

II. General Policies and Standards

A. Emergency Procedures

The following procedures are provided for quick reference for emergency situations. Further information can be obtained from LSU Police or EHS. Emergency phone numbers should be posted on or near the phone at all times.

1. Injuries

Accidental injury can occur at any time during the day or night, weekdays or weekends. As a result, we must be prepared for such an event at all times. The following procedure is to be used unless circumstances prevent one or more of the steps to be taken. The wellbeing of the injured always takes precedence over procedure, and may require that additional measures be taken.

- a. Prevent further injury by avoiding personal exposure to injury and keeping others out of the area
- b. Call LSU Police (578-3231) and supervisor
- c. Call the Employee Injury Call Center at 877-764-3574 to speak to a registered nurse
- d. Follow the instructions of the registered nurse
- e. Assist emergency medical personnel
- f. Secure scene for accident investigation

2. Emergency Plan for Gas Leaks

Natural gas leaks are generally detected by the odor of the gas odorant. The odorant has an odor threshold of from one to three parts per billion, and provides an excellent means of detection. LSU odorizes the gas that is used in campus buildings served by the LSU gas lines. There are some fraternity and sorority houses that are on Entergy gas lines, so it is important to know who the gas supplier is for your facility. The following procedure should be used at any time a leak is suspected:

- a. Control ignition sources.
- b. Make sure that no one turns off or on an electrical appliance or light. Other sources of ignition should be moved out of the area if possible. Pilot lights should be turned off if possible
- c. Contact Facility Services for gas personnel to assist in locating the leak, and notify EHS
- d. Turn off gas if location of shutoff valve is known
- e. Evacuate area and keep people out if leak may be significant
- f. Evaluation and guidance is provided by Facility Services and EHS

Additional reportable hazards include but are not limited to gas facility failures such as:

- a. Under-pressure in the system.
- b. Over-pressure in the system.
- c. Fire or explosion near or directly involving a pipeline facility.
- d. Damage to a major segment(s) of the system.
- e. Additional information on gas leaks can be obtained from Facility Services (Energy Services.)

3. Fire Protection/Evacuation Plan

Each building has an emergency evacuation plan that must be posted for employees and others to follow during evacuation of the building in case of emergency. This plan must be kept legible and up to date. New employees and others who are new to the building should be made aware of the emergency plans for the building as part of their orientation. Emergency signals and alarms as well as the proper response to an emergency must be explained to the persons involved. Whenever the system is changed or the plan modified, the occupants must be made aware of the changes that may affect them.

Fire protection equipment and systems must not be modified or disabled such that the plan is no longer valid. Covering smoke detectors, disabling alarms, or discharging fire extinguishers without good reason is strictly prohibited. Fire extinguishers must not be obstructed or moved such that they are not readily available in an emergency. Inspections and maintenance is conducted by Facility Services, and they should be notified if an extinguisher is discharged or missing.

4. Chemical/Biological Emergency Response

Call LSU Police and EHS if person in charge cannot contain spill safely. Note: If the spill or release is an immediate danger to buildings and/or occupants, the Baton Rouge Hazmat Unit will be called at the time of the spill to assure prompt and adequate response. Refer to the appendix for the appropriate response level.

- a. Warn others on floors that may be affected, and evacuate floors if necessary.
- b. Begin preparation for evacuation of building if explosion or poisonous vapor or fumes are possible
- c. Follow guidance of EHS and LSU Police
- d. Do not enter an area that may be dangerous

For chemical or biological spills or hazardous waste disposal problems, the Office of Environmental, Health, and Safety has a Chemical/Biological Emergency Response Unit. This unit is available on an immediate basis during normal hours, but may be delayed after hours as a callout is required to mobilize the unit.

5. Security Threat

- a. Verbal Threats:
 - i. Ask Questions: “when, where, what, why”
 - ii. If on the telephone, try to get someone to call LSU Police on another line while you keep the person on the line.
 - iii. Follow guidance of LSU Police.
- b. Suspicious Packages
 - i. Notify LSU Police Immediately
 - ii. Notify department head, fellow workers, and supervisor
 - iii. Remain Calm.

