

CLARION UNIVERSITY

EMERGENCY PROCEDURE GUIDELINES

FOR

EMPLOYEES, STUDENTS AND VISITORS

DEVELOPED BY

EMERGENCY MANAGEMENT

APRIL, 2015

GUIDE TO EMERGENCIES ON CAMPUS

The information contained in this booklet is being disseminated to assist Clarion University employees, students, residents and visitors in reacting safely to any number of emergency situations with which they may be faced while on campus. This is not an emergency response plan for first responders.

It is recommended that a printed copy of this booklet be maintained in a visible and accessible area by employees and students, including but not limited to, office receiving areas and classrooms, lunch and break rooms, information desks and student rooms.

The CUP Police are available on a 24-hour/7 day-a-week basis to respond to emergencies that may occur on the Clarion University campus.

**CUP EMERGENCIES &
THREATS OF VIOLENCE**

CALL 814-393-2111

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A. PREVENTION AND PREPARATION

It is our desire to prevent if possible and definitely to prepare for emergencies before they happen. Please review the following suggestions to prevent emergency situations and become prepared for them should they occur:

1. Read this booklet and keep it close to you (at workstations, in dorm rooms and in book bags) for easy reference. Cooperate and participate in all emergency exercises, practice drills and training programs.
2. Employees should fill out the Emergency Evacuation Plan Template for your respective department.
3. Post evacuation routes and meeting sites near exits in your office suites, work areas, and student rooms.
4. Practice evacuation routes with other employees, on your own, and in conjunction with University-sponsored evacuation drills. Resident students should practice evacuation routes with their roommates on their own as well.
5. Persons with disabilities and/or special needs that require specialized evacuation measures in a work area or residence halls are encouraged to inform CU Police of their needs.
6. Never move seriously injured persons unless they are in immediate danger from such situations as fire or explosion, toxic vapors or imminent building collapse.
7. Contact the Office of Environmental Health and Safety at 814-393-(2111) to identify and list all potentially hazardous, explosive or otherwise dangerous chemicals or items located in your work area.
8. Be aware of your surroundings at all times. Awareness is a proven method for increased personal safety.
9. Keep your desk locked and your personal items secured at all times.
10. Make sure to keep your vehicle locked at all times. Never leave personal items in plain view; keep CDs, spare change, device chargers and GPS units in glove boxes or in the trunk.
11. Avoid walking alone, especially when dark outside. Report all threats of violence and suspicious, disturbing or disruptive behavior, and use the CUP Escort Service by calling 814-393-(2111).

B. HOW TO REPORT AN EMERGENCY

Anyone requiring emergency assistance for ANY reason should contact the CU Police Department at:

814-393-(2111)

If possible, use a campus telephone. When calling from a campus phone, use the last four digits 2111. It is recommended the above number be programmed into cell phones for faster contact.

Persons calling 9-1-1 will be connected to Clarion County 9-1-1 Center. If 9-1-1 is called ask the operator to notify the CU Police Department of the emergency situation.

When the CUP/Clarion County Dispatcher answers your call calmly provide your name, the location (building/room) and a brief description of the emergency. Follow any directions given by the Dispatcher.

C. EMERGENCY NOTIFICATION SYSTEMS

Primary Notification – Eagle Alerts

CUP provides this mass notification system, free of charge for campus members, employees, students and their parents. This notification system facilitates alerts through text messages sent to their mobile phone, email. The CUP webpage will also contain information about the emergency, and necessary precautions to be taken.

Enrollment for Eagle Alerts is completely voluntary and enrollees may opt out at any time. Individuals are responsible for updating their enrollment information with changes to their wireless service providers.

D. NATIONAL INCIDENT MANAGEMENT SYSTEM

CUP has adopted the National Incident Management System set forth by the United States Department of Homeland Security and the Federal Emergency Management Agency. A key element of NIMS is an all-hazards approach and recognition and establishment of a formalized Incident Command System.

