

# **LUTHER RICE COLLEGE & SEMINARY**



## **Emergency Operations Policy And Safety Plan 2024-2025**

Updated August 2024  
Approved by the Board September 20, 2024

Contents

- 100.0 Introduction ..... 1
- 200.0 Emergency Direction and Control..... 2
  - 200.1 Emergency Notification Plan..... 2
  - 200.2 Evacuation Policy and Procedures ..... 2
  - 200.3 Emergency Plan for Persons with Disabilities ..... 3
  - 200.4 Campus Emergency Evacuation Team (EET)..... 4
  - 200.5 Personal Safety ..... 4
  - 200.6 Intruder Alert/Active Shooter ..... 5
  - 200.7 Emergency Fire Action Plan ..... 5
  - 200.8 Medical Emergencies ..... 6
  - 200.9 Civil Disturbance ..... 8
  - 200.10 Campus Security ..... 9
  - 200.11 Natural Disasters..... 9
    - 200.11.1 Tornado Watch ..... 10
    - 200.11.2 Tornado Warning ..... 10
    - 200.11.3 Flood Watch..... 10
    - 200.11.4 Flood Warning..... 10
  - 200.12 Bomb Threat ..... 11
  - 200.13 Other Emergencies ..... 12
  - 200.14 Texting Alerts ..... 12
- 300.0 Supervisory/Faculty Procedures ..... 12
  - 300.1 Evacuation..... 12
- 400.0 College and Seminary Policies ..... 12
  - 400.1 Media ..... 12
  - 400.2 College and Seminary Closure ..... 12
  - 400.3 Safety and Security Awareness..... 13
  - 400.4 Incident or Injury Notification ..... 13
- Appendices..... 14
  - Appendix A: Site Plan & Assembly Area Designations..... 14

## 100.0 Introduction

Luther Rice College and Seminary considers the health and safety of any individual on our campus to be a priority. We strive to provide a healthy and safe work environment for our employees and students. Our approach to achieving this goal is to work in collaboration with state and local entities who provide valuable resources and guidance toward providing and maintaining health and safety in the workplace. However, despite our reasonable and good faith efforts, it is not always possible to predict individual actions or guarantee absolute control that will assure that no unwanted acts or emergency situations will ever occur. Therefore, all employees are expected to be familiar with and participate in any mandatory training exercises set forth by the administration of the institution.

For security purposes, Luther Rice utilizes a video surveillance system installed on-campus. The system includes 32+ cameras that monitor the campus both internally and externally. All cameras are high definition and automatically switch to infrared when dark. Additionally, all cameras are motion activated so that a camera only records video when there is motion in that zone. The video system can be monitored remotely by Luther Rice security personnel and administrators' cell phones, iPads, and home computers.

The Executive Vice President and Provost shall oversee the emergency response process. All policies and procedures pertaining to the institution's health and safety procedures must be submitted to the Executive Vice President and Provost for approval along with any recommendations or proposed changes. Recommendations and concerns should be addressed through the designated department committee's which serve to facilitate ideas and new emerging information.

To the extent each situation permits, emergency response decisions shall be made under the guidance of the Executive Vice President and Provost. Emergency situations that would necessitate an immediate response should be handled by those individuals available to respond in accordance with the appropriate action reflecting the policies and procedures set forth by the institution. The Executive Vice President and Provost must be informed immediately of any emergency or incident. All emergencies or incidents occurring on the campus, involving an employee or visitor must be documented on the approved Incident form and submitted to the Human Resource Representative as soon as possible.

For further information or explanation regarding the Emergency Operations Policy and Safety Plan, please contact the following employees.

- Ms. Vanessa Nealey: Executive Assistant to the President
- Mr. Casey Kuffrey: Vice President for Financial Affairs
- Dr. Evan Posey: Executive Vice President and Provost

## 200.0 Emergency Direction and Control

### 200.1 Emergency Notification Plan

In the event of an emergency and campus notification is appropriate, the Executive Vice President and Provost will initiate the Emergency Notification Plan. The Executive Vice President and Provost will create the content of the message and will initiate the system to disseminate the message. On-campus notification consists of personal relay of information, email, mass texting, and if needed, the telephone intercom system. When appropriate off-campus parties will be notified by telephone. If the Executive Vice President and Provost is unavailable, the Vice President of Financial Affairs will fulfill all duties as outlined in the Emergency Notification Plan.

