



HEALTH, SAFETY & SECURITY PLAN

REV - 2026

PLAN DISTRIBUTION

The Safety Plan is designed to be separated and distributed to individuals who are responsible for specific areas on campus and to be retained in whole by senior administrators and others. Distribution is as follows:

Complete Safety Plan	President, Chief of Campus Police, Campus Police and Security, Vice President of Academics & Student success, Vice President of Administrative Services/Chief Financial Officer, Director of Facilities, Vice President of Workforce Development & Operations, Dean of Student Engagement and Support, Fire Service/EMS Coordinator
HCC Emergency Action Plan	Chief of Police, Division Chairs, Department Heads, Administrative Assistants, Dean of Student Engagement and Support, Information Systems Director, Financial Aid Coordinator, Campus Police and Security, Counseling Services Director, Registrar
Business Continuity Plan	President, Vice President of Academics & Student Success, Vice President of Administrative Services/Chief Financial Officer, Vice President of Workforce Development & Operations, Director of Facilities, Vice President of Academics & Student Success, Dean of Student Engagement and Support
Disaster Recovery Plan	President, Chief of Campus Police, Campus Police Security, Vice President of Academics & Student Success, Director of Facilities, Vice President of Workforce Development & Operations, Dean of Student Engagement and Support, Director of Information Systems and Webmaster
Inspection Plan	President, Vice President of Academics & Student Success, Director of Facilities, Vice President of Workforce Development & Operations, Dean of Student Engagement and Support

The Centre Emergency Response Plan	President, Vice President of Academics & Student Success, Vice President of Workforce Development & Operations, Dean of CTE and Health Sciences, Dean of Student Engagement and Support, Director of The Centre
Child Care Center Emergency Action Plan	President, Chief of Campus Police, Campus Police and Security, Vice President of Academics & Student Success, Director of Facilities, Vice President of Workforce Development & Operations, Director of Child Care Center
Dental Hygiene Emergency Action Plan	President, Vice President of Academics & Student Success, Director of Facilities, Vice President of Workforce Development & Operations, Dean of Student Engagement and Support, Division Chair, Program Head
Cosmetology Emergency Action Plan	President, Vice President of Academics & Student Success, Director of Facilities, Vice President of Workforce Development & Operations, Dean of Student Engagement and Support, Division Chair, Program Head
Inspection Checklists	Safety Committee, Director of Facilities
Crisis Communication Plan	President, Chief of Campus Police, Campus Police and Security, Vice President of Academics & Student Success, Director of Facilities, Vice President of Workforce Development & Operations, Dean of Student Engagement and Support, Director of Information Systems and Webmaster
Quick-Reference Guide to Campus Emergencies	Website: About HCC-Policy Manuals

ACKNOWLEDGMENTS

The Halifax Community College Safety Plan is proactive, current, and in keeping with best practices with special thanks to:

Dr. Patrena Benton Elliott, President
Dr. Sinclair Nicholson, Executive Vice President, Workforce Development and Operations
Dr. Levy Brown, Vice President Academics and Student Success
Renee Saunders, Vice President of Administrative Services/Chief Financial Officer
Fire Services/EMS Coordinator, Instructor
Buddy Wrenn, Halifax County Emergency Services Coordinator
Chief Emmett T. Smith, HCC Police Department
Industrial Systems Technology Instructor
William Ray, Emergency Services Director, City of Raleigh
Andrew Davis, Director of Facilities
Caroline Harris, Information Systems Manager, Webmaster
Sarah Harris, Department Head, Nursing Department
Lisa Santiago, Department Head, Dental Hygiene
Dean of CTE and Health Sciences
Dean of Student Engagement and Support
Shreail Hinton, Dean of Admissions and Enrollment Management
Latosac Brown, CADA HeadStart/Child Care Center Director

TABLE OF CONTENTS

INTRODUCTION.....	7
HEALTH, SAFETY & SECURITY PLAN COMPONENTS.....	7
EMERGENCY ACTION PLAN	15
CRISIS COMMUNICATION PLAN	30
DISASTER RECOVERY PLAN.....	36
BUSINESS CONTINUITY PLAN	49
QUICK-REFERENCE GUIDE TO CAMPUS EMERGENCIES.....	56
APPENDICES.....	75
Appendix A. General Safety Checklist.....	75
Appendix B. Accident Investigation & Reporting.....	83
Appendix C. Abrasive Wheel.....	90
Appendix D. Bloodborne Pathogens.....	91
Appendix E. Compressed Air.....	117
Appendix F. Confined Space Entry.....	119
Appendix G. Contractor Policy.....	120
Appendix H. Electrical.....	125
Appendix I. Elevated Surfaces.....	134
Appendix J. Employer Posting.....	135
Appendix K. Exiting & Egress.....	136
Appendix L. Fire Protection.....	138
Appendix M. Flammable & Combustible Materials.....	141
Appendix N. First Aid Kits.....	144
Appendix O. Grinders.....	146
Appendix P. Hand Tools & Equipment.....	147
Appendix Q. Hazardous Communications.....	148
Appendix R. Hearing Conservation.....	157
Appendix S. Lockout/Tagout.....	158
Appendix T. Machine Guarding.....	174
Appendix U. Personal Protective Equipment.....	176
Appendix V. Portable Ladders.....	179
Appendix W. Powered Industrial Trucks.....	187
Appendix X. Respiratory Protection.....	194
Appendix Y. Welding, Cutting & Brazing.....	195

Appendix Z. Cosmetology Emergency Action Plan.....	197
Appendix AA. Emergency Map Example.....(under revision)	199
Appendix BB. Key Authorization.....	200
Appendix CC. Employee Check-Out.....	201
Appendix DD. The Centre Emergency Action Plan.....	202
Appendix EE. Dental Hygiene Emergency Action Plan.....	210
Appendix FF. Incident Report.....	235
Appendix GG. Crime Incident Report.....	236
Appendix HH. Medical Emergency Report.....	237
Appendix II. Crime Awareness Report.....	239
Appendix JJ. Key File.....	240
Appendix KK. Pandemic Flu Plan.....	241
Appendix LL. Child Care Emergency Action Plan	248

HALIFAX COMMUNITY COLLEGE HEALTH, SAFETY & SECURITY PLAN

1.0 INTRODUCTION

- 1.1 The inspection plans, reports, safety inspection reports, and continuous improvement plans included in Halifax Community College's Safety Plan are in place to protect the lives, health, and property of all personnel, students, patrons, contractors, clients, and visitors on campus.

The Safety Plan includes preventive and responsive components and ensures continuous improvement. Five different inspections are performed annually, one monthly, and one quarterly. Training is required for senior administrators, and annual updates are provided for all students and employees. Drills are conducted at the beginning of each semester. Problems are addressed immediately and as needed as part of a long-term improvement plan. Quick-reference documents are in place throughout the College for employees to access in an emergency.

- 1.2 In order to prevent, identify, correct, and improve Halifax Community College, the Halifax Community College Safety Plan includes these components:

1.2.1 SAFETY INSPECTION PLANS

The College Safety Committee conducts a periodic inspection of the campus using a comprehensive checklist (see Appendix A). When specific problems are noted, the Committee uses the appropriate specialized checklist from the following list (see Appendices B- Y):

- | | |
|---------|---|
| 1.2.1.1 | Accident Investigation & Reporting (Appendix B, B-1, B-2) |
| 1.2.1.2 | Abrasive Wheel Equipment (Appendix C) |
| 1.2.1.3 | Bloodborne Pathogens (Appendix D) |
| 1.2.1.4 | Compressed Gas Cylinders (Appendix E) |
| 1.2.1.5 | Confined Space Entry (Appendix F) |
| 1.2.1.6 | Contractor Policy (Appendix G) |
| 1.2.1.7 | Electrical (Appendix H) |
| 1.2.1.8 | Elevated Surfaces (Appendix I) |
| 1.2.1.9 | Employer Posting (Appendix J) |

- 1.2.1.10 Exiting or Egress (Appendix K)
- 1.2.1.11 Fire Protection (Appendix L)
- 1.2.1.12 Flammable & Combustible Materials (Appendix M)
- 1.2.1.13 First Aid Kits (Appendix N)
- 1.2.1.14 Grinders (Appendix O)
- 1.2.1.15 Hand Tools & Equipment (Appendix P)
- 1.2.1.16 Hazard Communications (Appendix Q)
- 1.2.1.17 Hearing Conservation (Appendix R)
- 1.2.1.18 Lockout/Tagout (Appendix S)
- 1.2.1.19 Machine Guarding (Appendix T)
- 1.2.1.20 Personal Protective Equipment (Appendix U)
- 1.2.1.21 Portable Ladders (Appendix V)
- 1.2.1.22 Powered Industrial Trucks (Appendix W)
- 1.2.1.23 Respiratory Protection (Appendix X)
- 1.2.1.24 Welding, Cutting, and Brazing (Appendix Y)

1.2.2 **INSPECTION REPORTS & RESPONSE PROCEDURES**

Inspection reports are submitted by the Director of Facilities, Safety Committee, and outside agencies to the Vice President of Workforce Development and Operations and to the President. The Safety Committee also submits its reports directly to the Director of Facilities, who has 90 days to submit a response to findings.

1.2.3 **EMERGENCY PLANS**

Separate emergency action plans address specific needs of college administrative services, information technology services, and areas with patrons, clients, and children:

Business Continuity

Crisis Communications

Disaster Recovery

Emergency Action Plans for Areas with Patrons, Clients, and Children

The Centre (Appendix EE)

Cosmetology (Appendix Z)

Child Care Center (Appendix AA)

Dental Clinic (Appendix FF)

1.2.4 **TRAINING**

Members of the Executive Staff receive NIMS training. All employees and students are educated each semester as to their responsibilities in terms of drills and emergency response. Voluntary training for employees is also available through Continuing Education.

- Employees
Training sessions provided online
Periodic drills for faculty and staff
NIMS training for administrators
(ICS-402: ICS Overview for Executives/Senior Officials)

NIMS training for maintenance staff
(ICS 100, 200, and 700)
- Students
Training sessions provided online (Vector)
Periodic drills

EMERGENCY PROCEDURES & DRILLS

Training is provided online each semester for all students and employees; and periodic evacuation, severe weather, and Lockdown drills are conducted.

1.2.5 **CHEMICAL INVENTORY**

The Blue Ridge Institute of Environmental Health and Safety, with whom the College contracts annually, maintains a Chemical Inventory for the College (see Documents, Intranet). Chemicals are to be labeled and disposed of when no longer needed.

1.2.6 **EMERGENCY ACTION PLAN**

The Emergency Action Plan details the responsibilities and procedures of all students, faculty, and staff during drills and actual emergencies. It is located in the Safety Plan and as a separate document on the Employee Intranet. A modified version, the Student Emergency Action Plan, is located on the College website under “Student Resources.” A copy is also located on classroom walls in a purple information box.

1.2.7 INSPECTIONS

To reasonably ensure the health and safety of all students and employees, the College is periodically inspected by in-house and external agencies:

- Utica (liability, automobile, workers compensation for non-state-paid employees, umbrella policy, garage declarations) (Annually) (Overseen by HCC Business Office)
- Blue Ridge Environmental Health and Safety Institute (OSHA-related inspections) (Annually) (Overseen by Facilities and HCC PD)
- The Office of State Fire Marshall NC School Insurance Fund for Public School Property (Property Liability Insurance) (Annually) (Overseen by HCC Business Office)
- Halifax County Health Department
 - Cosmetology
 - Child Care Center
 - Cafeteria
- Halls Fire & Safety, 619 Hwy 48, Roanoke Rapids, NC 27870 (252) 308-0290 (fire extinguishers) (Annually and internally monthly) (Overseen by HCC PD)
- HCC Safety Committee (general inspection using a comprehensive inspection checklist and specific checklists for areas needing particular attention) (Quarterly)
- Weldon Fire Department (see Appendix L) (General Safety Inspection)

1.2.11 KEY CONTROL

An annual inventory of keys ensures that only needed keys are issued to employees and that unused keys are returned to the Chief of Police or designee. A spreadsheet with number listing and corresponding keys is maintained by the Security Department.

1.2.12 CRIME REPORT, POLICE LOG

The Crime Awareness Policy Report is completed by the Chief of Police, who submits it to the United States Department of Education, via the Campus Crime and Security Survey (Appendix JJ). A simplified copy is posted on the College website.

1.2.13 STUDENT ID BADGES

Signs are posted on all buildings notifying students that they are to wear their ID badges at all times while on campus.

1.2.14 COMMUNICATION

CAMPUS-WIDE COMMUNICATION

A Campus Alert System is built upon HCC's telephone system infrastructure.

Loudspeakers are installed in all classrooms and hallways. Outdoor speakers are also installed facing parking lots. Telephones with paging capability work in conjunction with the System, which also has a battery backup in case of telephone outage. A single code can be entered by authorized personnel from any telephone on campus to reach all speakers.

RADIOS

In June 2009, portable radios were upgraded for Security officers and HCC Police Officers: three Hytera PD562i VHF/UHF radios for HCC Officers and Security are utilized for emergency communications. An antenna located on top of The Centre enables police and security to communicate across HCC campus.

PRINT MATERIALS

The HCC [Quick-Reference Guide to Campus Emergencies](#) is available through the HCC Police Department in paper form and on the College Intranet for employees to access in an emergency. A copy is also located on the wall at entrances/exits to buildings.

SIGNS

Notices for students with disabilities are located near automatic doors and the elevator in the Phillip W. Taylor Complex building. Signs in Braille for visually impaired students are located beside all restroom doors.

1.2.15 WELCOME CENTER, MAIL ROOM

Keys for entry in case of lockout or to rooms for which no key is issued to an individual are located at the front desk. The mail room is accessed with an electronic key card located at the front desk. This electronic key card is signed out using a log sheet.

1.2.16 EMPLOYEE CHECKOUT PROCEDURE

The procedure for checking out upon termination of employment includes verification that documents and records are on file and that keys are turned in (see Appendix DD).

1.2.17 RED CARDS, FIRST AID KITS, BLUEPRINTS

Red Cards are located on the back of each door and to be used in the event of lock down. First aid kits are located throughout the campus (see Appendix N). Blueprints are located in the administrative area of the 100 Building, a fireproof vault in the Registrar's Office, and in the Maintenance Shop.

1.2.18 SECURITY

The campus Police Chief and one full-time HCC Police Officer and one full-time security officer provide for the security needs of the campus at all times when the College is open. The Centre provides its own security for functions.

1.2.19 IDENTITY THEFT & INFORMATION PROTECTION

The North Carolina Identity Theft Protection Act requires Halifax Community College to take responsible actions to ensure the security of all records containing any individual's personal information. An important part of this security involves secure document destruction. Personal information includes Social Security numbers, birth dates, addresses, or other confidential information.

Personal shredders were purchased in September 2007 for Admissions, Bookstore, Continuing Education, Counseling, Financial Aid, Registrar, and Testing. These areas work with students to prepare forms and paperwork which contain a student's personal information. The shredders allowed voided or discarded forms to be shredded immediately and thus remove the possibility of personal information being lost or stolen. These are not heavy-duty shredders intended for shredding boxes of paperwork when files are cleaned out. They are intended to provide quick, easy access to a shredder as staff complete forms or documents that should be destroyed to prevent identity theft.

HCC increased the security of document destruction in December 2007 when we contracted with the firm, Shred-It, to have locked consoles located at various points on campus where employees could securely deposit confidential paperwork and

paperwork containing personal information. A bonded representative from Shred-It collects the locking bags from each console at regular intervals and immediately shreds the contents using the company's mobile shredding truck. The trucks are capable of shredding documents into a fine confetti that cannot be reconstructed. Shred-It then leaves a signed statement that all documents deposited into the consoles have been properly destroyed.

HCC contracts with Shred-it for regular pickups for a full year, eliminating the need to burn old files to clear space for new files.

Shred-it offers a secure solution to destroying documents that is environmentally responsible and legally compliant. The large shredder located in the 300 Building will still be available for use, but any documents containing sensitive personal information should be deposited into the shredding consoles. Staples do not have to be removed. The Administrative Assistant to the Vice President for Administrative Services has access to a key for each console and can unlock the door to retrieve any document discarded by accident.

FACULTY USE

Faculty may use any of the containers already on campus. The Accounting Technician's office, Room 101-Q, has a container that faculty may use. If access to her office is unavailable, any of the other business office employees will be glad to assist.

Within the Halifax Community College community, only those individuals acting in the student's educational interest are allowed access to student educational records. These individuals include personnel in the Office of the Registrar, Financial Aid, Admissions, administrative, and academic personnel within the limitations of the need to know.

The law provides students the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable. The Dean of Admissions and Enrollment Management has been designated to coordinate the inspection and review procedures for student educational records, which include admissions, academic, and placement records. Students wishing to review their educational records must make written requests to the Dean of Admissions and Enrollment Management listing the item(s) of interest. Students may have copies made of their records with certain exceptions, (e.g. records for which a financial "hold" exists, or a transcript of an original or source document, which exists elsewhere). Copies of material other than the transcript of the academic record will be provided at no cost. Educational records do not include employment records, alumni records, or records of instructional, administrative, and educational personnel which are

the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute.

1.2.20 HCC POLICE DEPARTMENT

Each HCC Police Department patrol vehicle is equipped with emergency lights for emergency responses to for calls for service. A basic first aid kit is located in every patrol vehicle in the event a medical emergency arises.

1.2.21 IMMUNIZATION CLINICS

The State Health Plan offers all community colleges the option of sending out a representative from a company that will provide flu shots to employees provided that a minimum number of employees sign up for the shots.

1.2.22 CONTINUOUS IMPROVEMENT

- Safety Committee annual evaluation of what works, what doesn't, accident rates, etc.
- Plans modified as indicated.
- Follow-ups conducted by Director of Maintenance, who has 90 days to respond to findings and reports to President, Vice President of Workforce and Operations, and Safety Committee.
- Insurance Section follow-up.
- Safety Committee inspection follow-up.



EMERGENCY ACTION PLAN

HALIFAX COMMUNITY COLLEGE EMERGENCY ACTION PLAN

INTRODUCTION

Halifax Community College is committed to preventing or reducing the risk of injury or property damage to students and employees resulting from foreseen or unforeseen danger. Risks include fire, utility disruptions, gas leaks, identity theft, bomb threats, criminal activity, violent intruder, hazardous material, tornado, hurricane, medical emergency, explosion, or terrorist activities. Risk may be avoided by the closing of the College or other risk management techniques if the risk is foreseen. Risk may be avoided or reduced by implementing the Emergency Response Plan if the risk is unforeseen, such as evacuation or “Lockdown” until evacuation is possible. It is acknowledged that emergency responses connote, for many people, evacuation only. HCC is committed to training students and staff (required by OSHA) about other possible alternatives, such as Lockdowns.

Procedures for rapid response to emergencies must be well known to students, faculty, and staff, and each person must understand and practice these procedures. Information will be communicated via student, faculty, and staff handbooks, College website, and other ways. Putting this plan into action with only seconds’ notice is the goal, and nothing short of excellence is expected in practicing and understanding the plan. Definition of “emergency”: a sudden and unexpected situation that needs immediate response.

EVACUATION DRILLS

Training of students and staff is crucial to effective evacuation and precedes each evacuation drill.

Evacuation drills include fire, bomb threat, chemical spill, etc.

1. Unannounced at beginning of every semester – ALL building occupants
2. Refresher course on procedures—students and employees
3. Drills coordinated with Weldon Fire Department
4. Fire alarm silenced by campus police officer

EVACUATION ROUTES

Evacuation routes are identified in red on floor plans posted in classrooms and office areas. The route leads to a specific rally point outside.

SAFE AREAS

One Safe Area is designated for each building in addition to the hallway or nearest area without windows. It is located on the lowest level, in inner hallways or inner rooms. Occupants are instructed to stay away from windows and glass areas. The purpose of the Safe Area is to provide a secure place in case of severe weather such as a tornado. Safe Areas are identified in green on the floor plans posted in classrooms and office areas. Instructors are responsible for taking their roll sheets with them and reporting to Security any students unaccounted for. Rally point leaders will be responsible for reporting to Security for individuals accounted and unaccounted for.

LOCKDOWN

Some emergencies require that students, employees, clients, and visitors take shelter inside the room where they are working or visiting. A violent intruder poses such an emergency.

If directed to Shelter in Place until further notice, students and staff are instructed as follows:

- Move into or stay inside your building area.
- Close and move away from windows and doors. Lock doors if possible.
- Electronic locks have been installed on classrooms and safe area locations.

AUDIBLE ALERTS

HCC has a system in place to alert students, faculty, and staff to warnings and dangers. A telephone upgrade allows designated staff to use a special code and any campus telephone to activate ceiling speakers in all classrooms, hallways, outside facing all parking lots, and speaker phones so that a verbal message can be transmitted in an emergency. Instructions will be provided concerning evacuation or other actions.

RESPONSIBILITIES OF PRESIDENT, VICE PRESIDENT, HCC POLICE, FIRE SAFETY OFFICER, SECURITY, AND RALLY POINT LEADERS

DRILL INSTRUCTIONS FROM HCC CAMPUS POLICE

Evacuation

1. This is an evacuation drill. Repeat. This is an evacuation drill. (pause)
2. Close all interior doors and turn off lights. Leave the building immediately using the route marked on the emergency map in your area.
3. If on the second floor, proceed in an orderly fashion down the stairs, single file, keeping to the right. DO NOT USE ELEVATORS. Students with a disability are to follow the instructions provided to you by your teacher/instructor.
4. All HCC employees are to assist students and visitors.
5. Proceed to the nearest Rally Point.
6. Remain outside the building at your assigned Rally Point.
(cont. on next page)
7. Instructors, take your roll sheets with you so that you can take roll and account for all students. The Rally Point Leader is to call HCC Police at 252-532-1975 to report those unaccounted for.
8. Await further instructions.
9. Do NOT go back into the building for ANY reason. If you have a problem or concern, notify your Rally Point Leader who will inform HCC Police or Security.

Severe Weather

1. This is a Severe Weather drill. Repeat. This is a Severe Weather drill.
2. Proceed to your assigned Safe Area.
3. The Safe Area is marked in green on the emergency map in your area.
4. If upstairs, proceed in an orderly fashion down the stairs, single file, keeping to the right. DO NOT USE ELEVATORS. Students with a disability are to follow instructions provided by your teacher/instructor.
5. All HCC employees are to assist students and visitors.
6. Remain in your Safe Area.

10. Instructors, take your roll sheets with you so that you can take roll and account for all students.
Call HCC Police at 252-532-1975 to report those unaccounted for.
7. Await further instructions.

Lockdown

1. This is a Lockdown drill. Repeat. This is a Lockdown drill.
2. Lock all doors and windows NOW. Repeat. Lock all doors and windows NOW.
3. Get down on the floor out of view of windows and doors.
4. Call 911 if you hear any loud or unusual noise.
5. Do NOT move until instructed to do so.

