Central Michigan University Libraries

STUDENT EMPLOYEE HANDBOOK

AND

EMERGENCY PROCEDURES

Procedures for use in the University Library,
Clarke Historical Library,
and Off-Campus Library Services

Revised August 2009
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I.  PREFACE

You are one of approximately two hundred twenty-five student employees working in the Libraries. You are important to the operation of services throughout the Libraries. Be assured that the work you perform is appreciated both by other library personnel and by the library users we serve. In addition, you and your student assistant colleagues add a special spirit and help create a welcoming atmosphere that makes the Libraries hospitable. In return it’s our hope that you will derive benefits beyond your wages. You may gain experiences and relationships useful in your university life and later in your career.

This handbook is meant to be a ready reference for use on the job. Let us know if you have questions or comments.

Best wishes,

Thomas J. Moore
Dean of Libraries
II. PURPOSE OF STUDENT EMPLOYMENT

A. It aids CMU functions that require part-time assistance in accomplishing tasks or goals.

B. It provides an employment opportunity whereby:

1. Student has the opportunity to earn funds to assist with educational expenses.

2. Student may gain practical experience related to various professions and careers, and may contribute to their field of study.

3. Student need for transportation is eliminated.

4. Student can start working as soon as they arrive on campus, if pre-hired or as a returning student employee.

5. Student can make important contacts at work that can help throughout their education at CMU and beyond.

6. Student taking a full-time schedule have no FICA withheld from their on-campus jobs, which adds more money to their paycheck during the academic year.

7. Student work schedule is adjusted to the class schedule.

III. WORK ASSIGNMENTS AND SCHEDULES

To work in the Libraries, students apply in the Library and then must be cleared by Student Personnel Services in the University Center. Employment applications are available in a convenient location adjacent to the Libraries’ Student Employment Office in room 407H, at the Information Desk, or at the Libraries’ website at www.lib.cmich.edu.

Work assignments are matched with vacancies according to the suitability of student schedules, job knowledge, and experience. All scheduling is done by the unit supervisor. In the case of a time conflict or schedule change, the department employee supervisor should be contacted.

There are certain requirements the student employee is expected to meet:

A. The student is assigned to a specific job for specific hours.

B. The student is expected to be on time; a work hour is a 60-minute hour.
C. The student may be expected to work on evenings and weekends or during University break periods.

D. The student may be required to attend an occasional student employee meeting. The student will be notified of the meeting and will be paid for attending. If the student is unable to attend, he/she must notify the supervisor in advance and explain the reason for the absence.

E. The student is expected to learn job duties and complete them as assigned.

F. The student is expected to work his/her assignment throughout the semester, including the final exam period. For conflicts during the period, see the section dealing with absences.

G. The course Library/English 197 may be required in some departments.

H. The student must sign a contract indicating he/she agrees to the terms of employment in the Library.

IV. ABSENCES

A. Students are required to notify his/her supervisor if they will be absent from their job. The use of substitutes and make-up time varies per individual department.

B. Even in the case of inclement weather, students are expected to be at the job site and ready to work their scheduled hours. If it is not possible to get to work because of the weather, students are expected to make arrangements with a supervisor or his/her designee. In the rare event that the University is closed due to weather conditions, an announcement will be made on WCEN (FM 94.5); WCFX (FM 95.3); WUPS (FM 98.5); WCMU (89.5); and WMMI (AM 830). An announcement will also be made on TV 9&10; TV 5; and TV 12. Students may also call 989-774-7500 for closing information. Students are not eligible for pay due to time lost to inclement weather.

V. PERSONAL APPEARANCE AND DEMEANOR REQUIREMENTS

General guidelines for student employees are:

A. All employees must follow the Libraries Student Dress Code. Since most positions within the library involve working with the public or in the public areas, we expect student employees to adhere to certain expectations of appropriate dress. We want you to be aware of how you are presenting yourself to the public and your peers. We also expect all student employees to adhere to good standards of personal appearance and hygiene. Your clothing should not restrict or limit your ability to work.
All clothing should be neat and clean and undergarments are not to be exposed.

The following items are not considered to be appropriate work attire:

- Hats, bandanas, visors or head scarves (unless they are being worn for medical or religious reasons)
- Headphones
- Spaghetti strapped tops, tube tops, or halter tops
- Muscle shirts
- Bare midriffs
- Extremely short shorts or miniskirts
- Pajama-type pants
- Clothing with offensive words or pictures
- Ripped or torn clothes

**Footwear must be worn at all times.** Additional policies regarding appropriate types of footwear are left to the student supervisors’ discretion.

Policies regarding the wearing and proper placement of nametags are left to the student supervisors’ discretion.

Please speak with your supervisor if you have any questions as to whether or not your attire is appropriate. Be prepared to be sent home to change if your clothing is not considered appropriate.

B. Working while under the influence of alcohol and/or drugs is forbidden and is grounds for termination.

C. Eating and drinking on the job are not permitted in public areas.

D. Smoking is not permitted.

**VI. SAFETY RULES**

All library employees should exercise caution when working with library equipment. The following steps should be taken to prevent injury:

A. Learn the safe and correct way to operate all equipment before using it.

B. Report faulty equipment to your supervisor.

C. Use your whole body, especially your legs, when picking up a heavy object.

D. Make sure when stacking boxes, shelving books, etc, that they are secure and properly arranged.
E. Do not run, especially when going around corners and through congested areas.

F. Be familiar with library safety and emergency procedures which begin on page 11 of this handbook.

G. Shoes: Appropriate foot covering is required at all times in all parts of the Libraries.

H. Material Safety Data Sheets (MSDS) on chemical hazards in the workplace are available for students’ inspection in Environmental and Safety Services. 103 Smith Hall.

VII. STUDENT EMPLOYEE INJURY REPORTING POLICY

A. If you are injured while working notify your supervisor immediately. Supervisors are responsible for reporting the incident to the Worker’s Compensation Office (774-7177) immediately. A 24-hour injury reporting voice mail system is available to report injuries when the office is closed and during weekends. (See page 29 for CMU Procedures to Follow If You Are Injured.)

B. If you require medical treatment, you will be sent to the Wellness Central building, Central Occupational Medicine Program, at 2600 Three Leaves Drive in University Park, or Ready Care, in Central Michigan Community Hospital, South Drive, for medical/emergency treatment. If COMP and Ready Care are both closed or if the injury is life-threatening, you will be sent to the Central Michigan Community Hospital Emergency Room. If you choose to see your own physician, you will be responsible for any expenses incurred.

The Central Health Improvement Program (CHIP Facility) is available for treatment of minor muscle strains, sprains and bruises, basic first aid and rehabilitation or when an employee is unsure whether or not a physician is needed. The CHIP Facility is located on W. Campus Drive on the south grounds and is open Monday-Friday, 6:00 a.m. until 6:00 p.m. Call them with questions at 774-3198.

If you have been exposed to a possible blood borne pathogen, you will be sent to University Health Services for follow-up care during regular business hours. Call them with questions at 774-6599.

C. If you choose not to seek medical treatment immediately, but then decide some time later to see the workers’ compensation physician, inform your supervisor who will notify the Workers’ Compensation Office that you wish to seek medical attention for the injury.
D. Following your visit to the physician, contact the Workers’ Compensation Office at 774-7177. They will need to know if you have been taken off work, the expected date that you can return to work, or if you are able to work within specific restrictions. Also contact your supervisor.

E. You will receive a copy of the Employee Accidental Personal Injury Report to review and sign. It will then be sent back to the Workers’ Compensation Office. You may make a copy for your records.

VIII. WORK LIMITS

A student working in the Libraries is restricted in the maximum number of hours he/she can work.

A. A student under a College Work Study (CWS) or Michigan Work Study (MWS) program cannot exceed his/her total package, which starts during the first week of fall semester and ends after the last week of the spring semester. During the summer, work study packages are divided between Summer Session I and Summer Session II. Funds from Summer Session II are from the new fiscal year beginning on July 1.

B. A student’s weekly hours will not normally exceed 20 hours a week during the academic year, while employed at the Library.

C. A student’s hours may be increased to 40 hours during break and summer periods at the request of, and with the approval of his/her immediate supervisor.

D. Students cannot work during a regularly scheduled class time. Student employees should notify their supervisor if a class is cancelled.

E. Students may not be employed in excess of 40 hours, total on-campus employment, per week and may not work in excess of 8 hours a day.

IX. TIMELINK CLOCKING PROCEDURES

Student employees are expected to follow these guidelines concerning time clock utilization:

A. Students will have a current CMU student ID in their possession during their work schedule. Not only is this ID required in order to clock in and out during the day, but is required for access for some areas in the Library.

