



# **GENERAL SAFETY MANUAL (PLAN)**

**Revised June 29, 2023**  
**Responsible Office: Safety and Risk Management**  
**Division: Operations, Finance, & Administration**

## TABLE OF CONTENTS

1. GENERAL INFORMATION  
ANNUAL

If an employee does not comply



## GENERAL SAFETY POLICY STATEMENT

Grambling State University is fostering a culture of safety. Focusing on a Culture of Safety will ultimately lead to greater controls of exposure and protect workers, the environment and the overall community at Grambling State University. WHERE EVERYBODY IS SOMEBODY, we all play an important role in the growth and sustainability of our educational institution. With the support of every employee, we systematically eliminate noncompliance, manage risk, improve performance, increase productivity, and build rapport and positive working relationships.

## GENERAL SAFETY DUTIES AND RESPONSIBILITIES

### **A. Executive Management - The President & Vice Presidents**

- 1.** Responsible for safety of all employees.
- 2.** Assigns safety responsibilities and delegates authority required to implement the safety program.
- 3.** Approves safety policies as formulated by the safety officer.
- 4.** Participates in the safet

2. Executes work orders promptly.
3. Maintains a regular maintenance schedule on all equipment and keep maintenance records.
4. Makes regularly scheduled inspections and



10. Return all tools and equipment to a designated place after use. Put scrap and waste material in a designated refuse container.
11. Report any smoke, fire, or unusual odors to your supervisor.
12. Use proper lifting techniques. For object exceeding 50 pounds in weight, specific methods for safe lifting must be determined by the immediate supervisor.
13. Do not throw objects or attempt to catch a falling object.



## SAFETY MEETINGS

The purpose for safety meetings is to educate, inform, motivate, and examine work practices for potentially unsafe acts that could produce bodily injury and provide a method to preclude recurrences. Safety meetings vary from formal presentations to informal discussions of safety problems. Safety meetings are mandatory and required for all employe

- e. The Department of Safety and Risk Management reviews Argos monthly for safety training reports.

**It is the responsibility of GSU Human Resources Department to notify GSU Safety and Risk Management of new hires that do not have computer access within the initial hiring period. If active employees are identified on the incomplete list, they are personally notified before the month ends to receive the necessary training.**

### **C. University Safety Committee**

The purpose is to educate, establish safety guidelines to mitigate risk during daily activities and special events. The committee coordinates with various divisions on health and safety concerns and overall management.

- a. The meetings shall be announced by the university safety committee meeting chair or co-chair at least one (1) week prior

Director of Student Health Services  
Director of Human Resources  
Director of Safety and Risk Management  
Director of Campus Living and Housing  
Information Technology  
Director of Counseling Center  
Intercollegiate Athletics  
Director of Dining  
SGA President  
Miss Grambling  
President of Faculty Senate

### NEW EMPLOYEE TRAINING

The Louisiana State Office of Risk Management has directed all agencies to develop general safety rules and policies which apply to all employees and departments task, and specific rules which apply to a particular department.

GSU is required to have a documented review of written policies with employees and conduct documented awareness on the following topics. Such awareness shall be completed within 90 days of hire and additionally as indicated thereafter, and may count toward the monthly/quarterly safety meeting requirements.





5. Job Safety Analysis: Completed by supervisors in each work units. Supervisors are expected to perform at least one job safety analysis each month. Job safety analysis forms are kept in a file in the originating area. The documents should be readily accessible to employees and there should be an index naming the task and date the job safety analysis was completed or revised.
6. Safety Meeting Record: Records of monthly safety meetings are maintained in Argos. Argos is an IT system that documents each meeting by month and compiles attendance records. The GSU Office of Safety and Risk Management reviews these records monthly to determine employee attendance status.
7. Training Documentation: Signed documentation of training completed by each employee following training sessions is maintained in the operating area for five years. Training conducted by the GSU Office of Safety and Risk Management are filed by training and year within the Safety and Risk Management department.

