HEALTH AND SAFETY OF EMPLOYEES, STUDENTS, GUESTS TO MAINTAIN READINESS, REPORTING, INVESTIGATING AND INCIDENTS PLAN

REID STATE TECHNICAL COLLEGE

REID STATE TECHNICAL COLLEGE
P.O. Box 588
EVERGREEN, AL 36401

Revised April 17,2023

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PROMULGATION STATEMENT

The Health and Safety of employees, students, guests to maintain readiness, reporting, investigating, and incidents plan and contents within is a guide to how Reid State Technical College conducts all-hazards response. The plan is written in support of emergency management and is built upon the National Response Framework as scalable, flexible, and adaptable coordinating structures to align key roles and responsibility. This plan and contents within shall apply to all College personnel participating in mitigation, preparedness, response, and recovery efforts. Furthermore, tasked organizations supporting plan guidelines shall maintain their own procedures/guidelines and actively participate in the training, exercise, and maintenance needed to support this plan. The health and Safety plan is distributed to employee's upon hiring and to students through the orientation class. Both employee's and students are required to sign off that they have read and understood safety procedures of the plan. The safety committee meets annually to discuss any changes needed to the plan. The plan has been made available to everyone on the Reid State website as well as a hard copy placed at the front desk of the administration building.

The Health and Safety Plan is intended to capture specific authorities and best practices for managing incidents of any size or scope. The plan was prepared by Reid State Technical College staff and approved by the administration, thereby enabling activities contained within this document to be performed within the College's capability. Furthermore, this plan has been made available to the Alabama Community College System and with external agencies that may be affected by its implementation.

Approved: _____ Date: _____
Dr. Coretta Boykin President

APPROVAL AND IMPLEMENTATION

This Health and Safety of employees, students, guests to maintain readiness, reporting, investigating and incidents plan was prepared by Reid State Technical College to develop, implement, and maintain a viable all-hazards response capability and to establish a comprehensive approach to providing consistent, effective, and efficient coordination across a spectrum of activities. This plan shall apply to all college personnel participating in mitigation, preparedness, response, and recovery efforts. Furthermore, the Health and Safety plan may be applied to any College-sponsored events, whether on or off campus, and all public or private College-sanctioned activities.

This plan addresses emergency response activities at Reid State Technical College's Evergreen Campus and Greenville Site. The College's Safety Committee shall be responsible for plan oversight and coordination with applicable stakeholders. This plan is based on the "all-hazards" concept and plans for natural and man-made disasters and incidents. The plan is flexible in that part of the plan or the entire plan may be activated based on the specific emergency and decision by the College Emergency Resource Personnel. This plan and its supporting contents are hereby approved, supersede all previous editions formerly produced, and are effective immediately upon the signing of all signature authorities noted below.

Approved: _____ Date: _____
Dr. Coretta Boykin President

Approved: _____ Date: _____
Mrs. Shirley Johnson, Dean of Instruction/ Division Chair/Instructor
Approved: _____ Date: _____
Dr. Kevin Ammons, Executive Director of Students

Approved: _____ Date: _____
James Wilkins, Campus Security

Approved: _____ Date: _____
Jody Williamson, Safety Committee Chairperson/Safety Coordinator

RECORD OF CHANGE

Change Number	Date of Change	Description of Change	Made By:
1	6/19/17	Separated Safety Manual and Critical Response Plan	M. Hugghins
2	6/20/17	Added Promulgation/Signatures; Approval; Record of Change; Record of Distribution	M. Hugghins
3	6/20/17	Changed name of document to Emergency Operations Plan and references as such	M. Hugghins
4	06/27/17	Added Hazard Analysis Summary; Mitigation Overview; Information Collection, Analysis, and Dissemination; Administration, Finance, and Logistics; Funding and Tracking of' Expenditures; Plan Maintenance and Training; Prevention and Protection; Transportation; Warning/Notification Updated Major Emergency Guidelines	M. Hugghins
5	06/29/17	Added Winter Storm/Ice; Active Shooter Response; Hazardous Material Response; Firefighting; Medical and First Aid; Resource Management; Structural Failure of a Building; Mass Care/Human Services; Critical Infrastructure; Terrorist Acts; Thunderstorm/Lightning Safety Updated Emergency and Evacuation Procedures	M. Hugghins
6	7/05/17	Updated Reporting Emergencies and Building Coordinators	M. Hugghins
7	7/11/17	Added Cyber Event and Assembly	M. Hugghins
8	7/13/17	Added First Aid Kit/Eye Wash/Fire Blanket Locations; Tornado Safe Zones; Fire Assembly Areas	M. Hugghins
9	7/18/17	Added aerial map of College and map of College perimeter	M. Hugghins
10	7/19/17	Added Major Interstate Accident with Chemical Considerations	M. Hugghins
11	8/4/17	Updated Dr. Tangela Purifoy's cell number throughout Document.	J. Carmichael
12	11/19/18	Updated College Logo Updated Dr. Tangela Purifoy's title Updated Dr. Coretta Boykin's Title	D. Falkenberry
13	11/20/18	Updated phone numbers for Evergreen Fire Department and paramedic units; Local Hospital; The American Cross; State Highway Department; Evergreen Emergency Agency; Atmore Fire Department and paramedic unit; Atmore Emergency Agency	D. Falkenberry

14	11/26/18	Updated Reporting A Classroom Emergency Atmore and Evergreen	D. Falkenberry
15	11/28/18	Changed Safety Coordinator from John Carmichael to Donna Falkenberry	D. Falkenberry
16	12/10/18	Updated NOAA Extreme Weather Information sheet Alabama and Florida. Updated Senior Building Coordinators for Library, Building 300, Truck Driving and Student Center.	D. Falkenberry
17	12/11/18	Updated Reporting a Classroom Emergency for Evergreen and Atmore.	D. Falkenberry
18	2/4/19	Updated Tornado or Hurricane Warning Atmore and Evergreen Campus.	D. Falkenberry
19	3/3/20	Updated Safety coordinator from Donna Falkenberry to Jody Williamson on all related forms.	J. Williamson
20	3/3/20	Updated new employee on Atmore campus Lydia Stokes from retired Cathy Langley on all emergency contact forms.	J. Williamson
21	4/20/20	Updated new security James Wilkins from retired Brenda Riley.	J. Williamson
22	6/3/21	Updated new president Dr. Boykin from retired interim president Jeff Rhodes	J. Williamson
23	10/11/21	Created new building information for the Monroeville Truck driving center and removed the Atmore site information.	J. Williamson
24	1/20/2022	I changed the name from Emergency Operation Plan to Health and Safety of employees, students, guest to maintain readiness, reporting, investigating, and incidents plan.	J. Williamson
25	1/20/2022	I changed Dean of instruction from Dr. Boykin to Mrs. Shirley Johnson Director of instruction.	J. Williamson
26	6/6/2022	The EOP changed to Safety Health Plan and added Safety Procedures rather than having a separate safety manual	J. Williamson
27	4/17/2023	Dr. Ammons was added as Executive Director of students. Lynne Steadman was added as Executive Director of Financial Services.	J. Williamson

RECORD OF DISTRIBUTION

Reid State Technical College distributes an email annually to all students, faculty, and staff with information about emergency procedures and links to electronic version of the Emergency Operations Plan. The plan is available on the campus website at www.rstc.edu.

MAJOR EMERGENCY GUIDELINES

Purpose

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of college and campus community resources. Whenever an emergency affecting the campus reaches proportions THAT CANNOT BE HANDLED BY ROUTINE MEASURES, the President, or his/her designee may declare a state of emergency, and these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of this plan. These are: (1) large-scale disorder, and (2) large-scale natural/man-made disaster. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types of magnitudes.

Scope

These procedures apply to all personnel, buildings, and grounds owned and operated by Reid State Technical College including those peripheral areas adjoining the college.

Types of Emergencies

Types of emergencies covered by this manual are:

(1) Fire
(2) Severe weather
(3) Chemical or radiation spill/natural gas leak
(4) Explosion, downed aircraft (crash) on campus
(5) Bomb/bomb threat
(6) Civil disturbances or demonstrations
(7) Utility failure
(8) Structural Failure
(9) Violent or criminal behavior
(10) Cyber Event
(11) Terrorist acts
(12) Active Shooter
(13) Medical and first aid (e.g., epidemic poisoning) (14) Traffic Accidents
(14) Psychological crisis

In addition, there are sections on how to report all emergencies, building evacuations, and first aid instructions.

Definitions of an Emergency

The College President or his/her designee shall serve as the Emergency Director during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist building and area coordinators in determining the appropriate response:

(1) MINOR EMERGENCY: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the college. Report immediately to the college administration by calling the college switchboard (dial 251-578·1313, Ext. 100) during normal working hours or the Campus Security Officer at 251-578-1313. Ext. 162 (office) or 251-227-0567 (cell).

(2) MAJOR EMERGENCY: Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the college. Outside emergency services will be required, as well as major efforts from campus security and support services. Major policy considerations and decisions will be required from the college administration during times of crisis. Reporting procedures are the same as Paragraph 1.

(3) 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 be essential. In all cases of disaster, the appropriate support and operational plans will be executed. Reporting procedures will be the same as Paragraph 1. In addition, any incident which has the potential for adverse publicity concerning campus resources and/or instrumentalities of the College should be promptly reported to the college administration (off-campus events should be reported to the Dean of Students, Dean of Instructional Services, Instructor, or Public Information Coordinator, who will contact the President).

Assumptions

The College Health and Safety Plan is predicated on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Hence, the following are general guidelines:

(1) An emergency 01' a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.

(2) The succession of events in an emergency are not predictable; hence, published support and operational plans will serve only as a guide and checklist and may require field modification in order to meet the requirements of the emergency.

(3) Disasters may affect residents in the geographical location of the College; therefore, city, county, and federal emergency services may not be available. A

delay in off-campus emergency services may be expected (up to 48 - 72 hours).

(4) A major emergency may be declared if information indicates that such a condition is developing or is probable.

HAZARD ANALYSIS SUMMARY

The College utilizes the hazard analysis contained in the Conecuh County Hazard Mitigation Plan to analyze risks for the college. County stakeholders participate in the hazard assessment process, utilizing various methods to calculate threat and risk for the area served by the College and surrounding community. Additional information is available in the Conecuh County Hazard Mitigation Plan accessible at: https://alabamaema.files.wordpress.com/2017/05/conecuh-cmp.pdf

MITIGATION OVERVIEW

Reid State Technical College utilizes the mitigation overview contained in the Conecuh County Emergency Management Plan to determine effective responses to emergencies. The College and the surrounding emergency management community have assessed their capabilities to respond to the most likely hazards and measures are in place to address those hazards.

- **The College works with the emergency management staff of the City of Evergreen, and Conecuh County on an ongoing basis. A cooperative working relationship and team approach between the College and municipal governments for emergency response is a major strength on which the College relies. Prevention, protection, response, recovery, and mitigation capabilities are taken into consideration along with the adequacy of training, equipment, and personnel needs.**
- **The College is dependent upon the local municipalities for fire and rescue services, major hazardous material response capabilities, EMS backup, bomb squad response, police tactical responses, and assistance in emergency operations staffing and support.**

In addition to supporting the Conecuh County Emergency Management Plan and other local, private, and regional stakeholders, the College has adopted and supports the phases of emergency management (mitigation and prevention, preparedness, response and recovery) in the planning process. The College is committed to the developing and exercising of comprehensive robust plans and training and exercising College responders in coordination with local emergency

responders.

DECLARATION OF CAMPUS STATE OF EMERGENCY

The authority to declare a campus state of emergency rests with the College President or his/her designee as follows:

During the period of any campus major emergency, the college administration, *as* required, shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. The designated administrator shall immediately consult with the President regarding the emergency and the possible need for a declaration of a campus state of emergency.

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 (registration or employee/student identification card, or other I.D.) showing their legitimate business on campus will be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with the Penal Code.

In addition, only those faculty and staff members who have been assigned emergency resource team duties or cleared by the college administration will be allowed to enter the immediate disaster site.

In the event of fires, storms or major disaster occurring in or about the campus, or which involves college property, the college administration will be dispatched to determine the extent of any damage to college property.

DIRECTION AND COORDINATION

Emergency Director/Emergency Coordinator

All emergency operations shall be directed by the President or his/her designee as listed below:

The President/Executive Director of Finance or Executive Director of Students (The designee will be referred to as the Emergency Coordinator throughout this manual.)

In the absence of the President or his/her designee, the next highest ranking administrator (second in command) shall assume operational control of the emergency until relieved.

Safety Coordinator

All emergency operations shall be coordinated by the Campus Safety Committee Chairperson (Jody Williamson) or delegated alternate. The direct operational control of the campus major

emergency or disaster is the sole responsibility of the Campus Safety Committee Chairperson (referred to as Safety Coordinator through this manual.)

INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

This section addresses the role of information in the successful implementation of the activities that occur before, during, and after an emergency. In general terms, it identifies the type of information needed, where it is expected to come from, who uses the information, how the information is shared, the format for providing the information, and any specific times the information is needed.

Collection

Disaster information managed by the Reid State Technical College Emergency Command Post is coordinated through agency representatives located in the ECP. These representatives collect information from and disseminate information to counterparts in the field. These representatives also disseminate information within the ECP that can be used to develop courses of action and manage emergency operations.

Analysis

Information collected from the field or obtained from an external public safety agency will be analyzed within the Emergency Command Post by the appropriate representative. If needed, subject-matter expertise may be called up to provide interpretation and guidance on the information to develop actionable intelligence.

Dissemination

Situation reports (sitreps) will be developed by the Emergency Director or his or her designee. Sitreps will be disseminated at a frequency as determined by the Emergency Director. Additionally, two types of situation reports may need to be developed -- one for internal stakeholders and one for the public. All situation reports that are disseminated publicly must be coordinated with the public information officer and the Emergency Director.

ADMINISTRATION, FINANCE, AND LOGISTICS

The Business Office, under the guidance of the President/Executive Director of Finance, will issue a project number for the incident response effort and will disseminate the project number for use by all departments participating. This project number will be utilized in conjunction with the applicable accounting code to document all response and recovery costs associated with any disaster or emergency that requires a response effort. The Business Office will prepare and submit support documentation, such as reimbursement costs, etc.

Funding and Tracking of Expenditures

Emergency operations may require significant resources. Tracking those resources is vital for several reasons:

- **Knowing what resources are on hand and available**
- **Anticipating what will be needed**
- **Tracking resources and returning resources at the conclusion of the operation**
- **Tracking costs as necessary for reimbursements**

FEMA reimbursable expenditures should be tracked using FEMA forms, which can be found via the FEMA website at http://www.in.gov/dhs/files/reimburse.pdf

PLAN MAINTENANCE AND TRAINING

The EOP utilizes existing program expertise and personnel to provide prevention, protection, mitigation, preparedness, response, and recovery efforts of post-event consequences. Structured as demonstrated in the Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education from the Federal Emergency Management Agency, the EOP addresses response, training, exercises, equipment, evaluation, and corrective action practices.

The College's Safety Committee shall oversee and/or coordinate with applicable partners the following Health and Safety plan actions:

- **The Health and Safety plan shall be reviewed annually and modified as necessary by the College's Safety Committee. Final results of the reviews and any changes to the President. The plan will be submitted for signatures annually or sooner if significant changes are proposed.**
- **Additionally, the plan will be submitted to the ACCS Chief Safety and Security Officer for review biannually per the schedule set by the ACCS office.**
- **Each Campus identified as having a role in this EOP is responsible for communicating the content of the plan to their staff and ensuring key staff has the opportunity to attend Health and Safety training and exercise activities.**
- **The organization and upkeep of the health and Safety plan include process changes such as a plan review and update schedule. The review cycle includes necessary updates by the College's Safety Committee. The document will be finalized and signatures obtained. Substantive changes between review periods such as changes in roles or responsibilities will prompt notification to listed stakeholders. Minor edits such as grammar or spelling changes will require no notification.**
- **Ensure that the EOP is consistent and compatible with the Conecuh County Emergency Management Plan.**
- **Ensure Health and Safety compliance with the state and federal guidelines.**

EMERGENCY COMMAND POST

When a major emergency occurs or is imminent, it shall be the responsibility of the Safety Coordinator to set up and staff an appropriate Emergency Command Post as directed.

Field Emergency Command Post

If the emergency involves only one building or a small part of the campus, a campus vehicle is to be placed as near the emergency scene as is reasonably possible. At least one uniformed officer or security officer is to staff the command post at all times or until the emergency ends.

Field Emergency Command Post Equipment to include:

- **(a) Barricades and barriers tape, and signs for the scene.**
- **(b) Portable hand radios.**
- **(c) Portable public address system.**
- **(d) First Aid Kit.**
- **(e) Campus telephone directory and local Telephone Directory to include Yellow Pages.**

General Emergency Command Post

If the emergency involves a large part of the campus, the Command Post is to be set up in the Administration Building. If this site is unavailable, the Safety Coordinator is to select an alternate location. At least one uniformed officer or security officer is to staff the Command Post at all times until the emergency ends. The Safety Coordinator shall establish a marshalling area for outside and local agency assistance for operations of the combined on-site emergency teams or the media. An area designed to accommodate multiple telephones and/or electrical appliances is desirable.

If conditions warrant, the Evergreen Area Civil Defense Agency can provide a Mobile Command Post and other logistic assistance. They can be reached at 251-578-1921 during normal working hours or by calling the sheriff's office at 251-578-1260 if after normal working hours or on weekends.

CAMPUS EMERGENCY RESOURCE TEAM

In addition to establishing an Emergency Command Post as necessary, the Safety Coordinator shall immediately begin contacting all the necessary members of the Campus Emergency Resource Team, which consists of the following personnel:

Emergency Director/
President……..... Dr. Coretta Boykin ……..251-578-1313, Ext. 137 or 251-227-0270 (cell)

Buildings/Grounds Superintendent….Mr. Ernest Grace…….…….……....251-227-0097 (cell)

Public Information Coordinator/
Director of Instructional Services/Career Education Instructor...
Mrs. Shirley Johnson……..……... 251-578-1313, Ext. 139

Emergency Coordinator/
Executive Director of Students……..Dr. Kevin Ammons …….. 251-578-1313 Ext. 231
334.674.0579
(cell)

Executive Director of Finance.……...Mrs. Lynne Steadman ……..…251-578-1313, Ext. 104
251.362.1593
(cell)

Campus Security ……. James Wilkins ….…… 251-227-9417 (cell)
Safety Coordinator …...……Jody Williamson …….……. 251-578-1313, Ext. 156 or 251-714-6098 (cell)

Truck Driving Instructor – Monroeville Site….. Mr. Chad Jerkins…….. 251-363-8188

Team members may coordinate as necessary with the emergency coordinator for implementation and coordination of campus operation plan and support as it pertains to their areas.
Team members are to be kept in constant communication with the Emergency Command Post. General responsibilities of the team members are listed below.

Emergency Director: President of Reid State Technical College

(a) The President is responsible for the overall direction of the College Emergency response.
(b) Works with the Emergency Coordinator and others in assessing the emergency and preparing the College's specific response.

(c) Declares and ends, when appropriate, the campus state of emergency as provided for in the Introduction of this Guide.
(d) Notifies and conducts liaison activities with the college administration, governmental agencies, Emergency Resource Team, Alabama Community College System and others as necessary.

Emergency Coordinator: Acts as Emergency Director in the absence of the President.

(a) The Coordinator is responsible for the overall direction of the College Emergency Response in the absence of the President.
(b) Initiates immediate contact with the President and college administration, begins an assessment of the College's condition.
(c) Notifies the members of the Emergency Resource Team, advises them of the nature of the emergency.
(d) Works with the Safety Coordinator for updates to the operational control of the campus during an emergency or disaster.
(e) Ensures that appropriate notification is made to off-campus staff when necessary.
(f) Notifies Alabama Community College System.
(g) Prepares and submits a report to the President appraising the final outcome of the emergency.
(h) Notifies college administrators of major emergencies.
(i) Takes immediate and appropriate action to protect life, property, and to safeguard records as necessary.
(j) Provides and equips an alternate site for the Emergency Command Post.

Damage Control: Business Manager and Buildings/Grounds Superintendent

(a) Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection.
(b) Provides vehicles, equipment and operators for movement of personnel and supplies, assigns vehicle as required to the Emergency Resource Team for emergency use. .
(c) Obtains the assistance of utility companies as required for emergency operations.
(d) Furnishes emergency power and lighting systems as required.
(e) Provides facilities for emergency generator fuel during actual emergency or disaster periods.
(f) Provides for storage of vital records at an alternate site; coordinates with building and area coordinators for liaison and necessary support.

Public Information Coordinator

(a) Establishes liaison with the news media for dissemination of information as

requested by the President.

(b) Establishes liaison with local radio and TV services for the public announcements.

(c) Arranges for photographic and audiovisuals services.

(d) Advises the President or designee of all news concerning the extent of disaster affecting the campus.

(e) prepares news release for approval and releases to media concerning the emergency.

Director of Students

(a) Notifies appropriate personnel and security officer of an emergency situation.

(b) Coordinates shelter facilities with Business Manager and Buildings/Grounds Superintendent, if needed.

(f) Liaisons with Student Government Association regarding any emergency situation.

(c) Maintains liaison with other members of emergency team.

(d) Prepares reports for submission to the President appraising the final outcome of the emergency as it relates to his area.

(e) Notifies all department chairpersons of an emergency situation.

(f) Notifies Off-Campus Site personnel if appropriate.

(g) Prepares reports for submission to the President appraising the final outcome of the emergency as *it* relates to his area.

Security Officer

(a) Secures and evacuates all buildings where necessary

(b) Provides traffic control, access control, perimeter and internal security patrols, and fire prevention services as needed.

(c) Notifies and conducts liaison activities with an appropriate outside organization such as fire, police, Office of Emergency Services, etc.

(d) Notifies and utilizes police, Department of Public Safety and, if necessary, student aides in order to maintain safety and order.

Campus Safety Committee Chair/Safety Coordinator

(a) Assist with determining the type and magnitude of the emergency and establishes the appropriate emergency command post.

(b) Performs other related duties as may be directed by virtue of the campus emergency.

(c) Monitors campus emergency warning and evacuation systems.

(d) Obtains assistance from the city, County and Federal Government for radiological monitoring and first aid as required.

(e) Surveys habitable space and relocates essential services and functions.

(f) Reports to the Emergency Director and Public Information Coordinator status

updates as to the operational status of the campus and the emergency or disaster.

(g) Coordinates local city, county, state, and federal response for the campus as directed by the Emergency Director.

RESPONSIBILITIES

President

The College President, or designated alternate as campus Emergency Director, is responsible for the overall direction of campus emergency operations as outlined in the Emergency Resource Team section of this guide.

Administrator, Dean, and Department Heads

Every administrator, dean, and department head may appoint a specific person as Building/Facility Coordinator for every activity under their control and has the following general responsibilities before and during an emergency.

1. **Emergency Preparedness**
    a. **Building evacuation and emergency procedures information shall be distributed to all employees and posted in every classroom with follow-up discussions, on-the-job training or explanation as required. Contact Campus Security for assistance.**
    b. **Time shall be allowed for training employees in emergency techniques such as fire extinguisher usage, first aid, CPR and building evacuation procedures. Contact Campus Security for assistance.**
2. **Emergency Situations**
    a. **Inform employees under their direction of the emergency condition.**
    b. **Evaluate impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.**
    c. **Maintain emergency telephone communications with officials from their activity (or from an alternate site if necessary).**

Faculty and Supervisors

Each faculty and staff supervisor has the responsibility to:

- **(a) Educate their students and or employees concerning college emergency procedures as well as evacuation procedures for their building and/or faculty.**
- **(b) Inform their students and/or staff of an emergency and initiate emergency procedures as outlined in this Guide.**
- **(c) Evaluate survey and estimate their assigned building facility or activity in order to determine the impact a fire or severe weather could have on their facility. Report all safety hazards to the College Safety Committee. Work orders to reduce hazards and to minimize accidents should be promptly submitted to the Maintenance Department**
- **(d) IMPORTANT: Inform all students, staff, and faculty to conform to building evacuation guidelines during an emergency and to report to a designated campus assembly area outside the building where a headcount can be taken.**

TRANSPORTATION

During an emergency or disaster situation, transportation into campus, transportation off of campus, and the accessibility of roads leading away from campus may have to be managed as needs arise. Reid State 'will work with the Conecuh County EMA, ALDOT, Alabama State Troopers, and local law enforcement to determine the condition of roadways leading to and from the campus. Additionally, Reid State Emergency Team members will assess the damage to vehicles on campus, and assess the needs for faculty, staff, and students to be evacuated to alternate areas or home. The Campus Safety Committee assumes the responsibility for mapping routes leading to and from campus for emergency purposes. Based on the needs that arise during a given emergency, the Safety Coordinator may identify alternate muster sites for evacuation purposes, and transportation to these sites will be considered in this plan.

Nonessential Personnel and Students

1. **The Emergency Director and Safety Coordinator will contact local resources to assess the conditions of roadways to the service areas and assess landline and cellular phone service.**
2. **The Safety Coordinator will assess the damage to vehicles on campus and verify the status of all personnel on campus.**

3. **Campus Security and Maintenance personnel will set up cones to manage traffic flow and access, and will assess the safest passage throughout campus**.
4. **When it is deemed safe to do so, and the roads are accessible, nonessential personnel and students will be allowed to utilize undamaged personal vehicles to evacuate the campus to an alternate location or home.**

5. **The Safety Coordinator will work with local school officials to utilize buses to aid in transporting nonessential personnel and students to an alternate location or home when no other transportation can be arranged. As necessary, if undamaged, college designated state vehicles may be used as well.**
6. **Emergency transportation will be provided, as possible, through local fire and ambulance services as needed and coordinated with Conecuh County EMA officials.**
7. **Other resource needs will be assessed on an ongoing basis, and the Safety Coordinator will coordinate access and direction for the resources as needed.**

Access to Campus

1. **Due to the need for accountability and control, access to the campus will be limited to emergency personnel, essential personnel, and resources being supplied to the campus during an emergency by the Conecuh County EMA and local law enforcement and fire personnel.**
2. **A pickup point for family members to pick up non-essential personnel and students will be established based on the type of emergency and the needs of the personnel.**
3. **Campus Security and Maintenance personnel will direct traffic flow and control access to the campus. Additional requirements may include coordination of the pickup point.**

WARNING/NOTIFICATION

For sudden weather-related emergencies such as thunderstorms and lightning or tornadoes, Reid State relies on NOAA Weather Radio technology, local cable television weather alerts, and with the advances in technology, cellular telephone warnings. These combined technologies allow for up to the minute updates and warnings in order to allow for effective decision making by the Emergency Director. For longer-term events such as hurricanes or winter storms, local forecasts can be utilized to make those decisions. As a general rule for determining cancellations and closures, Reid State follows the Conecuh County K-12 plan for weather-related decisions for the Evergreen Campus and the Butler County K-12 plan for weather-related decisions for the Greenville Campus. In all cases, any overarching decision from the Alabama Governor's Office, State EMA Office, or Alabama Community College System Chancellor's Office, will supersede the local decision for closure and cancellation. In all instances, Reid State recognizes that employees and students alike do travel from various areas, and the direction is given that personnel need to also consider the safety of their own area when making the decisions as well. All emergency notifications pertaining to weather, bomb threat, natural gas leak, chemical or radiation spills, etc., are sent via Campus Cast communications system.

