

SAFETY

SAFETY + EMERGENCY/EVACUATION PLAN

Version 3, Fall Quarter, 2016

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SCHOOL OF ART + ART HISTORY + DESIGN

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Part I

Welcome Letter

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Evacuation Procedures for those with Disabilities

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To: The School of Art + Art History + Design Community

We are pleased to present you with the most up to date Safety Manual and Emergency Evacuation Plan for the School of Art + Art History + Design. The SoA+AH+D Health and Safety Committee has composed the most accurate and comprehensive guide designed for both everyday safety issues and for large-scale calamities.

This is a living and evolving document. Any questions or concerns found, can be brought to any committee member to address, clarify, and resolve.

We urge you to keep this document on your computer desktop for easy access, and to know where the safety binder is located in each of the studios you use. Remind your colleagues to read and review this document.

Read often. Use often. Share often. This is how we will stay safe.

-UW School of Art + Art History + Design Health and Safety Committee:

Susan Casteras
Andy Fallat
John Martin, Co-Chair
Amie McNeel, Co-Chair
Risa Morgan Lewellyn
Flyn O'Brien
Sean O'Neill
Annie Pearson
Michael Van Horn
Kim Van Someren

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Employee Responsibilities

Including: Faculty, Staff, Lecturers, Teaching Assistants

Being familiar with and following the SoA+AH+D Safety Manual and Emergency Evacuation Procedures when required.

Participate in drills and training as directed.

Provide classroom or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar.

Inform persons with disabilities the relevant information needed in an emergency situation. The Instructor should inform the student where they would need to evacuate in an emergency, and also plan on where to escort visitors with disabilities.

In the event of an emergency situation, take responsible charge of the classroom and follow procedures laid out in this manual.

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General School and Buildings Policies

Facilities

No smoking anywhere inside or outside the SoA+AH+D buildings.

Alcohol use on university property is strictly prohibited, unless a liquor license has been obtained for a special event. Any violation of the university's alcohol or drug policy is cause for disciplinary actions.

Students are strongly encouraged to use the buddy systems during off hours of the buildings (5pm-7am). The buddy system is mandatory at the CMA after-hours.

If a suspicious person(s) is encountered in the building, move to a safe location and call 9-1-1.

Personal Health and Safety

Unless stated otherwise, eating and drinking is not allowed in studio areas. Reserve special work clothes for studio use. Wash frequently and separately from other clothes.

First Aid Kits are located in every work studio. Notify lab technicians if there are missing supplies. Report all accidents immediately to technicians or faculty.

Hazardous Material and Equipment Policies

All aerosols, including fixative, spray paint, and adhesives are only approved for use in established spray booths. Use is prohibited in classrooms, hallways, and studios. Allow work to fully dry and not emit odors or vapors before removing it from the spray booths.

All solvents must be stored in a flammables cabinet. Solvents must be properly labeled with name, date, and contents and stored in original and closed containers. Ensure that cabinet doors are closed correctly. Flammables cabinets must not be moved.

Solvents are prohibited from storage in lockers or studios.

Wet oily rags and wet canvas are extremely hazardous if left crumpled-up. They can spontaneously combust and pose a fire hazard. Dirty rags must be deposited in the red self-closing safety cans labeled Solvent/Oil Soaked Rags Only. No garbage in safety cans. Consult with Instructional Technicians for additional rags and rag pickup.

Immediately report all broken/defective tools, machines, or equipment to technicians or faculty. Equipment should only be repaired by technicians or faculty.

In the event of an emergency, all equipment should be turned off before exiting the building.

In the event of a hazardous material spill, students should notify the lab technician.

Students must attend safety and/or tool demonstrations led by lab technicians before authorized use of the space and equipment.

Failure to conform to clean up, storage and safety standards is taken seriously.

Students will be given 24-hour notice to complete corrective action. Failure to conform will result in restricted access to equipment, materials and/or shop closure.

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3D4M Facilities Access and General Safety Rules

General Rules

Access is granted to students currently enrolled in 3D4M studio classes. Guests must fill out an acknowledgment of risk form. This does not authorize them to work in the facility nor assist in studio processes. Studio and facility privileges may be revoked if a student does not comply with access and safety policies.

Learn about the hazards of the materials and processes you use. You must know the proper handling and storage of the materials you are using, and wear proper safety equipment when appropriate. Individuals using processes that require a respirator must be trained and fit-tested by Environmental Health and Safety. See technicians about scheduling.

Never eat or drink in the studio area and wash thoroughly when you finish working.

Reserve special work clothes for studio use only. Wash them frequently and separately from other laundry.

Most activities require eye protection. Many require hearing protection and some require breathing protection. If you are unsure, ask the technician or faculty member.

Use appropriate protective hand wear, footwear and clothing as instructed. Remove hazardous jewelry, tie back long hair and follow other personal safety dress codes as instructed.

All hazardous materials must be properly labeled and stored. The School of Art + Art History + Design must have an SDS (Safety Data Sheet) on file.

Mandatory use of the buddy system (two people working together within sight) when working with any potential dangerous processes (gas kilns, power tools, welding equipment, etc.).

Use proper techniques for lifting and moving heavy or awkward materials. Ask for assistance.

Repetitive motions associated with many sculpture processes can lead to tendinitis and carpal tunnel syndrome.

Stationary tools or equipment should not be moved.

Report immediately all broken/defective tools, machines, or equipment to technicians.

Equipment should only be repaired by technicians.

Students need approval to use all power tools and welding/cutting equipment. See appropriate technician for more complete information.

Studios and shops must be kept clean and orderly.

Be aware of your shared work environment and immediate surroundings when working, moving or storing materials or objects. Look for potential hazards on tables, shelves and equipment surfaces, accumulating against walls or storage areas, and in thoroughfares and entryways.

Any process creating hazardous dust, mist, fumes, or vapors must be properly ventilated in fume hoods, spray booths, or local exhaust ventilation. Spray booths are available for your use in the CMA Kiln shed and the Green Building – students need to be approved on the proper use of each spray booth.

Report all accidents immediately to technicians, faculty or EHS. Report any potentially dangerous situations or hazards to technicians within 24 hours. University regulations require it!

Know locations of fire extinguishers, fire exits, first aid kits, burn kits, eyewash stations, emergency shower, and telephones.

In case of emergency, dial 911 from a campus phone and pull the fire alarm switch in the Green building. Report to faculty or technician immediately when an incident requires police, fire or medical response.

All new potentially hazardous or dangerous processes need to be cleared with faculty and technicians.

Hazardous waste must be disposed of according to University regulations (see appropriate technician).

Students only have access to tools and equipment for which they have received proper training in class, been checked out on and documented by faculty/staff. This applies to everyone, even those with previous tool experience. Students issued keys for locked equipment are not authorized to access equipment for others.

Studios are open for use weekdays while staff/faculty are present. Access, other than during monitored hours, is a privilege and requires department approval.

FIRE PREVENTION

No smoking anywhere in the building.

Use caution when working with open flames; never use an open flame near flammables.

To minimize risk of fire, use minimal amounts of flammable solvents in the studio.

Store small amounts of solvents in labeled safety cans. All solvents are stored in the flammable storage cabinet.

Use properly labeled covered waste disposal cans for solvent and oil-soaked rags.

Lab safety manuals containing specific safety procedures for each studio are available within each department from the technician.

Materials of any kind may not be stored in hallways.

Extension cords are not to be used in place of permanent wiring.

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EMERGENCY CONTACTS

Jamie Walker jwalk@uw.edu | 206.685.2442 | Art 102
Director, School of Art + Art History Design

Risa Morgan Lewellyn risam@uw.edu | 206.685.2552 | Art 102C
Administrator, School of Art + Art History + Design
Member | School of A+AH+D Health and Safety Committee

John Martin* jtmartin@uw.edu | 206.543.0748 | Art 117
Woodshop Technician + Building Coordinator, School of Art + Art History + Design
*Co-Chair | School of A+AH+D Health and Safety Committee

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Michael Van Horn mvh@uw.edu | Art 010C
Photomedia Instructional Technician

Kim Van Someren kimvs@uw.edu | Art 210A
Printmaking, IVA, Painting + Drawing Instructional Technician

Flyn O'Brien flyn@uw.edu | Art 113
Design Instructional Technician

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9-1-1 Dialing Procedures

Dialing 9-1-1 from any campus phone will connect you and your location to the UWPD dispatch.

If you are dialing 9-1-1 from your cell phone, you will be connected to Seattle PD dispatch. Ask SPD dispatch to connect you to UWPD who serve the University campus. If you call from your cell phone and speak with SPD, use the correct building addresses below.

Art Building

1915 Chelan Lane
Seattle, WA 98195

CMA

4205 Mary Gates Drive
Seattle, WA 98105

Sand Point

7527 63rd Avenue East
Building 5, Bay C, 2nd Floor
Seattle, WA 98115

When calling 9-1-1, be prepared to give your specific location, including floor and room number, and incident details.

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Emergency Numbers | Campus Safety Information

UW Police

911 | Non-Emergency 543.9331

uwpolice@uw.edu

Bryant Building, 1117 NE Boat Street

Be prepared to provide specific location and details of incident.