### SAFETY INSPECTIONS

The safety inspection program includes general housekeeping safety, rules and procedures for conducting safety inspections. Safety inspections shall be conducted on a regular basis by building coordinators even if a problem has not been reported. If hazards exist, corrections should be made immediately.

Mandatory safety inspections shall be conducted on a monthly or quarterly basis. University

- Fire extinguishers
  - Visible and accessible
  - Inspection tags in place (less than a year old)
- Fire alarm system
  - Tested within the past year
- Sprinkler heads
  - clearance

**Unoccupied instructional, living, and working spaces:** *Should be inspected according to the schedule listed below as a preventative maintenance measure to avoid environmental and safety issues that would normally be identified by occupancy.*

Residential/Housing: **biweekly**

Office: **monthly**

Classrooms: **monthly**

If during the inspections of unoccupied spaces, a need for maintenance service is identified, work orders should be immediately





## **Supervisor Instructions**

- 1.





Making the breakdown too detailed so that an unnecessarily large number of steps result or

Making the job breakdown so general that the basic steps are not distinguishable.

Make sure steps are in correct order.

TIP: The wording for each step should begin



NOTE: ALL INJURIES

**\*Only persons certified in first aid or with advanced medical treatment shall provide first aid to individuals.**

**DA2000-** Employee investigation form that must be completed at the time of every

It is essential that all staff and faculty members are familiar with potential emergencies and know how to implement this plan in the event one should occur. This plan will serve as a reference for University personnel.







processes such as posting crimes in the Daily Crime Log and accurately documenting reportable crimes in its annual statistical disclosure. Grambling State University further encourages accurate and prompt reporting to GSUPD and the local police when the victim of a crime elects to or is unable to make such a report. This publication focuses on GSUPD because it is primarily responsible for patrolling the Grambling State University

**PURPOSE**

The purpose of the hazard control program is to manage the handling and disposal of hazardous materials and ensure that Grambling State University conducts this management in strict compliance with regulation prescribed by DEQ and U.S. Environmental Protection Agency (EPA).

Civil penalty can be assessed for each day of continued noncompliance with hazardous waste regulations.

Criminal penalties can result in fines for each day of violation and a prison sentence imposed for knowingly falsifying a label, manifest, record or report;

Or

***Employee rights***

Hazardous substances in the workplace, in some forms and concentrations, pose potential acute and chronic health

When ordering suspected hazardous substances through the Purchasing department via the electronic vendor database, an SDS is requested where one is not currently present in the department.

Maintain a file of

**Listed Waste-** Materials regulated by U.S. EPA as hazardous waste.

### **Laboratory/Chemical Safety in Workplace**

Everyone must be cooperative and take responsibility for safety in the lab. Failure to follow regulations, could lead to disciplinary action under the disciplinary rules as well as State and Federal regulations. Every university department with chemical laboratories or using chemicals must establish a chemical safety committee or appoint someone to be responsible for the safety program within that department.

It is the responsibility of immediate supervisors and department heads to insure employees working within their department are fully informed with regard to the procedures for safe handling and use of hazardous chemicals.

### **Storage of Hazardous Chemicals**

Prior to storing a chemical, it must be properly labeled with permanent pressure sensitive label and information must be legible and either typewritten or in indelible ink. The label should include the following:

- a. The chemical name of the material
- b. The date received or produced
- c. Hazardous properties such as whether flammable, toxic, etc.

Note: Storage of food in refrigerators intended for laboratory use, including storage of chemicals, flammable materials, etc., must never be used for the storage of food by laboratory employees.

### **Disposal of Hazardous Chemicals**

- a. The disposal of hazardous chemicals is strictly regulated under U.S. EPA
- b. No hazardous chemical substance shall be disposed of into the sanitary sewage system, into the air, or into the normal trash system.

- d. Incompatible wastes shall not be placed or mixed in the same container.
- e. Departments with unknown chemicals for disposal shall assume the financial responsibility for the costs of the analysis to determine the identity or composition of the material.

