

VSU REED ROOM PROTOCOL

1. Non-double reed students are not allowed to touch any of the equipment/tools/knives in the reed room without the permission and supervision of VSU double reed faculty. Double reed students, no matter how experienced, are not allowed to give permission or to supervise non- double reed students who want to use the tools/knives/equipment.
2. Double reed students are not permitted to utilize tools/equipment/knives until they have received proper training from one of the VSU double reed faculty.
3. All knives, tools, and equipment are to be used for reed-making purposes only. Any student caught using these items inappropriately will have their reed room privileges revoked.
4. If used improperly, knives and tools can be dangerous. Students are forbidden to use these tools in horseplay and/or in a threatening manner towards any other student/faculty/staff member. If a student is found to be behaving in this manner with knives/tools, he/she will have all reed room privileges revoked and will be reported to VSU authorities, depending on the seriousness of the incident.
5. All tools, knives, and equipment must be put away properly. If anything is out of adjustment or broken, students must inform the VSU double reed faculty immediately!
6. All knives should be kept in sheathes (when not in use) and kept sharp.

INJURY PROTOCOL

1. If injured by one of the machines/tools/knives, first address the severity of the injury.
2. If injury is serious (resulting in severe bodily harm/severe bleeding), the student must report the emergency immediately to the VSU Police (the Department Head and Studio Faculty must be notified as well):

Reporting an Emergency

If using a University phone, dial **5555**. From all other phones, dial **(229) 259-5555**.

Please note: Cellular 911 calls will not be routed to the VSU Police. Please program the VSUPD Emergency number into your cell phone.

- Step 1.** Stay on the line
 - Step 2.** Provide the address of the building involved and your exact location. This is especially critical if you are calling from a cell phone.
 - Step 3.** Provide a thorough description of the incident and individuals involved such as clothing, height, weight and direction of travel to ensure proper resources are dispatched.
 - Step 4.** Do not hang up until the dispatcher tells you to do so.
3. If injury is a small nick or small cut the student should wash the wound with warm water and soap. When dry, the student should apply antibacterial ointment and a bandage (supplies in reed room) to the wound site. Notify the studio instructor about the minor injury as soon as possible, so that he/she can alert the Department Head.
4. If there was any rust on the equipment /tools/knives(should not be) and you have not had your tetanus shot within the past few years, it is imperative that you go to the doctor to be advised whether or not you require a tetanus booster.