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
Leann Shore, OTD, MEd, OTR/L

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

Revised 6/15/20
Version: 2017-2-18

Last Revised: 6/20/20

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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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
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:

<table>
<thead>
<tr>
<th>Contacts</th>
<th>Name</th>
<th>Work Phone</th>
<th>Cell Phone</th>
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<tr>
<td>Primary Contact – University Facilities Management Building Manager</td>
<td>LeRoy Engele</td>
<td>(612)624-8645</td>
<td>(612)363-6261</td>
</tr>
<tr>
<td>In-Building Contact - Program in OT</td>
<td>Mike Potegal</td>
<td>(612)625-6964</td>
<td>(612)817-1858</td>
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<tr>
<td>Safety Officer– Program in OT</td>
<td>Leann Shore</td>
<td>(612)624-7568</td>
<td>(952)237-5398</td>
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If the media calls refer them to Public Relations 612-624-5551
http://university-relations.umn.edu/public-relations.html
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 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.dehs.umn.edu/)
- [http://safe-u.umn.edu/](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.
- 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.

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 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 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!
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
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 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 individual to safety.
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 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

- 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.
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 following radio and television media outlets in regard to closures:

**Radio:**
WCCO – A.M. 830

**Television:**
WCCO- CBS

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.
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.
**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...
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
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 evaluation 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 – 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!
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 – UMR CAMPUS

STOP THE WATER!

CALL Facilities Management
 University Square - 507-208-1852
 Broadway Hall - 507-254-6528

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:

WATER EMERGENCY - LEAKS OR FLOODING – UMR CAMPUS

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.
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 26). 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.
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 26). 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.
CALL 911 and remain calm.

- Information 911 operator needs
  - Emergency: Medical
  - Building/Address: Children’s Rehab, 426 Church St SE, U of M Campus
  - 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 designated classroom including rooms Children’s Rehab 255, 262) 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.
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.

**Employees:**

- **Minor injuries:** Send injured worker to Boynton Health Services or nearest emergency room for treatment. **Call 911 for severe injuries.**

- Complete “Employee Incident Report” form within 24 hours (work-related incidents only).

- Supervisors must complete “Supervisor Incident Investigation Report” form within 48 hours.

Forms are available from the U of MN Risk Management and Insurance website, under workers’ compensation at:

[https://policy.umn.edu/hr/workerscomp#formslink](https://policy.umn.edu/hr/workerscomp#formslink)

University Services forms are found at:

[http://www.policy.umn.edu/Policies/hr/Benefits/WORKERSCOMP.html](http://www.policy.umn.edu/Policies/hr/Benefits/WORKERSCOMP.html)

**Students:**

**Minor Injuries:** Send injured student to Boynton Health Services or nearest emergency room for treatment. **Call 911 for severe injuries.**

**Visitors and General Public:**

Send injured party to the nearest emergency room or dial 911.

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**INJURY REPORTING AND DOCUMENTATION – TC CAMPUS**

**IN CASE OF FIRE**
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.

- **Minor injuries**: If emergency medical treatment is required, you will be seen at either Olmsted County Medical Center or Mayo Clinic (personal choice). Go to whichever is closest. **Call 911 for severe injuries.** Reports generated from these facilities will need to be faxed to the Occupational Health Nurse (612-624-3310).

**Students**: Once records are reviewed (major or minor injuries), the Occupational Health Nurse will contact the student to give follow-up instructions. Off-campus treatment will be the responsibility of the student’s insurance coverage and will be the student’s responsibility. Students should complete a “Student/Volunteer Accident Report” as soon as possible and return the form to the Teaching Lab Safety Officer. Boynton Health Service will complete a “Reportable Educational Exposure Form” and “Occupational Exposure Form”. These forms should be left with BHS.

**Employees** are encouraged to go to a designated medical provider with the proper forms in hand if non-emergent. Forms are available from the U of MN Risk Management and Insurance website, under workers’ compensation at: [Policy | Information Security Risk Management](#)

University Services forms are found at: [Policy | Reporting Workers' Compensation Related Injuries](#)

- Complete “Employee Incident Report” form within 24 hours (work-related incidents only).

- Supervisors must complete the “Supervisor Incident Investigation Report” form within 48 hours.

**Visitors and General Public**: Report to the Safety Officer, complete a “Student/Volunteer Accident Report”. Send the injured party to the Olmsted County Medical Center or nearest emergency room.
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.

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 bottom of page
Be prepared to identify/describe the suspect. Complete the online Suspect Description Sheet.

