

### 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 to students their 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.

Complete information can be obtained at:

[http://ehis.fullerton.edu/Academic\\_Safety/](http://ehis.fullerton.edu/Academic_Safety/)

### 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 from a campus phone.
- Complete a Student/Visitor Injury Report and send a copy to Environmental Health and Instructional Safety, T-14. Report forms can be found at: <http://ehis.fullerton.edu/go/forms/>



California State University, Fullerton  
Department of Environmental Health  
and Instructional Safety  
[www.fullerton.edu](http://www.fullerton.edu)

### Helpful Telephone Numbers

**Environmental Health and Instructional Safety:**

**(714) 278-7233**

**University Police: (714) 278-2515**

**Risk Management: (714) 278-7346**

**Campus Public Information: (714) 278-4444**

### Helpful Websites

**University Police:** <http://police.fullerton.edu>

**Environmental Health and Instructional Safety:**

<http://ehis.fullerton.edu>

### Violence Prevention Information

[http://ehis.fullerton.edu/Academic\\_Safety](http://ehis.fullerton.edu/Academic_Safety)

# Faculty Responsibilities

## FOR STUDENT HEALTH AND SAFETY

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 President's policy on Health and Safety Training for Employees and Students (August 31, 1998), "**students will be provided with the appropriate safety information relevant to the hazards encountered in each classroom. Faculty, Graduate Assistants and Teaching Assistants will be responsible for providing this information during the first class meeting and throughout the semester.**"

A copy of this policy can be found at <http://ehis.fullerton.edu/go/classroomsafety>

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 and content of the building evacuation maps including the designated outside meeting area for the class. Building evacuation maps are located near the elevators. Information on assembly areas can be found at [http://ehis.fullerton.edu/Emergency\\_info/](http://ehis.fullerton.edu/Emergency_info/)
  - The campus smoking policy that prohibits smoking inside and within 20 feet of any building.

The campus 911 emergency information:

- Dial 911 on all campus phones to contact University Police.
  - Use outside blue emergency phones for a direct line to University Police.
  - Program personal cell phones with the University Police Dispatch number (714-278-2515). 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 and Instructional Safety.

- 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.
- 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 and Instructional Safety or the Office of Risk Management. A copy of the University Risk Management policy is available at the Risk Management Office, ext. 7346.

## 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 with them.

- 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. Get consent before lifting or carrying injured or disabled people, as you could injure them and/or yourself.

## Shelter in Place

Some emergencies may require you and your students to take shelter in your classroom. If you are notified to 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 UPS 420.105 ([www.fullerton.edu/senate/PDF/400/UPS420-105.pdf](http://www.fullerton.edu/senate/PDF/400/UPS420-105.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 "Classroom Safety".
- 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. UPS 330.232.
- Advise students that completion and submission of the following forms are required prior to participation in field trips or out of class activities:

- Academic Field Trip Waiver of Liability and Hold Harmless Agreement
- Academic Field Trip Participant List – to identify a contact person in case of an emergency. These forms can be found at: <http://ehis.fullerton.edu/go/forms/>
- Retain copies of all completed and signed forms in the academic department office and carry a copy with you during the activity.

For a copy of the Academic Field Trip brochure call extension 7233 or download a copy at:

<http://ehis.fullerton.edu/go/FieldTrips>.

Additional information can be obtained at the following web site:

[http://ehis.fullerton.edu/Academic\\_Safety/](http://ehis.fullerton.edu/Academic_Safety/)

## Internships and Experience Based Learning

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

Faculty responsibilities include:

- Coordinate student's off-campus experience-based learning activities with the Center for Internships & Cooperative Education.
- Ensure students receive adequate safety and risk information related to off-campus activities such as internships, fieldwork, professional practice, clinical, etc.
- Develop guidelines and information regarding safety for off campus activities.

Complete information can be obtained at the following web sites:

[http://ehis.fullerton.edu/Academic\\_Safety/](http://ehis.fullerton.edu/Academic_Safety/)

[http://www.fullerton.edu/internships/companies/index.htm#cal\\_state\\_fullerton\\_student](http://www.fullerton.edu/internships/companies/index.htm#cal_state_fullerton_student)