EMERGENCY (ACTUAL) INSTRUCTIONS FROM HCC POLICE OR SECURITY

Evacuation

1. This is NOT a drill. This is an actual evacuation. This is NOT a drill.
2. Evacuate immediately using the route marked on the emergency map in your area. Close all interior doors and turn off lights.
3. If upstairs, proceed in an orderly fashion down the stairs, single file, keeping to the right. DO NOT USE ELEVATORS. Students with a disability are to follow instructions provided by your teacher/instructor.
4. All HCC employees are to assist students and visitors.
5. Remain outside the building at your assigned Rally Point.
(cont. on next page)
6. Instructors, take your roll sheets with you so that you can take roll and account for all students.
7. Await further instructions.
8. Do NOT go back into the building for ANY reason. If you have a problem or concern, notify your Rally Point Leader who will inform the HCC Police or HCC Security

Severe Weather

1. This is NOT a drill. This is NOT a drill.
2. Proceed immediately to your assigned Safe Area. Go to the nearest area without windows if there is no time to get to the Safe Area.
3. The Safe Area is marked in green on the emergency map in your area.
4. If on the second floor, proceed in an orderly fashion down the stairs, single file, keeping to the right. DO NOT USE ELEVATORS. Disabled students are to follow instructions provided by your teacher/instructor.
5. All HCC employees are to assist students and visitors.
6. Remain in your Safe Area.
7. Instructors, take your roll sheets with you and take roll so that you can account for all students.
8. Await further instructions.

Lockdown

1. This is NOT a drill. This is NOT a drill.
2. Lock all doors and windows NOW. Repeat. Lock all doors and windows NOW.
3. Get down on the floor out of view of windows and doors.
4. Call 911 if you hear any loud or unusual noise.
5. Do NOT move until instructed to do so.

Vice President

In the event of emergencies (see [Quick-Reference Guide to Campus Emergencies](#).) The HCC Police Department contacts the Vice President of Workforce Development and Operations or designee (day and evening), who notifies Assistant to President and other Vice Presidents. Vice Presidents serve on the EMERGENCY MANAGEMENT TEAM. Vice Presidents and other executive staff receive NIMS training (ICS-402: ICS Overview for Executives/Senior Officials).

Fire Safety Officer (Director of Facilities)

Responsibilities include but are not limited to

1. Detailed knowledge of the HCC Emergency Response Plan
2. Input into revision of the plan and related documents
3. Evacuation drills
4. Accountability for (via record keeping) and proper maintenance, repair, and readiness of all fire safety and firefighting equipment
5. Detailed evaluation of all drills on record for three years

HCC Police Department

1. Notify Weldon FD at 911
2. Meet and assist Weldon FD
3. Locate fire alarm panels and location of alarm
4. Assist with orderly evacuation or entrance into safe areas
5. Assist students and employees with disabilities
6. Silence or reset fire alarm when Weldon FD gives permission
7. Inform Weldon FD of unaccounted-for students and employees

Rally Point Leader (1-3 per building)

Responsibilities

1. Direct occupants in your area/hall during an emergency
2. Check rooms and bathrooms
3. Identify yourself as a Rally Point Leader
4. Report any hazards or suspicious activities to Security
5. Be familiar with all emergency procedures for your area
6. Determine who is missing at the Rally Point and report to Campus Police and Security at 252-532-1975 to report those unaccounted for
7. Ask that no one leave campus after the drill/event because “debriefing” needs to occur

RESPONSIBILITIES

STUDENT RESPONSIBILITIES

1. Know about the area you are in at all times
 - The Evacuation Plan
 - The Severe Weather Plan
 - The Lockdown Plan
 - The location of your Rally Point
2. After the drill or incident is over
 - If you have evacuated, do not reenter the building until given permission by campus police, Rally Point Leader, or other emergency personnel.

(cont. on next page)

- If you have gone to a safe area in case of severe weather, do not leave the area until instructed to do so.
- If you have Lockdown, do not move until you receive instructions.
- Do not leave campus without notifying an official.

FACULTY RESPONSIBILITIES

Faculty are instructed as follows:

1. Review with your students (in relation to your area)
 - The Evacuation Plan
 - The Severe Weather Plan
 - The Shelter in Place plan
 - The location of your Rally Point

2. In case of evacuation, lead your students out of the designated exit.
3. In case of an order to proceed to a Safe Area or an order to Shelter in Place,
 - Close and lock all windows.
 - Remain in place until instructed to move to a safer location or evacuated by campus police, Rally Point Leader, or other emergency personnel.
4. Report to emergency responders any student unaccounted for.
5. Maintain order until further instruction by on Campus Police, Rally Point Leader, or other emergency personnel.
6. Know the procedure for Assisting Persons with Disabilities during an emergency. [Plan for each student should be provided by counselor.]
7. Make sure all student questions about safety are answered by you or the appropriate authority.
8. The instructor may choose to assign competent students for certain emergency duties, i.e., identify a primary and an alternate student or employee to assist a person with disabilities during an emergency. Instructors should designate these primary and alternate students during the first-class period of each semester; supervisors should designate these employees as staff changes. (At no time should a student be placed in a position of unusual danger due to the task asked of him or her.)

STAFF RESPONSIBILITIES

1. Know for your area
 - The Evacuation Plan
 - The Severe Weather Plan
 - The Lockdown Plan
 - The location of your Rally Point
2. In the event of the need to evacuate, help visitors and students to the designated exit.
3. Know the procedure for Assisting Persons with Disabilities in the Emergency Evacuation Plan.
4. If ordered to Lockdown,
 - Remain in your area until instructed to move by on campus police, Rally Point Leader, or other emergency personnel
 - If students are in your area, instruct them to do the same.
 - Close all windows and doors and stay away from windows and doors until instructed to move to a safer location or to evacuate.

PROCEDURES FOR ADMINISTRATORS

The President or HCC Police Chief will make the determination to activate the Emergency Response Command Center. The HCC Police Chief will act as Incident Commander and oversees the incident until it is determined to be safe or until a specialized incident team—I.E. HAZMAT or Bomb threats—arrives on scene. The Incident Commander considers all response and recovery efforts. This may include implementation of the Crisis Communications Plan and Business Continuity Plan. College representation

will be maintained at the Command Post/Emergency Operations Center to coordinate and direct other city, county, or state agencies that may arrive in efforts to assist with the incident.

EMERGENCY MANAGEMENT TEAM

The President, Campus Chief of Police, and senior administrators receive NIMS training (ICS-402: ICS Overview for Executives/Senior Officials).

EMERGENCY SUPPORT TEAM—In the event of an Emergency Action this list also follows the Chain of Command

HCC Police and Security

President of HCC

Vice President of Workforce Development and Operations

Vice President of Academics and Student Success

Vice President of Administrative Services/Chief Financial Officer

Executive Assistant to the President

Director of Facilities

Public Information Officer

Director of Information Technology

PERSONS WITH DISABILITIES

Individualized Emergency Care Plan

Every student receiving accommodations will have an Individualized Emergency Care Plan developed at the same time that accommodations are developed. The student shall sign a Release of Information Form which grants permission for Counseling Services to provide a copy of the Emergency Care Plan to each of the student's instructors, to security, and to the Dean of Student Engagement and Support. A copy of the plan will be given to the student as well. The plan will be reviewed each semester and revisions made accordingly.

Individuals are instructed as follows:

- Plan ahead for emergencies and know the evacuation route or shelter location beforehand. Refer to their Individualized Emergency Care Plan located on the back of the Accommodations Form. Identify the primary and alternate persons who will assist you in an emergency.

If you use a wheelchair

- If evacuation is ordered, proceed to the nearest designated exit.
- If in a building with more than one story, exit to the nearest stairwell and call campus police at 252-532-1975 or 252-536-4221.
- Ask someone else to notify on campus police of your location.

- Remain with the assigned faculty or staff who have been assigned to assist you during an emergency.

If you have a Mobility Impairment

- If evacuation is ordered, proceed to the nearest designated exit.
- If in a building with more than one story, exit to the nearest stairwell and call campus police at 252-532-1975 or 252-536-4221.
- Ask someone else to notify on campus police of your location.
- Remain with the assigned faculty or staff who have been assigned to assist you during an emergency.

If you are Deaf or Hearing Impaired

- If evacuation is ordered, proceed to the nearest designated exit.
- Look for the visual fire alarm in the hallway.
- Ask for assistance by writing a note or using hand gestures.
- Remain with the faculty or staff who have been assigned to assist you during an emergency.

If you are Blind or Visually Impaired

- Tell the person how to assist you.
- If evacuation is ordered, proceed to the nearest designated area.
- Listen for the audio fire alarm or other warning signal.
- Remain with the faculty or staff who have been assigned to assist you during an emergency.
- Give the person assisting you additional instructions if you have a guide dog.

The instructor of each of the student's classes will be the primary assistant for the student with a disability. Additionally, the instructor shall identify an alternate faculty or staff person to assist individuals with disabilities during an emergency. The instructor will be responsible for identifying the alternate faculty or staff person during the first-class period of each semester and reporting the name of the alternate to the student and to Counseling Services. The instructor will name a new alternate immediately upon faculty or staff turnover.

AREAS WITH CLIENTS OR PATRONS

Follow the specific plan for your area. Patients and visitors must be accounted for.

The Centre (Appendix EE)

Cosmetology (Appendix Z)

Child Care Center (Appendix AA)

Dental Clinic (Appendix FF)

DISTANCE LEARNING

Emergency plans for distance learning are included in the Disaster Recovery Plan.

SAFE AREAS & RALLY POINTS

IMPORTANT: Rally Point 1-7 signs encircle the campus buildings and are positioned for optimum visibility during an evacuation

100 BUILDING

SAFE AREA (inside)

Room 108 (Auditorium)

President and HCC Emergency Management Team report to President's Suite

Business Services Team report to Human Resources Department.

Welcome Center staff report to Human Resources Department and transfers phones to HR Department

First floor offices report to room 108 auditorium

RALLY POINTS (outside)

Primary

RALLY POINT 1/ 100 Building, front parking lot

RALLY POINT 7/ 300 Building, rear parking lot

RALLY POINT LEADERS

Director of Financial Services

Sr. Director of College and Career Readiness and HRD

LIBRARY

SAFE AREA (inside)

Back room/workroom

Director of Learning Resource Center and staff report to backroom/workroom

RALLY POINTS (outside)

Primary

RALLY POINT 1/100 Building, front parking lot

RALLY POINT 2/400 Building, front parking lot

RALLY POINT LEADERS

Director of Learning Resource Center

300 BUILDING**SAFE AREA (inside)**

Room 323 (Counseling Center)

Room 326 (Registrar Office)

Workforce and Development Staff report to room 323

Director of Public Relations and Marketing report to Room 326

Student Support Services report to Room 326

RALLY POINTS (outside)**Primary**

RALLY POINT 7/300 Building rear parking lot

RALLY POINT 2/400 Building rear parking lot

RALLY POINT LEADERS

Director of Workforce & Continuing Education (Rally Point 2)

Testing and Tutoring Services Coordinator (Rally Point 7)

COSMETOLOGY (Appendix CC. Follow separate plan.)**SAFE AREA (inside)**

Inside building

RALLY POINTS**Primary**

RALLY POINT 7/300 Building rear parking lot

RALLY POINT LEADERS

Director of Cosmetology

400 BUILDING**SAFE AREA (inside)**

Room 401 A & B

Director of Basic Law Enforcement Training (BLET) report to Room 401 A & B

EMS Director report to Room 401 A & B

RALLY POINTS (outside)**Primary**

RALLY POINT 2/400 Building front parking lot

RALLY POINT 3/500 Building front parking lot

RALLY POINT LEADERS

Director of Basic Law Enforcement Training (BLET)
EMS Director

ALLIED HEALTH**SAFE AREA** (inside)

Room B126

Room B128

Room B205A

Director of Dental Hygiene report to Room B126

Dental Hygiene faculty report to Room B128

Nursing Director and faculty report to Room B205A

RALLY POINTS**Primary**

RALLY POINT 5/The Centre front parking lot

RALLY POINT 3/500 Building front parking lot

RALLY POINT LEADERS

Director of Dental Hygiene Department

Director of Nursing Department

500 BUILDING**SAFE AREA** (inside)

Room 514

Dean of CTE and Health Sciences report to Room 514

Math Instructor/Department Head report to Room 514

RALLY POINTS (outside)**Primary**

RALLY POINT 3/500 Building front parking lot

RALLY POINT 4/700 Building side parking lot

RALLY POINT LEADERS

Dean of CTE and Health Sciences

Math Instructor/Department Head

THE CENTRE (Appendix EE. Follow separate plans when occupied by patrons.)

SAFE AREA (inside)

Auditorium/Multipurpose room

RALLY POINTS (outside)

Primary

RALLY POINT 5/The Centre front parking lot

RALLY POINT 3/500 Building front parking lot

RALLY POINT LEADERS

Director of The Centre

WELLES CENTER

SAFE AREA (inside)

Room 115

Room 117

700 Building faculty report to Room 115/117

RALLY POINTS (outside)

Primary

RALLY POINT 4/700 Building side parking lot

RALLY POINT LEADERS

700 Building staff

CHILD CARE CENTER (Appendix CC. Follow separate plan.)

(45 children—4-digit code on keypad for fire and rescue to go directly in)

SAFE AREA (inside)

Hallway and Classroom closets--all doors closed, as far away from exit doors as possible

Director of Childcare Center report to Hallway closet

Childcare staff report to classroom closets

RALLY POINTS (outside)

Primary

RALLY POINT 5/The Centre front parking lot

RALLY POINT 4/700 Building side parking lot

RALLY POINT LEADERS

Director of Child Care Center

DENTAL CLINIC (Appendix DD. Follow separate plan when occupied by patrons.)

SAFE AREA

Room B128

Dental clinic staff report to Room B128

RALLY POINTS**Primary**

RALLY POINT 5/The Centre front parking lot

RALLY POINT LEADERS

Dental Clinic staff

600 BUILDING**SAFE AREA**

Room 606 A & B

600 Building staff report to Room 606 A & B

RALLY POINTS**Primary**

RALLY POINT 4/700 Building side parking lot

RALLY POINT 5/The Centre front parking lot

RALLY POINT LEADERS

600 Building staff

CRISIS DEBRIEFING

HCC's Director of Counseling is certified in Basic Critical Incident Stress Management (CISM) and will coordinate efforts in providing crisis debriefing following a critical incident. A streamlined approach and consistent practice will be used by counselors to provide an understanding of the nature of stress and the stress response, solid crisis intervention principles, and appreciation for the unique challenges presented when intervening with employees and workplaces vs. first responders.



CRISIS COMMUNICATIONS PLAN

HALIFAX COMMUNITY COLLEGE CRISIS COMMUNICATIONS PLAN

The goal of crisis communications is to provide accurate information as promptly as possible to help persons associated with the College, including internal and external audiences, assess the safety of individuals and facilities. In most cases, the President/designee will serve as the primary spokesperson for the College. At the direction of the President, the HCC Police Chief will serve as the official spokesperson for HCC. Questions and requests from the media should be referred to this department during a crisis.

A CRISIS BEGINS AS A SITUATION

On a college campus, situations are news. By providing information about these situations quickly and honestly, college leaders can help prevent inaccurate information and false public perceptions.

Situations may be conditions, crimes or emergencies:

- **Conditions** — These include after-the-fact damage from natural disasters (hurricane, tornado, etc.) or from man-made disasters (accidental fire, structural collapse, explosion, chemical spill, etc.).
- **Crimes** — These include after-the-fact damage from criminal acts (murder, assault, arson, etc.) resulting in investigation by law enforcement agencies.
In some cases, the crime may have occurred on campus. In other cases, the crime may not be related to college operations, but the person accused of the crime may be a student or an employee.
- **Emergencies** — These refer either to conditions or crimes that pose an actual and immediate threat to persons on college property, for example, an active fire or a hostage situation.

THE EMERGENCY RESPONSE COMMAND CENTER

Depending on the classification of the incident, the following procedures will be enacted.

PROCEDURES FOR ADMINISTRATORS

Establish an Emergency Response Command Center inside and outside as directed by the Business Continuity Plan. Key personnel will meet, and all emergency response activities will be planned and delegated, including implementation of the Crisis Communications Plan and Business Continuity Plan. The President or HCC Police Chief will make the determination to activate the Emergency Response Command Center. HCC Police Chief serves as Incident Commander and is in charge of the incident until it is resolved.

EMERGENCY MANAGEMENT TEAM

The President, Campus Chief of Police, and senior administrators receive NIMS training (ICS-402: ICS Overview for Executives/Senior Officials).

EMERGENCY SUPPORT TEAM

- HCC Police and Security
- President of HCC
- Vice President of Workforce Development and Operations
- Vice President of Academics and Student Success
- Vice President of Administrative Services/Chief Financial Officer (CFO)
- Executive Assistant to the President
- Director of Facilities
- Public Information Officer
- Director of Information Technology

CAMPUS COMMUNICATION OF A CRISIS

As described in the Safety Plan, a Campus Alert System is built upon HCC's telephone system infrastructure. Ninety-three loudspeakers are installed in all classrooms and hallways. Outdoor speakers are also installed facing parking lots. Telephones with paging capability work in conjunction with the System, which also has a battery backup in case of telephone outage. A single code can be entered by authorized personnel from any telephone on campus to reach all speakers. A telephone upgrade allows designated staff to use a special code and any campus telephone to activate ceiling speakers in all classrooms and hallways and outside facing all parking lots, and speaker phones so that a verbal message can be transmitted in an emergency. Instructions will be provided concerning evacuation or other actions.

The Campus Alert System, along with two-way radios, telephones and e-mail will be used for initial communication of an emergency. The electronic media sign on Hwy 158 will communicate "No Entry to Campus" or similar messages in case of a campus lockdown or other emergency. Both lanes of the campus entrance point will be turned into exits for campus traffic if evacuation is ordered. Area law enforcement will coordinate traffic flow and direction.

Rally Point Leaders, one to three per building, will direct occupants in their area/hall during an emergency, check rooms and bathrooms, identify themselves as a Rally Point Leader, report any hazards or suspicious activities to Security, be familiar with all emergency procedures for their area, determine who is missing at the Rally Point and report this to Security, and ask that no one leave campus after an emergency because debriefing needs to occur.

Students and the public will also be notified via the college webpage, crawl message on TV, G-mail service and mass meetings in The Centre, if needed. The Weather Line, (252) 536-6351, will also be set up with a taped message.

On-campus communication to faculty and staff will be handled according to the Business Continuity Plan. Each member of the administrative team (president, vice presidents, deans, and division chairs) will activate a call tree within their respective area of supervision to notify employees that the Business Continuity Plan has been activated.

OTHER NOTIFICATIONS

The Board of Trustees/Foundation Board members will be reached via telephone and/or e-mail. Board of Trustee contact is maintained by the Assistant to the President, (252) 536-6399, who will coordinate correspondence. The Foundation Board contacts are maintained by the Executive Director of the Foundation, (252) 536-7234, who will coordinate correspondence.

Parents of students will be provided information via the College webpage or the Weather Line, (252) 536-6351.

The surrounding community, depending on the situation, will be notified using social media or the media. Meetings will be arranged for residents/businesses near the campus, if the situation warrants.

Government agencies such as the town manager, mayor, etc., if needed, will be informed by the Office of the President.

The campus switchboard, (252) 536-4221, will receive an increased volume of calls. Personnel will be informed of the key facts of the crisis, given a fact sheet, and know where to refer calls. (Developed by the HCC President and HCC Chief of Police)

In case the College experiences a loss of telephone service, cell phones will be used.

MEDIA RELATIONS COMMUNICATION OF A CRISIS

Contact with the media will occur after the immediate crisis has been handled. The situation will be assessed, and relevant facts will be gathered.

Trustees, government officials, news media and others will want to visit and photograph damaged areas. Appropriate steps to secure affected areas will need to occur before granting access to these visitors. Areas that are considered to be crime scenes will not be accessible to visitors. Media will be advised to gather at The Centre for news conferences and coverage, if necessary and appropriate.

SHARING INFORMATION

When a situation is news, reporters will want to present the story to the public. It is HCC policy to share factual information appropriately, quickly and completely.

Who Is The Authorized Spokesperson?

In most cases, the President will serve as the primary spokesperson for the College.

At the President's direction, Office of Public Communication or The Campus Police Chief, whomever is deemed most appropriate for the situation, will serve as the official spokesperson.

What Information can The Spokesperson Provide?

College spokespersons will share only facts that have been confirmed. Relevant facts shared will include: What happened? When did the situation happen? Why did it happen? Who was involved? How many were involved? Where exactly on campus did the situation occur? What has been done to remedy the situation? Will a press conference take place or further releases of information be issued?

The spokesperson may also share information about “human” aspects of the crisis. This may include identifying persons who have acted heroically and crediting agencies that are helping the College to recover from the crisis. If appropriate, the spokesperson may express sympathy for crisis victims and their families. When expressing sympathy, the spokesperson must be careful to avoid ascribing cause or assigning blame for the crisis.

In all situations, the spokesperson will avoid speculation:

- Don’t speculate on factors that may have caused the situation.
- Don’t speculate on the dollar cost of losses.
- Don’t speculate on impact beyond the College’s operations.
- Don’t speculate on dates that normal operations will resume.

Audiences expect the spokesperson to communicate “what is,” not “what might be,” so they consider all statements to be fact. As a result, speculations create expectations that the College may not be able to fulfill.

What Should A News Conference Include?

Reporters go to news conferences to receive news. News conferences will be scheduled only when new information is available. The spokesperson will speak at scheduled times, to ensure that all news media have equal access and will use a prepared statement. This statement will be distributed to all appropriate media after the news conference.

When a news conference is scheduled, it will be the primary means of distributing information. Questions about a criminal investigation should be referred to the appropriate law enforcement agency. Questions about the medical condition of an individual should be referred to the appropriate health care facility.

In the event that a crime occurs on campus:

1. Law Enforcement will issue all comments regarding any specifics about the crime.
2. The College attorney will answer legal questions. If he/she is absent, no comments will be made regarding legal matters.
3. HCC official spokesperson will answer all questions regarding college protocol.

What Should An “Availability” Opportunity Include?

Usually, “availability” means that a spokesperson from the College is available to answer questions from news media. This is a simple question-and-answer session; no statement is

presented. Sometimes, “availability” means that reporters and photographers will have access to an area of the college that is usually restricted or closed. As in the case of a news conference, “availability” is scheduled for a specific time and location.

General Spokesperson Guidelines

It should be noted that any time an employee shares College-related information with someone outside of the organization, the employee is seen as speaking in an official capacity. In a crisis situation, employees should be especially cautious when sharing information. Employees need to refer all media requests to the Public Information Officer.

Do's:

- Demonstrate organizational concern about people.
- Explain what is being done to remedy the situation.
- Keep the message consistent with all audiences.
- Be honest, open and tell the full story.
- Respect reporter deadlines. Give information promptly.
- Use everyday language, not jargon, when talking with reporters.
- Provide written materials that give reporters background information.
- Reporters may ask to speak to staff or students involved with the crisis. It is suggested that all interviews be conducted with the spokesperson, back-up spokesperson or technical expert. Controlling the interview process is key to crisis management.
- Consider requests for additional interviews carefully.

