



NORTHWESTERN  
HEALTH SCIENCES  
UNIVERSITY

## Workplace Safety Plan

### **I. Introduction**

This emergency response plan is designed to protect employees during emergency situations, including fires, chemical spills, natural disasters, and bomb threats.

Northwestern Health Sciences University's Physical Plant Director will serve as the facility emergency response coordinator and has the primary responsibility for responding to and coordinating emergency situations.

All employees and students should review and follow these procedures. Supervisors must ensure that their employees are familiar with these procedures. Faculty members are responsible for ensuring that students in their classes are familiar with the appropriate procedures.

### **II. Reporting Emergencies**

When there is a fire or other emergency that poses immediate danger to people or property, call **911** and sound the fire alarm if you can do so safely before evacuating. Follow emergency evacuation procedures. Remain calm, notify others, and respond to the emergency as appropriate. Procedures for responding to specific types of emergencies are described below. Do not attempt to handle emergency duties--e.g., fire fighting--for which you do not have training.

When you call **911** to report an emergency, provide the emergency dispatcher with the following information:

- the street address for your location;
- the building or area name where the emergency response is required and the door number of the closest entrance;
- the location within building or area;
- a brief description of emergency; and
- your name.

Unless there is a risk to your safety, remain on the line until told by the emergency dispatcher to hang up.

The following numbers should be posted near telephones and in other conspicuous locations:

- Outside emergency services (police, fire department, ambulance service)
- Hospital
- Physical Plant Department Emergency Number (**232**)
- Poison Control Center
- Regional EPA Office
- OSHA Area Office

### **III. Evacuation Procedure**

Supervisors are responsible for ensuring that employees know the location of fire extinguishers, fire exits, and alarm systems in the areas in which they work. Faculty are responsible for ensuring that students know the location of fire extinguishers, fire exits, and alarm systems near their classrooms and clinics. Training and information is available from the Human Resources Department.

If a fire emergency exists, employees or students should immediately activate the building alarm by pulling a pull station. Pull station locations can be found on the floor plans. Employees and students should evacuate all rooms, closing all doors to confine and reduce the fire and to reduce oxygen. **DO NOT LOCK DOORS.**

When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same. Smoke is the greatest danger in a fire. If you must pass through a smoke-filled room, stay near the floor where the air may be less toxic.

Leave the building using the nearest exit. Once you are outside the building, move to the east parking lot or west parking lot. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

**DO NOT RETURN TO AN EVACUATED BUILDING UNLESS TOLD TO DO SO BY A UNIVERSITY ADMINISTRATOR.**

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews.

#### **A. Evacuation Procedures for Disabled Individuals**

Employees should tell their supervisor and students should notify the Student Affairs Office about disabilities that may require special accommodations when carrying out emergency evacuation plans. The supervisor is responsible for working with the

employee to develop accommodations that will allow the employee to evacuate safely. Student Affairs will work with students and faculty to develop appropriate accommodations. For instance, specific co-workers, classmates or Physical Plant Department personnel may be assigned to assist employees or students in wheelchairs.

#### **IV. Medical and First Aid**

Emergency medical treatment or first aid may be required during or after an emergency. In cases of life threatening medical emergencies, **911** should be contacted immediately. After contacting **911**, call the University emergency number (232). Someone will respond to direct emergency personnel to the proper location.

Trained personnel are requested to give emergency care.

Employees must remember the following:

- avoid panic;
- inspire confidence; and
- do only what is necessary to stabilize an injured person's medical condition until professional help arrives.

#### **First Aid Kits**

A basic first aid kit should be available in each building, department, and university owned vehicle. Inform employees of the location of first aid kits. Department managers are responsible for inventorying supplies and restocking items, as necessary.

NWHSU safety kits are in compliance with OSHA standards and contain the following items:

- Absorbent Compress
- Cold Compress
- Adhesive Bandages
- Adhesive Tape
- Antiseptic Applications
- Burn Treatment Applications
- Medical Exam Gloves
- Triangular Bandage
- CPR Shield
- Bio-Hazardous Disposal Bag

- Ibuprofen

## V. Site Security

The Physical Plant Director or designee is responsible for security arrangements to prevent employees, students or members of the public from entering areas where emergency conditions exist. Only authorized rescue and emergency response personnel should be allowed into the area. The Physical Plant Director or designee may decide to cordon off the area with ropes and signs. If necessary, the Physical Plant Director or designee should notify the police or hire private security personnel to secure the area after the emergency.

## VI. Specific Emergencies

The following sections describe the procedures employees should follow during specific emergencies that may arise at their facilities.

### A. Chemical Spills

The guidelines below should be followed in the event of a chemical incident in which there is potential for a significant release of hazardous materials.

**Evacuation.** If the spill is large or if the spill seems hazardous, immediately notify security at extension **232**. Persons in the immediate vicinity of a spill should immediately evacuate the area.

**General spill control techniques.** Once a spill has occurred, the employees or faculty at the spill site must decide whether the spill is small enough to handle without outside assistance. Only employees with training in spill response should attempt to contain or clean up a spill.