UW Husky Nightwalk

206.685.9255

Uniformed security guards operate 7:30 p.m. to 3 a.m. during the summer and 6:30 pm to 2 a.m. during the school year, seven days' week, providing a walking escort to community members within the campus locations only. Husky NightWalk also service the UW Tower location and the parking garages. Husky NightWalk provide escorts to the Tower location but not from the Tower to campus. In addition, Husky NightWalk security guards are equipped to help people, with proper identification, who cannot get into their offices and they can assist with jump starts for dead batteries.

UW Husky NightRide

washington.edu/facilities/transportation/uwshuttles/nr

NightRide provides a fare-free, safe and easy way for U-PASS members to get home at night. It picks up passengers between 8 p.m. and 1:39 a.m. Monday to Friday, excluding University holidays and summer quarter. All shuttles are wheelchair accessible.

UW Alert

Sign up at washington.edu/safety/alert/

The University of Washington has developed UW Alert to disseminate official information via email, text messages, telephones, loudspeakers, website banners and other means to keep the campus community informed during emergencies and situations that might disrupt normal operations.

Emergency Management Office

206.897.8000

washington.edu/emergency

22 Gerberding Hall

Non-Emergency Chemical Spills

206.543.7262

ehs.washington.edu/ehs

ehsdept@uw.edu

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Emergency Evacuation Points for Art Building | CMA | Sand Point

In an emergency, all SoA+AH+D locations must be exited. Please direct yourself and others to the following Evacuation Points (EAP) and wait until directed by emergency personnel.

Art Building

Between Art and Music Buildings

Between Art and Mackenzie Buildings

Ceramic and Metal Arts Building

Parking Lot E3*.

**If the E3 lot is not an option, proceed to the fenced area of the Sculpture yard along Mary Gates Memorial Drive.*

Sand Point*

See Sand Point EEOP.

Areas of Evacuation Assistance

For persons needing additional assistance during emergency evacuation go to:

Art Building

Basement | Main Stairwell (#4)

First Floor | Main Vestibule at entrance across from Music Building

Second Floor | Main Stairwell (#4)

Third Floor | Main Stairwell (#4)

Ceramic and Metal Arts Building

Same EAP as above.

Sand Point*

See Sand Point EEOP.

UW Mass Assembly Points

In the event of a major disaster or emergency, those associated with the SoA+AH+D might need to proceed to the following outdoor assembly areas for the dissemination of critical news, alerts and information. These sites are intended to serve primarily as one-way information hubs for “official” campus information. Please see the following map for directions.

Art Building
Denny Yard

Sand Point*
See Sand Point EEOP.

Ceramic and Metal Arts Building
South of Husky Stadium

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Evacuation Procedures for those with Disabilities

All students and employees with disabilities will be notified to perform the following actions if they are trapped in a building or unable to go to the Area of Evacuation:

Call 9-1-1 if a phone is available. Report your location and situation.

If possible, go to a window and signal emergency personnel by waving or hanging/taping a large sign or object to the window. You may open the window for fresh air, but do not break the window.

If smoke is present, stay low and cover your face with a damp cloth. Place fabric around door cracks to keep smoke out.

Staff and Faculty Should:

Inform students and employees with disabilities of the location of the areas of evacuation assistance in the building (see "Evacuation Points"). Floor wardens have been trained to assist those with disabilities in case of emergency.

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Part II

EEOP Purpose, Scope, and Emergency Resources

Evacuation Director Responsibilities

Emergency Evacuation Responsibilities and Directory

Fire and Earthquake Evacuation Warden Tasks and Obligations

Fire Emergency Directions

Earthquake Policies and Safety Rules

Emergency Supplies

Medical Emergency Directions

Active Shooter Policies

Anthrax Threat Policies

Civil Demonstration Policies

Suspicious Packages and Mail

Telephoned Threats

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Purpose, Scope, and Emergency Resources

Purpose

The purpose of this plan is to establish procedures and duties, to promote planning, and to establish staff training for fire, earthquake, bomb threats, chemical spill, and other emergency evacuations as required by Chapter 4 of the Seattle Fire Code, the Washington Administrative Code (WAC 296-24-567), and the UW All-Hazards Emergency Management Plan.

Scope

This plan applies to all occupants in the School of Art + Art History + Design as follows:

Art Building

Ceramic Metal Arts Building

Sandpoint

Coordination with Other Emergency Plans

An EEOP is a key component of Departmental Health and Safety Plans and University disaster planning. The EEOP must be coordinated with the following emergency/safety plans.

- 1. The UW All-Hazards Emergency Management Plan:** The EMP provides the management structure, key responsibilities, emergency assignments, and general procedures to follow during and immediately after an emergency. It provides a temporary crisis management structure, which provides for the immediate focus of management on response operations and the early transition to recovery operations. The EMP includes procedures for communicating with the UW Emergency Operations Center as well as the management structure of the Incident Command System.

Coordination with Departmental Health and Safety Plans

The EEOP reflects the university's emergency response procedures and programs and satisfies an element of the Departmental Health and Safety Plan required by the Department of Labor and Industries (WAC 296-24-567).

University Emergency Resources and Contacts

Table 1 summarizes the UW's emergency resources, contact information, and responsibilities of each emergency resource.

Emergency Communications

- 1. Telephones:** The campus telephone system will be used to the extent possible. In case of system failure or a power failure, campus phones will not function. An alternative in some buildings is the emergency single line phones, which could function in a power outage. These phones, part of the UW's Emergency Communications System (ECS), are strategically located in nearly 200 locations throughout campus. Art Building personnel will serve as messengers if phone communication is not an option.

- 2. Fire Alarm System:** The building fire alarm system is continuously monitored for alarm by a contracted service and, in a backup capacity, by the UWPD Communication Center. All alarms result in an automatic response by Seattle Fire Department, UWPD, and Facilities Services' FOMS unit.

Employee Orientation

New employees must be informed of the EEOP as part of their new employee safety orientation. This initial plan and all significant revisions to the plan should be routed to all personnel. The faculty and staff should be reminded of the plan as necessary and encouraged to discuss the plan with their research groups, students, and visitors. To assure the safety of all building occupants, the Evacuation Director and Evacuation Wardens will work together to assure all departmental employees are aware of the plan, and that students and visitors are also oriented as indicated in Section 2.

Evacuation Drills

Evacuation drills will be scheduled, conducted, and recorded by the Building Coordinator:

University Emergency Resources and Contacts

Emergency Resource	Contact Information	Purpose & Responsibilities
UW Police Department (UWPD) Bryant Building 1117 NE Boat Street	Emergency Assistance: From a UW phone, Dial 9-1-1. Non-Emergency Assistance: 206-685-8973	UWPD maintains an Emergency Communications Center 24 hours a day, 7 days a week. Call UWPD for emergencies of any kind, including but not limited to fire, medical emergency, or hazardous material spills or release.
Environmental Health and Safety (EH&S) 201 Hall Health Center	Call 206-543-0462. After normal business hours, EH&S may be reached through the UWPD using the EH&S Duty Officer system.	EH&S maintains guidelines and provides training, consultation and support for building emergencies. EH&S is also available to provide consultation and support for hazardous material spills and releases, temporary controls, and other general information to the Seattle Fire Department (SFD), UWPD, and UW departments.
Facilities Services (FOMS & ATC-20)	Routine and emergency services (essential services are covered 24 hours	Facilities Services maintains a 24 hours a day, 7 days a week response unit called "FOMS" or "Unit 2." The FOMS respond automatically to all fire alarms, and other emergencies to provide support for the UWPD and SFD. This support includes,

	a day) may be obtained by calling: 206-685-1411 or through UWPD.	but is not limited to, the operating/resetting of the fire alarm system; operating the heating, ventilation, and air-conditioning systems (HVAC); and the shutdown of steam, water, electrical, and other utilities. Also provides ATC-20 teams for rapid structural assessments of buildings following earthquakes.
UW Office of Emergency Management (UWEM)	Call 206-897-8000 during normal business hours.	UWEM staff is available during normal business hours to provide general disaster planning guidance and training resources to faculty and staff. UWEM maintains and coordinates all EOC activities and campus-wide disaster drills and recovery efforts.
UW Emergency Operations Center (EOC)	The primary EOC is located in UW Tower, 4333 Brooklyn Ave NE, Room C-140. The secondary EOC location is Poplar Hall, Rooms 105 & 106	For a major local or regional emergency, the UW President or his/her designee may request activation of the University's Emergency Operations Center (EOC). EOC staff will decide on the use of available resources and communicate with outside agencies and authorities. Information on missing persons, building emergencies, first aid, and other needs during a large-scale emergency must be provided to the EOC by using campus telephone systems, computer, (See Emergency Communications in Section 1) or by runner if the telephone systems fail.
KOMO 1000 AM	On the radio at AM 1000 and/or call UW 206-897-4636	The Official Area Broadcast Station in case of major disaster or University "suspended operations." Tune into this station for info.

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Evacuation Director Responsibilities

The Evacuation Director acts as the liaison with the responding emergency service, EH&S, and others in the event of a building emergency. In their absence, the alternates are responsible for carrying out the requirements. If an emergency happens when these members of the department are not available, the most senior employee will have decision-making authority. For a community wide event (Level III), the Evacuation Director or an alternate will establish contact with their Unit Response Center if their department/building has one. Otherwise contact the UW Emergency Operations Center (EOC) directly. The first location for the EOC at the UW Tower 4333 Brooklyn Room C-140. The secondary location is in rooms 105 and 106 at Poplar Hall. Contact will be established by normal phone system (9-1-1), single line phones or runners.

