

**The University of Texas at**

**TYLER**<sup>TM</sup>

*Environmental  
Health & Safety*

Department Safety Liaison  
Handbook

January 2020

## EMERGENCY CONTACTS

### Emergency – Immediate

\*\*\* **911** \*\*\*

City of Tyler – Police

903-531-1010

UT Tyler Police

903-566-7300

Environmental Health & Safety

903-566-7011

Physical Plant

903-566-7291

UT Tyler Student

Accessibility & Resources

903-566-7079

City of Tyler – Animal Control

903-535-0045

Poison Control

1-800-222-1222

# INTRODUCTION

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## **Purpose**

Environmental Health and Safety (EH&S) developed the Department Safety Liaison (DSL) program with the primary purpose of maintaining a safe campus environment. The DSL, when properly trained, is instrumental in delivering important fire and life safety instruction to patrons of UT Tyler buildings during an emergency. This handbook aids the DSL in proper planning and execution of their duties before, during, and after an emergency. This is achieved through implementation of the following:

- Development and implementation of facility-specific emergency action plans (EAPs).
- Maintaining knowledge of UT Tyler fire and life safety programs.
- Dissemination of fire and life safety information to building patrons.
- Fire and life safety training, including fire extinguisher, CPR, AED and Stop the Bleed training.
- Assisting with fire and life safety inspections.
- Accident and Unsafe/Near-miss Campus Condition reporting.
- Emergency drills and exercises.

## **Responsibilities of Individual DSLs**

DSL responsibilities help achieve implementation goals.

- Develop and implement facility/area specific emergency action plans (EAP) and add to DSL Handbook.
- Provide information and direction to people in your area of responsibility during drills, exercises and actual emergencies such as fire or severe weather all according to your EAP.
- Identify individuals in your area of responsibility who might need assistance during an emergency and develop procedures to assist them.
- Attend DSL meetings bimonthly for education and training on a plethora of programs.
- Attend departmental training with EH&S or University Police.
- Maintain a current copy of the Department Safety Liaison Handbook.
- Maintain your issued equipment; first aid kit, flashlight, weather radio, and safety vest and report any damage or loss of these items to EH&S.

- Disseminate fire and life safety and emergency information to department personnel.
- Conduct monthly inspections in your area of responsibility using the Monthly Facilities Checklist (pg 20).

### **Phone Stipend**

DSL will be required in times of emergency to have communications with either the PD, FD, and/or EH&S. EH&S offers a monthly phone stipend of \$65. EH&S will email the stipend application upon commission of your DSL position.

### **Accountability**

Responsibilities of each DSL are required. If, for any reason, these responsibilities cannot be met then EH&S and/or the concerned department will make every effort to replace the DSL in a timely fashion.

### **DSL Handbook**

The purpose of a DSL Handbook is to allow the DSL to function smoothly within their area of responsibility. The document can service as a guide for DSLs as well as instruction for departments interested in knowing the DSL procedures. DSL handbook is a static document for all DSLs. The DSL Handbook should include the following tabbed sections:

- One copy of the most up to date Department Safety Liaison Handbook on top
- Emergency Action Plans
- The emergency evacuation maps
- One year's worth of Facilities Checklist (12 total)
- Notes

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# EMERGENCY PLANNING

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## **Introduction**

The possibility of a fire, tornado, bomb threat or active shooter situation at the UT Tyler campus is remote, but even then, such an occurrence requires the implementation of a plan to ensure the orderly and safe evacuation of all employees, students, visitors and contractors. It is therefore important to remain proactive in the safety process. This means planning for, as well as responding to, emergencies. DSLs have a number of tools at their disposal to assist with planning and preparation, including emergency maps, DSL equipment, emergency communication and contact information, and emergency action plans.

## **Emergency Action Plans**

Emergency action plans organize the available tools into a functioning plan to respond to emergencies. The EAPs are designed to assist DSLs in preparing and responding to certain emergencies, providing facility occupants direction during an emergency, and evacuating to a safe location when necessary. The EAPs are floor specific, and include information from the emergency maps, contact and communications information, and special considerations for mobility-impaired individuals in creating the plan. EH&S will work with DSLs to create the emergency action plan.

