

Safety Protocols for the Reuter Center

Safety walk through of Center on an annual basis

- Check for mobility hazards, signage, and general Center safety-functionality

Safety training for staff

- First aid instruction for staff as needed
- CPR/AED certification classes as needed

Fire

- Members should go to the parking lot and get as far away from the building as possible.
- Members are asked to **not** move their cars, so they do not get in the way of Fire Dept or Public Safety (this needs to be announced in classes each semester).
- There should be evacuation routes posted in the bathrooms and kitchen (with “you are here”). The fire alarms are tested in our building twice a year by Facilities Management.

Fire drills

- Fire drills are only mandatory in places with large assembly areas (ex. Lipinsky) so we are excluded from mandatory drills.
- Hold fire drills bi-annually with staff.
- Appoint “Fire Wardens” for different sections of the building. Given that not all staff members are in the building at all times, we will have to have several wardens appointed for each area.
- Responsibilities of Fire Wardens:
 1. Communicate to all people in their section that the building needs to be evacuated
 2. Make sure that all windows and doors (including interior doors) be closed
 3. Make sure that all restrooms are evacuated
 4. Make sure all other rooms in their area have been evacuated

Medical Emergencies

- Call Campus Police first. They will call 911, send officers to the entrance to the university to direct emergency vehicles, and send an officer to Reuter.
- Campus Police officers are trained as first responders.
- First Aid supplies – A first aid kit is located on both levels - - office supply closet and café kitchen. Staff have taken general first aid training and three are CPR certified. Campus Police would be contacted for serious issues

Defibrillators

- The Center has two AED/defibrillators on-site and three staff who are trained & certified to use. The university also has defibrillators in patrol cars and the officers are trained as first responders and certified to use.

Hazardous Chemicals in Art Room

- Hazardous chemicals (>or equal to 5 gallons) shall be stored in metal fireproof cabinets and rags with flammable chemicals should be stored in a metal can with a metal lid.
- Campus safety officer does hazardous waste pick-ups periodically and notifies the campus via email of when that takes place.

Open flames in Reuter classrooms

- Open flames in classrooms are not allowed as this could result in fire or smoke alarms being triggered.

Tornado

- Campus Emergency Management will notify campus of any reports of tornado watches or warnings.
- Request members to go home if time permits or to gather in areas away from windows such as kitchenette in office, hallway outside 205, 206 & 207, kitchen, café, computer lab, front area of 102A, bathrooms, and the mechanical area of building.

Water outage

- Generally Facilities Management knows in advance of water outages and will supply us with bottled water, if necessary. If the outage is for an extended period, the Center will close.

Campus Emergency Operation Plan is located at <http://publicsafety.unca.edu/em/campus-emergency-planning/eop>