

Date :2/17/99
To : Facilities and events coordinators and contact persons
From : Richard Marsolek, Environmental Health and Safety Coordinator
Subject : Safety concerns

The following information is being provided as a guide to safety and regulatory compliance concerns that should be considered when campus facilities are being used to host workshops, conferences, concerts, and similar events. The purpose of this guide is to help assure that event participants can enjoy a safe environment and that the University is in compliance with applicable safety codes and regulations. Questions or concerns regarding this information should be directed to BSU Environmental Health and Safety in Deputy Hall 345, phone: 755-3988.

**Bemidji State University
Facility Use Safety Guidelines**

- Users not familiar with the campus should be informed of the proper procedures for reporting emergencies, the location of emergency devices such as fire extinguishers and phones and the location of emergency exit routes and shelter areas.
- Building and room occupant capacity limits may not be exceeded.
- Displays, registration tables, coat racks, staging, and other items that may be set up for the event may not in any way block hallways and corridors, exits, doors, stairwells, or otherwise interfere with or limit pedestrian traffic through those areas.
- Displays, registration tables, coat racks, staging, and other items that may be set up for the event may not in any way interfere with or limit access to fire extinguishers, fire alarm pull stations, phones, electrical panels, mechanical rooms or other emergency or utility devices, rooms or areas.
- Signs, posters, and other items may not cover or otherwise interfere with or block the view of exit signs, emergency route maps, lights, or other warning signs or safety devices.
- BSU maintenance should be contacted at least 2 weeks in advance of events if special electrical plumbing, lighting or other utility needs are anticipated.
- Use of electrical equipment, extension cords and similar devices must be carried out in accordance with applicable codes and safety regulations, including proper grounding of equipment and circuits and use of ground fault circuit interrupters (GFCIs).
- Extension cords and similar devices may not create a trip hazard and should be appropriately anchored in place where they cross an aisle, corridor or other pedestrian traffic areas.

- Liquids and other spilled materials should be cleaned up immediately. A custodian or the Physical Plant should be contacted if assistance is needed.
- Demonstrations or activities involving the use of potentially hazardous substances or equipment, such as chemicals or lasers, may be conducted only in rooms with the proper safety equipment and in accordance with all applicable federal, state, and local regulations.
- Rooms containing equipment, chemicals, or display items should be kept locked when not attended.
- Chemicals and other potentially hazardous materials must be removed by the user at the end of the event or activity. **ABSOLUTELY NO CHEMICAL WASTES MAY BE SEWERED OR PLACED IN THE TRASH.**
- Hazardous waste management and disposal is the responsibility of the generator. State and Federal law prohibits BSU from storing, transporting or disposing of hazardous wastes not generated through its own activities or processes.
- Activities conducted in chemical laboratories must be carried out in accordance with the host department's chemical hygiene plan and applicable regulations.
- Bemidji State University reserves the right to inspect and review activities carried out in its facilities and on its grounds and may halt any activities found to present a danger or serious hazard or which do not comply with applicable regulations or codes. Inspection and review may also be conducted by local, State or Federal authorities.
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- In addition to the safety considerations, maintenance personnel have asked that the following housekeeping considerations be observed:
 - Recyclable materials such as paper, magazines, newspapers, cans, and bottles should be placed in the appropriate recycling containers located throughout the campus.
 - Do not use tape to post materials on painted walls.
 - Do not use tacks to post materials on sheetrock walls.
 - All posted material should be removed at the end of the rooms' use.