

# Part A: Your Safety Network

It is University of Wisconsin La Crosse (UWL) desire that the well-being of every student, visitor, and employee be a primary consideration in every campus activity. UWL depends on you to give meaning to this consideration. We need you to help identify and find solutions for safety problems, and follow the campus safety guidelines that have been established. To help you, UWL has a variety of safety resources available to you, including staff that can offer advice, provide information, explain regulations, and lend a hand. The resources are provided in this part.

People who work with hazardous materials (such as hazardous chemicals, infectious agents, and radioactive materials) have special responsibilities, as described in various written guidelines. This Part will give you an overview of how safety works at UWL.

## **NOTIFY OTHERS OF SAFETY PROBLEMS**

When you become aware of a hazard or safety problem, let others know. Notification procedures differ for emergencies, routine safety problems, and improvements to facilities.

### **Report Accidents, Injuries and Safety Problems**

In the event of an accident or injury, one of the most important steps is notifying others of what has occurred. This important step will help you to receive proper emergency response action as well as help to prevent the mishap from occurring again.

Be sure to notify your supervisor, lab director, or instructor of any injuries. Employees should complete an Employee Work Injury and Illness Report Form for submission to Workers' Compensation. This form is available through Workers' Compensation staff in the UWL Human Resources Office.

If you are aware of a hazard or safety problem, there are staff who can help you find a solution:

- Be sure to tell your supervisor, laboratory director, or principal investigator of your concern.
- If the hazard presents an imminent risk to your coworkers or students, tell them. Post a sign if appropriate.
- For safety problems that affect a department or building, be sure to keep your Dean, Director, and Department Chair informed.
- Consult with the UWL Environmental Health and Safety or Risk Management offices.
- UWL University Police coordinate the communications and responses to campus emergencies.

### **In an Emergency**

In order to protect yourself and others, each UWL employee should know what to do in an emergency. Your response to any incident must focus on minimizing injury and loss of life. Do not jeopardize your safety or the safety of others to protect the physical assets of the university.

## **UW-L EMERGENCY RESPONSE PROCEDURE**

- Determine if event is a life threatening or non-life threatening emergency.
- **Call 911** to report any **life-threatening emergency** to local authorities.
- Provide follow-up notification to University Police at 789-9000.
- Call **789-9999** to report **all other emergencies** to University Police.

A **Life Threatening Emergency** is an unforeseen event in which there is a clear potential for serious injury to a person if immediate action is not taken. If in doubt, consider the emergency life threatening.

An **Emergency** is an unforeseen event that calls for immediate action to protect individuals, the environment, or property.

## **HERE IS HOW YOU CAN HELP**

### **Report Emergencies**

Immediately report all emergencies to campus or local emergency response personnel at the numbers provided above.

### **Preparedness**

Be proactive, identify and eliminate potential hazardous situations. Know the location of emergency exit routes, fire alarm pull stations, and other emergency equipment. During an emergency take steps to reduce severity of incident. Direct people away from hazards.

### **Gather and Share Information**

Be prepared to inform emergency responders of the cause (medical, fire, chemical), exact location, number/extent of injuries, and rescue needs. Evacuate the facility/area if necessary.

### **Involve Others**

When you get others involved, it can help calm the situation down. Request assistance with reporting emergency or any other incident specific need.

### **Respond to Emergency Notification Systems**

Communicating emergency notification information to the entire campus or a single building during an actual emergency is a difficult task. At present, there are three systems in place to notify personnel of such emergencies.

The first consists of smoke/fire alarms controlled by the campus. The alarms are tested on a monthly basis, typically while the building is unoccupied. Audible notifications occur just prior to a test; during a test, exiting of a facility is not required. When alarms sound without a testing system notification, all building occupants should immediately exit the facility.

The second system includes the weather warning sirens controlled by La Crosse County emergency government. The weather warning sirens are tested on a monthly basis. During inclement weather, the sirens will only be activated when a tornado has actually been sighted, either visually or by radar. In such cases, personnel should seek appropriate inside shelter, preferably in a basement location, or if in a multi-story building, in an interior hallway on a lower floor. Stay away from outside walls and glass windows or partitions. Attempt to listen to weather updates on a radio or television. The tornado warning signal is a steady blast three minutes in duration. There is no all clear signal.

These two systems infrequently experience false alarms, but with limited exceptions, all alarms should be treated as an actual event.

The third system includes a mass notification system managed by University Police. *Students and employees must opt-in to receive alerts to single or multiple internet connected devices of their choosing.* Link to the UWL University Police managed [RAVE](#) system, which can also be located in the Emergency Management pull-down menu at the University Police homepage. University Police issue a timely warning when there is an emergency or other serious or on-going threat to the safety of members of the campus community.

Warnings are broadcast as quickly as possible to faculty, staff, and students who have opted into receipt of a mass notification. Notifications typically include a brief statement of the incident, physical description of a suspect, if appropriate, and other relevant and important information.

### **Emergency Evacuation of Persons with Disabilities**

Persons with disabilities or persons who provide assistance to persons with disabilities should contact the ACCESS Center at 785-6900 to discuss building evacuation procedures. Being prepared is critical and includes knowing emergency evacuation routes, refuge locations, and the identification of individuals to provide assistance.

## **COMPREHENSIVE PLAN**

UWL has developed a comprehensive Emergency Response and Preparedness Plan. The purpose of the document is to provide protection of lives, property and operations through the effective use of university, community, county and state resources. The Plan provides an organizational and procedural framework for the management of emergencies. The Plan does not cover every conceivable situation; it does provide guidance to cope with most campus emergencies. The Plan is available through the UWL University Police homepage by searching for “Emergency Response Plan”.

### **Consider a Health and Safety Improvement Project**

The State of Wisconsin sets aside funds to improve the health and safety of University workplaces. If you identify an important and needed safety improvement, the Environmental Health and Safety office can work with yourself and Campus Planning to submit a request for a project to improve health and safety. Contact UWL Environmental Health and Safety or Campus Planning for additional information.

## **AVAILABLE SAFETY SERVICES**

### **Staff**

Assistance with proactively enhancing laboratory safety can be received by contacting the Environmental Health and Safety office. Search for Environmental Health and Safety from the campus homepage or call (608) 785-6800.