

**Washburn University
Employee Safety Handbook**

Safety Planning and Emergency Management

Phone Numbers:

Emergency (police, fire and ambulance) -----	911
University Police -----	1153
Office of Safety Planning and Emergency Management -----	1779
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Introduction

This handbook provides a quick reference to important safety information. For more detailed safety information concerning your workplace, consult your supervisor and/or the appropriate University department listed on the inside front cover of this handbook.

Emergency Procedures

Washburn University's ability to address emergencies depends on the cooperation and participation of all members of the campus community. Three key components of the University's efforts to better prepare for an emergency are being reviewed, updated and expanded based on heightened safety and security awareness since September 11, 2001. The first of these components is a **Crisis Management Plan**, which identifies key decision makers and their roles during a campus emergency. The plan also describes procedures that will be utilized during specifically identified severities of emergency.

The second component is an **Emergency Action Plan**. Each on-campus and off-campus building will have a designated building warden who is responsible for developing an emergency plan and making sure all employees working in the building have a complete understanding of the evacuation process. The building warden is also responsible for coordinating annual tornado and evacuation drills with the Safety Planning & Emergency Management Department.

The final component is this document. The Emergency Response Plan calls upon all employees to be familiar with the **Employee Safety Handbook** and **Emergency Action Plan**.

Before an emergency occurs

- KNOW the established emergency procedures for your building and work place
- KNOW the hazards of any materials or equipment in your building and work area and the precautions to take to avoid or minimize associated risk
- KNOW two means of egress (exits) from your area
- KNOW the locations of fire alarm pull stations
- KNOW the locations of portable fire extinguishers
- KNOW the emergency phone numbers on and off campus

Emergency Evacuation Plan

Each department in conjunction with the Safety Department is required to develop a fire evacuation plan. This plan is supplemental to this handbook and provides building-specific information. The fire evacuation plan must contain the following information:

- Emergency telephone numbers
- Two evacuation routes
- Designated meeting point/staging area, outside the building

Fire

If you discover a fire, an explosion, or smoke in a building, activate the fire alarm system immediately at the nearest fire alarm pull station to evacuate the building (see Evacuation Procedures below).

After sounding the fire alarm, call the University Police at x 1153 and 911 from a safe location. Provide the building name, address, floor, room number, and any known special hazards at the location. Do not assume someone else has called.

If the fire is in an unoccupied room, try to close the door to retard the spread of smoke and heat; **do not** take any unnecessary risks in doing this.

Only if the fire is small and you have received University training in fire extinguisher operation should you attempt to extinguish the fire. **Do not** take any unnecessary risks in doing this.

When University Police and/or fire fighters arrive, direct them to the fire.

Evacuation Procedures

- When a fire alarm sounds, evacuation is required.
- Walk, do not run, to the nearest stairway exit and proceed to ground level. Close doors as you leave. Shut down equipment while evacuating.
- Do not use elevators during a fire emergency.
- If the fire alarm stops, continue the evacuation and warn others who may attempt to enter the building.
- Leave the building and move away from it, keeping walks and drives open for arriving firefighters. Proceed to your prearranged staging area as defined in your Building Fire Evacuation Plan.
- Everyone must follow the orders of the fire and university police officers.

Evacuation of Persons with Disabilities

- Persons with disabilities must study and remember the features of each building they are in, including stairways, exits, phone locations, and elevator procedures. At certain times, assistance from others may be needed.
- Prior to an emergency situation persons with disabilities should develop an escort system in their daily environment.
- Examples of emergency assistance for persons with disabilities can be found on the campus safety information and web page.

Fire Extinguishers

Fire extinguishers can be found throughout a building in hallways, laboratories, mechanical rooms, and other areas, either in cabinets or mounted on wall brackets. Make sure you know the location and type of the nearest fire extinguisher. Report missing, discharged, or damaged fire extinguishers to Facilities Services as soon as possible. If you use a fire extinguisher, do not

return it to its cabinet or bracket. Report the use of the extinguisher immediately to the Safety Department and call Facilities Services to have it replaced.