Employees of the Office of Emergency Management and CU Police have completed multiple formalized NIMS training courses and additional emergency management training. It is recommended that those departmental administrators who possess the authority to make decisions that affect the operations in an emergency undergo basic NIMS training courses. It is further recommended that those departmental employees who have the responsibility to respond to campus in the event of an emergency also undergo basic NIMS training.

E. PUBLIC INFORMATION OFFICER

Clarion University has designated the position of Director of Communications as the official University spokesperson who speaks for, and issues press releases on behalf of the University. In line with the principles of NIMS, CUP authorizes this position to also serve as the Public Information Officer to facilitate distribution of pertinent information to the public regarding an emergency on campus in a timely but appropriate manner.

F. EMERGENCY OPERATIONS CENTER (EOC)

The NIMS protocols identify five (5) incident types with characteristics based on complexity to assist in making decisions about resource requirements:

1. TYPE 5 – Incident can be handled with one or two single resources and up to six (6) personnel.
2. TYPE 4 – Command and General Staff positions are activated only if needed. Several resources may be needed to mitigate the incident, but the incident is limited to one operational period.
3. TYPE 3 – Incidents during which the needs to address an initial attack are beyond existing capabilities, and additional incident command positions are needed to match the complexity of the incident.
4. TYPE 2 – Incidents that are beyond the capabilities of local control and likely will go into multiple operational periods. Type 2 incidents may require resources beyond the local area, including regional and/or national resources to effectively manage operations.

5. TYPE 1 – Most complex type of incident, requiring national resources to safely and effectively manage and operate, and having a high impact on the local jurisdiction.

Depending on the circumstances of a particular incident, CUP may activate an Emergency Operations Center to mitigate the emergency incident. Primary and secondary EOC locations have been established. Certain positions on the senior administrative staff (President's Cabinet), Emergency Management, Environmental Health and Safety, University Police and other departmental administrators that are identified as crucial to incident mitigation may be asked to respond to the EOC upon activation. When activated, the EOC is a critical component of the University's response and is secured by University Police at all times. Access to the EOC will be restricted.

G. EMERGENCY RESPONSE AND ACTION PLANS

Emergency Response and Action Plans have been developed for emergency responders whose duty it is to go to the scene of an incident and participate and/or provide assistance directly to remediate the emergency situation.

H. BASIC CONCEPTS TO REMEMBER IN ALL EMERGENCIES

1. STAY CALM – DO NOT PANIC.
2. Never put yourself at personal risk.
3. Assess the situation.
4. Contact CU Police as soon as possible by calling 814-393-2111.

I. EMERGENCY SITUATIONS

(a) ACTIVE SHOOTER

1. EVACUATE – IF YOU CAN DO IT SAFELY
 - i. As you evacuate, notify anyone you encounter to leave the building immediately.
 - ii. DO NOT ACTIVATE THE FIRE ALARM IN AN ACTIVE SHOOTER SITUATION.
 - iii. Disperse individually – do not congregate in groups.

iv. Contact CU Police Dispatch and provide as much information as you can.

2. **IF UNABLE TO EVACUATE SAFELY**

- i. Make a plan.
- ii. Find a location where you can lock yourself in a room or area and lock and barricade the doors.
- iii. Turn off the lights, close the blinds and stay away from doors and windows.
- iv. Silence radios, cell phones, pagers, etc.
- v. Stay as calm as possible, remain silent and out of sight.

(b) **BOMB THREATS/SUSPICIOUS PACKAGE**

1. If you receive a call during which a caller has made a bomb threat, try to remain calm and obtain as much information as possible.
2. If you are able, try to keep the caller on the line.
3. Write down all information you obtain and be as specific as you can, including the time and phone number from which the call was received. Focus on details such as caller's gender, whether the caller has any accent or unique speech attribute and if you were able to detect any background noises. The Bomb Threat Checklist can be found on the Office of Emergency Management webpage to assist with recording pertinent information at <http://clarion.edu/about-clarion/offices-and-administration/university-support-and-business/office-of-emergency-management/in-case-of-emergency/Bomb-Threat-Call-List.pdf>
4. Contact CU Police Dispatch at 814-393-2111. Give the Dispatcher your name, your location and telephone number. Relay to the Dispatcher any information you obtained from the caller who made the threat.
5. Notify your supervisor or department head.
6. If you receive a suspicious package, i.e., one that is stained or discolored, has incorrect titles, hand-written or poorly typed address, excessive tape or string, rigid or lop-sided envelope, excessive postage, etc., DO NOT HANDLE. Contact CU Police.
7. DO NOT ACTIVATE THE FIRE ALARM for a bomb threat.

