

SAFETY MANUAL

**University of Minnesota
Center for Allied Health Programs
Program in Occupational Therapy**

In the event of an emergency, dial 911 from any phone.
www.cahp.umn.edu

TC Campus - Children's Rehabilitation Center
426 Church St. SE, Minneapolis, MN
Rooms 262, 259, 255, 595
Building Coordinator, Safety Officer
Michael Jensen, Ed.D., OTR/L

UMR Campus- University Square Center
111 Broadway Ave, Rochester, MN
Room 388
Coordinator, Scott A. Miller, OTD, MS, OTR/L

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Please note: This manual will be reviewed every other year. It may be updated anytime to include curricular or university wide policy changes. Program Director or Safety Coordinators will inform faculty, staff, and students when a new version is available.

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EMERGENCY NUMBERS & CONTACT INFORMATION

LIFE THREATENING ACCIDENTS OR MEDICAL EMERGENCIES:

When involved in or if witnessing a life threatening accident or medical emergency:

TC Campus (East or West Bank) Dial 911

**UMR Campus: If you suspect an immediate threat to people or facilities
DIAL 911**

Then call Premier Security: 507-281-4952

NOTE: When dialing 911 from a campus phone – DO NOT dial any other digits first for an outside line.

OTHER ESSENTIAL CONTACTS (TC Campus)

Medical Center Contacts

Boynton Health Services – TC Campus 612-625-8400

Hennepin County Medical Center

730 S 8th St, Minneapolis, MN

Main Number

612-873-3000

Urgent Care

612-873-5555

University of Minnesota – Fairview

612-672-7422 (phone East and West bank)

East Bank (University Campus)

500 Harvard St.

Minneapolis, MN 55455

West Bank (Riverside Campus)

2450 Riverside Ave.

Minneapolis, MN 55455

OTHER ESSENTIAL CONTACTS (UMR Campus)

These contacts will respond to the emergency and follow up with calls to remaining people on the list.

Primary Contact: Virginia Wright-Peterson 507-258-8009

Secondary Contact: Jeffrey Ratliff-Crain, PhD 507-258-8006



**EMERGENCY
TELEPHONE**

**NON-EMERGENCY BUILDING ISSUES – TC –
CHILDREN’S REHAB CENTER
426 CHURCH STREET SE, MINNEAPOLIS**

(For example: no electricity, minor water leaks, elevator failure.)

Monday – Friday 8:00 - 4:30

Call Center for Allied Health Programs: 877-334-2659

No Answer, Call Facilities Management: 612-624-2900 (4-2900)

Evenings, Weekends, and Holidays

Facilities Management: 612-624-2900

Local Contacts:

Contacts	Name	Work Phone	Cell Phone
Primary Contact – University Facilities Maintenance Building Manager	LeRoy Engele	(612) 624-8645	(612) 363-6261
In-Building Contact - Program in OT	Brittany Palmer (Mon-Wed) LeRoy Engele (Thurs & Fri)	(612) 625-8901 (612) 625-6964	(612) 986-3440 (612) 817-1858
Safety Officer- Program in OT	Michael Jensen Britany Palmer	(612) 799-2836 (612) 625-8901	(612) 799-2836 (612) 986-3440

*If the media calls refer them to **Public Relations** 612-624-6868*

<https://university-relations.umn.edu/what-we-do/public-relations>

**NON-EMERGENCY BUILDING ISSUES
UMR CAMPUS
111 SOUTH BROADWAY, ROCHESTER**

(For example: no electricity, minor water leaks, elevator failure.)

Monday – Friday 8:00 - 4:30

Call Vice Chancellor for Finance/Operations: 507-258-8009

No Answer Call Building Maintenance: (Barry Standorf)

University Square - 507-258-8217

Broadway Hall – 507-258-8217

Evenings, Weekends, and Holidays

Call Building Maintenance:

University Square - 507-285-5082

Broadway Hall – 507-254-6528

EQUIPMENT LOCATIONS

Equipment Location(s): Weather Radio

University Square

109 - M Gear

110 - Admissions

340 - Chancellor's Office

394 - IT Master Control

423 - Lab Prep Room

Broadway Hall

400 - Reception Area

Automated External Defibrillator (AED) Student Lounge, University Square 3rd Floor

SAFE-U EMERGENCY NOTIFICATION – UMR & TC

SAFE-U is the University of Minnesota's emergency notification text messaging system.

Students, faculty, and staff can stay informed about critical campus safety information by registering to receive SAFE-U messages.

SAFE-U will be used infrequently and specifically for real emergency situations. SAFE-U messages will come from "89361" or "87844."

Be prepared! Register today for SAFE-U at <http://safe-u.umn.edu/safe-u.html>

ABOUT SAFE-U

How do I register for SAFE-U?

To register for SAFE-U, go to <http://safe-u.umn.edu/safe-u.html>. You will need your X.500 (required) to complete the registration process. Your registration information is private and will not be shared. You may unsubscribe at any time.

I don't want to get unnecessary text messages. Will SAFE-U be used to send other kinds of information?

No. SAFE-U will only be used to notify you about real emergency situations and campus closings.

Is SAFE-U available on all University campuses?

Yes. SAFE-U is available on all campuses.

Does SAFE-U cost anything to use?

There is no charge to receive SAFE-U. However, your cell phone carrier might charge you to receive text messages, so please check your plan. If you have a plan for unlimited text messages, you will not be charged.

Will all cell phone carriers deliver SAFE-U messages?

Yes. The University is using a service provider that works with all major cell phone providers. Text messages will be sent to your carrier for delivery to your phone. While it is extremely unlikely that you would not receive a SAFE-U message, signal strength and other issues with your carrier could impact delivery.

I get cell phone service through a regional carrier. Will I be able to use SAFE-U?

Some small regional cell carriers are not set up to properly receive and process bulk text messages. If you encounter a problem with your carrier, please contact 1-HELP (612-301-4357) or help@umn.edu with your cell number, the name of the carrier, and the nature of the problem.

Is SAFE-U reliable?

SAFE-U is an extremely reliable emergency text messaging notification system. However, due to carrier restrictions, signal limitations, and other factors, the University cannot guarantee that all phones registered for SAFE-U will get every message sent.

What do I do when I receive a SAFE-U emergency notification message?

SAFE-U messages will give you instructions. If you are in class, tell the instructor about the message to announce it to others.

EMERGENCY – CHILDREN’S REHAB CENTER

426 Church St. SE, Minneapolis, MN

Building evacuation is mandatory whenever a fire alarm (or any emergency alarm) sounds.

This plan for Twin Cities Campus is part of the comprehensive emergency preparedness planning system at the University of Minnesota (UM), which is striving to build a disaster resistant institution. In keeping with this philosophy the plan will be reviewed and updated annually. Further information about emergency planning can be found at several university web sites including:

- <http://www.dehs.umn.edu/>
- <http://www.d.umn.edu/emergency/>
- <http://safe-u.umn.edu/>



EVACUATION PROCEDURES

Campus Evacuation

If a complete campus evacuation and closure is necessary, it will be announced and coordinated by the University. Notifications will arrive via SAFE-U, phone calls, general announcements, broadcasts on TV and radio, or via email.

Building Evacuation

Any fire alarm (or sounding alarm of any kind) requires an IMMEDIATE EVACUATION.

IF EVACUATION IS NECESSARY:

- Secure your workstation (as appropriate). Close door(s) but DO NOT LOCK.
- If time allows consider taking your car keys, coat, purse, etc. with you, as you may not be able to reenter the building. If danger is imminent, evacuate immediately without taking the time to gather these items.
- Know and use the closest evacuation route and emergency exits. DO NOT use elevators.
- Exit in a single line, keeping to the right on stairs, to allow emergency personnel to pass.

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- Remain quiet and listen for any instructions.
- Assist in moving disabled persons to exits or leave them in a safe area and inform emergency personnel by dialing 911 of disabled person's location immediately.

EMERGENCY EVACUATION PROCEDURES TC CAMPUS

**NEVER ENDANGER YOUR PERSONAL SAFETY, IF YOU ARE INJURED YOU
CANNOT HELP YOURSELF OR OTHERS!**

We are all responsible for assisting a person with a disability to the nearest safe emergency exit. Please help the people in your area. Do not endanger your own safety to assist another, this may lead to more than one injured person. Dial 911 and give the location of the individual in need of assistance with evacuation.

FIRE DOORS – The vast majority of classrooms provide fire doors with 20 minutes of burn protection. With an average response from fire and emergency personnel less than 3 minutes, in extreme circumstances, one can be safe in a classroom. This is not advised and evacuation should be sought. Fire doors do not prevent movement of smoke.

STAIRWELL FIRE DOORS – In the instance that movement down the stairwell is prohibitive for any reason, dial 911 and indicate your location to the operator for rescue. The stairwell door has a 2 hour protection time, but again, will not stop the movement of smoke.

The designated Point-of-Rescue for the whole of Children's Rehab is the stairwell at any side of the building. Always dial 911 if awaiting rescue at this location.



Assisting People with Disabilities During an Evacuation TC Campus

Visually Impaired Persons

- Announce the type of emergency.
- Offer your arm for guidance and tell the person or persons where you are going.
- Name obstacles they will encounter.
- When safe, ask if they need additional help.

People with Hearing Limitations

- Turn lights on/off or wave arms to gesture the alarm has sounded

Indicate directions with gestures, or write a note with evacuation directions.

People Using Crutches, Canes, or Walkers

- Assist and accompany to evacuation site or point of rescue (ideally stairwell on either side of the building).
- Use a sturdy chair (or one with wheels) to move person if possible.
- Help carry individual to safety if possible.
- Always dial 911 and give location for rescue.