B. Students are expected to clock in and out for each shift worked.

C. Students will only clock in and out for themselves and will not clock in or out for another employee. Doing so will be grounds for immediate dismissal.
D. Students will only use time clocks that are located in Park Library. Utilizing any other time clock on campus will be grounds for termination.

E. Students are paid by the minute so it is expected that you will clock in and out as close to your starting and ending time as possible.

F. Students should notify their supervisor of any errors in clocking.

X. PAYROLL PROCEDURES

A. All new employees must complete an I-9 form plus federal and state tax forms prior to their first day of work. These forms can be obtained at Student Employment Services in the University Center. The “Hire Authorization Card” given to them by Student Employment must be presented to their supervisor.

B. The pay rate for student employees will be at the University wage scale appropriate to the designated job classification.

C. Students finding errors in their pay checks should consult their supervisor.

D. Students are encouraged to have their checks automatically deposited. If they desire to do so, they should contact Payroll/Travel, Warriner 204, the Student Service Court in the University Center, or online at the controller’s website at www.controller.cmich.edu.

XI. BREAKS AND MEAL TIMES

A. A fifteen minute paid break is allowed for all student employees scheduled to work at least four consecutive hours. Break time must be taken during the four hour work period, with supervisory approval, and may not be used to cover any late arrivals or early departures. Break time may not be accumulated.

   Student employees are required to take a 30 minute unpaid lunch if they are working an extended period of time in excess of 6 hours.

XII. RE-EMPLOYMENT

Employment is on a semester basis and all present employees interested in re-employment should discuss the possibility with the supervisor midway through the semester.

XIII. STUDENT PERSONNEL RECORDS

Personnel records are maintained by the University Student Employment Office on each student employee. The records will show a student’s history of employment with CMU. Student Employment will verify employment time frames when contacted by perspective employers.
XIV. TERMINATION

If for any reason a student wishes to terminate employment, a minimum of one week’s notice is to be given his/her supervisor.

The Library reserves the right to terminate any student for the following reasons:

A. Unsatisfactory performance
B. Dishonesty
C. Theft
D. Unexcused absences or lateness
E. Unsatisfactory conduct
F. Repeated tardiness or absences
G. Studying, reading, or socializing when other duties have been assigned
H. Inappropriate use of time clock and/or falsification of time clock information
I. Breach of confidentiality
J. Alcohol/Drug use during work.

Although a student may receive employment eligibility as a part of a financial aid package, he/she may be terminated if his/her performance is not acceptable.

XV. TELEPHONE

A. Telephones may be used only for calls relating to library business, unless permission is granted by the student employee’s supervisor. Personal cell phone use during work time may be prohibited in your work area and you should discuss this with your supervisor.

B. When answering the telephone, a student represents the Libraries and CMU. Please do the following:

1. Be pleasant and remember the Libraries’ business is service.
2. Answer as you are directed by your supervisor for your specific job.
3. If you cannot immediately respond to the call, ask the caller if you may put him/her on hold or if he/she prefers to be called back later.
4. Write down messages carefully.

5. Do not attempt to answer questions for which you have not been trained.

XVI. GRIEVANCE PROCEDURE

A. The student should meet with his or her supervisor and an earnest attempt should be made to resolve the problem.

B. If the student feels that the problem has not been satisfactorily resolved, he/she should discuss the problem with the department head or a designated representative.

C. If five business days pass without satisfactory results, the problem should be stated to the Associate Dean, Dean or Vice President to whom the department reports for appropriate resolution of the grievance. The Associate Dean, Dean or Vice President will take whatever steps are necessary to arrive at a settlement regarding the complaint.

XVII. POLICY ON SEXUAL ASSAULT/HARASSMENT

A. Sexual harassment is defined in the Michigan Civil Rights Act as “…unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

1. Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment, public accommodations or public services, education, or housing.

2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual’s employment, public accommodations or public services, education, or housing.

3. Such conduct or communication has the purpose or effect of substantially interfering with an individual’s employment, public accommodations or public services, education, or housing, or creating an intimidating, hostile, or offensive employment, public accommodations, public services, education, or housing environment.”

B. If a student assistant is aware of an incident of possible sexual harassment or believes that he/she has been the victim of sexual harassment, the student should report the incident to a library supervisor or to one of the following offices:

    Affirmative Action Office, Park 428, ext. 3450

    Office of Student Rights and Responsibilities Life, Bovee UC, ext. 1345
XVIII. NON-DISCRIMINATION AND EMPLOYMENT PRACTICES

Affirmative Action Policy Statement

Central Michigan University, as an equal opportunity/affirmative action institution and employer, complies with federal and state laws prohibiting discrimination including, but not limited to, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. It is the policy of Central Michigan University that no person on the basis of race, sex, color, religion, national origin, ancestry, age, marital status, handicap, or Vietnam era veteran status, shall be discriminated against in employment, educational programs, facilities, activities, or admission. Title IX of the Education Amendments of 1972 prohibits sex discrimination in education programs or activities receiving Federal financial assistance. Inquires or complaints may be addressed to Affirmative Action Office, Park 428, Central Michigan University, (989) 774-3450.
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I. INTRODUCTION

A. PURPOSE

It is the intent of this manual to serve as a guideline for employee, student and visitor actions in the event of an emergency. Emergencies can happen without warning, at any time or any place. It is because of this reason that employees, students and visitors must familiarize themselves with the following procedures contained within this manual. By becoming familiar themselves with these procedures, one can help to minimize the dangers associated with an emergency situation. This manual provides information regarding procedures during emergencies such as:

- Accidents or Injuries
- Tornadoes
- Fires
- Bomb Threats
- Power Outages
- Elevator Entrapment
- Chemical Releases
- Disturbances and Violent Behavior
- Dealing with the Media

The following procedures will be applicable for all evacuations called for under the specific situations of this Plan.

B. LEGAL COMPLIANCE

This plan shall comply with the following Federal and State regulations:

- Occupational Safety and Health Administration (OSHA) Act; Section 5(a)(1) Duties
- 29 CFR 1910.36 Means of Egress
- 29 CFR 1910.159 Automatic Sprinkler Systems
- 29 CFR 1910.165 Employee Alarm Systems

Michigan Occupational Safety and Health Administration (MIOSHA) Standards for general industry.

- Part 6 - Fire Exits
- Part 8 - Portable Fire Extinguishers

General Industry Health Standards

- Chapter V - Rule 325.52101-.52137 Hazardous Waste and Emergency Response
C. AUTHORITY STATEMENT

The administration of Central Michigan University (CMU) recognizes that during emergency situations special procedures must be followed to control and mitigate an emergency. Therefore, the Administration, by acceptance of this Emergency Action Plan (EAP), grants authority to those responsible individuals and/or positions named in these procedures to implement and carry out the Plan to the termination of the emergency situation.

The Administration also recognizes that those individuals authorized to respond to emergency situations shall be properly trained in those procedures and emergency techniques such as: evacuation, first aid, use of fire extinguishers, and other areas as determined by their duties and responsibilities.

D. PLAN DISTRIBUTION

This emergency action plan shall be distributed to key individuals listed in this plan, with a master copy being maintained by Jon Kujat (Environmental & Safety Services Coordinator), located in Smith Hall 103. The plan shall be available for review by all employees, students and visitors.

The following is a list of the locations of this EAP as distributed to areas of the campus:

<table>
<thead>
<tr>
<th>Department</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental &amp; Safety Services</td>
<td>Smith 103</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.ess.cmich.edu/building.html">www.ess.cmich.edu/building.html</a></td>
</tr>
<tr>
<td>CMU Police</td>
<td>Dispatch Office</td>
</tr>
</tbody>
</table>

E. EMERGENCY PHONE NUMBERS

Emergencies fall into two major categories—those for which you would call other library personnel for assistance, and those with which you must deal immediately by calling 911 before calling other people. Examples of emergencies that require calling 911 would be bomb threats, medical emergencies, and violent or dangerous behavior.

In the event of other emergency situations, contact the following:

- Business Services: 3347  Monday – Friday 8:00am – 5:00pm
- Book Checkout Desk 3114  Weekdays after 5:00pm and weekends OR
- Facilities Management Service Center 6547
F. 911 CALLING PROCEDURE

Use the following statement to provide the necessary information to the 911 dispatcher:

This is ______(Caller’s name)____ calling from Park Library.

There has been an incident which requires emergency service. The phone number here is ___________. (Do not hang up until 911 dispatcher says you may). The situation is ____________________________ (briefly explain the situation, i.e., fire, injured person, etc.).

G. MANAGEMENT RESPONSIBILITY

The Administration of Central Michigan University has the responsibility to ensure a safe environment for its employees, students and visitors to the University. As part of this responsibility, each supervisor has a responsibility to ensure that all personnel are evacuated in a timely and safe manner from the facility and to ensure that all personnel are accounted for following evacuation. The following will outline the responsibility of each level of management during an evacuation:

Park Library Emergency Coordinator:

The Emergency Coordinator serves as a primary liaison between Environmental & Safety Services (ESS), CMU Police, and employees, students and visitors within his/her respective building.

