SAFETY RULES AND PROCEDURES FOR STUDENTS IN BIOLOGY LABORATORY COURSES

The following rules must be adhered to while in the laboratory. All students are required to sign a statement indicating that they have received, read, and understood the laboratory safety rules; signing this statement will also indicate that the student has received instruction about the MSDS sheets, NFPA codes, and the Virginia Occupational Safety & Health Hazard Communication Standard (1910.1200): “Right to Know Laws.”

**Dressing for Lab**

1. You must wear SPLASH-PROOF safety goggles that protect the top, bottom, front, and sides of the eyes at all times from the start of the experiment until the last group has cleaned up. You will be required to leave the lab if you do not comply with this rule.

2. Wear closed-toe shoes, covering the foot. You will be required to leave the lab if you do not comply with this rule.

3. Clothes that don’t adequately cover exposed skin are not allowed. You will be required to leave the lab if you do not comply with this rule.

4. You are strongly encouraged to wear a lab apron when working at the lab bench.

5. Never apply cosmetics in an area where chemicals are used or stored.

6. Soft contact lenses are strongly discouraged, because eye damage may occur.

7. Tie back long hair and loose clothing.

**Behavioral Rules**

8. No student will be permitted in the laboratory without an instructor. Only assigned and supervised laboratory activities may be performed. Visitors and children are NOT permitted.

9. Students may not begin working or gathering supplies and equipment until their instructor is present. Do NOT touch any equipment or supplies without specific authorization.

10. No chewing gum, food or drink, including water, is ever permitted in the laboratory.

11. Use of tobacco products is not permitted in the laboratory.

**General Rules**

12. All aisles in the laboratory must be kept open at all times. Personal belonging are to be kept out of the work area.

13. Female students who are pregnant are advised to consult with their obstetrician about continuing in the course, because the College cannot guarantee the absence of teratogenic chemicals in lab.

14. NEVER taste a chemical. Any chemical spilled on the skin should be washed off immediately and the skin flushed with cold water for several minutes.

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15. If you have an existing injury (e.g., bandaged cut) when you enter lab, you must report your injury to your instructor. You will not be allowed to work in the laboratory if any chemical for that period’s experiment would possibly cause further injury to you.

16. Immediately report all unsafe conditions, damaged equipment, unusual odors, personal injuries, and spilled chemicals to the supervising instructor (or other laboratory personnel) who will then determine the proper course of action.

17. Ask your instructor for the proper method of disposing of chemicals and waste materials.

18. Always thoroughly clean your working area and glassware when finished.

19. Return all equipment and supplies to their proper location after use.

20. Store stools under workbenches and not in aisles when not in use. Before leaving lab, return stools under workbenches.

21. Stay out of restricted areas [including but not limited to the staff prep/office area (rooms 393A, 491A, 412), storage areas, and other locations so posted or otherwise indicated].

22. If you break any glassware, please let the instructor know so they can use the dustpan and broom to sweep up the broken glass, and dispose of the broken glass in the “broken glass box.”

23. Carefully follow all instructions from faculty and staff members.

24. Persons not following these rules will be asked to leave the laboratory and may be removed from their class.

Rules for Emergencies

25. Know the location of, and how to operate, fire exits, telephones, and alarms in use during regular school hours as well as after-hours. **KNOW THESE EMERGENCY TELEPHONE NUMBERS:** Campus Police 9-703-764-5000 from a campus phone or 703-764-5000 from a cell phone or direct line; public emergency operator: 911 from a campus phone (9-911), cell phone, or direct line.

26. If you spill small amounts of chemicals on your hands, immediately flush the affected area with water for at least 5 minutes or longer if irritation continues. Notify your instructor right away of the injury. If the injury is serious and requires further treatment, your instructor will call Campus Police or 911 to request outside assistance.

27. If you spill large amounts of chemical solutions on your skin or clothing, you should: (1) immediately call out for assistance; (2) begin removing clothing as you head for the safety shower; (3) remain under the safety shower for at least 15 minutes or longer if irritation continues. If warranted, your instructor will call Campus Police or 911 to summon outside assistance.

28. If you splatter a chemical into your eyes or face, you should: (1) immediately call out for assistance; (2) move quickly to the eyewash fountain, remove any contact lenses, and rinse

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eyes (and face) for at least 15 minutes, or longer if irritation continues. The instructor should force the student’s eyelids open, if necessary, and should call Campus Police or 911 to request emergency outside assistance.

29. Know the emergency evacuation route for your lab. A map highlighting the emergency evacuation route is posted on the wall.

30. You should know the location of the fire extinguishers in the lab, however; only trained personnel should use the extinguishers.

31. Douse an individual on fire with water if the safety shower is not immediately accessible. Get the person to stop, drop, and roll, and try to extinguish any small, still-burning flames by patting them out. Beat out the flames around the head and shoulders, and work downward to the feet. Place clean, wet, cold cloths on burned areas. Remove clothing contaminated with chemicals, using scissors to remove pullover shirts or sweaters. Wrap the victim in a fire blanket or clean lab coat to avoid shock and exposure. Call Campus Police or 911 to summon outside assistance.

32. Fight a fire only if you are able to escape. If the fire starts to move between you and the exit, LEAVE IMMEDIATELY.

Know what action to take in the following emergencies

**EARTHQUAKE:**
(1) remain in the room but get under a desk or lab bench; (2) exit the building as soon as the earthquake stops; (3) Move away from the building and across the street.

**FIRE/ EVACUATION:**
(1) turn off gas, water, and electricity at workbench; (2) Activate the nearest fire alarm and call 9-1-1 if possible. If there are no fire alarms nearby, knock on doors and yell “fire” as you exit the building; (3) evacuate the building. Do not use elevators! (4) Feel closed doors with the back of your hand. Do not open if doors are hot; (5) Move well away from the building when evacuating, and assemble at designated assembly areas; (6) Do not re-enter the building until cleared by authorized personnel. If there is no safe exit, (1) remain in the room; (2) place wet towels at the base(s) of the door(s); (3) get on floor and call Campus Police or 911 for help.

**SEVERE WEATHER/ SHELTER-IN-PLACE:**
If the area is under a Severe Weather/Tornado WARNING, or if notified to shelter:
(1) seek shelter immediately in a Severe Weather Shelter Area or go to an interior hallway or room; at the lowest level in the building; and/or an area free of windows or glass; (2) protect your body from flying debris with any available furniture or sturdy equipment; (3) use your arms to protect your head and neck; (4) Wait for the “All Clear” before leaving your shelter area.

**VIOLENT INCIDENT/ ACTIVE SHOOTER:**
Determine the most reasonable way to protect your own life and call 9-1-1 or 703-764-5000 when it is safe to do so:
(1) RUN and evacuate if you can. This may be your best chance of survival. Have an escape route in mind. Leave valuables behind and keep hands visible (2) HIDE in an area outside of the shooter’s view. Block entry to your hiding place and lock doors. Turn off lights and silence electronic devices (3) FIGHT as a last resort and only when your life is in imminent danger. Attempt to incapacitate the shooter. Act with physical aggression.
BOMB THREAT: (1) Call Campus Police or 911 using a landline; (2) do **not** use cell phones or two-
way radios; (3) do **not** activate the fire alarm system; (4) evacuate the building as directed; (5) do **not** return to the building until cleared by authorized personnel.

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