Do Not's:

- Never respond with “no comment.” Explain why you cannot answer the question. (Ex: We do not have those details confirmed at this time. We will provide you with an update when we do have an answer to that question.)
- Do not guess or speculate. Offer to track down the answer.
- Never speak off the record or give exclusive interviews during a crisis.
- If an injury or death has occurred, do not release the name(s) of the injured or deceased until all next of kin have been notified.
- Do not provide damage estimates, discuss responsibility for an incident, or legal liability in any way.
- Do not discuss illegal activity at any time. If assumed, say “Police are investigating. We are cooperating.” Refer questions to the appropriate law enforcement agency.
- Avoid comments meant to be humorous. Do not accept hypothetical questions. Do not repeat negatives in a question.



DISASTER RECOVERY PLAN

DISASTER RECOVERY AND BUSINESS CONTINUITY

INTRODUCTION

The ability to recover from a disaster quickly with all information system data intact is the purpose of this disaster recovery plan. A disaster may be caused by severe weather, fire, flood, equipment failure, human error or sabotage.

A disaster is defined as an interruption that prevents normal information systems operations for potentially an extended period of time. The goal of this disaster recovery plan is to restore data and operating systems to pre-disaster levels within 10 business days. A comprehensive Business Continuity Plan focuses on sustaining an organization's operations during and after a disruption and includes operations beyond those that involve IT support. This plan focuses only on college operations that involve computer information resources which are supported by IS. This recovery plan focuses on catastrophic emergencies that disrupt services to the point of requiring complete rebuilding and relocation of facilities.

This plan represents an extensive review of best practices employed in developing plans at many colleges, universities, and government agencies.

PROCEDURES

VULNERABILITY ANALYSIS

A vulnerability analysis was conducted on May 25, 2005; September 7, 2006, September 28, 2007, September 12, 2008, September 11, 2009, September 30, 2011, September 6, 2012, September 3, 2013, and on September 5, 2014. The analysis covered the data center in the 300 building, room 303a, and the Disaster Recovery room, B218, located in the Allied Health building. The analysis revealed the following threats which are listed from least to most significant:

Historical – Hurricanes, Fire, Severe Weather

Geographic – Proximity to flood plains/dams

Technological – Emergency Notification System

Failure, Hazardous Material Incident, HVAC failure

Human Errors – Lack of Training

Hacking Attacks – Hacking attempts

Sabotage – Intention destruction of data

THREAT CONTROLS

The following table defines the controls employed to mitigate and prevent damage to data and the data network:

Threat	Risk	Control
Hurricane	Flood	Transport data backup tapes out of the flood danger.
	Wind Damage	Store data backup tapes in vault.
	Fire	Smoke detectors, automatic fire alarm system, fire extinguishers, store data backup tapes in fireproof vault.
	Lightning	Building and equipment grounds. Surge suppressors and Smart UPS.
	Electrical Surges, Brownouts and Blackouts Outage	Natural gas generator and Smart UPS.
Fire	Fire	Smoke detectors, automatic fire alarm system, fire extinguishers, store data

		backup tapes in fireproof vault.
Severe weather, tornadoes, earthquakes	Wind Damage	Store data backup tapes in vault.
	Lightning	Building and equipment grounds. Surge suppressors and Smart UPS.
	Electrical Surges, Brownouts and Blackouts Outage	Natural gas generator and Smart UPS.
	Wind Damage	Store data backup tapes in vault.
Proximity to flood plains/dams	Flood	Transport data backup tapes out of danger area.
Technological	Emergency Notification System Failure	Test system.
	Hazardous Material Incident	Checked 300 building for embedded hazardous material, do not store hazardous material in or around the 300 building.
	HVAC Failure	Purchased room environment monitor for the server room, planned with maintenance supervisor for system

		maintenance and swift replacement if required.
Human Errors	Lack of Training	All employees will receive initial training, Appendix C, and yearly refresher training via BlackBoard. Email to list HCCALL to communicate issues.
Hacking Attacks	Trojans, worms, virii, directed attacks	TrendMicro Anti-Virus on all systems (Section 7), patching (Section 8), and data backups. Employee training.
Sabotage	Intentional destruction of data.	Employee's access will be removed immediately upon firing, suspension or resignation.

ASSUMPTIONS

The disaster recovery plan assumes a worst-case scenario in which all information systems servers are lost. Therefore, recovery will be based upon the purchase of new equipment (servers, switches, PCs).

Some risks are acceptable. The college does not have the resources to protect itself against every conceivable risk and scenario.

TAPE BACKUPS

Vital data is backed up according to HCC's Server Back-up Plan, Section 5.2.5. Data is backed up nightly to daily tapes (Admin to disk), Monday through Thursday. Friday's tape is a weekly tape that is maintained for 3 weeks. Therefore, data can be restored for each day of the current week and each of the prior 2 weeks. The weekly tapes are stored in the 100 building, room 101q, vault.

The UNIX system's data is backed up nightly to daily tapes Monday through Thursday. Friday's tape is a weekly tape that is maintained for 3 weeks. A monthly tape is retained for 1 year. In addition, a yearly tape is maintained for UNIX systems. Finally, the data is Resynced every six hours between the V490, CIS server, and V880, CIS-DR. The V880 is located in the Disaster Recovery room located on the second floor of the Allied Health building (B218) to protect it from flooding. The Centre has a generator that can be used to power the CIS-DR server in the event of an extended power outage.

TAPE TESTS

Every quarter a random tape will be tested for each server with a tape backup. The test will involve deleting a file and restoring the file from tape. For Windows servers the following procedures will be followed:

A Notepad document, Tape Test.txt, is located on the C: drive of all backup servers. Allow the backup to run. Then delete the file and restore from tape. Open Tape Test.txt and make sure the restore was successful.

For the UNIX CIS box the location of the test file is:
/export/home/shawn/old.profile.

This file is restored to the /temp directory. File contents and permissions are checked against the original to verify the restored file.

RECOVERY FROM DISASTER

DISASTER RECOVERY TEAM

The College's IS Disaster Recovery Team consists of the following positions and individuals:

1. Emergency Director – President, Dr. Patrena Elliott or if appointed to act on behalf of the office Campus Police Chief Emmett Smith
2. Campus Police Chief Emmett Smith
3. Vice President of Academic and Student Affairs, Dr. Levy Brown
4. Vice President of Workforce and Operations, Dr. Sinclair Nicholson
5. Director of Facilities, Andrew Davis
6. Dean of Academic Affairs, Dr. Julie Gavin
7. Information Systems Director, Caroline Harris
8. System Administrator, Timothy Archer

The first person on the scene will act as the Emergency Director pro-tem. This authority will transfer to higher ranking individuals as they arrive at the scene until Dr. Elliot arrives.

A Disaster Recovery drill will be held once every two years.

UNIX

The college's CIS system will be first to be recovered. The first recovery source would be the CIS-DR server. If necessary, this system could be used as an interim CIS server until the original CIS server can be replaced.

HCC personnel who need access to the rebuilt CIS system would access the restored systems from HCC's campus. If it is not possible to use campus resources, new equipment would be delivered to an off-campus center. New equipment would be purchased through Alphanumeric. In addition, Alphanumeric would setup, configure and restore the CIS database. College personnel will travel to the Enfield Center or Scotland Neck Center the Systems and use the existing computer labs to conduct business. If new equipment and service are required, contact:

AlphaNumeric, Daniel Willis, 919-376-4459

Replacement equipment will be purchased on account to speed acquisition. An existing Windows server will be configured for WEBUI. If none are available, a new server will be purchased.

WINDOWS SERVERS

Second priority would be to order replacement servers from Dell. The servers will be purchased on account. Admin, Admin3, WEBUI and WEB servers would be first to be purchased and restored. Servers would be restored by in-house personnel. All replacement servers will be configured as follows:

Dell Powerededge T710
6 300 GB HD
Perc Controller
Redundant Power Supply
32 GB RAM
LTO4 SCSI Tape backup
DVD

NETWORK BACKBONE

HCC currently uses Enterasys switches for the LAN. Replacement switches will be purchased on account. The number of replacement switches depends upon the scope of the disaster. Every effort will be made to purchase the same model switches: A4, B5 and S3 for the core. A copy of network IP addresses is maintained on Carolina Harris' cell phone.

METRO ETHERNET

NCREN, 877-466-2736, will be contacted to restore the internet line. Depending on the location and scope of the disaster, this may be in the original location, a different building on campus or a leased building off campus.

FIREWALLS

CenturyLink 252-212-3629, will replace the Cisco ASA 5520 firewall if required. Replacement equipment will be purchased on account. A copy of the current running configuration is maintained in Carolina Harris' cell phone.

UPS

Smart-UPS 1000s will be purchased as required from CDW. We have an account with CDW, therefore, a PO would not be required. CDW POC is

Joe Hampton, 877-500-2985, E-Mail: joeham@cdwg.com

RECOVERY PROCEDURES

WINDOWS SERVERS

Recovery procedures will be tested at least annually. For **Windows** servers the following recovery procedures will be tested. If required, a new server will be purchased from Dell. The Dell account allows on-line purchases with a temporary PO number (grt110107).

1. Configure hard drives (RAID) and Install OS

The computer name, Windows directory and file system (NTFS) must be the same as the previous installation.

Do not join a domain

Do not install Active Directory

Logon as Administrator

Cancel Dell OpenManage (only applies to Dell servers)

Configure server later

2. Install BE to a directory other than the original (C:\BETEMP). This is a temporary installation.

Normal setup

Do not have BE setup launch BE or place desktop icon

4. Launch BE

5. Complete Wizards

First Time Setup Wizard

Next

Next

No, next

Overwrite scratch, next

None, uncheck prompt, finish

Device Configuration Wizard

Next

Should see your device, next

Next

Next

Finish

Logon Account Wizard

Next

Select existing

Administrator, next

Finish

6. If the server is a Domain Controller, restart in Active Directory

Restore Mode

7. Inventory media

Devices tab

Highlight your device in middle pane

Click inventory in left pane

Run Now

8. Catalog media

Devices tab

Highlight your device in middle tab

Click new catalog

Run now

9. Create Restore job

Restore tab

Click view by media

Select all media sets except Microsoft SQL Server

Be sure to include the System State

General

Restore over existing files

Restore security

Restore tree

Run now

10. Restart, logon

Warning message – Error – files that are required for Windows.... Cancel, Yes

Windows has finished installing new devices, Restart, logon

Delete C:\BETEMP directory

11. Launch BE

Logon Account Wizard – Set to former

UNIX SERVERS

The CIS System, M10, is under a Oracle Premier Support maintenance contract with Oracle. This contract covers the hardware and issues with using Solaris. To get support from Oracle, call 800-223-1711. Disaster Recovery will be practiced on the CIS-DR server in the near future. Recovery procedures will be documented here.

RECOVERY FROM A MAJOR DISASTER

The plan to recover from a major disaster includes several scenarios depending upon the nature of the disaster:

If the V490 or the server room has been rendered not usable, the SA will activate Colleague on the V880 located in room B218 in the Allied Health Building. This procedure will not require a tape from the V490, SL24 as the data is Resynced every hour between the V490 and V880. Datatel clients on users' machines would need to be configured to point to the V880.

If both the equipment in the server room, 303a, and the disaster recovery room, B218, a backup tape would be brought to the designated emergency server at the Community College System Office. HCC's database would be restored to that server from tape. At that point our users will be able to access that data via secure (SSL) telnet.

We have computer labs in six different buildings on campus that can be used for for Datatel clients. The above scenarios would work if all but one of the buildings with a computer lab were destroyed or deemed inhabitable due to chemical spills, fire, asbestos, etc. If the entire campus were wiped out, we would still use System Office servers to recreate the Unix system. HCC employees would use the computer lab at our Enfield Off-Campus Center, Enfield, NC to access Colleague at the System Office in Raleigh.

The Information Systems Disaster Recovery Plan is approved.

Date _____
Dr. Patrena Elliott President
Halifax Community College



BUSINESS CONTINUITY PLAN

HALIFAX COMMUNITY COLLEGE BUSINESS CONTINUITY PLAN

INTRODUCTION

Continuity of business operations is an essential element in the continued delivery of services to students and employees during a time of emergency. Natural disasters, technological breakdowns, pandemic flu, and other emergencies emphasize the need to develop comprehensive plans that ensure essential services continue in spite of facility loss, leadership incapacity, and other unforeseeable difficulties. North Carolina GS 147-33.89 requires that each state agency develop a business and disaster recovery plan with respect to information technology; however, a similar requirement for comprehensive continuity of operations and continuity of government planning that included loss or incapacity of staff was not specified in the laws. As a result, Executive Order 102 was developed which required each state agency to prepare a Business Continuity Plan to ensure the state's ability to deliver essential services under any circumstance including loss or incapacity of personnel. In addition, Executive Order 118 requires each North Carolina Executive Branch agency (at the Division level) will include in its Continuity of Operations Plan provisions to deal with a pandemic influenza event. The Halifax Community College plan follows the guidance noted in the above executive orders. In addition, Halifax Community College utilized the Continuity of Operations Plan (COOP) developed by the North Carolina Community College System.

PURPOSE

The purpose of this plan is to document the necessary actions and responsibilities to continue operations should Halifax Community College (HCC) be faced with a natural disaster, technological breakdown, pandemic influenza, or other emergency that would leave Halifax Community College unable to continue operations as they are currently carried out. This plan describes the loss and risk faced by each area of the college campus in the event of an emergency and how each area would continue operations in the aftermath of such an event.

ESSENTIAL FUNCTION

Essential functions are those organizational functions and activities that cannot be put on hold for longer than 30 days. Halifax Community College provides the service of classroom instruction and distance learning for the purpose of higher education to curriculum students and continued training for the local workforce. The delivery of classroom and distance learning programs is based upon a carefully planned schedule that meets state requirements for the offering of degrees, diplomas, and certificates. In addition, the monthly payment of salaries to employees of HCC is an essential function.

DELEGATION OF AUTHORITY

The delegation of authority during an emergency will follow the organizational chart of Halifax Community College.

OPERATIONS

Actions and responsibilities are identified in this plan to ensure continued execution of essential functions and day-to-day operations, to the extent possible, should the Business Continuity Plan be implemented.

- (a) Activation and Relocation – The President of Halifax Community College, in consultation with the HCC Police Chief, Vice President of Academic and Student Affairs, the Vice President of Workforce and Operations would determine when to activate and implement the Business Continuity Plan and make the decision to relocate to an alternative site. Authority for activation may be delegated. The activation may occur with or without warning. The President or designee (with delegated authority) will activate the Business Continuity Plan whenever it is determined any area of the college campus is not suitable for safe occupancy or functional operation.
- (b) Alert, Notification, and Implementation Process – Each member of the administrative team (President, Vice Presidents, Deans, and Division Chairs) will activate a call tree within their respective area of supervision to notify employees that the Business Continuity Plan has been activated. The HCC Crisis Communication Plan will be followed to alert students and the public in the event of an emergency.
- (c) Relocation Sites – Area public schools along with the Kirkwood Adams Civic Center have been identified as areas to establish administrative and essential functions if warranted by an emergency. Letters of agreement between Halifax Community College and the public-school systems are to be signed and placed on file.

EMERGENCY RESPONSE TEAM

The emergency response team will consist of the President, HCC Police Chief, HCC Police and Security, Vice President of Academic and Student Affairs, the Vice President of Workforce and Operations, Dean of Student Services & Enrollment Management, Dean of Curriculum Programs, Dean of Continuing Education & Community Services, Division Chairs, Director of Information Systems and Webmaster, Director of Facilities. Should the duration of the emergency be greater than two weeks, additional members may be added to the emergency response team including the Registrar, Director of Financial Aid, LRC Director, Child Care Center Director, and The Centre Director.

ALTERNATE FACILITY AND STRATEGY

For the short term (two weeks), payroll could be prepared with assistance from the North Carolina Community College System Office in Raleigh. For a longer-term arrangement for the purpose of payroll and other administrative functions, sister community colleges in the immediate vicinity of Halifax County would be utilized if possible. Upon identification of a facility, the essential resources, equipment and software that would be necessary for the resumption of operations at the site would be identified and plans developed for securing those resources. Information technology (IT) systems available at the site will need to be tested for compatibility with HCC back-up data. Possible community colleges for relocation include Nash Community College in Rocky Mount, Edgecombe Community College in Tarboro, Wilson Community College in Wilson, and Vance-Granville Community College in Henderson.

INTEROPERABLE COMMUNICATIONS

The lines and services for telephones and computers are maintained, protected, and backed up by Halifax Community College. On the main campus facility, hardware and physical lines are protected by the fire prevention, temperature controls, and electrical generating capacity of the buildings. The telephone lines in a few administrative offices will work in the event of a power failure. The main computer room housing the servers is protected by fire prevention, humidity controls, air conditioning, and temperature controls. These measures provide a limited amount of protection. In the event of extreme fire, water, or other natural disasters, all telephone and computer services would be vulnerable to damage.

VITAL RECORDS AND RETENTION FILE

Vital records are retained and stored on back-up data. Student records located in the Registrar's Office have been scanned to disk and are stored off campus in a safety deposit box. Back-up data from the computer system is currently stored in a fire-proof vault located on campus.

TRAINING, TEST, AND EXERCISES

The President, senior administrators, maintenance staff, and other key staff receive NIMS training to clarify their responsibilities. The Emergency Response Team is thoroughly familiar with the College's Emergency Action Plan and Quick-Reference Guide to Campus Emergencies and aware of all components of the Safety Plan. The Safety Plan is reviewed annually and improvement is continuous. The Business Continuity Plan is part of the College's Safety Plan. An annual refresher is provided for faculty and staff.

HUMAN CAPITAL MANAGEMENT

Employees responsible for essential functions are to be cross-trained. Identified special needs employees are to be provided ADA accommodations and guidance in their responsibilities as well as assistance that may be provided by coworkers in the event of an emergency. A coworker may assist the individual, in the appropriate capacity, to an area of safety, in accordance with the College's Emergency Action Plan. All personnel are also encouraged to plan for their families' wellbeing before disaster strikes. The Emergency Response Team is responsible for coordinating resources for HCC employees for any emergency, including guides, checklist on family planning, and contents for Emergency Kits. Training and information are provided from both State and Federal resources.

DEVOLUTION

Devolution is the capacity to transfer authority and responsibility for essential functions from the college's primary operating staff and facilities to other employees and facilities. The HCC organizational chart is structured to provide a chain of command throughout the college campus. Each division listed on the organizational chart has a director and is encouraged to cross-train within their division to provide back-up in the event personnel are incapacitated.

RECONSTITUTION

In most instances of Business Continuity Plan implementation, reconstitution will be a reverse execution of those duties and procedures listed under *Operations* above. Should the circumstances that required implementation of the Business Continuity Plan result in a need for a new primary facility, the President and the Emergency Response Team will coordinate long-term operation and maintenance of the alternate facility as necessary and develop and implement procedures to relocate to the new facility. Within 30 days of reconstitution, the President will assign, as he/she determines necessary and appropriate, completion of an After-Action Report to describe the effectiveness of the Business Continuity Plan, list action items for required changes to the plan, and assign responsibility for timely adjustments to the plan.

DISTRIBUTION PROCEDURE FOR BUSINESS CONTINUITY PLAN

The Business Continuity Plan will be made available to the President and each member of the Emergency Response Team. The Business Continuity Plan will be maintained and updated with each approved revision to the plan. Due to the confidential nature of the plan, it must be maintained secure and confidential by each person to whom access is given. Security procedures of a sensitive nature that pertain to the college's internal computer system will be made available to the President and the Computer Network Manager only. The Business Continuity Plan is a component of the College's overall Safety Plan. A general description of the Plan is included in the Safety Plan, which is available to all employees on the File Exchange.

BUSINESS CONTINUITY PLAN MAINTENANCE

The Business Continuity Plan will be reviewed at least annually, normally in response to an exercise, test, or organizational changes, and revised or rewritten as needed. Employee contact data, telephone information, and implementation procedures will be kept current through revisions as necessary. The Emergency Response Team is responsible for coordinating the annual review and for updating the plan.

Changes which may trigger the need for maintenance include major changes in operating system(s), changes in the business environment, changes in network design, discontinuance of any application systems, changes in management, and any other change which the Emergency Response Team believes warrants revisions in the Business Continuity Plan.

DEFINITION OF EMERGENCIES

For the purpose of this plan, an emergency is defined as a situation that affects the immediate safety of persons or property of Halifax Community College and/or an event which adversely affects the operation of Halifax Community College. Emergencies may range from minor to major. Some emergencies may have a more immediate impact on facilities while others may have a more immediate impact on personnel and students. Examples may include, but not be limited to, civil disturbances, natural disasters like floods or hurricanes, as well as fires, chemical spills, communicable disease/pandemics, as well as events which significantly affect the operations of HCC such as a major power failure.

The Halifax Community College Board of Trustees approved this Business Continuity Plan at their January 29, 2008 meeting with the understanding that this plan will be routinely updated with any changes coming before the Board of Trustees for approval.



QUICK-REFERENCE GUIDE TO CAMPUS EMERGENCIES

Accident / Medical Emergency (turquoise)
Behavior / Mental Health Emergency (orchid/lavender)
Bomb Threat / Explosion (pink)
Fire & Emergency Evacuation (gold)
Flooding & Water Damage (blue)
Gas Leak / Public Utilities Outage (ivory)
Hazardous Material Spill (ivory)
Shooter (green)
Suspicious Object, Package, Etc. (tan)
Weather (yellow)

EMERGENCY LEVEL CLASSIFICATION

The following guide provides examples of situations requiring rapid assessment of the severity of the emergency and the chain of notification needed.

SEVERITY TYPE	INCIDENT TYPE	DELEGATION OF AUTHORITY/NOTIFICATION
LEVEL 1	General Accident or Injury, Medical Emergency, Vehicular Accident, Non-Threatening Disruptive Behavior, Mental Health Emergency, Disruptive Behavior/Civil Disturbance	1. On campus police or security officer 2. Division Chair or Dean in area or dept. where incident occurs 3. Vice President 4. President
LEVEL 2	Severe Weather Watch, Fire (contained in one area), Hazardous Material Spill	1. On campus police or security officer 2. Division Chair or Dean in area or dept. where incident occurs 3. Vice President 4. President
LEVEL 3	Severe Weather Warning; Threatening Behavior; Flooding & Water Damage; Suspicious Object, Package, etc.; Gas Leak; Public Utilities or Service Disruptions	1. On campus police or security officer 2. Director of Facilities 3. President 4. Other Vice Presidents
LEVEL 4	Bomb Threat, Explosion or Aircraft Down, Fire (not contained), Active Shooter	1. On campus police or security officer 2. President 3. Other Vice Presidents

CAMPUS DIRECTORY

NAME	PHONE	
	EXTENSION	NUMBER
Emergency Response System (Fire, Police, Rescue)	9-911	911
Security	0	252-532-1975 or 252-536-4221
President	217	252-536-7217
VP, Administrative Services	213	252-536-7213
VP, Academic Affairs	289	252-536-7289
VP, Institutional Advancement	239	252-536-7239
Dean, Continuing Education	376	252-536-6376
Dean, Curriculum Programs	245	252-536-7245
Dean, Student Services	386	252-536-6386
Personnel	242	252-536-7242
Media Relations	239	252-536-7239
Purchasing	326	252-538-4326
Counseling	207	252-536-7207
Receptionist	0	252-536-2551 or 252-536-4221

Turquoise

General Accident or Injury, Including Shop Accidents

If you are involved in or witness an accident on campus, take the following steps:

1. Check the scene to make sure it is safe for you to respond.
2. Call or instruct someone else to call 911 if necessary and THEN notify on-Campus Police at 252-532-1975 or 252-536-4221 or dial "0."

