

### Instructions

Complete this form for each Seattle University employee or student researcher before they begin work, ideally on their first day. Safety orientation is provided by the individual's supervisor or the supervisor's designee.

All employees and student researchers must complete the emergency procedures orientation on the first page. Additional space for recording job- or task-specific training is available on page two.

Maintain a physical or electronic copy of this completed form as part of the individual's safety training documentation.

### Personal Information

Trainee's Name:

UID:

Supervisor's Name:

Department:

### Emergency Procedures

**For emergencies, incidents or accidents, dial 5911 from a campus phone or 206-296-5911 from a mobile device**

Location of the nearest emergency exit and alternate route(s)

Emergency assembly point for the building:

Location of fire extinguisher(s), first aid kit(s), AED(s), fire alarm pull station(s), eyewash(es), safety shower(s) and any other emergency equipment

Contents of the Seattle University [Emergency Procedures poster](#)

Notify supervisor of any work-related injury, illness, near miss or unsafe condition

Update personal contact and emergency contact information on [mySeattleU](#)

Sign up for emergency alerts through [Omnilert](#) or by texting **SeattleUAlert** to **79516**

Safety data sheet (SDS) location, if applicable

**I have reviewed and understand the emergency procedure items checked above.**

Trainee's Signature:

Date:

Trainer's Signature:

Date:

