

Welcome to UConn!

New Employee Orientation – Day 2





Before we get started...

exit | restroom | refreshments | devices

Day 2 Agenda

- 8:15 Registration / Check-In
- 8:30 Welcome & Human Resources Policies
- 8:45 Compliance & Privacy – Overview, Policies, Guidelines
- 9:15 Institutional Equity – Overview, Policies, Guidelines
- 9:45 Break
- 10:00 Public Safety / Active Threat
- 11:00 Environmental Health & Safety
- 11:30 Diversity & Inclusion
- 12:00 Ombuds Resources
- 12:15 Acknowledgement Form/Wrap Up



Welcome to UConn!

New Employee Orientation – Day 2

8:30 AM to 12:15 PM



Workplace Standards and Policies

Human Resources

hr.uconn.edu | hr@uconn.edu | Phone: 860-486-3034

Workplace Standards

General Rules of Conduct

Guidelines



Expectations



Awareness



› [General Rules of Conduct](#) establish behavior guidelines and expectations for all employees.

› Your department may have additional rules of which you should become aware.

Employees may face discipline, up to and including dismissal, for violation of any of the General Rules of Conduct.

Need-to-Know University Policies

Children in the Workplace

The purpose of this policy is to establish criteria that permit children to visit their parents (or other relatives) who work at the University, protect their welfare and safety, reduce potential liability and risk for the University and promote an environment in which faculty, staff and students remain productive.

Children of employees are allowed in the workplace for brief visits, generally no longer than two (2) hours, or to participate in University programs and events.



[Policy for Children in the Workplace](#)

Need-to-Know University Policies

Lactation

In accordance with the relevant laws and regulations regarding breastfeeding in the workplace this policy is to provide employees and students who are breastfeeding a private place and reasonable break time to express breast milk for their nursing child.



[Lactation Policy](#)

Need-to-Know State Policies

Mandatory Reporting of Child Abuse and Neglect

Pursuant to State Law, virtually all employees of Connecticut Higher Education Institutions are mandatory reporters of child abuse and neglect (excluding student employees).

Your Role - If you know or suspect that an individual under the age of 18 has been abused or neglected, you have a legal obligation to report this directly to the Department of Children and Families or law enforcement.

Please note: If you witness child abuse or if there is an imminent or ongoing threat to an individual or the community, immediately call 911.



Questions?

**Contact Julie Guild, Human Resources
Minor Protection Coordinator**

(860) 486-4510 or Julie.Guild@uconn.edu

[Policy for Minor Protection](#)

Need-to-Know University Policies

Smoking Policy

Smoking is prohibited:

In all university owned or leased buildings, facilities and vehicles.

Within 25 feet of all campus buildings, including residence halls[1].

“Smoking” includes all tobacco-derived or containing products, including and not limited to, cigarettes, electronic cigarettes, cigars, pipes and similar products.



Need-to-Know University Policies

Emergency Closing

With due consideration to safety, the University will remain open and operate normally to the greatest extent possible. Faculty, staff, and students should evaluate their own circumstances carefully, exercise appropriate judgment, and take responsibility for their safety when making decisions during inclement weather.

The University will make announcements about closings or delayed openings as soon as feasible, and generally no later than 5 a.m.



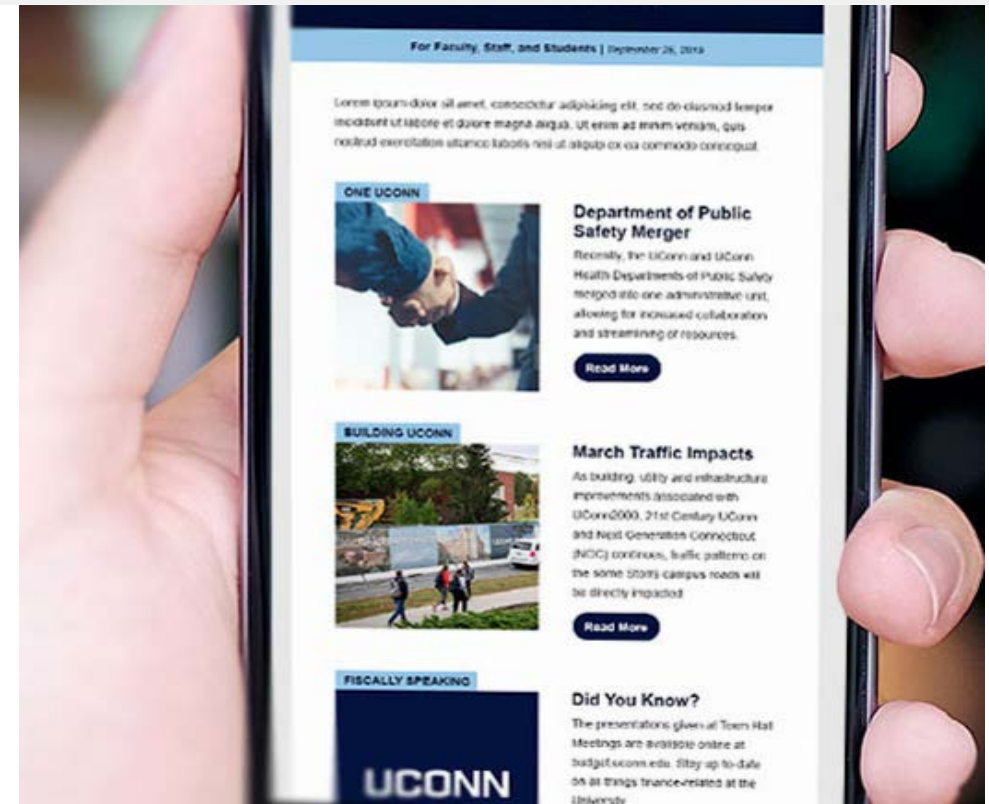
[Emergency Closing Policy](#)

Need-to-Know University Policies

Use of Social Media

The social media policy establishes standards for the use of University-affiliated social media accounts and provides guidelines for differentiating an employee's personal voice on social media from their professional connection to the University.

It also acts as a guide for professional and civil communications when communicating via social media accounts directly affiliated with the University, or via accounts related to personal social media, to the extent that such activities are covered by existing University policies, or may be construed as the representations or opinions of the University.



[Social Media Policy](#)

Need-to-Know State Policies

Violence in the Workplace

Zero Tolerance Policy

On August 4, 1999, the Governor of the State of Connecticut issued an executive order establishing a zero tolerance policy for workplace violence for all state agencies and public Universities. Workplace Violence is defined by this executive order as:

“Any physical assault, threatening behavior, or verbal abuse occurring in the work setting. It includes, but is not limited to, beatings, stabbings, suicides, rapes, near suicides, psychological traumas, such as threats, obscene phone calls, an intimidating presence and harassment of any nature such as being followed, sworn, or shouted at.”



[Policy on Violence in the Workplace](#)

Need-to-Know Federal Policies

Drug Free Schools Act

In accordance with the Drug Free Schools and Campuses Act passed by Congress, the University of Connecticut is required to provide enrolled students, faculty and staff with various pieces of information regarding the unlawful use of drugs or alcohol on University property. The following information describes legal sanctions, health risks, available assistance and treatment avenues as well as University-imposed disciplinary standards.



[Drug Free Schools and Campuses Act Notification Letter, September 2018](#)

Need-to-Know State Policies

Workers' Compensation Act

The purpose of the Workers' Compensation Act is to provide wage replacement benefits and medical treatment due to work-related injury or illness.

Your Role - If you become injured or ill due to a work related incident, immediately report illness/injury to your supervisor. In emergency, seek medical treatment at the closest emergency facility. For non-emergency care, please visit a designated initial treatment provider.

Supervisor Role – Complete First Report of Injury, call reporting hotline, fax report of injury to HR.



For additional information visit:

- › hr.uconn.edu/workers-compensation/
- › wcc.state.ct.us/law/wc-act/2009/31-312.htm

Compliance Support

policy.uconn.edu

Human Resources

- policy.uconn.edu/department-of-human-resources
- policy.uconn.edu/office-of-faculty-and-staff-labor-relations

Office of University Compliance

- <https://policy.uconn.edu/university-compliance/>

Office of Privacy Protection & Management

- <https://policy.uconn.edu/category/office-of-privacy-protection-management/>

Environmental Health & Safety

- <https://policy.uconn.edu/division-of-environmental-health-and-safety/>

Office of Institutional Equity

- <https://policy.uconn.edu/office-of-institutional-equity/>



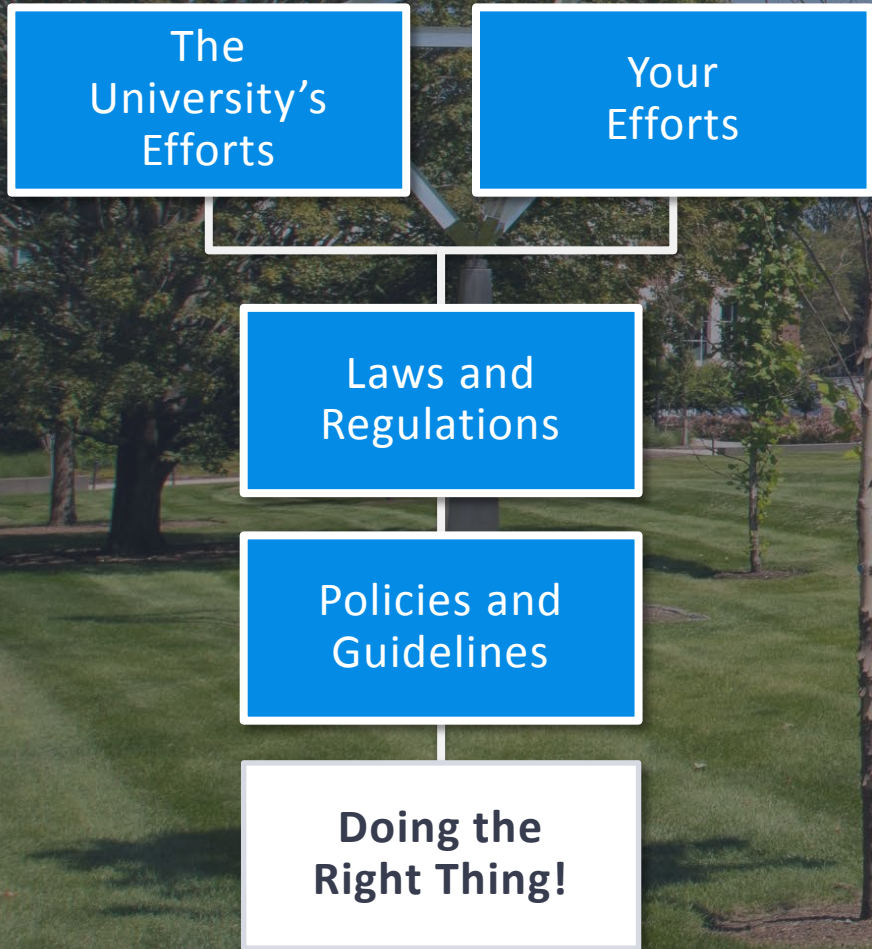


About University Compliance

Office of University Compliance

compliance.uconn.edu | UniversityCompliance@uconn.edu | Phone: 860-486-2530 | REPORTLINE: 1-888-685-2637

What is Compliance?



University Compliance

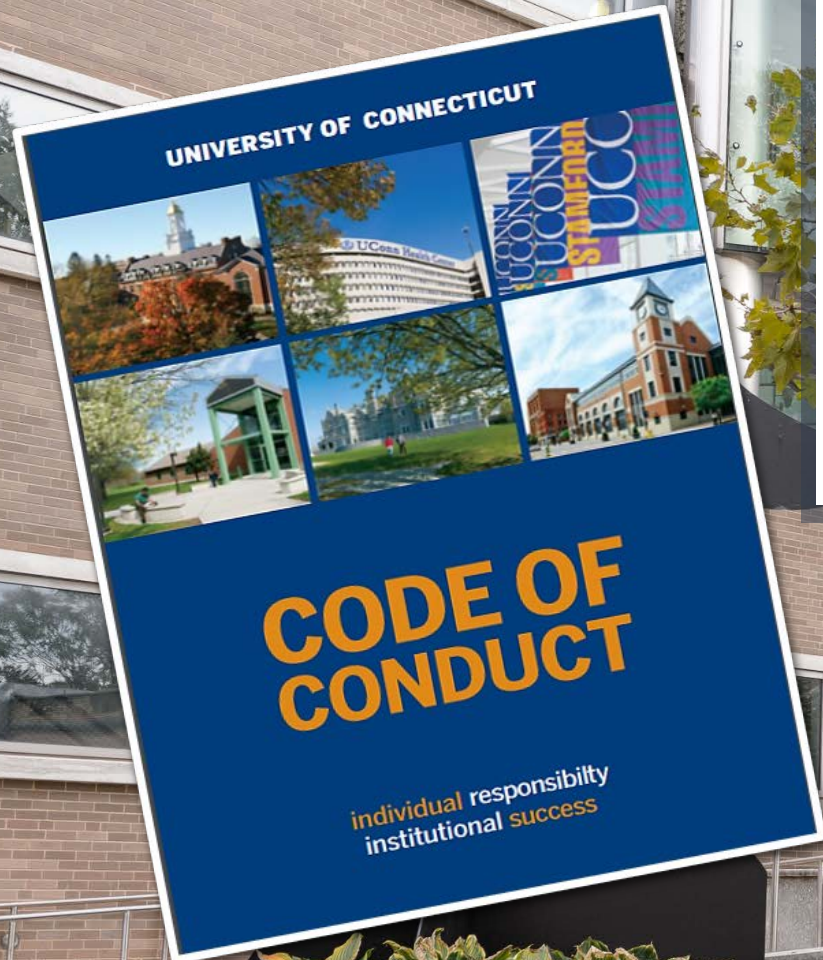


Policies & Procedures

It is incumbent upon you to read and understand the policies that are associated with your position (or role) at the University.

