**Emergency & Safety Procedures**

1. 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.
2. 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.
3. 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.
4. 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).