

WALLACE COMMUNITY COLLEGE SELMA



EMERGENCY RESPONSE PLAN

AUTHENTICATION

This plan has been approved by the Wallace Community College Selma Presidential Cabinet that was seated on the date of adoption and the Coordinator of Public Safety employed on the date of adoption.

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Wallace Community College Selma

Emergency Response Plan

INTRODUCTION/PROMULGATION

Letter of Promulgation and Implementation Promulgated herewith is the Emergency Response Plan for Wallace Community College Selma. This plan supersedes any previous plans. It provides a framework in which Wallace Community College Selma can plan and perform its respective emergency functions during an incident, disaster or national emergency.

This Emergency Response Plan attempts to include all the tenants of the National Incident Management System (NIMS) as they apply to the college or can be instituted by the college. It provides for the integration of internal and external resources and for the transfer of command from the college to the applicable response authority.

This plan has been reviewed and approved by Wallace Community College Selma Presidential Cabinet for implementation. It will be reviewed annually, revised and updated as required. All recipients of the plan are requested to advise the Wallace Community College Selma Public Safety Coordinator of any changes that might result in its improvement or increase its usefulness. Plan changes and revisions will be made by the Department of Public Safety and then sent to or posted for all recipients of the plan.

The plan shall become the accepted Emergency Response Plan for the college on the date of adoption and implemented accordingly.

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TABLE OF CONTENTS

Purpose	1
Policy Statement	1
Authority	1
Scope	1
Situation Overview	2
Planning Assumptions	3
Concepts of Operations	4
Safety Roles and Responsibilities	6
Responsibilities of the Risk Management Coordinator	6
Responsibilities of the Security Coordinator	6
Responsibilities of the OSHA Coordinator	7
Responsibilities of Administrators/Supervisors/Department Leaders	7
Responsibilities of the President's Cabinet	8
Responsibilities of Employees, Faculty, and Staff	8
Responsibilities of Students	9
Responsibilities of Outside Contractor	9
Safety, Health, and Risk Management Committee (SHRM)	10
Safety, Health, and Risk Management Committee Meetings	10
Responsibilities of the Safety, Health, and Risk Management Chairperson	10
Responsibilities of the Safety, Health, and Risk Management Committee	11
Injuries to Members of the Campus Community	12
Reporting and Investigation	12
Accident/Incident Reporting Procedure	12
Accident Reporting Categories	13
General Safety Rules for all College Personnel and Department Units	13
Bomb Threat	14

Bomb Threat Checklist	15
Earthquake	16
Flood	17
Hurricane	18
Winter/Inclement Weather	21
Explosion/Plane Crash	22
Utility/Power Failure	22
Civil Disturbance/Demonstration	24
Terrorist Act	26
Active Shooter	28
Psychological Crisis	30
Hazardous Material Exposure	31
Violent or Criminal Behavior	31
Hostage	32
Death at School	32
Science/Laboratory Safety	33
WCCS Students	34
WCCS Students Employed as Laboratory Assistants	34
WCCS Faculty and Full-time Staff	34
Protective Safety Wear	35
Emergency-Incident Reports	35
Missing, Lost, and Stolen College Property	35
Administrative Responsibility	35
Smoke-Free Workplace	35
 Safety Inspection Program	 36
 Safety Training Program	 37
First Aid Procedures	37

Emergency Medical Treatment/Severe Injuries	37
Record-Keeping Procedures	38
Crime Awareness and Campus Security Act	39
Americans with Disabilities Act	39
What is title I?	39
Who Must Comply?	40
Who is Protected by the ADA?	40
Individuals Who Are Not Considered “Disabled” by the ADA	40
How Employers Comply with ADA	40
Occupational Safety and Health Administration (OSHA) Standards	40
Blood borne Pathogen (29 CFR 1910.1030 Final Rule)	41
Hepatitis B Vaccination	42
Hazard Communication: The Right – To- Know Law	44
Labels and Labeling Requirements	45
Hazardous Waste Operations and Emergency Response	45
{HAZWOPER} 29 CFR 1920.120	45
Hazardous Waste in Safety Management	46
Hazardous Waste Must NOT Be Disposed of By	47
Disposal	47
Biological Wastes	47
Biohazardous Waste	48
Storage and Containment	48
Labeling	48
Off-Site Transfer Requirements	49

Confined Space entry CFR 1910.146	49
Electrical Safety 29 CFR 1910.301-399	49
Lockout Procedures to Control Hazardous Energy	50
Fire Prevention	50
Fire Prevention Techniques	51
Compressed and Liquefied Gases	51
Severe Weather and Tornado Plan	52
Lifting Techniques to Prevent Back Injuries	52
Ergonomics: Designing Work to Fit People	53
Physical Hazards	53
Biological Hazards	53
Back Disorders	53
Machine Guarding (Safety Guards)	53
Personal Protective Equipment	54
Eye Protection	54
Hand Protection	55
Respiratory Protection	55
Respiratory Protection	55
Slips, Trips, Falls	55
Routine, Preventive, and Deferred Maintenance	56
Routine Maintenance	56

Preventive Maintenance	56
Deferred Maintenance	56
Emergency Evacuation Plan	56
Location of First Aid Kits	58
Location of Fire Extinguishers	59

Purpose

The purpose of the Safety, Health, and Risk Management Plan, to be referred to as Safety Plan, is to assist the College in executing appropriate institutional policies, procedures, and practices that promote a healthy, safe, and secure environment for students, employees and guests of George C. Wallace State Community College Selma, to be referred to as WCCS or the College. The Safety Plan is designed to ensure compliance with local, state, and federal statutes regulating health, safety, loss prevention, and risk management. An effective safety plan includes the concepts of a healthy and safe environment conducive to the learning needs of students described in the Accreditation Criteria of the Southern Association of Colleges and Schools Commission on Colleges.

Policy Statement

The concepts of health, safety, and effective risk management are embedded in the policies and practices of WCCS. A comprehensive safety plan is designed to support regulatory compliance with local, state, and federal statutes that promote health, safety, and loss prevention and risk management throughout WCCS. A healthy, safe, and secure environment to support the learning needs of students is the overarching objective of an effective institutional Safety Plan.

WCCS employees are expected to adhere to institutional policies, procedures, and practices designed to prevent accidents and injuries and to minimize occupational exposure to disease and illness. Violations of health and safety policies and procedures will result in corrective actions that assure the health and safety of all individuals.

Authority

The Safety Plan is reviewed annually by the Safety, Health, and Risk Management Committee, to be referred to as SHRM Committee, Campus Police Chief with modifications approved by the President's Cabinet. The Safety Plan is forwarded to the WCCS Risk Management Consortium. The plan can be reviewed at any time deemed necessary by the SHRM Committee.

Wallace Community College Selma is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, (1866 Southern Lane, Decatur, Georgia 30033-4097; Tel. 404- 679-4501) to award Associate in Arts, Associate in Science, and Associate in Applied Science Degrees.

Scope

The purpose of this Emergency Response Plan is to establish an organizational structure and procedures for response to major emergencies. It assigns the roles and responsibilities for the implementation of the plan during an emergency following the incident command system model. This plan has been prepared to address all types of emergencies affecting Wallace Community College Selma in a coordinated and systematic manner. WCCS is committed to supporting the welfare of its students, faculty, staff and visitors. This plan is designed to maximize human safety and preservation of property, minimize danger, restore normal operations of the university, and assure responsive communication to all appropriate parties.

Situation Overview

An emergency or a disaster may occur at any time of the day or night, during a weekend, or on a holiday, with little or no warning.

The events in an emergency cannot be predicted. Consequently, a plan of this type serves only as a general guide and checklist, which could require modification and more specific guidance and direction as an emergency unfolds.

In certain emergencies, the College may need to coordinate response to the situation with one or more outside agencies, including but not limited to local, state and federal government agencies, and disaster relief organizations. The specific role for any outside agency will depend on the emergency situation.

This plan uses response and recovery activities through the higher education emergency operations plan and is based on the concepts and principles of the National Incident Management System (NIMS). One component of NIMS is the Incident Command System (ICS), which provides a standardized approach for incident management, regardless of cause, size, location, or complexity. By using ICS during an incident, this college is able to work more effectively with responders in the Madison County community.

National preparedness efforts, including planning, are now informed by Presidential Policy Directive (PPD)-8, which was signed by the President Obama in March 2011 and describes the nation's approach to preparedness. This directive represents an evolution in the collective understanding of national preparedness based on the lessons learned from terrorist attacks, hurricanes, Institution of Higher Education (IHE) incidents, and other experiences.

PPD-8 defines preparedness around the following five mission areas: Prevention, Protection, Mitigation, Response, and Recovery.

Prevention, for the purpose of this plan, means the capabilities necessary to avoid, deter, or stop an imminent crime or threatened or actual mass casualty incident. Prevention is the action IHEs take to prevent a threatened or actual incident from occurring.

Protection means the capabilities to secure IHEs against acts of terrorism and man-made or natural disasters. Protection focuses on ongoing actions that protect students, teachers, staff, visitors, networks, and property from a threat or hazard.

Mitigation means the capabilities necessary to eliminate or reduce the loss of life and property damage by lessening the impact of an event or emergency. In this document, mitigation is also defined as reducing the likelihood that threats and hazards will happen.

Response means the capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way; establish a safe and secure environment; save lives and property; and facilitate the transition to recovery.

Recovery means the capabilities necessary to assist IHEs affected by an event or emergency in restoring the learning environment.

The majority of Prevention, Protection, and Mitigation activities generally occur before an incident, although these three mission areas do have ongoing activities that can occur throughout an incident. Response activities usually occur during an incident. Recovery activities can begin during an incident and occur after an incident. To help avoid confusion over terms and allow for ease of reference, this plan will follow the guide direction by using the terms “before”, “during”, and “after” as each phase of emergency management is addressed.

Planning Assumptions

Emergency Action Planning is predicated on the realistic approach that problems are likely to be encountered on a campus during a major emergency or disaster.

Planning assumptions are versatile and flexible, and they allow the College to deviate from the plan if certain assumptions prove not to be true during operations. The College assumes the following:

1. A major disaster could occur at any time, and at any place during the day or night, weekend or holiday, with little or no warning.
2. The succession of events in an emergency are not predictable; therefore, published support and operational plans will serve only as a guide and checklist, and may require field modification and more specific guidance and direction as an emergency unfolds.
3. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.
4. A single site incident (e.g., fire, water or gas main breakage, or power outage) could occur at any time without warning and the affected employees of the College cannot, and should not wait for direction from local response agencies, as immediate action is sometimes required to save lives and protect College property.
5. Disasters may affect residents in the geographical location of the College; therefore, city, county and federal emergency service may not be available, causing a possible delay in off-campus emergency services for up to 48-72 hours. As a result, the College may have to rely on its own resources to be self-sustaining during this time.
6. There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. Rapid and appropriate response will reduce the number and severity of injuries.
7. Outside assistance from local fire, SPD, and EMA will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the College to be prepared to carry out the initial incident response until responders arrive at the scene.
8. Proper prevention and mitigation actions, such as creating a positive College environment and conducting fire and safety inspections, will prevent or reduce incident-related losses.
9. Maintaining the College EOP and providing frequent opportunities for stakeholders (staff, students, visitors, first responders, etc.) to exercise the plan can improve the College’s readiness to respond to incidents.
10. A spirit of volunteerism among College employees, students, and the community will result in providing key assistance and support to incident management efforts.

Limitations

No guarantee is implied by this plan of a perfect incident management system. As personnel and resources may be overwhelmed, the College can only endeavor to make every reasonable effort to manage the situation, with the resources and information available at the time.

CONCEPT OF OPERATIONS

This plan is designed to provide an organized management system for the main campus to follow during times of emergencies, and is based upon the concept that the incident management functions that are performed by the College in times of emergency generally parallel some routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended, since the personnel, equipment, and supplies that would typically be required for those routine functions will be redirected to accomplish assigned incident management tasks.

DEFINITIONS OF AN EMERGENCY

The College President or designee serves as the overall Emergency Director during any major emergency or disaster.

The following definitions of any emergency are provided as guidelines to assist in determining the appropriate response:

A. Minor Emergency

A minor emergency is defined as any incident, potential or actual, which will not seriously affect the overall functional capability of the College. If a minor emergency occurs on the main campus, contact Campus Security at 334-375-6036.

B. Major Emergency

A major emergency is defined as any incident, potential or actual, which affects an entire building or buildings, and/or will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the President and Cabinet Members during times of crises.

C. Disaster

Any event or occurrence which has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will also be essential.

Note: Any incident, which has the potential for adverse publicity concerning campus resources, and/or instrumentalities of the College, should be promptly reported to Campus Security, or the Director of Operations.

