

TYLER 213 / FOUNDATIONS STUDIO
Health & Safety Policy

Students working in the Foundations studio need to abide by the following health and safety guidelines. All students using the above classrooms will meet with their instructor at the beginning of the semester to review health and safety guidelines. Studio use is subject to regular inspection throughout the semester; noncompliance to the Health and Safety policy may result in loss of studio rights.

- In Tyler 213, studio ventilation system must be running whenever students are using dry, powdered media.
- No turpentine, mineral spirits, or other solvents are allowed.
- Only dry media and water-based media (watercolor, gouache, tempera, acrylic paint, ink) will be allowed.
- No work with powdered pigments are allowed.
- Paint and drawing brushes should be washed after each working session with soap and water, and brushes placed in available containers.
- Soiled paper towels and rags must be disposed of daily in the trash cans.
- Diluted water based paints, inks, and dirty water should go down the drain, following the brush cleaning and disposal procedures explained by the instructor.
- Spills of water-based media (noted in bullet 3) must be cleaned up and rags/paper towels disposed of using specific safety guidelines explained by the instructor.
- All water based media, charcoal, pastel or dry media dust, on the floor or equipment must be cleaned up during and after any work sessions.
- Only water-based glue (wood glue, polyvinyl (PVA) glue, and gel glue) is allowed to use in the Foundations studios.
- When working extensively with dry media (charcoal, pastel, powdered graphite) students should cover the worktables with brown/white Kraft paper to collect dust and debris, then fold up paper and dispose in trash can at the end of each working session.
- When working with dry, powdered media (charcoal, pastel, graphite), students will wear dusk masks.
- Hotplates or open flames are not allowed in the studio.
- No spray paint or aerosols, including fixatives, are allowed in any Tyler or Hewitt studio, or on the loading docks. Only use spray paint or aerosols outside in adequate ventilation, using a piece of cardboard larger than your artwork to use as a backdrop to capture any over spray. This should be far from the building entrances on grass areas. Use of a Tyler spray booth, if available, may be requested with instructor permission.
- Students must keep the studio clean, dust free, floors clear of debris, trash, paper, canvas scraps, wood, etc.
- No eating or drinking is permitted in studios while working with materials.

If there is an accident in the studio, notify your instructor, studio facilities coordinator or the Art Department office (315-312-2111) in Tyler 233A right away. For an emergency situation or injury, contact University Police (315-312-5555) immediately.

Name _____ Date _____

Safety Policy

Violent Incidents: Firearms and other dangerous behaviors

In light of the tragedies on other college campuses, it is important to know that officials advise that there is no single (or absolute) response or direction that will secure everyone's safety. Every situation is unique and complex, for this reason, procedures vary to incident and facility-to-facility.

If someone has entered a building with a weapon or you hear shots, immediately do the following:

1. **Seek secure shelter.** If possible, go to the nearest room or office with a lockable door. It is critical to get out of the line of fire. Notify anyone you may encounter to follow and do likewise.
2. **Call 5555 if possible.** Police intervention arriving as soon as possible is the best approach. Violent incidents evolve rapidly and violent individuals are unpredictable in their behavior.
3. **Tell the police where you are, where you heard the shots and how many people are in the room. Keep your phone line open if the UPD dispatcher asks you to.**
4. **Provide information.** Try to stay calm and, if you can, give the police an accurate description of the person or people involved, including clothing, height, weight, sex, other physical characteristics, direction of travel or location. If possible, give a description of any weapons involved. Tell the police if you know the name(s) of the individual(s) involved.
5. **Close and lock the door or barricade the door if there's no lock.**
6. **Close and cover the windows.** Seek to find a room without windows only if time permits. Stay away from the windows and pull the shades, if any.
7. **Barricade the door.** Use whatever moveable furniture is available. This is especially important if there is no time to find a room with a lockable door. **Note:** Some doors open outward rather than inward; however, blocking the entrance may deter the perpetrator.
8. **Turn off lights and get on the floor.** Keep out of sight by hiding behind tables, desks, cabinets or other furniture. This also provides additional protection.
9. **Keep absolutely quiet.** Act like no one is in the room. Violent individuals will seldom take time to check every room since their goal is to inflict maximum harm in the minimum amount of time. Silence cell phones.
10. **Remain** in the place of refuge until escorted from the building by police or other security personnel. **Do not** attempt to leave a secure hiding place on your own.
11. **Do not** answer the door or speak to anyone. You do not know who it may be. Wait for police to identify themselves and give instructions. Be absolutely sure before responding and taking the directions provided.
12. Once you have reached safety, call family or friends to assure them that you are safe and please tell them **not** to come to the college. Additional traffic to the area may affect efforts to contain and respond to the emergency.
13. Recent events have shown that if the opportunity arises where you can take action to terminate the hostile action take appropriate action.
14. Please remember that when the **police enter an area to follow the directions explicitly.**

As part of the college's Emergency Preparedness Plan and the university's Emergency Management Plan, the college will communicate to all stakeholders via NY Alert, the local media, and various other methods including the SUNY Oswego home page (University Police at 315-312-5555; police@oswego.edu).

Name _____ Date _____