MEMORANDUM

TO: New Faculty Member
FROM: Stan H. Harts, Director
       Environmental Health and Safety (EH&S)
SUBJECT: Introduction to Environmental Health & Safety (EH&S) Services
DATE: August 1, 2018

Welcome to UNCW! We hope your time here will be safe and enjoyable while providing you plenty of opportunities for teaching, research and service. This letter provides you with a few of the services and tools that EH&S makes available to faculty to assist you in completing your work successfully and safely, as well as the information you need to ensure you are able to guide your students during emergencies.

First is an attachment, the campus Emergency Action Plan. This is a simple plan on how campus should respond in a variety of emergencies from fire to tornado.

The next is the Medical Emergency Information Sheet that describes what to do in the event that any member of the UNCW community has an accident or injury.

The third attachment is UNCW Faculty Emergency Information. This includes information on how UNCW will communicate with you and students in the event of an emergency, including emergency text alerts, the siren system, as well as a desktop pop-up that would appear on classroom computers. While students are automatically enrolled in the alert system, I urge you to follow the instructions to enroll. It also includes information on UNCWs most likely natural hazard, hurricanes. EH&S recommends that you include the following or a similar statement on your syllabus.

Your safety is most important to us so make sure you are prepared for a natural disaster such as hurricane or other emergency in which UNCW may announce class cancellation or evacuation. You will receive UNCW Alerts and can call the UNCW Emergency Information Hotline at 910.962.3991 888.657.5751 or go to www.uncw.edu or UNCW social media for the most current information. If you evacuate and are unable to return to campus when classes resume, please contact me before classes resume, explain where you evacuated to and the impacts that prevented you from returning so that we may make arrangements.

The final two attachments are handouts explaining how to access two cloud based safety information and training systems that UNCW has implemented. Both of these can reached from mySeaport. The first is Vivid Learning, which is an online training system that allows you to take federally mandated safety training at a time and place convenient to you. The other system is MSDS Online that allows you to get information on any chemicals that are used in your workplace, whether part of a laboratory inventory or used during maintenance or renovations.
Faculty members that conduct research in laboratories, shops or studios should contact EH&S to schedule a one on one meeting time so that we can review the significantly greater services we have to minimize risk and preserve your research.

Finally, we want to inform you of the UNCW Sustainability efforts and how they can be an asset to you. www.uncw.edu/sustainability has a wealth of information about our efforts toward environmental, financial and social aspects of sustainability as well as grant opportunities that have previous been awarded to researchers from departments as diverse as Communications Studies, Chemistry and Creative Writing.

Once again, we welcome you to UNCW and wish you a safe and productive career. Please visit our website and see the services that are available to you at www.uncw.edu/safety. If we can be of additional assistance or if you have any further questions, please contact EH&S at 910.962.3057 or email us at EH_S@uncw.edu.
Emergency Action Plan

Fire/ Evacuation*
- Activate the nearest fire alarm.
- Exit via stairways. Do NOT use elevators. Assist persons with disabilities.
- Call 911 once outside.
- Remain outside at the designated location, account for all persons and wait for an all-clear.

Medical Emergency
- Assess the scene for safety, number of victims and types of injuries/hazards.
- Call 911 for help with severe injuries/dangerous conditions.
- Locate first aid kit and render care to the level of your training.
- Report the accident to Environmental Health & Safety.

Tornado Warning
- Seek shelter indoors on the building’s lowest level.
- Close doors. Avoid windows. Crouch on the floor with hands over your head.
- Wait for an all-clear.

Hurricane
If an evacuation order is issued:
- Prepare to depart: Pack supplies, medicines and valuables.
- Unplug and cover computers and sensitive equipment. Move these items off the floor and close your doors.
- Once you leave campus, do not expect to return until the university re-opens.

After campus re-opens:
- Take note of items damaged and report accordingly.

Hazardous Material/ Odor of Gas
- Take action: If the spill exceeds your capabilities in size, training or personal protective equipment, contact EH&S.
- Call 911 if the spill is large or presents a significant hazard.
- Evacuate* if necessary.

*Evacuation procedures are posted near exits in each building.

Safety Awareness/Accident Prevention
- Prepare: Visit EH&S at uncw.edu/emergencyandsafety for training, resources and information.
- Learn: Be first-aid/CPR trained.
- Know: Identify the locations of first-aid kits and defibrillators. Contact EH&S for help.
- For any questions or more details about this emergency action plan, contact the emergency manager at 910.962.3057.

