



Emergency Action Plans

From chemical emergencies to fire and natural disasters, like tornadoes, you need to know the best response when something goes wrong. The University of Memphis has developed a plan to deal with emergencies. You should make yourself familiar with these plans by:

- Participating in all training programs and drills
- Knowing what to do if someone is ill or injured
- Learning how to summon help
 - Call **901.678.4357** for University Police on the **Main Campus** and **Park Avenue Campus**
 - Call **731.425.1942** for University Police on the **Lambuth Campus**
 - Call **911** at all **other campuses**
- Reviewing the University Crisis Management Plan to learn about plans for specific types of emergencies



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Office Safety





Office Ergonomics

Musculoskeletal disorders occur when you strain your body beyond safe limits or do the same task over and over without giving your body time to rest. The best way to prevent these disorders is to use appropriate office ergonomics and change the way you work in order to remove undue stress on your body.

- Learn to recognize and avoid awkward postures or positions.
- Arrange your work and your workstation so that you keep your muscles relaxed.
- Move the work to you instead of moving your body to the work.
- Keep commonly used items within easy reach.

Electrical Hazards

Electrical equipment can pose a hazard if not inspected regularly and used properly.

- Watch for and report frayed cords, loose or broken wires, broken outlet covers, and worn or broken plugs.
- Keep liquids away from electrical equipment.
- Never touch electrical equipment with wet hands.
- Disconnect equipment by pulling the plug—not the cord.
- Do not overload outlets.
- Never string two extension cords together or use extension cords for permanent solutions—it creates a fire hazard.

Prevent Slips, Trips, & Falls

Slips, trips, and falls are the number one cause of injury every year. To prevent slips, trips, and falls:

- Clean up spills immediately.
- Barricade wet areas until they are dry.
- Keep pathways and work areas clean and free of clutter. Some examples of clutter include purses and boxes.
- Watch for and fix loose rugs and uneven flooring.
- Eliminate snaking extension cords and cables.
- Never use makeshift climbing devices, such as boxes, shelves, or chairs.
- Get a step stool or ladder to reach anything above shoulder level.
- Inspect ladders and step stools before use.

ACCIDENT REPORTING

An accident is any unplanned event that causes or may cause injury, illness, and/or damage to a person, building, or the natural environment.

- In a medical emergency, seek medical attention.
- Complete a First Report of Injury or Illness form, and submit it to EH&S.

- Contact the University Benefits Administration Office to complete Worker's Compensation information.
- Where no injury or illness has occurred, submit a Near Miss Report to EH&S.

- Another way to report a hazard or potential accident is to submit an Anonymous Report of a Safety Hazard.

Each of these forms and reports can be found on the EH&S website.