View policies at policy.uconn.edu

University Code of Conduct



- Basic standards of workplace behavior
- Publicly affirms UConn's commitment to the highest standards of integrity
- University Core Values
- We are a responsible for ensuring UConn is in full compliance
- Annual mandated Compliance training

University Guide to the State Code of Ethics

OVERVIEW

- Based on State Law
- Applies to each of us as state employees
- Intended to prevent individuals from using their public position for personal financial benefit
- Violations can lead to fines and penalties
- Contact Kim Fearney, the Ethics Liaison as a resource regarding compliance

ethics@uconn.edu

compliance.uconn.edu/ethics-overview/

University Guide to the State Code of Ethics

CONFLICTS OF INTEREST

A conflict of interest (COI) occurs when an individual's personal interests diverge from his/her obligations as a state employee.

- GIFTS
- FINANCIAL BENEFIT
- OUTSIDE EMPLOYMENT
- CONTRACTS WITH THE STATE
- APPEARANCE FEES

ethics@uconn.edu

compliance.uconn.edu/ethics-overview/

University REPORTLINE

If you wish to report a concern or a suspected policy violation anonymously contact UConn's **REPORTLINE**.

The REPORTLINE serves as a confidential resource for employees to report or seek guidance on possible compliance issues.



1-888-685-2637



uconncares.alertline.com/gcs/welcome



Available 24 hours a day, 7 days a week



Non-Retaliation Policy

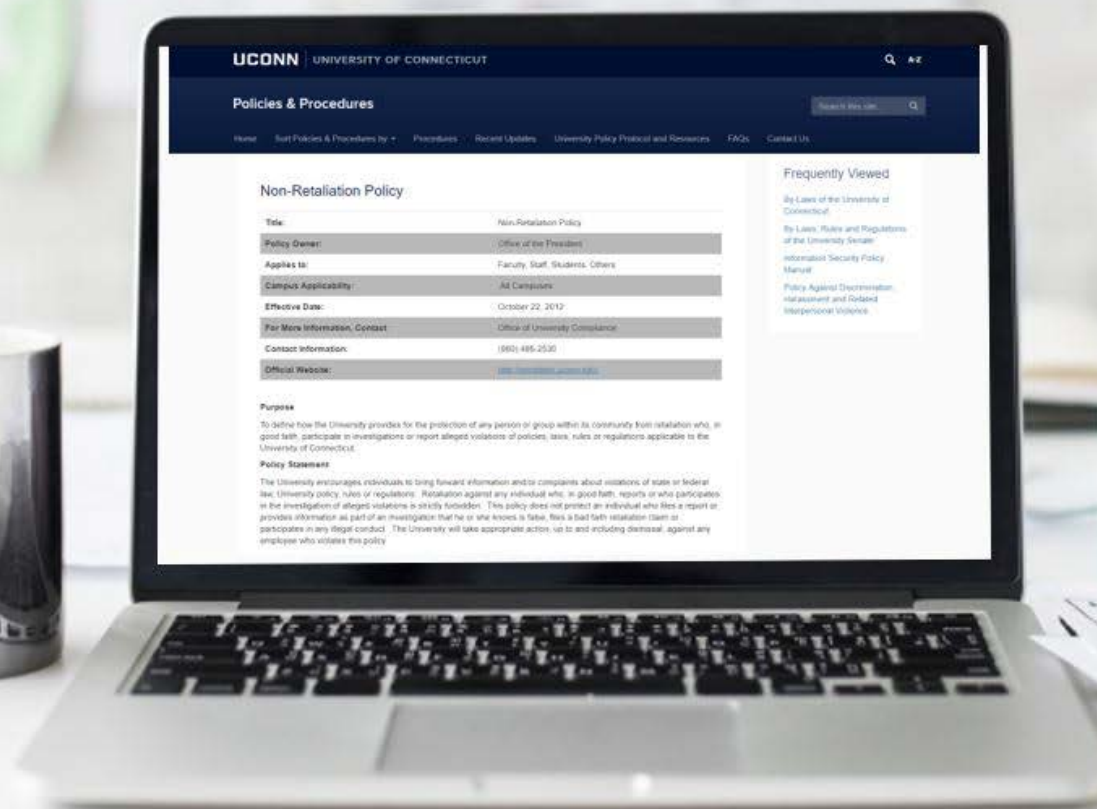
It is prohibited to retaliate against someone who reports a concern in good faith to the appropriate individuals of offices.

Contact the Office of University Compliance to report any activities that you feel may be retaliatory

Phone: 860-486-2530

UniversityCompliance@uconn.edu

REPORTLINE: 1-888-685-2637



A photograph of a building facade with large, white, three-dimensional letters spelling "UConn" mounted on a light-colored wall. The letters are slightly out of focus, and the background shows a window with vertical blinds. A solid blue horizontal band is overlaid on the bottom half of the image, containing white text.

Privacy at UConn

Office of Privacy Protection & Management

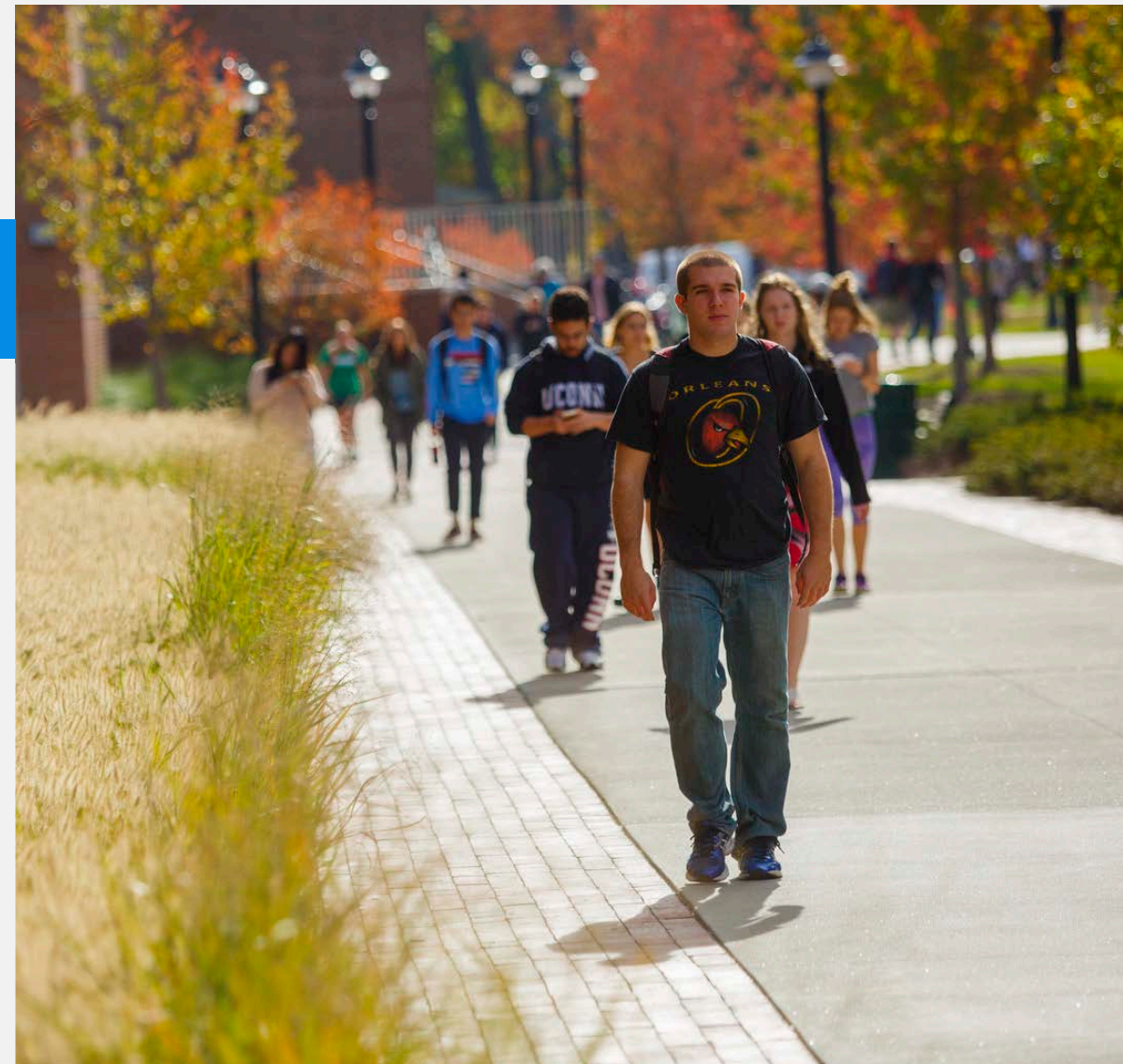
privacy.uconn.edu | privacy@uconn.edu | Phone: (860) 486-3256

Privacy at UConn

Confidential Data and Sensitive Information

As a UConn employee, you will likely come in contact or work with personal information of students, employees, research subjects, patients and other constituents of the university.

The Office of Privacy Protection & Management (Privacy Office) is a central resource for privacy related issues and can assist you to meet relevant privacy requirements and standards.



Various privacy laws, regulations and policies require that confidential data and sensitive information be accessed only when necessary, maintained as confidential and stored securely.

Privacy at UConn

Protecting Confidential Data

What is Confidential Data?

The term confidential data is defined to include any personally-identifiable information that if improperly disclosed could be used to steal an individual's identity, violate the individual's right to privacy or otherwise harm the individual and/or the institution.



The data types considered confidential are defined in [UConn's Data Classification policy](#). Also, see [UConn's Confidentiality policy](#).

Privacy at UConn

Protecting Confidential Data

What is my role in protecting Confidential Data?

Protecting confidential information starts with you!

All members of our organization have a role in protecting the personal information of members of our UConn community.



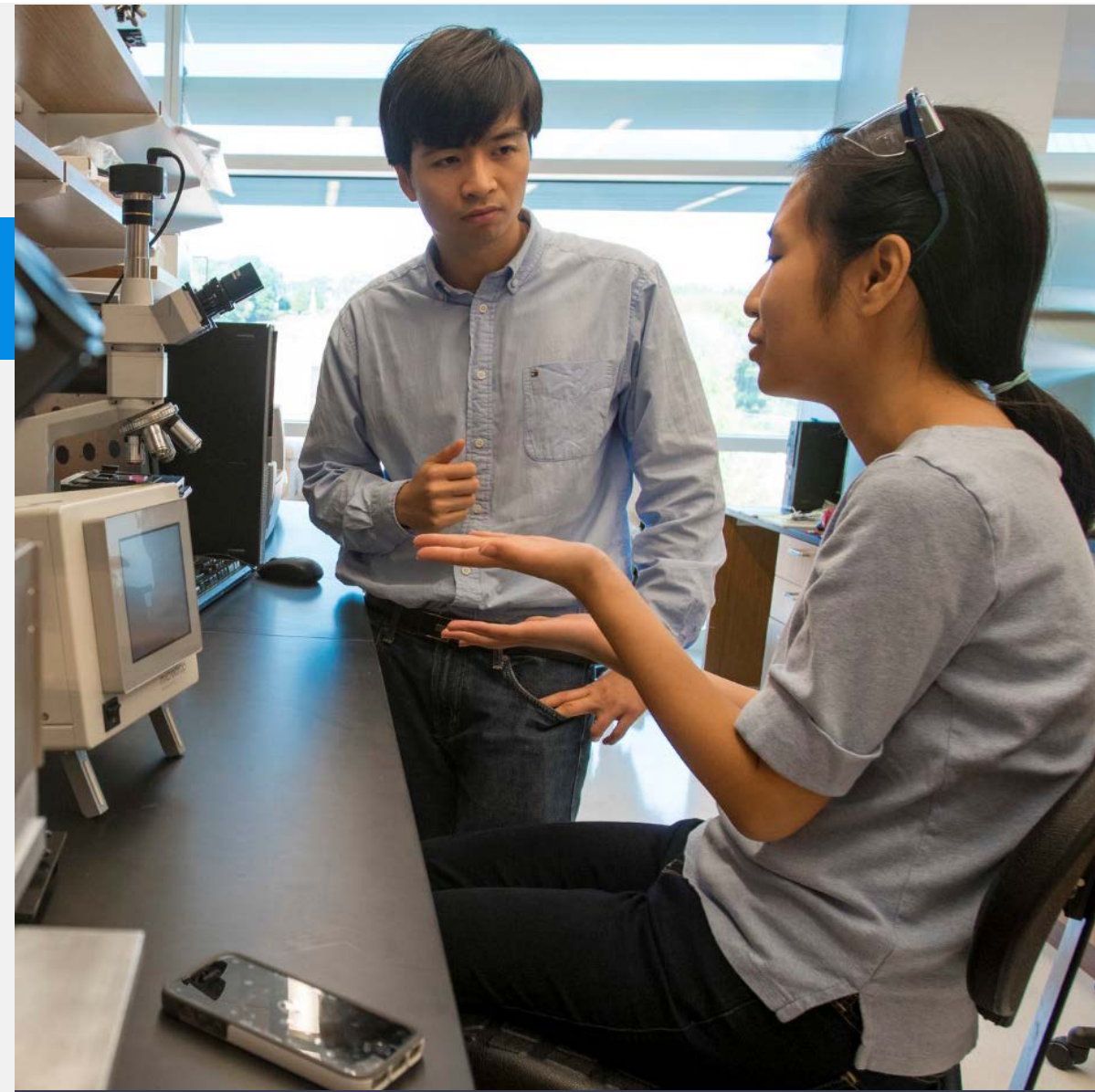
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Privacy at UConn

Reporting Privacy Concerns & Data Incidents

Privacy laws require immediate action when one suspects or knows that confidential data had been inappropriately accessed, shared or misused.