## **Emergency Maps**

EH&S is responsible for maintaining Emergency Maps on each floor of each facility on the Tyler, Longview, and Palestine campuses. These maps depict vital information such as, the location of fire extinguishers, AEDs, first aid kits, evacuation chairs, tornado shelters, and emergency exits.

DSLs are responsible for developing emergency action plans (EAP) tailored to their assigned facility/area using emergency maps. The EAPs identify specific procedures to be implemented during an emergency. The EAPs should be easily referenced and give only simple direction.

## **Facilities Checklist**

Facilities checklists are required to be turned into EH&S every month. They consist of visual checks of equipment and facilities in accordance with Fire and Life safety regulation. The checklist lists general procedures, however EH&S will speak with individual building DSLs to discuss the specifics of their occupancy, according to NFPA 101 (2018).

## **Emergency Communications**

Communication is critical to public safety during emergencies and the UT Tyler Police Department has several methods to communicate with the Tyler, Longview, and Palestine campuses.

- Patriot Alert System (Text / Email) – All Campuses
- VOIP System (Phone Speakers) – All Campuses
- Indoor Warning (Fire Alarm Mass Notification) System – Tyler Campus Only
- Outdoor Warning System – Tyler Campus Only

## **Emergency Procedures for Mobility-Impaired Individuals**

Identifying individuals who will need some assistance in the event of a fire or other emergency requiring evacuation or sheltering is essential. The supervisor and DSL should discuss any required special needs/accommodations during emergencies with the mobility-impaired staff member. The DSL will ensure that persons are assisted, if necessary, to a safe location during an emergency. The DSL will also maintain a system of accountability for those individuals during an emergency evacuation.

Assistance to disabled persons who are otherwise ambulatory, such as vision or hearing impaired, should take place normally with other building occupants. They can benefit from an escort and should be provided with one from within their workplace.

When considering special needs, individuals using wheelchairs or that have other obvious mobility impairments, immediately comes to mind. However, there are many individuals who may not appear to have a disability that will also require special assistance. Permanent conditions such as arthritis or temporary conditions, such as a sprained ankle or a broken leg can limit one's ability to evacuate quickly and safely. Heart disease, emphysema, asthma, or pregnancy can reduce stamina to the point of needing assistance when moving down many flights of stairs.

The Tyler, Longview and Palestine campuses are equipped with evacuation chairs. The evacuation chair is a lightweight, compact and easy to use device designed to assist mobility-impaired individuals down a stairwell.

### **Wheelchairs**

Wheelchairs should normally be left behind in an evacuation; however, individuals who use them on a regular basis may disagree. A person's wheelchair is their means of mobility. Discuss evacuation with the user first. If the person has had experience with evacuation before, he/she should be able to guide you with a preferred method of evacuation. Without their wheelchair, persons with impairments will need continuing support and assistance.

**Evacuating a person up and down stairs while they are seated in a power wheelchair should not be attempted.** The battery is usually located at the lower back of the chair making it difficult to tilt backward for ascent or descent of the stairs. In addition, power wheelchairs are extremely heavy. Do not use it to evacuate the person – find another means, such as the evacuation chair or elevator if this is a weather emergency. If these are not available, there may be other options:

- Request assistance from others to evacuate the person.
- Leave the person in their wheelchair in an Area of Refuge.
  - Areas of refuge are designated areas such as landings in protected stairwells with walls having at least a 1-hour fire resistance rating and restrooms.
  - Notify first responders of the location of the wheelchair-bound person.

Things to remember about wheelchairs:

- There are many different types of wheelchairs.
- They have many moveable and/or weak parts that may not be built to withstand the stress of lifting or being pushed down stairs.
- Remove batteries from an electric wheelchair before attempting to transport it.
- If you are evacuating someone in wheelchair equipped with a seatbelt, properly secure the person.
- If the chair must be left behind, be sure it does not block or obstruct exit doorways, stairs or egress paths.
- If a student or employee is mobility-impaired and uses a wheelchair, plan ahead as to what evacuation procedures will be used in the event of an emergency.