Evacuation Directors for the SoA+AH+D

Art Building

John Martin | Woodshop Technician + Art Building Coordinator | jtmartin@uw.edu | Art 117

Ceramic and Metal Arts Building

Jinsoo Song | Ceramic Technician + CMA Building Coordinator | jsong74@uw.edu | CMA 112

Sand Point*

See Sand Point EEOP for contacts.

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Emergency Evacuation Responsibilities and Directory

The following are designated Evacuation Wardens, although there are backup Evacuation Wardens unlisted in this document who may assume warden responsibilities if needed. In the absence of any Evacuation Wardens in an emergency, persons in the buildings associated with the SoA+AH+D must follow the directions of the nearest staff or faculty member to evacuate.

Evacuation Wardens for SoA+AH+D

Art Building

Basement | Michael Van Horn | Photomedia Technician | Art 010C

First Floor | Risa Morgan Lewellyn | Administrator | Art 102C

Second Floor | Kim Van Someren | Studio Art Technician | Art 210A

Third Floor | Mark Rector | IT Director | Art 245

Ceramic and Metal Arts Building

Jinsoo Song | Ceramics Technician | CMA 112

Andy Fallat | Sculpture Technician | CMA 120

Sean O'Neill | Glass Technician | CMA 120

Sand Point *

See Sand Point-specific EEOP document for evacuation directions.

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Fire and Earthquake Evacuation Warden Tasks and Obligations

Administrative	<p>Be familiar with the EEOP. It contains:</p> <ul style="list-style-type: none"> ● The function and activities of building staff during emergencies ● How to coordinate with responding emergency personnel ● Information on the building and its emergency protection systems ● Emergency equipment testing procedures ● A list of all the evacuation wardens in your building <p>Distribute copies of the completed EEOP, or appropriate sections of it, to all people in your area of responsibility.</p>
Pre-Emergency Coordination	<p>Know where persons with disabilities are located in your area and what their alarm response will be (See Appendix D). Areas of Refuge or individual rooms may be used by persons with mobility disabilities during a fire alarm. The Areas of Refuge may be identified on your evacuation plans found in Appendix C. If you have a staff member with a mobility disability and cannot find an area of refuge on your floor plan, contact EH&S Fire Safety at 206-616-5519</p> <p>Coordinate with the other Evacuation Wardens on your floor to work together and avoid duplication of tasks.</p> <p>Walk over your primary and secondary evacuation routes at least once to familiarize yourself with emergency exits and routes to the Evacuation Assembly Points (EAPs).</p> <p>Know where hazardous conditions or situations in your area may exist. Know the location of flammable, radioactive and other hazardous materials, as well as chemical and/or biological spill cleanup kits.</p> <p>Know where the phones and pull stations are and know HOW to turn on an alarm.</p> <p>Know how the alarm system responds. For most buildings, the alarm sounds throughout the building and all occupants, except persons with physical disabilities, must evacuate. High-rise buildings may only alarm in certain floors or areas.</p> <p>Become familiar with the location and operation of emergency equipment, including fire extinguishers, first aid kits, spill cleanup kits, and disaster supply kits.</p>
Training	<p>Attend training sessions and meetings to review procedures and duties, if necessary. EH&S and SFD offer Evacuation Warden training sessions regularly.</p>

Evacuation Warden Directives: Fire

Begin at the farthest reach of your area and assure that the occupants ahead of you have evacuated. Direct occupants to the exits and tell them where to reassemble.

Conduct a quick search as you go to make sure hazardous equipment is shut off, doors are closed and no one is left behind.

If a stairway is full of smoke, go to another stairway.

If there is smoke in the hall, stay low, cover your mouth with a damp cloth or handkerchief, visualize where the exits are, stay close to and use the wall to guide you so you do not become confused.

If there is no smoke, you may have trouble getting people to evacuate. Be assertive, positive and insistent.

Students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate.

If you have helpers, station them in front of the elevator to make sure no one attempts to use it.

Do not go to the roof unless it is the only way out; often, there are too many obstructions for a helicopter rescue.

Do not allow the stairway doors and other exit doors to be blocked/wedged open. Leaving stairway doors blocked or held open makes the stairwells dangerous and unusable.

Special attention needs to be given to all persons with disabilities, in particular those who are visitors and unfamiliar with the building. A process is necessary to insure they are notified and accounted for.

At the Evacuation Assembly Point, conduct a headcount by using the checklist in Appendix I to account for all occupants in your area of responsibility. Immediately report to the Evacuation Director any missing persons on your list and their last known location.

Evacuation Warden Directives: Earthquake

After a Large Earthquake:

Check for injuries to personnel in your area. Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required.

Check for fires or fire hazards, spills of flammable or combustible liquids, or leaks of flammable gases. These activities must not significantly delay departure from the building or put the Evacuation Warden in danger.

Turn off ignition and heat sources if properly trained and it is safe to do so.

Exit the building, if possible, and go to the EAP to report on injuries, damages, and potentially hazardous conditions. Take emergency/first-aid kit and personal belongings. Account for persons in your area of responsibility. Mass assembly areas may be used in the event of a major earthquake and/or if the EOC is activated (Emergency Level 2 or 3 – refer to EMP).

Do not reenter until the building has been declared safe by trained emergency personnel (Seattle Fire Department or the ATC-20 assessment teams).

Use the telephone system only for urgent matters. Call or send a runner to the Emergency Operations Center or Unit Response Center to notify them of any needed assistance and emergencies that may exist. Use handheld radios or Ham radio services if telephone services are not available.

Expect Aftershocks.

Evacuation Wardens who are also CERT team members must fulfill their evacuation warden duties first before joining the CERT team response.

After a Minor Earthquake:

Restore calm.

Examine your area for damage. Look for:

- Damaged, leaking or ruptured utility lines (gas, water, electrical, telephone, computer network)
- Toppled furnishings or equipment
- Spilled hazardous materials
- Damaged building components such as ceilings, walls, beams, columns, doors

Evacuate the building if damage is found or the power is out. Report evacuation to UWPD or SFD. Do not reenter until the building has been declared safe by trained emergency personnel.

Asbestos-containing materials. Certain buildings will be evacuated for ALL earthquakes because of the potential damage of asbestos-containing building materials.

Studios/Laboratories: Check for chemical spills. For small isolated spills, use spill kits. For larger spills, evacuate building and notify authorities. See UW Laboratory Safety Manual for earthquake procedures specific to laboratories.

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Fire Emergency Directions

When an alarm sounds, calmly evacuate the building following the floor plan. Close doors behind you. Do not run.

If you discover a fire, pull the nearest fire alarm. If you are unfamiliar with the proper use of a fire extinguisher, close the door and evacuate.

If you are on fire, STOP-DROP-ROLL. If another person is on fire, yell "STOP-DROP-ROLL".

If the fire alarm does not work, call 9-1-1 and notify occupants verbally of the emergency, and the need to evacuate. If possible, notify your floor's Evacuation Warden to start the process of clearing the building. Evacuation Wardens or the nearest staff or faculty need to confirm that all occupants are notified.

If you are trapped by smoke, stay low and cover your mouth with a wet cloth. Put something in the cracks of the door to keep out smoke. Move near a window, and open it (do not break). Hang something out of the window to alert emergency personnel know where you are.

Evacuate via the nearest stairwell or street level exit. Do not block exit doors or prop doors open. Doors must remain closed to keep smoke out and maintain safety for evacuation and fire personnel. Do not use elevators.

If you know of people who could not get out of the building safely, alert the nearest Evacuation Warden or staff/faculty personnel as soon as you exit the building.

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Earthquake Policies and Safety Rules

Inside

Drop to the floor and take cover immediately under the closest sturdy object, i.e. desk, table, chair.

If in a hallway or another space without sturdy furniture, move to the wall and crouch alongside.

Move away from windows, and make your body as small as possible.

Stay away from windows.

Do not run outside during shaking.

Do not use elevators during or after an earthquake.

Do not stand in doorway during shaking.

After shaking has stopped, evacuate cautiously to pre-designated EAPs with your personal belongings and any emergency supplies you might have.

Outside

During shaking remain outside, and try to stay as far away from buildings and exterior walls as possible.

Stay clear of electrical wires, poles, trees, or anything that might fall.

Do not attempt to re-enter buildings after shaking.

Inside or Outside

Do not use your phone (cell or landline) for the first 90 minutes after an emergency, except for medical or fire emergencies.

Expect aftershocks.

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Emergency Supplies

First Aid Kits are available in every studio.

Fire extinguishers are mounted in every studio where flammables are used.

In case of an earthquake, prepare an emergency kit to keep at your desk, in your office, or in your backpack. Generally, there should be enough non-perishable food and water to last for 24 hours, but ideally 72 hours. More information can be found at: washington.edu/uwem/.

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Medical Emergency Directions

Stay calm. Assess the situation. Look for a Medic Alert bracelet or necklace on the person requiring help.

Have someone call 9-1-1. If you are alone, yell as loudly as possible for help. If you are unable to summon help, call 9-1-1 first, and then return and assist the person to the best of your ability (see below).

