

UHD Public Safety Liaison Handbook



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1.0 INTRODUCTION



1.1 Purpose:

The purpose of this Public Safety Liaison (PSL) Standard Operating Guidelines (SOG) is to prepare, assist and direct University of Houston Downtown (UHD) faculty and staff while serving as a PSL. The Public Safety Liaison SOG is designed as a basic tool to ensure all PSLs will have proper guidance on responsibilities, accountability, training and safety.

The Emergency Management Department recognizes a responsibility to provide as safe a university as possible. The goal of designating individuals as Public Safety Liaisons is to serve as safety coordinators. PSLs will help communicate and integrate Environmental Health and Safety (EHS), UHD Police Department (PD), Emergency Management (EM) and Fire Safety (FS) programs and policies into routine departmental operations. To ensure a successful PSL program UHD EM, will follow standards set by *Houston Fire Department Life Safety Bureau* and *National Fire Protection Association (NFPA) Guidelines*.

1.2 Scope:

This Public Safety Liaison SOG will cover those designated actions that Public Safety Liaisons must take in order to remain efficient in executing required duties and maintaining training status.

1.3 Responsibility & Authority

Emergency Management's responsibility involves identifying responsibilities, recruiting and selecting PSLs, coordinating training, documenting training, ensuring resources are available and evaluating the PSL program. Emergency Management may relieve PSLs of their duties if deemed necessary.

1.4 Safety

Public Safety Liaisons must acknowledge that the primary concern is for individual (personal) safety first. One cannot help others if he/she is in danger. Emergency Management, EHS and UHD PD will ensure that Public Safety Liaison are properly trained and equipped with resources to ensure safe operations when conducting duties.

2.0 RESPONSIBILITIES

2.1 Public Safety Liaisons will be Evacuation Coordinators (formerly Fire Wardens) facilitating a safe and orderly evacuation of occupants from danger to safe areas away from the floor/building during an emergency.

2.1.1 In the event of an emergency evacuation, Public Safety Liaisons shall:

1. Notify Emergency Management or UHD PD of pertinent information of the incident i.e. fire size, location, number of people injured.
2. Direct the evacuation of the floor in accordance with directions received and the following guidelines:
 - a. Do not use elevators unless directed by First Responders
 - b. Direct occupants to area stairwells to use for evacuation
 - c. Check the environment in the stair prior to entry for evacuation. If it is unusable, an alternate stairway should be selected and UHD PD or Emergency Management notified
 - d. Provide Emergency Management with periodic status reports
 - e. Evacuate to three or more levels below the fire floor in accordance with *Houston Fire Department Life Safety Bureau 7.4.2.3.c.* and keep Emergency Management and/or UHD PD Dispatcher informed regarding location of personnel
 - f. The HFD standard for evacuation of a mid (4-6 floors)/high-rise (7+ floors/75 ft) is to evacuate the fire floor (floors with smoke and/or fire present), the floor above and floor below. PSLs on the floor above the fire will notify EM and/or UHD PD Dispatcher of the stairwell being used for evacuation
 - g. Emergency Management will provide to the PSLs a list of the names of individuals who have requested Evacuation Assistance
3. Minimum procedure for fire alarm activation only:

- a. Gather your critical belongings/go-bags and close doors behind you
- b. Direct the occupants of their zone to the stairwell to prepare to evacuate

2.2 PSLs should communicate Emergency Management, Fire Safety, UHD Police Department and Environmental Health and Safety information to individuals in their zones.

2.3 PSLs should communicate observed unsafe practices, behaviors, conditions, or objects to Emergency Management, Fire Safety, UHD Police Department and Environmental Health and Safety.

2.4 The PSL will stay current on required training.

3.0 Authority

3.1 The PSL has the authority and the responsibility to report any unsafe or hazardous conditions in the workplace.

3.2 When properly trained, the PSL has the authority, while using good judgment in determining the size of fire, to use the appropriate extinguisher to suppress a fire.

3.3 PSLs when activated and assigned during an emergency and/or drill have the authority to deny any personnel entry into the building while the emergency and/or drill is active or has not received an “All Clear” notification from the university.

4.0 RESOURCES AVAILABLE

4.1 The University of Houston Downtown will provide PSLs with necessary resources and equipment to uphold the responsibilities given.