# Evacuation Chairs

Persons with mobility concerns may ask DSLs for help when exiting buildings. One option for movement of those individuals on floors above the first story are evacuation chairs. Instructions for use are below. The evacuation chairs are conveniently stored in steel cabinets and are ready for immediate use in an emergency. The evacuation chairs are strategically distributed at the following locations:

<b>Biology, Education and Psychology Building (BEP)</b>
2nd Floor by Room 254
<b>Braithwaite Building (BRB)</b>
2nd Floor Inside Stairwell S-1
<b>College of Arts and Sciences (CAS)</b>
2nd Floor by Room 254
<b>Soules College of Business (COB)</b>
<b>Cowan Fine and Performing Arts Center (FAC)</b>
3rd Floor by NE Stairwell
<b>Herrington Patriot Center (HPC)</b>
3rd Floor East Stairwell by Room 3110
<b>Library (LIB)</b>
4th Floor Center Stairwell
<b>Longview University Center (LUC)</b>
2nd Floor Main Stairwell
<b>Mathis Hall (PMH)</b>
2nd Floor South Stairwell
<b>Ornelas Hall (ORH)</b>
5th Floor Center Stairwell
<b>Physical and Health Education Building (PHE)</b>
2nd Floor North Stairwell by Room 228



<b>Ratliff Building North (RBN)</b>
4th Floor Top of South Stairwell

<b>Ratliff Building South (RBS)</b>
4th Floor Top of South Stairwell

<b>Stewart Hall (STE)</b>
3rd Floor by Room 353

<b>University Center (UC)</b>
West Stairwell by Room 3322
Top of South Stairwell 355
Top of North Stairwell 352

## Operating the Evacu-Trac

### 1. Evacu-Trac Storage

The Evacu-Trac is normally kept in a storage cabinet located near the upper stair landing, ready for use in an emergency situation.

### 2. Opening up the Unit

Remove the Evacu-Trac from the storage cabinet and place the unit on a flat surface. Grasp the handle and pull it up in a quick, smooth motion. This will lock the Evacu-Trac in the open position.

### 3. Transferring a person into the Evacu-Trac

Transfer passengers from their wheelchair to the Evacu-Trac. Three velcro straps are provided for securing the passenger. These straps help immobilize an injured person or help transport a person with no upper body control. The lower torso straps allow a younger passenger to be well secured while being transported.

### 4. Evacu-Trac Fail Safe Brake

The Evacu-Trac brake is normally on. To descend the stairs, release the brake by slowly squeezing the brake lever. Descent speed can be slowed by reducing pressure on this lever. A governor limits the maximum descent speed to about 3' per second, allowing even a small attendant to safely transport heavier riders.

### 5. Moving down the Stairs

On stairs, the tracks securely grip the stair noses and control the descent speed, regardless of the stair covering. On flat surfaces, the Evacu-Trac can be pushed on its wheels as easily as a stroller. This features allows the user to be transported to an area clear of the emergency rather than to an area of refuge.

### 6. Turning at the Landing

It is recommended to use the inside of the stairway to allow room for other traffic and to make it easier to turn corners at stairway landings. To turn the Evacu-Trac on flat surfaces, the attendant pushes down on the handle and pivots the unit on the rear auxiliary wheels.

### 7. Moving on Flat Surfaces

Once clear of the emergency area, park the Evacu-Trac on a flat surface and engage the brake by releasing the bar.



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## EMERGENCY PROCEDURES

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NOTE: The contact information for the following procedures applies primarily to the Tyler campuses. The Longview and Palestine campuses and the Houston Engineering Center DSLs should call **9-1-1** to request **Fire Department** or **EMS**. The applicable Campus Police Department should be contacted for **all** emergencies.

