

# UIW EMERGENCY PREPAREDNESS



**Do Not File**

## Introduction

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This desktop reference has been provided to assist you during an emergency situation on the University of the Incarnate Word campus.

1. *Post this desktop reference in a visible location in your office, lab, workroom or classroom. **DO NOT FILE THIS DOCUMENT.***
2. *Please read this guide thoroughly. If you have any questions please call UIW Police Department at 210-829-6030 or the Department of Environmental Health, Safety and Risk Management (EHSRM) at 210-829-6035.*
3. *Take time to familiarize yourself with the nearest exit and alternative exit, fire alarm pull station, and fire extinguisher for your area.*

## **Important numbers**

<b>Ambulance, EMS, Fire</b>	<b>911</b>
<b>UIW Police Department</b>	<b>210-829-6030</b>
<b>Poison Control</b>	<b>1-800-222-1222</b>
<b>Health Services</b>	<b>210-829-6017</b>
<b>Environmental Health, Safety and Risk Management</b>	<b>210-829-6035</b>
<b>Human Resources</b>	<b>210-829-6019</b>

## **Safety Escort**

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The UIW Police Department is dedicated to the safety of all individuals in our community. If you do not feel safe at any time, you may contact the UIW Police Department at 210-829-6030 and request an Officer to escort you to your destination on campus. The UIW Police Department will respond in a timely manner to your request for an escort.



## Medical Emergencies

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- *Immediately notify the UIW Police Department at 210-829-6030 or dial 911.*
- *If you are trained in first aid or CPR make sure the scene is safe before you approach the victim. Do not endanger yourself.*
- *Do not move the person unless he or she is in a life threatening situation.*
- *If additional people are available send someone to flag down emergency personnel.*
- *Automatic External Defibrillators (AEDs) are located across campus. Familiarize yourself and staff with locations and operating instructions.*
- *If you are exposed to bodily fluids while administering aid, immediately wash the exposed area and contact your supervisor or Human Resources, or contact your healthcare provider.*



# Fire

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If you discover a fire on campus use the **R.A.C.E.** acronym to help you remember what to do. You are not required to fight a fire as part of your job unless it is listed on your job description. Only use a fire extinguisher if you can answer yes to all of the following questions:

- *Have I been trained in fire extinguisher use while working for UIW?*
- *Has the fire department been called first?*
- *Is the fire small and contained? (trash can sized)*
- *Do I have the proper fire extinguisher?*
- *Is there a clear escape route?*
- *Do I feel comfortable in the fighting the fire?*



## R.A.C.E stands for:

- *R* eact to the situation-find the nearest telephone and call 911. Stay calm and answer all the dispatcher's questions.
- *A* ctivate the nearest fire alarm pull station.
- *C* lose doors behind you as you leave the area.
- *E* xit the building using the nearest, safe exit. **DO NOT USE ELEVATORS.** Inform your immediate supervisor if you know of anyone needing assistance.
- Assemble at a safe distance from the building.
- Try and take a head count to make sure everyone is accounted for.
- Wait for the all clear to be given by either the San Antonio Fire Department or UIW Police Department.

## If you hear a fire alarm:

- Immediately inform your supervisor.
- Close the doors behind you as you leave.
- Exit the building using the nearest, safe exit. **DO NOT USE ELEVATORS.**
- Inform your supervisor of anyone who might need assistance.
- Assemble at a safe distance away from the building.
- Try and take a head count to make sure everyone is accounted for.
- Wait for the all clear to be given by San Antonio Fire Department or UIW Police Department.



