Safety Management

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Accidents and Injuries

- Supervisors should report all accidents and injuries involving employees to Human Resources (HR) and Environmental Health and Safety (EHS) immediately, utilizing the appropriate accident investigation form.
- Supervisors should report all accidents and injuries involving minors to the Environmental Health and Safety (EHS) office immediately, utilizing the appropriate accident investigation form(s)
Accidents and Injuries

- If an accident or injury occurs, the following steps should be taken:
  - Get the person medical attention
  - Protect others
  - Minimize property damage if possible
  - Stabilize the situation if possible
  - Conduct an accident investigation immediately
  - Contact Human Resources (HR) and Environmental Health & Safety (EHS)
Emergency Situation and Preparedness

- Building Evacuation Procedures:
  - When the fire alarm is activated, evacuation is mandatory, even if you don’t smell smoke
  - Do not use elevators
  - Take personal belonging (keys, purse, wallets)
  - Follow directions given by first responder
  - Assist persons with disabilities
Assembly Point Sign

Find your assembly point for emergency evacuation. Look for the Call Box nearest your building.
Emergency Situations & Procedures

- **Suspicious Person in building:**
  - Do not physically confront the suspicious person
  - Do not block the person’s access to exit
  - Secure the area if possible
  - Call x1911 from a campus phone, 672-1911 from your cell phone, or use the LiveSafe App
What do suspicious packages look like?
Emergency Situations & Procedures

- **Suspicious Object/Package:**
  - Do not touch or disturb the object or package
  - Call x1911 from a campus phone, 672-1911 from your cell phone, or use the LiveSafe App
  - Notify supervisor and/or the building’s Emergency Coordinator
Emergency Situations & Procedures

- **Bomb Threat:**
  - Remain calm
  - Get as much information as possible
  - Call x1911 from a campus phone, 672-1911 from your cell phone, or use the LiveSafe App
  - Follow instruction of emergency personnel
Emergency Situations & Procedures

- **Fire:**
  - Evacuate the building
  - Activate the nearest fire alarm pull station and call x1911 from a campus phone, 672-1911 from your cell phone, or use the LiveSafe App
  - Extinguish the fire only if you have been trained and if it is safe to do so
  - Do not re-enter the building until authorized by first responders
Emergency Situations & Procedures

- **Weather Emergency:**
  - Follow first responder/FSU officials instructions
- For up-to-date weather information:
  - Monitor local radio and television stations
  - Check the conditions on campus on the FSU website—www.uncfsu.edu
- Be prepared to shelter in place