

Reporting Unsafe Conditions

Faculty members are responsible for identifying and managing risks created by their academic activities in the classroom and in offsite experience learning. Faculty members are required to report unsafe conditions to Safety, Health & Sustainability.

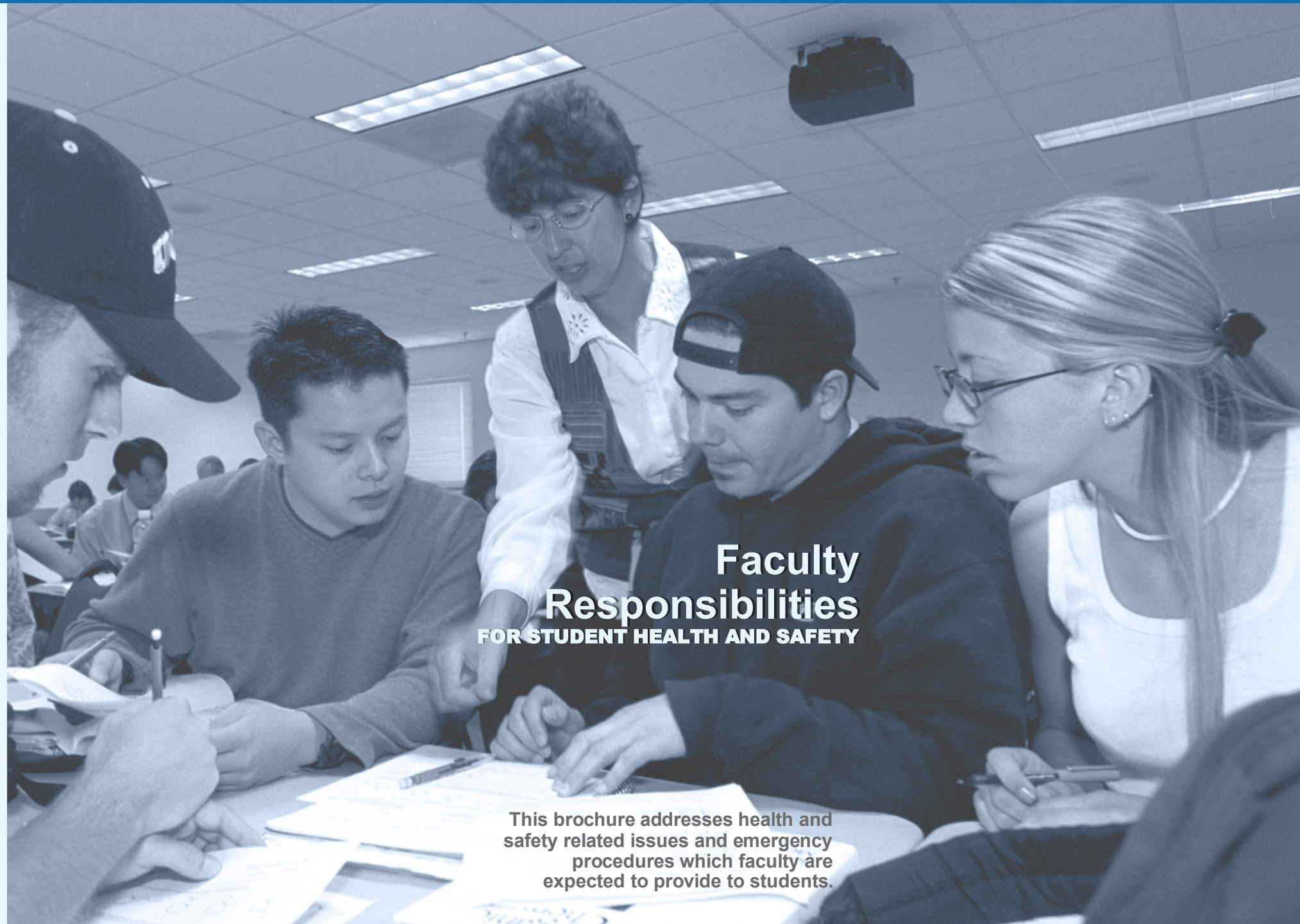
Please contact Safety, Health & Sustainability, (760) 750-4502 for more information.

Student Injury/Illness

Faculty should ensure that injured/ill students receive appropriate medical attention.

Faculty responsibilities include:

- Contact University Police to report any significant student injuries/illnesses (760) 750-4567 or 9-1-1.
- Advise students who have sustained an injury/illness during a class or lab activity to seek medical attention from the Student Health & Counseling Services, unless it is an emergency, in which case 911 should be called immediately. UPD and off campus emergency services will provide or coordinate appropriate medical treatment and/or transport to the emergency room if necessary. Contact the Dean of Students to report student injury/illness of a serious nature.
- If a student employee is injured during work hours, the student employee's supervisor should contact the Workers' Compensation Coordinator at 760-750-RISK (7475). Authorization for treatment must be coordinated and authorized through that office. **In case of emergency, call 911 first, and do not wait for authorization.** All work related injuries/illnesses must be reported immediately.
- Assist University Police in completing an Injury Report.



Faculty Responsibilities FOR STUDENT HEALTH AND SAFETY

This brochure addresses health and safety related issues and emergency procedures which faculty are expected to provide to students.

