



## **Accidents and Emergencies**

When accidents requiring emergency medical assistance occur on campus, 9-911 should be called immediately, followed by a call to Campus Safety Services (CSS) at (216) 397-4600.

All work-related accidents or injuries must be reported to an injured employee's supervisor and to the Office of Human Resources at (216) 397-4726 (See also Workers' Compensation on page 56.)

For fire, explosions or similar emergencies, please call both 9-911 and CSS. When a fire alarm sounds and remains constant, all persons in the building(s) must evacuate via the nearest exit. The building(s) should not be re-entered until a responsible authority has given an "all-clear" signal. Only trained personnel should operate fire extinguishers.

All employees are to follow the instructions of campus safety service, emergency medical, law enforcement or other safety personnel in the event of an accident or emergency.

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