MONTHLY MEETING TOPICS

Updates and friendly reminders for Facilities Services employees regarding HR policies and procedures.

FIRE PREVENTION/FIRE EXTINGUISHER TRAINING

October is Fire Prevention Month. The history of National Fire Prevention Month has its roots in the Great Chicago Fire, which occurred on October 9, 1871.

All shops/areas should review basic fire safety procedures, including procedures for building evacuation (do not use elevators), and the location and operation of fire-alarm pull stations and fire extinguishers in the assigned work area.

In the event of a fire, get out of the building and stay out! For more information visit: uw.edu/facilities/orgrel/emergency_management.

FOR SUPERVISORS/MANAGERS

Anyone who is expected to be able to use a fire extinguisher must receive annual training.

Refer to Facilities Services Emergency Evacuation and Operations Plans (EEOP) for additional tips on fire and building evacuation – this information is available on Facilities Employee Services web page at uw.edu/facilities/orgrel/eeop.

Review your building’s evacuation plan with your employees.

WEAPONS ON CAMPUS

Per WAC 478-124-020 Conduct on campus code – Prohibited conduct; possession or use of firearms or other dangerous weapons is prohibited on campus/university premises (except for authorized university purposes), including your personal vehicle if parked on university premises, unless prior written approval has been obtained from the University Chief of Police.

If you have a concealed weapons permit, you must still obtain prior written approval from the University Chief of Police to bring a firearm/weapon on campus/university premises.

INCLEMENT WEATHER/SUSPENDED OPERATIONS

Facilities Services employees provide essential services to the University and are expected to work regardless of temporary closure or suspension of University operations. Unless told otherwise by your supervisor, all of Facilities Services staff are considered essential. Supervisors should discuss shop/area expectations with employees so that everyone has a clear understanding of whether or not they are expected to work under these circumstances.

Always check in with your supervisor and follow departmental call in procedures. In the event of an emergency that occurs while at work, employees must check in with their supervisor before leaving campus and/or going home. Sick leave is not an available leave option during suspended operations/temporary closure.

FOR SUPERVISORS/MANAGERS

Review and read the Facilities Services' policy on Inclement Weather/Suspended Operations at uw.edu/facilities/orgrel/files/documents/policies/inclement_weather_07_11.pdf