Safety Every Day

Classrooms

- Make sure to notify students during the first week of class about the exit routes and assembly points in case of emergency. Point out the location of nearest phone and fire extinguisher. Keep aisles clear at all times.
- Inform and firmly enforce classroom safety rules (goggles, machine guards, gloves, no food/drink, etc.). Always model this behavior with your own actions as well.
- Turn off/unplug electrical equipment when not in use.
- Do not hang decorations or classroom materials from the ceilings; it is a fire hazard.

Driving golf carts: (if you would like to be authorized to drive carts, visit http://tinyurl.com/mqychyp)

- Some students can’t hear you approaching on your cart, whether due to a hearing disability or because they have headphones in. Don’t get too close, and don’t honk your horn. Wait it out.
- Avoid the busy pedestrian paths between classes. Pull off to the side for a few minutes to let students pass, or detour to a less crowded sidewalk away from the center of campus.
- DRIVE SLOWLY AT ALL TIMES!
- Don’t forget, many of our exterior doors open out, so don’t drive too close to the buildings. A student might walk out unexpectedly into your path, or the cart will strike a door that suddenly opens, possibly injuring the person exiting.

Parking golf carts and sandwich board placement:

- Make sure not to block or narrow the covered pathways for students coming and going in and out of classrooms. Park on grass or as far off the sidewalk as possible.
- Never block the electric door openers or the pathways that lead to them.
- Don’t park your cart or place sandwich boards near the corner of a building; someone might walk or drive around the corner and run into the obstruction.
- Never block wheelchair ramp transitions on the pavement.

Hallways, set-ups

- Event tents and tables should not be set up in areas that narrow fire egress routes. This applies to both indoor and outdoor areas. You are responsible for ensuring your vendor sets up in an approved manner.
- Vendors may drive onto a sidewalk to expedite delivery/set up, but must do so when pedestrian traffic is at a minimum (early morning or between classes). The vehicle cannot remain parked on a sidewalk after unloading.
- Tables and chairs cannot be placed in hallways or corridors to be used as temporary work stations. These obstructions violate fire codes.
- If you or a vendor is serving food or drink, you are required to follow all MCC Food Service Guidelines. Guidelines can be found here: http://tinyurl.com/lsrwdno
- Be aware of placement of cords and wires. Ensure all cords are taped down.
- Many doors are in place to prevent fires from spreading through a building. Refrain from propping doors open.
- If you see things obstructing pedestrian pathways, move them or report them to OHS at 1-7263

Visit www.mesacc.edu/ohs for additional health and safety information.