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://www1.umn.edu/dcs/contact.html)
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.
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
    

PERSONAL SAFETY/CAMPUS ESCORT – UMR 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
SELF-DEFENSE TIPS TC AND ROCHESTER CAMPUS

- PREVENTION is the first rule of self-defense. Here are ways to use your intuition, awareness, and common sense to help keep you out of harm’s way.
- Trust your instinct. If a situation feels wrong, it is. Get out of it immediately. Don’t worry about offending anyone or being “silly.” Just go.
- Imagine a wide “circle of awareness” around yourself. Notice anyone who enters that space, and be prepared to respond if you sense trouble.
- Be aware of your surroundings. Where are the exits, phones, and other people? Where are shadowy areas that might harbor an attacker?
- Let your body language project an image of strength and confidence when you walk. A slow pace, slouched shoulders, and downcast eyes suggest insecurity and vulnerability and may make you a good target of an attack.
- Know what you would do if you were attacked. Would you be willing to gouge someone’s eyes? Ram your hand into his windpipe? Jab your knee to his groin? What you do is less important than doing it decisively. Hesitation may make the difference between being a victim or a victor.
- Plan ahead, e.g. if you must park in a ramp, consider carpooling or walking in pairs. Go to the person’s car that is on the highest level and ride down together to the car parked below.
- Before driving, check to see that no one is hiding in the back seat, on the floor or under the car. Keep your windows up and doors locked.
- Don’t carry knives or guns. They can easily be turned against you. A chemical deterrent such as Mace might be a wiser choice, but be sure it is not in an outdated container.
- Carry your keys in the palm of your hand, with one key pointing out between your index and middle fingers. It provides a sharp weapon with which to strike an attacker. If you carry Mace or a shriek alarm, have it in your hand, not in your purse or pocket.
- Report suspicious people or behaviors to the police and give as full a description as possible.

IF YOU ARE ATTACKED – TAKE ACTION

- Evaluate the situation. There is no “right” or “wrong” response; every circumstance is unique. If your attacker has a weapon, for example, you might choose not to resist. If a robber demands your valuables, give them up! Your money or your jewelry is not worth risking injury or your life. Try to stay calm and take stock of the situation.
● Know basic self-defense moves. You could:
  o Scream.
  o Give your attacker a two-fisted punch to his temples.
  o Thrust the heel of your hand into his nose.
  o Chop the edge of your hand against his windpipe.
  o Use your elbows to strike upward, sideways, or behind you.
  o Use your arms to fend off blows.
  o Jam your knee to his groin.
  o Punch, slap, scratch, kick, bite, or stomp forcefully on his instep.
  o Use a series of moves – a punch, a kick and an elbow strike for example – in case the first hit is unsuccessful. The throat, face, eyes, knees and groin are vulnerable target areas.
  o If you are convinced that your life is in danger, strike when your attacker is least expecting it. Surprise is essential.
  o Don’t depend on talking your way out, but seeming to cooperate with your attacker may give you the time you need to devise some means of escape.
  o If a rapist confronts you, stay calm and maximize your chances for escape. Think through what you will do. Be selective about new acquaintances; don’t be a victim of forcible sexual encounters.
  o Write down everything you can remember about the assailant; height, weight, race, hair and eye color, clothing, dialect or any other identifying information. This can be used to apprehend and prosecute the person.
  o Call 911 as soon as possible.
  o Do not change your clothing, bathe or apply any medication. Although this would be your natural reaction, don’t do it. The physical evidence will be important in the prosecution of the attacker.

IF YOU MUST COMMUTE ALONE
● Stay on well-lighted streets at night; avoid doorways, shrubbery, dark shadows near buildings, and other potential hiding places.
● Walk with a friend or better yet, take a bus. If there are few people on board, sit near the driver.
● In a cab or a friend’s car, ask the driver to wait until you signal you are safely inside your house.
● Don’t be a hitchhiker.
● Stay away from deserted Laundromats or apartment house laundry rooms at night. Be cautious even in the daytime.
● Be alert in crowds, where pickpockets do their best work. The safest place for a man to carry his wallet is in an inside or front pocket. A woman should carry her handbag next to her body, with the flap or clasp toward her.
● When you take out your wallet, don’t reveal your money. Don’t flash your cash for fun either.
Don’t leave your purse or wallet on a store counter or set it on the floor in restrooms, theaters, restaurants, or other public places.

