OVERVIEW

ABOUT

The Campus Safety office fosters a secure environment for the University’s academic and research enterprise. Emergency planning and routine safety operations are at the forefront for the departments in this area of the Financial and Administrative Services (FAS) portfolio. The Campus Safety mission analyzes, prepares for, protects from, and responds to potential hazards and safety risks in order to promote the safety and continuity of the university environment and operations.

Our vision provides a resilient framework and environment that enriches the university academic and research mission by establishing an innovative and adaptable safety culture.

Our core values are rooted in the framework of Service, Stewardship, Integrity, Innovation, Diversity, and Teamwork.

Our overarching goals are designed to:

• Develop, gain approval for, and implement safety and security programs that ensure the welfare of our campus community;
• Develop, implement, and sustain effective campus safety and security communications;
• Promote best management practices in campus safety operations;
• Foster high quality services, campus diversity, and leadership that supports Campus Safety operations; and
• Promote safety and security educational programs throughout the campus community.

Our team consists of Environmental Health & Safety, Fire Prevention Services, and the Office of Emergency Preparedness.
LEADERSHIP

FROM THE ASSISTANT VICE PRESIDENT

Welcome to the Campus Safety Annual Report. The information outlined in these reports signifies a holistic approach to what our units accomplish annually in support of the education and research mission on campus. The campus safety mission is an ever-evolving process designed to support student life, academic, research, athletics and operational endeavors on the University's main and satellite campuses. This year we have addressed numerous challenges facing our university community, from dealing to the coronavirus pandemic to the impact of severe weather. This “new normal” presented our units with opportunities to be innovative and supportive in a variety of unique ways. These individual unit reports provide a snapshot of the contributions that our organization has made throughout the 2020 calendar year in alignment with both the University mission and our organizational values. This collection of data represents a foundational strategy targeting identified opportunities to enhance our campus environment and effectively manage safety. A strategy designed with your health and safety in mind.

Stay safe. Stay Resilient.

Sincerely,

JIMMY JOHNSON
ASSISTANT VICE PRESIDENT, OFFICE OF CAMPUS SAFETY
ANNUAL REPORT
2020

Addressing Environmental Health and Safety Needs of The University of Texas at Austin and Satellite Campus Communities
Laboratory Safety Specialist Matt McKinney prepares to disinfect a bathroom space for COVID-19 prevention.
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OVERVIEW

ABOUT US

Environmental Health and Safety (EHS) is a campus department with a mission to protect students, faculty, staff and visitors, to promote healthy and safe operations on campus, and to ensure the protection of the environment. EHS works closely with campus colleges and departments such as Facilities Services (FS), the University of Texas at Austin Police Department (UTPD), Fire Prevention Services (FPS), Emergency Preparedness (EP), Project Management and Construction Services (PMCS), Utilities and Energy Management (UEM), and Capital Planning and Construction (CPC) to achieve our mission.

Much of our focus is mandated by city, state, and federal regulations that are designed to protect human health and the environment. By focusing our attention on regulatory compliance and the application of best practices we ensure a safe learning, working and visiting environment for everyone at The University of Texas at Austin.
PROGRAMS AND SERVICES

PROGRAM AREAS

CAMPUS, OCCUPATIONAL AND LABORATORY SAFETY
- Chemical Safety
- Biological Safety
- Laboratory Evaluations
- Hazardous Materials Shipping
- Fall Protection
- Asbestos Service Center
- Hearing Conservation
- Aerial Lift and Crane Safety
- Machine Shop Safety
- Respiratory Protection
- Confined Space
- Indoor Air Quality
- Electrical Safety

ENVIRONMENTAL PROGRAMS
- Regulatory Compliance and Support
- Hazardous Waste Management
- Food and Water Safety
- Stormwater Management
- Wastewater Management
- Pollution and Spill Prevention
- Equipment Safety
- Emergency Response
- Green Labs

RADIATION AND LASER SAFETY
- Radioactive Materials Permitting and Licensing
- X-ray and Laser Registration
- Laboratory Evaluations

SERVICES

ANIMAL MAKE SAFE
- Wildlife Incidents
- Animals on Campus

FOOD AND DRINKING WATER SAFETY
- Food Safety Inspections
- Food Distribution Approval
- Drinking Water Testing

EMERGENCY RESPONSE
- On-Call Program
- 24/7 Emergency Response

PROJECT PLANNING AND DESIGN REVIEW
- Asbestos and Lead Survey
- New and Existing Construction Review
- Design and Construction Standards
- Drain Destination Testing

TRAINING AND OUTREACH
- Training Management
- Campus Outreach

UNMANNED AERIAL VEHICLES
- UAV Request Approval
Welcome to the 2020 Annual Report for Environmental Health and Safety. My how things were different from previous years!

This year has been an incredible challenge for EHS and campus. Our efforts to help keep the campus operating revolved around COVID-19 health and safety guidance and implementation, which was in addition to business as usual. The COVID-19 side of things was particularly difficult because technical information was desperately needed, but not available. As a consequence, EHS applied best practices in biological health and safety until federal guidance was developed. All this occurred while EHS continued to perform our everyday jobs such as waste management, laser inspections, laboratory safety reviews and construction site reviews for storm water compliance.

John
JOHN SALSMAN
DIRECTOR, CHP
ENVIRONMENTAL HEALTH AND SAFETY

Financial and Administrative Services (FAS) Media Manager Veronica Trevino, talks with Environmental Health and Safety (EHS) Director John Salsman about how EHS collaborates with others to help keep the campus as safe and healthy as possible when a member of our campus community tests positive for COVID-19.
TEAM

NENA ANDERSON
ASSOCIATE DIRECTOR
ENVIRONMENTAL PROGRAMS
• Environmental Programs
• Food and Drinking Water Safety
• Emergency Response

ANDREA MCNAIR
ASSOCIATE DIRECTOR
CAMPUS, OCCUPATIONAL AND LABORATORY SAFETY
• Biological and Laboratory Safety
• Campus and Occupational Safety

DEWAYNE HOLCOMB
ASSOCIATE DIRECTOR
RADIATION AND LASER SAFETY
• Radiation Safety
• Laser Safety

MANAGEMENT

TRAINING AND OUTREACH

ENVIRONMENTAL PROGRAMS

BIOLOGICAL AND LABORATORY SAFETY

CAMPUS AND OCCUPATIONAL SAFETY

RADIATION AND LASER SAFETY

Total: 35 employees

Annual Report 7
MARCH 23 to end of OCT EHS worked with FS and UEM-MD to conduct flushing and testing of the potable water system on Main Campus and PRC.

MARCH - JUNE Staff responded to 12 environmental incidents, performed 4 dye tests, and conducted 28 SWPPP inspections in support of construction activities.

MARCH - DEC Throughout the pandemic EHS provided continued support to ongoing campus operations such as waste management, incident response, construction review and site visits.

APRIL Lab Safety begins building walks to ensure laboratories in safe state across campus.

JULY Lab evaluations resumed to coincide with the University’s Research Restart Plan.

JULY - SEP EHS and FPS in support of FS helps with the delivery, storage, and campus distribution of thousands of gallons of hand sanitizer.

AUG Food truck and campus food service inspections continued for locations re-opening for the fall semester.

Late SEP More than half of food establishments on campus closed.

OCT Football game

EHS supported Austin Public Health site visit to campus.

JAN 1/15 Hazardous Material Management begins to expand test users for on-line chemical waste submissions.

FEB 2/4 EHS provides Austin Fire Department (AFD) tours of the university’s waste facility as part of an effort to develop the relationship between EHS and AFD.

2/5 First Lab Supply Swap held.

2/26 EHS participates in UT Marketplace.


2/13 University announces closure due to pandemic.

2/16 First disinfection of office space due to COVID-19.

2/18 EHS asks Research to prepare for a long-term shutdown and submit all waste that could be hazardous.

2/18 Chemical fume hood inspections continue in support of research resuming.


APR 4/8 EHS collects 1,133 chemical waste items and 528 biological waste items from labs to aid in shutdown efforts.

4/8 Earth Day canceled due to COVID-19.

MAY 5/27 Department of State Health Services performs hazard communication audit.

JUN 6/17 EHS transitions to handle all disinfection responses internally.

8/13 Texas Commission on Environmental Quality (TCEQ) performs an Industrial Hazardous Waste Inspection for all of UT Austin's Main Campus.

