



WCU Human Resources Environmental Health and Safety New Employee Checklist

Our department is committed to maintaining a safe environment in which to work and learn. Anyone who has a fire safety or environmental health related question or concern can contact the Environmental Health and Safety (EHS) office at x2129 or x3333. While we have several programs in place to help insure the safety of our employees, students, and guests; there are things that you can do to assist us in helping you in the event of an **emergency**:

_____ **Do you know who your Facility Administrator is?**

This is the person responsible for many building specific items, including designation of evacuation meeting places.

_____ **Do you know where your building's evacuation plans are posted?**

Be sure to locate them and review them so you are familiar with the layout of the building.

_____ **Do you know where the exits are in your building?**

Be sure to locate not only your primary exit, but also secondary exits in the event that your primary exit is not usable.

_____ **Do you have meetings with outside vendors or guests?**

Remember that it is your responsibility to make sure any guests you may have are able to exit the building in the event of an emergency.

_____ **Do you know where your building's designated meeting place is?**

Regardless of which exit you use, you must always go to that meeting location in the event of an emergency and remain there until you are instructed to do otherwise by Fire Department, Public Safety, Environmental Health and Safety or Facilities Administration personnel.

_____ **Do you require any special assistance in the event of an emergency?**

Each building has designated areas of rescue assistance which are noted on your building's evacuation plans. You should notify your Facility Administrator of any special needs you may have through the Special Needs form available through Environmental Health and Safety or your Facility Administrator.

_____ **Do you work or attend classes in more than one building?**

If so, you should become familiar with the exit plans for each building.

_____ **Do you know the locations of fire alarm pull stations, fire extinguishers, and automatic defibrillation devices in your building?** You should become familiar with the locations of all emergency equipment in your building.

_____ **Are you aware that Environmental Health and Safety conducts fire drills periodically in all campus buildings?** It is your responsibility to participate in these fire drills.

_____ **Do you know what to do if you can not get out of your area in the event of an emergency?**

Make yourself visible from a window, call Public Safety at x3311 and be sure to give them an exact location so assistance can be sent to you quickly. Always stay low under smoke, do what you can to alert people that you are in need of assistance. Always remain calm.