### **Chemical Spills**

- a. Minor spills should be cleaned up immediately by laboratory personnel, using proper procedures for the chemicals involved, and providing the material is not dangerous to life and health.
- b. For moderate to large spills of dangerous materials, e.g. acid, etc., evacuate the building by going room to room or by the building alarm system. Call Campus Police to report the incident and request Campus Police to notify the appropriate Local and State Agencies.
- c. Incidents involving fire(s) of any size, but the smallest size where you are sure you can put out the fire without spreading the fire or causing injury to yourself, call Campus Police, 274-2222, to report the fire. The building should be evacuated.

### **Spills on Clothing**

- a. All contaminated clothing must be removed immediately and the skin should be washed with soap and cool water. Flush the skin with cool water for no less than fifteen (15) minutes. The Hazardous Material Director/Safety Director and/or Local or State Hazardous Material Agency should be consulted before contaminated clothing is reused, laundered or discarded.

### **Responsibilities**

- a. Users (generators)



1. Make an exhaustive search of his area to ensure all hazardous materials are reported. If any unidentified substance or material is discovered during this inventory, the University Safety Officer should be contacted for assistance in identifying and material for handling and disposition instructions.

5.





### **3. Contact with Chemicals**

- a. Use mechanical pipetting aids for all pipetting procedures (Do not pipette anything by mouth).
- b. In the event of contact:
  1. Flush the skin or eyes with water and remove any contaminated clothing.
  2. Get medical treatment if there is eye contact or serious skin contact with chemicals.
  3. Clean up small chemical spills immediately and properly dispose of the waste materials

### **4. Important Precautions:**

#### **Always:**

- a. Locate and be familiar with the proper use of emergency showers, fire extinguishers, blankets, and eye wash fountains.
- b. Conduct always work with hazardous chemicals under in a properly functioning chemical fume hood.
- c. Read labels on chemical bottles before using them
- d. Consider any unlabeled chemical solution hazardous until it is identified and disposed of in the proper manner.
- e. Discard any chemicals that



Approved storage cabinets for flammable liquid storage should be labeled  
Keep Away from Fire.

In flammable liquid storage, mechanical ventilation should be

**G. Storage of Flammable and Combustible Liquids**

The following definitions and storage requirements are in accordance with National Fire Protection National Fire Codes and Standards. (Vol. 3, 30-12, 30-13, 30-50)

1. Definitions:

- A. **Flammable Liquid** a liquid having a flash point below 100 degrees Fahrenheit (37.8 Centigrade) and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees F and shall be known as a Class I liquid.

Flammable liquids are divided as follows:

Class IA shall include those having flash point below 73 degrees F and having a boiling point below 100 degrees F.

Class IB shall include those having flash points at or above 73 degrees F and having a boiling point at or above 100 degrees F.

Class IC shall include those having flash points at or above 73 degrees F and below 100 degrees F.

- B. **Combustible Liquid** a liquid having flash point at or above 100 degrees F.

Combustible liquids are subdivided as follows:

Class II liquids shall include those having flash points at or above 140 degrees F.

Class III liquids shall include those having flash points at or above 100 degrees F and having a boiling point at or above 200 degrees F.



- b. No more than 10 gallons of Class I and Class II liquids combined shall be stored outside of an approved storage cabinet or approved storage room.
- c. Quantities of liquids in excess of those set forth in this safety standard shall be stored in an approved, inside of or outside, storage room.

**H. Maximum allowable size of container**

1. Container Size and Type:

		Flammable Liquids		Combustible Liquids
Container Type	Class			



- i. Connections to piping, regulators and other appliances shall be kept tight to prevent leakage. If leakage occurs, first close cylinder valve tight before attempting to stop leak.
- j. Before connecting a valve gauge

3. Handling of Cylinders:

- a. The valve-protection cap should be placed on the cylinder before transporting it, and left on until it has been secured and is ready for use.
- b. Cylinders should not be moved by dragging or sliding. The user should use a suitable hand truck or similar device with the cylinder secured for transporting.
- c. Cylinders should not be dropped or permitted to strike against each other or other surfaces violently.
- d. Cylinders should not be moved with the cylinder valve open, and/or regulator or gauges attached. Always close the cylinder valve when not in use.

