

CVM Emergency Response Document

Accidents or Injuries

- Tell your supervisor.
- If **EMERGENCY** treatment is required call 911 or go to Mercy Health Center Emergency Room at 1823 College Avenue.
- Non-life threatening injuries to **employees** will be treated at Occupational Health at Mercy West (north of Home Depot)
- If the situation is non-life threatening, **students** should go to Lafene Health Center, otherwise go to Mercy Health Center Emergency Room.
- All injuries/accidents that occur on Kansas State University property and/or in the line of duty **must be telephoned to the Division of Human Resources**, 532-1873 or 6277, upon occurrence. This Accident/Injury Report is to be submitted to the Division of Human Resources within **three working days**.

Reporting Accidents/Injuries

Work related accidents, injuries, or occupational diseases must be reported for all faculty, staff, and student employees injured while performing the duties of their employment, regardless of where the situation occurs. All on-the-job accidents and injuries must be reported by the supervisor or other authorized person to the Division of Human Resources during regular business hours. This initial reporting must be done by telephone (785-532-1873). Any supervisor who hears or knows of an accident should inquire directly of the employee and make the necessary report.

The following information is required when reporting the accident/injury:

- First and last name of person making the report
- Business telephone number of person making the report
- Department or unit of injured employee
- First and last name of injured employee
- Social Security Number of injured employee
- Date of accident/injury
- Medical treatment required: Yes or No
- Time loss: Yes or No
- Business telephone number of injured employee
- Home telephone number of injured employee
- Name of injured employee's supervisor
- Business telephone number of injured employee's supervisor

The "Standard Accidental Injury Report" (PER-17) form is to be completed by or for the injured employee, signed by the department head or designated official, and submitted to the Division of Human Resources within 3 working days of the accident/injury. Upon receipt of the PER-17 form, the Division of Human Resources will report the accident/injury to the State Self-Insurance Fund. Failure to report work related accidents/injuries within the required time limit may result in denial of benefits.

Responsibilities

Supervisor

- Promptly completes their portion of all injury/illness reporting forms (Standard Accidental Injury Form; PERS 17).
- Obtains witness statements and assists in accident investigation efforts.

Employee

- Promptly reports the incident to the supervisor.
- Completes the employee's portion of the applicable workers' compensation form (PERS 17) and submits form to the supervisor.
- Provides continuing medical information to Human Resources for submission in support of the claim.
- Keeps the supervisor apprised of the medical condition as it affects the ability to return to either light or full duty.

Human Resources

- Provides guidance and assistance on workers' compensation benefits, procedures, and claim forms to CVM supervisors and employees.
- Reviews all workers' compensation claims prior to submission.
- Maintains workers' compensation claim information.

Injury and Illness Reporting Procedures

Traumatic Injury - is defined as a wound or other condition of the body caused by external force (e.g., burn, laceration, fracture, sprain, animal bite, etc.) that occurs within a single work day or work shift.

- If possible, an employee should verbally notify the supervisor immediately upon sustaining a work-related injury. For serious or life threatening injuries, the Emergency Personnel should be notified (Ext. 2-6400 or 911) to initiate emergency medical services. When medical treatment beyond first aid or emergency care is needed, the employee should contact Mercy Health Center (faculty and /or staff) or Lefene Health Center (students).
- The employee, or someone on the employee's behalf, must complete a Standard Accidental Injury Form (PERS 17) and MFR then submit these forms to the supervisor. The supervisor must complete the section of the form "Official Supervisor's Report." Witness statements should also be completed if available. The completed PERS 17 and MFR should be submitted to the Departmental Biosafety Personnel within three work days of the injury.

Emergency and Evacuation Procedures

Evacuation

In case an emergency evacuation is necessary, each work group should have a person (or persons) responsible for determining whether all personnel from their work area have evacuated the building. Each work group should identify a meeting place outside of the building where all work group personnel shall meet and a head count can be taken.

Fire Emergency

Every employee must know the location of fire extinguishers and fire blankets and be familiar with the fire alarm system. The first person to observe a fire should:

- Immediately sound the fire alarm by activating nearest fire alarm pull station.
- Report fire to Dean's Office 2-4000.
- If possible, use available fire extinguishers to extinguish or contain the fire. If the fire is fueled by a natural gas or LP gas leak, the gas supply should be shut off prior to extinguishing the fire.
- Immediately evacuate area should initial fire fighting attempts fail. Shut off gas supplies, etc. Close door to area to contain fire.

Medical Emergency

The person observing a medical emergency should call 911. Give information as to the nature of the emergency and the exact location. Prompt emergency medical response is dependent upon security being notified when a medical emergency occurs.

If there is a person who has received first aid/CPR training nearby, he/she should be immediately contacted to give assistance. Stay with the injured person and do what you can until medical assistance arrives.

Natural or LP Gas Leaks

- Do not use light switches or other apparatus likely to produce a spark.
- Search your immediate area for a source and shut off gas supply if possible.
- Notify Facilities, (2-6711) and if necessary KSU Police (dial 911) and EH&S (2-5658).

Adverse Weather Conditions (tornadoes, etc.)

- During severe weather, personnel should be alert to the possible hazardous conditions caused by tornadoes, lightning, wind, etc.
- When a tornado WARNING has been announced, employees will immediately assure that equipment is secure (i.e., shut off gas, water, high voltage, etc.) and move to the nearest place of safety. The basement of Trotter Hall is a designated Tornado Shelter. Remain in safe locations until all-clear message is given.
- CVM will be open regardless of weather conditions unless closure of the University is ordered by the President; however, during adverse weather conditions such as severe snow or ice storms, employees may be dismissed early. Early dismissal will be ordered only by the Department Head or Dean, and will be announced.

