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.

- This can be done at the MyU site

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://publicsafety.umn.edu/resources

- 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