Building address
Building assembly point
Building emergency coordinator

UNCW
Emergency ............................................. 911
Environmental Health & Safety .......... 910.962.3057
University Police ................................. 910.962.2222
Physical Plant Work Order Desk .... 910.962.3101
Take Action  
Campus Accident or Medical Emergency

**ASSESS**

**IS INJURY SEVERE?**

- **YES**
  - CALL 911 immediately. Provide information requested.
  - WHEN IN DOUBT

- **NO**
  - CALL 911 immediately. Provide information requested.
  - FIRST AID
    - Locate first aid kit and render aid to the level of your training. (For kit information or to register for first aid classes, go to [www.uncw.edu/ehs/documents/firstaid.pdf](http://www.uncw.edu/ehs/documents/firstaid.pdf))

**EMPLOYEES**

- **ONLY IF 911 WAS NOT CALLED**
  - Go to Medac Corporate Health, 4402 Shipyard Blvd., near College Road intersection. If necessary, have another employee drive. Between the hours of 11 p.m. and 8 a.m., go to Cape Fear campus of New Hanover Regional Medical Center, 5301 Wrightsville Ave. Report this as a UNCW work-related injury.

**STUDENTS and VISITORS**

- **ONLY IF 911 WAS NOT CALLED**
  - Students should go to the Student Health Center, DePaolo Hall, second floor. If time allows, call ahead – 910.962.3280 with the name of student. After 5 p.m. and on the weekends, call Vitaline at 910.815.5188 for advice. Visitors should see their local provider.

**REPORT**

- **EMPLOYEES**
  - Call Human Resources, 910.962.3006, and EH&S, 910.962.3057. Get employee’s statement and supervisor’s report forms. ([uncw.edu/hr/benefits-comp.html](http://uncw.edu/hr/benefits-comp.html))

- **STUDENTS and VISITORS**
  - Report accident: Call EH&S at 910.962.3057 and University Police Department at 910.962.2222. Have person involved complete Visitor or Student Accident Intake Form at [www.uncw.edu/ehs/documents/accident.pdf](http://www.uncw.edu/ehs/documents/accident.pdf).

- **All automobile accidents should be reported to University Police at 910.962.2222 and Risk Management at 910.962.2220**

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Emergency Information

Emergency text alerts:

In order to receive emergency text alerts, you will need to register your cell phone. Please go to https://www.uncw.edu/ehs/emergency_phone_notification_alert.html for instructions.

Emergency information updates:

UNCW issues emergency information updates through its emergency website at www.uncw.edu/alert, as well as the homepage at www.uncw.edu, Facebook (facebook.com/uncwillington) and Twitter (twitter.com/UNCWilmington).

A hotline is available for those without access to the internet. The number is 1-888-657-5751.

Emergency Information Popup on University Owned Computers

UNCW has implemented a software called Alertus. You will see an icon on your system tray at the bottom right on Windows-based machines, and in the menu bar at the top right of Apple-based machines.

During an emergency or test, when the computer is connected to the network, the computer will display a full screen pop-up with the information on the cause of the alert and the actions to take in response.

Each individual viewing the alert should read the information and take appropriate action immediately. After the all clear is issued, and conditions allow return to normal operations, each computer user will need to use their mouse or pointer to click the green “Acknowledge” button on the screen in order to display the desktop again.

Siren activation

UNCW has five sirens located at strategic locations on campus that most individuals may hear anywhere on campus. This is a supplement to the emergency text information system.

The sirens will be activated in the event of a tornado warning, an outdoor hazardous materials emergency, or an outdoor active shooter situation. The purpose of the siren is to warn the campus community to go indoors.

If the siren is heard, the individual should proceed inside the nearest building to the lowest floor away from windows and monitor one’s cell phone for the emergency text alert. The text alert may arrive several minutes after the siren activates.
The siren sounds like an air raid siren. For more information, and to listen to a sample recording of the activation sound, please refer to https://www.uncw.edu/ehs/siren.html

**Hurricane information:**

Hurricane season for the Atlantic Ocean lasts from June 1 to November 30 of each year. During this period, please monitor the local news media for updates throughout the season.

UNCW will begin issuing university specific updates close or during the time which New Hanover County is within a hurricane watch area. It is highly likely that information will be released ahead of time. When a storm threatens please monitor the home page and social media for updated information.

