



**Rocky Mountain  
University**  
of Health Professions

**Employee Risk Management Handbook**  
**2024**

Risk management, including continuity of operations, and safety of employees and students, is a priority at RMU. This handbook is designed to identify and communicate information related to the operations of the University, particularly in terms of who to contact, how to respond, and other vital information in case of emergencies or situations that would otherwise alter normal operations.

RMU occupies two buildings: The Tower, located at 1800 South Novell Place, Provo, UT, which includes Floor 8, Floor 7, and the west side of Floor 6, and Building 3, located at 122 East 1700 South, Provo, UT, which has two floors.

All employees can access this document through [RMU's Campus Safety Webpage](#) and ADP. Additional copies are located at all Reception Desks, the Director of Facility Operations office (Tower-Floor 7), the Financial Aid Office (Tower-Floor 7), and the Front Reception desk in Building 3.

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# 1100 Safety

## 1110 General Safety Rules

Reference: Employee Handbook Section 1000, Safety in the Workplace

General safety rules include:

1. Report unsafe conditions, defective equipment, and accidents to either a supervisor or the Director of Facility Operations.
2. Don't block doorways or emergency exits, lift or move heavy objects without assistance, or pick up broken glass.
3. Turn off equipment before unplugging.
4. Use a stepladder or stool to reach high objects; do not stand on chairs or desks.
5. Do not cause trip hazards with extension cords, telephone lines, power cords, boxes, or trash cans.
6. Be familiar with the location (see Appendices J-L) and use of all fire extinguishers and Automated External Defibrillators (AEDs).
7. Be familiar with the posted evacuation routes (see Appendices J-L).
8. Report any suspicious objects to the Director of Facility Operations, or Chief of Staff.
9. Never operate or tamper with the electrical main switch or breakers.
10. All junction boxes, control boxes, connections and other wiring must have covers securely installed.
11. The use of space heaters in all Buildings is regulated and monitored by the Director of Facility Operations. Employees desiring to use a space heater must obtain approval from the Director of Facility Operations, and, if approved, are responsible for turning off the heater when leaving the office.

## 1120 Reporting an Injury

Reference: Appendix C

All work-related injuries must be reported to the employee's supervisor and Vice President of Human Resources immediately. Failure to report injuries may result in the loss of Worker's Compensation benefits.

## 1130 First Aid

Reference: Appendix E.

If an employee, student, or guest is injured (cut, abrasion, bruise, sprain, etc.), on the premises, an employee qualified to render First Aid shall be contacted. The Vice President of Human Resources will request completion of an Incident Form (Appendix C: Student, Employee, Visitor Incident Report) within 24 hours.

Basic First Aid boxes are wall mounted in each of our buildings. The contents of the first aid boxes are noted in Appendix E.

In Building 3, the trauma supplies are located in a red duffle bag stored in the Supply Room (105). In the Tower, the trauma supplies are located in a red duffle bag stored in the Operations Department on Floor 7. The contents of the trauma kits are noted in Appendix D.

### Serious Medical Injury and Emergency

1. Call "911."
2. Do not move the person if there is a possibility of a fracture or if the individual is complaining of severe pain.
3. If indicated, administer emergency care, such as CPR.
4. Notify the Director of Facility Operations, Chief of Staff, or Executive Vice President of Finance & Operations.

### Incident Reports

1. Any incident involving a visitor, student, or employee should be documented on the Incident Report form (Appendix C: Student, Employee, Visitor Incident Report Form) within 24 hours.
2. The signed report is submitted to the Vice President of Human Resources.
3. Statements or conjectures regarding possible liability, fault, or responsibility should not be made.
4. The Vice President of Human Resources and Director of Facility Operations will review all incident reports monthly to identify any contributing factors that may need to be resolved to prevent future incidents.

## 1140 Laboratory Safety and Emergency Procedures

References: OSHA Instruction CPL2-244C and CPL2-244D
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### Equipment

If any piece of medical equipment malfunctions, it should be unplugged and reported to the lab instructor.

### Liquid Spill

In the event of a liquid spill, cleaning efforts should be made as soon as possible. If unable to provide immediate clean up, the Director of Facility Operations should be notified. Students and employees in the immediate area should be notified to avoid the spill.

### General Guidelines for Hazardous Materials

Employees working with potentially hazardous materials shall be instructed how to handle the material safely and what action to take in case of contamination.

Material Safety Data Sheets (MSDS) are documents provided by the supplier of chemicals. MSDS detail the chemical contents, associated hazards, and general safe handling guidelines.

The MSDS collection for RMU is located in the Director of Facility Operation's office. Individual departments that use chemicals maintain their own documents.

In the case of a chemical spill, the MSDS for that chemical should be quickly obtained, and the proper procedure followed. If the employee is transported to an emergency room, then the MSDS for that chemical should be taken to the ER physician.

If blood contaminates the surfaces of tabletops or floors during a procedure, it must be removed and the surface disinfected with either alcohol wipes or a suitable germicide, such as 1:9 sodium hypochlorite solution (household bleach).

General rules for handling chemicals in an office environment are:

1. Read all label warnings and instructions before using.
2. Only the IT Manager, or IT Department Representatives should change toner cartridges.
3. Minimize contact with chemicals and always wear protective gloves.
4. Wash hands after use.
5. If a chemical enters the eye, immediately wash with clean cold water and seek medical attention.

### Needles

Used needles are to be discarded in red biohazards or "sharps" disposal containers which are located in appropriate lab rooms.

### Tissue Puncture and Blood Exposure Protocol:

1. If either stuck with a contaminated needle or cut with a contaminated instrument, the employee shall seek medical consultation with a physician. Details of the incident need to be reported to the Vice President of Human Resources within 24 hours (See Appendix G: Employee Exposure Report).
2. If an employee is exposed to human blood and blood products, the area should be cleaned thoroughly with soap and water.

### Infection Control Plan

1. The purpose of an infection control plan is to protect the health and safety of the persons directly involved in handling the materials, employees, students, and the general public by ensuring the safe handling, storage, use, processing, and disposal of infectious medical waste. This plan complies with the OSHA requirement proposed for 29 CFR 1910.1030, Blood Borne Pathogens.
2. Universal precautions refer to a system of infectious disease control which assumes that every direct contact with body fluids is infectious and requires anyone exposed to be protected as though such body fluids were infected with blood borne pathogens. All infectious/medical material must be handled according to Universal Precautions (OSHA Instruction CPL 2-2.44A).
3. The following Universal Precautions must be followed.
  - a. Gloves must be made of appropriate disposable material, usually intact latex or vinyl. They must be used when:

- i. An employee has cuts, abraded skin, chapped hands, dermatitis, or similar issues and has the potential to touch a person.
  - ii. Examining abraded or non-intact skin of a person with active bleeding.
  - iii. Handling blood or blood products or other body secretions during routine procedures including the performance of needle sticks.
- b. Gowns, aprons, or lab coats must be worn when contamination with body fluid on skin or clothing is possible.
- c. Resuscitation equipment, pocket masks, resuscitation bags, or other ventilation equipment should be used during CPR.