Note: Do Not Move or Touch Suspicious Packages

- c. Threatening Individuals
 - i. Do not become confrontational
 - ii. Observe the person closely and note clothing description, method of travel, any weapons displayed or implied
 - iii. Note whether verbal threats or physical threats are made.
 - iv. Notify LSU police immediately
 - v. Notify department head, fellow workers, and supervisor
Remain calm

6. Storms

LSU has an emergency plan for major storms that must be adhered to. The following general instructions should be followed. General instructions include:

- a. Monitor local radio/TV broadcasts
- b. Adhere to travel warnings
- c. Be aware of the threat to your residence and work area and the route in between
- d. Know evacuation routes
- e. Be prepared to evacuate
- f. Follow advice presented in University announcements
- g. Remain calm

7. RADIATION SAFETY

Radiation emergencies may occur due to incorrect handling of radioactive materials, improper disposal or accidents. Most radiation sources on campus are not extremely hazardous, so care of injured personnel can be carried out in a radiation emergency with little or no exposure potential to people involved. Use the following outline in radiation emergencies:

- a. Radioactive materials spills
 - i. Notify Radiation Safety Office (578-2743)
 - ii. Keep all potentially contaminated persons in the general vicinity of the laboratory to minimize the spread of contamination.

- iii. Secure the laboratory
- b. Fires and other laboratory upsets
 - i. Set off alarm if it is a fire emergency
 - ii. Notify appropriate emergency personnel (LSU Police @578-3231
 - iii. Notify the Radiation Safety Office and EHS
 - iv. Injury to persons working with radioactive materials
 - v. Handle the situation in the same manner as if it did not involve radioactive material
 - vi. Notify the Radiation Safety Office

Note: The improper use of radiation signs and placards may lead to serious problems. Misuse or improper use is against State regulations and can lead to serious delays in emergency response.

B. Operational Safety & Loss Prevention Plan

This serves as the master document addressing the sixteen-point operational safety plan required by the ORM. Each component of the plan is addressed below and references the location of specific program components.

1 Management Safety Policy Statement

Policy Statement 19 is the University Safety Policy. The statement outlines the University commitment to safety, assigns responsibilities, and designates the Office of Environmental, Health, and Safety to develop, implement, and evaluate safety and environmental compliance programs. The Policy also establishes the University Safety Committee to provide the administration with recommendations that will enhance the safety programs. P.S. 19 is signed by the Chancellor and is available to all LSU employees via the Internet, as well as, the requirement that all departments have current copies of all Policy Statement on file.

2. Assignment of Safety Responsibility

The assignment of safety responsibility is provided in P. S. 19 and the University Safety Manual. Safety responsibility is assigned to Vice Chancellors, Deans, Directors, & Department Heads who will implement safety programs in their areas of responsibility. The policy address accountability as well. EHS is assigned the role of provider and coordinator.

3. Inspection Program

The inspection programs operated by the University include the following:

- Building Inspections
- Laboratory Inspections
- Fume Hood Inspections
- Grounds Inspections

- Fire Watch Inspections
- Fire Extinguishers
- Fire Alarms Systems
- Building Sprinkler Systems Lighting Surveys

These Inspections are carried out by various university personnel responsible for implementing corrective action when needed. Inspection frequency ranges from quarterly to annually. Inspection records are kept by EHS and the department responsible. LSU Police patrol the campus on a 24-hour basis.

4. Job Safety Analysis

Job Safety Analysis are performed for tasks/operations which show a higher than normal accident rate. The JSA is a “step-by-step” review of a job task for hazards and the method used to eliminate or minimize the Hazard Investigation Program

5. Investigation Program

Accident investigations are the responsibility of the supervisor of the work unit involved. In case of an injury, the employee or supervisor is to call the Employee Injury Call Center at 877-764-3574 to speak to a registered nurse. The nurse will give medical direction and initiate the “Occupational Accident or Illness Report” which is used to document accidents. Accidents involving serious injury (doctor’s care) or significant property damage are investigated by EHS in cooperation with the department involved. Accident records and trends analysis are compiled by EHS and reported on an annual basis.

