

# NIST Visitor Safety Guide

Welcome to NIST! In this document you will find safety information to help familiarize you with NIST's safety procedures and hazard signage.

## Be Prepared

If you are coming to NIST and will be spending time in research areas, you will need to wear appropriate attire:

1. Cover your legs.
2. Wear closed-toe shoes.
3. Tie back loose items such as ties or long hair.

If you need any additional personal protective equipment (PPE), such as a hard hat or safety glasses, your host will provide it for you or let you know if you need to bring it with you.

## Emergency Procedures

### Medical Emergencies

Report medical emergencies by dialing x2222 in Gaithersburg or 911 in Boulder. For minor first aid, there are health units available on the Gaithersburg and Boulder campuses.

### Spills

Report spills by dialing x2222 in Gaithersburg or x7777 in Boulder.

### Shelter in Place

Shelter-in-place procedures apply to any situation when the safest course of action is to remain in a safe location within the building:

- Listen closely to the public address system announcement.
- Remain calm and follow directions from emergency personnel.
- If you are outdoors, go to the nearest available building.
- Shut outside doors.
- Shut the windows.
- Cease fume hood operations, if practical.
- Do not attempt to leave the site or go to other parts of the site.
- Unless you have an emergency in your shelter, stay off the phones, including personal cellphones.

### Fire

In the event of fire:

- Locate the nearest fire alarm device and activate it.
- Evacuate the building along with other occupants.
- Boulder: Call 911 (then x7777).
- Gaithersburg: Call x2222.
- Provide your name, building and room number where the fire was located, and the nature of the fire.
- Go to the front of the building to provide information to the Fire Department upon its arrival.

### Evacuation Procedures

**DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY NIST EMERGENCY PERSONNEL!**

- Leave equipment in a safe configuration if at all possible before evacuating.
- Leave the area and close the door behind you.
- Evacuate to the nearest safe exit (do NOT use the elevator unless directed to do so).
- Move 25 yards away from the building and wait for the "all clear."

## Site Closure or Delayed Opening

- Closing information will be posted by 5:30 a.m., local time.
- NIST Gaithersburg Status Line: (301) 975-8000 or 1-800-437-4385, extension 8000 for a recorded message.
- DOC Boulder Labs Status Line: (303) 497-4000.
- Local area television and radio stations may also broadcast NIST site closures.

## Active Shooter

- Call x7777 Boulder to report OR call x2222 Gaithersburg to report.
- RUN: If you know a safe, accessible escape path, attempt to evacuate the premises, or
- HIDE: Find a safe, protected place to hide and stay there, or
- FIGHT: As a last resort, attempt to take the shooter down.
- When fleeing the area, carry nothing in your hands and keep hands raised over head.

## Things to Know Before Visiting NIST

### Report Unsafe Conditions

If you feel that a condition is unsafe or you are in an unsafe situation, stop the work and report it to your host immediately.

### Report Incidents

Report any safety incident including near misses to your host. NIST investigates all safety incidents and shares corrective actions and lessons learned with staff to prevent similar future incidents.

### Protect the Environment

Nothing should be poured down the drain. If you are working with chemicals and need to dispose of them, notify your host, and they will help you with proper disposal.

### Warning Lights

#### Visible and/or Audible Alarms

Do not enter a space when there is an alarm sounding. Call the emergency contact listed on the door sign or the sitewide emergency number (x2222 in Gaithersburg and x7777 in Boulder) to report the alarm.

#### Oxygen Deficiency

Look for oxygen deficiency hazard signage (Figure 1) at the entrance to a space. Do not enter if the alarm is sounding, even for a moment, especially if there is someone in distress in the lab. Call for help immediately (x2222 in Gaithersburg and x7777 in Boulder).

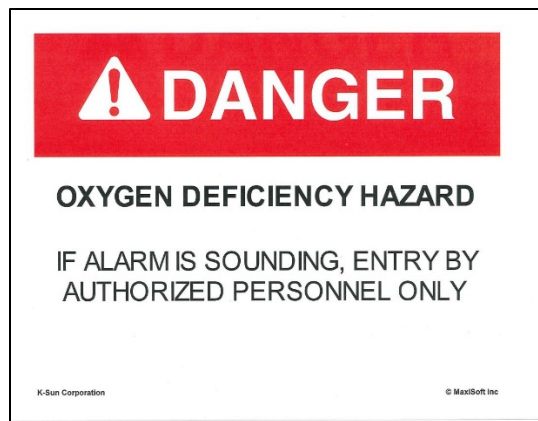


Figure 1: Oxygen Deficiency Hazard Signage

### Lasers

When lasers are actively being used, a light will be displayed in the hallway. Follow instructions on signage and never enter the space if the signage indicates entry is prohibited when the light is illuminated.