When calling 911, give the operator as much information as possible, such as the type of emergency, what help is needed, exact address, building name, room number, telephone number, information from Medic bracelet or necklace, and victim information. Don't hang up until you are told to do so by the 911 operator.

Do not move the victim.

Wait with the injured party for emergency personnel to arrive. If you have help, send people to the main entrances to wait for emergency personnel's arrival. Have them escort emergency personnel quickly to the location of the incident.

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Active Shooter Policies

In you are in an office or classroom:

If you are in a classroom or office, shelter in place and secure the door.

Once in place, call 9-1-1 quietly. Be prepared to give specific information.

If the door has no lock and the door opens in, a heavy door wedge should be kept on hand and driven in as hard as you can, or use heavy furniture to barricade the door.

If the door has a window, cover it if you can. Depending on the shooter's location, consider exiting through windows. Have someone watch the door as you get as many out the windows (ground floor) as calmly and quietly as possible.

If the windows do not open or you cannot break them or you are not on a ground floor, get out of sight from the door and stay low and quiet. Silence cell phones and other electronic devices.

If no police units are on scene, move well away from the shooter and find safe cover positions and wait for the police to arrive.

When officers arrive on scene, you should attempt to move toward any law enforcement personnel or police vehicle when safe to do so while keeping your hands visible to police. Follow the directions of the police.

Do not leave the area entirely; you may have valuable information regarding the suspect or incident that responding police officers will need.

Once in a safe place, stay there.

In hallways or corridors:

If you are in a hallway, get to a nearby room and secure it. Unless you are close to an exit, do not attempt to run through a long hallway to get to an exit as you may encounter the shooter.

In large rooms or auditoriums:

If in an auditorium and the shooter is not present, move out external exits and toward any law enforcement personnel or police vehicle keeping your hands visible to police. Do what the police tell you!

Trapped with the shooter:

If you are trapped in a room with the shooter, do not do anything to provoke the shooter. If no shooting is occurring, do what the shooter says and do not move suddenly.

If the shooter starts shooting, take decisive action:

- (1) freeze: stay still and hope they do not shoot you,
- (2) flee: run for an exit while zigzagging (if appropriate), or
- (3) fight: attack the shooter. Attacking the shooter is very dangerous, but may be less dangerous than doing nothing in some cases. A moving target is harder to hit than a stationary one, and the last thing the shooter will expect is to be attacked by an unarmed person. Any option (freezing, fleeing or fighting) may result in a bad outcome.

Open Spaces

Stay alert and look for cover, such as brick walls, large trees, retaining walls, parked vehicles or any other object that may stop gunfire rounds from penetrating.

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Anthrax Threat Policies

Anthrax is a rare disease caused by bacteria, which is capable of forming spores that can survive in the environment for long periods of time. In an intentional exposure, such as a bioterrorism event, breathing in the spores is the most likely route of exposure that might lead to a serious infection.

Inhalation anthrax (through the lungs) is the most serious type of anthrax. It is caused by inhaling anthrax bacteria into the lungs. Initial symptoms may resemble those of flu or a common cold, such as fever, cough, headache, chills, weakness, difficulty breathing, and chest discomfort. After several days, the symptoms may progress to severe breathing problems and shock. This type of anthrax infection is often fatal if not treated promptly.

In the event of a suspected anthrax attack, follow the instructions below.

1. Follow Procedure 5 for suspicious letters and packages

- DO NOT open the package
- Call 9-1-1 to request police and fire
- If a powder or other substance spills out of the letter/package, **DO NOT CLEAN IT UP**
- Evacuate the immediate area, and keep others away
- Immediately wash your hands with soap and water
- Ensure that all persons who have handled the letter or package wash their hands
- Wait for the police and fire personnel to arrive
- Start a list of names and telephone numbers for all persons who have handled the letter and who were in the immediate area when the letter/package was opened

2. Police and fire personnel will:

- Secure the area and the suspicious letter or package
- Assess and determine whether a credible threat exists
- Contact appropriate public health and other response officials
- Decontaminate people and their clothing as appropriate

3. Persons with probable or known exposure:

- Will be directed to seek immediate medical attention
- Will be monitored by local public health to ensure appropriate treatment and follow-up

4. People without known exposure:

- Should be assured that infection without known exposure is rare
- Should seek medical care for further concerns following the incident
- Should understand that there are not routine screening tests available to detect Anthrax infection in persons without known exposure to Anthrax spores

5. After the Spill of a Powder or Other Substances

- If police and fire deem there is a credible threat, they will determine who will clean the affected area before personnel will be allowed to return.
- If police and fire personnel deem that there is no credible threat:
 - Clean up should be performed by following established protocols for cleaning spills
 - Facilities without protocol should use a 1:10 solution of household bleach in water
 - Powders should be wetted before disturbing them during clean-up

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Civil Demonstration Policies

The Use of University Facilities (UUF) division may be notified of an upcoming campus demonstration. In turn, the UWPD Special Operations Lieutenant will then be notified via e-mail or at (206-685-2550). Advanced planning of a campus demonstration can minimize disruption to normal campus activities. Should you find that a demonstration is causing a disruption to classes or businesses on our campus, contact the UWPD at 9-1-1 or the Special Operations Lieutenant at 206-685-2550.

In the unlikely event that a demonstration becomes destructive, get away from the area of potential harm and call 9-1-1. The building coordinator will lock the main entrance. This will admit only persons with proper authorization to enter by swiping an access card.

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Suspicious Packages and Mail

A suspicious letter may have...

1. No Return Address
2. Restrictive markings, such as "PERSONAL!"
3. It is sealed with tape
4. The address has:
 - misspelled words
 - is addressed to a title but not a person
 - an incorrect title
 - is badly typed or handwritten

A suspicious package may have...

1. Oily stains, discolorations, or crystallizations on the wrapper
2. Stranger odor
3. Excessive tape
4. Is rigid or bulky
5. Lopsided or uneven
6. The weight is odd for its size

<http://about.usps.com/posters/pos84.pdf>

If you find a suspicious package or letter:

1. Handle with care - do not shake or bump
2. Isolate it immediately
3. Don't open, smell, touch, or taste
4. Treat it as suspect
5. Evacuate the area and call 9-1-1 from a safe location

If you suspect the mail may contain...

1. **A bomb or explosive**
 - Evacuate immediately
 - Call 9-1-1 from a safe location
2. **A radiological threat**
 - Limit exposure - do not handle
 - Evacuate area
 - Shield yourself from object
 - Call 9-1-1 from a safe location
3. **A biological or chemical threat**
 - Isolate - do not handle
 - Evacuate Immediate Area
 - Wash your hands with soap and warm water
 - Call 9-1-1 from a safety location

If the letter or package has already been opened and a powder or other substance has spilled from it, **DO NOT CLEAN IT UP**. Leave it where it is, evacuate the area, wash your hands with soap and water, and call 9-1-1.

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Telephoned Threats

University personnel receiving telephoned threats should attempt to get the exact location where the incident (bomb, shooting, etc.) will be planted or take place.

Attempt to get as much information as possible about the caller (gender, accent, etc.) and listen for any background noises that may indicate the location of the caller.

After receiving a threatening call and report it immediately to 9-1-1.

For a bomb threat: use the following bomb threat checklist when on the phone:

Bomb Threat Checklist

Questions to Ask Caller

When will the bomb explode?

Where is the bomb?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why?

What is your name?

Where are you calling from?

What is your address?

Exact Words of Caller:

Describe the Caller's Voice (Circle all that apply)

Male

Female

Calm

Disguised

Nasal

Angry

Broken

Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

Additional Information

Was the caller male or female?

If the voice is familiar, whom did it sound like?

Were there any background noises?

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Part III

3D4M

Ceramics Studio Policies and Safety Rules

Glass Studio Policies and Safety Rules

Sculpture Studio Policies and Safety Rules

Art Building

Painting + Drawing Studio Policies and Safety Rules

Senior Studio Space (310) Policies and Safety Rules

Photomedia Facilities Policies and Safety Rules

Printmaking | IVA Shop Policies and Safety Rules

Surface Design | Fibers | Dye Lab Studio Policies and Safety Rules

Woodshop Policies and Safety Rules

Sand Point

Studio Rules and Regulations

Sand Point Woodshop Policies and Safety Rules

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3D4M Ceramics Studio Policies and Safety Rules

Glaze Room

Use appropriate respiratory protection as instructed. Breathing powdered materials containing silica causes silicosis (a fatal lung condition).

Label all containers properly.

Identify toxic materials to handle and dispose of them appropriately. Safety Data Sheets are located in the SDS Binder and MyChem.

Clean up all residue before leaving glaze room. Powdered material becomes easily airborne; take all precautions to prevent this from happening. Use central vacuum to clean up spilled dry materials, and sponge/squeegee/mop spilled wet materials. Dispose of toxic materials in the hazardous waste barrel.

Kiln Area

When firing a gas kiln you are **required** to post a kiln schedule. The firing schedule must include: who you are, contact number, a description of what you are firing, the date and the firing program.

The user is responsible for reserving the kiln, all aspects of firing (set-up, clean out, and etc.), and being out of the kiln by the time stated on kiln sign-up board.

Failure to use the kiln as scheduled will result in a loss of your reservation.

The user is responsible for kiln clean out and the cost of repair for any damage to the kiln due to improper use.