(c) **CIVIL DISTURBANCE**

In the event you become aware of, or involved in, a civil disturbance or a peaceful demonstration that has escalated to a civil disturbance, contact CU Police at 814-393-2111 immediately and report the situation.

(d) **CRIME IN PROGRESS**

In the event you are a victim of a crime in progress or are a witness to a crime in progress:

1. Should the crime be a robbery – do not resist.
2. As soon as possible – and when you feel you can safely do so – Contact CU Police at 814-393-2111. Give the CU Police Dispatcher your location, a description of the person's clothing and physical features, the person's direction of travel, and if possible the description of any vehicle that may have been involved.
3. While Police are en route try and stay calm. Focus on any additional physical characteristics that may assist the Police in their apprehension of the person and their subsequent investigation.

(e) **EARTHQUAKE**

1. Most earthquakes are of short duration with injuries usually resulting from falling objects.
2. If you are inside a building when an earthquake occurs, stay inside.
3. Look for and take cover under a large sturdy object such as a desk, or against an interior wall away from windows, bookcases or other tall furniture that may fall on you.
4. Be alert for falling objects.
5. Stay indoors until shaking and tremors subside and you feel sure you can exit safely. While exiting, do so quickly and look for falling objects. **DO NOT USE ELEVATORS** when exiting a building following an earthquake.
6. If you are outside a building, stay outside of the building.
7. Go to an open area free of trees and power lines, away from buildings.

8. Get down and cover your head and watch for falling objects.
9. Following an earthquake, you should expect aftershocks. Be ready to protect yourself.
10. Do not light matches or use your cell phone immediately following an earthquake. This could ignite natural gas that may have begun leaking following the earthquake.
11. If you come across a seriously injured person, do not attempt to move them unless they are in serious danger of further injury, e.g., building collapse, fire etc.
12. If you can safely do so and are able, assist persons with disabilities.

(f) ELEVATOR SERVICE INTERRUPTION

If an elevator stops functioning while you are inside:

1. Stay calm.
 - i. Activate the emergency phone by picking up the receiver or activating the call button. You will be connected with the Clarion University Police Dispatch – verify your location and CU Police and/or maintenance personnel will be sent to the area to facilitate your release and elevator repairs. If the interruption occurs after 4:00 p.m., CU Police Dispatch will notify CU Police for response to extract the individual safely and also notify Facilities to inspect the elevator, perform any repairs and return the elevator to normal operation.
 - ii. If there is no emergency phone or call box, push the emergency alarm button and sound the alarm. Continue to sound the alarm intermittently until someone responds.
 - iii. If you have a cell phone, call the CU Police at 814-393-2111.
 - iv. DO NOT attempt to pry open the elevator doors or leave the elevator car through a roof hatch - you may become seriously injured.
 - v. Try to remain patient and wait inside the elevator car for assistance to arrive.
2. If you are in a building and hear an elevator alarm being sounded:
 - i. Stay calm.

- ii. Go to the elevator door on the floor closest to where you hear the alarm and verify someone is present in the elevator car.
- iii. Reassure the person(s) that you are aware of the alarm and will summon assistance and remind them to stay inside the elevator car.
- iv. Call CU Police at 814-393-2111 and notify them as to the location (building, floor and geographic locator – e.g., Student Center, Second Floor, East Side) of the elevator alarm.
- v. Continue to reassure those inside the elevator car that assistance is on the way. If at all possible, remain present until emergency responders come to your location.