The Emergency Coordinator is the contact person for the building regarding emergency planning and preparedness. Emergencies may include natural disasters, bomb threats, power failures, medical emergencies, fires, hazardous material conditions. The Emergency Coordinator is also the primary communication contact by the university relative to matters affecting emergency action plans in his/her respective building and surrounding the facility.

Park Library Emergency Coordinators are Gerry Edgar, Manager Library Business Services, and Diane Thomas, Coordinator Access Services.

The Emergency Coordinator’s primary responsibilities include:

a) Communicating safety and/or emergency-related information to building occupants;
b) Coordinating safety training and evacuation drills with ESS and CMU Police. Drills are to be conducted twice annually;
c) Acting as a primary contact on behalf of building occupants with emergency personnel, such as CMU Police, Mt. Pleasant Police/Fire during an emergency situation or evacuation;
d) Assisting ESS and CMU Police in the emergency or evacuation debriefing process, including effectiveness of alarms, emergency action plans, etc.
e) Attending emergency/safety training sessions as required throughout the year.
f) Shall ensure that Park Library staff personnel are trained in proper evacuation methods through Park Library safety training and evacuation drills.
g) Ensure that alarms are sounded in a timely manner when an emergency situation is encountered.
h) Determine that all personnel on-site have been accounted for following an evacuation.
i) Report status of evacuation to the Fire Department upon their arrival.

**Supervisors**

a) Ensure that they are familiar with the requirements of the Plan and their responsibilities during an evacuation of their assigned area(s).
b) Ensure that personnel assigned to their area(s) are trained in the requirements of the Plan as it relates to them and procedures to follow during an evacuation.
c) Determine any special evacuation needs or assistance that personnel within their assigned area(s) may have.
d) Account for all personnel assigned to their areas following an evacuation and report this information to the Park Library Emergency Coordinator(s).

**Employees / Students / Visitors**

a) Be familiar with their responsibilities during an evacuation of their assigned work area(s).
b) Assist their department supervisors as needed in the evacuation of other students/employees and visitors to a safe area.

**H. TRAINING**

As stated previously, all training will be conducted annually. People shall receive training concerning the emergency action plan to the level of their expected involvement.

Students and employees will receive training during their initial orientation and refresher training annually. The training shall include what responsibilities and actions are required by the plan for their area. All students and employees shall be trained whenever the plan is revised.

To ensure that the plan will meet the conditions at CMU and that all involved individuals will respond properly, the EAP will be tested on a regular basis. All drills and exercises of the EAP will be documented indicating the results of the exercise and any problems that were encountered.
I. APPLICABLE INFORMATION

1. Building Information

The original Park Library was completed in 1968, with a major renovation being completed in 2002. It is constructed of concrete, steel, block and glass with a brick and glass exterior. The Park Library is equipped with a sprinkler system (throughout the building) and an Inergen System in the Clarke Historical Library. The building encompasses an approximate total of 307,000 square feet.

2. Description of the Surrounding Area

a) To the North: Franklin Street Finch Fieldhouse, the University Art Gallery and the Bovee University Center
b) To the West: Open mall/park area
c) To the South: Brooks Hall and the Music Building
d) To the East: Parking Lot #27

The most logical place for individuals to meet following an emergency of large scale (fire, bomb threat, etc.) is to the upwind side of the building, a minimum of 250 feet from the building. The open mall/park area to the west of the building may be applicable for this situation.
II. INJURIES / ACCIDENTS IN THE FACILITY

A. Procedures to assist victim(s)

Injuries are sometimes a part of work. Though usually not serious in nature, there is the possibility, so preparation for a serious injury incident is very important. The following procedure is to be used when a person has an accident / injury.

- Stop all activity around the injured person so as to prevent further injury.
- Assess the situation. If the injury appears serious, call 911.
- Do not move the injured person(s) unless they are in immediate danger, (fire, etc.).
- Do not attempt to treat the injury unless it is necessary to ensure the health and well being of the injured person(s), AND YOU HAVE RECEIVED THE PROPER MEDICAL TRAINING, (severe bleeding, cpr, etc.) being sure to protect yourself from a possible exposure to Blood borne Pathogens through the use of personal protective equipment (latex gloves, etc.).
- If the injured person is an employee call the Worker Compensation office at 774-7177. If the injured person is a student or visitor call the Risk Management & Insurance office at 774-3741.
ACCIDENTAL PERSONAL INJURY REPORT

PROCEDURE

1. This form is to be used to document injuries other than workers' compensation (employee work related injuries and illnesses).

   Call (989) 774-3198 or (989) 774-7177 to report workers' compensation incidents.

2. The injured person may seek medical treatment, if necessary, wherever he/she chooses.

3. If emergency medical assistance is needed or the injury is such that the individual cannot transport himself/herself, call 911 for assistance.

   Report all serious injuries and safety hazards to one of the following:

<table>
<thead>
<tr>
<th>CMU Police</th>
<th>Emergency</th>
<th>911</th>
<th>Non-Emergency</th>
<th>(989) 774-3081</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk Management &amp; Insurance</td>
<td></td>
<td></td>
<td>(989) 774-3741</td>
<td></td>
</tr>
<tr>
<td>Environmental &amp; Safety Services</td>
<td></td>
<td></td>
<td>(989) 774-7398</td>
<td></td>
</tr>
</tbody>
</table>

4. The CMU employee who witnessed the accident/incident or was informed of the accident/incident is responsible for completing the Accidental Personal Injury Report and submitting it to the Risk Management and Insurance Office - Do not give this form to the injured person to complete.

   Be observant - Attempt to get as much information as possible at the time of the incident. Relate only the facts on this form.

5. If the injured individual inquires how the medical bills will be handled, please provide the following information:

   CMU’s insurance does not provide medical insurance coverage regardless of liability. The injured individual is responsible for his/her own medical expenses and should submit related medical bills to his/her own insurance company for coverage. Do not promise the bills will be paid by the University.

6. After Completion - Forward original (a copy is to be retained by the department) of this form to:

   Risk Management & Insurance
   Central Michigan University
   Smith 103
   Mt. Pleasant, MI 48859

   OR

   FAX TO: (989) 774-1303

7. Contact the Risk Management and Insurance office at (989) 774-3741 if you have questions regarding this procedure.
Title/Subject: Guidelines for Handling Injuries on Campus

Applies to: ☑ faculty ☑ staff ☑ students ☑ student employees ☑ visitors ☑ contractors

Effective Date of This Revision: June 1, 2004

Contact for More Information: Risk Management & Insurances, Central Health Improvement Program/Workers' Compensation

☑ Board Policy ☐ Administrative Policy ☑ Procedure ☑ Guideline

The University has standard procedures for assisting individuals who need medical treatment as a result of an injury while on campus. Faculty and staff members handling these situations should use the following information.

A. Immediate Attention Emergencies:

For all emergency situations, phone 911 immediately for assistance. Indicate the nature of the problem, your identification and your specific campus location. Once the injured party is attended to and transported, report the incident immediately, following the appropriate procedures indicated below.

B. Handling and Reporting All Employee (including student employee) Injuries:

1. If non-emergency medical treatment is required, have the injured person go to the Central Occupational Medicine Program (COMP) at Wellness Central, 2600 Three Leaves Drive, from 8:00 a.m. to 4:00 p.m. Monday-Friday, or to Ready Care/CMCH Emergency Room, 1221 South Drive, if COMP is closed. Call CMU Police at 774-3081 in the event on-site assistance is needed. Faculty or staff members should NOT attempt to transport the injured person.

   *If the injured employee/student employee chooses to see their own physician, they will be responsible for any expenses incurred.

2. Call the Workers’ Compensation Office at 774-7177 to report the incident. A 24-hour voice mail system is available to report incidents when the office is closed. There is no form for you to complete.

3. Give a detailed account of the incident including name of injured person, date, time, location, injury, description of what happened, the names of any witnesses and the phone number of the injured person’s supervisor.

4. Workers’ Compensation staff will send a completed incident report form to the supervisor or department designate for review and signature. Return the signed form to the Workers’ Compensation Office, South Grounds Building.

Authority: M. Rao, President
History: No Prior History
Indexed as: Guidelines for reporting injuries on campus; Injury Reporting on campus; Student injuries; Injuries to visitors; transportation guidelines for injured persons.
C. Handling and Reporting All Student Injuries:

1. Encourage the injured person to seek medical treatment if appropriate. The student may contact University Health Services Primary Care Suite at 774-6591 or go to Foust 104 for assistance between 8:30 a.m. and 4:30 p.m.