**FIRE**





## Evacuation of Mobility Impaired

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- *Evacuation of disabled people who are otherwise ambulatory, such as vision or hearing impaired, should take place with other building occupants. They can benefit from an escort.*
- *Evacuation of people who are dependent on mechanical equipment for their mobility **should not be evacuated by elevator** unless authorized or directed by fire department personnel.*
- *Call UIW Police Department at 210-829-6030 and request the stairwell evacuation chair to transport someone who cannot walk down the stairs.*
- *If not able to exit the building the individuals should “protect in place.” A fire exit stairway is the preferred location.*
- *Others should advise emergency personnel of the location of the individuals “protecting in place.”*



# Active Shooter: Run, Hide, Fight

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## *RUN*

If you find yourself involved in an active shooter incident immediately try to move out of the path of danger. Alert people to the situation and try and exit the building immediately. Remember *Run, Hide and Fight*

- *Evacuate to a safe distance from the incident and take protective cover.*
- *Call 911.*
- *Stay under protective cover until the all clear has been given by UIW Police Department or San Antonio Police Department.*

## *HIDE*

- *If you are not immediately impacted by the situation take protective cover. Protective cover is any object that will stop a bullet from hurting you. Stay away from all doors and windows.*

## **IF YOU CANNOT EXIT SAFELY: Remember the OUTS**

- *Hide out-* If unable to leave the immediate area find a place to hide, preferably behind a locked door. Be sure to turn cell phones to vibrate or silent mode
- *Keep out-* make it difficult for an aggressor to reach you, use anything in your surroundings to block the shooter from reaching you. (desks, chairs, cabinets)
- *Spread out-* do not collect in large groups. Spread out to become less of a target
- *Help out-* If possible assist those with injuries around you

## *FIGHT*

- *Take out-* As a last resort and only if you are in imminent danger commit as a group to take out the shooter.

# Crime Prevention

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## Suspicious Person

If you witness someone acting in a manner which you consider suspicious:

1. *Do not confront the individual.*
2. *Contact UIW Police Department immediately at 210-829-6030.*
3. *Give a description of the person.*
4. *Explain what the person was doing that seemed suspicious to you.*
5. *Give your name and a call back number if possible in case more details are needed.*

## How to Report a Crime or Incident

The UIW Police Department maintains a 24 hour a day, 7 days per week operation. Sworn police officers are on duty to respond to any crime, suspected crime, or incident requiring police attention. Emergency phones and Help Stations are available throughout campus. The UIW Police Department actively participates in new student orientation programs and other programs to promote crime awareness and reporting. Criminal activity affects every member of the community. If you are the victim of crime, suspect that a crime has been committed, or have witnessed a crime, report this to the UIW Police Department at 210-829-6030 or through the Silent Witness Program at [uiw.edu/police](http://uiw.edu/police)

## If you witness criminal activity:

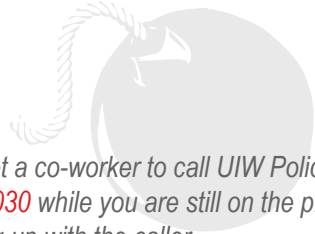
1. *Do not attempt to confront the individual(s).*
2. *Contact UIW Police Department immediately at 210-829-6030 or:*
3. *Contact UIW Police Department via web page [www.uiw.edu/police](http://www.uiw.edu/police).*

**ACTIVE SHOOTER/CRIME PREVENTION**

# Threats/Bomb

What to do in case you receive a bomb threat.

- *Remain calm, **Do Not Hang Up!***
- *Take caller seriously.*
- *Ask as many questions as you can. Try and get a co-worker to call UIW Police Department as soon as possible at **210-829-6030** while you are still on the phone with the caller or call immediately after hanging up with the caller.*



## BOMB THREAT CALL CHECKLIST

When is the bomb going to explode? \_\_\_\_\_

Where is it right now? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What does it look like? \_\_\_\_\_

What will cause it to explode? \_\_\_\_\_

Did you place the bomb? Why? \_\_\_\_\_

What is your address? \_\_\_\_\_

What is your name? \_\_\_\_\_

What was the exact wording of the threats? \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_

Adult \_\_\_\_\_ Child \_\_\_\_\_

Estimated age \_\_\_\_\_ Ethnicity \_\_\_\_\_

### **Speech**

- |                                 |                                      |                                    |
|---------------------------------|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Slow   | <input type="checkbox"/> Excited     | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Rapid  | <input type="checkbox"/> Loud        | <input type="checkbox"/> Broken    |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Intoxicated | <input type="checkbox"/> Sincere   |