**J. Incompatible Chemicals**

Common Incompatible Chemicals

The following is a partial list of the more common incompatible chemicals. Reaction of such chemicals may produce:

Toxic or flammable gases,  
Explosions, or  
Spontaneous ignition

**Substances in the left column should be stored or handled in a manner that avoids contact with those listed in the right column.**

This Chemical	Is Incompatible With
Acetic acid	Chromic acid, nitric acid, hydroxyl compound, ethylene glycol, peroxide, perchloric acid, permanganates
Acetone	Concentrated sulfuric and nitric acids
Acetylene	Chlorine, bromine, copper, fluorine, silver, mercury
Alkaline metal as powdered (aluminum or magnesium, sodium, potassium)	Water, carbon tetrachloride, or other chlorinated hydrocarbon, carbon dioxide, the halogens

Ammonia anhydrous	Mercury (in manometers), chlorine, calcium hypochlorite, hydrofluoric acid (anhydrous), bromine, iodine
Ammonium nitrate	Acids, metals powders, flammable liquids, chlorates, uids,

gasoline, turpentine, etc.	sodium peroxide
Hydrocyanic acid	Nitric acid, alkali
Hydrofluoric acid, anhydrous	Ammonia, aqueous or anhydrous
Hydrogen peroxide	Copper, chromium, iron, most metals



- b. Keep the inside of the hood clean and uncluttered
- c. Make sure that any large objects that must be in a hood (e.g., water bath) are raised to allow airflow on all sides
- d. Perform all procedures at least six inches behind the plane of the sash.
- e. Do not place your face inside the fume hood
- f. Do not rely on the fume hood exhaust to protect you from projectile or solid objects
- g. Wear safety glasses and gloves

3. Inspection:

Chemical fume hoods are inspected semiannually by the Facilities Maintenance Department. The exhaust velocity is measured and the optimum sash height is determined. In meeting the face velocities for certification, the sash cannot be lower than eight inches above the work surface.

4. Certification:

If certification criteria are met, the hood will be labeled designating the classification of the hood and the sash height which will produce the optimum operating conditions. If the certification criteria cannot be met with minor

-Hood Not  
Working

5. Biological Hood:

A biological hood is a cabinet designed to filter infectious and some toxic agents by means of High Efficiency Particular Air (HEPA) filters.

- a. All new biological hoods and hoods that have been relocated in the facility must be certified before use.
- b. Annually, all biological hoods must be recertified by an outside vendor. Purchasing will be notified when time for recertification.

**L. Corrosive Chemicals**

Corrosive Chemicals are commonly thought of as acids and bases, but dehydrating agents and oxidizing agents can also be corrosive. Listed below are several types of corrosive chemicals and some examples of each, as well as guidelines for use of corrosive chemicals.

Types of Corrosive Chemicals





the lenses can be removed and the eye properly washed. In addition, the contact lenses can be damaged from exposure to some chemicals which in turn, could damage the eye.

5. Guidelines for Accident Prevention:

Remember:

- a. When diluting strong acids, add the acid slowly to the water to reduce the reactive effect.

In case of skin contact, ingestion or inhalation of solvents, seek medical aid.

2. Respiratory Hazards:



made concentrated by evaporation or when exposed to unusual heat or shock. Once an ether container has been opened, peroxide formation occurs rapidly.

Always order ethers in small-sized containers, such as ¼ - lb. Or 1 lb. cans. Store in a cool place, such as an explosion-proof refrigerator. Otherwise, store ether in an open, well-ventilated location where vapors may be dispersed easily and diluted. Never keep ether more than twelve months, even if it has not been opened.

Due to the high flammability and the hazard of peroxide formation, special requirements must be taken in the storage and use of ethers.