2. If the injured student is unable to transport him or herself for treatment, phone CMU Police at 774-3081 for on-site assistance. Faculty and staff members should NOT attempt to transport the injured student.

3. Faculty or staff members providing assistance should inform the injured student that he/she is responsible for all medical expenses. The injured student should submit related medical bills to his/her own insurance company for coverage. DO NOT promise that bills will be paid by the University.

4. The faculty or staff member providing assistance must complete an Accidental Personal Injury Report form. Send the completed original form to the Director of Risk Management and Insurance, Smith Hall 103 and retain a department copy for your records. Accidental Personal Injury Report forms are available from the web page http://www.rmi.cmich.edu or http://www.ess.cmich.edu

D. Handling and Reporting All Visitor (including students from other Universities) or Vendor Injuries:

1. If appropriate, encourage the injured person to seek medical treatment with any off-campus medical provider.

2. If the injured person is unable to transport him or herself for treatment, phone CMU Police at 774-3081 for on-site assistance. Faculty and staff members should NOT attempt to transport the injured person.

3. Injured individuals will be responsible for their own medical expenses. They should submit related medical bills to their own insurance company for coverage. DO NOT promise that bills will be paid by the University.

4. Faculty or staff member providing assistance must complete an Accidental Personal Injury Report form. Send the completed original form to the Director of Risk Management and Insurance, Smith Hall 103 and retain a department copy for your records. Accidental Personal Injury Report forms are available from the web page http://www.rmi.cmich.edu or http://www.ess.cmich.edu

General Reminders:

- NEVER CLEAN UP BLOOD OR FLUIDS CONTAINING BLOOD YOURSELF. Call the Facilities Management Service Center at 774-6547 for cleanup assistance.

- In all chemical exposure situations, the treating medical facility will be expecting a copy of the Material Safety Data Sheet (MSDS). The department must send them the MSDS immediately or as soon as reasonably possible following a chemical exposure—preferably by fax or with the injured person.

- In non-emergency situations, if the injured person is unable to transport self, call CMU Police at 774-3081 for on-site assistance.
Title/Subject: Guidelines for Handling Injuries on Campus

- In all situations, it is the injured person’s right to deny transportation and/or treatment. The injured person may seek treatment with the medical provider of his/her choice.

- If you are in doubt about how to handle the situation, call CMU Police at 774-3081 for assistance.

- Anyone who is exposed or thinks they may have been exposed to blood should contact University Health Services at 774-6599 for instructions.

If you have questions or comments about these procedures, please contact:

Risk Management & Insurance
774 – 3741

Central Health Improvement Program/Workers’ Compensation
774 – 3198/7177

Central Michigan University reserves the right to make exceptions to, modify or eliminate this policy. This document supersedes all previous policies, procedures and directives relative to this subject.
Central Michigan University
ACCIDENTAL PERSONAL INJURY REPORT
Non-University Employee

Call Workers Compensation – (989) 774-3198 or 7177 to report Employee Work Related injuries & illnesses

☐ Visitor
☐ Vendor
☐ Student (non-employee)
☐ Other

This form should be completed and sent to Risk Management within 24 hours after the accident
See Page 2 for Procedure

Name of Injured Person: __________________________ Phone: __________________________

Address: ______________________________________ Phone: __________________________

Exact Location of Accident: __________________________ Date of Accident: ____________

Date Reported: ____________

Activity that Caused the Injury:

| Part of body injured (be specific, i.e., left upper arm, third finger right hand, etc.): | ____________________________________________________________________________ |

Nature of Injury or Illness:
☐ abrasion or contusion ☐ concussion ☐ heat exhaustion ☐ poisoning
☐ bite ☐ fainting ☐ inhalation ☐ puncture
☐ blood to blood contact ☐ foreign body in contact or imbedded ☐ laceration ☐ shock, electrical
☐ burn ☐ fracture ☐ nose bleed ☐ sprain-strain
☐ Other (explain) __________________________

Describe clearly how the incident/accident occurred (attach supplemental pages, material – photos, diagrams, measurements): ____________________________________________________________________________

Identify acts and/or conditions which appear as primary cause: ____________________________________________________________________________

WITNESSES (people who saw the incident/injury)

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>where was witness in relation to the incident/injury</th>
</tr>
</thead>
<tbody>
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</table>

Describe machine, tool, substance or product, if any, involved in the injury and how involved: ____________________________________________________________________________

Treatment rendered, if any (name of Dr., Hospital, first aid given, etc.): ____________________________________________________________________________

Name of person completing report (PLEASE PRINT) __________________________

Signature of person completing form __________________________

Department & Campus Address: __________________________

Dept. Phone No.: __________________________

Date of Report: __________________________

C:/MyDocuments/Web Docs/AccidPerInjuryRpt Revised 4/05/04
III. BOMB THREATS

A. PROCEDURES WHEN RECEIVING A THREAT BY TELEPHONE

Bomb threats are generally a hoax which are made in an effort to disrupt normal business operations. However, **NO** bomb threat should be treated as a hoax. The following procedure is to be used if you are the recipient of a bomb threat over the telephone.

- **DO NOT HANG UP!**
- Remain as calm as possible.
- Ask the caller if you can transfer them to the CMU Police (911).
- If they do not wish to be transferred, refer to the Bomb Threat Checklist on the following page.
- Be kind and courteous to the caller and note all information you are given as best as possible. Attempt to keep the caller on the line as long as possible.
- If possible, gain the attention of a co-worker and have them notify the CMU Police (911) of the incoming bomb threat. This can be done through the use of writing or gestures. Do not allow the caller to know that CMU Police are being informed while you speak.
- The CMU Police will decide if evacuation procedures are necessary and will initiate such procedures. Refer to Section VI.A. Evacuation Procedures.
- The decision to reenter the building will be made by the CMU Police.
**B. BOMB THREAT CHECKLIST**

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<th></th>
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<tbody>
<tr>
<td>Exact time of call:</td>
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<td></td>
</tr>
<tr>
<td>Exact words of caller:</td>
<td></td>
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<tr>
<td>QUESTIONS TO ASK</td>
<td></td>
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</tr>
<tr>
<td>1. When is bomb going to explode?</td>
<td>________________________</td>
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<tr>
<td>2. Where is the bomb?</td>
<td>___________________________</td>
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<tr>
<td>3. What does it look like?</td>
<td>___________________________</td>
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<tr>
<td>4. What kind of bomb is it?</td>
<td>___________________________</td>
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<td></td>
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<td>5. What will cause it to explode?</td>
<td>________________________</td>
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<td></td>
<td>___________________________</td>
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<tr>
<td>6. Did you place the bomb?</td>
<td>___________________________</td>
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<tr>
<td>7. Why?</td>
<td>___________________________</td>
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<td></td>
<td>___________________________</td>
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<tr>
<td>8. Where are you calling from?</td>
<td>_________________________</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>9. What is your address?</td>
<td>___________________________</td>
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<tr>
<td>10. What is your name?</td>
<td>___________________________</td>
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<tr>
<td>11. If voice is familiar, whom did it sound like?</td>
<td>_________________________</td>
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<td>12. Were there any background noises?</td>
<td>________________________</td>
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<td>___________________________</td>
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<td>13. Person receiving call:</td>
<td>___________________________</td>
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<tr>
<td>14. Telephone number call received at:</td>
<td>_________________________</td>
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</tbody>
</table>

**CALLERS VOICE (circle all that apply):**

<table>
<thead>
<tr>
<th>Calm</th>
<th>Disguised</th>
<th>Nasal</th>
<th>Angry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broken</td>
<td>Stutter</td>
<td>Slow</td>
<td>Sincere</td>
</tr>
<tr>
<td>Lisp</td>
<td>Rapid</td>
<td>Giggling</td>
<td>Deep</td>
</tr>
<tr>
<td>Crying</td>
<td>Squeaky</td>
<td>Excited</td>
<td>Stressed</td>
</tr>
<tr>
<td>Accent</td>
<td>Loud</td>
<td>Slurred</td>
<td>Normal</td>
</tr>
</tbody>
</table>

Telephone number call received at: ____________________ Date: __________ Time: ________
C. TYPICAL CHARACTERISTICS OF A MAIL OR PACKAGE BOMB

The likelihood of receiving a bomb in the mail is extremely remote. Unfortunately, however, there have been a number of explosive devices mailed over the years which makes it a threat to be considered. Keep in mind that a bomb can be enclosed in a package or envelope and its appearance is limited only by the imagination of the sender. However, mail bombs have some unique characteristics which may help you in identifying a suspect mailing. It is important to know the type of mail typically received by your facility when applying the following characteristics.