As for other emergencies that are not weather related. Reid State relies on the Conecuh County EMA and local law enforcement and fire personnel for communication of other types of emergencies that may impact Reid State personnel or students.

General Emergency Notification

1. **The President or designee receives notification of severe weather alerts or tornadoes from above-mentioned sources.**
2. **The Switchboard Operator notifies all buildings via PA system or telephone. Additionally, messages are sent to all faculty, staff, and students via Reid Now and Campus Cast of the special weather alert with necessary instructions for seeking shelter or evacuation.**
3. **At no time is evacuation from the school allowed during a tornado.**
4. **Decisions made by the President or designee for closures and/or cancellations are communicated via Reid Now and Campus Cast as needed, and additionally through local media outlets, social media, and email.**
5. **Immediate emergencies reported to the college by the Conecuh County EMA or police and fire personnel will be communicated using the same steps above.**
6. **Longer term events such as hurricanes and winter storms will be communicated utilizing Reid Now and Campus Cast** along with local media outlets, social media, and email.

COLLEGE NOTIFICATION SYSTEM

The telephone is the primary means of emergency notification at Reid State Technical College. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus.

Switchboard Operator/Receptionist

The Switchboard Operator/Receptionist is the focal point for two-way transmission of official emergency telephone communications to college administrators. Each college administrator, upon receiving notification of a campus emergency, is to pass the same information along to those departments/offices under his/her direction. Our mode of communication is Reid Now and Campus Cast.

The Switchboard Operator/Receptionist on duty will notify the Safety Coordinator of any campus emergency as necessary and will initiate the notification system by calling the following college administrators as appropriate:

1. **President**
2. **Dean of Instruction/Workforce Development**
3. **Director of Students**
4. **Executive Director of Finance**
5. **Assistant Dean of Institutional Effectiveness**
6. **Buildings/Grounds Superintendent**

IMPORTANT: During an emergency, campus phones must be restricted to official college notifications only. In the absences of phone services, the Emergency and/or Safety Coordinator may provide runners for emergency notification (contingent on available personnel).

ON/OFF CAMPUS SOURCES OF ASSISTANCE DURING EMERGENCIES

On-Campus Assistance

a) **Campus Security Emergency Dispatcher.**
While dialing from ON-CAMPUS telephone - dial 100.

Police help is readily available from the Evergreen Police Department at 251-578-1111 or 911 or the Atmore Police Department at 251-368-9141 or 911.

b) **Maintenance Operations: Trouble/Service**
After 5:00 p.m., contact the Buildings/Grounds Superintendent, Mr. Ernest Grace at 251-227-0097(cell) and the Evergreen Police Department at 251- 578-1111 or 911.

Skilled workers are available from the City of Evergreen, South Alabama Gas, Conecuh County and RSTC maintenance department at all times during normal working hours and on short notice at other times. They are capable of providing the following emergency services:

1. **UTILITIES: Repairs to water, gas, electric and sewage systems.**
2. **STRUCTURES: Repairs to structures and mechanical equipment therein, including heating and cooling systems.**
3. **EQUIPMENT: Portable pumps, generators, floodlights, welders, air compressors, tractors, backhoes, forklifts, etc.**
4. **TRANSPORTATION: Sedans, light trucks, dump trucks and tractors.**

c) **Business Office**

Emergency procurement of materials and services can be arranged in direct support of any contingency.

d) **Receiving (located in Building 300).**

Emergency procurement of items needed for campus support.

e) **Emergency Shutdown Procedures:**

NOTE: In the event of a natural disaster in which major structural damage is sustained, it is advisable to turn off hazardous utilities: electricity and natural gas are of primary concern.

DISASTER RESOURCES CONTACT NUMBERS

Evergreen Campus

1. **Evergreen Police Department ..... 251-578-1111 or 911**
2. **Conecuh County Sheriff's Department 251-578-1260**
3. **Evergreen Fire Department and paramedic units ..... 251-578-1574 or 911**
4. **Alabama State Troopers ..... 251-578-1315 or 911**
5. **Local ambulance services .... 251-578-6040 or 911**
6. **County Health Department and State Health 251-578-1952**
7. **Local Hospital 251-578-2480**
8. **The American Red Cross 334-260-3980**
9. **State Highway Department 251-578-7540**
10. **County Highway Department ..... 251-578·7032**
11. **Local Civil Defense 251-578-1921**
12. **Lights and Power Company for the City of Evergreen.... 251-578-1574**
13. **Conecuh-Monroe Counties Gas District 251-578-2740**
14. **Evergreen Emergency Agency 251-578-1921**
15. **FBI - Phone 251-438-3674**
14. **FBI 251-438-3674**

Monroeville Site

1. **Monroeville Police Department……251-575-3246**
2. **Monroe County Sheriff's Department……...251-575-2963**

3. **Monroeville Fire & Rescue Department……251-575-2084**
4. **Alabama State troopers……...251-578-1315**
5. **Local Ambulance Service……251-743-2623**
6. **County Health department and State Health…….251-575-3109**
7. **Local Hospital……251-575-3111**
8. **The American Red Cross…….334-360-3980**
9. **Monroe county Highway Department…….251-743-3672**
10. **Local Civil Defense…….251-575-2083**
11. **Lights and power company for the city of Monroeville.800-613-9333**
12. **Gas and water company for the city of Monroeville….251-575-3289**
13. **Monroeville Emer4gency Agency……251-743-3259**
14. **FBI…….251-438-3674**

G)

NOAA Extreme Weather INFORMATION SHEET

Weather-Ready Nation: Saving Lives and Livelihoods

STATE INFORMATION

To download the latest updated version of this sheet: www.ncddc.noaa.gov/NEWIS

Alabama Emergency Management Agency (https://ema.alabama.gov) 205-280-2200
Ready Alabama ..... www.readyalabama.gov
Alabama Department of Transportation (www.dot.state.al.us) 334-242-6356
ALDOT Emergency Call Center (Info on Alabama travel conditions during an emergency event) 1-888-588-2848
..... http://miscwapps.dot.state.al.us/ECC/
Official State Website ..... www.alabama.gov/
Alabama Highway Patrol (www.alea.gov/Home/w/ContactInformation.aspx?ID=40) ... 866-954-9399 (*HP from any cell phone)
Alabama Official Travel Site (https://alabama.travel/) 800-252-2262
Alabama Law Enforcement Agency (www.alea.gov/Home/) 334-517-2800
Governor's Office (http://governor.alabama.gov) 334-242-7100
Alabama Attorney General (https://ago.alabama.gov/) 334-242-7300
Alabama Department of Insurance (www.aldoi.gov) 334-269-3550
Alabama Department of Conservation and Natural Resources (www.outdooralabama.com) 334-242-3486
Alabama Department of Environmental Management (www.adem.state.al.us) 334-271-7700
National Weather Service Forecast Office (Mobile/Pensacola) (www.weather.gov/mob) 251-633-6443
National Weather Service Forecast Office (Tallahassee, FL) (www.weather.gov/tae) 850-942-8851
National Weather Service Southern Region ..... www.weather.gov/scr
StormSmart Coasts ..... http://gom.stormsmart.org
US Coast Guard, 8th District https://www.atlanticarea.uscg.mil/Our-Organization/District-8/
Alabama Power (www.alabamapower.com) ..... Outage: 1-800-888-2726
Dothan Utilities (www.dothan.org/index.aspx?nid=153) 334-615-3302
Baldwin EMC (www.baldwinemc.com) 251-989-6247
Covington Electric Cooperative (https://covington.coop/) ..... Outage: 1-800-239-1193
Southern Pine Electric (www.southernpine.coop) 866-867-5415
Wiregrass Electric (www.wiregrass.coop) ..... Outage: 1-888-469-6882

FOR EMERGENCIES CALL 911 • FOR NON-EMERGENCIES CALL 211

COUNTY INFORMATION

BALDWIN
Emergency Management
..... South Baldwin 251-972-6807
..... North Baldwin 251-937-0317
..... Eastern Shore 251-990-4605
..... http://baldwincountyal.gov/departments/EMA
Sheriff 251-937-0202
..... http://sheriff.baldwincountyal.gov

COVINGTON
Emergency Management 334-428-2670
..... www.covcounty.com/emergency-management-agency
Sheriff 334-428-2640
..... www.covingtonso.com

ESCAMBIA
Emergency Management 251-867-0232
..... www.co.escambia.al.us/emergency.html
Sheriff 251-809-0741
..... www.escambiacountysheriffal.org

GENEVA
Emergency Management 334-684-5677
..... www.genevacounty.us/ema.html
Sheriff 334-684-6947
..... www.genevacountyalsheriff.org

HOUSTON
Emergency Management 334-794-9720
..... www.dothanhoustoncountyema.org
Sheriff ..... 334-677-4807 or 334-899-1111
..... www.houstoncountysheriff.org

MOBILE
Emergency Management (www.mcema.net) .. 251-460-8000
Sheriff 251-574-2423
..... www.mobileso.com

ALABAMA

NATIONAL INFORMATION

American Red Cross 1-800-RED-CROSS (1-800-733-2767)
..... www.redcross.org
Centers for Disease Control ..... www.cdc.gov
Environmental Protection Agency ..... www.epa.gov
Federal Emergency Management Agency (FEMA) 1-800-621-FEMA (3362)
..... www.fema.gov
Agencia Federal para el Manejo de Emergencias (FEMA) ..... www.fema.gov/es
National Oceanic and Atmospheric Administration (NOAA) ..... www.noaa.gov
National Weather Service ..... www.weather.gov
Gulf of Mexico Disaster Response Center ..... www.csc.noaa.gov/dwh/publish/
National Data Buoy Center ..... www.ndbc.noaa.gov
National Hurricane Center ..... www.nhc.noaa.gov
National Centers for Environmental Information (NCEI) .. www.ncei.noaa.gov
National Environmental Satellite, Data, and Information Service (NESDIS)
..... www.ohc.noaa.gov/satellite.shtml
US Department of Homeland Security ..... www.dhs.gov

DOWNLOAD THE FREE NEWIS APP

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The National Hurricane Center normally issues public advisories on their website and to the media for Atlantic tropical cyclones every six hours at 4:00 AM CDT, 10:00 AM CDT, 4:00 PM CDT, and 10:00 PM CDT. Intermediate public advisories are issued every 3 hours when coastal watches or warnings are in effect. Additionally, special public advisories may be issued at any time due to significant changes in warnings or in the cyclone.

NATIONAL HURRICANE CENTER MOBILE DATA

Graphical Tropical Weather Outlook RSS/XML feed
..... www.nhc.noaa.gov/gtwo.xml
Website for Tablets and Smartphones ..... www.nhc.noaa.gov/mobile

RADIO STATIONS

WLVM 98.3 FM (CHICKASAW)
WOOF 99.7 FM (DOTHAN)
WRWA 88.7 FM (DOTHAN)
WKMX 106.7 FM (ENTERPRISE)
WZEW 92.1 FM (FAIRHOPE)
WABD 97.5 FM (MOBILE)
WHIL91.3 FM (MOBILE)
WMFC 99.3 FM (MONROEVILLE)
WDLT 104.1 FM (SARALAND)

NOAA WEATHER RADIO

Not manufactured by NOAA. NWR receivers can be purchased at many retail outlets and on the Internet

NOAA Weather Radio (NWR) All Hazards is a nationwide network of radio stations broadcasting continuous weather information directly from a nearby National Weather Service office. NWR broadcasts National Weather Service warnings, watches, forecasts, and other hazard information 24 hours a day.

162.400 MHz	162.425 MHz	162.450 MHz	162.475 MHz	162.500 MHz	162.525 MHz	162.550 MHz

ALABAMA CONTRAFLOW FOR HURRICANE EVACUATION

To provide additional roadway capacity during hurricane evacuations from the Gulf Coast, a portion of I-65 may operate entirely in the northbound direction, meaning both southbound lanes of I-65 would be converted into northbound lanes. These lanes are called contraflow lanes.

I-65 NORTHBOUND – Contraflow begins in Baldwin County just south of Exit 31 (State Road 225). A paved crossover at that location allows motorists traveling in the normal Northbound lanes to transition (crossover) to the contraflow lanes.

Contraflow ends in Montgomery just north of Exit 167 (U.S. 80). Motorists in the contraflow lanes will crossover into the two left lanes of the normal northbound lanes. Motorists travelling in the normal northbound lanes will merge into the two right lanes and continue north and onward to their destinations.

I-65 SOUTHBOUND – During contraflow, southbound traffic travelling on I-65 through Montgomery will be directed to exit the interstate at Exit 167 at U.S. 80 and then onto U.S. 31 South. From Montgomery southward, all southbound I-65 traffic is detoured to U.S. 31. Eastbound traffic on U.S. 80 cannot enter I-65 at Exit 167 and will be directed to U.S. 31.

Southbound traffic cannot use I-65 between Montgomery and Mobile during contraflow.

Tune into the Highway Advisory Radio System (HARS) for updated information. Look for advisory signs in these areas. Mobile area – 1630 AM • Montgomery area – 1690 AM

For additional information go to:

www.dot.state.al.us

PREPARED BY

The Center for Coasts, Oceans & Geophysics of NOAA's National Centers for Environmental Information under NESDIS

1-866-732-2382 or email: NCEI.Info@noaa.gov

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NOAA

Extreme Weather

INFORMATION SHEET

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STATE INFORMATION

State Assistance Information Line (Only activated during emergencies) ... 1-800-342-3557
Florida Division of Emergency Management (www.FloridaDisaster.org) ... 850-815-4000
Ready.Gov ... www.ready.gov/florida
Official State Website ... www.myflorida.com
Florida Department of Transportation (www.fdot.gov/) ... 1-866-374-FDOT (3368)
Florida Highway Patrol (www.flhsmv.gov/florida-highway-patrol) ... (*FHP from any cell phone)
Florida Department of Health (www.floridahealth.gov) ... 850-245-4444
Florida Office of Insurance Regulation (www.floir.com) ... 850-413-3140
Florida Office of Tourism (www.visitflorida.com/en-us.html) ... 1-888-735-2872
Florida Department of Law Enforcement (www.fdle.state.fl.us) ... 850-410-7001
Governor's Office (www.flgov.com) ... 850-488-7146
Florida Attorney General (www.myfloridalegal.com/) ... 850-414-3300
Florida Department of Financial Services, Division of Consumer Services (www.myfloridacfo.com/Division/Consumers/Storm/default.htm) ... 1-877-693-5236
Florida Department of Environmental Protection (https://floridadep.gov/) ... 850-245-2118
Florida Fish and Wildlife Conservation Commission (www.myfwc.com) ... 888-404-3922
Florida Department of Veterans Affairs (http://floridavets.org/) ... 844-693-5838
Florida Department of Elder Affairs (http://elderaffairs.state.fl.us/index.php) ... 1-800-96ELDER (963-5337)
Florida Department of Agriculture and Consumer Services (www.freshfromflorida.com) ... 1-800-435-7352

National Weather Service Forecast Office (Mobile, AL Office) (www.weather.gov/mob) ... 251-633-6443
National Weather Service Forecast Office (Tallahassee, FL Office) (www.weather.gov/tae) ... 850-942-8851
National Weather Service Southern Region ... www.weather.gov/srh
StormSmart Coasts ... http://gom.stormsmart.org/
US Coast Guard, 7th District ... www.atlanticarea.uscg.mil/Our-Organization/District-7/
US Coast Guard, 8th District ... www.atlanticarea.uscg.mil/Our-Organization/District-8/
Gulf Power Company (www.gulfpower.com) ... 800-487-6937
West Florida Electric Cooperative (www.westflorida.coop) ... 1-800-342-7400
Duke Energy (www.progress-energy.com) ... Outage 1-800-228-8485
Escambia River Electric Cooperative (www.erec.com) ... 1-800-235-3848
Choctawhatchee Electric Cooperative Inc. (CHELCO) (www.chelco.com) ... Outage 850-307-1211
Gulf Coast Electric Cooperative (www.gcec.com) ... Outage 1-800-568-3667 or 1-800-333-9392
Florida Public Utilities (www.fpuc.com) ... 1-800-427-7712

FOR EMERGENCIES CALL 911 • FOR NON-EMERGENCIES CALL 211

COUNTY INFORMATION

BAY
Emergency Management ... 850-784-4000
... http://baycountyfl.gov/166/Emergency-Management-Division
Sheriff (www.bayso.org) ... 850-747-4700

CALHOUN
Emergency Management ... 850-674-8075
... http://calhounflorida.org
Sheriff (www.calhounsheriff.com) ... 850-674-5049

ESCAMBIA
Emergency Management ... 850-471-6400
www.myescambia.com/our_services/public_safety/beready
Sheriff (www.escambiaso.com) ... 850-436-9620

GULF
Emergency Management ... 850-229-9110
... www.gulfcounty-fl.gov/county_government/emergency_management
Sheriff (www.gulfsheriff.com) ... 850-227-1115

HOLMES
Emergency Management ... 850-547-1112
... https://holmescountyem.org/
Sheriff (http://holmescosheriff.org/index.html) ... 850-547-3681

JACKSON
Emergency Management ... 850-482-9678
... www.jacksoncountyfl.net/emergency-management
Sheriff (www.jcsheriff.com) ... 850-482-9624

OKALOOSA
Emergency Management ... 850-651-7150
... www.co.okaloosa.fl.us/ps/emergency_management
Sheriff (www.sheriff-okaloosa.org) 850-689-5705 or 850-651-7400

SANTA ROSA
Emergency Management ... 850-983-5360
... www.santarosa.fl.gov/205/Emergency-Information-Preparedness
Sheriff (http://santarosasheriff.org) ... 850-983-1100

WALTON
Emergency Management ... 850-892-8065
... www.co.walton.fl.us/1063/Emergency-Management
Sheriff (http://waltonso.org) ... 850-892-8111

WASHINGTON
Emergency Management ... 850-638-6203
www.washingtonfl.com/?DivisionID=31213&DepartmentID=23361
Sheriff (www.wcso.us/) ... 850-638-6111

Northwest FLORIDA

NATIONAL INFORMATION

American Red Cross.................................. 1-800-RED CROSS (1-800-733-2767)
.... www.redcross.org
Centers for Disease Control.. www.cdc.gov
Environmental Protection Agency .... www.epa.gov
Federal Emergency Management Agency (FEMA)......... 1-800-621-FEMA (3362)
.... www.fema.gov
Agencia Federal para el Manejo de Emergencias (FEMA) .... www.fema.gov/es
National Oceanic and Atmospheric Administration (NOAA)....... www.noaa.gov
National Weather Service .... www.weather.gov
Gulf of Mexico Disaster Response Center .... oceanservice.noaa.gov/hazards/drc/
National Data Buoy Center .... www.ndbc.noaa.gov
National Hurricane Center .... www.nhc.noaa.gov
National Centers for Environmental Information (NCEI)........ www.ncei.noaa.gov
National Environmental Satellite, Data, and Information Service (NESDIS)
.... www.nhc.noaa.gov/satellite.shtml
US Department of Homeland Security .... www.dhs.gov

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Website for Tablets and Smartphones........................ www.nhc.noaa.gov/mobile

RADIO STATIONS

WCOA 1370 AM (Pensacola)	WKSM 99.5 FM (Ft. Walton Beach)
WJLQ 100.7 FM (Pensacola)	WFSY 98.5 FM (Panama City)
WUWF 88.1 FM (Pensacola)	WFLF 94.5 FM (Panama City)
WRCV 107.3 FM (Pensacola)	WPAP 92.5 FM (Panama City)

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162.400 MHz	162.425 MHz	162.450 MHz	162.475 MHz	162.500 MHz	162.525 MHz	162.550 MHz

FLORIDA 511™

Florida *511* is a toll-free service provided by the Florida Department of Transportation. 511 provides real-time updates on traffic conditions, including road and bridge closures, evacuation information, congestion, crashes and more. The 511 system provides information on all of Florida's interstates, toll roads and other major metropolitan roadways.

There are five convenient ways for all motorists to receive traffic updates:

- Call 511 toll free for updates in English and Spanish from any landline or mobile phone.
- Visit FL511.com for interactive roadway maps showing traffic congestion and crashes, travel times and traffic camera views.
- Create a "My Florida 511" account on FL511.com to create custom routes and register for email, text or phone alerts.
- Download the free Florida 511 mobile app available on Google Play or Apple App Store.
- Follow statewide, regional or roadway-specific Twitter feeds.

For more information, visit www.FL511.com

Florida Department of Transportation www.dot.state.fl.us

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EMERGENCY PROCEDURES GUIDES

Campus Emergency Guidelines

This section contains the recommended procedures to be followed during specific types of emergencies. The procedures should be always followed in sequence, unless conditions dictate otherwise.

Specific Emergency Procedure

REPORTING EMERGENCIES

CAMPUS EMERGENCY SERVICE ..... Dial 100

1. **IN AN EMERGENCY IN WHICH CAMPUS SECURITY CANNOT BE REACHED~ DIAL 911**
2. **When calling, stay ca1m and carefully explain the problem and location to the Public Safety Dispatcher. DO NOT HANG UP UNTIL TOLD TO DO SO.**

KEEP CALM **KEEP OTHERS CALM**

EMERGENCY TEAM MEMBERS Senior Building Coordinators

Dr. Coretta Boykin ..... Administration …. .....……251.578.1313 x 137 or 251-227-0270 (cell)

Ms. Daphne Joyner ..... Building 400..... 251.578.1313 x 244

Ms. Felicia Grace ..... Building 100 ..... 251.578.1313 x 126

Dr. Ann Nobles .....Building 200 ..... 251.578.1313 x 159

Mr. Derrick Lett .....Building 300 .....251.578.1313 x 121

Dr. Kevin Ammons ..... Library (Student Services) ....251.578.1313 x 231 334.674.0579 (cell)

Ms. Caroll Byrd-Lymon ..... Building 400 (Adult Ed) ..... 251.578.1313 x 163

Ms. Jody Williamson ..... Building 700 ..... 251.578.1313 x 156

Mr. Will Richardson ..... Truck Driving .....251.578.1313 x 154

James Wilkins .....Student Center ..... 251.578.1313 x 162 251.227.9417 (cell)

Mrs. Laushaun Watson .....Bookstore .....251.579-1313 x 113

Mr. Ernest Grace ..... Maintenance Area 251.227.0097

Mr. Chad Jerkins……..Monroeville Truck Driving…….251-363-8188

IMPORTANT

After any evacuation, report to your designated assembly point. Stay there until an accurate HEADCOUNT is taken. The Senior Building Coordinator will take attendance and assist in accounting for all building occupants.

MEDIA RELATIONS

CALL THE COLLEGE ADMINISTRATION IF YOU NEED ASSISTANCE
On-Campus Emergencies Dial: 100
Off-Campus Emergencies Dial: 911

The College has two basic guidelines to observe in crisis situations:

1. **Only authorized spokespersons (President or Public Information Coordinator) will meet or talk with the media.**
2. **Only factual information is released; no speculation is to be offered.**

OTHER GUIDELINES:

1. **All executive and supervisory personnel are notified to report emergencies to the President and to the spokesperson. They should also be reminded not to speak to outsiders, especially to the media, on behalf of the College.**
2. **The President and other top administrators are informed immediately of existing emergencies. Complete details are made available to them, including what it is, how it began, who is involved, what is happening now, and what help has been called for.**
3. **The President, Public Information Coordinator, and any other person involved, shall confer and decide on the appropriate action.**
4. **All calls from the media are referred directly to the President or, in the event of his absence, the Public Information Coordinator.**

MASS CARE / HUMAN SERVICES

Reid State Technical College does not provide student housing or a student cafeteria. As such, Reid State would not be prepared as an institution to provide mass care or human services to personnel and students. Personnel and students are evacuated to an alternate site or home based on emergency or disaster needs. However, in the event of a major hurricane, Reid State is designated as a Critical Medical Evacuation site by the Alabama Department of Public Health. In a partnership with the ADPH and the American Red Cross, the Reid State Evergreen Campus will act as a temporary shelter for critical residents, and the American Red Cross and ADPH will provide supplies and emergency staffing as Necessary. The Interim President coordinates with these two agencies in establishing this in the event of an emergency. Only two buildings on campus, Buildings 100 and 200, are used for this purpose, and as such,

both are equipped with backup generation of power in case of power outage. These buildings are inspected annually by the ADPH and American Red Cross, and a review of supplies is conducted at that time.

RESOURCE MANAGEMENT

During an emergency, it may be necessary for resources to be obtained and distributed, or resources already on hand to be redistributed to other areas of the campus. For accountability purposes, the Business Office, under the direction of the President and the Business Manager, will implement methods to manage the reallocation of resources in an effort to track expenditures and ensure adequate resources are available during recovery efforts. Additionally, the college may have to partner with the local EMA in recovery efforts and allocation of resources. The Business office will assume responsibility for all tracking and also information for handling the disbursement of any FEMA reimbursements during the recovery effort.

General

A. **College departments will use their own resources and equipment during emergencies and will have control over the management of these resources when the resources are needed to respond to the emergency situation.**
B. **Business Manager will prepare routine procurement procedures for the acquisition or replacement of resources during day-to-day operation and also develop a procurement system to acquire expendable supplies during emergencies.**
C. **The Business Office shall serve as the single source of supply and support for all other emergency services and will be the only department to request a retraction of services during recovery.**
D. **Reference information for FEMA guidelines can be found at FEMA website at http://www.in.gov/dhs/files/reimburse.pdf**

Organization

A. The Business Office will have overall responsibility for the coordination of resources.
B. The department having primary control on a day-to-day basis of a resource needed during emergency operations will continue to control that resource during emergencies.
C. The acquisition or replacement of a resource will follow routine procurement procedures exercised by the Business Office. In emergency situations, the Business Manager will develop the means and the authority for the immediate procurement of life safety equipment and expendable supplies.