Only individuals trained by the University in using fire extinguishers should use them. Information and training on fire extinguishers is available from the Safety Department.

Fire Doors and Stairways

Fire doors are specially constructed doors and frames that will withstand fire for a specific length of time. They are found at stairways, in corridors, and at openings in fire walls to prevent the spread of smoke, heat, and fire. If fire doors are to be effective, they must always be kept closed. Some fire doors are held open by magnetic devices that release the doors to close when the fire alarm is activated. These doors can be left open, provided they are not obstructed.

Stairways may be a place of refuge and a means of egress (exit) during a fire, and stairway doors must not be propped open. An open door can cause the stairwell to act as a flue and spread a fire more quickly. Fire regulations require stairway doors to automatically close and latch. If a door does not close completely and latch, promptly report it to Facilities Services.

Clothing Fires

If your clothing is on fire, do not run. **Stop, drop and roll** to extinguish the flames, holding your hands over your face to protect it from flames. If a safety shower is nearby, get under the shower and let the water flow over the burned area until medical help arrives.

Hazardous Material Release

- If you discover a hazardous biological, chemical, or other hazardous material spill, immediately evacuate the area. If the spill creates a risk of or causes fire, explosion, or injury, call 911. All hazardous material releases should be reported to University Police by calling 1153 and asking them to contact the Safety Department.
- In regards to hazardous waste generation, Washburn University is compliant with the Kansas Department of Health and Environment for Kansas Generator Regulations.

Power Outage

- In the event of a power outage, most University buildings have generators or batteries that will provide power for the fire alarm system and emergency lighting. However, it may be difficult to see well enough to maneuver. Consider keeping a flashlight where it can be easily found in the dark or using a plug-in battery-operated emergency light.
- Report power outages to the University Police Department at x1153
- Report power outages to Facilities Services at x1149

Elevators

- Each elevator is equipped with an emergency telephone which is directly connected to University Police. If you are trapped in an elevator, use the emergency telephone. You do not need to dial; it will ring automatically at University Police.
- If an elevator does not seem to be operating properly, call Facilities Services during regular business hours at x1149. For emergency problems and after business hours, call University Police at x1153, and they will report the elevator problem to Facilities Services.

Tornadoes and Severe Thunderstorms

- Tornado refuge area locations can be found on MyWashburn with the campus safety information. Shelter locations are:
 - Benton Hall basement
 - Bradbury Thompson Center basement
 - Garvey Fine Arts Center basement
 - Henderson Learning Resources basement
 - KTWU basement
 - Mabee Library lower level
 - Law School & Law Clinic basement
 - Morgan Hall basement, west wing
 - Stoffer Science Hall basement
 - Petro Allied Health Center lower level corridors
 - Washburn Village basement of commons building
 - Living Learning Center ground floor mechanical room, ground floor restrooms
 - Art Building, 1st floor restrooms and immediate corridor area
 - Student Recreation & Wellness Center, restroom/locker rooms on main floor
- Tornado shelters are equipped with red emergency (911) phones. When you lift the handset it will automatically dial 911 and reach Shawnee County Emergency Dispatch. The phones should only be used for reporting emergencies such as health or personal safety issues. Please note this is not a house phone or local access phone. University Police will be able to call the phones to announce to occupants of the area when a tornado warning has been lifted and it is safe to exit the tornado shelters.
- Utilize NOAA weather alert radios to monitor severe weather information OR a portable radio.
- A **tornado watch** is when conditions are favorable for tornadoes. You may continue normal activities, but supervisors should assign someone to monitor the situation and notify others in the building if storm conditions deteriorate.
- A **tornado warning** is when a tornado is occurring in the area. ***Seek shelter immediately!*** If you are inside a building, proceed to the designated tornado refuge area in the building, or if there is no designated tornado refuge area in your building, go to an interior hallway or other enclosed area on a lower floor and away from windows. Avoid auditoriums, gymnasiums, or other large rooms where roof collapse may be more likely. Seek shelter if you are outside or in a vehicle.