In the event of a life-threatening medical emergency, fire, intruder/active shooter, or life-threatening weather event, employees, students and/or visitors should dial 911 and consider their personal safety a priority and act accordingly. Once the initial call for emergency personnel has been made, the Executive Vice President and Provost should be notified along with the Luther Rice information desk staff member at 5519 or 770-484-1204.

The Emergency Notification Plan is publicized to the on-campus and off-campus community annually via the Luther Rice website and Consumer Disclosure document.

Periodically throughout the year, Luther Rice may test the Emergency Plan (announced or unannounced), evaluate the results with all parties involved, and document any results in the minutes of the Student Services Committee.

### 200.2 Evacuation Policy and Procedures

If a situation arises and a campus evacuation is warranted, employees, students, and visitors are to evacuate to the designated Assembly Area (Appendix A) as posted on the evacuation maps. The Assembly Area is marked and located in the field to the left of the Williams Hall main entrance.

Once the need for an evacuation is identified and an evacuation has been called for, the campus Emergency Evacuation Team (EET) will assist with moving employees, students, and visitors to Assembly Area 1. EET team members will be responsible for checking offices, bathrooms, and other spaces before being the last person to exit their assigned area. Visitors who may be on campus should also be accounted for and may need additional assistance when exiting. A log of visitors on campus will be retrieved from the information desk staff member to ensure that all individuals are evacuated and accounted for in the Assembly Area.

Considerations will be made for employees, students, or visitors with disclosed disabilities who require extra assistance during an evacuation. Evacuation plans will reflect accommodations for those who require extra assistance, and the plan will be communicated to the Emergency Evacuation Team.

Evacuation maps and exits along with security/information desk numbers are posted on doors/exits throughout the Luther Rice campus.

The primary source of notification for an evacuation will be the fire alarm system (in the event of a fire) or the telephone intercom system. If the fire alarm or intercom system is unavailable, the Executive Vice President and Provost and/or emergency team will inform and direct individuals to evacuate.

#### *Evacuation Procedure*

1. Once notified of the situation, proceed to the nearest exit and designated assembly point.
2. The EET members will clear all buildings by checking all rooms in the building assigned to them and closing all doors to rooms that have been evacuated. (Doors should be left open when a bomb threat has occurred (see 200.12 Bomb Threat).
3. Individuals should remain at the designated assembly point until officials give clear instruction that it is safe to return to the building.

The persons filling the above-mentioned roles for 2024-2025 are as follows:

- Dr. Evan Posey: Executive Vice President and Provost
- Luther Rice Security Personnel (Georgia State Trooper on campus at the time of the event)
- Emergency Evacuation Team (EET) members

#### **200.3 Emergency Plan for Persons with Disabilities**

Employees, students, or visitors with disabilities who require extra assistance during an evacuation should inform their supervisor or instructor. Upon notice of this information, supervisors and instructors are to inform the Executive Vice President and Provost who will formulate an appropriate evacuation plan according to the disability. The plan will take into consideration the type of disability, the building, and the classroom or work location. The plan will then be communicated by the Executive Vice President and Provost to the EET.

Assistance will be provided to communicate and guide visually impaired individuals to safety. Individuals who are visually impaired will be acclimated to their surroundings and paired with another individual who is willing to stay with them until the emergency has been resolved.

Assistance will be provided to communicate and guide hearing-impaired individuals to safety. Individuals who are hearing impaired will be alerted to a campus emergency in writing or through attention actions such as turning lights off and on. The hearing impaired will be acclimated to their surroundings and paired with another individual who is willing to stay with them until the emergency has been resolved.

Assistance will be provided for those who are physically unable to travel stairs if the elevator is not optional. Wheelchair-bound and/or handicap individuals can be safely carried downstairs

using the Lift Chair (with a safety harness) located at the top of the stairwell in the Williams building.

#### 200.4 Campus Emergency Evacuation Team (EET)

The Luther Rice Emergency Team members are employees who have identified that they are willing and capable of providing basic assistance during emergency situations. The Executive Vice President and Provost will identify duties and assignments appropriate for each member. First responder and/or medical skills are not necessary for performing emergency team member roles.

EET team members will assist in the personal relay of information, building evacuations, and personalized evacuation plans for those who have requested extra assistance.

