

## 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@clemsun.edu](mailto:ithelp@clemsun.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.