Immediately report suspected data compromises, inappropriate access to systems or data, missing data or devices, and any concerns regarding identity theft to the Privacy Office.



The data types considered confidential are defined in [UConn's Data Classification policy](#). Also, see [UConn's Confidentiality policy](#).

Privacy at UConn

Records Management

The University of Connecticut is a state agency and its records are governed by statutes established by the General Assembly and administered by the Connecticut Office of Public Records Administration (OPRA).

- › Therefore, records created, received or distributed by University staff have the potential to be state records.
- › State records have specific requirements for retention by the state and the University and it is your responsibility to be aware of the retention periods and follow them accordingly for the records in your custody.



- › Information about records management at UConn can be found at <https://rim.uconn.edu>
- › Contact: Betsy Pittman, UConn's Records Management Liaison Officer (RMLO) at Betsy.Pittman@uconn.edu

Privacy at UConn

Freedom of Information and Transparency

As a public agency and state-supported institution of higher education, UConn is subject to the requirements of the Connecticut Freedom of Information Act (FOIA). C.G.S. § 1-200, et seq.

- › The FOIA is a state law that promotes government transparency by providing access to the public records and meetings of public agencies in the state of Connecticut.
- › At UConn, we are committed to responding to public records requests as promptly as possible while also protecting the privacy rights of our students and employees.



If presented with a FOIA request, contact Megan Philippi, Director of Public Records at 860.486.5337 or megan.philippi@uconn.edu

Privacy at UConn

Connecticut Freedom of Information Act

Connecticut General Statute Section 1-200, et seq.

- › Applies to all Connecticut state government agencies including UConn.

CT FOIA is divided into 2 parts:

› Meeting Provisions

- Public has a right to know when a CT state agency is going to have a meeting and what will be discussed at that meeting. Public also has a right to attend and access the minutes of such meeting.

› Record Provisions

- Public has a right to access the records that are maintained by CT state agencies. This includes the right to review or obtain a copy of the record.



If presented with a FOIA request, contact Megan Philippi, Director of Public Records at 860.486.5337 or megan.philippi@uconn.edu

Privacy at UConn

What is Considered a Public Record?

- › Public records are defined as any recorded data or information relating to the conduct of the public's business prepared, owned, used, received or retained by a public agency.
- › As UConn employees your correspondence (both with UConn colleagues and persons outside of the university) is VERY likely to fall within the definition of a public record and could be subject to public disclosure.

NOTE: Email and other written communications created in the course of university business are considered public records (whether created on an office computer, laptop, home computer (if used for university business), tablet or cell phone).



Privacy at UConn

Public Records Request Process

- › All requests for records (even if not identified as a public records/FOI request) should be treated as a time sensitive matter and forwarded **IMMEDIATELY** to publicrecords@uconn.edu.
- › Your immediate action allows the Public Records Office to send the requester correspondence acknowledging receipt of the request within **FOUR** business days as required by state law.



Privacy at UConn

Public Records Request Process

For more information visit:

<https://publicrecords.uconn.edu/>

Questions? Contact the Public Records Office:

Megan Philippi
Director of Public Records
(860) 486-5337
megan.philippi@uconn.edu

Kayla Postler
Public Records Associate
(860) 486-5369
kayla.postler@uconn.edu

Public Records at UConn

Home Make a Request Request Log Frequently Asked Questions UConn Employee Quick Guide Contact Us

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This website was created to facilitate the process of requesting and receiving public records from UConn. This site includes information about how to submit a public records request to UConn pursuant to the FOIA, a log of public records requests received, information on frequently asked questions, links to additional related resources, and information for UConn employees who may receive public records requests.

[Make a Request](#) [View Request Log](#)

Current Topics

- [Thomas Katsouleas Contract .pdf](#)
- [President Designate Term Sheet .pdf](#)
- [Dan Hurley MOU .pdf](#)
- [Annual Security and Fire Safety Report](#)
- [UConn/Nike Contract .pdf](#)
- [Board of Trustees Minutes and Current Record of Votes](#)
- [Board of Trustees Archives](#)
- [Board of Trustees Financial Reports](#)

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Commitment to Institutional Equity at UConn

Office of Institutional Equity

equity.uconn.edu | equity@uconn.edu | (860) 486-2943 | Wood Hall, 241 Glenbrook Road

Commitment to Institutional Equity at UConn

Office of Institutional Equity (OIE)

- › Ensures the University's commitment and responsibility to foster equitable and inclusive working and learning environments.
- › Administers the University's non discrimination policies.
- › Serves as the office of the ADA Coordinator and Title IX Coordinator.
- › Ensures compliance with state and federal laws and regulations related to equal opportunity and affirmative action.



Wood Hall, Storrs Campus

Commitment to Institutional Equity at UConn

UConn is an Affirmative Action / Equal Opportunity Employer

- › UConn's policy is to comply with all state and federal laws and regulations that prohibit employment discrimination.
- › The employment search process is strictly monitored to ensure compliance.
- › View the Annual State and Federal Affirmative Action Plans at:
equity.uconn.edu/search-process/

Affirmative Action:

Results-oriented practices and programs that eliminate the effects of discrimination and ensure equal employment opportunity in hiring or recruitment, transfer, promotion, or training.

Equal Employment Opportunity:

Equal employment practices under which no individuals are excluded from consideration, participation, promotion or benefits because of a protected class. EEO is achieved through Affirmative Action.

Commitment to Institutional Equity at UConn

Protected Classes in Employment/Applicants/Students

- › Age
- › Ancestry
- › Color/Race
- › Criminal Record
- › Gender Identity or Expression
- › Genetic Information
- › Intellectual Disability
- › Learning Disability
- › Religion
- › Sexual Orientation
- › Marital Status
- › National Origin
- › Past or Present History of a Mental Disability
- › Physical Disability
- › Prior Protected Activity
- › Sex, including Pregnancy and Sexual Harassment
- › Veteran
- › Workplace Hazards to the Reproductive System



Commitment to Institutional Equity at UConn

Policy Against Discrimination, Harassment, and Related Interpersonal Violence

The Policy Against Discrimination, Harassment, and Related Interpersonal Violence prohibits discrimination, harassment and related forms of interpersonal violence in the working and learning environments.

Managers must report to OIE any incidents of discrimination, harassment or related interpersonal violence, including inappropriate amorous relationships.

Non-consensual sexual contact is prohibited.

Commitment to Institutional Equity at UConn

Training offered by the Office of Institutional Equity (OIE)

State-Mandated

- › 3 Hour Diversity Awareness Training
- › 2 Hour Sexual Harassment Prevention Training (within six months of hire).

University-Mandated

- › Search Committee Training

OIE offers additional trainings on request, including but not limited to:

- › Title IX: Reporting and Resources
- › Prevention and Response to Discrimination & Discriminatory Harassment
- › Disability Access and Accommodation



Wood Hall, Storrs Campus

Commitment to Institutional Equity at UConn

Amorous Relationships - Instructional and Employment Contexts

Amorous Relationships Defined

“Amorous relationships” under the policy means an intimate, sexual, and/or other type of amorous proposal, encounter or relationship, whether casual, serious, short-term or long term.

Romantic relationships that existed prior to joining the University must be disclosed to OIE before accepting a supervisory role.

Instructional Context

- › Faculty/staff relationships with undergraduate students are prohibited.
- › Faculty/staff relationships with graduate students are prohibited, if the graduate student is actually under that individual’s authority.

Employment Context

- › Faculty/staff relationships with employees currently under their supervision are prohibited.
- › Relationships that develop that are in violation of the policy must be disclosed immediately by the person in a position of authority.

Commitment to Institutional Equity at UConn

Title IX – titleix.uconn.edu

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The U.S. Department of Education’s Office of Civil Rights extends the obligation to respond beyond those who actually have authority to address the harassment, to any individual “who a student could reasonably believe has this authority or responsibility” to help.



Commitment to Institutional Equity at UConn

Policy Against Discrimination, Harassment, and Related Interpersonal Violence

The policy requires all employees who witness or receive a student report of sexual assault, intimate partner violence and/or stalking to contact OIE as soon as possible.

- › The policy promotes campus safety and ensures impacted individuals receive full range of University support and reporting options.
- › Private vs. confidential conversations with impacted individuals.

If you witness any crime, call the police.



Commitment to Institutional Equity at UConn

Policy Statement: People with Disabilities

The University of Connecticut is committed to achieving equal education and employment opportunity and full participation for people with disabilities.

- › A qualified person with a disability must be ensured the same access to programs, opportunities, and activities at the University as all others
- › Federal law (update to §503) requires UConn to request that employees voluntarily self-identify any disability
- › Information is given to OIE for reporting purposes only. It is not placed with employees' medical or personnel files.



Commitment to Institutional Equity at UConn

People with Disabilities – Employee Accommodations

The University will make reasonable accommodations for the known physical and/or mental limitation(s) of otherwise qualified applicants and employees with disabilities as defined by state and federal law.

Contact Ryan Bangham for information regarding employee accommodations:
860-486-2036 | ryan.bangham@uconn.edu

A reasonable accommodation is any change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities.

- * In some instances, when undue hardship exists, the University may be unable to make certain accommodations.

Commitment to Institutional Equity at UConn

People with Disabilities – Student Accommodations

The Center for Students with Disabilities (CSD) collaborates with students, faculty, family members and the greater UConn community to ensure a comprehensively accessible environment.

- › CSD approves student accommodations requests.
- › CSD notifies teaching professional(s) of approved accommodations via email.
- › Teaching professionals may not refuse to provide approved accommodations.

Contact CSD with questions or concerns regarding student accommodations at 860-486-2020 or csd@uconn.edu



Questions?



Office of Institutional Equity

equity.uconn.edu | equity@uconn.edu | (860) 486-2943 | Wood Hall, 241 Glenbrook Road



WELCOME TO THE DIVISION OF PUBLIC SAFETY



POLICE
DEPARTMENT



FIRE
DEPARTMENT



OFFICE OF
EMERGENCY
MANAGEMENT



FIRE MARSHAL &
BUILDING
INSPECTOR



ENVIRONMENTAL
HEALTH & SAFETY

Working together to make a safer environment for everyone.