- a. Appropriate storage area for all containers of ether that have been opened is an explosion-proof refrigerator which is so labeled by the manufacturer. Ether shall not be stored in a standard refrigerator.
- b. The quantity of ether purchased by a laboratory should be limited to the minimum amount required.



a. Hazards:

Aqueous perchloric acid can cause violent explosions if misused, or when in concentrations greater than the normal commercial strength. Anhydrous perchloric is unstable even at room temperature and ultimately decomposes spontaneously with a violent explosion. Contact with oxidizable materials can cause immediate explosion.

b. Precautions:

1. Perchloric acid shall be used in a fume hood.
2. Safety eyewear shall be worn at all times when working with perchloric.
3. A direct flame or oil bath shall not be used for heating perchloric acid.
4. Use quartz glassware in order to reduce chances of breakage and spills.
5. Use only explosion-proof electrical equipment around acid.
6. Avoid using more than 20 ml of perchloric per sample.
7. Do not allow perchloric acid samples to boil dry.
8. Identify location of nearest safety shower, eyewash, and fire extinguishers before using perchloric acid.
9. Each laboratory shall store no more than 1-lb. (450g) bottles of perchloric acid.
10. Separate perchloric acid from all organic materials and flammable compounds.
11. Do not allow perchloric acid to come in contact with strong dehydrating agents.
12. All stored perchloric acid should be checked monthly for discoloration; if any is noted, the acid should be discarded in accordance with government guidelines.
13. Report all spills to Facilities Planning office, Ext. 2367, immediately. Do not mop up spills; the acid must first be neutralized.





- a. is aqueous and has a pH less than and equal to 2.5 of greater than or equal 5. to 12.5.
- b. Corrodes steel 9SAE 1020 at a rate greater than 0.250 inches per year at a test temperature of 130 degrees F.

**Corrosivity**



Levels of Toxicity and Degree of Hazard

Chem	_____
Dept.	_____
Location	_____
Name	_____
Flamm.	_____ Acid _____
Toxic	_____ corrosive _____
Reactive	_____

2. After hours, weekends, etc., notify University Police at ext. 2222, who will contact Safety Officer on call.
3. If University Police are unable to locate Safety Officer, call the Grambling Fire Department and request assistance.

Spill Clean-up Procedures:

1. First response will be to confine spill and identify chemical involved.
2. No one shall enter spill area without proper safety equipment
3. When a flammable liquid is spilled or a flammable gas cylinder is leaking, all sources of ignition in the area shall be extinguished
4. Clean-up procedures will be based on chemical and degree of hazard associated with chemical and amount spilled.
5. The Safety Officer will oversee all clean-up procedures
3. All contaminated material will be placed in 55-gallon drums and labeled to identify content.
4. This material will then be disposed of by the Safety Officer through a licensed hazardous waste vendor.

**R. Conclusion**

Strict adherence to the guidelines prescribed in this manual will place Grambling State University in full compliance with Federal Environmental Protection Agency requirements for safe handling and disposal of hazardous substances. It will also help to ensure a safe campus environment for students, faculty, and staff. The maintenance of a safe campus environment is not and cannot be the sole responsibility of one individual. The combined effort, concern and cooperation of the entire GSU family is needed in order to protect our campus from the often-detrimental effects of careless handling of hazardous waste. Thus, it is imperative that we learn and abide by the guidelines set forth in this manual.

**DRIVER SAFETY**

## **PURPOSE/OBJECTIVE**

The purpose of this policy is to reduce accidents, injuries, and property damage caused by motor vehicles. This policy will:

Identify the various vehicular travel options for employees traveling on State business.

Specify the requirements for a University employee to be certified to drive a vehicle when conducting State business.

Provide instructions on how an employee is to respond should they be involved in a vehicular accident while conducting State business.

Make recommendations on how to operate a vehicle, safely and to reduce your risk of being involved in a traffic accident.

## **STATEMENT OF POLICY**

necessary to drive on state business for GSU according to the guidelines set forth by the Louisiana Office of Risk Management. For many, driving a vehicle is a necessary part of our everyday operations, which increases our vulnerability to risk. Although accidents will occasionally occur, being a good defensive driver lessens our exposure to incidents. It is important that every driver accept personal responsibility for his/her own well-being, as well as, for others who must share the road. It is the personal responsibility of all drivers to know and follow the traffic laws of the jurisdiction in which they are traveling, and to know they will be held personally accountable for any related violation.