**Response and cleanup procedures for small spills.** Small spills generally can be handled by internal personnel and usually do not require an emergency response by fire department HAZMAT personnel.

Laboratories: Hazardous laboratory chemicals are used in small quantities and generally diluted solutions. None are extremely toxic or dangerous to bare skin. Spills are to be covered immediately and the instructor notified to supervise the cleanup. No special cleanup procedures are required. Absorbent towels may be used, rinsed in a sink and discarded into a waste container. Volatile substances may be evaporated in the hoods. Any skin contact with spilled material should be washed with soap and water.

### B. Fires

If you see a fire or smoke, take the following steps:

- Activate the alarm to begin evacuating the building.

- If you are not in immediate danger, call **911** to report the fire. Provide the operator with the building or area name, door number of the closest entrance, the approximate location of the fire, the size and type of fire, and your name. Next dial **232** and request immediate assistance from the Physical Plant Department.
- Exit the building by following posted evacuation routes. Do not use elevators in an emergency.

Employees and students must receive permission from their supervisor, class faculty member or the emergency response coordinator before re-entering the building.

### C. Bomb Threats

If you receive a bomb threat over the telephone, remain calm and act courteous. If possible, notify another person to listen on another extension. Take notes on the caller's threat, tone, voice characteristics, and background noise and obtain as much information as possible.

Take the following steps after the caller hangs up:

- Hang up the phone. Immediately, before the next call comes in, dial extension **232** during normal business hours. Tell the person who answers the phone that there is an emergency situation and you need to speak with the Physical Plant Director immediately. If the Physical Plant Director is not immediately available, contact the Presidents Office. After normal business hours call 612-532-1097 or 612-910-4100. For bomb threats received at an off-campus clinic call **911** and then notify the Physical Plant Director at extension **232**.
- Report the following information to either the Director of the Physical Plant or the Presidents Office:
  - your name;
  - the location and telephone number from which you are calling;
  - a description of the bomb threat;
  - the exact time you received the call;
  - the location of the device, if known;
  - the time the device is set to detonate, if known;
  - the type of device, if known;
  - any other information from your notes.
  - Inform your supervisor.

#### **D. Disruptive Behavior**

Employees at the scene of disruptive behavior (fights, individuals under the influence, weapons violations, picketing, riots, etc.) should immediately dial **232** and request assistance from the Physical Plant Director or security officer. In situations that involve violence or threatened violence which endangers individuals or property, employees should immediately contact **911** and report the emergency to local police. Employees should exercise due caution until appropriate campus or community officials arrive at the scene.

#### **E. Criminal Activity**

Students and employees of the university should immediately report criminal activities on campus using the following guidelines:

- Report any personal property loss to the Physical Plant Director or Vice President for Administrative Services.
- Incidents that involve offensive or harassing behavior or a violation of the University's drug and alcohol policies should be reported to the Human Resources Director or the Dean of Student Affairs.
- Incidents involving violence (including sexual assault) or injury should be reported immediately by contacting the Physical Plant Director, the Human Resources Director or the Vice President of Administrative Services and local law enforcement officials.
- University officials will assist victims of crime in notifying local law enforcement officials upon request.
- An annual comprehensive security report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The report is also available upon written request from the Human Resource and Admissions offices.

#### **F. Suspicious Mail**

If you receive a suspicious-looking letter or package:

- **DO NOT** open it, shake it or empty its contents
- Immediately dial **232** and ask for assistance
- Remain calm

#### **G. Utility Failure**

In the event of a power outage, call the Physical Plant Director during normal business hours at extension **232**. After hours call 612-532-1097 or 612-910-

4100. The campus phone system will continue to operate in the event of an electrical outage.

In the event of a major, campus-wide power outage:

- Remain calm
- Do not light candles or other flames as they could ignite an explosion
- Turn off lights and unplug all electrical equipment, including computers
- If evacuation is required, secure all experiments and shut off all gases. All chemicals should be stored in original locations.
- For off-campus locations, contact leasing agent
- University administration will determine whether classes will be cancelled and departments closed.

## **H. Weather Emergencies**

Northwestern Health Sciences University facility is subject to the following weather emergencies:

- tornados and high winds;
- lightning;
- flooding; and
- winter weather.

During a tornado warning or high winds, employees and students should move to places of maximum protection, such as the interiors of buildings and the basement level. Keep away from windows. Assist disabled individuals in moving to these locations. Await specific instructions from your supervisor or the emergency response coordinator. A tornado watch is issued when weather conditions are ideal for a tornado to form. A tornado warning is issued when a tornado is identified in the immediate vicinity.

During an electrical storm, stay away from windows and open doors. You may be instructed to shut down your computer. Stay clear of metal objects, such as pipes and electrical appliances. Do not go outside.

Except during extremely hazardous weather conditions, the university will remain open for business and employees will be expected to report for work. During severe winter weather, employees may listen to the following radio stations for information about any closings or delayed openings:

**AM 830 WCCO – Radio**  
**Channel 4 (CBS) - Television**

Employees and students also may call the university's main phone number at 952-888-4777 or check the university's web site to determine whether to report to work or class during severe weather. Drive slowly in winter weather and be sure to clean all ice and snow from vehicle windows.