



## Winter Weather Preparedness

As the academic year resumes we return for the Spring semester, but Spring has not yet come to the skies, and the possibility of harsh winter weather remains. The risks of winter include:

- A few inches of snow or ice can shut down a city and leave you trapped at home for days.
- Driving on ice and snow-covered roads can lead to car wrecks, injuries and death.
- Snow, ice and wind associated with winter storms can have a huge impact on travel, infrastructure, schools and businesses.
- Some winter storms can cover nearly half the nation, affecting tens of millions of people. Annually, damages from winter storms add up to over \$1 billion.
- Frostbite may develop on exposed skin when temperatures are below freezing. Add wind to below freezing temperatures and frostbite can set in even quicker.
- Other winter dangers include hypothermia and avalanches.
- Flooding is also possible due to snowmelt, ice jams and coastal storms such as Nor'easters.

To stay safe in severe winter weather, follow these simple steps:

- Before you go out, check the forecast to make sure you're prepared for the elements. Be sure to stay up to date with the latest weather news.
- At home: have an Emergency Preparedness Kit with three days of food, water, prescription medications and other supplies. Also consider obtaining a NOAA Weather Radio.
- Make sure your cell phone is fully charged when a storm is approaching and also anytime you're planning to leave the house. It could become your life-line should disaster strike.
- In your car: make sure you have food, water and blankets in your trunk. Stay off the road when advised to do so by local authorities.
- Dress for the season: wear loose, warm clothing in layers.
- During and after the storm: never use a generator or kerosene heater indoors - carbon monoxide poisoning is a silent killer.
- After the storm: take breaks when shoveling snow and stay clear of downed power lines.
- If you have not yet done so, 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.

*Adapted from [http://www.nws.noaa.gov/com/weatherreadynation/winter\\_safety.html](http://www.nws.noaa.gov/com/weatherreadynation/winter_safety.html)*

## Quick Info

### Important Phone Numbers

#### EHS

972-883-4111

#### Emergency Management

972-883-2420

#### UTD Police

972-883-2222

#### Facilities Management

972-883-2147

#### Energy Management Services

972-883-2177

#### Campus Status Hotline

972-883-7669

### Get Emergency Text Alerts

Go To:

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

## Get to Know EH&S: Business Continuity

Environmental Health and Safety at UTDallas encompasses a number of offices that have distinct roles in making the campus safe and prepared for emergencies. Among these offices is Business Continuity, which has the following primary responsibilities:

### Business Continuity

The Business Continuity Office assists departments throughout the campus to develop, and periodically test, detailed “business continuity plans” for continuing their most critical functions despite any disruptive events - or for rapidly resuming teaching, research, and support functions after disruption. We have business continuity plans for:

- Administration
- Academic
- Research.

### Records Retention

Business Continuity securely stores records for various departments and ensures the records are disposed of according to the Records Retention Schedule. All departments must submit a Request to Dispose form and have signed approval by the Director of Business Continuity before disposing of records on the retention schedule. Any department seeking storage for records should submit a Request for Storage form to be approved by the Director of Business Continuity.

### Facilities Inventory

Business Continuity has the designated responsibility for maintaining the University physical space inventory, both buildings and rooms. In order to comply with the Texas Higher Education Coordinating Board, Business Continuity annually reviews and updates all the university gross and net square footage and space utilization with designated departmental representatives.



### Chemical Concerns: Proper Storage

Chemicals must be segregated based on compatibility. For instance flammables, oxidizers, acids and bases should all be separated. All chemicals have different handling and storage requirements and failure to observe the necessary precaution could result in a serious injury.

### Chemical Waste Containers Not Labeled:

Proper hazardous chemical waste management is important to minimize the impact of our work on the environment and to avoid costly and embarrassing penalties. The process begins with determining which of your chemical wastes are “hazardous wastes” and ends with EHS sending them offsite for proper disposal. All containers in a Satellite Accumulation Area must be labeled. Empty containers should be marked “EMPTY” and moved to another location, as should containers which don’t contain waste.

## UT Dallas Camp Insurance Program Enrollment Instructions

In accordance with the Camps & Clinics Involving Minors policy, all coordinators of camps and clinics (whether educational or sport), are required to purchase special risk insurance prior to the first day of the camp or clinic. The insurance is available at very affordable rates through an approved UT System Office of Risk Management vendor. The appropriate enrollment form should be completed and submitted at least 7 business days prior to the first camp day. A certificate of insurance will be forwarded in 3-4 business days.

To enroll in the Camp Insurance Program, the following steps must be completed:

1. Camp directors should complete the appropriate application based upon the type of camp to be held – Educational or Sports. Separate applications must be completed for each individual camp to be held.

\*In accordance with UT Dallas Handbook of Operating Procedures, any individual who has contact with minors on a regular basis is required to complete a criminal background check. Each person working with a camp/conference shall complete either a Criminal Background Check Form for Employees or a Criminal Background Check Form for Students, Volunteers, and Non-Employees who have contact with minors.

***All camp applications must indicate coverage for a minimum of one staff/coach in order to receive the reduced rates. Exercise discretion in the total employed.***

2. Completed applications (with signature of the camp director) should be sent to the UT System Office of Risk Management (ORM), Attn: Ruth Maldonado, via Email: [rmaldonado@utsystem.edu](mailto:rmaldonado@utsystem.edu) or Fax: 512-499-4524, and cc: [riskinsurance@utdallas.edu](mailto:riskinsurance@utdallas.edu).