## 1150 Crime Prevention and Security

Reference:

1. When leaving valuables in a vehicle always lock them in the trunk or glove compartment and lock all doors.
2. Always lock bicycles in a bike rack.
3. Always lock valuables in a cabinet or desk drawer when leaving the assigned workspace.
4. Always lock office doors when exiting.
5. Immediately report any suspicious behavior and/or suspicious-looking individuals to either the Director of Facility Operations or Chief of Staff.
6. Do not enter an elevator if concerned about other riders.
7. Do not open or hold open an exterior door for strangers and individuals without an RMU badge.
8. Avoid working or studying alone in the building; however, if unavoidable, then keep the office door or door to the suite locked and be sure that someone knows that you are at work and is expecting you to check in by a specified time.
9. When in the parking lot stay alert and tuned into the surroundings. Trust your instincts, and if uncomfortable in a place or situation, leave.
10. If possible, avoid walking alone on the campus at night. The Tower security officers are employed by the property manager of the Tower and can be contacted by calling (385) 285-6258.
11. Do not accept unsolicited help from strangers.

## 1160 Employee Input and Feedback

Reference:

Employees wishing to provide feedback regarding campus safety may do so through the Chief of Staff, or Director of Facility Operations.

During regular business hours (8:00 – 5:00, Monday – Friday):



1. Employees should report potential health and safety hazards that are not life threatening to the Director of Facility Operations utilizing the Operations Help Ticket system on the RMU website.
2. Potential life-threatening situations should be reported immediately to the President, Provost, Chief of Staff, or Director of Facility Operations.
3. If after hours and weekends, health and safety hazards may be reported by phone to either the Director of Facility Operations or Chief of Staff.

## 1170 Gun Policy

Reference: Employee Handbook, Section 1080, Weapons in the Workplace

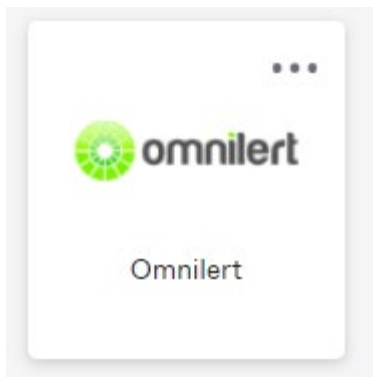
In accordance with Utah State law, RMU prohibits firearms within the buildings on campus except under special and specific conditions of a licensed firearm bearer. Special permission to possess a firearm on campus must be obtained from the Executive Vice-President of Operations/CFO, Chief of Staff, or the Vice President of Human Resources. Lawful possession of any firearm is restricted to the employee's locked vehicle in the parking lot. Law enforcement officers are not subject to the restriction of firearms in the campus. Possession, use, or sale of weapons, firearms, or explosives on work premises, while operating RMU machinery, equipment, or vehicles for work-related purposes, or while engaged in RMU business or within its premises is prohibited. This policy applies to all students and employees including but not limited to, those who have a valid permit to carry a firearm. Individuals who are aware of violations or threats or violations of this policy are required to report such violations or threats of violations to the following:

- Executive Vice President of Operations: 801-734-6806
- Chief of Staff: 562-305-5551
- Vice President of Human Resources: 385-375-8658

## 1230 Emergency Notification System

Reference:

The University utilizes an Emergency Notification System (ENS): Omnilert is a multimodal mass notification system that allows designated University personnel to send time sensitive notifications/messages to the mobile phones, home phones, office phones, desktops/laptops, and/or email of all employees. It is important that employees keep their contact information up to date through the Omnilert chiclet (pictured below).



Emergencies include bomb threats, threats of violence including shooting, hostage situations, medical emergencies, fire, earthquake, inclement weather, and chemical biological and radioactive spills. In the event of a real or potential emergency, the first employee on the scene should call 911 and notify an individual who is authorized to activate the Emergency Notification System (ENS). Authorized employees include the President, Provost, Executive Vice-President of Operations, Executive Vice-President of Marketing and Communications, Chief of Staff, VP of Academic Administration, and Director of Facility Operations. 1240 Automatic External Defibrillators (AED)

Reference:

AEDs are located on each floor of the Tower and Building 3. The Director of Facility Operations is responsible for changing the batteries when needed.

### 1240 Fire Extinguishers

Reference:

Fire alarms are located on both floors of Building 3 near the exits to the breezeways, near the reception area, and near the elevator on the first floor.

Fire extinguishers are located in several areas on each floor of Building 3.

The Director of Facility Operations is responsible for inspecting the fire extinguishers quarterly and recharging them when needed.

### 1270 Sexual Harassment and Assault

Reference: Employee Handbook, Section 1010 Non Harassment Policy 3006, Non-discrimination, Harassment, and Misconduct

Sexual harassment is prohibited. Unwelcome sexual advancement, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made, explicitly or implicitly, a term of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as a basis for employment affecting an individual.
- Conduct unreasonably interferes with an individual's work or creates an intimidating, hostile, or offensive working or academic involvement.

Any employee who wants to report an incident of sexual or other unlawful harassment shall immediately report the matter to their supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee can immediately contact the Vice President of Human Resources, and second the Senior Director of Institutional Equity. These individuals are located at 1800 S. Novell Place, Floor 7, Provo, UT 84606. If an employee makes a report to these executives and they either do not respond, or do not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to the Chief of Staff, and/or the President.

If sexually assaulted, the employee should immediately call 911 and seek medical attention (do not shower or bathe).

1. In the case of rape, the employee should be taken to the Family Practice Center at the Utah Valley Medical Center, where the victim will be examined, and any evidence will be collected.
2. An investigator who specializes in sexual assault may interview the employee.
3. A victim assistance specialist and other crisis intervention personnel will then be assigned to the employee.
4. The employee should contact the Senior Director of Institutional Equity or the Vice President of Human Resources.

All evidence gathered by law enforcement personnel and the sexual assault investigator will be used in the court process if the employee wishes to press charges.

