

Emergency Planning/Safety @ Work Checklist

General:

- Familiar with WMU's safety policy
- Know how to respond to an emergency (RED)
- Know how to report an emergency
- Know who is the building's emergency coordinator and who is the alternative
- Discuss safety procedures with staff
- Aware of building signage and/or all building exits, shelter locations
- Have a communication mechanism to announce an emergency (fire pulls, PA system, building alarm system, phone and/or direct office-to-office contact tree, etc.)
- Provide safety orientation to new employees
- Offer staff safety training (fire safety, fire extinguisher use, first aid, etc.)
- Periodically schedule fire drills, building evacuation, severe weather shelter exercises
- Have emergency shutdown procedures (may vary depending upon the emergency and the specific functions in the building)
- Have a volunteer safety committee within the building that meets periodically

Bomb Threat:

- Familiar with WMU's bomb threat policy and procedures
- Familiar with WMU's building evacuation policy (if the determination is to do so).
- Have primary and secondary representatives to assist with evacuation
- If a primary/secondary representative, know specific responsibilities
- Have primary and secondary assembly areas
- Aware of bomb threat call checklist and have a copy available for use
- Have procedures for assisting those with disabilities (know areas of refuge, etc.)
- Have a master calendar/roster and individual (with identified backups) to handle this process

Chemical Release:

- Familiar with WMU's procedures for handling suspicious letters, packages, and biothreats
- Familiar with WMU's biosafety policy
- Know to immediately contact Environmental Safety & Emergency Management as well as Public Safety for chemical spill and/or hazardous material mishap

Fire:

- Familiar with WMU's building evacuation policy and procedures
- Have a primary and secondary assembly areas
- Know locations of fire alarm pulls and fire extinguishers
- Have primary and secondary representatives
- If a primary/secondary representative, know specific responsibilities
- Have procedures for assisting those with disabilities (know areas of refuge, etc.)
- Have a master calendar/roster and individual (with identified backups) to handle this process

First Aid:

- Know the location of the first aid kits in the building
- Know the basic first aid procedures (3 C's and ABC)
- Know if the building has an AED unit and who is trained to use it
- Aware of staff within the building that are certified in first aid/CPR/AED
- Aware of 'Good Samaritan' laws

Severe Weather:

- Familiar with WMU's tornado safety guidelines
- Familiar with WMU's university closure policy
- Know the building's severe weather shelter locations
- Have procedures for assisting those with disabilities

Workplace Violence:

- Familiar with WMU's workplace threats, violence, and weapons policy
- Aware of the procedure to report such