Wheelchair Users

- The needs of those who use a wheelchair vary. At ground floor locations, they may exit without help. Alternatively, assist the person into the stairwell and dial 911 to give location for rescue.
- Wheelchair users with electrical respirators get priority assistance.
- Followed by persons with respiratory complications. Remove from smoke/vapors immediately.
- Most wheelchairs are too heavy to take down stairs, so consult with the person to determine best carry options.
- Others have minimal ability to move, so lifting them may be dangerous.
- Reunite person with the chair ONLY when it is safe to do so.

If You Are Not Able To Assist A Person Out Of The Building

Emergency personnel will assist with evacuation of disabled persons. Dial 911 and give location of individual in need of rescue.

The appropriate emergency authority will issue an "All Clear" when it is safe to return to the building. Do not return until the "All Clear" is given!

EMERGENCY EVACUATION PROCEDURES UMR CAMPUS

Campus Evacuation

If a complete campus evacuation and closure is necessary, it will be announced and coordinated by the University of Minnesota Rochester Vice Chancellor for Finance/Operations or the Chancellor. Notifications will arrive via SAFE-U, phone calls, general announcements, or via email.

Building Evacuation

Evacuation may not be necessary unless the incident has generated a hazardous materials incident or there is an immediate health and safety risk, such as fire.

Any fire alarm requires an IMMEDIATE EVACUATION.

IF EVACUATION IS NECESSARY:

- Secure your workstation. Close door but **DO NOT LOCK**.
- If time allows consider taking your car keys, coat, purse, etc. with you, as you may not be able to reenter the building. If danger is imminent, evacuate immediately without taking the time to gather these items.
- Know and use the closest evacuation route and emergency exits. **DO NOT** use elevators.
- Exit in a single line, keeping to the right on stairs, to allow emergency personnel to pass.
- Remain quiet and listen for any instructions.
- Assist in moving disabled persons to exits or leave them in a safe area and inform emergency personnel of disabled person's location immediately.
- Go immediately to Peace Plaza for a head count to be sure all employees have evacuated. Contact emergency personnel if an employee is missing.

**BE SURE TO BE FAMILIAR WITH THE
EMERGENCY EVACUATION ROUTE FOR YOUR FLOOR**



Assisting People with Disabilities During An EVACUATION UMR CAMPUS

Assist People With Disabilities During An Evacuation

We are all responsible for assisting a person with a disability to the nearest safe emergency exit. Please help the people in your area. Specifically, the Director of Human Resources (the Disabilities Contact for your building) is responsible for planning for the safety of known persons with disabilities. If you are unable to help the person exit, please leave them in the designated Point-Of-Rescue Location. Immediately inform emergency personnel of disabled person's location in the building.



The designated Point-of-Rescue Location for University Square is the Just Ask Center on 3rd floor and the top of the stairs on 4th floor. The designated Point-of-Rescue Location for Broadway Hall is the reception area.

Visually Impaired Persons

- Announce the type of emergency.
- Offer your arm for guidance and tell the person or persons where you are going.
- Name obstacles they will encounter.
- When safe, ask if they need additional help.

People With Hearing Limitations

- Turn lights on/off
- Indicate directions with gestures, or write a note with evacuation directions.



People Using Crutches, Canes, Or Walkers

- Assist and accompany to evacuation site or point of rescue;
- Use a sturdy chair (or one with wheels) to move person or;
- Help carry the individual to safety.

Assisting People With Disabilities During An EVACUATION UMR CAMPUS

Wheelchair Users

- The needs of those who use a wheelchair vary. At ground floor locations they may exit without help.
- Wheelchair users with electrical respirators get priority assistance.
- Followed by persons with respiratory complications. Remove from smoke/vapors immediately.
- Most wheelchairs are too heavy to take down stairs, so consult with the person to determine the best carry options.
- Others have minimal ability to move, so lifting them may be dangerous.
- Reunite the person with the chair ONLY when it is safe to do so.



If You Are Not Able To Assist A Person Out Of The Building

- Leave them in an identifiable location out of the path of exiting people.
- Immediately find emergency personnel and give concise location of and directions to disabled person.
- Emergency personnel will assist with evacuation of disabled persons.

The appropriate emergency authority will issue an "All Clear" when it is safe to return to the building. Do not return until the "All Clear" is given!



MANAGING SPECIFIC EMERGENCIES

WEATHER EMERGENCY –TC CAMPUS



Definition of Tornado or Weather Watch

Weather conditions are right for a tornado/dangerous weather to develop.

Definition of Tornado or Very Destructive Winds Warning

A confirmed tornado sighting or a minimum of 75 mph winds.

Directions

- **Take cover in nearest safe place in building.** The safest place, during bad weather, is the basement, tunnel or inner hallway on the lowest floor of the building, away from entrances/window. Avoid large areas with poorly supported roofs. If caught outside lay down flat in nearest depression, ditch or ravine.
- **Avoid elevators during emergency**
- **Tune in radio station to listen to weather broadcast such as WCCO radio AM 830, KNOW FM 91.1 (there are 65 radio stations in Minneapolis area <http://radio-locator.com/cgi-bin/locate?select=city&city=Minneapolis&state=MN>)**
- Listen to the report. If the warning includes Hennepin County, all occupants should seek shelter during a warning and remain there until the National Weather Service dismisses the warning.

Spreading the Word to Building Occupants

During Normal Business Hours

Tornado sirens should be audible in certain areas of the building. Staff in offices with weather alert radios will come around and alert occupants to weather status and if/when to seek shelter.

During Evenings and Weekends

Tornado sirens should be audible in certain areas of the building. Staff in offices with weather alert radios will come around and alert occupants to weather status and if/when to seek shelter.

EMERGENCY CLOSING DUE TO WEATHER – TC CAMPUS

As a general practice, the University of Minnesota **does not close** unless the health, safety, or security of University personnel and students is seriously brought into question.

Official Announcements

If the decision to close the campus is made, the administration will make all official University announcements. Announcements of an emergency closing will, to the extent possible, specify the starting and ending times of the closing, and whether the closing includes specific University services, events, and evening or Saturday classes and programs.

The radio is the primary source of information on University closings. The University community is expected to listen to radio announcements for closing information. To the extent possible, the UMN website will also display the most current information on University closings and class cancellations. SAFE-U will also be used to make University closing announcements. Calling University offices will not guarantee that the latest or most accurate information is provided to the caller.

Consider the the following radio and television media outlets in regard to closures:

Radio:

WCCO – A.M. 830

Television:

WCCO - CBS

EMERGENCY CLOSING DUE TO WEATHER – TC CAMPUS

Closing of the University of Minnesota or Cancellation of Classes or Activities Due to Inclement Weather or Other Emergencies including such things as: fire, tornado, bomb threats, other serious problems related to mechanical or electrical systems, or any other extremely hazardous situation in or around the campus is covered here.

Terminology and Definitions

Closing the University: To cease all operations for UMN, other than those operations deemed essential to the protection of life and property. Closing UMN results in the cancellation of classes, student and staff activities, and meetings. All general offices are closed.

Delayed Opening: Refers to opening of all operations at a later time, other than those operations essential to the protection of life and property.

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Cancellation of Classes: (off-campus or on-campus): Means to cancel one, several, or all classes, in the absence of officially closing the entire UMN.

Cancellation of Non-Academic Activities: Refers to the cancellation of an event such as athletic events, theatrical productions, concerts, or workshops.

Winter Weather Procedures and Notification: If a weather emergency situation develops, University officials will collect information on the conditions and consult, and the Chancellor or designee will make the determination on whether to cancel classes or to close the University.

Turn on Your Radio and Television: Whenever possible, the decision to close the University, have a delayed opening, or cancel day classes, will be made prior to 6:00 a.m. Special attention will be given to night classes as many students travel considerable distances. Whenever possible the decision to cancel evening class will be made by 3:00 p.m.

Local television stations that will be contacted are: WCCO (CBS), KSTP (ABC), KARE 11 (NBC).

The UMN homepage will also have the latest info.

Please keep this in mind: The decision to attend or not attend classes when weather and road conditions are questionable should always be made in terms of what is best for your personal safety. Weather and road conditions can vary greatly depending on where you are and where you need to travel.

Special note for students in programs from UMTC and UMR: If other U of M campuses close and UMR remains open, or vice versa, arrangements will be made to capture ITV courses at the other location whenever possible. Check your email and MyU for information from your program director and/or instructors.

WEATHER EMERGENCY – UMR CAMPUS

Definition of Tornado or Weather Watch

Weather conditions are right for a tornado/dangerous weather to develop.

Definition of Tornado or Very Destructive Winds Warning

A confirmed tornado sighting or a minimum of 75 mph winds.



Directions

This building is located in Olmsted County.

- The weather radios at University Square are located in **109 M-Gear, 110 Admissions, 341 Chancellor's Office, 394 IT Master Control and 423 Lab Prep area. The weather radio at Broadway Hall is located in 400 Reception area.** These radios will start beeping during a weather alert. Turn the radio to broadcast and listen to the report.
- **Report of a watch:** Turn down the sound and monitor the radio until the National Weather Service dismisses the watch.
- **Report of Tornado/destructive winds warning:** Listen to the report. If the warning includes Olmsted County, all occupants should go to **the designated Tornado Shelter** during a warning and remain there until the National Weather Services dismisses the warning. Each classroom and office suite has a map indicating with a BLUE line, the designated route that leads to appropriate shelter during a tornado/destructive wind warning.

The safest place, during bad weather, is the basement, tunnel or inner hallway on the lowest floor of a building, away from entrances/windows. Avoid large areas with poorly supported roofs. If caught outside, lay down flat in the nearest depression, ditch or ravine.