CLASSROOM SAFETY

This brochure assists faculty in understanding their role in providing a safe learning environment for students. According to the California State University San Marcos Injury and Illness Policy Procedure: *“It is the responsibility of all campus Faculty members and Managers/Supervisors/Principal Investigators to ensure that students at CSUSM are provided with applicable safety information and training specific to their role at the University. During the first class meeting and as needed throughout the semester, faculty are responsible for ensuring that students are provided with the appropriate safety information and training relevant to the hazards encountered in each classroom and at off-site student placement experiences.”*

Faculty Responsibilities include:

Inform students in the first class and throughout the semester of the appropriate safety information relevant to the hazards encountered in their classroom and include the following information:

- The campus *Smoking Policy* prohibits smoking on state property. Information regarding the policy can be found at: <https://www.csusm.edu/smokefree/>

Emergency Reporting Protocol:

- **Dial 911** to contact University Police. Non Emergency / General Information Line number is (760) 750-4567.

Laboratory Safety:

- Supervise classes and labs where hazardous materials or equipment are used.
- Inform students of all apparent risks inherent in the class, lab or activity including the safe use and handling of potentially hazardous substances, equipment or procedures.
- Advise students that prior to bringing a visitor to class, permission must be obtained from the faculty, a parent or guardian (if visitor is a minor), and/or the Dean or Department Head (if the visit is to a potentially hazardous location). Please refer to the campus policy, *Access to Labs & Potentially Hazardous Areas* for more information: https://www.csusm.edu/policies/active/documents/access_laboratories.html

Emergency Preparedness

During emergency events such as: earthquakes, fires, hazardous material spills, bomb threats or active shooters, it is critical that students are provided information to enable them to evacuate or seek shelter 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 a disaster service worker.** In order to address building and campus emergencies, faculty should :

- Provide students with the campus emergency information. Information can be found at: <https://www.csusm.edu/em/>
- Provide students with the location of fire alarms, telephones, emergency exits and evacuation routes closest to the classroom. Assist University Building Marshals in evacuating students who are not able to use the stairs. Never use elevators in a campus emergency.
- Provide students with the gathering locations outside of the classroom buildings. Building evacuation maps are located near the elevators. Ensure that all students in their class have evacuated safely before leaving the building. Report any injuries and/or trapped individuals to a University Building Marshal for additional emergency support. Do not re-enter the building under any circumstance. Emergency personnel will notify you once it is deemed safe to reenter the building. Information on gathering locations can be found at: <https://www.csusm.edu/em/procedures/evacuation.html>
- Pre-plan and provide disabled students with accommodation. Designated University Building Marshals should be able to assist disabled students in the case of an emergency evacuation. For more information please contact Disabled Students Services: <http://www.csusm.edu/dss/>
- 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, bring everyone into the room and shut the door. Request that classroom visitors stay in the room. Stay where you are until otherwise notified by emergency personnel. Take attendance and provide that information to emergency personnel as soon as possible.

OUT-OF-CLASSROOM SAFETY

Study Outside of the United States

Faculty that direct or lead Study Abroad Programs are responsible for providing the student with the information necessary for a safe experience.

- Provide through an orientation for students such topics as: health and safety, legal, environmental political, cultural and religious conditions in the host country.
- Provide students with appropriate emergency information addressing: personal safety, criminal activity, financial security and emergency contacts needed while they are abroad.
- Describe to students their responsibilities including completion of travel approval, waivers/informed consent, acquisition of appropriate insurance, adherence to the university code of conduct while in the Study Abroad Program. <https://www.csusm.edu/global/studyabroad/index.html>

Field Trips/Out-of-Class Activities

Faculty responsibilities include:

- Advise students that they must comply with all applicable university policies, Code of Conduct and State laws including the 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.
- Identify and communicate relevant risk concerns and emergency reporting procedures involved in out-of-classroom activities. Follow the “*Classroom Safety*” model.
- Advise students that completion and submission of forms required prior to participation in field trips or out-of-class activities can be found on the Local Student Field Trips web page: https://www.csusm.edu/studenttravel/field_trips/index.html

Internships / Experience-Based Learning

Students must be provided with a safe experience when participating in Off-Campus Experience-Based Learning activities. Faculty should follow the CSUSM Policy “*Field Trips*”. For students who are participating in an Internship or Experienced-Based Learning, review the “*Student Internships Policy*”. For these activities, additional faculty responsibilities include:

- Coordinate the student's off-campus experience-based learning activities through a student placement contract with the placement site, Procurement and when appropriate the Office of Service Learning.
- Point out applicable liability and risk potential such as: student personal injury, student injury to other parties, student personal property damage, student damage to other property, and vehicle liability exposure. Point out university sponsored insurance coverages indicated in the students placement contract.
- Meet with students prior to their placement and ensure they receive adequate safety and risk information provided in an orientation. Identify risks involved in the “Release, Hold-Harmless and Informed Consent” form.
- Explain the role of key parties involved; the student, faculty member and the on-site supervisor.
- Request the student's emergency contact information. Provide student with faculty member's (and the placement site's) emergency contact information.
- Emphasize the student's need to understand the placement site's emergency reporting procedures and follow-up with the faculty member.
- Encourage the student to follow-up with the faculty member regarding concerns with their placement. Faculty can determine the best methods for students to respond to difficult or uncomfortable situations. Remind students to leave their placement if they feel uncomfortable and feel it is best to leave.

Field Trips Policy

https://www.csusm.edu/policies/active/documents/field_trips_policy.html

Student Internships Policy

https://www.csusm.edu/policies/active/documents/student_internships_policy.html