

**OREGON HEALTH & SCIENCE UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY
DEPARTMENTAL PROTOCOL**

January 18, 2007

TRAM ESCORT PROCEDURES

OVERVIEW

The Tram Administrator and Public Safety Director may jointly grant escort privileges to OHSU staff with official duties that may require escorting individuals onto the Tram.

PURPOSE

The Tram Escort procedure is intended to permit selected OHSU staff to escort individuals onto the Tram for OHSU business needs and other official purposes related to OHSU missions or Tram operations.

PROCEDURE FOR GRANTING ESCORT PRIVILEGES

Application & Review

Applications for Tram Escort privileges may be submitted to the Tram Administrator or Public Safety Director. The Tram Administrator and Public Safety Director will jointly review applications and may approve them if there is a clear business need for escort privileges.

Submission Requirements

Applications must be approved by the Director, Dean, or Department Head of the applicant, or by the OHSU Chief Administrative Officer. These individuals may approve their own applications.

Applications may be submitted via e-mail and “approval” may be in the form of e-mail confirmation by the approver.

Approved applications will be confirmed via e-mail and staff granted Tram Escort privileges will be required to obtain a new OHSU I.D. badge (see example) at the Facilities Customer Service Center in the Physical Plant. Tram Escorts will be required to sign a Tram Escort Rules & Responsibilities acknowledgment (see below) and surrender their existing I.D. badge in order to receive their escort credential.

Submission Process

Applicants for Tram Escort privileges must complete the following steps:

1. E-mail a request to either the Tram Administrator or the Public Safety Director:
 - a. Tram Administrator: Bill Botieff (botiefwi@ohsu.edu)
 - b. Public Safety Director: Gary Granger (grangerg@ohsu.edu)
2. Requests must be approved by the Director, Dean, or Department Head for the applicant. Approval may be in the form of an e-mail attachment/forward.
3. Applications must provide the following information:
 - a. Full name
 - b. Department/Area
 - c. Position/Job Title
 - d. Brief explanation of the business purpose for Tram Escort privileges
4. Approval will be sent via e-mail to the applicant. Print the approval e-mail and attach it to the ID Badge application (see below)
5. After e-mail approval, complete a standard OHSU ID Badge application form

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- a. Forms are available on the Ozone at http://ozone.ohsu.edu/pubsafety/id/id_access.shtml
 - b. Forms must include Alias and FAID numbers for billing the \$15 replacement card fee for access cards or \$5 fee for ID only
 - c. In the section "Please grant me access to the following location(s), write in "Tram Escort"
6. Take the completed application, approval e-mail, and current OHSU ID Badge to the Facilities Customer Service Center in the Physical Plant where ID cards and parking passes are distributed. Old badges will be replaced with a new OHSU ID Badge with the Tram Escort credential printed on the reverse.

ELIGIBLE STAFF

OHSU staff with job duties or roles that may require them to escort individuals onto the Tram for official purposes are eligible to apply for Tram Escort Privileges. Examples of eligible OHSU jobs/roles include, but are not necessarily limited to, the following:

- Board Members
- Senior Administrators (e.g., President, VPs, Deans, etc.)
- Senior Administrator support staff
- Foundation staff
- Government/Media/Community Relations staff
- Senior Operations staff (e.g., operational directors, AOD, etc.)

OHSU staff not included in the list above may apply for escort privileges, but may be asked for additional information during the review process.

ESCORT CREDENTIAL

Tram Escorts will be re-issued their OHSU I.D. with the black & white Tram Escort credential printed on the reverse side of the I.D. badge (see sample below). No other credentials are valid for Tram Escorts and temporary color Tram Escort badges used during the Tram operational testing phase (Nov 15, 2006, through January 28, 2007) are not valid.

TRAM ESCORT RULES & RESPONSIBILITIES

Physically Accompany

Tram Escorts are required to have their OHSU I.D. (bearing the Tram Escort credential on the reverse side) at all times while escorting and must physically accompany the individual(s) being escorted while using the Tram. Escorting an individual onto a Tram cabin and then leaving the escorted rider alone is not permitted. Tram Escorts are responsible for the conduct of escorted individuals.

Intended Use

The Tram Escort process is primarily intended for official use. Examples of intended uses include, but are not necessarily limited to the following:

- Facilitating media requests
- Tours for government officials
- Tours for VIPs
- Familiarization and Training for emergency responders

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- Repair, maintenance, or inspection
- Community relations tours or events
- Others, as determined by authorized Tram Escorts

Tram Escort privileges may be suspended or revoked, at the discretion of the Tram Administrator or Public Safety Director, for failure to follow the escort rules or misuse of escort privileges.

APPROVED TRAM ESCORT LIST

A current list of all approved Tram Escorts will be maintained by the Tram Administrator and Public Safety Director and made available upon request.

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TRAM ESCORT BADGE TEMPLATE

The only valid Tram Escort credential is the below image permanently printed on the reverse of a valid OHSU I.D. Badge.



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TRAM ESCORT RULES & RESPONSIBILITIES ACKNOWLEDGEMENT

Tram Escorts agree to abide by all applicable OHSU policies, including Tram SOPs, Regulations, and associated guidelines when escorting individuals onto the Tram. The Tram SOPs are available for reading at <http://ozone.ohsu.edu/ridethetram>

Specific guidelines include, but are not limited to, the following:

- Tram Escorts may use escort privileges for official purposes only
- Tram Escorts shall physically accompany all escorted passengers at all times while the escorted individual is on the Tram Cabins or in non-public areas of the Tram facilities
- Tram Escorts are required to have their OHSU I.D. (bearing the Tram Escort credential on the reverse side) at all times while escorting
- Tram Escorts may not loan their escort credential to anyone
- Tram Escort credentials are the property of OHSU and must be surrendered upon request

Tram Escort Acknowledgement

Date

Department/Area

Escort Printed Name

Escort Signature