Re-coating of kiln wash must be done in the designated area as instructed.

Do not unplug kilns.

Do not vacuum out kilns with a non-HEPA filtered vacuum.

Do not introduce ceramic fiber blanket into kilns without prior approval.

The ceramic kiln use is prioritized for ceramic firings. Clear all glass firings with ceramic technician first.

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3D4M Glass Studio Policies and Safety Rules

Most activities require eye protection. Many require hearing protection and some require breathing protection. If you are unsure, ask the technician or faculty member. Be safe.

Cold Shop

The glass area has specialized equipment that is designed specifically for working with glass. No other materials are allowed on any of the glass-dedicated equipment. No metal, wood, stone, or ceramics are allowed in the glass cold shop.

No one is permitted to use the glass equipment until they have received instruction on its proper use.

Diamond tooling is expensive and easily damaged. Do not use diamond tooling on any other material than glass.

Always use appropriate cooling/lubrication when using diamond tooling.

Many glass tools have rotating shafts and/or spindles. Take all precautions to assure that no clothing, hair, jewelry, neckties, etc., can become entangled in machinery.

Do not wear gloves while cold working.

Do not cold work unannealed glass. Know what you are working on.

Do not cold work tempered glass. It will explode.

Safety glasses are **required** at all times in the cold shop.

Hearing protection is advised in the cold shop.

Do not wash anything down sink drains. Use dunk bucket to wash glass before using sink.

No storage of glass in cold shop.

Report any equipment or facility concerns to the technician or faculty immediately.

Clean up after use. Squeegee sink dry, empty drain buckets, put away all tooling, remove diamond pads from the grinder, belts from the sander, wheels from the lathe, etc.

Failure to leave the shop in order will result in loss of access.

Kiln Area

When firing a kiln, you are **required** to post a kiln schedule next to the kiln. The firing schedule must include: who you are, contact number, a description of what you are firing, the date and the firing program.

The user is responsible for reserving the kiln, all aspects of firing (set-up, crashing and clean out, etc.), and being out of the kiln by the time stated on kiln sign-up board.

Failure to use the kiln as scheduled will result in a loss of your reservation.

The user is responsible for kiln clean out and the cost of repair for any damage to the kiln due to improper use or mold failure.

Do not unplug kilns.

Do not vacuum out kilns with a non-HEPA filtered vacuum.

Do not introduce ceramic fiber blanket into kilns without prior approval.

Use glass enamels with caution as they contain lead oxides. Do not leave powdered enamels unattended in the studio. Use latex gloves when cleaning up enamels. Do not cause the dry enamels to become airborne. Do not vacuum enamels.

The ceramic kiln use is prioritized for ceramic firings. Clear all glass firings with ceramic technician first.

Mold Room

Work with powdered mold materials in such a way as to prevent their becoming airborne.

Use caution when using wax. Keep the room ventilated. Do not overheat wax. Make sure there is water in the wax melters (if applicable). Turn off when done. Clean up your wax mess.

Use caution when using steamers. Steam can cause serious burns. Never open a pressurized steamer. Make sure steamers have water in them before tuning them on. Do not plug multiple steamers into a single electrical circuit.

You must be present at the CMA if you are steaming out a mold. Do not plug in a steamer and leave it unattended.

Breathing powdered silica causes silicosis (a fatal lung condition). Do not mix silica inside the mold room. Mix silica outside the mold room under the awning. Use a dust mask or a respirator.

Clean up all silica residue before leaving mold room. Powdered silica becomes easily airborne. Take all precautions to prevent this from happening. Do not vacuum powdered silica. Silica is most safely handled in wet form.

Divest fired molds outside on the silica-mixing table. Support your mold on the table so you are not holding the piece as you divest it. Handle fired molds with extreme caution when divesting, as sharp edges may be present! Place mold material directly into a durable, disposable container such as a cardboard box, heavy weight plastic bag, empty plaster bag etc., that is able to be sealed shut. **Please do not put fired mold material into the garbage cans in the studio.** Be mindful of the weight of this material and do not overfill the container you use. When you are finished dispose of your refuse in the dumpster.

Clean up your plaster mess.

Do not store molds in the mold room.

Lampworking Policies

Do not use any lampworking equipment until you have received proper instruction on its use.

Only use lampworking torches in areas designed for their use.

Properly ventilate lampworking areas.

Always test for leaks when changing compressed gas cylinders.

Always store compressed gas cylinders in areas designated for this purpose. Use properly fitted eye protection when lampworking.

Use caution with open flame and hot glass as serious burns can occur. Make sure working surfaces are non-combustible.

Sandblasting Policies

Follow posted instructions on the sandblaster, failure to do so can result in serious safety hazards and damage to the equipment. Use appropriate respiratory protection as instructed. Breathing powdered materials containing silica causes silicosis (a fatal lung condition).

Do not introduce inappropriate materials into the sand blaster. No plaster, wood, paper, ceramic fiber, etc.

Hot Shop

The hot glass area has specialized equipment that is designed specifically for working with glass. Eye protection and close toed shoes are required at all times in the hot shop. Access to this area is restricted to students currently enrolled in a hot glass class and only during hours specified by the faculty responsible for that class in coordination with the CMA technicians.

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3D4M Sculpture Studio Policies and Safety Rules

Safety Policies

Most activities require eye protection. Many require hearing protection and some require breathing protection. If you are unsure, ask the technician or faculty member. Be safe.

General Facility Rules

Access is granted to students currently enrolled in 3D4M studio classes. Guests must fill out an acknowledgment of risk form. This does not authorize them to work in the facility nor assist in studio processes. Shop and facility privileges may be revoked if a student does not comply with access and safety policies.

Students only have access to tools and equipment for which they have received proper training in class, been checked out on and documented by faculty/staff. This applies to everyone, even those with previous tool experience. Students issued keys for locked equipment are not authorized to access equipment for others. Shops are open for use weekdays while staff/faculty are present. Access, other than during monitored hours, is a privilege and requires department approval.

Facility Guidelines

Classes scheduled in the sculpture shop facility have priority during class hours. The sculpture workshops and facilities support currently enrolled coursework only. Shops are not available for extra curricular projects.

The sculpture facility is a community-based environment. Tools must be available for everyone throughout the term. Therefore, tools are not to be removed from or loaned outside of the facility.

Everyone must clean up after their work session and leave the shops ready to be used by others. This includes: storing tools and materials, cleaning equipment, sweeping tables and floors, and emptying trash bins.

Students are prohibited from moving stationary equipment/machinery.

No one is permitted to work alone in the sculpture facility at any time. This ensures that other students are informed of your presence and work location. Individuals leaving the building after monitored hours must check that all lights are turned off and entry doors are closed and locked behind them.

The fabrication shops and forging area offer a dynamic range of equipment and processes to facilitate art making. Check with technicians and faculty for Safe

Operating Procedure of each piece of equipment before using it. It is important to have a grasp of what processes you will need to complete your work so you can execute them effectively.

Emergency or incident protocol

Know locations of fire extinguishers, fire exits, first aid kits, burn kits, eye wash stations, emergency shower, and telephones.

In case of emergency, dial 911 from a campus phone and pull the fire alarm switch in the Green building. Report to faculty or technician immediately when an incident requires police, fire or medical response.

Any injury or accident that occurs on the premises must be reported to a faculty or staff member.

Report any unsafe equipment or situation to faculty or staff so that it may be remedied expediently.

Personal Safety Rules

Use appropriate ear, eye and face protection as instructed.

Use appropriate respiratory protection as instructed. All finish work (spray, brush, or wipe-on) must be done in the spray booth.

Use appropriate protective hand wear, footwear and clothing as instructed. Remove hazardous jewelry, tie back long hair and follow other personal safety dress codes as instructed.

Use proper techniques for lifting and moving heavy or awkward materials. Ask for assistance.

Be aware of your shared work environment and immediate surroundings when working, moving or storing materials or objects. Look for potential hazards on tables, shelves and equipment surfaces, accumulating against walls or storage areas, and in thoroughfares and entryways.

Repetitive motions associated with many sculpture processes can lead to tendinitis and carpal tunnel syndrome.

SCHOOL OF ART + ART HISTORY + DESIGN

UW Painting + Drawing Studio Policies and Safety Rules

Facilities

University of Washington SoA+AH+D P+D classrooms will be cleaned out at the end of each academic quarter. All work, materials, and personal belongings must be removed by the first day after finals week or it may be discarded. Work chosen to dispose of must be put in the appropriate SOA dumpster. Any item that is too big must be disassembled or cut-up so that it will fit into the dumpster. Students are prohibited from leaving items outside the dumpster.

No storage in hallways and corridors. Anything left in corridors will be thrown away.

Painting or writing on walls is prohibited. Students are responsible for any and all damage done to facilities.

Personal extension cords are prohibited in Painting and Drawing Program classrooms and studios. Contact Instructional Technician for additional extension cords.

Studios and classrooms must be maintained in a clean and working manner. Students are responsible for cleaning-up after themselves after working.

Rooms must be secured in the evening and during off hours. Studio doors are to be locked and lights/equipment turned off by the last student to leave.

Personal Health and Safety

Eating and drinking in the Painting and Drawing Program studios is discouraged. Food and drink can come into contact with hazardous materials and be ingested causing risks to your health.