6. Safety Meetings

LSU – A&M is classified as a Class B agency. Therefore, a safety meeting is required on a quarterly basis. EHS has adapted this component to fit the academic calendar used by the university. Academic areas considered to be low risk are required to have safety meeting every semester. (Fall, Spring, and Summer) High risk areas (Facility Services) are required to have safety meeting on a monthly basis.

7. Safety Rules

The University has several sets of written safety rules. The University Safety Manual serves as the general resources for safety and environmental procedures and regulations. The Chemical Hygiene Plan outlines safety procedures for all campus laboratories. Policy Statement 18 serves as the Emergency Preparedness Plan for the university. Each of these written documents has been created to insure compliance with OSHA, DEQ, and State Fire Marshall rules and regulations.

8. Safety Training

University employees have access to safety training provided by EHS. Training programs include the following:

- a. Laboratory Safety
- b. Asbestos Awareness
- c. Hazard Communication, Compressed Gas Cylinder Safety, Respiratory Protection
- d. Defensive Driving, 15 Passenger Van Safety, Forklift training, Man lift Training, etc.
- e. First Aid / CPR/AED

Employees also receive specific training on proper work procedures including safety procedures from departmental supervisors. This training takes place upon initial employment, after job reclassification, and when new procedures or equipment is introduced.

9. Record Keeping

Document pertaining to safety related actions are kept by EHS and the departments. Those records kept and analyzed by EHS include the following:

- a. Accident Reports
- b. Inspection Reports
- c. Accident Investigation Reports
- d. JSAs
- e. Safety Training Documents
- f. Safety Meeting Records

These documents are evaluated, analyzed, and reported on an annual basis.

10. First Aid

The two primary sources of first aid for university employees are the Student Health Center (SHC) and the LSU Police Department (LSUPD). The SHC is staffed by several full time nurses and doctors. Injured employees may be treated there when injured on the job. All LSU police officers are trained in first CPR and first aid techniques. LSUPD is staffed on campus 24 hours. Also, a BRCFD station is located just north of campus on Highland Road with trained paramedics on call. EHS offers first aid and CPR training to university employees. All training includes information on Blood borne Pathogens. First Aid kits are recommended in all departments.

11. Housekeeping Program

The university maintains a Building Services group which insures clean and uncluttered areas. A Property Control group insures the proper handling of unused or discarded equipment. Also, Building Coordinators are responsible for inspecting the building on a quarterly basis to eliminate safety and fire hazards from uncontrolled sources.

12. Hazard Control Program

The University maintains a hazard control program in several ways. Inspection programs, outlined earlier in this document, are used to recognize, evaluate, and correct hazards.

University employees who work with or around hazardous materials or hazardous waste receive specific training on the hazards present, proper work procedures, and protective equipment. This is outlined as part of the Chemical Hygiene Plan in labs or Hazard Communication Training in other areas. EHS also runs the Hazardous Waste Program. The program insures compliance with State and Federal RCRA Rules.

13. Boiler and Machinery Program

The Facility Services Department is responsible for the Boiler and Machinery Program. Facility personnel are trained in the operation of the boilers on campus which provides steams for campus heat and power. The inspection of these boilers is completed by the State Fire Marshall's Office and the insurance agency hold our policy. Facility Service also has inspection programs for priority pieces of equipment. Such as, fire alarms systems, sprinkler systems, and emergency power systems.

14. Driver Safety Program

The Driver Safety Program consists of Defensive Driver Training, Record keeping, Accident Investigations/Reporting, and Vehicle Inspections. All University employees who regularly drive campus vehicles or regularly drive for campus related business will be given the Defensive Driving Training Course. Driving records are checked by the Property Control group and accident investigations are performed. All state vehicles are inspected by trained state inspectors.

15. Water Vessel Operator Safety Program

All water vessels own by the university are used by the Coastal Studies and Environmental Studies Departments. The Center for Coastal, Energy, & Environmental Resources (CCEER) maintains a water vessel maintenance department. University employees are trained in the proper use of the vessels and water safety issues as mandated by the US Coast Guard and Wildlife and Fisheries. The vessels are regularly inspected by the department. All records are kept by CCEER and other department as involved.