8/25 TCEQ issues UT Austin a potential Notice of Violation (NOV) with 30 days to correct.

SEP 9/4 EHS submits Closure Report to correct potential NOV.

9/9 City of Austin performs a Wastewater Pretreatment Compliance Inspection at J.J. Pickle Research Campus (PRC).

9/10 EHS begins waste management for the new Ambulatory Surgical Center.

9/17 TCEQ performs a Public Water System investigation at McDonald Observatory.

9/21 Bats are discovered in the Physics, Math, and Astronomy (PMA) building leading to a months-long exclusion project.

OCT 11/2 UT Health Austin’s Mitchell and Shannon Wong Eye Institute officially opened requiring laser safety support.

12/08 TCEQ Notifies EHS that UT Austin is now compliant.

DECEMBER 12/15 DMS begins vaccination efforts while EHS provides continued support.

12/17 Department of State Health Services performs AHERA inspection at USX for asbestos.

12/31 By the end of the year EHS addressed the disinfection or closure of 151 locations on campus due to COVID-19.
COVID-19 brought unprecedented change and challenges to the university and to EHS. Like the rest of the university, EHS had to quickly pivot to meet those challenges while still providing exemplary service to campus.

Challenges included workload increases, providing services with a reduced workforce on campus, on-demand cross-training, loss of workplace connectivity, having a healthy and safe worksite, maintaining organizational culture, and personal and mental health. While staff were spending hundreds of hours on new COVID-19 related duties, such as disinfection, COVID-19 Reopen Plan reviews, and COVID-19 testing site reviews, our regular work did not stop. Empty buildings and an empty campus brought new challenges, such as drinking water testing and monitoring high hazard laboratories. Construction quickly amped up, requiring environmental sampling and pre-construction reviews. There was an influx of hazardous waste disposal requests as researchers closed down their labs. EHS continued emergency response for issues such as spills, animals, and odors and performed laboratory evaluations, and fume hood and autoclave testing.

EHS core values established prior to the pandemic helped our team navigate these work challenges during these uncertain times. These core values (excellence, customer orientation, competency, teamwork, trust, and continuous improvement) served as the guide to how we conducted ourselves with our coworkers and our customers and have become even more important since we've been working from home without the standard structures of a typical work and office environment.

EHS staff attend a meeting on March 6, 2020 to discuss COVID-19, respirators, and EHS roles and responsibilities in the event the university would shut down.
In a rapidly changing environment, agility is key. Agility is defined as the ability to quickly shift gears to support changing business needs. Diversity helps to drive agility as diverse teams share different perspectives which leads to better collaboration and more creative solutions. EHS values diversity in skills, experience, and ideas.

When faced with a crisis such as the pandemic, diverse multi-skilled employees can close the gap to keep critical functions operating when staffing is low. Although EHS had begun cross-training staff before the pandemic, the pandemic forced a multitude of new roles on our staff. For example, Lab Safety staff assisted with hazardous waste pickups, Occupational Safety and Hazardous Waste staff responded to COVID-19 cases, and one of the Associate Directors even picked up the mail. Everyone did their part and more to ensure EHS was able to continue to serve the campus.

Not everybody or every environment is subject to the same type or amount of risk, especially in regards to COVID-19. As safety professionals, we often have the opportunity to have contact with the workforce more than other departments. Because of that, it’s crucial to keep differences in mind. Occupational Safety spent 850 hours reviewing over 100 COVID-19 safety reopen plans for 40 departments by identifying and reducing risks. Reviewing the reopen plans through a lens of diversity allowed us to be more effective in protecting the safety of everyone by paying attention to those who are most at risk.

2020 was all about resetting norms, which included remote work. EHS responded to this challenge by creating a hybrid of on-site and remote work, which changed as circumstances and conditions evolved both on campus and in the community. EHS required staff to be on-site for responsibilities such as waste management, COVID-19 disinfection, and emergency response. A schedule was created to allow rotation between on-site and remote work while keeping the number of on-site staff to a minimum. Flexible schedules are an effective means of boosting diversity as they allow EHS employees to take more control over their work-life balance, especially during an unprecedented event such as the pandemic.
Like most of campus, EHS began meeting virtually through Zoom in early 2020. Virtual meetings allowed for a sense of team continuity while employees were working both on-site and remotely. Zoom meetings were held about every three weeks throughout 2020.

Occupational Safety, Radiation Safety and Environmental Programs staff cross-trained to be part of the Animal Make Safe team, who respond to wildlife incidents on campus.

<table>
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<tr>
<th>OUTREACH</th>
<th>OCCUPATIONAL SAFETY</th>
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<tr>
<td>31,876 People reached through social media posts</td>
<td>10 Departmental reviews for 8 different departments</td>
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History has shown that crises drive innovation. COVID-19 forced EHS to be creative in developing new ways to deliver services and support our customers and the university as a whole. Much of this was done by re-purposing the knowledge, resources and technology we already had at hand.

In 2020, we were asked to review hazard and safety requirements for disinfectants proposed for COVID-19. Our knowledge and skills were used to assess procedures needed to decontaminate spaces previously occupied by a positive COVID-19 individual. EHS's decontamination knowledge was tested over and over again because of the unique nature of both the spaces and cases identified on campus such as control rooms in 24-hour operation, chemical/biological laboratories, dance studios, weight rooms, machine shops, art studios, vehicles and various locations containing fine art or sensitive equipment.

EHS regularly meets with new Principal Investigators (PIs) to orient them to campus safety. Due to COVID-19, in 2020 most of these orientations were successfully performed remotely with only the site-visit portion needing to be on campus. We also restructured our instructor-led training so that it could be provided virtually. Through virtual training, EHS was able to work with the Chemistry department to provide lab safety training to incoming teaching assistants. Virtual access also allowed us to participate in virtual events such as the UT Center for Community Engagement Virtual Volunteer Fair.

EHS assisted the university by identifying risk-appropriate locations and operational logistics needed to setup COVID-19 testing sites around campus, as well as transporting these biological samples for analysis on-site. Along with these site reviews, EHS accommodated the need for expedited protocol and space review for COVID-19 research. EHS maintained open communication with COVID-19 researchers, investigated lab incidents and assisted researchers by leveraging EHS skills to positively influence their work to be more effective and safe. This included activities such as reviewing data, selecting and accessing sampling locations and providing needed equipment for sample collection.

In 2020, Green Labs revamped the battery recycling program to reduce liability by only accepting batteries from labs at our monitored expanded polystyrene, plastic film, and cold pack recycling collections. We created educational materials to help participants decide if their batteries can be recycled or need to be disposed of through EHS. The battery recycling program is now safer and more efficient.

EHS also ended a decades-long struggle to get fall protection infrastructure added to a regular preventative maintenance schedule. Working with FS to provide this service will ensure fall protection that is installed on campus remains functional. Non-compliant fall protection will be easily identified and rectified during routine inspections and re-certifications.
Biosafety Officer Chris Singh decontaminates a researcher’s centrifuge and room following a blood sample tube break.

Green Labs Coordinator Lindsey Yazbek poses in front of polystyrene foam ready for recycling.

EHS coordinated Austin Fire Department's annual confined space safety drill on campus.

| LAB SAFETY | 27 | New PIs on-boarded virtually |
| TRAINING | 6 | Instructor-led courses taught virtually |
Never was operating with a culture of integrity more important than during a global crisis such as the COVID-19 pandemic. Clear and transparent communication and leadership assured our customers that their needs would be met while also addressing issues relating to employee welfare, such as physical health and safety.

While most buildings remained closed and labs vacant, Lab Safety personnel performed walk-throughs of the majority of the main campus and PRC buildings that house labs. With labs shut down, it became increasingly important for someone to walk through the labs and corridors to ensure a safe state. Chemical containers can leak, objects can fall down or over, piping and tubing can fail or develop leaks and equipment can overheat. Many labs had little time to prepare their lab for a shutdown. Any problems identified were communicated to research staff and building managers. If appropriate, EHS staff corrected the problem while in the laboratory. In addition to the walk-throughs of laboratory buildings, EHS performed individual laboratory evaluations. No lab evaluations were performed in April, May or June. Lab evaluations resumed in July to coincide with the university’s Research Restart Plan. Lab evaluations included site visits along with virtual meetings with key lab personnel.