D. Declaration of Campus State-of-Emergency

The authority to declare a campus state-of-emergency rests with the College President or designee and when the need arises, the following should occur:

1. During the period of any campus major emergency, the President shall be apprised of the emergency, and the possible need for a declaration of a campus state of emergency.
2. The President or designee will contact the Alabama Community College System.
3. The Director of Operations, after receiving the President's approval, shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities.
4. When this declaration is made, only registered students, faculty, staff and affiliates (i.e., persons required by employment) are authorized to be present on campus. Those who cannot present proper identification (student or employee identification I.D.) or show their legitimate business at the college will be asked to leave immediately. Unauthorized persons remaining on campus may be subject to arrest. In this case, the Huntsville Police Department will be notified.
5. Only those faculty and staff members who have been assigned emergency resource team duties or cleared by the President or designee will be allowed to enter the immediate disaster site.
6. In the event of fires, storms, or major disasters occurring on or about the campus, or those which involve college property, Campus Security will be dispatched and will serve as the Incident Commander to determine the extent of damage to the College property.
7. After assessing the extent of the damage, the Incident Commander will brief the President, and will perform the required emergency actions to correct the problem, or if necessary, will contact the appropriate agency (i.e. EMA, HEMS, Fire Department, SPD, FBI, etc.) to assist.
8. Depending on the severity and implications of the incident, the President will decide if a full Emergency Operations Center (EOC) will need to be assembled, or if certain individuals who are germane to the incident will need to assemble.
9. Once the outside agency arrives and assumes the role of Incident Commander, the person who served as Incident Commander for the College will remain on the site of the incident and will serve in an advisory capacity.
10. The President will receive periodic updates, and will determine at what point the composition of the EOC can be altered, or when it can completely stand down.
11. Following the completion of the incident, the President will update the Alabama Community College System Office, and will then assemble the necessary personnel to complete a post-incident report.

Organizational Chart

SAFETY ROLES AND RESPONSIBILITIES

Responsibilities of the Risk Management Coordinator

The responsibilities of the institutional Risk Management Coordinator include:

1. Coordination of college risk management, safety and health functions
2. Coordination of college legal affairs in property, casualty, and liability claims, litigations, grievances, and dispute resolution,
3. Coordination of bonding process for college employees legal and investigative processes for pre-trial hearings, mediation, and trials formulation of health , safety, loss prevention and risk management policies and procedures formulation of health, safety,
4. Loss prevention, and risk management policies and procedures safety practices considered effective in preventing injuries, diseases, vehicular collisions, liabilities, and damage to College property.
5. Coordination of WCCS risk management training programs and presentations of related workshops and seminars member of the SHRM Committee will visit all WCCS campuses and sites to monitor risk management compliance communications to college employees on risk management issues and principles through memorandums from the Risk Management
6. Coordinator accident and incident investigations maintenance of accident and incident report Jog assistance in the implementation of the college Safety, Health, and Risk Management Plan evaluation of institutional compliance with local, state, and federal statutes and corrective actions regarding health, safety, loss prevention, and risk management matters

Responsibilities of the Campus Police Chief

The responsibilities of the Campus Police Chief include:

1. Organizations and implementation of college safety and security programs that affect students, faculty, staff, facilities, and equipment
2. College wide implementation of college campus safety, traffic safety, and pedestrian safety programs and protective services presentations of workshops and lectures as requested on public safety and security functions and programs to college classes and staff
3. Coordination of periodic safety and security inspections of college buildings and facilities formulation and approval of policies, procedures , rules and regulations covering departmental activities administration of staff and department to ensure that all duties and functions are efficiently and economically performed coordination of civil defense preparedness for the College
4. Coordination and communication with appropriate College personnel and departments to assure that construction and renovation projects comply with existing safety, security, and fire prevention codes active participation on the SHRM Committee

Responsibilities of the OSHA Coordinator

The responsibilities of the OSHA Coordinator include:

1. Acquisition of library of OSHA Regulations and information
2. Response to research questions related to OSHA Regulation
3. Point of contact for OSHA inspections State or Federal
4. Campus visits to WCCS site and campuses annually to monitor compliance with OSHA standards
5. Authorization to stop WCCS operations at any location when violation of OSHA standards presents imminent and serious danger for employees, students, or campus visitors coordination of mandatory OSHA related training
6. Review of accident/fire reports to determine if OSHA violations contributed to the accident; if violations occur, preparation of appropriate training and/or physical plant changes membership on the SHRM Committee and campus level SHRM Committees

Responsibilities of Administrators/Supervisors/Department Heads

Administrators and supervisors within the College system are responsible for enforcing safety policies, procedures, and training that ensure a healthy, safe environment conducive to learning needs of students.

The responsibilities of the Administrative Council, Supervisors, Department Chairs include:

1. Authority and responsibility for a healthy, safe workplace for employees under their jurisdiction
2. Compliance with Safety Plan of the College
3. To promote the health, safety, and training of employees and students assessment of the health and safety needs of the administrative unit
4. To initiate corrective actions for identified deficiencies
5. Participation in health and safety practices
6. College wide compliance with local, state, and federal health and safety policies and procedures
7. Enforcement of the use of personal protective equipment for the health and safety of employees and students
8. Assistance in self-inspections of hazardous operations and materials compliance with institutional
9. Reporting procedures for accident, injuries, and incidents coordination of health and safety compliance training with the institutional Risk Manager Coordinator, Security Coordinator, and OSHA
10. Coordinator proper maintenance of protective devices and safety equipment identification of hazardous materials in work areas to prevent accidents and injuries

Responsibilities of the President's Cabinet

Members of the Administrative Council have authority and responsibility for maintaining a safe and healthy campus environment.

The responsibilities of the President's Cabinet include:

1. Leadership and direction in the adherence to policies and procedures designed to support prevention of injury, disease, accident, and loss of property throughout the College
2. Utilization of the resources of the college Risk Management Coordinator, Safety and Loss Prevention Coordinator, and OSHA
3. Coordinator to aggressively promote safety, health, loss prevention, and risk management compliance with local, state, and federal health and safety policies and procedures
4. Supportive opportunities for employee training in safety, health, and loss prevention
5. Measures assistance in the assessment of campus compliance with health and safety statutes and recommendation of corrective actions
6. Assistance in monitoring institutional health and safety issues to promote an environment conducive to student learning
7. Assistance in financial support and budgetary allocations to improve campus health, safety, loss prevention, and risk management functions

Responsibilities of Faculty, and Staff

Faculty, and staff are required to adhere to policies, procedures, and practices that promote health and safety to prevent accidents and injuries to themselves, students, and others. Each employee is responsible for compliance with local, state, and federal regulations related to health, and safety in the workplace.

The responsibilities of the Faculty, and Staff include:

1. Direction of students and guests during emergency situations sensible care and sound Judgment in the prevention of accidents, injuries, and exposure to disease and illness
2. Prompt reporting of accidents, injuries, and incidents in accordance with the SOG (Standard Operating Guidelines)
3. Adherence to health and safety policies and procedures and practices which are designed to prevent accidents and injuries
4. Utilizations of appropriate personal protective equipment to maximize protection
5. Observance of health and safety regulations at all times
6. Assessment of health and safety needs and notification of appropriate personnel of identified deficiencies
7. Assurance that work areas are maintained in a clean and safe condition
8. Current knowledge of emergency procedures prescribed by the College to assure responsiveness to health and safety needs

9. Participation in health and safety training to update knowledge of policies and procedures related to health and safety

Responsibilities of Students

Students are responsible for following; the health, safety, and training policies and procedures prescribed by the College. Detailed health, safety, and training procedures required of students in health related programs, chemistry, biology, science laboratories, art studio courses, industrial shops, technology, and hazardous materials programs are contained in the course syllabi. Students are expected to comply with the safety and training requirements of WCCS.

Responsibilities of Outside Contractors

All outside contractors must first contact the Physical Plant Director prior to beginning work.

SAFETY, HEALTH, AND RISK MANAGEMENT COMMITTEE (SHRM)

The Safety, Health, and Risk Management Committee are appointed to ensure institutional procedures and practices that promote health, safety, loss prevention and risk management. The Committee is charged with monitoring the health and safety needs of the College and with making recommendations for corrective actions to the President's Cabinet.

Standing Members

1. Risk Management Coordinator
2. SHRM Chairperson
3. SHRM Co-Chairperson
4. OSHA Coordinator
5. Campus Police Chief

Campus Representative

1. One from each campus and site

Faculty

1. One from each campus and site

Safety, Health, and Risk Management Committee Meetings

The Safety Health and Risk Management Committee meets quarterly. Additional meetings will be scheduled as needed.

Responsibilities of the Safety, Health, and Risk Management Chairperson

The responsibilities of the SHRM Chairperson include:

1. Maintains minutes of committee meetings
2. Communicates procedures for conducting internal safety inspections of the workplace, with particular attention to the special needs of each campus and center assist the SHRM Committee to establish
3. Communicate procedures for the investigation of workplace accidents, safety-related incidents, injuries, illnesses, diseases, and fatalities
4. Assist in evaluating the effectiveness of safety rules, policies and procedures in the workplace and make recommendations to the SHRM Committee
5. Promote institutional health and safety policies and procedures to ensure a safe and healthy campus
6. Communicate health and safety concerns appropriately through the Dean of Student Services and SHRM Committee

7. Communicate with the Physical Plant Coordinator, Risk Management Coordinator, and administrator of health and safety issues
8. Promote campus and institutional compliance with local, state, and federal health and safety regulations and serve as a liaison to the SHRM Committee serve as a campus and institutional resource for current safety and health policies, procedures and training

Responsibilities of the Safety, Health, and Risk Management Committee

Responsibilities of the SHRM Committee include:

1. Recommendation of institutional policies and procedures to support compliance with local, state, and federal statutes regulating safety assessment of the health and safety needs of the college and appropriate recommendations to the President's Cabinet.
2. Review of summary analyses of accident, injury, and incident reports to make recommendations for corrective action;
3. Review frequency, severity and trend data in college accidents;
4. Review all lost time accidents;
5. Recommend policy changes
6. Recommendation of representatives for campus level SHRM Committees promotion of employee awareness and training programs that support institutional health and safe practices promote self-inspection practices throughout the College utilization as a resource for faculty, students, and administrators in the implementation of health and safety policies and procedures
7. Participation in safety inspections process, internal and external audits related to health and safety compliance issues; review audits and propose recommendations

Goals and Objectives of the SHRM Committee are to:

1. Monitor an effective safety management program throughout the college
2. Increase safety awareness through quality employee training
3. Secure financial resources to support an effective safety program
4. Improve the communication and response process to safety issues
5. Promote policies to prove a healthy and safe environment

INJURIES TO MEMBERS OF THE CAMPUS COMMUNITY

In the case of a severe injury to a member of the campus community, procedures outlined in the WCCS Standard Operating Guidelines (SOG) should be followed.

In the event of an accident or incident involving a WCCS employee, visitor, student, temporary agency employee, volunteer or guest, an Incident/Offense Report must also be completed.

Reporting and Investigation

All accidents and incidents shall be reported to the Campus Police Department. All reported hazards must be investigated. The Campus Police Department will be informed by the immediate supervisor at the time of occurrence or an accident or incident and will investigate the occurrence and complete an Incident/Offense report.

An accident or incident that did/could result in injury to a member of the campus community will be investigated immediately by a campus police officer. It is the responsibility of the immediate supervisor to contact the Campus Police Department at the time of the incident. Immediate response facilitates a thorough and complete investigation, allowing interviews of the injured party and witnesses, collection of evidence, and written and visual documentation. The level of investigation and membership of the investigation team will depend on the potential outcome of the sequence of events.

The Campus Police Chief will maintain the Incident/Offense Report and advise the SHRM Chairperson. The SHRM Chairperson and OSHA Coordinator may be involved in any investigation if they so request. The Campus Police Chief will review accidents and incidents and make a quarterly summary report to the College SHRM Committee.

Accident/Incident Reporting

Procedure Purpose

1. The purpose of this procedure is to ensure that a consistent approach is followed for accident-incident reporting and investigation among all WCCS campuses and sites. Reporting all accidents and incidents provides the College with an accurate record of its accident experience, which can be used to determine the most efficient use of resources in accident prevention strategies.
2. The purpose of accident-incident investigation is to determine the underlying causes and appropriate corrective actions to prevent repeat occurrences of accidents and incidents. It is NOT designed to appropriate blame on any individual or group.
3. An accident is an event that results in damage to a person, property, and/or material or product. An incident is an event that has the potential to culminate in the above damages and/or was a reported "near-miss" accident.

Accident Reporting Categories:

1. Student
2. Accidents
3. Employee
4. Accidents
5. Guest/visitor
6. Accidents
7. Accidents involving property
8. Vehicle accidents

All accidents, injuries, and incidents involving employees, students, temporary workers, and guests/visitors on college property or using college equipment shall be reported to the Campus Police.

GENERAL SAFETY RULES FOR ALL COLLEGE PERSONNEL AND DEPARTMENTAL UNITS

These rules have been established by the College SHRM Committee for the protection of students, employees, and staff. All employees, students, and temporary staff are expected to cooperate in observing safety rules to assure that WCCS is a safe place to work and to learn.

1. Never operate any machine or equipment unless you are authorized to do so by the supervisor/instructor.
2. Do not operate defective equipment. Do not use broken hand tools. Report defective or hazardous equipment to the supervisor/instructor immediately.
3. Obtain full instructions from the supervisor/instructor before operating any machine with which you are not familiar.
4. Never start any hazardous job without being completely familiar with the safety techniques that apply to it. Ask the supervisor/instructor when in doubt.
5. Make sure all safety devices are in place and properly adjusted before operating a machine.
6. Do not operate any machine or equipment at unsafe speeds. Shut off equipment that is not in use. Note and tag equipment if defective.
7. Wear appropriate personal protective equipment to be safe on the job.
8. Do not wear loose clothing while operating moving machinery. Secure long hair in a way that does not create a safety hazard. Do not wear dangling jewelry such as long necklaces, chains, etc., which may get caught in moving machinery.
9. Never repair or adjust a machine or a piece of equipment unless authorized to do so by the supervisor/instructor.
10. Never oil, clean, repair, or adjust any machine while it is in motion.
11. Never remove a safety guard or safety device guarding a machine except when the machine is stopped, the power disconnected, and when the purpose is for cleaning, adjusting, or repairing.
12. Put tools and equipment away when they are not being used.
13. Do not work or drive while under the influence of alcohol or drugs.