16. Misc.

Other safety programs used by the university but not listed specifically in the sixteen-point program include the following:

- a. Substance Abuse and Drug Testing Program (Safety and Security)
- b. Disability Programs (ADA Compliance in construction)
- c. Violence in the Workplace (LSUPD)

C. Safety and Environmental Responsibilities

1. Chancellor and Chancellor's Staff

As chief administrator, the chancellor is responsible for overall direction of the campus safety and environmental program. The chancellor is responsible for establishing policies, assuring that implementation of the policies are facilitated through appropriated resources, and that rules and procedures therein are adhered to by all university personnel and students. The chancellor may delegate certain safety and environmental responsibilities to appropriate levels within the university community.

2. Deans, Directors, and Department Heads

As key administrative elements in the organization of the campus community, deans, directors and department heads implement safety and environmental programs within their respective organizations and assure that implementation and enforcement is in place for all such programs. Other responsibilities include:

Appoint a safety committee within their organization where appropriate with duties, functions, and responsibilities as detailed under "Safety Committees." A roster of Committee Officers is to be submitted to the Office Environmental, Health, and Safety.

Provide for the conduct of periodic self-inspections in their area of responsibility utilizing the appropriate inspection form as detailed under "Inspection Schedules and Reports."

Provide for the immediate investigation of all accidents resulting in personal injury to personnel for whom they are responsible and submit a report of the findings, utilizing the "Employer's Report of Occupational Injury or Disease" form.

Cooperate with the University Safety Committee when called upon to do so.

3. Professors and Other Supervisors

As the key figures in the safety and environmental program, the immediate faculty/Principal Investigators/Supervisors shall carry out instructions from their superiors and assure that safety and environmental procedures are followed in everyday operations on campus. The following responsibilities are also required:

Have a working knowledge of all safety principles and safety rules applicable to their area of responsibility.

Conduct periodic self-inspections of their area of responsibility and submit appropriate inspection reports as required.

Conduct or have conducted safety meetings on a regular basis. The frequency of the meetings shall be scheduled to fit the needs of their respective area of responsibility.

Investigate all accidents or incidents that could have resulted in injury and/or property damage to determine cause and prevent recurrence.

Promote good housekeeping and proper safety performance.

Insure that students/employees are schooled in the proper use and maintenance of supplied safety equipment, including personal protective equipment, and supplied with same.

Insure that the proper tools and equipment are selected for the job and are used correctly.

Develop efficient material handling procedures to facilitate safe lifting, carrying, and storage of same.

4. Employees, Students and Visitors

Obey safety and environmental rules and regulations.

Report to the appropriate authority, unsafe conditions and procedures.

Refrain from actions which could cause injury or damage to property due to their lack of training, their condition, or the condition of the equipment.

Look out for their coworkers and others to warn/stop actions on their part which could cause injury or property damage.

D. Office of Environmental, Health, and Safety

1. SCOPE

The Office of Environmental, Health, and Safety (EHS) reports to the Assistant Vice President of Real Estate, Public Partnerships, and Compliance, who in turn reports to the Associate Vice President, Facility and property Oversight.

EHS supports the safety and environmental program through consultation with, and assistance to, all levels within the campus organization; preparation and presentation of safety and environmental training; development of safety and environmental rules, procedures and processes; and incident investigations with recommendations to enhance safety and environmental procedures. EHS is also charged with hazardous materials collections and disposal.

Environmental, Health, and Safety is not charged with any responsibilities relating to law enforcement, radiation, parking, traffic, and transportation.

2. DUTIES

The Director, Environmental, Health, and Safety duties include, but are not limited to, the following:

- a. Directs the implementation of the University Environmental and Safety Program including: fire safety, inspections, accident investigations, Hazardous Waste Program, occupational and environmental safety rules and procedures.