To enhance our knowledge on COVID-19 mitigation options, Occupational Safety staff attended multiple COVID-19 industrial hygiene courses. This knowledge allowed staff to stay at the forefront of the COVID-19 pandemic as it pertains to occupational safety and health so we could recommend best practices for activities such as holding events and return-to-work scenarios.

Despite the pressures of additional duties as a result of COVID-19, EHS successfully navigated the university through many regulatory and compliance inspections, some done virtually – a first for the university. The City of Austin conducted a wastewater inspection at PRC, with a combination of virtual meeting and on-site inspection. The TCEQ inspected McDonald Observatory with a review of specific paperwork and also conducted a virtual inspection at main campus for compliance with waste regulations. EHS staff worked diligently to provide extensive documentation for the waste inspection. Potential violations were resolved and no violations were issued. The Texas Department of State Health Services (TxDSHS) conducted Radiation Safety inspections both in-person and virtually. These included the Mammography Quality Standards Act (MQSA) Mammo inspection, the American College of Radiology (ACR) inspection of PET, CT and MRI, X-Ray inspection, DPRI RAM inspection, MSI RAM inspection, and MSI X-ray Inspection, all with no violations. TxDSHS also conducted Occupational Safety inspections virtually for the Asbestos Hazard Emergency Response Act (AHERA) and Laboratory Safety inspections for the Texas Hazard Communication Act (THCA).
The Lab Safety group walked all the high hazard labs regularly between April and July and visited many other lower risk labs. Any problems identified were communicated to research staff and building managers. If appropriate, EHS staff corrected the problem while in the laboratory.

Environmental Specialist Corina Hernandez (bottom right) attends fume hood “owner” training for the chemical fume hoods in the Welch Hall 1978 Wing renovation.

**ENVIRONMENTAL PROGRAMS AND RADIATION SAFETY**

- **9** City and state inspections completed with no violations

**BIOSAFETY**

- **750** Protocol reviews for the Institutional Biosafety Committee (IBC), Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC)
The pandemic created uncertainty around service for EHS customers. While EHS responded to our expanded COVID-19 responsibilities, we communicated quickly and clearly with our customers to let them know our normal services would continue, including laboratory evaluations, hazardous waste management, temporary food permitting, fume hood and autoclave testing, water sampling and testing, responding to animal incidents, protocol reviews, and emergency response. We outlined the steps we were taking to keep our customers and employees safe and provided information on how to reach us as we served our customers in new ways.

In March 2020, EHS performed the first COVID-19 disinfection of an office space. By June, EHS began to handle all disinfection responses internally. Despite EHS needing to purchase $6,500 in new equipment and response materials, EHS helped the university maintain operations and avoid $23,524 in COVID-19 disinfection costs by carefully evaluating and responding to 151 affected spaces.

Occupational Safety developed an EHS Employee Guide for returning to work during the pandemic. This plan was adopted by the Office of Campus Safety and subsequently, the entire FAS portfolio. In addition, EHS assessed multiple reusable cloth face coverings and disposable surgical masks/N95/KN95s for campus purchase to be made available to our staff and students. This evaluation included layers, material type, functionality and comfort, as well as fit and coverage on different face sizes.

EHS staff continued to provide stellar support for active construction projects. The work involved inspections, sampling, and testing while taking precautions with added personal protective equipment (PPE). EHS staff also responded to several spills during the early months of campus shutdown.

The pandemic drove an increase in labs relocating to conduct COVID-19 specific research, relocating equipment within lab spaces, and bringing new equipment on-line, all of which require EHS sign off. Of primary importance in a COVID-19 lab, EHS maintains biological safety cabinet (BSC) certifications, ensures proper installation, requires proper operational procedures, and ensures containment equipment like a BSC is available to those that need it.

EHS staff continued the testing of fume hoods and autoclaves. When issues arose, EHS staff worked collaboratively with FS to get the items resolved. This ongoing effort enabled research activities on campus to continue safely and without interruption.

In 2020, EHS began supporting two new units that opened at UT Health Austin, The Mitchel and Shannon Wong Eye Institute and the on-site Ambulatory Surgery Center. EHS provides support to the centers by overseeing activities related to laser and radiation use. EHS also provides support for biohazard waste processing.
As a result of laboratory building closures due to COVID-19, companies delivering hazardous materials to campus had great difficulty performing deliveries. Some of these deliveries were diverted to Campus Distribution Services (CDS) which is off-campus. CDS personnel were not prepared or trained to manage these hazardous deliveries, so EHS started making the deliveries as needed between CDS and Main campus/PRC. EHS worked closely with CDS to prepare and train their staff so that they could take over these responsibilities by the end of the year.

Senior Lab Safety Specialist Rudy Guerrero delivers packages to main campus from Campus Distribution Services.

**ENVIRONMENTAL PROGRAMS**

820
Chlorine tests on the UT-Austin water system

**COVID-19 RESPONSE**

15,795
Total sq. ft. disinfected for COVID-19 by EHS staff
Hazardous Materials Specialist Justin Sibley handles chemical waste drums at the Materials Transfer Center (MTC).

Laboratory Safety Specialist Zac Frieband performs a Laboratory Safety Evaluation.

<table>
<thead>
<tr>
<th>Radiation Safety</th>
<th>Laboratory Safety</th>
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<tr>
<td>8 New Laser PIs on-boarded</td>
<td>1,000 Lab evaluations. No lab evaluations were performed in April, May, or June due to COVID-19.</td>
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<th>Food Safety</th>
<th>Laboratory Safety</th>
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<tr>
<td>100 Hours for food service inspections</td>
<td>76 Hazardous materials deliveries by EHS from Campus Distribution Services to Main campus/PRC</td>
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</table>
Food Safety Specialist Justin Pepper inspects a food vendor at the stadium prior to a football game while escorting Austin Public Health staff.

Environmental Specialist Claire LeGrow performs a bi-annual wastewater sampling at PRC for the university's permit with the City of Austin.
In 2020, EHS had to pivot to be able to continue providing critical functions and services to our customers while assisting and protecting EHS staff.

To protect our staff, EHS began daily office cleaning and sanitizing while establishing guidelines for staff that were working on campus. To keep on campus and at-home staff connected, we began a series of bi-weekly virtual “check-ins” and the occasional virtual coffee hours and staff events to relay important information, ask questions, and reinforce our departmental community.

To protect campus, EHS worked in partnership with UEM, FS, University Housing and Dining (UHD) and building-specific maintenance units to develop a campus-wide flushing plan for water distribution systems. When water distribution systems go unused, water becomes stagnant and unfit for human consumption. Hydrants and building systems were flushed to ensure that the distribution system had fresh water supply coming in. In conjunction with the flushing, EHS conducted approximately 820 chlorine tests on the university water system to ensure water quality was maintained when buildings were unoccupied or had a lower occupancy status due to COVID-19. Using the test results, EHS was able to communicate with campus partners on a regular basis regarding the locations where additional flushing was needed. EHS then retested, and the flushing and retesting steps were repeated until a passing result was reached.

Occupational Safety designed the framework for a campus-wide incident database that will be used to investigate incidents. In response to the financial burden of the COVID-19 pandemic, EHS worked with Technology Resources to develop an internal solution in lieu of a third-party vendor. This will end up saving the university tens of thousands of dollars over just the first few years and has the added benefit of being created and maintained in-house.

To promote waste minimization, Green Labs held the first Lab Supply Swap in February 2020, saving researchers over $24,800 in acquisition costs. The fall Lab Supply Swap was unfortunately canceled due to COVID-19, but Green Labs wanted to ensure that rooms full of laboratory supplies including glassware, plastic-ware and some small equipment could still be used by other researchers. Green Labs organized the rooms and inventoried each item (over 1,200 items). Green Labs worked with College of Natural Sciences to secure a storage location for the items and created a COVID-19 safe on-line inventory for other researchers to view and request items.

Green Labs also worked with the Hazardous Materials and Lab Safety groups to create a Surplus Chemical Program. The program will save researchers and the university significant costs by redistributing usable chemicals to researchers instead of disposing of them as costly hazardous waste. It will provide a structured system for capturing the redistribution of surplus chemicals and will promote the sharing of resources among labs across campus.
When faced with costs of up to $800 each for laser safety signs, Laser Safety was able to reduce that cost by several hundreds of dollars by sourcing individual components and assembling the signs in-house. Signs were then provided to building managers or PIs with instructions on how to install them.