### Hazard Signage

Signage is used to identify spaces such as laboratories, shops, mechanical rooms, and offices at NIST. The signage indicates the potential hazards within and entry requirements.



Figure 2: Door signs with a green border are used to identify office or office-like spaces where there are no safety-related entry requirements.

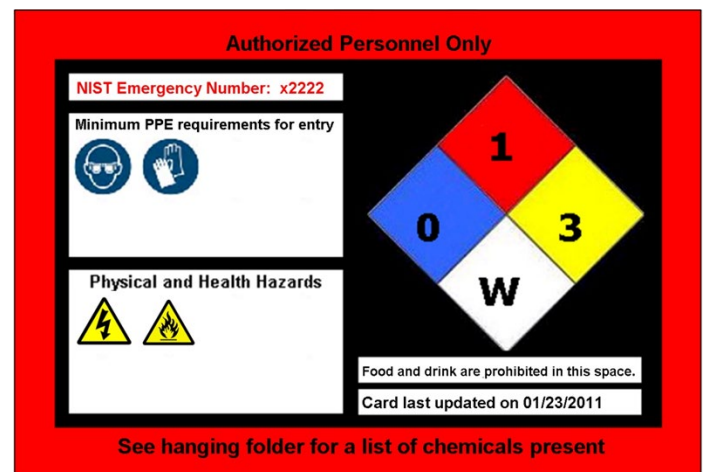


Figure 3: Door signs with a red border indicate that the space contains hazards.

These general signs may be accompanied by additional specific hazard signage, informing personnel of specific hazards in the work area and how to avoid those hazards. These signs will have one of four signal words (Table 1); they will include an NFPA diamond (Figure 7); and they will include symbols to indicate needed precautions or specific hazards (Figures 4, 5 and 6).

Table 1: Signal words and their meanings. Signal words correspond to the probability of an incident occurring and the severity of harm.

Signal Words and Their Meanings

Signal Word	Meaning	Symbol
Danger	An incident will occur if the hazardous situation is not avoided, and death or serious injury will result.	
Warning	An incident could occur if the hazardous situation is not avoided, and death or serious injury could result.	
Caution	An incident could occur if the hazardous situation is not avoided, and minor or moderate injury could result.	
Notice	An incident could occur that could result in property damage but no physical harm to personnel.	

Precaution and Hazard Symbols

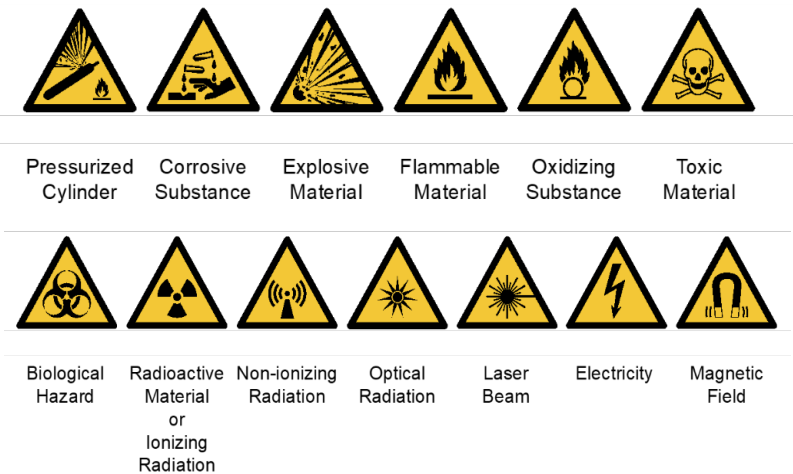


Figure 4: Hazard warning symbols indicate specific hazards.



Figure 5: Mandatory action symbols indicate mandatory actions that must be taken.



Figure 6: Prohibition symbols indicate specific prohibited actions.