- b. Develops and/or makes recommendations for safety/environmental policies as needed.
- c. Serves as Chairman of the University Safety Committee.
- d. Serves as the coordinator for federal, state, and local agencies regarding occupational and environmental safety matters.
- e. Serves as the coordinator for insurance carriers regarding occupational and environmental safety matters.
- f. Directs EHS staff, evaluates performance, and prescribes professional development activities

The Assistant Director, Environmental, Health, and Safety duties include but are not restricted to the following:

- a. Oversees environmental testing and monitoring programs for environmentally hazardous areas and processes and acts as the university contact point for environmental regulators.
- b. Makes safety/environmental inspections when deemed necessary by virtue of accident frequency and/or obvious hazards.
- c. Coordinates Fire Marshal interface for the campus
- d. Monitors environmental regulations and makes required adjustments in campus compliance activities
- e. Supervises accident statistics and analysis program.
- f. Assists the Director in the administration of the safety and environmental program and acts in the absence of the Director as necessary.

The Safety and Training Manager duties include but are not restricted to the following:

- a. Coordinates the campus safety and environmental training program
- b. Administers programs related to signage, labels and training materials
- c. Participates as a member of the Emergency Response Unit (non-medical).
- d. Develops accident data in keeping with OSHA and National Safety Council criteria, and monitors trends in accidents
- e. Researches federal and state standards and regulations relating to safety and environmental areas.

The Industrial Hygiene Manager acts as the industrial hygienist for the campus and performs the following duties:

- a. Conducts indoor air quality surveys and evaluations as requested.
- b. Advises and consults with campus administration, faculty and employees on industrial hygiene matters.
- c. Acts as expert in working with outside agencies and court proceedings related to campus industrial hygiene programs and problems.
- d. Participates as a member of the Emergency Response Unit (non-medical)
- e. Monitors federal and state standards and regulations relating to industrial hygiene.

- f. Oversees the accumulation and cataloging of Safety Data Sheets (SDS) as an assist to the Hazard Communication Program.

The Senior Biological Safety Manager duties include but are not restricted to the following:

- a. Coordinates the biological safety and select agent program
- b. Advises and consults with campus administration, faculty and employees on biological safety matters.
- c. Coordinates the efforts of the Inter-Institutional Biological and Recombinant DNA Safety Committee (IBRDSC)
- d. Participates as a member of the Emergency Response Unit (non-medical)
- e. Researches federal and state standards and regulations relating to biological safety and environmental areas.

The Biological Safety Manager duties include but are not restricted to the following:

- a. Coordinates the biological safety and select agent program
- b. Advises and consults with campus administration, faculty and employees on biological safety matters.
- c. Conducts biological laboratory inspections, as required
- d. Coordinates the efforts of the Inter-Institutional Biological and Recombinant DNA Safety Committee (IBRDSC)
- e. Participates as a member of the Emergency Response Unit (non-medical)
- f. Researches federal and state standards and regulations relating to biological safety and environmental areas.

The Chemical Safety Manager duties include but are not restricted to the following:

- a. Coordinates the chemical safety program
- b. Advises and consults with campus administration, faculty and employees on chemical safety matters.
- c. Serves as the Chemical Hygiene Officer
- d. Manages the Chemical Inventory Program
- e. Participates as a member of the Emergency Response Unit (non-medical)
- f. Researches federal and state standards and regulations relating to chemical safety and environmental areas.

The Laboratory Safety Manager duties include but are not restricted to the following:

- a. Coordinates the laboratory safety program
- b. Advises and consults with campus administration, faculty and employees on chemical safety matters.
- c. Conducts laboratory inspections, as required.
- d. Manages the Laboratory Accreditation Program
- e. Participates as a member of the Emergency Response Unit (non-medical)
- f. Researches federal and state standards and regulations relating to chemical safety and environmental areas.

The Environmental Services Manager duties include but are not restricted to the following:

- a. Oversees environmental testing and monitoring programs for environmentally hazardous areas and processes and acts as the university contact point for environmental regulators.
- b. Directs the Hazardous Waste Collection and Disposal Program
- c. Provides direct administration of the hazardous waste storage facility, including vehicles and equipment.
- d. Monitors environmental regulations and makes required adjustments in campus compliance activities.
- e. Provides emergency response to hazardous material incidents on campus.

The Environmental and Hazardous Waste Coordinator

- a. Supports administration of the hazardous waste storage facility, including vehicles and equipment.
- b. Collects for disposal and transports hazardous wastes from the LSU system.
- c. Provides emergency response to hazardous material incidents on campus.
- d. Assists with incident investigations involving injuries.
- e. Performs environmental monitoring operations.