(g) EVACUATIONS

GENERAL

- 1. Remain calm.
- 2. Gather any personal items with the knowledge that you may not be able to return that day.
- 3. Leave calmly but quickly.
- 4. Alert co-workers and others to the situation as you are leaving and prompt them to leave as well.
- 5. Inform any individuals who have declared a disability to you where the location of the designated Area of Rescue Assistance or Area of Refuge. These are usually stairwells that are rated to withstand fire for a certain length of time.
- 6. Follow any direction from your departmental administrator or his/her designee.
 - i. Go immediately to primary/secondary meeting site as identified in your department's Emergency Evacuation Plan and make your presence known.
- 7. Do not re-enter the building unless the all clear message to do so is given by the Fire Department or authorized University Safety personnel.

PERSONS WITH DISABILITIES

1. If you are willing to do so, you are encouraged to develop a contingency plan to aid employees, students or visitors you have been informed have a physical impairment (temporary or permanent) in the event of an emergency, provided you can safely do so without out putting yourself or the person with a disability in danger.
2. It is helpful to ask the person with the disability how best to evacuate them - some may only require assistance in walking - others may need to be carried.
3. You may solicit volunteers (at least three is recommended) to assist these individuals in evacuating the building. This should be a last resort and undertaken only when an immediate threat is present.
4. If the individual cannot use the stairs, and you are unable to assist them, inform and direct them to the nearest Area of Rescue Assistance or Area of Refuge.
5. Areas of Rescue Assistance or Areas of Refuge are usually stairwells in buildings that are rated to withstand fire for a certain length of time.
6. The Fire Department will provide evacuation of persons with disabilities from Areas of Refuge/Areas of Rescue Assistance.
7. In classrooms, instructors are encouraged to establish a similar contingency plan for physically impaired individuals.
8. During the initial class session of each semester, the instructor should announce that any individuals who feel they would require assistance in an emergency evacuation to see that instructor privately to discuss a contingency plan for their evacuation.
9. The instructor may solicit volunteers (at least three are recommended) to assist persons with disabilities with leaving a building.
10. If a classroom is located in an area that makes evacuation of persons with disabilities extremely difficult, the instructor may request relocation of the class. Make sure changes are done through the appropriate University Office.

(h) FIRE

PREPAREDNESS

1. Participate in University-related fire drills.
2. Prepare by knowing primary and secondary routes of evacuation as set forth in your departmental emergency evacuation plan.

3. Know the locations of fire alarm pull stations and emergency fire equipment.
4. If you feel you can do so safely and are willing to operate a fire extinguisher, contact the Office of Environmental Health and Safety at Ext. 2111 for training. Only trained first responders or other trained individuals are permitted to operate fire extinguishers.

IF YOU OBSERVE A FIRE OR SMOKE

1. If you observe fire, smoke or an explosion, immediately leave your work station, closing the door after you and activate the nearest fire alarm pull-station.
2. Once the fire alarm is activated, ALL PERSONS MUST EXIT THE BUILDING IMMEDIATELY.
3. Take with you only ESSENTIAL personal items – keys, purses, jackets, etc.
4. Leave calmly but quickly.
5. Do not activate or deactivate power switches and do not lock doors.
6. DO NOT USE ELEVATORS – use the nearest stairs. WALK - DO NOT RUN!
7. Alert co-workers and others to the situation as you are leaving and prompt them to leave as well.
8. Inform any individual who has declared a disability to you of the location of the nearest Areas of Rescue Assistance or Area of Refuge.
9. Follow any directions from your department administrator or designee.
10. Go immediately to the primary or secondary meeting site as identified in your departmental emergency evacuation plan and make your presence known.
11. From a safe location exterior to the building, contact CU Police by calling 814-393-2111 and provide the CU Police Dispatcher:
 - a. Your name
 - b. Building and location of the fire
 - c. Report any injuries
12. Keep roads and sidewalks clear for emergency responders.
13. Do not re-enter the building unless the all clear message to do so is given by the Fire Department or authorized University Safety personnel.

IF THE FIRE IS SMALL AND YOU ARE A TRAINED FIRST RESPONDER OR HAVE BEEN TRAINED IN USING A FIRE EXTINGUISHER, AND YOU CAN DO SO SAFELY, YOU MAY ATTEMPT TO PUT OUT THE FIRE.

REMEMBER THE WORD: PASS

P - Pull the pin

A - Aim low at the base of the fire

S - Squeeze the handle

S - Sweep from side to side at the base of the fire

(i) **HAZARDOUS SPILLS/RELEASE**

(CHEMICAL, RADIOACTIVE, BIOLOGICAL)

FOR ALL HAZARDOUS MATERIALS SPILLS, INCLUDING MERCURY RELEASES, STOP WORK IMMEDIATELY AND EVACUATE THE LABORATORY OR OTHER APPLICABLE AREA.

CONTACT CU POLICE AT 814-393-2111

Chemical Spill/Release

1. If the spill involves skin or eye exposure, remove applicable clothing and immediately flush the affected area using eyewash station or safety shower. Call CU Police to request emergency medical attention.
2. For small spills and those not immediately dangerous to life or property, confine the spill if you can do so safely.
3. If immediate hazard exists, evacuate yourself to a safe distance outside the building.
4. Take only essential personal items (keys, handbags, etc.)
5. Do not activate or deactivate power switches.
6. Alert co-workers and others in the area to the situation as you leave and close the door behind you.
7. Call CU Police and provide the Dispatcher with the location (building and room number), description of the material released, and whether there are any injuries or if medical assistance is needed.
8. Notify lab/area supervisor.

9. If you were in the immediate area where the spill occurred DO NOT LEAVE THE PREMISES. Wait for University Police and identify yourself to the responding Officer and give them an account of what happened to the best of your ability.
10. For evacuation situations, do not re-enter the building unless the all clear signal is given by authorized University Safety personnel.

Vapor/Fume Release

1. If you smell vapors or observe fume release and experience any irritation, coughing, burning eyes or difficulty breathing, evacuate the area immediately.
2. Call University Police and request assistance from the Office of Environmental Health and Safety.
3. Notify your lab or area supervisor.
4. For evacuation situations, do not re-enter the building unless the all clear signal is given by authorized University safety personnel.

Radioactive Spill/Release

1. Limit the spread of the spill if you can do so safely.
2. Notify others in the immediate area – remove yourself from and secure the area of the spill. Mark the room in such a way as to prevent anyone from entering.
3. Contact University Police and request EHS assistance.
4. Notify Lab Supervisor.
5. If skin contamination has occurred DO NOT LEAVE THE PREMISES. Remain on-site and report to the Office of Environmental Health and Safety upon their arrival. Provide specific details of the incident.
6. For evacuation situations, do not re-enter the building unless given the all clear signal to do so by authorized safety personnel.

Biological Spill/Release

1. Limit the spread of the spill if you can do so safely.
2. Notify others in the immediate area-remove yourself from and secure the area of the spill. Mark the room or area in such a way to prevent anyone from entering.

3. Notify Lab Supervisor.
4. If you have received blood borne pathogen training and can safely do so, don appropriate personal protective equipment and clean up the spill using appropriate spill cleanup techniques.
5. Otherwise, request spill cleanup by EHS through University Police Dispatch.
6. For evacuation situations, do not re-enter the building unless given the all clear signal to do so by authorized safety personnel.

(j) MEDICAL ASSISTANCE

1. If someone becomes ill or requires medical assistance, contact University Police Dispatch at 814-393-2111.
2. Do not hang up until instructed to do so by University Police Dispatch.
3. Do not attempt to move the sick or injured individual.
4. If possible, provide the Dispatcher with the following information:
 - i. Your name
 - ii. Your location
 - iii. Description of the medical emergency
 - iv. Identity of the victim if known and description of symptoms
 - v. If the injured party is conscious and they are willing to provide, obtain information as to any allergies or medications they are taking.
5. Automated External Defibrillators (AEDs) are provided to University Police and are also present in some buildings.
6. Stay with the injured person until emergency personnel arrive and assure them that help is on the way.
7. Take care to avoid exposing yourself to unnecessary hazards such as electricity, hazardous materials or body fluids.
8. Non-acute injuries may not be considered medical emergencies.
9. Any employee who becomes injured while working should report the accident/injury to EHS.

