

WOODSHOP TYLER HALL 205

EMERGENCY POLICY

SHUT OFF VALVES

In the Woodshop, there are three emergency shut-off switches: one by the entry, one in the office, and one in the far corner of the shop. Familiarize yourself with their location. They shut off all power to the entire shop including all outlets. They do not shut off power to the dust collector, which must be shut off separately. If these switches are activated, facilities services must be called to send an electrician to restore power. One should never hesitate to use them if a dangerous situation seems imminent.

IN CASE OF ACCIDENT

Any accident involving medical care must be reported to the instructor and/or monitor on duty. The emergency must be reported to the University Police.

For any emergency:

From a campus phone dial 5555 (There is a campus phone in the Woodshop office.)

From a cell phone dial 315-312-5555

Be ready to report Tyler Hall 205 for the Woodshop and the nature of the emergency.

DUST COLLECTOR & FIRE SUPPRESSION SYSTEM

The Woodshop dust collector has a fire suppression system. It has a separate alarm similar to the building alarms. When it is activated, it does not activate the building fire alarm system. The building fire alarm must be activated separately in the event of an actual fire.

In the event of a fire suppression system activation, push acknowledge on the control panel to shut off the alarm. Turn off the dust collector. The system must be drained before it can be put back in service.

Call the University Police to report the activation. If there is no smoke, inform them and request that facilities services send someone to check the system and the dust collector which is on the roof. If there is smoke inform them and ask for instructions.

IN THE EVENT OF FIRE

In the event of a fire in the shop, note the location of the following items. There is a fire blanket by the entry. Across the hall from the entry is a fire alarm. The next closest fire alarm is by the stairwell to the left when exiting the shop. Fire alarms are located at all exits. The closest fire extinguisher is out the door to the right in the middle of the hallway.

If the building fire alarm sounds, all doors must be closed and the dust collector turned off. Everyone must exit the building and remain outside until permission is given to return inside.

SIGNING STATEMENT:

By signing below, I acknowledge that I have read, understand, and will abide by the above stated Health and Safety Policy for the Sculpture Studio. I also understand that use of tools and facilities is a privilege that will be revoked if the Health and Safety Policy is not properly followed.

NAME: _____ DATE: _____

INSTRUCTOR: _____ DATE: _____