3. Remain on the telephone with on-Campus Police unless instructed otherwise.
4. Only properly trained individuals should render immediate first aid. Do **not** attempt to move injured persons unless a life-threatening condition such as a fire exists.
5. If the cause of the accident still poses a danger to others, notify the on-Campus Police and provide assistance as requested to reduce or eliminate the danger.

Turquoise

Medical Emergency

1. Check the scene to make sure it is safe for you to respond.
2. Call or instruct someone else to call 911 if necessary AND on-Campus Police at 252-532-1975 or 252-536-4221 or dial "0."
3. Remain on the telephone with on-Campus Police unless instructed otherwise.
4. Do **not** move injured persons unless a life-threatening condition such as a fire exists.
5. Remain or instruct someone to remain at the scene as long as necessary to assist on-Campus Police or other responding personnel.

Turquoise

Vehicular Accident

If you are involved in or witness a vehicular accident on campus, take the following steps:

1. Check the scene to make sure it is safe for you to respond.
2. Call or instruct someone else to call 911 if necessary and on-Campus Police at 252-532-1975 or 252-536-4221 or dial "0."
3. Remain on the telephone with on-Campus Police unless instructed otherwise.
4. Do **not** attempt to move injured persons unless a life-threatening condition such as a fire exists.
5. Remain at the scene of the accident until the on-Campus Police officer arrives and advise any parties to the accident that they also need to remain.
6. If any vehicle attempts to leave the scene, write down the license plate information if safe to do so.

Non-Threatening Disruptive Behavior

Dealing with non-threatening behavior immediately may prevent that behavior from escalating to threatening or violent behavior.

1. Clear the area of spectators who are not involved in the situation or remove the person from the area.
2. Only first responders need to interact with the person exhibiting the behavior (Counselor, Dean, Security, etc.). Other responders may be on standby in the event the behavior escalates.
3. Respond quietly and calmly using “I” statements throughout the dialogue.
4. Do not take the individual’s behavior personally.
5. Demonstrate concern by listening closely and asking open-ended questions, e.g., tell me what happened.
6. Summarize often what you heard the individual say, e.g., it sounds like you are saying....
7. Focus on being honest with the individual about the outcome of the situation, e.g., It sounds like you think you were being picked on and you then became angry. I understand what you are saying; however, as you know, there is a zero-tolerance policy for the kind of language that was used and, as a result, you will have a one-day suspension).
8. Notify others as appropriate (supervisors, Personnel, Security).

9. Document the incident and provide copies as appropriate (student, student file, HCC personnel).
10. If the disruptive behavior escalates, assess whether or not the individual is exhibiting behaviors that may be dangerous to self or others, e.g., displaying a weapon, punching furniture/walls, hitting palm of one hand with fist from the other hand.
11. If you believe the individual is upset but not a danger to self or others mutually develop a coping plan.

Threatening Behavior

In the event of overtly threatening behavior constituting an immediate threat to self or others, call 911 and then on-Campus Police at 252-532-1975 or 252-536-4221 or dial "0."

1. Respond quietly and calmly using "I" statements throughout the dialogue.
2. Do not take the individual's behavior personally.
3. Demonstrate concern by listening closely and asking open-ended questions, e.g., tell me what happened.
4. Summarize often what you heard the individual say, e.g., it sounds like you are saying...
5. Focus on being honest with the individual about the outcome of the situation, e.g., it sounds like you think you were being picked on, and you then became angry. I understand what you are saying, however, as you know, there is a zero-tolerance policy for the kind of language that was used and, as a result, you will have a one-day suspension. (continued on the next page)
6. Clear area of spectators or remove person from area and from feeling like being on exhibit.
7. Do not touch the individual.
8. Alert others for assistance by using the prearranged distress signal or device. In turn, they should immediately notify on-Campus Police at 252-532-1975 or 252-536-4221 with as many details as possible of the ongoing incident.
9. Inform the individual of what may happen next and of how they can help to

de-escalate the situation, e.g., Security has been notified and will arrive shortly. You want to be respectful when talking to them so that you can put this behind you.

Mental Health Emergency

If an individual is exhibiting behavior that creates concern, call 252-532-1975 or 252-536-4221 or dial "0."

Below are observable behaviors that may cause concern and/or a referral for counseling services but are not necessarily an emergency:

- Possible drinking or drug use
- Loss of emotional control
- Irritability
- Impaired speech
- Garbled/disjointed thoughts
- Morbid, violent or depressing themes in written assignments or when talking to others
- Verbal expression of suicidal/homicidal ideations coupled with a plan of how to carry them out.

1. Express your concerns directly to the individual.
2. Ask the individual if they are willing to see a counselor.

3. Ask the individual if they would like to be accompanied to a Counselor.

Orchid (lavender)

Disruptive Behavior/Civil Disturbance

NOTE: A civil disturbance does NOT exist if there is “peaceful picketing or demonstrating as a means of expressing dissent or point of view.” A civil disturbance DOES exist “if picketing or demonstrating jeopardizes public order or harass organized meetings in such a manner as to deprive speakers of the right of expression.” Interference of regular classroom, laboratory, or office activity is included. If the situation is dangerous or potentially dangerous, call 911. THEN notify Campus Police by dialing 252-532-1975 or 252-536-4221 or “0.” Notify the supervisor of the area if known.

Bomb Threat

All bomb threats are to be taken seriously. Call 911 and then notify on-Campus Police at 252-532-1975 or 252-536-4221 or dial “0.”

If you receive a bomb threat by telephone, remain calm, write down the caller’s exact words, and note the time of the call. Listen carefully to background noises. Check for Caller ID information. Stay on the phone as long as possible.

Ask the caller the following:

- When is the bomb going to explode?
- Where is the bomb right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- What is your name and address?

Inform your supervisor/department head of the bomb threat phone call.

If you receive a bomb threat in written form, do the following:

- Notify 911 and on Campus Police at 252-532-1975.
- Do a quick visual inspection of your area. Do not touch or move any suspicious objects.
- Do not use radios or cell phones as they can trigger an explosive device.

- If authorized to evacuate, move to the assigned Rally Point.

Pink

Explosion or Aircraft Down (Crash)

An explosion is caused by a rapid expansion of gas from chemical reactions or incendiary devices. Signs of an explosion may be a very loud noise or series of noises and vibrations, fire, heat or smoke, falling debris or building damage.

1. Evacuate the building as quickly and calmly as possible, call 911 AND notify on-Campus Police at 252-532-1975 or 252-536-4221 or dial "0."
2. If items are falling above your head, get under a sturdy table or desk.
3. If there is a fire, stay low to the floor and exit the building as quickly as possible following the evacuation plan.
4. Assist others in exiting the building and move to the designated evacuation area.
5. Keep streets and walkways clear for emergency vehicles and crews.
6. DO **not** attempt to rescue people who are trapped anywhere – underneath a car, piece of equipment, etc. Wait for emergency personnel to arrive.
7. DO **not** use elevators. Persons with mobility concerns should go to a designated area of safety and wait for emergency rescue teams.

The responding emergency agency will make decisions regarding the control and abatement of the explosion incident, and issue or not issue the all-clear for safe building re-entry and occupancy.

Fire and Emergency Evacuation

Leave the building immediately when an alarm sounds or if you are instructed to do so by authorized emergency personnel.

- Remain calm.
- Cease hazardous operations if possible, e.g., shut off acetylene torch, turn off lathe, turn off exhaust fan.
- Do NOT attempt to gather personal belongings.
- Close doors behind the last person out.
- Follow the nearest evacuation route to the assigned Rally Point.
- Walk quickly, single file—DO NOT RUN.
- DO NOT use elevators.
- Assist persons with a disability to a designated safe area and remain with the person until instructed on what to do or until help arrives.
- Notify others on your way out.
- QUICKLY check all restrooms, copy rooms, and storage rooms on your evacuation route.
- Move to the designated Rally Point.

- Follow the instructions of Police and Fire personnel.

Additionally, faculty members and supervisors assume the role of monitors or coordinators for their students and staff during such emergencies. Therefore, faculty members or supervisors should do the following:

- Be aware of the evacuation routes before an emergency.
- Ensure that classroom and office doors are closed after everyone has evacuated.
- Direct students and staff to the designated Rally Point.
- Take roll sheets with you—account for who is missing and report to campus police.

Blue

Flooding & Water Damage

- Notify on-Campus Police at 252-532-1975 or 252-536-4221 or dial “0.”
- Quickly move to safe areas within the building or evacuate building as instructed by on-Campus Police. (In general, you will evacuate immediately if water enters the building. If you are aware of water elsewhere on campus but not in your building, you may remain and move to higher ground.)
- If it is safe to do so, secure (lock up or move to an area away from possible water damage or contact) vital equipment, records, chemicals, laboratory experiments and electrical equipment prior to evacuation. Once evacuated, avoid areas susceptible to flooding and seek shelter as necessary.
- Remain as a group and wait for further instructions.
- If assisting in cleanup, immediately report any oil, chemical or hazardous materials suspected of mixing with floodwater to on-Campus Police at 252-536-2551 or 252-536-4221 or dial “0.”
- If instructed to evacuate campus due to outside flooding, depart immediately to avoid becoming stranded.

- If you are in a car and it stalls, abandon it immediately and proceed to higher ground.
- Avoid driving or walking through flooded areas or swiftly moving water.

Active Shooter in Your Building

An active shooter is a person whose activity is immediately causing serious injury or death and has not been contained. Active shooters use firearms, and there is often no pattern or method to their selection of victims. These situations evolve rapidly, demanding immediate deployment of law enforcement to stop the shooting and minimize harm to innocent victims. If you are directly involved in an incident and exiting the building is not possible, take the following actions:

1. Go into the nearest room or office.
2. Close and lock the door behind you. Barricade the door if possible.
3. Turn off lights, radios, and computer monitors.
4. Close blinds and block windows.
5. Seek protective cover away from windows and doors (behind concrete walls, filing cabinets, thick desks, etc.).
6. Keep quiet and act as if no one is in the room. Silence cell phones.
7. Do not answer the door.
8. Do not respond to any voice commands until you can verify the source.
9. Call 911 and notify on-Campus Police at 252-532-1975 or 252-536-4221, providing the dispatcher with the following information:

- Your name
- Your location
- Number of shooters or assailants, if known
- Identification or description of shooter(s) or assailant(s) (race, gender, clothing description, physical features, type of weapon, etc.) if known.
- Injuries to anyone, if known.
- Wait for on-Campus Police or local police to assist you out of the building.

Green

Active Shooter NOT in Your Building

Shootings and other violent acts are unpredictable, and your immediate response depends on the situation you face.

1. Shelter in place immediately and remain in place until told to leave
2. Call 911 and notify on-Campus Police at 252-532-1975 or 252-536-4221 or dial "0," providing the dispatcher with the following information, if known:

- Your name
- Location of the incident (be as specific as possible)
- Number of shooters or assailants, if known
- Identification or description of shooter(s) or assailant(s) (race, gender, clothing description, physical features, type of weapon, etc.) if known
- Your exact location
- Injuries to anyone, if known

3. Close and lock the door behind you. Barricade the door if possible.
4. Turn off lights, radios, and computer monitors.
5. Close blinds and block windows.
6. Seek protective cover away from windows and doors (behind concrete walls, filing cabinets, thick desks, etc.).
7. Keep quiet and act as if no one is in the room. Silence cell phones.
8. Do not answer the door.
9. Do not respond to any voice commands until you can verify the source.

Suspicious Object, Package, etc.

If you receive or observe a letter or package whose appearance is somehow suspect, do the following:

1. Do not move, open, cover, or interfere with the letter or package.
2. Move away from the area.
3. Do not use cell phones or radio equipment within 100 feet of the object.
4. Call 911 and notify on-Campus Police at 252-532-1975 or 252-536-4221 or dial "0".
5. Wash your hands with soap and water.
6. Follow Police and Fire personnel instructions.

Gas Leak

The following steps should be followed for a gas leak:

1. Cease all activity immediately.
2. Do not use cell phones or any other electrical equipment.
3. Notify on-Campus Police at 252-532-1975 or 252-536-4221 or dial "0" immediately.
Provide details about the location and circumstances.
4. Evacuate the area as quickly as possible, moving to an outside location at least 500 feet from the location of the suspected leak.

Public Utilities or Service Disruptions

If a power outage occurs in your office or building, do the following:

1. Remain calm.
2. Call on-Campus Police at 252-532-1975 or 252-536-4221 or dial “0” to report room, building, or campus power outages.
3. After initial report, keep telephone lines to on-Campus Police clear for emergency calls and other needs related to power outages.
4. Help those in your area who may be unfamiliar with your space.
5. If in an unlighted area, cautiously move toward an area with emergency lighting.
6. If in an elevator, stay calm. Use the emergency call button or other phone to contact on-Campus Police at 252-532-1975 or 252-536-4221.
7. If in a laboratory area, fume hoods will not work properly during an electrical outage. Laboratories should not be used until power has been restored. Evacuate the building if instructed to do so.

Hazardous Material Spill

- Call 911 and notify on-Campus Police at 252-532-1975 or 252-536-4221 or dial “0.”
- Isolate area—evacuate, if necessary. Do not attempt to clean up spill.
- Keep exposed people separate from others.
- Notify on-Campus Police.
- Notify supervisor or the nearest supervisor (whichever is fastest).
- Locate Safety Data Sheets (SDSs) for the area.

Severe Weather Emergency

On-Campus Police monitors a weather radio which broadcasts news of severe weather watches and warnings. Your building will be alerted of such conditions.

Severe Weather WATCH

Issued whenever conditions are favorable for formation of such storms

Severe Weather WARNING

Issued when storms have formed and pose an imminent threat

TORNADO

1. Follow your building's shelter plan.
2. Take shelter in basement, or smallest, most interior rooms, and hallways on the lowest floor.
3. Avoid glass-enclosed places or areas with wide-span roofs such as auditoriums or gyms.
4. Crouch down and cover your head.
5. Wait for the "all clear" signal from authorized emergency personnel and on-Campus Police.

THUNDERSTORM

6. Stay away from windows.
7. Draw shades or blinds to reduce injury from flying glass.
8. Minimize use of electrical appliances including computers.

Yellow

College Closing Information

Please do NOT call the campus operator for cancellations.

If the College is closed due to inclement weather or other circumstances, the President **will inform you** via e-mail and/or the college intercom system. You may also access information through the following means:

1. If there is power, an **e-mail** will be sent to all faculty, staff ,and students via GroupWise.
2. **Media outlets** will be notified (see Safety Plan).
3. The President or a designee will authorize all closings.
4. You may be instructed to leave campus via a designated route.

APPENDIX A



GENERAL SAFETY CHECKLIST

Inspection location: _____

Inspected by: _____

Date: _____

Submitted to: President, Vice President of Workforce and Devolvment, Director of Facilities

YES		NO	NOTES
	1. Floors have been checked for the following: a. Slippery floors b. Holes in floors c. Loose tile or frayed/loose carpet d. Litter on floors		
	2. Stairs and handrails have been checked for the following: a. Loose handrails b. Slivers, sharp or protruding corners on handrails c. Litter on stairs or landings d. Loose, broken, worn or slippery treads		
	3. Windows have been checked for the following: a. Broken or cracked glass with jagged edges b. Loose latches, window locks or handles c. Missing or loose caulking around window panes		
	4. Hallways, aisles and doors have been checked for the following: a. Arrangement of furniture and fixtures for an adequate passageway b. Damaged rugs or rugs that stick up and can be tripped over c. Doors that open hard or close too fast d. Throw rugs that should be tacked down or a non-skid backing applied to them e. Loose or projecting screws that may become accident hazards		
	5. Doors with glass panes have been checked for the following: a. Nothing should be covering the glass b. Broken glass		
	6. Building entrances and exits have been checked for the following: a. Litter on landings outside doors b. Proper placement of entrance mats or rugs c. Broken or loose concrete in entrance area		
	7. Sidewalks have been checked for the following: a. Broken or loose concrete creating a trip hazard b. Litter on walks c. Guardrails have been installed where required		
YES		NO	NOTES
	9. Storage room areas have been checked for the following: a. Proper storage of items such as heavy items on lower shelves b. Storage of flammable and other hazardous materials c. Splinters on wooden shelves and other wooden items d. Shelving not properly fastened to wall, floor or together		If No, use FLAMMABLE & COMBUSTIBLE checklist.
	10. Fire hazards and equipment have been checked as follows: a. Improper storage of flammable and other hazardous materials b. "No Smoking" signs, required c. Extinguishers properly installed and charged d. Fire drill plan showing route to take to evacuate building		If No, use FIRE PROTECTION checklist.

	11. Electrical extension cords are all continuous, are not damaged, and have 3-wire plugs		If No, use ELECTRICAL checklist.
	12. Floor cleaning equipment has been checked for the following: a. Proper grounding of electrical equipment b. Loose handles and brushes on equipment		If No, use ELECTRICAL checklist.
	13. Sharp cleaning equipment has been checked for the following: a. Retractable blades and approved devices for window cleaning and scraping b. Proper storage of replacement blades for knives and razors c. Slippery handles on knife-like instruments		If No, use HAND TOOLS & EQUIPMENT checklist.
	14. Chemical storage, marking, and handling has been checked for the following: a. Proper labels on poisons and concentrated cleaning solutions b. Proper and legible directions for use of strong chemicals c. Proper clothing and hand care when using specific chemicals d. Proper storage of paints, thinners, solvents, poisons and gasoline.		If No, use FLAMMABLE & COMBUSTIBLE checklist.
	15. Grass mowing and shrubbery trimming operations have been checked for the following: a. Proper guards and approved safety devices on mowers and trimmers b. Proper clothing and footwear for grass mowing c. Litter and obstructions in area to be mowed d. Proper grounding of electric trimmers		If No, use HAND TOOLS & EQUIPMENT checklist.
YES		NO	NOTES
	16. Custodial personnel have access to available safety equipment such as gloves or eye protection devices.		If No, use PERSONAL PROTECTIVE EQUIPMENT checklist.
	17. Tools are checked for the following: a. Adjustable wrenches with sprung jaws b. Wedges and chisels with mushroom heads c. Wooden handles of hammers, brooms, and other tools free of cracks and held tightly		If No, use HAND TOOLS & EQUIPMENT checklist.

	18. Custodians have had instruction in the following areas: a. Use of fire extinguishers b. Operation of any mechanical equipment that is their responsibility c. Electrical hazards d. Safe moving procedures e. Storage and handling of flammable and combustible liquids f. Proper lifting techniques		
	19. Chairs are checked for the following: a. Any broken items that present a safety hazard b. Maintenance items such as loose screws, faulty hinges, etc. that may become potential hazards		
	20. Desks are checked for the following: a. Desk "breadboard" sticking out when not in use b. Drawers not kept closed c. Sticky drawers d. Splinters on wooden desks e. Sharp, protruding objects of side of desk f. Bulky items that should be kept well in from edge of desk		
	21. Filing cabinets have been checked for the following: a. Doors or drawers left open when not in use b. Heavy items that should be stored in lower drawers c. Small items that should be kept in containers d. Defective drawer mechanism e. Boxes, bookracks, papers stored on top of cabinets and lockers f. Loose or defective parts g. A file stool for filing in lower drawers h. Hazardous housekeeping in cabinets and lockers i. Splinters on wooden cabinets j. Sharp edges on cabinets k. Drawers or doors that will block aisles when open l. Cabinets secured to floor, wall or other cabinets to avoid tipping		
YES		NO	NOTES
	22. Bookcases have been checked for the following: a. Items stored on top of bookcase b. Broken glass windows and doors c. How well it is secured d. Loose or defective parts e. Splinter on wooden bookcases f. Sharp edges g. Sticking doors h. Hazardous housekeeping		
	23. Clerical items such as scissors and staplers have been checked as follows: a. Pointed and sharp items not properly stored in drawers b. Small pointed objects, such as pins and thumbtacks, mixed with paper clips in small containers in desk drawers c. Check paper cutter cutting arm spring tension		

	d. Pencils are not stored point up on desk		
	24. Business machines have been checked for the following: a. 3-wire cord and plug on motor driven equipment if required b. Cords that are damaged or worn c. Taped-over defects in cordage		If No, use ELECTRICAL checklist.
	25. Electric fans have been checked as follows: a. Cords that are tripping hazards b. Electrical cords that are frayed c. Guards covering blades (opening can be no longer than 1/2")		If No, use ELECTRICAL checklist.
	26. Telephone cords and cable have been checked for the following: a. Cords sticking out in front of desks or tables b. Cords and cables lying hazardously on the floor c. Are they a trip hazard?		If No, use ELECTRICAL checklist.
	27. Electrical cords have been checked for the following: a. Taped-over defects in cordage b. Damaged and worn cords, especially at the point where the cord enters the equipment housing c. Check for overloaded extension cords d. Are they a trip hazard?		If No, use ELECTRICAL checklist.
	28. Storage areas have been checked for the following: a. Proper storage of items, such as heavy items, on lower shelves b. Storage of inflammable and other hazardous materials in approved cabinets. NOTE: Some printing supplies fall into this category. c. Sharp objectives are not stored on high shelves d. Splinters on wooden shelves e. Shelving not properly fastened to wall, floor or together.		
YES		NO	NOTES
	29. Fire extinguishers are available in accordance with NFPA standards in instructional and office areas.		If No, use Fire Protection checklist.
	30. Laboratory classrooms have eye wash and showers available.		
	31. All ladders meet OSHA Standards.		If No, use Portable Ladders checklist.

	32. Instructional and office personnel should have received instructions in the following: a. Egress routes from building b. Use of portable fire extinguishers c. Safe use of electrical and office equipment d. Use and storage of hazardous materials e. Use of ladders and proper lifting procedures f. Good housekeeping techniques		
	33. Woodworking equipment, grinders, compressors, fans and other power equipment have guards installed. (If equipment is over 7 feet above floor, it need not have guards).		If No, use MACHINE GUARDING checklist.
	34. Shop electrical equipment is grounded in accordance with N.E.C., and disconnecting means is available in accordance with OSHA Standard 1926.302 (a)(1).		If No, use ELECTRICAL checklist.
	35. A push to start or stop control (magnetic) is available on equipment which, if restarted after a power failure, could result in injury to operator.		If No, use ELECTRICAL checklist.
	36. Operator can cut off shop equipment at the point of operation.		If No, use ELECTRICAL checklist.
	37. Portable motor operated tools, such as saws, are properly guarded and grounded. Portable tools may be double insulated		If No, use MACHINE GUARDING checklist.
YES		NO	NOTES
	38. Safety glasses are worn when working with shop equipment such As woodworking equipment, sanders and grinders.		If No, use PERSONAL PROTECTIVE EQUIPMENT checklist.
	39. Electrical wiring and equipment used in hazardous areas are in accordance with Electrical Requirements.		If No, use ELECTRICAL checklist.