14. Keep all aisles, stairways, and other exits clear.
15. Do not place equipment so as to block emergency escape routes or fire equipment.
16. Stack all materials neatly; ensure that all piles are stable.
17. Keep all work areas and machinery clean and neat.
18. Never take chances. When in doubt, ask the supervisor/instructor.
19. Report any injury to the supervisor/instructor immediately.
20. Know the location of first aid/emergency equipment in your work areas and ensure accessibility to essential items in the event of an emergency.
21. Observe traffic safety laws on campus to prevent accidents.
22. Do not lift items that are too heavy or too bulky to be handled by one person.

BombThreat

1. Remain calm and stay on the line. Take as much information as possible from the caller. Use the checklist on the following page.
2. Do not use a cellular phone for any of the following steps.
3. When the caller hangs up, call the College President or the Administrator in Charge. Relay your name, location, telephone number, and the information you obtained from the caller. Stay on the line until the administration has obtained all possible information.
4. The President or Administrator in Charge will call the Campus Police Department and report the threat, and give the order to evacuate the buildings.
5. Inform your supervisor.
6. Report any unusual observations to emergency personnel. DO NOT TOUCH ANY SUSPICIOUS OBJECTS.
7. Follow instructions given by emergency personnel. Take your personal items like knapsacks, keys and purses with you. Do not enter any evacuated area until authorized to do so.
8. Thoroughly complete the Bomb Threat Checklist and submit it to emergency personnel as soon as possible.
9. Once the order to evacuate has been received, instructors should ask all students to turn off their cell phones, two-way radios, or pagers, take all their belongings, and leave the building. The instructor takes his/her personal belongings and shall lock the door once the room is cleared. An instructor, who is in his/her office, should turn off cell phones, two-way radios, or pagers, and take his/her personal belongings, lock the office door, and clear the building.
10. Move quickly and go as far away from the evacuated building as possible.
11. Do not attempt to re-enter any building, classroom, lab, or office before clearance has been given by the designated college official.

Bomb Threat Checklist

Exact wording of caller:

Ask the caller the following questions:

1. When will the bomb explode?
2. Where is the bomb now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will detonate the bomb?
6. Did you place the bomb?
7. Why?
8. What is your name?

Date:

Time:

Sex:

Age:

Describe the caller's voice (circle any that apply)

Calm	Lisp	Deep	Soft	Angry
Crying	Slow	Loud	Excited	Normal
Raspy	Distinct	Nasal	Stutter	Cracking
Laughing	Slurred	Accented	Ragged	Deep Breathing

Was the voice familiar to you? Y/N

Like whom?

Describe the threat language (circle any that apply):

1. Well-spoken
2. Foul
3. Incoherent
4. Serious Message Read
5. Irrational
6. Other:

Describe any background noise (circle any that apply):

Street	Long Distance	Clear	Music	Office
Local	Factory	Motor	House	Static
Voices	Animals	Other:		

Earthquake

Since earthquake magnitudes cannot be predetermined, management must initiate emergency precautions within a few seconds after the initial tremor is felt, assuming the worst possible case. Keep in mind that most earthquakes are of a short duration and that injuries usually occur from falling objects. With that in mind, the following procedures can assist in the case of an earthquake.

PROCEDURES

Inside a Building

1. Remain calm.
2. Stay inside the building.
3. Find cover under a sturdy object such as a desk or in a door frame.
4. Watch for falling objects.
5. Stay away from windows and any other objects, which may fall on you.

Outside

1. Go to an open, area free of trees, power lines and away from buildings.
2. Cover your head and watch for falling objects.

Actions Following an Earthquake

1. Remain calm.
2. Expect aftershocks. so remain protected.
3. Follow the instruction of Security and evacuate the building if told to do so.
4. When evacuating, watch for falling objects and walk carefully as the floor or steps may be damaged.

NOTE: DO NOT USE THE ELEVATOR!

1. ASSIST INDIVIDUALS WITH DISABILITIES IN EXITING THE BUILDING
2. Do not move seriously injured persons unless there is danger from fire or building collapse.
3. Do not re-enter the building.
4. Do not light cigarettes, matches, lighters or use cellular phones, as this may cause an explosion if natural gas is present in the immediate area.

FLOOD

According to the EMA, floods tend to generally occur most frequently during the late winter and spring, but can develop at any time of the year when conditions are right.

They are divided into categories of flash floods and mainstream flooding. Flash floods occur from excessive rainfall or possibly a dam failure. Mainstream flooding occurs when excessive rainfall causes the water in river and streams to overflow. Both types of floods can cause death, injury, and the destruction of property.

According to the National Weather Service, on average, flooding and flash flooding account for about as many deaths nationally each year as lightning, tornadoes, and hurricanes combined. It is important that all personnel are aware of the potential for flash flooding. This information will be initially sent out by the National Weather Service or EMA and relayed on School Cast Alert by the IT division. The best thing for an individual is to be prepared to evacuate if it becomes necessary.

On the campus, two aspects of flooding are as follows:

1. Parking lot
2. Flooding in or around buildings.

PROCEDURES

1. In the event a flood in the parking lot appears likely, college students and employees will be asked to relocate their cars.
 - A. This request will be made either by phone or if necessary, on the campus Public Address System or Patriot Alert.
2. If it appears that buildings on campus may be flooded, flood prevention measures will be put in place, based on the expected amount of flooding is expected.

THUNDERSTORM/LIGHTNING

SEVERE WEATHER/TORNADO

According to the EMA, severe thunderstorms are the most prevalent hazard in Dallas County is severe thunderstorms. They are defined as any storm with winds in excess of 60 miles an hour, or with hail 3/4 inch or larger. Severe thunderstorms also produce dangerous lightning, damaging winds, hail, and heavy rains that may result in flooding. Tornadoes may also develop during severe thunderstorms.

Although the College's Emergency Preparedness Team cannot predict when severe weather may affect the area, they can prepare so the College receives minimum damage, and the welfare of our students, faculty, staff and visitors is protected.

The primary preventive measures that can be taken involve securing any loose objects outside and being alert for any possible problems associated with leaks, breaking glass, and power outages.

Another important measure is to remain in the building until the "ALL CLEAR" is given.

HURRICANE

According to the Hazardous Analysis conducted by the EMA, it is not probable that a major hurricane event will impact in our area. However, if one should occur, a watch or warning will be issued and the County Civil Defense Agency will sound emergency sirens. The National Weather Service can usually forecast high winds, heavy rain, flooding, damaging surf, and hurricanes with a high degree of accuracy. They will then issue a warning or watch, along with emergency actions to take.

LANDSLIDE

The hazards of landslides can be reduced through geologic monitoring, excellent engineering practices, and the adoption of effective land-use management regulations.

WARNING

Landslides and mudslides cannot be predicted, and warnings can only be issued after events occur.

Should a landslide occur, contact EMA or SPD at 911 and report the incident. They will then inform the local County Civil Defense Agency who will decide if the alerts and/or warnings will be issued.

REQUIRED ACTIONS

College facilities located in areas where landslides and mudslides can occur should report any potential landslides and mudslides to Security or the Director of Operations, who will then contact EMA.

The EMA will take the necessary action to survey and research potential problems and take a report concerning possible problems and mitigation if necessary.

If the EMA determines it is necessary, they will contact the State and County Civil Defense Agencies, who will then determine if alert and warnings will be issued.

TORNADO

In the State of Alabama, tornadoes occur most often in the months of March, April, and May. A secondary tornado season occurs in the fall, typically in November. While tornadoes can occur at any time of the day or night, most tornadoes occur in the afternoon between noon and 6:00 p.m.

NOTE: There are no facilities on the main campus that have safe spaces during periods of tornados and straight line winds, so the course of action will be to close the College.

DEFINITIONS

Severe Weather or Tornado Watch: Conditions are favorable for severe weather with damaging winds, or the formation of a tornado. An alert will be issued by the National Weather Service. When this occurs, the Director of Operations with the assistance of Campus Security or IT will monitor operations and will initiate procedures after consulting with the President or designee, to notify building occupants of required actions.

Tornado Warning: Tornado has been sighted in the area. An alert will also be issued by the National Weather Service and warning sirens will be sounded continuously.

DANGER SIGNS

1. Severe thunderstorms, thunder, lightning, heavy rains and strong winds.
2. Hail or pellets of ice from dark skies.
3. Roaring noises, like a railroad locomotive and a crashing thunderous sound.
4. Funnel, dark spinning rope, or column from the sky to the ground.

PRE-PLANNING

The following steps should be followed in advance:

1. Know that a CONTINUOUS alarm signals high winds or the possibly of a tornado.
2. Identify the appropriate place in your building to seek shelter should high winds occur (Information should be located on bulletin boards).

ACTIONS TO TAKE DURING A TORNADO WARNING

As indicated above, there are no safe spaces on the main campus, so the course of action will be to close the College. However, if still on the campus, seek shelter in inner offices and rooms, away from any exterior windows.

ADDITIONAL PRECAUTIONS

1. Stay tuned to radio, television, or weather radio for weather bulletins (See Inclement Weather Listing above).
2. If caught outside, go to a nearby ravine, open ditch or depression and lie flat. Cover the back of your head and neck with your hands.
3. Do not seek cover in an automobile or under a tree.
4. If driving a vehicle or in a mobile facility, motor home, or trailer, get out and seek shelter in a building with a substantial structure or low area; never try to outrun a tornado.
5. Flash Flood Watch means that heavy rains occurring or expected to occur may soon cause flash flooding in certain areas and citizens should be alert for immediate action.
6. Stay away from windows and glass, and unsecured objects such as filing cabinets or bookcases.

NOTE: DO NOT USE THE ELEVATOR!

REMEMBER

During threats of extremely high winds, stay away from large open structures such as the cafeteria and lobbies in the Library, and away from windows and entrance doors.

TSUNAMI

According to the Hazardous Analysis conducted by the EMA, it is not probable that a Tsunami event will impact in our area. However, if one should occur, a Tsunami Warning will be issued and the County Civil Defense Agency will sound emergency sirens. The NWS will also send official tsunami advisories and provide evacuation instructions, if necessary.

VOLCANO

According to the Hazardous Analysis conducted by the EMA, it is not probable that a volcanic activity will occur. However, if one should occur, information, advisories, alerts and warnings will be issued by the State and County and EMA will make the announcement to take appropriate actions depending on the severity of the problem.

WILDFIRE

The EMA defines a major fire as one in which its size, intensity, and extraordinary threat to life and property is beyond the normal firefighting capability of a fire department. This could include a wildfire. A fire of this magnitude can be such a great threat to public safety that other agencies must act to help save lives, protect property, and maintain order.

The potential exists that a major fire will occur anywhere in Dallas County. Flammable fuels and materials, toxic materials, closely spaced or older buildings, hospitals, schools and other gathering places, industries, transportation accidents, manufacturing facilities, plus forests and fields all have a potential for being involved in a major fire.

All fire departments in Dallas County have mutual aid agreements to assist each other in an emergency. Since a majority of our campus abuts to residences, it is unlikely that we will experience a fire of this magnitude. However, should one occur, the College would contact the fire department, and would consider evacuating the campus, depending on the severity of the fire.

WINTER STORM/ICE

According to the EMA, winter storms can bring heavy snow, freezing rain, high winds, ice, and extended freezes, and can cause hypothermia, broken pipes, house fires, icy roads, and power outages in Dallas County. Typically, winter storms occur in Dallas County in January and February; however, they can occur in other months as well. Proper planning before the winter storm hits is very important.

If weather conditions are severe the College may be forced to close, delay opening, or cancel classes due to severe weather conditions. Information will be sent out on Patriot Alert and on the College website and social media, and will specify whether daytime and/or evening classes will be delayed or cancelled. Additionally, television stations will be contacted by the Executive Secretary to the President, or the Director of Public Relations.

The following television stations are the official sources regarding closing or canceling of classes:

WSFA-12

WAKA-8

Explosion

Explosions can occur from natural gas leaks, chemicals, boilers or other items that are under pressure. In the event a mishap of this nature occurs, it is important to remain calm.

PROCEDURES

1. If an explosion occurs and you are in the immediate area, remain calm and take cover under sturdy items, such as tables, desks and other objects which will provide a protection against falling glass or debris. Also, be prepared for further explosions.
2. Stay away from windows, as the objects that may fall on you.
3. After the effects of the explosion and/or fire have subsided, notify Campus Security.
4. Give Security the following information:
 - A. Your name
 - B. Location
 - C. Nature of the emergency
 - D. If anyone is injured and the extent of the injuries
5. Evacuate the building as soon as you feel it is safe to do so and direct others to do the same. Watch for falling objects while you are evacuating the building. Walk quickly to the nearest marked exit, and ask other to do the same.

Note: DO NOT USE THE ELEVATOR!

ASSIST INDIVIDUALS WITH DISABILITIES IN EXITING THE BUILDING!

