

## **2025 WOS Safety Protocols**

**PLEASE KEEP THIS SHEET ON HAND IN YOUR STUDIO AND/OR  
ADD THE EVENT STAFF NAMES/NUMBERS TO YOUR PHONE.**

### **Weekend Event Staff:**

Security: George Adler (201-961-2585)

Weekend Coordinator: Jen Potts (978-257-1176)

### **CALL OR TEXT IF YOU NEED THE SECURITY OFFICER OR OTHER ASSISTANCE**

### **Preparing for Open Studios:**

1. Use only heavy-duty extension cords and surge protectors. Tape cords down to prevent tripping.
2. Remove tripping hazards, particularly from doorways and hallways. Use a rubber doorstop or keep door open with a rope and hook attached to the adjoining wall. Do not use bricks, concrete blocks, etc. to prop doors open. If it is not possible to remove the tripping hazard, use fluorescent tape, paint, and/or signage to alert visitors.
3. Make sure hallways, staircases, and fire exits are free of debris, easily accessible, and well lit. Also make sure there is adequate emergency exit signage on your floor which clearly indicates each exit.
4. Remove all sharps (scissors, knives, razor blades, push pins, etc.) and any other potentially dangerous tools, materials, and equipment.
5. Safely store toxic materials (solvents, mixed mediums, etc.) in a locked metal cabinet. If this is not possible, store items out of reach of children.
6. Have a well-stocked first aid kit in an easily accessible location in your studio or on your floor.
7. Learn the locations of the fire alarms and fire extinguishers on your floor and know how to use them.
8. Floor Reps should designate a person to perform a safety check of all studios and common spaces prior to O.S.

### **Safety Rules During Open Studios:**

1. Avoid overloading the circuits as this can cause a power outage. Do not run unnecessary appliances, equipment, lights, etc.
2. Have a cell phone fully charged and easily accessible. Also have the cell phone numbers for your Floor Rep and the Weekend Coordinator and Security officer on hand.
3. Have an easily accessible, working flashlight in your studio.
4. No open flames anywhere in the building during open studios.
5. No space heaters.
6. No hot plates in use.

7. No smoking anywhere in the building including on the fire escapes.
8. Be aware of any unattended packages.
9. If you feel threatened, feel that someone needs to be escorted from the building, or receive a threatening phone call; contact the Weekend Coordinator who will alert our Security officer.
10. Secure valuables, wallets, purses, money, etc. We did have a wallet stolen from a studio and it was not out in the open so please be extra cautious and do not leave things unattended. If you have any problems call our Security officer or in a real emergency, 911.

#### **Emergency Evacuation:**

1. If you witness an event such as a fire or other hazardous situation requiring immediate evacuation of the building, pull the fire alarm, initiate evacuation of visitors, and call 911.
2. Direct visitors out of your studio and to the nearest exit. Encourage them to remain calm. Once your studio is clear, close but do not lock your studio door (this allows easier access by emergency personnel) and exit the building.
3. Unlock and close any door with the sign "Fire Door". This may include the floor and elevator doors.
4. The Enterprise parking lot is the designated meeting location for all artists in Buildings 4 and 18. The Crescent Street Parking lot is the designated meeting location for Lincoln Studios and Metalwerx artists. Each Floor Rep should have a list of artists on the floor that day and should do a head count.
5. No one should re-enter the building until it is declared safe to do so by the emergency personnel.
6. If something unusual occurs, such as a power outage, be pro-active and find out what the situation is from your neighbors or Floor Rep.

#### **Medical Emergency:**

1. Call 911 and give your location, nature of the emergency, name, phone #, etc.
2. If needed, locate the nearest person certified to do CPR (Floor Reps please let all members know who on your floor is able to perform CPR.)
3. Notify Weekend Coordinator who will then alert our Security officer.
4. Have someone go immediately to the front of the building to direct emergency personnel to the injured.
5. Have someone make sure the elevator is on the ground floor and ready for emergency personnel (if injured is in building #4).
6. Make sure the injured is as comfortable as possible and assure them that help is on the way.

#### **Non-Emergency Medical Situation:**

1. Administer aid as needed for minor injuries using the first aid kit. This can include band-aids, antiseptics, ointments, cold packs, etc. Do not dispense aspirin or other analgesic as many people are allergic to these medications.
2. Write a simple accident report and give it to your Floor Rep within 24 hrs. This should include the person's name, phone #, whether they are an adult or child, a description of what happened, aid provided, and whether the person felt they were okay. Document any comments they make and have them, their parent, or friend sign the statement.

**Parking for 144 Moody St.:**

1. Free Parking will be available for vehicles with a placard on the dashboard on Saturday, Nov. 1 in the Carter Street, Embassy parking, Crescent Street, and the Railroad Parking lots for artists, staff, and volunteers. The City has free parking for all on Sundays.
2. Only visitors with a handicapped accessible parking sticker will be allowed to park in the lots at 144 Moody Street. This will be strictly enforced. All cars belonging to artists who do not need accessible parking must be moved by 10:00 AM on both Saturday and Sunday.
3. Do not block or park in the fire lane in our parking lot. This will be clearly marked and towing will be strictly enforced.
4. Do not park in or block the parking lots of our neighbors in the Cabot Apartments. Your car will be towed.