Spreading the Word to Building Occupants

During Normal Business Hours

Tornado sirens should be audible in certain areas of the building. Staff in offices with weather alert radios will come around and alert occupants to weather status and if/when to seek shelter. Members of the Safety/Security Committee (if on campus) should assist in alerting building occupants and the evacuation procedure.

During Evenings and Weekends

Tornado sirens should be audible in certain areas of the building. Staff in offices with weather alert radios will come around and alert occupants to weather status and if/when

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to seek shelter. All faculty and staff on duty should assist in alerting building occupants and the evacuation procedure.

EMERGENCY CLOSING DUE TO WEATHER – UMR CAMPUS

As a general practice, the University of Minnesota Rochester does not close unless the health, safety, or security of University personnel and students is seriously brought into question.

Responsibility for the Decision to Close

On the rare occasions when UMR is forced to close, the decision will be made by the Chancellor and Vice Chancellor for Finance/Operations or appropriate designee within his/her office.

Official Announcements

If the decision to close the Rochester campus is made, UMR administration will make all official University announcements. Announcements of an emergency closing will, to the extent possible, specify the starting and ending times of the closing, and whether the closing includes specific University services, events, and evening or Saturday classes and programs.

The radio is the primary source of information on University closings. The University community is expected to listen to radio announcements for closing information. To the extent possible, the UMR website will also display the most current information on University closings and class cancellations. SAFE-U will also be used to make University closing announcements. Calling University offices will not guarantee that the latest or most accurate information is provided to the caller.

UMR will contact the following radio and television media outlets in regard to closures:

Radio:

KROC-AM 1340
KROC-FM 106.9
Y-105 (KYBA) 105.3 FM
KWWK 96.5 FM
KLCX 103.9 FM
KOLM 1520 AM
Z Rock 107.7 FM

Television:

KTTC – NBC
KAAL – ABC

<p style="text-align: center;">IN CASE OF FIRE – TC CAMPUS IN CASE OF FIRE</p>
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IN CASE OF FIRE – PULL ANY ALARM

FIRE ALARMS are zoned in University buildings. Firewalls intended to contain a fire are configured differently, therefore the alarms may not sound on all floors. When an alarm is heard, occupants are required to exit the building via the nearest available stair tower or exit door. **DO NOT USE THE ELEVATORS.**

If fire alarms sound when class is in session, the instructor(s) is/are responsible for evacuating students out of the building via the closest fire exit.

1. Remain calm and call 911. LEAVE AREA OF FLAME or SMOKE IMMEDIATELY!

911 operator needs:

- Emergency Type: Fire
- Building: Children’s Rehab
- Address: 426 Church St SE – U of M Campus
- Location in building of fire: Floor or room
- Details of fire if known

2. Exit building.

- Close doors. **DO NOT LOCK.**
- **DO NOT use elevators.**
- Use closest evacuation route and emergency exits. Each classroom and office suite has a map, indicated with a RED line, the designated evacuation route that leads outside the building.
- If caught in smoke, crouch low to the floor, hold cloth to your nose, take short breaths and crawl to nearest exit.
- Form single-file line on stairs; keep to right, to allow emergency personnel to pass.
- Remain quiet and listen for instructions.
- Assist disabled persons out of building or move to designated Point-of-Rescue.
- Report anyone requiring assistance to leave to the fire department immediately upon exiting.

The appropriate emergency authority will issue an "All Clear" when it is safe to return to the building. Do not return until the “All Clear” is given!

**IN CASE OF FIRE – UMR CAMPUS
IN CASE OF FIRE**

IN CASE OF FIRE – PULL ALARM

1. Remain calm and call 911 if you are not in danger.

911 needs:

- Emergency Type: Fire
- Building: University Square or Broadway Hall
- Address: University Square, 111 S. Broadway, Rochester, MN 55904
- Address: Broadway Hall, 102 S. Broadway, Rochester, MN 55904
- Location in building: Floor or room
- Details of fire if known



2. Exit building.

- Secure workstations/close doors. DO NOT LOCK.
- DO NOT use elevators.
- Use the closest evacuation route and emergency exits. Each classroom and office suite has a map, indicated with a RED line, the designated evacuation route that leads outside the building.
- If caught in smoke, crouch low to the floor, hold cloth to your nose, take short breaths and crawl to the nearest exit.
- Form single-file line on stairs; keep to the right, to allow emergency personnel to pass.
- Remain quiet and listen for instructions.
- Assist disabled persons out of the building or move to designated Point-of-Rescue Location.

University Square – Just Ask Center on 3rd floor and top of stairs on 4th floor

Broadway Hall – reception area

- Report anyone refusing to leave and unmovable disabled persons to the fire department immediately upon exiting.
- Go immediately to the Peace Plaza. Contact emergency personnel if employees are missing.

The appropriate emergency authority will issue an "All Clear" when it is safe to return to the building. Do not return until the "All Clear" is given!

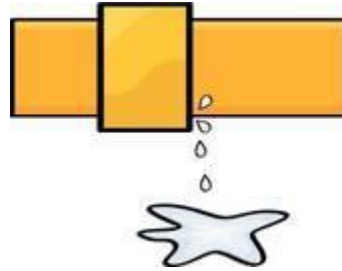
Your Building Contact is: Premier Security – 507-281-4952.

WATER EMERGENCY-LEAKS OR FLOODING-TC CAMPUS

STOP THE WATER IF POSSIBLE! NEVER ENDANGER YOURSELF!

CALL Facilities Management or dial 911

612-624-2900 (4-2900)



Provide

- Building Name: Children's Rehab
- Exact Location of Leak
- Severity of leak

Consider the following

- Stabilize the Area: Cover vital equipment with plastic to stop further damage. Direct large leaks into garbage cans using the plastic as a funnel.
- Remove threatened, undamaged materials to a safe location.
- When time permits, or if help is needed, contact the Building Contact.
- Do not remove the plastic until "All Clear" is given by the Building Contact.

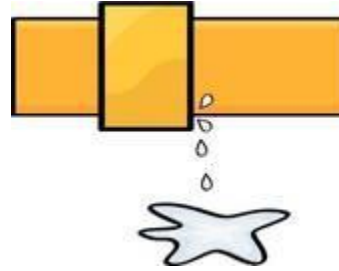
WATER EMERGENCY-LEAKS OR FLOODING-ROCHESTER CAMPUS

STOP THE WATER!

CALL Facilities Management

University Square - 507-258-8217

Broadway Hall - 507-258-8217



NO ANSWER or EVENINGS & WEEKENDS

University Square - 507-285-5082

Broadway Hall - 507-254-6528

PROVIDE:

- Building Name: University Square or Broadway Hall
- Exact Location of Leak:
- Severity of leak:

Stabilize the Area: Cover vital equipment with plastic to stop further damage. Direct large leaks into garbage cans using the plastic as a funnel.

Remove threatened, undamaged materials to a safe location.

When time permits, or if help is needed, contact the Building Contact.

Do not remove the plastic until “All Clear” is given by the Building Contact.

Non-Emergency First Aid-Twin Cities Campus



First Aid Kits

1. First aid kits are located near the sinks in room 255 and 262 in Children's Rehab and in several other clearly marked locations in the building. The kit is to be used for the immediate response to minor injuries, such as cuts or minor burns. All injury victims have the option of obtaining medical treatment or consultation.
2. Minor injuries requiring first aid shall always be reported to the course instructor and students must fill out an incident report (see Page 28). A minor injury may indicate a hazardous situation which should be corrected to prevent a more serious injury.
3. The CAHP Student Services & Advising Coordinator, is responsible for monitoring and maintaining the first aid kits. Kits are to be inspected each semester. The log form for kit inspection is kept at each kit.
4. First aid kit contents include items such as Band-aids®, sterile gauze pads, bandages, scissors, antiseptic wipes or ointments, and a first aid card. All kits should also contain examination gloves for response to emergencies in which blood is present and a mouth guard for rescue breathing.

Non-Emergency First Aid-Rochester Campus



First Aid Kits

1. The First Aid kit is located at the back of the OT Classroom (University Square #388). The kit is to be used for the immediate response to minor injuries, such as cuts or minor burns. All injury victims have the option of obtaining medical treatment or consultation.
2. Minor injuries requiring first aid shall always be reported to the course instructor and students will fill out a “Student/Volunteer Accident Report” (see page 28). A minor injury may indicate a hazardous situation which should be corrected to prevent a more serious injury.
3. The CAHP Student Services & Advising Coordinator, is responsible for monitoring and maintaining the first aid kit. Kits are to be inspected each semester. A log/inventory form can be found at the end of this manual indicating the last inspection date and current inventory.
4. First Aid kit contents include items such as Band-aids®, sterile gauze pads, bandages, scissors, antiseptic wipes or ointments, and a first aid card. All kits should also contain examination gloves for response to emergencies in which blood is present and a mouth guard for rescue breathing.

Potentially Life Threatening Emergency

CALL 911 and remain calm.

- Information 911 operator needs
 - Emergency: Medical
 - Building/Address TC: Children’s Rehab, 426 Church St SE, U of M Campus
 - Building/Address R: 111 Broadway Ave S Suite 300
 - Nature of the injury/illness:
 - Number you are calling from:
- Stay on the phone with 911 operator to answer questions
- Let operator guide the conversation
- Follow all directions and ask for clarification if you do not understand
- Do not hang up the call until directed to do so by operator
- Send another person to the entrance to guide paramedics to the person.
- Provide first aid only if you are qualified.
- If you are qualified, utilize a first aid kit (found in classroom) and utilize personal protective equipment in the first aid kit necessary to practice universal precautions.
- DO NOT move the person but try to make them comfortable.
- Do not administer any medications unless the person is carrying them and can give you instructions.