Reserve special work clothes for studio use. Students should wash their hands thoroughly after working.

Alcohol use on university property is strictly prohibited (except when a liquor license has been obtained for a special event). Any violation of the university's alcohol or drug prohibitions is cause for disciplinary or other appropriate actions.

First Aid Kits are located in all SoA+AH+D Painting and Drawing Studios.

Report all accidents immediately to technicians or faculty. University regulations require it.

Hazardous Materials

All aerosols, including fixative, spray paint, and adhesives are only approved for use in established spray booths. Use is prohibited in all classrooms, hallways, and studios. Allow artwork to **fully dry and not emit any odors or vapors** before taking it back into the hallway or classroom.

Sanding canvases or panels is prohibited in classrooms, hallways, etc. All sanding must be done in the spray booths or in the appropriate shop according to shop rules. A dust mask should be worn when sanding any surface.

Plaster (i.e. Plaster of Paris) and other mold-making materials not permitted for use due to plumbing/building limitations. Consult with technician for alternative options.

The use of turpentine and turpentine-based materials (i.e. Damar varnish), is prohibited from the University of Washington Painting + Drawing classrooms and studios. Odorless paint thinner, Citrisolve, and Turpenoid are recommended alternatives.

All solvents must be stored closed containers in a flammables cabinet. Solvents must be properly labeled with name, date and contents and stored in original and closed containers. Ensure that cabinet doors are closed correctly. Do not move flammables cabinets. Solvents are prohibited from storage in lockers.

All solvents must be disposed of in the solvent collection drums in the painting studios (rooms 320 and 322). Solvents must never be poured down sink drains in either classrooms or bathrooms.

Wet oily rags and wet canvas are extremely hazardous if left crumpled-up. They can spontaneously combust and pose a fire hazard. Dirty rags must be deposited in the red self-closing safety cans labeled Solvent/Oil Soaked Rags Only. No garbage in safety cans. Consult with Instructional Technicians for additional rags and rag pickup.

Failure to conform to clean up, storage and safety standards is taken seriously. Students will be given 24-hour notice to complete corrective action. Failure to conform will result in restricted access to equipment, materials and/or shop closure.

SCHOOL OF ART + ART HISTORY + DESIGN

UW Painting + Drawing Program | Senior Studio Space (310) Policies and Safety Rules

Undergraduate studios are assigned on a quarterly basis by the faculty member or members teaching Senior Thesis Seminar in Painting + Drawing, Art 494.

Priority is given to students enrolled in 494. Studios are assigned on the first day of class. Remaining studios will be assigned to students enrolled in Independent Study in Painting by the overseeing faculty. These will generally be assigned during the second week of the quarter.

Facilities

Studios are to be vacated at the end of each academic quarter, unless continuing in the program. All work, materials and personal belongings must be removed by the Monday following finals week. Studios must be left in a condition similar to when found; students will be held responsible for damages incurred to facilities.

All studios are meant to be quiet spaces. Use of electronic equipment is only allowed with the use of headphones.

Due to fire regulations, storage in corridors is prohibited. Items found in corridors will be thrown away.

Studio spaces are configured to assure students equal amount of space as possible- partitions are not to be removed nor extra walls or curtains added.

Personal extension cords are prohibited in Painting + Drawing Program classrooms and studios. Contact instructional technician for regulated extension cords.

Personal space heaters, electric frying pans, and anything creating an open flame is prohibited from use in 310 spaces. Hot pots, microwaves and refrigerators are also not allowed in the space due to circuitry.

It is not advisable to leave valuables in the studios. There have been thefts in the building.

Rooms must be secured in the evening and during off hours. Studio doors are to be locked and lights/equipment turned off by the last student to leave.

Personal Health and Safety

Eating and drinking in the studios is discouraged. Food and drink can come into contact with hazardous materials and be ingested causing risks to your health.

Reserve special work clothes for studio use. Students should wash their hands thoroughly after working.

Plaster (i.e. Plaster of Paris) and other mold-making materials not permitted for use due to plumbing/building limitations. Consult with technician for alternative options.

Alcohol use on University property is strictly prohibited (except when a liquor license has been obtained for a special event). Any violation of the University's alcohol or drug prohibitions is cause for disciplinary or other appropriate actions.

First Aid Kits are located in all SoA+AH+D Painting and Drawing Studios.

Report all accidents immediately to technicians or faculty. University regulations require it.

Hazardous Materials

All aerosols, including fixative, spray paint, and adhesives are only approved for use in established spray booths. Use is prohibited in all classrooms, hallways, and studios. Allow artwork to **fully dry and not emit any odors or vapors** before taking it back into the hallway or classroom.

Sanding canvases or panels is prohibited in Studio 310. All sanding must be done in the spray booths or in the appropriate shop according to shop rules. An appropriate dust mask should be worn when sanding any surface.

The use of turpentine and turpentine-based materials (i.e. Damar varnish), is prohibited from the University of Washington Painting + Drawing classrooms and studios. Odorless paint thinner, Citrisolve, and Turpenoid are recommended alternatives.

All solvents must be stored closed containers in a flammables cabinet. Solvents must be properly labeled with name, date and contents and stored in original and closed containers. Ensure that cabinet doors are closed correctly. Do not move flammables cabinets. Solvents are prohibited from storage in lockers.

All solvents must be disposed of in the solvent collection drum located in 310. Solvents must never be poured down sink drains in either classrooms or bathrooms.

Wet oily rags and wet canvas are extremely hazardous if left crumpled-up. They can spontaneously combust and pose a fire hazard. Dirty rags must be deposited in the red self-closing safety cans labeled Solvent/Oil Soaked Rags Only. No garbage in safety cans. Consult with Instructional Technicians for additional rags and rag pickup.

Failure to conform to clean up, storage and safety standards is taken seriously.

Students will be given 24-hour notice to complete corrective action. Failure to conform will result in restricted access to equipment, materials and/or shop closure.

SCHOOL OF ART + ART HISTORY + DESIGN

Photomedia Facilities (Labs, Classrooms, and Studio) Policies and Safety Rules

Facilities

Studios and shops must be kept in a clean and orderly manner. Students are responsible for cleaning-up after themselves. Refuse materials, cords and water on the floor are a HAZARD. Put away all materials when finished.

Extension cords are not to be used in place of permanent wiring. Never stretch extension cords across a room creating a trip hazard.

Any work you choose to dispose of must be put in the appropriate dumpster. Any item that is too big must be disassembled or cut-up so that it will fit into the dumpster. Students are prohibited from leaving items outside the dumpster.

If you are in doubt about the proper use of safe procedure, stop work and ask the Photomedia technician or lab monitor.

It is not advisable to leave valuables in the labs/studios.

Please see posted information regarding access. Contact Photomedia lab monitor or Photomedia technician if you have questions. Report unsafe or hazardous conditions to the Photomedia technician.

Always close and lock lab/studio doors if you are the last to leave.

Health and Safety

All aerosols, including fixative, spray paint, and adhesives are only approved for use in established spray booths. Use is prohibited in all classrooms, hallways, and studios. Allow artwork to **fully dry and not emit any odors or vapors** before taking it back into the hallway or classroom.

Sanding canvases or panels is prohibited in classrooms, hallways, etc. All sanding must be done in the spray booths or in the appropriate shop according to shop rules. A dust mask should be worn when sanding any surface.

Solvents, acids or hazardous liquid waste should not be put down sink drains.

Eyewear rated for protection against chemical splash must be worn when using any hazardous liquids or sprays.

All injuries and accidents must be reported immediately to the Photomedia technician.

Hazardous Material and Equipment Policies

If you are in doubt about the proper use of equipment must stop work and ask the Photomedia technician or lab monitor.

People have varying sensitivities to chemicals. If you have had allergic reactions to any chemicals, you should pay close attention to the effects that darkroom chemicals have on you, and you should be extra careful about following all safety procedures.

If you are pregnant or have any pre-existing health problems, seek medical advice before attempting any chemical process in photography.

Eating and drinking in the darkrooms, film developing area and film loading rooms is prohibited. Food and drink can come into contact with hazardous materials and be ingested, causing risks to your health.

Use print tongs to move prints from one tray to the next. You may only use bare hands to remove prints from the water wash bath.

Wash your hands after processing film. Vinyl gloves are available if you wish to use them.

Keep all chemicals off your skin, out of your mouth, and away from your eyes. If you splash stock chemistry in eyes, use eye-wash for fifteen minutes with cold water and seek immediate medical attention (such as UW Hall Health). An eyewash is stationed next to the film-developing sink.

Clean up any chemical spills immediately. For minor spills, flood the area with cold water and wipe up with paper towels, cleaning until you are certain the chemicals are gone. Please be thorough - chemistry dries, turns to powder, gets on clothes and books, and then into your lungs or is absorbed into your skin.

Never pour silver-bearing effluents such as used photo/film fixers or hypo-clearing agents down the drain.

Only lab monitors, grads or instructors may mix photo chemistry.

Students need to get a demonstration from faculty or technicians before using the strobe lights. Students are not allowed to work with strobe lighting alone. It's important that someone is with you to call 911 in case of an electrical accident.

Liquids of any type are not allowed in the shooting studio. Liquids and electricity are a hazardous combination.

Studio electrical circuitry is sensitive--- Do not overload the outlets with electrical devices

Facilities privileges may be revoked if a student does not comply with these policies.

