**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.
### 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 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

### 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!