## 1300 Emergencies

### 1310 Risks and Hazards

Reference:
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The Risk Management Committee completed a vulnerability assessment of Risks and Hazards, and determined that the highest risks included:

- severe storm
- earthquake
- violent act
- power outage
- bomb threat
- email/network outage
- plane crash

- epidemic/flu
- medical accident
- fire

Included within the violent act would be a campus shooter and hostage situation.

### 1320 Severe Storm

Reference: Employee Handbook, Section 1090 Emergency Notification and Section 1100 Emergency Closing

Employees are not expected to endanger their safety to attend work. Every effort will be made to broadcast decisions pertaining to University closure via Omnilert. The Executive Vice President Council will determine whether the situation requires classes to be canceled, and whether employees and students will be dismissed. If external conditions threaten human safety, appropriate arrangements for shelter in place will be implemented.

If the decision to cancel classes is made, then the following procedures will be followed:

1. Employees and students will be notified through Omnilert.
2. If the closure is expected to last more than 48 hours the University administration will try to notify the public via notice through local and regional media sources (University web page, local television, radio, and the Daily Herald online) at the earliest time reasonably possible.
3. The Web Administrator will update the University's webpage.

### 1330 Earthquake

Reference: Employee Handbook, Section 1090 Emergency Notification and Section 1100 Emergency Closing

Employees that experience an earthquake while indoors shall follow the following procedures and guidelines:

1. Keep calm, seek refuge either under a desk or in a doorway, and cover head.
2. Stay away from windows. Most injuries and deaths are caused by falling or flying debris.
3. After shaking subsides, evacuate the building. For employees in the Tower, gather near the farthest southeast end of the parking. Building 3, gather near the flag poles in front of Building 3, and report to the Attendance Team.

Employees that experience an earthquake while outdoors shall follow the following procedures and guidelines:

1. Move away from any building, trees, utility poles, masonry walls, overhead wires, and gas lines.
2. Drop to the ground.
3. For employees in the Tower, gather near the farthest southeast end of the parking lot. Building 3, gather near the flag poles in front of Building 3, and report to the Attendance Team.
4. Do not try to re-enter the building until so directed.

## 1340 Violent Act

Reference: Employee Handbook, Section 1050 Workplace Violence

1. Employees should report any concern of potential violence to either the appropriate supervisor or Director of Facility Operations.
2. If a person is observed exhibiting threatening behavior, an employee should immediately call 911, and then notify any member of the Executive Vice President Council (EVPC) to include President, Chief of Staff, Provost, Executive Vice President of Finance and Operations, or Executive Vice President of Communications & External Relations who will make the decision to activate the Omnilert. In the absence of the EVPC, the decision to activate Omnilert may be made by the VP of Academic Administration, or Director of Facility Operations.
3. Employees should never attempt to confront a person exhibiting threatening behavior.
4. An Incident Report Form (Appendix C: Student, Employee, Visitor Incident Report) is to be completed following the incident and filed with the Director of Facility Operations. The Vice President of Human Resources may assist in the completion of this form.

## 1350 Campus Shooter

Reference:

If shooting occurs, employees should try to escape if possible and leave the campus. If escape is not possible, employees should go into the nearest office or room, either lock or place a barricade of furniture against the door, lie on the floor, and hide under a piece of furniture. Use these locks to prevent an active shooter from entering a classroom. If possible, call 911 and notify any member of the EVPC who will activate Omnilert. In the absence of the EVPC, the decision to activate Omnilert may be made by the VP of Academic Administration, or Director of Facility Operations.

## 1360 Hostage Situation

Reference:

If a hostage situation occurs, employees that are able should move away from the scene quickly, warn others, call 911, and notify any member of the EVPC who will activate Omnilert. In the absence of the EVPC, the decision to activate Omnilert may be made by the VP of Academic Administration, or Director of Facility Operations.

Hostages need to remember:

1. Do not be a hero, and do not try to escape unless it appears safe.
2. Be prepared to wait and be patient; however, if it appears that the captor is going to inflict injury then hostages should consider fighting.
3. The longer the hostage and captor are together, the less likely the captor will hurt a hostage.

4. Do not speak unless spoken to and only if necessary. Try to be friendly and do not be argumentative.
5. Be observant and try to memorize the number of captors, conversations, and physical characteristics, such as size, distinguishing features, accents, etc.
6. If a rescue is taking place and shooting starts, lie on the floor and stay down.

### 1370 Power, Email, and Network Outage

Reference: Policy 3070, Inclement Weather

Every effort will be made to broadcast decisions pertaining to University closure to employees and students via Omnilert. Either the President or Provost will determine whether the situation requires classes to be canceled, and whether employees and students will be dismissed. If the closure is expected to last more than 48 hours, the University administration will try to notify the public via notice through local and regional media sources (University web page, local television, radio, and the Daily Herald online) at the earliest time reasonably possible.

### 1380 Phone and Bomb Threat

Reference:

If a bomb threat is received, the person receiving the call should remember to:

1. Remain calm and speak slowly.
2. Be alert for background noises such as music, aircraft, or any sound which might give a clue as to the origin of the call.
3. Note distinguishing voice characteristics, such as, male or female, age, accent, and voice characteristics.
4. Prolong the conversation, if possible, by asking questions.
5. Ask questions about the bomb, such as, when will it explode, where is it, what does it look like, and where are you calling from?
6. Note the exact time when the call was both received and terminated.
7. As soon as possible call 911 and then notify any member of the EVPC who will make the decision to activate Omnilert. In the absence of the EVPC, the decision to activate Omnilert may be made by the VP of Academic Administration, or Director of Facility Operations.
8. Complete the Incident Report Form (Appendix C: Student, Employee, Visitor Incident Report Form) and submit to the Director of Facility Operations.

If a bomb threat is received by written note, handle the note as little as possible and keep it secure for subsequent police use. If the threat is made by some other means, electronic mail or text, the original communication should be saved for the police for review.

### 1385 Fire

Reference: Employee Handbook, Section 1090 In an Emergency

In the event of seeing or smelling smoke or seeing fire an employee or student should activate a fire alarm immediately, call 911 and notify any member of the EVPC who will make the decision to activate the Omnilert. In the absence of the EVPC, the decision to activate Omnilert may be made by the VP of Academic Administration, or Director of Facility Operations.

In Building 3, alarms are located near the breezeways and elevator. There are four (4) fire alarms on the first floor and two (2) on the second floor.

In Building 3, there are four (4) fire extinguishers on the first floor and five (5) on the second floor. In the Tower there are fire extinguishers on the east end of floor 6, both ends of the floor 7, and both ends of floor 8.