This policy complies with the Louisiana Office of Risk Management, Loss Prevention regulations as described by LA R.S.39:1543.1C and R.S. 49:950-968 (commonly referred to as \_\_\_\_\_ which is enforced by the Louisiana Office of State Purchasing and Travel.

## **APPLICABILITY**

This Policy applies to all employees of Grambling State University (GSU) who operate or drive personal or rental vehicles or state-owned vehicles on official University business in the course of their employment.

6.



property damage (regardless of who was injured, what was damaged or to what extent, where the collision occurred, or who was responsible).

#### **A. Policy Procedures**

##### GSU Driver Safety Program Enrollment

1. A University employee must be named an Authorized Driver by the University to operate any motor vehicle in the course of their employment. **Employees are**





Management from anyone maintaining an out-of-state license and

11. The GSU Office of Safety and Risk Management is located in the Facilities Management Building. Forms may be submitted by personal delivery. Fax, email, and scanned submissions are not acceptable because original signatures must be kept on file to satisfy audit requirements.
12. The GSU Office of Safety and Risk Management will review all documentation and order official driving records from the Louisiana Office of Motor Vehicles. Once all documentation is completed and signed correctly and submitted, defensive driving training is documented, and the official driving record has safety policy, then a Drivers be added to the list of Authorized Drivers
13. Authorized Drivers shall be authorized for no longer than one year.
  - a. The GSU Office of Safety and Risk Management will order and review a copy of the Authorized official driving record (ODR) from the State Office of Motor Vehicles each year. The GSU Office of Safety and Risk Management will order and review each ODR for seven additional years following the initial authorization.
  - b. Authorized Drivers must repeat Defensive Driving Training and submit the defensive driving certificate every three years.
  - c. responsible for submitting an official

3. Supervisors shall ensure that all motor vehicle accidents and incidents are properly reported and that all documentation is properly filed and maintained.
4. Supervisors shall report to the GSU Office of Safety and Risk Management any reports that they receive from Authorized Drivers regarding revocation of their license, any moving violations, etc. These reports shall be made within one business day.

**Authorized Driver:**

**1. Submit to the GSU Office of Safety and Risk Management**

- a. A copy of Defensive Driver Training
  - b. Valid Driver License
  - c. Completed Driving Authorization and History Form (DA 2054)
2. The Authorized Driver certifies that as a condition of driving any vehicle on official University business, he/she has and will maintain at least the minimum liability coverage as required by LA R.S. 32:900.
  3. Authorized Drivers shall be responsible for utilizing all appropriate vehicle safety restraints (i.e. seat belts) for themselves and for ensuring that all passengers are appropriately restrained as required by Louisiana law.
  4. Authorized Drivers shall not use a Wireless Telecommunications Device while driving in a state owned, leased, or private vehicle that is being driven on state business.  
This includes writing, sending, or reading a text-based communication and engaging in a call.

Exceptions:

Report a traffic crash, medical emergency, or serious road hazard.

Report a situation in which the person believes his personal safety is in jeopardy.

Report or avert the perpetration or potential perpetration of a criminal act against the driver or another person.

Engage in a call or write, send or read a text-based communication while the motor vehicle is lawfully parked.

Use of a Wireless Telecommunications Device is permissible for passengers in such vehicles.

5. Report unsafe conditions and report any accident involving any vehicle that is being used for official University/state business.
6. violations received, to their supervisor no later than the next scheduled workday. This reporting requirement applies whether the Authorized Driver is driving on official University business or on personal business.
7. Authorized Drivers must repeat the online defensive driving course within ninety (90) days of any conviction of a moving violation and provide certification to the GSU Office of Safety and Risk Management.
8. If assigned to a University/state owned vehicle, Authorized Drivers must complete

a.

The Authorized Driver shall request that the responding police agency complete a police report detailing the accident.