EET team members will be assigned a role of assisting an individual during an evacuation or a role of clearing a specific building by looking in the classrooms, restrooms, and student centers before reporting to the Assembly Area.

EET team members will communicate their intended actions prior to taking the necessary steps in aiding an individual.

#### 200.5 Personal Safety

Luther Rice College and Seminary strives to provide a safe and secure work environment and a safe and secure student life environment. Providing measures to keep employees and students safe while on campus is a priority. Luther Rice believes that all employees should be prepared to notify trained internal and community emergency responders in the event of an emergency. This is achieved by the implementation of proven safety measures on campus and by providing initial and ongoing emergency preparedness training for our employees.

Some suggestions that an individual may take to protect himself and/or his property include:

- Be aware of your surroundings.
- Walk only in well-lit areas and on established walkways.
- Protect your valuables by holding your purse and belongings close to your body.
- Do not carry large amounts of cash or valuables with you while on campus.
- Keep doors and windows locked.
- Avoid staying in areas alone at night.
- Report any instances of crime to the most readily available campus security personnel or dial 911.
- If you are attacked or approached by a demanding individual, turn over whatever property the attacker requests and contact campus security personnel or dial 911 as soon as you get to a secure location.

## 200.6 Intruder Alert/Active Shooter

In the event of an intruder or active shooter on-campus, employees, students, and visitors are to retreat to designated safe rooms on-campus or flee off-campus if possible. On-campus notification consists of a personal relay and the telephone intercom system. Employees, students, and visitors are to remain in safe rooms until notified by authorized police personnel or campus security. Intruder/Active shooter drills are performed each semester by Luther Rice's security personnel for all employees and students on campus.

## 200.7 Emergency Fire Action Plan

The Emergency Fire Action Plan (EFAP) outlines our plan for fire precaution, procedures, and protection for the employees and students of Luther Rice. The EFAP will be reviewed annually with employees and printed instruction will be posted on the website.

### *Fire Precaution*

1. The Luther Rice Campus is routinely inspected for potential fire hazards.
2. Chemicals or flammable liquids used on campus will be properly handled and stored according to the manufacturer's recommendations as listed on the product's Safety Data Sheet.
3. The facilities and grounds will be maintained with repairs to campus buildings conducted in a timely manner.
4. Housekeeping efforts will reflect efforts that promote cleanliness and reduce fire risk by managing dust accumulation on surfaces and removing waste and trash from buildings.
5. Walkways, doorways, exits, and community spaces will be kept clear of any obstacles that could block or hinder individuals from exiting a building.

### *Fire Procedure*

Employees, students, and visitors who identify or suspect a fire on campus should follow the steps below.

1. If the fire has not triggered the fire alarm, activate the nearest fire alarm if possible and/or yell FIRE.
2. When the alarm sounds do not panic and proceed to the nearest exit and go to the Assembly Area.
3. Inform the information desk personnel of the fire location by dialing 5519 (using an internal phone system) or 770-784-1204 (mainline) if unavailable, proceed to #4.
4. Inform Dr. Evan Posey, the Executive Vice President and Provost 770-596-7384 and /or Security 678-551-5715 of emergency and anyone missing during evacuation.
5. Remain in the Assembly Area until the authorities permit to return to the buildings.
6. Do not re-enter campus buildings once the evacuation process has begun.

## Fire Protection

1. Fire alarms and exit lights are located throughout campus buildings and will be maintained in accordance with local and state regulations.
2. Elevators will be prohibited during a fire or suspected fire.
3. Use the stairway and ask for assistance if needed.
4. If your clothes catch on fire, stop, drop, and roll until the fire is extinguished. Running will make the fire burn faster.
5. If you are escaping through a closed door, use the back of your hand to feel the top of the door, the doorknob, and the crack between the door and door frame before you open it.
6. If the door is cool, open slowly and ensure fire and/or smoke is not blocking your escape route.
7. If your escape route is blocked, shut the door immediately and use an alternate escape route, such as a window. If clear, leave immediately through the door. Be prepared to crawl. Smoke and heat rise, so the air is clearer and cooler near the floor.
8. If the door is warm or hot, do not open. Block the cracks around the doors with towels or clothing if possible. Escape through a window. Do not open the window if there is visible smoke or fire outside of the window. If you cannot escape, hang a noticeable object outside the window. Alerting firefighters of your presence.
9. Unless necessary, do not attempt to jump from windows above the ground level. This can lead to serious injury or death.
10. Fire extinguishers are marked and maintained in accordance with local and state regulations and can be found in the following locations:
  - Williams Hall
    - Lobby
    - Executive Suite
    - Mail Room
    - Break Room
  - Woodlawn Hall
    - Library
    - Classroom 202
    - Classroom 203
    - Second Floor – Main Hallway
  - Burris Building
    - Classroom 101
    - Student Break Area
    - Second Floor – Main Hallway

