

- Handle other students' work even more carefully than you would your own.
- Reported any suspected thefts to your instructor.
- As is the case in all campus facilities, alcohol and smoking are prohibited on campus.

General Safety Conditions and Procedures

Accident and Emergency Preparedness

Fire Procedure

- Activate the fire alarm
- Alarm stations are usually located at or near building exits and in each studio.
- Exit the building using the nearest marked exit and call 911.
- On your way to the exit, identify and assist people who are disabled or unable to leave the building under their own power.
- Assemble outside as a group to ensure everyone has left the building safely.
- Do not return to the building until the all clear is given.

Tornado Procedure

- During bad weather, check your phone or tune your radio to get updated information. Take shelter immediately inside the building.
- Move to the lowest interior corridor or stairwell.
- Stay away from doors and windows.
- Cover your head and face. Kneel facing walls.

Active Threat Procedure

- First, if building is equipped, pull the yellow lockdown lever in the studio.
- Stop what you are doing and call 911.
- If it is safe to do so, try to escape from the building. Notify others of the danger as you exit.
- If escape is not feasible, close and lock the door. Barricade the doorway.
- Turn out lights, get out of view and hide until police arrive or you can escape.
- Always call 911 in situations where there is a physical threat to you or someone else.

Administering First Aid

- Help the person to sit down or move into a safe position. Do not move seriously injured people unless there is an immediate risk of further harm.
- Assess the injury and situation, and call 911 if necessary. If you have called 911, post students at the entrances to assist medics.
- Check to see that there is no other safety threat (i.e. turn off running equipment).
- Apply first aid if able. Wear rubber gloves and do not touch any bodily fluids.

Emergency Equipment

First Aid Kits

First aid kits are located in every art and design studio. Know the location of the closest first aid kit to your classroom. If you do not see one, ask your instructor.

Eyewash Stations

Eyewash stations are located in the Art Labs.

Fire Extinguishers

Fire extinguishers are located in every classroom. Know the location of the closest fire extinguisher. If you do not see one, ask your instructor.

Communication with the Department Administration and Staff

During business hours, faculty and staff should report all emergencies or major injuries to the main office and fill out an incident report form.

After business hours, call 911 on a school phone to reach campus police.

Personal Safety Injuries

Lifting

Back injuries can occur from lifting heavy objects. Get help if the object is heavy. Proper lifting uses the muscles of your legs, while keeping your back straight and holding the load close to your body. Never lift and twist your waist at the same time.

Motion-Related Injuries

To prevent motion-related injuries

Existing Health Conditions

Be sure to let your instructor know about any health conditions that may affect your safety or ability to perform the tasks that will be expected in studio. It is the student's responsibility to inform a faculty member if they need to substitute technical procedures because of an existing health condition.

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required. When welding or cutting using oxy-gas or arc equipment, or looking into a kiln or furnace, wear the proper goggles or mask with the appropriate shade lens; if you are unsure of the shade required for your activity, ask your instructor.

2. Dust Masks and Respirators

Use dust masks to keep from breathing nuisance dust, such as wood or clay dust or dust from general cleaning. Protecting yourself from breathing toxic particles, gases and vapors requires a respirator. A wide variety of cartridges attach to respirator masks to protect a user from different kinds of hazards; this means the correct type of cartridge must be installed in the respirator to protect you from a specific hazard. Be sure you have chosen the proper cartridge for your brand of respirator, and that it is rated to protect you from the hazard you will be exposed to. Test your respirator before each use to be sure it is functioning properly.

3. Gloves, Barrier Creams

Consider using barrier creams or latex gloves to prevent casual contact with toxins and solvents, particularly if you have sensitive skin.

4. Lab Coats and Aprons

Consider wearing a full-length smock or coveralls in the studio and do not wear them outside the studio. Wash them frequently and separately from other clothing. If toxic materials are being used, wear a full-length disposable smock or coveralls that are removed and properly disposed of in the studio. This not only provides an additional barrier between you and potentially harmful chemicals, it also protects your clothing.

Washing

Wash your hands thoroughly when you finish working or leave the studio. Never wash your hands in a solvent. If your hands have cuts or are chapped, wear gloves. Chemicals can pass through breaks in your skin and enter directly into your bloodstream. Use skin moisturizer to prevent dry, cracked and broken skin. Good personal hygiene is one of the most important ways you can reduce exposure to toxins.