

 NORTHEAST OHIO MEDICAL UNIVERSITY	Policy No: 3349-10-45
POLICY TITLE: Policy Governing Phones in Laboratories	EFFECTIVE DATE: November 4, 2010
RESPONSIBLE DEPARTMENT: Public Safety and Security	Research Laboratories of the University Community

(A) PURPOSE

- (1) To establish formal guidelines for the minimum number of phones that must be present in all research laboratories to ensure safety and minimize risk to the University.

(B) SCOPE

- (1) Applies to all Research laboratories of the University community.

(C) DEFINITIONS

- (1) "Research Laboratory" refers to any formal space designated for research in buildings C, D, E or F or any new construction so designated.
- (2) "Suite Laboratory" refers to a research laboratory that is a combination of at least 3 open contiguous laboratory spaces.

(D) POLICY STATEMENT

- (1) All research laboratories shall have a minimum of ONE phone that can access at least 9-911, SECURITY (ext. 6489) and the SAFETY ADMINISTRATOR (ext. 6494) AT ALL TIMES.
- (2) All suite laboratories shall have a minimum of TWO phones that can access at least 9-911, SECURITY (ext. 6489) and the SAFETY ADMINISTRATOR (ext. 6494) AT ALL TIMES.
- (3) Whether or not the phones have the ability to make long distance calls shall be at the discretion of the SUPERVISOR or COST CENTER SUPERVISOR.