Background noises: \_\_\_\_\_

Other Observations: \_\_\_\_\_



**THREATS/BOMB**

# **Hazardous Materials/Spills**

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***ONLY TRAINED AND AUTHORIZED PERSONNEL ARE PERMITTED TO RESPOND TO HAZARDOUS MATERIAL INCIDENTS!***

If you come across a hazardous material spill or believe it might be a hazardous spill first identify what type of spill it is. Hazardous material spills are divided into two major types:

1. ***Small Spill***- A hazardous material spill of less than 1 liter in volume of an agent that you are properly equipped and trained to safely handle appropriately.
2. ***Major Spill***- A hazardous material spill greater than 1 liter in volume or an agent spill that you are not adequately equipped or trained to safely handle appropriately.

## ***Small Spill:***

1. *Inform supervisor and others in the area about the spill.*
2. *Restrict further access to the area.*
3. *Do not enter the spill area alone.*
4. *Use proper personal protective equipment appropriate for the spill agent.*
5. *Neutralize or secure the spill using absorbent material.*
6. *Dispose of the spill-cleanup material as hazardous waste.*
7. *Do not attempt to clean, disinfect, or absorb spill materials without proper emergency response training and equipment.*
8. *If you are injured call 911 and seek medical attention immediately. Call Incarnate Word Police Department at **210-829-6030**.*

## **Major Spill:**

1. *Inform the supervisor and others in the area about the spill.*
2. *Contact UIW Police Department at 210-829-6030 and EHSRM at 210-829-6035.*
3. *Restrict further access to the area and secure the area.*
4. *Do not attempt to clean, neutralize, or disinfect major spills.*
5. *Await emergency response from the UIW Police Department.*
6. *Remain outside the spill area to advise responders on the spill agent, affected employees, and other special precautions pertinent to containing and managing cleanup.*
7. *If you are injured immediately call 911 and seek medical attention.*

For any exposure to a bloodborne pathogen, immediately follow the following steps:

1. *Contact your departmental preceptor, lab manager/principle investigator and EHSRM Director at 210-829-6035 to inform them of the potential exposure.*
2. *Perform initial first aid. Clean the wound, flush the eyes or other mucous membranes.*
3. *A confidential medical evaluation and follow-up is recommended within two hours of a contaminated needlestick or body-fluid exposure. Seek care from the nearest emergency room or health care facility.*
4. *Access the ECP on the EHSRM web page for more information.*



## Severe Weather

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Always know the location of the nearest emergency exit and shelter for your location.

### Severe Thunderstorm Watch

Conditions are conducive to the development of severe thunderstorms in and close to the watch area. Monitor local radio, Rave alert, UIW web page, television, or weather radio for further information.

### Severe Thunderstorm Warning

A severe thunderstorm has actually been observed by spotters or indicated on radar, and *is occurring or imminent* in the warning area. Monitor local radio, Rave alert, UIW web page, television, or weather radio for further information.





## Tornado Watch

Conditions are *conducive to the development* of tornadoes in and close to the watch area. Monitor local radio, Rave alert, UIW web page, television, or weather radio for further information.

## Tornado Warning

A tornado has actually been sighted by spotters or indicated on radar and *is occurring or imminent* in the warning area. Monitor local radio, UIW web page, Rave alert, television, or weather radio for further information.

## During a Tornado Warning

- *Seek shelter in the lowest level. If there is no basement, go to an inner hallway, a smaller inner room, or a closet. Keep away from all windows.*
- *Cover your head and eyes with a blanket or jacket to protect against flying debris and broken glass.*
- *Avoid large-span roof areas such as school gymnasiums, arenas, or shopping malls.*
- *If you cannot get inside, crouch for protection beside a strong structure, or lie flat in a ditch or low-lying area and cover your head and neck with your arms or a piece of clothing.*

## After a Tornado

- *Stay away from downed power lines; report them to UIW Police Department.*
- *Stay away from damaged buildings until UIW Police Department has given you permission to enter.*
- *If there is flooding, watch for snakes and other animals.*
- *Evacuate if you smell fumes or gas and notify UIW Police Department.*
- *To prevent fires, use flashlights, not candles, when you check for electricity after a tornado.*