2020 hazardous waste disposal costs were $127,511 less than in 2019. This is due to reduced operations during the pandemic and recouping approximately $45K from laboratory clean outs or construction projects. Disposal costs are recouped from the originating project, or auxiliary service. Disposal costs that are avoided are due to EHS consolidating waste, reusing containers, and recycling batteries.
### 2020 EHS ANNUAL REPORT

**Hazardous Materials Manager Eric Wilson provides a facility tour for the Austin Fire Department at the MTC.**

**Baby opossum rescued on Main campus by Animal Make Safe. This baby was transported to Wildlife Rescue for care and eventual release.**

<table>
<thead>
<tr>
<th>GREEN LABS</th>
<th>RADIATION SAFETY</th>
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<tr>
<td><strong>450</strong></td>
<td><strong>3,869</strong></td>
</tr>
<tr>
<td>Pounds of materials diverted from the landfill during the Feb. Lab Supply Swap</td>
<td>Radiological clinical procedures at Dell Medical School overseen by Radiation Safety</td>
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<tr>
<th>OCCUPATIONAL SAFETY</th>
<th>LASER SAFETY</th>
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<tr>
<td><strong>13</strong></td>
<td><strong>35</strong></td>
</tr>
<tr>
<td>COVID-19 SOPs created</td>
<td>New lasers required safety and compliance support</td>
</tr>
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Red diesel from a construction site spilled on campus and made it to Waller Creek. Due to the size of the spill EHS brought in a third-party contractor to perform the cleanup. The materials in the picture were being used to absorb the spilled diesel.

Researchers and laboratory personnel look over items during the first Lab Supply Swap held in February 2020.
Many have said that the COVID-19 pandemic is perhaps the greatest threat to team connectedness we have ever seen. Since many university staff began working remotely due to the pandemic, it quickly became necessary to find ways to work “together apart.” For EHS, 2020 brought more of a need for workload sharing and cross-training than ever before. EHS staff also were asked to do “teamwork on the fly” in order to meet the needs of campus.

When the university was closed due to COVID-19, there was an influx of waste disposal requests from researchers who were shutting down their labs. The abundance of requests necessitated additional EHS personnel to help the Hazardous Waste team.

Lab Safety walked the floors of laboratory buildings between April and July. This work was performed in teams of two (socially distanced) because the buildings were entirely or mostly empty. If a hazardous situation was encountered, a second person had to be available to assist or request help.

Occupational and Biological Safety worked together to review mask options for incoming students by creating a risk ranking system. Our review included materials, construction and testing of masks as well as hands-on functionality and comfort based on face shapes and sizes.

EHS staff continued the testing of fume hoods and autoclaves. When issues arose, EHS staff worked collaboratively with Facilities Services to resolve. This ongoing effort enabled research activities on campus to continue safely and without interruption.

Although 2020 was a challenging year, construction projects did not stop. As a member of the Technical Review Team (TRT), EHS participated in the pre-construction review of 314 campus projects affecting faculty, students, staff and visitors. We shared viewpoints, opinions and expertise with our campus stakeholders including deans, faculty, building managers, UEM, FS, and FPS. We commented on campus renovation and new construction projects during planning and design development, imparting the expertise of university stakeholders with architects and engineers.

In September 2020, EHS was notified of a significant bat intrusion on the 8th floor of the Physics, Math and Astronomy building (PMA). The bats had gone unnoticed at first since so few people were in the building. EHS in coordination with PMCS and a contractor removed and excluded bats in a months-long project that also involved the College of Natural Sciences, FAS Communications, and Custodial Services.

EHS participated in the Fall 2020 Campus Reopening Plan to conduct building walk-throughs of over 150 buildings on Main campus and PRC. There were three main groups: Building Evaluation Teams, Signage Teams, and Classroom Teams. The Building Evaluation Teams coordinated with
building managers to help them with their Facilities Readiness and Navigation checklists. The Facilities Readiness checklist included inspecting for building systems, security systems, elevator issues, rodent issues and other common maintenance problems. The Navigation checklist was used to ensure that buildings were ready to reopen by identifying where signage should be posted, flow of traffic, and occupancy limits for each room. Signage Teams focused on fabricating and installing signage throughout the buildings, and Classroom Teams executed furniture changes for reduced occupancy and confirmed occupancy requirements in relation to social distancing guidelines.

Senior Occupational Safety Specialist Anthony Estilllore dons PPE in preparation to respond to a request to disinfect an office space due to COVID-19.

- **OCCUPATIONAL SAFETY**
  - **40** Events reviewed for 10 departments for COVID-19 safety guidelines and protocols
- **ANIMAL MAKE SAFE**
  - **70+** Bats safely and humanely removed from PMA
- **LAB SAFETY**
  - **214** Laboratory building floors walked to check for hazardous situations
- **PLAN REVIEW**
  - **314** Pre-construction drawings and specification submittals reviewed by EHS staff
FUTURE OUTLOOK

2020 was a time of constant disruption and uncertainty. EHS will evolve and change roles, responsibilities, and focus as we continue to face the challenges of COVID-19. COVID-19 will influence future programs where compliance, sustainability, and technology will likely play big roles. EHS met the challenges of 2020 and will continue to provide expertise and essential services to support the university in 2021.

PROGRAMS AND INITIATIVES

The Green Labs program has collaborated with a professor, UEM, Resource Recovery and Texas Career Engagement to create the Green Labs Student Certification program to be administered through Canvas. The program will give undergraduate and graduate students structured training opportunities to learn about lab sustainability. Green Labs is also working closely with UEM to create a Green Labs manual for researchers. It is a comprehensive guide for how to run a more sustainable lab at the university with a focus on water and energy conservation.

Other future initiatives and programs include a new inspection database (UT HERD, described on the following page), enhancements to the stormwater management program, Occupational Safety Incident Management and Confined Space databases, an Assured Conductor Program (electrical safety), Control of Hazardous Energy Program, Fall Protection Design and Construction Standard, Pressure Vessel Standard Operating Procedure, Physical Hazard Building Inspections, and updates to the Fall Protection and Respiratory Protection Programs.

OPERATIONS

EHS continues to plan for the department's eventual move with all of Campus Safety to the East Campus Garage. EHS is working with PMCS staff to ensure that our new space allows us to continue our prompt and efficient customer service and response to campus.
ORGANIZATION

EHS continues to evaluate the need for new full-time support staff as the campus continues to grow. A new Laboratory Safety Specialist position will provide support to Dell Medical School.

SERVICES

UT HERD (Hazard Evaluation and Risk Database) is a new electronic information management database used to streamline the laboratory safety process and provide better service to researchers and laboratory personnel.

Environmental Management System (EMS) is a web-based application EHS uses to track chemical waste from the point of generation to disposal.

A complete overhaul to the EHS website will allow for users to quickly and efficiently find the information they need.

CORE VALUES

We will continue to implement the core values in every facet of our organization from hiring to customer service to meet the challenges and dynamic nature of environmental health and safety as our workplace continues to grow and our community becomes more diverse.
Addressing the Fire Prevention Needs of The University of Texas at Austin
FSSS technician and FPS inspectors Stacey Alley and Francisco Gutierrez preparing for a fire drill
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OVERVIEW

ABOUT US

The University of Texas at Austin Fire Prevention Services (FPS) office ensures a safe environment for faculty, staff, students and visitors by providing a comprehensive fire prevention program. Our fire safety professionals are charged with monitoring all university buildings for compliance with local and state requirements. They partner with our community stakeholders to perform the inspections and drills necessary for risk reduction and the potential negative impacts of fire on campus.

As part of our continual effort to improve campus safety and emergency preparedness, FPS serves as the University’s liaison with the Texas State Fire Marshal’s Office and local emergency responders. Our organization ensures that new construction projects comply with applicable codes, as well as to develop compliance solutions for existing structures. We dedicate ourselves to the campus community through a comprehensive program of inspection, prevention, plan review and public education efforts designed to minimize risk and maximize campus fire safety.

Fire Prevention Services is under the Campus Safety office within the Financial and Administrative Services portfolio. Units under this portfolio support and enhance the University’s core mission to be more effective, efficient, and achieve operational excellence.