### Fire Procedures

If you discover a fire:

- Activate the nearest fire alarm pull station (**located near exits**) to notify others
- Call UT Tyler Police **903-566-7300** to provide the size and location of the fire
- Close all doors as you evacuate (**don't lock them**)
- Assist your department with the evacuation of your assigned area
- Exit the facility quickly using the nearest safe exit (**do not use elevators**)
- Once outside, assemble with your department – 100 feet from the building
- Account for employees, students, visitors – inform UTT Police of anyone missing
- Do not reenter facility until receiving “All Clear” UTT Police or EHS personnel

### Fire Containment

- If the fire is behind a closed door – DO NOT OPEN
- Close doors to reduce oxygen supply to fire and prevent smoke or fire movement

### Small Fire Extinguishment

- If unsure of the situation – EVACUATE
- Do not attempt to extinguish a fire without help – EVER
- Only attempt to extinguish a small contained fire

- Only attempt to extinguish a fire after notifying UTT Police

## **Fire Extinguishers**

- **Do NOT attempt to extinguish a fire if not trained to use a fire extinguisher**
- Only try to extinguish a small, contained fire – such as a waste basket.
- Remember **PASS**
  - P**ull the pin
  - A**im at the base of the fire
  - S**queeze the handle
  - S**weep from side to side
- Make sure you have an escape route in case the fire spreads
- Remember – if in doubt – EVACUATE

## **Bomb Threats / Explosive, Gas/Chemical Leak**

- Notify UTT Police immediately
- Do not attempt to locate bomb or explosive device
- Evacuate – do NOT close doors or turn lights on/off
- Do not reenter the building until told to do so by UTT Police
- Attempt to account for evacuees and notify the UTT Police of anyone missing

**Bomb threats should always be taken seriously. Any employee receiving a bomb threat should immediately notify UT Tyler Police.**

The most common method of transmitting a bomb threat is by telephone. However, if a bomb threat is received by mail or other written form, the document should be handled only by the person who opened it and then placed between two sheets of paper to preserve evidence.

Since the bomb threat will probably be communicated by telephone, it is imperative that personnel know what to do. The Bomb Threat Checklist (below) should be available at all work centers.

## The University of Texas at Tyler Bomb Threat Checklist

NOTE: Obtain as much detail as possible about the bomb and its location.

Time of Call: \_\_\_\_\_ Date: \_\_\_\_\_

Exact Language/Words Used: \_\_\_\_\_

\_\_\_\_\_

### **ASK CALLER:**

Where is the bomb? \_\_\_\_\_

What time will it explode? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What does it look like? \_\_\_\_\_

What will cause it to explode? \_\_\_\_\_

Did you place the bomb? \_\_\_\_\_

Why are you doing this? \_\_\_\_\_

Where are you calling from? \_\_\_\_\_

What is your name? \_\_\_\_\_

### **CALLER'S VOICE: (Check all that apply)**

Male     Female     Child     Adult     Old     Middle-aged

Accent     Nasal     Deep     Squeaky     Normal     Disguised

Stutter     Lisp     Slurred     Broken     Angry     Intoxicated

Calm     Slow     Rapid     Excited     Loud     Stressed

Crying     Giggling     Sincere

If the voice is familiar, who did it sound like? \_\_\_\_\_

Background Noises: \_\_\_\_\_

Person Receiving the Call: \_\_\_\_\_

Phone Number the Call was Received at: \_\_\_\_\_

**\* Immediately report the call to UT Tyler Police at 903-566-7300 \***

## **Medical Emergencies**

### Standard Procedures

- If victim is seriously injured, call 9-1-1 to request EMS
- Call UT Tyler Police Department
- If victim is unconscious, send someone to bring the nearest AED
- Send someone to hold the elevator at ground level / guide first responders
- **Only if you are trained** – administer First Aid, CPR and/or the AED – or summon a person who is trained/certified to perform first aid.

Other considerations when responding to medical emergencies:

- Try to find out what happened and check for medical alert identification tags.
- Avoid moving an injured person unless it is absolutely necessary.
- **Follow Universal Precautions** – treat all blood and body fluids as if they are infectious.

## **Weather Emergencies**

### TORNADOES

**Tornado Watch** means the potential exists for a tornado to occur. Tornado Watches are issued by the local National Weather Service office when atmospheric conditions are favorable for the development of severe thunderstorms capable of producing tornadoes.

