

Visitor Safety Guidelines

The Comcast Media and Technology Center (CMTC) facilities offer a wide variety of tools and equipment that allow you to design, fabricate, and test working prototypes. Many of these tools and equipment are potentially dangerous to you or others if operated in an unsafe manner. The CMTC requires a “two-person” rule at all times, which we implement as follows:

- A paid CMTC Staff Member (faculty, staff, or on-duty student monitor) must be present and approve work before any use of any equipment.
- CMTC staff must be present and insight for equipment to be used.
- A CMTC Staff Member may at any time, at their sole discretion, any or all equipment, to be shut down for safety reasons.

Rules

Operation of CMTC equipment has inherent potential risks, including but not limited to moving tools, scissor/Exacto blades, hot objects, sharp objects, and tripping hazards. Safe use of the facilities requires strict adherence to the stated rules, principles of general workshop safety, and the safety requirements for each machine or tool.

1. Be alert and aware of your surroundings.
2. Report problems equipment, hazards, or broken/inoperable equipment to CMTC staff immediately.
3. Never work alone.
4. In the case of an emergency, turn off all operational equipment, and from any campus landline, dial 911. From a cell phone, dial ACPD Dispatch: 303-556-5000 (dialing 911 from a cell phone will delay response times)

Information

Safety Equipment locations:

- Fire Extinguishers: 1st floor - Underneath the workbench to the far right, 2nd floor – Left of the shelf at the top of the stairs.
- Fire Alarm Pulls: Leaving the CMTC turn right in front of the staircase. See Map
- Automated External Defibrillator (AED): Leaving the CMTC head straight, in between M/W restrooms. See Map.
- Emergency Phone: Leaving the CMTC turn right in front of the staircase. See Map

Evacuation Procedures

1. Leave the building immediately.
2. Evacuate via the closest designated emergency exit.
3. Proceed to the designated meeting.
4. Evacuation Meeting Location: Marriott Hotel & MSU Denver Hospitality Learning Center 1st Floor Lobby – Leaving the CMTC, make a right down Walnut Street.

Notes for your safety:

- DO NOT use the elevators, turn off the lights, or try to lock to doors.
- Take only those personal belongings that can be immediately gathered. Any items that will take more than a few seconds to collect should be left behind.
- Do not re-enter the building until a representative from ACDP notifies you that it is safe to do so. Only a Public Safety officer can authorize re-entry.
- If someone refuses to leave, continue with the evacuation. Exit the building and immediately inform first responders of the location of the person.
- If you encounter someone who is differently able and feel comfortable in your own safety, you may assist them to the nearest emergency exit. If you are unable to assist the person to the top of the stairs, inform them that you must get help, then find the nearest first responder and inform them of the position of the disabled person.

Safety Terms

General Use

Keep the CMTC suite and all work areas clean; this helps make our facility safer for everyone. Clean up after each tool use. Make sure that all tools and equipment are returned to their proper place after each use. Even if you see tools or equipment left out by others, return them to their proper place.

Clothing

Always wear closed-toed shoes. Do not wear excessively loose clothing. Remember that prototyping can be messy, so you probably do not want to wear your best dress. Remove any jewelry that could catch on a tool or machine (necklaces, rings, bracelets, watches, etc.).

Impaired Judgement

Do not work when impaired. If you are unable to concentrate because of illness, physical or emotional distress, or if you are under the influence of alcohol or drugs (legal or otherwise), avoid any prototyping activities until you are in full control of your body and mind.

Food and Drink

Food and drink are prohibited in the prototyping equipment and computer areas, except in areas designated by CMTC staff (e.g., in the meeting rooms, or the community table downtown). If you bring food or drink into the prototyping area, you must clean up after yourself in a timely fashion.

Equipment Use

Even if you are fully qualified on a machine, ASK, if you don't remember, or are unclear on safety procedures or operation of any equipment or tool. You will never be penalized for asking about safety.



If you have an idea of how to make the CMTC suite any safer, please tell us!