

# UT Security Accident-Incident Process Quick Reference Chart

Subject:	UT Security Emergency Call Actions	Author/Team:	CHBO/HR Director
Date:	September 13, 2016	Phone Number:	813-842-3528 / 813-253-6237

**Flowchart Key**

- Start/End (Oval)
- Action (Rectangle)
- Decision (Diamond)
- Flow Direction (Arrow)
- Assist (Circle)

*Emergency Call Received*

*Is an Injury Being Reported that Requires Medical Attention?*

YES NO

*Does the incident involve Fire, Smoke, or Unusual Odor?*

NO

*Does the Incident Involve Spilled or Released Chemicals*

NO

YES

*Call 911 and Request Assistance*

NO

*Has 911 been called?*

YES

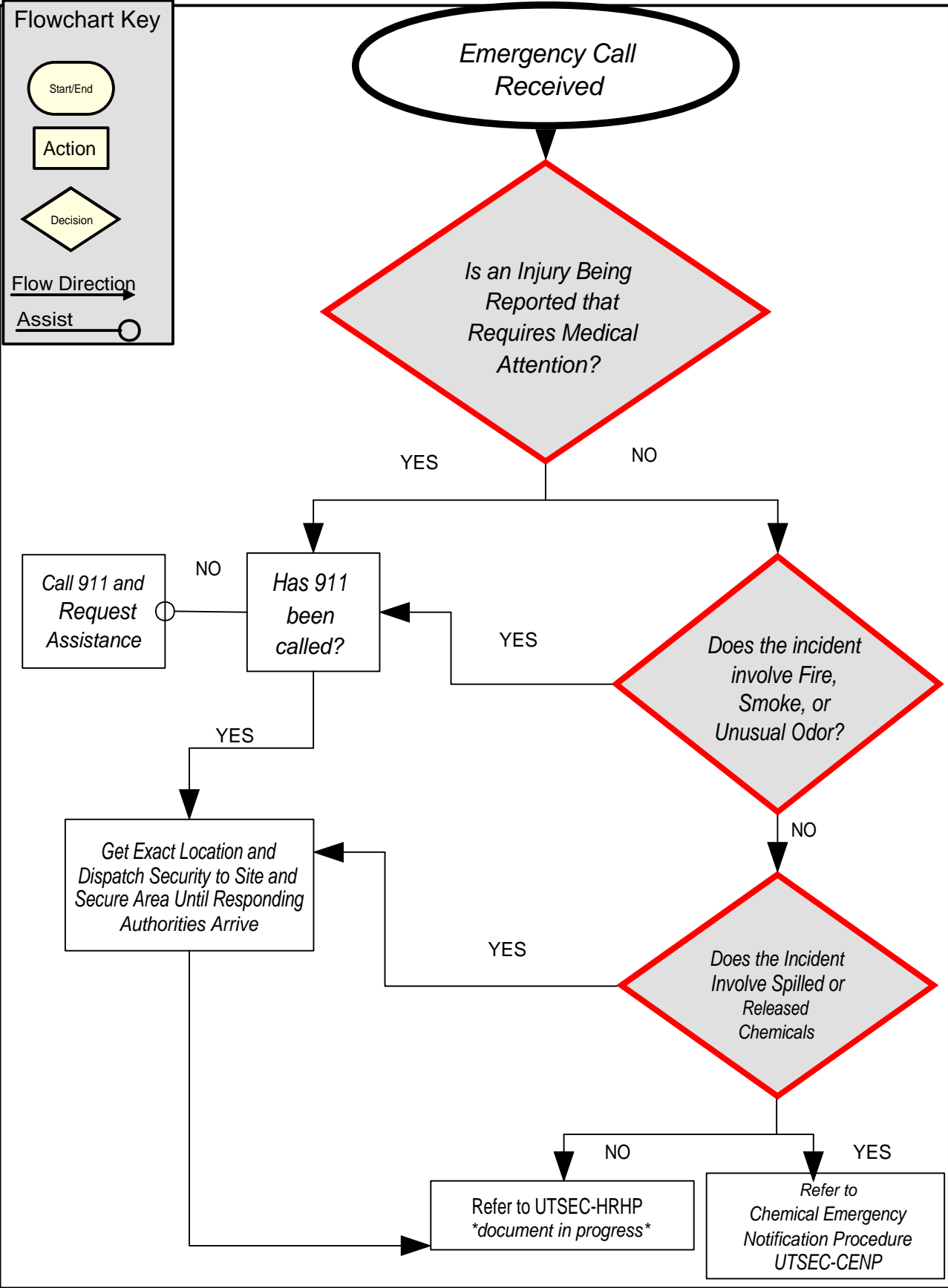
YES

*Get Exact Location and Dispatch Security to Site and Secure Area Until Responding Authorities Arrive*

