



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



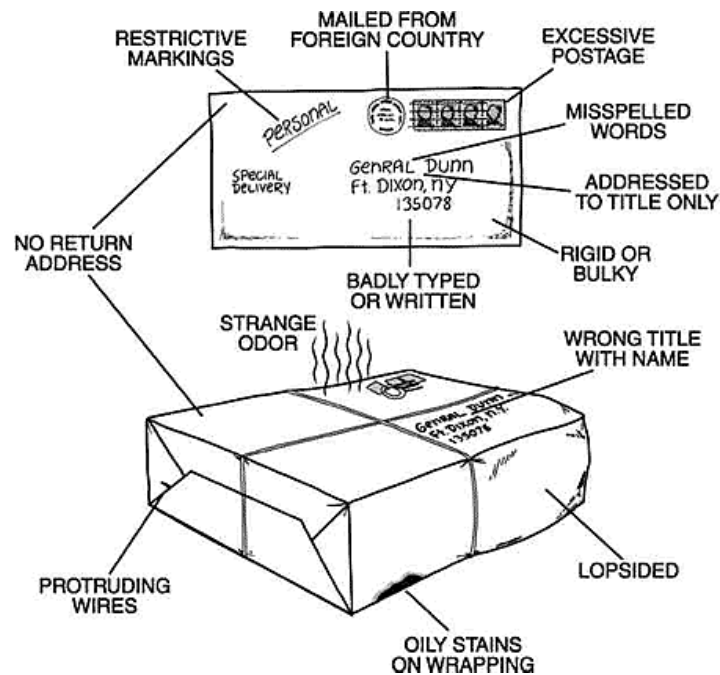
Find your assembly point for emergency evacuation. Look for the Call Box nearest your building.



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