	40. Compressed air used for cleaning purposes around shop equipment is limited to 30 PSIG. Compressed air safety rules are posted at each outlet.		If No, use MACHINE GUARDING checklist.
	41. All lawn mowers have guards installed in accordance with requirements of the General Industry Standards.		If No, use MACHINE GUARDING checklist.
	42. Hand tools are in good condition – adjustable wrenches do not have sprung jaws – wedges and chisels are free of mushroom heads – wooden handles of tools are not cracked and are tight in the tool.		If No, use HAND TOOLS & EQUIPMENT checklist.
	43. Stacking of pipe, lumber and materials is done in a safe manner.		
	44. “No Smoking” signs are posted in gas-dispensing areas, paint booths, automotive shops and other appropriate areas. Other signs are posted as necessary to warn of dangers or regulations.		If No, use FLAMMABLE & COMBUSTIBLE checklist.
	45. All maintenance personnel, bus mechanics, other shop employees and students have, at their disposal, safety equipment such as eye and face protective devices, hard hats, gloves, protective clothing, safety shoes, electrical protective equipment and hearing protective devices.		If No, use PERSONAL PROTECTIVE EQUIPMENT checklist.
YES		NO	NOTES
	46. Noise levels have been engineered out of high decibel level equipment such as skill saws. If not feasible, hearing protection devices are available for persons requiring such, because of exposure time.		If No, use HEARING CONSERVATION checklist.
	47. An effective hearing conservation program is in effect.		If No, use HEARING CONSERVATION checklist.

	48. Safety precautions are taken when welding as follows: a. Equipment is checked to see if in good condition. b. Welding is not done close to combustible materials (35 feet). c. Protective equipment and clothing is utilized. d. Ventilation is used, if required. e. Arc welding equipment is of an approved low voltage design.		If No, use WELDING, CUTTING & BRAZING checklist.
	49. Portable gas cylinders used in welding operations, such as acetylene and oxygen, meet the following conditions: a. Gas cylinders are legibly identified with gas contents. b. All cylinders weighing over 30 pounds are equipped with a means of connecting a valve protection cap. Cap is on when not being used. c. Cylinders are not stored near sources of heat. d. Acetylene tanks are stored with valve end up. e. Oxygen cylinders in storage are separated from fuel-gas cylinders by at least 20 feet. f. Cylinders are secured when being transferred; tanks do not bang together; safety caps are on. g. Compressed gas valve connections comply with ANSI h. All hoses used with cylinders are in good condition		If No, use COMPRESSED GAS CYLINDERS checklist.
	50. First aid kits a. Kit is located in area that needs it b. Seal is not broken c. If seal is broken, missing items have been reported		If No, use FIRST AID KIT ITEM REPLACEMENT REQUEST form.
	51. Portable fire extinguisher equipment installed and currently inspected		If No, use FIRE PROTECTION checklist.
	52. Overhead and gantry cranes, jacks and loading equipment are marked with maximum safe loads		
YES		NO	NOTES
	53. All students and employees have been given safety instructions		
	54. Sanitation facilities are available		
	55. Excavations and trenches are in accordance with requirements of Construction Industry Standards		
	56. Good housekeeping and sanitation are maintained in all areas – no oily floors, aisles are		

	clear, equipment and materials are properly stored		
	57. Eyewash facilities are provided in shop areas where there is a likelihood of hazardous chemical splashing. Battery charging areas would fall under this area		
	58. Battery charging areas are not located in hazardous areas		
	59. Elevated surfaces, if any, are posted		
	60. OSHA workplace posters are displayed where all employees can see them.		
	61. SDS sheets are located in appropriate areas.		
	62. Emergency phone numbers are posted.		
	63. Exits are marked and lighted.		
	64. Forklift operators are properly trained and are using proper procedures.		
	65. All hallway bathrooms have appropriate signs with braille.		
	66. All buildings have bathrooms that are handicap accessible with support rails.		
	67. All buildings have bathrooms that are handicap accessible with support rails.		
	68. All buildings have entrances that are handicap accessible with automatic door openers.		
	67. Buildings have parking spaces with handicap accessibility.		
	68. Parking spaces are lined with appropriate coloring.		
	69. Buildings with two or more floors have accessible and operational elevators.		
	70. All classroom and office doors have a width of 36 inches which provides accessibility for all wheelchairs .		

APPENDIX B

ACCIDENT INVESTIGATION AND REPORTING PLAN

Investigations of all work related accidents, injuries and illnesses are to be conducted in a professional manner to identify probable causes and are to be used to develop specific management actions for the prevention of future accidents.

In the event of an accident causing employee injury or illness:

1. Injured reports accident/incident to security and HCC Police.
2. Supervisor arranges transportation to proper medical facility:
 - a. Prime Care, or
 - b. Halifax Regional Medical Center Emergency Room if life threatening or other obvious serious injury or illness.
3. Supervisor notifies Personnel Officer
4. Environmental Health & Safety Institute representative and the supervisor of the injured employee will begin initial accident investigation.

A. Responsibilities

1. Management
 - a. Conduct accident prevention and investigation training for supervisors.
 - b. Ensure all accidents and injuries are properly investigated.
 - c. Ensure immediate and long term corrective actions are taken to prevent reoccurrence.
 - d. Maintain accident reports permanently on file.
 - e. Ensure proper entries are made on the OSHA 300 Log and first report of injury.
 - f. Provide all necessary medical care for injured workers.

2. Supervisors

- a. Conduct immediate initial accident investigations.
- b. Report all accidents to management as soon after the event as possible.
- c. Collect and preserve all evidence that may be useful in an investigation.
- d. Conduct interviews of witnesses in a polite professional manner.
- e. Do not attempt to find or assign blame for accidents.
- f. Take action to protect people and property from secondary effects of accidents or to prevent anyone else from injury.
- g. Complete the Supervisor's Accident/Incident Investigation Report Form and distribute as directed on the form.

3. Employees

- a. Immediately report all accidents & injuries to security.
- b. Assist as requested in all accident investigations.
- c. Report all hazardous conditions and near-misses to supervisors

B. Supervisor Involvement

In most cases, the immediate area supervisor will conduct the initial phase of an accident investigation. This initial activity is primarily a recording of facts involved in the accident, list of affected employees and witnesses. Direct supervisors are familiar with employee's work environment & assigned tasks. Supervisors must take the accident situation under control and immediately eliminate or control hazards to others.

Immediate steps to be taken by supervisor:

1. Provide first aid for any injured persons
2. Eliminate or control hazards
3. Document accident scene information to determine the cause
4. Interview witnesses immediately

C. Accident Prevention

Accidents are usually complex. An accident may have ten or more events that can be causes. A detailed analysis of an accident will normally reveal three cause levels: basic, indirect, and direct. At the lowest level, an accident results only when a person or object receives an amount of energy or hazardous material that cannot be absorbed safely. This energy or hazardous material is the direct cause of the accident. The direct cause is usually the result of one or more unsafe acts or unsafe conditions, or both. Unsafe acts and conditions are the indirect causes or symptoms. In turn, indirect causes are usually traceable to poor management policies and decisions, or to personal or environmental factors. These are the root causes.

Most accidents are preventable by eliminating one or more causes. Accident investigations determine not only what happened, but also how and why. The information gained from these investigations can prevent recurrence of similar or perhaps more disastrous accidents. Accident investigators are interested in each event as well as in the sequence of events that led to an accident. The accident type is also important to the investigator. The recurrence of accidents of a particular type or those with common causes shows areas needing special accident prevention emphasis.

D. Initial investigation Procedures

The initial investigation has three purposes:

1. Prevent further possible injury and property damage
2. Collect facts about the accident
3. Collect and preserve evidence
 - a. Steps
 1. Secure the area. Do not disturb the scene unless a hazard exists.
 2. Prepare the necessary sketches and photographs. Label each carefully and keep accurate records.
 3. Interview each victim and witness. Also interview those who were present before the accident and those who arrived at the site shortly after the accident. Keep accurate records of each interview.
 - b. Determine
 1. What was not normal before the accident?
 2. Where the abnormality occurred.

3. When it was first noted.
4. How it occurred.

E. Follow-up Accident Investigation

The follow-up investigation is used to analyze data and determine the causes and corrective actions necessary to prevent reoccurrence.

Steps

- a. Analyze the data obtained in the initial investigation
- b. Repeat any of the prior steps, if necessary.
- c. Determine
 1. Why the accident occurred.
 2. A likely sequence of events and probable causes (direct, indirect, basic).
- d. Determine the most likely causes.
- e. Conduct a post-investigation briefing.
- e. Prepare a summary report, including the recommended actions to prevent a recurrence.

An investigation is not complete until all data are analyzed and a final report is completed. In practice, the investigative work, data analysis, and report preparation proceed simultaneously over much of the time spent on the investigation.

F. Conducting Interviews

All interviews should be conducted in a quiet and private location and by trained HCC Police or Security. It is essential to get preliminary statements as soon as possible from all witnesses. Investigators should not provide any facts to the witness; only ask non-leading questions.

1. Explain the purpose of the investigation (accident prevention) and put each witness at ease.
2. Listen, let each witness speak freely, and be professional, courteous and considerate.
3. Take notes without distracting the witness.
4. Use sketches and diagrams to help the witness.

5. Emphasize areas of direct observation. Label hearsay accordingly.
6. Do not argue with the witness.
7. Record the exact words used by the witness to describe each observation via body cam, stationary video recorder, or audio recording device.
8. Identify each witness (name, address, occupation, years of experience, etc.).

G. Accident Analysis

Accidents represent problems that must be solved through investigations. Formal procedures are helpful in identifying and solving problems. This section discusses two of the most common procedures: change analysis and job safety analysis.

H. Change Analysis

As its name implies, this technique emphasizes change. To solve a problem, an investigator must look for deviations from the norm. Consider all problems to result from some unanticipated change. Make an analysis of the change to determine its causes. Use the following steps in this method:

1. Define the problem (what happened?).
2. Establish the norm (what should have happened?).
3. Identify, locate, and describe the change (what, where, when, to what extent).
4. Specify what was and what was not affected.
5. Identify the distinctive features of the change.
6. List the possible causes.
7. Select the most likely causes.

I. Job Safety Analysis

Job Safety Analysis (JSA) is part of many existing Accident Prevention Programs. In general, JSA breaks a job into basic steps, and identifies the hazards associated with each step. The JSA also prescribes controls for each hazard. A JSA is a chart listing these steps, hazards, and controls. Review the JSA during the investigation if a JSA has been conducted for the job involved in

an accident. Perform a JSA if one is not available. Perform a JSA as a part of the investigation to determine the events and conditions that led to the accident.

J. Investigation Report

An accident investigation is not complete until a report is prepared by HCC Police or security and submitted to management. To be an effective tool, an accident report should be clear and concise. The purpose of the investigation is to prevent future accidents. The following outline has been found especially useful in developing the information to be included in the formal report:

1. Background information
 - a. Where and when the accident occurred
 - b. Who and what were involved
 - c. Operating personnel and other witnesses
2. Account of the accident (what happened?)
 - a. Sequence of events
 - b. Extent of damage
 - c. Accident type
 - d. Agency or source (of energy or hazardous material)
3. Discussion (analysis of the accident - how; why)
 - a. Direct causes (energy sources; hazardous materials)
 - b. Indirect causes (unsafe acts and conditions)
 - c. Root causes (management policies; personal or environmental factors)
4. Recommendations (to prevent a recurrence) for immediate and long-range action to remedy:
 - a. Root causes
 - b. Indirect causes
 - c. Direct causes (such as reduced quantities or protective equipment or structures)

K. Possible Causes

Obvious accident causes are most probably symptoms of a "root cause" problem. Some examples of unsafe acts and unsafe conditions that may lead to accidents are:

1. Unsafe acts

- a. Unauthorized operation of equipment
 - b. Running
 - c. Horse play
 - d. Not following procedures
 - e. Bypassing safety devices
 - f. Not using protective equipment
 - g. Under influence of drugs or alcohol
2. Unsafe conditions
- a. Ergonomic hazards
 - b. Environmental hazards
 - c. Inadequate housekeeping
 - d. Blocked walkways
 - e. Improper or damaged personal protective equipment (PPE)

L. Recommendations

As a result of the finding is there a need to make changes to:

- 1. Employee training
- 2. Work stations design
- 3. Policies or procedures

M. Records

All accident reports will be maintained on file permanently by Human Resources. They shall receive timely review by management to ensure proper corrective actions have been taken.

First report of injury and OSHA 300 Log entries will be made within seven (7) days of notification of injury or illness.

APPENDIX C

ABRASIVE WHEEL EQUIPMENT

STANDARD REQUIREMENT	STANDARD	Y/N
Is the work rest used and kept adjusted to within 1/8 inch of the wheel?	1910.215(a)(4)	
Is the adjustable tongue on the top side of the grinder used and kept adjusted to within 1/4 inch of the wheel?	1910.215(b)(9)	
Do side guards cover the spindle, nut, and flange and 75 percent of the wheel diameter?	1910.215(b)(3)	
Are bench and pedestal grinders permanently mounted?	1910.212(b)	
Are goggles or face shields always worn when grinding?	1910.133(a)(1)	
Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?	1910.215(d)(1)	
Does each grinder have an individual on and off control switch?	1910.243(a)(2)(iii)[a]	
Is each electrically operated grinder effectively grounded?	1910.243(a)(5)	
Before new abrasive wheels are mounted, are they visually inspected and ring tested?	1910.215(d)(1)	
Are dust collectors and powered exhausts provided on grinders used in operations that produce large amounts of dust?	1910.94(b)(5)(i)[b]	
Are splash guards mounted on grinders that use coolant to prevent the coolant reaching employees?	1910.133(a)(1)	

APPENDIX D

Bloodborne Pathogens/Exposure Control Plan

A. Purpose

The purpose of the Exposure Control Plan is to significantly reduce the risk of infection for employees with potential to be exposed to blood or body fluids. The targeted diseases include Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

This plan and noted procedures are in compliance with the standards U.S. Department of Labor in 29 CFR 1910.1030 Occupational Safety and Health Administration (OSHA), pertaining to employees who may be subject to occupational exposure to bloodborne pathogens.

This plan identifies the job classifications that have been determined to have potential exposure to blood and other potentially-infectious materials at Halifax Community College. This plan also describes the methods of compliance with applicable requirements of the Standard and a procedure for evaluating exposure incidents. All full- and part-time employees of the Halifax Community College who may be at risk for exposure to bloodborne pathogens are required to comply with this plan and with requirements of the Standard.

Halifax Community College employees involved in the instruction of students at off-campus clinical sites will comply with the plan established by that facility as well as the Exposure Control Plan of Halifax Community College.

Departments/divisions utilizing on-campus sites for instruction in which there is a high risk of exposure to bloodborne pathogens will establish specific exposure

control policies and procedures as applicable to the situation in conjunction with the Program Coordinator.

B. Responsibility

The Program Coordinator identified in Attachment 1, Section A, is responsible for implementing the Exposure Control Plan and ensuring compliance with it and the Standard. The plan will be reviewed annually and revised as necessary.

C. Accessibility of the Exposure Control Plan

1. The Exposure Control Plan may be examined by employees during the employee's regular working hours or at such other time as is reasonable. Copies of this Plan are available in areas designated in Attachment 1, Section A.
2. Employees are informed of the location of this and other safety plans as designated in Attachment 1, Section B.

D. Definitions

1. **Bloodborne Pathogens:** pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).
2. **Contaminated:** the presence, or reasonably-anticipated presence, of blood or other potentially-infectious materials on an item or surface.
3. **Contaminated Sharps:** any contaminated object(s) that can penetrate the skin.
4. **Engineering Controls:** controls (e.g., sharps disposal containers) that isolate or remove the bloodborne pathogen hazard from the workplace.
5. **Occupational Exposure:** any reasonably-anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially-infectious materials that may result from the performance of an employee's duties.
6. **Other Potentially Infectious Materials:**
 - a. The following fluids: semen, vaginal secretions, cerebrospinal fluid (CSF), synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any bodily fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.
 - b. An unfixed organ or tissue (other than intact skin) from a human.

c. HIV-containing cells or tissue cultures, organ cultures, and HIV- or HIV-containing culture medium or other solutions, blood, organs, or other tissues from experimental animals infected with HIV or HBV.

7. **Personal Protective Equipment (PPE):** specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts, blouses) are not considered to be personal protective equipment.
8. **Regulated Waste:** contaminated items that would release blood or other potentially-infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially-infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially-infectious materials.
9. **Universal Precautions:** an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, or other bloodborne pathogens.
10. **Work Practice Controls:** controls that reduce the likelihood of exposure by altering the manner in which a task is performed.

E. Exposure Determination

The Department Heads and those listed in Attachment 1 Section E are responsible for classifying tasks performed in their areas of responsibility that have a potential of exposure to blood or other infectious body fluids. Whenever possible, additional procedures are established to eliminate or reduce task-associated risks.

The Department Head shall ensure that all position descriptions, including administrative and support personnel, whether paid or volunteer, have been evaluated by the appropriate department managers and that a Risk of Exposure has been identified.

For jobs with a potential exposure, a list of tasks or procedures which present a potential occupational exposure to those employees will be prepared. Assignment of personnel to a new department in the same basic job may necessitate a formal change of job title to ensure that they will receive training according to that job's risk classification. This must be reviewed by department managers on an annual basis.

All department heads and supervisors are responsible for monitoring employees' job performance and for updating job descriptions/class activities if new tasks are being performed by individuals in a job/class which present a change in exposure status while on any of Halifax Community College's campuses or their clinical sites.

Managers and supervisory personnel are also responsible for monitoring employees' training status and their compliance with Universal Precautions and other risk-reducing policies; being particularly attentive to recognize, act on, and prevent unsafe actions by anyone in their presence.

The Department Head shall ensure that whenever a new position description is prepared, it is reviewed for exposure risks prior to being approved.

All employees share responsibility with and for their co-workers to ensure compliance with the letter, spirit, and intent of this institution's policies for the prevention of transmission of disease among employees, students, and visitors of Halifax Community College. Therefore, each employee must know how to recognize occupational exposure and must communicate changes in the exposure classification to their supervisor if asked to perform tasks or procedures which involve an increased risk of exposure.

Exposure classifications are listed in Attachment 1, Section F for jobs and tasks presenting a potential risk of exposure. Section G provides jobs that normally would not have an exposure risk unless certain unplanned tasks have to be performed, such as administering first aid as part of Halifax Community College system or having to clean blood.

F. Recordkeeping

1. Exposure Records

- a. Halifax Community College will maintain a record for each employee who is determined to be at risk for occupational exposure to bloodborne pathogens. Each employee's record should contain the following:
 - i) Employee's name and social security number,
 - ii) A copy of the employee's Hepatitis B vaccination status, including the dates of all Hepatitis B vaccinations or a signed declination form, and
 - iii) If an exposure occurs, the Department Head will maintain copies of the incident report, the post-exposure follow-up procedures performed documentation of the route(s) of

exposure, the results of the source individual's blood testing, if available, and a copy of the healthcare professional's written opinion.

b. Exposure Records Maintenance

- i) An employee's records will be kept confidential and not be disclosed or reported without the individual employee's written consent, except as required by federal, state, or local laws.
- ii) An employee's records will be maintained by Halifax Community College for not less than thirty (30) years after the employee's termination.
- iii)

2. Training Records

a. Employee training records will include the following information related to specific education about bloodborne pathogens:

- i) The dates of the training sessions,
- ii) The contents or a summary of the training session,
- iii) The name(s) and qualifications of the person(s) conducting the employee training,
- iv) The names and titles of all persons attending the training sessions, and
- v) The training records must be kept for three (3) years.

b. Training records will be maintained at the location designated on Attachment 1, Section C and will be kept current by the Program Coordinator.

c. Exposure records will be maintained at the location designated on Attachment 1, Section D and will be kept current by the Program Coordinator.

- 3. Halifax Community College will ensure that all records required to be maintained by the OSHA Standard shall be made available upon request to federal and state officials for examination and copying.
- 4. Employee training records required by the OSHA Standard will be provided upon request for examination and copying to employees, to employee representatives, and to federal, state, and local officials in accordance with 29 CFR 1910.20.
- 5. Halifax Community College shall comply with the requirements involving transfer of records set forth in 29 CFR 1910.20 (h).

6. If the community Halifax Community College ceases to do business and there is no successor employer to receive and retain the records for the prescribed period, Halifax Community College shall notify the Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, at least three (3) months prior to their disposal. Halifax Community College shall also transmit these records to the Director, if the Director requires them to do so, within that three (3) month period.

G. Methods of Compliance

Halifax Community College will practice and enforce Universal Precautions to prevent contact with blood or other potentially-infectious materials (i.e., semen, vaginal secretions, cerebrospinal fluid (CSF), synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any bodily fluid that is visibly contaminated with blood and in situations where it is difficult or impossible to differentiate between body fluids).

0. Blood and body fluid precautions will be used consistently in a setting where the risk of blood exposure is present.
1. All identified employees will use barrier precautions to prevent exposure to the skin and mucous membranes (eyes, nose, mouth) when contact with blood or other potentially-infectious materials is anticipated.
2. Disposable gloves (single use) will always be replaced as soon as practical when visibly contaminated, torn, punctured, or when their ability to function as a barrier is compromised. Disposable gloves will not be washed or decontaminated for reuse.
3. Masks and protective eyewear combination (goggles or glasses with solid side shields), or face-shields which protect all mucous membranes will be worn when performing procedures that are likely to generate splashes, spray, spatter, or droplets of blood or other potentially-infectious materials.
4. Gowns, aprons, or other protective body clothing will be worn when performing procedures likely to generate splashes or splatters of blood or body fluids and in all occupational exposure situations.
5. The hepatitis B vaccine will be offered and provided free of charge at a convenient time and place to all employees in the jobs determined to have a potential exposure to blood or other infectious body fluids.
6. Surgical caps or hoods and/or shoe covers will be worn in instances when gross contamination can reasonably be anticipated.

7. Hands or other skin surfaces will be washed immediately using a five-minute scrub if contaminated with blood or other body fluids. Hands will also be washed after removing protective gloves.
8. Safety precautions will be followed to prevent injuries caused by needles, scalpel blades, and other sharp instruments.
9. All sharps (e.g., needles, scalpels,) will be placed in properly labeled containers with the international biological hazard symbol and the wording "BIOHAZARD."
10. Identified employees with exudative lesions or weeping dermatitis will refrain from all direct patient contact during student activities and from handling patient-care equipment until the condition resolves.
11. Pregnant identified employees will be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmission.

H. Work Practices

1. Eating, drinking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.
2. Food or beverages will be consumed only in a safe designated area. Food and drinks will not be kept on the countertops or benchtops where blood or other potentially-infectious materials are present.
3. Employees will wash hands immediately, or as soon as feasible, after removal of gloves or other personal protective equipment. Antiseptic hand cleansers or towelettes, in conjunction with paper towels, will be used if hand-washing facilities are not available.
4. Employees will wash their hands or any other skin for at least five (5) minutes; or flush the mucous membranes with water immediately, (if contamination is in the eyes, flush for 10-15 minutes) or as soon as possible, following contact with blood or other potentially-infectious materials.