## NFPA Diamond

Red-bordered door signs at NIST include the National Fire Protection Association (NFPA) diamond, also known as NFPA 704, which is used to indicate the type and severity of material hazards related to short-term, acute exposure under emergency conditions. You will find the NFPA 704 in many locations throughout NIST to warn of hazards.

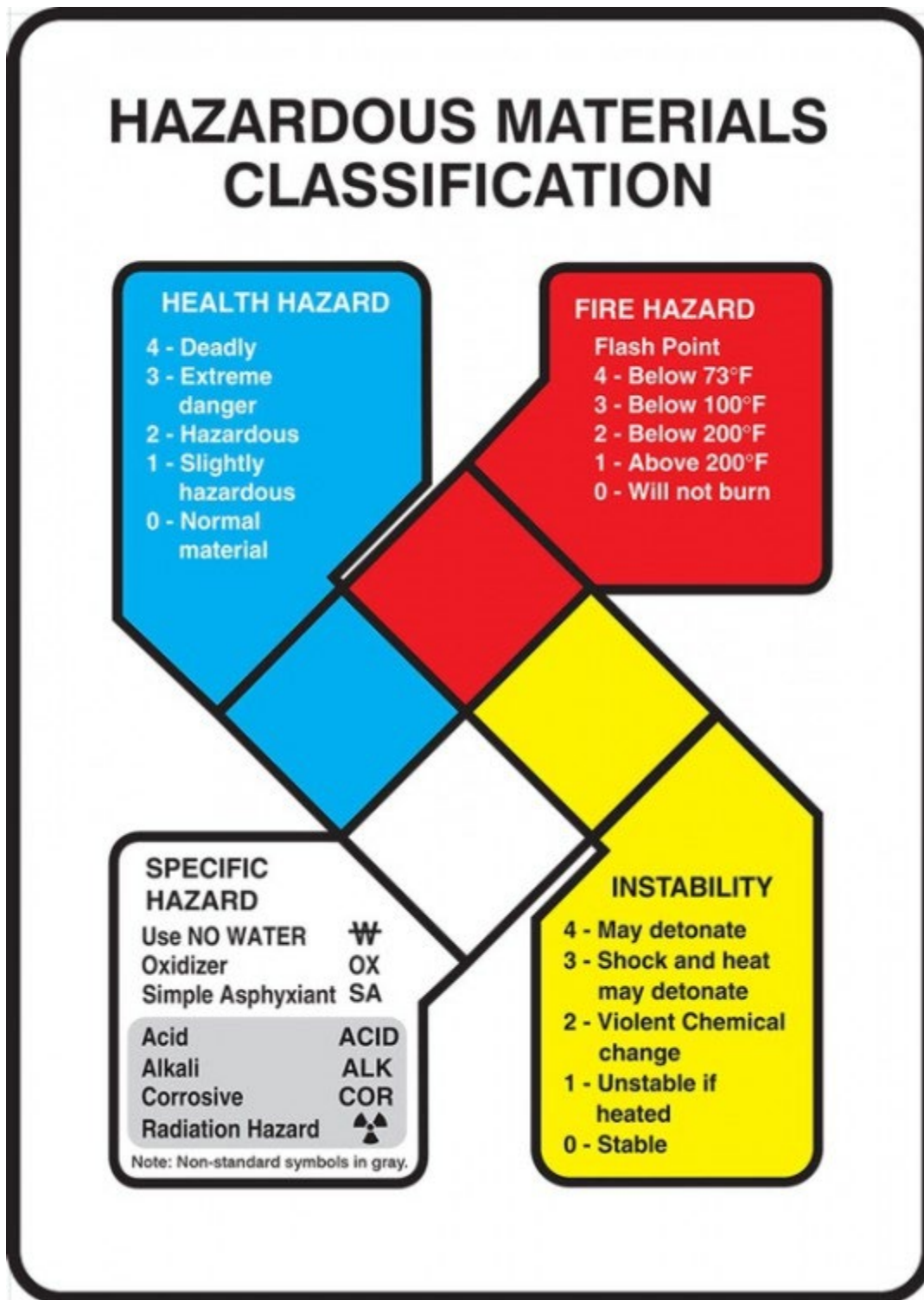


Figure 7: The NFPA diamond.