

## INTERNSHIPS AND EXPERIENCE BASED LEARNING

Students must be provided with a safe experience when participating in internships and experience-based learning activities.

- Emphasize the student's need to understand the placement site's emergency procedures.
- Coordinate student's off-campus experience-based learning activities with the Center for Internships and Cooperative Education.
- Ensure students receive adequate safety and risk information related to off-campus activities such as fieldwork, professional practice, clinicals, etc.

## STUDY OUTSIDE OF THE UNITED STATES

Faculty and academic departments that sponsor or recommend study abroad programs are responsible for providing the student with information necessary for a safe experience.

- Ensure students understand their responsibilities and acceptable conduct while in the Study Abroad program.
- Provide students with emergency information needed while they are abroad.
- Discuss topics such as personal safety, criminal activity, and financial security.

## STUDENT INJURIES

Faculty must ensure that injured students receive appropriate medical attention.

- For serious injuries, call 9-1-1 or emergency number immediately.
- Advise students injured during class or lab activity to seek medical attention from the Student Health Center.
- Complete a Student/Visitor Injury Report and send a copy to Environmental Health and Instructional Safety, T-1400. Forms can be found at <http://ehis.fullerton.edu/forms>.

### ENVIRONMENTAL HEALTH AND SAFETY

## CAMPUS RESOURCES

(657) 278-7233 (S-A-F-E)  
<http://ehs.fullerton.edu>

### RISK MANAGEMENT

(657) 278-7346  
<http://riskmanagement.fullerton.edu>

### HUMAN RESOURCES

(657) 278-2425  
<http://hr.fullerton.edu>

### PHYSICAL PLANT

(657) 278-3494  
<http://pp.fullerton.edu>

### UNIVERSITY POLICE

(657) 278-2515  
<http://police.fullerton.edu>



# EHS

### EMERGENCY: 9-1-1

Dialing 9-1-1 from a campus phone or your cell phone will connect to University Police.

Environmental Health and Safety

# FACULTY RESPONSIBILITIES FOR STUDENT SAFETY

## Risk Management and Environmental Health & Safety



## STUDENT HEALTH AND SAFETY

According to the President's policy on Health and Safety Training for Employees and Students *“students will be provided with the appropriate safety information relevant to the hazards encountered in each classroom. Faculty, Graduate Assistants and Teaching Assistants will be responsible for providing this information during the first class meeting and throughout the semester.”* A copy of this policy can be found at <http://rmehs.fullerton.edu/academicsafety>.

## CLASSROOM SAFETY

Faculty responsibilities include supervising classes and labs where hazardous materials or equipment are used. This includes informing students at the **first class meeting** and throughout the semester of the appropriate safety information relevant to the hazards encountered in their classroom such as:

- Apparent risk inherent in the class, lab or activity including the safe use and handling of potentially hazardous substances, equipment or procedures.
- The location of safety devices (such as eye-wash stations and fire extinguishers) and how to use them properly.
- Emergency procedures including how to respond to an evacuation, fire, hazardous material spill, etc.
- The location of the fire alarms, telephones, and emergency exits closest to the classroom.
- Building evacuation maps and the designated outside meeting area for the class.
- Ask students to inform the faculty of any specific physical disabilities that would require assistance in the event of an emergency evacuation.

## VISITORS

Prior to bringing a visitor to class, permission must be obtained from the faculty member, a parent or guardian (if the visitor is seventeen or younger), and/or the Dean or Department Head (if the visit is to a potentially hazardous location).

## RISK MANAGEMENT

Faculty are responsible for identifying and managing risks created by their academic activities. This includes enforcing all applicable safety regulations developed by the University, and the department of Environmental Health and Safety.

Report unsafe conditions to Environmental Health and Safety immediately. A copy of the University Risk Management policy is available at <http://riskmanagement.fullerton.edu>.

## CAMPUS 9-1-1

- Dial 9-1-1 from any phone on campus to contact the University Police.
- Use outside blue emergency phones for a direct line to University Police.
- Program cell phones with the University Police Dispatch number (657) 278-2515.

## EMERGENCY EVACUATION PROCEDURES

During emergencies such as earthquakes, fires or hazardous materials spills, it is critical that students are evacuated in a safe and expeditious manner.

- Do not use elevators. Evacuate using the stairways only.
- Instruct students to take personal items with them.
- Ensure that all students have evacuated safely before leaving.
- Assist disabled students who are not able to use the stairs. Lead them to the stairwell landing. If possible, leave a volunteer to wait with them. Report the location to emergency personnel.
- Get consent before moving injured or disabled people, as you could injure them and/or yourself.

Pursuant to California Government Code Sections 3100 and 3101, all state employees including staff and faculty of the California State University are designated disaster service workers.

## SHELTER-IN-PLACE

Some emergencies may require you and your students to take shelter in your classroom. If you are notified to shelter-in-place:

- Bring everyone into the room. Shut the door and lock if possible. Move objects in front of the door to prevent entry.
- Turn off the lights and silence all electronic devices.
- Take attendance and call your department's designated emergency contact to report who is in the room with you.
- Stay where you are until otherwise notified.

## FIELD TRIPS/OUT OF CLASS ACTIVITIES

Pursuant to University policy, faculty members are responsible for minimizing risks associated with out of class activities.

- Observe requirements specified under “Classroom Safety.”
- Students must comply with all State laws regarding possession, sale and use of alcohol or controlled substances at all times while traveling to, during and returning from the class activity. Violations of these laws and University policy are subject to disciplinary action, up to and including dismissal.
- Students must complete and submit the following forms prior to participation in field trips or out of class activities:
  1. Academic Field Trip Waiver of Liability Hold Harmless Agreement.
  2. Academic Field Trip Participant List - to identify a contact person in case of an emergency.

Retain copies of all completed/ signed forms in the academic department office and carry a copy with you during the activity. Academic Field Trip forms and guidelines available online at <http://rmehs.fullerton.edu/academicsafety/FieldTripsGuidelines.asp>.