5. Smoking is not permitted in any campus building or campus property.
6. The mucous membranes (eyes, nose, and mouth) will be protected when there is a likelihood of splatter or splashes from blood or body fluids. All procedures involving blood or other potentially-infectious materials will be performed in a manner which minimizes splashing, spraying, splattering, and the generation of droplets of these substances.
7. Mouth pipetting or suctioning of blood or other potentially-infectious materials is prohibited.
8. Contaminated needles or other contaminated sharps will not be bent, recapped, sheared, broken, or removed (a mechanical device or a one-handed technique may be used to recap or remove needles). Immediately, or as soon as possible after use, contaminated sharps will be placed in containers which are puncture-resistant, leak-resistant, and properly labeled or color-coded. All glass and hard plastics (intact or broken), which are to be discarded, will be treated as sharps.
9. Specimens of blood or other potentially-infectious materials will be placed in a designated regulated waste container.
10. Any blood or body fluid related accident (i.e. needle stick, blood or body fluid splatter or splash to the mucous membranes) will be reported immediately to the supervisor.
11. Equipment which has been contaminated with blood or other potentially-infectious materials will be decontaminated before being serviced or shipped unless it can be shown that decontamination of the equipment is not feasible. Equipment, or portions thereof, which are not decontaminated, requires that a warning label be affixed.

I. Personal Protective Equipment

All employees should have access to, become familiar with, and follow personal protective equipment policies established by each of the Halifax Community College at all of the Halifax Community College facilities and of those off-campus clinical sites at which they are participating in clinical experiences for students. Personal protective equipment will be provided, at no cost to the employee, when there is potential for an occupational exposure. A list of protective equipment is included in Attachment 1, Section I; however, for example, personal protective equipment may include the following: gloves, gowns, laboratory coats, face

masks, face-shields or safety glasses, mouthpieces, resuscitation bags, pocket masks, or other ventilation equipment.

1. Personal protective equipment will be used for all occupational exposure situations; however, the employee may temporarily or briefly decline the use of equipment in the following scenario:

"Under rare and extraordinary circumstances, the employee uses his/her professional judgment that, in a specific instance, its use would have prevented delivery of healthcare or public safety services or would have posed an increased hazard to the safety of the employee."

Situations in which personal protective equipment was temporarily or briefly declined will be investigated by the Safety Officer and documented to determine if changes can be instituted to prevent future occurrences.

2. Appropriate personal protective equipment in appropriate sizes will be readily accessible in each work area. In most instances, personal protective equipment will be provided at off-campus clinical sites by the participating facility for Halifax Community College employees involved in patient care activities which may involve exposure. Types of equipment and its location will be determined by the facility's Exposure Control Plan.
 - a. Gloves will be worn when it can be reasonably anticipated that the employee may have contact with blood, other potentially-infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.
 - b. Hypoallergenic gloves, glove liners, powderless gloves, and other similar alternatives will be readily accessible to employees who are allergic to gloves normally provided.
 - c. Cleaning, laundering, repair, replacement, or disposal of personal protective equipment will be provided at no cost to employee. The Program Coordinator should be contacted.
 - d. Personal protective equipment will be utilized when working with patients and potentially-infectious materials; disposable protective gloves will be used during direct patient care and handling of contaminated disposable waste items.

- e. If a garment(s) is penetrated by blood or other potentially-infectious material, the garment must be removed immediately or as soon as feasible.
- f. Personal protective equipment will be removed prior to leaving the work area where there is reasonable likelihood of occupational exposure.
- g. Utility gloves will be decontaminated for reuse, if the integrity of the glove is not compromised. They must be cleaned in a 1:10 solution of bleach, and examined carefully before reusing. They must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration.
- h. Personal protective equipment for on-campus sites will be located in specific places as designated by individual departmental policies/procedures.

J. Sharps

1. Only disposable needles will be used at Halifax Community College and whenever applicable, safety needle devices will be purchased.
2. Contaminated sharps will be discarded immediately or as soon as possible in containers which are closable, puncture-resistant, leak-proof on the sides and bottom, and:
 - a. labeled with the international biological hazard symbol and the wording "**BIOHAZARD**", or
 - b. **red** containers.
3. The sharps containers will be easily accessible to personnel and located as close as possible to the areas where sharps are used.
4. The sharps containers will be maintained upright throughout use, replaced routinely and not be allowed to overfill.
5. During replacement or removal from the work area, the sharps containers will be closed to prevent the spillage or protrusion of contents during handling, storage, transport, or shipping. The sharps containers will be placed in a secondary container if leakage is possible.
6. Reusable containers will not be opened, emptied, or cleaned manually or in any other manner which will expose employees to the risk of a percutaneous injury.

7. Immediately, or as soon as possible, after use, contaminated reusable sharps must be placed in containers until properly decontaminated. These containers will be puncture resistant, leak-proof on the sides and bottom, and will either be red or affixed with a fluorescent orange or orange-red label with letters in contrasting colors and a biohazard symbol.
8. All reusable sharps will be properly sterilized or decontaminated after use as recommended by the Center for Disease Prevention and Control.
9. Contaminated reusable sharps will not be stored in a manner which requires employees to reach into the containers.

K. Specimens

Specimens of blood, tissue, or other potentially-infectious materials collected or transported by Halifax Community College will be placed in containers which prevent leakage during collection, handling, processing, storage, transport, or shipping.

1. The container will be red or affixed with a fluorescent orange or orange-red label with letters in contrasting colors and a biohazard symbol. The container must be closed prior to storage, transport, or shipping.

NOTE: If Universal Precautions are utilized in the handling of all specimens, the labeling/color coding system is not necessary, provided the containers are recognizable as containing specimens.

- a. If outside contamination of the primary container occurs, the primary container is to be placed within a second container, which prevents leakage during handling, processing, storage, transport, or shipping and which is labeled or color-coded appropriately.
- b. If the specimen could puncture the primary container, the primary container will be placed within a secondary container which is puncture-resistant in addition to having the above characteristics.
- c. Spills of infectious material will be handled using an appropriate spill kit.

L. Laundry

1. Employees handling contaminated linen will wear protective gloves and other appropriate PPE to prevent exposure to blood or other potentially-infectious materials during the handling and sorting of soiled linen and other fabric items.

2. Laundry that is contaminated with blood or other potentially-infectious materials or that may contain contaminated needles or sharps will be treated as if it were HBV/HIV infected and handled as little as possible with a minimum amount of agitation.
3. Contaminated laundry will be bagged at the location where it was used.
4. Contaminated laundry will be placed and transported in bags that are labeled with the international biological hazard symbol and the wording **"BIOHAZARD."**
5. The "BIOHAZARD" labels used will be fluorescent orange or orange-red with the lettering in contrasting colors. The labels will be affixed to the containers by string, wire, adhesive, or any method that prevents their loss or unintentional removal.
6. Red bags or red containers may be substituted for labels.
7. Contaminated laundry that is wet and presents a reasonable likelihood of soak-through or leakage from the bag will be transported in bags or containers which prevent the fluids from the exterior.
8. All contaminated laundry shipped off-site to another facility which does not utilize Universal Precautions must be labeled or color-coded as follows:
 - a. Contaminated laundry will be placed and transported in bags that are labeled with the international biological hazard symbol and the wording "BIOHAZARD."
 - b. The "BIOHAZARD" labels used will be fluorescent orange or orange-red with the lettering in contrasting colors. The labels will be affixed to the containers by string, wire, adhesive, or any method that prevents their loss or unintentional removal.
 - c. Red bags or red containers may be substituted for labels.
 - d. The laundry service will be contacted by the Department Head before shipping.

M. Housekeeping

All Halifax Community College facilities will be maintained in a clean and sanitary condition. A written schedule for cleaning and a method of decontamination based on the location, type of surface, type of soil present, and procedures being performed in each area has been developed with Housekeeping Services.

0. All equipment and environmental work surfaces will be cleaned and decontaminated after contact with blood or other potentially-infectious materials.
1. The process of decontamination will be conducted after completion of procedures; when surfaces are overtly contaminated; after the spill of blood or other potentially-infectious material; and at the end of the work shift, if the surface may have become contaminated since the last cleaning.
2. Only approved disinfectants will be used, such as a 10% solution of sodium hypochloride (household bleach) mixed fresh each day; or as listed in Attachment 1, Section H.
3. Protective coverings such as plastic wrap, aluminum foil, or imperviously-backed absorbent will be removed at the end of the work shift or whenever they become overtly contaminated during the shift.
4. Any bins, pails, cans or other similar receptacles intended for reuse will be decontaminated on a regular basis or whenever there is visible contamination.
5. Broken glassware must be handled with the aid of a mechanical device (i.e. brush and dustpan, tongs, or forceps).

N. Regulated Waste

1. Regulated waste includes:
 - a. Liquid or semi-liquid blood;
 - b. Other potentially-infectious materials that would release blood or other potentially-infectious materials in a liquid or semi-liquid state if compressed;

- c. Items that are caked with dried blood or other potentially-infectious materials and are capable of releasing these materials during handling;
 - e. Pathological and microbiological wastes containing blood or other potentially-infectious materials; and
 - f. Any item, such as bandages, gauze, linens, or used personal and protective equipment that becomes covered with or contains liquid blood or other potentially-infectious materials.
 - 2. The following guidelines will be followed to meet the federal, state, and county guidelines; however, if the North Carolina and local medical biohazardous waste regulations are more stringent, then those regulations will also be incorporated into the plan:
 - a. Specimens of blood or other potentially-infectious materials will be placed in containers which prevent leakage during the collection, handling, processing, storage, transport, or shipping.
 - b. For disposal of regulated waste, (*Halifax Community College*) shall provide containers that are:
 - i) Closable.
 - ii) Constructed to contain all contents and prevent leakage of fluids.
 - iii) Colored red or orange-red label with letters in contrasting colors and a biohazard symbol.
 - 3. The containers shall be closed prior to removal to prevent spillage or protruding of contents during handling, storage, transport, or shipping.
 - 4. If outside contamination of the regulated waste container occurs, it will be placed in a second container with the same characteristics as the first container.
 - 5. Halifax Community College shall place the containers for regulated waste in every appropriate laboratory and classroom.
 - 6. Immediately, or as soon as feasible after use, disposable sharps shall be disposed of in closable, puncture resistant, disposable containers that are leak-proof on the sides and bottom and that are labeled with a "BIOHAZARD" symbol or color-coded in red. A commercial sharps container is acceptable.
 - 7. Any regulated waste is picked-up and transported by an outside contractor.
-

O. Hazard Communication

Halifax Community College must affix florescent orange or orange-red labels with letters in a contrasting color to containers of regulated waste, refrigerators and freezers containing blood or other potentially-infectious material, and other containers that will be used to store, transport, or ship blood or other potentially-infectious materials. All such labels must have the universal biohazard symbol.

P. Blood Spills

At Halifax Community College (except in special medical programs) employees and students are not to clean up another person's blood unless it is a part of the specific job duties and the employee has been properly trained.

Q. Hepatitis and Hepatitis B Vaccine

1. Hepatitis means inflammation of the liver. Hepatitis B, which is a viral infection, is one of multiple causes of hepatitis. Many people with Hepatitis B recover completely, but approximately 10% become chronic carriers; one to two percent (1-2%) die from fulminant hepatitis. In the group of chronic carriers, many have no symptoms and appear well, yet can transmit the virus to others. Others may develop a variety of symptoms and liver problems varying from mild to severe (chronic persistent hepatitis, chronic active hepatitis, cirrhosis, and liver failure). There is also an association between the Hepatitis B virus and hepatoma (a form of liver cancer). Hepatitis B virus can be transmitted by contact with body fluids including blood (along with contaminated needles), semen, breast milk, and vaginal secretions. Health workers are at high risk of acquiring Hepatitis B due to frequent contact with blood or potentially contaminated body fluids and, therefore, the vaccine is recommended to prevent the illness.
2. Hepatitis B Vaccine
 - a. Three (3) doses of Hepatitis B vaccine are needed to confer protection. Clinical studies have shown that after three (3) doses, ninety-six percent (96%) of healthy adults have been seroprotected. Doses are administered at zero (0), one (1), and six (6) months.
 - b. Employees who may have an occupational exposure will be provided, at no cost, the Hepatitis B vaccine and vaccination series, as well as post-exposure evaluation and follow-up procedures, including laboratory tests at an accredited laboratory.
 - c. Protocol for the above procedures will be performed under the supervision of a licensed physician or by another licensed healthcare professional and provided in accordance with the recommendations of the U.S. Public Health Service.

- d. The healthcare professional responsible for the employee's Hepatitis B vaccination will be provided with a copy of 29 CFR 1920.1030 Bloodborne Pathogens if they do not have one.
- e. The Hepatitis B vaccination will be available to employees within ten (10) working days of initial assignment involving potential exposure and after they have received training on the required subjects.
- f. The Hepatitis B vaccine and any future booster(s) recommended by OSHA will be available to employees who have an occupational exposure unless they have previously received the complete Hepatitis B vaccination series and antibody testing has revealed the employee is immune or the vaccine is contraindicated for medical reasons.
- g. A Hepatitis B pre-screening program will not be a prerequisite for receiving the vaccination.
- h. An employee who initially declines the Hepatitis B vaccination will be allowed to receive the vaccination at a later date.
- i. Employees who decline to accept the Hepatitis B vaccination will be required to sign the declination statement, Attachment 2.
- j. All part-time employees who may have occupational exposure to Hepatitis B will be offered the Hepatitis B vaccine free of charge, as long as they are employed by Halifax Community College. If the employee terminates employment at Halifax Community College before the completion of the vaccination series, that individual will be responsible for completing the series at his or her own expense.
- k. Employees who have already had the vaccine at another location must send or deliver a copy of their vaccination record to the Department Head to be placed in the employee's file.

R. Post-Exposure

For accidental exposure, immediately take the following steps:

1. Immediately take appropriate precautionary measures. For eye, mouth, and other mucous membrane exposures, flush/rinse the exposed area thoroughly with running water for at least ten to fifteen (10-15) minutes. For needle sticks, other puncture wounds, or contamination of any body part with blood, scrub for a minimum of five (5) minutes.
2. Report the incident to the appropriate persons (e.g. supervisor, division director, or department head) IMMEDIATELY.
3. If the source individual is known and present, the Department Dean will inform the individual of the incident and the need for him/her to be tested. Testing of the source individual must be done at no cost to him/her. If the

source individual is known but unavailable, contact him/her as soon as feasible to inform him/her of the incident and the need to be tested.

4. If the source individual refuses to be tested or does not report for testing within a reasonable time, the source individual's physician should be contacted; or if the physician is not known, contact the County Health Department Director.
5. Be sure to contact the Human Resources office to complete an Exposure Incident Report (Attachment 4). Additional information should be obtained if the source individual is known. It will be necessary to report the incident to the insurance representative within forty-eight (48) hours so that a worker's compensation form can be completed.
6. Arrangements for a confidential medical consultation and follow-up are made at no cost to the employee, and at a convenient time and location. A letter and incident report form are sent to the physician by the Program Coordinator, Attachment 3. Halifax Community College medical provider information is listed in Attachment 1, Section J.
7. Halifax Community College will provide documentation detailing the route(s) of exposure, the circumstances under which the exposure incident occurred, and the identity of the source individual, unless such identification is not feasible or is prohibited by state or local law. (recorded on Incident Report form, Attachment 3)
8. If known, the source individual's blood will be tested by a physician for HBV and HIV as soon as feasible, within forty-eight (48) hours; however,
9. If the source individual is already known to be infected with HBV or HIV, testing need not be repeated.
10. Whether the source individual's blood tests are done as a result of the exposure incident or previous testing has revealed the source individual to be infected with HBV or HIV, the results from the Health Department of the source individual's blood tests will be given to the exposed employee.
11. The Human Resource officer will inform the employee of applicable laws and regulations concerning disclosure of the identity and the infectious status of the source individual at the time the source individual's testing results are given to the employee.

12. If the source individual cannot be identified, the exposed employee's blood will be tested for HBV and HIV infectivity as soon as feasible within forty-eight (48) hours and with consent.
13. If the exposed employee consents to baseline collection of blood, but refuses HIV testing, the laboratory is instructed to preserve the sample for ninety (90) days. (If, the employee elects to have the sample tested during this time period, this shall be done.)
14. If all tests on the source person and the exposed employee are negative, and the exposed employee has an adequate Hepatitis B immunity response, there will not be a need for further testing. Each case will be evaluated individually and test results reviewed. If the source person is positive for Hepatitis B or HIV at six (6) weeks, twelve (12) weeks, and six (6) months after exposure, the employee must give consent for re-testing on each occasion.
15. Follow-up of the exposed employee will include counseling, medical evaluation of any acute febrile illness that occurs within twelve (12) weeks post-exposure, and use of safe and effective post-exposure measures according to recommendations for standard medical practices.
16. Following an exposure incident, Halifax Community College will provide the healthcare professional with the following information if the employee chooses to be treated by their personal physician:
 - a. A copy of The Standard: 29 CFR 1910.1030 if they do not have one.
 - b. A description of the exposed employee's duties as they relate to the exposure incident.
 - c. Documentation of the route(s) of exposure and the circumstances under which the exposure occurred.
 - d. Results of the source individual's HIV and HBV testing if available.
 - e. All records relevant to the appropriate treatment of the employee, including his/her vaccination status.
17. An evaluation of the employee's work practices and protective equipment or clothing used at the time of the incident must be made by the Program Coordinator and changes made as indicated.

18. Halifax Community College will provide the exposed employee with a copy of the evaluating healthcare professional's written opinion within fifteen (15) days of completion of the medical evaluation.

S. Training

1. Training Requirements

- a. Training will be provided for employees who are at risk for occupational exposure to blood or other potentially-infectious materials and hazardous chemicals.
- b. All affected employees are required to participate in annual training sessions offered during normal work hours at no cost to the employee.
- c. Training sessions for employees will be scheduled:
 - i) At the time of initial assignment to tasks involving occupational exposure.
 - ii) Whenever tasks or procedures change which affect an employee's occupational exposure.
 - iii) When required due to unusual circumstances.
- d. For employees who have received training on bloodborne pathogens in the year preceding the effective date of the applicable Bloodborne Pathogen OSHA Standard, only training with respect to the provisions of the OSHA Standard which were not included need be provided.
- e. Annual training for all employees shall be provided within one (1) year of their previous training.
- f. Halifax Community College shall provide additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure. The additional training may be limited to addressing the exposure(s) created.
- g. Materials appropriate in content and vocabulary to educational level, literacy, and language of employees shall be used.

2. Content of Training Sessions

The training program shall contain, at a minimum, the following elements:

- a. An accessible copy of the regulatory text of this OSHA Standard and an explanation of its contents.

- b. A general explanation of the epidemiology and symptoms of bloodborne diseases.
- c. An explanation of the modes of transmission of bloodborne pathogens.
- d. An explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan.
- e. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially-infectious materials.
- f. An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment.
- g. Information on the types, proper use, location, removal, handling, decontamination, and disposal of protective equipment.
- h. An explanation of the basis for selection of personal protective equipment and how to gain access to it.
- i. Information on the Hepatitis B vaccine, including information on its efficacy, safety, methods of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge.
- j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially-infectious materials.
- k. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- l. Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
- m. An explanation of the signs, labels, and/or color-coding required by the OSHA Standard.
- n. An opportunity for interactive questions and answers with the person conducting the training session.

HALIFAX COMMUNITY COLLEGE

Exposure Control Plan**Attachment 1**

A. A copy of the Exposure Control Plan is located in the following areas:

_____ Program Coordinator's Office (name): _____

_____ Department Dean's Office _____ Pertinent Labs

_____ Human Resources Office _____ Other (list): _____

B. Employees are informed of the location of this & other safety plans:

_____ During Orientation

_____ Other (list): _____

C. Training Records are maintained by the Program Coordinator.

Training Records are located: _____

D. Exposure Records are maintained by the Program Coordinator.

Exposure Records are located: _____

E. Exposure Determinations are made by the Program Coordinator:

F. Employees in the following departments have been identified as having a potential risk to blood or other infectious body fluids:

TITLE	TASKS
_____ Associate Degree Nursing Clinical/Lab Instructor	
_____ Nurse Aide Clinical/Lab Instructor	
_____ Registered Nurse Refresher Clinical/Lab Instructor	

_____ Custodial/Housekeeping Staff	
_____ Maintenance	
_____ Grounds	
_____ EMT Instructor	
_____ First Aid Team	
_____ Medical Assisting Clinical/Lab Instructor	
_____ Medical Lab Technology Clinical/Lab Instructor	
_____ Other (list): _____	

G. Please list jobs that normally do not involve potential exposure, but may require performing unplanned exposure tasks such as administering initial emergency first aid; cleaning blood spills, etc.

_____ Emergency First Aid (list job titles & tasks)	Job Titles:	Tasks Performed:
_____ Cleaning blood or other body fluids:	Job Titles:	Tasks Performed

H. What cleaning solution do you use to decontaminate?

_____ Bleach solution

_____ Other approved cleaner (list): _____

I. What Personal Protective Equipment is available?

_____ Latex Gloves

_____ Face Masks

_____ Non-Latex Gloves

_____ Aprons/Gowns

_____ Eye Protection

_____ Safe Needle Device

_____ Other (list): _____

J. Which medical provider would you refer an exposed employee to?

Name: _____

Address: _____

Phone: _____

Hepatitis B Vaccine Record Form

Attachment 2

Hepatitis B: Special Precautions: I have read information on hepatitis B and have had an opportunity to ask questions. I understand the benefits and risks of Hepatitis B vaccine, and voluntarily agree to be immunized. I understand that I must have 3 doses of the vaccine to confer immunity. As with all medical treatments, there is no guarantee that I will become immune. I am in general good health. I am not immunosuppressed, on hemodialysis, pregnant, or breast-feeding.

Name	SSN	Date of Birth	Age
------	-----	---------------	-----

Address	City	State	Zip	Home Phone
---------	------	-------	-----	------------

Signature	Date	Department
-----------	------	------------

	Date:	Type:	Mfg & Lot #: (If known)	Exp. Date: (If known)	Given By: (If known)
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

Hepatitis B Vaccine Declination Form
(complete either section 1 or 2)

1. If you have never received Hepatitis B vaccine:

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials, and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination at no charge to myself.

Signature of employee: _____ Date: _____

2. If you have previously received Hepatitis B vaccine through another organization or employer:

I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. I decline hepatitis B vaccination at this time due to the fact that I have previously received all 3 hepatitis B vaccines through another organization; or I know that I already have immunity due to hepatitis B antibody count.

Signature of employee: _____ Date: _____

Year of hepatitis B vaccine: _____

Through what organization: _____

Halifax Community College

**Letter to Physician Evaluating Employee
Injured From Possible Blood Exposure
Attachment 3**

Dear Dr. _____:

An employee at Halifax Community College encountered a blood exposure injury on _____. Please refer to the attached supervisor's injury report for the route of entry and circumstances regarding this incident. This employee has come to you for a medical evaluation, and you may treat as medically indicated. If you do not have one, we can supply a copy of the U.S. Public Health Service recommendations regarding these testing and treatment options.