Today's Objectives



- Functions; jurisdiction, role, authority; services; crime prevention; local service providers at regional campuses
- Functions; jurisdiction, role, authority; services; UConn Hazard Guides, Seconds for Safety
- Sign-up and updating, Alert resources, text alerts, core terms
- Evacuation, Shelter-in-Place, 'Run, Hide, Fight' TM, All Clear



UConn Police Department Overview

- Our role and jurisdiction across UConn
- Our presence at your campus
- Law enforcement assistance off campus while at work in an official capacity
- Getting help and making reports
- [Publicsafety.uconn.edu/police](https://publicsafety.uconn.edu/police)





UConn Police Department – Storrs



- All day, every day
- Officers in a variety of assignments
- Outreach Substations
- Our partners at CSP





UConn Police Department – Statewide



- Headquarters in Storrs
- Regional Substations in Avery Point, Farmington, Hartford, Stamford, and Waterbury
- Partners with other local law enforcement





UConn Police Department – Avery Point

- Officers are present 24/7
- For all emergencies call 911
- Non-emergency calls 860-486-4800
- Local EMS - Groton City Police & Fire





UConn Police Department – Greater Hartford

- Downtown and Law School
- Officers are available Mon-Fri 7am - 11pm
- Weekend: Sat 7am - 8pm, Sunday 7am - 11pm
- For all emergencies call 911
- Local EMS – Hartford Police & Fire





UConn Police Department – Farmington

- Police Officers and Buildings & Grounds Patrol 24/7
- **Emergency Calls: dial 911**
- Routine Line dial ext. 2121
- UConn Health Badges required
- Badging schedule:
health.uconn.edu/park





UConn Police Department – Stamford

- All day, every day
- Buildings dispersed throughout the city
- Our partners: Stamford Police, Stamford Fire, Stamford EMS, CT State Police





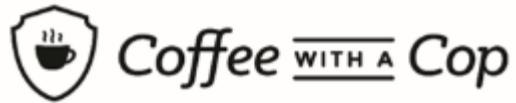
UConn Police Department – Waterbury

- Mon-Fri 0700-2300 Sat 0700-1500
- 2 Buildings
- Our Partners: Waterbury Police, Waterbury Fire, and CT State Police





Services from UCPD



- Preventative Patrols
- Emergency response
- Criminal Investigations
- Victim Services
- Community Outreach education
- Special Victims Unit
- Crisis Intervention Team
- Child Car Seat Installation & Inspection
- Teambuilding workshops
- Self-defense classes

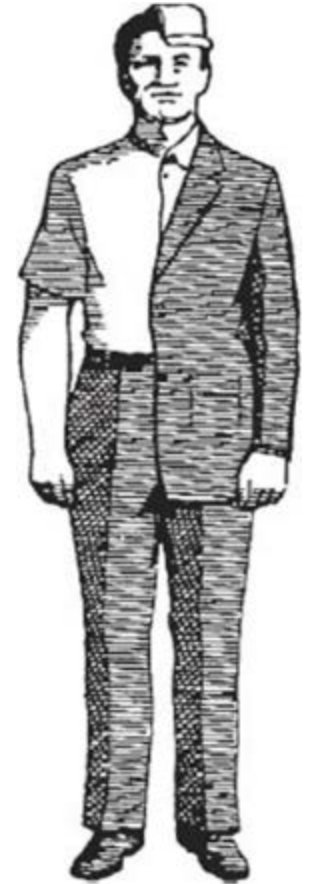


Crime Prevention in the Workplace

1. Much of UConn is publicly accessible space, lock your workspace when not present
2. Lock your vehicle
3. You are the expert in your work environment
4. Suspicion is about behavior in context with the environment

- Descriptions

- Name
- Race
- Gender
- Age
- Height
- Weight or body size
- Hair color and style
- Clothing
- Last known location and direction of travel



Workplace Violence

1. Potential violation of both policy and State law
2. Termination and/or arrest
3. Employees, Contractors, Vendors
4. Certain acts in a workplace
 - ANY location where an employee performs a work related duty. Includes state owned/leased space, vehicles, electronically, or anywhere business is conducted.

Some examples:

- Abuse (physical or verbal)
- Vandalism or Arson
- Assault
- Possession or use of weapons
- Threatening harm
- Intimidation or Harassment
- Stalking



UConn Health in Farmington

UConn Health Emergency Codes

If assigned to UConn Health,
keep on the back of your ID
Badge for reference





UConn Fire Department Overview

- Our role and jurisdiction across UConn
- Our presence at Storrs and Farmington campuses
- Fire services at other UConn locations
- Fire Marshal and Building Inspectors Office
- [Publicsafety.uconn.edu/fire](https://publicsafety.uconn.edu/fire)





Fire and Medical Services at Farmington

- Full time Fire Department on campus
- Provides Paramedic ambulance service to campus and surrounding communities.
- Provides rescue and HAZMAT services as well.





On Scene Protocols for UConn Fire

- **Life safety - first priority**
- Meet the 911 caller or to determine
 - What caused the alarm pull or what is burning
 - Where is the fire
 - Extent of damage or spread of fire or smoke
 - Is there anyone still inside or entrapped
- FD will stop the spread and extinguish
- FD will try to protect other property from damage investigate the cause





Fire and Medical Services at Avery Point

- UCPD officers are Medical Response Technicians
- Local EMS from Groton City Fire Department
- Local ambulance is Groton
 - Ambulance Association
- Lawrence and Memorial Hospital
 - 365 Montauk Ave, New London, CT 06320
 - 860-442-0711





Fire and Medical Services at Hartford

- Hartford Fire Department
 - staffed 24/7, EMR trained
- American Medical Response for ambulance
 - Paramedic service
- Nearby hospitals
 - St. Francis
- Hartford Hospital
 - Hartford Children's Medical Center





Fire and Medical Services in Stamford

- UCPD Officers are Emergency Medical Responders
- Stamford Fire Department
- staffed 24/7; EMT trained
- Stamford Emergency Medical Services
- Stamford Hospital





Fire and Medical Services in Waterbury

- Waterbury Fire Department
 - 24/7 staffed; EMR trained
- American Medical Response or
Campion for ambulance and
paramedics
- Nearby hospitals
 - St. Mary's Hospital
 - Waterbury Hospital





Fire Safety in the Workplace

- **R**escue/ Remove
 - people from the immediate scene
- **A**ctivate/Alert
 - pull the nearest fire alarm or call 911
- **C**lose/Confine
 - close the doors to the fire area so it doesn't spread
- **E**vacuate/Extinguish
 - use a fire extinguisher if it impedes evacuation, otherwise evacuate to your pre-determined meeting location





Office of Emergency Management

- Coordinates Emergency Preparedness, Response, and Recovery Activities
- Responsible for the Development, Implementation, Training and Review of UConn's Emergency Operations Plan and Continuity of Operations Plan
- Coordinates Preparedness Efforts
- Coordinates Emergency Training of Staff, Faculty, and Students
- **Supports Every UConn Campus**



- Online Planning Tool
- OEM Bulletin



Seconds for Safety








oem.uconn.edu

Publications

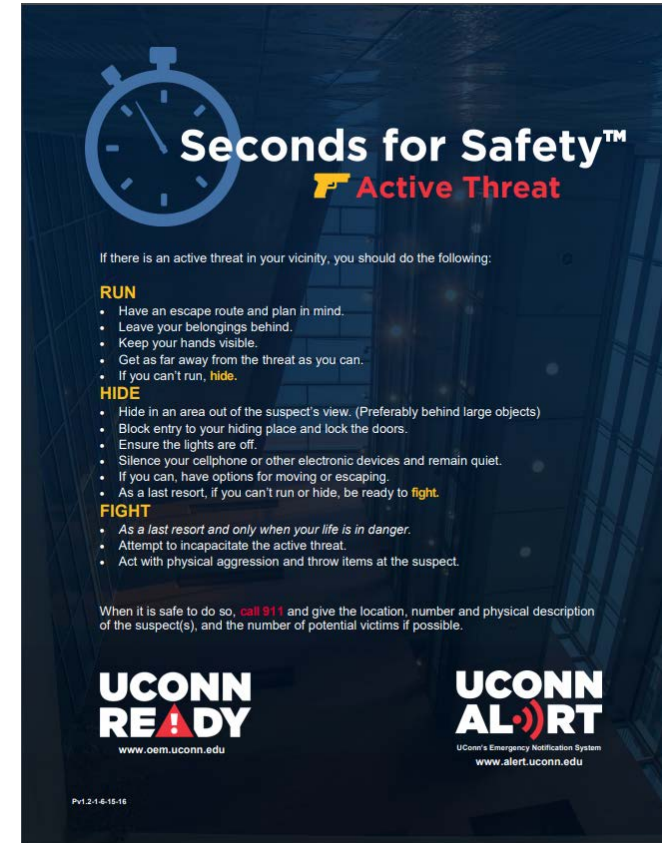
EMERGENCY HAZARD GUIDE



From an active shooter to a lab explosion, emergencies come in all shapes and sizes. Read the UConn Emergency Hazard Guide to learn how to prepare for and respond to different types of emergencies.

 ACTIVE SHOOTER / ACTIVE THREAT	 ALL CLEAR	 BOMB THREAT
 EVACUATE	 LOCKDOWN	 POWER OUTAGE
 SHELTER-IN-PLACE		

- Sign-Up for UConnALERT
- Review the Emergency Hazard Guide
- Take a Few Seconds for Safety
- Make a Plan with the UConnREADY Personal Emergency Planning Tool
- Check out UConn's Emergency Operations Plan (EOP)
- Make a Kit



Seconds for Safety™
Active Threat

If there is an active threat in your vicinity, you should do the following:

RUN

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible.
- Get as far away from the threat as you can.
- If you can't run, **hide**.

HIDE

- Hide in an area out of the suspect's view. (Preferably behind large objects)
- Block entry to your hiding place and lock the doors.
- Ensure the lights are off.
- Silence your cellphone or other electronic devices and remain quiet.
- If you can, have options for moving or escaping.
- As a last resort, if you can't run or hide, be ready to **fight**.

FIGHT

- As a last resort and only when your life is in danger.
- Attempt to incapacitate the active threat.
- Act with physical aggression and throw items at the suspect.

When it is safe to do so, **call 911** and give the location, number and physical description of the suspect(s), and the number of potential victims if possible.

UConn READY
www.oem.uconn.edu

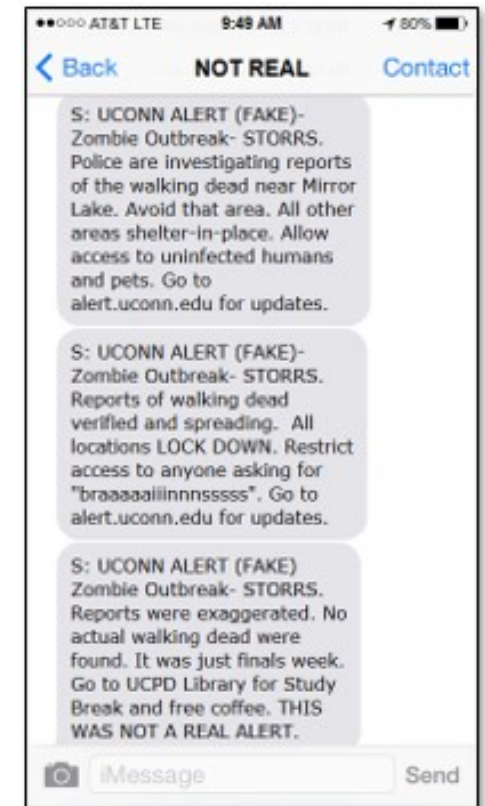
UConn ALERT
UConn's Emergency Notification System
www.alert.uconn.edu

Py12.14-15-16

UConnAlert System

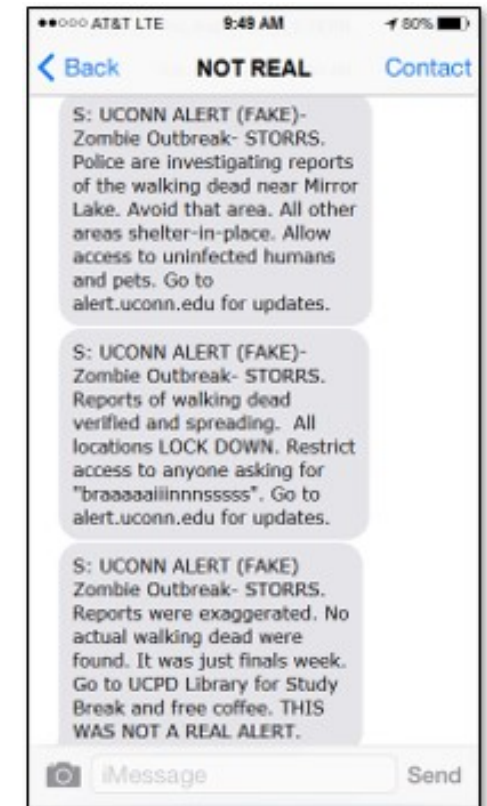
- Official notification system for university across the state
- Notifies of immediate threat to campus community
- Initial activation by 911 call center in Storrs
- Sources
 - Alert.uconn.edu
 - Email
 - My UConn app
 - Text messages
 - “UConnALERT” to 888-777
 - Social media, banner

UConn Health - Operational Status Hotline: 860-679-2001
health.uconn.edu/closing-and-cancellations