- Feel and Balance – Letters that feel rigid, appear uneven or lopsided, or are bulkier than normal. Is there any springiness or undue pressure that can be felt through the package. Contents of a parcel make a sloshing sound. WARNING – EXAMINE MAIL GENTLY!
- Foreign Packages – If the item(s) is from another country, ask yourself if it’s expected.
- Place of Origin – Is it a familiar one? Note the delivery postmark.
- Unrequested deliveries – Is correspondence from the sender expected? Do the characteristics of the envelope or package resemble the expected contents? The addressee normally doesn’t receive personal mail at the office.
- Unusual addressing or delivery instructions – There are unusually restrictive endorsements such as "Personal" or "Private."
- Unprofessionally wrapped parcel is endorsed "Fragile Handle with Care" or "Rush – Do Not Delay." Name and title of addressee are not accurate. The sender is unknown. There is no return address.
- Smell – Mailing emits a peculiar odor. There is a smell of marzipan (the smell of almonds) or any other strange smell coming from the package or letter.
- Sender’s Writing – Any mail should be treated with caution if it features a foreign style of writing, not normally received, on the address. This goes along with the place of origin.
- Protruding wires – Are there any protruding wires, tinfoil, or strings present.
- Sound – If there’s any unusual sound or noise coming from the package, such as a buzzing or ticking noise, the package should be treated with caution.
- If the package or letter exhibits any of these warning signs or characteristics, follow the procedures found in the following Section III.D.

D. PROCEDURES WHEN A SUSPICIOUS ARTICLE IS RECEIVED BY MAIL

If a suspicious package or letter arrives through the mail or by any other means the following procedures should be followed.

If the letter or package has not been touched

- Do not touch it! Do not allow anyone else to touch it.
- Evacuate the room and surrounding rooms immediately. Open doors and keep people out of the area.
- Call CMU Police (911) and explain that there is a possible bomb that has just been received. Give the location of the package or letter and when and how it arrived as well as any other information that they request. Do not place the call in the same room as the package or letter.
- Do not handle the package or letter, or attempt to take it outside.
- Do not place the package or letter in water.
- Follow any instructions that are given by the CMU Police.

If a package or letter is suspected during handling

- Place the suspicious package or letter in a corner of the room, handling it very gently and making sure not to turn it over or unbalance it.
• Make sure the device is placed away from window, and that the windows are open.
• Evacuate the room and surrounding rooms, leave windows and doors open. Keep others out of the area.
• Call CMU Police (911) and explain that there is a possible bomb that has just been received. Give the location of the package or letter and when and how it arrived as well as any other information that they request. Do not place the call in the same room as the package or letter.
• Do not attempt to take the package or letter outside.
• Follow any instructions that are given by CMU Police.

E. FINDING AN ACTUAL EXPLOSIVE DEVICE

As with a package or letter bomb, a bomb which has been placed in or around the facility may not have the outward appearance of a bomb. A bomb placed by an individual is normally placed in an inconspicuous location and is generally followed by a telephone threat, though not in all cases. A bomb that has been placed can have any or all of the characteristics of a package or letter bomb. If you notice a suspicious object in an area that it does not belong, or has never been before, use the following procedure.

• DO NOT TOUCH THE OBJECT!
• Do not use radio transmission to inform others.
• Do not pull the fire alarm
• Do not use the public address system.
• Exit the area cautiously and quickly.
• Call CMU Police (911) and inform them that there is a possible bomb in the facility. Provide any information about the object that you have. Follow any instructions given by the CMU Police.
IV. SEVERE WEATHER (TORNADOES)

A. TORNADO/SEVERE WEATHER INFORMATION/INSTRUCTIONS

**Tornado WATCH:** Conditions are favorable for a tornado to develop.

**Do This:** Tune your radio to the local radio stations WCMU-FM (89.5) for up-to-date weather information.

**Tornado WARNING:** Tornado has been seen in the area.

**Signal:** Weather Warnings issued VIA Isabella County Emergency Management, sirens from Anspach Hall will sound.

**Tornado Danger Signs**

- **Bad Thunderstorms** thunder, lightning, hard rain, strong winds
- **Hail** bullets of ice from a dark, cloudy sky
- **Roaring noise** like ten jet planes or a hundred railroad trains
- **Funnel** a dark spinning "rope" or column from the sky to the ground

Telephone Alert Procedures (in order) in the event of a Tornado **WATCH.**

During normal business hours, the CMU Police Department may notify the Building Coordinator's Office with the following message. After hours and on weekends, the notification will be provided to Access Services (ext. 3114).

"This is to advise you that a **TORNADO WATCH** is in effect from now until ____________. Please follow the procedures assigned to your building / department."

The Building Coordinator’s Office or the Access Services representative will then contact the various employees in the Park Library and inform them of the **watch.**

Both the Dean’s Office and Access Services have weather radios, which will receive all watches and warnings applying to CMU and the surrounding areas. Information received will be disseminated through the building in the most efficient and expeditious manner possible.

**LOCATION OF TORNADO SHELTER AREAS**

The tornado shelters for the Park Library can be found in Section – XV.

**TORNADO WARNING INSTRUCTIONS**

**Offices**

- Secure the office and proceed to shelter areas immediately.
- If possible take with you the weather radio. The NOAA radio will be the best source for severe weather information including the “all clear” information.
B. SHELTER PROCEDURES

In the event that a Tornado Warning is issued, cover should be taken in one of the shelters shown on the floor plans found in Section - XV. Generally, there are 3 minutes after a warning is issued before a tornado hits, so it is very important to be able to guide occupants to their specific shelter area as quickly and efficiently as possible.

It may not be possible to move all occupants so it is necessary to be aware of specific things to AVOID if the shelter area cannot be reached. These include:

- Wide expanse ceilings
- Areas containing windows, display cases, or other glass
- Large open areas
- Areas with a large amount of debris

NOTE: If an area of proper protection cannot be reached, find the lowest point in the area and take cover under the most secure object you can find.

C. BUILDING FLOOR PLANS see next 4 pages

D. ANNOUNCEMENTS

Announcements will be made over the PA system for the following:

- Tornado Watch
- Tornado Warning
- Severe Thunderstorm
- Blizzard/Snow Storm
V. FIRE

A. FIRE PREVENTION

The following will outline specific procedures that shall be addressed by the facility to minimize the occurrence and impact from a fire emergency. Special emphasis on housekeeping and storage procedures are practiced in the maintenance and custodial areas due to the fact that flammable and combustible materials are used and stored in these areas.

The University is committed to preventing the occurrence of fires and situations that may promote a fire at the University.

Fire prevention is the responsibility of all personnel. Employees and students should follow safe practices to minimize the hazard of fire; supervisors must ensure that safe practices are followed on a daily basis.

Equipment to be inspected by the Environmental and Safety Services staff will include:

- Fire Extinguishers
- Smoke detectors
- Fire alarm system
- Fire sprinkler system
- Emergency lighting
- Emergency generators (if applicable)

Areas to be inspected will include: (library staff should also make note of concerns and/or violations and report them to either Gerry Edgar or Diane Thomas)

- Blocked or locked fire exits
- Housekeeping procedures
- Smoking in non-designated areas
- Flammable/combustible materials not stored properly

B. PROCEDURES WHEN A FIRE IS FOUND

In the event that a fire is spotted in the facility, it is extremely important to know the evacuation procedure (Section VI Evacuation Procedures). It is also imperative that the following procedure be initiated immediately.

- Pull the nearest manual fire alarm and evacuate the building.
- **ONLY IF YOU HAVE BEEN TRAINED** – Attempt to extinguish the fire using an extinguisher only if it is a small fire, using the P.A.S.S. technique – Pull – Aim – Squeeze – Sweep.
- Confine fire by closing doors as you leave the area.
- Evacuate the facility using the evacuation procedure found in Section VI. A. Evacuation Procedures. It is the responsibility of faculty and staff to make certain all occupants are out of their immediate area. Advise the Mt. Pleasant Fire Department upon arrival if everyone is accounted for. Move as far away from the building as possible.
NOTE: The locations of Fire Extinguishers, Pull Stations and Exits can be found in Section XV Floor Plans.

C. ROUTES BLOCKED BY FIRE

If routes are blocked by fire, move to an office with an outside building wall. Close the door and stuff all cracks around the entrance doors, windows, and ventilation grills. Use the phone to notify CMU Police (Ext. 3081 or 911) of your location. If possible signal for outside assistance from the nearest window to show your location. Stay close to the ground next to the window, remain calm and wait for help to arrive.

DO NOT RE-ENTER IF THE FIRE ALARM STOPS - THIS IS NOT AN ALL CLEAR SIGN

Wait until a police officer, a firefighter, or a door monitor has given the all clear to re-enter the building.

