

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

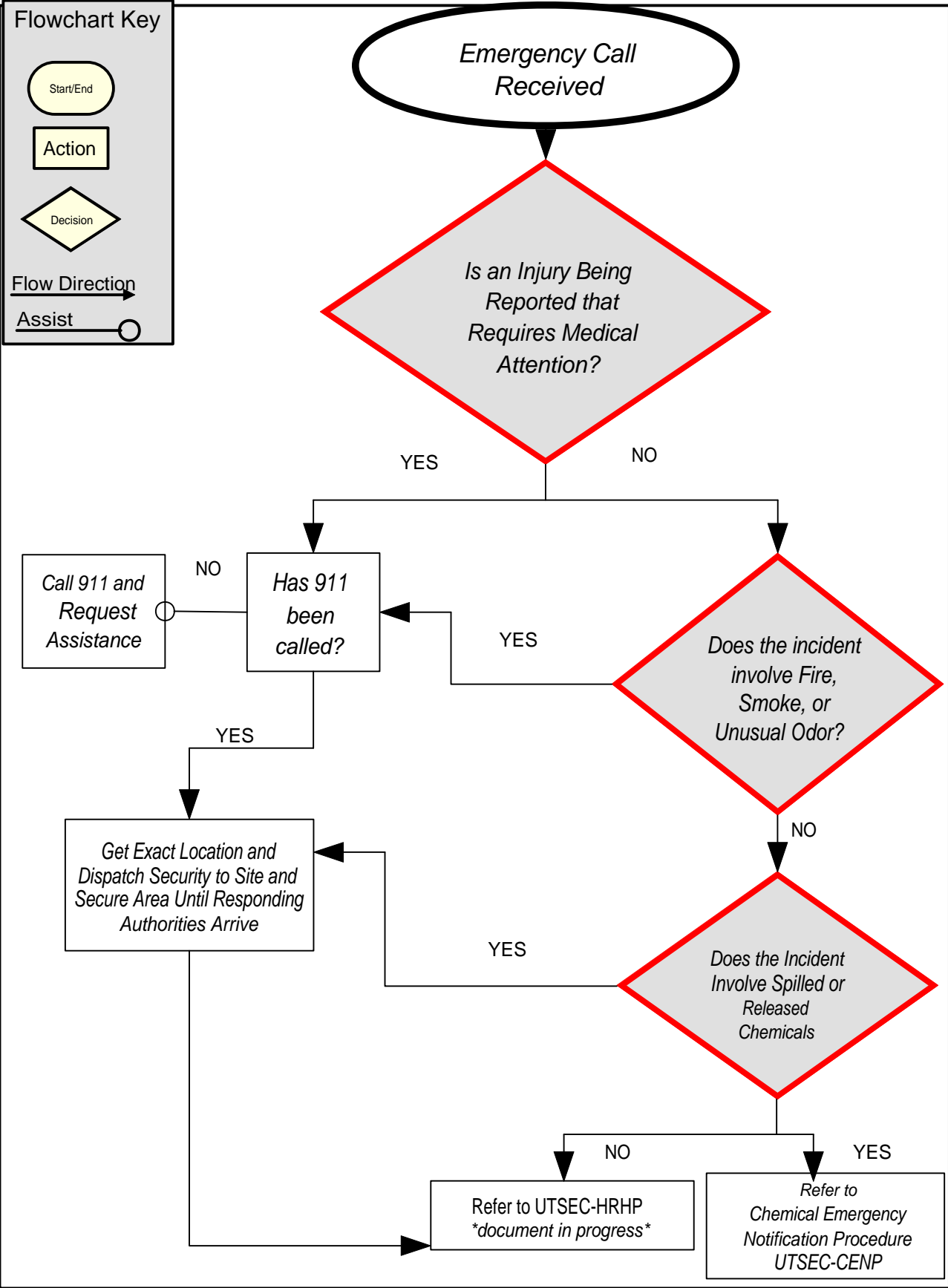
YES

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.
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.

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



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.