# Utility Failures

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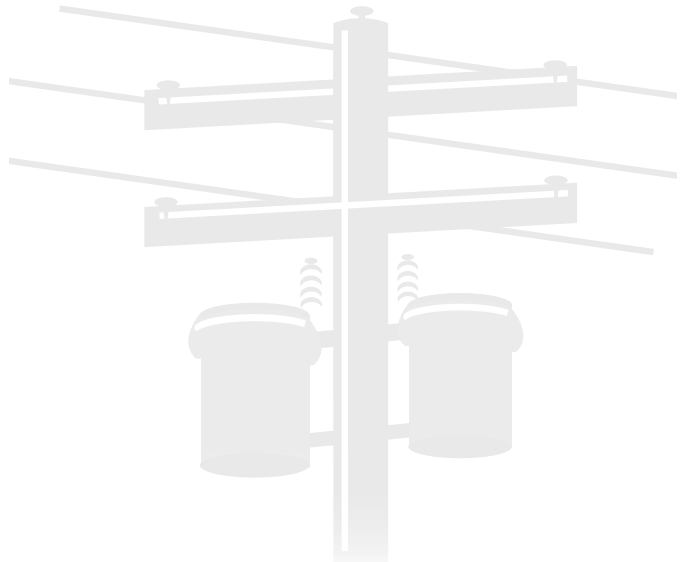
## Utility failures

During normal working hours if you experience a utility outage please call Facilities Management at 210-829-6023.

If you experience a utility outage after hours call UIW Police Department at 210-829-6030.

Most buildings are equipped with emergency lighting. If safe to do so follow the emergency exit signs to the nearest exit door and exit the building.

REMEMBER elevators are not to be used in emergency situations and will not function in a power failure.



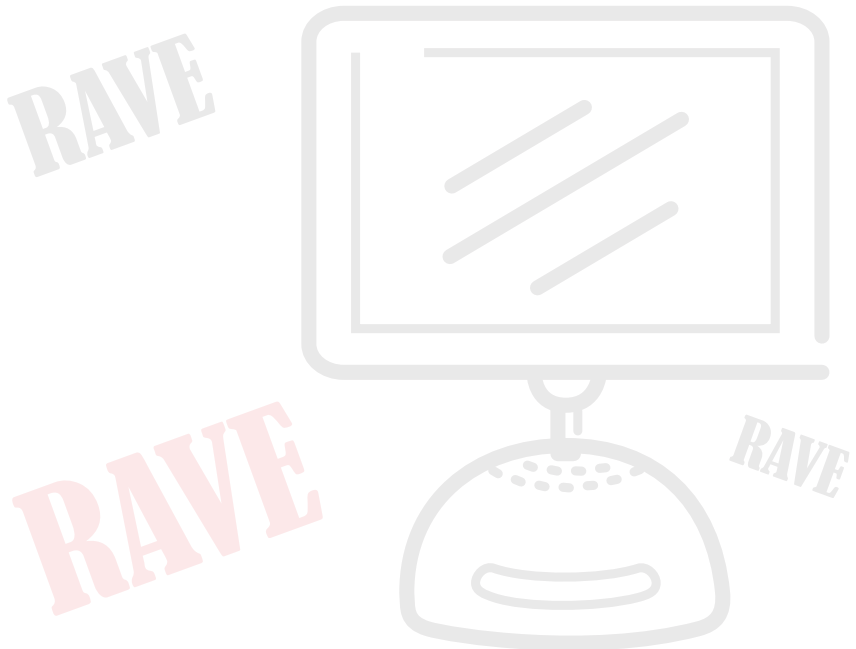
## Mass Notification System

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The University of the Incarnate Word (UIW) has developed a tiered emergency response and evacuation program to alert you in the event of an emergency on campus. UIW's tiered system incorporates a written Emergency Response and Evacuation Plan, a Mass Notification System (MNS), a text messaging system (RAVE) and web-based alerts via UIW's home page. The MNS system will broadcast voice alerts to students, faculty, staff and visitors in the event of an emergency through high power speaker arrays. The campus warning system broadcasts alerts via a secure network that continues to operate during a disaster. In the event of an emergency on campus the tiered system is capable of informing you of immediate dangers in your areas, both indoors and outdoors, so you will be alerted quickly and accurately.