Injury Reporting and Documentation

All injuries and exposure incidents occurring on university property, whether emergency in nature or not, **MUST** be reported for legal and/or workers' compensation purposes.

You must report any incident to your course director first if possible and/or as soon as possible after an incident has occurred. First Report forms are due within 8 hours - unless the emergency prevents you from filing the report. Complete it as soon as possible. Failure to complete these forms in a timely manner may result in the University not addressing your injury. The Safety Officer must be immediately notified as well by either you or the course director (if student injury).

Non-Emergency Health Services

Twin Cities-Non-Emergency

Boynton Health Service
Urgent Care - 3rd floor
612-625-7900 (24 hour nurse hotline)
Hours - M 8:00-6:00; T-F 8:00-4:30

Rochester-Non-Emergency

Skyway Clinic
318 First Avenue SW Suite 203 Rochester, MN 55902
Main: 507-292-7250
Monday-Friday: 8:00 AM - 12:00 PM; 1:00 PM - 5:00 PM; closed weekends and holidays

Employees:

- **Minor injuries:** The injured worker should go to nearest health services or nearest emergency room for treatment. **Call 911 for severe injuries.**
- Injured employees or their supervisor should fill out the First Report of Injury Form (FROI). This form can be found at <https://finance.umn.edu/risk-management-and-insurance>
- Once ORM receives notice, their department will open a claim if necessary.

Students:

Minor Injuries: The student should go to nearest health service or nearest emergency room for treatment. **Call 911 for severe injuries.**

Students: A Bodily Injury/Property Damage Incident Report form can be filled out for injured students. Once ORM receives notice, their department will open a claim if necessary. This form can be found at

<https://finance.umn.edu/risk-management-and-insurance>

Visitors and General Public:

Send the injured party to the nearest emergency room or dial 911. A Bodily Injury/Property Damage Incident Report form can be filled out for injured visitors or the general public. Once ORM receives notice, their department will open a claim if necessary. This form can be found at

<https://finance.umn.edu/risk-management-and-insurance>



CRIME/SECURITY



CRIME/SECURITY-TC Campus

Call 911 if (YOU MAY DIAL 911 WITHOUT DIALING 8 FOR AN OUTSIDE LINE ON ANY CAMPUS PHONE OR 911 ON YOUR CELL PHONE AND INDICATE YOUR EXACT LOCATION)

1. A crime or disturbance is in progress.
2. You are suspicious of someone's actions.
3. You feel uncomfortable (harassment, inappropriate behavior, threatening behavior).

Information 911 needs:

- Emergency: Criminal building/Address: Children's Rehab or your location (including that you are on the U of M campus)
- Be prepared to identify/describe the suspect
- Any injuries

Note: If you witness a crime, you **must remain** for the police interview. The police are here for your protection. Do not hesitate to call them.

CRIME/SECURITY-Rochester Campus

Call 911 if:

- A crime or disturbance is in progress.
- You are suspicious of someone's actions.
- You feel uncomfortable (harassment, inappropriate behavior, threatening behavior).

Information 911 needs:

Emergency: Criminal
Building/Address: See front of manual.

Note: The witness reporting a crime **must remain** for the police interview. The police will not come and take a second hand report.

The police are here for your protection. Do not hesitate to call them.

Suspicious Activity-TC Campus

Example:

Someone is trying to remove furniture/equipment from the building

- Ask to see identification or a work order IF the situation appears safe. If they refuse, call the Police (911).
- Question strangers in and escort them to/from destinations. Always consider your safety.
- “May I help you?” is a polite way to ask someone why he or she is in a particular area. If the person is hesitant to answer, ask who or what he or she is trying to find. This line of questioning usually will determine whether or not the person belongs in the space. If the person refuses to answer, dial 911. **DO NOT ENDANGER YOURSELF!**

Inappropriate but Non-Threatening Behavior

- If people are doing inappropriate things it remains appropriate to **call the police** (612) 624-7828 or dial 911.

Security Personnel

- Security personnel are on duty 24/7 on campus and wear clearly marked clothing. Security automobiles are clearly marked. Call security with any needs (612) 624-7828 <https://publicsafety.umn.edu/>

Suspicious Activity-Rochester Campus

If Someone is Trying to Remove Furniture/Equipment From the Building

- Ask to see identification or a work order. If they refuse, call the Police (911) and then call Premier Security (507-281-4952).
- **Weekends/evenings** call the police immediately if they refuse to give you ID. Follow up with a call to Premier Security, 507-281-4952

Question Strangers in Staff Areas and Escort Them To/From Destinations

- “May I help you?” is a polite way to ask someone why he or she is in a particular area.
- If the person is hesitant to answer, ask who or what he or she is trying to find. This line of questioning usually will determine whether or not the person belongs in the space.
- **Call the police and Premier Security** if the stranger refuses to answer or will not leave the area.

Inappropriate But Non-Threatening Behavior

- If people are doing inappropriate things in the space occupied by UMR, but are non-threatening, **call the police and Premier Security**.

Security Personnel

- Security personnel are on duty in the evening on 3rd and 4th floors of University Square during those days when UMR is in session. The security personnel make evening checks for the 4th floor of Broadway Hall. They are also on duty 24hrs/day, seven days/week in University Square. Don't hesitate to call 507-281-4952 to ask them to walk you to your car.

If you feel Uncomfortable with a Situation or Person

- Let the police decide if it is an emergency. If the police do not handle your call appropriately or don't respond, contact your supervisor.

Personal Safety/Campus Escort-TC Campus

If you feel Uncomfortable with a Situation or Person

- Let the police decide if it is an emergency. Dial 911 or (612) 624-7828.
- **Campus Security Monitors and Escorts – If you feel uncomfortable when transitioning on campus at any time, contact campus security for an escort 24/7, 7 days a week, 365 days per year.**
- The Security Monitor Program offers a walking/biking escort service to and from campus locations and nearby adjacent neighborhoods. This service is available completely free to students, staff, faculty, and visitors to the University of Minnesota - Twin Cities campus. To request an escort from a trained student security monitor, please call **612-624-WALK (9255)** shortly before your desired departure time and walk safely. You can set up assistance as much as 20 minutes early.
- **The TC Campus has several “Code Blue” or emergency phones on campus.** Familiarize yourself with the locations you commonly utilize. Maps are available at Campus Security

<https://healthemergencyresponse.umn.edu/emergency-response-system/emergency-procedures/campus-safety-security-tips>

Personal Safety/Campus Escort-Rochester Campus

Security throughout University Square is provided by [Premier Security](#) - they can be reached at all times by calling 507-281-4952. UMR public spaces are monitored via University of Minnesota security cameras.

Personal Safety Escort

Students wishing to receive a personal safety escort to their car in one of the public parking ramps or lots can call Premier Security or contact the uniformed official in the common areas at any time.

Uploaded files:

 [UMR Missing Student Procedures](#)

 [UMR Campus Safety and Security Report](#)

Safety tips when walking or running

- At night, walk with a friend *whenever possible*. If you have no one to walk with, use the safe walk service by calling (612) 624-WALK (9255) or visiting the [Safe Walk website](#) to request a walking escort with University Security.
- Utilize a virtual escort through use of the [Rave Guardian Campus Safety App](#). Once you register and create a user profile, you may request a virtual escort by selecting the ‘Virtual Escort’ button, entering the location where you’re going and the time it will take to get to your destination. You can invite friends and family to be your “Social Guardian,” so they can monitor you along the way.
- Catch a ride on a campus shuttle bus. Several of the routes run during late night hours. [Find out about all the routes](#).
- Avoid shortcuts. Take well-traveled and well-lit walkways.
- Be alert and aware of the people and environment around you. Don’t walk with earbuds in and music on. Avoid using your mobile phone while walking. These distractions make you an easier target.
- Use good judgment if a stranger asks to borrow your mobile phone.
- Ensure your mobile phone has location services activated. If it’s stolen, this will help police attempt to recover it. iPhone users need to install the [Find My iPhone app](#) for this purpose. Similar apps for Android and other operating systems are also available.
- Carry minimal amounts of valuables.
- Trust your instincts. If someone makes you uncomfortable, even in daylight, do what is necessary to move away.
- If you feel that someone is following you, go immediately to a nearby location where there are more people.

Safety tips when driving and parking

- Keep your vehicle locked at all times when it is parked *and* when you are driving it. Keep the windows rolled up high enough so that an intruder cannot reach inside.
- When you return to your vehicle, look around it and inside it before you get in.
- Keep your vehicle well maintained. Make sure you have enough gasoline to reach your destination.
- If you will be returning to your vehicle at night, park in a place that will be well lit when you return. Consider calling (612) 624-WALK (9255) if you are worried about returning to your car at night on or near campus.

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- If your vehicle breaks down, remain inside with the doors locked. If anyone stops to help, ask them to call a tow truck or the police for you.
- *Never* pick up hitchhikers. This is extremely dangerous.
- Keep valuables (laptops, purses, wallets, briefcases, etc.) out of sight. Lock bags and packages in the car's trunk. (Never leave valuables unattended anywhere.)

Safety tips when biking

- Always lock your bike and use only a U-Style lock. Bike theft is one of the most common and preventable campus crimes.
- Watch for turning cars.
- Stay off sidewalks.
- Don't run red lights.
- Wear a helmet and use a light.
- Learn about [campus bike safety](#).