**Tornado Warning** means a tornado is imminent. Tornado Warnings are issued by the local National Weather Service office when a tornado has actually been sighted by weather spotters or indicated by weather radar. If the Tornado Warning is for the immediate Tyler area, the city's severe weather sirens will be activated.

**Tornado Shelters** are pre-designated rooms or areas that have been identified by EH&S and are depicted on the facility Emergency Plan maps. These maps are strategically located throughout the facilities on the Tyler, Longview, and Palestine campuses.

UT Tyler Police will monitor the weather situation when a Watch or Warning is issued and communicate shelter requirements to the affected campus. All employees, students, and visitors, should immediately proceed to a Tornado Shelter when tornado is determined to be an imminent threat to their respective campus.

Persons that cannot get to a designated shelter area should seek shelter in the nearest interior corridor, protected stairwell, or room on the lowest level of the facility. Avoid rooms or areas where there are windows to prevent injury from flying glass or other debris.

If a power failure occurs during an evacuation, emergency lighting in the stairwells will provide the necessary illumination to enable occupants to safely move to a designated shelter area. Once in the shelter, DSLs should coordinate their efforts to attempt to account for facility occupants and help each other in maintain control of the situation.

Remember to:

- Know the location of your designated Tornado Shelter area(s)
- Calmly go to the designated shelter area
- Assemble personnel from you department/workplace
- Report any missing or injured personnel
- Wait for “All Clear” to be issued before leaving the shelter area

## **Severe Weather Definitions**

**Flooding** can be caused by several conditions such as heavy or excessive rainfall occurring in a short period of time, resulting in heavy runoff or drainage of water into low-lying areas quickly. Heavy rainfall upstream of the immediate area, can result in heavy runoff or drainage of water into creeks, rivers or other tributaries causing them to overflow or dams to fail. Watches and Warnings are issued by the local National Weather Service office to help the public prepare for potential flood events.

**Flood Watch** means conditions are favorable for flooding. It does not necessarily mean a flood will occur, but rather it is possible.

**Flood Warning** means flooding is imminent or occurring.

**Flash Flood Watch** means conditions are favorable for flash flooding. It does not necessarily mean flash flooding will occur, but rather it is possible.

**Flash Flood Warning** means flash flooding is in progress, imminent, or highly likely.

**Severe Thunderstorm Watch** means conditions are conducive to the development of severe thunderstorms in and close to the watch area. It does not necessarily mean they will occur, but rather are possible.

**Severe Thunderstorm Warning** means severe thunderstorms are occurring or imminent in the warning area. A severe thunderstorm consists of winds of 58 mph or higher and/or hail 1 inch in diameter or larger.

**Heat Advisory** is issued when the heat index value is expected to reach 105 to 109 degrees within the next 12 to 24 hours.

**Excessive Heat Warning** is issued when the heat index value is expected to reach or exceed 110 degrees within the next 12 to 24 hours.

**Wind Advisory** is issued when winds are sustained at 31 to 39 mph for an hour or more and/or winds are gusting at 46 to 57 mph for any duration.

**High Wind Warning** is issued when winds are sustained at 40 or higher for an hour or more and/or winds are gusting at 58 mph or higher for any duration.

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## HAZARD REPORTING

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In the event of an emergency, call 911. For routine occurrences, management encourages employee involvement in the implementation of ongoing health and safety. DSL employees share a responsibility for promoting and helping maintain a hazard-free workplace.

All employees are required to report hazardous and/or unsafe conditions in the workplace to their supervisor. Training for DSLs on common hazards will be provided by Environmental, Health and Safety. The supervisor will take prompt and appropriate action to determine if a hazard exists and to correct it. If the issue cannot be resolved at the



department level, the employee and/or supervisor should notify Environmental Health and Safety.