Responsibilities

A. Emergency Director

- **Analyze personnel and equipment requirements to meet potential hazards.**

B. Business Office

- **Coordinate resource use under emergency conditions and provide a system to protect these resources.**
- **Identify resources and maintain current inventories of resources including sources and quantities.**
- **Relocate anticipated resources to safe locations when an advanced warning is given.**
- **Set priorities on available resources and implement resource controls to restore essential services.**
- **Provide for the deployment, recall, and monitoring of resource equipment,**
- **Maintain an inventory list.**

C. Purchasing

- **Develop procedures for initiating and maintaining financial accounting records for all departments during emergencies.**
- **Develop procedures for the procurement and delivery of essential resources and supplies on a timely basis.**
- **Provide for the storage, maintenance and replenishment/replacement of essential equipment and materials.**
- **Identify and provide resources for special or critical facilities.**
- **Provide for the procurement of additional protective equipment, instruments, antidotes, and clothing for use in a hazardous chemical or radiological environment.**

Direction and Control

A. Utilization of resources under the operational control of the College will be under control of the Emergency Director with direction from the department having ownership of the resource.
B. The commitment of resources from outside the college will be initiated by the individuals or departments with mutual aid agreements with operational control being exercised by the on-site commander of the service requiring that resource.
C. The mutual aid agreements developed pre-disaster will determine who will move, operate and bear the cost of operation for equipment used under emergency conditions.

Policies

A. **Records and reports pertaining to resource management will be the responsibility Purchasing.**
B. **Purchasing will compile a record of equipment usage and supply consumption from reports provided by units during emergency operations.**
C. **The Business Manager will develop procedures to expedite the acquisition of supplies in emergencies and account for all monies expended during emergency - response and recovery operations.**

CRITICAL INFRASTRUCTURE

Reid State Technical College recognizes that infrastructure such as power, water, and communications systems may be damaged throughout the service area as well as on campus. Reid State does house two on-site power generation systems for Buildings 100, and in general, emergency operations may be handled from these buildings based on need. The Emergency Director and Safety Coordinator will work closely with the Conecuh County EMA, local municipalities, and power and communications companies to establish critical facility infrastructure needed to aid in the recovery process. The order at which those systems may be brought back on-line can be influenced by the greater needs of the surrounding communities and resources available. Reid State will maintain availability of personnel to coordinate with contract resources to bring these systems back online on campus during an emergency.

FIREFIGHTING

Reid State Technical College relies on local fire departments within the City of Evergreen and Conecuh County for firefighting response. Reid State does not maintain personnel on site for firefighting. However, all staff are trained in the appropriate location and use of fire extinguishers, fire alarms, and emergency evacuation plans.

1. **The Safety Committee Chairperson is responsible for ensuring that fire extinguisher training is conducted and documented on an annual basis and for ensuring and documenting that all fire evacuation drills are performed as scheduled.**
2. **Purchasing is responsible for ensuring that vendor maintenance of fire extinguishers is performed in a timely fashion.**
3. **The Safety Committee is responsible for inspecting all fire safety equipment monthly to ensure that it is in proper operational status. Check sheets are utilized to document safety findings during walkthroughs.**

4. **Faculty and Staff are responsible for communicating to students all evacuation plans and procedures, and for identifying the location of all fire extinguishers and maps for student reference.**
5. **Students are responsible to follow the direction by faculty and staff in the event of a fire.**

PREVENTION AND PROTECTION

Prevention and protection encompass actions taken regularly throughout the year to prepare for and prevent the effects of disasters. These include actions taken to protect lives and property.

1. **The College's Safety Committee Chairperson is the point of contact for all emergency management programs, including preparedness.**

2. **The Safety Committee will meet periodically throughout the year to participate in emergency exercises, including college exercises, local exercises, and state exercises, to improve preparedness measures. The Safety Committee will also participate in writing and updating plans and procedures, including this Health and Safety plan, for emergencies on campus.**

3. **Departments will educate staff about emergency procedures and provide staff members with written plans and checklists for reference. Departments will maintain all needed disaster supplies on hand and keep emergency contact information up to date.**

4. **Business office personnel will ensure proper disaster preparedness funding is received by the college and will track how this money is spent.**

5. **Relationships with Conecuh County Emergency Management and the City of Evergreen will be maintained through meetings, participation in exercises, and regular contact. Relationships will also be fostered with local media**

6. **Preparedness actions will focus on actions promoting the protection of public health and safety, responder health and safety; and property and the environment.**

7. **All College Departments should train employees on basic preparedness procedures and general departmental plan for responding to an emergency. This training should be conducted and documented annually.**

REPORTING A CLASSROOM EMERGENCY - Evergreen Campus

If a situation appears to be an emergency, a life-threatening accident, or injury, immediately

Type of Emergency	Contact Person/ Action	Telephone #
Medical	Paramedics James Wilkins Jody Williamson	Call 911 251.578.1313 x 162 or 251.227.9417 (cell) 251.578.1313 x 148 or 251.714.6098 (cell)
Fire, Explosion, Etc.	***Activate Fire Alarm*** Evergreen Police James Wilkins Jody Williamson	 Call 911 251.578.1313 x 162 or 251.227.9417 (cell) 251.578.1313 x 156 or 251.714.6098 (cell)
Bomb Threat or Criminal Acts	Evergreen Police James Wilkins Jody Williamson	Call 911 251.578.1313 x 162 or 251.227.9417 (cell) 251.578.1313 x 156 or 251.714.6098 (cell)
Maintenance Emergencies	Mr. Ernest Grace Dr. Coretta Boykin	251.227.0097 (cell) 251.578.1313 x 137 or 251.227.0270 (cell)
Inclement Weather	Dr. Kevin Ammons Dr. Coretta Boykin	251.578.1313 x 231 or 334.674.0579 (cell) 251.578.1313 x 137 or 251.227.0270 (cell)
Tornado Warning	Dr. Kevin Ammons Dr. Coretta Boykin Jody Williamson	251.578.1313 x 231 or 334.674.0579 (cell) 251.578.1313 x 137 or 251.227.0270 (cell) 251.578.1313 x 156 or 251.714.6098 (cell)
Hurricane Warning	Dr. Kevin Ammons Dr. Coretta Boykin	251.578.1313 x 231 or 334.674.0579 (cell) 251.578.1313 x 137 or 251.227.0270 (cell)
Other Emergencies	Evergreen Police James Wilkins Dr. Kevin Ammons Jody Williamson Dr. Coretta Boykin	251.578.1111 251.578.1313 x 162 or 251.227.9417 (cell) 251.578.1313 x 231 or 334.674.0579 (cell) 251.578.1313 x 156 or 251.714.6098 (cell) 251.578.1313 x 137 or 251.227.0270 (cell)

contact the appropriate college personnel and/or personnel external to the college.

Day Classes 7:00 a.m. – 5:00 p.m.

Off -Campus Emergencies

In case of an Injury, illness, or other emergency involving faculty, staff or students at an off-campus instructional site please contact James Wilkins at 251.578.1313 x 162 or 251.227.9417 (cell), Dr. Kevin Ammons at 251.578.1313 x 231 or 334.674.0579 (cell), and Jody Williamson at 251.578.1313 x 156 or 251.714.6098 (cell).

REPORTING A CLASSROOM EMERGENCY - Evergreen Campus

Evening Classes 5:00 p.m. – 10:00 p.m.

Type of Emergency	Contact Person/ Action	Telephone #
Medical	Paramedics James Wilkins Jody Williamson	Call 911 251.578.1313 x 162 or 251.227.9417 (cell) 251.578.1313 x 156 or 251.714.6098 (cell)
Fir, Explosion, Etc.	***Activate Fire Alarm*** Evergreen Police James Wilkins Jody Williamson	 Call 911 251.578.1313 x 162 or 251.227.9417 (cell) 251.578.1313 x 156 or 251.714.6098 (cell)
Bomb Threat or Criminal Acts	Evergreen Police James Wilkins Jody Williamson	Call 911 251.578.1313 x 162 or 251.227.9417 (cell) 251.578.1313 x 156 or 251.714.6098 (cell)
Maintenance Emergencies	Mr. Ernest Grace Mrs. Lynne Steadman	251.227.0097 (cell) 251.578.1313 x 104 or 251.362.1593 (cell)
Inclement Weather	Dr. Kevin Ammons Dr. Coretta Boykin	251.578.1313 x 231 or 334.674.0579 (cell) 251.578.1313 x 137 or 251.227.0270 (cell)
Tornado Warning	Dr. Kevin Ammons Dr. Coretta Boykin Jody Williamson	251.578.1313 x 231 or 334.674.0579 (cell) 251.578.1313 x 137 or 251.227.0270 (cell) 251.578.1313 x 156 or 251.714.6098 (cell)
Hurricane Warning	Dr. Kevin Ammons Dr. Coretta Boykin	251.578.1313 x 231 or 334.674.0579 (cell) 251.578.1313 x 137 or 251.227.0270 (cell)
Other Emergencies	Evergreen Police James Wilkins Dr. Kevin Ammons Jody Williamson Dr. Coretta Boykin	251.578.1111 251.578.1313 x 162 or 251.227.9417 (cell) 251.578.1313 x 231 or 334.674.0579 (cell) 251.578.1313 x 156 or 251.714.6098 (cell) 251.578.1313 x 137 or 251.227.0270(cell)

Off -Campus Emergencies

In case of an Injury, illness, or other emergency involving faculty, staff or students at an off-campus instructional site please contact James Wilkins at 251.578.1313 x 162 or 251.227.9417 (cell), Dr. Kevin Ammons at 251.578.1313 x 231 or 334.674.0579 (cell), and Jody Williamson at 251.578.1313 x 156 or 251.714.6098 (cell).

EMERGENCY PROCEDURES - Evergreen Campus

Building Evacuation

In the event it becomes necessary to evacuate a building, all occupants are expected to vacate the facility as directed by the signage displayed in each building.

Tornado or Hurricane Warning

Campus Security and Safety Coordinator will notify the Administration Receptionist or alternate designee when a warning is issued; Administration Receptionist or designee will then send a notification of the warning via REIDNOW and make an announcement via intercom system; building representatives must notify Administration Receptionist or designee and confirm they have received the message; building representatives inform building occupants a warning has been issued, and building occupants must assemble quickly to building "Safe Zone"; building representatives must from that point monitor weather radios and telephones until the warning is canceled; occupants should move to the bottom floor of the building in which they are located (R.S.T.C. Edith A. Gray Library and Atmore Campus); all occupants should avoid glass areas; when the inclement weather warning is over, the all-clear notification is given by the campus security and normal activities will resume. Under no circumstances are persons to be sent home during a tornado or hurricane warning.

Accident or Injury

In the event of an accident or injury on campus, the following procedures must be followed: call the paramedics if necessary and then call campus security. The injured party, if not serious, must be accompanied to see Ms. Sharon North in Administration to fill out necessary insurance papers; an accident report is to be completed by the Safety Committee Chairperson, (Jody Williamson); the injured party is transported to the hospital or doctor's office for treatment. If the accident occurred off campus (participation at College Functions) the same procedure should be followed.

REPORTING A CLASSROOM EMERGENCY - Monroeville Campus

If a situation appears to be an emergency, a life-threatening accident, or injury, immediately contact the appropriate college personnel and/or personnel external to the college.

Day Classes 7:00 a.m. – 5:00 p.m.

Type of Emergency	Contact Person/ Action	Telephone #
Medical	Paramedics James Wilkins Chad Jerkins Jody Williamson	Call 911 251.578.1313 x 162 or 251.227.9417 (cell) 251.363.8188 251.578.1313 x 156 or 251.714.6098 (cell)
Fire, Explosion, Etc.	***Activate Fire Alarm*** Monroeville Police Chad Jerkins Jody Williamson	 251.575.3246 or Call 911 251.363-8188 251.578.1313 x 156 or 251.714.6098 (cell)
Bomb Threat or Criminal Acts	Monroeville Police Chad Jerkins James Wilkins Jody Williamson	251.575.3246 or Call 911 251.363.8188 251.578.1313 x 162 or 251.227.9417 (cell) 251.578.1313 x 156 or 251.714.6098 (cell)
Maintenance Emergencies	Chad Jerkins Mr. Ernest Grace Dr. Coretta Boykin	251.363.8188 251.227.0097 (cell) 251.578.1313 x 137 or 251.227.0270 (cell)
Inclement Weather	Chad Jerkins Jody Williamson Dr. Kevin Ammons	251.363.8188 251.578.1313 x 156 or 251.714.6098 (cell) 251.578.1313 x 231 or 334.674.0579 (cell)
Tornado Warning	Chad Jerkins Jody Williamson Dr. Kevin Ammons Dr. Coretta Boykin	251.363.8188 251.578.1313 x 156 or 251.714.6098 (cell) 251.578.1313 x 231or 334.674.0579 (cell) 251.578.1313 x 137 or 2510.227.0270 (cell)
Hurricane Warning	Dr. Kevin Ammons Dr. Coretta Boykin	251.578.1313 x 231 or 334.674.0579 (cell) 251.578.1313 x 137 or 251.227.0270 (cell)
Other Emergencies	Monroeville Police James Wilkins Jody Williamson Dr. Coretta Boykin	251.575.3246 or Call 911 251.578.1313 x 162 or 251.227.9417 (cell) 251.578.1313 x 156 or 251.714.6098 (cell) 251.578.1313 x 137 or 251.227.0270 (cell)

Off -Campus Emergencies

In case of an Injury, illness, or other emergency involving faculty, staff or students at an off-campus instructional site please contact James Wilkins at 251.578.1313 x 162 or 251.227.09417 (cell), Dr. Kevin Ammons at 251.578.1313 x 231 or 334.674.0579 (cell), and Jody Williamson at 251.578.1313 x 156 or 251.714.6098 (cell).

EMERGENCY PROCEDURES - Monroeville Site

Building Evacuation

In the event it becomes necessary to evacuate a building, all occupants are expected to vacate the facility as directed by the signage displayed in each building.

Tornado or Hurricane Warning

Campus Security and Safety Coordinator will notify the Administration Receptionist or alternate designee when a warning is issued; Administration Receptionist or designee will then send a notification of the warning via REIDNOW and make an announcement via intercom system; building representatives must notify Administration Receptionist or designee and confirm they have received the message; building representatives inform building occupants a warning has been issued, and building occupants must assemble quickly to building "Safe Zone"; building representatives must from that point monitor weather radios and telephones until the warning is canceled; occupants should move to the bottom floor of the building in which they are located (R.S.T.C. Edith A. Gray Library and Atmore Campus); all occupants should avoid glass areas; when the inclement weather warning is over, the all-clear notification is given by the campus security and normal activities will resume. Under no circumstances are persons to be sent home during a tornado or hurricane warning.

Accident or Injury

In the event of an accident or injury on campus the following procedures must be followed: call the paramedics if necessary and then call campus security. The injured party, if not serious, fill out necessary insurance papers; an accident report is to be completed and forwarded to the chairperson of the Safety Committee, (Jody Williamson); the injured party is transported to the hospital or doctor's office for treatment. If the accident occurred off campus (participation at College functions) the same procedure should be followed.

EVACUATION PROCEDURES

IN AN EMERGENCY……...POLICE/FIRE/AMBULANCE……..…..….DIAL 911

In an emergency in which the college administrators or emergency contact persons CANNOT be reached, dial 911

Building Evacuation

a. **All building evacuations will occur when notified via phone system and/or upon notification by Campus Security or Building Coordinator.**
b. **When notified to evacuate the building during an emergency, leave by the nearest marked exit and alert others to do the same.**
c. **ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING!**
d. **Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.**
e. **DO NOT return to an evacuated building unless told to do so by a College Official.**

IMPORTANT: After any evacuation, report to your designated area assembly point. Stay there until an accurate headcount is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

Building Evacuation Plans are found in the Maps section of this document.

Campus Evacuation

A. **Evacuation of all or part of the campus grounds will be announced by the Emergency Coordinator as described.**
B. **All persons (students and staff) are to immediately vacate the site in question and relocate to another part of the campus grounds as directed.**

Note: Whether undergoing a building or campus evacuation, all attempts are to be made to account for all persons during the headcount. If a person or persons remain unaccounted for, under no circumstances are college personnel or students to re-enter the area to search for unaccounted for personnel. If personnel are unaccounted for, the Senior Building Emergency Coordinator is to notify First Responder personnel and the Emergency Director of the inaccurate headcount, the likelihood of the unaccounted for personnel being located in the emergency area, and if so, the last known whereabouts of the unaccounted for personnel.

ASSEMBLIES and OTHER EVENTS

Although Reid State does not participate in organized sporting activities, various meetings and assemblies are held periodically throughout the year. These events include graduation ceremonies, pinning ceremonies, advisory meetings, and other community and/or state-sponsored meetings. These activities generally occur within two areas; the library and the auditorium and often involve members from the community as well as faculty, staff: and students.

For organized meetings, and when possible, it is the responsibility of the President and Safety Coordinator to ensure that all outside meeting organizers are made aware of fire and inclement weather information, and the location of fire extinguishers and first aid kits and any special procedures for their use. Additionally, notification procedures in the event of an emergency should be made available as well.

For other Reid State sponsored events, the responsibility for managing the safety of attendees will be that of the President, Safety Coordinator, and Security personnel.

For activities within the library, fire and inclement weather procedures will be followed as listed for that particular building. These activities may be directed by Reid State safety personnel as necessary. For events located within the auditorium, the procedures will be as follows: '

Fire

- **All attendees will be asked to move toward the nearest exit calmly. It is essential to ensure a calm and orderly exit to prevent panic.**
- **Instruct all persons in the auditorium to move to the area outside of the library by the flagpole to begin accounting for all persons as is possible.**
- **Ensure pathway is clear for emergency vehicles.**
- **The president and/or Safety Coordinator will coordinate the exit of persons from the parking lot areas to their homes in conjunction with emergency personnel. If personal vehicles were damaged in the emergency, college personnel would work with local resources to ensure transportation to home.**

Tornado/Inclement Weather

- **All attendees will be asked to move toward the rear exits of the auditorium calmly. It is essential to ensure a calm and orderly retreat to prevent panic.**
- **Instruct all persons in the auditorium to move through the receptionist area to the office area in the administration building and to fill in as tightly as possible. When necessary, Reid State personnel will direct community persons to areas as needed.**

- **The President and/or Safety Coordinator will have all persons remain in the area until it has been determined that the emergency has passed.**
- **At that point, the Safety Coordinator will evaluate the safety of the area immediately outside of the building and provide a rapid damage assessment to determine if it is safe for personnel to leave the building and exit to the parking lot area.**
- **Ensure pathway is clear for emergency vehicles.**
- **The President and/or Safety Coordinator will coordinate the exit of persons from the parking lot areas to their homes in conjunction with emergency personnel. If personal vehicles were damaged in the emergency, college personnel will work with local resources to ensure transportation to home.**

Active Shooter/Bomb Threat

See Addendum A p.205

MAPS

Aerial Map of College

MEDICAL AND FIRST AID

CALL THE CAMPUS SWITCHBOARD OPERATOR/RECEPTIONIST IF YOU NEED ASSISTANCE

Emergency Telephone Number – 100
Off-Campus Emergencies Dial 911
Nursing Department extension 124 or 145

1. **If serious injury or illness occurs on campus, immediately dial 911. Give your name, describe the nature and severity of the medical problem, and the campus location of the victim. During the daytime hours, additionally, notify the switchboard operator by dialing 100 and notify the Nursing Department at extension 124 or 145.**
2. **In case of minor injury or illness, provide first aid care. (NOTE: Only Red Cross trained personnel should provide first aid treatment (i.e., first aid, CPR) Use only sterile first aid materials.**
3. **In case of severe injury or illness, CPR trained personnel should quickly perform the following steps (NOTE: Only CPR trained staff should provide first aid treatment (i.e., first aid, CPR):**

    a) **Keep the victim still and comfortable. DO NOT MOVE THE VICTIM.**
    b) **Ask the victim, "Are you okay?" and "What is wrong?"**
    c) **Check for breathing and give artificial respiration if necessary.**
    d) **Control severe bleeding by direct pressure on the wound.**
    e) **Continue to assist the victim until help arrives.**
    f) **Look for emergency medical I.D., question witness(es) and give all information to the paramedics.**

First Aid Kit/eye Wash/fire Blanket Locations

Building	Locations
Library	**First floor located outside Circulation Desk office. Second floor located on the wall between rooms 205 and 206.**
Administration	**One located on the wall inside front office entrance, one located in the kitchen hall area.**
100 Office Administration Phlebotomy	**Classrooms 103 and 106, Phlebotomy Instructor Office across from classroom 105, WIOA Office, Testing Lab, Childcare Kitchen area**
200 - Nursing	**Room 202,212,208. Eyewash stations located in rooms 202 and 208.**
300 - Welding	**Two located in instructor office, one located in cutting room, one located in the classroom. Fire blanket cabinet located outside of instructor office.**
400 - Student Services	**One located in the main lobby.**
400 - Adult Education	**One located in the main classroom, one located in computer lab, one located in storage room/office.**
600 - Cosmetology	**One large one located on the main desk in the lobby, one located in lead instructor office, one located in the break room Eyewash station located on the northwest wall in corner Fire blanket located on the wall behind the desk in main lobby.**
700 - ILT	**One by the main entrance, one outside Instructor Office, one in Instructor Office, Eyewash and Fire Blanket outside of Instructor Office**
700-INT	**One by the main entrance, one outside Instructor Office, one in Instructor Office, Eyewash outside of Instructor Office**
Truck Driving	**One located in instructor office and one located in the break room. Fire blanket located in Main Classroom.**
Maintenance Area	**One located outside of Maintenance Office, one in .Maintenance Office, Eyewash outside of Tool Cage, Fire Blanket outside of Tool Cage**
Student Center	**2 in Computer Services Assistant Office**
Bookstore	**Located on the wall outside of restroom located on east wall up the ramp.**

Security	**Inside the Security Office**
Monroeville Campus	**Located in hallway.**

THUNDERSTORMILIGHTNING SAFETY

1. **PLAN in advance your evacuation and safety measures. When you hear thunder, you are potentially in the lightning strike zone for that thunderstorm. Now is the time to go to a building or a vehicle. Lightning often precedes rain, so suspend outdoor activities well before the storm arrives, preferably before the time between a lightning flash and the associated thunder gets to 30 seconds or less.**

2. **IF OUTDOORS ... Seek shelter in a building or your vehicle (only if no buildings are close by). Keep the doors and windows closed. Avoid all metal objects including electric wires, fences, machinery, motors, power tools, etc. Unsafe places include underneath canopies, small picnic or rain shelters, or near trees.**

3. **IF INDOORS ... Avoid taking showers or washing dishes. Do not use the telephone. Turn off, and unplug (if not on good surge protection), computers, TV s, power tools, &other electronics. Lightning may strike exterior electric and phone lines, inducing shocks to inside equipment.**

4. **SUSPEND OUTDOOR ACTIVITIES AND REMAIN INDOORS until you have not heard thunder for 30 minutes or more.**

5. **PERSONS INJURED BY LIGHTNING should be treated ASAP, especially if they are unconscious. Individuals struck by lightning do not carry any residual charge from the lightning strike. Apply First Aid/CPR procedures to a lightning victim if you are qualified to do so. Call 911, Campus Security, and Nursing at extension 124 or 145 and send for help immediately. Treating a lightning strike victim in the first 5 minutes can mean the difference between life and death.**

6. **KNOW YOUR EMERGENCY TELEPHONE NUMBERS.**

TORNADO

TORNADO WATCH: A tornado watch means that conditions are favorable for tornadoes to form. Under this situation, close attention should be paid to changing weather conditions and listen for additional weather statements. When a tornado watch is posted, Reid State Technical College will be notified by the National Weather Bureau. Upon notification, the Switchboard Operator/Receptionist is to inform the President's Office, Security, the Director of Students, the Dean of Instructional Services, and the Executive Director of Finance. The Switchboard Operator/Receptionist is then to monitor the weather radio and listen for further bulletins and also the Security Officer will closely monitor the police radio for additional information that may be passed by Civil Defense and/or other law enforcement agencies. The Switchboard Operator notifies all buildings via PA system or telephone. Additionally, messages are sent to all faculty, staff, and students Via Reid Now and Campus Cast of the special weather alert with necessary instructions for seeking shelter or evacuation.

Upon notification by the Switchboard Operator/Receptionist, the Director of Students should notify the following departments and an alert is sent out by the Switch Board Operator/Receptionist or Designee through Campus Cast alert system and the telephone system, based on the nature of the emergency:

President
Director of Instruction/Workforce Development
Department Chairpersons
Building Coordinators
Buildings/Grounds Superintendent

TORNADO WARNING: A tornado warning is issued when an actual tornado has been observed either visually or on the radar. The warning is issued for a particular area, and immediate action is required. A tornado generally moves at 20 to 60 miles per hour forward speed, so warning time is critical. When a tornado warning is received for the Evergreen or Atmore area, the same notification procedures as listed above should be followed. However, under a warning condition the following additional action should be taken:

1. **All classes should be moved to the hallway.**
2. **Everyone should stay clear of windows and exterior doors.**
3. **Individuals should leave vehicles and seek shelter in a building.**

4. **Any outdoor activities should be ceased, and everyone moved inside.**
5. **The seating area of the auditorium should be evacuated.**

When a tornado watch or warning is canceled, the same notification procedures as above should be followed,

If any damage or injuries resulting from a tornado or damaging winds, notify the campus Switchboard Operator/Receptionist by dialing 251-578-1313. Ext. 100 or if after regular working hours notify the Evergreen Police Department or Atmore Police Department or dial 911.

Tornado Safe Zones

Building	Tornado Safe Zone
Library	**When only Faculty Staff in the building, safe zone will be the kitchen. When students or large numbers of guests are present, kitchen, mechanical closet, and men's & women's bathrooms.**
Administration	**Vault on Business Office side of the building**
100 - Office Administration *I* Phlebotomy	**Hallway between classroom 102 and 105 with classroom doors closed.**
200 - Nursing	**Inner hallway located between bathrooms and faculty/staff offices.**
300 - Welding	**Tool room located on west end of the building by the instructor's office.**
400 ~ Student Services	**Kitchen located between restroom and main desk**
400 - Adult Education	**Offices #1 and 2, located next to the main lobby.**
600 - Cosmetology	**Break room located on the west end of the building.**
700 - ILT	**Restroom located in on the west wall of the building outside of the instructor's office.**
700 - INT	**Restroom located in on the east wall of the building outside of the instructor's office.**
Truck Driving	**Maintenance Room and Restroom**
Maintenance Area	**Restroom or office in Maintenance area. If on other areas of campus, report to nearest shelter.**
Student Center	**If time permits evacuate to building 400, Adult Education is. If not, seek shelter in the offices in the Student Center under desk or**

	table.
Bookstore	**Restroom located oil east wall up the ramp.**
Security	**Exit Security Office and seek the nearest shelter. If time does not permit, seek shelter under a desk or sturdy table in the office.**
Monroeville Campus	**Men and women's restrooms.**

WINTER STORM/ICE

A winter storm with substantial snow and ice has the potential for immobilizing the campus and the communities served by the college. Due to the lack of winter road equipment maintained by the state, the Governor of the State of Alabama will typically declare a state of emergency and close the highways. Likewise, the ACCS Chancellor will declare an emergency and direct that colleges within the affected areas implement emergency plans as necessary.

