



## UNIVERSITY OF HAWAII

John A. Burns School of Medicine at Kaka'ako Biosciences Building

### SECURITY, SAFETY, AND EMERGENCY GUIDELINES FOR VISITORS

Visitors include all those who do not have Biosciences Building (BSB) card access, including but not limited to, contractors, vendors, inspectors, guest, family members, etc.

Please be advised that you are entering a biomedical research facility. This is a facility where infectious biological agents, hazardous chemicals, and radioactive isotopes are commonly used. It is important that you read and understand the following guidelines.

#### SECURITY

- Visitors must check-in at the security desk and provide a photo ID and cell number.
- Visitors must wear their visitor badge at all times.
- Visitors must be escorted by an authorized individual while in the BSB.
- Visitors may not enter the Vivarium without training and authorization by LAS.
- Visitors may not enter the ABSL3 and BSL3 areas without the appropriate training and authorization by LAS, EHSO, and the Level 3 Director.

#### SAFETY

- Visitors entering a BSL2 laboratory must be escorted by trained authorized personnel.
- Visitors entering a BSL2 laboratory must be informed of the hazards present all applicable BSB policies (e.g. PPE removal, no open flames, security policies, etc.)
- Visitors entering a BSL2 laboratory must wear personal protective clothing (covered shoes, labcoat, gloves, etc.) if active research work is taking place during their visit.
- Visitors under the age of 14 years old are not allowed in any laboratory (they are only allowed in the offices, breakrooms, restrooms, and lobby areas).
- Visitors that are not in the facility to conduct research or service laboratory equipment shall not handle any biological material, hazardous chemical, radioactive material, or sharps (needles, scalpels, etc).

#### EMERGENCY

- Visitors will evacuate the facility if the building's fire alarm is sounded, or if instructed to do so by Security or emergency services (Fire Dept, Police Dept, etc).
- If prompted to evacuate, visitors will use the emergency exits (follow illuminated 'EXIT' signs) and follow their escort to an evacuation gathering area.

*I HAVE READ AND UNDERSTAND THIS INFORMATION:*

\_\_\_\_\_  
NAME (PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE