

- ◆ **Academic Off-Campus Event Emergency Information Form**—to identify a contact person in case of an emergency and determination of health insurance information.
- ◆ **Informed Consent for Academic Off-Campus Event Participation**
These forms can be found at: http://www.csufresno.edu/aps/forms_policies/apm/documents/626.pdf
- ◆ Retain copies of all completed and signed forms in the academic department office, send a copy to the University Police Department and carry a copy with you during the activity.

INTERNSHIPS, FIELD BASED LEARNING AND SERVICE-LEARNING

Students must be provided with a safe experience when participating in off campus learning activities.

Faculty responsibilities include:

- Ensure students receive adequate safety and risk information related to off-campus activities such as internships, fieldwork, professional practice, clinical, etc.
- Consult with staff from the Jan & Bud Richter Center for Community Engagement and Service-Learning regarding risk management policies and procedures related to service-learning. For more information, visit the “Policies and Procedures” module at <http://csufresno.edu/facultysl>.
- Follow guidelines and information regarding safety for off campus activities and check with your individual departments for specific guidelines.

STUDY OUTSIDE OF THE UNITED STATES

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

Faculty responsibilities include:

- Describe student responsibilities and the acceptable conduct while in the Study Abroad program.

- Provide students with emergency information needed while they are abroad.
- Discuss with students such topics as personal safety, criminal activity, and financial security.
- Please include the procedures outlined on the California Risk Management Policy Executive Order 715 – Attachment A-3, <http://www.calstate.edu/EO/EO-715.pdf>.
- Mandatory purchase of study abroad health insurance (see <http://www.csuhealthlink.com>).

STUDENT INJURIES

Faculty must ensure that injured students receive appropriate medical attention.

Faculty responsibilities include:

- Advise students injured during class or lab activity to seek medical attention from the Student Health Center.
- For serious injuries, call 911 immediately.
- Complete a **State of California Standard 268 form Accident Report (other than motor vehicle)** and send a copy to the Office of Environmental Health & Safety, Risk Management and Sustainability (EHSRMS) PO 140. Report forms can be found at: <http://www.documents.dgs.ca.gov/osp/pdf/std268.pdf>

Helpful Telephone Numbers

University Police: 559.278.8400
Office of Environmental Health & Safety, Risk Management and Sustainability: 559.278.7422

Helpful Websites

University Police
<http://www.csufresno.edu/police/>
Office of Environmental Health & Safety, Risk Management and Sustainability
<http://www.csufresno.edu/drms/index.shtml>
Violence Prevention Information



California State University, Fresno

Faculty Responsibilities



This brochure addresses health and safety related issues and emergency procedures about which faculty are expected to advise or assist students.

CLASSROOM SAFETY

This brochure assists faculty in understanding their role in providing a safe learning environment for their students. According to the University Police procedures for evacuation, *faculty members will be responsible for the orderly evacuation of all students in their classes. After receiving an order to evacuate, or upon hearing audible alarms, faculty members will instruct students to proceed to the nearest exit.*

Faculty members have primary responsibility to assist individuals with a disability under their charge in the evacuation process. Faculty members are advised to review basic emergency response and evacuation procedures (including aid to anyone with a disability) with their classes each term.

A copy of this procedure can be found at <http://www.csufresno.edu/police/emergency/procedures/evacuation.shtml>

Faculty responsibilities include:

- ❑ Inform students at the first class meeting and throughout the semester of the appropriate safety information relevant to the hazards encountered in their classroom and the following information:
 - ◆ The location of the fire alarms, telephones, and two building emergency exits closest to the classroom.
 - ◆ The location of the Emergency Information posting within the classroom including the building evacuation assembly area.
 - ◆ The campus smoking policy prohibits smoking outside of designated smoking area, policy can be found at http://www.csufresno.edu/humres/MAPP/II/G/documents/MAPPG-571_000.pdf and the campus map with smoking locations can be found at www.csufresno.edu/smoking
 - ◆ The campus 911 emergency information:
 - ◇ Dial 911 on all campus phones to contact University Police.
 - ◇ Use outside blue light emergency phone towers for a direct line to University Police.
 - ◇ Program personal cell phones with the University Police Dispatch number (559.278.8400). Dialing 911 on a cell phone will contact the California Highway Patrol.
- ❑ Enforce all applicable safety regulations developed by the university, the department, and the Office of Environmental Health & Safety, Risk Management and Sustainability (EHSRMS).
- ❑ Supervise classes and labs where hazardous materials

or equipment are used.

- ❑ Inform students of all obvious risks inherent in the class, lab or activity including the safe use and handling of potentially hazardous substances, equipment or procedures.
- ❑ Inform students about campus emergency procedures specific to the class. These include how to respond to an evacuation, fire, hazardous material spill, bomb threat or earthquake. See <http://www.csufresno.edu/police/emergency/procedures/index.shtml>
- ❑ Advise students that 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).
- ❑ Ask students to inform the faculty of any specific physical disabilities that would require assistance in the event of an emergency evacuation.

RISK MANAGEMENT

Faculty members are responsible for identifying and managing risks created by their academic activities, and reporting unsafe conditions to the Office of Environmental Health & Safety, Risk Management and Sustainability (EHSRMS). The forms available to report an unsafe condition is at <http://www.csufresno.edu/drms/hazard/index.shtml>. A copy of the University Risk Management policy is available at: <http://www.csufresno.edu/drms/documents/RMEHSPolicy.pdf>

BUILDING AND CAMPUS EVACUATION

During incidents such as earthquakes, major fires or hazardous material spills, it is critical that students are provided information to enable them to evacuate university facilities in a safe and expeditious manner. Pursuant to California Government Code Sections 3100 and 3101, **all state employees including staff and faculty in the California State University, are designated as disaster service workers.**

Faculty responsibilities include:

- ❑ Direct students to evacuate using the stairways only. Elevators may not be operable.
- ❑ Instruct students to take all personal possessions.
- ❑ Ensure that all students in their class have evacuated safely before leaving the building.
- ❑ Assist students who are not able to use the stairs. Direct/lead them to the stairwell landing. If possible,

leave a volunteer to wait with them. Report the location to designated emergency personnel.

STAY INDOORS (SHELTER IN PLACE)

Some emergencies may require you and your students to take shelter in your classroom. If you are notified to stay indoors (shelter-in-place) or you find you cannot exit because of greater dangers outside the classroom.

Faculty responsibilities include:

- ❑ Bring everyone into the room. Shut and lock the door if necessary.
- ❑ Request that classroom visitors stay in the room.
- ❑ 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 the Academic Policy Manual (APM) 626 – California State University Fresno, Academic Off-Campus Event Policy <http://www.csufresno.edu/aps/forms/policies/apm/documents/626.pdf> and the university's risk management policy, faculty members are responsible for minimizing risks associated with out of class activities.

Faculty Responsibilities include:

- ❑ Comply with the requirements specified above under the California State University, Fresno Policies and Procedures for Academic Off-Campus Events.
- ❑ Advise students that they 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. **See the Policy on Campus Use of Alcoholic Beverages California State University, Fresno and CSU Risk Management Policy – Executive Order 715.**
- ❑ Advise students that completion and submission of the following forms are required prior to participation in field trips or out of class activities:
 - ◆ **Release, Waiver and Assumption of the Risk for Academic Off-Campus Event Participation Form.**