

## Safety

All members of the College community have a responsibility in their respective roles to encourage and provide a safe, secure and healthy campus environment.

When an academic faculty member believes there is cause for concern for the safety of themselves and/or the students, they should immediately use the classroom's Emergency Phone or other communication methods to seek public safety assistance or respond consistent with the College's central message being distributed concerning an incident. If necessary, the academic faculty member may dismiss the class. If the department chair doesn't know of the circumstances, the faculty member shall report the class dismissal as soon as practical.

The NFA-CSN president or designee will be a member of the CSN Safety and Security Committee. Academic faculty may also individually make written suggestions for safety equipment, and the appropriate manager shall provide a timely written response.

If an academic faculty member believes that s/he is experiencing an unsafe working condition, s/he shall discuss the condition with their supervisor (dept. chair/manager), and as necessary decide on how to process or report the concern. The NFA-CSN designee to the Safety and Security Committee shall also be informed. The concern shall be reviewed or investigated as appropriate, and a written response provided indicating any corrective action.

### Reasons:

- Safety is a universal responsibility for all employees and students
- Invites individual suggestions
- Concern for a safe condition should go first to supervisor and end, as appropriate, with a written response.