SCHOOL OF ART + ART HISTORY + DESIGN

UW Printmaking | IVA Shop Policies and Safety Rules

Facilities

Studios and shops must be kept in a clean and orderly manner. Tools, materials and equipment should be put back in correct storage areas after use.

Rooms must be secured in the evening and during off hours. Studio doors are to be locked and lights/equipment turned off by the last student to leave.

Never put solvents and acids down sink drains.

Extension cords are not to be used in replace permanent wiring. Never stretch extension cords across a room creating a trip hazard.

Failure to conform to clean up, storage and safety standards is taken seriously. Students will be given 24-hour notice to complete corrective action. Failure to conform will result in restricted access to equipment, materials and/or shop closure.

Personal Health and Safety

Students are expected to wear appropriate gloves (nitrile, neoprene, or polyvinyl chloride) when handling solvents and acids.

Students are expected to wear eyewear rated for protection against chemical splash when working with acids.

Air hoses and pressure washers should never be pointed at skin.

Students are expected to wear impact goggles when using pneumatic and electric tools. No loose or torn clothing. Long hair should be tied back or put under cap. Loose adornment (necklaces, bracelets, rings, watches, iPod headphones) should be removed when operating machinery.

Students are expected to wear appropriate dust masks when handling powdered rosin or any other fine dust particles.

Students last to use the hot plate are responsible for turning it OFF after use. Hot plate surfaces must never be used for storage.

First Aid Kits are located in all SoA+AH+D Printmaking and IVA Studios.

Report all accidents immediately to technicians or faculty. University regulations require it.

Hazardous Materials and Equipment Policies

Ensure all flammables and solvents are properly stored in the flammables cabinets when not in use. Ensure that cabinet doors are closed correctly. Do not move flammables cabinets.

To prevent spontaneous combustion, oil soaked rags must be contained in a self-closing safety disposal container. Dirty rags must be deposited in the red self-closing safety cans labeled Solvent/Oil Soaked Rags Only. No garbage in safety cans. Consult with Instructional Technicians for additional rags and rag pickup. Tarlatans must be hung to dry.

Application of all grounds, spit bite or spray paint must be conducted in a chemical fume hood, found in 201, the acid room or a spray paint booth.

Plaster (i.e. Plaster of Paris) and other mold-making materials not permitted for use due to plumbing/building limitations. Consult with technician for alternative options.

NO sharp or metal objects sent through presses. Be aware of hands and fingers when operating the presses. Do not exceed more than usual pressure settings.

Students must attend tool and process related demonstrations to gain access to equipment and materials as designated. All new potentially hazardous or dangerous processes need to be cleared with the faculty and technicians.

Immediately report all broken/defective tools, machines, or equipment to technicians or faculty. Equipment should only be repaired by technicians or faculty.

SCHOOL OF ART + ART HISTORY + DESIGN

Surface Design | Fibers | Dye Lab Studio Policies and Safety Rules

Facilities

Studios and shops must be kept in a clean and orderly manner. Refuse cloth, cords, and water on the floor are a HAZARD. Put all materials away when finished.

All wet and dry spills are to be cleaned up immediately.

Extension cords are not to be used in replacement of permanent wiring. Never stretch extension cords across a room creating a trip hazard.

Rooms must be secured in the evening and during off hours. Studio doors are to be locked and lights/equipment turned off by the last student to leave.

Failure to conform to clean up, storage and safety standards is taken seriously. Students will be given 24-hour notice to complete corrective action. Failure to conform will result in restricted access to equipment, materials and/or shop closure.

Personal Health and Safety

Do not use cooking or eating utensils to prepare dyes, or chemicals that are not intended for human consumption. NEVER eat in Dye Lab.

Students are expected to wear eyewear rated for protection against chemical splash when working with dangerous liquids.

NO thickened dye, rubber bands, t-pins, yarn, etc. down sink drains.

Appropriate particulate masks must be used when handling powdered chemical dyes, caustic soda, and any fine dust particulates.

Always use downdraft table when mixing dye powders.

Gloves rated for protection against hazardous substances must be used at all times.

Avoid standing over chemical dye pots and breathing in vapors.

Never mix or store bleach and ammonia together.

First Aid Kits are located in all SoA+AH+D Printmaking and IVA Studios.

Report all accidents immediately to technicians or faculty. University regulations require it.

Hazardous Material and Equipment Policies

Turn OFF electric burner, irons, heat press, and water kettles when finished working.

Plaster (i.e. Plaster of Paris) and other mold-making materials not permitted for use due to plumbing/building limitations. Consult with technician for alternative options.

Application and process of all toxic materials and methods must be conducted in a chemical fume hood, found in the acid room (201b) or a spray paint booth 025a, 115a, 332.

Students must attend tool and process related demonstrations to gain access to equipment and materials as designated. All new potentially hazardous or dangerous processes need to be cleared with the faculty and technician.

Report all broken/defective tools, machines, or equipment to technician or faculty. Equipment should only be repaired by technicians or faculty.

* *Studio circuitry is sensitive--- Please do not overload the outlets with electrical devices.*

SCHOOL OF ART + ART HISTORY + DESIGN

Art Building Woodshop Policies and Safety Rules

General Rules

This shop is open to currently enrolled University of Washington students registered for a studio art class only. SOA+AH+D faculty are also granted access.

Never work alone. It is standard practice to work in partnership with another person at all times.

Report unsafe or hazardous conditions to the shop technician.

All injuries, accidents, and even close calls must be reported immediately to the shop technician.

In an emergency dial 911 (Police, Fire, Medical). Be prepared to provide specific location and details of incident.

Know the location of fire extinguishers, fire exits and first aid kits.

All finish work (spray, brush, or wipe-on) must be done in a spray booth.

Only water may be poured down sink drains. Ask the shop technician about disposal of liquid waste.

Clean up after yourself. Brush off tables; wipe up spilled glue, sweep floor, dispose of dust, chips, and debris properly.

Personal Safety Rules

Eye protection in the form of safety glasses, face shields, or goggles is required in this shop at all times.

Wear hearing protection to guard against high noise levels.

Open-toed shoes (i.e. sandals) are not allowed in the shop. Do not wear loose or ragged clothing. Long hair should be tied into a bun or put under a cap. Loose adornment (necklaces, bracelets, rings, watches, iPod headphones) should be removed when operating machinery.

Use appropriate respiratory protection when creating dust, mist, fumes or vapors. Ask technician for information on proper respirator training.

Wear appropriate gloves when working with finishes and solvents.

Gloves must not be worn when operating machinery.

Use proper technique for lifting and moving heavy materials. Ask for assistance. Use a cart, dolly or hand truck. Students are prohibited from moving stationary equipment/machinery.

Watch for tripping hazards. Do not place material or objects in thoroughfares or passageways.

Concentrate on what you are doing. Avoid distractions while operating machinery. Personal MP3 players are a distraction to a machinery operator.

Machinery Rules

All machinery, tools, processes and materials are off limits until the shop technician has authorized the student.

Be thoroughly knowledgeable concerning the equipment and materials you wish to use. Read and understand specific safety and procedural instructions (Safety manuals, MSDS sheets) for chosen equipment and materials.

If you are in doubt as to proper tool setup or safe procedure, stop work and ask the shop technician.

Inspect tools before using. Report broken tools and machinery to the shop technician immediately.

Use tools for intended purpose only, i.e. do not use screwdrivers as chisels or pry bars, wrenches as hammers, etc.

Remove all non-essential tools, or material from machine surface prior to turning on the machine.

Never leave a machine running while unattended.

Always clamp or secure the work piece at the drill press.

Never leave chuck keys in drill or lathe chucks.

Do not attempt to slow down or stop rotating or moving machinery with hands or tools.

Do not use fingers or hands to remove dust and chips from machinery. Use a brush and dispose of dust and chips properly.

Never direct a stream of compressed air at yourself or others.

Return all tools clean and to their proper location.

Do not remove tools from the shop without the permission of the shop technician.

SCHOOL OF ART + ART HISTORY + DESIGN

Sand Point Facilities Studio Use Rules and Regulations

General

Facilities Manager reserves the right to exclude or eject from the Building all solicitors, canvassers and peddlers, or any person who, in the judgment of Facilities Manager or employee in charge, is under the influence of intoxicants or drugs, or any person who shall in any manner do any illegal act or any act in violation of any of the Rules and Regulations.

Facilities Manager may enact such other security measures as Facilities Manager may from time to time reasonably determine necessary for the safety and protection of the Occupants and the Building. In no event shall Facilities Manager be liable for damages for any error with regard to the admission to or exclusion from the Building of any person.

Utilities

1. Wherever heat-generating machines or equipment are used in the Premises which affect the temperature otherwise maintained by the heating and air conditioning systems. Tenant will discontinue use of such heat generating machines or equipment.

The Building is designed to accommodate electrical and heating loads generated by customary office uses. Tenant shall obtain the prior written consent of Facilities Manager before installing lights or equipment such as portable air conditioning units, space heater, extension cords which will result in the per square foot system design specifications being exceeded in any part of the Premises. Tenant shall not reset any circuit breakers without the express approval of the Facilities Manager.

2. Tenant must obtain the written consent of Facilities Manager prior to using any equipment in the Premises with power requirements in excess of those that the building system is designed to handle.

