**Volunteer Role: Event Setup**

*Goal(s) of the role:*

* Assist with event set up by supporting various campus coordinators

*Detailed description of duties:*

•After check-in at the Volunteer Hub, you will report to the setup location

• Specific directions will be provided depending on the task such as setting up tables and chairs, or putting together poster kiosks

*Dress Code/Suggestions:*

* Volunteer t-shirt and comfortable shoes and pants

*Contact Information:*

* Volunteer Hub, contact 470-578-6700
* [ncurvolunteer@kennesaw.edu](mailto:ncurvolunteer@kennesaw.edu)
* NCUR Situation Room, contact 470-578-8187
* Emergency, call 911

***In Case of an Emergency:***

1. ALL injuries and/or incidents must be documented on the appropriate reporting form ***at the time the injury/incident occurs*** and immediately sent to EHS.
2. Forms are available at:<https://ehs.kennesaw.edu/incident_reporting.php>; *You may wish to provide hard copies of these forms to your volunteers as these are not yet fillable online.*
3. Make sure that you obtain a mobile phone number for the injured party and at least one additional contact number so that we may reach the party while they are attending the conference, if necessary.
4. If it appears to be an injury that may require treatment, please assure that the KSU Police are also called to the scene so they may notify appropriate emergency responders, complete a report, etc.
5. If it only requires First Aid, please escort the injured party to the closest First Aid/EMT station. Remain there to determine if first responders are notified or required so you may notify EHS of the status.
6. Please be sure to provide the KSU Police Report number on the incident report so that we may follow up.
7. Send all completed forms to EHS@kennesaw.edu as quickly as possible the same day with the subject of "New NCUR Incident Report".