The campus also posts timely weather information on social media when timing allows.

Please take the time to prepare your home and vehicle for any type of emergency. The information at this link is a good start. www.ready.gov

**Classroom emergency procedures**

This fall, emergency procedures will be posted in each classroom on campus on the actions to take during the following situations:

- Fire/building evacuation
- Medical emergency
- Tornado warning
- Hurricane
- Hazardous materials spill/odor of gas

Please familiarize yourself with the location of the sign and call attention to it with the students during your first class of the semester.

**Fire alarm activations**

Each fire alarm activation should be viewed as an actual fire is present in the building and that an evacuation is required. Please heed all fire alarms and ask the class to calmly proceed to the nearest exit, or exit stairwell. Please remind the students at the beginning of class where the nearest exit is and that elevators are not functional during a fire alarm.

Fire alarms in academic buildings are tested once a year. Building occupants will be notified before the test with a general timeline. Please treat the fire drill as if an actual fire was occurring.

**For more information**

For more information, please contact the Environmental Health & Safety department at 962-3057 and select option 3 for Emergency Management.
# FAQs:

<table>
<thead>
<tr>
<th>Questions:</th>
<th>Answers:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Why must I complete these safety courses?</td>
<td>The Occupational Safety and Health Administration (OSHA) require each employee to complete safety training. UNCW is committed to providing everyone a safe &amp; healthy workplace and this training can help us achieve this goal.</td>
</tr>
<tr>
<td>How long do I have to complete these training courses?</td>
<td>Everyone has a full year to complete the courses. To pass, you must advance through each slide and make an 80% or higher on the tests. These tests may also be retaken and a certificate will be available for printing when the test is completed.</td>
</tr>
<tr>
<td>What are the differences between a required and an optional course?</td>
<td>The required courses are assigned to everyone in an org and must be completed. The optional courses may be completed if you or your supervisor deems them necessary for you. If there are any questions, contact EH&amp;S for clarification.</td>
</tr>
<tr>
<td>What is an “org” and why was I assigned to one?</td>
<td>UNCW was split into 30 like groups rather than using a department as an identifier. Employees ORG is listed on the second page of this document.</td>
</tr>
<tr>
<td>Will I get credit for in person training?</td>
<td>Yes. EH&amp;S can manually input any credits you receive from an in person training.</td>
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</tbody>
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Have any more Questions?  
Contact EH&S at (910) 962-3057
**How to Login:**

- Log into “My Seaport” with your UNCW login.
- Click on the “Administrative Services” Tab
- In the center of the page, there will be a link to “UNCW EH&S Vivid Learning Access”.
- Once you click on this, it will redirect you to the Vivid Learning Website, and should automatically log you in.
- Click on the tab titled “Courses”. Here you will be able to see both **required** and **optional** courses. Complete those labeled required first, then move on to the optional courses you or your supervisor would like you to complete.
What is MSDS Online?
MSDS Online provides access to a library of millions of safety data sheets. These documents provide information on potential hazards and safe handling of chemicals used in the working and learning environment.

How to access MSDS:

• Log into “My Seaport” with your UNCW login

• For Faculty and Staff: click on the Administrative Services Tab, and you can find the MSDS Online link under “Additional Services” on the right hand side

• For Students: click on the “Student Services” tab, and you will find the MSDS Online link under “Services” on the left hand side
FAQs:

- **Why do I need access to MSDS Online?**
  
The Occupational Safety and Health Administration requires safety data sheets to be available for all hazardous chemicals in the workplace.

- **What can I use this for?**
  
  You can use this to get information on chemical properties, hazard potential, and safety protocol for various chemical compounds and commercial products. This can be helpful, not only for chemicals already in the workplace, but also for chemicals that you are considering using.

- **How can I search my specific material I am working with?**
  
  On the MSDS link on my Seaport (see other side for access to this), you will be taken to a page that has a single search bar. This search bar is the “first level” and will find answers from UNCW’s e-binder: a compilation of commonly used chemicals in the workplace, (e.g. housekeeping and maintenance).

  To access the complete MSDS library with millions of data sheets: you will click on the “MSDS Online Search” found at the bottom of the left hand side menu.

  Should you need customized access for additional tasks, such as keeping a chemical inventory for your laboratory, contact EH&S for a secure log in.

Have any more Questions?
Contact EH&S: (910) 962-3057