- A **severe thunderstorm watch** is when conditions are favorable for severe thunderstorms. You may continue normal activities, but supervisors should assign someone to monitor the situation.
- A **severe thunderstorm warning** is when severe thunderstorms are occurring in the area. Be prepared to move to a place of shelter if threatening weather approaches. Stay indoors away from windows until the storm passes. If large hail begins to fall, seek shelter.

Earthquake

- In the event of an earthquake there is little time to react. When you first feel shaking, immediately take cover under something sturdy --- your desk, for example. If you cannot reach cover, brace yourself in an interior doorway or crouch in an interior corner away from windows, shelves, or cabinets. Do not try to get outside. If you are outside at the time of the earthquake, move away from the sides of buildings, overhead wires, or other hazards. If you are driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside the vehicle until the shaking is over. Be prepared for aftershocks.
- Topeka and vicinity is in a moderate risk earthquake zone.

Winter Storms/Inclement Weather

- In the event of a declaration of inclement weather, Washburn University will close for non-essential employees during the period of inclement weather and classes, if in session, will be cancelled.
- Stay tuned to local media for information.
- A **winter storm watch** is when conditions are possible within the next 36 – 48 hours. Prepare now!
- A **winter storm warning** is when life-threatening severe winter conditions have begun or will begin within 24 hours. Act now!

Bomb Threat

- Take any bomb threat seriously, and report it immediately to University Police at x1153. University Police will determine what action to take.
- If you receive a bomb threat, be familiar with and follow the "Bomb Threat Check List" found on the Safety Planning and Emergency Management Web site.

Theft and Missing Property

Theft or missing property should be reported immediately to University Police. An officer will take a report of the loss and of the circumstances surrounding the loss.

Suspicious Person

If you see suspicious persons in your building or on University property, report them to University Police immediately. You should provide a complete description of the person, what he or she was doing, his or her last known location, and his or her direction of travel (if known). University Police will respond and require identification from the suspicious person. If circumstances warrant, University Police will remove unauthorized persons from the premises, issue them trespass warnings, or arrest them.

Security

All employees should heed the following steps to ensure their personal safety. Contact University Police with crime prevention questions at x1153.

Vehicle Accidents on Campus

- Vehicle accidents on campus shall be reported to the University Police Department at x1153. The University Police Department is a certified law enforcement agency and will work vehicle accidents on campus property.

While working

- Keep all valuables locked away and/or lock your office door when you leave your office, even if you are away for only a short period.
- Ask unescorted visitors entering your office to identify themselves and whom they are meeting.
- Request identification from persons who wish to repair or remove property.
- Call University Police at x1153 if a person entering your office area appears to be suspicious, won't identify him or herself, or asks for a person who does not work in your area.
- Secure computers and other valuable equipment. Information Systems and Services can provide information about lockdown devices for most computers. Keep records of all serial numbers on equipment. Consider engraving Washburn University and the name of your department of all computers.

While working after hours

- Lock all doors to the outside.
- Keep your office door closed and locked.
- Never prop open a door for someone who will be joining you or allow strangers to enter with you.
- Never leave your purse or wallet unattended.
- Remove valuable items from your desktop and close and lock file drawers, windows, and doors when leaving your office for the day.

When walking at night

- Walk with someone you know, or call University Police at x1153 to request an escort.
- Stay alert and be aware of your surroundings.
- Plan the safest route to your destination, and use the same route every time.
- Walk briskly and confidently in the center of the sidewalk.

- Avoid dark areas and shortcuts.
- If you think you are being followed, head quickly for a lighted area, a group of people, or to the nearest emergency phone. You do not need to dial the emergency phone; it will ring automatically at University Police. Locations of emergency phones are:
 - Northeast of Morgan Hall by K-zone parking lot
 - East of Petro Center by the SE entrance
 - South of Stoffer at the west end of the parking lot
 - West of KTWU
 - Southwest of the Garvey Fine Arts Center
 - North of the Law School
 - Northeast of Mabee Library
 - Northwest of Benton Hall
 - Southwest corner of 19th and Jewell by Henderson
 - North of 21st and Jewell, south entrance to Washburn Village
 - South of Student Recreation and Wellness Center
 - Southwest of Kuehne Hall
- Consider carrying chemical spray or a personal alarm.
- Be careful when walking to or from public transportation.
- Have your car keys in hand as you approach your vehicle.