6. Do not move seriously injured victims unless they are in immediate danger, such as a fire or the building collapsing.
7. Once outside move to a clear area that is at least 500 feet away from the affected building depending on the location of the accident or the designated assembly point. Keep streets and walkways clear for emergency response vehicles and crews.
8. If requested, assist emergency crews as necessary.

9. A campus Emergency Operations Center (EOC) may be set up near the disaster site. Keep clear of the EOC unless you have official business.

NOTE: DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by Emergency Responders or a college official. Also, after any evacuation, report to the designated assembly location, and stay there until an accurate HEADCOUNT is taken. Supervisors and coworkers will assist in accounting for fellow employees and instructors will take attendance and assist in the accounting for their students.

Plane Crash

According to the Madison County EMA, an airplane crash may create the need for fire-fighting and other operations in the area of impact. The first consideration should be to save lives through quick response and coordination of police, fire and medical services.

AIRCRAFT DOWN (CRASH ON CAMPUS)

In the event a downed aircraft (crash) occurs on campus, the actions taken will be similar to the actions taken during an explosion. **The most important thing is to remain calm.**

PROCEDURES

1. Notify Security.
2. Give Security the following information:
 - A. Your name
 - B. Location
 - C. Nature of the emergency
 - D. If anyone is injured and the extent of the injuries
3. Evacuate the area and do not allow anyone into the area.
4. Move to a clear area that is at least 500 feet away from the crash. Keep streets and walkways clear for emergency vehicles and crews.
5. If requested, assist emergency crews as necessary.
6. A campus Emergency Operations Center (EOC) may be set up near the disaster site. Keep clear of the EOC unless you have official business.

NOTE: DO NOT RETURN TO THE AREA unless told to do so by Emergency Responders or a college official. **IMPORTANT:** After any evacuation, report to the designated assembly point location if it is safe to do so, and stay there until an accurate HEADCOUNT is taken. Supervisors and coworkers will assist in accounting for fellow employees and instructors will take attendance and assist in the accounting for their students.

Utility Power Failure

A power failure, outage, or surge could be caused by several reasons such as severe weather, repair work being performed, or a power line being severed by a construction company. In the event of a power outage on campus during daylight hours, some areas should be well lighted from windows in the building. Others may have to depend upon battery powered emergency lights.

PREPLAN

Departments should have flashlights available that are tested periodically to assure that they work.

PROCEDURES

The following actions should be followed in the event of a power outage in your building:

1. **REMAIN CALM** - The Maintenance Department and/or Electrical Service Provider will form together immediately and initiate efforts to regain power on campus.
2. In the event of a major utility failure occurring during regular working hours (Monday through Friday), immediately notify Maintenance at 334-876-9320. After 5:30 p.m., contact the Security Office by dialing 334-375-6036.
3. If you have a flashlight, go to an area of the building that is lighted or has emergency lighting.
4. Provide assistance to those in your area who do not have a flashlight and/or may be unfamiliar with the area.
5. If you are instructed to evacuate the building, proceed cautiously to the nearest exit.

NOTE: ASSIST INDIVIDUALS WITH DISABILITIES IN EXITING THE BUILDING!

6. An Emergency Operations Center (EOC) may be set up near the emergency site. If so, keep clear of the EOC unless you have official business.
7. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a college official.

Note: Exit signs that are on emergency power should remain lit during an outage.

ADDITIONAL INFORMATION AND PROCEDURES

Always observe the above steps above whenever the following utility emergencies arise.

Electrical/Lighting Failure

It is therefore advisable to have a flashlight and portable radios available for emergencies. Notify maintenance supervisor 334-876-9320.

Plumbing Failure/Flooding

Cease using all electrical equipment. Notify Maintenance or the Director of Operations and if necessary, vacate the area.

Gas Leak

Cease all operations and evacuate the area. DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. **REMEMBER:** Electrical arcing can trigger an explosion! Notify Maintenance or the Director of Operations immediately, and if necessary, vacate the area.

Civil Disturbance

According to the Dallas County EMA, a civil disturbance can occur in Dallas County that would require the swift, coordinated response of municipal and county SPD and supporting agencies to protect lives and property and to maintain order.

A civil disturbance may range from a protest demonstration to full scale rioting, and may start as the result of a conspiracy or be triggered by an isolated incident. It may involve only residents of Selma or Dallas County; or outside groups may choose Selma or Dallas County as a target for disorder. EMA's role in this situation would be to coordinate necessary resources and disseminate emergency public information to citizens, telling them what actions to take for their own protection.

CIVIL DISTURBANCE OR DEMONSTRATIONS

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists:

1. INTERFERENCE with the normal operations of the college.
2. PREVENTION of access to office, buildings, or other college facilities.
3. THREAT of physical harm to persons or damage to college facilities.

Emergency procedures may include:

1. Partial building evacuation.
2. Secure entry to the building(s).
3. Secure walkways, access roads, etc.
4. Arrests made by the Selma City Police Department.

GENERAL PROCEDURES

1. Upon notification of a civil disturbance, contact Main Campus Security at 334-375-6036, and the Director of Facilities and Safety. They will in turn inform the President and other appropriate personnel.
2. A meeting of College leadership should be held to determine what procedures and preventive measures will be taken preceding any civil outbreak or in response to one already in progress.
3. Police or other authorities can also advise of protective actions to be taken during a local civil disturbance at or around the College.

SPECIFIC PROCEDURES BASED ON THE NATURE OF THE DEMONSTRATION

1. PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS

- A. Generally, demonstrations of this kind should not be interrupted, nor should they be obstructed or provoked. Efforts should be made to conduct college business as normally as possible.
- B. If demonstrators are asked to leave but refuse to leave by regular facility closing time:

- I. Arrangements will be made by the Campus to monitor the situation during non-business hours.
- II. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration.

2. NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS

- A. In the event a demonstration blocks access to college facilities or interferes with the operation of the college:
 - I. Demonstrators will be asked to terminate the disruptive activity by the President or designee.
 - II. The President should consider having a photographer available.
 - III. If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action may result in a disciplinary action or possible intervention by civil authorities.
 - IV. Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.
 - V. After consultation with the President, determine the need for an injunction and intervention of civil authorities.
 - VI. If determination is made to seek the intervention of civil authorities, the demonstrators should also be informed. Upon arrival of the local police department, the remaining demonstrators will be warned of the College's intention to arrest.

3. VIOLENT, DISRUPTIVE DEMONSTRATIONS

In the event of a violent demonstration in which injuries to persons or property occur or appear eminent, the President will be notified and the following protocol will be considered:

- A. During Business Hours
 - I. The President will determine if the Director of Public Relations needs to be notified.
 - II. If advisable, the President will call a photographer to report to an advantageous location for photographing the demonstrators.
 - III. The President will determine the possible need for an injunction.
 - IV. The President will also consider if communication would be needed between Security or the Director of Operations and the Director of Public Relations.

B. After Business Hours

- I. Campus Security should be immediately notified of the disturbance.
- II. Campus Security will investigate the disruption and report the incident to the President.
- III. The President will:
 - a. Determine if the Director of Public Relations needs to respond.
 - b. Determine if a photographer is also necessary.
 - c. If necessary, will contact the Huntsville Police Department for assistance.

NOTE: Security will contact the President immediately, if police assistance is necessary to ensure safety of individuals.

Terrorist Act

FEMA defines terrorism as the use of, or threatened use of, criminal violence against civilians or civilian infrastructure to achieve political ends through fear and intimidation, rather than direct confrontation. Emergency management is typically concerned with the consequences of terrorist acts directed against large numbers of people (as opposed to political assassination or hijacking, which may also be considered "terrorism").

The EMA states that while the possibility of a terrorist incident in Dallas County appears minimal, such activities may occur without warning. Tactics employed by terrorists include bombing (including the use of letter bombs, pipe bombs and fire bombs), the release of chemical and/or biological agents with the intention to maim or kill, kidnapping, assassination, hijacking, civil disobedience, arson, hostage taking, sabotage, extortion, and theft of funds and materials for political purposes.

At the present time, Alabama has no state statute that deals specifically with terrorism, so acts of terrorism are treated as violations of various laws. Since terrorist acts are criminal activities, it follows that HPD agencies are the lead agencies for investigating terrorist activities.

TERRORISM REFERENCE LIST

First responding officers should be aware of suspicious factors that may indicate a possible terrorist threat. These factors should be considered collectively in assessing a possible threat. The reference guide is intended to provide practical information for the line officers but may not encompass every threat or circumstance. State and local SPD may contact their local FBI field office or resident agency for additional assistance.

SUSPICIOUS FACTORS TO CONSIDER

1. Possible Suicide Bomber Indicators – A.L.E.R.T.

- A. Alone and nervous
- B. Loose and/or bulky clothing (may not fit weather conditions)
- C. Exposed wires (possibly through sleeve)
- D. Rigid mid-section (explosive device or may be carrying a rifle)

- E. Tightened hands (may hold detonation device)

2. Passport History

- A. Recent travel overseas to countries that sponsor terrorism.
- B. Multiple passports with different countries/names (caution: suspect may have dual citizenship)
- C. Altered passport numbers or photo substitutions; pages have been removed

3. Other Identification – Suspicious Characteristics

- A. No current or fixed address; fraudulent/altered: Social Security cards, visas, licenses, etc.; multiple ID's with names spelled differently.
- B. International driver's ID:
 - 4. There are no international or UN drivers' licenses – they are called permits.
 - 5. Official international drivers' permits are valid for one year from entry into the U. S., they are paper-gray in color, not laminated, and are only valid for foreign nationals to operate in the U. S.

6. Employment/College/Training

- A. No obvious signs of employment
- B. Possess student visa but not English proficient
- C. An indication of military type training in weapons or self-defense.

7. Unusual items in vehicles/residences

- A. Training manuals; flight, scuba, explosive, military, or extremist literature
- B. Blueprints (subject may have no affiliation to architecture)
- C. Photographs/diagrams of specific high profile targets or infrastructures; to include entrances/exits of buildings, bridges, power/water plants, routes, security cameras, subway/sewer, and underground systems
- D. Photos/pictures of known terrorists
- E. Numerous prepaid calling cards and/or cell phones
- F. Global Positioning Satellite (GPS) unit
- G. Multiple hotel receipts
- H. Financial records indicating overseas wire transfers
- I. Rental vehicles (cash transactions or receipts; living locally but renting)

8. Potential Props

- A. Baby stroller or shipping cart
- B. Suspicious bag/backpack, golf bag
- C. Bulky vest or belt

9. Hotel/motel visits

- A. Unusual requests, such as:
 - I. Refusal of mail service
 - II. Asking for a specific view of bridges, airports, military/government installation (for observations purposes).
 - III. Electronic surveillance equipment in room.

10. Recruitment Techniques

- A. The following factor, which may constitute activity protected by the United States Constitution, should be considered in the context of other suspicious activity and not be the sole basis for SPD action.
- B. Public demonstrations and rallies
- C. Information about new groups forming
- D. Posters, fliers, and underground publications

11. Thefts, purchases, or discovery of:

- A. Weapons/explosive materials
- B. Camera/surveillance equipment
- C. Vehicles (to include rentals – fraudulent name; or failure to return vehicle)
- D. Radios: short-wave, two-way and scanners
- E. Identify documents (State ID's, passports, etc.)
- F. Unauthorized uniforms

ACTIVE SHOOTER/LOCKDOWN

These types of situations are unpredictable, and how you respond will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved. The normal reaction would be to place the campus in lockdown. If you find yourself involved in an active shooter situation, the most important thing is to try to remain calm, and to use these guidelines to help you plan a strategy for survival.

PROCEDURES

1. At the first sign of an active shooter, contact Security at 334-375-6036.
2. Shout "active shooter", and hang up. Security will then make an announcement on the Public Address system to initiate lockdown.

3. Contact the Selma Police Department by dialing 9-911 from a campus phone, or dialing 911 or 334-375-6036 from a non-campus phone, and provide the dispatcher the following:
 - A. Your name and that you are reporting an active shooter incident.
 - B. Your exact location and the location of the incident (be as specific as possible).
 - C. Number of shooters (if known).
 - D. Identification or description of shooter(s).
 - E. Types of weapons used if known.
 - F. Injuries to anyone, if known.

NOTE: Place your cell phone on silent or vibrate just in case Selma PD wants to contact you, and remain in your location until you are given the “all clear” on the Public Address system.

Actions to take if an active shooter is outside your building:

1. Lock interior office and classroom, and turn off all the lights.
2. Close and lock all the windows and doors, and turn off all the lights; if possible.
3. Get everyone down on the floor and stay away from all windows and doors.
4. Turn off all audio equipment.
5. Ensure that no one is visible from outside the room. Unfamiliar voices may be the shooter attempting to lure victims from their safe space.
6. Do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.

Actions to take if an active shooter is in the same building that you are in:

1. Determine if the room you are in can be locked and if so, follow the same procedures described in the previous paragraph.
2. If your room can't be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building.
3. If you decide to move from your current location, be sure to follow the instructions outlined below.

Actions to take if an active shooter enters your office or classroom or if caught in an open area by the shooter:

1. Try to remain calm.
2. Alert police to the shooter's location; if you can't speak, leave the line open so the dispatcher can listen to what's taking place.
3. If there is absolutely no opportunity for escape or hiding, it might be possible to negotiate with the shooter.

NOTE: Attempting to overpower the shooter with force should be considered a last resort after all other options have been exhausted.

4. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

Actions to take when the police arrive and enter your area:

1. Keep your hands open and away from your body.
2. Follow their instructions.

LOCKDOWN

Lockdown may be implemented when a situation occurs that may be a hazardous to someone's health or is life threatening. It is intended to limit access and hazards by controlling and managing staff and students in order to increase safety and reduce possible victimization. A lockdown may be called by College officials, SPD agencies or other emergency responders. It may also be called for a variety of reasons including: weapons, intruders, and police activity in or around the College or terrorist events. The building will have restricted access until the "All Clear" is given or individuals are directed by emergency personnel or staff.

Procedures

Once you hear the words, "Emergency Message 3, Lockdown, Lockdown, Lockdown" on the public address system, take the following actions immediately:

1. If outside, enter into the building closest to you, and attempt to take cover in the closest classroom.
2. If already inside and if possible, lock all external doors to the building to secure the area.
3. Lock interior office and classroom, and turn off all the lights.
4. Move into an area in the classroom that is not visible from the outside.
5. Have everyone sit down on the floor and stay away from all windows and doors; ensure that no one is visible from outside the room.
6. Turn off all audio equipment and silence cell phones.
7. Remain there until the "ALL CLEAR" signal is given.

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to him/her or to others, or is out of touch with reality due to severe drug reactions or a psychotic breakdown. A psychotic breakdown may be manifested by hallucinations and/or uncontrollable behavior.

Procedures

1. Never try to handle a situation you feel is dangerous on your own.
2. Contact the Security Office by dialing 334-375-6036.
3. Clearly state that you need immediate assistance, give your name, your location and the area involved.
4. In extreme emergencies, contact 911 or 9-911 if calling from a campus phone, and report the emergency, followed by Security.

Hazardous Material Exposure

The Selma Fire Department shall serve as the emergency response to Hazardous Materials Exposure. This is in accordance to OSHA regulations 29 CFR 1910.120. In case of exposure at the Main Campus, dial 911.

Violent or Criminal Behavior

Campus Police is located in the Administration Building and provides WCCS with 24-hour assistance and protection. This service is provided seven days a week on a year-round basis.

On-Campus Emergencies: Dial 9248, 9227, or 8-911

1. Tell the receptionist your name and location and the location and nature of the incident. Note the number and location of injured persons, the number and location of assailants, and weapons involved, if any.
2. If you are in a safe location, stay there.
3. Do not attempt to interfere with the situation except for self-protection.
4. Try to note a description of any suspects involved. Important characteristics to note are:
 - A. Height and weight
 - B. Method and direction of travel
 - C. Distinguishing marks (scars, tattoos, etc.)
 - D. Names used
 - E. Hair color
 - F. Sex, race, and age
5. Also, try to note a description of any vehicles involved. Important information to note:
 - A. Color
 - B. License number
 - C. Noticeable damage or uniqueness
 - D. Make and model
 - E. Number of occupants
6. Be aware of the following suspicious signs. Follow the above procedures if any of them are observed:
 - A. A scream or call for help
 - B. A whistle or horn blowing
 - C. A broken window
 - D. Gun shots
 - E. An unfamiliar person doing any of the following:

- I. Entering a neighbor's office
- II. Loitering on or about the campus
- III. Trying to break into a vehicle
- IV. Repeatedly driving on or about campus

WHAT TO DO IF TAKEN HOSTAGE:

1. Avoid drastic action. Be patient.
2. The initial 45 minutes are the most dangerous. Follow instructions, be alert, and stay alive. The captor is emotionally unbalanced. Don't make mistakes which would jeopardize the well-being of anyone.
3. Do not speak unless spoken to and then only when necessary. Do not talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times, if possible, but do not stare. Threat the captor like royalty.
4. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
5. Be observant. You may be released or escape. The personal safety of other may depend on your memory.
6. Be prepared to answer the police on the phone. Be patient, wait. Attempt to establish a rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captor, in all possibilities, does not want to harm persons held. Such direct action further implicates the captor in additional offenses.

IMPORTANT:

After any evacuation, report to you designated campus area assembly point. Stay there until an accurate HEADCOUNT is taken. The Building Emergency Coordinator will take attendance and assist in the accounting for all occupants.

DEATH AT SCHOOL

Call 9248 or 9227 and advise the following: (Any Faculty Member)

1. Location of the incident.
2. Type of incident.
3. Contact the President or designee.
4. Name and telephone number of person reporting.

Call 911 for emergency medical assistance. (President or designee)

1. Clear the students and non-essential staff from the area. (President or designee) Notify the Central Administrative Office. (Designee)
2. If blood or other body fluids are present, follow the recommended steps in the Bloodborne

- Pathogen Exposure Control Guidelines. (President or designee/Nurse/First Responder)
3. Convene the school's Safety Committee. (President or designee)
 4. Notify the parent/guardian of the deceased that there has been an emergency and direct them to the hospital. (President or designee)
 5. Inform the staff and student body when appropriate. (President or designee)
 6. Provide counseling, pay particular attention to friends of the deceased, and persons with recent losses or a history of suicide attempts. (Counselor)
-
7. Give factual information to media and prepare a fact sheet for telephone inquiries. (President or designee)
 8. Hold faculty meetings as soon as possible to process feelings and plan for the anticipated reaction of students. (President or designee)
 9. Relay additional information (funeral arrangements, etc.), as it becomes available. (President or designee)
 10. Debrief the school's "Safety Committee". (President or designee) Plan follow-up counseling for students and staff. (Counselor)

Science/Laboratory Safety

The College science laboratory areas, including storage and prep areas will be maintained in a safe manner through the following safety practices:

1. Chemicals must be stored in clearly labeled containers; containers must be on shelves no higher than eye-level; shelves must be designed to prevent a container from being accidentally knocked off.
2. Flammable chemicals must be stored in approved flammable storage cabinets, away from all other materials; oxidizers must be stored apart from other oxidizable material. An unbreakable carrier should be used when transporting large glass containers of liquids.
3. Hazardous materials/wastes (both chemical and biological) must be labeled and stored according to state and federal regulations; the Hazardous Material Manager shall be contacted for details.
4. Aisles should be kept clear and free of clutter.
5. Safety equipment should be inspected on a regular basis.
6. Chemical and biological wastes should be placed in special waste containers, separate from the paper trash; sharp objects such as broken glass and metal should be placed in special waste containers.
7. Copies of the Material Safety Data Sheets (MSDS) for all chemicals should be available in the lab areas for quick reference.
8. All personnel working in the science laboratory areas should receive safety training appropriate for the activities in which they will be engaged; the level of training will differ according to the responsibilities.

WCCS Students

College students enrolled in laboratory courses will be instructed in safe laboratory practices, including the use of personal protective devices (to protect eyes, skin, and respiratory systems), safe handling of chemical and/or biological hazards, location and use of safety equipment (fire extinguishers, safety showers, eyewash fountains, etc.), appropriate disposal procedures and emergency procedures.

The content of the training is the responsibility of each department. Written records should be kept to document that each student has received training.

Students working with chemical must, as a minimum, wear safety glasses, solid shoes and either a plastic apron or a lab coat; individual departments may require additional items. Students working with biohazardous material must use appropriate protection against infection, in addition to protection from chemical hazards. Under no circumstances should a student be allowed to work unsupervised.

WCCS Students Employed as Laboratory Assistants

Students working as laboratory assistants should be trained by their immediate supervisors in both the safe laboratory practices that pertain to students enrolled in science laboratory courses, and in the additional safety practices required of laboratory employees. It must be remembered that student assistants are not trained science professionals; accordingly, they should always be given detailed instructions before beginning any new task. They should not be allowed to work unsupervised.

As employees, student assistants must also be informed about any hazardous materials (as defined by federal and state laws) with which they will be working, including the location Material Safety Data Sheets (MSDS) for those materials.

WCCS Faculty and Full-time Staff

Faculty and staff working in science laboratory areas should adhere to the standards of laboratory safety appropriate to their disciplines. It is preferable that no one work alone in a science laboratory area, but if the need arises, there should at least be someone nearby who is aware that a person is working in the lab area. Tasks that involve more than minimal safety risks should NOT be performed alone- another KNOWLEDGEABLE employee should be present.

Protective Safety Wear

1. Follow safety instructions and use required personal protective equipment as directed by the instructor/supervisor.
2. Wear gloves approved by the instructor/supervisor which resist penetration by the chemical being handled, and which do not have pin holes, tears, or rips.
3. Wear a laboratory coat or apron to protect skin and clothing from chemicals.
4. Wear shoes or boots that cover the feet completely to protect feet.
5. Wear protective eye equipment as required -laboratory goggles, face mask, visors, etc.
6. Use other protective equipment as required by specific programs and departments.

Emergency-Incident Reports

All Emergency-Incidents will be reported by supervisors and will be maintained by the Campus Police Department. The Campus Police will report the incident to the SHRM Chairperson by the next calendar workday after the incident. If an event requiring the Emergency-Incident Report occurs when a supervisor is not present, the Campus Police will take the report and process it and advise the supervisor.

Missing, Lost, and Stolen College Property

In the event of missing, lost, or stolen College property or criminal damages to such property, the Campus Police must be notified in accordance with WCCS policy. A police Officer will respond to the scene, investigate, and complete Alabama Incident/Offense Report.

Administrative Responsibility

All administrators, department heads, and supervisors must ensure that all employees are informed about incident reporting procedures.

Smoke-Free Workplace

WCCS is dedicated to providing a healthy, comfortable, and productive work environment. Since secondhand smoke can be a cause of disease in non-smokers exposed to environmental tobacco smoke, a smoke-free workplace appears to be a way to insure that optimum health of the College's employees are protected.

In accordance with College and State policy, smoking is prohibited within all buildings, including classrooms, lunchrooms, conference rooms, restrooms, meeting rooms, and community areas. Smoking shall be disallowed at covered entrances and exits to all buildings. Smoking will only be allowed in designated areas. This policy applies to all employees, students, clients, contractors, visitors and volunteers.

Employees must share in the responsibility for adhering to and enforcing this policy. Problems should be brought to the attention of the appropriate supervisor and the SHRM Chairperson.

SAFETY INSPECTION PROGRAM

Inspections are performed annually by the OSHA Coordinator and designated member of the SHRM Committee.

Annual Fire Safety Inspections are performed by certified fire safety inspectors and conducted in accordance with the rules of the Department of Insurance and State Fire Marshall.

Food Service/ Vending Inspections are conducted by the County Health Department. Machinery, Equipment Inspections are conducted by certified engineers representing current insurance carriers. Contracted certified inspectors inspect elevators annually.

Certificates attesting to current inspection dates are posted in appropriate public places. Equipment, tools and accessories are visually inspected by WCCS employees, instructors' designees, for unsafe conditions before utilization. Any equipment considered unsafe must be noted, tagged, and reported to the supervisor.

Fire extinguishing equipment inspections are conducted monthly by SHRM designees and signed off on the extinguisher inspection tag.

Other inspections are conducted, as required, to identify environmental hazards, structural hazards or other potential safety hazards such as bus, fire, sprinkles, fuel tanks, and hydraulics. Vehicles are inspected routinely for maintenance and repair. OSHA (Occupational Safety and Health Act of 1970) inspection by compliance officers may make non-scheduled inspections of any place of employment in order to determine compliance with OSHA standards.

In addition to the hazard communication standard, compliance officers may also review the safety and health management program and areas considered high hazard areas of the workplace. A qualified inspector makes annual safety inspections of fire sprinkler system. Qualified personnel make structural inspection of bleachers every year. Qualified inspectors make annual safety inspection of boilers.

All personnel are expected to cooperate in safety inspections. Qualified and certified individuals conduct safety inspections. Copies of safety inspection reports are sent to the SHRM Chairperson. The SHRM Committee Safety Inspection reports are centralized in the office of the SHRM Chairperson.

SAFETY TRAINING PROGRAM

The SHRM Committee will recommend topics for workshops and special training in safety to the Professional Development Committee.

1. Accident investigation procedures
2. Hazard Communication/Right-To-Know-Laws
3. Fire prevention and fire extinguisher utilization Personal protective equipment use
4. First Aid and CPR Bloodborne Pathogens Control Procedures Safety Management Procedures and Awareness Back injury prevention techniques
5. Other appropriate topics

Official training records are centralized in the Personnel Office.

First Aid Procedures

Individuals qualified to administer first aid at the scene may treat minor or superficial injuries. The immediate supervisor should be consulted when an injury of any kind occurs on campus.

1. Supervisor/instructors are responsible for assuring that first aid kits are stocked and available for emergencies in their area. Emergency-Incident Reports for even minor injuries are to be completed and filed appropriately.
2. If an injury is sustained requiring first aid treatment, the following action must be taken:
Obtain
 - A. first-aid treatment for minor injuries as directed by the supervisor or designated individual.
3. Immediately inform the supervisor of all accidents or injuries.
4. Indicate usage of first-aid treatment on the Emergency-Incident Report.
5. Access to a first-aid kit and treatment is not intended to substitute for medical attention.
6. The individual involved and the supervisor/instructor must complete an Emergency-Incident Report and forward to the SHRM Chairperson

Emergency Medical Treatment/Severe Injuries

In case of a serious medical emergency, CALL 8-911

1. Give your name, telephone number, location, and a description of the problem.
Call your Supervisor and call the Campus Police Department at 9248 or 9227.
2. Stay with the victim. If the victim is conscious, ask what the problem is. If the victim is unconscious, check for breathing and bleeding. Only trained individuals should administer first aid or CPR. Keep the victim still, comfortable, and warm.

