

Volunteer Safety Briefing

General Campus Safety & Emergency Preparedness

Risk Management/Environmental Health & Safety

For any questions, please contact the departments directly for additional information or ask your supervisor.

Environmental Health & Safety (EHS)

T1475 (next to Parking)

(657) 278 - 7233

Risk Management

College Park 700

(657) 278 - 7346

General Safety

1. Workplace Violence

- Report all acts or threats of violence to University Police (x2515).
- Be prepared to answer the following questions:
 - WHO – Name, description, address, phone number, faculty, staff, student
 - WHAT – The circumstances and sequence of events leading up to the incident
 - WHEN – Time of day
 - WHERE – Location the incident took place
 - HOW – Describe how the offense was committed, any weapons or objects involved
 - WHY – The cause of the incident
- The responding person will discuss the course of action. If necessary, a follow-up will be conducted at a later time.
- All reports of workplace violence will be reviewed by the Chief of Police.

You may also submit a Behavior Concern Report at

<http://police.fullerton.edu/BehaviorConcern/report.aspx>.

For more information on workplace violence, visit the EHS website at

<http://ehs.fullerton.edu/healthandsafety/WorkplaceViolence.asp>.

2. Hazardous Substances

You can find information for every chemical or product by looking it up in the Safety Data Sheets (SDS). On campus,

1. Go to <http://ehs.fullerton.edu/environmentalmanagement/MSDS.asp>
2. Go to Obtaining a Safety Data Sheet.
3. Go to MSDS Online and type in the chemical or product.

Reporting Hazards

1. What do I do if I see a hazard on campus that could cause a potential accident or injury?

Call EHS at x7233, email safety@fullerton.edu or fill out an online hazard report at:

<http://rmehs.fullerton.edu/CampusSafety/>

Emergency Preparedness

1. Dialing 9-1-1 for Emergencies

During an emergency, dialing 9-1-1 from a cell phone or campus phone will connect you directly to the University Police. The blue emergency phone poles located throughout campus do not require any dialing. Push the call button to be connected directly to University Police.

2. What are my responsibilities during an emergency evacuation?

- Know the nearest emergency exits, stairs, emergency equipment such as fire extinguishers. If in a laboratory, know where the eyewashes and safety showers are located.
- Keep emergency numbers for your supervisor(s) in your cell phone or have a list of contact numbers in the work space.
- Follow instructions for every emergency exercise and event.
- Know how to “Shelter-in-Place.”

For more emergency preparedness tips, visit: <http://prepare.fullerton.edu>

3. What is Shelter-in-Place?

Some emergencies may require you to take shelter in your classroom or office. If you are notified to shelter-in-place or you find you cannot exit because of greater dangers outside the classroom, follow these guidelines:

- Shut and lock the door when directed and able.
- Keep doors locked and close all windows.
- Stay where you are until otherwise notified by response personnel.

For additional information and classroom discussion/exercises on Shelter-in-Place: <http://prepare.fullerton.edu/ShelterInPlace.asp>.

4. How will I be notified to shelter-in-place or about other emergencies?

Public Address systems, located inside and outside of buildings, will notify the campus of emerging situations.

5. What should I do in the event of an earthquake?

- Drop (get to the ground)
- Cover (under something, covering your head)
- Hold on

6. What do I do in the event of a fire or building evacuation?

- Before that happens, identify two ways to get out of your building or office.
- When the alarm sounds, take your keys and/or purse and evacuate 150 feet from any building. Do not return until the all clear has been given by University officials.

Driving on Campus

1. How do I become qualified to drive on University business?

- When driving university-owned vehicles, you must fill out an INF 254 Form and turn it into University Police. This allows them to obtain your driving records and will give you the legal ability to drive these vehicles on campus.

- When driving privately-owned vehicles, you must fill out an STD 261 Form and turn it into Travel and Operations in CP (College Park) - 300. This will allow you to be covered by liability insurance if any accidents occur while driving during your volunteer hours.
 - You must also complete online Defensive Driver training located in the training center through your portal. You will receive an email if you with directions on how to complete it.
 - These forms can be found on the Risk Management/EHS website under "Travel/Field Trips/Driving on Campus Business":
<http://rmehs.fullerton.edu/forms/>.
 - If you drive a small gas or electric cart, you must take small cart training.
- 2. For information about what to do if you are involved in an accident while driving on University business:**
- Complete and send a Report of Vehicle Accident (STD 270) and a State Driver Accident Review (STD 274) within 48 hours to Risk Management in CP-700.
 - If an accident occurs off campus, obtain a police report from the local jurisdiction.
 - Accidents that occur after hours, on the weekend, or holiday must be reported to University Police at x2515 and a message left for Risk Management x7346. Note: reporting the accident by phone does not replace the need to complete the STD 270 or STD 274.

Work Related Injuries and Illnesses

- 1. How do I report a work-related injury or illness?**
- You may be entitled to workers' compensation benefits if you are injured or become ill during volunteer hours.
 - It covers most work-related physical or mental injuries.
 - Please notify your supervisor immediately for any injuries or illnesses.
 - Fill out the Injury/Illness Report form located at the link below and notify Risk Management (x2824):
<http://rmehs.fullerton.edu/workerscompensation/ReportingAWorkRelatedInjuryOrIllness.asp>
- 2. When should I report a work related injury or illness?**
As soon as possible or within 24 hours of the injury/illness
- 3. If I become injured or sick while, where do I go for treatment?**
- Be sure to know the location of the first aid kit in your work area for any minor injuries (i.e. removing a splinter, cuts, etc.)
 - If an injury or illness requires medical treatment beyond first aid and you are also a CSUF student or faculty/staff/employee, you may seek medical attention at the Student Health and Counseling Center (SHCC). Hours of operation: Monday – Friday: 8am – 3:30pm, Thursday: 9am – 3:30pm, Weekends: Closed
 - For those not affiliated with the campus (neither student nor staff/faculty/employee), you may seek medical attention at the St. Jude Heritage Occupational & Environmental Health Services located at 2720 N. Harbor Blvd, Suite 130, Fullerton, CA 92835. Phone: (714) 449-6200
- 4. Should I drive an injured or ill employee or student to a doctor or hospital for treatment?**
No. Doing so may put both you and the injured person at risk. Call Risk Management (x7346) during regular business hours or University Police after hours.

Volunteer Safety Training Verification

I've reviewed and understand the safety information provided to me.

Volunteer Name _____

Volunteer Signature _____

Date _____

Supervisor Name _____

Supervisor Signature _____

Date _____

Keep this signature page on file for three years after the end of volunteer status.

Additional Information

For additional safety information, please visit the EHS and Risk Management website at www.rmehs.fullerton.edu.