ALL RELEASE OF INFORMATION CONCERNING THE FIRE EVACUATION WILL BE HANDLED THROUGH THE EMERGENCY COORDINATOR’S OFFICE OR THE PUBLIC RELATIONS OFFICE
How To Use A Portable Fire

P.A.S.S.(R)

- **P = PULL** (Pull the pin on the fire extinguisher)
- **A = AIM** (Aim the nozzle at the BASE of the fire)
- **S = SQUEEZE** (Squeeze the trigger)
- **S = SWEEP** (Sweep the extinguisher from side to side)
- **(R) = RUN** (If you have not put out the fire by the time the fire extinguisher is spent, leave the area immediately!)

NOTE: You are NOT required to fight a fire at CMU and should only use a fire extinguisher *if you have been trained in its use and limitations!* Not all fire extinguishers are the same. If you are going to use an extinguisher, make sure it is designed for the type of fire you are trying to extinguish, such as:

- **Class A** – Ordinary combustibles, such as fibrous materials, wood, paper, cloth, rubber, some plastics.

- **Class B** – Flammable or combustible liquids, such as gasoline, kerosene, paint, paint thinners, propane

- **Class C** – Energized Electrical Equipment, such as appliances, switches, panel boxes, and power tools.

- **Class D** – Combustible metals such as magnesium, titanium, potassium, sodium.

EVACUATION PROCEDURES

Upon seeing smoke and/or fire – pull the fire alarm!

Upon being notified of a fire in the building, proceed to the nearest "safe" exit and notify your supervisor that you are out of the building.

DO NOT LEAVE the area until told to do so by your supervisor.

**NEVER RE-ENTER A BURNING BUILDING!**

- Know at least TWO WAYS out of your work area!
- Know the location of the closest manual fire alarm station.
- Know the location of the closest fire extinguisher.

Created by: Environmental & Safety Services, Smith 103
Phone: 7398  www.ess.cmich.edu
VI. EVACUATION PROCEDURES

A. PROCEDURES FOR EVACUATION OF THE FACILITY

If evacuation is necessary, use the following procedure unless instructed otherwise by the CMU Police. Employees are responsible for maintaining calm and order as much as is possible for fast and efficient evacuation. Exit the building using the nearest stairs, including the fire stairwells if applicable, and the nearest door. Proceed to the meeting area on the west side of the library in the open/mall area, unless otherwise instructed. **DO NOT REENTER THE BUILDING UNTIL TOLD TO DO SO.**

NOTE: The floor plans found in Section XV show all the exits.

Always move to a location that is upwind of the building. The wind in this area is predominantly from the west to southwest, therefore the primary meeting area should be on the west side of the Park Library. If the wind is from another direction, go upwind away from the building to a location which will not obstruct Emergency Personnel.

B. EVACUATION OF DISABLED PERSONS

Central Michigan University requires that all persons in a building evacuate that building any time the fire alarm is activated. Persons with a disability may not be able to evacuate unassisted due to special needs. It is very important to know how to address these problems and needs should a situation arise. The following procedures show how to address these needs for different disabilities.

a. **Wheelchair Users**

   If in an area of immediate danger, assist them in moving to a safer area immediately.

   If they are on a floor with an exit, stay with them until the crowd thins and then direct and/or assist them to the proper exit.

   If on a floor where an immediate exit is not present, assist them in moving to the nearest elevator, if applicable, **(elevators do not function if a fire alarm has been triggered)** or the nearest stairwell. Ask the person what the best way is for them to negotiate the stairs. If you are unable to assist the person inform them that you must get help. Find the nearest Emergency Response person and inform them of the position of the disabled person.

b. **Mobility Impaired (Non-Wheelchair)**

   Persons using wheelchairs should Stay-in-Place, or move to an Area-of-Refuge when the alarm sounds. If the person with disability is alone, he/she should phone the campus operator (dial “0” or dial 911). He/she should give their present location and need of assistance or the Area-of-Refuge to which they are headed.
Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire or unusual odor), the person with disability may choose to stay in the building, using the other options, until emergency personnel arrive.

c. **Hearing Impaired**

Most buildings on campus are equipped with fire alarm horns/strobes that sound the alarm and flash strobe lights. The strobe lights are for hearing-impaired persons. Persons with hearing impairments may not notice or hear emergency alarms and will need to be alerted of emergency situations.

d. **Visually Impaired**

Most buildings on campus are equipped with fire alarm horn/strobes that sound the alarm and flash strobe lights. The horn is for sight-impaired persons. Most people with a visual impairment will be familiar with their immediate surroundings and frequently-traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The staff person should offer assistance to the individual with visual impairment and guide him or her through the evacuation route.
C. DEPARTMENTAL EVACUATION PROTOCOL
MONDAY – FRIDAY 8:00AM – 5:00PM

When and if possible help direct patrons in the public areas in evacuating the building following the protocol listed below. NEVER put yourself or other staff in danger to follow this process.

FIRST FLOOR

- **3352** Clarke Historical Library Staff
  - Clarke Offices and Public Areas
  - Café
  - EHS

- **3662** Help Desk and IT Staff
  - Help Desk
  - Help Desk Corridor
  - Media Services
  - Receiving Room

- **3528 & 3114** SM Books/Inventory & Book Checkout Staff
  - 1st Floor Public Area
  - Restrooms
  - Baber Room
  - Strosacker Room
  - Auditorium
  - Information Desk

- **3018** Student Disability Services Staff
  - SDS Offices
  - Adaptive Technologies
  - 1st floor Group Study Rooms
  - Re-shelving Room

SECOND FLOOR

- **3470** Reference Desk/Reference Workroom Staff
  - Reference Librarian Offices
  - Classrooms
  - Reference Stack Areas
  - 2nd Floor Public Area (North)

- **3556** OCLS Staff
  - OCLS Offices
  - Restrooms
  - 2nd Floor Public Area (South)

- **3022** ILL Staff
  - ILL Offices
  - 2nd Floor Public Area (South)
THIRD FLOOR

- 3031 Technical Services Staff
  - Bindery
  - Bibliographer’s Room
  - Group Study Rooms (South)
  - 3rd Floor Public Area (South)

- 1726 & 2338 SM Periodicals/Microforms/Copiers Staff and Library Systems Staff
  - Library Systems Offices
  - 3rd Floor Public Area (North)
  - Microforms Office and Area

- 3825 Reserve Desk Staff
  - Mary Dow Reading Room
  - Staff Lounge
  - Individual Study Rooms (North)
  - Group Study Rooms (North)
  - Restrooms

FOURTH FLOOR

- 3500 Dean’s Office and Business Services Staff
  - 4th Floor Public Area (South)
  - Restrooms
  - Group Study Rooms Facing Atrium
  - 4th Floor Public Area (North)
  - 4th Floor Individual Study Rooms

- 3615 or 7008 Faculty Center for Academic Excellence (FACIT)
  - FACIT Offices
  - 4th Floor Re-shelving Room
  - Group Study Rooms Along FACIT Hallway

- 3253 or 7166 Affirmative Action Office
  - Affirmative Action Offices

- 2986 Writing Center
  - Writing Center
D. DEPARTMENTAL BUILDING EVACUATION PROTOCOL
EVENINGS AFTER 5:00PM, WEEKENDS AND HOLIDAYS

When and if possible help direct patrons in the public areas in evacuating the
building following the protocol listed below. **NEVER** put yourself or other staff in
danger to follow this process.

**Library Monitors Staff**
- 1st Floor Restrooms
- 1st Floor Public Area
- Baber Room
- Strosacker Room
- 1st Floor Group Study Rooms
- Adaptive Technology Room (PA 119)
- Auditorium
- Extended Hours Study
- Café restrooms
- Café

**Stack Maintenance Books/Inventory Staff**
- 4th Floor Restrooms
- 4th Floor Public Area
- Re-shelving Room
- 4th Floor Group Study Rooms
- 4th Floor Individual Study Rooms

**Stack Maintenance Periodicals/Microforms/Copiers Staff**
- Microforms Area
- 3rd Floor Public Area North and South
- Library Systems corridor and offices

**Reserve Staff**
- Mary Dow Reading Room
- 3rd Floor Group Study Rooms
- 3rd Floor Individual Study Rooms
- Restrooms
- Staff Lounge

**Help Desk Staff**
- Help Desk Area and Corridor
- Receiving Room

**Book Checkout Staff & Reference Staff**
- 2nd Floor Public Area North and South (OCLS student helps clear floor when
  working)
- Instruction Rooms
- 2nd Floor Restrooms
- Staff Hallway on 2nd Floor
- OCLS Offices

**Writing Center**
- Writing Center (4th Floor)

*Clarke Historical Library if open will clear their own area.*
VII. POWER OUTAGES

Power failures are a common occurrence and normally do not prove to be a hazardous situation. It is, however, important to be prepared should one occur. Darkness is often the result of a power failure and this can be a danger in a public facility. The following procedures are to be used during a power failure.