The Interim President has the responsibility to determine the closure of either or both campuses, and the announcement will be made through the Reid Now and Campus Cast systems, along with being communicated to local media outlets.

FIRE

In an emergency, Dial 911

ON-CAMPUS EMERGENCIES, dial 100 during regular working hours or 911. OFF-CAMPUS EMERGENCIES, dial 911

IN ALL CASES OF FIRE - THE EVERGREEN FIRE DEPARTMENT MUST BE NOTIFIED IMMEDIATELY!

1. **Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.**
2. **If a minor fire appears controllable, IMMEDIATELY contact the fire department and campus Switchboard Operator/Receptionist. Pull building fire alarm. Then promptly direct the charge of the fire extinguisher toward the base of the flame.**
3. **If an emergency exists, notify the Switchboard Operator/Receptionist who will announce phone system to evacuate the building. Pull the building fire alarm.**
4. **On large fires that do not appear controllable, IMMEDIATELY notify the fire department and the College administration. Then evacuate all rooms, closing all doors and windows to**

confine the fire and reduce oxygen - <u>DO NOT LOCK DOORS!</u>

5. **When notified via phone system by the Switchboard Operator/Receptionist that an emergency exists, evacuate the building by walking quickly to the nearest marked exit and alert others to do the same. Upon notification by the Switchboard Operator/Receptionist, the Dean of Students & Instructional Services should notify the following departments and an alert is sent out through Campus Cast alert system and the telephone system based on the nature of the emergency:**

   President
   Department Chairpersons
   Building Coordinators
   Buildings/Grounds Superintendent

6. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!**
7. **Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.**
8. **If requested, assist emergency crews as necessary.**
9. **A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.**
10. **DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official.**
11. **Note: Pulling the fire alarm does not automatically notify the fire department or 911 they must be notified via telephone.**

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.
<u>DO NOT PANIC!</u>

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

Fire Assembly Areas

Building	Fire Assembly Area
Library	**Grassy area around flagpoles, street side of library.**
Administration	**Grassy area around flagpoles, street side of library**
100 - Office Administration / Phlebotomy	**Grassy area south of bookstore on the west end of Building 100.**
200 - Nursing	**Grassy area south of bookstore on the west end of Building 100.**
300 - Welding	**Grassy area south of bookstore on the west end of Building 100.**
400 - Student Services	**Parking area north side of welding, west end of building 400**
400 ~ Adult Education	**The grassy area located on the east end of the building 200, street side of security.**
600 - Cosmetology	**Parking area north side of welding, west end of building 400**
700 - lLT	**Parking area north side of welding, west end of building 400**
700 -INT	**Parking area north side of welding, west end of building 400**
Truck Driving	**Trailer parking area outside of Main Entrance to building.**
Maintenance Area	**The grassy area located on the east end of the building**

	200, street side of security.
Student Center	**The grassy area located on the east end of the building 200, street side of security.**
Bookstore	**Grassy area south of bookstore on the west end of building 100.**
Security	**The grassy area located on the east end of the building 200, street side of security.**
Monroeville Campus	**The parking lot.**

EXPLOSION, AIRCRAFT DOWN (Crash)

In the event a mishap occurs such as an explosion or a downed aircraft (crash) on campus, take the following actions:

1. **Immediately take cover under tables, desks and other objects which will give protection against falling glass or debris.**
2. **After the effects of the explosion and/or fire have subsided, notify the College Administrators, College Switchboard, or dial 911 if after regular working hours. Give your name and describe the location and nature of the emergency.**
3. **If necessary, or when directed to do so, activate the building alarm.**
4. **When notified via phone system or when told to leave by College officials, walk quickly to the nearest marked exit and ask others to do the same.**
5. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!**
6. **Once outside move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly points.**
7. **If requested, assist emergency crews as necessary.**
8. **A campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.**
9. **DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College Official.**

IMPORTANT: After any evacuation, report to your 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 building occupants.

MAJOR INTERSTATE ACCIDENT with CHEMICAL CONSIDERATIONS

Due to the proximity of Reid State to the interstate, consideration must be given to a significant accident with chemical considerations on the interstate. During this type of emergency, transportation into campus, transportation off of campus, and the accessibility of roads leading

away from campus may have to be managed as needs arise. Reid State will work with the Conecuh County EMA, ALDOT, Alabama State Troopers, and local law enforcement to determine the actions of the campus based on the determination of EMA and EMS personnel. Additionally, Reid State Emergency Team members will assess the needs for faculty, staff, and students to be evacuated to alternate areas or home. The Campus Safety Committee assumes the responsibility for mapping routes leading to and from campus for emergency purposes. Based on the needs that arise during a given emergency, the Safety Coordinator may identify alternate muster sites for evacuation purposes, and transportation to these sites will be considered in this plan.

Nonessential Personnel and Students

1. **The Emergency Director and Safety Coordinator will work with local EMA and EMS personnel to determine what actions are needed by the college.**
2. **The Safety Coordinator will verify the status of all personnel on campus.**
3. **Campus Security and Maintenance personnel will set up cones to manage traffic flow and access and will assess the safest passage throughout campus.**
4. **When it is deemed safe to do so, and the roads are accessible, nonessential personnel and students will be allowed to evacuate the campus to an alternate location or home.**
5. **Emergency transportation will be provided as possible through local fire and ambulance services as needed and coordinated with Conecuh County EMA officials.**
6. **Other resource needs will be assessed on an ongoing basis, and the Safety Coordinator will coordinate access and direction for the resources as needed.**

Access to Campus

1. **Due to the need for accountability and control, access to the campus will be limited to emergency personnel, essential personnel, and resources being supplied to the college during an emergency by the Conecuh County EMA and local law enforcement and fire personnel.**
2. **A pickup point for family members to pick up non-essential personnel and students will be established based on the type of emergency and the needs of the staff.**
3. **Campus Security and Maintenance personnel will direct traffic flow and control access to the campus. Additional requirements may include coordination of the pickup point.**

STRUCTURAL FAILURE OF A BUILDING

IN AN EMERGENCY……..POLICE/FIRE/AMBULANCE .....DIAL 911

In an emergency in which the college administrators or emergency contact persons CANNOT be reached, dial 911.

Structural Failure

a. **If all or part of a building collapses, immediately evacuate the building through the safest and nearest available exit.**
b. **If safe to do so, proceed to a clear area at least 500 feet from the affected building. Keep streets, fire lanes, hydrant areas, and Walkways clear for emergency vehicles and personnel. Know your area assembly points. Immediately call 911, and notify the switchboard operator at extension 100. Notify Campus Security.**
c. **ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING!**
d. **DO NOT return to an evacuated building unless told to do so by a College Official.**

IMPORTANT: After any evacuation, report to your designated area assembly point. Stay there until an accurate headcount is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

HAZARDOUS MATERIAL RESPONSE

If a chemical spill occurs on campus, the instructor in charge of the classroom where the spill occurred will direct students away from the chemical spill per the specific hazard procedures later outlined in this manual. Responsibilities are assigned for on-campus reporting and procedures. Faculty should have MSDS sheets on chemicals routinely used in each lab. These sheets will provide guidance as to the level of response.
When a hazardous material incident occurs off campus, the president or designee may be informed by the fire department, sheriff's department, or emergency management agency. The reporting agency will indicate whether the safest measure is school evacuation or remaining in school buildings. If the reporting agency reports evacuation from school premises is necessary, students will be evacuated to a secure site, which is dependent on the prevailing wind. Information on assembly site will be provided through the college's Emergency Notification System. If faculty and students cannot evacuate, instructors will close windows and remain in the classroom until further instructions are given.

Off-Campus Chemical or Hazardous Release or Spill

President or Designee

- **Receives the call from community emergency services**
- **Notifies campus Security**
- **Notifies switchboard operator**
- **Determines college action**

Switchboard Operator

- **Initiates College Emergency Notification System**

Faculty, Staff, and Students

- **If instructed to evacuate, follow the emergency evacuation plan.**
- **If instructed to shelter in place, close all windows and doors and await further instructions.**

UTILITY FAILURE

1. **In the event of a major utility failure occurring during regular working hours (6:45 a.m. through 4:30 p.m., Monday through Friday), immediately notify the college Switchboard Operator/Receptionist and/or Mr. Ernest Grace, Buildings/Grounds Superintendent**
2. **If there is a potential danger to building occupants, or if the utility failure occurs after hours, weekends or holidays, notify the college administrators through the Evergreen Police Department at 251-578-1111.**
3. **If an emergency exists, such as a gas leak, activate the building fire alarm. Otherwise, exit the building as related to the failure.**
4. **All building evacuations will occur when notified by the Switchboard Operator/Receptionist via phone system and/or when an emergency exists.**
5. **ASSIST PEOPLE WITH HANDICAPS IN EXITING THE BUILDING!**
6. **Once outside move to a clear area at least 500 feet away from the affected building(s). Keep the walkways, fire lanes, and hydrants clear for emergency crews.**
7. **If requested, assist the emergency crews as necessary.**
8. **A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.**
9. **DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official.**

ADDITIONAL INFORMATION AND PROCEDURES

Always observe steps "1" and "2" above whenever the following utility emergencies arise.

ELECTRICAL/LIGHT FAILURE

At present, campus building lighting may not provide sufficient illumination in corridors for safe exiting. It is therefore advisable to have a flashlight for emergencies.

PLUMBING FAILURE/FLOOD
Cease using all electrical equipment. Notify Switchboard Operator/Receptionist. If necessary, vacate the area.

SERIOUS GAS LEAK:
Cease all operations. DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT.

REMEMBER electrical arcing can trigger an explosion! Notify the College Administration (dial 100 on campus or 911 if after regular working hours).

NATURAL GAS/CHEMICAL OR RADIATION SPILL

1. **Any spillage of a hazardous chemical or radioactive material or natural gas leak is reported immediately to the College Administrators, Campus Security, and Evergreen, and Greenville Fire Department, and 911.**
2. **When reporting, be specific about the nature of the involved material and exact location. The College Administration will contact the necessary specialized authorities and medical personnel.**
3. **The key person on site should vacate the affected area at once and seal it off to prevent further contamination of the other areas until the arrival of the College Administrators.**
4. **Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity, and give their names to the College Administrators. Required first aid and cleanup by specialized authorities should be started at once.**
5. **If an emergency exists, notify the Switchboard Operator/Receptionist, who will, in turn, inform the College Administrators, Campus Security, and Evergreen/Greenville Fire Department and 911.**
6. **When an emergency exists, the Switchboard Operator/Receptionist will announce the phone system to evacuate the building. Walk quickly to the nearest marked exit and alert others to do the same.**
7. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!**
8. **Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and Walkways clear for emergency vehicles and crews.**
9. **If requested, assist Emergency crews as necessary.**
10. **A Campus Emergency Command Post may be set up near the emergency site. Keep**

streets, fire lanes, hydrants and walkways clear of the Command Post unless you have official business.

11. **DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official.**

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

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 exist as a result of the demonstration.

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

If any of these conditions exist, the college administration should be notified and will be responsible for contacting and informing the President. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed.

Peaceful, Non-obstructive Demonstrations

a) **Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked, and 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:**

(1) Arrangements will be made by the College Administration to monitor the situation during non-business hours, or
(2) Determination will be made to treat the violation of regular closing hours as a disruptive demonstration. (See Section 2.)

Non-violent, Disruptive Demonstrations

a) **If a demonstration blocks access to College facilities or interferes with the operation of the College:**
(1) Demonstrators will be asked to terminate the disruptive activity by the Director of Students (2) The Director will consider having a photographer available.
(3) Key College personnel and student leaders will be asked by the Director of Students to go to the area and persuade the demonstrators to desist. (4) The Director of Students or her designee will go to the area and ask the demonstrators to leave or to discontinue the

disruptive activities.

(5) If the demonstrators persist in the disturbing event, they will be apprised that failure to terminate the specified action within a determined length of time may result in disciplinary action including suspension or expulsion or possible intervention by civil authorities (see Attachment A). Except in extreme emergencies, the President will be consulted before such disciplinary actions are taken.

(6) Efforts should be made to secure identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable. (7) After consultation with the President, the need for an injunction and intervention of civil authorities will be determined.

(8) If a determination is made to seek the response of public authorities, the demonstrators should be so informed. Upon arrival of the local Police Department, the remaining demonstrators will be warned of the intention to arrest (see Attachment B).

Violent, Disruptive Demonstrations

If a violent demonstration in which injury to persons or property occurs or appears imminent, the President and the Dean of Students will be notified.

a. During Business Hours
- **(1) If advisable, the Director of Students will alert the President, who will then call a photographer to report to an advantageous location for photographing the demonstrators.**
- **(2) The President, in consultation with the Director of Students & Instructional Services, will determine the possible need for an injunction.**

b. After Business Hours
- **(1) The Director of Students should be immediately notified of the disturbance.**
- **(2) The Director of Students will investigate the disruption and inform the President.**
- **(3) The Director of Students will:**
  - **(a) Notify key administrators and if appropriate the administrator responsible for the building area.**
  - **(b) Notify the College Public Relations Office. (c) Arrange for a photographer.**
  - **(d) If necessary, the President or the Director of Students will call Evergreen Police Department if the problem is occurring on the Evergreen Campus or the Monroeville Police Department if a problem occurring on Monroeville Campus, for assistance.**

NOTE: The Director of Students reserves the right to call for police assistance without counsel

from others if it is deemed to be of paramount importance to the safety of persons involved.

ATTACHMENT A

Directive to Immediately Terminate Demonstration

(Identify Self)

This assembly and the conduct of each participant are severely disrupting the operations of the College and are in clear violation of the rules of the College. You have previously been called upon to disperse and terminate this demonstration. You have been given the opportunity to discuss your grievances in the manner appropriate to the College. (In no event will the Administration of this College accede to demands backed by force.) Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, I will, under the authority of the Alabama Community College System Board of Trustees, take whatever measures are necessary to restore order - including calling for police assistance. Any student who continues to participate in this demonstration is subject to possible arrest and will also be subject to suspension.

ATTACHMENT B

Directive to Immediately Terminate Demonstration with the Assistance of Police

(Identify Self)

You have previously been directed to terminate this demonstration, and you have been put on notice as to the consequences of your failures to do so. Since you have chosen to remain in violation of the rules and regulations of the College, each of you is at this moment suspended, subject to later review.

The Police will be called to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest.

CYBERSECURITY

Currently, Reid State Technical College does not have a formal Cyber and Electronic Information Security Plan in place. However, the College works closely with three vendors to ensure that our network is secure (external security). These vendors are Alabama Super Computer, Security Metrics, and Fortinet. Alabama Supercomputer provides Reid State's internet service protection as to content filtering on all internet usage. Security Metrics scans our network routinely for vulnerability to cyber-attacks as well as network security violations. Reid State's firewall is managed onsite by the Director of Computing Services and we also have an agreement with Fortinet to provide configuration and software updates.

As far as the internal security of the College's network, which includes virus protection, spyware protection, malware, and intrusion protection, all are provided by Symantec Endpoint Protection. Also, Windows Defender is offered free of charge via Microsoft with the purchase of each software package provided on PCs at the point of sale. It is College policy that all computers are password protected to prevent information and data related breaches.

The Director of Computer Services notifies the President for each event and ACCS~IT as necessary starts an investigation, and submits a formal report to ACCS-IT and ACCS~ Legal Department based upon the severity of the breach or cyber issue. At a minimum, the President is

notified through internal reporting methods. Reporting Cybersecurity Incidents:

- **Any student, staff, or faculty who become aware of a cybersecurity issue should inform the Director of Computer Services at once.**
- **The Director of Computer Services provides incident reports on cybersecurity incidents to the President for each event and ACCS-IT on an as needed basis.**
- **These reports are shared with the ACCS Chancellor's Office and ACCS-legal based on the type and severity of the breach.**

TERRORIST ACTS

The nature of hazards resulting from terrorist attacks or other off-campus disasters ranges from chemical, biological, nuclear/radiological and/or explosive. In the case of chemical attacks, general indicators of a terrorist attack include unexplained casualties and an unusual liquid, spay or vapor. In the case of a biological attack, hospitals and health centers may notice a strange illness and a definite pattern inconsistent with natural disease. If the Reid State Technical College faculty and staff see any such illnesses and erratic patterns they will report them immediately to local health authorities.

Assumptions

A. The initial detection of a terrorist attack will likely occur through responses to 911 calls where significant, multiple injuries and deaths have occurred, or unusual symptoms have been noticed.

B. If a terrorist event is even remotely suspected, the Office of Campus Security will immediately notify City and County emergency responders. If a terrorist incident is determined to have occurred, the City and County will notify Federal departments and agencies with counter-terrorism roles.

C. In some types of terrorist attacks, there could be a significant number of casualties and/or damage to College buildings or infrastructure. This could lead to the need to consider the temporary closure of the College or substantial changes in College operations.

D. The Emergency Response Team will play an essential role in making sure that the College's needs are well understood by those agencies and organizations involved with emergency response activities.

E. In the case of a terrorist attack affecting the campus, the College will have to rely very heavily on outside assistance provided by government agencies trained and equipped to respond to terrorist attacks. Potential responders include, but are not limited to, the City of Evergreen Police and Fire Departments, the Alabama State Highway Patrol, the National Guard, the

Federal Emergency Management Agency, the Federal Bureau of Investigations and the Center for Disease Control. Non-governmental agencies, such as the American Red Cross, may also be asked to assist.

CONCEPT OF OPERATIONS

A. Preparedness Phase
B. Response

a. If a terrorist event or another off-campus disaster that would have direct or significant indirect impacts on the campus should occur, the Emergency Response Team will assemble immediately at the Emergency Operations Center to determine what role the College should play in the response activities.

C. Recovery

ACTIVE SHOOTER RESPONSE
RUN/HIDE/FIGHT

DISCLAIMER: An individual must use his/her discretion during an active shooter event as to whether he/she chooses to run to safety or remain in place. However, best practices for surviving an active shooter event are listed below.

REMEMBER: Law Enforcement's priority is to confront and disable the threat.

DEVELOP A SURVIVAL MINDSET

- **Awareness and Preparation: Take time to understand your surroundings and environment before an emergency occurs. Ask yourself, "What if?" questions and develop a plan.**

IN AN ACTIVE SHOOTER EMERGENCY

Make a decision, trusting your instincts, to take action to protect yourself to survive the situation. You generally will have three options:

- **Run: Can you safely escape?**
- **Hide: Is there a right place to hide?**
- **Fight: Will you take out the shooter?**

RUN FOR SAFETY

- **If you can, and you deem it safe, get out and get to a safe place.**
- **Have an escape route and plan in mind.**
- **Evacuate regardless of whether others agree to follow.**
- **You will have to rely on instinct.**
- **Leave belongings behind, but take your cell phone if it is handy.**
- **Help others escape, if possible**

HIDING IN A SAFE PLACE

- **Find a hidden location.**
- **Find protection behind furniture if possible.**
- **Find a room that locks if you can.**
- **If possible, close and lock the outside door to the room. Blockade the door with furniture or other heavy objects.**
- **Close the blinds, turn off the lights, remain quiet, silence cell phones, spread out away from other individuals, and move behind available cover. Stay on the floor, away from doors or windows, and do not peek out to see what may be happening,**
- **Make a plan with others in the room about what you will do if the shooter enters. Make a total commitment to action and act as a team with others.**
- **Do whatever is necessary to survive the situation.**
- **If possible and safe to do so, report the location of the assailant.**

IF OUTSIDE WHEN A SHOOTING OCCURS

- **Drop to the ground immediately, face down as flat as possible. If within 15~20 feet of a safe place or cover, duck and run to it.**
- **Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.**
- **When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head to see what may be happening.**
- **Wait and listen for directions from Public Safety and/law enforcement personnel.**

IF SUSPECT IS near

- **An individual must use his/her discretion about when he or she must engage a shooter for survival.**
- **Make a plan as to how you will survive the situation.**
- **Make a total commitment to action and act as a team with others if possible.**
- **Do whatever is necessary to survive the situation.**

HELP OUT

- **Warn others.**
- **Help others escape.**
- **CALLING FOR HELP**
- **Call 9-1-1 to report the appropriate authorities. Do not assume that someone else has reported the incident. Be persistent; phones may be jammed.**
- **Calmly identify yourself and your exact location. Remain calm and answer the dispatcher's questions. The dispatcher is trained to obtain the necessary and required information for an appropriate emergency response.**
- **If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and his/her name, if known. If the suspect is entering a vehicle, note the license plate number, make and model, color, and outstanding characteristics. All of this takes only a few seconds and is of the utmost help to the responding officers.**

WHEN LAW ENFORCEMENT ARRIVES

- **When law enforcement reaches you, do not run at them or make sudden movements.**
- ***The priority of the first responders will be to identify the shooter.* Law enforcement will need to ensure that you are not the shooter.**
- **Do not scream, yell, point, or wave your arms.**
- **Do not hold anything in your hands that could be mistaken for a weapon (including cell phones).**
- **Be quiet and compliant.**
- **Show the officers your empty hands and follow their instructions.**
- **Give the number of shooters.**

- **Give the location and physical description of the shooter.**
- **Give the number and types of weapons.**
- **When it is safe to do so, you will be given instructions as to how to safely exit your location.**

PROCEDURES FOR A HOSTAGE SITUATION

- **In a situation where one or more persons hold students and/or staff member's hostage on the school campus, the following procedure will be followed:**
    - **The department head or other designated instructor will notify the Switchboard Operator/Receptionist,**
    - **Upon notification by the Switchboard Operator/Receptionist, the Dean of Students should notify the following departments and an alert is sent out through Campus Cast alert system and the telephone system based on the nature of the emergency:**

President
Department Chairpersons
Building Coordinators
Buildings/Grounds Superintendent

- **Due to the criminal nature of a hostage situation, law enforcement officials will have total control of the hostage scene.**

BOMB THREAT

1. **If you observe a suspicious object or potential bomb on campus, DO NOT HANDLE THE OBJECT! Clear the area and immediately call Campus Security or 911.**
2. **Any person receiving a phone call bomb threat should ask the caller:**

   a. **When is the bomb going to explode?**
   b. **Where is the bomb located?**
   c. **What kind of bomb is it?**
   d. **What does it look like?**
   e. **Why did you place the bomb?**

3. **Keep talking to the caller as long as possible and record the following:**

a. **Time of call.**
b. **Approximate age and sex of the caller.**
c. **Speech pattern, accent, possible nationality, etc.**
d. **The emotional state of the caller.**
e. **Background noise.**

4. **Immediately notify the College administrators - Dial 1 00. Report the incident.**
5. **College administration officers, with assistance from emergency officials, will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to the College administrators. DO NOT TOUCH THE OBJECT! Do not open drawers, cabinets, or turn lights on or off.**
6. **If an emergency exists, notify the Switchboard Operator/Receptionist who will announce phone system to evacuate the building only after the outside grounds have been proven safe for exit.**
7. **When notified by the Switchboard Operator/Receptionist via phone system that an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.**
8. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!**
9. **Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.**
10. **If requested, assist emergency crews as necessary.**
11. **DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official.**

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate HEAD COUNT is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

BOMB THREAT REPORT FORM

THREATENING PHONE CALL

DESCRIPTION OF CALLER'S VOICE

Time call received _____

Male _____ Female _____ Young ____ Middle-aged ____ Old____

Exact words of person placing call:

_____
_____

Tone of voice: _____

Accent: _____

Background Noise: _____ _____

Is voice familiar? _____

If so, who did it sound like? _____

Questions to ask:

1.When is bomb going to explode? _____
Remarks: _____
2.Where is the bomb right now? _____ _____

3. What kind of bomb is it? _____

4. What does it look like? _____

5. Why did you place the bomb? _____

Person (receiving/monitoring call): _____

Department: _____

Telephone # _____

Home Address: _____

Home Telephone # _____

Date:

_____

VIOLENT OR CRIMINAL BEHAVIOR

In an Emergency, DIAL 911

*** * ***

On-Campus Emergencies, Dial 100 or 911
Off-Campus Emergencies, Dia1 911

1. **Everyone is asked to assist in malting the campus a safe place by being alert to suspicious situations and promptly reporting them.**
2. **If you are a victim or a witness to any on-campus offense, AVOID RISKS.**
3. **Promptly notify the College administration by calling the Switchboard Operator/ Receptionist (dial 100), or 911 if after regular working hours, as soon as possible and report the incident, including the following:**
   a. **Nature of the incident.**
   b. **Location of the incident.**
   c. **Description of the person(s) involved.**
   d. **Description of property involved.**
4. **If you observe a criminal act or whenever you find a suspicious person on campus, immediately notify campus security, then the switchboard operator/receptionist who will then inform College administration.**
5. **Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.**
6. **Should gunfire or discharged explosives take place on campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.**
7. **WHAT TO DO IF TAKEN HOSTAGE:**

a. **Be patient. Time is on your side. Avoid drastic action.**

b. **The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor is emotionally imbalanced. Don't make mistakes which could jeopardize your well-being.**

c. **Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be agitated. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.**

d. **Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.**

e. **Be observant. You may be released or escape. The personal safety of others may depend on your memory.**

f. **Be prepared to answer the police on the phone. Be patient, wait. Attempt to establish rapport with the captor. If anyone needs medications, first aid, or restroom privileges, say so, the captors in all probability do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.**

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to himself/herself or others or is out of touch with reality due to severe drug reactions or a psychotic breakdown. Hallucinations may manifest a psychotic breakdown and/or unruly behavior.

If a psychological crisis occurs:

1. Never try to handle a situation on your own that you feel dangerous.
2. Notify campus security and then notify the switchboard operation by dialing 100. The switchboard operator will notify the college administration of the situation. After hours, notify the Evergreen Police Department 251 -578-1111 or the Atmore Police Department at 251-368-9141. Clearly state that you need immediate assistance, give your name, your location and the area involved.
3. In extreme emergencies contact the County-wide Emergency Number, 911.

EMERGENCY PHONE NUMBERS

Campus Switchboard
Dial "0" or 251.578.1313

Campus Security **251.578.1313 x 162**
Campus Security Cell Phone **251.227.0567**

Dial 911
Connects to Evergreen Police dispatch which accesses police-fire-ambulance.