FINANCIAL AND ADMINISTRATIVE SERVICES
DARRELL BAZZELL, SENIOR VICE PRESIDENT AND CHIEF FINANCIAL OFFICER

CAMPUS SAFETY
JIMMY JOHNSON, ASSISTANT VICE PRESIDENT

FIRE PREVENTION SERVICES
WAYMON JACKSON, DIRECTOR
__PROGRAMS AND SERVICES__

**PROGRAM AREAS**

**INSPECTIONS**
- Fire Inspections
- Food Truck Inspections
- Dormitory Inspections

**PLANS REVIEW**
- Design/Construction Drawings
- Specifications
- Alternate Means and Methods
- Fire Department Access
- Shop Drawings

**FIRE EXTINGUISHER MAINTENANCE**
- Annual Maintenance and Inspections
- Replacing Discharged and out of Service Fire Extinguishers
- Servicing Fire Extinguishers
- Returning Fire Extinguishers into Service

**RESPONSIBLE ENGINEER PROGRAM**
- Consulting with Stakeholders on Fire and Life Safety Issues
- Liaison with State and Local Authorities

**MCD FIRE MARSHAL**
- Fire Inspections
- Fire Protection System Inspections, Testing, and Maintenance
- Wildfire Prevention and Response
- Safety Training

**SERVICES**

**TRAINING**
- Fire Extinguisher Training
- Crowd Manager Training

**FIRE DRILLS**
- Coordinating Fire Drills with Building Managers and FSSS
- Monitoring and Evaluating Drills

**SPECIAL EVENTS**
- Assisting with Event Fire Safety Planning
- Pre-Event Inspections
- Monitoring Events/Fire Watch
- Pyrotechnics Inspection and Monitoring

**OUTREACH**
- Community Engagement
- Social Media
- Live Demonstrations

**LIFE SAFETY ENHANCEMENTS**
- Fire Alarm Installations/Upgrades
- Fire Suppression Installations/Upgrades
- Emergency Lighting Installations/Upgrades

**WILDFIRE PROTECTION PLANNING**
- Wildfire Response Plans
- Wildfire Prevention
- Controlled Burns
- Emergency Response
- Landscape Management
TEAM

DIRECTOR’S STATEMENT

I am pleased to present our 2020 Annual Report and thank you for taking the time to review our ongoing activities and achievements in what has proven to be an exceptionally challenging year. On Friday, March 13, 2020 the University closed for what I had would have been one month at the most, and all FPS staff began conducting their work remotely. One year later, university operations continue to be impacted by our response to the COVID-19 pandemic.

When it became clear that the suspension of in-person activities would extend for multiple months the FPS team adapted operations to complete our critical work in a remote environment. FPS engineering staff has worked primarily from their homes since the campus began operating in a largely remote environment. Fire inspectors, due to the nature of their work, began their return to campus within weeks initially working in shifts to promote social distancing, and eventually returning to campus full time as were able to make changes to our office accommodations.

As the University began planning to return to in-person learning and research activities FPS inspectors and engineers worked closely with other university departments in planning and executing a safe return to campus. These special projects included developing plans for safely storing and deploying alcohol-based hand sanitizers throughout campus (a highly flammable substance, determining occupancy numbers, conducting fire inspections, and participating in the building reopening “Tiger Teams” that surveyed and prepared buildings for the return to classroom learning.

The FPS team has also had to implement several changes to our normal business operations to continue to serve the University community as most are working and learning remotely. FPS engineers have successfully transitioned to conducting plan reviews and consulting with clients from their homes. FPS inspectors have developed an online version of our fire extinguisher training that is available via UT Learn. Inspectors have also had to adjust their procedures for performing fire inspections and fire watches in an uncertain environment, adjusting to new procedures and PPE requirements that frequently changed as our understanding of COVID-19 expanded.

The year 2020 was very stressful and extraordinary in so many ways, but FPS staff rose to the occasion and approached every dilemma in a logical and pragmatic way. I am very proud of their perseverance and determination to serve the University's needs in these challenging times.

Waymon

WAYMON JACKSON
DIRECTOR,
FIRE PREVENTION SERVICES
**ORGANIZATION**

Joshua Lambert  
Assistant Director  
Assistant Fire Marshal  
- Engineering  
- Technical Operations  
- Special Projects

Francisco Gutierrez  
Lead Inspector  
Fire Inspections  
- Fire Inspections  
- Fire Drills  
- Fire Extinguisher Maintenance

**Total: 10 employees**
FPS embraces diversity in all things that we do; from our approach to fire prevention, to our team members, and how we interact with the university community at large. FPS approaches the fire safety needs of The University of Texas at Austin community through three distinct practices: Enforcement, Engineering, and Education. This approach allows us to improve fire safety at the university by creating good habits, ensuring the construction of a safe built environment, and intervening when issues are discovered. The FPS team comes from a wide variety of backgrounds, bringing with them an array of experience that contributes to a well-rounded perspective on fire safety. Our team members have served in the fire service, multiple branches of the armed forces, municipal and state government, as fire protection contractors, and as consulting engineers in a variety of sectors. We strongly believe that fire safety is a community effort. FPS works closely with stakeholders from across the university community to achieve safety in all aspects of operations at The University of Texas at Austin. We also strive to improve the fire safety of students, faculty, staff, and visitors in their lives outside of the University through a wide array of outreach and educational activities including social media, community engagement, training, and large-scale fire demonstrations.

We believe the best ideas are born from sharing viewpoints, opinions, and perceptions from colleagues with varied backgrounds and experiences.
REOPENING TEXAS: “TIGER TEAMS”

In order to help slow community spread of the virus that causes COVID-19 the university ceased most on-campus operations on March 13. As planning began for bringing students and faculty back to campus for the fall semester multidisciplinary teams, with members from across the FAS portfolio, were put together to ensure a safe return to campus for students, faculty, and staff. These teams, nicknamed “Tiger Teams,” were made up of representatives from Facilities Services, Project Management and Construction Services, Environmental Health and Safety, FPS staff, and building managers. These teams of diverse professionals worked tirelessly over a six-week period inspecting facilities, reconfiguring 240 general purpose classrooms, installing over 20,000 signs and 40,000 zipties, rearranging furniture, and completing 35 additional departmental project tasks. FPS is proud to have supported these efforts to bring our students and faculty back to campus safely for the fall semester to continue the important work of transforming lives for the benefit of society.

PROTECT TEXAS: HAND SANITIZER IS HAZARDOUS?

Frequent hand washing is one of the key measures in preventing the spread of COVID-19. Alcohol-based hand sanitizers are a key part of our toolbox to keep our hands clean while out in public and hand sanitizing stations are now a common sight in our daily lives. The CDC recommends using a hand sanitizer that contains at least 60% alcohol, many hand sanitizers contain up to 80% alcohol. However, the alcohol that makes hand sanitizers effective against viruses also makes it a hazardous material from a fire prevention perspective. Fire codes heavily regulate the storage and use of flammable and combustible liquids in buildings. Alcohol-based hand sanitizer is a Class 1 flammable liquid, the highest hazard rating, and the fire codes have special requirements and provisions for hand sanitizers in recognition of the hazard that they can present as well as the important and useful part that they play in maintaining hygienic environments. As the COVID-19 pandemic unfolded the University began to incorporate hand sanitizer stations throughout campus on a large scale. Thousands of hand sanitizer dispensers were deployed and provisions for local and bulk storage were required to keep operations running smoothly. Finding suitable locations for bulk storage of thousands of gallons of these flammable liquids was particularly challenging and required a great deal of careful coordination and creativity. FPS worked closely with Facilities Services, Project Management and Construction Services, building managers, and other groups on campus to safely set up these operations.
Fire risks are constantly evolving as new technology emerges and the way we use and interact with our built environment changes. Research activities across the University force FPS to adopt a proactive approach to protect students, faculty, and staff from unconventional fire risks. To meet these challenges FPS staff is continuously learning and developing new skills and actively participates in developing new national codes and standards in order to stay up to date with the cutting edge of fire protection technologies and best practices. One way that FPS helps keep the University safe in this dynamic environment is by providing unique training experiences to empower the university community to be partners in our mission to protect The University of Texas from fire. Over the coming year FPS will continue to implement a range of new web based resources to enhance our educational activities and improve how stakeholders interact with FPS on matters of fire safety. FPS has also transitioned to a new inspection management system in 2020. FPS inspectors worked closely with the software developers to beta test features to ensure that the new system meets the needs of the University.
FIRE EXTINGUISHER TRAINING