The Authorized Driver for the University should obtain instructions and contact information for ordering a copy of the official police report once the report is completed.

The Authorized Driver shall make no statements, except to the police, about how the accident happened. No statements shall be made about fault, payment of damages, etc. If possible, the Authorized Driver shall obtain the names, addresses, and daytime telephone numbers of all witnesses to the accident.

4. All motor vehicle accidents shall be reported by the Authorized Driver to their immediate supervisor and to the GSU Office of Safety and Risk Management on the day of the accident. The Authorized Driver shall fully complete a Louisiana State Accident Report Form (DA 2041).
5. If the Authorized Driver who was involved in the accident is not able to complete the report, the immediate supervisor shall complete the report to the best of his/her ability for the Authorized Driver.
6. The Louisiana State Accident Report Form (DA 2041) shall be completed

**Decorations-** Some decorations ignite easily and allow a fire to spread rapidly. These include holiday decorations, large posters, filmy









## **Fire Doors**

Fire doors prevent fire and smoke from spreading and provide a safe escape route. You must keep fire doors closed at all times, except that doors with automatic closers should remain open they will close by themselves in the event of fire.

Report any that need repair or have been propped open.

Do not block access to fire doors.

## **Locking or Obstructing Exits and Passageways**

A door shall be so arranged as to be readily opened from the side from which egress is to be made at all times when the building served thereby is occupied. A latch or other fastening device on a door shall be provided with a knob, handle, panic bar, or other simple type of releasing device; the method of operation shall be obvious even in darkness.

The minimum width of any corridor shall be 44 inches in the clear. (Passageways, doors, and exits shall be free from obstructions)

## **EMERGENCY LIGHTING**

Illumination of means of egress shall be continuous during the time that the conditions of occupancy require that the means of egress be available for use. Artificial lighting shall be employed at such places and for such periods of time required to maintain the illumination. For the purposes of this requirement, exit access shall include only designated stairs, aisles, corridors, ramps, escalators, and passageways leading to an exit.

NOTE: Test dates and results of



Do not tamper with emergency equipment. Leave extinguishers and alarms alone except in a fire emergency. Never disconnect a smoke detector.

Report damaged or missing extinguishers, alarms, smoke detectors, or exit signs to a resident assistant or to Physical Plant.

Plan. Think about how you would exit from different areas of your residence hall/classroom building.

Decide on at least two exits (primary and alternate) from your room, classroom, etc.

Count and remember the number of doors between the room and the exits.

Take special note of the location of safety equipment and of exits in other buildings.

Have an outside meeting place to get a head count.

### STORAGE OF FLAMABLES IN STATE BUILDINGS

Storage of flammable materials shall be made in fireproof containers. State buildings and public places of assembly shall be regularly policed to clean up and place in fireproof containers all flammable materials; and all places of storage shall be arranged and maintained in such a manner that exit from said places and access to said places for the purpose of fire-fighting is not in any way impeded. Flammable materials include, but are not limited to paper, cigarettes, food wrappings, cardboard containers for paper, and office supplies.

**NOTE:** None of the above, nor gasoline, paint, or other flammable liquids shall be stored under stairwells or in halls, aisles, corridors, or passageways. A comprehensive discussion of Safety Plan and in the \_\_\_\_\_ Safety Manual.

### FIRE DRILLS

Fire and smoke drills are very important, especially in-residence halls/classroom buildings. If you know what to do, you are less likely to panic. (Some drills may be held at night to practice escaping in the dark.) Take fire drills seriously; they may save your life. Follow directions of the person in charge.

safe haven in the same way that they would in the case of a fire. Occasionally, the drill may be a

havens for university building are:

WHAT TO DW\* nBT.07 Tm0.2 g0.2 G[(oth4 216.65 Tm0.2 g0.2 G[(Oc)6(c)-5(a)4(sional)-10(l)-11(y)20(,)] TJ

STEP 2.       **Sound alarm to warn others.** Pull the alarm box. If there is none, shout and pound on doors as you evacuate.