Evergreen Police Department……251.578.1111

Conecuh County Sheriff…….……..251.578.1260

Alabama State Troopers……..……..251.578.1315

Conecuh County EMA ……..251.578.1460

UTILITY COMPANIES

The City of Evergreen…….251.578.1574

South Alabama Gas……251.578.2740

Safety Procedures

Revised April 17,2023

SAFETY PROCEDURES

FOR

REID STATE TECHNICAL COLLEGE

REID STATE TECHNICAL COLLEGE

P.O. BOX 588

Revised April 17,2023

EVERGREEN, AL 36401

FOREWARD

The publication of this Safety Manual signifies the importance placed on safety at Reid State Technical College. Equally important is the safety in a technical college setting as well as in the workplace. As such, the manual and its contents have been, and will continue to be, integrated into the college's instructional program in the interest of protecting our students, faculty, staff, and visitors from accidents and injury. It is also our hope that the information provided, herein, will provide our students with a strong foundation of safety practices, which will benefit them when they leave Reid State Technical College and enter the workforce.

Dr. Coretta Boykin

President

June 2022

SECTION A

APPENDIX A: FORMS AND CHARTS

Student Accident Report Form

Accident Investigation Report Form

National Standard School Shop Safety Inspection Checklist

Hazardous Materials Inventory Roster

Safety Color Code

Accident Report

Date _____ Department _____

Time of Injury _____

Name of person injured _____

Type of injury _____

Nature of accident _____

Treatment _____

Witness to accident

_____

_____

_____

Instructor

REID STATE TECHNICAL COLLEGE

Form for Investigation of Accidents

Date of Accident _____

Time of Accident _____

Location of Accident _____

Nature of Accident _____

_____

Person (s) Involved _____

_____

Findings _____

_____

_____

_____

_____

Chairperson of Campus Safety Committee

Building Safety Inspection

DATE_____ BUILDING NUMBER_____

INSPECTOR_____

CHECK ITEMS "YES", "NO" or write "NA" in the boxes.

GENERAL BUILDING SAFETY CHECKLIST YES NO ROOM#

1. Have SAFETY discussions been held? If so, what date?
2. Are fire extinguishers readily available, undamaged and inspected?
3. Are smoke detectors in place and operating properly?
4. Are fire reporting procedures posted?
5. Are building evacuation procedures posted?
6. Are all exists clearly market? Is exit hardware operating?
7. Are electrical circuits and outlets working properly?
8. Are emergency and fire exit lights operating?
9. Are electrical panel boxes blocked /obstructed?
10. Are wall plugs and switches properly covered?
11. Are extension and appliance cords in good condition?
12. Are good housekeeping practices observed? Trash emptied?

13. Are windows and doors unbroken and operating properly?

14. Is lighting adequate and working?

15. Are floors, walls, and ceilings in good repair?

16. Are all flammables and combustibles removed from building?

17. Are MSDS/Chemical inventory list filed properly?

18. Is the building fire alarm system operational?

19. Are furniture and appliances in good repair?

20. Is the first aid kit well stocked?

21. Are protective light lenses in place?

22. Are ventilation systems operating, and fan protective screens in place?

23. Are chemicals properly labeled /sealed /secured?

24. Are all wet area electrical outlets “GFCI” protected?

25. Are furnace / AC systems adequate / operational?

26. Are there adequate cigarette disposal units outside the building?

27. Are the exterior grounds neat and free from debris?

28. Have YOU taken corrective action on any deficiencies?

Please complete this form and forward to the Campus Safety Committee Chairperson, and maintain a copy for your files.

Hazardous Materials Inventory Roster

HAZARDOUS

MATERIAL OPERATION OR AREA USED IN SHOP MSDS ON HAND

(Yes) or (No)

Safety Color Code

1. RED

- Shows danger
- Labels fire protection equipment and its location
- Labels portable containers of flammable liquids
- Labels emergency stop bars, buttons, and electrical stop switches on machinery

2. YELLOW

- Shows caution and physical hazards
- Labels waste container for explosive or combustible materials
- Labels equipment that should not be started, used, or moved
- Shows the starting point or power source for machinery

3. ORANGE

- Labels dangerous parts of equipment that could cut, crush, shock, or otherwise injure
- Labels safety starter buttons

4. PURPLE (or MAGENTA or BLACK ON YELLOW)

- Labels radiation hazards

5. BLUE

- Marks tags that indicate equipment that should not be started, used, or moved

6. GREEN

- Labels safety equipment (other than firefighting equipment) and its location
- Labels first-aid equipment and its location

7. BLACK AND WHITE

- Shows traffic flow paths
- Labels storage areas
- Labels housekeeping equipment and its location

INTRODUCTION

The safety mistakes a student/technician/instructor makes could have personal, material, environmental, and financial costs. This manual is designed to help instructors instill safety awareness in their students. It is also intended to alert the school staff to their areas of responsibility and, at the same time, to reduce accidents and exposure to litigation.

Effective safety awareness education leads to safer attitudes and safety consciousness, which in turn lead to safer working practices and accident prevention within the technical college environment. Safety needs to be an ongoing process and a part of each lesson presented to students.

This manual addresses the major and more common concerns of safety in the programs offered at Reid State Technical College. It is not to be perceived as all-inclusive. Use it as a safety resource only, not a substitute for comprehensive safety training in each of the areas discussed.

The GENERAL SAFETY PRACTICES chapter covers safety issues related to the entire campus. All individual departments should follow the guidelines presented under GENERAL SAFETY PRACTICES. The departmental chapters include extra information pertinent to those specific technical areas. APPENDIX A contains forms and charts, some of which are referred to in the general or departmental chapters. Safety procedures for the use of specific tools and machines can be found in two places. APPENDIX B: TOOL AND MACHINE SAFETY presents equipment in alphabetical order. Identical information on tools and machines used in the particular technical area can be found in pertinent departmental chapter.

The information contained in this manual has been gathered from sources believed to be reliable and to represent current opinion on the subject of safety in the workplace. Some of the material comes from non-copyrighted publications obtained from the National Network for Curriculum Coordination in Vocational and Technical Education. Reid State Technical College assumes no

responsibility for the absolute correctness or completeness of the material contained in this book. It cannot be assumed that all acceptable safety measures are presented here, or that other or additional measures may not be required under particular or exceptional circumstances.

Safety standards and guidelines may change. It remains your responsibility to understand and follow all current regulations and practices.

GENERAL SAFETY PRACTICES

INTRODUCTION

Accidents are normally caused by unsafe acts or unsafe conditions. An effective safety program for a technical college must provide guidelines for eliminating unsafe conditions and must also provide instruction aimed at avoiding unsafe acts. Staff, faculty, and students need the

knowledge and skills that will keep them and their environment safe. An accident-free campus can exist only if all personnel are involved and committed to safety.

Safety practices common to all program areas are presented in these ten categories for the general information of all employees and students.

Safety Instruction

Personal Safety

Body Mechanics

Personal Protective Behavior

Personal Protective Equipment

Facility Safety

Facility Condition

Housekeeping Practices

Energy Source Safety

Gas

Electricity

Equipment Safety

Machines

Hand Tools

Ladders

Scaffolds

Fire Safety

Traffic Safety

Hazardous Materials

First Aid

Record keeping

SAFETY INSTRUCTION

Teach safety as an integral part of each instructional unit or job. These techniques will help you:

1. Include audio-visual aid, posters, a suggestion box, talks by community experts, and departmental safety meetings in your safety instruction.
2. Post safety regulations in areas where dangerous conditions exist.
3. Give printed safety rules to each student.
4. Conduct periodic safety inspections of the laboratories and workplaces. These inspections should be made by industrial personnel, staff, faculty, or other concerned persons.
5. Investigate accidents promptly and thoroughly.
6. Establish a record keeping system for the safety units covered.

7. Instruct all personnel in the location and proper use of appropriate fire equipment for various fires.
8. Make sure machines and dangerous tools are used only under adequate supervision.
9. Evaluate students' safety knowledge and skills through written examinations and classroom observation.
10. Establish a procedure for handling emergency situations, including accident and fire.

PERSONAL SAFETY

Body Mechanics

1. Distribute the workload by using as many muscles as possible.
2. Use both hands to pick up heavier objects.
3. Avoid lifting heavy objects alone. Request help.
4. Push rather than pull, whenever possible.
5. Use leg muscles, rather than back muscles to lift heavy objects.
6. Avoid bending and unnecessary twisting of the body for any length of time.
7. Work at the proper level.
8. Avoid carrying long pieces of material alone. Use at least two people.

Personal Protective Behavior

1. Confine long hair so that it is not exposed to machinery and does not interfere with vision.
2. Wear safety goggles, glasses, or other eye protection when there is danger of eye injury.

3. Use respirators where harmful dusts or fumes exist.

4. Determine the physical handicaps and limitations of all students so that they will not be assigned tasks detrimental to their health or physical condition.

5. Do not wear loose clothing in the laboratory and shop areas.

6. Remove rings and other jewelry while working in the laboratory and shop areas.

7. Wear ear protection where noise levels are excessive over long periods.

8. Wear protective apparel, including safety shoes, aprons, shields, and gloves when the nature of the task requires it.

9. Keep respirators, masks, and goggles clean and sterile.

10. Wear head protection in all areas where there is danger of falling or flying objects.

Personal Protective Equipment

Never use personal protective equipment as your first line of defense against personal injury on the job. It is no substitute for following proper safety rules. Think of it, instead, as an extra safety device when other safety measures fail.

Eye Protection

1. Wear appropriate protective eyewear (safety goggles, safety glasses, or face shields) in all areas where there are activities potentially hazardous to the eye.

Alabama law (Act No. 168) requires eye protection devices for students and instructors working with:

a. Hot molten metals;

b. Milling, sawing, turning, shaping, cutting, or stamping of any solid materials;

c. Heat treatment, tempering, or kiln firing of any metal or other materials;

d. Gas or electric arc welding;

e. Repair or servicing of any vehicle; or

f. Caustic or explosive materials.

2. Provide accessibility to eyebaths in areas where chemicals are used that could be hazardous to eyes.

3. Follow all OSHA guidelines when wearing contact lenses with eye and face protection.

CAUTION

CONTACT LENSES MAY CREATE A HAZARD WITH CERTAIN CHEMICALS AND PARTICLES AND CAN BADLY DAMAGE YOUR EYES IF WORN IN VIOLATION OF OSHA GUIDELINES. CONTACT LENSES ARE NOT A FORM OF EYE PROTECTION.

Ear Protection

1. Report high noise levels in your work area.

2. Control noise levels in your work area, using such methods as engineering controls, layout of machines, and equipment attachments.

3. Wear proper ear protection when exposed to noise levels of 80dB or above for extended periods.

4. Wear proper ear protection when noise levels exceed 120dB for any length of time.

Hand and General Body Protection

1. Use the right equipment for the job (gloves, arm protectors, aprons, coats).

2. Inspect all gloves and body protection equipment before each use.

3. Do not wear gloves around moving machinery.

4. Keep loose aprons and apron strings away from moving machinery.

CAUTION:

GLOVES AND LOOSE CLOTHING COULD BE CAUGHT BY A DRILL, SAW, GRINDER, OR OTHER MOVING PART AND BE PULLED INTO THE MACHINE OR TOOL.

5. Do not wear gloves with metal parts around electrical equipment or electrical hazards.

Respiratory Protection

1. Use the proper respiratory protection in any situation when you are exposed to dangerous contamination from gases or vapors or contamination from particles such as dust, fog, fumes, mists, smoke, or spray.

2. Check your mask for a proper fit before using it.

3. Clean all non-disposable respiratory equipment according to manufacturer's instructions after each use.

4. Inspect all respiratory equipment before and after each use.

5. Store all respiratory equipment properly after each use.

FACILITY SAFETY

Facility Condition

1. Arrange aisles, machines, benches, and other equipment to conform to good safety practices.
2. Keep stairways, aisles, and floors clean, dry, and unobstructed, with no protruding objects.
3. Keep walls, windows, and ceilings clean, in good repair, and free of protrusions.
4. Provide safe, sufficient, and well-placed lighting.
5. Provide proper ventilation and temperature controls for existing conditions.
6. Select, adequately supply, properly locate, inspect, and periodically recharge appropriate fire extinguishers and other necessary fire equipment.
7. Identify and illuminate exits properly.
8. Keep lockers and drawers clean, free of hazards, and closed.
9. Inform personnel of the procedures for notification of fire and evacuation of premises.
10. Keep laboratories and workplaces free from excessive dust, smoke, and airborne toxic materials.
11. Identify utility lines and shutoffs properly.
12. Guard with rails and toe boards all stairways, floor openings, and overhead storage areas.
13. Ensure stairways have proper clearance.

Housekeeping Practices

1. Remove and properly dispose of all sawdust, shavings, metal cuttings, rags, and other waste materials daily.
2. Use properly marked boxes, bins, or containers for storage of various kinds of scrap stock and rags.
3. Use sturdy racks and bins for material storage, arranged to keep material from falling and to avoid injuries from protruding objects.

4. Use a standard procedure to keep floors free of oil, water, and foreign material.

5. Clean equipment and facilities properly after each use.

6. Provide regular custodial service in addition to end of class cleanup.

7. Never use compressed air to clean clothing, equipment, and work areas.

CAUTION:

COMPRESSED AIR PROPELS PARTICLES AT VELOCITIES HIGH ENOUGH TO CAUSE SERIOUS PERSONAL INJURY, ESPECIALLY TO THE EYES. DO NOT USE IT FOR ANY UNAUTHORIZED PURPOSES.

8. Keep walkways and work areas free of all obstructions.

9. Maintain floor surfaces in a “non-skid” condition.

10. Store tools and materials orderly and safely.

11. Ensure that file cabinets and other tall cabinets are properly anchored or fastened as required for safe use.

ENERGY SOURCE SAFETY

Gas

CAUTION:

ONLY QUALIFIED, AUTHORIZED PERSONS SHOULD PERFORM ANY SERVICE ON GAS APPLIANCES

1. Ensure that the following conditions have been met and that the necessary service has been performed by a qualified, authorized person:

a. The flow of gas to gas appliances is regulated so that the flame is proper height when the appliance valve is turned on full.

b. Gas appliances are properly insulated from tables, benches, adjacent wall, or other flammable materials.

c. No gas hose is used where pipe connections can be made, except where authorized.

d. Gas appliance valves are adjusted so that they may be lighted and maintained at proper height without undue hazard.

2. Make sure there are no apparent gas leaks or any detectable odor of gas in any part of the shop or laboratory.

IMPORTANT: REPORT ANY SUSPECTED GAS LEAK IMMEDIATELY TO PROPER PERSONNEL.

Electricity

CAUTION:

ONLY QUALIFIED, AUTHORIZED PERSONS SHOULD PERFORM ANY SERVICE ON ELECTRICAL EQUIPMENT

1. Ensure that the following conditions have been met and that the service has been performed by a qualified, authorized person:

a. Equipment shall be properly grounded.

b. All switch boxes, junction boxes, wires, and conduits shall be properly covered or closed.

c. Defective, inadequate, worn, frayed, wet, oily, or deteriorated insulation should be replaced.

d. All stationary and portable electric tools should be properly connected and grounded according to manufacturer’s specifications.

e. Broken housing and loose or vibrating machine parts should be replaced before equipment is used.

f. Hazardous locations should be equipped with explosion-proof or other special wiring methods as defined in the National Electrical Code.

g. All equipment or circuits being worked on or repaired should be locked out or otherwise de-energized and tagged.

h. All installation or extension of electrical facilities must comply with the National Electrical Code.

I. All motors and other electrical equipment should have proper safety switches.

2. Do not use equipment and tools that do not meet the approval of the Underwriters Laboratories.

3. Never clean electrical panels, switch boxes, motors, and other electrical equipment with water or dangerous solvents.

CAUTION:

THE COMBINATION OF WATER OR SOLVENTS WITH ANY ELECTRICAL SOURCE COULD CAUSE IMMEDIATE ELECTROCUTION. SOLVENTS POSE THE ADDED THREAT OF FIRE OR EXPLOSION

4. Do not overload circuits or over fuse circuits by using the wrong size or type of fuse.

5. Use only heavy-duty, grounded extension cords designed for industrial service.

6. Do not use extension cords to operate stationary equipment or other permanent operations.

7. Maintain clearance of 30 inches and clear access around all electrical panels.

8. Avoid work practices which overload motors, insulation, wires, or electrical accessories.

9. Disconnect electrical cords by pulling on the plug, not the cord.

10. Do not use metal ladders when working on electrical equipment.

11. Label all switch panels, circuits, outlets, and boxes properly.

12. Utilize a master control switch for all electric installations.

EQUIPMENT SAFETY

Machines

IMPORTANT:

ANYONE OPERATING MACHINES MUST KNOW OPERATING PROCEDURES AND SAFETY PRECAUTIONS

1. Operate all machines according to specifications in the owner's manual.

2. Operate machinery only after receiving authorization.

3. Arrange machines so that operators are protected from hazards of other machines or passing individuals.

4. Identify, mark, and guard properly all point of operation zones.

5. Protect all pulley, gears, and belts by permanent enclosure guards.

6. Remove guards only for repair purposes and then replace immediately.

CAUTION:

NEVER OPERATE EQUIPMENT WITH SAFETY GUARDS REMOVED

7. Make sure equipment control switches for each machine are easily available to the operator.

8. Make sure all operators know the location of emergency safety switches.

9. Turn off machines when the instructor is out of the room or if the machine is unattended.

10. Use proper cleaning equipment. Avoid using compressed air for cleaning purposes, except as properly authorized.

11. Maintain nonskid areas around dangerous equipment.

12. Establish and follow a preventive maintenance program for all equipment.

13. Guard machines in compliance with manufacturer's safety instructions.

14. Keep cutting tools sharp, clean, and in safe working order.

15. Maintain all hoisting devices in a safe operating condition and provide for easy identification of specified load ratings.

16. Mark clearly and make inoperable by locking out the machine power switch on all machines which are defective or being repaired.

17. Mark machines with proper color code. (See Appendix A)

18. Maintain equipment cords and adapters in a safe working condition.

19. Restrict adjustment and repair of any machine to experienced persons.

20. Securely anchor machines designated for fixed locations.

Hand Tools

1. Select the right tool for each job.

2. Establish regular tool inspection procedures to ensure tools are maintained in safe condition.

3. Instruct students in the correct use of tools for each job, including safety precautions.

4. Provide proper storage facilities.

5. Do not lay tools on operating machinery or equipment.

6. Keep tools out of aisles and working spaces where they may become safety hazards.

7. Do not put sharp objects or tools in pockets. This could result in cuts or being stabbed.

Ladders

1. Maintain and store ladders properly.
2. Hold on with both hands when going up or down a ladder.
3. Properly use hoisting equipment to hoist material and lower it, if material must be handled.
4. Face the ladder when climbing up or climbing down.
5. Have someone hold the ladder while climbing or working on a ladder.
6. Be sure that your shoes are not greasy, muddy, or slippery before climbing.
7. Do not climb higher than the third rung from the top on straight or extension ladders.
8. Do not climb higher than the second tread from the top on stepladders.
9. Hold onto the ladder with at least one hand at all times.
10. Do not reach or extend your body to a point where your belt buckle is beyond the side rails.
11. Do not use a metal ladder near or while working on electrical equipment or electrical circuits.
12. Take special precautions when erecting and climbing a ladder on a windy day.
13. Place a ladder so that the horizontal distance from the base of the ladder to the vertical plane of the support is approximately ¼ the ladder's length.
14. Do not have more than one person on a ladder, unless the ladder is specifically designed for more than one person.
15. Do not place ladders in front of doors, unless the door is blocked off, locked, or guarded.
16. Do not place ladders on boxes, barrels, or other unsuitable bases to obtain additional height.

17. Do not use a ladder to gain access to a roof or any other elevated position unless the top of the ladder extends at least three feet above the point of support.

Scaffolds

1. Ensure that anyone using scaffolds is aware of safety precautions.
2. Anchor scaffolding so that the footing is sound, rigid, and capable of carrying the maximum intended load without settling or displacement.
3. Do not use unstable objects, such as barrels, boxes, loose bricks, or concrete blocks, to support scaffold or planks.
4. Do not erect, move, dismantle, or alter any scaffold without the supervision of the instructor.
5. Install guard rails and toe boards on all open sides of platforms more than 10 feet above the ground or floor.
6. Install guard rails on all open sides and ends of the platform on scaffolds 4 to 10 feet high which have a minimum horizontal length of less than 45 inches in either direction.
7. Ensure scaffolds and their components are capable of supporting without failure four times the maximum intended load.
8. Overlap all planking of platforms a minimum of 12 inches or secure it from movement.
9. Provide an access ladder or an equivalent safe access.
10. Extend scaffold planking over their end supports not less than 6 inches nor more than 12 inches.
11. Do not use shore or lean-to scaffolds.
12. Ensure that the poles, legs, or uprights of a scaffold are plumb and securely and rigidly braced to prevent swaying and displacement.

FIRE SAFETY

1. Provide and properly mount approved fire extinguishers in all required areas. (Multipurpose dry chemical units are most effective for general use. General purpose fire extinguishers should have at least a 2-A; 10-B, C rating. Water backup for extinguishers is always desirable. Multipurpose dry chemical can damage delicate electrical equipment. Gas type extinguishers eliminate that problem. Halon 1211 is more effective and less costly than CO2 for extinguishing electrical fires.)

2. Store flammable liquids in approved (Underwriters Laboratories or Factory Mutual labeled) safety containers and cabinets.

3. Provide for the inspection and testing of fire extinguishers at regular intervals to determine that they are fully charged and in proper working condition.

4. Instruct students in the location and proper use of fire extinguishers and other fire-fighting equipment.

5. Provide for the bulk storage of flammable materials in an area removed from the main school building.

6. Segregate oxidizers and oily materials in storage. Do not use oxidizer (peroxide catalyst) containers for other purposes.

7. Do not use flammable liquids for cleaning purposes.

8. Provide Underwriters Laboratories listed oily waste containers for oily and paint soaked rags. Place waste with spontaneous combustion potential in approved containers.

9. Post alarm and evacuation procedures; make sure all personnel are aware of these procedures.

10. Inform students of remote shutoff valve or switch locations for gas or oil-fired equipment and instruct them in how to de-energize electrical equipment in an emergency.

11. Provide deluge showers and fire blankets in all shops and laboratories, especially where there is danger of fire igniting clothing made of synthetic materials.

12. Do not stack materials within 30 inches below a sprinkler head.

13. Conduct fire drills according to established procedures.

TRAFFIC SAFETY

1. Do not exceed 15 mph when driving on campus except with instructor's permission on the driver's training range.
2. Do not drive on the driver's training range without the instructor's permission.
3. Follow one-way directional signs posted on campus.
4. Yield right-of-way to pedestrians.
5. Park only in designated parking zones.

HAZARDOUS MATERIALS

A hazardous material is any material that could cause injury or death to a person or that damage or pollutes land, air, or water. The HAZARD COMMUNICATION REGULATION, commonly referred to as "Right to Know", requires that all personnel be informed about hazardous materials in their work area.

1. Ensure that all students and employees are aware of what hazardous materials they may come into contact with and how to protect themselves from exposure or hazards.
2. Display a HAZARDOUS MATERIALS INVENTORY ROSTER or a MATERIAL SAFETY DATA SHEET (MSDA) roster listing all hazardous materials used in each shop or laboratory.
3. Make sure that a MSDS FOR EACH HAZARDOUS MATERIAL OR HAZARDOUS WASTE is on file in the shop or labs in which the materials are used. All students must have access to the files.
4. Wear personal protective equipment when working with any hazardous material.
5. Do not use or smell the contents of an unmarked container.

6. Do not store any chemical or chemical solution in an unlabeled container or above eye level.

7. Do not work alone in the lab or shop. At least on other person should always be in the same area.

8. Use heat or open flames only in the area set aside for this purpose.

9. Ensure that all equipment operated under pressure has a vented safety diaphragm or safety valve.

10. Use only approved stepstools or ladders with safety feet and place them on the floor so they will not slip when getting materials stored out of reach.

11. Know and follow the rules for disposing of hazardous materials.

12. Keep all chemicals – solids, liquids, or gas – off your skin and away from your eyes.

13. Wash skin immediately if it comes into contact with chemicals or solvents.

14. Read complete label or directions before using any material.

15. Use extreme care when using caustics, acids, solvents, epoxies, and adhesives.

16. Provide eye wash fountains and safety showers in areas where skin and eye irritants are used.

17. Do not underestimate the hazards of lead poisoning involved in working with lead, even though copper tubing, steel, and plastic pipe have largely replaced lead pipe.

18. Change and wash clothing daily if it becomes contaminated with toxic chemicals, dusts, fumes, liquids, etc.

19. Do not eat around toxic chemicals or in contaminated areas.

20. Ensure that personnel are not allergic to dyes and solutions, particularly if they are different from what you have been using before. Have neutralizing agents, for dyes and solutions being used, ready and available for immediate use.

21. Make sure that all materials used (creams, lotions, dyes, etc.) are not toxic or injurious by inhalation or absorption.

FIRST AID

1. Administer first aid only if you are qualified to do so. It is recommended that every teacher receive instruction in first aid and have a valid first aid certificate.
2. Post a list of the qualified first aid personnel.
3. Do not diagnose illness or prescribe or administer medication of any sort.
4. Disperse crowds if accident is serious and keep the area as quiet as possible.
5. Stick to basic procedures:
    a. Call for aid
    b. Stop bleeding
    c. Treat for shock
    d. Mouth-to-mouth resuscitation (if breathing has stopped)
    e. Coronary Pulmonary Resuscitation – CPR (if required)

RECORD KEEPING

1. Report all accidents on the school's accident report form and through the proper channels. (See Appendix A: Forms and Charts)
2. Investigate all accidents for the purpose of corrective action. Use the school's form for accident investigation. (See Appendix A: Forms and Charts)

COMMERCIAL TRUCK DRIVING SAFETY PRACTICES

Commercial vehicle operators face safety decisions and hazards daily. Students preparing for their commercial driver license (CDL) must become familiar with the safety procedures and rules set forth by the regulating government agencies. Students are expected to adhere to these federal and state regulations regarding commercial transportation at all times, whether on the campus driving range or in a road-training situation.

Students should consult the extensive safety procedures and regulations presented in the ALABAMA COMMERCIAL DRIVER LICENSE MANUAL from the Alabama Department of Public Safety, and the FEDERAL MOTOR CARRIER SAFETY REGULATIONS POCKETBOOK from the U.S. Department of Transportation Federal Highway Administration.

In the state publication they will find instructions for driving safely, transporting cargo safely, transporting passengers, air brakes, combination vehicles, and hazardous materials.

The federal regulations presented in the pocketbook cover: CDL standards, requirements and penalties; minimum levels of financial responsibility for motor carriers; qualifications of drivers; driving of motor vehicles; parts and accessories necessary for safe operation; notification and reporting of accidents; hours of service of drivers; inspection and maintenance; transportation of hazardous materials, including driving and parking rules; transportation of migrant workers; and employee safety and health standards.

