



Visitor Safety

What you need to know



Your safety and the safety of our associates is everyone's concern. If you have any questions, please ask the EWI receptionist or your host. Please enjoy a safe and productive visit at EWI.

The EWI Safety Committee



Security

- All visitors must wear a visitor ID badge issued by the receptionist. Display this badge at all times and return it to the receptionist when leaving the facility.
- Leave all packages, including cameras and recording devices, with the receptionist upon arrival. Prior approval from [EWI Security](#) is required if these devices need to be taken into the facility.
- Please park in the visitor parking spaces. If no spaces are available, please park in any other unreserved parking space.
- Cell phones must be turned off when touring the labs.
- Visitors must stay with their group and hosts at all times, unless otherwise permitted.
- EWI is a smoke free campus. Smoking is only allowed in your vehicle.



Safety

- Stay in marked aisle ways and be alert to forklift traffic.
- Safety glasses with side shields can be provided and are required to be worn in the high bay and lab areas.
- Open-toed, open-heeled or high-heeled shoes (greater than three inches or less than one inch wide) are not permitted in the lab and high bay areas.
- Do not handle parts or tools you are not authorized to handle.
- Safety shoes must be worn when working on equipment.



Stay Alert *for all safety hazards and signs*





Emergency Response

EWI Floor Plan

First Floor



Fire

- If the fire alarm sounds:
 - Stay with your host. They will escort you to a safe area.
 - If you get separated
 - Go to the 1st floor.
 - Go out the nearest 1st floor exit.
 - Gather at the light poles at the west end of the parking lot.
 - Wait for further instructions.
- If you discover a fire:
 - Activate the nearest fire alarm.
 - Evacuate the building.



Severe Weather

- If severe weather is approaching:
 - Stay with your host. They will be informed of conditions and provide instruction.
 - If you get separated:
 - Go to the 1st floor.
 - Move to the severe weather area in the main hallway.

Medical Emergencies

- If someone is in need of medical attention:
 - Dial 911 and stay on the line until the operator hangs up.
 - Dial 0 to inform the operator of the location and status. EWI first responders will be notified.
 - Administer first aid if you are trained and willing.

Chemical Safety

A number of chemicals are used in the labs at EWI. Please, **DO NOT** handle any chemicals during your visit unless authorized by EWI personnel to do so.

If you need more information regarding a chemical used at EWI, Material Data Safety Sheets are available by request.

No chemicals may be shipped or carried into the facility without the prior approval of [EWI Safety](#).