The status of the source which may have infected the employee is indicated below:

_____ The source cannot be determined.

_____ The source has given their consent for HBV/HIV antibody testing to be done.

_____ The source is known to be HBV or HIV positive.

A brief description of the employee's duties is as follows:

A copy of the medical evaluation must be delivered to the employee within 15 working days of the injury. In your report, please limit your findings to indicate that the employee has been informed of the results of the evaluation and has been informed of any medical condition possible resulting from the exposure during the incident and any further treatment which may be needed. The results of the investigation of this injury will be treated confidentially by all parties. Thank you for your assistance.

Sincerely,

HALIFAX COMMUNITY COLLEGE

**Exposure Incident Form
Attachment 4**

Name of Employee: _____ SSN: _____

Date of Incident: _____ Time of Incident: _____

Location: _____

Type of exposure (puncture, splash, cut, etc.): _____

Type of infectious material (blood, body tissue, body fluid, vomit) and amount if known:

Parts of Body Exposed: _____

Severity of Exposure: (depth of puncture, etc.): _____

Circumstances (work being performed etc.):

1. how and why the exposure incident occurred
2. the job duty being performed at the time.
3. whether the duty being performed is a normal,
4. routine part of the employee's job.

Methods of control in place: _____

Personal protective equipment being used: _____

If personal protective equipment was not being used, explain why: _____

Action taken (decontamination, clean-up, reporting, etc.): _____

Recommendations for avoiding future incidents: _____

APPENDIX E

COMPRESSED GAS CYLINDERS

STANDARD REQUIREMENT	STANDARD	Y/N
• Are cylinders with a water capacity over 30 pounds equipped with means for connecting a valve protector device, or with a collar or recess to protect the valve?	49 CFR Parts 171-179 14 CFR Part 103	
• Are cylinders legibly marked to clearly identify the gas contained?	See reference A below	
• Are compressed gas cylinders stored in areas which are protected from external heat sources such as flame impingement, intense radiant heat, electric arcs, or high temperature lines?	See reference B below	
• Are cylinders located or stored in areas where they will not be damaged by passing or falling objects or subjects to tampering by unauthorized persons?	See reference B below	
• Are cylinders stored or transported in a manner to prevent them from creating a hazard by tipping, falling or rolling?	See reference B below	
• Are cylinders containing liquefied fuel gas, stored or transported in a position so that the safety relief device is always in direct contact with the vapor space in the cylinder?	See reference B below	
• Are valve protectors always placed on cylinders when the cylinders are not in use or connected for use?	See reference B below	
• Are all valves closed off before a cylinder is moved, when the cylinder is empty, and at the completion of each job?	See reference B below	

• Are low pressure fuel-gas cylinders checked periodically for corrosion, general distortion, cracks, or any other defect that might indicate a weakness or render it unfit for service?	49 CFR Parts 171-179 14 CFR Part 103	
• Does the periodic check of low pressure fuel-gas cylinders include a close inspection of the cylinders bottom?	49 CFR Parts 171-179 14 CFR Part 103	

- A. *The general requirements for compressed gas cylinders are found in the Compressed Gas Association Pamphlets C-6-1968 and C-8-1962 which are incorporated by reference as specified in 1910.6.*
- B. *Compressed Gas Association Pamphlet P-1-1965 which is incorporated by reference as specified in 1910.6.*

APPENDIX F

CONFINED SPACE ENTRY PROGRAM STANDARD-1910.146 DOCUMENTATION REQUIREMENTS

Standard Requirement	Standard	Requirement Satisfied?
<i>a written permit-required confined space entry program shall be developed and implemented and shall include at least:</i>	(d)	
• measures necessary to prevent unauthorized entry.	(d)(1)	
• means to identify and evaluate permit space hazards before employees enter.	(d)(2)	
• means, procedures and practices for safe entry operations, including, but not limited to:	(d)(3)	
• specifying acceptable entry conditions;	(d)(3)(i)	
• isolating the permit space;	(d)(3)(ii)	
• purging, inerting, flushing or ventilating the space as necessary to eliminate or control atmospheric hazards;	(d)(3)(iii)	
• providing pedestrian, vehicle or other barriers as necessary to protect entrants from external hazards; and	(d)(3)(iv)	
• verifying conditions in the permit space are acceptable for entry throughout the duration of an authorized entry.	(d)(3)(v)	
• means to monitor the space while the job is in progress	(d)(5)	
• designate persons who are to have active roles in entry operations and identify the duties of such persons	(d)(8)	
• develop and implement procedures for summoning rescue and emergency services	(d)(9)	
• develop and implement a system for the preparation, issuance, use and cancellation of entry permits	(d)(10)	
• develop and implement procedures to coordinate entry operations when employees from more than one employer are working simultaneously as authorized entrants	(d)(11)	

• develop procedures for concluding the entry after operations are completed	(d)(12)	
• Review the program using cancelled permits and revise within one year after each entry or as necessary	(d)(14)	
NOTES:		

APPENDIX G

CONTRACTOR PLAN

SAFETY & ENVIRONMENTAL REQUIREMENTS FOR CONTRACTORS

1. PURPOSE

- 1.1 This procedure highlights the safe working practices required for all contractors working at this facility. It is intended to improve safety performance and to ensure the safety of contract employees as well as the employees of this facility.
- 1.2 It is fully recognized that contractors have the primary responsibility for executing on-site safety for their own activities. Each contractor is responsible for ensuring that its employees, and the employees of any subcontractors, comply with all applicable local, state and federal regulations, and the policies of this facility. All work performed shall comply with the requirements of the Occupational Safety and Health Act of 1970, without exception.
- 1.3 This facility will not act as the controlling employer in regards to safety issues. It is the complete responsibility of the contractor to implement and maintain all safety precautions and procedures.

2. SCOPE

- 2.1 The safety practices shall be followed whenever performing work at this facility.
- 2.2 The contractor shall require that all subcontractors observe the safety practices in the same manner as the contractor.
- 2.3 All contractors shall designate a Field Supervisor who shall have the primary responsibility for ensuring that these safety practices and procedures are followed.

2.4 The Field Supervisor, or designated authority, shall perform frequent and regular safety inspections of the job site, materials, and equipment.

3. SAFE WORKING PRACTICES and PERSONAL PROTECTION

- 3.1 *Safety glasses* meeting the requirements of ANSI Z87.1 must be worn at all times when there is an eye hazard from exposure to flying particles, liquid chemicals, acids or caustic liquids, or potentially injurious light radiation. Safety glasses are required to be worn while working in laboratory, shop, and maintenance areas. Activities requiring eye protection include: welding, cutting, burning, using pneumatic impact tools, grinding, buffing, using hand tools, applying or removing insulation, and painting.
- 3.2 *Hearing protective devices* must be worn when working in areas that require hearing protection based on noise level monitoring or when performing a task that produces high noise levels. Areas where hearing protection is required are marked with appropriate signs.
- 3.3 *Appropriate hand protection* shall be worn to protect against chemical contact, severe cuts or lacerations, punctures, or harmful temperature extremes. Chemical resistant gloves must be rated/compatible for the specific chemical being used.
- 3.4 *Hard hats*, meeting the requirements of ANSI Z89.1, are required whenever there is a potential for injury to the head from falling objects or striking a low overhead structure. *Foot protection*, meeting the requirements of ANSI Z41, shall be worn when there is a danger of foot injuries due to falling or rolling objects or objects piercing the sole.
- 3.5 Respiratory protection, if used, must be NIOSH approved, must be appropriate for the hazard and must be maintained, cleaned and stored properly. All persons wearing respirators must be medically approved to do so and fit-tested.
- 3.6 Horseplay is not tolerated.
- 3.7 Drinking of, or possession of, alcoholic beverages, or possession of illicit drugs or firearms while on the property of this facility, during working or non-working hours, is strictly forbidden.
- 3.8 Entry into confined spaces may only be performed by authorized personnel, following the confined space requirements of OSHA. Prior to entry, atmospheric monitoring shall be conducted, and an entry permit shall be completed to verify safe entry conditions.
- 3.9 All safety equipment, safety showers, eye wash fountains, fire extinguishers, emergency exits, and walkways must be kept clear at all times.

- 1.10 All project areas shall be kept clean and free of debris and rubbish in order to prevent accidents and fires.

4. CHEMICAL SAFETY AND HAZARD COMMUNICATION

- 4.1 This facility will provide the Safety Data Sheet (SDS) for hazardous chemicals used at this facility in which contract employees may be exposed, come in contact, or directly handle. The contractor shall inform his employees of the hazards of the chemicals.
- 4.2 The contractor is responsible for maintaining MSDSs for all hazardous chemicals used by the contractor or subcontractor.
- 4.3 When handling corrosive materials or irritants, rubber chemical gloves, goggles and/or face shields shall be used.
- 4.4 All compressed gas cylinders shall be secured from falling at all times and capped when not in use.
- 4.5 At no time shall gasoline be used as a cleaning agent.
- 4.6 Flammable liquids and solvents shall be handled in approved safety cans with flash back arrestors and tight closing lids.

5. FALL PROTECTION

- 5.1 All *ladders* used at this facility shall be heavy duty industrial type ladders. The use of aluminum ladders for electrical work is prohibited.

Ladders shall be secured at the base by safety feet or equivalent and tied off at the top when there is a chance of displacement from workplace activities or traffic. All portable ladders used to gain access to an upper landing surface shall extend at least 3 feet above the landing or secured at the top and a grasping device provided. All straight and extension ladders shall have approved safety feet and be equipped with a 10 foot by 1/2 inch rope spliced to the next to the top rung.

Ladders with split or broken rails, treads, rungs, or with feet missing or otherwise damaged or considered unsafe must be removed from the job. Step ladders shall not be used as straight ladders. The height of the ladder must be sufficient to keep from working from the top of the ladder or the top three rungs of an extension ladder. The ladder shall be positioned so that the base is set out from the vertical a distance equal to one-fourth of the ladder working length

- 5.2 During *overhead work, ground work, or work inside a production area*, all areas must be roped off, and a warning sign shall be placed on the floor. All areas involving overhead work or work inside an occupied area that poses a hazard to other personnel shall be roped off and/or warning signs placed to limit access to the area.
- 5.3 All *excavations and trenches* shall comply with the OSHA Trenching and Shoring requirements, which require guarding by a sloping system, shoring system, support system or equivalent. In addition, these areas shall be roped off and, at night, alerted with proper warning lights.
- 5.4 All work platforms 6 feet and higher shall be equipped with a standard guardrail on all open sides. This guardrail consists of a top rail of 42 + /- 3 inches, mid-rail and 4" toe board and must be able to withstand an applied force of 200 lbs. Where guard rails cannot be provided, full body harness shall be worn with a lifeline securely attached to an appropriate anchorage (must be rated for 5000 lbs. force). Free fall distance when using a full body harness must be limited to 6 feet or less. Lanyards may not be "tied back" to themselves and safety belt use is prohibited in all circumstances.
- 5.5 Hoses, welding leads, electrical drop cords, etc. shall be kept out of personnel traffic areas when possible. Otherwise, they shall be adequately protected from damage and presenting a tripping hazard by suspension, signs, barricades and/or burying.

6. ELECTRICAL SAFETY PRACTICES

- 6.1 The Contractor Field Supervisor shall ensure that electrical or mechanical equipment is properly locked and tagged out before employees begin work. The Contractor shall provide one lock and tag to accompany the facility lock and tag for each piece of equipment on which the Contractors' employees are working.
- 6.2 All electric hand tools shall be grounded unless it is recognized by UL as having a double insulated rating. Frayed or defective electrical cords shall not be used.

6.3 All extension cords and power tools shall be used with appropriate Ground Fault Circuit Interrupter (GFCI) protection that is tested regularly.

7. WELDING, CUTTING, BURNING OPERATIONS

7.1 Adequate fire protection and other safety precautions must be addressed before any hot work is executed.

7.2 Shields, curtains, or flame retardant tarpaulins shall be used to shield personnel and equipment from welding operations. When welding, cutting, or burning, a standby employee shall stand as a fire watch , and all sparks must be contained to the area of operation.

1.3 The Contractor shall ensure that fire extinguishers are provided at all welding, cutting, and burning operations.

8. HEAVY EQUIPMENT OPERATION

8.1 Only qualified personnel may operate the facility fork lift trucks or similar material handling or earthmoving equipment. .

8.2 Only approved personnel work platforms shall be used with fork lifts, Sky Traks or similar lifts. The platform must have standard guard rails or equivalent means of fall protection and be secured to the lift. Proper communication (visual or otherwise) must be maintained between the personnel on the platform and the lift operator at all times. The vehicle shall not be moved with the platform in the raised position.

8.3 All personnel in aerial lifts shall wear a full body harness and lifeline that is anchored to the platform cage as a means of fall protection in addition to the protection provided by the platform cage guard rails.

9. ENVIRONMENTAL RESPONSIBILITIES

9.1 No hazardous or environmentally damaging materials can be poured down process or storm drains.

9.2 It is the responsibility of the Contractor to dispose of hazardous materials that are used by the Contractor (e.g., paints, solvents) during their work operations at the facility in accordance with regulatory requirements.

10. GENERAL WORK PROCEDURES

10.1 Contractors must provide all tools necessary to perform the assigned tasks

11. REFERENCES

11.1 29 CFR 1910 and 1926 - OSHA General Industry and Construction standards

APPENDIX H

ELECTRICAL SAFETY

STANDARD REQUIREMENT	STANDARD	Y/N
Do you specify compliance with OSHA for all contract electrical work?	OSHA Instruction CPL2-0.124	
Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?	1910.333(b)(2)(iv)[A]	
When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches open, locked-out and tagged whenever possible?	1910.333(b)(2)	
Are portable electrical tools and equipment grounded or of the double insulated type?	1926.302(a)(1)	
Do extension cords being used have a grounding conductor?	1910.304(b)(2)(iii)	
Are multiple plug adaptors prohibited?	1910.304(b)(4)(ii)[B]	
Are ground-fault circuit interrupters installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed?	1926.404(b)(1)(ii)	

Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?	1910.305(a)(2)(viii)	
Do you have electrical installations in hazardous dust or vapor areas? If so, do they meet the National Electrical Code (NEC) for hazardous locations?	1910.307(c)	
Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?	1910.304(b)(3)(ii)[C][3]	
Are flexible cords and cables free of splices or taps?	1910.305(g)(2)(ii)	
Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, etc., and is the cord jacket securely held in place?	1910.305(g)(2)(iii)	
In wet or damp locations, are electrical tools and equipment appropriate for the use of location or otherwise protected?	1910.334(a)(4)	
Is the use of metal ladders prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts or equipment, fixtures or circuit conductors?	1910.333(c)(7)	
Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?	1910.303(f)(1)	
Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?	1910.303(g)(2)(i)	
Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?	1910.303(g)(1)(i)[A] and 1910.303(g)(1)(i)[B]	
Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?	1910.303(b)(7)(i)	
Are electrical enclosures such as switches, receptacles, junction boxes, etc., provided with tight-fitting covers or plates?	1910.305(b)(3)(ii)	
Is each motor located within sight of its controller of the controller disconnecting means capable of being locked in the open position or is a separate disconnecting means installed in the circuit within sight of the motor?	1910.213(b)(5)	

A. Scope

This program covers any Halifax Community College employee who may work on or be exposed to exposed electrical systems:

To assure that employees are not exposed to potentially hazardous conditions in the work place by establishing mandatory guidelines that will minimize the possibility of electric shock or electrocution when:

1. Maintaining, repairing or installing or working around electrical system components and utilization equipment.
2. Working on "other" equipment in close proximity to certain electrical system equipment and/or conductors.

In no case will work be permitted on energized electrical equipment and/or conductors. Where a de-energized condition is required for permitted work to be performed, qualified personnel will accomplish the de-energization procedure.

B. Applicability

This program applies to all Halifax Community College operations and facilities.

C. Definitions

OSHA 1910.399 of Subpart S, and OSHA 1926.449 of Subpart K list the definitions applicable to electrical safety related work practices. A **Qualified Person** is one familiar with the construction and operation of the equipment and hazards involved." Determination of a person's qualifications is based on a specific task. Employees must be considered as either "Qualified" or "Unqualified" regarding a specific task. All Halifax Community College Maintenance employees are trained as a "qualified person."

D. General

OSHA Subpart S for General Industry and OSHA Subpart K of the Construction Standards address the electrical safety requirements that are necessary for the practical safeguarding of employees involved in construction work. Four main categories are involved:

1. Installation safety requirements
2. Safety related work practices
3. Safety related maintenance and environmental conditions
4. Safety requirements for special equipment

E. Training Program

1. Halifax Community College employees that face the potential of electric shock shall be trained in safety related work practices found in OSHA General

Industry 1910.332 and for OSHA Construction 1926.416-417 and 1926.431-432. This training shall be sufficient to ensure all Halifax Community College Maintenance employees are classified as “qualified” and shall include, at a minimum, the following:

- a. Skills and techniques to distinguish live parts from other parts of electrical equipment.
- b. Skills and techniques to determine nominal voltage of exposed live parts.
- c. Knowledge of acceptable clearance distances and the corresponding voltages.
- d. How to implement safety related work practices as outlined in OSHA Subpart S and OSHA Subpart K of the standards and the Halifax Community College safety programs currently in place.

2. The training program will include the following general subjects:

- a. Hazards Associated with Electricity
 - i) Definition
 - ii) Result
- b. Nature of Electrical Accidents
 - i) Definition
 - ii) Causes of electrical accidents
 - (1) Unsafe conditions
 - (2) Unsafe acts
 - (3) Combination of both
 - iii) Description of unsafe conditions and acts
- c. Protective Measures
 - i) Insulation of cable
 - (1) Electrical barrier
 - (2) Insulation sizing
 - (3) Physical requirements of cable
 - (a) Undamaged
 - (b) Clean
 - (c) Dry
 - ii) Guarding of equipment
 - (1) Physical barricade
 - (2) Locating energized parts away from work surface
 - iii) Grounding and GFCI
 - iv) Safe work practice
 - (1) Keep prescribed distance
 - (2) Only perform work when you and equipment are dry
 - (3) Lockout and tagout procedures
 - (4) Protective equipment

- (a) Rubber gloves
- (b) Rubber mats
- (c) Annual inspection of equipment and instruments

F. Selection and Use of Work Practices

Safety related work practices shall be employed to prevent electric shock or other injuries from direct/indirect electrical contacts, when working on or near equipment/circuits that are or may be energized. The work practices must be consistent with the nature and extent of the hazard.

1. De-energized Parts

- a. Live parts that create exposure shall be de-energized before work is accomplished on or near equipment/circuits unless the de-energizing introduces additional or increased hazard or it is infeasible due to design or operational limitations.
- b. Live parts operating at less than 50 volts to ground need not be de-energized if no increased exposure to electrical burns or there is no increased exposure to explosion due to electrical arcs.

2. Lockout and Tagging (Halifax Community College LOTO Program)

- a. A tag used without a lock as permitted shall be supplemented by at least one additional safety measure that provides a safety equivalent to the use of a lock such as:
 - (i) Removal of an isolating circuit element
 - (ii) Blocking of a controlling switch
 - (iii) Opening of an extra disconnecting device
- b. A qualified person shall use test equipment to test the circuit elements and electrical parts of equipment to which employees will be exposed and shall verify that the elements and parts are de-energized and also determine if energized condition exists because of inadvertently induced voltage, or unrelated voltage back feed even though de-energized and presumed safe. If the circuit to be tested is over 600 volts nominal, test equipment must be checked for proper operation before and immediately after the test.

3. Working On or Near Exposed Energized Parts

Any part of an electrical apparatus that normally conducts electrical energy and is not protected by a grounded or insulated barrier is to be considered to be energized unless that part is grounded with a visible ground or is tested to determine that it is not energized. Only qualified persons may work on energized equipment electric circuit parts or equipment that has **not** been de-energized. They shall be capable of working safely and familiar with:

- a. Proper precautionary techniques

- b. Personal protective equipment
 - c. Insulating and shielding materials
 - d. Insulated tools
- 4. Overhead Service Lines

When working near overhead service lines, the minimum elevation between lines and Halifax Community College employees shall be maintained at the distances specified in OSHA 1910.333(c) and OSHA 1926.403(j)(3)(iii) and at no time closer than ten (10) feet.
- 5. Illumination
 - a. Do not enter spaces containing exposed energized parts, unless illumination is provided that enables a safe work environment.
 - b. Where lack of illumination or an obstruction precludes observation of the work to be performed. Do not perform tasks near exposed energized parts. Do not reach blindly into areas that may contain energized parts.
- 6. Additional Considerations
 - a. Confined or enclosed work spaces: When an employee works in a confined or enclosed space (such as a manhole or vault) that contains exposed energized parts, Halifax Community College shall provide, and the employee shall use, protective shields, protective barriers, or insulating materials as necessary to avoid inadvertent contact with these parts. Doors, hinged panels and the like shall be secured to prevent their swinging into an employee and causing the employee to contact exposed energized parts. Other provisions of confined spaces entries shall also be observed.
 - b. Conductive materials and equipment: Conductive materials and equipment that are in contact with any part of an employee's body shall be handled in a manner that will prevent him/her from contacting exposed energized conductors or circuit parts. If long dimensional conductive objects (such as ducts and pipes) must be handled in areas with exposed live parts, work practices (such as the use of insulation, guarding, and material handling techniques) that will minimize the hazard shall be used.
 - c. Portable ladders: Portable ladders shall have nonconductive side rails if they are used where the employee or the ladder could contact exposed energized parts.
 - d. Conductive apparel: Conductive articles of jewelry and clothing (such as watch bands, bracelets, rings, key chains, necklaces,

metalized aprons, cloth with conductive thread, or metal headgear) may not be worn if they might contact exposed energized parts. However, such articles may be worn if they are rendered nonconductive by covering, wrapping, or other insulating means.

e. Housekeeping duties: Where live parts present an electrical contact hazard, housekeeping duties may not be performed at such close distances to the parts that there is a possibility of contact, unless adequate safeguards (such as insulating equipment or barriers) are provided. Electrically conductive cleaning materials (including conductive solids such as steel wool, metalized cloth, and silicone carbide, as well as conductive liquid solutions) may not be used in proximity to energized parts unless procedures are followed which will prevent electrical contact.

f. Interlocks: Only a qualified person following the requirements for lockout and tagout may defeat an electrical safety interlock, and then only temporarily while he/she is working on the equipment. The interlock system shall be returned to its operable condition when this work is completed.

G. Use of Equipment

1. Portable Electric Equipment

This applies to the use of cord and plug connected equipment, including extension cords. Equipment shall be handled so as not to cause damage. Examples include but are not limited to the following. Halifax Community College employees will not:

- a. Use cords connected to equipment to raise or lower the equipment.
- b. Fasten extension cords by staples.
- c. Hang equipment in a manner that causes the outer jacket or insulation to be damaged.