HEALTH OCCUPATIONS SAFETY PRACTICES

General Safety Precautions

Safety is an important part of any occupation, but health care providers have a special obligation to be concerned about the safety of the patient. Health field workers must be especially careful to guard against transfer of disease.

Since health occupations training also takes place in a clinical setting, institutional safety standards of the cooperating agency should be used to supplement this list.

Some of the commonly encountered safety procedures are listed below:

1. Ensure that electric cords to electric beds, sterilizers, and other equipment are in good repair and are grounded, if necessary. This includes appliances brought from home by the patient.
2. Ensure that wheels on beds, stretchers, and wheelchairs are equipped with locking devices.
3. Keep solutions used in patient care separate from general cleaning and disinfectant solutions.
4. Keep laboratory facilities clean, orderly, and disinfected at regular intervals.
5. Remove immediately any spilled liquids, broken glass, and other hazards.
6. Lift, move, and transport patients using proper body mechanics.
7. Make provisions to prevent the patient from falling when using a stretcher or wheelchair.
8. Follow these procedures when transporting the patient:

a. Grasp the head of the stretcher, or the back of the wheelchair, and move forward.

b. Pull the stretcher / wheelchair in an elevator head first, with the patient's feet toward the door;

c. Make sure, when going down an incline, the head of the stretcher is first with the assistant walking backwards, holding and pulling the head end of the stretcher while observing the patient;

d. Make sure, when the patient is in a wheelchair, the chair is turned around and an assistant walks down the incline backwards while observing the patient, and

e. Upon reaching level ground, resume former position and push the stretcher / wheelchair forward.

9. Set wheel-locking devices on any equipment when patient care is involved.

10. Place cranks on adjustable beds under the frame so they are out of the way.

11. Place beds at proper height when doing patient care, and return to lower position for ambulatory patients.

12. Place bedside guardrails in the up position when there is danger of the patient falling out of bed.

13. Use proper medical aseptic techniques to prevent cross contamination.

14. Clean, disinfect, and/or sterilize material and equipment used by one person before being reused.

15. Check labels three times before contents are used and discard all unlabeled bottles.

16. Keep uniforms clean and do not wear uniforms outside the health care facility that were worn during the care of patients.

17. Follow safety precautions for the use of oxygen and radiation.

18. Place furniture and equipment for convenient and safe use.

19. Identify patient accurately and in an appropriate manner.

20. Call patient by name, not by room or bed number.

21. Always check patient identification.

22. Follow established procedures for security of medical supplies.

23. Know and follow narcotic security practices.

24. Follow directions in the application of heat and cold.

25. Apply restraints safely as ordered.

26. Obtain patient and/or family consent for treatment.

27. Adjust height of bed and side rails for patient safety.

28. Account for, sign for, and place patient's possessions in a safe place.

29. Keep stairways and shaft doors closed.

30. Dispose of combustible materials in appropriate containers.

31. Observe equipment, visitor, and patient smoking regulations.

32. Remove spark conducing equipment or materials before beginning procedures using oxygen and other explosive gases.

33. Know how to activate institutional fire alarm systems.

34. Know locations of and how to operate fire systems.

35. Know location of equipment and procedures for carrying out first aid in case of emergency and/or accident in the department.

36. Instruct patient as to safety measures in the use and disposal of ashes and matches.

37. Know institution's routine for fire in patient area and follow procedures for reassuring and aiding patients.

38. Know institution's policy for hazardous weather.

39. Be familiar with and use Universal Precautions for prevention of HIV transmission as recommended by the health facility.

40. The above procedures shall apply for both simulated and reality labs.

Prevention of HIV Transmission in Health Care Settings

Because of the prevalence of human immunodeficiency virus (HIV), the virus that causes acquired immunodeficiency syndrome (AIDS), the health care professional must consider all patients as potentially infected and rigorously follow infection control precautions for minimizing the risk of exposure to blood and body fluids of all patients.

The Centers for Disease Control (CDC) has issued recommendations for preventing HIV transmission in health care settings. All health care students must receive copies of these recommendations. They must sign a form accepting their responsibility to read them and to discuss any questions they have with their faculty. A copy of the recommendations is included here.

MEMORANDUM

TO: All School of Nursing Students and Faculty

FROM: Reid State Nursing Faculty

DATE: August 29, 1989

RE: Recommendations for Prevention of HIV Transmission in Health Care Settings

Please read and discuss the attached document with your faculty. It was published by the Centers for Disease Control. You have an obligation to protect yourself and others.

Please clip and return this portion to the Nursing Office.

I have received a copy of the:

Centers for Disease Control, Recommendations for Prevention of HIV Transmission in Health Care Settings. MMWR 1987; 36(supp no. 2s): pp.3S, 5S-7S, 9S-12S.

I am responsible for reading the document and discussing it with my faculty.

_____

Signature of Student

_____

Date

Centers for Disease Control. Recommendations for prevention of HIV transmission in health care settings. MMWR 1987;36 (suppl no. 2S): pp.3S,5S-7S,9S-12S.

Centers for Disease Control…….James O. Mason, MD, Ph.D.

Director

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INTRODUCTION

Human immunodeficiency virus (HIV), the virus that causes acquired immunodeficiency syndrome (AIDS), is transmitted through sexual contact and exposure to infected blood or blood components and parentally from mother to neonate. HIV has been isolated from blood, semen, vaginal secretions, saliva, tears, breast milk, cerebrospinal fluid, amniotic fluid, and urine and is likely to be isolated from other body fluids, secretions, and excretions. However, epidemiological evidence has implicated only blood, semen, vaginal secretions, and possibly breast milk in transmission.

The increasing prevalence of HIV increases the risk that health care workers will be exposed to blood from patients infected with HIV, especially when blood and body fluid precautions are not followed for all patients. Thus, this document emphasized the need for health care workers to consider all patients as potentially infected with HIV and/or other blood borne pathogens and to adhere rigorously to infection control precautions for minimizing the risk of exposure to blood and body fluids of all patients.

Precautions to Prevent Transmission of HIV

Universal Precautions

Since medical history and examination cannot reliably identify all patients infected with HIV or other blood borne pathogens, blood and body fluid precautions should be consistently used for all patients. This approach, previously recommended by CDC (3,4), and referred to as "universal blood and body fluid precautions" or "universal precautions", should be used in the care of all patients, especially those in emergency care setting in which the risk of blood exposure is increased and the infection status of the patient is usually unknown (20).

1. All health care workers should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids of any patient is anticipated. Gloves should be worn for touching blood and body fluids, mucous membranes, or not-intact skin of all patients, for handling items or surfaced soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Gloves should be changed after contact with each patient. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, and eyes. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.

2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.

3. All health care workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of needles; and when handling sharp instruments after procedures. To prevent needles stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture-resistant containers for disposal; the puncture-resistant containers should be located as close as practical to the use area. Large bore, reusable needles should be placed in a puncture-resistant container for transport to the reprocessing area.

4. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.

5. Health care workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient care equipment until the condition resolves.

6. Pregnant health care workers are not known to be at greater risk of contracting HIV infection than health care workers who are not pregnant; however, if a health care worker develops HIV infection during pregnancy, the infant is at risk of infections resulting from perinatal transmission. Because of the risk, pregnant health care workers should be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmission. Implementation of universal blood and body fluid precautions for all patients eliminates the need for use of the isolation category of “Blood and Body Fluid Precautions” previously recommended by CDC (7) for patients known or suspected to be infected with blood borne pathogens. Isolation precautions (e.g. enteric, “AFB” (7) should be used as necessary if associated conditions, such as infectious diarrhea or tuberculosis, are diagnosed or suspected.

Precautions for Invasive Procedures

In this document, an invasive procedure is defined as surgical entry into tissues, cavities, or organs or repair of major traumatic injuries (1) in an operating or delivery room, emergency department, or outpatient setting, including both physicians, and dentists' offices; (2) cardiac catheterization and angiographic procedures, (3) a vaginal or cesarean delivery or other invasive obstetric procedure during which bleeding may occur; or (4) the manipulation, cutting, or removal of any oral or perioral tissues, including tooth structure, during which bleeding occurs or the potential for bleeding exists. The universal blood and body fluid precautions listed above, combined with the precautions listed below, should be the minimum precautions for all such invasive procedures.

1. All health care workers who participate in invasive procedures must routinely use appropriate barrier precautions to prevent skin and mucous membrane contact with blood and other body fluids of all patients. Gloves and surgical masks must be worn for all invasive procedures. Protective eyewear or face shields should be worn for procedures that commonly result in the generation of droplets, splashing of blood or other body fluids, or the generation of bone chips. Gowns or aprons made of materials that provide an effective barrier should be worn during invasive procedures that are likely to result in the splashing of blood or other body fluids. All health care workers who perform or assist in vaginal or cesarean deliveries should wear gloves when handling the placenta or the infant until blood and amniotic fluid have been removed from the infant's skin and should wear gloves during post-delivery care of the umbilical cord.

2. If a glove is torn or a needle stick or other injury occurs, the glove should be removed and a new glove used as promptly as patient safety permits; the needle or instrument involved in the incident should also be removed from the sterile field.

Implementation of Recommended Precautions

Employers of health care workers should ensure that polices exist for:

1. Initial orientation and continuing education and training of all health care workers, including students and trainees, on the epidemiology, modes of transmission, and prevention of

HIV and other blood borne infections and the need for routine use of universal blood and body fluid precautions for all patients.

2. Provision of equipment and supplies necessary to minimize the risk of infection with HIV and other blood borne pathogens.

3. Monitoring adherence to recommended protective measures. When monitoring reveals a failure to follow recommended precautions, counseling, education, and/or re-training should be provided, and, if necessary, appropriate disciplinary action should be considered.

Professional associations and labor organizations, through continuing education efforts, should emphasize the need for health care workers to follow recommended precautions.

Management of Exposures

If a health care worker has a parenteral (e.g., needle stick or cut) or mucous membrane (e.g., splash to the eye or mouth) exposure to blood or other body fluids or has a cutaneous exposure involving large amounts of blood or prolonged contact with blood, especially when the exposed skin is chapped, abraded or afflicted with dermatitis, the source patient should be informed of the incident and tested for serologic evidence of HIV infection after consent is obtained. Policies should be developed for testing source patients in situations in which consent cannot be obtained (e.g., an unconscious patient).

If the source patient has AIDS, is positive for HIV antibody, or refuses the test, the health care worker should be counseled regarding the risk of infection and evaluated clinically and serologically for evidence of HIV infection as soon as possible after the exposure. The health care worker should be advised to report and seek medical evaluation for any acute febrile illness that occurs within 12 weeks, after the exposure. Such an illness, particularly one characterized by fever, rash, or lymphadenopathy, may be indicative of recent HIV infection. Seronegative health care workers should be re-tested six weeks post exposure to determine whether transmission has occurred. During this follow-up period, especially the first 6-12 weeks after

exposure, when most infected persons are expected to seroconvert, exposed health care workers should follow U.S. Public Health Service (PHS) recommendations for preventing transmission of HIV (36,37).

No further follow-up of a health care worker exposed to infection as described above in necessary if the source patient is seronegative unless the source patient is at high risk of HIV infection. In the latter case, a subsequent specimen (e.g., 12 weeks following exposure) may be obtained from the health care worker for antibody testing. If the source patient cannot be identified, decisions regarding appropriate follow-up should be individualized. Serologic testing should be available to all health care workers who are concerned that they may have been infected with HIV.

If a patient has a parenteral or mucous membrane exposure to blood or other body fluid of a health care worker, the patient should be informed of the incident, and the same procedure outlined above for management of exposures should be followed for both the source health care worker and the exposed patient.

Environmental Considerations for HIV Transmission

No environmentally mediated mode of HIV transmission has been documented. Nevertheless, the precautions described below should be taken routinely in the care of all patients.

Sterilization and Disinfection

Standard sterilization and disinfection procedures for patient care equipment currently recommended for use (25, 26) in a variety of health care settings, including hospitals, medical and dental clinics and offices, hemodialysis centers, emergency care facilities, and long-term nursing care facilities, are adequate to sterilize or disinfect instruments, devices, or other items

contaminated with blood or other body fluids from persons infected with blood borne pathogens including HIV (21,23).

Instruments or devices that enter sterile tissue or the vascular system of any patient or through which blood flows should be sterilized before reuse. Devices or items that contact intact mucous membranes should be sterilized or receive high-level disinfection, a procedure that kills vegetative organisms and viruses but not necessarily large numbers of bacterial spores. Chemical germicides that are registered with the U.S. Environmental Protection Agency (EPA) as "sterilants" may be used either for sterilization or for high-level disinfection depending on contact time.

Contact lenses used in trial fittings should be disinfected after each fitting by using a hydrogen peroxide contact lens disinfecting system or, if compatible, with heat (78 C – 80 C [172.4F – 176.0F]) for 10 minutes.

Medical devices or instruments that require sterilization or disinfection should be thoroughly cleaned before being exposed to the germicide, and the manufacturer's instructions for the use of the germicide should be followed. Further, it is important that the manufacturer's specifications for compatibility of the medical device with chemical germicides be closely followed. Information on specific label claims of commercial germicides can be obtained by writing to the Disinfectants Branch, Office of Pesticides, Environmental Protection Agency, 401 M. Street, SW, Washington, D. C. 20460.

Studies have shown that HIV is inactivated rapidly after being exposed to commonly used chemical germicides at concentrations that are much lower than those used in practice (27-30). Embalming fluids are similar to the types of chemical germicides that have been tested and found to completely inactivate HIV. In addition to commercially available chemical germicides, a solution of sodium hypochlorite (household bleach) prepared daily is an inexpensive and effective germicide. Concentrations ranging from approximately 500ppm (1:100 dilution of household bleach) sodium hypochlorite to 5,000ppm (1:10 dilution of household bleach) are effective depending on the amount of organic germicides and may be more compatible with certain medical devices that might be corroded by repeated exposure to sodium hypochlorite, especially to the 1:10 dilution.

Survival of HIV in the Environment

The most extensive study on the survival of HIV after drying involved greatly concentrated HIV samples (i.e., 10 million tissue-culture infectious does per milliliter) (31). This concentration is at least 100,000 times greater than that typically found in the blood or serum of patients with HIV infection. HIV was detectable by tissue-culture techniques 1-3 days after drying, but the rate of inactivation was rapid. Studies performed at CDC have also shown that drying HIV causes a rapid (within several hours) 1-2 log (90% - 99%) reduction in HIV concentration. In tissue-culture fluid, cell-free HIV could be detected up to 15 days at room temperature, up to 11 days at 37C (98.6F), and up to one day if the HIV was cell associated.

Housekeeping

Environmental surfaces such as wall, floors, and other surfaces are not associated with transmission of infections to patients of health care workers. Therefore, extraordinary attempts to disinfect or sterilize these environmental surfaces are not necessary. However, cleaning and removal of soil should be done routinely.

Cleaning schedules and methods vary according to the area of the hospital or institution, type of surface to be cleaned, and the amount and type of soil present. Horizontal surfaces (e.g., bedside tables and hard-surfaced flooring) in patient care areas are usually cleaned on a regular basis, when soiling or spills occur, and when a patient is discharged. Cleaning of walls, blinds, and curtains is recommended only if they are visibly soiled. Disinfectant fogging is an unsatisfactory method of decontaminating air and surfaces and is not recommended.

Disinfectant/detergent formulations registered by EPA can be used for cleaning environmental surfaces, but the actual physical removal of microorganisms by scrubbing is probably at least as important as any antimicrobial effect of the cleaning agent used. Therefore, cost, safety, and acceptability by housekeepers can be the main criteria for selecting any such registered agent. The manufacturer’s instructions for appropriate use should be followed.

Cleaning and Decontaminating Spills of Blood or Other Body Fluids

Chemical germicides that are approved for use as "hospital disinfectants" and are tuberculocidal when used at recommend dilutions can be used to decontaminate spills of blood and other body fluids. Strategies for decontaminating spills of blood and other body fluids in a patient care setting are different than for spills of cultures or other materials in clinical, public health, or research laboratories. In patient care areas, visible material should first be removed and then the area should be decontaminated. With large spills of cultured or concentrated infectious agents in the laboratory, the contaminated area should be flooded with a liquid germicide before cleaning, and then decontaminated with fresh germicidal chemical. In both settings, gloves should be worn during the cleaning and decontaminating procedures.

Laundry

Although soiled linen has been identified as a source of large numbers of certain pathogenic microorganisms, the risk of actual disease transmission is negligible. Rather than rigid procedures and specifications, hygienic and common sense storage and processing of clean and soiled linen are recommended (26). Soiled linen should be handled as little as possible and with minimum agitation to prevent gross microbial contamination of the air and of person handling the linen. All soiled linen should be bagged at the location where it was used; it should not be sorted or rinsed in patient care areas. Linen soiled with blood or body fluids should be placed and transported in bags that prevent leakage. If hot water is used, linen should be washed with detergent in water at least 71 C (160 F) for 25 minutes. If low temperature (<70 C (158 F) laundry cycles are used, chemicals suitable for low temperature washing at proper use concentration should be used.

Infective Waste

There is no epidemiologic evidence to suggest that most hospital waste is any more infective than residential waste. Moreover, there is no epidemiologic evidence that hospital waste has caused disease in the community as a result of improper disposal. Therefore, identifying wastes

for which special precautions are indicated is largely a matter of judgment about the relative risk of disease transmission. The most practical approach to the management of infective waste is to identify those wastes with the potential for causing infection during handling and disposal and for which some special precautions appear prudent. Hospital wastes for which special precautions appear prudent include microbiology laboratory waste, pathology waste, and blood specimens or blood products. While any item that has had contact with blood, exudates, or secretions may be potentially infective, it is not usually considered practical or necessary to treat all such waste as infective (23.26). Infective waste, in general, should either be incinerated or should be autoclaved before disposal in a sanitary landfill. Bulk blood, suctioned fluids, excretions, and secretions may be carefully poured down a drain connected to a sanitary sewer. Sanitary sewers may also be used to dispose of other infectious wastes capable of being ground and flushed into the sewer.

The CDC has recommended the following precautions for health care workers to prevent AIDS infection in the workplace. These precautions apply to preventing transmission of the AIDS virus and other blood borne infections and should be used routinely with all patients:

1. Sharp items should be considered as potentially infective and be handled with extraordinary care to prevent accidental injuries.

2. Disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture resistant containers located as close as practical to the area in which they were used. To prevent needle stick injuries, needles should not be recapped, purposefully bent, broken, removed from disposable syringes, or otherwise manipulated by hand.

3. When the possibility of exposure to blood or other body fluids exists, routinely recommended precautions should be followed for wearing gloves, gowns, masks, and eye coverings as required to provide adequate protection. Hands should be washed thoroughly and immediately if they accidentally become contaminated with blood.

4. To minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be strategically located and available for use in areas where the need for resuscitation is predictable.

5. Pregnant health care workers are not known to be at greater risk of contracting AIDS infections than health care worker who are not pregnant. However, an AIDS infection during pregnancy puts the infant at increased risk of infection. Because of this risk, pregnant health care workers should be especially familiar with precautions for preventing transmission of the AIDS virus.

6. To prevent transmission of the AIDS virus from health care workers to patients, all health care workers should wear gloves for direct contact with mucous membranes or non-intact skin of all patients. Health care workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient care equipment until the condition resolves.

SECTION B - TOOL AND MACHINE SAFETY

This section presents suggestions for the safe operation of tools and machines commonly used in technical programs such as those at Reid State Technical College. The equipment is arranged alphabetically.

WELDING SAFETY PRACTICES

The use of welding equipment is common throughout the trades. The improper use of this equipment can be extremely dangerous for those performing the work or those in the general vicinity of the activity. Therefore, it is imperative that proper procedures be followed before doing these specialized tasks. Special efforts must be made to evaluate the procedures used while operating the equipment. Consideration should be given to the storage and handling of the specific gases and to the availability and use of personal protective equipment.

Personal Safety Rules

1. Wear shop clothing appropriate to the instructional activity being performed.
2. Confine long hair before operating rotating equipment.
3. Always wear safety glasses; use suitable helmets and goggles for welding.

CAUTION:

WELDING AND CUTTING POSE EXTREMELY DANGEROUS HAZARDS TO THE EYES AND FACE IN THE FORM OF FLYING PARTICLES, GLARE AND RADIATION, SPARKS, HEAT, AND MOLTEN METAL. ALWAYS WEAR APPROPRIATE EYE AND FACE PROTECTION.

4. Eliminate loose clothing when working around machine tools or rotating equipment.
5. Remove jewelry while working in the shop.
6. Conduct yourself in a manner conducive to safe shop practices.
7. Use soap and water frequently as a method of preventing skin diseases.

General Shop Safety Rules

1. Keep all hand tools sharp, clean, and in safe working order.
2. Report any defective tools, machines, or other equipment to the instructor.
3. Make sure all guards are in place and operating correctly.
4. Operate machines only with instructor's permission and after you have received instructions.
5. Report all accidents to the instructor regardless of nature or severity.
6. Turn off the power before leaving a machine tool.
7. Disconnect the power from machine tools before performing maintenance tasks of oiling or cleaning.
8. Use a solvent only after determining its properties, what kind of work it has to do, and how to use it.
9. Use correct, properly fitting wrenches for nuts, bolts, and objects to be turned or held.
10. Keep the shop or laboratory floor clear of scraps and litter.
11. Clean up any spilled liquids immediately.
12. Store oily rags or oily waste in proper containers.
13. Clean the chips from a machine with a brush, not with a rag or the bare hands.
14. Arrange machinery and equipment to permit safe efficient work practices and ease in cleaning.
15. Store materials and supplies properly.
16. Store tools and accessories safely in cabinets, on racks, or other suitable devices.
17. Keep working areas and workbenches clear and free of debris and other hazards.
18. Keep floors clean and free from obstructions and slippery substances.

19. Keep aisles, traffic areas, and exits free of materials and other debris.

20. Dispose of combustible materials properly or store in approved containers.

Safety Rules for all Tools

1. KNOW YOUR POWER TOOL. Read the owner's manual carefully. Learn the tool's applications and limitations, as well as its particular hazards.

2. KEEP ALL GUARDS IN PLACE and in working order.

3. GROUND ALL TOOLS. If an adapter is used to accommodate a two-prong receptacle, the adapter plug must be attached to a known ground. Never remove the grounding prong.

4. REMOVE ADJUSTING KEYS AND WRENCHES. Make it a habit to check that keys and wrenches are removed from the machine before turning it on.

5. KEEP WORK AREA CLEAN. Cluttered areas and benches invite accidents.

6. AVOID DANGEROUS ENVIRONMENTS. Do not use power tools in damp or wet locations or expose them to rain. Keep your work area well lighted.

7. KEEP VISITORS AWAY. All visitors should be kept a safe distance away from your work area.

8. MAKE WORKSHOP SAFETY-PROOF with padlocks, master switches, or by removable starter keys.

9. DO NOT FORCE TOOL. Tools work better and safer when they are allowed to perform at their own speed.

10. WEAR PROPER APPAREL. Do not wear loose clothing, gloves, neckties, or jewelry that can get caught in moving parts. Non-slip footwear must be worn. Long hair should be tied back or wear a hat.

11. NEVER STAND ON, OR LEAN ON THE TOOL. Doing so could cause injury.

12. USE SAFETY GLASSES AND EAR PROTECTION. Also use a DUST MASK if the operation is dusty.

13. DO NOT OVERREACH. Keep proper footing and balance at all times.

14. MAINTAIN TOOLS IN TOP CONDITION. Keep tools sharp and clean for best and safest performance. Follow instructions for lubricating and changing accessories.

15. DISCONNECT TOOLS FROM POWER before servicing and when changing accessories.

16. AVOID ACIDENTAL STARTING. Make sure the switch is in the "OFF" position before plugging in the cord.

17. CHECK DAMAGED PARTS. Do not operate the machine until you are certain it is in perfect running condition.

18. NEVER LEAVE THE TOOL RUNNING UNATTENDED – TURN POWER OFF. Do not leave the tool until it comes to a full stop.

19. DO NOT OPERATE THE TOOL IF USING MEDICATION.

20. DO NOT WORK IN HASTE or operate machine if you are fatigued.

21. IF THERE IS SOMETHING YOU DO NOT KNOW OR UNDERSTAND ABOUT THE TOOL, DO NOT OPERATE IT! Ask your instructor for assistance. Confusion can lead to disaster.

22. BAD HABITS ARE DANGEROUS. Review all safety procedures often.

These safety rules cannot cover every situation in every lab area. Consider your conditions when setting up or operating a tool.

General Welding Safety Rules

1. Wear suitable protective clothing.

2. Keep a safe, clean work area.

3. Make sure there are no flammable materials near.

4. Do not weld in the vicinity of explosive materials or near carbon tetrachloride.

5. Make sure you have enough ventilation to give three or four complete changes of air per hour.

6. Use air exhaust whenever welding lead, cadmium, chromium, manganese, brass, bronze, zinc, or galvanized metals.

7. Do not weld or cut in a confined area without protection.

8. Handle inert gas cylinders with the same care you use with oxyacetylene cylinders.

9. Keep all welding equipment in good condition.

10. Make sure joints are insulated and all electrical connections are tight; if it is necessary to couple lengths of cable together; use no cables with frayed, cracked, or bare spots.

11. Hang electrode holder on welding machine or on a special holder when it is not in use; do not let it touch a gas cylinder.

12. Have welding machine properly grounded.

13. Make sure pedal controls are guarded to prevent accidental starts.

14. Wear rubber boots and/or stand on dry cardboard or wood if it is necessary to weld in damp or wet conditions.

15. Stand only on solid items, floor, or ground.

16. Use safety belt or lifeline when welding in high places without railings.

17. Wear proper eye protection at all times, especially when grinding or cutting.

18. Keep your booth curtains closed to protect the eyes of others.

19. Do not weld or cut directly on a concrete floor.

20. Check for water leakage when using a water-cooled torch.

21. Never use oil or grease on any oxygen or acetylene connections because oil and oxygen will ignite.

CAUTION:

OXYGEN UNDER HIGH PRESSURE CAN CAUSE OILS TO EXPLODE. OXYGEN WILL COMBINE WITH MANY COMMON MATERIALS AND, UNDER THE RIGHT CONDITIONS, WILL CAUSE THESE MATERIALS TO BURN VIOLENTLY OR TO EXPLODE.

22. Do not open tank valves until you are certain that regulator valves are open.

23. Do not open the valves on the cylinders with a hammer.

24. Do not hammer on oxygen or acetylene regulators.

25. Do not light a torch with a match or open flames; use lighter provided.

26. Make sure that hose, tanks, or any flammable material will not be exposed to heat, flame, or sparks before lighting torch.

