



**EHS & Risk Management  
Emergency Management  
Campus Fire Marshal  
Occupational Safety  
Laboratory Safety**

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**1 [LUPD Campus Active Shooter Plan](#)**

The immediate response of the first officers on scene is to take aggressive action to find and stop the shooter or shooters. If you are wounded or with someone who is wounded, these immediate responding officers will bypass you to search for the shooter(s). Rescue teams will follow shortly to aid you and others.

**If the Shooter Is Outside Building**

- If can be done so safely, inform building occupants
- Close and lock doors and all windows. If door does not lock, try to block the door with furniture
- Turn off all lights
- Close the blinds and stay away from windows and doors
- Seek protective cover or lie on the floor
- Keep quiet and act as if no one is in the room

- Have ONE person call 409-880-7777 and give name, location, and any other details that can be provided about the shooter(s)
- Silence all cell phones
- Do not answer the door or respond to commands until certain they are issued by a police officer. Tell the officer to place ID under the door
- Wait for police to assist in exiting the building

**If the Shooter Is Inside Building**

- Determine if room can be locked. If so, follow directions above
- If room cannot be locked, move to a room that can, or exit the building – ONLY IF SAFE TO DO SO
- Exiting the building, keep hands above head and listen for instructions that may be given by police officers. Make no movements that may cause an officer to mistake actions for a threat. Try to stay calm
- If outside building and no officer in sight, call 409-880-7777 and provide the following information
  - Name
  - Location of incident
  - Number of shooters, if known
  - Identification or description of shooter(s)
  - Number of persons who may be involved
  - Exact location
  - Injuries, if known

**If the Shooter Enters Office or Classroom**

- If possible call 911 or 409-880-7777 and alert police of shooter's location. If unable to speak, leave line open so dispatcher can listen and try to pinpoint location.
- If escape not possible, attempting to overpower the

shooter(s) by force is a LAST RESORT

- If the shooter(s) leave the area, proceed immediately to a safer location, if possible
- If decide to flee, do not carry anything. Move quickly and quietly. Keep hands visible and follow instructions of police officers
- Do not attempt to remove injured people. Tell officers their locations as soon as possible
- Do not leave campus until released by police. The area will be a crime scene. Cooperate fully with the investigation

**2 Ergonomics**

Ergonomics is an applied science concerned with designing and arranging the equipment we use so we interact efficiently and safely with it. By altering our work methods, workstations, or tools, we can work towards reducing or removing physical strain or excessive stress, which can result in fewer aches and pains. In other words, ergonomics is the concept of adjusting the work environment to fit the user and not the other way around.

Recent research indicates that much of our waking time is spent watching a screen. In fact, screen time continues to be on the rise. According to [eMarketer](#), in 2020 US adults spent 7 hours, 50 minutes per day consuming digital media.

What can be done to improve our ergonomic situations in this environment? Listed below are three recommendations to reduce stress, decrease the possibility of musculoskeletal disorders, and promote a more enjoyable work environment.

## Get up, stretch, and walk

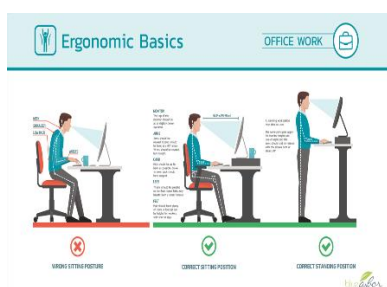
Move throughout the day. Every 30 minutes, stand up and take a moment to stretch. Plan short walks throughout the day. Maintaining a healthy level of physical activity can promote productivity and reduce stress.

## Work in neutral

Learn how to setup work desk and work in neutral. It's important to scan our body for tension and adjust our workstation so that we can relax while working. At EHS & Risk Management, we can assess an office workstation and recommend how to adjust it properly. An evaluation of a workstation includes the chair, desk, and monitors. In addition, the positions of computer mouse, keyboard, phone, and other commonly used equipment will be considered. Avoid having to routinely reach for desk items. The idea is to bring them close to avoid muscular exertion and stress.

## Don't forget the eyes

Eye health is important. Scheduling periodic eye exams allows an opportunity to discuss screen time with an ophthalmologist. The doctor can provide guidance on changes in vision and other symptoms, such as dryness or itchiness. Just like the body needs a break, the eyes do, too. Take time to give eyes a break from the screen. For brief breaks, try focusing on a distant object for a few seconds. Take a look around. Ensure that glare on the screen is reduced and the illumination in the work area promotes easy reading, writing, and task performance.