Employees are not expected to place themselves in danger by fighting a fire. However, if a small fire can be extinguished with a fire extinguisher then these guidelines should be followed:

1. Attempt to extinguish or control the fire by using the nearest fire extinguisher. The extinguishers are in wall-mounted metal boxes. The locations of the fire extinguishers are on maps posted around the building or described in the section above.
2. To use an extinguisher, hold it upright and do the following:
  - P—Pull the pin.
  - A—Aim the nozzle at the base of the fire.
  - S—Squeeze the trigger.
  - S—Sweep from side to side at the base of the fire.
3. If it is impossible to subdue the fire, doors should be closed to confine the fire to one area and the building evacuated.
4. If there is time, place wet linens or blankets at the base of the doors to help confine the smoke and fire.
5. If the smoke is too thick to see, crawl on hands and knees beneath the smoke to safety. Never open a door that feels hot to the touch.

## 1390 Major Medical Disaster

Reference:

A major medical disaster is defined as one that critically impacts the services of the University and local hospitals and may require assistance from University personnel. Examples of a major medical disaster could include a large industrial explosion, leaking gas or chemical from a train accident, and a plane crash. When assistance is requested by the authorities, RMU employees will report to the Command Post (as per Appendices Q, R, and S: Emergency Teams) for instructions.

Employees and students are encouraged to have personal emergency plans and maintain communication with significant family members. Guides to develop such plans are located at:

- The American Red Cross website <https://www.redcross.org/take-a-class>
- The Federal Emergency Management Agency website <https://www.ready.gov/plan>
- The Department of Homeland Security website: <https://www.ready.gov/>

### Emergency Skills and Qualifications of Internal Human Resources

The Vice President of Human Resources is responsible for providing and tracking employee training including CPR and use of the AED. Most employees are required to maintain current training in CPR and use of the AED.

### 1395 Chemical, Biological and Radioactive Emergencies

Reference:

Due to the location of train tracks and station in proximity to the University, a toxic spill from a train accident is a possibility. A significant spill may require students shelter in place until the air quality is safe (refer to Section 1410 for shelter in place information).

## 1400 Shelter in Place

### 1410 Shelter in Place (Short Term)

Reference:

During certain emergency situations, such as an active shooter, employees may be advised to shelter in place rather than evacuate the building. (See Sections 1340 Violent Act, 1350 Campus Shooter, and 1360 Hostage Situation).

### 1420 Shelter in Place (Long Term)

Reference:

During certain emergency situations, particularly chemical, biological, and radioactive material releases, employees may be advised to shelter in place rather than evacuate the buildings. Rooms without windows and exterior doors, such as, bathrooms, classrooms, and lounges may serve as shelters.

The Emergency Teams (Appendices S, T, U, and V: Emergency Teams) will seal doors and windows with duct tape and plastic sheeting, cover the cracks under doors with damp towels (located in either the DPT or PA labs), and locate needed supplies, e.g., food, water, radio, and disaster supply kit (Appendix F: Disaster Supply Bag). The Emergency Teams will monitor for additional information via radio or television for further instructions.

Procedure for Shelter in Place:



1. Stay inside the building.
2. If possible, go to a room or corridor where there are no windows.
3. Report to the Attendance Team (Appendices S, T, U, and V: Emergency Teams).
4. Do not call 911 unless you are reporting a life-threatening situation.
5. When the “all clear” is announced, go outside.
6. Do not re-enter the building until directed to do so.

In Building 3, the trauma supplies are located in a red duffle bag, which is stored in the Supply Room (105).

The Disaster Supply Kit and Emergency Supplies Kit are located in the Supply Room (105) in Building 3. The Director of Facility Operations will ensure that the trauma and Disaster Supply kits contents are inventoried monthly.

### 1430 Medication

Reference:

Employees are encouraged to have a 2 to 3-day supply of medication on hand in the event employees are forced to shelter in place in a University building for a few days.

## 1500 Public Relations

### 1510 Public Relations Following Emergencies and Events Resulting in Serious Injury or Loss of Life

Reference:

1. Employees are encouraged to not speak with reporters, investigators, lawyers, coroners, and OSHA compliance officers until authorized by the President, Provost, VP of Operations/Chief of Staff, or Director of Facilities.
2. The Vice President of Human Resources may need to report the incident to the OSHA area office.
3. The Vice President of Human Resources in conjunction with the President or Provost will determine who should notify the deceased or injured next of kin.
4. The President or Provost may assign an employee to conduct an internal investigation, while not tampering with evidence, including obtaining witness information and taking pictures of the scene.

## Appendix A: Emergency Backups

Position	Backup
President	EVP Finance and Operations / Chief of Staff
EVPA/Provost	Associate Provost
Chief of Staff	Director of Facility Operations
EVP of Finance and Operations	Senior Director Accounting / Controller
VP of Institutional Effectiveness	Director Institutional Research & Effectiveness
VP of Technology and CIO	Campus Technology Manager
EVP of Enrollment Management	Director Marketing
VP of Academic Administration	Director Academic Administration
Dean, College of Health Sciences	Associate Dean, Health Sciences
Dean, College of Optometry	Associate Dean, Optometry
Dean, College of Rehabilitation Sciences	Program Director, Health Sciences
Director of Facility Operations	Manager, Facility Operations
Program Director DPT Department	Senior DPT faculty
Program Director PA Department	Senior PA faculty
Program Director SLP	Clinical Director SLP
Director of OTD Department	Senior OTD faculty
Program Director Nursing Department	Senior Nursing faculty
Director Student Marketing	Admissions Coordinator
Learning Engineer and LEX Director	Senior Learning Designer
Director of Clinical Education (DPT)	Assistant Clinical Coordinator (DPT)
Assistant VP of Student Affairs	Student Affairs Manager
Registrar	Associate Registrar
Vice President of Human Resources	Human Resources Generalist
Director Learning Resource Center	Assistant Medical Librarian
Director of Facility Operations	Operations Administrative Assistant
Campus Technology Manager	IT Administrator & Security Specialist
Director Student Marketing	Coordinator Enrollment Engagement
Senior Director Financial Aid	Manager Financial Aid Services
Director Clinical Education Nursing	Assistant Director Clinical Education Nursing
Director University Marketing & Communication	Manager University Marketing & Communication