There are several reporting options

- Submit an anonymous [Unsafe Campus Condition Report](http://www.uttyler.edu/safety/campus-safety-request-form.php) at <http://www.uttyler.edu/safety/campus-safety-request-form.php>
- Fill out an [Incident/Near-miss](#) report and send to EH&S
- Send a photo with a brief synopsis of the situation and location to [safety@uttyler.edu](mailto:safety@uttyler.edu), or if it is extremely urgent, call 903-566-7011.
- Spills such as oil in the parking lot or chemical spills are also a hazard. Submit a [spill report](#) at <http://www.uttyler.edu/safety/campus-spill-form.php>.
- After assisting an injured person, ensure the accident is properly reported. You may go to the [UT Human Resources injury website](#) to receive instruction on filling and completing the forms.
- If a student is injured you may fill out the [Student and Visitor Report of Injury](#) and submit the form to EH&S.

EHS will investigate hazards, determine corrective actions and document results.

## **Important Websites**

Police: <https://www.uttyler.edu/police/>

Environmental, Health and Safety: <https://www.uttyler.edu/safety/>

Emergency Management: <https://www.uttyler.edu/emergency/patriotalert/>

## UT Tyler Automated External Defibrillators

<b>Ballpark (BPK)</b>
Trainer's Room 109 x3 (2 are usually kept in HPC)
<b>Biology, Education and Phsycology Building (BEP)</b>
141 A Lobby
<b>Biology, Education and Phsycology Building/Hudnall - Pirtle - Roosth Building (BEP/HPR)</b>
Across from room 254
<b>Braithwaite Building (BRB)</b>
Outside Room 2440
Outside Room 1040
<b>College of Arts and Sciences Building (CAS)</b>
1st Floor Lobby by Room 101
2nd Floor Corridor by 207
<b>College of Business Building (COB)</b>
Main Lobby
Across from Restrooms 242 and 244
Outside 315.04
<b>Cowan Fine and Performing Arts Center (FAC)</b>
Across from 1005
Across from 2001
Next to Elevator by Box Office
<b>Fine Art Complex (ART)</b>
Room 142
<b>Herrington Patriot Center (HPC)</b>
Room 1045
Room 3065
1st Floor Group Classroom 1270
2095 - Front Desk
Inside Health & Kinesiology Room 3065
Lobby Front Desk at Gym Enterance

Room 2185
Training Room 1045 x3
<b>Hudnall - Pirtle - Roosth Building (HPR)</b>
Corridor by Room 101
Corridor by Room 201
<b>Liberty Landing Clubhouse (LLC)</b>
Next to Kitchen
<b>Library (LIB)</b>
Circulation Desk by Room 210
<b>Longview Innovation Academy (UAL)</b>
Front Office Lobby
<b>Longview University Center (LUC)</b>
1st Floor Lobby by Room 122
<b>Ornelas Activity Center (OAC)</b>
Main Lobby by Room 164
<b>Ornelas Hall (ORH)</b>
Next to Front Entrance
<b>Palestine Manthis Hall (PMH)</b>
100
Next to Room 234
<b>Patriot Village Clubhouse (PVC)</b>
Back Wall of Clubhouse
<b>Physical and Health Education Building (PHE)</b>
Across from Stairwell 229
Gym Office Room 121
Next to 121 and Gym
<b>Physical Plant (PHY)</b>
Room 120 change to Room 105

<b>Power Plant North (PPN)</b>
Outside 1004

<b>Power Plant South (PPS)</b>
Room 151

<b>Ratliff Building North (RBN)</b>
Corridor by Room 4004
In Hallway between Elev 2 and 1028
In Hallway between Elev 2 and 2028
Outside 3038

<b>Ratliff Building South (RBS)</b>
Room 2011
Across from Room 1016
In Hallway between Elev 1 and 4013
3rd Floor Corridor by 3009

<b>Stewart Hall (STE)</b>
Room 305
Across from 215

<b>Summers Tennis Center (STC)</b>
By Room 102

<b>Tyler Innovation Academy Building 2 (UA2)</b>
Main Corridor next to 105

<b>Tyler Innovation Academy Building 5 (UA5)</b>
Room 121 by South exit

<b>University Center (UC)</b>
2nd Corridor by Restrooms
2nd Floor Lobby by Stairwell
3rd Floor Corridor by Restroom
Next to 1st Floor Elevator