27. Beware of high acetylene pressure; never use acetylene-gas when the pressure is greater that fifteen pounds per square inch.

CAUTION:

ACETYLENE GAS, WHEN COMPRESSED TO MORE THAT FIFTEEN POUNDS, BEOMES A VERY HIGH EXPLOSIVE.

28. Do not screw the regulator screw in tight against the regulator because this spoils the diaphragm. If hose pressure drops, check tank pressure at regulator; tank is probably empty.

29. Do not hold welding or cutting tip too close to your work; this will cause a flashback in your torch.

30. Do not use a tip that gets hot.

31. Do not use a torch that leaks.

32. Do not leave your torch burning and unattended.

33. Do not leave torch valve open.

34. Do not use the torch for a hammer, crowbar, wedge, or for any other purpose than welding; do not use a cylinder, even when empty, as a roller.

35. Do not store cylinders in a room where the temperature is more than eighty degrees.

36. Do not adjust, alter, change, build, or do any experimental work on cylinders, regulators, torches, or any other gas equipment.

37. Do not attempt to weld a closed or jacketed tank, vessel, or container without a vent for air. Even with a vent, great care should be used not to get gas in tank. If for any reason you should get gas in the tank, be sure to aerate the tank.

Safety Rules for Arc Welding

1. Be aware of the following hazards: electrical shock, fumes, arc rays, fire, and explosion.

2. Make sure you are insulated from live electrical parts.

3. Do not weld when wet or in wet areas.

4. Use proper ventilation. This is especially important when welding galvanized or cadmium-plated materials. Materials that have been cleaned with degreasing agents can also create hazardous fumes when they are welded.

5. Protect your skin from arc rays by using flame-resistant clothing.

6. Protect your face and eyes by using a face shield with a filter lens conforming to ANSI Z87.1 Standards.

7. Use shields or screening devices to protect others around you from arc rays.

8. Remove all fire hazards from the area when welding. If this is not possible, cover them to prevent sparks from starting a fire, and have a fire extinguisher nearby.

9. Be sure that all the proper precautions have been taken before welding closed containers.

10. Always secure gas cylinders properly in the upright position using chains or other securing devices.

CAUTION:

THERE IS AN IMMENSE AMOUNT OF POWER IN EACH CYLINDER. CARELESS HANDLING RESULTING IN VALVE OR CYLINDER DAMAGE CAN PRODUCE INSTANT DEATH FOR YOU OR YOUR FRIENDS.

11. Do not allow electrodes or electrode holders to touch gas cylinders.

12. Keep cylinder caps on the cylinders when they are not in use or when they are not connected for use.

Safety Rules for Oxy-acetylene Welding

1. Be sure cylinders are secured in the upright position.

2. Do not use a regulator that is damaged or in questionable condition.

3. Wear protective clothing, including gloves, goggles, high-topped boots, and cuff-less trousers.

4. Stand to the side of the regulators when opening the cylinder valves.

5. Open cylinder valves slowly to prevent a rapid buildup of pressure in the regulator.

6. Use the recommended pressure for the tips and equipment to prevent dangerous backfires and flashbacks.

7. Check for leaks on the regulators and hoses before lighting the torch.

8. Keep the hoses clear of falling sparks that could burn through them when cutting.

9. Do not allow oil to come in contact with hoses or equipment, and do not handle the equipment with hands or gloves that have grease on them.

10. Do not cool yourself with oxygen or allow oxygen to saturate your clothing.

Hazardous Materials Storage and Handling

1. Make sure any cylinders containing oxygen, fuel, or inert gases are secured at all times.

2. Make sure all cylinders are capped when not in use.

3. Do not refill cylinders from another cylinder. Cylinders should only be refilled by the suppliers.

4. Separate oxygen cylinders in storage from fuel-gas cylinders and combustible materials by at least 20 feet or by a noncombustible barrier at least 5 feet high.

5. Store acetylene cylinders in the upright position at all times. If for any reason they have been laid down, they should be allowed to stand upright for at least two hours before they are used.

6. Do not store compressed gases in unventilated cabinets or confined spaces.

7. Do not store a cylinder where the temperature may rise above 130 degrees Fahrenheit.

8. Store all solvents clear of any welding or cutting operations.

9. Do not weld materials that have been cleaned with chlorinated solvents. Vapors from these solvents can be decomposed by the heat from welding or cutting and form highly toxic phosgene gas.

10. Use adequate ventilation or an air-supplied respirator when welding lead, cadmium, zinc, mercury, and metals coated with these materials. They produce harmful concentrations of toxic fumes when welded.

Safety Suggestion for Arc Welder

1. Operate only with instructor's permission and after you have received instruction.

2. Remove jewelry, eliminate loose clothing, and confine long hair.

3. Make sure all guards are in place and operating correctly.

4. Always use proper eye protection.

5. Always wear a welding helmet when welding.

6. Make sure proper ventilation is available.
7. Always wear goggles when chipping slag.
8. Warn others in the area before striking an arc.
9. Wear gloves and proper clothing when welding.
10. Do not weld closed containers without instructor's permission.
11. Do not stand in wet areas while welding.
12. Make sure screens to protect others are in place before welding is started.

Safety Suggestions for Grinder

1. Operate only with instructor's permission and after you have received instruction.
2. Remove jewelry, eliminate loose clothing, and confine long hair.
3. Make sure all guards are in place and operating correctly.
4. Always use proper eye protection.
5. Adjust the tool rest to 1/8" from the wheel.
6. Do not grind on the side of the grinding wheel.
7. Make sure spark arrestor or top guard is within 1/8" of wheel.
8. Hold small pieces with "vise grip" type pliers.
9. Discard any wheel that is excessively worn or cracked.
10. Make sure the glass safety shield is clean.
11. Stand to one side when starting the machine.

Safety Suggestions for Metal Squaring Shear

1. Operate only with instructor's permission and after you have received instruction.
2. Remove jewelry, eliminate loose clothing, and confine long hair.
3. Make sure all guards are in place and operating correctly.
4. Always use proper eye protection.
5. Check setup and machine before operating.
6. Never surpass the capacity of the machine.
7. Feed and operate from the front or the operator's position.
8. Always keep your fingers away from the pressure bar and blade, at a minimum of 4 inches.
9. Keep the foot that is not being used out from under the treadle.
10. Allow small pieces to drop; do not attempt to catch them.
11. Remove burrs before working; gloves or pads are recommended for handling sheet metal, especially large pieces.
12. Place scraps or trimmings in metal waste container and return machine to normal.

Safety Suggestions for Oxy-Acetylene Welder

1. Operate only with instructor's permission and after you have received instruction.
2. Remove jewelry, eliminate loose clothing, and confine long hair.
3. Make sure all guards are in place and operating correctly.
4. Always use proper eye protection.
5. Do not weld galvanized metal without proper ventilation.
6. Do not allow oil to come in contact with hoses or equipment.
7. Keep gas bottles erect and secure at all times.
8. Wear protective goggles and spark-resistant clothing when welding.

9. Do not weld or cut on a closed container without instructor's approval.
10. Confine all cutting and welding to the designated area in the shop.
11. Turn off torch valves when finished with equipment.
12. Keep the cylinder caps on the bottles when not in use.
13. Turn off gas and oxygen at tanks or stations at the end of the class session.
14. Bend the end of long welding rods to identify hot end and to reduce the possibility of eye injury.

Safety Suggestions for Portable Disc Sander

1. Operate only with instructor's permission and after you have received instruction.
2. Remove jewelry, eliminate loose clothing, and confine long hair.
3. Make sure all guards are in place and operating correctly.
4. Always use proper eye protection.
5. Before connecting to the power source, be sure the switch is in the off position.
6. Make sure backup pad and disc are securely fastened to the tool. Unplug the sander when changing discs.
7. Do not allow the edge of the disc to touch the edge of the stock.
8. Stand clear of the spark line or spark area.
9. Sand or finish with a stroking motion; do not pause in one spot.
10. Set sander on its back or on rubber stand when not in use and disconnect from power source.

Safety Suggestions for Sheet Metal Machines

1. Operate only with instructor's permission and after you have received instruction.
2. Remove jewelry, eliminate loose clothing, and confine long hair.
3. Always use proper eye protection.
4. Check setup and machine before operating.
5. Never surpass the capacity of the machine.
6. Feed and operate from the front or the operator's position.
7. Whenever two people are needed to operate the machine, one shall be the operator, the other the helper.
8. Keep hands and fingers clear of moving parts.
9. Be sure that fingers are tightened securely on finger leaf.
10. Never work where moving parts or metal strike others.
11. Be careful that moving parts or metal does not strike others.
12. Take care not to place hands in a position that will allow them to slip into the rolls, jaws, etc.

Safety Suggestions for TIG and MIG Welder

1. Operate only with instructor's permission and after you have received instruction.
2. Remove jewelry, eliminate loose clothing, and confine long hair.
3. Make sure all guards are in place and operating correctly.
4. Always use proper eye protection.
5. Always wear additional protective welding clothing, including a helmet, long sleeve jacket, and gloves to prevent burns from ultraviolet and infrared rays emitted while arc welding.
6. Use a helmet equipped with a minimum number twelve density shade for TIG and MIG welding.

7. Be certain that the welder equipped with a high frequency stabilizing unit is installed, maintained, and used according to the recommendations of both the manufacturer and the Federal Communication Commission.

8. Never touch the tungsten electrode or MIG wire while the welder is turned on. It is electrically "hot" and can cause a serious shock.

9. Never use the high frequency when performing shield metal arc (stick electrode) welding.

10. Be sure proper ventilation is available or use suitable breathing apparatus.

11. Warn others in the area before beginning to weld.

12. Do not weld on a closed container without instructor's approval.

13. Do not stand in wet areas while welding.

14. Be sure all flammables are removed from the area.

15. Make sure screens are in place to protect others before welding.

16. Take special precautions when wearing contact lens.

SECTION C - DEPARTMENTAL SAFETY

This section presents suggestions for the safe operation of equipment and procedures commonly used in programs such as those at Reid State Technical College.

COSMETOLOGY DEPARTMENT SAFETY GUIDELINES

Safety Practices for Cosmetology

INTRODUCTION

Students in cosmetology are responsible for not only their own safety, but that of their clients as well. Besides following the general safety procedure outlines in this manual, cosmetology students must familiarize themselves with the safety procedures related specifically to cosmetology.

Instructors will distribute safety procedure guidelines to all students, who will indicate understanding of these precautions by signing and dating the safety procedures packet, which will then be filed in the department. By signing the guidelines, students are also agreeing to review the precautions before performing a live service while at Reid State Technical College.

These extensive guidelines distributed within the department cover sanitation, safety color codes, general shop safety, evacuation routes, use of electrical appliances, and procedures for the following services:

1. Hair styling, curling, and waving
2. Cold permanent waving
3. Chemical hair relaxer
4. Hair coloring
5. Care of wigs
6. Facials
7. Hair pressing
8. Thermal waving and curling
9. Electric appliances
10. Temporary hair removal
11. Massage
12. Make up
13. Hair shaping
14. Heat cap – high frequency
15. Pedicuring
16. Manicuring
17. Shampooing and rinsing
18. General Safety Rules

A copy of the guidelines follows.

Student Safety Pledge Form

_____, WHO IS ENROLLED in Cosmetology courses will, as a part of the Lab experience, operate implements and equipment.

It is understood that each student will be given proper instruction both in use of the equipment and in the correct safety procedures concerning the equipment before being allowed to operate it alone. The student must assume responsibility for following safe practices, and we therefore ask that the student subscribe to the following safety pledge.

1. I PROMISE TO FOLLOW ALL SAFETY RULES FOR THE LAB.

2. I WILL NOT ASK PERMISSION TO USE A PARTICULAR IMPLEMENT UNLESS I HAVE BEEN INSTRUCTED ON ITS USE.

3. I WILL REPORT ANY ACCIDENT OR INJURY TO THE INSTRUCTOR IMMEDIATELY.

4. I AM AWARE THAT THE COSMETOLOGY DEPARTMENT HAS MANY MIRRORS AND GLASS PARTITIONS. AS A STUDENT I WILL TAKE EVERY SAFETY PRECAUTIONS NECESSARY TO AVOID ANY BREAKAGE OF THE MIRRORS OR GLASS.

Date _____ Student Signature _____

Information Sheet

I. Terms and definitions

A. safety - State of condition of being safe; freedom from danger, risk, or injury.

B. accident – Any suddenly occurring, unintentional event, which causes injury or property damage.

C. first aid – Immediate, temporary care given the victim of an accident or sudden illness until the services of a physician can be obtained.

D. bacteria – One-Celled vegetable microorganisms; also called germs or microbes.

E. hygiene – Establishing and maintaining good health.

F. sterilize – Chemical means of keeping salon and equipment as free from germs as possible.

G. sanitize – Chemical means of keeping salon and equipment as free from germs as possible.

H. dry sanitizer – Closed cabinet used to keep implements sanitized until ready for use.

I. fumigant – Substance that disinfects by giving off smoke or fumes.

J. contagious – Ability to be transmitted from one person to another.

K. vapor – Substance used in cabinet sanitizer to keep sterilized implements sanitary.

L. germicidal – Destroys germs

M. ultra-violet – Violet ray having a germicidal action.

N. pathogenic – Harmful bacteria; disease producing.

O. non-pathogenic – Beneficial bacteria; helpful

P. disinfect – Destroy most pathogenic and nonpathogenic bacteria.

Q. antiseptic – Chemical substance used to control bacteria growth.

R. physical agent – Non-chemical method used for sterilization

Example: Boiling water at 100 degrees C (212 degrees F)

S. sepsis – Poisoning due to pathogenic bacteria

T. asepsis – Freedom from disease germs

U. formaldehyde – Chemical used to kill bacteria

V. quaternary ammonium compound – Chemical used to disinfect

(Note: Quaternary ammonium compound is often called quats)

W. general infection – Infection that affects entire body

(Example: Blood Poisoning)

X. local infection – Infection that is concentrated on one area of the body.

(Example: Boil or pimple)

Y. animal parasite – Small organism that lives off other living matter

Z. fungi – Plant organisms that live on dead and some living matter.

AA. merthiolate - Commercial product used to cleanse wounds

BB. boric acid – Antiseptic; eyewash

CC. phenol – Disinfectant used to cleanse and sanitize

DD. toxic – Poisonous

EE. tincture of iodine – Antiseptic used on small wounds or cuts

FF. flagella – Hair like projections on some bacteria which permits movement

GG. virus – Microscopic pathogenic particles of unknown origin

II. Colors and application of the safety color code

(Note: The American Standards Association has established a safety color code for marking physical hazards and for identifying certain equipment.)

A. Federal safety red

1. Fire protection equipment and its location

2. Portable containers of flammable liquids

3. Emergency stop bars, stop buttons, and emergency electrical stop switches on machinery.

B. Federal safety yellow

1. Caution and for marking physical hazards

2. Waste containers for explosive or combustible materials

3. Caution against starting, using, or moving equipment while under repair

4. Starting point or power source of machinery

C. Federal safety orange

1. Dangerous parts of equipment

2. Safety starter buttons and parts of equipment that may cause electrical shock

3. Exposed parts (edges only) of pulleys, gears, rollers, cutting devises, and power jaws

D. Federal safety purple – Radiation hazards

E. Federal safety green

1. Nameplates and non-critical parts of equipment

2. Location of first aid equipment

(Note: This applies to equipment other than fire-fighting equipment)

F. Federal safety black and white (used individually in combination)

1. Traffic flow

2. Housekeeping purposes

3. Storage areas

III. Personal safety rules

A. Conduct yourself in a manner conducive to safe shop practices

B. Sterilize all implements after use on a client

C. Wash hands before and after each client

D. Practice personal hygiene

E. Learn to recognize diseases and disorders that may be contagious

(Note: Animal parasites such as head and body lice should be recognized to prevent their spread)

F. Use clean towels and neck strips on each client

G. Practice all electrical safety rules

IV. Sanitation and sterilization rules

A. Sanitize metal and glass implements using 70% alcohol

(Note: Implements such as scissors and the glass rake used with high frequency current should be cleansed with cotton saturated in 70% alcohol.)

B. Sanitize all implements after use on each client.

C. Disinfect floors, sinks, and toilet bowls with an effective disinfectant.

Example: Lysol or pine needle oil will sanitize floors, sinks, and toilet bowls.

D. Place all sterilized implements in a dry sanitizer containing a fumigant until ready for use.

E. Avoid working on a client having a contagious disease.

F. Mix the disinfectant solution according to immersion time prescribed for implements.

Example: 25% solution – combs and brushes may be sanitized after ten minutes; 10% solution – implements must be immersed for twenty minutes; 5% solution is used for minor cuts or abrasion or to sanitize shampoo bowls.

G. Keep all chemicals clearly labeled.

H. Avoid smelling a chemical that is unlabeled.

(CAUTION: Chemical fumes may be harmful to eyes and nose.)

I. Keep a complete first aid kit in the shop.

J. Read product label to determine if the product is toxic.

K. Keep chemicals away from the eyes.

L. Place soiled towels in a covered container.

M. Use disposable drinking cups.

N. Avoid allowing animals in salon. (Note: Seeing-eye dogs are the only exceptions.)

V. Methods of sterilization

A. Physical

1. Moist heat

Examples: Boiling water (100° C or 212° F); steaming

2. Dry heat

Examples: Baking

3. Ultra-violet rays

B. Chemical

1. Antiseptics

a. Tincture of iodine

(NOTE: Tincture of iodine is used for small wounds or cuts.)

b. Merthiolate

(NOTE: Merthiolate is used for small wounds or cuts.)

c. Boric acid

(NOTE: Boric acid is used as eyewash)

d. Alcohol

(NOTE: Three percent hydrogen peroxide is used for small wounds and cuts.)

2. Disinfectants.

a. Quaternary ammonium compound (quats)

b. Formaldehyde (37% to 40%)

c. 70% alcohol

d. Cresol

(NOTE: Cresol is the technical term for Lysol.)

e. Phenol

VI. Steps for using wet sanitizer

A. Remove all hair from combs and brushes.

B. Wash implements with soap and hot water.

C. Rinse away soap traces

D. Immerse implements in container of disinfectant solution large enough to hold implements.

(NOTE: Leave implements immersed for the required time, according to the strength of the disinfectant solution.

E. Remove implements from wet sanitizer

F. Rinse clean

G. Wipe dry using clean towel

H. Store implements in dry sanitizer until ready to use

(NOTE: Implements may be stored in wrapped cellophane envelopes instead of in the dry sanitizer.)

VII. Bacteria as a personal health hazard

A. Bacteria (germs, microbes) thrive well on skin and hair and in water, decaying matter, and various waste materials.

B. Some bacteria have hair-like projections called flagella or cilia which allow them to move about in liquid

C. Bacteria grow and reproduce in the active stage and thrive in dark, dirty, moist areas.

D. Some bacteria form spores when food or moisture is lacking, causing them to stop growth and reproduction.

(NOTE: These spores blow about and can cause a threat because they can become active if conditions are right.)

VIII. Two types of bacteria

A. Pathogenic – Disease producing, harmful bacteria that cause infection.

Example: A virus is an infectious pathogenic particle that causes such disease as polio, chicken pox, measles, and the common cold.

B. Nonpathogenic – Harmless, beneficial bacteria which decompose dead vegetation and animals and fertilize soil

Example: Fungi are plant organisms that live off of dead vegetation and may be beneficial.

IX. Pathogenic bacteria and the diseases they cause

A. Cocci (round-shaped)

1. Streptococci – Blood poisoning, acute sore throat, scarlet fever, and rheumatic fever.

2. Staphylococci – Boils, abscesses, carbuncles, pustules, and food poisoning.

(NOTE: Staphylococci are a local infection.)

3. Diplococcic – Measles, influenza, and pneumonia

B. Bacilli (rod-shaped)

C. Spirilla (corkscrew-shaped) Syphilis

X. General shop safety rules

A. Clean water, hair, or any spilled liquid off the floor immediately.

B. Avoid touching two metal appliances at the same time.

(NOTE: If equipment is properly grounded, an electrical shock should not occur.)

C. Avoid leaving a client alone when connected to an electrical device.

D. Do not operate any appliance until you have been properly instructed in its use.

E. Read manufacturer's directions carefully before using any appliances.

F. Place appliance cords out of traffic lanes.

G. Leave safety guard on razor at all times.

H. Report all accidents to the instructor, regardless of the nature or severity.

I. Avoid running in the shop area.

J. Keep the floor free of litter at all times.

K. Handle sharp instruments, such as scissors, with care.

(NOTE: Avoid dropping scissors to prevent springing them or dulling the points.)

L. Avoid all horseplay in the shop.

M. Disconnect appliances immediately after use.

N. Return all equipment to its proper place before leaving the shop.

XI. Components of the fire triangle (Transparency 1)

A. Fuel

B. Heat

C. Oxygen

XII. Classes of fire

A. Class A – Fires that occur in ordinary combustible materials such as wood, rags, and rubbish.

B. Class B – Fires that occur with flammable liquids such as gasoline, oil, grease, paint, and thinner.

C. Class C – Fires that occur in or near electrical equipment such as motors, switchboards, and electrical wiring.

XIII. Types of fire extinguishers (Transparency 2)

A. Pressurized water – Used on Class A fires only

B. Soda acid – Used on Class A fires only

C. Carbon dioxide (CO2) – Used on Class B and C fires

D. Dry chemical – Used on Class B, C, and some D fires.

(NOTE: On Class D fires, dry sand is as effective as any dry chemical other than Purple X. The cost of Purple X chemical places it out of range for most salons.)

E. Foam – Used on Class A and B fires.

Hair Styling, Curling, and Waving

1. Use care when inserting hairpins, bobby pins, or clips in order to avoid damaging or scratching the scalp.

2. Exercise great care in the use of sharp-toothed combs to avoid scratching the scalp.

3. Be careful when brushing hair to prevent scalp irritation.

4. Do not permit clips, bobby pins, hairpins, or any metal aid to touch the skin or scalp. These objects become hot under the dryer and could cause burns if allowed to rest on the skin and scalp.

5. Protect the clients' ears and forehead from the intense heat of the dryer.

6. Excessive drying causes the hair to become dry.

7. Immediately clean up any liquid which may have spilled or dripped on the floor to prevent slipping and falling.

Cold Permanent Waving

1. Examine the scalp for abrasions and lesions before giving a cold wave.

2. Analyze the hair before giving a cold wave.

3. Test the hair for elasticity and porosity.

4. Wash your hands before and after serving each client and after lotion has been applied. The strong chemicals may injure the skin.

5. Give at least two test curls to determine the condition of the hair and the type of lotion to use.

6. Use proper strength waving lotion for hair that has been tinted, lightened, or damaged.

7. Wear protective gloves when applying cold wave lotion.

8. Have a small bowl of cold water and cotton on hand in the event the lotion drips on the skin while wrapping. Remove excess lotion immediately.

9. Wrap the hair smoothly and without tension.

10. Use non-metallic bowls or plastic applicator bottles to hold waving lotion and neutralizer.

11. Each manufacturer of cold wave lotion has printed instructions, which must be followed explicitly. Instructions may vary according to hair condition.

12. Hold the hair strand up and away from the head when wrapping. Do not hold the strand down and close to the head, and do not hold the strand too upright. Such positions may cause hair breakage.

13. If cotton placed around the client's neck becomes saturated with lotion it should be removed. If a lotion-saturated towel is allowed to remain in contact with the skin, it may cause irritation.

14. If a towel is placed around the head to protect the client's skin from dripping lotion, it should be removed immediately after saturation.

15. Be sure to block the hair evenly. Uneven blocking may produce irregular waves and hair damage.

16. When applying neutralizer make sure the curls are thoroughly saturated and that it is left on only for the required time.

17. Complete record card carefully and accurately.

18. Observe all rules of saturation and sanitization.

19. If the neutralizing of the hair is not done correctly, thoroughly and completely, the cold wave will be a failure. The hair may be damaged by any mild cold waving lotion remaining on the hair.

20. Observation: Hair treated with strong alkaline soaps or other chemicals make the hair very porous. The cosmetologist should questions the client as to what treatments have been given to her hair. Hair that has been tinted with metallic hair coloring, either at home or in a beauty salon, cannot be given a cold wave or it will discolor and break the hair. Test curls should always be given to reveal the condition of the client's hair.

21. Thoroughly rinse the neutralizer form the hair.

22. Avoid fishhooks when wrapping hair ends.

23. Do not leave the client alone while processing a cold wave.

24. Obtain information concerning the client's cold wave history.

25. Protect clothing of client by proper draping.

26. Have client remove her glasses, ear jewelry and neck jewelry.

27. Do not brush the hair too briskly or rub scalp too hard during the shampoo prior to giving a permanent wave.

28. Blot excess lotion from the scalp.

29. Do not stretch or pull hair during wrapping.

30. Do not stretch rubber bands too tightly over rods when hooking it.

31. Check for complete coverage of client's clothes before shampoo or solutions are applied to the hair.

32. Remove hair from floor as soon as possible, as it is easy to slip on.

Chemical Hair Relaxer

1. Know the texture of the hair to be treated.

2. Check the elasticity of the hair for its ability to stretch.

3. Check the porosity of the hair and its ability to absorb moisture.

4. Do not relax damaged hair. Suggest a series of reconditioning treatments.

5. Always read and follow the manufacturer's instructions before you start the treatment.

6. Never give a chemical hair relaxing treatment to hair which has recently been straightened by a hot pressing comb.

7. Always fill out a record card at the completion of each treatment.

8. Give a patch test before each relaxer treatment.

9. Make a strand test to be sure the relaxer treatment can be safely given.

10. Examine the scalp for abrasions; if any are present, do not give a relaxer treatment.

11. Apply a petroleum base to protect the scalp from the active agents in the relaxer (if required by the manufacturer).

12. If a base is used after the application, check carefully to see that the scalp has been completely and thoroughly covered. Failure to cover the scalp carefully can result in a burn by the chemicals being used.

13. Always use great care and caution when applying the relaxer.

14. Never leave the client alone while the relaxer is on the hair.

15. Wear gloves to apply relaxer to hair.

16. Use extreme care when applying the relaxer to avoid spilling it on the ears, scalp or skin.

17. When rinsing the relaxer from the hair, great care should be taken that the water is not too hot. Use tepid water to avoid scalp irritation.

18. Be sure to thoroughly shampoo the hair. Failure to do so would cause the relaxer to continue to act, resulting in hair damage.

19. When rinsing the shampoo from the hair, always work the fingers from the scalp to ends following the water stream to prevent tangling of the hair.

20. The application of stabilizer to the hair, following the shampoo is important to keep the hair in a relaxed or straight form.

21. Use a wide-tooth comb and avoid pulling when combing the hair.

22. Apply scalp cream to the scalp after the hair is dry and before combing to restore some of the natural oils, which have been removed by the chemicals.