## 200.8 Medical Emergencies

In the event of a medical emergency on campus, the following steps should be followed giving priority in the following order:



## To report a life-threatening illness or injury

1. 1st priority – Life-threatening illness or injury - call 911. Employees, students, or visitors who arrive upon the scene of a medical emergency shall assess the situation and safety of their surroundings before rendering aid. If there is an immediate danger for you and the victim or imminent death, call 911 immediately.
2. 2nd priority – Call for campus assistance by following the steps below.
  - Call the information desk by dialing 5519 (using an internal phone system) or dial 770-484-1204 (mainline).
  - Report the medical emergency and location of the victim.
  - Stay with the victim until assistance arrives.

The following steps serve as a *guide* in aiding information desk personnel in their response to an emergency call or request. Actual circumstances during an event will affect the order of the appropriate response and initial call.

- Based on the nature of the emergency and information received, initiate the call for the appropriate emergency response by **choosing** one or more of the following:
  - **Dial 911 and request emergency services** (examples: life-threatening event, fire or suspected fire, active shooter/intruder, bomb threat, medical emergency such as non-responsive person, cardiac arrest, stroke)
  - **Contact Dr. Evan Posey, the Executive Vice President and Provost 770-596-7384 and/or Security 678-551-5715** (examples: suspicious activity, suspicious person, disgruntled person, campus grounds/building concern, campus complaint)
- Report nature of emergency and location of the victim.
- Anticipate further instructions once responders have assessed the emergency which could include the following actions:
  - Dialing 911 and providing nature of emergency and address (if not the initial call)
  - Instructing campus security or designated employee \_\_\_\_\_ to meet EMS and direct them to the location of the victim or emergency.

\*If the nature of the emergency was non-life threatening, the Executive Vice President and Provost or the Security team member will assess the emergency and communicate whether a call for assistance is needed and what type of assistance is needed.

Below are the steps for those on campus who arrive upon and/or first responders who respond to an emergency.

- Upon arriving at the scene of the emergency, assess the situation for potential safety hazards for yourself, the victim, and first responders.
- If there is eminent danger at the scene, secure your safety first and then dial 911 for the appropriate emergency response.
- Do not move the victim unless their life is endangered by their current location.
- If the scene is safe, assess the victim's needs.
- Call for assistance by dialing extension 5519 or the mainline 770-784-1204 and inform the information desk personnel of the emergency and location.
- Stay with the victim until assistance arrives.

If transport to a medical facility is required, EMS will be called to transport the victim to the nearest medical facility. If a victim refuses EMS transportation, family members or close contacts must be notified to assist in the transportation of an ill or injured person. Faculty and staff are not advised to transport any person in need of medical assistance in their personal vehicle.

3. 3rd priority – Contact the campus Human Resource Representative to report injury or incident and obtain an Incident Report form.
  - An Incident Report must be completed and returned to the Human Resource Representative within 24 hours of the incident by the employee's supervisor or the supervisor of the area in which the incident occurred if not the employee. Statements should be obtained by others involved and witnesses.

### **To report a non-life-threatening medical emergency**

Begin with the 2nd priority and follow the steps outlined above.

Note: Life-threatening illnesses or injuries and non-life-threatening illnesses or injuries must be reported to the Human Resource Representative within 24 hours of the incident.

### **200.9 Civil Disturbance**

A civil disturbance/disorder is a term that generally refers to groups of people purposely choosing not to observe a law, regulation, or rule, usually for the purpose of bringing attention to their cause, concern, or agenda. Any civil disturbance/disorder occurring on the Luther Rice campus should be reported to campus security on duty and/or local law enforcement as well as the Executive Vice President and Provost.

## 200.10 Campus Security

### *Personnel*

Campus security personnel are former Georgia State Patrol officers (having arrest authority) who are present on campus during normal business hours. The schedules of campus security are based on needs and availability.

