

CampusOptics Quick Guide – Emergency Signage

Laboratory Emergency Signage

FIU [Redacted]

SDS Portal

Safety Warnings & Hazards

BIOHAZARD PRESENT

Emergency Contacts

911 [Redacted] 911 [Redacted]

Space Contacts

[Redacted]

Generated: December 2nd, 2025

- Any space that is considered to be a Laboratory or a Laboratory Support Space, needs a signage
- Must indicate all hazards in the space e.g.,
 - Chemical
 - Biohazardous
 - Radioactive
- Include all PPE required to ENTER the space
- Generation of the signage is through the CampusOptics platform by
 - Primary Members of spaces only
 - Roles: PI or Lab Manager only

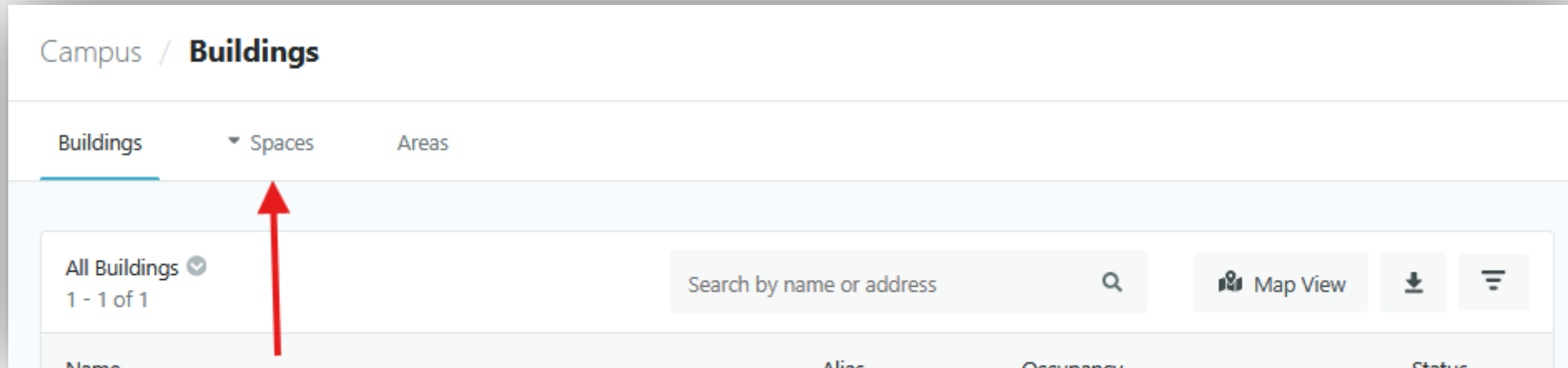
Where to generate this signage?

The screenshot displays the FIU CampusOptics System Dashboard. On the left is a dark blue sidebar with a navigation menu containing: Dashboard, Campus, Inspections, Assets, Supplies, Inventory, HazWaste, Permits, Incidents, Contacts, and Reports. A red arrow points to the 'Campus' option. The main content area features a search bar at the top with the text 'Click to Search CampusOptics...'. Below the search bar are two cards: 'Building Inspection Progress Current Month' and 'Space Inspection Progress Current Month'. Both cards show a large 'None' status, '0 completed this month', and '0 due this month'. At the bottom is a 'HazWaste Containers by Status' section with a flow: Accumulating (0) -> Pickup Requested (0) -> Pickup Refused (0) -> Picked Up (0).

➤ Log in

➤ Click on Campus menu option

Where to generate this signage?



Click 'Spaces', followed by 'All Spaces'

Where to generate this signage?

Campus / **Spaces**

Buildings **Spaces** Areas

Filtered Spaces 1 - 3 of 3 123

Space	Primary Members	Type
Lab AHC4-123 MODESTO A. MAIDIQUE CAMPUS • ACADEMIC HEALTH CENTER 4	Gina Oubrar, Tamece Knowles	Lab

A red arrow points to the 'Lab AHC4-123' entry in the table.

Select the lab you need to generate the Emergency Signage for.

Where to generate this signage?

The screenshot displays a dashboard for 'Inspections' with several metrics:

- 128 Chemical Containers
- 0 Radioactive Sources
- 0 Biological Items
- 196 Safety Data Sheets
- 0 HazWaste Containers
- 0 Assets
- 0 Open Incidents

A red oval highlights a notification box titled 'Door Sign' with the text: 'A door sign has not been created for this space. [Create a door sign now.](#)'

Below this, there is a section for 'Membership Requests' with a 'Configure' button, and a section for 'Custom Fields' with a field labeled 'BSL2 APPROVAL #'.

- Per default, there is no door signage, and it will need to be created.
- Things to do first:
 - Add safety information for the lab
 - Check the Primary contacts and their information

Updating Safety Information for the lab

Campus / **Lab AHC4-123**

Overview Members Chemical Amounts Insp

Lab AHC4-123
11200 S.W. 8TH ST., MIAMI, FLORIDA 33199 +...