## 3 General Office Safety

The following recommendations can result in eliminating, or at least minimizing, the risk of injuries on campus.

- Thoroughly understand how to use office business machinery prior to use. Supervision should ensure employees know how to use equipment
- Ergonomic principles and concepts about workstations, healthy spinal positioning while seated or lifting objects, and relevant resources for ergonomics can be found on the [EHS & Risk Management website](#)
- Do not store heavy items on top of bookshelves and cabinets
- Store heavier items on lower shelves and the heaviest items near mid-height to minimize bending and overexertion
- Do not block fire extinguishers, exit doors, fire alarms, or sprinkler heads (keep clear below 18 inches to allow proper flow pattern)
- Always de-energize equipment by pulling the plug from the receptacle. Do not run extension cords through doorways, walking paths, or under carpets. Take damaged electrical cords, plugs, or receptacles out of service (or tagging) and report to supervision
- Promptly clean up spills, especially when they are on tile, hardwood, and sealed concrete
- Maintain good housekeeping in the office area. Minimize storage and keep walkways free from obstructions
- Never open two file cabinet drawers at the same time. This could result in a tipping hazard of the file cabinet

## 4 Health & Safety Manual (Chapter IV Shop Safety, Section 5 Hand Tools)

Hand tools are non-powered tools. They include axes, wrenches, hammers, chisels, screw drivers, and other hand-operated mechanisms. Even though hand-tool injuries tend to be less severe than power-tool injuries, hand-tool injuries are more common. The most common hand-tool accidents are caused by the following:

- Failure to use the right tool
- Failure to use a tool correctly
- Failure to keep edged tools sharp
- Failure to replace or repair a defective tool
- Failure to store tools safely

Follow these guidelines for general hand-tool safety:

- Wear safety glasses whenever hammering or cutting, especially when working with surfaces that chip or splinter
- Do not use a screwdriver as a chisel
- Do not use a chisel as a screwdriver
- Do not use a knife as a screwdriver
- Never carry a screwdriver or chisel in a pocket. Use a tool belt holder or tool box
- Replace loose, splintered, or cracked handles. Loose hammer, axe, or maul heads can fly off defective handles
- Use the proper wrench to tighten or loosen nuts
- When using a chisel, always chip or cut away from the body. Use a soft-headed hammer or mallet to strike a wooden chisel handle. A metal hammer or mallet may cause the handle to split
- Do not use a wrench if the jaws are sprung
- Do not use impact tools, such as chisels, wedges, or drift pins, if their heads are mushroomed. The heads may shatter upon impact

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- Direct saw blades, knives, or other tools away from aisle areas and other employees
  - Keep knives and scissors sharp. Dull tools are more dangerous than sharp tools
  - Iron- or steel-hand tools may cause sparks and be hazardous around flammable substances. Use spark-resistant tools made from brass, plastic, aluminium, or wood when working around flammable hazards

Improper tool storage is responsible for many shop accidents. Follow these guidelines to ensure proper tool storage:

- Have a specific place for each tool
- Do not place unguarded cutting tools in a drawer. Many hand injuries are caused by rummaging through drawers that contain a jumbled assortment of sharp-edged tools
- Store knives or chisels in the scabbards
- Hang saws with the blades away from someone's reach
- Provide sturdy hooks to hang most tools on
- Rack heavy tools, such as axes and sledges, with the heavy end down

Do not prop open fire doors. These doors are used to contain the fire and are held open by magnetic door stops. The magnets will release when the fire alarm activates.

Do not allow clutter to build up in hallways or other routes of egress. Clutter not only makes it more difficult to evacuate, but it also hinders fire fighters who may enter the building during the fire. Smoke lowers visibility and obscures objects, such as chairs or push carts. Emergency personnel could trip and become injured from these obstacles during a fire.

## 5 Fire Safety

Remember what to do in case of a fire. If aware of a fire, activate the nearest alarm pull station. Then evacuate the building in accordance with the building evacuation plan. Call 911.

Only attempt to control the fire with a fire extinguisher if properly trained.

Many fires start from electronic devices. Do not plug power strips into extension cords or into other power strips. Anything that heats, cooks, or cools, such as space heaters or refrigerators, must be plugged into a permanent wall outlet.