10. As soon as possible, the injured employee should complete a University Accident Report Form and send to EHS. The employee's supervisor must sign the Accident Report Form.

(k) MOTOR VEHICLE ACCIDENT

If you are involved in a motor vehicle accident:

1. Stop your vehicle at once – turn off the ignition.
2. Activate your vehicle's emergency/hazard flashers.
3. Report the accident by calling 9-1-1. If on campus contact University Police Dispatch at 814-393-2111.
4. Check for personal injuries to yourself and any passengers in your vehicle. Request medical assistance if needed.
5. Do not leave the scene of the accident.
6. If the accident involves a collision with or damage to another vehicle, record the vehicle's license plate and obtain correct contact information (names, addresses and telephone numbers) of occupants in the other vehicle involved in the accident. Do the same with any witnesses that are present.
7. Make no statements or comments except to proper authorities. Only sign official police reports.
8. If you are driving a University-owned vehicle, refer to the information contained in the Accident Kit, located in the visor or glove box.
9. Avoid discussing circumstances of the accident with anyone other than law enforcement or authorized University safety and risk management representatives.
10. Report the accident to EHS as soon as possible.

(l) SEVERE WEATHER/TORNADO

1. Severe weather can result in development of a tornado at any time. Pay attention to weather reports to be aware of predicted severe weather and stay alert for rapidly changing weather conditions.

2. A tornado watch is issued when there is a forecast of severe weather that may produce tornadic activity. A tornado warning is issued when a tornado has been spotted and is believed to be approaching your area.
3. All persons should seek shelter immediately, preferably in a basement if available. If no basement is available, move to the ground floor or lowest floor in the building along interior corridors or small rooms. The building area selected for shelter should be on the side away from the approach of the storm.
4. Avoid windows and glass if at all possible, as well as gymnasiums and other large open unsupported areas.
5. If you are outside and cannot reach shelter safely, seek out the nearest ditch or other low lying area and lay flat, covering your head with your arms.

THE MAJORITY OF UNIVERSITY BUILDINGS DO NOT HAVE BASEMENTS.
OCCUPANTS SHOULD SEEK SHELTER ON THE LOWEST FLOOR.

(m) SHELTER-IN-PLACE

1. If you are notified by campus emergency communications systems to shelter-in-place, seek immediate refuge inside a classroom, office, residence hall or closest available facility if safe to do so.
2. Close all windows, lock the doors and stay away from them.
3. If faculty and students are in a classroom when the shelter-in-place is announced, they should remain in the classroom.

(n) WATER LEAKS/DAMAGE

1. Damage may occur from any one of a number of sources, e.g., broken pipes, clogged drains, damaged fire sprinkler head, condensation that falls off a pipe line, etc.
2. If you discover water damage or a water leak Monday – Friday 8:00 a.m. – 3:30 p.m., contact Facilities at 814-393-2111.
3. If there are potential dangers you observed associated with water damage or a water leak, or if the water damage or leak occurs after 4:30 p.m. or on weekends, report the situation to CU Police Dispatch at 814-393-2111.
4. Employees should notify their supervisor.

5. If there are electrical appliances or electrical outlets in the area of the leak, use extreme caution and leave the area immediately. Secure the room or, if a large open area is involved, put up a sign notifying surrounding occupants of the potential hazard.
6. If you know the source of the leak is simply a faucet or a pipe valve and you feel you can safely do it, you may turn off the faucet or pipe valve. Do not place yourself in danger of harm at any time.
7. You may take simple steps to minimize property damage, i.e., moving small objects out of the area or possibly covering equipment with plastic sheeting.
8. Report water damage or any issues involving possible insurance claims to EHS as soon as possible.