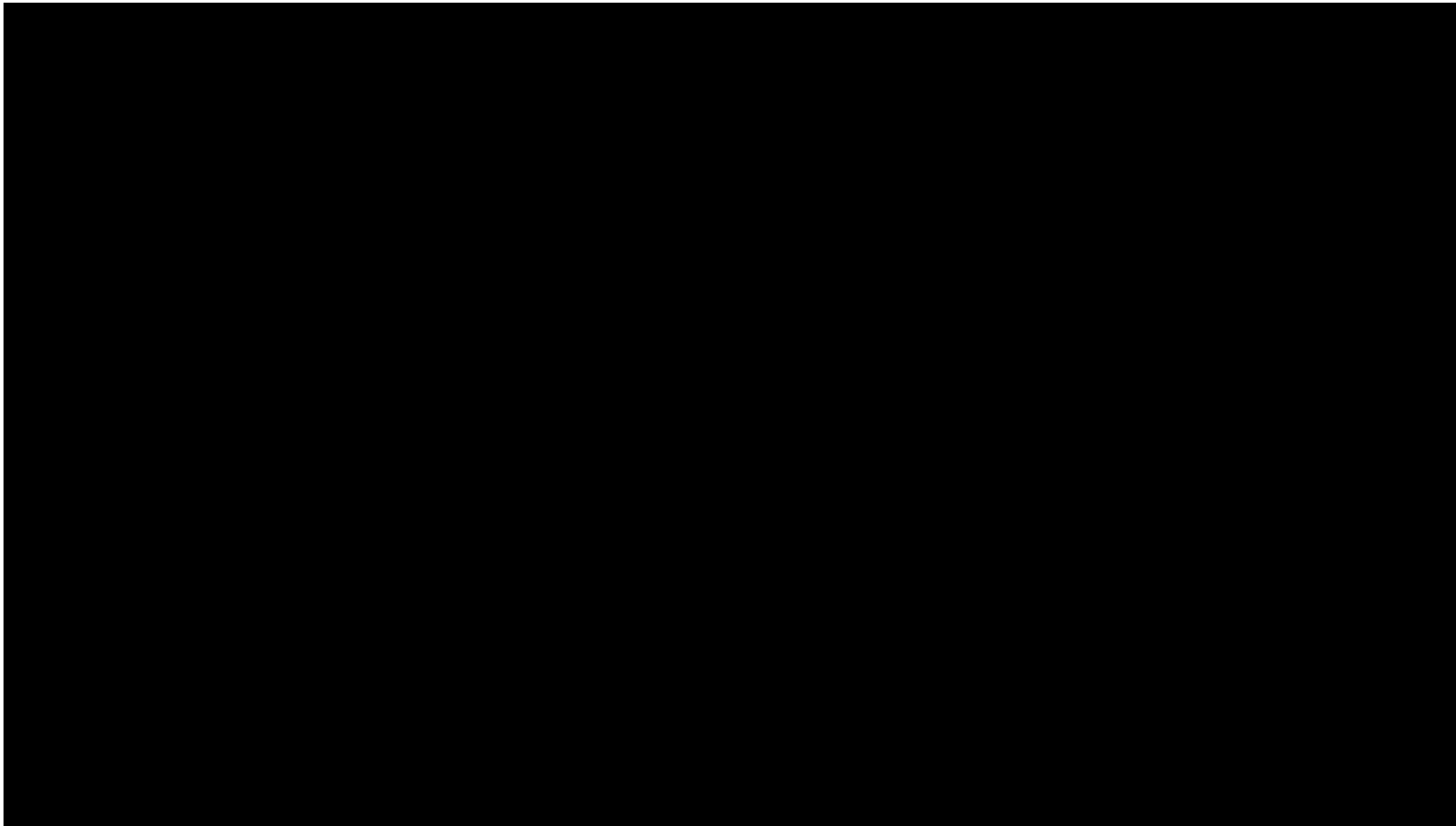
UConnAlert System

- Evacuate
 - Shelter-in-Place
 - Lockdown
 - All Clear



Visit the Hazard Guide for more details

Run, Hide, Fight TM – Ready Houston



How do we RUN



How do we RUN

- **Move quickly; don't wait for others to validate your decision**
- Leave bulky belongings behind
- Run quickly, run erratically, force an attacker to adapt to you
- Increase Survival:
 - Location away from shooter
 - Location not seen by shooter
 - Cover and concealment
 - Pre-determined rally point, staff accountability



How do we RUN

- **Move quickly; don't wait for others to validate your decision**
- Leave bulky belongings behind
- Run quickly, run erratically, force an attacker to adapt to you
- Increase Survival:
 - Location away from shooter
 - Location not seen by shooter
 - Cover and concealment
 - Pre-determined rally point, staff accountability

Call Out

Call 9-1-1:

Description

Location

Type of weapons



How do we HIDE



 **OSU Emergency Mngmnt** @OSU_EMFP Follow

Buckeye Alert: Active Shooter on campus. Run Hide Fight. Watts Hall. 19th and College.

How do we HIDE

- Unable to get out
 - Shooter is between you and the only exit
 - Would have to enter area where shooter is
- Hiding place
 - **Well hidden and protected**
 - Avoid places that might trap you or restrict movement
 - Find a room that can be locked with objects to hide behind
 - Spread out



 OSU Emergency Mngmnt
@OSU_EMFP Follow

Buckeye Alert: Active Shooter on campus. Run Hide Fight. Watts Hall. 19th and College.

How do we HIDE

- Unable to get out
 - Shooter is between you and the only exit
 - Would have to enter area where shooter is
- Hiding place
 - **Well hidden and protected**
 - Avoid places that might trap you or restrict movement
 - Find a room that can be locked with objects to hide behind
 - Spread out

- Barricade door with heavy objects if possible
- Use creative barriers
- Turn out lights
- Become silent (turn off or silence noisy devices)
- Calm the panicked
- Call or text 911



How do we FIGHT?



How do we FIGHT?



- **Assume the attackers intentions are lethal; they are not here to negotiate**
- Be prepared to do whatever it takes to neutralize the threat
- Take action
- Yell, use distraction techniques
- Use improvised weapons
- Decide to survive at all costs

Continuing Safety Education from UConn PD

Community Outreach Unit and Safety Techniques and Awareness Resource Team (START)

- **Responding to an Active Threat (1 or 2 hr)** - expanded concepts, survival mindset, pre-attack indicators and reporting options, UConn Public Safety response protocols and training
- **Workplace Safety (1 hr)** - general safety, situational safety, de-escalation
- **Teambuilding and Communication Workshops (2+ hr)** - custom experiential learning based upon portable activity and adventure- fun and practical
- **Self-defense programs (12 hr)** - gender identity specific programs of progressive self-defense instruction, mindset, skills, practice, and simulation

Questions??

- **Emergency- 911**
- UConn Police Non-Emergency- 860-486-4800
- UConn Fire Non-Emergency- 860-486-4925
- Fire Marshal and Building Inspector- 860-486-4878
- Office of Emergency Management- 860-486-5174





UConn's Commitment to Safety:
At UConn, everyone's safety is everyone's job.

Environmental Health and Safety (EHS)

ehs.uconn.edu | ehs@uconn.edu | Phone: (860) 486-3613 | 3102 Horsebarn Hill Road, Unit 4097 | Twitter: @UConnEHS

Environmental Health and Safety (EHS)

Policies and Procedures to Prevent Personal Injuries and Maintain Regulatory Compliance



Environmental Health and Safety (EHS)



Support from EHS includes:

- Food Safety and Public Health
- Animal Handler Safety
- Laboratory Biosecurity
- Biological Agent Use
- Equipment Surveillance
- Laboratory Design Review
- Institutional Biosafety
- Administration
- Bio-hazard Assessments and Audits

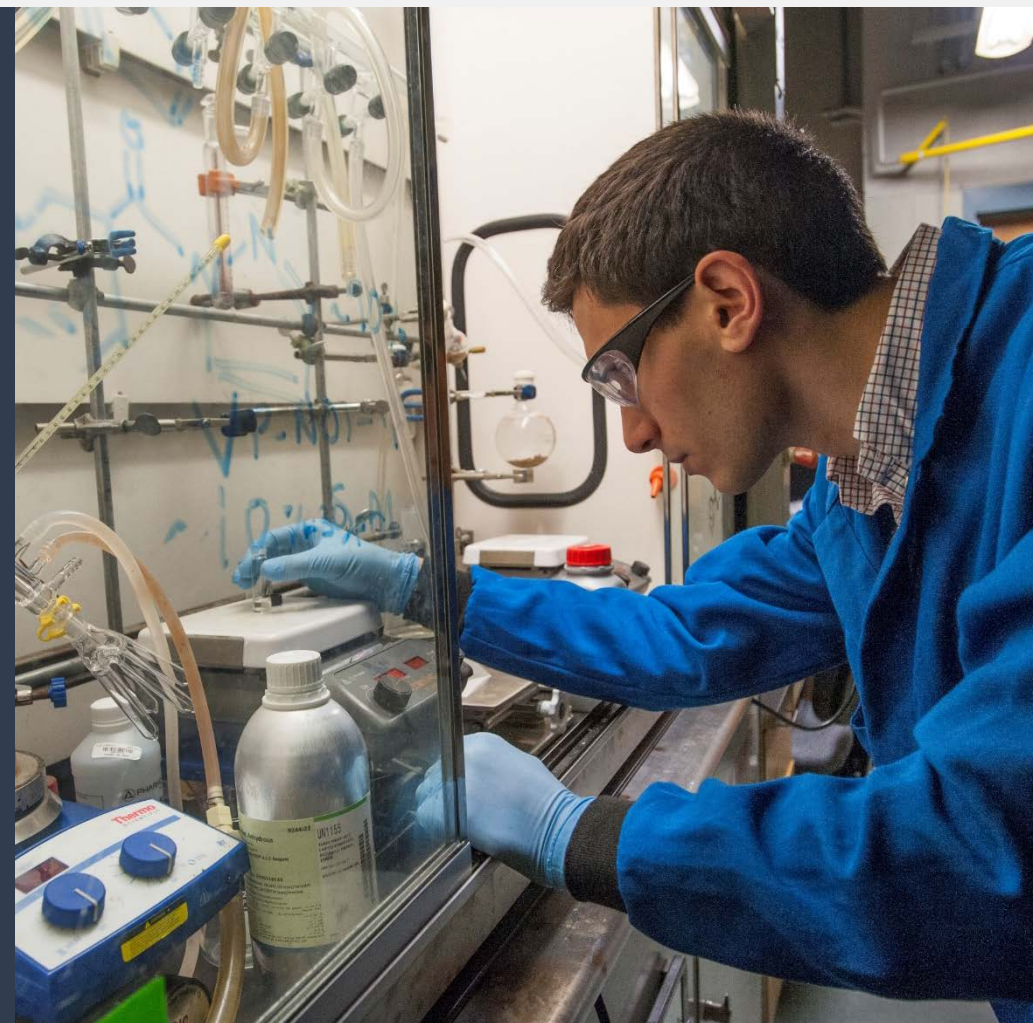


Environmental Health and Safety (EHS)



Support from EHS includes:

- The Chemical Hygiene Plan
- Chemical Fume Hood Evaluations
- Controlled Substances Management
- Laboratory Chemical Inventory Program
- Laboratory Design Review
- Laboratory Safety Inspections
- Hazardous Waste Management
- Regulated Medical Waste Management



Environmental Health and Safety (EHS)



Support from EHS includes:

- Radioactive Materials Program
- Laboratory Equipment Surveys
- Laboratory Safety Inspections
- Radioactive Waste Removal
- Laser Safety Program
- Laboratory Design Review
- Analytical X-Ray Program



Environmental Health and Safety (EHS)



Support from EHS includes:

- Workplace Health and Safety (Non-Lab Settings), Including Inspections
- Accident Investigation and Injury Prevention
- Respiratory Protection
- Indoor Air Quality
- Regulated Building Material Management
- Ergonomics* Contact EHS Training and Outreach for Consultations



Environmental Health and Safety (EHS)



Environmental Programs

Support from EHS includes:

- Air Emissions Testing
- Title V and NSR Air Permitting
- CEPA/NEPA
- Regulated Building Materials
- Soil Management and Disposal
- Storm Water Management
- Water Quality Compliance
- Dam Safety
- UST/AST Compliance



Environmental Health and Safety (EHS)



Committee Support from EHS
(all areas) includes:

- Chemical Hygiene Committee
- Environmental Health and Safety Committee
- Laser Safety Committee
- Undergraduate Lab Safety Working Group
- Institutional Biosafety Committee
- Radiation Safety Committee



Environmental Health and Safety (EHS)

Section Learning Objectives

01 University's Commitment

The University's commitment to ensure the health and safety of all members of its community.

02 Roles & Responsibilities

Your roles and responsibilities with regard to maintaining a safe working and learning environment.

03 Safety Resources

The resources available to help you carry out your work safely and successfully.

University Health and Safety Policy

“The health and safety of all students, faculty, staff, and visitors shall be a principal consideration in the planning and conduct of all University activities and programs.”



Employee Safety Training Assessment (ESTA)

UCONN | UNIVERSITY OF CONNECTICUT

Environmental Health & Safety
Employee Safety Training Assessment (ESTA)

Demographics

Initiator

* Initiator First Name

Shawna

Initiator Last Name

Lesseur

* Initiator NetID

sml08012

Initiator Department

Environmental Hlth and Safety

* Initiator Email

shawna.lesseur@uconn.edu

<https://ehs.uconn.edu/esta/>

* Are you completing this form for yourself or someone else?

