



The following steps should be followed when an emergency event occurs:

- Call, or have someone call the KSU emergency number (KSU Police) and clearly state the nature of the incident and where it has occurred.
  - **Kennesaw and Marietta Campus: 470-578-6666, extension 6666, or 911**
- Assess the safety of the situation. Do not enter or re-enter the area if it is unsafe.
- Warn personnel in adjacent areas of any potential risks to their safety.
- Render assistance to the people involved and remove them from exposure to further injury if it is safe to do so.
- Render immediate first aid, if required. Appropriate measures include washing under an emergency shower, activating emergency eyewash stations, or washing the affected area(s) in a sink. CPR and special first aid measures can only be administered by trained personnel.
- Provide emergency personnel with as much information as possible about the nature of the hazard.
- In case of medical emergency, remain calm and do only what is necessary to protect life.
  - Summon medical help immediately by calling KSU Police **(470) 578-6666 or Extension 6666**
  - Do not move an injured person unless he or she is in danger of further harm.
  - Remain in the area in a safe place until help arrives. You may be needed to answer additional questions about the incident.

All incidents/emergencies must be reported immediately to the laboratory PI/supervisor, Safety Coordinator and the BSO.

- All incidents and accidents shall be reported in accordance with the University process for [Incident Reporting and Investigating](#). The incidents should be reported using the [Incident Reporting Module in Reliance](#).
- All KSU employees and contractors should report, as soon as possible, any of the following that occurs on campus, at a University controlled workplace, or while engaged in any University sanctioned activity:
  - Incidents resulting in injury or illness
  - Incidents resulting in exposures to chemical or biological hazards
  - Incidents or near misses with no injuries
  - Incidents resulting in environmental damage (e.g. – chemical released into storm drain, contamination of soil, etc.)
  - Incidents resulting in property damage
  - Each situation or condition observed on the job which has the potential for injuring or endangering the health of people and/or causing damage to property or environment.
- Serious incidents or incidents requiring immediate medical attention should be reported immediately by calling the campus emergency number **470-578-6666 (Ext.6666)** or 911. Serious accidents for this purpose are those which result in:
  - Fatality.
  - Hospitalization or medical treatment (beyond first aid) for both KSU and non- KSU personnel.
  - Fire
  - Property damage exceeding \$1,000.00.
- All other incidents must be reported in writing within 24 hours of becoming aware of the incident, injury or illness.