YES

*Refer to UTSEC-HRHP  
\*document in progress\**

*Refer to Chemical Emergency Notification Procedure  
UTSEC-CENP*



From the office of the:  
Chemical Hygiene & Biological Safety Officer



The University Of  
**T A M P A**

**UTSEC-CENP** Effective: August 22, 2016

**UT SECURITY CHEMICAL EMERGENCY NOTIFICATION PROCEDURES**

# Accident-Incident: Chemical

**University of Tampa Employees, Faculty and Students are directed to contact security upon reports of a chemical spill or unusual chemical odor.**

**Security should report potentially hazardous chemical situations such as discovery of improper chemical storage [dorm rooms] or suspicious chemical use outside of the teaching environment.**

**Security responds as follows:**

- 1. Ask if there are any injuries or sight of fire—if so dial 911 and request emergency assistance.**
- 2. Direct Caller to Safe Place**
- 3. Keep caller on the line as long as possible to gather information. Be sure to get their name and direct contact number.**
- 4. Ask for the exact location of the incident and to describe the situation as best as possible.**

## Major Chemical Storage Areas

- Cass Building: SC170 & SC 180
- Cass Annex: 202 & 203
- Plant Hall—Science Wing: SC-109
- Thompson Bldg. Maintenance Dept.: First Floor
- Pool Pump Room

**5. Contact Dr. Steve Kucera at:**

**Cell: 813-842-3528**

**If Dr. Kucera can not be reached contact facilities:  
Jennifer Isenbeck**

**Cell: 813-731-2203**

**Work: 813-257-3374**

**Or -**

**John Gavin**

**Cell: 813-508-5832**

**Work: 813-257-3034**

**Or -**

**Jack Wise**

**Cell: 813-601-3742**

**6. Repeat the nature of the call and, if needed, acquire additional information from the caller.**

**7. Contact the First Response Spill Vendors shown at right if directed by Facilities or if no UT employees respond.**

**8. Do Not Request Caller to Stay in Area to acquire additional information. Direct them to a safe place .**

**9. Stand ready to guide emergency personnel to site of incident.**

**10. Secure the Spill Area to prevent access and , evacuate if necessary.**



## *Reminder*

**UT Security guards are not trained to investigate, contain, or cleanup a chemical spill. Seek trained and authorized vendor below to**

### First Response Spill Vendors

Streamline Environmental  
813-258-5561—after hours:  
Lee Ford [813]-478-6785

Brian Rosegger [863]-397-2786

ECOS Inc. 813-831-8389  
Lori Jennis 813-340-3020

**In the event none of the listed individuals can be reached call **911** to request**

**Chemical Safety Data Sheets [SDSs] are located online at <http://utweb.ut.edu/ehs>**

**Please Call Steve Kucera at 813-842-3528 for more information.**

From the office of the:  
**Director of Human Resources**



The University Of  
**T A M P A**

**UTSEC-HRNP**

Interim Protocols Pending Senior  
 Staff Disposition: August 22, 2016

**UT SECURITY HUMAN RESOURCES NOTIFICATION PROCEDURES**

# Accident-Incident: Injury

**University of Tampa Employees, Faculty and Students are directed to contact security upon reports of accidents involving injuries that require immediate medical attention.**

**Security responds as follows:**

- 1. Ask if injury(ies) require emergency medical responders**
- 2. Ask if 911 was contacted –if not dial 911 and request emergency assistance if necessary.**
- 3. Ask Caller to identify exact location for arriving medical responders**
- 4. Ask caller to provide their full name and direct contact number.**
- 5. Dispatch Security team to site to secure area and meet responders.**
- 6. Ensure Caller is in safe area to acquire additional information.**

- 7. Stand ready to guide emergency personnel to site of incident.**
- 8. Secure the Accident Area - Evacuate if necessary and prevent access.**
- 9. Telephone the UT Contact below and leave message if no answer:**

**INJURED UT EMPLOYEES , STUDENTS, or VISITORS CONTACT:**

**Donna Popovich**  
**Work: 813-253-6237**  
**Cell: 813-504-8805**  
**Home: 813-684-8044**  
**Or**  
**Steve Kucera**  
**Cell: 813-842-3528**

**INJURED SODEXHO EMPLOYEES CONTACT:**

**Jennifer Isenbeck**  
**Cell: 813-731-2203**  
**Work: 813-257-3374**  
**Or**  
**John Gavin**  
**Cell: 813-508-5832**  
**Or**  
**Jack Wise**  
**Cell: 813-601-3742**



## Closest Emergency Medical Facility

Tampa General Hospital  
**813-844-7000**  
<https://www.tgh.org/>

## Closest Urgent Care Facility

South Tampa Immediate Care  
 602 S Howard Ave  
 Tampa, FL 33606  
**813-253-2113**  
<http://www.southtampaimmediatcare.com/>  
 MON-FRI: 8AM-10PM  
 SAT-SUN: 9AM-5PM

Chemical Safety Data Sheets [SDSs] are located online at  
<http://utweb.ut.edu/ehs>

### *Reminder*

**Arriving Medical Responders may need to be guided to site of injury—have your team ready to greet and guide!**

*Security—Refer to UT SEC-CERNP if Chemicals Are Involved.*