Please go to the University's main webpage and log into MyWord, or go directly to this link: <https://my.uiwtx.edu/group/mycampus/home>.

Click on the Rave Alert icon in the upper left of the screen. On this screen you can confirm/test, delete, add cell phone numbers and email addresses. If you need assistance please contact the Help Desk at 210-829-2721 or [helpdesk@uiwtx.edu](mailto:helpdesk@uiwtx.edu).



## After the Emergency

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After an emergency situation it is important to verify that University procedures have been followed to protect both the campus and its community.

Make sure that:

- 1. Victims have received appropriate medical care.*
- 2. Notify your immediate supervisor of the incident.*
- 3. Make sure that the proper incident reports have been submitted to Human Resources 210-829-6019 or UIW Police Department at 210-829-6030.*

911

911





## Lockdown Procedures

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An emergency lockdown is a response to an actual emergency situation on campus such as an active shooter, chemical release or weather situation. It means that an emergency situation actually exists on campus and that the potential for harm is imminent for faculty, staff, students, and visitors. This type of lockdown is used to rapidly enhance the level of security on campus. A lockdown further requires that all staff and students immediately seek safety from the potential threat and await instructions from UIW Police Department, San Antonio Fire Department or San Antonio Police Department. If a lockdown is issued immediately:

- *Lock and block the door and windows*
- *Silence your cell phone or pager*
- *Turn off any source of noise*
- *Hide behind large items*
- *Try and spread out and do not gather in groups*
- *Remain quiet*
- *Dial 911, if possible, to alert the police to the emergency situation. Don't assume someone else will call. If you can't speak just leave the line open so dispatch can listen.*

*This publication is available in alternate format by request. To request an alternate format, please contact the Department of Environmental Health, Safety and Risk Management (EHSRM) at 210-829-6035.*

4301 Broadway, CPO #315  
San Antonio, TX 78209

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**The University of the Incarnate Word  
Environmental Health Safety and Risk Management  
Hepatitis B Virus Vaccine Acceptance or Declination Form**

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**Acceptance Statement**

I, the undersigned, acknowledge that my employer, The University of The Incarnate Word, has offered the Hepatitis B Virus (HBV) vaccine to me at no cost. I have been informed of the biological hazards that exist in my workplace, and I understand the risks of exposure to blood or other potentially infectious materials involved with my job. **I wish to receive the Hepatitis B virus vaccine.**

_____ Employee's name (printed)	_____ Employee's signature	
_____ Department Supervisor	_____ Witness signature	_____ Date

*If you accept to receive the hepatitis B vaccine, you must report to the designated medical provider within 10 working days of signing this form.*

**Declination Statement**

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B Vaccine at no charge to myself. However, **I decline Hepatitis B Vaccination at this time.** I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B Vaccine, I can receive the vaccination series at no charge to me.

All my questions regarding the risk of acquiring Hepatitis B Virus, and the Hepatitis B Virus vaccination process, have been answered to my satisfaction.

_____ Employee's name (printed)	_____ Employee's signature	
_____ Department Supervisor	_____ Witness signature	_____ Date

# The University of the Incarnate Word Environmental Health Safety and Risk Management Laboratory Hazard Information for Minors in a Laboratory

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## *Parent/Legal Guardian Consent*

**Purpose:** The purpose of this document is to ensure parents and/or legal guardians are aware of the guidelines set forth by UIW and Environmental Health Safety and Risk Management (EHSRM) with respect to *minors* working in a laboratory setting. We understand *minors* may be inexperienced with the potential hazards in a laboratory environment. Principal investigators, laboratory supervisors, or EHSRM personnel will be involved in training *minors* on laboratory safety and rules. The goal is for *minors* to have a safe, educational and fun research experience.