3. Protect the victim from and disturbances
4. Ask the victim if they have identification or medical conditions.
5. Search for emergency identification (i.e. ID bracelet), but be sure to inform the victim what you are doing if he/she is conscious/partially conscious.
6. Wait for emergency help to arrive. Never leave the victim alone if at all possible.

All staff, faculty and students are encouraged to attend a first aid and CPR training course. Student Center Building First Aid Room contains a first aid kit and instruction book and the contents are replenished on a regular basis. First Aid kits are located in the main buildings on campus.

In case of psychological crisis occurs (e.g. suicide attempt, disorientation, confusion, panic): Call 8-911. Give your name, telephone number, your location, and the location of the victim. Inform the dispatcher about the nature of the problem.

1. Notify the Campus Police at 9248.
2. Stay with the victim unless your safety is threatened. Wait for emergency response personnel to arrive.
3. Stay calm and do not incite panic in others.
4. Be sensitive to the family and friends during the crisis.

Record-Keeping Procedures

A comprehensive Safety, Health, and Risk Management Plan containing safety policies and procedures is located in the Learning Resource Center on each campus. All college personnel are issued a copy of this plan.

Employee safety training records mandated by state and federal regulations are monitored by the Personnel Office. The department head will organize a master list of SHRM training required annually by state and federal regulations. The Professional Development Committee will schedule and employ instructors for the SHRM workshops. The Personnel Office will centrally monitor the track the required training to ensure it is completed annually. Individual training files will be established by the Supervisor for identified trainees, and a checklist of required training for each individual will be monitored for annual completion of training. The Personnel Office will send required training reminders for individuals to department heads.

The list of SHRM workshops attendees and certificates to seminar completions for required training will be forwarded to the Personnel Office and/or department heads. Personnel will annotate and update individual training files with the training completion for placement in official personnel records. Departments with specialized programs will also maintain working copies of unofficial training records.

CRIME AWARENESS AND CAMPUS SECURITY ACT

The Crime Awareness and Campus Security Act of 1990 (also referred to as the Jeanne Cleary Act) addresses safety and security issues on college and university campuses. As required by federal law, WCCS annually publishes all mandated reporting requirements. Statistical information can be found in the prepared brochures that are available upon request.

Printed information concerning crime prevention is placed throughout the campuses. Members of the campus community are encouraged to take a proactive stance in avoiding victimization. Specific information is available dealing with accepting responsibility for one's own safety.

Rape awareness training is offered for the WCCS campus community. The dynamics of rape, as well as preventive information, is offered individually and to groups. Information concerning what to do when one is the victim of sexual assault and the rights of the victim are published and made available to the campus community.

A comprehensive program concerning alcohol and drug awareness is presented to the college community. On campus, at WCCS student functions (field trips, etc.) possession and sale of alcohol and illegal drugs is prohibited. Employees and students are expected to report for work and school sober. Failure to do so can result in disciplinary action.

WCCS does not tolerate any act of violence, including sexual harassment and/or sexual offenses, domestic violence or stalking on campuses. Awareness programs in these areas are available to the campus community and reporting of these crimes and incidents are encouraged. An investigation will be conducted and any conclusive finding that a crime did occur may result in criminal and/or administrative action taking place.

Crime counselors, notification of victim's rights, and referral services are available to members of the WCCS campus community.

AMERICANS WITH DISABILITIES ACT

WCCS supports compliance with the Americans with Disabilities Act (ADA). The ADA is a civil rights statute that prohibits the discrimination of disabled citizens in employment, public services, transportation, public accommodations, and telecommunications. The Act proposed by the National Council on Disability and signed by President George Bush on July 26, 1990.

What is Title I?

Title I refers to the employment provisions of the ADA. It protects qualified individuals with disabilities from employment discrimination. Title I does not interfere with an employer's right to hire the best-

qualified applicant, not does the ADA impose any affirmative action obligations.

Who Must Comply?

The employment provision applies to employers, employment agencies, labor unions, and joint labor-management committees.

Who is Protected by the ADA?

The ADA protects approximately 43 million United States citizens who poses physical or mental disabilities that impairs a major life activity such as learning, working, walking, talking, seeing, hearing or caring for oneself:

1. Individuals who have a record of such an impairment and individuals who are regarded as having such an impairment
2. Individuals with the AIDS virus or those who are HIV-positive
3. Individual actively participating in or who have successfully completed a rehabilitation program for alcohol or drug abuse
4. Individuals incorrectly regarded as using illegal drugs

Individuals Who Are Not Considered "Disabled" by the ADA

Individuals currently using illegal drugs

How Employers Comply with ADA

1. Ensure equal opportunity in recruiting, testing, and hiring of qualified applicants with disabilities
2. Ensure equal treatment in employing, recruiting, promoting, training, laying-off, paying, firing, designating job assignments, granting leave, providing benefits and all other employment related activities to qualified workers with disabilities
3. Provide reasonable accommodations for workers who are disabled, including accessible facilities, restructuring jobs, setting up part-time or modified schedules, purchasing or modifying equipment or devices, modifying examinations, training materials, or policies, providing qualified readers or interpreters

Reasonable accommodation is required for workers who are disabled unless "undue hardship" results for the employer.

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) STANDARDS

The OSHA regulations for general industry have been issued in the *Code of Federal Regulations*, Title 29 CFR 1910.

General safety standards include:

1. Confined space hazards
2. Electrical safety
3. Hazardous wastes operations and emergency response (HAZWOPER) 29 CFR 1910.120
4. Ergonomics: work that fits people
5. Fire prevention
6. First aid and bloodborne pathogens
7. Forklift safety and designated drivers
8. Hazard communication and the Right-to-Know Law
9. Lifting techniques and avoiding back injuries
10. Hazardous energy: lockout/tagout
11. Machine guarding: working safely with machines
12. Personal protective equipment
13. Eyeprotection
14. Foot protection
15. Hand protection
16. Hearing conservation
17. Respiratory protection
18. Slips, trips, falls

BLOODBORNE PATHOGEN (29 CFR 1910.1030 FINAL RULE)

WCCS 's Exposure Control Plan is a separate document prepared to comply with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Regulation 29 CFR 1910.1030. The Occupational Exposure Control Plan is designed to eliminate or minimize employee exposure to bloodborne pathogens and infectious materials.

Components of the College's Exposure Control Plan include:

1. Occupational exposure classifications
2. Bloodborne pathogens training sessions
3. Methods of compliance
4. Hepatitis B vaccination series
5. Record keeping
6. Procedures for evaluating exposure incidents
7. Post-exposure evaluation and follow-up
8. Annual occupational exposure control plan review

The College's Exposure Control Plan has been approved by the President's Cabinet. The Exposure Control Plan is included in the Safety, Health, and Risk Management Manual located in the Learning Resource Center on each campus and in the Risk Management Office on the WCCS Campus.

Questions and concerns may be directed to the Physical Plant Director.

**WALLACE COMMUNITY COLLEGE
SELMA, ALABAMA 36701**

HEPATITIS B VACCINATION

I have had explained to me, and I understand the following:

1. Hepatitis B virus (HBV) is a major cause of acute and chronic hepatitis cirrhosis, and primary hepato-cellular carcinoma.
2. HBV is spread through contact with HBV infected blood and body fluids.
3. HBV infection has been identified as a major infectious occupational hazard for health care workers.
4. My role as a WCCS employee involves contact with blood or body fluids, and such contact exposes me to the risk of HBV infection.
5. The HBV vaccine is designed to reduce the risk of HBV infection by establishing immunity to HBV (>90% antibody response in healthy adults following 3 vaccine regimen).
6. I will need to have the vaccine given at 0, 1, and 6 months, respectively, in order to establish immunity.
7. In compliance with OSHA regulations and CDC recommendations, Wallace Community College Selma is recommending that I receive this vaccine.
8. Side effects of the vaccine may include soreness, erythema, and swelling at the injection site, fever, and headache in 1-10% of injections. With any vaccine or drug, there is a possibility that allergic or other more serious reactions or even death could occur.

I have read and understand the above and have had any questions about the HBV vaccine answered.

Employee Signature

Date

Witness Signature

Date

**WALLACE COMMUNITY COLLEGE
SELMA, ALABAMA 36701**

SECTION I

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I am choosing to receive this vaccination through my health care provider and will provide documentation to the SHRM Chairperson after each injection.

Witness

Employee Signature

Date

SECTION II

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. However, I decline Hepatitis B vaccination at this time.

Witness

Employee Signature

Date

SECTION III

I have completed the Hepatitis Vaccine Series (3 injections); therefore, I am participating in this vaccination program.

Witness

Employee Signature

Date

HAZARD COMMUNICATION: THE RIGHT TO KNOW LAW

The OSHA Regulation to control chemical exposure in the workplace is called the "hazard communication standard" or "hazard" or the "Right to Know Law" and can be found in 29CFR 1910.1200. The standard applies to those chemicals that pose either a physical or health hazard.

Important elements of hazard communication programs include (a) Determining the Hazards of Chemicals Used in the Workplace, (b) Material Safety Data Sheets (MSDS), (c) Labels and Labeling, (d) a Written Hazard Communication Program, (e) Employee Information and Training.

The College's Written Hazard Communication Program Includes:

1. A list of the hazardous chemicals known to be present in the workplace
2. MSDS and requirements of the law
3. Labeling system
4. Employee training programs
5. Methods used to inform employees of hazards of non-routine tasks and such things as labeled piping
6. Methods used to inform employers of the workers on site such as service representatives, repairmen, and subcontractors

Employees are provided information on the Right-to-Know Law pertaining to toxic substances in the workplace at the time of initial employment through the Personnel Office. Office departmental managers are responsible for assuring that employees within their area are informed of toxic substances used in the department and of new chemicals introduced into the workplace. Employees must be informed of the location and availability of the written hazard communication program. The location and availability of the MSDS file must be clearly communicated.

A *Material Safety Data Sheet (MSDS)* is a fact sheet for a chemical that poses a physical or health hazard in the workplace. MSDS's must be in English and contain the following information:

1. Identity of the chemical (as used on the label)
2. Physical hazards (flammability, reactivity)
3. Health hazards
4. Primary routes of entry
5. Whether it is a carcinogen
6. Precautions for safe handling and use
7. Emergency and first aid procedures
8. Date of preparation of latest revision
9. Name, address, and telephone number of the manufacturer, importer, or other responsible party

A master MSDS file is located in the campus LRC. A current MSDS on toxic substances can be obtained within 24 hours from the Director of the LRC.

*The MSDS should be immediately obtained for any toxic substance suspected in an emergency or accident situation, consult emergency treatment instructions.

The department storing chemicals should have a MSDS file on hand for each chemical stored in their area(s). It should be available to all chemical users.

LABELS AND LABELING REQUIREMENTS

Containers of hazardous chemical must be labeled in English. Information may also be presented in other languages for non-English speaking employees, but English is required. Labels must contain the following information:

1. Identify of the hazardous chemical
2. Appropriate hazard warnings
3. Name and address of the chemical manufacturer, importer, and other responsible party.
4. On individual stationary containers, signs, placards, batch tickets or printed operating procedures may be used in place of labels. Where the chemical is intended only for the use of the employee making the transfer during a specific work shift, portable transfer vessels are not required to be labeled, but if transferred on another shift, it must have a label.

Toxic substances are not manufactured at any campus location. When materials containing toxic substances are ordered by the College, the purchase order shall indicate the need for the information contained on the Material Safety Sheet to be included on the label, or the College shall refuse delivery. The College receiving department shall ensure the chemicals are properly labeled before accepting delivery.

Annual training in hazardous substance communication and toxic waste management policies and procedures is provided through the Office of Physical Plant. Training records must be signed by the employee and dated. Department managers/instructors are responsible for monitoring the training requirements of employees within their area.

Hazardous Waste Operations and Emergency Response (HAZWOPER) 29 CFR 1910.120

OSHA has issued a special regulation dealing specifically with spills of chemicals. Improper handling or control of hazardous chemicals or waste can result in a severe threat to workers and to the general public. Specific training requirements are mandatory for accidental chemical releases.

OSHA has a formal training schedule for emergency responders under HAZWOPER regulations, with training levels ranging from awareness training for first response to technical training for those with responsibility for solving problems associated with spill cleanup. *Under no circumstances does OSHA permit untrained personnel to respond to a chemical spill without specific training. The Physical Plant Director will contact and outside-authorized chemical spill team in the event of chemical spill.*

In the event of a chemical spill:

1. Act fast; contact the campus Physical Plant Director to alert an authorized chemical spill team; Pollution Control or other authorized chemical spill team will be notified Alert supervisor and designated authorities
2. Contact the institutional emergency response team (Physical Plant Director)
3. Wear gloves, goggles and necessary protective equipment
4. Administer emergency first aid as necessary
5. Assume vapors and fumes are toxic and leave area of spill contamination
6. Assemble Material Safety Data Sheets (MSDS) on chemicals used in area while response team is arriving
7. Know location of emergency and first aid equipment and how to use it Know the location, operation, and use of fire extinguishers
8. Know the building exits and proceed to clear obstructions to expedite response
9. Know general first aid rules and MSDS instructions for first aid for particular substances and chemicals used
10. Use the buddy system whether part of the response team or not; never enter a chemical emergency situation alone
11. Use protective equipment; do not touch any spills without protection Avoid contact of contaminated clothing of injured individuals
12. Check area for potential hazards such as electrical cords or wires near a spill
13. Check for injuries and notify emergency medical assistance
14. Assist victims in order of need; decontaminate victims if possible according to level of training
15. Cooperate with the emergency response team
16. Consider level of evacuation required and involve public safety personnel

Follow up procedures are essential. OSHA must be notified if the incident resulted in fatalities or if three or more persons are hospitalized. If significant, the National Response Center must be notified as well.

