



SAFETY / ENVIRONMENTAL TOOLBOX TRAINING – BACK TO SCHOOL SAFETY

SUPERVISOR INSTRUCTIONS:

- Use toolbox trainings to encourage safety / environmental discussions during monthly meetings with employees
- Submit the employee sign-in sheet to your designated administrative assistant / training coordinator as a record of training



As we usher in the new school year, we need to **Be Alert and Prepared!** While summer is a wonderful time for vacations, barbecues, outdoor activities and good old American fun in the sun, we cannot become too complacent or distracted. Thousands of young men and women will be arriving on campus soon for the start of the fall semester and that means more hazards – increased traffic during peak travel times, higher pedestrian traffic at crosswalks and more bicyclists sharing the road with drivers. However, traffic hazards are not our only concern. According to meteorologists' predictions, the southeast is expected to experience warmer than average

temperatures throughout the summer months this year; and if these predictions are true, this could mean an increase in severe weather for the metro area.

Campus Driving Safety

According to Georgia's Department of Transportation traffic fatality statistics, 15% of the traffic fatalities within the first six months of 2015 involved pedestrians and bicyclists. Therefore, with a combined total of over 14,000 students converging onto Emory's campuses for the fall semester, it is especially important to be safety conscious while driving on campus roads. Whether you are driving your personal vehicle, a commuter vehicle, or an emory-owned vehicle, remember to always be on alert for pedestrians, bicyclists and other roadway hazards.



- Observe all traffic regulations and travel at safe speeds for the driving conditions – drive slower through construction zones and during inclement weather.
- Follow posted speed limit signs on campus – the speed limit on campus is 15 mph and in parking decks it is 5 mph.
- Yield to pedestrians and expect the unexpected – be mindful that they may not be paying attention or may cross the street in undesignated locations.
- Share the road with bicyclists – do not follow too closely and watch for hand signals or unexpected stops.
- Never pass shuttle busses while they are unloading passengers.
- Do not use cell phones while the vehicle is in motion unless hands-free technology is used – never text, check your email, scan social media sites or view messages while operating the vehicle!

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- Do not obstruct access to walkways, intersections, emergency access ways, fire hydrants, shuttle bus stops, or fire lanes. Only park in assigned, designated areas.
- Immediately report all accidents and property damage to local police. Report all incidents according to university and departmental vehicle use policies.

For more information go to <http://policies.emory.edu/4.84>; and refer to the “[LOOK OUT For Each Other](#)” Pedestrian Safety Campaign by Emory University Transportation and Parking Services.

Severe Weather

Know the dangers of severe weather and what to do during a campus emergency by familiarizing yourself with Emory University’s [Just-in-Time Guides](#) and reviewing educational materials from organizations such as the [National Weather Service \(NWS\)](#), and [Ready Georgia](#). Remember, the students may look to you for guidance during a severe weather event!



- In case of severe weather or tornado, Emory’s multimodal Emergency Notification System will be activated to alert students, staff, faculty, and visitors.
 - To enroll in Emory’s Emergency Notification Program – Log into PeopleSoft and navigate to the Emergency Alert Information Page.
- Know where the Severe Weather Refuge areas are located – Follow the building’s evacuation map or use Emory’s interactive map. Look for the signs that identify rooms or hallways designated as an area of safe refuge (see Figure 1).
- Understand the difference between a tornado watch and a tornado warning:
 - A **tornado watch** means that conditions are favorable for the development of a tornado. Be aware of your surroundings, and be alert, should the watch be upgraded to a warning.
 - A **tornado warning** means that a tornado has been spotted or indicated by radar in your immediate area. Action should be taken to ensure your safety.
- In the event of a tornado, move to an interior room or hallway within the building, away from windows, preferably on the lowest level (unless flooding is evident).
- If you are outdoors and a tornado warning has been issued, seek shelter immediately, as indicated above. If no shelter is available, lie flat in a nearby ditch or depression.
- If thunderstorms are expected, suspend or postpone outdoor work activities until the threat is over.
- Secure outdoor furniture or other items that could be blown over in high winds and cause injury to personnel or damage to property.
- If you hear thunder, seek shelter immediately – lightning is close enough to strike!
- If you get caught outside in a thunderstorm and shelter is not available, go to the lowest area nearby and make yourself the smallest target possible. Do not lie flat on the ground, since this will increase your chance of being electrocuted by the ground current, and avoid standing in open areas or under trees.
- Stay in your safe shelter location for at least 30 minutes after the storm has dissipated – there should be no more thunder or lightning occurring!
- Monitor the latest updates on a battery-operated NOAA Weather Radio. You can also follow updates for the Emory Community on the University’s Twitter account @Emory_CEPAR.



(Figure 1)

Remember, you are NOT safe anywhere outdoors during a thunderstorm!

Questions for Discussion

- 1) What is the posted speed limit on campus?
 - 15 mph.
- 2) What does a tornado warning mean?
 - A tornado has been spotted or was indicated by radar in your immediate area. Action should be taken immediately to ensure your safety.
- 3) Where should you go if a tornado warning is issued?
 - The nearest Severe Weather Safe Refuge location;
 - To an interior room or hallway within the building, away from windows, preferably on the lowest level;
 - If a sturdy building is not available, lie flat in a nearby ditch or depression.

Photo Credits

<Welcome Back, cover photo> Retrieved from <https://www.facebook.com/EmoryUniversity/photos>;

<Traffic Flow> by Nicole Campbell, Emory University

<Lightning> Retrieved from:

http://www.nws.noaa.gov/com/weatherreadynation/summer_safety.html#.Vb7_xvnF-So, modified;

<Severe Weather Refuge, sign> Retrieved from:

http://news.emory.edu/stories/2013/01/er_take_note_severe_weather_awareness/campus.html