



## STAFF EMPLOYMENT MANUAL

**Title: 1.0 Emergencies**

**Chapter: 1.01 Emergency Procedures**

**Issuance Status and Effective Date: July 2011**

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### **1. Emergency Situations – Public Safety**

If an employee is involved in, or otherwise wishes to report, an emergency occurring on campus, dial 860.768.7777 to reach the department of Public Safety. Public Safety is available 24 hours a day, seven days a week for emergency assistance.

### **2. General Assistance – Public Safety**

Dial 860.768.7985.

### **3. Accidents or Illness – Public Safety**

Public Safety will evaluate any emergency medical condition involving an employee and treat, refer or advise as necessary. Serious, life-threatening medical emergencies should be treated in the emergency room. The University participates in a medical managed care program, with approved network providers available to treat all non-life threatening work related injuries/illnesses under the terms of the program. For injuries or illness that are not work-related, employees are expected to use their personal physicians in accordance with the guidelines administered by their medical insurance plan.

### **4. Accident Reporting**

The immediate reporting of any work-related accident and/or injury involving an employee is required. The supervisor of the injured employee is accountable for reporting the circumstances surrounding the work injury immediately to Public Safety by calling 860.768.7985 as well as alerting Human Resources Development (hereinafter “HRD”) by completing an Accident Investigation Form. This form must be immediately hand-carried or faxed to HRD (860.768.4732). HRD, in turn, will process a First Report of Injury and coordinate claims processing with the insurance carrier. (See also **6.12-1, Health and Safety**.) If medical treatment is necessary, the supervisor should contact the treating physician/facility as well as HRD to pre-authorize the visit.

### **5. Fire and Emergency Evacuation Procedures**

In case of fire or any time when evacuation is indicated, employees are required to leave the building immediately via the exit nearest their work area.

- a. Prominently posted evacuation instructions, as well as primary and secondary exits, are located in all buildings. These postings are maintained by the University’s Safety Manager in conjunction with the affected department.
- b. Fire drills are required by law and will take place periodically. Everyone in the building is required to follow evacuation procedures.

## **6. Emergency University Closing**

Because the University is a highly residential institution, it is critical to maintain its operations and schedules. Generally, the University will not close except under unusual circumstances. The Facilities Department issues annual instructions regarding emergency closings.

In the event of a delayed opening, early dismissal or other emergency closing, announcements will be made to individual departments. Whenever possible, decisions to close the University prior to its normal business hours will be announced on University-designated radio and television stations, as well as the University's general information line (860-768-4100), the University's website ([www.hartford.edu](http://www.hartford.edu)), and via the University's Emergency Text Message Alert System (available at [www.hartford.edu/e2/](http://www.hartford.edu/e2/)) for those registered to receive messages. Staff in jobs that are essential to handling the emergency and maintaining the safe operation and protection of the campus must make every reasonable effort to report to work as scheduled. Staff should use good judgment and not endanger themselves when travel conditions in their area are too hazardous.