**Emergency, Safety, Food Safety & Security Procedures**

1. **Sign-in Procedures**
   - All FAPC visitors, vendors, sales representatives, etc. are to sign in at receptionist’s desk.
   - All individuals must sign.
   - Tour groups - One individual must sign.

2. **Designated Emergency Meeting Sites**
   - **Fire Emergency (Strobe Light and Buzzer)**
     When an evacuation alarm has sounded or an evacuation order has been given, workshop participants must proceed to the parking lot directly east of FAPC. Please follow your FAPC host.

3. **Safety**
   - No open-toed shoes on 2nd floor processing and 3rd floor laboratories.
   - Use handrails when going up and down the stairs. No running.

4. **Security**
   - Restricted areas include the 2nd floor processing and 3rd floor. You must be accompanied by FAPC personnel or authorized personnel. (OSU ID card access makes you authorized.)

5. **Food Safety**
   - The 2nd floor of FAPC is a food-processing area. Visitors must at a minimum:
     - Wear hair nets; long pants required (no shorts or dresses).
     - Follow all Good Manufacturing Practices and instructions as provided by tour guide or FAPC facilitator.
   - **Weather Emergency (Air Horn)**
     In case of a tornado, everyone in the building is to proceed in an orderly fashion to room 120. We are encouraged to remain there until the all clear has been given. Please follow your FAPC host.
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**Providing a Safe Experience for FAPC Visitors & Guests**

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