### *Engineering controls*

Luther Rice campus buildings are equipped with electronic locks which require key fob entry. Electronic locks have been installed on the doors of Williams Hall (except door to the courtyard) and the library.

- Each employee will receive a key fob allowing access to these doors.
- The outside entry door to the Williams Hall vestibule is always unlocked during regular campus hours. However, the entry door to the lobby remains locked until a staff member allows admittance for students or visitors.
- The outside entry door to the Library is locked until a staff member allows admittance for students or visitors.
- A camera/intercom system has been installed in the vestibule of Williams Hall and at the entry door of the Library, for communication with students or visitors. Students and visitors must complete and pass the COVID self-assessment health screening prior to being granted admittance. The door can be opened manually or unlocked remotely from the information desk.

## 200.11 Natural Disasters

During adverse weather, individuals should access information on a regular basis from radio, television, the internet, or other electronic means. A decision to dismiss classes or close a campus will be made by the President, or in his or her the Executive Vice President and Provost, when weather or other conditions pose a potentially serious threat to the health or safety of the members of the institution. During non-business hours the decision to close the institution will be made before 7 a.m. as much as possible. This decision will be communicated using local radio/television stations and the internet. WSB TV (channel 2) and WSB Radio (AM 750/FM 95.5) and WSB online <http://www.wsbradio.com/weather/> serve as the principal source of information when a potential widespread emergency condition is present. Text messages/voice messages may be sent from the institution to employees and students who are signed up to receive such messages.

When adverse weather is present, individuals should consider their own personal safety when making decisions regarding their commute to and from campus.

### 200.11.1 Tornado Watch

A tornado watch is issued by the National Weather Service when conditions favor the formation of tornadoes. Luther Rice has a weather alert radio onsite. When a tornado watch is issued and communication is necessary, members of the institution will be notified through the intercom system. During a tornado watch, the following steps should be followed.

1. Monitor radio/television stations and internet.
2. Watch for tornado danger signs:
  - Dark, often green sky
  - Large hail
  - A large, dark, low-lying cloud (particularly if rotating)
  - Loud roar (similar sound to a freight train)
  - Funnel-shaped clouds
3. If any of the danger signs are present:
  - Go to an interior room on the lowest level of the building. Put as many walls as possible between you and the outside of the building.
  - Step away from windows and doors.
  - Get under a sturdy table or desk and use your arms to protect your head and neck.
  - Remain in a secure location until the supervisor has provided further instruction.

### 200.11.2 Tornado Warning

A tornado warning is issued by the National Weather Service when a tornado funnel is sighted or indicated by the weather radar. Luther Rice has a weather alert radio onsite. When a tornado warning is issued and communication is necessary, members of the institution will be notified through the intercom system. During a tornado warning, the following steps should be followed.

1. Go to an interior room on the lowest level of the building. Put as many walls as possible between you and the outside of the building.
2. Step away from windows and doors.
3. Get under a sturdy table or desk and use your arms to protect your head and neck.
4. Remain in a secure location until the warning has expired and a supervisor has provided further instruction.

### 200.11.3 Flood Watch

A flood watch is issued by the National Weather Service when flooding is possible in an indicated area. Individuals should be prepared to move to the top floor of each building or higher ground if it becomes necessary. A flood can occur in a brief period without warning and in these circumstances, a flash flood watch is issued.

### 200.11.4 Flood Warning

A flood warning is issued by the National Weather Service when flooding will occur in an indicated area. At times a flood can occur without warning and in these circumstances, a flash

flood warning is issued by the National Weather Service. If a warning is issued, individuals should take the following steps and/or precautions.

1. If standing water occurs within a campus building, move to a higher level, or relocate to another building at a higher elevation when possible.
2. Do not walk in moving water. If you must walk in a flooded area, walk where the water is not moving.
3. Do not drive into flooded areas. If floodwaters rise around your car, abandon the car, and move to higher ground if you can do so safely.

If standing water occurs within a campus building, the faculty or staff member should advise individuals as to where they should relocate (i.e., higher floor in same building, another building on higher ground, higher ground).

### 200.12 Bomb Threat

Bomb threats should be always taken seriously, and they require action. Employees can be very helpful in identifying key information during a bomb threat. Understandably remaining calm and knowing how to listen for clues during a bomb threat call can be stressful, so it is important to know what to listen out for and what questions to ask the caller.

During a bomb threat call stay calm and take notes. Follow the procedure below.

