

User Safety Guide

For Work Conducted at MagLab Headquarters at FSU in Tallahassee.



1. Medical Emergency

- **STAY CALM and Assess the situation to ensure your own personal safety.**
 - **DO NOT MOVE THE VICTIM**
 - **CALL or HAVE SOMEONE call 911.**
 - Give the operator your location and as much information as possible.
 - Look for a medical alert bracelet/ necklace. If the person has a cell phone, look for a medical ID.
 - Don't hang up until you are told to do so.
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2. Evacuation Alarm

- **If an alert sounds and the strobe lights are illuminated:**
 - Secure your experiment/equipment.
 - Take your laptop/ mobile phone.
 - Leave your operation in a safe state and evacuate the building via the closest exit.
 - **Do not reenter the building until authorized to do so by emergency responders.**
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3. Oxygen Deficiency Hazard (ODH) Alarm

- Indicated by a blue strobe light and audible alarm.
 - If you are in an area of the laboratory that has been designated as having a potential oxygen deficiency hazard, you must leave the area immediately and notify the safety department.
 - If you are outside an ODH area and observe unconscious individuals, call 911 immediately and do not attempt to rescue them.
 - Do not reenter the area until the safety department has tested the atmosphere and given all clear to return.
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4. Severe Weather Alerts



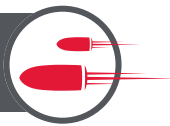
To learn more about severe thunderstorms, tropical storms, and hurricanes, please scan or visit this link: alerts.fsu.edu

If a storm is happening:

- Stay away from windows.
- Stay inside.



5. Active Shooter



- If safe, exit the building and **call 911**.
- If it is not safe to exit, find a place with a lockable door and no windows. **Call 911** if safe to do so. Silence your phone.
- Be prepared, if necessary, to fight.
- Show your hands for law enforcement.
- Please scan or visit this link: emergency.fsu.edu/hazards/active-shooter



6. Suspicious Objects



- Do not handle or go near any suspicious objects.
- **Call FSU PD at 850-644-1234, or 911** and give the location of the object.
- Note any details about receiving and/or finding the object.
- If reported to you, try to get contact information from the person who initially reported the object.

7. Escort to car After Hours



If you need an escort to your car after hours -- please call the **FSU Police at (850) 644-1234** for assistance.

8. Stop Work Policy:



Any user or employee is allowed to stop work to ensure safe practices are being followed. If you see someone acting in an unsafe way, please ask them to stop work. If someone stops and asks you about the safety of your work, please remember that they are looking out for your safety. If you do not feel comfortable calling a stop work, contact the Safety Department for assistance.

Important Contacts

at MagLab Headquarters

Safety Department:

- 855-SAFEMAG (850-855-7233)
after normal business hours)
- safety@magnet.fsu.edu

Front desk:

- (850) 644-0311
- frontdesk@magnet.fsu.edu

