February 2012

Kirtland Community College

Campus Safety Newsletter

It is important for you as an employee of Kirtland Community College to have some basic information on campus safety. This is the first issue of our quarterly Campus Safety Newsletter and will focus on General Safety, our Emergency Alert Systems, and Emergency & Safety contact numbers.

UPCOMING NEWSLETTER TOPICS:
Weather Safety  Fire Safety  Right to Know &
Tornado Drills  Fire Drills  Hostile Work Environment

Did you know...
According to the U.S. Department of Labor, every year more than 4 million people suffer non-fatal injuries at work, including over a million which cause them to miss one or more days of work.

A great many of these injuries were due to carelessness and negligence and could have easily been avoided.

Be proactive! Do what you can to improve your own workplace safety. Here are some tips for making your work area safer:

This newsletter is brought to you by

The KCC Campus Safety Committee

KCC’s Emergency Alert Systems

KCC Public Safety strives to alert students, employees and visitors in a timely fashion, of any situation that may directly impact their safety and security while on campus.

We have several ways of doing this:
- RAVE messaging system for phone notification
- Outdoor public address/siren system
- Paging phone system in all classrooms
- Interior paging speakers in common areas
- School monitors in strategic areas of campus

To report an emergency or safety hazard on campus, contact:
Ken Forst - Director of Public Safety: 989 275-5000 ext. 322
Evelyn Schenk - Director of Facilities: 989 275-5000, ext. 249
Public Safety emergency contact: 989 275-5000 ext. 355

- Keep passageways and aisles clear, and floors free of debris.
- Dress correctly for your job, learn safe positions and postures (such as proper lifting techniques) so you don’t injure yourself.
- Know where to obtain Material Safety Data Sheets & how to use them. Call: 3E Company: 800-451-8346 for instant copies.
- Know how & when to report an accident or safety incident. Accident/Incident Forms are available on Forms Central.