**Emergency & Safety Procedures**

1. GVSU’s emergency plans for essentially any contingency can be found at: <http://www.gvsu.edu/emergency/do-you-know-what-to-do-13.htm>. We encourage all faculty to review the site and ask questions of the Department Chair.
2. An AED is located in our Assessment Lab (CHS 255; south wall).
3. Safety is not merely a matter of mechanical safeguards, but is also a matter of careful personal habits and safe working methods. Therefore, the responsibility for safety rests with all staff and faculty. Everyone is expected to use good judgment and common sense in situations, which may arise during performance of daily tasks. If you observe any unsafe condition, notify your department head or office staff immediately.
4. Failure to use designated safety devices or procedures, any act or threat of physical violence toward a faculty member, staff, visitor, or student, and any behavior which could result in personal injury is strictly prohibited at all times while on the University's property, including the parking lots. This includes the time before and after scheduled work hours and applies to all Grand Valley State University property whether indoors or out (and while operating University vehicles).
5. Possession of explosives, firearms, or other weapons or dangerous articles on University property is strictly prohibited at any time, including before and after scheduled work hours, and applies to all University property (including the parking lots).

**Work-Related Injuries**

1. All work-related injuries, no matter how small, must be reported to the Department Chair, or Associate Chair, immediately. Because of the potential for serious and permanent injury, failure to comply with any of the above stated safety procedures or those procedures explained to you by your unit head, and/or negligence in attention to general safe practices may result in disciplinary action up to and including termination.
2. In the event of an emergency, Security is to be notified immediately by calling 911. Security will summon the police, if necessary. Security will complete an incident report, which will be filed in the office of Human Resources. In the event of physical injury to any person on the premises, Security and other responsible persons on the scene should decide whether an ambulance is necessary. If the injured person is unconscious or otherwise unable to make such a decision, Security will arrange for an ambulance.
3. There are three automated external defibrillators (AED’s) in the building. One is located with the security guard at the kiosk on the main floor. The other is in CHS 255 on the south wall. The third one is located in CHS 305.