## Appendix B: External Resources

Resource Available	Point of Contact
Animal Control	Phone: (801) 852-6241
Board of Trustees	Dr. Michael Skurja, Chair: Cell: (619) 997-1141
Building Inspections & Permits	Phone: (801) 852-6450
Custodian – Building 3	CBRE – Drew Cobbley, Asst. Property Manager, Phone: 801-471-2990; Cell: 801-376-8233 122 E. 1700 Street, Provo, UT 84606
Custodian - Tower	Cushman-Wakefield – Jordan Hulka, Property Manager, Cell: 385-214-4539 1800 S. Novell Place, Provo, UT 84606
Electrical repairs	Travis Gates: (801) 975-1137; David Rice: (801) 787-3622
Electricity outage	Provo City Power: (801) 852-6000
Director of Facility Operations	Tony Bradford, Phone 801-734-6777; Cell: 435-459-3564
Fire & Safety Inspections	Fire Marshall: (801) 851-3113 and (801) 852-6307, Jim Guynn
Fire and EMT	Emergency: 911; Nonemergency: (801) 852-6000 or (801) 852-6321
Fire Extinguisher & Exit Sign Inspection	CBRE (801) 471-2990
Garbage Collection	Building 3 - CBRE (801) 471-2990 Sterling Square (Jacobson Group) (801)787-5070
Gas Company (Questar)	Questar - Emergency: (800) 767-1689; Non-emergency: (800) 323-5517
Heating and cooling support	Building 1, 3, and 6 - CBRE (801) 471-2990 Complete Comfort (801)885-9791, Mike
Hotel: Provo Marriott	Phone: (801) 377-4700, 101 W. 100 N.
Hotel: Provo Sleep Inn	Phone: (801) 377-6597, 1505 S. 40 E.
Hotel: Provo Hampton Inn	Phone: (801) 377-6396, 1511 S. 40 E.
Insurance	Craig Wiseman: (801) 377-3060; craig@wisemaninsurance.com
Insurance (Faculty Professional Liability)	Craig Wiseman: (801) 377-3060; craig@wisemaninsurance.com
Insurance (Student Professional Liability)	HPSO customer service office: (800) 986-4627
Landlord or Building Management Company	Building 3 - CBRE (801) 471-2990
Lawyer	Matthew D. Wride: (801) 426-2100
Locksmith	Arco Lock & Security: (801) 374-2986
Pest Control	Building 3 - CBRE (801) 471-2990 Beeline (801)655-4999
IT support	Royal Chamberlain (801) 734-6810

Plumbing	Building 3 – CBRE (801)471-2990 Real Plumbing Heating & Air: (801) 221-1687, Ron
Poison Control Center	Emergency: 1-800-222-1222
Police Department	Emergency: 911; Non-emergency (801) 852-6220
Postage Machine	Pitney Bowes: (844)2 56-6444
Provo City	Help Line: (801) 852-6000
Provo Public Works – Sewer	Phone: (801) 852-6000
Provo Public Works - Storm Water	Greg Beckstrom: (801) 852-6000
Provo Public Works – Streets	Phone: (801) 852-6700
Provo Public Works – Water	Phone: (801) 852-6700; After Hours (801) 852-6789
Public Relations	Stephen Whyte, EVP Communications and External Relations, 801-529-3060
Roofing	CBRE (801) 471-2990 Sterling Square (Jacobson Group) (801)787-5070
Shredding Company	Cintas: (801) 977-9800
Snow Removal	CBRE (801) 471-2990 Sterling Square (Jacobson Group) (801)787-5070
Soda/candy machine	Hansen (801) 375-3390 Gary Bell
Transportation to SLC	Express Shuttle: (800) 397-0773 Riverwoods Shuttle (801) 473-1091

## East Bay Technology Park

Property Manager Office (CBRE)	(801) 471-2990
PalAmerican Campus-wide Security	(385) 285-6258
Police Department	911
Non-Emergency (Provo City) 48 S 300 W	(801) 852-6000
Fire Department	911

## The Tower

Property Manager Office ( )	(385) 214-4539
PalAmerican Campus-wide Security	(385) 285-6258
Police Department	911
Non-Emergency (Provo City) 48 S 300 W	(801) 852-6000
Fire Department	911

## Area Hospitals

Utah Valley Regional Medical Center	1034 North 500 West, Provo, UT	(801) 357-7580
Timpanogos Regional Hospital	750 West 800 North, Orem, UT	(801) 714-6000
Mountain View Hospital	100 East 100 North Payson, UT	(801) 465-7000
American Fork Hospital	170 North 1100 East American Fork, UT	(801) 855-3300

Type of Resource	Location	Point of Contact
Classrooms with sleeping space	Tower and Buildings 3	Director of Facility Operations
Modified kitchens with microwaves, tables, and chairs	Tower and Buildings 3	Director of Facility Operations
Plinths, chairs, tables	Tower and Buildings 3	Director of Facility Operations
Bathrooms	Tower and Buildings 3	Director of Facility Operations
Server and computers	Tower and Buildings 3	Campus Technology Manager

## Appendix C: Employee, Student, Visitor Incident Report

### Employee / Student / Visitor Incident Report Form

**INSTRUCTIONS:** This form is to be completed for any injury, incident, or unusual occurrence involving a student, employee, or visitor on the University premises or on an assigned clinical rotation site.

All incidences **MUST** be reported with 24 hours.

*Note: All lines in this form are fields to click on and enter text (excluding the Medical Waiver and Signature lines). Fields will expand as necessary to accommodate text entered. Date offers a drop down calendar.*

#### Time and Place of Occurrence

Place: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ ☐ AM ☐ PM

#### Person Involved

☐ Student

☐ Employee

☐ Visitor

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Attending Physician: \_\_\_\_\_ ☐ N/A

#### Witnesses to Incident

**IMPORTANT:** Give full name and address of every individual who witnessed incident.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Description of Incident/Injury

*Describe incident clearly and concisely mentioning contributing factors.*

\_\_\_\_\_

### First Aid and/or Medical Treatment

Was first aid provided? ☐ Yes ☐ No

If Yes, provide description: \_\_\_\_\_

Was person involved seen by physician? ☐ Yes ☐ No

If Yes, provide description: \_\_\_\_\_

If Yes, date of medical examination: \_\_\_\_\_

Was lab work required? ☐ Yes ☐ No

### Follow-up treatment

Is follow-up treatment required? ☐ Yes ☐ No

If Yes, provide description: \_\_\_\_\_

<i>Waiver of Medical Care</i>
<p>I, the undersigned, choose to waive follow-up medical care which has been recommended in connection to the above detailed incident.</p> <p>I acknowledge that I have been counseled by an instructor or program director to seek the treatment detailed above, but decline to do so at this time.</p> <p>Name (please print): _____</p> <p>Signature: _____ Date _____</p> <p>Witness: _____ Date _____</p>