*Note: A minor is an individual who is under the age of 18*

### **Definitions:**

Minor: an individual under the age of 18

Principal Investigator (PI) / Lab supervisor: individual in charge of laboratory who is responsible for directing activities and overseeing minors are abiding to laboratory rules  
Laboratory environment: area or rooms where hazardous chemicals, biological and radioactive materials may be stored and handled.

Personal protective equipment (PPE): used to minimize exposure to various hazards (e.g. gloves, lab coats, goggles)

Carcinogen: a substance or agent that can cause cancer

Pathogenic: what is causing or capable of causing a disease

### **The following are basic rules for minors working in a laboratory:**

- Always follow the instructions given by laboratory supervisor, principal investigator (PI), or individual giving authority designated by lab supervisor or PI
- Always wear appropriate PPE (personal protective equipment). PPE may be goggles, gloves, lab coats, etc.
- Always wear closed-toe shoes in a laboratory
- Never eat, drink or chew gum in a laboratory
- Never work alone without the direct supervision of laboratory supervisor

### **The Fair Labor Standards Act (FLSA) prohibits minors working with the following:**

- Handling, storing, or working near potentially explosive chemicals
- Performing motor vehicle driving or deliveries
- Handling, using, or operating power-driven woodworking machines
- Operating power-driven hoisting apparatus (sky lifts or forklifts)
- Operating power-driven metal-forming or punching machines

- Operating power-driven slicing, packaging, or shearing equipment
- Operating power-driven paper baling machines or compactors
- Handling, using, or operating power-driven circular saws, bandsaws, bonesaws, trimmers, or shears
- Working in a laboratory that manipulates active pathogenic agents of childhood disease
- Handling or using Class I carcinogen
- Handling or using Class II-V carcinogen
- Working in a Biosafety Level 3 laboratory
- Handling or use highly toxic chemicals (e.g. LD<sub>50</sub><0.1 mg/kg)
- Working with research animals

*Signing this form indicates acknowledgement of the following information listed. The potential hazards in the project area assigned to the minor have been explained above and any necessary safety precautions will be taken to prevent exposure to hazardous conditions or agents.*

Name of Minor: \_\_\_\_\_

Department/Division: \_\_\_\_\_ Building/Room #: \_\_\_\_\_

PI/Lab Supervisor: \_\_\_\_\_ PI/Lab Supervisor: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Classification of Minor (circle): EMPLOYEE STUDENT VISITOR OTHER: \_\_\_\_\_

**Environmental Health Safety and Risk Management Review** (*completed by EHSRM only*)

Has project been approved by EHSRM (circle): YES NO

If no. Why?

\_\_\_\_\_  
 \_\_\_\_\_

Comments?

\_\_\_\_\_  
 \_\_\_\_\_

EHSRM representative signature: \_\_\_\_\_

# The University of the Incarnate Word Environmental Health Safety and Risk Management Laboratory Safety Requirements

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The University of the Incarnate Word faculty, staff, and work-study's working in a laboratory at any capacity are required to complete Bloodborne Pathogens\* and Laboratory Safety Training prior, or within the first 30 days of employment.

If you have any questions accessing *Blackboard*, please contact EHSRM. You may also refer to <http://www.uiw.edu/safety/> for further information

\*\*\*The information below may be subject to change shall there be any federal or UIW institutional changes\*\*\*

If you have not enrolled in the Risk and Safety organization link, instructions are provided below.

1. Login to *Blackboard*
  2. Click *Organizations* at top of page
  3. Enter *Safety* in *Organization Search* box
  4. Click *Risk and Safety*
  5. *If you are not enrolled, click **Enroll** on bottom left side. A **plus (+)** symbol will be visible.*
  6. Click *Online Training* on left side of page
    - All training provided by EHSRM will be displayed on center page.
- i. ***Bloodborne Pathogens Training and Test (Required annually, \*only if you will be occupationally exposed to blood or OPIM [other potentially infectious materials]):***
- *Bloodborne Pathogens Training* is an OSHA requirement. OSHA requires qualified personnel be readily available to provide question and answer if trainee has any questions during presentation or exam. **EHSRM will be solely responsible for providing question and answer between the hours of 8:00am-5:00pm, Monday-Friday.**
  - Review *Bloodborne Pathogens Training* PowerPoint.
  - Complete *Bloodborne Pathogens* Test.
  - Training and test may take approximately 1 hour.
  - Subsequent training must be completed annually on *Blackboard*.
- ii. ***Laboratory Safety Training and Test (Required once):***
- Review *Basic Laboratory Safety Training* PowerPoint.
  - Complete *Basic Laboratory Safety Training* Test.
  - Training and test may take approximately 45 minutes.
  - Currently, no subsequent training required.