The Administrative Coordinator duties include but are not restricted to the following:

- a. Coordinates and directs the maintenance of the office systems and records.
- b. Processes documents in accordance with procedural requirements.
- c. Prepares regular and special statistical reports
- d. Prepares and checks requisitions, special payrolls, expense accounts, and vouchers.
- e. Prepares and maintains budget records

The Student Workers perform routine non-hazardous safety duties as assigned. Student workers work under the direction of the Safety Officers and the Administrative Coordinator

3. Services Available Through Office Of Occupational And Environmental Safety:

Consultation and Studies--EHS personnel will consult with any recognized entity or person officially part of the University community regarding occupational and environmental safety on campus. The consultation can be initiated by calling or writing the Office of Environmental, Health and Safety

Emergency Response-- EHS maintains a nonmedical Emergency Response Unit (ERU). The unit will respond to chemical spills, fires, gas leaks, or potential emergencies. Details on how to activate the ERU are covered in another section of the manual.

Safety Training--EHS personnel will present or assist in the presentation of various safety training including: asbestos abatement procedures, fire protection and the use of fire extinguishers, flammable liquid fire demonstrations, hazard communication, use of personal protective equipment and self-contained breathing apparatus(SCBA). In

addition, EHS personnel can tailor a training program for special subjects provided they are given appropriate lead time. Assistance is available for development of safety meeting topics using the EHS library or other resources. The list of video tapes and other training aids and materials can be obtained from the EHS Office. LSU is also a member of the local safety council and, as such, has access to the council's film library. EHS will attempt to secure films for requesting departments upon request.

Special Investigations/Inspections -- EHS will make special accident investigations or inspections on its own or upon request. Normally, formal accident investigations are made when serious accidents are involved or the potential for serious consequences is present. Laboratory certifications/inspections are available upon request and as required by University procedures/policies.

Environmental and Industrial Hygiene Monitoring -- EHS will, upon request or when deemed necessary, perform industrial hygiene testing and perform indoor air quality surveys. Where considerable expense and resources are necessary for these evaluations, departments may be requested to support the activity with partial or complete funding.

Hazardous Waste Program. -- EHS collects, transports, stores, and coordinates the proper disposal of hazardous wastes generated by University activities. For information on radioactive materials consult with the Radiation Safety Office.

E. University Safety Committee

1. RESPONSIBILITIES

The University Safety Committee is an advisory committee reporting to the Executive Director, Public Safety and Risk Management. The Committee works in such a manner as to enlist cooperation of members of the University community in the safety and environmental program at every level of management within the University. The Director, Environmental, Health, and Safety serves as Chairman of the Committee.

2. Duties of The University Safety Committee

The University Safety Committee shall assist the Safety Officer in reviewing safety problems, developing means and methods for resolving the problems and in developing the necessary procedures for placing the acceptable means into effect. Specifically, the Safety Committee shall:

Assist in developing safety education/training programs designed to create and maintain an interest in job safety.

Assist the Director, Environmental, Health, and Safety in coordinating the efforts of the safety committees organized within the various colleges, schools, and major activities of the University.

Review reports of serious accidents or fires.

Provide suggestions and recommendations to correct hazardous conditions and/or unsafe work practices.

Recommend those changes to existing practices or new practices to maximize protection for campus safety and environment.

Recommend physical or structural alterations required to eliminate or control hazards.

F. Standards

LSU has incorporated Occupational Safety and Health Act (OSHA) standards in the University Safety and Environmental Policy, PS 19.

OSHA standards incorporate by reference other standards adopted by standards producing organizations. It is, therefore, necessary for LSU to enforce those standards applicable to its operations. Some standards producing organizations that are of considerable importance to us include:

- a. American Chemical Society (ACS)
- b. American Conference of Governmental Industrial Hygienists (ACGIH)
- c. American National Standards Institute (ANSI)
- d. American Society of Agriculture Engineers (ASAE)
- e. American Society of Mechanical Engineers (ASME)
- f. American Society of Safety Engineers (ASSE)
- g. American Welding Society (AWS)
- h. Compressed Gas Association (CGA)
- i. Environmental Protection Agency (EPA)
- j. National Fire Protection Association (NFPA)
- k. National Institute for Occupational Safety and Health (NIOSH)
- l. Southern Building Code (SBC)
- m. Center for Disease Control (CDC)/ National Institutes of Health (NIH)

LSU is required to comply with regulations promulgated and enforced by such agencies as the Office of the State Fire Marshal and the Department of Environmental Quality (DEQ), and is subject to enforcement actions by these agencies.