(o) UTILITY FAILURES

1. If power or any other utility failure occurs Monday through Friday between 8:00 a.m. – 3:30 p.m., contact Facilities 814-393-2027.
2. If there are potential dangers that exist as a result of the utility failure, or if the failure occurs after 4:30 p.m. or on weekends, notify University Police Dispatch at 814-393-2111.
3. Employees should notify their supervisors.
4. Look to elevators for persons that may have been trapped at the time the utility failure occurred.
5. If instructed to leave the building, do so in a calm, orderly manner.
6. If the utility failure results in property damage or damage of University-owned equipment, inform EHS to evaluate any applicability of insurance claims related to the damage.

(p) WORKPLACE VIOLENCE

No threats, threatening behavior or acts of violence against Clarion University students, employees or visitors will be tolerated.

J. ADDITIONAL INFORMATION/SAFETY CONTACTS

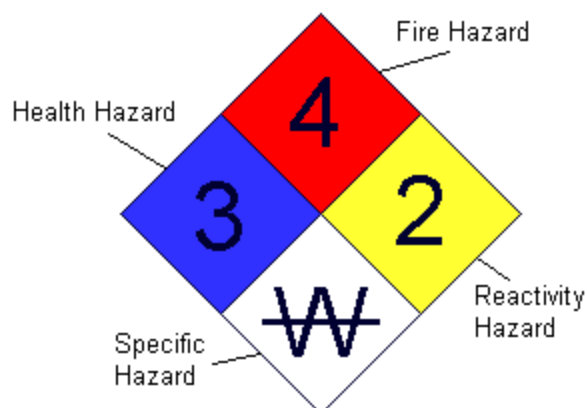
If you would like more information on emergency management at Clarion University, you are free to contact the Office of Emergency Management by calling 814-393-1868.

Additional Related Contacts:

University Police.....	814-393-2111 (Emergency Calls)
Counseling Center.....	814-393-2255
Facilities	814-393-2029
Public Relations.....	814-393-2659
Student Health Services.....	814-393-2121
Students with Disabilities.....	814-393-2249

APPENDIX A

NFPA HAZARDOUS CHEMICAL RANKING SYSTEM



The University employs the use of the National Fire Protection Association (NFPA) Standard 704 “diamond.” This graphic illustration is designed to illustrate the worst case scenario hazard for occupants and fire and other emergency services personnel when entering a laboratory or other room that contains hazardous materials.

Four quadrants are colored to reflect a specific hazard. The white bottom quadrant is reserved for additional information about a chemical that can be important to firefighters. Each quadrant is provided with a ranking of zero (0) through four (4) with four (4) being the most hazardous.

For the most comprehensive information about a chemical and its hazardous properties, users should always consult the Material Safety Data Sheet (MSDS) at <http://www.clarion.edu/academics/colleges-and-schools/college-of-arts-education-and-sciences/school-of-education/science-in-motion-project/available-equipment/edvotek-electrophoresis-lab1.pdf> for the particular chemical they will be working with before handling the chemical.

APPENDIX B

ELECTRICAL HAZARDS

Everyone, especially employees, who work with or utilize electrical equipment or appliances should be aware of and adhere to the following electrical safety practices:

Use all electrical equipment in accordance with manufacturer's instructions for the purpose which the equipment was manufactured. Read the instructions prior to use.

Regularly inspect electrical equipment for worn power cords, frayed insulation and cracks.

Inspect the plug before use to be sure it is not damaged.

If cords or plugs are damaged do not use the equipment. Place a tag on the equipment that says – DAMAGED – DO NOT USE. The tag can be home-made. Notify your supervisor. Have the equipment either repaired or replaced.

Plug appliances (microwaves, refrigerators, etc.) directly into grounded wall outlets. Do not use extension cords to power them continuously.

Extension cords are considered temporary power sources and should not be used as a substitute for lack of appropriate number of available outlets.

Do not overload electrical circuits. This means do not use many multiple power outlets and multiple plug extension cords to power equipment off one outlet.

Do not use electrical adaptors or "cheater plugs." If an outlet does not accept a grounded plug (3-prong), notify your supervisor and request a grounded outlet that will accept a grounded plug.