

SUBJECT: Protocol for Laboratory Tours for High School Students

The following procedures will be done in order for a safe, informative tour of the Cohen Laboratory for high school students.

- Prior to the day the students come for the tour, an e-mail will be sent to the teacher to ensure the students have proper attire (long pants and closed toed shoes).
- During the time frame of the tour, no experiments involving hazardous materials or instruments will be conducted. This includes synthesis and laser operations.
- Prior to the high school students entering the laboratory, they will have a brief safety meeting by the laboratory member giving them the tour. The safety meeting will include not drinking or eating while in the laboratory, not touching the items in the laboratory, being aware of your surroundings, and procedures in case of an emergency (i.e., fire evacuation, earthquake).
- Prior to the students entering the laboratory, safety glasses will be distributed to everyone to wear. The students will be instructed to wear the safety glasses the entire time they are in the laboratory, and once the students have left the laboratory, the guide will collect the safety glasses.
- At least one person trained in safety of the Cohen laboratory will conduct the tour. If the tour has more than 15 students, the tour will be split into groups so the tour guide can ensure everyone's safety and prevent the laboratory from being overcrowded.