A review and evaluation of all aspects of the incident must be conducted. A chronology of events in sequential order with signed entries should be documented.

*Reporting guidelines for ADEM will be followed.

HAZARDOUS WASTE IN SAFETY MANAGEMENT

A waste is considered hazardous if it corrodes, other materials explode, is easily ignited, reacts strongly with water is unstable to heat or shock, or is poisonous.

College employees are prohibited from knowingly disposing of any hazardous material that is known to pose a physical health or environmental hazard in to the ground, air, or water.

Physical Hazard is described as any combustible liquid, compressed, gas, explosive, flammable, organic peroxide, oxidizer, pyrophoric, unstable, or water reactive.

Health Hazard means a chemical that causes acute or chronic health effects in exposed employees such as carcinogens, toxic agents, irritants, corrosives; sensitizes; or targets specific organs.

Environmental Hazards are considered any material which will damage, significantly damage, or destroy human, plant or animal life or any naturally occurring thing.

Hazardous Wastes Must NOT Be Disposed of By:

1. Pouring into a sink
2. Pouring into a public or private sewer system pouring into a septic tank
3. Pouring into the ground
4. Burying on public or private land
5. Placing in dumpster, compactor, or other type of refuse system
6. Transporting by private or college vehicle to a public or private dump or landfill

Disposal

1. All hazardous waste disposal shall be managed through the hazardous Materials Waste Management Coordinator
2. All hazardous waste disposal requests must be submitted to and approved by the
3. Physical Plant Coordinator.
4. Notification for requests of hazardous waste disposal must be forwarded to the Hazardous Waste Coordinator or Maintenance Supervisor. Request must be in writing and accompanied with a detailed inventory.
5. Hazardous waste inventory forms must include the name of material, state of material (liquid, solid, gas O amount (gr., oz., pt., etc.), containment medium (glass, plastic jar, etc.) location, EPA hazardous waste number.
6. Each item accepted for disposal must be contained in a secure vessel with a proper seal.
7. Each material should be identified and labeled with 100% of the chemicals contained therein.
8. Unknown radio-actives or pathogenic material will not be accepted.
9. Certification must be provided that peroxide forming compounds are peroxide free. Upon proper notification to the Waste Management Coordinator, an inspection will be conducted to verify the inventory and ensure all other standards are met. Following inventory verification, an environmental waste disposal firm will be contacted to safely remove and dispose of the waste as outlined on the inventory manifest.
10. All materials accepted for disposal will be properly packaged, labeled, manifested, transported and disposed of in an approved EPA disposal site and in accordance with all local, state, and federal requirements.

Biological Wastes

1. Anything defined as preserved animal tissue must be disposed of in compliance with local, state, and federal laws.
2. Anything packed in formaldehyde or other preserving agents must be drained of prior to packaging for pick up. Agents should be drained into non-breakable, leak-proof containers and labeled with contents, name and address of the college, and date. The Waste Management Coordinator must be notified in writing of the material, quantity, and location.

3. All waste must be packaged for pick up in approved red bags and tagged with the name and address of the college and date.
4. All waste must be placed in the red plastic bags and tagged. Jars, buckets, and drums can be placed directly into the red bags without having to transfer the material.
5. Red-bagged waste will be transferred to a covered container for delivery to the pick-up area. Wheeled covered containers will be delivered at the time a request for pick up is made.
6. The Waste Management Coordinator must be notified when ready for pick up. A copy of the waste manifest must be sent. The manifest will list the amount of material (pounds) and the number of bags to be picked up. Upon receipt of the manifest, file a copy of the manifest in the department file and send the original to the Waste Management Coordinator.

Biohazardous Waste

Defined as any solid or liquid waste that may present a hazard of infection to humans; includes used absorbent materials such as bandages, gauze, and sponges saturated with blood or certain body fluids. These materials are commonly used in the health education programs.

Biohazards waste shall be identified and segregated from other solid waste. Any biohazards waste that is mixed with hazardous waste shall also be managed as a hazardous waste in accordance with the requirements of the ADEM.

Biohazards waste, except sharps, shall be packaged in impermeable, red, polyethylene or polypropylene plastic bags; must have minimum physical properties below:

1. Impact resistant 165grams ASTM D-1709-85
2. Tear resistant 480 grams ASTM D-1922-67
3. Seams shall be of equal resistance to tearing
4. Seams shall be impermeable
5. Filled bags shall be sealed
6. Discarded sharps shall be segregated from other waste
7. Biohazards waste shall be picked up on a contractual basis or in an emergency situation

Storage and Containment

1. All storage of biohazards waste shall be in a designated area away from general traffic flow patterns and accessible only by authorized personnel.
2. All areas primarily used for storage of biohazardous waste shall be constructed of smooth, easily cleanable materials that are impervious to liquids and capable of being maintained in a sanitary condition.
3. Biohazards waste prepared for transport off site shall be labeled by symbol and phrase or word.

Labeling

Biohazardous waste shall be labeled immediately after packaging. The label must be securely attached or permanently printed on the outer layer of the packaging including name and address of college, date waste was packaged, the international biohazard symbol, one of the following phrases: "Biohazardous Waste, Biohazard, Biohazardous, or Infectious".

Off-Site Transfer Requirements

Bagged biohazardous waste being transported off site and manually unloaded prior to final treatment shall be enclosed in a double wall corrugated fiberboard box of equivalent rigid type container. If a fiberboard box is used, it shall meet the standards of DOT Section 178.210, CFR for minimum strength of at least 275 lbs. All containers shall be sealed prior to transport.

Confined Space Entry 29 CFR 1910.146

A confined space is defined as a space that is large enough for an employee to enter, has restricted means of entry or exit, and is not designed for continuous employee occupancy.

Employees should be aware of the potential for dangerous vapors and gases, fires, explosions, and physical hazards associated with work in a confined space. When working in a confined space, or permit-required confined space, plan carefully before entering the space, periodically test the air, use ventilating equipment where possible, and be aware of a rescue plan in case of emergency. Another individual or supervisor must be alerted when an employee is working in a confined space or permit-required confined space.

ELECTRICAL SAFETY 29 CFR 1910.301-399

Dynamic electricity (moving) rather than stationary (static) is the kind commonly used along electrical conductors throughout the College. The common hazards of electricity and its use are (a) shock, (b) burns, (c) arc blast, (d) explosions, (f) fires.

Water presents a potentially dangerous situation when working with electricity in the work environment. Carelessness with water and electricity can be fatal. Electrical accidents are caused by one or a combination of factors:

1. Unsafe equipment and/or installation
2. Unsafe workplaces caused by environmental factors
3. Unsafe work practices

Electrical hazards may be prevented by:

1. Insulation
2. Electrical protective devices
3. Guarding
4. Grounding
5. Personal protective equipment

Safe work practices for handling electricity include *lockout/tagout* procedures. Common sense dictates that electrical equipment be de-energize before working on it. *Before any repair work or inspection of electrical equipment, the current must be turned off at the breaker and the switch padlocked in the OFF position or continuously watched by a qualified worker.* Tagging of the

switch or controls of the machine or equipment that is currently out of service should indicate which circuits or pieces of equipment are out of service.

The following general rules apply to every piece of electrical equipment used:

1. Electrical equipment is maintained properly and inspected by qualified and authorized individuals.
2. Safety features like three-prong plugs, double-insulated tools, safety switches, and machine safety guards are used.
3. Qualified and authorized individuals conduct installation and repair of electrical equipment.
4. Electrical cables and cords are clean and free from kinks. Equipment is never carried by the cords.
5. Extension cords are not allowed, unless with three-prong plug.
6. Do not wear metal objects (rings, watches) when working with electricity because of the potential for a grounding injury.
7. Do not work near overhead power lines of 50 Kilo Volts (kv) or more, or come within 10 feet of the lines; add four inches of distance for every 10 kv or 50 kv.

LOCKOUT PROCEDURES TO CONTROL HAZARDOUS ENERGY

The Occupational Safety and Health Administration (OSHA) regulates lockout/tagout through the control of hazardous energy standard, in 29 CFR 1910.147.

The standard mandates training, audits, and record keeping to ensure that workers will not be injured by unintentionally energized equipment.

Lockout is the process of blocking the flow of energy from a power source to a piece of equipment and keeping it blocked out. It is accomplished by installing a lockout device at the power source so that equipment powered by that source cannot be operated. A lockout device is a lock, block, or chain that keeps a switch, valve, or lever in the "off" position.

Tagout is accomplished by placing a tag on a power source. The tag acts as a warning not to restore energy. It is not a physical restraint. Tags must clearly state "DO NOT OPERATE".

Energy must be controlled before working in situations involving repair and replacement work, renovation, modifications, or adjustments to power equipment. OSHA requires that all power sources that can be locked out must be locked out for servicing or maintenance.

Employees are trained in lockout/tagout procedures and an authorized employee conducts annual audits.

FIRE PREVENTION

OSHA regulates emergency planning, fire prevention plans and evacuation in 29 CFR. In addition, the provision of fire extinguishers and other protection is addressed in 29 CFR 1910.157.

The best defense against a fire is to prevent a fire from starting in the first place. Fires can start quickly and cause deadly damage. It is to our benefit to know how to size up a fire and how to respond in a fire emergency. Professional help should be alerted quickly. The Physical Plant Director should be contacted immediately in the event of a fire emergency.

The National Fire Protection Association (NFPA) classifies four general types of fires based on the combustible materials involved and the kind of extinguisher needed to put them out. Fires are classified as:

1. *Class A:* Combustible materials are wood, cloth, paper, rubber, and plastics. Extinguishing agent is water; dry chemicals are also effective. *Do not* use carbon dioxide extinguishers and sodium or potassium bicarbonate chemicals on these fires.
2. *Class B:* Flammable liquids, gases, greases. Extinguishing agent is foam, carbon dioxide and dry chemical. Use water, fog, and vaporizing liquid extinguishers.
3. *Class C:* Electrical. Extinguishing agent-non-conducting agent such as carbon dioxide and dry chemical extinguisher. Never use foam or water-type extinguishers.
4. *Class D:* Combustible metals such as magnesium, titanium, zirconium, and sodium. Specialized techniques are required. None of the common extinguishers should be used because they will increase the intensity of the fire

Fire Prevention Techniques

1. Good housekeeping
2. Proper chemical storage
3. Adequate disposition of flammable materials
4. Clutter-free environment
5. Extreme care in working with flammable solvents, gasoline, gases, and fuels
6. Increased awareness of hazards of chemical substances; utilization, storage, transfer, handling, and disposal

COMPRESSED AND LIQUEFIED GASES

The flash points of compressed flammable gasses are extremely low and always below room temperature to avoid fires resulting from ignition of compressed gases:

1. Never roll or drag cylinders when gases are stored, transported or used. Use a handcart or truck for gas cylinders. Store all cylinders upright and secure them to walls or bench tops during storage or use.
2. Compressed gases should be stored in dry, cool, and well-ventilated areas, protected from the weather and away from flammable materials. The area should be posted "NO SMOKING".
3. Keep compressed gas cylinders that contain oxygen away from oil, grease, or liquid flammables.
4. Separate fuel and oxidizing gas cylinders by at least 20 feet or a firewall. Safety equipment should be located at hand, including gas detectors, gas masks, self-contained breathing apparatus, and protective clothing.
5. Inspect cylinders carefully before connections are made. Do not change, modify, repair, or tamper with pressure relief devices on cylinders. Request information and assistance from the supplier when in doubt about handling, contents, or cylinder condition.

6. Be aware of emergency procedures, equipment and contacts.

SEVERE WEATHER AND TORNADO PLAN

SAFEST LOCATION

In the event of a tornado or severe weather, the goal is to go to the safest location in the building. The safest location, as determined by the Safety Committee, is the center of the lower level of the buildings. In this area, there would be less danger of flying debris and building collapse.

1. The M & O staff should follow the chain of command and sound the alarm in the event of severe weather.
2. All students, faculty, and staff will proceed in an orderly manner to the lower level of the building following the designated fire exit routes on the Emergency Evacuation diagrams posted throughout the building.
3. All doors should be closed and lights turned off.
4. Once at the lower level of the building, a line should begin in the center of the hallway and proceed in each direction.
5. Everyone should sit with their back directly against the wall in a line formation, staying as need to the center of the building as possible and cover their heads.
6. An all-clear signal will be given by the M & O staff by sounding the emergency system again. If there is an electrical outage, a verbal clearance will be given.
7. Upon hearing the all-clear signal, all administrators, division chairs, and members of the M & O staff will meet at the entrance foyer to assess the damage.