<b>University Service Center (USC)</b>
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PD Vehicle 3
PD Vehicle 30
PD Vehicle 41
Room 100 Main Entrance
Police Dispatch Room 125 x2
Room 135

<b>W.T. Brookshire's Pharmacy Building (WTB)</b>
1st Floor Corridor by Restroom
2nd Floor Corridor by Restroom
3rd Floor Corridor by Restroom

<b>Intensive English Language Institute (IELI)</b>
Room 107 Back of Building by Restrooms

<b>Victory Village (VV)</b>
Front Entrance

## First Aid Kits

All DSLs are issued a First Aid Kit as a part of their standardized equipment. They are encouraged to complete basic first aid training along with CPR/AED certification. They are also responsible for maintaining the kit in accordance with the inventory list below.

<b>DSL FIRST AID KIT INVENTORY LIST</b>	
<b>Description</b>	<b>Quantity</b>
Adhesive Bandages (Band-Aids)	50
Ace Bandage	1
Adhesive Tape	1
Antibiotic Ointment Packets	10
Antiseptic Towelettes	12
Breathing Barrier	1
Burn Dressing, gel soaked 4" x 4"	1
Burn Treatment Packets	10
Cold Pack	1
Exam Gloves (Pair)	2
Eye Covering	2
Eye Wash	1
Gauze Roll 2" x 5 yds	1
Hand Sanitizer Packets	6

Insect Sting Relief Pads	3
Scissors	1
Sterile Pad 3" x 3"	2
Trauma Pad 5" x 9"	2
Triangular Bandage 40" x 40" x 56"	1
Tweezers	1
Ibuprofen	12
Tylenol	12
First Aid Guide	1

The items listed above are the minimum requirement. Items may be added to the kit based on the associated hazards in the workplace.

Contact EH&S at 903-566-7011 or [safety@uttyler.edu](mailto:safety@uttyler.edu) to obtain additional supplies.

## DSL RESPONSIBILITIES CHECKLIST

TASK	TIME	FREQUENCY
Attend DSL Meetings	1.5 Hours	Bi-monthly
Maintain DSL Handbook with EAPs	1 Hours	Annually
Provide information and direction during emergency drills/exercises	1 Hours	Annually
Conduct Facility/Inventory Inspections	15 Mins	Monthly
Sponsor departmental safety training	1-4 Hours	As Needed
Disseminate safety information	--	As Needed
Assist employees with Accident and Unsafe Campus Condition reports	--	As Needed

## DSL EQUIPMENT CHECKLIST

EQUIPMENT	AMOUNT
DSL HANDBOOK	1
FLASHLIGHT	1
SAFETY VEST	1
WEATHER RADIO	1
FIRST AID KIT	1

The University of Texas at Tyler  
 Department Safety Liaison  
 Facility Checklist

**Facility**  
**DSL**

**Date** \_\_\_\_\_

<b>Fire Safety</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1	Fire extinguishers are hung, charged, seal intact, and accessible			
2	Fire alarm pull stations are accessible			
3	Emergency exit doors and panic hardware are in good working condition			
4	Emergency exits are accessible			
5	"Exit" signs are lighted and visible			

<b>Life Safety</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
6	Are aisles, corridors, and passage ways obstructed?			
7	Are any items being stored under stairwells?			
8	Are items being stored within 24" of ceiling / 18" if sprinkled?			
9	Are extension cords being used as permanent wiring?			
10	Are extension cords or surge protectors "daisy chained" together?			

<b>Emergency Response</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
11	Emergency Action Plan is updated and in DSL Handbook			
12	Emergency organization and reporting system has been established			
13	Staff are trained and understand specific responsibilities in an emergency			
14	AEDs are functioning and have been checked within one month			
15	Bleeding control kit barcodes and security seals are in place and functional			
16	Tornado Shelters are accessible and signs are posted			

<b>DSL Equipment</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
17	First Aid Kit is adequately stocked			
18	Flashlight is operational			
19	All-Hazard Radio is operational			
20	Safety Vest is operational			
21	Bullhorn is operational			

<b>Comments</b>				