IN YOU CAR

- Keep your doors locked and windows rolled up most of the way.
- Don’t pick up hitchhikers.
- If someone tries to break into your car, honk your horn repeatedly.
- If you are being followed, don’t drive directly home. Drive to the nearest police or fire station, hospital emergency entrance, all-night restaurant or other safe place.
- You should not travel at night when you know you have car trouble or are low on gas.
- Look for a well-lighted parking place and lock up.
- If you must leave your key with a parking attendant, leave only your car key, never the keys to your house. These can be duplicated while you are gone.

CONSIDERATIONS IN YOUR HOME/DORM

- A woman living alone should use only her first initial and last name in the phone book or on the mailbox.
- Be cautious around elevators; if you are suspicious of another passenger, wait for the next car.
- When changing addresses, change your locks too. Install a deadbolt, security chain, and peephole.
- Always check the I.D. of any repairman, salesman or policeman who wishes to come inside.
- Instruct children and babysitters not to give out any information about who is home, who is out and for how long.
- If you suspect your home has been broken into, don’t go in or call out. Call the police from a neighbor’s house.
- Don’t leave your keys hidden outside. They’re too easily found.
- Always lock your doors and windows, draw your shades at night and leave a few lights on.

Refuse To Be A Victim
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 – or Suspicious Device - Is Found In Building

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

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

1. Remain calm.
2. Dial 911
   Emergency: “I have a received 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: www.usps.com

SUSPICIOUS PACKAGE – UMR CAMPUS

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

- Remain calm.
- Dial 911

Emergency: “I have a received 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: Suspicious Mail Poster (USPS.com)
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.

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.
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.

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.
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.
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 OT 6202, OT 6302, and OT 6402 labs 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** is 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 exposes the eyes to any chemical or biohazard is 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.
Examples of appropriate eye wear include. Personal eye glasses 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 biohazardous 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:
  o Use warm water only – not hot, not cold
  o Wet both hands and wrists well before applying soap
  o Apply antiseptic soap from dispenser to palms
  o Lather well then spread lather to back of hands and wrists.
  o 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)
  o Rinse hands and wrists well and dry completely
  o 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.)
  5. Be sure all equipment is stored in appropriate locations at end of 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
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 Cavicide. 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

Needle sticks should be viewed as extremely rare in 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.
Exposure to bloodborne pathogens requires the following:

- Perform basic first aid.
- Eye splashes with any biological sample should be flushed at an eyewash station for 15 minutes.
- Other skin/membrane exposures should be thoroughly washed with antiseptic soap and water or flushed immediately.
- Twin Cities students - Call (612) 625-7900, the Boynton Health Service (BHS) 24-hour triage nurse, to report the exposure. Identify yourself as having had a bloodborne pathogen exposure. After assessing your risk, the BHS triage nurse will direct you to seek treatment. Obtain as much information as possible about the source patient or specimen with the help of a supervisor or instructor and the triage nurse. If assessment indicates a high risk of infectious disease, prophylactic treatment should be given within two hours of exposure.
- All students (high and low risk) must complete a follow-up exam at Boynton Health Service within 72 hours of exposure. Prophylactic and follow-up treatments will be covered at Boynton Health Service by student fees. Off-campus treatment will be the responsibility of the student’s insurance coverage and will be the student’s responsibility. Students should complete a
- “Student/Volunteer Accident Report” as soon as possible and return the form to the Teaching Lab Safety Officer. Boynton Health Service will complete a “Reportable Educational Exposure Form” and “Occupational Exposure Form”. These forms should be left with BHS. Refer to the complete AHC policy “Prevention of and Response to Educational Exposures to Blood Borne Pathogens and Tuberculosis” at:

  

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
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.

- 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
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then placed in 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 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 posting 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 gases 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  
Minneapolis, MN 55455  

Phone: (612) 626-6002  
FAX: (612) 624-1949  
After hours: 911
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 anyone has been injured or exposed to toxic chemicals or chemical vapors, call 911 and seek medical attention immediately.

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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 gases 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.
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](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](http://www.myu.umn.edu).

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.
  - 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:
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:
- Functional Anatomy and kinesiology: muscle palpation lab
- Compensatory lab: dressing and transfer labs
- Remediation: ROM assessment, MMT, and grip/pinch testing
- Neuro-rehabilitation: NDT/PNF handling lab

**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 surfaces should be sanitized after each use.
- These items include but are not limited to:
  - Goniometers
  - Dynamometers
  - Pinch meters
  - Aesthesiometers
  - Therapy Mats
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.

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 to be emptied, cleansed, and returned to storage only when cool.
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 OT 6412 intro lab. 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.

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.
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 labelled 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/biohazardous equipment. It is the obligation of each faculty member to inform students, faculty, and staff of this information.