

ENVIRONMENTAL HEALTH & SAFETY

T R A I N I N G



EMERGENCY MANAGEMENT

Emergency Management Overview

emergencymanagement@utdallas.edu

The Office of Emergency Management coordinates and facilitates effective campus disaster preparedness, mitigation, response and recovery activities to minimize the impacts of emergencies to the campus community, facilities, and environment.

National Incident Management System and Incident Command System (NIMS/ICS) Training

emergencymanagement@utdallas.edu

<http://www.utdallas.edu/ehs/programs/emergency/#nims>

Incident Command System (ICS) training is required for University personnel with emergency response duties per the National Incident Management System (NIMS). Training Requirements vary based on an individual's role, but in general, IS-100 and IS-700 are required for all emergency response personnel. Those who report to the Emergency Operations Center are required to complete IS-100, IS-200, IS-700 and IS-800. The Office of Emergency Management delivers an overview of each training course and facilitates the completion of FEMA modules and tests.

SAFE Leader and Floor Monitor Training

emergencymanagement@utdallas.edu

<http://www.utdallas.edu/ehs/programs/emergency/#volunteer>

In an emergency, SAFE Leaders aid in the safe and complete evacuation, or shelter, of their building and report injured and/or trapped persons to emergency responders; while Floor Monitors are responsible for warning building occupants to evacuate the building, or shelter,

depending on the situation. The Office of Emergency Management trains the SAFE Leaders and Floor Monitors on emergency response procedures and their role during an actual incident. SAFE Leaders and Floor Monitors also assist in the annual fire drill in their respective buildings.

Campus Emergency Response Team (CERT)

emergencymanagement@utdallas.edu

<http://www.utdallas.edu/ehs/programs/emergency/#volunteer>

The Campus Emergency Response Team (CERT) is a trained group of faculty, staff and student volunteers who have pledged to assist UT Dallas in the event of a disaster or crisis. CERT members must complete a three-week basic training course which focuses on many response functions such as triage and search and rescue. The types of incidents CERT would participate in is severe weather, exercises, special events and community outreach.

Emergency Response Procedure Training "Be CometReady"

emergencymanagement@utdallas.edu

The Office of Emergency Management delivers a presentation to various departments and organizations on campus that explains the emergency response procedure for evacuation, sheltering, and lockdown. The presentation focuses on preparedness and knowing what to do and where to go before an incident occurs. The audience will learn more about the types of hazards that could affect the area, the difference between a watch and a warning, and what to put in an emergency kit.

For more information or to schedule Emergency Management training contact emergencymanagement@utdallas.edu.



OCCUPATIONAL SAFETY

Driver's Training

Drivers Training is required under UTS157 for any University of Texas Dallas Employee that drives a state-owned automobile. This training is required once every 3 years for each eligible employee. Before an employee can sign up for training, Motor Vehicle Report (MVR) Exhibit A and Exhibit B must be submitted. Once com-

pleted, please scan and send the forms to Courtney Shaw via email (courtney.shaw@utdallas.edu) or fax (972-883-6115). Employees will not be allowed to attend the training until a current MVR has been received by EH&S. An updated MVR must be submitted annually. If operating a 15-passenger van, please indicate this when scheduling your training. Reminder: 15-passenger van operators are required to take additional training which also includes a hands-on session.

Golf Cart Safety Training

Any employee who utilizes a golf cart or utility vehicle as a part of their job duties, or an employee or department that wishes to utilize University owned carts to transport visitors must complete the golf cart operator's safety training. The training is meant to give basic awareness about the safety involved with golf/utility cart usage.

For more information visit
<http://www.utdallas.edu/ehs/programs/safety/>
or email VehicleSafety@utdallas.edu.

CONTINUITY PLANNING TRAINING

Continuity Planning is a key responsibility of each of us at UT Dallas. Continuity Planning ensures that the services we deliver are addressed during an emergency and that we have the least amount of disruption to the lives and schedules of students, faculty, and staff. It allows us to continue the core mission of our institution: teaching, research, and public service.

For more information visit
<http://www.utdallas.edu/ehs/programs/continuity/>
or email safety@utdallas.edu.

FACILITIES INVENTORY

Space Survey Training

Facilities Inventory is responsible for maintaining the University's physical space inventory, both buildings and rooms. In order to comply with the Texas Higher Education Coordinating Board, Facilities Inventory annually reviews and

updates all the University's gross and net square footage and space utilization with designated departmental representatives.

For more information visit
<http://www.utdallas.edu/ehs/programs/inventory/>
or email safety@utdallas.edu.

RECORDS RETENTION

Training Records Coordinators

UT Dallas retains and disposes all official records in accordance with records and information management policies and procedures.

For more information visit
<http://www.utdallas.edu/ehs/programs/records/>
or email recordsretention@utdallas.edu.

FIRE & LIFE SAFETY

Fire Extinguisher Training

Often your best option in a fire is to just evacuate and call for help, but sometimes using a fire extinguisher is a good option. Fire & Life Safety offers fire extinguisher training. Our class teaches:

- When using a fire extinguisher is the the right option.
- What type of fire extinguisher to use against differ-ent types of fires.
- How to properly use a fire extinguisher.

For more information visit
<http://www.utdallas.edu/ehs/programs/fire/>
or email safety@utdallas.edu.

If you have questions about any of these programs, you may contact EH&S at 972-883-4111.

Visit www.utdallas.edu/ehs/training to register for training.