Prepared By: \_\_\_\_\_

Signature of Preparer \_\_\_\_\_ Date \_\_\_\_\_

Signature of Director of Facility Operations (COM) \_\_\_\_\_ Date \_\_\_\_\_

## Appendix D: Trauma Bag Inventory

	Recommend	Inventory
Absorbent compress dressings	1 box	
Ace wrap 2"	1	
Ace wrap 4"	1	
Antibiotic cream tube	1	
Hand cleansing wipes	1 box	
Band-Aids XL	1 box	
Band-Aids Fingertip	1 box	
Band-Aids Purple Owies	1 box	
Band-Aids Strips	1 box	
Band-Aids Knuckle	1 box	
Triangular bandages	1 box	
Medical tape 3M 1/2"	1 box	
Medical tape 3M 1"	1 box	
Coban wrap 2"	1	
Popsicle sticks for splints	1 box	
Wound care wipes, single use	3 boxes	
Gauze, roller 2"	1 roll	
Gauze, roller 4"	1 roll	
Gauze, flat 2 x 2	1 box	
Gauze, flat 2 x 3	1 box	
Gauze, flat 4 x 4	1 box	
Tylenol single packets	1 box	
Pepcid (stomach), single use	1 box	
Eye Drops	1 tube	
Hot packs	2	
Cold packs	2	
Hydrocortisone ointment packets	1 box	
Ibuprofen single packets	1 box	
Imodium (diarrhea)	1 box	
Benadryl (allergic reactions) pills	1 packet	
Burn cream	1 tube	
Fingernail clipper	1	
Oral thermometer (non-mercury/nonglass)	1	
Q-tips	1 box	
Safety pins	1 dozen	
Scissors small	1	
EMT scissors	1	



	Recommend	Inventory
Tweezers, metal	1	
Tweezers, plastic	1	
Non-latex gloves (medium)	1 box	
Non-latex gloves (large)	1 box	
Pocket mask	1	
Resuscitation bag adult	1	
Resuscitation bag child	1	

## Appendix E: First Aid Box Inventory

	Recommend	Inventory
1 <sup>st</sup> Aid Guide	1 Booklet	
Large Patch 2x3	1	
ABD Pad 5x9 Sterile	1	
Splinter Out	1	
Hydrocortisone Cream	1 tube	
QR Woundseal	2 pack	
SM Hand Sanitizer	10 count	
Disposable Nitrile Gloves	2 pair	
Disposable Tweezer	1	
Kit Scissors XL20box	1	
Burnaid Packets	6 packets	
MF Lip Guard 20	20	
Butterfly Closure	1	
Thera Tears	4	
Burnaid 4x4 Dressing	1	
Blood Stop Compress	1 box	
Medrip Beige	1	
CPR Mask	1	
Triangular Non Sterile W/Pins	1	
Eye Pads	1	
3x5 Yds Gauze Roll Sterile	1	
Large Ice Pack Boxed	1	
Woven Small Strip 7/8x1 ½	1	
Woven Knuckle	1	
Plastic Strip 1x3	1	
XL Woven Strip	1	
Woven Fingertip	1	
Antiseptic Pump Spray	3 oz	
Burn Pump Spray	3oz	
Triple cut Tape	1	
Triple Antibiotic Ointment	1	
Gauze Pads 3x3	1	
Eye Wash single use	1 oz.	

## Appendix F: Disaster Supplies Bag Inventory

Disaster Supplies	
Quart/gallon sized plastic bags	2 boxes
Large garbage bags which could carry supplies	1 box
kitchen garbage bags	1 box
N95 masks	1 box
Leather gloves for working around broken glass	2 pairs
Crow bar	1
Gas meter wrench	1
Claw hammer	1
Small sledge hammer	1
Hacksaw	1
Flashlights	2
Headlights	3
Battery lantern	1
Plastic sheeting	1 roll
Duct tape	2 rolls
Vice grips	1
Crescent wrenches	1
Portable, battery operated radio	1
Notebook and pen, clipboard	1
Whistle	2
Blankets	10
Pillows	10
space/solar blankets	10
Soap, toothpaste, and toothbrushes,	5
Drinking water	3 cases
Radio	1
A limited number of non-perishable snack items such as power bars, granola bars, or hard candy	

## Appendix G: Employee Exposure Report

TO: \_\_\_\_\_ Date \_\_\_\_\_

FROM: Campus Safety Officer

SUBJ: Medical Consent for Blood-Borne Pathogens Testing

A fellow employee or student was exposed to your blood or other body fluids. Following the regulations of the U. S. Department of Labor - Occupational Safety and Health Administration (OSHA), we request that you submit to blood tests for infectious blood-borne pathogens (HIV, HAV and HBV). This request is not mandatory and will not affect your employment. All information gathered will be kept confidential.

Affidavit:

Following an exposure:

I ☐ consent

I ☐ do not consent

to having blood sample(s) taken, by a health care provider, to test for infectious blood-borne pathogens (Human Immunodeficiency Virus, Hepatitis A Virus, and Hepatitis B Virus).

I understand that RMU will pay all tests and customary expenses, that I will be informed of the test results and that I will be counseled regarding any further necessary evaluations and treatment if the results are "positive".

\_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Witness Signature                      Date