23. When retouching the new growth do not allow the relaxer to overlap onto the already relaxed hair.

24. Avoid scratching the scalp with a comb, brush, or fingernails before or after treatment.

25. Avoid leaving the chemical relaxer on the hair any longer than is necessary to straighten it.

26. Avoid harsh or rough handling of the scalp and hair.

27. Avoid the use of hot irons on the hair.

28. Avoid getting chemicals or rinse water in the eyes.

29. Do not use a vigorous shampoo.

30. Do not use a strong relaxer on fine woolly hair.

31. If hair ends are in damaged condition, trim the hair before relaxing treatment is given.

32. Avoid rubbing the relaxing agent on to the hair.

33. Test the action of the relaxing agent frequently to determine how fast the natural curl is being removed.

Hair Coloring

1. Make a 24-hour patch test before application of the tint or toner.

2. Do not apply tint if abrasions are present on the scalp.

3. Do not brush the hair prior to a tint.

4. Do not apply a tint without reading the manufacturer's directions.

5. Make a strand test to check for condition processing time results.

6. Use an applicator bottle or bowl (plastic or glass) for mixing the tint.

7. Do not mix tint before ready to use. Discard leftover tint.

8. Do not apply aniline derivative tint if a patch test is positive.

9. Do not use an alkaline or harsh shampoo for tint removal.

10. Do not use water that is too hot for removing tint.

11. Protect the client's clothing by proper draping.

12. Do not permit tint to come in contact with the client's eyes.

13. Do not overlap during a tint retouch.

14. Do not neglect to fill out a tint record card.

15. Do not apply hydrogen peroxide or any material containing hydrogen peroxide directly over tints known or suspected of containing a metallic salt.

16. Wear gloves to protect the hands.

17. Do not apply tint prior to patch test. Failure to observe this Federal requirement, followed by sonic allergy reaction, is reason for insurance companies to refuse payment on claims.

18. Do not apply tint to the eyelashes or brows.

19. When using semi-permanent color rinses, read manufacturer's directions regarding a patch test.

20. Always read the manufacturer's directions.

21. For lightened or damaged hair, use a shampoo with low alkalinity.

Care of Wigs

1. Great care must be taken when combing or brushing wigs to avoid matting and loss of hair.

2. When dry cleaning a wig or hairpiece, never rub or wring the cleaning fluid from it.

3. When shaping (cutting) a wig or hairpiece, use great care; once the hair has been cut, it cannot grow back. Place the wig on the client's head for correct shaping.

4. When combing a freshly set wig, use a wide-tooth comb to avoid abuse to the foundation and to gain greater control in combing.

5. When cleaning or working with a wet wig, it must always be mounted on a block the same head size as the wig, to avoid stretching or shrinking.

6. To avoid damage to the foundation, never give a permanent wave to a wig or hairpiece.

7. If hair coloring is necessary, it must be done with great care.

8. Do not tint a wig unless it is constructed of 100% human hair.

9. Do not work the tint into the foundation of the wig. This will cause the foundation to deteriorate.

Facials

1. When applying creams to the face, care should be taken to avoid getting cream into the eyes of the client.
2. Avoid excessive or rough massage.
3. Lotions, creams, or water spilled on the floor should be wiped up immediately.
4. Do not remove blackheads.
5. When applying creams or lotions, clean cotton pads must be used.
6. The cosmetologist should use a sanitized spatula to remove all creams from jars.
7. Cover client's eyes with moistened cotton pads when using a therapeutic light.
8. Do not use very hot towels on the face.
9. Cap each bottle and jar after each use.
10. When giving a facial to a client with dry skin, avoid using any cosmetics containing alcohol.
11. Avoid using facial makeup on a person who has acne.
12. Carefully remove creams from around the eyes.
13. Do not attempt to treat any skin disease.
14. Never dip the fingers into any cosmetic material.

Hair Pressing

1. Examine the scalp and hair before pressing the client's hair.
2. To prevent hair damage, avoid pressing the hair too frequently.
3. Avoid excessive heat and pressure on the hair and scalp.
4. Avoid using too much pressing oil on the hair.
5. Avoid using perfumed pressing oil near the scalp if the client is allergic to it.

6. Avoid overheating the pressing comb.

7. Test the temperature of the pressing comb before applying it to the hair.

8. Adjust the temperature of the pressing comb to the client's hair texture and condition of the hair.

9. Use a moderately warm comb to press short hair on the temples and back of the neck.

10. In case of a scalp or skin burn, immediately apply 1% gentian violet jelly directly to the wound.

11. Avoid excess heat on gray, tinted or lightened hair, as the heat may discolor the hair.

12. When there is any possibility of hair damage due to the condition of the client's hair, the hair cannot be pressed.

13. Never give a hair pressing treatment if the client has a contagious hair or scalp condition.

14. Give reconditioning treatments to damaged hair after it is shampooed.

15. To prevent steam burns, dry the hair completely after it is shampooed.

Thermal Waving and Curling

Marcelling and Iron Waving

1. Test the temperature of the iron on paper before placing it on the hair. This will prevent the hair from being burned.

2. A hot iron should not be cooled by twirling it. It may slip from the hands and break or cause injury.

3. Place hot irons in a safe place to cool. Do not leave them where someone may accidentally come in contact with them and burn themselves.

4. When heating irons do not place handle too far into the heater, or the hand may be burned.

5. Make sure that the irons are properly balanced in heater or they may fall and injure someone.

6. Celluloid combs may not be used in thermal heat curling. They are flammable. Use hard rubber or non-flammable combs only.

7. Place combs between scalp and hot thermal (Marcel) iron when waving hair to prevent burning the scalp.

8. Never use a hot pressing or Marcel iron on lightened or tinted hair.

9. Do not use metallic combs; they may become hot and burn the client.

Electrical Appliances

1. When high-frequency is to be used in connection with lotion containing alcoholic content, the lotion must be applied after using the current, never before.

2. When a scalp treatment is to be given with high frequency, it should be started with a mild current and gradually increased to the required strength.

3. If a person has a weak heart, fever, inflammation or abscess, a vibrator should never be used.

4. A client must never be left alone when connected to any electrical machine.

5. Therapeutic lamps should be adjusted to a distance that is comfortable for the client.

6. The cosmetologist should be careful in adjusting the dryer so that if does not touch the client's head.

7. Use only one plug in each outlet; overloading may cause fuse to blow out.

8. To disconnect current, grasp and remove plug without pulling cord. Never pull on cord, as the wires may become loosened and cause a short circuit.

9. Examine cords regularly. Repair or replace worn cords to prevent short circuit, shock or fire.

10. Do not touch metal while using any electrical appliance.

11. Do not handle electrical equipment with wet hands.

12. Do not attempt to clean around electrical equipment when it is connected to an electrical current.

Temporary Hair Removal

1. To prevent burns, test temperature of heated wax before applying it to the client's skin.
2. Be careful to avoid letting wax run into eyes or over any area where it is not wanted.
3. Do not use wax depilatory under the arms, nor over any warts, moles, abrasions, or any irritated or inflamed areas.
4. When using chemical depilatories, it is advisable to give a skin test to determine if the individual is sensitive to the action of this type of depilatory.

Massage

1. Do not massage over client's skin without first applying cream or oil. To do so may damage the tissues.
2. Do not employ the use of heavy massage if the client has a heart condition or high blood pressure.
3. Do not massage over swollen joints or glandular swellings.
4. Do not massage over skin abrasions, skin diseases, or broken capillaries.
5. Do not massage with hands that are rough or nails that are too long or not smoothly beveled.
6. Massage in the correct direction of movement, from the insertion of a muscle toward its origin.
7. Do not use the ends of the fingertips for massage movements. Fingertips cannot control the degree of pressure and the free edge of the fingernails may scratch the skin. Use the cushion of the fingertips.

8. Do not use heavy pressure when massaging the underside of the client's forearm, between the shoulder and elbow.

9. Do not use a deep friction movement when massaging the face and neck.

10. Do not attempt to massage until the wrists and fingers have developed flexibility.

Makeup

1. Care should be taken to avoid getting creams or lotions in the eyes.

2. The client's hair should be covered with a towel or headband protector while makeup is being applied.

3. Dust powder over the face, being careful not to get it into the eyes.

4. Usually mascara is applied to upper lashes only.

5. Remove cosmetics from containers with a sanitized spatula.

6. For sanitary reasons, use a disposable lip brush or the client's own lip brush.

7. Discard all used materials.

8. Keep jars and lotion bottles tightly closed.

Hair Shaping

1. Examine the scalp before cutting the client's hair.

2. Wash hands before and after working on the client.

3. Always hand the scissors with handle extended toward person receiving them.

4. Hold scissors firmly when using them to prevent their slipping out of hand and falling to floor. A broken blade or injury to self may result.

5. Use a safety guard on a razor when giving a razor haircut. The guard prevents injury.

6. Close the razor when not in use and place in case.

7. Hold the razor firmly to prevent it from slipping out of hand and falling on the floor.

8. Avoid nipping the skin with the points of the scissors.

9. When trimming the neck, protect the tips of scissor blades with fingertips of the left hand or with the comb.

10. Replace or sharpen the blade of the razor when it becomes dull. A dull razor will pull the hair. Place discarded blades in a closed container.

Heating Cap – High Frequency

1. Check cap for working order before using it. Loose wires may cause a short circuit or injury to client.

2. Do not touch electrical appliances with wet hands.

3. Caution should be exercised to avoid scratching client's scalp with the bristles of a brush, teeth of a comb, or the fingernails.

4. Care should be exercised to see that all jars, bottles, etc. are tightly closed and labeled.
5. A sanitized spatula should be used to remove cosmetics from their containers.
6. Use care to avoid getting oil or cream in the client's eyes.
7. All implements to be used in giving a scalp treatment must be sanitized.
8. When high frequency current is to be used in combination with a lotion that has a high alcohol content, the lotion must be applied after using the current, never before.
9. Avoid harsh manipulations as well as lotions and ointments that are too strong.
10. When a scalp treatment is to be given with high frequency current it should be started with a mild current, and gradually increased to the required strength.
11. To prevent irritation and injury to the eyes, the cosmetologist and the client should wear protective goggles during exposure to ultraviolet rays.
12. Avoid giving a scalp treatment if there are scalp abrasions or a scalp disease.
13. When using high frequency current on the scalp, avoid having the client come in contact with metal, such as on chairs.

Pedicuring

1. Keep all containers covered and labeled.
2. Use dry hands to hold or move containers.
3. Handle sharp pointed implements carefully and avoid dropping them.
4. Bevel a sharp toenail with an emery board.
5. Don't file deeply into toenail corners.
6. Do not file a sharp pointed implement to clean under the nail.
7. To prevent injury, avoid pushing the cuticle back too far.
8. Avoid too much pressure at the base of the nail.

9. Do not work on a toenail that is diseased or contains pus.

10. Do not give a pedicure to a person with a foot infection. Refer them to a physician for medical help.

11. Do not cut the cuticle.

12. Do not massage over the shin bone or above the knee.

Manicuring

1. Always examine the hands and nails for skin abrasions or nail disorders before giving manicure.

2. Do not give a manicure to a person with infected nails.

3. Do not use the steel point of the pusher for cleaning underneath the nails; it may cut or break the skin.

4. Work gently toward the matrix of the nail when using the cuticle pusher to prevent scraping the nail bed.

5. Hold the cuticle pusher lightly when removing cuticle around the matrix. Heavy pressure on the matrix may damage the nail.

6. Keep edge of implements properly sharpened. Place in case when not in use.

7. Place a fresh swab of cotton on end of orangewood stick when cleaning underneath the nail or working around the cuticle.

8. Press orangewood stick lightly against the base of the nail when removing polish or pushing back cuticle.

9. Do not file the nails too short. To do so may cause soreness and possible infection.

10. Use a clean sanitized towel for each client.

11. Wash hands before and after each client.

12. Before and during the manicure, implements should be kept in a sanitizer containing a 70% alcohol solution.

13. Place a piece of cotton on the bottom of the glass jar sanitizer to prevent dulling the implements.

14. Keep all containers covered and labeled.

15. Handle sharp-pointed implements carefully and avoid dropping them.

16. Over-sharpened cutting edges of implements should be dulled with an emery board.

17. Bevel a sharp nail edge with an emery board.

18. Do not file too deeply into nail corners.

19. Avoid excessive friction in nail buffing.

20. When using polish remover, hold bottles properly to avoid spilling and damaging clothing.

21. Use dry hands to hold or move containers.

22. Do not work on a nail that is diseased or contains pus.

Shampooing and Rinsing

1. Place a towel or sanek strip around the client's neck before adjusting the cape, to prevent the cape from coming in direct contact with the skin.
2. Examine the client's scalp and hair before shampooing.
3. Wash your hands before and after serving each client.
4. Do not repair a leaky hose with tape. Report it so that it may be replaced.
5. Place spray back in holder so that the water will not drip from hose to the floor.
6. Turn cold water on first to prevent scalding self and client.
7. Test the temperature of the water before applying it to the client's head.
8. If using a reclining shampoo chair, be very careful when adjusting the chair to avoid bumping the client's head on the sink.
9. If water accidentally spills on the floor, wipe it up immediately to prevent accidents.
10. Do not brush the hair or massage the scalp if a permanent wave, tinting, or lighting treatment is to follow; to do so will cause scalp irritation.
11. Do not brush or massage the scalp if the scalp is tender.
12. Clean and sanitize the shampoo bowl after each use.
13. Do not turn the dryer to "hot" if the client has a history of high blood pressure.
14. Do not permit your fingernails to scratch the client's scalp.

General Safety Rules

1. Do not smell the contents of a bottle in order to identify it.
2. Carefully read manufacturers' labels before using a product.
3. Remove hair, cotton, oil, or other liquids from the floor to prevent slipping or falling.
4. Keep the room well ventilated, heated, and free from dust.
5. Turn off faucets firmly to prevent water from dripping.
6. Replace covers of jars and bottles securely to avoid spoilage.
7. Have all jars properly labeled as to its contents.
8. Carefully read labels on jars and bottles. Close securely to avoid spoilage.
9. Do not use contents of broken jars or bottles. Place in a paper bag, label as broken glass, and place in trash container.
10. Work only under adequate light. Improper lighting will result in eyestrain. Wear eyeglasses if prescribed.
11. Wipe the cream or oil from the outside of bottles or jars. It will prevent the jars or bottles from slipping out of your hands.
12. Test all hot preparations before applying to client's head or skin.
13. Dispose of broken glass immediately.
14. Prevent burns by using forceps to insert or remove objects from the heat source.
15. Keep a complete first aid kit on hand.

COSMETOLOGY

Hazardous Waste Management Plan

Solvents and Aerosol Cans

All acetone-soaked cotton and aerosol cans should be placed in an appropriate sealed container and properly labeled "Hazardous Waste." This container is kept closed except when adding or removing waste. This container is housed outside the Cosmetology Department until it is full. At that time the container is moved to the designated storage area until it is picked up by a licensed disposal company and taken to a hazardous waste disposal facility.

OFFICE ADMINISTRATION SAFETY PRACTICES

Although accidental injuries in business and office occupations are usually not as severe as in other areas, a few additional safety practices merit attention.

1. Ensure that the following conditions are met:

a. Casters on swivel chairs are securely fixed to the base of the chair.

b. Adjustment features on chairs are maintained so that they will work properly.

c. Drawers on desk and file cabinets have safety stops.

d. Guards are placed on paper cutter.

e. Office machines that creep during operation are secured.

f. Typewriters on pedestals are fastened to the pedestal.

g. Electrical outlets placed on floors are located where they will not be accidentally kicked or used as a footrest.

h. Telephone and electrical outlets do not protrude into passages that people use.

i. If cords must cross the floor, they are covered with rubber channels.

j. Maintenance personnel move desks and files.

k. File drawers and typewriter carriages do not jut out into aisles.

2. Office machines are not placed near the edges of table or desks.

3. Keep all chairs pushed up to tables when not in use.

4. Keeps desks in straight line with ample space between each row.

5. Keep all fire lanes open and properly identified.

6. Ensure that all personnel know the location of fire exits and the proper exit procedure.

7. Turn off all machines when they are not in use.

8. Keep machines properly covered when they are not in use.

9. Do not wear jewelry or loose clothing that could get caught in machines.

10. Open only one drawer at a time when using file cabinets.

11. Make sure all filing cabinet drawers are completely closed.

12. Keep card index files, dictionaries, or heavy objects off the top of file cabinets and other furniture.

13. Have all outlets identified.

14. Have all cords properly stored off floors.

15. Turn off power on electrical equipment during electrical storms.

16. Disconnect electrical cords by grasping the plug, not by pulling the cord.

17. Arrange electrical cords of office machines to avoid tripping hazards.

18. Operate multiple-copy duplicating equipment only after it has been properly installed.

19. Do not confine duplicating processes to a separate small room unless it is vented to the outside.

20. Store pointed items like tacks and razorblades with points concealed.

21. Wear rubber finger guards when filing to avoid cuts and injury.
22. Seek immediate first aid attention for cuts or puncture wounds.
23. Have a first aid kit available.
24. Report any loose tiles found on the floors.
25. Promptly clean up all spills.
26. Put all waste paper in trash cans.
27. Do not fill trash cans to overflowing.
28. Open doors with caution.

INDUSTRIAL ELECTRONICS TECHNOLOGY AND COMPUTER INFORMATION SYSTEMS

Safety Practices

Electricity can be dangerous and even fatal to those who do not understand it and practice the simple rules of safety. There are many fatal electrical accidents involving well-trained technicians who, either through over-confidence or carelessness, violate the basic rules of personal safety.

Personal Safety Rules

1. Wear shop clothing appropriate to the instructional activity being performed.
2. Confine long hair before operating rotating equipment.
3. Always wear safety glasses; use suitable helmets and goggles.
4. Eliminate loose clothing when working around machine tools or rotating equipment.
5. Remove jewelry while working in the shop.
6. Conduct yourself in a manner conducive to safe shop practices.
7. Use soap and water frequently as a method of preventing skin disease.

General Shop Safety Rules

1. Keep all hand tools sharp, clean, and in safe working order.
2. Report any defective tools, machines, or other equipment to the instructor.
3. Make sure all guards are in place and operating correctly.
4. Operate machines only with instructor's permission and after you have received instructions.
5. Report all accidents to the instructor regardless of nature or severity.
6. Turn off power before leaving a machine tool.
7. Disconnect the power from machine tools before performing the maintenance tasks of oiling or cleaning.
8. Use a solvent only after determining its properties, what kind of work it has to do, and how to use it.
9. Use correct, properly fitting machine wrenches for nuts, bolts, and objects to be turned or held.
10. Keep the shop or laboratory floor clean of scraps and litter.
11. Clean up any spilled liquids immediately.
12. Store oily rags or oily waste in proper containers.
13. Clean the chips from a machine with a brush, not with a rag or the bare hands.
14. Arrange machinery and equipment to permit safe and efficient work practices and ease in cleaning.
15. Store materials and supplies properly.
16. Store tools and accessories safely in cabinets, on racks, or other suitable devices.
17. Keep working areas and workbenches clear and free of debris and other hazards.
18. Keep floors clean and free from obstructions and slippery substances.
19. Keep aisles, traffic areas, and exits free of materials and other debris.
20. Dispose of combustible materials properly or store in approved containers.

Electrical Safety Rules

There are generally three kinds of accidents which occur too frequently among IEE students and technicians. Workers in this area need to take special precautions to avoid accidents involving electrical shock, electrical burns, and mechanical injury.

Rules for Avoiding Electrical Shock

CAUTION:

ELECTRICAL SHOCK CAN CAUSE DEATH. CONSIDER ALL RULES FOR AVOIDING ELECTRICAL SHOCK AS MANDATORY WHEN WORKING WITH ELECTRICITY.

1. Be sure of the condition of the equipment and the dangers present BEFORE working on a piece of equipment.
2. Do not rely on safety devices such as fuses, relays, and interlock systems to protect you. They may not be working or may fail to protect when most needed.
3. Do not work on a cluttered bench. A disorganized mess of connecting leads, components, and tools only leads to careless thinking, short circuits, shocks, and accidents. Develop habits of systemized and organized procedures of work.
4. Do not work on a cluttered floor. You may stumble and fall and grab a piece of equipment to break your fall. It could be dangerously alive with electricity.
5. NEVER WORK ON WET FLOORS. Your contact resistance to ground is substantially reduced. If voltages are high, work on a rubber mat or an insulated platform.
6. Work with one hand behind you or in your pocket. A current between two hands crosses your heart and can be more lethal than a current from hand to foot.
7. Do not work alone. It is just good sense to have someone around to shut off the power, to give artificial respiration, and to call the doctor.
8. Do not talk to anyone while you are working. Do not let yourself be distracted.

9. Do not talk to anyone else who is working on dangerous equipment. Do not be the cause of an accident.

10. Move slowly when working around electrical circuits. Violent and rapid movements lead to accidental shocks and short circuits.

Rules for Avoiding Electrical Burns

1. Wait for vacuum tubes to cool before attempting to remove them from a chassis.

2. Wait for resistors to cool before touching them. Those that carry high currents get very hot.

3. Be on guard for all capacitors which may still retain a charge. Not only can you get a dangerous and sometimes-fatal shock, you may also get a burn from an electrical discharge.

4. Be careful when using a soldering iron or gun. Do not place it on the bench where your arm might accidentally hit it. Do not store it away while still hot; some unsuspecting student might pick it up.

5. Wait for soldered joints to cool. When de-soldering joints; do not shake hot solder off. You or your neighbor might get hit in the eyes, on the body, or clothes.

Rules for Avoiding Mechanical Injury

1. Choose the proper tool for the job.

2. Operate tools and machinery only with the instructor's permission and after you have received instruction.

3. Remove jewelry, eliminate loose clothing, and confine long hair.

4. Use proper eye protection when grinding, chipping, or working with hot metals which might splatter.

5. Protect your hands and clothes when working with battery acids, etchants, and finishing fluids.

1. File metal corners and sharp edges on chassis and panels until they are smooth.

2. Be sure you know what you want to measure and how you are going to do it before connecting the instrument and turning on the power, which means, read the instruction manual first, ask your instructor to check your work, and be sure you understand the lesson.

3. Check and recheck the polarity of the test leads connected to a circuit before applying power. Save a meter.

4. Check and recheck the range of your meter before applying power to a circuit. Save a meter.

5. Make sure all guards are in place and operating correctly.

Safety Suggestions for Drill Press

1. Operate only with instructor's permission and after you have received instruction.

2. Remove jewelry, eliminate loose clothing, and confine long hair.

3. Make sure all guards are in place and operating correctly.

4. Always use proper eye protection.

5. Select properly sharpened drill bit, tighten in chuck, and remove key.

6. Clamp material and check for safety before turning power on.

7. If a piece of work is caught in the drill, turn off power. Do not try to stop by hand.

8. Select speed carefully; the larger the drill, the slower the speed.

Safety Suggestions for Electric Grinder

1. Operate only with instructor's permission and after you have received instruction.

2. Remove jewelry, eliminate loose clothing, and confine long hair.

3. Make sure all guards are in place and operating correctly.

4. Always use proper eye protection.

5. Never operate grinder in a wet area.

6. Make sure ground wire is connected.

7. Wear face shield in addition to safety goggles.

8. Make sure a backing plate is used at all times. The backing plate must be the correct size to match the grinding disc.

9. Make sure the disc nut is tight before starting the grinder.

10. Start the grinder off the job and stop it on the job.

11. Never leave the grinder running.

12. Do not direct the spark toward anyone or anything flammable, or anything which could be damaged by the sparks.

13. Do not grind next to metal edges, sharp edges, holes, or anything loose which could catch disc.

Safety Suggestions for Portable Electric Drill

1. Operate only with instructor's permission and after you have received instruction.

2. Remove jewelry, eliminate loose clothing, and confine long hair.

3. Make sure all guards are in place and operating correctly.

4. Always use proper eye protection.

5. Unplug the drill when changing bits.

6. Make sure switch is off and key removed before connecting to power source.

7. Mark hole location with center punch (metal) or awl (wood) before drilling.

8. Be sure work is tightly clamped or secure before drilling.

9. Drill with straight, even, steady pressure.

10. Do not use in damp or wet areas.

11. Be sure the appropriate drill bit is used and properly secured in the chuck.

Safety Suggestions for Solder Gun

1. Operate only with instructor's permission and after you have received instruction.

2. Remove jewelry, eliminate loose clothing, and confine long hair.

3. Make sure all guards are in place and operating correctly.

4. Always use proper eye protection.

5. Work in a well-ventilated area and avoid inhaling soldering fumes.

6. Observe all rules for handling hot materials.

7. Do not flip excess molten solder off the tip of solder gun. Wipe it off with a piece of steel wool.

8. Do not stand in wet areas while using the solder gun.

9. Never leave the solder gun unattended with the electrical cord plugged in.

10. Always disconnect cord when changing soldering tips.

11. Clean up soldering flux immediately; it can cause burns.

12. In case of acid burns, flush immediately with water. (Use baking soda to neutralize acids).

13. Never use solder gun with worn or exposed wiring or a cracked plastic cover/ handle.

Revised April 17, 2023

Addendum A

Updated Bomb Threat, Fire Information procedures

09-07-2022

In a recent meeting hosted by the system office new information about bomb threats, fire, and active shooter procedures have been shared with each community college to help better prepare them for the real case.

In the world we live in today there is more evidence of a person calling in a bomb threat to have people evacuate to shoot them rather than the bomb threat being a real bomb. The same goes for a fire alarm. We were taught that if you hear a fire alarm to quickly exit the building. We are now being told that active shooters intentionally pull fire alarms and wait outside to kill mass numbers of people trying to evacuate. With this new information we now have new procedures in place to help protect staff and students before an evacuation begins.

It must start with good housekeeping. If we know our area, then we will be able to spot something that is out of place.

In the event of a bomb threat the first step would be take up your personal items and do a limited search of your area for anything that is unusual or doesn't belong to anybody. The first step for a fire alarm is to scan the area before running outside a building to your safe zone.

If a suspicious item is located law enforcement and campus police should be contacted. The maintenance department should search hallways and grounds before an evacuation begins and the decision for a partial or fill evacuation should be decided by the President, second in command, or safety coordinator.

Once the area is cleared the evacuation to safe zones should take place.

At the point we would pick up existing protocols. The safety coordinator will be in contact by two-way radio or in person to safety team members at each of the safety zones. We will begin moving personnel to an alternate location if we see the threat is real and would have us stationed in the safe zones for longer than 30 minutes. We have an alternate location just down the street in the Board of Education building with heat, air, restrooms, etc.

Additional training on bomb threats will take place by the system office in the future.