1. Record the displayed number if caller ID is provided.
2. Try to inform someone else to notify another individual that you are handling a bomb threat call.
3. Get as much information as possible by asking the caller some of the following questions.
  - a. Where is the bomb? Which building, location, etc.?
  - b. When is it scheduled to go off?
  - c. What does the bomb look like?
  - d. Why is this bomb located at the institution?
4. Record a description of the caller's voice
  - a. Is the caller a male or female?
  - b. Does the caller sound like a juvenile or an adult?
  - c. Is the caller calm, angry, loud, soft, crying, or laughing?
5. Listen and record any background noises, such as railroads, streets, aircraft, voices, etc.
6. Follow the Emergency Notification Plan (200.1).

Once the institution has received a bomb threat, all buildings should be evacuated (200.1). All doors should be left open, and individuals should not use switches, cellular phones, or any other electronic devices. Any suspicious objects should be reported to emergency personnel immediately. All individuals should remain in an Assembly Area (appendix A) until they receive further instruction from personnel handling the emergency.

### 200.13 Other Emergencies

In the case of an emergency that is not detailed above, assess, and secure your personal safety first, and then follow steps outlined in the previous emergency situations to report the situation to emergency services by dialing 911, or the information desk personnel by dialing 5519.

### 200.14 Texting Alerts

Luther Rice offers employees the opportunity to receive Luther Rice updates through the convenience of text messaging. Luther Rice uses a third-party texting system to provide the one-way messaging service to communicate weather-related school closings, campus emergency alerts, important dates, and deadlines, etc. To sign-up contact Laura Powell, Marketing and Recruiting Manager.

## 300.0 Supervisory/Faculty Procedures

Faculty members and/or supervisors are expected to provide leadership and guidance upon identification of any emergency while on campus. Notification of the emergency to the appropriate personnel and instruction for those in the affected area will require knowledge of Luther Rice's Notification Plan and emergency response procedures.

### 300.1 Evacuation

Faculty members and/or supervisors are expected to provide leadership in a timely and orderly fashion if an evacuation is necessary.

1. If an emergency requires evacuation, follow the steps outlined above in the evacuation plan and instruct individuals in your department or classroom to the nearest exit and Assembly Area.
2. Always keep your class roll or department list with you when evacuating. Once you have reached the Assembly Area, account for all individuals. Report any missing individuals to emergency personnel as soon as possible.
3. Remain with the individuals from your department or class until the emergency is resolved and further instruction is provided from emergency personnel.

## 400.0 College and Seminary Policies

### 400.1 Media

When an institution-related crisis occurs, the Executive Vice President and Provost, or in his or her absence a designee, should handle all media relations regarding the situation. Members of the institution should direct any inquiries to the Executive Vice President and Provost's office.

### 400.2 College and Seminary Closure

A decision to dismiss classes or close a campus will be made by the President, or in his or her absence the Executive Vice President and Provost, when weather or other conditions pose a potentially serious threat to the health or safety of the members of the institution. During non-business hours the decision to close the institution will be made before 7 a.m. as much as

possible. This decision will be communicated using local radio/television stations and the internet. WSB TV (channel 2) and WSB Radio (AM 750/FM 95.5) and WSB online <http://www.wsbradio.com/weather/> serve as the principal source of information when a potential widespread emergency condition is present. Text messages/voice messages may be sent from the institution to students, faculty, and staff who are signed up to receive such messages.

#### 400.3 Safety and Security Awareness

Safety and security awareness, along with other campus emergency response plans are reviewed during the first week or two of on-campus classes and in other programs throughout the academic year. To reduce crime through awareness and safety education, members of the institution are notified about potential security problems in a timely manner through email, mailings, postings throughout the campus, and/or in chapel services.

The Emergency Notification Plan is publicized to the on-campus and off-campus community annually via the Luther Rice website and Consumer Disclosure document.

#### 400.4 Incident or Injury Notification

Any occurrence of an injury or incident on the campus of Luther Rice College and Seminary should be reported to the campus Human Resource Representative as soon as possible. An Incident Report should be obtained and completed within 24 hours of the incident by the employee involved. The employee's supervisor should also report the incident to the Human Resource Representative for further instruction concerning incident witnesses and signatures required. An incident form can be obtained from the Human Resource Representative.

Appendices

Appendix A: Site Plan & Assembly Area Designations