Myself Other Employee

Employee Safety Training Assessment

How to Complete

WHA

Workplace Hazard Assessment

- Supervisors
- Workspace Hazards
- Shared with Staff

ESTA

Employee Safety Training Assessment

- All Employees
- Based on Role and Location

Employee Safety Training Assessment

What to Expect



Questions

Employment Specifics - *Training Coordinator*

Laboratory or Non-Laboratory

Equipment and Machinery

Materials

Tasks



Sample Training Prescription

Required Courses

Supervisor review of [Lab Workplace Hazard Assessment \(WHA\)](#) with employee

[Review the Chemical Hygiene Plan and Sign Confirmation](#)

[Initial Laboratory Safety & Chemical Waste Management](#)

Employee Safety Training Assessment

Lab Examples

Sample Positions

- STEM Faculty Members
- Research Assistants and Postdocs
- Lab Supervisors or Assistants
- Administrative Assistants in Open-Concept Lab Spaces

Required Courses

Supervisor review of [Lab Workplace Hazard Assessment \(WHA\)](#) with employee

[Review the Chemical Hygiene Plan and Sign Confirmation](#)

[Biological Safety in Animal Research](#)

[Biosafety General Training or Biosafety General Training \(HuskyCT\)](#)

[Biological Waste \(HuskyCT\)](#)

[Bloodborne Pathogens \(Initial\)](#)

[Initial Laboratory Safety & Chemical Waste Management](#)

[Controlled Substances Training \(HuskyCT\)](#)

Employee Safety Training Assessment

Non-Lab Examples

Sample Positions

- Arts, Engineering, Humanities, and Social Science Faculty or Postdocs
- Farm Workers
- Facilities Personnel
- Student Affairs Program Staff
- Dining Services Staff
- Administrative Staff

Required Courses

Supervisor review of [Non-Lab Workplace Hazard Assessment \(WHA\)](#) with employee

[Hazard Communication: Right to Understand](#) or [Hazard Communication: Right to Understand \(HuskyCT\)](#)

[Lift Truck Operator Safety Training](#)

[Lift Truck Evaluator Training](#)

Employee Safety Training Assessment

Non-Lab Examples

EHS Training and Outreach Team Member ESTA

Location

*** Will the employee work in a laboratory?**

Includes research and teaching labs

Yes No

*** Will employee work in a non-laboratory?**

Includes service, maintenance and production facilities, research studios, warehouses, farm and greenhouse facilities, field operations

Yes No

*** Radioactive materials**

Yes No

*** How will the employee work with or around radioactive materials?**

- Work directly with radioactive materials
- Work in a radioactive materials lab but does not handle radioactive materials
- Enter a radioactive materials lab only to do ancillary work (e.g. animal care, Facilities, research support)

Required Courses

Supervisor review of Lab Workplace Hazard Assessment (WHA) with employee

Supervisor review of Non-Lab Workplace Hazard Assessment (WHA) with employee

Radiation Safety Ancillary Training

Roles and Responsibilities

Employee “Must Do List”



**Keep Current
on Safety
Training**



**Follow
Procedures**



**Use Personal
Protective
Equipment**



**Report and
Help Resolve
Hazards**

Roles and Responsibilities

Supervisor “Must Do List”

ENSURE

Ensure all receive training and information on policies and procedures

IDENTIFY

Identify and correct hazards

CONDUCT

Conduct a **Workplace Hazard Assessment** for each workplace or work activity

PROVIDE

Provide and require the use of Personal Protective Equipment

MODEL

Model safe behavior

Working Alone Policy



No student is permitted to Work Alone in an immediately hazardous environment.

Working Alone means:

“An isolated student working with an immediately hazardous material, equipment, or in an area that, if safety procedures fail, could reasonably result in incapacitation and serious life-threatening injury for which immediate first aid assistance is not available.”



Working Alone Policy

Why it Matters



'A TRUE TRAGEDY': Yale student asphyxiated in lathe accident at chemistry lab, medical examiner rules

Mary E. O'Leary, New Haven Register (CT) Topics Editor
Published 12:00 am EDT, Wednesday, April 13, 2011

“A Yale University student from Massachusetts died in an accident Tuesday night at the Sterling Chemistry Laboratory, Yale officials said Wednesday.”

“Michele Dufault's hair got caught in a lathe, a piece of machinery that spins very quickly, and it pulled her in, sources said. The state medical examiner's office reported that Dufault died from accidental asphyxia.”

Working Alone Policy

What to do if the task/area is deemed a “Working Alone” situation

ASSIGN

Assign a second person for the duration of the immediately hazardous task or for work in immediately hazardous locations (confined spaces, elevated work area, etc.).

OR

RESCHEDULE

Reschedule the work to a time when others are available to help monitor the welfare of the assigned student.



Undergraduate Lab Safety

01 Assess

- HuskyCT Resources

02 Deliver

- Primarily Faculty-Led
- Additional EHS training may be required.

03 Document

- Student Administration Roster



Your Safety Resources at UConn

EHS is Here to Help



SAFETY TRAINING



REGULATED WASTE COLLECTION



SAFETY INSPECTIONS



CONSULTATION SERVICES



FOOD SAFETY & PUBLIC HEALTH



POLICIES, PROCEDURES & FORMS



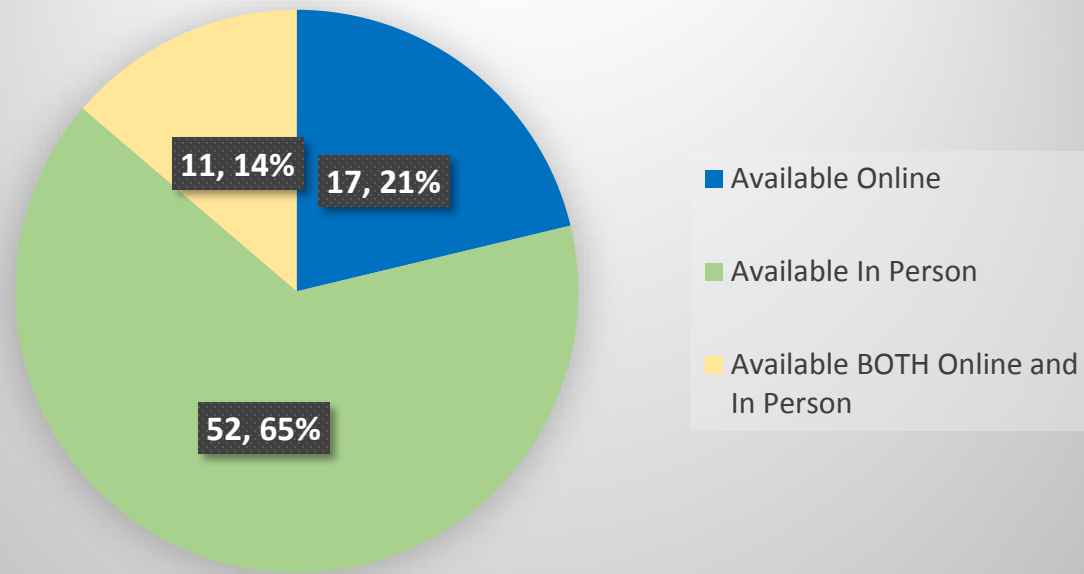
ERGONOMICS



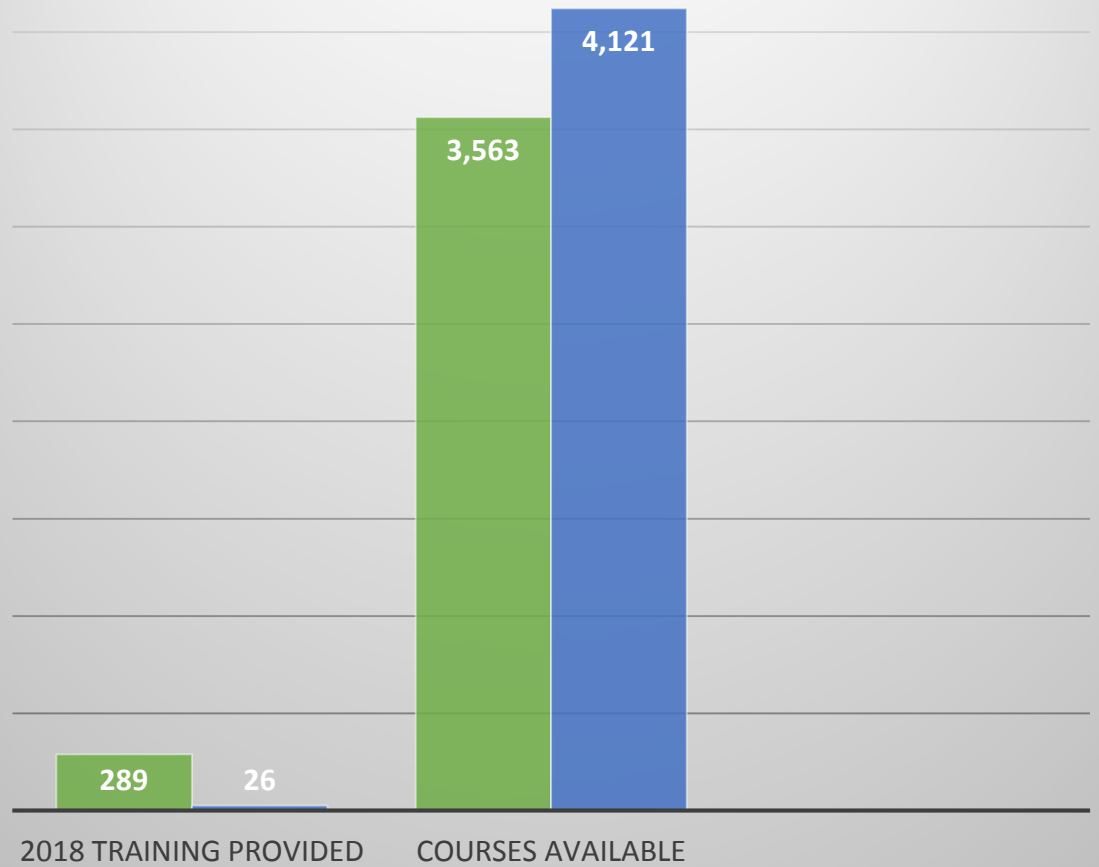
AND MORE...

Safety Training

80 Actively Delivered Training Topics

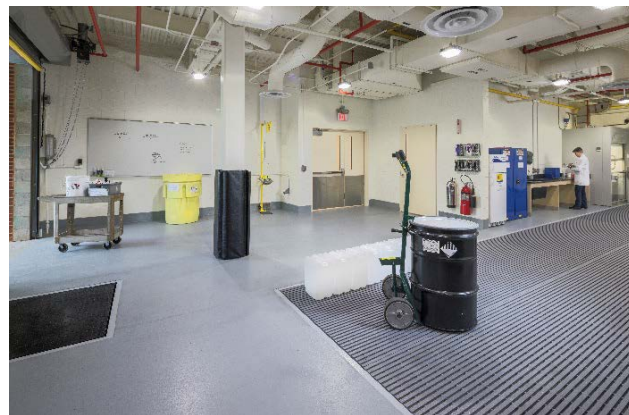
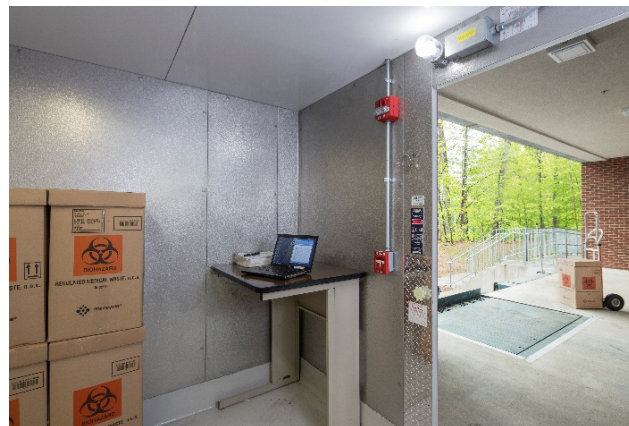


2018-2019 Training Delivered



Regulated Waste Collection

<https://ehs.uconn.edu/regulated-waste-management/>



Safety Inspections and Consultations: Setting Up a New Lab

Lab Move-In Checklist:

ehs.uconn.edu/employees/setting-up-or-vacating-a-lab/

UCONN UNIVERSITY OF CONNECTICUT
ENVIRONMENTAL HEALTH AND SAFETY

For Internal Use Only
Initial & Route
____ Rad
____ Chem
____ Bio
____ EHS File

Laboratory Move-In Checklist

Procedures for Primary Investigators Moving into a Laboratory

Administrative:

- List Principal Investigator(s) associated with this laboratory

Name	Department	UConn Email

- Review the University's [Health and Safety Policy](#).
- PI and all lab personnel must review the University's [Chemical Hygiene Plan](#) and complete the signature confirmation page (see section XVIII).
- Complete [Workplace Hazard Assessment \(WHA\)](#) and review with all lab personnel.
- Order appropriate personal protective equipment (PPE) for each of the lab hazards specified on the WHA, require all lab personnel to use PPE and train them on its proper use (see [PPE Guide for Supervisors](#)).
- For Laboratories at the Storrs and Depot campuses, review the [University Laboratory Chemical Inventory Program](#) for information about how to order laboratory chemicals. (**exception:** for Chemistry Department Laboratories, chemicals are ordered through the [Chemistry Department Chemical Inventory Program](#))



UCONN
DIVISION OF PUBLIC SAFETY

ehs.uconn.edu | ehs@uconn.edu
(860) 486-3613



Food Safety and Public Health

ENVIRONMENTAL HEALTH AND SAFETY

Temporary Food Service Application

Please complete and submit this application **AT LEAST ten (10) business days** prior to the start of the food service event. **Applications submitted less than two weeks in advance of the event may not be considered.**