FPS’ fire extinguisher training program continues to be an essential component of the University’s fire prevention efforts. Any member of the University community can sign up for these classes on UTLearn. For some individuals, this training is required to be completed on an annual basis. Students learn how to effectively operate portable fire extinguisher and when it is safe to do so. Traditionally, classes have been scheduled for 1-hour sessions and include a 15-20 minute in person lecture and 30 minutes of hands-on demonstration with FPS’ live fire training prop, where each student gets personal experience and training using an actual fire extinguisher. The COVID-19 pandemic required FPS to pivot on how this training is delivered in order to continue providing this required recurring training to researchers on campus as they returned to their labs. In order to meet this need FPS developed an online fire extinguisher training program. FPS inspectors reached out to UT Learn and Environmental Health and Safety (EHS) to learn more about how EHS has implemented their on line training courses for the University community. EHS provided invaluable assistance in helping to convert the in person program to an online format. After having no in person training since February 27th, the new online program went live on August 23rd, 2020 and over 500 students have completed the program through the fall semester. Once online, this innovative new program has allowed FPS to deliver fire extinguisher training for the University community at a similar rate to previous in-person only offerings. FPS hopes to resume in-person training with our live fire training prop once it is safe to do so.
The safety of students, faculty, staff, and visitors is the number one priority for The University of Texas at Austin. FPS works to keep the University in compliance with state and federal requirements for fire safety including conformance with fire and building codes and reporting requirements.

FPS engineers perform in-depth reviews to ensure that project plans and specifications conform to the applicable NFPA and ICC codes and standards, The university’s Design and Construction Standards, and the Texas Accessibility Standard. FPS staff conduct periodic installation inspections and witness tests of fire protection systems to ensure that buildings are constructed in accordance with approved plans and reference standards.

FPS regularly inspects all university facilities to assess and mitigate potential fire and life safety hazards in university facilities. Fire inspections focus on identifying fire safety hazards and deficiencies in buildings to ensure that buildings are well maintained and safely operated. All FPS inspectors are certified by the National Fire Protection Association as Fire Inspector 1, and many have received supplemental training and certifications in specialty areas such as a pyrotechnic displays.
**FIRE INSPECTIONS**

FPS strives to inspect all university facilities at least annually. With over 200 facilities, and over 25 million square feet, on the main campus alone and well over 100 additional buildings spread throughout the state, this is a daunting task. The COVID-19 pandemic has greatly impacted FPS inspection activities over the past year. The campus closure in early spring and a hybrid staffing model for the return to campus has limited the number of inspections that FPS inspectors can perform. The 141 inspections performed in 2020 is roughly half the number of inspections performed in 2019.

**PLAN REVIEW**

The number of plan review requests continues to rise with 29 more requests for review in 2020 than the previous year. Accommodating this increasing workload continues to strain FPS’ ability to provide reviews that are both timely and thorough. The large number of CPC projects in the construction phase has been a major driver of reviews for 2020. While the COVID-19 pandemic caused a brief pause in review requests concurrent with the campus closure in the spring, there was little to no impact to the overall number of reviews for the year. FPS engineering staff have continued to perform well during the transition to remote work.

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**INCREASE TO PLAN REVIEW WORKLOAD**

7%

2020 continued the projected trend for expanding plan review requests.

**# OF PROJECTS REVIEWED**

176

The number of projects in review remained steady while review requests increased.
CORE VALUE  SERVICE

We are customer service oriented and offer responsive, reliable and seamless support.

FPS serves the entire University community by working to create a safe environment for learning, research, cultural enrichment, and entertainment. Whether we are conducting inspections and plan reviews, consulting on fire protection issues, or assisting in the planning and operations of special events FPS works diligently to help our customers achieve their goals while providing for the safety and well being of the University’s students, faculty, staff, and visitors. FPS supports construction activities at the university from initial project programming through design and final construction. In addition to ensuring compliance with building and fire codes FPS staff often provides supplemental advice and consultation to project teams to help ensure that their projects are successful and meet the needs of the University. Likewise, for special events FPS is often involved early, assisting with planning, reviewing floorplans and site plans, and evaluating potential hazardous activities. FPS strives to be responsive, collaborative, and thoughtful members of the teams that build and showcase The University of Texas at Austin.
SPECIAL EVENT STAFFING / FIRE WATCH

FPS typically provides staffing for over 200 special events each year including athletic events, concerts, performing arts events, conferences, and other mass gatherings. The COVID-19 pandemic has greatly reduced the number of events and gatherings for 2020. The second quarter, typically the busiest time of the year, had zero special event assignments. The sharp decline in the number of special events has great impact to the amount of overtime income that FPS inspectors would typically receive in comparison to a normal year.

![Fire Watches / Events](image)

TESTING AND ACCEPTANCE ACTIVITIES

FPS inspectors witness acceptance testing of fire protection systems for newly constructed buildings and renovations of existing buildings. The increase in CPC projects under construction and large PMCS projects resulted in an increase in the number of acceptance testing activities witnessed by FPS for 2020. FPS expects the number of testing activities to continue to rise as construction activity on major projects continues through 2021.

![Acceptance Testing](image)
CORE VALUE

STEWARDSHIP

We are exceptional caretakers of the resources entrusted to FAS.

FPS strives to utilize resources in ways that maximize the impact to fire and life safety for the University community. FPS incorporates the maintenance of portable fire extinguishers at Main Campus, the Pickle Research Center, and the McDonald Observatory into our annual inspections of university buildings, saving time and money while reducing the impact of these maintenance activities on building occupants. FPS continuously monitors and assesses life safety systems and features in university buildings and reviews fire inspection reports generated by the State Fire Marshal’s Office and FPS fire inspectors. This information, along with FPS’ database on building fire protection systems, is analyzed to conduct a risk assessment for the purposes of identifying and prioritizing projects for corrective actions. Using this system FPS can ensure that the University’s limited funds are put to the best use to positively impact the safety of students, faculty, and staff.

Fire extinguishers stored at FPS headquarters
**FIRE EXTINGUISHER MAINTENANCE**

Annual maintenance for portable fire extinguishers consists of an in-depth external inspection of the extinguisher and its components. Fire extinguishers periodically require internal inspection and/or pressure testing. FPS manages a contract with an outside service firm to conduct this work. Extinguishers that are due for internal maintenance are rotated out of service and sent to the contractor for these services. The rotation of extinguishers for internal maintenance and hydrostatic testing can cause fluctuations in the number of fire extinguishers that are serviced each year. The COVID-19 pandemic had a significant impact on the number of fire extinguishers that FPS was able to service.

![Fire Extinguisher Maintenance Graph]

**LIFE SAFETY ENHANCEMENTS**

With the assistance of Project Management and Construction Services and other university stakeholders FPS completed a number of projects in 2020 to rehabilitate and upgrade existing life safety systems, install new fire suppression and life safety systems, and enhance fire department access across the University:

- ARL - Fire Sprinkler System Retrofit
- BEL - Door Hold Open Devices and Smoke Detector Installation
- UA9 - Fire Alarm System Retrofit
- BE1 - Fire Sprinkler System Retrofit
- EME - Fire Sprinkler and Gas Detection Connection to the Campus Proprietary Monitoring System
- JHH - Fire Alarm System Upgrade
- CPC - Fire Alarm System Installations with Complete Smoke Detection
- LCH - Complete Smoke Detection Installation
- ECJ - Building Emergency Lighting
- ICC - Building Emergency Lighting
- Knox Box Installations at WIN, WEL, N24, ETC, MHD, RHD, BHDm JES, SIB, SBS, AHG, BUR, ECJ, HTB, HLB, HDB, and MR1
CORE VALUE

TEAMWORK

We work collaboratively across our organizations on common objectives and develop efficient and cost effective systems and processes for campus.