3. The submission is verification that the camp director would like to purchase the coverage. If there any inaccuracies in the application (i.e. number of days is incorrect or premium does not calculate correctly), the ORM will follow up with the camp director for corrections.

4. Southwest Special Risk will send an electronic invoice for 50% of the quoted premium (based on anticipated number of participants), along with a certificate of insurance and claims procedures to the camp director.

***Timely payment is due directly to Southwest Special Risk. Failure to make timely payments may result in removal of coverage and future eligibility to participate***

### 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](mailto:cert@utdallas.edu).



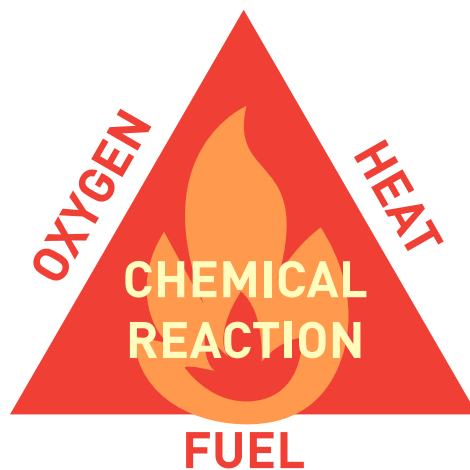
## Safe Leader and Floor Monitor Program



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 across 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).

## FIRE THEORY 101



This is the **Fire Tetrahedron**, a visual representation of the four basic elements that cause and sustain fires. Fires involve a type of chemical reaction called combustion, a kind of rapid oxidation. Oxidation is the combination of chemical compounds with oxygen. This same process occurs when metal rusts, but in combustion the oxidation is much faster, highly energetic, and deadly dangerous.

The chemical reactions in fires are caused by the presence, in the right combination, of the three elements on the edges of the tetrahedron: oxygen, fuel (which reacts with the oxygen), and heat (which initiates the reaction).

Fire prevention is about ensuring that the three elements are kept separate so that the reaction cannot begin. Fire fighting involves eliminating one or more of oxygen, heat, and fuel, or stifling the chemical reaction itself, so that the combustion process is arrested.

## KNOW THE ENEMY: FIRE CLASSES

As there are many kinds of fuel, there are many kinds of fire. Knowing the different classes of fire, and the best ways to fight each kind, is of critical importance. To that end, fires are typically classified using the following system:



### A

**Class A:** Every day combustibles like wood, paper, plastic, trash



### B

**Class B:** Liquid flammables like petroleum and gases like propane



### C

**Class C:** Fires that originate from electrical equipment and power sources



### D

**Class D:** Combustible metals like sodium, potassium, and magnesium



### K

**Class K:** Cooking oils, grease, animal and vegetable fats

Fire extinguishers also come in different kinds. Some use water, others foam or dry powders. These different extinguishers are designed to combat different classes of fire. In fact, there is no extinguisher that is designed to be used on all types of fires. It is important to know your fire extinguisher and its limitations. Attempting to extinguish fires of a class that the extinguisher was not designed for can be dangerous. For example, extinguishers designed for Class A fires only will typically employ pressurized water that could spread the liquid fuels in a Class B fire, or cause electric shock in a Class C fire.

The extinguisher should have labels, similar to the ones above, to identify the types of fire that it is designed to handle. The ABC or multipurpose extinguisher uses dry chemicals, is the most common extinguisher on campus, and can be used on Class A, B, or C fires.

Go to [www.fireextinguishertraining.com](http://www.fireextinguishertraining.com) to learn more.

# EH&S Events on Campus

## Indoor Warning System Test

On March 4th, 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 @ CometCafé

**1/22/2014**

Emergency Management  
and Business Continuity

**2/26/2015**

Fire and Life Safety

**3/26/2015**

Environmental and Lab Safety

**4/23/2015**

Emergency Management  
and Business Continuity

**5/28/2015**

Fire and Life Safety

## What to Do: Chemical Spills

1. Remove all personnel (patients, students, employees) from the immediate danger area.
2. If a victim is exposed:
  - Immediately decontaminate the victim with running water for at least 15 minutes,
  - While the victim is under running water, remove contaminated clothing,
  - Then take the victim and any involved rescuers for medical attention, along with this information (when available):
    - Identity/description of the chemical
    - The container label (if removeable)
    - The Material Safety Data Sheet (MSDS)
3. Avoid breathing vapors or dust from spilled material.
4. If spilled material is flammable, turn off all ignition and heat sources, if possible.
5. Leave any chemically contaminated materials (i.e., lab coats, gloves, etc.) in the laboratory or area of spill.
6. If spill occurs in a laboratory, close and lock the door and post a **"DO NOT ENTER"** sign on the door,
7. Notify the University Police (**911**); if not an emergency, call **2222**.
8. Notify the Office of Environmental Health and Safety (**4111**) of the spill — the following information is necessary:
  - Name or other description of chemical spilled
  - Location of spill (building, floor, room number)
  - Whether the chemical is radioactive
  - Quantity of chemical spilled
  - Any injuries resulting from the spill