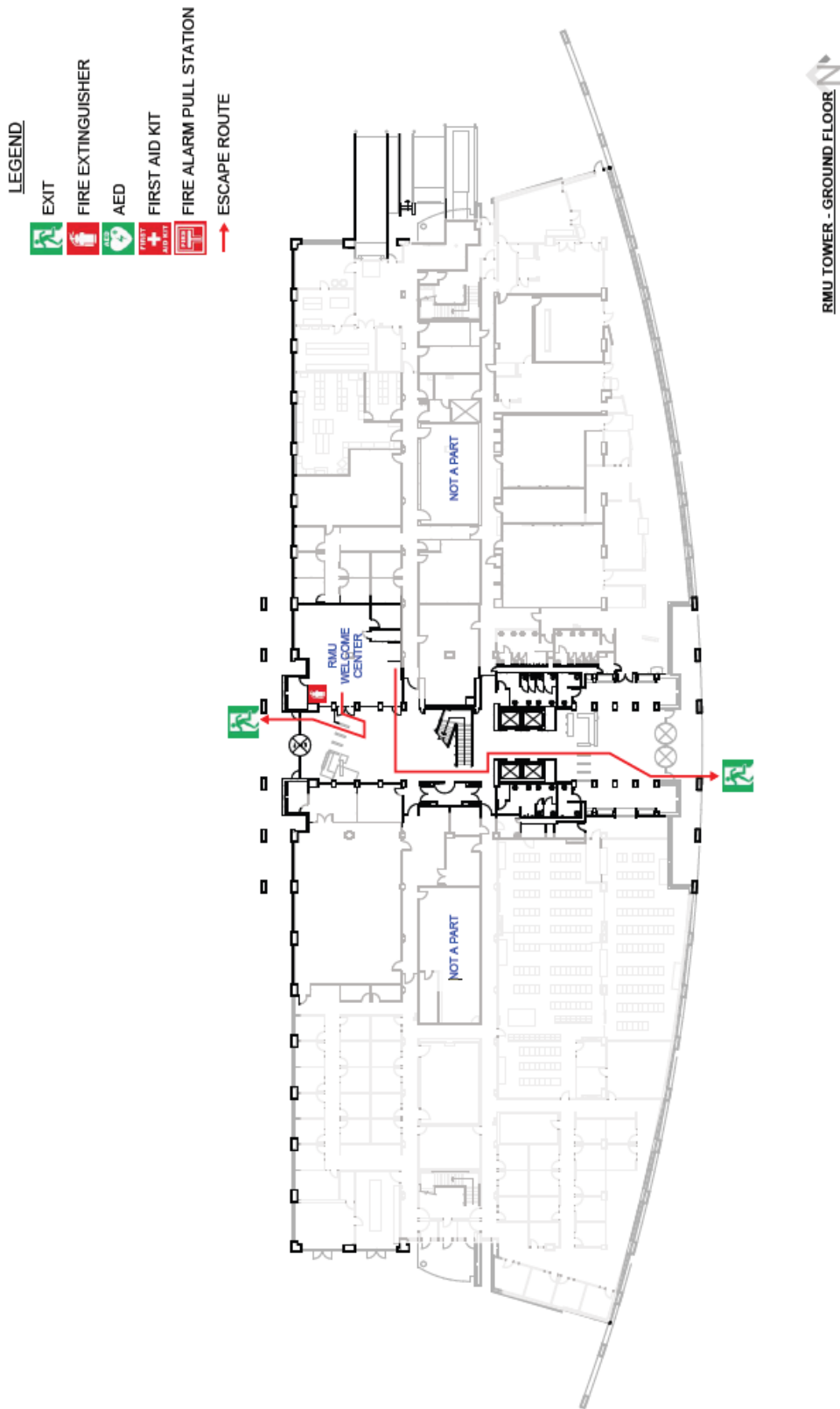
## Appendix H: Floorplan - Building 3 First Floor