4.2 PSL shall be familiar with resources that are readily available, including the [Emergency Management web page, forms, reports](#), and important UHD phone numbers.

5.0 TRAINING

5.1 Training will be scheduled by EM, EHS and UHD PD.

5.1.1 PSLs must attend a UHD Public Safety Liaison Orientation course.

5.2 PSLs will perform duties similar to fire wardens and therefore must be trained to help prevent, mitigate and report fire emergencies. PSLs will be training in the following:

1. Fire safety in the workplace
2. Fire extinguishers
3. Fire emergency procedures
4. Evacuation procedures

5.3 All PSLs will be notified of training and/or drills and will attend mandatory training. Emergency Management will also notify PSLs of optional training as it becomes available.

5.4 Training will be included related to these items:

1. Familiarization with the UHD Emergency Info webpage. Emergency Management, EHS and UHDPD will provide training videos, guides and forms as a resource to help PSLs succeed in preventing, responding, reporting and documenting emergency situations. Essential information can be found @ <https://www.uhd.edu/administration/emergency-management/Pages/Emergency-Management.aspx>
2. Assisting Emergency Management in promoting a safety bulletin board and ensure all workers are aware of its location. This should include:
 - **Emergency telephone numbers sign**
 - **Evacuation Guide (floor plans) and Evacuation Assembly Points**
 - **Texas Hazard Communication (Right-to-Know)** – Post “[Notice to Employees](https://www.dshs.texas.gov/hazcom/publications.aspx)” - <https://www.dshs.texas.gov/hazcom/publications.aspx>
 - **UHD Report of Safety or Health Hazard Form**
 - **First Aid Program**- inspection of departmental first aid cabinets to track and replenish supplies (notify the EHS department)
 - Specific safety information for your department
3. Reviewing Department Evacuation Plan (DEP) and completing the specified DEP Action Plan items
4. Participation with UHD Police Department’s Active Shooter/Hostile Event Response Training is optional. Prior to any training or exercises, PSLs will be familiar with “Run, Hide, Fight” and reporting criminal and suspicious activity guidelines.

5.5 Three Levels of PSL Training

LEVEL 1	
TRAINING	PROVIDED BY
PSL ORIENTATION	UHD/FIRE SAFETY
BUILDING EVACUATION	UHD/FIRE SAFETY
FIRE EXTINGUISHER – HANDS ON	UHD/FIRE SAFETY
FIRE SAFETY IN THE WORKPLACE	UHD/FIRE SAFETY
FIRE EMERGENCY PROCEDURES	UHD/FIRE SAFETY

LEVEL 2	
TRAINING	PROVIDED BY
HOSTILE INTRUDER – HANDS ON	UHD/POLICE DEPT
CPR/ /AED – HANDS ON	UHD
BASIC FIRST AID – HANDS ON	UHD/FIRE SAFETY
ICS-100	FEMA
COMMUNICATIONS DURING EMERGENCIES – HANDS ON	UHD/FIRE SAFETY
INJURY REPORTING/GENERAL AWARENESS	UHD/EH&S
CROWD ASSISTANCE – HANDS ON	UHD/POLICE DEPT
TRAFFIC ASSISTANCE- HANDS ON	UHD/POLICE DEPT

LEVEL 3	
TRAINING	PROVIDED BY
HAZMAT AWARENESS	EH&S
CITIZENS POLICE ACADEMY	UHD PD
CPR/AED 2-YEAR CERTIFICATION	AMERICAN RED CROSS OR AMERICAN HEART ASSOCIATION
INTRODUCTION TO CERT	FEMA
INTRODUCTION TO TACTICAL EMERGENCY CASUALTY CARE	FEMA

5.6 All PSL requests for training topics will be considered.

5.7 Frequency

5.7.1 A representative from EM, EHS and/or UHDPD department will meet with PSL members monthly to discuss updates, communicate concerns and participate in training.

5.7.2 Evacuation drills will be conducted twice annually for each building. An evacuation drill is considered training and may be announced or unannounced.

6.0 Documentation

6.1 All training and drills will be documented. The documentation will identify the date of training/drill, personnel conducting the training/drill, type of training/drill, location and summary of outcomes (i.e. observations and recommendations).

6.2 Training will be documented for the purpose:

- a) Ensuring that PSLs have received the training needed
- b) Post-incident volunteer evaluation