Safety tips for transit

Three METRO Green Line stations serve the campus and more than 225 light rail trains pass through campus each weekday. Buses run on Washington Avenue also, so follow these important safety tips:

- Never walk on the tracks.
- Obey all warning signs and signals.
- Cross the tracks only at designated crossings and with the lights.
- Listen for train bells and horns.
- Always look both ways before crossing the tracks.
- Wait for the bus a safe distance back from the road.
- Do not step into the roadway until the bus has stopped and the door has opened.
- Cross in front of a bus at least 10 feet ahead so the driver can see you.
- Never stick your arms or legs in the doors to prevent them from closing.
- Keep aisles clear of feet, books, bags, etc.
- Never leave any personal belongings unattended. Carry your valuables inside your garment. Securely clasp your purse or bag.

Bus riders:

- Wait for the bus a safe distance back from the road.
- Do not step into the roadway until the bus has stopped and the door has opened.
- Cross in front of a bus at least 10 feet ahead so the driver can see you.

Program in Occupational Therapy – Safety Manual – U of M Bicyclists:

- Walk your bicycles on rail platforms, near the benches and tables and across pedestrian crossings.
- Use the green bike boxes to turn left across traffic. ([See informational video.](#))

Tips for securing your mobile devices

[Simple steps](#) you can take to protect your devices and to track them if they become lost or stolen.

U of M safety resources and information

Below are some additional resources to promote campus safety:

- The [It Ends Here campaign](#) provides information about how you can help keep your friends and yourself safe.
- The University's [Aurora Center for Advocacy and Education](#) provides crisis intervention and advocacy services to victims/survivors of sexual and relationship violence, harassment, and stalking. Its 24-hour help line is (612) 626-9111.
- Information on how to respond to an [active shooter](#) situation.
- Wide-ranging [safety and security measures](#) in residence halls and apartments.
- Code Blue Phones located throughout the Minneapolis and St. Paul campuses for an immediate connection to a 911 operator at the University Police station.
- Security cameras monitored 24 hours a day.
- Nearly 200 [automated external defibrillators \(AEDs\)](#) located in buildings across campus.
- For non-emergency or general information, the University of Minnesota Police Department can be reached at (612) 624-COPS (2677).
- Responding to alcohol medical emergencies: Alcohol overdose is a medical emergency. If you see someone passed out and unresponsive or you suspect someone has overdosed on alcohol, it is your responsibility to get help by calling 911 immediately. [Read more about signs and symptoms, what to do, and learn about medical amnesty.](#)
- [SAFE-U Emergency Notifications](#): Delivered in accordance with the federal [Clery Act](#), SAFE-U Emergency Notifications issued by UMPD serve as an important tool for sharing information, increasing awareness and promoting safety among the University community.

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- Because a vast majority of our student population lives in the neighborhoods around campus, the University of Minnesota has worked closely with police departments surrounding our campuses to highlight their public information strategies and social media channels when crimes occur in the adjacent Minneapolis neighborhoods. We encourage everyone to sign up for [MPD Crime Alerts for the Second Precinct](#) and [Ramsey County Crime Alerts](#)
- Visit the UMPD website for more on [crime prevention](#).

BOMB THREAT OR DEVICE FOUND – TC CAMPUS

If Someone Calls In a Threat



**Be Prepared
Be Aware
Be Ready**

1. Remain Calm.

2. Keep the caller on the phone, someone else should dial 911 and relay information.

If you are alone, try to get as much information as possible, and then dial 911.

Write down exact words of the caller and keep the caller on the line:

- Location of bomb.
- Time it will explode.
- What kind of bomb is it and what does it look like?
- Did you place the bomb? Why?

3. Dial 911: “I have received a bomb threat.”

- Building/Address: See bottom of page
- Try to remember caller's voice and describe it to the police:

Calm - Nasal - Angry - Broken - Excited - Stressed - Lisp - Rapid - Giggling - Deep - Crying - Squeaky - Stutter - Slow - Sincere - Accent - Loud - Slurred - Disguised
Is the voice familiar?

Who did it sound like?

Were there any background noises?

4. Evacuate if instructed by the police.

If an Explosive Device – or Suspicious Device - Is Found In Building

1. Do NOT touch anything! Dial 911.
2. Prepare to evacuate the building if instructed by police.

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3. Evacuation Procedure: Follow the FIRE evacuation procedures posted in each classroom and office area and as outlined in this manual
4. All persons must wait for an “ALL CLEAR” clearance from the Emergency Personnel before he or she can re-enter the building. Keep in mind that the primary concern is life safety

BOMB THREAT OR DEVICE FOUND – UMR CAMPUS

If Someone Calls In a Threat:

- 1. Remain Calm.**
- 2. Keep the caller on the phone, someone else should dial 911 and relay information.**

If you are alone, try to get as much information as possible, and then dial 911.

Write down exact words of the caller and keep the caller on the line:

- Location of bomb.
- Time it will explode.
- What kind of bomb is it and what does it look like?
- Did you place the bomb? Why?

3. Dial 911: “I have received a bomb threat.”

- Building/Address: See bottom of page
- Try to remember caller's voice and describe it to the police:

Calm - Nasal - Angry - Broken - Excited - Stressed - Lisp - Rapid - Giggling - Deep - Crying - Squeaky - Stutter - Slow - Sincere - Accent - Loud - Slurred – Disguised

- Is the voice familiar?
- Who did it sound like?
- Were there any background noises?

4. Evacuate if instructed by the police.

If an Explosive Device Is Found In Building

- Do NOT touch anything! Dial 911. Follow with a call to Premier Security – 507-281-4952.
- Prepare to evacuate the building if instructed by police.
- Evacuation Procedure: Follow the FIRE evacuation procedures posted in each classroom and office area.
- All persons must wait for an “ALL CLEAR” clearance from the Emergency Personnel before he or she can re-enter the building. Keep in mind that the primary concern is life safety.



**Be Prepared
Be Aware
Be Ready**

SUSPICIOUS PACKAGE – TC CAMPUS

The United States Postal Service and the FBI offer the following advisory information:

1. Remain calm.
 2. Dial 911
- Emergency: “I have received a suspicious-looking package.”
Building/Address: Give your location

Follow instructions from Police and Emergency Personnel. Only security, police or emergency personnel should touch or move a suspicious-looking package. These individuals will make the determination if the package can be moved to a safer location. If necessary to move the package, the 4th floor back hallway by the storage area will be used to investigate the package further

See also: [USPS Suspicious Mail](#)



SUSPICIOUS PACKAGE – UMR CAMPUS

The United States Postal Service and the FBI offer the following advisory information:

- Remain calm.
- Dial 911

Emergency: “I have received a suspicious-looking package.”

Building/Address: See bottom of page

Follow instructions from Police and Emergency Personnel. Only security, police or emergency personnel should touch or move a suspicious-looking package. These individuals will make the determination if the package can be moved to a safer location. If necessary to move the package, the 4th floor back hallway by the storage area will be used to investigate the package further.

See also: [USPS Suspicious Mail](#) (USPS.com)

ACTIVE SHOOTER – TC CAMPUS



An active shooter scenario is a rapidly changing situation. The guidelines below should be considered during this type of emergency, but your specific situation may require deviation from these suggestions. USE COMMON SENSE. See [UMN page on Active Shooter Response](#).

If escape is possible:

1. If it is safe to escape from the building, do so.
2. Seek cover far away from the building, keeping solid objects, a car, a tree, another building, etc., between you and the gunman whenever possible.
3. Dial 911 when you are a safe distance away.
4. Be mindful of approaching Emergency Vehicles and obey all directions given to you by Law Enforcement Personnel (LEP).

If you cannot escape:

1. Upon learning of a gunman in the building, immediately close and lock your office door. If possible, barricade the door with furniture, desks, filing cabinets, etc. Call 911.
2. In classrooms, if possible, call 911.
3. If you can do so safely, allow others to take shelter with you.
4. Remember the safety of the many vs. the safety of the few.
5. Rescue attempts should only be made if they do not endanger the lives of those already in a secured area.
6. The shooter may bang on the door and yell for help as a way to entice you to open the door.
7. When in doubt, do NOT open the door.
8. Block interior windows and/or close interior blinds whenever possible.
9. Turn off all radios/speakers and computer monitors and silence cell phones.
10. Place signs in exterior windows to identify the location of injured persons.
11. After securing the room, all occupants should take cover where they cannot be seen.
12. Choose a location that may offer additional protection behind desks, filing cabinets, or walls.
13. Occupants should NOT group together. Remain spread apart.
14. Dial 911 if it is safe to do so. Give your location and a description of the shooter.
15. Remember that responding Law Enforcement Personnel (LEP) will not know whether or not you are a threat.
16. FOLLOW ALL DIRECTIONS FROM LEP.
17. Do not make sudden moves around LEP.
18. Keep hands visible and empty at all times near LEP.

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19. LEP may order you to keep your hands on your head, search you, or point their guns at you.
20. Remember that LEP will not treat the injured nor evacuate civilians until they are sure the threat is neutralized. Remain calm and stay still until LEP tells you to move.

ALWAYS DIAL 911 IF YOU BELIEVE SOMEONE IS ACTING SUSPICIOUSLY, APPEARS TO BE CARRYING A WEAPON OF ANY KIND, OR THREATENS YOU OR ANYONE IN ANY MANNER!



ACTIVE SHOOTER – UMR CAMPUS

An active shooter scenario is a rapidly changing situation. The guidelines below should be considered during this type of emergency, but your specific situation may require deviation from these suggestions. USE COMMON SENSE. See [UMN page on Active Shooter Response](#).