Laboratory Security

Laboratory security is related but different from laboratory safety. Security refers to measures used to control access to the laboratory in order to prevent theft of materials or equipment from the lab. Take specific actions to prevent unauthorized entry to your lab. Secure highly hazardous materials such as infectious agents, toxins, radioactive materials, acutely toxic chemicals, carcinogens, teratogens, explosive or reactive chemicals, and compressed gases against theft. Diversion of even small quantities of hazardous materials can have serious consequences when they are used for criminal or terrorist purposes. Bio-terrorism regulations require compliance with stringent risk-based security requirements. One easy way to increase security is to make sure your laboratory door is locked whenever the lab is left unattended, even for a few minutes.

Security Suggestions

- Assess your laboratory for hazardous materials and security risks.
- Develop and implement security procedures for your laboratory group.
- Train your laboratory group on these security procedures and assign responsibilities.
- Control access to areas where hazardous materials are used and stored.
- Close and lock laboratory doors when no one is present.
- Do not leave hazardous materials unattended or unsecured at any time.
- Lock freezers, refrigerators, storage cabinets, and other equipment where hazardous materials are stored when they are not in use.
- Know who is in your laboratory area.

- Limit laboratory access to those individuals who need to be in the lab.
- Restrict off-hours access to individuals authorized by the department head.
- Escort guests to and from the laboratory. Approach people you do not recognize and ask if you can help direct them.
- Know what hazardous materials are being ordered and shipped to your laboratory.
- Get rid of unneeded hazardous materials.
- Take periodic inventory of all highly hazardous chemicals, biological agents/toxins, radioactive materials, and controlled substances.
- Report any missing inventory or suspected unauthorized access immediately to the Safety Planning & Emergency Management Department and the University Police.

Safety Inspections

Periodic and annual inspections are made by the Safety Department, the Topeka Fire Department, and the Kansas State Fire Marshals Office for compliance with fire and safety regulations. Please keep your work space orderly.

Weapons on Campus

Washburn University does not allow carrying weapons anywhere on campus such as but not limited to: parking areas, vehicles, campus grounds, public ways, any facility, athletic or other event on campus. Carrying weapons concealed or otherwise on campus is illegal under Kansas State Senate Bill # 418.

Medical Assistance Procedures

Whenever you encounter a person who is ill or injured, follow these steps:

- Keep the victim as comfortable as possible.
- Do not move the victim any more than is necessary for his or her safety.
- Never administer liquids to an unconscious victim.
- Do not remove objects that may be embedded in the victim's skin.

Life-threatening Injuries and Illnesses

- Life-threatening conditions include severe chest pains, gunshot wounds, severe burns, hemorrhaging, severe head injuries, and open (compound) fractures, among others.
- In the event of a life-threatening medical situation, call 911. Fire department paramedics will respond for treatment and transportation to a hospital emergency room.
- Contact University Police at x1153.

Other Injuries and Illnesses

- If you encounter an injured or ill person, help that person seek medical attention and notify your supervisor of the incident.
- Contact University Police at x1153.

OSHA and Kansas Department of Labor Safety

- Training is an essential component of an effective safety and health program.
- Employee training should be designed to ensure all employees understand and are aware of hazards to which they may be exposed and the proper methods for avoiding such hazards.
- Supervisors should be trained to understand the key role they play in job site safety.
- Department heads, directors and supervisors are responsible to provide the required training for their employees based on their work environment and assigned tasks.

Chemical Safety

Knowing and understanding the hazards of the chemicals you use is one of the first steps in ensuring a safe workplace. The term **chemical** applies not only to laboratory chemicals, but also includes all industrial chemicals (e.g., paints, oils, welding rods) and office products (e.g., toners).

Every chemical poses an inherent hazard that must be respected. When the hazards of the chemical are defined, listed, and understood, proper safety measures may be instituted to protect your health and safety.