G. Louisiana Building Code for State Owned Buildings

Any new construction, alteration, addition, or renovation plans for state buildings shall be endorsed by and follow rules and regulations promulgated by Facility Planning and Control.

Additionally, the plans shall be reviewed by the Office of the State Fire Marshal to assure compliance with the National Fire Protection Association Life Safety Code 101 among other codes, local or otherwise.

Logically, such plans shall be reviewed by the Environmental, Health, and Safety prior to submission to the Office of the State Fire Marshal.

In order to evaluate the state of an existing building, the building coordinator shall inspect, or have inspected, the building on a quarterly basis using inspection report forms available at the EHS office. A copy of the inspection report shall be filed with EHS.

Areas of considerable concern include exits and means of egress, panic hardware, locking or obstructing exits and passageways, exit signs and exit ways, fire alarms, fire extinguishers, emergency lighting, sprinkler systems, house-keeping and evacuation diagrams.

1. Exit and Means of Egress

Exits shall be so located and exit access shall be so arranged that exits are readily accessible at all times. Where exits are not immediately accessible from an open floor area, safe and continuous passageway, aisles or corridors shall be maintained leading directly to every exit and shall be so arranged as to provide convenient access for each occupant to at least two exits by separate ways of travel.

In no case shall access to an exit be through kitchens, store-rooms, restrooms, closets, bedrooms, or similar spaces or other rooms subject to locking (above does not apply specifically to dwellings or some apartments, one may contact Environmental, Health, and Safety for clarification).

Ways of exit access and the doors to the exits to which they lead shall be clearly recognizable. Hangings or draperies shall not be placed over exit doors or otherwise located so as to conceal or obscure any exit. Mirrors shall not be placed on exit doors. Mirrors shall not be placed so as to confuse the direction of exit.

2. Panic Hardware for Required Exits

Panic hardware is required in some instances by code, and consists of a door latching assembly device which releases the latch upon the application of a force in the direction of exit travel. Only approved panic hardware shall be used.

Required panic hardware shall not be equipped with any locking or dogging device, set screw, or other arrangement which can be used to prevent the release of the latch when pressure is applied to release bar (for special locking arrangement, contact Office of Environmental Health and Safety).

3. Locking or Obstructing Exits and Passageways

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

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

It Is Strictly Prohibited to Chain an Exit Door Closed if a Building Is Occupied.

4. Exit Signs

Every required sign designating an exit or way of exit access shall be so located and of such size, distinctive color, and design as to be readily visible and shall provide contrast with decorations, furnishings, or equipment which impair visibility of an exit sign. There shall not be any brightly illuminated sign, display, or objects in or near the line of vision to the required exit sign of such a character as to detract attention from the exit sign.

Every exit sign shall be suitably illuminated by a reliable light source. Externally and internally, illuminated signs shall be visible in the normal and emergency lighting mode.

A sign reading "EXIT" or similar designation with an arrow indicating the direction of the nearest approved exit shall be placed in every location where the direction of travel to reach the nearest exit is not immediately apparent.

5. Emergency Lighting

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

6. Fire Alarms

- a. Activation of the protective system shall occur by any or all of the following means but not limited thereto:
 - i. Manual fire alarm initiation
 - ii. Automatic heat detection
 - iii. Automatic smoke detection\
 - iv. Extinguishing system operations
- b. Each manual fire alarm station on a system shall be accessible, unobstructed, visible, and of the same general type
- c. The general evacuation alarm shall operate throughout the entire building.
- d. Audible alarm indicating devices shall be of such character and so distributed as to be effectively heard above the ambient noise level obtained under normal conditions of occupancy.
- e. The fire alarm and heat/smoke detection system shall be tested periodically and the results of the test recorded.