If escape is possible:

1. If it is safe to escape from the building, do so.
2. Seek cover far away from the building, keeping solid objects, a car, a tree, another building, etc, between you and the gunman whenever possible.
3. Dial 911 when you are a safe distance away.
4. Be mindful of approaching Emergency Vehicles and obey all directions given to you by Law Enforcement Personnel (LEP).

If you cannot escape:

1. Upon learning of a gunman in the building, immediately close and lock your office door. If possible, barricade the door with furniture, desks, filing cabinets, etc. Call 911. Then call Chancellor's Office (507-258-8001) or Premier Security (507-281-4952) to initiate the lockdown of classrooms.
2. In classrooms, if possible, call 911. Then call the Chancellor's Office (507-258-8001) or Premier Security (507-281-4952) to initiate the lockdown of the classrooms.
3. If you can do so safely, allow others to take shelter with you.
4. Remember the safety of the many vs. the safety of the few.
5. Rescue attempts should only be made if they do not endanger the lives of those already in a secured area.
6. The shooter may bang on the door and yell for help as a way to entice you to open the door.
7. When in doubt, do NOT open the door.
8. Block interior windows and/or close interior blinds whenever possible.
9. Turn off all radios/speakers and computer monitors and silence cell phones.
10. Place signs in exterior windows to identify the location of injured persons.
11. After securing the room, all occupants should take cover where they cannot be seen.
12. Choose a location that may offer additional protection behind desks, filing cabinets, or walls.
13. Occupants should NOT group together. Remain spread apart.
14. Dial 911 if it is safe to do so. Give your location and a description of the shooter.
15. Remember that responding Law Enforcement Personnel (LEP) will not know whether or not you are a threat.

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16. FOLLOW ALL DIRECTIONS FROM LEP.
17. Do not make sudden moves around LEP.

18. Keep hands visible and empty at all times near LEP.
19. LEP may order you to keep your hands on your head, search you, or point their guns at you.
20. Remember that LEP will not treat the injured nor evacuate civilians until they are sure the threat is neutralized. Remain calm and stay still until LEP tells you to move.



STUDENT/STAFF BODY MECHANICS – TC AND ROCHESTER CAMPUS

During lab sessions where static and dynamic postures and lifting are required students are to:

- Alternate postures between sitting/standing while maintaining an erect spine
- Avoid slouched forward postures
- Maintain a neutral spine and avoid extremes of flexion, extension, or rotation of the trunk
- Use large proximal muscle groups when lifting
- Avoid overhead handling during ROM assessment and intervention labs
- Follow proper transfer techniques as demonstrated in relevant OTD courses as well as any relevant clinical setting.



GENERAL REQUIREMENTS FOR TRANSITION: CLASSROOM TO LABORATORY– TC AND ROCHESTER CAMPUS

When the general classroom is utilized as a laboratory, the following restrictions must be applied in all situations. The classroom transitions to a lab when any chemicals are utilized (including paints, solvents, and the like) and when any biohazardous materials are presented (such as human tissues).

- **EATING AND DRINKING ARE NOT** permitted in laboratories. Eating or drinking provides a possible route for ingestion of infectious microorganisms or toxic substances. Gum chewing is also prohibited in the laboratory.
- **FOOD is not to be stored** in laboratory refrigerators or any other laboratory area. Food must be stored in a refrigerator that is designated for food only and is located in a clean (non-technical) room such as a storage area or lounge.
- **APPLICATION OF COSMETICS AND OTHER SUBSTANCES SUCH AS LIP BALM** in the technical work area is prohibited.
- **OUTER GARMENTS, BOOK BAGS, ETC.,** are to be stored away from the teaching area in laboratories. Books and bags should be left in lockers or other clean areas designated by instructors. Personal articles such as eyeglasses, purses or jewelry must not be placed on laboratory work areas.
- **PERSONAL PROTECTIVE EQUIPMENT (PPE)**
-**EYE AND FACE PROTECTION** are important laboratory safety concerns. Potential hazards include chemical splashes, vapors, flying particles and splatter or spray from blood or body substances. The Occupational Safety and Health Administration (OSHA) requires safety eyewear for anyone who is exposed to a hazardous work environment in which there is a “reasonable probability” that an injury can be prevented by using a protective device. Put simply, if there is a possibility that you might sustain an exposure or injury, you must wear appropriate eye or face protection.

All students in any OT courses that expose the eyes to any chemical or biohazard are expected to wear protective eye wear at all times. All students are expected to purchase appropriate eye wear before starting the OT Program.

Students must purchase their own eye protection meeting OSHA Standard with ANSI Z87.1 on the frame.

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Examples of appropriate eyewear are illustrated below. Personal eyeglasses do NOT qualify as eye protection. You must buy eye protection that is worn over your glasses.



-PROTECTIVE DISPOSABLE

GLOVES are to be worn for any laboratory procedures involving management of bio-hazardous materials (human tissues) and for management of any chemicals including those used for cleaning of work areas and equipment.

-HAND WASHING should be performed before and after all exposure to chemical or biohazardous materials using the following procedure:

- Use warm water only – not hot, not cold
- Wet both hands and wrists well before applying soap
- Apply antiseptic soap from dispenser to palms
- Lather well then spread lather to back of hands and wrists.
- Continue scrubbing, giving careful attention to fingernails and between fingers, for a minimum of 20 seconds (the time it takes to sing “Happy Birthday” twice)
- Rinse hands and wrists well and dry completely
- To avoid recontamination of clean hands, turn off hand faucets using paper towel if there is no foot or motion control

CLEANING CLASSROOM/LABORATORY– TC AND ROCHESTER CAMPUS

All labs should be cleaned after typical use with standard household cleaner. This is stored under the sinks in each lab area. Tables, chairs, counters, mats, and any other encountered equipment should be liberally wiped with disinfecting cleaners as provided by the program and be properly stowed when not in use. Daily caretaking should include the following:

1. Remove all garbage or waste from floors, tables, or workstations and place in garbage cans.
2. Spot clean any non-hazardous spills on any surface including floors, tables, or work areas.
3. Sweep any debris as needed.
4. Wipe down all utilized laboratory equipment (including skeletons, walkers, wheelchairs, etc.)

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5. Be sure all equipment is stored in appropriate locations at the end of the session.

Biohazard/Chemical Cleaning Procedure on Table Surfaces:

All surfaces exposed to human tissues including “fixed” human tissues must be cleaned with Cavacide wipes or spray.

To clean:

1. Don fresh latex gloves for cleaning
2. Spray surface with Cavacide or apply Cavacide wipe to the area and allow to stay on surface for amount of time recommended within instructions
3. Vigorously wipe away with paper towels or wipes
4. Dispose of paper towels and gloves in standard garbage can (only actual tissue or towels exposed to human tissue require incineration)
5. Wash hands

Biohazard/Chemical Cleaning Procedure on Floor:

1. Personal protective equipment must be worn: disposable gown, safety glasses/goggles, wet mask (change during clean up procedure), gloves (nitrile better than latex), and water resistant shoes.
2. Enhance local ventilation and open water faucets to increase humidity in the area.
3. Contain the spill by building around a dike like wall of wet paper/cloth to absorb the Anatomical Solution.
4. Move the absorbing material from the periphery to the center.
5. The soaked paper/cloth should be collected in sealable hazard waste bags and then placed in red colored waste container.
6. Mop the area with Cavacide. Mops may need to be acquired from Facilities Maintenance on TC campus.

In case of a chemical or biohazardous spill, call Facilities Maintenance at **612-624-2900 on the TC Campus**. In **Rochester**, contact **(507) 258-8024 or (507) 258-8015**.

ACCIDENTS, SPILLS, AND EMERGENCY LAB PROCEDURES TC AND ROCHESTER CAMPUS

EYE INJURY

In case of any exposure of chemical or unknown irritant to the eye, have someone dial 911. Immediately remove contact lenses if present and flush eyes at any eye wash for 15 minutes. Eye burns characteristically require immediate copious flushing with water to minimize injury. Further treatment to the eye will likely be required in an emergency room.



CHEMICAL EXPOSURE

If skin is exposed to a chemical, wash the exposed area immediately at a sink or emergency shower with copious amounts of water. If clothing is soaked, remove it under the water. For respiratory exposure, leave the area for fresh air. Refer to the Safety Data Sheet (SDS) for the specific chemical involved (SDS are discussed final section of manual).

BLOODBORNE PATHOGENS



Bloodborne Pathogens

The Occupational Safety and Health Administration (OSHA) enacted the Bloodborne Pathogens Standard ([29 CFR 1910.1030](#)) to regulate potential occupational exposures to bloodborne pathogens such as hepatitis B virus, hepatitis C virus, human immunodeficiency virus (HIV) and other bloodborne pathogens. The University of Minnesota's [Exposure Control Plan for Bloodborne Pathogens](#) covers all employees who have, or may have, occupational exposure to human blood and/or Other Potentially Infectious Materials (OPIM) as defined by the OSHA standard. Employees can refer to the plan for information about training and guidance to prevent occupational exposure to bloodborne pathogens.

University of Minnesota employees that may come in contact with bloodborne or other potential pathogens via any route of transmission are required to complete a one-time or annual [online module](#) with in-person Job-specific training. The training includes information about the hepatitis B immunization, which is available for all employees at no cost to the employee. The training also includes an option for declining the immunization.

Needle sticks should be viewed as extremely rare in Occupational Therapy (OT) laboratories. Needles are not presented in any OT Program courses and are not expected to be presented at any community, fieldwork, or other OT Program experience. OT students should not manage needles for any reason. If asked to manage a needle as part of an academic program, student should decline and contact the Program Director immediately.

Bloodborne pathogen exposure can occur any time an OT is exposed to the body fluids of another human being and/or is exposed to human tissues. [Universal precautions](#) are expected as part of University policy and are covered in the Student Handbook.