3. Tenant shall conserve energy, water, heat and air conditioning and shall cooperate fully with Facilities Manager to assure the most efficient operation of the heating and air conditioning systems in the Building. Tenant shall also comply with Facilities Manager's instruction for the use of drapes and thermostats in the Building.

Restrictions

Tenant, Tenant's employees, agents or invitees shall not, without the prior written consent of Facilities Manager:

1. Alter any lock or install a new or additional lock or any bolt on any door of the Premises. If Facilities Manager shall give its consent thereto, Tenant shall in each case furnish Facilities Manager with a key for any such lock, and upon termination of

its tenancy, Tenant shall deliver to Facilities Manager all keys to the Premises and to all other rooms or offices furnished to Tenant or which Tenant shall have had made. Facilities Manager will provide Tenant with additional keys for any lock in the Premises upon payment therefore by Tenant.

2. Bring or keep in or about the Premises or the Building any animals, birds or other pets (except service dogs) or bicycles or other vehicles, except at such areas as Facilities Manager may designate, temporarily or otherwise.

3. Make or permit to emanate from the Premises or the Building any objectionable noise or odor, or in any manner annoy, disturb or interfere with other Occupants or their employees and invitees.

4. Install telegraphic or telephonic connections or other wire services, or bore or cut for such wires or instruments incident thereto, unless Facilities Manager has approved the location and method of installation, introduction and placement of such wires and instruments.

5. Drive spikes, hooks, screws or nails or other devices in the walls or woodwork (except for hanging small pictures or similar items) or drill holes in the floor of the Premises.

6. Place any boxes, cartons or other rubbish in the corridors or other public areas of the Building.

7. Use or keep in the Premises or the Building any kerosene, gasoline or inflammable or combustible or explosive fluid or material or chemical substance; other than limited quantities of cleaning fluids and solvents required in Tenant's normal operations in the Premises.

8. Use any method of heating or air conditioning other than that supplied by Facilities Manager.

9. Paint, display, inscribe, maintain or affix any sign, placard, picture, advertisement, name, notice, lettering or direction on any part of the outside or inside of the Property, or on any part of the inside of the Premises which can be seen from the outside of the Premises without the prior consent of Facilities Manager, and then only such name or names or matter and in such color, size, style, character and material as may be first approved by Facilities Manager in writing. Facilities Manager shall prescribe the suite number and identification sign for the Premises (which shall be prepared and installed by Facilities Manager at Tenant's expense). Facilities Manager reserves the right to remove at Tenant's expense all matter not so installed or approved without notice to Tenant.

10. Produce, or permit to be produced, any intense glare, light or heat.

11. Create, or permit to be created, any ground vibration that is materially discernible outside the Premises.

12. Transmit, receive or permit to be transmitted or received, any electromagnetic, microwave or other radiation which is harmful or hazardous to any person or property in, or about the Project.

13. Create, or permit to be created, any noxious odor that is disruptive to the business operations of any other tenant in the Project.

14. Place anything or allow anything to be placed in the Premises near the glass of any door, partition, wall or window which may be unsightly, in Facilities Manager's discretion, from outside the Premises, and Tenant shall not place or permit to be placed any article of any kind on any window ledge or on the exterior walls. Blinds, shades awnings or other forms of inside or outside window ventilators or similar devices, shall not be placed in or about the outside windows in the Premises except to the extent, if any, that the character, shape, color, material and make thereof is first approved by the Facilities Manager.

Liability for Repair

Tenant shall be liable for any damage to the fixtures and systems located in the Building resulting from the abuse or misuse of any nature or character whatever by Tenant, or Tenant's employees, agents or invitees.

Duty to Notify--Installations

Tenant will refer all contractors, contractor's representatives and installation technicians rendering any service to Tenant, to Facilities Manager for approval before performance of any work. This shall apply to all work performed in the Building including installation of telephones, telegraph equipment, electrical devices and attachments and installations of any nature affecting floors, walls, woodwork, trim, window, ceilings, equipment or any other part of the Building.

Duty to Notify--Damage

Tenant shall give prompt written notice to Facilities Manager of any accidents to or defects in Plumbing, electrical fixtures, heating or air conditioning systems or other systems or improvements in the Premises or the Building, to enable Facilities Manager to repair such damage or defects.

Passkey

Facilities Manager shall have the right to keep a passkey to the Premises and the right to enter the Premises for inspection, maintenance, cleaning or repairing and for any other reasonable purposes.

No Smoking

Tenant shall comply with all smoking restrictions promulgated by Facilities Manager, including which outdoor areas may be used for smoking.

Programmatic Policies: Health and Safety

1. Painting solvents are prohibited from storage in private studios. All solvents must be stored in a flammables cabinet. Solvents must be properly labeled with name, date, and contents. Solvents must be stored upright and in closed containers. Ensure cabinet doors are closed correctly.

2. Solvents are prohibited from being disposed down sink drains. Solvent disposal bins have been placed Exhaust Room C238. Spent solvent, linseed oil, and brush cleaner can be disposed in these labeled 1-gallon containers.

3. Wet oily rags and wet canvas are extremely hazardous if left crumpled-up. They can spontaneously combust and pose a fire hazard. Dirty rags must be deposited in the red self-closing safety cans found in Exhaust Room C238 and labeled *Solvent/Oil Soaked Rags*. No garbage in the safety cans. Contact the Instructional Technician for additional rags and rag pickup.

4. All aerosols, including fixative, spray paint, and adhesives are only approved for use in spray booth (Exhaust Room C238). Use is prohibited in hallways and studios. Allow work to fully dry before removing it from the spray booth.

5. Blade disposal containers can be found in Sand Point Exhaust room. Please dispose sharp items such as razor blades, pins, needles, etc. in these containers.

6. Eating and drinking in private studios is discouraged. Food and drink can come into contact with hazardous materials and be ingested causing risks to one's health.

7. First Aid kits are located in Sand Point Woodshop as well as in the main corridor. Contact the Instructional Technician for refill supplies.

8. Students and faculty are strongly encouraged to use the buddy systems during work times.

9. Reserve special work clothes for studio use, and wash frequently. Wash these items separately from other clothes.

10. Immediately report broken woodshop tools or machines to Instructional Technician or faculty. The above parties should only repair equipment.

SCHOOL OF ART + ART HISTORY + DESIGN

Sand Point Woodshop Policies and Safety Rules

General Rules

This shop is open to currently enrolled University of Washington Painting and Drawing graduate students only. SOA+AH+D faculty are also granted access.

All machinery, tools, and processes are off limits until the SOA+AH+D wood shop Instructional Technician has authorized the student or faculty member. (See Tool Proficiency Checklist Form)

Never work alone. This shop is to be used only when the shop monitor is present.

Report unsafe or hazardous conditions to the shop monitor.

All injuries, accidents, and even close calls must be reported immediately to the shop monitor or a faculty member.

In an emergency dial 9-1-1 (Police, Fire, Medical). Be prepared to provide specific location and details of incident.

Know the location of fire extinguishers, fire exits and first aid kits.

All finish work must be done in the spray booth C238.

Only water may be poured down sink drains. Ask the shop monitor about disposal of liquid waste.

Clean up after yourself. Brush off tables; wipe up spilled glue, sweep floor, dispose of dust, chips, and debris properly.

Personal Safety Rules

Eye protection in the form of safety glasses, face shields, or goggles is required in this shop at all times.

Wear hearing protection to guard against high noise levels.

Open-toed shoes (i.e. sandals) are not allowed in the shop. Do not wear loose or ragged clothing. Long hair should be tied into a bun or put under a cap. Loose adornment (necklaces, bracelets, rings, watches, iPod headphones) should be removed when operating machinery.

Use appropriate respiratory protection when creating dust, mist, fumes or vapors. Ask shop monitor for information on proper respirator training.

Wear appropriate gloves when working with finishes and solvents.

Gloves must not be worn when operating machinery.

Use proper technique for lifting and moving heavy materials. Ask for assistance. Use a cart, dolly or hand truck. Students are prohibited from moving stationary equipment/machinery.

Watch for tripping hazards. Do not place material or objects in thoroughfares or passageways.

Concentrate on what you are doing. Avoid distractions while operating machinery. Personal MP3 players are a distraction to a machinery operator.

Machinery Rules

Be thoroughly knowledgeable concerning the equipment and materials you wish to use. Read and understand specific safety and procedural instructions (Safety manuals, SDS sheets) for chosen equipment and materials.

If you are in doubt as to proper tool setup or safe procedure, stop work and ask the shop monitor.

Inspect tools before using. Report broken tools and machinery to the shop monitor immediately.

Use tools for intended purpose only, i.e. do not use screwdrivers as chisels or pry bars, wrenches as hammers, etc.

Remove all non-essential tools, or material from machine surface prior to turning on the machine.

Never leave a machine running while unattended.

Always clamp or secure the work piece at the drill press.

Never leave chuck keys in drill or lathe chucks.

Do not attempt to slow down or stop rotating or moving machinery with hands or tools.

Do not use fingers or hands to remove dust and chips from machinery. Use a brush and dispose of dust and chips properly.

Never direct a stream of compressed air at yourself or others.

Return all tools clean and to their proper location.

Do not remove tools from the shop without the permission of the shop monitor.