A chemical is considered to be hazardous if it poses either a health or physical hazard or both on exposure. Health hazards are illnesses or health problems that may develop in the event of overexposure to the hazardous chemical. These may range from acute health effects such as headaches, dizziness, and skin irritation to chronic health effects such as cancer and organ damage. Physical hazards may result from the improper handling of the chemical or product. Examples of physical hazards include fires, explosions, and sudden releases of pressure. Therefore, a hazardous chemical is any substance or mixture of substances having properties capable of producing adverse effects on your health or safety.

Contractor Requirements

Departments must inform contractors about the hazardous chemicals used or stored in their workplace to which the contractor's employees may be exposed. Departments must provide the contractors with access to MSDS and information concerning precautionary measures that should be followed while work is being completed. Similarly, the contractor is expected to inform and provide departments with a chemical inventory and MSDS for the materials that will be used and stored at their University job site.

Civility, Mutual Respect and Violence

As members of the Washburn community, faculty, staff, and students are expected to deal with each other with respect and consideration. Each community member is expected to treat other members with civility, recognizing that disagreement and informed debate are valued in an academic community. Demeaning, intimidating, threatening, or violent behaviors that affect the ability to learn, work, or live in the University environment depart from the standard for civility and respect. These behaviors have no place in an academic community.

Violence and Safety

Violence is behavior that causes harm to a person or damage to property or causes fear for one's safety or the safety of others. Examples include physical contact that is harmful and expression of intent to cause physical harm. Such behavior is unacceptable at the University.

Weapons of any kind are prohibited on campus except for those carried by sworn police officers.

Anyone who is involved in or witnesses behavior on campus that poses imminent danger should immediately contact the University Police at x1153. In situations that do not involve imminent danger or for advice on the appropriate course of action, notify a supervisor, department head, or the Safety Department. Alternatively, you may report the incident to the Dean of Students, Human Resources Department, or the Office of the Vice President for Administration and Treasurer.

Persons who have obtained restraining or personal protection orders are encouraged to provide a copy of the order to University Police for enforcement on campus.

Non-compliant behavior will lead to removal from the campus. Anyone who violates this policy is subject to disciplinary action, which may include separation of the offending party from the University, consistent with established disciplinary procedures. Visitors, vendors, and family members are expected to comply with the provisions of this policy.

University Insurance

Worker's Compensation

- The University carries worker's compensation insurance which covers all employees. All injuries are to be reported to the Human Resources Department.
- A written report must be completed and filed in the Human Resources department within 24 hours following the accident. Contact Human Resources at x1538.

General Insurance

- The University has general liability insurance covering university buildings, property and guests to the campus.

Safety Resources

University Police

- University Police has the primary responsibility for crime prevention and law enforcement on University premises. University Police officers are on duty 24 hours every day, year-round.

Safety Planning and Emergency Management

- The Safety Planning & Emergency Management Department is committed to protecting the University's physical, human, and financial assets, by the prevention of injuries and accidents, and the advising of senior management on how best to provide future protection against key risks given the University's strategic plans.
- The Office specializes in employee safety, emergency preparedness, and business-continuity planning.

Facilities Services

Facilities Services is a service department committed to providing and maintaining a superior physical environment in which to further the pursuit of academic excellence in teaching and research. Facilities Services staff is responsible for the planning, construction, and renovation of University facilities and for the day-to-day operations and maintenance of buildings and their related infrastructure, grounds, and utility systems. Maintenance of buildings infrastructure includes, but is not limited to, fire extinguishers, fire hoses, fire alarms, and fire-suppression systems and mechanical, electrical, and plumbing systems. Facilities Services personnel respond to emergencies, assisting as required with building services and equipment.

Resources:

Safety Planning and Emergency Management
Morgan Hall 235
x 1779
safety@washburn.edu

University Police
Morgan Hall 156
x 1153

Human Resources
Morgan Hall 263
x 1538

Student Health Services
Morgan Hall 170
x 1470

Facilities Services
Facilities Services Building
x 1149

UMAPS – University Mail and Printing Services
Morgan Hall 113
x 1605