- If a power failure occurs during the day, vision should be satisfactory due to windows and doors providing outdoor light.
- Should a power failure occur during the night or evening, emergency lighting will activate in the building. It will be the decision of the Dean or his designee as to whether or not the library should close.
- If it is necessary to seek shelter during a power failure due to severe weather, employees are to go to the designated safe area or a protected area. Refer to Section – XV Floor Plans.
- When the power returns, inspect your area and report any damage which may have occurred (vandalism, electronics damage due to a surge, etc.).

Closing Procedures

During normal business hours (8:00am – 5:00pm Monday – Friday) Gerry Edgar or Randy Claypool will need to log into the security program and lock down all doors with card swipe access (excluding sliding glass doors).

Main entrance sliding glass doors will be pushed open to allow patrons to leave the building. Do not push the doors closed until everyone has left the building, once these doors are pushed closed they will be locked until the power comes back on.

If the main entrance sliding glass doors are locked before everyone leaves the library, route remaining individuals, through either the Baber or Strosacker Rooms. (Sliding glass doors in Baber room and into 1st floor stacks do not lock during a power outage.)

Lock all exterior doors, along with Java City and EHS.

Make sure switches for main entrance sliding glass doors are in closed positions before leaving.

During evenings and weekends card swipe access doors are already locked. For main entrance sliding doors follow same procedure as listed above.

NOTE: Be aware that with a power outage, you have no fire alarm system.
VIII. ELEVATOR ENTRAPMENT

Elevator entrapment is a very uncommon occurrence, but due to the fact that it is a mechanical device, failure is possible. Therefore, being prepared to deal with this type of emergency is necessary. The following procedure is to be used in the event of elevator entrapment.

- Determine if the alarm is genuine.
- Make contact with the individual and assure them of help.
- If safe to do so, remain with the person(s) until help arrives.
- During regular business hours, call Library Business Services at 3347.
- After 5:00 p.m. and on weekends, call the Book Checkout Desk at 3114, and ask for the telephone number of the Access Services Supervisor on duty.
- Access Services Supervisor will call the CMU Police at 3081.
IX. Water Leaks

During regular business hours, Monday – Friday 8:00am – 5:00pm call Library Business Services at 3347, who will call Facilities Management Service Center at 6547.

After 5:00pm and on weekends, call the Book Checkout Desk at 3114, and ask for the telephone number of the Access Services Supervisor on duty. Once contacted, the Access Services Supervisor can call either the FM Service Center, 6547 which then will direct them to call their answering service at 772-8225 OR the answering service can be called directly.

If water is placing library materials in immediate danger, do what you can to protect the materials until help arrives. Rolls of plastic sheeting are located in the re-shelving areas on each floor. When time permits, call one of the following in the order indicated for further instructions:

- Diane Thomas, Access Services Coordinator 772-1312
- Gerry Edgar, Library Business Services Manager 773-7411
- Dr. Richard Cochran, Associate Dean of Libraries 231-592-0859
- Thomas Moore, Dean of Libraries 773-2350

If a water leak has been discovered in the Clarke Historical Library, contact Frank Boles, Director of the Clarke at 773-0395. In the event of a significant water leak in other parts of the building, contact him to alert him to the possible damage of materials and ask if he has advice or suggestions.
X. DISTURBANCES

A. VIOLENT/DANGEROUS BEHAVIOR

Procedures for dealing with violent / dangerous behavior

Due to the nature of the activities that take place at Central Michigan University, disturbances may occur when aggression overtakes rational judgment. An aggressive dispute can often be resolved with a few words from a person of authority. The following procedure is for disturbances which have escalated to be potentially dangerous to property or people.

- Use your best judgment when assessing the situation; determine whether it is something that can be resolved with intervention. NEVER put yourself into a situation that can become harmful to you.
- If the situation is dangerous, immediately call the CMU Police (911) and inform them of the location and actions of the individual(s) creating the disturbance.
- If a person(s) has or appears to have a weapon, immediately call the CMU Police (911).
- If a person(s) behavior appears to be drug or alcohol induced, immediately call CMU Police (911).
- If a person(s) has done or is doing malicious damage to property, immediately call CMU Police (911).
- If a person(s) is physically assaulting another, immediately call CMU Police (911).
- If you intervene and they refuse to cooperate, immediately call CMU Police (911).


X. DISTURBANCES

B. ACTIVE SHOOTER

CMU POLICE DEPARTMENT RESPONSE TO ACTIVE SHOOTER INCIDENT

Secure immediate area:
- Lock and/or barricade doors
- Turn off lights
- Block windows
- Turn off radios and computer monitors
- Keep occupants calm, quiet and out of sight
- Keep yourself out of sight and take adequate cover/protection i.e. concrete walls, thick desks, filing cabinets (cover may protect you from bullet)
- Silence cell phones
- Place sign in exterior windows to identify the location of injured persons

Un-Securing an area:
- Consider risks before un-securing rooms
- Remember, the shooter may not stop until they are engaged by an outside force
- Attempts to rescue people should only be made if they can be accomplished without further endangering the persons inside a secured area.

Contacting Authorities:
- Use Emergency 911
- (989)774-3081 CMU Police (non-emergency line)
- Police.cmich.edu (CMU Police email)

Be aware that the 911 system will likely be overwhelmed. Program the CMU Police administrative line into cell phone for emergency use or consider e-mail. E-mail address for police is www.police.cmich.edu.

What to report:
- Your specific location, building name and office/room number
- Number of people at your specific location
- Injuries-number injured, types of injuries
- Assailant(s)-location, number of suspects, race-gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, shooters identity if known, separate explosions from gunfire, etc.

Police Response:
- Objective is to immediately engage assailant(s)
- Evacuate victims
- Facilitate follow up medical care, interviews, counseling
- Investigation
Title/Subject: **WORKPLACE VIOLENCE**

Applies to: ☑ faculty    ☑ staff    ☑ students    ☑ student employees    ☑ visitors    ☑ contractors

Effective Date of This Revision: October 31, 2007

Contact for More Information: Human Resources/Faculty Personnel Services

☐ Board Policy    ☑ Administrative Policy    ☑ Procedure    ☐ Guideline

**BACKGROUND:**

The United States Occupational Safety and Health Administration (OSHA) reports that "(s)ome 2 million American workers are victims of workplace violence each year. Workplace violence can strike anywhere, and no one is immune." OSHA defines workplace violence as "...violence or the threat of violence against workers. It can occur at or outside the workplace and can range from threats and verbal abuse to physical assaults and homicide. The National Institute of Occupational Health and Safety (NIOSH) reports that harassment is the leading form of on-the-job violence with 16 million workers being harassed each year. However it manifests itself, workplace violence is a growing concern for employers and employees nationwide.

**PURPOSE:**

Central Michigan University views aggressive and/or violent behavior in the workplace as disruptive and contrary to the development and maintenance of a safe, productive, and supportive environment. The University's Workplace Violence Policy, and related procedures, is intended to support efforts to provide a safer campus work environment. To that end, the policy seeks to address both imminent threats of workplace violence as well as common precursor behaviors (verbal threats, gestures, intimidation, and the like) through an increased awareness of the issue, and through intolerance for related behaviors which may have once been considered acceptable.

**DEFINITIONS:**

**Workplace Violence** includes, but is not limited to:

A. Acts of aggression including verbal abuse or physical action that reasonably creates fear of bodily harm, or threatens the safety of others.

B. Other aggressive behaviors indicating potential for violence (throwing objects, shaking fists, destroying property, etc.).

C. Acts of violence, including any intentional or reckless physical act that causes injury to a person, or intentional or reckless damage to physical property.

D. Any substantial threat to harm another individual, or endanger safety of others, and/or any substantial threat to destroy property.

E. "Stalking," as defined by MCL 750.411(h), means a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

Authority: M. Rao President

History: February 3, 2004

Indexed as: Violence; Threats; Aggression; Stalking; Dangerous situation

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POLICY:
Workplace violence is prohibited. Anyone who exhibits such behavior will be held accountable under University policy, as well as under local, state and federal law.

It is the responsibility of every employee to immediately report acts of workplace violence.

PROCEDURE:
Any employee who witnesses, is informed of, or is the object of, any threat or violent act is strongly encouraged to immediately report the matter to the CMU Police Department, Human Resources or Faculty Personnel Services.

If the situation is perceived to present immediate danger, and/or if there are any weapons visible or implied call the CMU Police Department at ext 911 and give the Police Dispatcher your office location and relevant details of the problem or incident (if the situation involves an off-campus location, call 911 or military/local police to report the matter).