7. Portable Fire Extinguishers

- a. Portable fire extinguishers shall be chosen for the class of fire expected. Class of fire refers to the nature of the fuel involved as follows:

- i. Class A Fires involving ordinary combustible materials such as wood, cloth, rubber, and many plastics.
- ii. Class B Fires involving flammable or combustible liquids, flammable gases, and similar materials.
- iii. Class C Fires involving electrical energy.
- iv. Class D Fires involving certain combustible metals such as magnesium, titanium, sodium, potassium, etc.

NOTE: The fire class shall be designated on the extinguisher itself.

- b. Extinguishers mounted in cabinets, wall recesses, or brackets shall be placed in such a manner that the operating instructions shall face outward. Extinguishers shall not be obstructed or obscured from view, and cabinets housing extinguishers shall not be locked.
- c. Extinguishers shall be periodically checked and/or maintained, tagged, and dated.
- d. in general fire extinguishers must be mounted such that travel distance to an extinguisher does not exceed 75 feet.

8. Storage of Flammables In State Buildings

Storage of flammable materials shall be made in fireproof containers. State buildings and public places of assembly shall be regularly policed to clean up and place in fireproof containers all flammable materials. All places of storage shall be arranged and maintained in such a manner that exit from said places and access to said places for the purpose of firefighting is not in any way impeded.

NOTE: Gasoline, paint, or other flammable liquids shall not be stored under stairwells or in halls, aisles, corridors, or passageways.

9. Evacuation Diagrams

Evacuation diagrams shall be placed on each floor on bulletin boards or areas where persons gather. Diagrams shall indicate where those individuals are and the safest and most direct route out of the building.

Periodic inspection of large assembly areas and unusual structures such as stadium press box, air supported structures, or tents shall be performed by the Office of Environmental, Health and Safety.

NOTE: Test dates and inspection reports of emergency lights, alarm systems, and sprinkler systems can be obtained from Facility Services.

G. Emergency Showers and Eyewash Stations

1. Procedures and Operation

- a. All chemistry laboratories and areas where faculty, staff, students, or visitors are exposed to harmful chemicals shall be provided with safety showers and eyewash fountains. These facilities shall be conveniently located and tested frequently, readily available, operable, and known to persons concerned.
- b. The valve handle of safety showers and eyewash fountains shall be rigidly fixed and plainly labeled. The valve shall open readily in either direction and remain open until intentionally closed. Water flow pressure shall be sufficient to drench the subject rapidly or gently flow in the case of eyewash fountains. The shower and eyewash fountain area shall be kept clear of obstructions. Water of drinking purity shall only be used in safety showers and eyewash fountains.
- c. Emergency eyewash fountains shall deliver a gentle flow of clean, aerated water. A hand held eyewash spray with a five-foot hose is more adaptable to unusual situations including head and body splashes, but shall not be located where it can be contaminated by waste materials. It shall be understood by all that eye protection is infinitely more important than eyewashes. For chemical splashes, very complete irrigation is indicated. (A 15-minute flush is recommended.)

Immediately flush the eye with a copious amount of water under gentle pressure checking for and removing contact lenses at once.

An eyewash fountain shall be used if available.

Forcibly hold the eye open to wash thoroughly behind the eyelids.

In the absence of an eyewash fountain, the injured shall be placed on his back and water gently poured into the eye. The injured eye shall be held open.

The injured shall be given prompt medical attention, regardless of the severity of the injury.

Keep the eye immobilized with clean, wet, cold pads while transporting the injured to medical attention.

- d. Neutralizing agents shall not be used for chemical burns to the eye. Experiments have indicated that this type of treatment is likely to increase the eye damage.
- e. The emergency shower and eyewash fountains shall be tested on a regular basis and a record kept of such tests

2. Portable Eye Wash Stations

- a. Periodically inspect each station to make sure it is properly filled and ready to use. Check to see if the unit is full. Change the water once a month with water of drinking purity. Test the unit's operation monthly
- b. The unit shall always be clearly visible and there shall be no obstructions to interfere with its use.