For information on how to respond to an accidental or potential exposure to bloodborne pathogens, see below or visit the Biosafety and Occupational Health (BOHD) [Accidental or Potential Exposure website](#) or see below:

1. Clean the Area Immediately

- Encourage needle sticks and cuts to bleed; gently wash with soap and water for 5 minutes.
- Flush splashes to the nose, mouth, or skin with water..
- Flush splashes to the eyes at nearest eyewash station with clean water for 15 minutes.

2. Seek Medical Attention Immediately

- The Centers for Disease Control and Prevention recommend that the exposed person seek treatment within one to two hours after initial exposure.
- University of Minnesota **employees** in the Twin Cities are encouraged to visit the nearest HealthPartners and Occupational and Environmental Medicine (HPOEM) [location](#), though employees may also visit the nearest emergency room or provider of their choice.
 - o If visiting HPOEM, please call (952) 883-6999 to reduce wait times. Inform the operator that you must be seen for a potential exposure to a bloodborne pathogen.
 - o For greater Twin Cities area, please refer to the BOHD [Clinical Services website](#) for occupational health clinic options.
- University of Minnesota **students** should contact Boynton Health Service at (612) 625-7900.

3. Report It

- **Employees** must report the exposure incident to their supervisors as soon as possible, and supervisors must complete the electronic University of Minnesota [electronic First Report of Injury](#) (eFROI) online within eight business hours upon first knowledge of the injury. This initiates the appropriate follow-up for Workers Compensation coverage.
 - o Visit the [Reporting Workers Compensation Related Injuries](#) website for more information.
- **Students** must report the exposure incident to their supervisor and to Boynton Health Service at (612) 625-7900.

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Please contact the Biosafety and Occupational Health Department at uohs@umn.edu with any inquiries.

Environmental Health and Safety Office: 612-626-6002

Main Office:

University of Minnesota
W-140 Boynton Health Services
410 Church Street SE
Minneapolis, MN 55455
Phone: (612) 626-6002
FAX: (612) 624-1949
After hours: 911



[Report a Safety Concern to University Health & Safety](#)

EXPOSURE INCIDENTS must be reported IMMEDIATELY to a faculty member, your supervisor, or medical personnel. Exposure can include:

- animal bites and scratches
- needle sticks
- eye, nose, mouth, or broken skin contact with blood and/or other infectious materials.

LABORATORY BIOSAFETY

All laboratories utilizing or exposing students to human tissues are required to outline basic procedures for safe laboratory function.



- **STANDARD (UNIVERSAL) PRECAUTIONS** as recommended by the Centers for Disease Control (CDC) means that all human tissues/specimens are to be considered potentially infectious regardless of what is known about the source and will be handled as such.
- **HANDLING OF BIOLOGIC SAMPLES** (all human tissues) requires standard precautions to be used at all times. PPE must be used at all times including eye protection, protective gloves, and protective aprons as required.

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- **WASTE DISPOSAL**

Biologic specimens and other contaminated materials such as gloves, disposable lab aprons, or other contaminated items considered “infectious” waste must be disposed of appropriately. This “infectious waste” is placed in red bins designated for disposal of infectious waste. Removal of red bins should only be managed by Facilities Maintenance.

- **BIOLOGICAL SPILLS**

1. Personal protective equipment must be worn: disposable gown, safety glasses/goggles, wet mask (change during clean up procedure), gloves (nitrile better than latex), and water resistant shoes.
2. Enhance local ventilation and open water faucets to increase humidity in the area.
3. Contain the spill by building around a dike like wall of wet paper/cloth to absorb the Anatomical Solution.
4. Move the absorbing material from the periphery to the center.
5. The soaked paper/cloth should be collected in sealable hazard waste bags and then placed in a red colored waste container.
6. Mop the area with Cavicide. Mops may need to be acquired from Facilities Maintenance on TC campus.

LABORATORY CHEMICAL SAFETY

All laboratories working with hazardous chemicals must have a laboratory safety plan (LSP) (formerly known as a Chemical Hygiene Plan). The LSP must meet the requirements of the federal OSHA Standard, “Laboratory Safety Standard.” The LSP is intended to safely limit laboratory workers’ exposure to OSHA-regulated substances, by providing policies, procedures, personal protective equipment and work practices that can protect employees.

- **THE OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)** is a federal agency requiring certain places of work to meet the requirements of the Hazard Communications Standards of 1970. OSHA inspects such places to make sure that certain safety criteria are met or corrected and are up to date. Employee education and training are requirements of the standard.
- **MERTKA:** The Minnesota Employee Right-To-Know Act is a state law which went into effect in July 1984, and is enforced as part of the Occupational Safety and

Program in Occupational Therapy – Safety Manual – U of M

Health program in the Department of Labor and Industry. MERTKA is intended to ensure that employees are aware of the dangers associated with hazardous substances, harmful physical agents, or infectious agents (in hospitals and clinics) that they may be exposed to in their work places. These requirements include:

- Identify hazards present and provide inventory.
 - Collect information on hazards i.e. Safety Data Sheet (SDS) - previously called Material Safety Data Sheets (MSDS)
 - Provide safety manual
 - Train employees initially, annually and when a new substance is introduced.
 - Label hazardous substances and harmful physical agents.
 - Label transfer containers with name of hazardous substance.
 - Provide employee access to appropriate information.
-
- HAZARDOUS CHEMICALS are defined as those that can cause acute or chronic health effects in exposed people. The list of chemicals used in our courses can be found at the end of this section. The new globally harmonized system of classification and labeling categorizes chemicals in the following manner using the pictograms shown. Many chemicals may be in more than one of the groups.

 - DETECTION OF CHEMICALS can be determined in a variety of ways. The SDS should be consulted for a given chemical. The unexpected presence of a chemical in the work environment can pose a hazard to students and employees and must be detected so that proper clean up can be performed. In general, the presence of a chemical can be detected by:
 - Smell – e.g. acetic acid or formaldehyde
 - Appearance – e.g. mercury droplets on the floor or white powder on the bench
 - Monitoring devices to determine employee risk

 - CHEMICAL EXPOSURES can occur in three ways: ingestion, skin absorption or inhalation. The SDS will list the routes of exposure for a given hazardous chemical. Properly using the personal protective equipment (PPE) and air circulation will greatly reduce the risk of a chemical exposure.

 - CHEMICAL STORAGE – Chemicals should be stored appropriately, flammable chemicals must be stored in metal cabinets. All chemicals posing other safety risks per the SDS must be stored in locked, secured cabinets to prevent accidental exposure.

CHEMICAL SPILLS – TC CAMPUS

In case of chemical spills, chemical exposure, or injuries incurred in proximity to chemicals; do not panic. Proceed with the following:

1. Evacuate

Leave spill area immediately. Alert others in the area and direct/assist them in leaving. Do not use elevators. Without endangering yourself: remove victims to fresh air, remove contaminated clothing and flush contaminated skin and eyes with water for 15 minutes. If anyone has been injured or exposed to toxic chemicals or chemical vapors, call 911 and seek medical attention immediately.

2. Dial 911

If anyone has been injured or exposed to toxic chemicals or chemical vapors, call 911 and seek medical attention immediately.

3. Confine/Contain

Block off entrances to the spill site and prevent people from entering the contaminated area. Close fire doors and isolate area. Never re-enter chemical spill area without appropriate protective equipment. You may endanger your life and health.

4. Report

- Call 911 after hours for large spills involving:
 - Injury that requires medical treatment
 - Fire or explosion hazards
 - Potentially life threatening gasses and/or vapors
- During working hours, call Environmental Health and Safety Office to report the incident.
- All chemical exposure incidents must be reported to the University of Minnesota Environmental Health and Safety Office. To report the incident call (612) 626-6002.

















Main Office EHS:

University of Minnesota
W-140 Boynton Health Services
410 Church Street SE

Phone: (612) 626-6002

FAX: (612) 624-1949

After hours: 911

Richtlijnen 67/548/EEG 1999/45/EG	GHS (CLP)	Richtlijnen 67/548/EEG 1999/45/EG	GHS (CLP)	Richtlijnen 67/548/EEG 1999/45/EG	GHS (CLP)
					
Explosive	Explosive	Oxidizing	Oxidizing	Flammable	Flammable
					
Harmful Irritant	Harmful Irritant	Corrosive	Corrosive	Toxic	Toxic
					
Toxic to the enviroment	Toxic to the enviroment		Gas under pressure		Carcinogenic Mutagen Reprotoxic

CHEMICAL SPILLS – UMR CAMPUS

In case of chemical spills, chemical exposure, or injuries incurred in proximity to chemicals; do not panic. Proceed with the following:

1. Evacuate

Leave the spill area immediately. Alert others in the area and direct/assist them in leaving. Do not use elevators. Without endangering yourself: remove victims to fresh air, remove contaminated clothing and flush contaminated skin and eyes with water for 15 minutes. If

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anyone has been injured or exposed to toxic chemicals or chemical vapors, call 911 and seek medical attention immediately.

2. Confine/Contain

Block off entrances to the spill site and prevent people from entering the contaminated area. Close fire doors and isolate the area.

Never re-enter a chemical spill area without appropriate protective equipment. You may endanger your life and health.

3. Report

- Call 911 after hours for large spills involving:
 - Injury that requires medical treatment
 - Fire or explosion hazards
 - Potentially life threatening gasses and/or vapors
- During working hours, call the Environmental Health and Safety Office to report the incident.
 - University of Minnesota Rochester contacts:
 - Barry Standorf (507) 258-8217
 - Virginia Wright Peterson (507) 258-8009

Premier Security: (507) 281-4952

After hours: 911

EHS Office: (612) 626-6002

- All chemical exposure incidents must be reported to the University of Minnesota Environmental Health and Safety Office. To report the incident call (612) 626-6002.
- All chemical exposure incidents must be reported to the Assistant Vice Chancellor for Finance/Operations (507) 258-8009.