Actions

Basic Information

Space Type Lab

Building ACADEMIC HEALTH CENTER 4

Areas 1

Space Memberships 3

Primary Members

Name Gina Oubrar

Name Tamece Knowles

Actions












Basic Information

Manage Safety Information

Space Type Lab

- In the overview page for the lab select the 'Actions' drop down menu
- Then, select 'Manage Safety Information'

Updating Safety Information for the lab

<input type="checkbox"/>		Refer to instruction manual/booklet M002
<input type="checkbox"/>		Wear ear protection M003
<input type="checkbox"/>		Wear eye protection M004
<input type="checkbox"/>		Opaque eye protection must be worn M007
<input type="checkbox"/>		Wear foot protection M008
<input type="checkbox"/>		Wear protective gloves M009
<input type="checkbox"/>		Wear protective clothing M010
<input type="checkbox"/>		Wash your hands M011
<input type="checkbox"/>		Wear a face shield M013
<input type="checkbox"/>		Wear head protection M014
<input type="checkbox"/>		Wear a mask M016

A pop-up will come up.

Select the Hazards in the lab:

1. PPE needed to enter the lab
2. Specific hazards like Lasers or Radiation
3. GHS pictograms corresponding to the ones from the chemicals in the labs.
4. Skip the NFPA diamond, this is optional

Updating Safety Information for the lab

Make sure that the Primary members information is also correct.

Click the Members tab to see:

1. Names
2. Telephone numbers

This info will be displayed on the Emergency signage.

If the info is incorrect contact the CampusOptics Admin to fix it.

Campus / **Lab AHC4-123**

Overview Members Chemical Amounts Insp

Lab AHC4-123
11200 S.W. 8TH ST., MIAMI, FLORIDA 33199 •...

Actions

Basic Information

Space Type	Lab
Building	ACADEMIC HEALTH CENTER 4
Areas	1
Space Memberships	3

Primary Members

Name	Gina Oubrar
Name	Tamece Knowles

Create the door sign

Once the Safety information and the Contacts are correct and updated, it's time to generate the Emergency Signage.

Door Sign ⓘ

A door sign has not been created for this space. [Create a door sign now.](#)

Subtitle – Write an optional name of the lab. EX: CREST LAB

Select Biohazard (BSL2) or Radiation (X-Rays, Radioactive material) if such hazards exist in the lab

Generate a Door Sign ✕

Basic Information

Title ⓘ 45 characters left

Subtitle ⓘ 75 characters left

Include Biohazard Warning?
Select this option to include a Biohazard Warning. To include a specific Biosafety Level first assign a Biosafety Level to the space.

Include Radiation Warning?
Select this option to include a warning indicating radiation is present in the space.

Orientation

Portrait Landscape

Contact Information

Emergency Contacts (Select up to 3) ⓘ

911
911

FIU Police

Create the door sign

Check that the information is correct in the pop up and hit the 'Generate' button.

Emergency Contacts (Select up to 3) ⓘ

911
911

FIU Police
5911

Primary Contacts (Select up to 3) ⓘ

Gina Oubrar
Assistant Director, EH&S · (305) 348-6849

Tamece Knowles
Director of EHS · 305-348-7882

Safety Information Preview ⓘ

NFPA Information

	Health Hazard	Not Specified
	Fire Hazard	Not Specified
	Reactivity	Not Specified
	Special Hazards	Not Specified

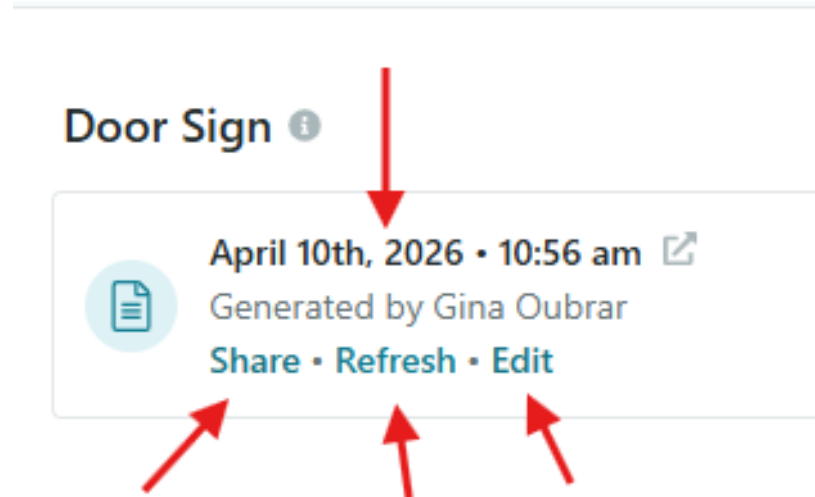
Safety Icons

GHS Pictograms

Cancel Generate

Done. Now what?

Generate the sign by clicking the Date. This displays the last version.



If you wish you can share the sign. See options in the pop up.

If some Safety information was changed, click 'Edit' and then hit 'Refresh' to regenerate a new Emergency Signage

Final Emergency Signage



Lab AHC4-123



SDS Portal



Safety Warnings & Hazards



BIOHAZARD PRESENT

RADIATION PRESENT

Emergency Contacts

FIU Police	5911

Space Contacts

Gina Oubrar • Assistant Director,	(305) 348-6849
Tamece Knowles • Director of EHS	305-348-7882