Organization/Department/Establishment:

Name*:

Address*:

City*:

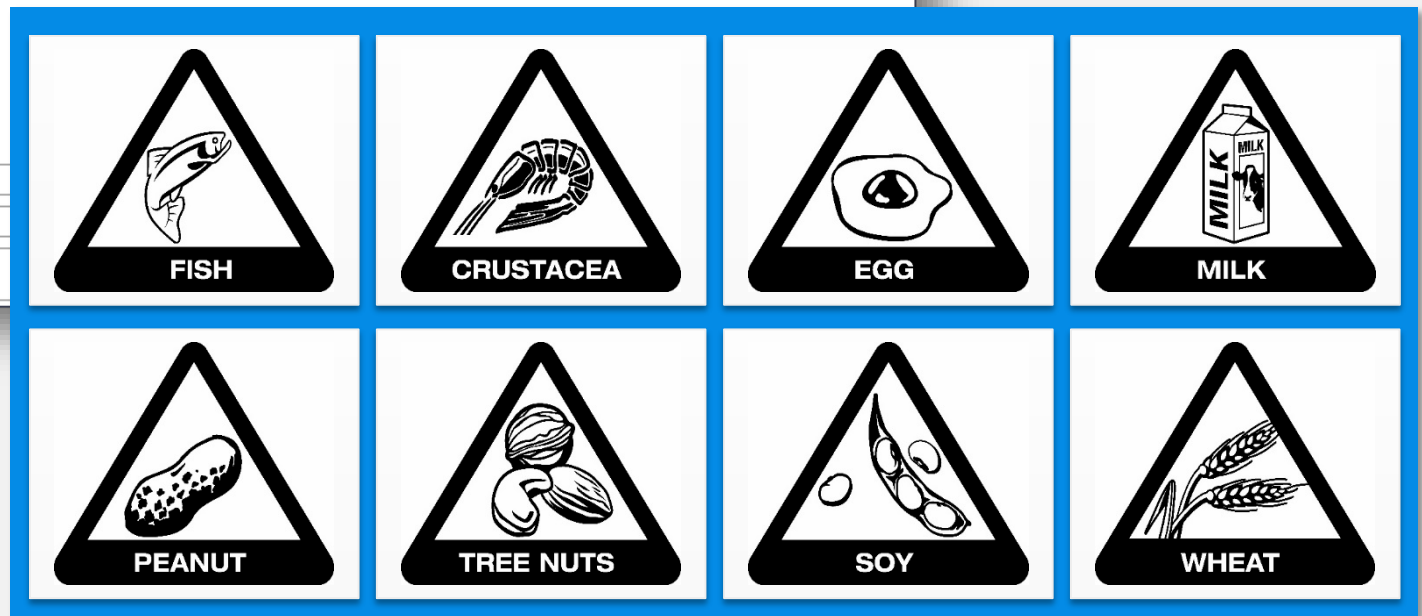
State*:

Zip Code*:

Event Name*:

Event Location*:

Event Date(s):



Policies, Procedures, and Forms

Policies, Procedures, and Forms

General

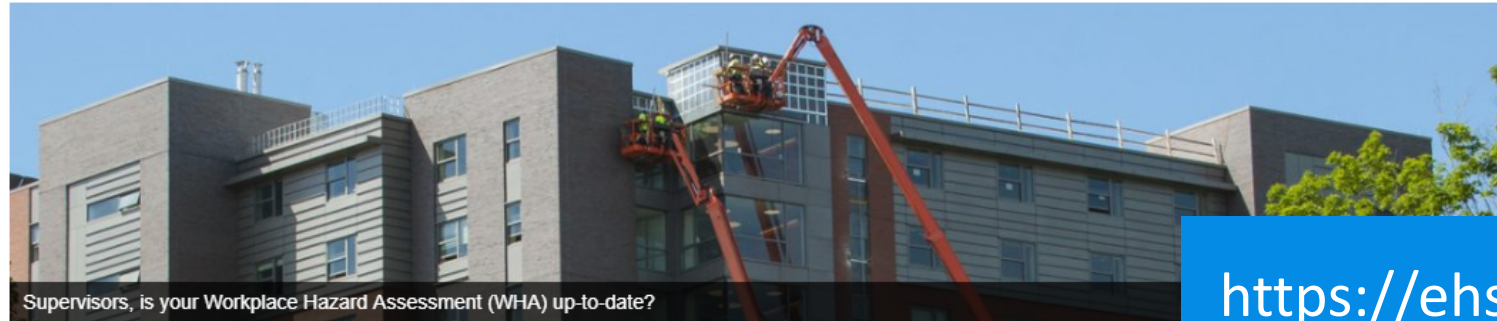
Biological

Chemical

Occupational

Radiation

Food and Public Health



Supervisors, is your Workplace Hazard Assessment (WHA) up-to-date?

<https://ehs.uconn.edu/ppp/>

EHS Policies and Procedures

The Policies and Procedures listed within these sections have been developed by EHS in response to regulatory requirements and/or University committee decisions. Therefore, these items are **mandatory** in nature, and they must be followed to ensure compliance.

- University Health and Safety Policy
- Contractor EHS Manual
- Working Alone Policy
- Space Heater Policy

Forms

Many EHS forms are editable only through Adobe Reader. To ensure these forms function properly, please access links through Internet Explorer or open with an Adobe PDF Reader.

- Employee Safety Training Assessment (ESTA)
- Incident/Injury Reporting
- Lab Move-In and Clearance Forms
- Regulated Waste Pickup Forms
- Workplace Hazard Assessment Form (WHA)

Ergonomics

Ergonomic Demo Stations in EHS Office - Herman Miller and Steelcase Products



<https://ehs.uconn.edu/employees/ergonomics/>

Request an Ergonomic Consultation

Once a month, EHS professionals provide free ergonomic consultations. During their visit to your work station, the EHS team member will work with you to assess how you are using your space and offer suggestions about how you might improve the ergonomics of your practices. Please note, these consultations are not medical evaluations, and no suggestions should be interpreted as requirements.

First Name *

Last Name *

Department/Unit *

Job Title *

Phone *

0 of 12 max characters

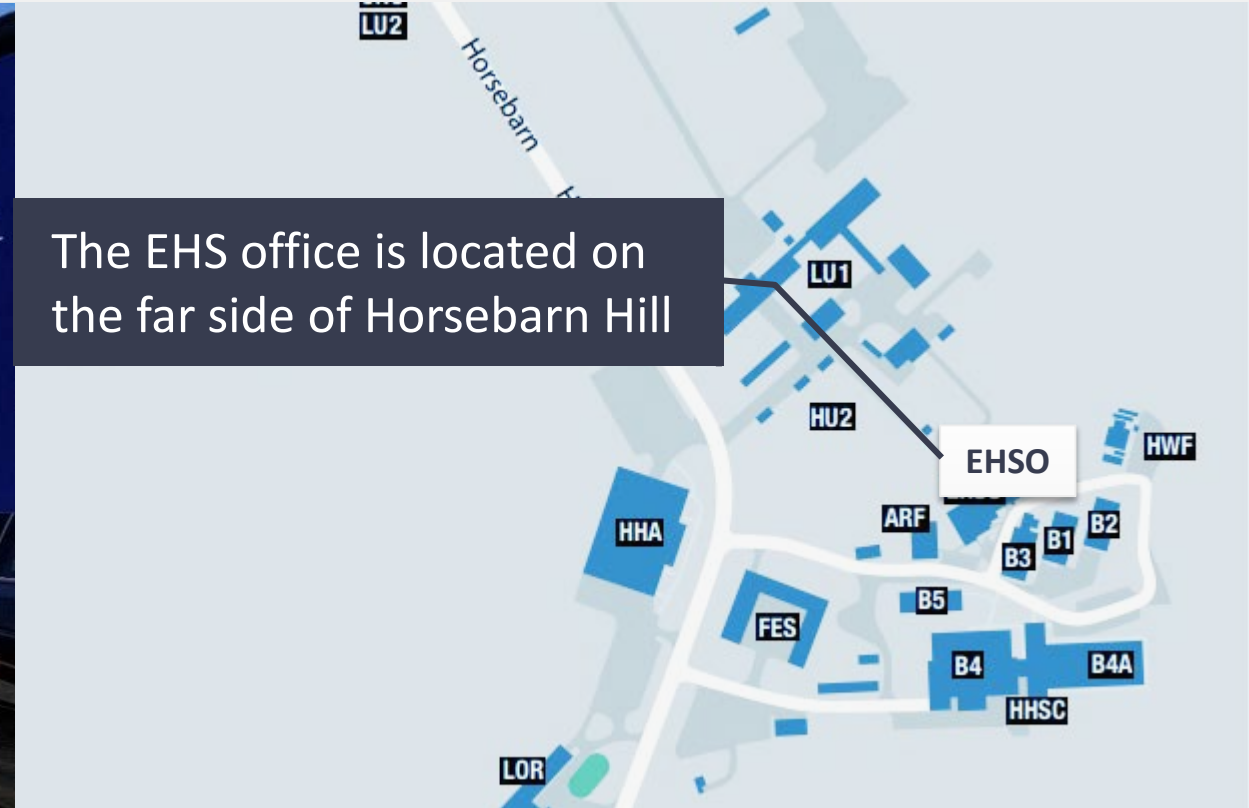
Contact Environmental Health and Safety

New Employee Page

The screenshot shows the UConn Environmental Health and Safety website. The header includes the text 'DIVISION OF PUBLIC SAFETY' and 'Environmental Health and Safety'. A search bar is located in the top right. The navigation menu contains 'Home', 'About', 'Primary Services', 'Faculty/Staff', 'Students', and 'Visitors'. The 'Faculty/Staff' menu is expanded, showing 'ESTA' and 'Workplace Hazard Assessment (WHA)'. The main content area is titled 'Faculty/Staff / New UConn Employees' and features a red heading 'New UConn Employees'. Below this is a welcome message: 'Welcome to the University of Connecticut' followed by a paragraph of text. At the bottom of the main content area, there are two links: 'Watch this video for a quick overview of how to use the WHA and ESTA tools.' and 'Click here to download the current New Employee Orientation handout.'

<https://ehs.uconn.edu/employees/new-uconn-employees/>


Contact Environmental Health and Safety



The EHS office is located on the far side of Horsebarn Hill

EHS Office Hours

Monday - Friday 8:00am - 5:00pm

 860.486.3613

 ehs.uconn.edu

 ehs@uconn.edu

 @UConnEHS



ehs.uconn.edu | ehs@uconn.edu
(860) 486-3613





Office for Diversity and Inclusion

diversity.uconn.edu | diversity@uconn.edu | Phone: 860-486-2422 | 311 Budds Administration Building (3rd Floor)