FPS follows a community-oriented approach to fire prevention and partners with departments and individuals throughout the entire University to facilitate the mission of The University of Texas at Austin and ensure the safety of its students, faculty, staff, and guests. Whether conducting inspections, reviewing construction documents, educating and preparing the university community, or working to solve unique challenges with our peers, teamwork is at the heart of how FPS approaches our mission to protect lives and property at the university. We strive to collaborate with our partners to find ways to achieve their goals in a safe manner that meets regulatory requirements and fire safety best practices. We all have a role to play in protecting the university from the threat of fire through creating a safer built environment, operating and using facilities in a safe manner, and even practicing fire safety in our homes. FPS is proud to work together to make The University of Texas a safe place to learn and discover.
BRINGING FANS BACK TO THE 40 ACRES

Bringing fans back to campus was a major part of maintaining some degree of normalcy through the COVID-19 pandemic. Athletic competition is an important part of student athletes’ time at the University and sports provide a venue for the University community to come together and celebrate and maintain connection to the University of Texas at Austin. In a year unlike any other, inviting the University community to campus to support Longhorn student athletes during a pandemic was an incredible challenge. Team members from throughout the University came together to quickly develop flexible plans for safely hosting athletics competitions in an uncertain environment.

From a fire prevention perspective providing adequate hand sanitizing stations to promote healthy fan behavior was a major concern. As previously noted, alcohol-based hand sanitizer is considered a fire hazard and is heavily regulated in fire codes. The limits imposed by the fire codes cannot support the need during this pandemic to provide enough hand sanitizer for the thousands of fans and staff in attendance. FPS worked closely with Athletics staff and their vendors to develop and implement an alternative protection plan that permitted the quantities of hand sanitizer required to support public health while ensuring fire safety of all in attendance.
Sparky the Fire Dog and Widget at Safety Week
FPS team members Roosevelt Easley and Francisco Gutierrez participate in a planning meeting for 2019 Commencement ceremonies with Emergency Preparedness and Campus Safety.
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OVERVIEW

ABOUT US

The Office of Emergency Preparedness (OEP) implements programs and projects for emergency and disaster planning, training, mitigation, response, and recovery. We are tasked with creating a comprehensive emergency management program for the University to save lives, protect property, promote continuity of operations, and reduce the overall effects of large-scale disasters. In addition to planning for the entire campus, OEP assists departments with developing their emergency plans and acts as the primary liaison between the University and outside government emergency management agencies.

OEP is part of the Office of Campus Safety and works closely with the other Campus safety departments, Environmental Health & Safety and Fire Prevention Services. OEP also works closely with other campus partners including, The University of Texas Police Department, Facilities Services, Athletics, Parking & Transportation Services, and the Dean of Students in order to build a disaster resilient university.

Although OEP is a small department, our team is passionate about and dedicated to ensuring The University of Texas is ready for whatever comes its way. With the help of our partners, we are building a disaster resilient university that can bounce back from anything so that our community can quickly get back to changing the world.

THE UNIVERSITY OF TEXAS STOPS FOR NO STORM

The picture on the left is the Chairman of the Board of Regent’s telegraphed response to a suggestion that UT Medical Branch close after the 1900 hurricane that hit Galveston Island. (See utsystem.edu/office/chancellor/blog/teans-stop-no-storm.)

Today, this sentiment reflects the philosophy of the Office of Emergency Preparedness and the whole of the University to keep performing our mission no matter what.
Welcome to the 2020 Office of Emergency Preparedness Annual Report. In emergency management we talk a lot about resilience. This past year the COVID-19 pandemic has stressed our resiliency and has shown just how resilient The University of Texas at Austin is. This report will provide a glimpse into all of the programs and accomplishments of this office in 2020 as we navigated the pandemic. I invite you to learn from the successes and challenges the Office of Emergency Preparedness details in this report. I look forward to many more accomplishments and successes in 2021 as we continue to empower all aspects of emergency management across The University of Texas at Austin portfolio.

Jonathan

JONATHAN ROBB
DIRECTOR,
OFFICE OF EMERGENCY PREPAREDNESS
The Office of Emergency Preparedness is under the Campus Safety office within the Financial and Administrative Services portfolio. Units under this portfolio continually strive to improve service to the campus and the broader community while meeting compliance and reporting standards.

FINANCIAL AND ADMINISTRATIVE SERVICES
DARRELL BAZZELL, SENIOR VICE PRESIDENT AND CHIEF FINANCIAL OFFICER

CAMPUS SAFETY
JIMMY JOHNSON, ASSISTANT VICE PRESIDENT

OFFICE OF EMERGENCY PREPAREDNESS
JONATHAN ROBB, DIRECTOR

Explore UT 2019 Class Photo.
STATEMENTS

MISSION, VISION, AND VALUES

MISSION

The Office of Emergency Preparedness leads the university in becoming disaster resilient by enhancing capabilities required to prepare, respond, recover, and mitigate potential hazards and safety risks.

VISION

The Office of Emergency Preparedness enriches the university academic and research mission by being an innovative leader in emergency management both in higher education and the global emergency management field.

The Office of Emergency Preparedness is committed to the Financial and Administrative Services values of innovation, teamwork, diversity, integrity, stewardship, and service.

The rest of this report shows how our program areas and accomplishments for the 2020 year fulfill those values.
The University is a unique environment because of our special population, resources, and geography. As a result, we must constantly innovate in how we approach emergency management.

In 2020, we adopted new and innovative practices to help protect our community from an emergency while dealing with a global pandemic. OEP’s COVID-19 response included:

- Creating a COVID-19 Crisis Team.
- Activating a virtual Emergency Operations Center.
- Acquiring and Issuing of Personal Protective Equipment.
- Implementing facility decontamination procedures. Creating limited on-campus operation procedures for campus.
- Developing and leading COVID-19 Vaccination Operations on campus.

In 2021, we look forward to continuing to address the emergency preparedness needs of our community in innovative ways.

Home football games are just one of the special events we help make safer with our innovative mobile vehicle barricades. Darrel K Royal Texas Memorial Stadium at Night by Brint03. Licensed CC BY-SA 3.0.
COVID CRISIS TEAM

The Associate Vice President of Campus Safety along with the Director of Emergency Preparedness quickly determined a need for a core group of University stakeholders and decision makers who consisted of Campus Safety, University of Texas Police Department, University Health Services, Student Emergency Services, Facilities, University Housing and Dining, and Environmental, Health and Safety (EHS). As we learned more about the spread of the virus, in-person meetings quickly shifted to virtual meetings. This core group was quickly assembled and met virtually for the first time on March 6, 2020 to assess the situation and plans moving forward.
PERSONAL PROTECTIVE EQUIPMENT

Stakeholders in the Virtual EOC determined the requirement for face masks, disposable gloves, and hand sanitizer for essential workers and set to the task of acquiring inventory. In total 12,000 masks were obtained with 5,050 being issued to essential workers on campus. Four thousand pairs of gloves were provided as well as hand sanitizer in varying quantities and configurations. OEP staff recognized a need to track PPE inventory collaborating with Facilities Central Supply to use Trello, an online tracking system, to track incoming and outgoing inventory. Criteria for the issuance of PPE was also established to ensure the equitable distribution of very limited quantities of PPE.

FACILITY DECONTAMINATION PROCEDURES

Due to the contagious nature of the COVID-19 virus, procedures needed to be established to first decontaminate spaces within buildings where a positive COVID case had been identified. In collaboration with EHS, University Housing and Dining, and Facilities Services, procedures were developed to decontaminate spaces. As the pandemic persisted and the need rose for limited in-person activities, procedures were developed for pre and post-activity decontamination of spaces, as well as procedures for those employed during in-person gatherings and operations.

COVID-19 CAMPUS OPERATIONAL PROCEDURES

Not all university activities, such as critical research, were capable of closing during the pandemic. The Office of Emergency Preparedness, in collaboration with University stakeholders, developed procedures for in-person course instruction for those courses that could not be provided virtually and research that needed to take place in university labs. Number of people per square foot, distancing, PPE requirements, and pre and post-instruction or research cleaning procedures were developed. The Director of Emergency Preparedness served as a key member of the Health and Wellness COVID-19 Task Force and the Campus and Workspace Reopening Task Force, which was responsible for classroom, building, and office spaces reopening with appropriate safety measures in place.
UT READY: EDUCATION AND OUTREACH

With the constant turnover of students, educating our community on emergency procedures and personal preparedness is a constant challenge. UT Ready is just one of the ways we help mitigate a disaster on campus by helping make sure everyone on campus is prepared to act in the event of an emergency. Our unique Emergency Preparedness Pocket Guides and Classroom Emergency Guides are just two of our strategies to educate our community and help reduce any loss of life in an emergency. In 2020, the University held virtual orientation and we provided electronic versions of our pocket guides, along with virtual orientation presentations to students and families.

