

In the event of an accident or emergency:

1. If emergency services (police, fire, rescue) have not already been notified, do so now by dialing 911 from a campus phone or 231-6411 from a cell phone.
2. For small accidents/emergencies (small spills, cuts, burns, etc.), evacuate the area and notify your professor/supervisor immediately. For larger emergencies (fire, explosion, large chemical spills, building alarm, campus notification system), evacuate the building (or shelter in place depending on the emergency) and go to your designated assembly point (identified in the Departmental Emergency Action Plan) for a head count. Remain outside the area/building until the Fire Chief or other authority has issued an “All Clear”.
3. Any person needing medical assistance should first seek treatment. Employees of the university must complete an [Employer’s Accident Report](#), available on Human Resource’s website, within 24 hours (or as soon as possible).
4. If the emergency involves chemical, biological, or radiological materials, notify EHSS at 231-3600 or by calling 911 from a campus phone. EHSS will provide guidance and/or services related to exposure, contamination, and clean up.
5. Perform an accident investigation to determine the cause and corrective action to prevent future occurrences. Contact EHSS at 231-2341 for assistance, if necessary.