus-wide. The Indoor Warning System is used to notify building occupants of an impending hazard, such as severe weather or a fire. By testing the Indoor Warning System quarterly, it will ensure the system is working properly; if any issues arise they will be fixed before a real life activation. Building Liaisons and Safe Leaders campus-wide will notify our office if there are any issues with any of the devices.

Issues they will be looking for:

- The alert is too low and is not understandable
- The strobe (light on the device) is not flashing
- The device is not functioning at all

## Booth Rotation Schedule

@ CometCafé

**11/20/2014**

Environmental Management  
and Lab Safety

**12/11/2014**

Business Services

**1/22/2014**

Fire and Life Safety



## What to Do: Fire

1. If you see a fire, immediately activate the nearest fire alarm by pulling a **pull station**.
2. **Evacuate** the building immediately.
  - Use the nearest accessible exit.
  - On your way out of the building inform others to evacuate.
  - Use exit stairways not elevators.
  - Do not stop for personal belongings or records.
  - Close all doors behind you as you leave and do not block the doors.
3. From a safe location **Call 911** and give the following information:
  - Your Location
  - The University of Texas at Dallas
  - Building name and location of fire, if known.
  - Your Name
  - Any injuries/damages
4. Evacuate no less than **75 feet away** from the building. Stay out of the way of first responders and fire lanes.
5. Attempt to **account for others** who may have been inside the building at the time of the fire.
6. If you believe someone **may be trapped**, notify the University Police or call x2222 police dispatch.
7. **Do not return** to the building until instructed to do so by emergency personnel.