## Appendix I: Floorplan - Building 3 Second Floor

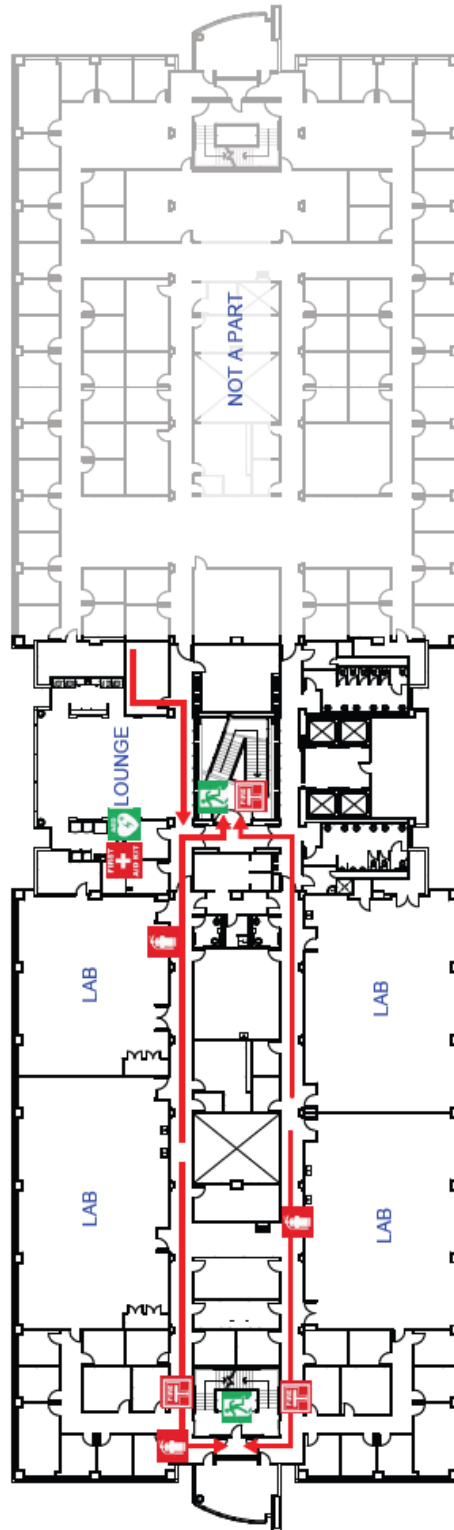


# Appendix J: Floorplan - Tower



**LEGEND**

-  EXIT
-  FIRE EXTINGUISHER
-  AED
-  FIRST AID KIT
-  FIRE ALARM PULL STATION
-  ESCAPE ROUTE

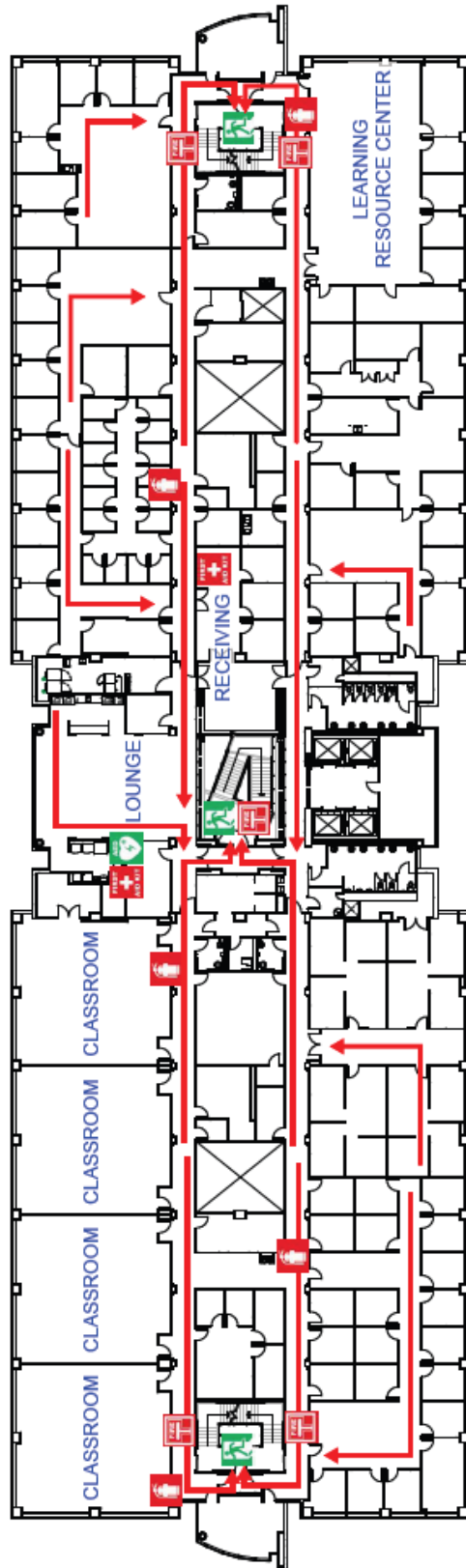


 RMU TOWER - 6TH FLOOR



LEGEND

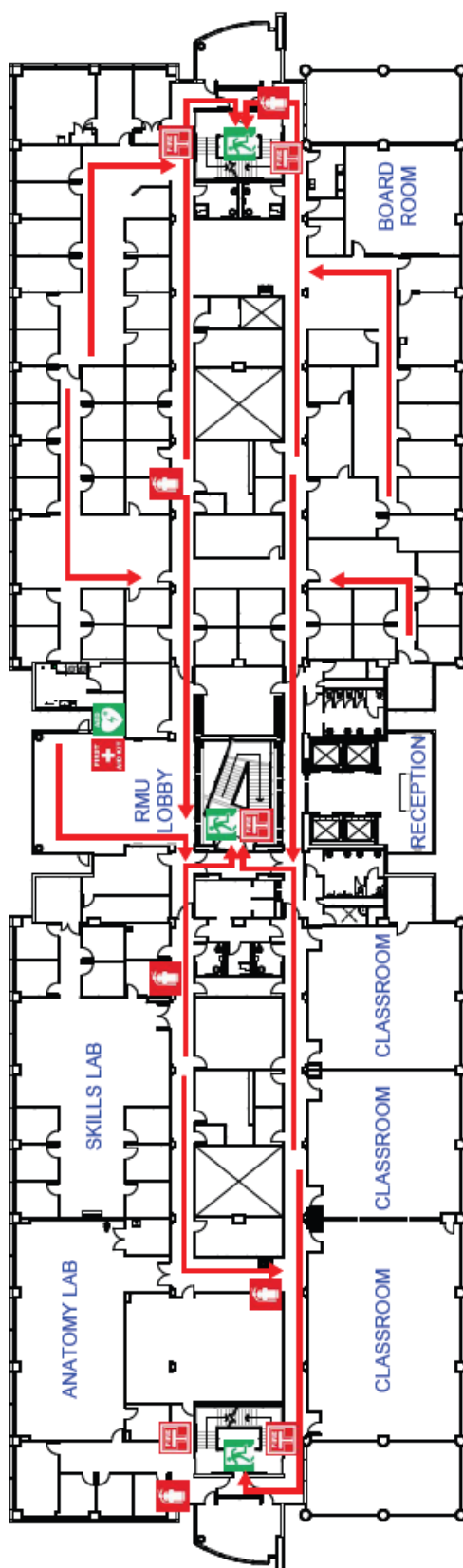
-  EXIT
-  FIRE EXTINGUISHER
-  AED
-  FIRST AID KIT
-  FIRE ALARM PULL STATION
-  ESCAPE ROUTE



RMU TOWER - 7TH FLOOR

# LEGEND

-  EXIT
-  FIRE EXTINGUISHER
-  AED
-  FIRST AID KIT
-  FIRE ALARM PULL STATION
-  ESCAPE ROUTE



RMU TOWER - 8TH FLOOR

## Appendix K: Risk and Hazard Assessment

Risk and Hazard Assessment								
Type of Risk/Hazard	Description/Examples	Probability	Impact					Total*
			Human	Property	Business	Internal Resources	External Resources	Human
Severe Storm	Severe storm (rain, snow, high winds, etc) that affects transportation in area	5	3	3	4	3	4	85
Earthquake	Earthquake along Wasatch front	3	4	5	5	4	5	69
Disruption by angry employee or student	Disruption by person with intention to cause harm	3	4	3	4	4	1	48
Communications/Internet/Power Outage	Telephone, Internet, or other system/power outages at campus	4	1	1	4	4	1	44
Bomb Threat	Bomb threat made indicating a bomb has been placed on the campus (this does not cover actual explosion)	3	2	1	4	5	1	39
Server or other system crash, Data Loss	Failure of RMU Server	3	1	1	5	5	1	39
Plane Crash	Plane crash at or near campus	2	4	4	4	4	2	36
Epidemic/Flu	Significant outbreak of disease in region	2	4	1	4	4	5	36
Accident or Medical Incident with Student or Faculty	Student or faculty member is part of significant accident or medical incident on or near campus.	4	3	1	2	2	1	36
Fire	Moderate fire at campus	2	3	5	4	4	1	34
Terrorist/Nuclear Attack	Terrorist or other group attack on Utah county	2	3	2	5	2	5	34
Train Accident, Gas or Hazardous Chemical Spill	Train accident at train tracks approximately .5 to .75 miles from campus. Potential for hazardous chemical spill.	3	2	1	2	1	5	33
Explosive Accident	Explosion at campus	2	3	4	4	4	1	32
Civil Disturbance	Civil disturbance causes riots or unrest in area	2	3	2	4	3	4	32
Interruption in Air Travel	Canceled or delayed flights	5	1	1	2	1	1	30

Risk and Hazard Assessment								
Wildfire	Uncontrolled wild land fires on mountains near campus	3	1	1	2	2	4	30
Loss of Key Supplier, Customer, Staff	Significant supplier or staff leaves University	3	1	1	2	2	2	24
PR Issues	University-related public relations issue.	4	1	1	2	1	1	24
Flood/Dam Failure	Flooding in area or failure at Deer Creek Dam	1	3	4	4	4	5	20
Drought	Drought in Utah	4	1	1	1	1	1	20
Landslide	Landslide in mountains near campus	2	1	1	1	1	4	16

\*Equals probability x sum of Impact columns