Central Michigan University reserves the right to make exceptions to, modify or eliminate this policy. This document supersedes all previous policies, procedures and directives relative to this subject. Please refer questions or concerns to the Originating Department.
XI. CHEMICAL RELEASES

Chemical releases can be classified into two distinct categories:

- Incidental Releases

Incidental releases are small isolated releases of chemicals, such as cleaning solvents that do not present or have the potential to cause injuries or require evacuation other than the immediate release area. Incidental releases can be cleaned up by personnel who have received proper training under the OSHA Hazard Communication Standard 29 CFR 1910.1200 and have the proper safety equipment, or by calling Environmental & Safety Services at 7398. This type of incident would not require the response of the Local Fire Department, or outside agency. However, Environmental & Safety Services should be notified of all releases. This will aid in the proper disposal of the released chemical.

- Emergency Releases

Emergency releases are those incidents that involve large quantities of chemicals and/or have the potential to cause injuries. A release that requires the response of the Emergency Response Team and/or local fire department would be considered an emergency release.

For the purpose of this Emergency Action Plan, only Emergency Releases will be addressed.

Employee Procedures for Chemical Releases

- Clear the area of all library personnel and visitors – instruct library personnel to evacuate the Park Library using the Evacuation Protocol located in the Evacuation Procedures Section.
- Dial 911 for CMU Police.
- Advise nature of the problem
- Advise exact location of the chemical release. CMU Police will then contact Environmental & Safety Services.
- Send one employee, if available, to meet the Police and/or Environmental & Safety Services and lead them to the incident area.
- Advise Environmental & Safety Services on their arrival if all personnel are accounted for.
- If able to determine that an employee or visitor is missing, advise Environmental & Safety Services as to the last known location of the individual.
- Provide assistance to Environmental & Safety Services as requested.
XII. GAS LEAK

The following general guidelines are recommended for the purpose of responding to a suspected or known gas leak:

- Telephone the FM Service Center (6547) and report the location and any unusual conditions.
- If the gas leak is outdoors, stay upwind; keep out of low areas.
- If the gas leak is indoors, leave the area. Do not turn on a light switch, or gas-burning appliances, or activate any other source that can produce a spark or open flame. Do not use a telephone in the immediate area. Where possible, ventilate the area by opening doors and windows.
- The decision to evacuate an area or building will rest with the highest level of authority available at that time.

GENERAL INFORMATION FOR A GAS LEAK

To provide a better understanding of the above recommended gas leak emergency action procedures, a brief description of the physical properties of Natural Gas and LP Gas-Propane is provided. The University has equipment that uses both types of fuel. With one exception, the physical characteristics of both gases are very similar.

Natural Gas is an odorless fossil fuel that is lighter than air, while LP Gas-Propane is a by-product of crude petroleum and is heavier than air. Both fuels will burn and can explode under certain concentrations and proper air mixtures, and if a source of ignition is introduced. Both fuels are odorized by the chemical Mercaptan. The odor smells like garlic, rotten eggs or a skunk.

Without attempting to describe the concentrations, which have many variables, the most important factor is the source of ignition. Sources of ignition can be in numerous forms, such as a light switch, gas-burning appliance, telephone, electric motor, cigarette lighter, automobile engine, or summarized as anything that can produce a spark or flame.

It should be noted that all gas-burning appliances are required by ANSI Standard 21-30 to have an appliance gas shutoff valve to enable the fuel source to be interrupted at the appliance.
XIII. EMERGENCY MEDICAL SITUATIONS

Call the CMU Police and advise them of the situation.

Advise CMU Police as to the nature of the problem.

Advise CMU Police of your exact location.

DO NOT HANG UP! Allow CMU Police to hang up first.
XIV. DEALING WITH THE MEDIA

Where to refer media inquiries

It is the policy of CMU that all inquiries made by the media regarding anything to do with the operation or actions of the University or its staff and faculty be directed to the Public Relations Office (3197).

Media Relations Policy

Responding to the press: The public relations and marketing office will be responsible for coordinating the University’s responses to the press; the associate vice president will serve as the University’s official spokesperson, although other University officials (i.e., president, vice presidents, and individuals with specific areas of expertise) may also be needed to respond publicly depending upon the nature of the crisis. The news bureau staff in the public relations and marketing office is trained to work with and anticipate the needs of the press. In addition, reporters are likely to contact the Public Relations office for responses. The news bureau staff maintains phone and fax numbers for media throughout the state and country.
XV. Locations of Emergency Equipment (Floor Plan)

The following pages contain floor plans which indicate the locations of various emergency equipment. The equipment which has locations indicated on the floor plans is:

- Fire alarm pull stations
- Fire extinguishers
- Tornado shelter areas
- Exits
XVI. TERMINATING THE EMERGENCY

This section of the Emergency Action Plan will deal with those activities necessary to support employees and students during and following an emergency situation and those activities necessary to restore operations at Central Michigan University.

Recovery of Operations

The recovery of building operations and services will be based on the extent of damage suffered to the building. The Park Library Emergency Coordinator will need to prioritize activities that can be accomplished with available staff and resources. Immediately following the emergency phase of the incident, the Park Library Emergency Coordinator and Facilities Management will begin the implementation of the university business recovery plan.

Documentation

Documentation of emergency activities is of critical importance following the emergency situation. All records and forms used during the incident to document activities must be retained for future reference.

Responsibility for Incident Documentation

Following an emergency situation, the Park Library Emergency Coordinator will have the responsibility of collecting all records and forms used during the incident. These will be used for several purposes, such as incident investigation, insurance claims, and potential legal actions.

The Park Library Emergency Coordinator must prepare a report documenting activities that took place during the emergency situation.

The report of the Park Library Emergency Coordinator and all related documentation will be submitted to the President for review and necessary follow-up actions.

Responsibility for Damage Assessment

The Park Library Emergency Coordinator will have the main responsibility for conducting the damage assessment following an incident. Assistance will be obtained as needed from facility personnel and outside organizations, such as structural engineers and local government officials.

Post-Emergency Activities

Post-emergency activities are those that tend to the welfare of the facility personnel and provide for a review of facility actions during the incident.

Injuries should be reported as follows:

Please report employee (including student employee) injuries or illnesses to the Workers’ Compensation office at 774-7177 as soon as possible. All injuries to
students, non-employees or visitors should be reported to the Risk Management & Insurance office at 774-3741.

**Incident Debriefing**

The incident debriefing is utilized to inform personnel about any hazards that may still remain on the facility property following the incident and to identify unsafe conditions that may exist.

Some employees and/or students may be profoundly impacted from the events surrounding the incident, especially those involving injuries or loss of life. It may be necessary to provide critical incident stress debriefing sessions following such incidents. The Park Library Emergency Coordinator shall make arrangements for counseling services as needed following an emergency situation.

**Critique**

The critique of the incident is basically a review of what actions took place during the incident, both good and bad. A critique is not designed to place blame, but rather to allow for the flow of ideas and recommendations to improve the emergency action plan and the facility policies and procedures.
Appendix A

State and Federal Regulations

Health and safety related links (including state and federal regulations) can be found at the Environmental & Safety Services web site, www.ess.cmich.edu.
Appendix B

Emergency Action Plan

Exercise Evaluation Form

Facility:
___________________________________________________________________

Date of Drill: ______/_______/_______

Time of Drill: _____________________

Type of Drill Conducted:

  o Fire
  o Severe Weather
  o Medical Emergency
  o Chemical Release
  o Bomb Threat
  o Power Failure

Length of time required to complete all exercise activities:
______________________________

List any problems encountered during the drill:
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

List any recommendations for improvement to the Plan:
___________________________________________________________________
___________________________________________________________________

Signature of exercise evaluator:
____________________________________________________

Send copy of completed form to Environmental & Safety Services Coordinator, Jon Kujat, and Facility Emergency Coordinator.
Appendix C

Fire Drill Report Form

REPORT OF FIRE DRILL

[ ] False Alarm

_____ Total # of False Alarms this
Academic Year___

[ ] Planned Drill

_____ Total # of Planned Drills this
Academic Year___

Building ____________________________

Date of and time of drill or alarm
________________________________________________

Length of time elapsed from moment of alarm until all areas were clear
___________________________________________________________________

___________

Did all personnel evacuate rooms?
________________________________________________

If no, explain
_____________________________________________________________________

_____________________________________________________________________

___________

Were any means of egress excessively congested?
_____________________________________

If yes, explain
_____________________________________________________________________

_____________________________________________________________________

____________

Did the Alarm System function properly?  __________________________________

What difficulties, if any, were observed?  _________________________________

_____________________________________________________________________

_____________________________________________________________________

____________

Did the employees perform in a satisfactory manner?
__________________________
What recommendations do you have for further drills or alarms?

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Signature of CMU Park Library Building Emergency Coordinator

Send one copy to Facility Emergency Coordinator & to Jon Kujat, Coordinator of Environmental & Safety Services