INFECTIOUS DISEASE PROTECTION TC AND ROCHESTER CAMPUS

All Occupational Therapy Students must comply with the following Academic Health Center (AHC) infectious disease policy:

The safety of patients, students, faculty, and staff is the highest priority in the University of Minnesota AHC. By AHC policy, students in the AHC schools and programs are required to have current immunizations and/or tests as a condition of enrollment. AHC students in all programs in the School of Dentistry, Medical School, School of Nursing, College of Pharmacy, School of Public Health, and the Center for Allied Health Programs must meet this requirement. The following information is included in this communication and can be accessed at

<http://www.bhs.umn.edu/immunization-requirements.htm>

All policy must be reviewed via the Student Handbook and is required prior to program admission and registration for classes. Registration will be held without compliance with all procedures.

Once you are admitted to an AHC school or program, you may check on your immunization status in your University MyU Portal under the “Health and Wellness” tab at www.myu.umn.edu.

INFECTIOUS DISEASE PREVENTION TC AND ROCHESTER CAMPUS

The following procedures assist in the process of preventing the spread of disease.

When in class and on fieldwork, students are to comply with the following policies:

- *Hand washing/use of hand sanitizer:*
 - During classroom experiences that require human interfacing as well as during fieldwork
 - Wash or sanitize your hands frequently.

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- Wash or sanitize your hands prior to and immediately after physically coming in contact with your instructors, classmates, and clients.
- Wash your hands or other exposed skin with soap or water immediately if you contact contaminated material.
- Wash your hands immediately (or as soon as feasible) after:
 - Removal of gloves or other personal protective equipment.
 - Handling infectious waste, even if it is properly contained.
 - Using the restroom.
- Because hand washing/sanitization is so important, you should familiarize yourself with the location of the hand washing facilities nearest to you, and wash your hands before going on breaks and before leaving work.
- If you are working in an area without access to such facilities, you may use an antiseptic cleanser in conjunction with paper towels or alcohol-based hand rubs. If these alternative methods are used, hands should be washed with soap and running water as soon as feasible.
- Examples of coursework/labs where physical contact warrants hand washing or sanitization include any lab in which direct contact or indirect contact (through the sharing of adaptive equipment, for example)
- *Personal Protective Equipment (PPE):*
 - During classroom experiences that require human interfacing as well as during fieldwork, when applicable, it is extremely important to use PPE and work practice controls to protect yourself from blood borne pathogens. Always:
 - Wear PPE in exposure situations.
 - Remove PPE that is torn or punctured, or has lost its ability to function as a barrier to blood borne pathogens.
 - Replace PPE that is torn or punctured.
 - Remove PPE before leaving the clinical/work area.
 - Come to know and follow the policies and procedures of your fieldwork sites
- *Sanitization of laboratory equipment:*
 - All laboratory equipment that comes in direct contact with student body

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surfaces should be sanitized after each use.

- These items include but are not limited to:
 - Goniometers
 - Dynamometers
 - Pinch meters
 - Aesthesiometers
 - Therapy Mats

MANAGEMENT OF PROGRAM EQUIPMENT TC AND ROCHESTER CAMPUS

All equipment utilized by faculty/staff/students shall be inspected and cleaned in accordance with manufacturer's guidelines, prior to and following use.

All equipment should be replaced to their original location at the end of each class/lab session. All cabinet and closet doors should remain closed. Any equipment that is damaged should be tagged as such and reported to one of the faculty. At the end of each class/lab session, faculty and assigned students are responsible for ensuring that all equipment is cleaned, disinfected, and stored in the appropriate location(s).

Paper towels, gloves, and disinfectant are located under the sink. Food and drink should not be stored on shelves, in cabinets or on countertops. The countertops should be kept free of debris. All surfaces and equipment should be wiped clean with appropriate disinfectant.

Specific Guidelines: Cleaning/care of equipment:

When using a floor outlet make sure your table is positioned next to it and the cord runs under the table in order to avoid tripping. Unplug all devices that are obtrusive, occasionally used, and could place others at risk for falls when in place.

MANAGEMENT OF SPECIFIC DEPARTMENT MODALITIES TC AND ROCHESTER CAMPUS

All of the following instruments are to be inspected and maintained on an annual basis prior to the initiation of the relevant course. The course instructor is responsible for such maintenance. Any equipment or supplies that are not mentioned below are not deemed as having any overt danger associated with their use; however, faculty will be expected to ensure they are in proper working order. Any device not deemed to be in proper working order by faculty will be removed from use until repaired. If not deemed repairable, it will be discarded in an appropriate manner.

- *Splint pans*: When in use they are to be placed 6" or more away from the edge of the surface they rest on, are not to exceed 160° F, and students are to avoid physical contact with pan or water while in use instead they are to use a splinting spatula. Splint pans should be emptied, cleansed, and returned to storage only when cool.

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- *Splinting scissors:* Proper splint scissor handling is to be demonstrated at the first face to face session of OT 6412. Students are to adhere to these safety procedures. The stabilizing hand must be kept away from the trimming line of the splint when cutting. Hands and scissors are to be dry to prevent accidental slippage when handling.
- *Awl:* When marking a splint for cutting, the stabilizing hand must be kept clear of the area to be marked. Marking should not be directed towards the body. Awl should be dry to prevent slippage.
- *Utility knives:* When scoring splinting material, students are to place splinting materials on an approved cutting surface and direct the utility knife away from his/her body. This too should be demonstrated in the introductory class of OT6412.
- *Splinting solvent:* Care is to be taken not to ingest the solvent or inhale its fumes. After use, students are encouraged to wash hands. Students are to follow further instructions given during the OT 6412 intro lab. Refer to the SDS information in this manual for appropriate safety precautions.
- *Heat guns:* Students are to follow class guidelines and procedures highlighted in the course containing splinting modality. Heat guns are to be turned onto cool setting when not in use, distal upper extremities should remain 4-6” away from splinting heat gun nozzle when heating materials, and guns should be put away only when cooled.
- *Plaster of Paris:* Plaster of Paris should not be ingested and care should be taken to avoid inhalation of its dry particles. Care should also be taken to store this product in an area where its dust particles cannot be made airborne into a common space. Plaster can produce exothermic reactions and thus students should be surveyed as to whether they have sensibility issues and should be advised to limit the number of layers used when preparing casts in order to allow for improved release of heat.
- *Thermoplastics:* Certain thermoplastics release some strong odors when spot heated. Care should be taken to use oscillating fans, etc. to allow for improved circulation in the lab environment. When applying the heated thermoplastic to another’s skin, care should be taken to ensure that he/she does not have sensibility issues, the material heat is tested, and that it is sufficiently dry prior to application. Students are to follow instructions given on thermoplastic handling in the OT 6412 course.

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- *Elastic taping:* Care should be taken to ensure the students are not reactive to adhesive bandages and that students avoid excessive stretch of tape prior to application. Students are to follow safe handling instructions given in lab sessions.

- *Craft Supplies (if indicated)*
 - *Dry Drawing Media/wood dust particles:* This includes dust-creating media such as charcoal, wood, and pastels.
 - *Dry Media:* The following safety precautions shall be followed when working with dry drawing media:
 - Use the least dusty types of pastels, chalks, and pencils. Switch to oil pastels or similar non-dusty media when possible.
 - Do not blow off excess pastel or charcoal dust with your mouth. Instead, tap off the built up dust so it falls to the floor.
 - Wet-mop and wet-wipe all surfaces clean of dust. A mask can be worn for protection from inhalation of dust particles.
 - Work in a well-ventilated area when possible
 - *Glue:* A variety of glues are used for joining wood. These include white glue and the wood glue during woodworking activities.
 - *Gluing Wood:* The following safety precautions shall be followed when gluing wood:
 - Use water-based glues for craft projects.
 - Provide window ventilation when using large amounts of glue.
 - *Paint/stain:* Oil-based stains and paints as indicated
Although most paint/stain use is a home project, care should be taken to avoid ingesting the fluid or inhale fumes. Painting/staining should be done in a well-ventilated area and hands should be washed free of residue when finished. Project should be left to dry in a well-ventilated area.

SAFETY DATA SHEETS (SDS)

This section provides necessary safety data sheets for chemicals and/or biohazards students may be exposed to in the OT program. Common household products that are used for standard cleaning are well labeled for safe use and do not require SDS information by law. Safe use of such chemicals should still be applied (such as avoiding contact with the eyes, inhaling, or spraying directly on the skin). This system was previously known as MSDS or materials safety data sheets.

In case of accidental exposure to any chemical agent in the eye or other mucus membranes such as the mouth or ears, immediate action should be taken including contacting emergency services at 911. Begin flushing with water immediately and continue for 15 minutes or until emergency services arrive. Skin contact requires immediate flushing with water for at least 15 minutes; however, in most cases, emergency care is not mandatory. The choice to seek medical care is at the discretion of the student; however, any injury to the skin requires medical care.

SDS sheets should be utilized by all in preparation for laboratory practice and potential exposure such that all necessary preparations have been made to reduce the potential risk of injury. This may include circulating air to reduce vapor/lung irritation, use of protective gloves and protective eyewear. This process is mandatory.

All faculty and students should review the following SDS information prior to labs using chemicals/bio-hazardous equipment. It is the obligation of each faculty member to inform students, faculty, and staff of this information.