Bomb Threats

Receipt of a Threat

- Any person receiving a phone call involving a bomb threat or a threat against an individual should attempt to obtain as much information as possible from the caller.
- Of utmost importance are the EXACT WORDS of the caller and information concerning the location and expected detonation time of the explosives. Jot down the EXACT WORDS as soon as possible so they will not be forgotten or distorted.
- The person making the threatening call could reveal enough information about himself so that the recipient of the call could later identify the caller.
- Persons receiving such calls should be aware of the following guidelines and suggestions:
 - Be calm; be courteous; listen; do not interrupt the caller; jot down notes on any paper available.
 - Try to keep the caller on the line as long as possible in order to obtain as much information or characteristic comments or accents as possible. This can be done by pretending to have a bad connection.
 - Ask the caller to repeat the message. Attempt to ascertain the type of device, what it looks like, where it's located, what time it will go off, etc.
 - Pay particular attention for any strange or peculiar background noises, such as a motor running, background music and the type of music, train whistle, sirens, jet airplane engines, and any other noises that might provide clues as to the place from which the call was being made.
 - Listen closely to the voice (male/female) (young/mature) for voice quality, accents, speech impediments, or words/phrases used repeatedly.
 - If time permits and the caller is talkative, ask questions such as "Who is this calling, please?", or "What is your name?". In some instances, the caller may unthinkingly reply with his name.

After Receipt - What To Do!!

- Immediately notify KSU Police at 911 and the Dean's Office at 2-4000.
- Notify your immediate supervisor of the fact that you received a threatening phone call and have already notified Security.
- Remain at your location until the Police Officer arrives. He will interview you regarding the call.

Occupant Search - Prior to Evacuation

- Building occupants shall respond as directed over the public address system (Mosier Hall) or as directed by Security Personnel. Employees may be requested to check their work areas for suspicious objects with the additional direction that they not touch or disturb such items if found.
- Security or Dean's Office representatives shall check lobbies, corridors, closets, restrooms and the like in their respective areas. Building engineers, electricians, etc., will check their respective utility areas. Suspicious articles if found should not be touched or disturbed.
- Occupants are to post an all-clear sign on their door after it has been checked. "Post-It" note pads are excellent for this. The sign should say, "This area (or room) checked". It should then be initialed or signed.

- Anything suspicious should be reported to Security, Ext. 2-6400. Occupants will be notified if there are any building areas that should be avoided during evacuation.

Evacuation Procedures

- Personnel should take their coats, purses, keys, etc., and exit the building as if they were not returning for the day. All personnel will be directed to leave the building and told when to return, or to wait outside in a safe area for further instructions.

Handling Public and News Media Inquiries

- The purpose of this provision is to furnish the public and news media with accurate information and to see that additional bomb threat calls are not precipitated by incorrect statements from uninformed sources.
- All KSU-CVM employees are instructed not to discuss the situation with news media or other outsiders. Inquiries should be courteously and tactfully directed to the Office of the Dean at ext. 2-4000.

Spills, Exposure Hazards

Procedures for proper clean-up of minor chemical or radioactive spills are contained in individual hazardous chemical or radioisotope use protocols. Minor spills should be cleaned up according to established procedures. EH&S (2-5856) should be contacted. If after office hours, contact KSU Police (ext. 2-6400). All spills should be cleaned up promptly and access to the contaminated area restricted to clean-up personnel until clean-up has been accomplished.

General Guidelines

Assess Risk to Yourself and Others

- Think before acting.
- When evaluating the risk, consider the toxicity, volatility, and volume of material involved.

Protect Yourself and Others

- If necessary, remove yourself and others from the area.
- Immediately remove any contaminated clothing and wash any part of body contaminated by chemicals or radioactive materials. Do not spread the contamination to clean areas.
- Attend to anyone injured.
- Close off area to personnel (e.g. close doors, post warnings).
- Turn off any potential ignition sources.
- Notify EH&S (2-5856) or KSU Police (911) if necessary and follow their instructions.

After meeting the above conditions, then appropriate to your level of training and to the equipment available apply the following guidelines:

- Confine the Spill/Stop the Source
 - Minimize your exposure by being upwind, wearing protective clothing.
 - Use spill control materials or other suitable absorbents.
 - Cover spilled powders with suitable liquids to reduce dust.
- Cleanup
 - Minimize exposure to volatile compounds.
 - Avoid procedures which create gases
 - Decontaminate, if necessary, ventilation system, glassware, etc.

- Submit appropriate waste pickup request form for waste material to Environmental Health and Safety.
- Report
 - A spill report should be completed and returned to EH&S
 - Spill report forms are available from EH&S

Radioactive Spills (Also see [Radiation Safety Guide](#))

- Principal user and/or radiation worker should determine the magnitude and severity of the spill.
- For major spills or spills involving volatile radioactive material, the area should be evacuated and posted with warning signs, and the Radiation Safety Officer should be notified immediately (2-5856 or 785-537-2885.)
- Minor Spills
 - Monitor extent of contamination.
 - Confine the spill and clean-up (soap and water is usually sufficient or as indicated in Safety Protocol).
 - Monitor area for contamination after cleanup (Geiger Counter or swipe).

*Notify the Radiation Safety Office (2-5856)