MOBILE VEHICLE BARRICADES

The changing public safety landscape makes it ever more challenging to protect attendees at any event. At The University of Texas at Austin, we hold many large events all across campus throughout the year, creating an added challenge. In response to these unique challenges, we identified a creative solution in the form of mobile vehicle barricades.

These barricades are not commonly used in our area but are perfect for our needs. The barricades collapse to be stored in a trailer and can be deployed to an event. They protect attendees from someone with a malicious intent but are easy to move to allow access to emergency vehicles. Adding these barricades to our events improves safety for attendees and sets us apart as a public safety leader in our area.
CORE VALUES

TEAMWORK

We work collaboratively across our organizations on common objectives and develop efficient and cost-effective systems and processes for campus.

AND

DIVERSITY

We believe the best ideas are born from sharing viewpoints, opinions, and perceptions from colleagues with varied backgrounds and experiences.

We work with the entire university community to prepare for and respond to any emergency we might face. It is critical that we work effectively as a team with everyone from Facilities Services to the Austin Police Department during an emergency. We value the input and opinions of the entire university community as well as our regional partners. In 2020, we worked with our partners to plan and coordinate COVID-19 operational procedures, and vaccine preparations, and we opened a virtual emergency operations center. We held new training opportunities to bring our many partners together, and continued to build our Building Emergency Management teams to ensure that the entire campus is involved in preparing for any emergency during a pandemic.

When activated, the Emergency Operations Center is staffed by partners from many fields, including law enforcement, emergency medical services, facilities services, and more. The Emergency Operations Center is where everyone comes together to respond to an incident or manage an event. In 2021, some attendees were virtual to reduce the chances of spreading the virus.
SPECIAL EVENTS

When large events like home football games or commencement happen on campus, we work with our diverse network of colleagues both within the University and in the local area to ensure that every event can happen. To do this, we bring together partners in law enforcement, emergency medical services, campus safety, campus services and more in the Emergency Operations Center. Assembling in one location helps make sure that everyone can quickly coordinate efforts to solve problems and respond to incidents during the event.

Activation of the University’s first-ever Virtual Emergency Operations Center (EOC) stood up on March 6, 2020. The virtual EOC provided the COVID Crisis Team the platform needed to coordinate, collaborate and execute the University’s response to the ever expanding COVID-19 pandemic. The virtual EOC was in operation from March 6 through the end of 2020.

BUILDING EMERGENCY MANAGEMENT

Every building on the main campus has a dedicated team to respond to any emergency that happens in a building. Each building’s team represents the unique departments that occupy the building and understands their specific needs. We work with each of these teams to develop an emergency plan for the buildings, help train them on the plan, and facilitate exercises that see how the plan works in action. We were able to develop many Building Emergency Plans in 2020 and look forward to expanding this program.

VACCINE PREPARATION

Texas Department of Emergency Management (TDEM) initiated the first COVID-19 Vaccine Virtual Planning Meeting for Higher Education on October 9, 2020. The Director of Emergency Preparedness and the Director of Practice Innovation and Wellness Clinics for the School of Nursing were tasked with leading the university’s vaccine operations. The vaccine operations began as a small-scale clinic in the Health Discovery Building (HDB). Having a throughput capacity of approximately 500-750 patients per day, the vaccine leadership team identified the need to expand our vaccine operations on campus. The Director of Emergency Preparedness used OEP’s Point of Dispensing (POD) framework to develop a large-scale vaccine operation site. The university applied for and became one of two large-scale vaccine hubs in Austin, Texas. In collaboration with UT Health Austin, School of Nursing, College of Pharmacy, University Health Services, Recreational Sports, Office of Campus Safety, and School of Social Work, OEP was able to initiate the large-scale vaccine point of dispensing plan at Gregory Gym. This site provided COVID-19 vaccines to the university population and the general public for five months, administering over 120,000 COVID-19 vaccines.
In the Office of Emergency Preparedness, we believe it is our duty to ensure that the university is prepared to respond to and recover from any emergency or disaster that may come our way. We cannot control the weather or the nefarious intentions of bad actors, but we can control how prepared we are and what we do if the worst should happen. It is our job to take care of the resources entrusted to the university in a time of crisis and adhering to the compliance requirements set upon us helps us do that. Overseeing the University’s Emergency Plans, safety hubs, and emergency notifications are just some of the ways we ensure that we are ready for anything.

Incident Action Plans and Operational Plans are critical components of our emergency preparedness program.
UNIVERSITY EMERGENCY PLANS

Texas Education Code and University of Texas System policy requires that we have an Emergency Operations Plan that addresses the emergency management needs of the university. We are committed not just to meeting this compliance standard, but to ensuring that our plans are the best possible quality. We review our Emergency Operations Plan annually to make updates, changes, and revisions. In 2020, we added additional operational plans that address specific situations or hazards not directly addressed in the Emergency Operations Plan.

SAFETY HUBS

Safety Hubs are just one of our creative programs designed to reduce any loss of life on campus. Each Safety Hub contains an Automated External Defibrillator, bleeding control (tourniquet) kits, a sign with the building’s name and address, and an emergency call box with a direct line to the University Police Department’s 911 center. In 2019, we completed the installation of the safety hubs on the main campus and expanded the program to the Pickle Research Campus.

AED PROGRAM MANAGEMENT

The Office of Emergency Management, in collaboration with Fire Protective Services (FPS) transitioned the inventory control of AED devices to the Campus Optics System allowing OEP to capture the location of AEDs on campus, track the expiration date of batteries and pads, and log monthly inspections of AEDs.

EMERGENCY NOTIFICATIONS

Federal statute requires that we notify the campus community in the event that a situation poses an immediate threat to campus. Our office is responsible for the maintenance, testing, and upkeep of many of our emergency notification technologies. Taking care of these resources is one of our most important functions and we always try to go above and beyond the minimum requirements. In 2019, we had the exciting opportunity to host a symposium on Emergency Notification in Higher Education. This gave us the opportunity to collaborate with and learn from other institutions what the best practices are to ensure we can provide timely information to our community in the event of an emergency.
The Office of Emergency Preparedness is proud to serve as the subject matter expert for emergency management at the University. We are always happy to help share our knowledge with other departments, partners, and groups with questions about what they need to do to make sure they’re prepared. We work hard to be accessible and offer timely support that our colleagues can trust.

TEXAS WILDFLOWER CENTER EMERGENCY PLAN

The Office of Emergency Preparedness was commissioned to assist the Texas Wildflower Center in the creation of the center’s first-ever Emergency Plan. Modeled from the standardized university Building Emergency Plan, but unique to the Wildflower Center, OEP helped customize an emergency plan that fit the unique needs of the Wild Flower Center which spans over 350 acres in southwest Austin.
TRAINING AND EXERCISES

The Office of Emergency Preparedness facilitates and participates in various exercises, both internal and external to the university throughout the year. In 2020, the program area participated or facilitated five exercises.

-- OEP provided staff in support of the bi-annual Mass Casualty CAPSTONE exercise for the School of Nursing.
-- OEP provided staff in support of the School of Nursing Point of Dispensing Exercise in advance of/in preparation for the COVID-19 vaccine deployment and vaccine operations on campus.
-- OEP provided staff in support of a Radiological Materials Exercise involving NETL, UTPD, and 6th Civil Support Team.
-- OEP facilitated an Active Shooter Table Top exercise for UTPD.
-- OEP Facilitated a Communications Table Top exercise for university communicators.

Participants attend the Radiological Materials Exercise.
BECOMING DISASTER RESILIENT

OUR ULTIMATE GOAL

Disasters can occur at any time and cause a wide range of damage. Many times, the damage could be limited or prevented through comprehensive pre-disaster planning and mitigation. Resiliency is the ability to minimize the potential impact hazards have to a particular area. The Office of Emergency Preparedness strives to develop and implement resiliency efforts across campus to make the University of Texas at Austin a disaster resilient university.

A disaster resilient university recognizes the threats that are posed to its particular campuses, and develops, and implements actions that will minimize or mitigate these threats. The commitment to become a disaster resilient university cannot be completed without an extensive partnership and collaboration with many on-and off-campus stakeholders. The programs, plans, and actions that our office develops and implements are designed to withstand the effects of the possible hazards by limiting the losses and interruptions to the University, thus leading to a disaster resilient university.
Celebrating Commencement and the Class of 2019. UT Austin Facebook.