LIFTING TECHNIQUES TO PREVENT BACK INJURIES

Proper ways to lift include the following:

1. Size up the load before trying to lift it; test the weight by lifting one corner and then get help, use a mechanical device, or make sure you can handle the weight.
2. Bend the knees; the single most important rule when lifting moderate to heavy objects - lift with the legs, not backs.
3. When lifting a box, position feet close to it, center yourself over the load, bend knees, get a good handhold, and lift straight up smoothly. Allow legs - not the back - to do the work. Do not twist or turn your body once you have made the lift. Keep the load close to the body and keep it steady; sudden twisting or turning may injure your back.
4. Make sure you know where the load needs to go before attempting to move it; make sure the path is clear of obstacles.
5. Set the load down properly; setting the load down is just as important as lifting. Lower the load slowly by bending the knees, letting the legs do the work. Do not let go of the load until it is secure on the floor.
6. Always push, not pull, the object when possible. When moving an object on rollers, pushing puts less strain on the back and is safer.

ERGONOMICS: DESIGNING WORK TO FIT PEOPLE

The Occupational Safety and Health Administration (OSHA) has initiated the rule-making process for an ergonomics standard. Until a final rule is developed, OSHA plans to continue to investigate ergonomic hazards and cite employers using Section 5 (A) (1) (the General Duty Clause) of the OSHA Act as the basis for issuing citations for ergonomic hazards not covered by an existing safety or health standard.

Following ergonomic principles in the work-place helps reduce stress and disorders associated with overuse of muscles, bad posture, and repetitive motion. The objective of ergonomics is to accommodate task through design of workstations, controls, displays, safety devices, tools, lighting, and equipment.

Physical Hazards

1. Heavy lifting
2. Constant twisting and repeated motions

Biological Hazards

Physical characteristics of the worker vary from human to human including size, endurance, range of motion, strength, gender, and other factors. When the job demand exceeds the physical characteristics of the worker, an injury can result.

Back Disorders

Back disorders are frequently caused by excessive or repetitive twisting, bending and reaching, carrying, moving, or lifting loads that are too heavy or too big, staying in one position for too long, poor physical condition and poor posture.

Prolonged sitting stresses the body; particularly the lower back and the thighs. Other factors which contribute to back injuries include the natural degeneration of the back due to aging, inactivity both at work and at home, seasonal activity undertaken without prior physical conditioning.

MACHINE GUARDING (SAFETY GUARDS)

The Occupational Safety and Health Administration (OSHA) regulates the use of electrically powered machinery in 29 CFR 1910.211-247. Safety Guards must meet the following requirements:

1. Prevent contact with moving parts
2. Secure and not easily removed
3. Protect from falling objects into moving parts of machine create no new hazards; shear points, jagged edges, etc.

Supervisors shall ensure that all power-activated tools are operated with the proper machine safeguards or safety devices in place. Routine inspections of power-activated tools and machinery are conducted to assure that safety guards are not defective or removed.

Personal Protective Equipment

OSHA governs the use of personal protective equipment (PPE) CFR 1910.132-138. The standard requires the employer to conduct a hazard assessment in relation to PPE to determine if hazards are present which necessitate the use of PPE. PPE must be used in conjunction with safety guards, engineering controls and sound practices. A hazard assessment includes:

1. Sources of motion- machinery, tools, or personnel; collisions or hazards
2. Sources of high temperature- potential for burns, eye injury or ignition of protective equipment
3. Types of chemical exposure- handling of chemicals, spills or leaks
4. Sources of harmful dust- cutting metal, concrete, or operations producing dust
5. Sources of light radiation -welding, brazing, cutting, furnaces, heat treating, high intensity lights, etc.
6. Sources of falling objects or potential of dropping objects- man lifts, stacked pallets, dollies
7. Sources of sharp objects -potential to pierce feet or cut hands - machinery, food handling and storage, sawing, cutting
8. Sources of rolling or pinching objects which could crush feet- moving stock such as paper rolls
9. Electrical hazards
10. Co-workers -working in the immediate vicinity of others

Personal protective equipment for eyes, face, head, and other body parts, shall be provided and shall be maintained in a sanitary and operational condition. Personal protection equipment required by each respective unit shall be requested and budgeted through the departmental unit process to assure adequate availability of safety equipment. Supervisors are responsible for the assessment of each unit to ensure adequate personal protective equipment is available and maintained in good repair.

Eye Protection

The Occupational Safety and Health Administration (OSHA) regulate eye protection in 19 CFR 1910.132-133. The standard requires employees to use eye protection to guard against injury in situations where reasonable probability of injury exists.

The use of safety glasses, goggles, guards, screens, and shields should be used to prevent eye injuries. Eye washes must be provided to minimize damage once an injury has occurred. The location of eyewash facilities is extremely important because eyes can be damaged very quickly. The first fifteen seconds after the injury occurs is the critical period. It is suggested that Eye washes be within 100 feet or a 10-second walk of the work area (American National Standards Institute ANSI Z358.1-1990).

Eyewash stations must not be installed where workers have to pass through a doorway, up or down stairs, or weave between equipment to get help.

Hand Protection

OSHA regulates personal protective equipment in general and hand protection in 19 CFR 1910.132 and 138. Hand protection is required when exposed to hazards such as skin absorption of harmful substances, severe cuts, lacerations, severe abrasions, punctures, chemical burns, or harmful temperature extremes.

Gloves provide protections and should be worn to protect against specific hazards within each work area. The health technology areas must meet the requirements of specially designed gloves for health occupations. Rubber, vinyl, or neoprene gloves are used when handling caustic chemical, acids, cleaners, or petroleum products. Leather gloves are used for handling rough and abrasive materials. Canvas gloves are suitable for routine maintenance work. Supervisors are responsible for assessing the needs in each unit to assure that hand protection is available in hazardous areas.

Respiratory Protection

OSHA has issued regulations governing the use of respirators in 20 CFR 1910.132 and 134. The use of respirators is important in certain areas for the prevention of harmful fumes, dust, vapors, and gases that may cause cancer, lung impairment or other respiratory diseases. Unit supervisors are responsible for the assessment of the respective unit in determining the need for protective respirators. Employees requiring the use of protective respirators will be appropriately trained and instructed in the use of selected respirators.

Slips, Trips, and Falls

OSHA regulations require that the workplace be kept clean and orderly as stated in CFR 1910.22(a). Many accidents are caused by improper cleaning methods. The following actions will assist in preventing slips, trips, and falls:

1. Make sure you can see where you are going. Keep work areas well lighted.
2. Keep work areas clean and clutter free.
3. Arrange furniture to minimize interference with walkways or pedestrian traffic. Do not extend power tool cords across walk paths (prevent tripping hazards). Eliminate hazards on stairs, steps, and floors; report broken pavement, tiles, etc. Store gangplanks and ramps properly on loading docks.
4. Use handrails on stairs to prevent falls. Do not carry a load you cannot see over.
5. Report unsafe conditions promptly to supervisor.
6. Do not jump but lower yourself carefully from docks, trucks, or work stages. Check lighting to make sure hallways, stairs, and work areas are lighted.
7. Repair or replace broken rails and stairs. Wear non-skid shoes
8. Do not use makeshift ladders out of chairs, benches, boxes
9. Make sure only one person at a time is on a ladder. Do not overreach a ladder.
10. Set ladders up using the 4 to 1 rule; distance from wall to ladder base should be one-fourth the distance from the base of the ladder to where it touches the wall.

ROUTINE, PREVENTIVE, AND DEFERRED MAINTENANCE

Routine Maintenance

1. Equipment failure or condition requiring attention but which does not present a hazard, danger, or disruption of normal activity is routine.
2. An emergency, which is defined as a condition that disrupts normal activity or functions, or presents a hazard or danger, must be reported immediately to the Physical Plant Director.
3. Routine requests are communicated by telephone or official work orders.
4. Records are maintained and centralized in the office of the Physical Plant Director. Completed work forms are filed on a fiscal year basis by building.

Preventive Maintenance

The Physical Plant Director maintains a permanent file and record system for facilities and equipment.

1. Description of equipment/facility
2. Schedule of maintenance
3. Record of last maintenance
4. Update of records upon task completion estimated cost
5. Total hours utilized for task completion

Deferred Maintenance

1. Priorities for maintenance projects are established by the Physical Plant Director and Maintenance
2. Maintenance projects for which there are insufficient funds or time constraints are identified by the Physical Plant Director as deferred maintenance projects.

EMERGENCY EVACUATION PLAN

A. What To Do In Case Of An Emergency

1. There are emergency exit diagrams posted on the walls of each room. Instructors should make students aware of these plans at the beginning of each semester, pointing out the exit door that applies to that location and the proper method from which to exit the room. Supervisors in the other room or offices are responsible for informing their students and/or employees of the exit plan for that location.
2. Once an employee becomes aware of an emergency situation, it is that person's responsibility to notify a Maintenance and Operations' staff member according to the following chain of command. (If an M & O member is absent, notify the next person down on the M & O chain of command. The operator will use the radio to notify appropriate personnel.
 - I. President
 - II. Vice President

- III. Dean of Student Services
- IV. Dean of Business & Finance
- V. Physical Plant Director
- VI. Security

The Maintenance and Operations' staff are responsible for notifying the proper authorities.

- 3. When the emergency horn system is sounded, everyone must immediately stop all activity and prepare to leave the building.
- 4. Lights and equipment are not to be turned off
- 5. Doors are not to be closed.
- 6. All persons should walk at a steady pace, in a single file, on each side of the hallway. Don't panic, but proceed immediately to the exit door designated for your location.
- 7. Classes should stay together and the faculty member in charge of the class should conduct a check of students to determine who has evacuated the building. Supervisors are responsible for their areas.
- 8. All persons are to move 200 feet away from the building.
- 9. NO ONE is to re-enter the building. If someone is missing, do not go back into the building to the designated area for each building as outlined, and tell one of the fire department members or college officials.
- 10. Crisis Assemble Points

LOCATION	DESIGNATED AREA
Technical Division	Baseball Diamond
LeCroy Center	N. Field of Campus
Faculty Office	Softball Diamond
Science/Nursing	Grass Area Next to Earl Goodwin Pkwy.
LPN Building	Grass Area in Front of Tennis Court
Fine Arts	Grass Area Next to Earl Goodwin Pkwy.
Craig Bld. 16	Parking Lot Next to Head Start Bld.
Craig Bld. 322	Field in Front of Bld.
Classroom Bld.	Parking Lot Northside Baptist Church
Student Center	Overflow Parking Lot East
Library/Gym	Northwest Student Parking Lot Next to Earl Goodwin Pkwy.
Administration Bld.	Grass Area Next to Earl Goodwin Pkwy.
Related Studies	Overflow Parking Lot Behind Student Center

The college officials indicated above will determine when the all clear signal to re-enter

the building will be given. ONLY when a verbal clearance is given will re-entry to the building be allowed.

Assisting the Handicapped in an Emergency Evacuation

1. Each instructor or supervisor should survey their classes or areas at the beginning of each semester to identify handicapped persons who need assistance in evacuating the building.
2. Instructors for each building for handicapped evacuation are the same as those for emergency evacuation and are posted in each building. Handicapped students are located in handicapped accessible buildings and classrooms and since each classroom and building has a designated evacuation plan, handicapped students are able to be evacuated via the plan.
3. In the event that there is a fire blocking one of the above designated exits, the instructor should obtain assistance from other individuals to carry the handicapped person to safety. Only if other faculty/staff are unavailable, should students be asked to assist this task.

LOCATION OF FIRST AID KITS AND FIRE EXTINGUISHERS

FIRST AID KITS ADMINISTRATION BUILDING

1. Front Office Business Education
2. Located in closet behind switchboard desk area Located in office area

TECHNICAL DIVISION SHOPS

1. Air Conditioning & Refrigeration Auto Body Repair
2. Machine Tool Technology Auto Mechanics
3. Masonry Building Trades
4. Cosmetology Practical Nursing
5. Drafting & Design Technology
6. Welding
7. Industrial Electricity

ACADEMIC DIVISION

1. Associate Degree Nursing
2. Library/Gymnasium
3. Chemistry Lab in Science Building
4. Classroom Building
5. Student Services
6. Earl Goodwin Theater

FIRE EXTINGUISHERS

Administration Building Cafeteria

TECHNICAL DIVISION SHOPS

1. AirConditioning&Refrigeration Auto Mechanics
2. Auto Body Repair
3. Drafting&DesignTechnology Industrial Electricity
4. MachineToolTechnology Masonry/Building Trades Practical Nursing
5. Welding
6. Welding II

ACADEMIC DIVISION

1. Classroom Building Fire Arts Complex
2. Library/Gymnasium Complex
3. Library
4. Student Services Building
5. ScienceBuilding Downstairs Upstairs
6. Located in boiler room hall Located at office door
7. Located in shop area Located in shop area
8. Located at exit door & shop area Located in Drafting Lab & CAD Lab
9. Located in shop area
10. Located in shop area Located in office Located in shop area Located in shop area
11. Located in hall, boiler room, CB-7, CB-14, & CB-18 Located in boiler room, classroom & theater area
Located in hall on the gym side and library side
12. Janitor's room in the lobby, gym, men's and ladies' locker room, air handler's room and boiler room behind the library/gym
13. Library, libraryequipment room & air handler's room up-stairs Student Services Office, back & front entrance to Student Services,
14. Boiler room, hall behind boiler room & outside janitor's room
15. Located in chemistry lab, hall off front lobby, & janitor's room Located in Nursing secretary's office, staircase at back & front entrance, boiler room and air handler room