**The University of the Incarnate Word  
Environmental Health Safety and Risk Management  
Laboratory Safety Requirements**

*iii. Additional Training (Required and/or Recommended):*

- Listed below (a-f) are required and/or recommended for specific research/endeavors and is available at [www.mystercycle.com](http://www.mystercycle.com). You are more than welcome to complete all the training below. I have indicated possible requirements and/or recommendations. Please contact EHSRM for login information.
  - a. **Bio-hazardous waste** recommended
  - b. **DOT** required only if one will be shipping hazardous waste or signing a hazardous waste manifest. It is a federally mandated requirement through the Department of Transportation. This training is completed once every 3 years.
  - c. **TX Privacy HB300** not required
  - d. **HIPAA Security** required only if one will be working with and/or storing patient information.
  - e. **HazCom** recommended. Explains lab-specific laws etc. pertaining to the Global Harmonization System created by the United Nations.
  - f. **HIPAA privacy** required only if one will be working with and/or storing patient information.

If you have a group of individuals requiring training, EHSRM can conduct a “live” training for Bloodborne Pathogens and Laboratory Safety which may take approximately 1.5 hours.

# The University of the Incarnate Word

## Environmental Health Safety and Risk Management

### Laboratory Specific Training Plan

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This form documents training of laboratory personnel as required by the *Texas Hazard Communication Act* and *UIW's Chemical Hygiene Plan* in the specific chemical and/or biological hazards used in the laboratory or work area. It is the responsibility of each Principal Investigator (PI)/Area Supervisor to ensure all laboratory personnel (i.e. employees, work-study's and students) complete Laboratory Safety Training and Bloodborne Pathogen's Training (if required) within first 30 days of employment.

The lab specific training checklist below is to be used as an aid only to discuss the contents associated with the laboratory. For additional training and/or guidance, please contact EHSRM at 210-805-3068 or 210-829-6035. **Laboratory Personnel must initial inside each block. If section does not apply to scope of work, please write N/A.**

Initial	Emergencies
	Location of emergency contacts
	Location of spill kits
	Location of emergency exits and evacuation procedures
	Location of the nearest emergency eye wash station, safety shower, fire extinguisher, fire pull stations, etc.

Initial	General Laboratory Safety
	Proper use of personal protective equipment (PPE)
	Food and beverages policy
	Location of the UIW Chemical Safety Binder/Chemical Hygiene Plan
	Proper use of laboratory specific equipment
	Proper handling of broken glass, razor blades, needles and syringes
	Physical and health hazards specific for work area

**The University of the Incarnate Word  
Environmental Health Safety and Risk Management  
Laboratory Specific Training Plan**

	Location of Material Safety Data Sheets (MSDS)
	Location of hazardous chemicals in the lab
	How to properly label hazardous materials (e.g. chemicals, biological materials, etc)
	How to properly dispose of hazardous materials (e.g. chemicals, biological materials, etc)
	Hazards and proper use of compressed gas
	Regulated Medical Waste (biohazard boxes) procedures

**Additional Lab Specific Training:** (Describe any additional training covered. *To be completed by PI or Area Supervisor*)

I certify the topics in this form have been covered with Laboratory Worker.

**Date:** \_\_\_\_\_

**Principal Investigator/Area Supervisor name:** \_\_\_\_\_

**Principal Investigator/Area Supervisor signature:** \_\_\_\_\_

**Laboratory Personnel name:** \_\_\_\_\_

**Laboratory Personnel signature:** \_\_\_\_\_