EMERGENCIES

FIRE EMERGENCY
• If the fire alarm sounds, evacuate the building immediately according to evacuation guidelines.
• If you witness a fire, evacuate the building according to evacuation guidelines and activate the building fire alarm at a pull station along your evacuation route.
• If the fire is small enough and you are properly trained, take immediate action to control the fire with available firefighting equipment.
• Do not return to your area for personal belongings.
• After you are safely out of the danger area, dial 911.

ACTIVE SHOOTER
• Secure doors and seek concealment away from windows and doors.
• Turn off all lights.
• Dial 911.

Consult the emergency preparedness guide located near the entrance to each lab for more information.

MALFUNCTIONING EQUIPMENT
• Report malfunctioning equipment such as computers, printers, and any broken or exposed wiring to ithelp@clemson.edu. Include the lab room number, any identifying information on the malfunctioning equipment, and the type of malfunction.
• Do not attempt to repair, open, move, tamper, or interfere with any of the computer, printing, cabling, air conditioning, or other equipment in the laboratory.
• Do not overload electrical power circuits by adding power strips.

ERGONOMICS
• Be sure to occasionally take a break and stand up and stretch or walk around
• Avoid glare by placing monitors away from light sources that produce glare. Ideally, monitors should be 90° from light sources.
• When using a keyboard, keep wrists in line with forearms and not bent upwards, downwards or to one side or the other.
• Be aware of ergonomic guidelines for correct posture when using computer equipment.

For more information, review OSHA’s ergonomic guidelines at the following link:
https://www.osha.gov/SLTC/etools/computerworkstations

RESPECT
• Please treat fellow users of the lab, and all equipment within the lab, with courtesy and respect.
• Do not bring bicycles or bike parts into the labs.
• Do not unplug a network jack from a workstation to use for your laptop.
• Keep the lab areas clean.