

ELEVATOR SAFETY

- Ensure that persons and objects are not obstructing the threshold prior to closing the gates or doors
- Never exceed rated capacity as posted on the information card in the elevator
- Never use in a fire emergency
- If smoke or fire is detected, call 9-1-1
- Notify your supervisor immediately of any malfunction - prevent usage until problem is investigated by Campus Environment & Operations personnel
- If anyone becomes trapped, contact University Police - never attempt to assist in evacuating the trapped victim(s)

VIOLENCE IN THE WORKPLACE

“Workplace violence is any unwelcome physical or psychological form of harassment, threats, or attacks that cause fear, mental or physical harm, or unreasonable stress and anxiety in the workplace.”

- Employees should document workplace violence on an Employee Incident Report and forward to their supervisor and/or Campus Environment and Operations
- In the case of an actual or imminent violent behavior, contact the University Police at 9-1-1

REPORTING OCCUPATIONAL INJURIES AND ILLNESSES

- All injuries should be promptly treated to avoid the possibility of infection or other complications
- Employees should report all on-the-job injuries and illness to their immediate supervisor
- All non-injury-producing incidents should also be reported since they indicate potential hazards where corrective measures may be taken

Because circumstances surrounding an occupational injury sometimes have a way of repeating themselves, similar incidents may often be prevented by altering one or several links in the chain of events preceding an incident.

- Following a workplace injury, the injured employee and department supervisor must document the injury by completing the Employee Report of Injury or Occupational Illness, and the Statement of Supervisor report.
- Once completed, the supervisor shall forward to the Manager, Occupational Health and Safety, located in Campus Environment and Operations, for investigation and evaluation of the cause. Suggestions to prevent a recurrence in the future will be made.



EMERGENCY PROCEDURES



This brochure is a supplement to the Emergency Procedures Training Program. For more information, contact the Manager of Environmental Health and Safety, (330) 672-1950, dbaden@kent.edu, (330) 672-9565 or dehead@kent.edu

**Environmental Health
and Safety**

REPORTING FIRES & OTHER EMERGENCIES

- Remain calm
- For all emergencies, dial 9-1-1
- State the location & type of emergency
- Notify your supervisor

FIRE EMERGENCY EVACUATION PROCEDURES

- Crawl if there is smoke
- Test any door before opening it
- Walk to the nearest exit – sound the fire alarm
- Never use an elevator – always use an exit stairway
- Close as many doors as possible
- Call 9-1-1 after evacuation
- Never re-enter a burning building

IF YOU GET TRAPPED IN A BURNING BUILDING

- Keep all doors closed
- Seal cracks and vents if smoke enters the room
- If there is no smoke outside, open the window
- Signal for help – hang an object such as a towel or clothing out the window to attract attention
- Call 9-1-1 if possible

ALARMS ~ SIRENS

- The emergency warning system is tested twice monthly and will last only three minutes
- Sirens are used for all types of emergencies
- Radio Station 1620 AM will have information about what type of emergency has occurred
- Report all emergencies by dialing 9-1-1 for the Campus Police - they will notify the appropriate personnel

TORNADO EVACUATION PROCEDURES

Make yourself familiar with the shelter nearest your work area

- In an emergency, the City of Kent will activate the emergency warning siren for nine minutes
- Go directly to the nearest tornado shelter
- Remain in the shelter at least twenty minutes after the last siren has ceased. There is no “all clear” signal by the siren

BOMB THREATS

- Remain calm - most bomb threats are false
- Ask specific questions from the caller - get as much descriptive information about the perpetrator as possible
- CALL 9-1-1 EMERGENCY!

BOMB EVACUATION PROCEDURES

- In an emergency, the Kent State Police will activate the fire alarm
- Upon activation of the alarm, exit the building
- Evacuees must remain at least 300 feet from the facility until the police or fire officials authorize reentry

EMERGENCY MEDICAL TREATMENT

- Familiarize yourself with the location of the first aid kit in your work area
- After initial treatment, injured employees can then go (or be transported) to DeWeese Health Center, or Robinson Memorial Hospital, for further examination and treatment
- Dial 9-1-1 for emergency medical services, state the location and the apparent nature of the injury

FIRST AID TREATMENT

- Only employees with appropriate training in first aid procedures may administer first aid to injured employees as they see fit
- Employees with little or no training should make the injured individual as comfortable as possible and seek appropriate medical treatment