Getting Started

Fill in the Blanks

Example: 26 = L _____ of the A _____

26 = Letters of the Alphabet

26 = L _____ of the A _____

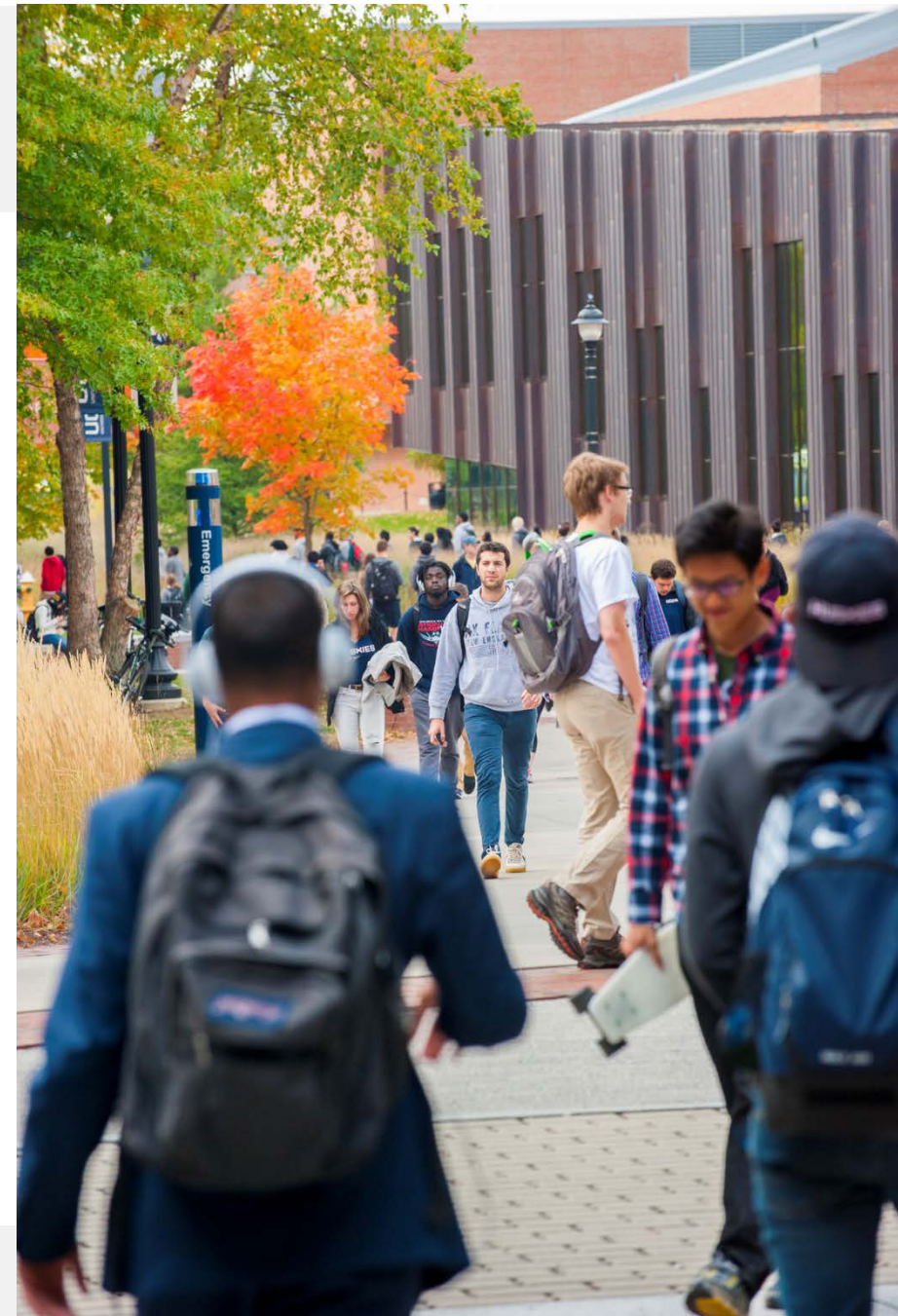
88 = P _____ K _____

4 = Q _____ in a G _____

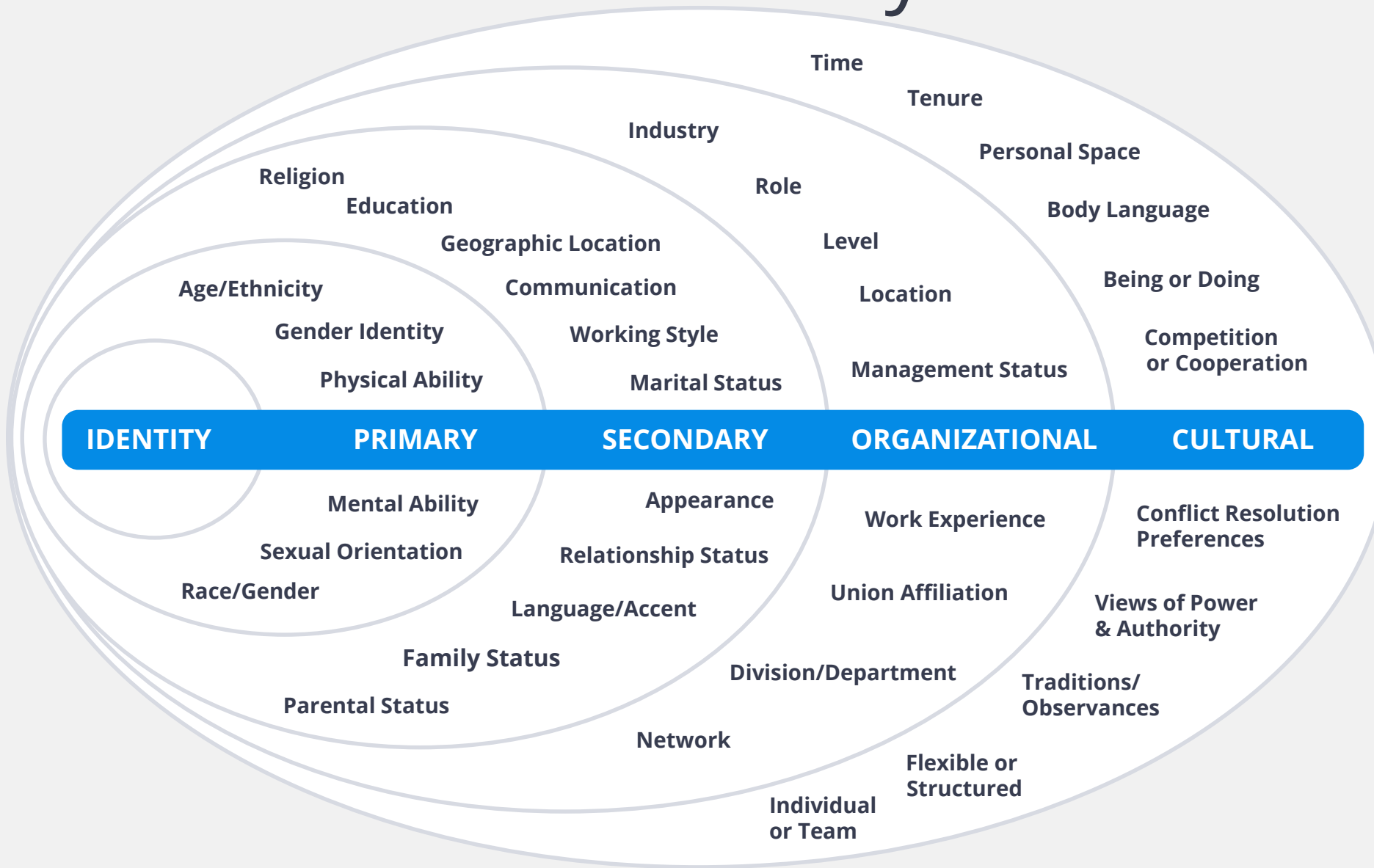
24 = H _____ in a D _____

1000 = W _____ that a P _____ is W _____

200 = D _____ for P _____ G _____ in M _____



Dimensions of Diversity



Internal and External Dimension adapted from:

Marilyn Loden and Judy Rosener, *Workforce America!* (Business One Irwin, 1991)

Diverse Teams at Work, Gardenswartz & Rowe (2nd Edition, SHRM, 2003)

Mission Statement

The mission of the Office for Diversity & Inclusion is to advocate for access and equity across all university units, to welcome and celebrate the experiences of individuals regardless of background through innovative educational programs, and to transform campus climate to build a more welcoming and inclusive community.



University Diversity Council

- › The University Diversity Council is charged with the development and implementation of a multi dimensional strategic diversity and inclusion plan that supports the diversity core value as stated in the academic plan and the six core recommendations of the Diversity Task Force.
- › Composed of faculty, staff, and students across all academic and administrative units on campus. The council also supports the execution of initiatives that would further the University's goals of becoming a more inclusive community and a leader in diversity and inclusion in higher education.



Strategic Initiatives

Programs

- NEW! Women of Color Retreat
- NEW! Student Diversity Module
- NEW! NCORE Student Delegation
- First GEN @UConn
- Annual MLK Jr. Living Legacy Convocation
- Annual Inclusive Excellence Lecture Series
- Cultural Awareness Month Events

Development

- NEW! New Employee Orientation- HR
- Diversity & Inclusion action plans
- Professional Development series (Webinars)
- Inclusive Teaching practices- CETL
- Diversity Dashboard- OIRE
- Diversity Awareness Trainings- OIE
- Search Committee Trainings- OIE

Cultural Centers



Puerto Rican/Latin American Cultural Center

Our Cultural Centers
are open to everyone!



Employee Affinity Groups

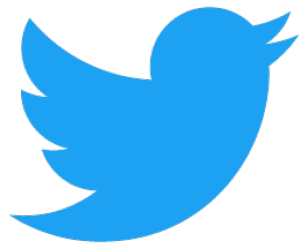
African American Faculty & Staff Association
Asian American Faculty & Staff Association
Association of Latinx Faculty and Staff
LGBTQIA+ Faculty & Staff Affinity Group
Women of Color Group
Women's Affinity Group



Questions?

Office for Diversity and Inclusion
Budds Building Suite 311
Phone: 860.486.2422
diversity@uconn.edu

Follow us: [@uconndiversity](https://twitter.com/uconndiversity)





Ombuds Office

...serving faculty, staff, and graduate students

ombuds.uconn.edu | jim.wohl@uconn.edu | Phone: (860) 486-5143 | Homer Babbidge Library, 2nd Floor, Rm. 2-182

Organizational Ombuds

Over 300 US Colleges and Universities

- › Multinational corporations, Financial industry, Healthcare, United Nations

Early resolution of problems before they escalate

- › Some work after conclusion of formal resolution

Confidential, Informal, Independent and Neutral

- › Voluntary, private, participate in solutions
- › Supplements UConn problem solving by administration, HR, Compliance Offices, Unions
- › Has no positional authority and does not participate in formal processes (investigations, fact findings, grievances, etc.)



Engaging with the Ombuds

Confidential Discussion

- What's been going on?
- What steps have you taken?
What responses?
- What would be a good outcome
or a good next step?

Activities

- 1-on-1 coaching/consultation
- Multiple party conversations
- Inquiries, gather info
- Identify systemic issues
- Upward feedback

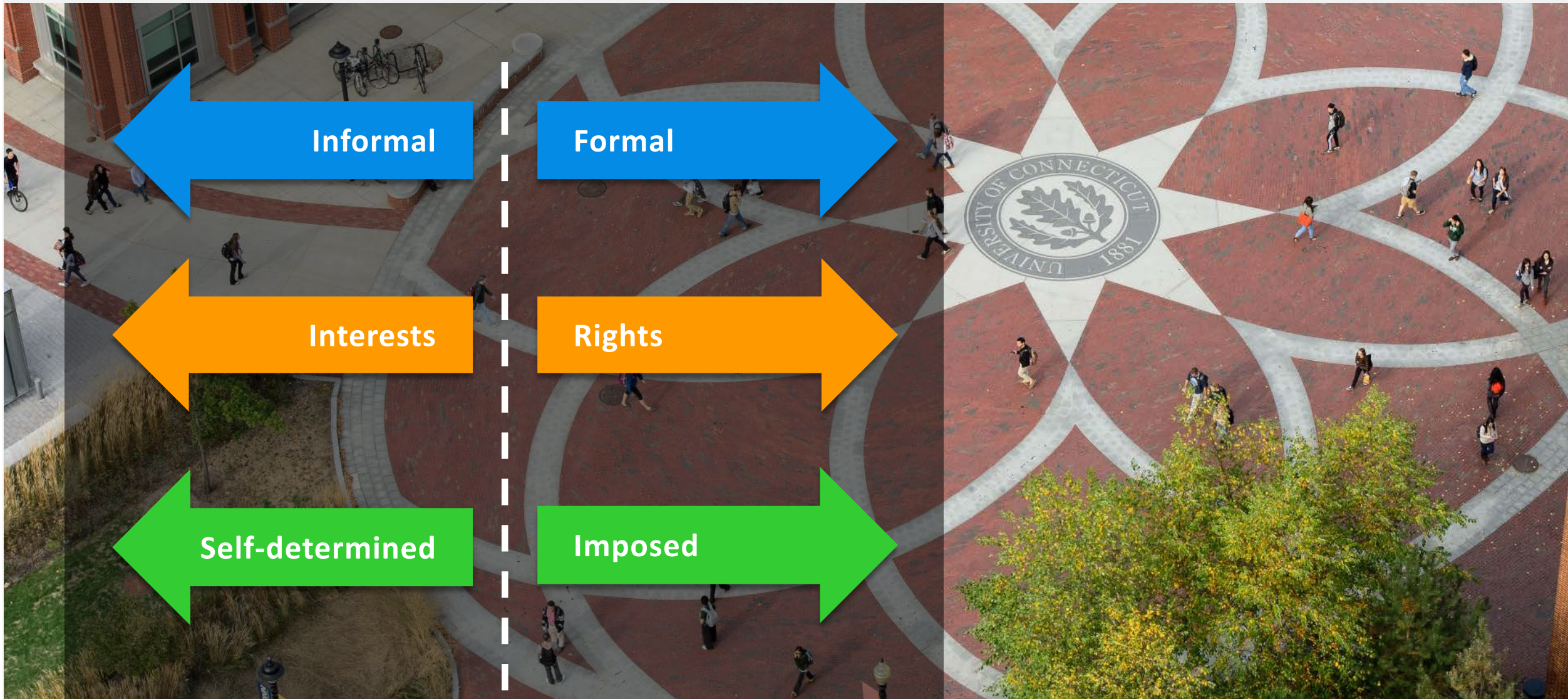
Ombuds Actions

2/3 of cases: working with individuals confidentially


1/3 cases: engaging across campus

- serving as third party
- referral to other on-campus office
- 15% make inquiries, provide feedback

Conflicts & Problems



Sample of Issues

- 
- Coaching effective communication
 - Preparing for difficult conversations
 - Dept./Unit conflicts
 - Research collaborations
 - Abrasive behavior
 - Authorship
 - Changing advisors, programs
 - Proposing new ideas/practices
 - Misunderstood policies



-Sign and Turn in Acknowledgement Form
-Take our Survey
Thank You!

Human Resources

hr.uconn.edu | hr@uconn.edu | Phone: 860-486-3034