**Safety Training**

*Make sure you have taken safety training (if applicable).* Faculty members who have lab space should make sure that anyone – paid or volunteer – has taken safety training. Contact Susan Seltz for more information.

**Work-Related Injury**

If you receive an injury while on the job, please contact Susan Seltz, as soon as it is safe to do so, to fill out an injury report.  seltz043@umn.edu or 612-624-3089

**Update your emergency contact information**

In the event of an emergency situation at work, this information is vital if we need to contact a family member or a friend. Only you can update this information.

- Employee Self-Service: [http://hrss.umn.edu](http://hrss.umn.edu) > Personal Information Update > under the heading "Personal information" you'll find a drop-down menu. Chose "Emergency Contacts"
- While you are at Employee Self Service, sign up for TXT-U Emergency Notification

**Building security**

Buildings are locked by Facilities Management (FM)

- Doors are locked in the evenings at ~ 6 pm. *If there is a class or event in the building,* doors will be locked when the class is finished
- Doors are unlocked in the morning at ~ 6 am
- Weekends – doors should be locked - *unless there is a class or event in the building.* FM will unlock and then relock when the class is finished

- ➤ To report an unlocked door (after hours): 612-624-3357
- ➤ To report suspicious activity: 9-1-1

**Building Services Automation Center (BSAC)**

The center provides 24/7 building system and customer support services.

- If there is a problem with a building system (not a security-related building issue), and you cannot locate a BBE staff person to help you, call 612-624-2900

**University Police**

Take a minute and check out the website: [http://www1.umn.edu/police/index.html](http://www1.umn.edu/police/index.html)

- Emergency 9-1-1
- Non-emergency  612-624-COPS (2677)

If you have questions or concerns related to the above information, contact Susan Seltz  
seltz043@umn.edu or 612-624-3089