2. Visual Inspection

- a. Inspect portable cord and plug and extension cords before use for evidence of external damage. If defect or damage is noted, the cord is removed from service and is not used until repairs and tests have been made.
- b. Extension cords will have a biannual inspection in addition the pre-use inspection. This inspection will be documented and cords identified in an acceptable manner to identify their status.
- c. Attachment plug and receptacle must be checked for proper mating configurations.

3. Grounding-type equipment

- a. Flex cord used with grounding-type equipment shall contain an equipment-grounding conductor.
 - b. Attachment plugs and receptacles may not be connected or altered in any manner that would prevent proper continuity at the point of attachment or be altered to allow ground pole to be inserted into slots intended for current-carrying conductors. Adaptors that interrupt the continuity of the grounding connection may not be used and ground poles shall not be removed from the plug.
- 4. Ground Fault Circuit Interrupter (GFCI)
GFCI protected systems, either internal to the extension cord, electrical generator, or electrical system will be assured in order to provide additional employee safety.
- 5. Conductive work locations
Equipment and extension cords used in highly conductive work locations (inundated with water or likely to contact liquids) shall be approved for those conditions.
- 6. Connecting attachment plugs
 - a. Hands must not be wet when plugging/unplugging. Energized plug/receptacle connections must be handled only with insulating protective equipment if condition of the connection would provide a conductive path, i.e. wet from immersion in water. Locking-type connectors shall be properly secured after connection.
 - b. Where flammable materials are present only occasionally, electric equipment capable of igniting them shall not be used, unless measures are taken to prevent a hazardous condition from developing. Such materials include, but are not limited to: flammable gases, vapors, or liquids; combustible dust; and ignitable fibers or flyings.

H. Safeguards For Personnel Protection

- 1. Use of Personnel Protective Equipment (PPE)
 - a. If work is required in areas where there is potential electrical hazard, electrical protective equipment will be provided and must be used for the specific parts of the body to be protected for work to be performed.
 - b. PPE must be maintained in a safe, reliable condition and inspected and tested.
 - c. If the insulating capability of protective equipment may be subject to damage during use, the insulating material shall be protected. (e.g.,

an outer covering of leather is sometimes used for the protection of rubber insulating material.)

d. Nonconductive head protection shall be worn wherever there is a danger of head injury from electric shock or burns due to contact with exposed energized parts.

e. Protective equipment for the eyes or face wherever there is danger of injury to the eyes or face from electric arcs or flashes or from flying objects resulting from electrical explosion.

2. General Protective Equipment and Tools

a. When working near exposed energized conductors or circuit parts, each employee shall use insulated tools or handling equipment if the tools or handling equipment might make contact with such conductors or parts. If the insulating capability of insulated tools or handling equipment is subject to damage, the insulating material shall be protected.

i) Fuse handling equipment, insulated for the circuit voltage, shall be used to remove or install fuses when the fuse terminals are energized.

ii) Ropes and hand lines used near exposed energized parts shall be nonconductive.

b. Protective shields, protective barriers, or insulating materials shall be used to protect each employee from shock, burns, or other electrically related injuries while that employee is working near exposed energized parts which might be accidentally contacted or where dangerous electric heating or arcing might occur. When normally enclosed live parts are exposed for maintenance or repair, they shall be guarded to protect unqualified persons from contact with the live parts.

3. Alerting Techniques

The following alerting techniques shall be used to warn and protect employees from hazards that could cause injury due to electric shock, burns, or failure of electric equipment parts:

a. Safety signs and tags: Safety signs, safety symbols, or accident prevention tags shall be used where necessary to warn employees about electrical hazards that may endanger them.

b. Barricades: Barricades shall be used in conjunction with safety signs where it is necessary to prevent or limit employee access to work areas exposing employees to uninsulated energized conductors or circuit parts. Conductive barricades may not be used where they might cause an electrical contact hazard.

c. Attendants: If signs and barricades do not provide sufficient warning and protection from electrical hazards, an attendant shall be stationed to warn and protect employees.

I. Enforcement

Constant awareness of and respect for electrical systems and operations and compliance with all safety rules are considered conditions of employment. The supervisor, as well as Dean of Administrative Services, reserves the right to issue disciplinary warnings to employees. Disciplinary action for violations of safety policies and procedures is found in Section (*number*) of the Halifax Community College Policies and Procedures Manual.

APPENDIX I

ELEVATED SURFACES

STANDARD REQUIREMENT	STANDARD	Y/N

• Are signs posted, when appropriate, showing the elevated surface load capacity?	1910.22(d)(1)	
• Are surfaces elevated more than 48 inches above the floor or ground provided with standard guardrails?	1910.23(c)(1)	
• Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4-inch toeboards?	1910.23(c)(1)	
• Is a permanent means of access and egress provided to elevated storage and work surfaces?	1910.24(b)	
• Is required headroom provided where necessary?	1910.24(i)	
• Are dock boards or bridge plates used when transferring materials between docks and trucks or rail cars?	1910.30	

APPENDIX J

EMPLOYER POSTING

STANDARD REQUIREMENT	STANDARD	Y/N
• Is the required OSHA workplace poster displayed in a prominent location where all employees are likely to see it?	1903.2	
• Are emergency telephone numbers posted where they can be readily found in case of emergency?	1910.165(b)(4)	
• Where employees may be exposed to any toxic substances or harmful physical agents, has appropriate information concerning employee access to medical and exposure records and "Material Safety Data Sheets" been posted or otherwise made readily available to affected employees?	1910.1200(g)(8)	
• Are signs concerning "Exiting form buildings," room capacities, floor loading, biohazards, exposures to x-ray, microwave, or other harmful radiation or substances posted where appropriate?	1910.145	
• Is the Summary of Occupational Illnesses and Injuries posted in the month of February?	1904.32(b)(6)	

APPENDIX K

EXITING OR EGRESS

STANDARD REQUIREMENT	STANDARD	Y/N
----------------------	----------	-----

• Are all exits marked with an exit sign and illuminated by a reliable light source?	1910.37(b)(2) and 1910.37(b)(1)	
• Are the directions to exits, when not immediately apparent, marked with visible signs?	1910.37(b)(4)	
• Are doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked "NOT AN EXIT," "TO BASEMENT," "STOREROOM," etc.?	1910.37(b)(5)	
• Are exit signs provided with the word "EXIT" in lettering not less than 6 inches high and the stroke of the lettering at least 3/4-inch wide?	1910.37(b)(7)	
• Are exit doors side-hinged?	1910.36(e)	
• Are all exits kept free of obstructions?	1910.37(a)(3)	
• Are at least two means of egress provided from elevated platforms, pits or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?	1910.36(b)(1)	
• Are there sufficient exits to permit prompt escape in case of emergency?	1910.36(b)	
• Are special precautions taken to protect employees during construction and repair operations?	1910.37(d)	
• Is the number of exits from each floor of a building and the number of exits from the building itself, appropriate for the building occupancy load?	1910.36(b)(2)	

APPENDIX L

FIRE PROTECTION

STANDARD REQUIREMENT	STANDARD	Y/N
• Is your local fire department well acquainted with your facilities, its location and specific hazards?	NFPA 101-2000, Life Safety Code	
• If you have a fire alarm system, is it certified as required?	1910.164(c)(2)	
• If you have a fire alarm system, is it tested at least annually?	1910.165(d)(4)	
• If you have interior stand pipes and valves, are they inspected regularly?	1910.158	
• Are automatic sprinkler system water control valves, air and water pressure checked weekly/periodically as required?	NFPA No.13A, Sprinkler Systems Maintenance	
• Is the maintenance of automatic sprinkler systems assigned to responsible persons or to a sprinkler contractor?	NFPA No.13A, Sprinkler Systems Maintenance	
• Are sprinkler heads protected by metal guards, when exposed to physical damage?	1910.159(c)(8)(iii)	
• Is the proper clearance maintained below sprinkler heads?	1910.159(c)(10)	
• Are portable fire extinguishers provided in adequate number and type?	1910.157(d)(1)	
• Are fire extinguishers mounted in readily accessible locations?	1910.157(c)(1)	
• Are fire extinguishers recharged regularly and noted on the inspection tag?	1910.157(e)(1)	
• Are employees periodically instructed in the use of extinguishers and fire protection procedures?	1910.157(g)(4)	

Notes:

Weldon Fire Department Fire Inspector provided document titled "Top Ten Fire Code Violations" to be used as a guide to ensuring a good inspection:

1. "Fire Extinguishers (failure to have monthly inspection)
2. Improper storage (combustibles too close to heat sources or ceilings)
3. Extension cords (being used as a substitute for permanent wiring)
4. Means of egress (blocked aisles, blocked/locked doors, blocked open fire doors)
5. Exit signs/Emergency lights (inoperative due to burned out bulbs, bad batteries for back up[sic] power))
6. Housekeeping (regular trash removal, all areas (interior and exterior) free of excessive combustibles)
7. Defective fixtures (broken, missing outlet or switch plate covers)
8. Blocked circuit breaker panels (requires a 30" minimum clearance in front)

9. Extinguishing/sprinkler systems (failing to have routine servicing/testing)
10. Street Address displayed (requires a minimum 6" numeral)"

APPENDIX M

Flammable and Combustible Materials

Standard Requirement	Standard	Requirement Satisfied?
Are combustible scrap, debris and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the worksite promptly?		
Is proper storage practiced to minimize the risk of fire including spontaneous combustion?		
Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?		
Are all flammable liquids kept in closed containers when not in use (e.g. parts cleaning tanks, pans, etc.)?		
Are all connections on drums and combustible liquid piping, vapor and liquid tight?		
Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?		
Do storage rooms for flammable and combustible liquids have explosion-proof lights?		
Do storage rooms for flammable and combustible liquids have mechanical or gravity ventilation?		
Is liquid petroleum gas stored, handled, and used in accordance with safe practices and standards?		
Are no smoking signs posted on liquefied petroleum gas tanks?		
Are liquefied petroleum storage tanks guarded to prevent damage from vehicles?		
Are all solvent wastes, and flammable liquids kept in fire-resistant, covered containers until they are removed from the worksite?		
Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?		
Are firm separators placed between containers of combustibles or flammables, when stacked one upon another, to assure their support and stability?		

Are fuel gas cylinders and oxygen cylinders separated by distance, fire resistant barriers, etc. while in storage?		
Are fire extinguishers selected and provided for the types of materials in areas where they are to be used? • Class A Ordinary combustible material fires • Class B Flammable liquid, gas or grease fires • Class C Energized-electrical equipment fires.		
Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials?		
Are extinguishers free from obstructions or blockage?		
Are all extinguishers serviced, maintained and tagged at intervals not to exceed one year?		
Are all extinguishers fully charged and in their designated places?		
Where sprinkler systems are permanently installed, are the nozzle heads so directed or arranged that water will not be sprayed into operating electrical switch boards and equipment?		
Are "NO SMOKING" signs posted where appropriate in areas where flammable or combustible materials are used or stored?		
Are safety cans used for dispensing flammable or combustible liquids at a point of use?		

Are all spills of flammable or combustible liquids cleaned up promptly?		
Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes?		
Are storage tanks equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure?		
Are "NO SMOKING" rules enforced in areas involving storage and use of hazardous materials?		
NOTES:		

APPENDIX N

FIRST AID KITS

HCC personnel will not render aid but will provide a "band-aid box" for individual use. Any employee wishing to receive CPR and first aid training may do so by taking a course through Continuing Education at no cost if the employee elects to take the course as the one course per semester taken free of charge. The one external defibrillator and the only fully stocked first aid kit are in the dental area.

MAINTAINING/RESTOCKING/INSPECTING BOXES

The Safety Committee periodically conducts a general campus inspection. The first aid kits have a seal on which is written the last restock date. If the seal is unbroken, the Safety Committee assumes nothing has been removed from the box. If the seal is broken, the inspecting Committee member checks for missing items and notifies the Purchasing Agent, who maintains supplies for the kits. The Purchasing Agent maintains a record of location and restock date.

LOCATION OF FIRST AID KITS	TRAINED PERSONNEL	LAST CHECKED/RESTOCKED
CHILD CARE CENTER		
1. Office, Room 617, top shelf of bookshelf beside director's desk	Everyone in Child Care Center as required by NC Division of Child Development	

2. Classrooms: Rooms 620, 621, 622 in a locked cabinet above classroom sink	Everyone in Child Care Center as required by NC Division of Child Development	
CONTINUING EDUCATION		
3. Kitchen: Room 407	Michael Clements	
BOOKSTORE		
4. Bookstore: Room 301		
DENTAL HYGIENE		
5. Dental Hygiene Clinic, Room B116-Storage Closet in the Dental Hygiene Clinic: at the front of the closet to the left (crash cart) Room B106-Clinic Lab inside the Dental Hygiene Clinic: in the upper cabinet in front of the door	All dental hygiene staff and faculty have to have current CPR certification.	
6. Dental Hygiene Lab, Room RB128-Dental Lab: first lower cabinet on the left	All dental hygiene staff and faculty have to have current CPR certification.	
LIBRARY		
7. Back room, Room 150		
BLET		
8. Room 417	All specialized Instructors are certified in CPR and have first aid training.	
9. all firing ranges and classes taught off campus where practical exercises are conducted	All specialized Instructors are certified in CPR and have first aid training.	
10. BLET academy classroom, Room 603	All specialized Instructors are certified in CPR and have first aid training.	
ADMINISTRATION		
11. Kitchen, Room		
STUDENT SERVICES		
12. Room 309		
MAINTENANCE		

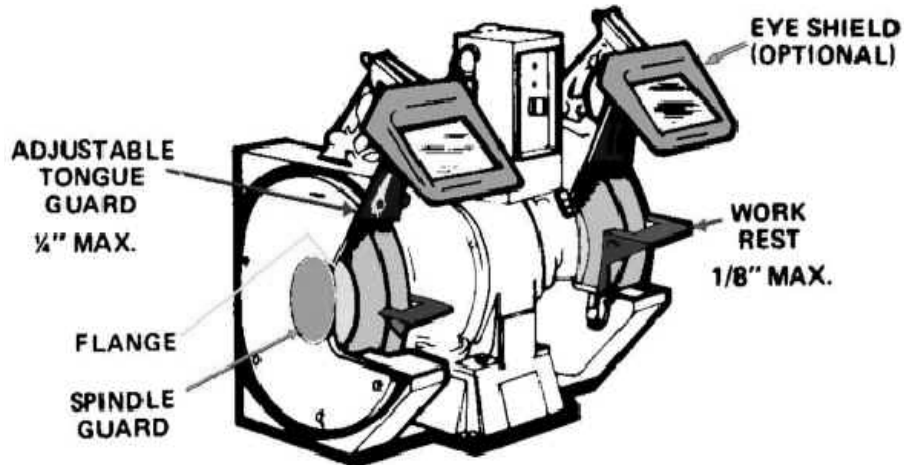
13. on the right hand wall as you enter the shop		
BIOLOGY		
14. Room 511 and 515, science labs.		
FINANCIAL AID		
15. Financial Aid Office, room 337		
PRINT SHOP		
16. print shop, room 612		
INDUSTRIAL SYSTEMS TECH.		
17. On white board (right hand side), RM 419. There is also one in the back left corner of the machine shop (RM 421).		
ELECTRONICS ENGINEERING TECHNOLOGY		
18. two First Aid Kits in room 428: one attached to the wall to the left of the front door second is sitting on top of the paper towel dispenser, above and to the right of the deep-sink adjacent to the front door.		
NURSING		
19. NONE		
WELDING		
20. Room 121 in tool room, mounted to cabinet	Jason Shotwell has been trained emergency medical care through HCC with Davie Fire dept.	
AUTOMOTIVE		
21. Room 115, located beside the door to the bathroom. There is also a first aid kit on the wall in 122. There is not one in room 123, but the instructor keeps it in his office.		
500 BUILDING		
22. There are first aid kits in all of the labs in the 500 building-511, 512, 513, 515 and one in the stockroom-514.		
100 BUILDING		
23. Receptionist's area has band-aids and antiseptic wash only.		
LITERACY EDUCATION		
24. Rooms 503 E and 503 F		
SECURITY		

25.	Brandon Davis – trained and current.	
COSMETOLOGY		
26. Behind the receptionist's desk		

APPENDIX O



Checklist for Abrasive Wheel Equipment Grinders



Standard 29 CFR 1910	Description	YES	NO ²
	<i>From the Abrasive Wheel standard</i>		
215(a)(2)	Do side guards cover the spindle, nut and flange and 75% of the wheel diameter?		
215(a)(4)	Is the work rest used and kept adjusted to within 1/8-inch (0.3175cm) of the wheel?		
215(b)(9)	Is the adjustable tongue guard on the top side of the grinder used and kept to within 1/4-inch (0.6350cm) of the wheel?		
215(d)(1)	Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?		
215(d)(1)	Before new abrasive wheels are mounted, are they visually inspected and ring tested?		
	<i>From other OSHA standards</i>		
22(a)	Is cleanliness maintained around grinders?		
94(b)(2)	Are dust collectors and powered exhausts provided on grinders used in operations that produce large amounts of dust?		
133(a)(1)	Are goggles or face shields always worn when grinding?		
212(b)	Are bench and pedestal grinders permanently mounted?		
304(f)(4)	Is each electrically operated grinder effectively grounded?		
305(g)(1)(iii)(A)	Are fixed or permanently mounted grinders connected to their electrical supply system with metallic conduit or other permanent method?		
305(j)(4)(ii)(F)	Does each grinder have an individual on and off control switch?		
This check list does NOT include ALL elements of 29 CFR 1910.215; it is only a guide.			

APPENDIX P

HAND TOOLS & EQUIPMENT

Standard Requirement	Standard	Requirement Satisfied?
Are all tools and equipment (both company and employee-owned) used by employees at their workplace in good condition?		
Are hand tools such as chisels, punches, etc. which develop mushroomed heads during use, reconditioned or replaced as necessary?		
Are broken or fractured handles on hammers, axes and similar equipment replaced promptly?		
Are worn or bent wrenches replaced regularly?		
Are appropriate handles used on files and similar tools?		
Are employees made aware of the hazards caused by faulty or improperly used hand tools?		
Are appropriate safety glasses, face shields, etc. used while using hand tools or equipment which might produce flying materials or be subject to breakage?		
Are jacks checked periodically to assure they are in good operating condition?		
Are tool handles wedged tightly in the head or all tools?		
Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?		
Are tools stored in dry, secure location where they won't be tampered with?		
Is eye and face protection used when driving hardened or tempered spuds or nails?		

APPENDIX Q

HAZARD COMMUNICATION PROGRAM

1. PURPOSE

Halifax Community College is firmly committed to providing each of its employees a safe and healthy work environment. The purpose of this policy is to protect our employees as well as the public from injuries or illnesses that may result from exposure to hazardous chemicals or substances within our workplace.

2. RESPONSIBILITIES

The designated Hazard Communication Coordinator is listed in Appendix A.

The specific responsibilities of the **Hazard Communication Coordinator** include:

- Maintaining an up-to-date Hazard Communication Program.
- Ensuring that a Hazardous Chemicals Inventory List exists for Halifax Community College and is up to date.
- Ensuring that Halifax Community College has a copy of a Material Safety Data Sheet (MSDS) for each chemical listed.
- Ensuring that an adequate supply of hazard warning labels are maintained.
- Ensuring that general hazard communication training is provided to all applicable employees.
- Maintaining training records for employees who have completed Hazard Communication training and keeping them up to date.
- Keeping a master copy of the Hazard Communication program and all MSDSs on file.

Each **Department Head** has the following responsibility:

- Ensuring that materials are properly labeled within their work areas.
- Ensuring that MSDSs are obtained with any new materials received.
- Ensuring that each employee is trained on any non-routine chemicals that may be used in their work areas.

Each **employee** is responsible for learning and following the requirements developed under this program.

3. ACCESS TO THE WRITTEN PROGRAM

All or any part of this written Hazard Communication Program is available to employees, their designated representatives, the Assistant Secretary of Labor for Occupational Safety and Health (OSHA), and the Director of the National Institute for Occupational Safety and Health (NIOSH).

The designated location of this plan is listed in Appendix A for review and copying.

4. HAZARD DETERMINATION AND INVENTORY

The initial hazard determination of chemicals is performed by manufacturers or importers. Every hazardous substance known to be present in the workplace at Halifax Community College will be listed on the Hazardous Chemicals Inventory List. This list will serve as an index to the

MSDS files. A copy of Halifax Community College's chemical inventory is attached to this program.

The identity of the substance appearing on the Hazardous Chemicals Inventory List will be the same name that appears on the manufacturer's label, in-house label, and the MSDS for that substance.

5. MATERIAL SAFETY DATA SHEETS (MSDS'S)

A MSDS containing the information required by the Hazard Communication Standard will be kept for each substance listed on Halifax Community College's Hazardous Chemicals Inventory List. The MSDS will be the most current one supplied by the chemical manufacturer, importer, or distributor.

The location of the master file of all MSDS's or the location of Departmental MSDS's (if no master file is maintained) is listed in Appendix A. The Material Safety Data Sheets will be readily accessible to employees.

Each department is responsible for obtaining an MSDS for any new chemical that is not on the Halifax Community College Hazardous Chemicals Inventory List and/or for which Halifax Community College does not have an MSDS. Within 2 weeks of receipt of the chemical, the department will contact the supplier by fax or letter and request an MSDS be sent. A sample letter is attached as Appendix B.

The department will forward a copy of the MSDS to the Hazard Communication Coordinator for inclusion on the Hazardous Chemicals Inventory List and placement in the master MSDS files.

Terms that are often referred to on MSDS's may be found on Appendix C.

6. LABELING

No hazardous chemicals will be accepted for use at Halifax Community College, or shipped to any outside location, unless labeled with at least the following information:

- Identity of the hazardous chemical(s).
- Appropriate hazard warnings (physical and/or health hazards).
- Name & address of the chemical manufacturer, importer, or other responsible party.

All in-house containers of hazardous chemicals will be labeled with at least the following

information:

- Identity of the hazardous chemical(s) (trade & common name).
- Appropriate hazard warnings (physical and/or health hazards).

No label is to be defaced or removed when a material is received or in use. If a label becomes unreadable or material is poured into a different container, the person using the material is responsible for labeling the container, with an in-house warning label. If the warning labels are not available in the work area, they may be obtained by calling the Hazard Communication Coordinator.

7. EMPLOYEE INFORMATION AND TRAINING

Prior to initial task assignment, all employees at Halifax Community College, including temporary employees, working with or potentially exposed to hazardous chemicals, will be appropriately informed and trained concerning the potential hazards to which they may be exposed.

All employees at Halifax Community College will be informed of the details of the Hazard Communication Program, including an explanation of the labeling system and the SDS's, and how employees can use the appropriate hazard information. The Hazard Communication Coordinator is responsible for the overall coordination of the training program.

Employees will be provided with training when new hazardous chemicals are introduced and added to the chemical inventory, and before non-routine tasks are to be performed that could involve exposure to hazardous chemicals.

The extent of information transmitted to employees during training sessions will be dictated by the degree of hazard presented by the chemicals. The basic elements of the training program will include:

- Type and location of hazardous chemicals used within our facilities.
- Methods of detecting the presence or release of hazardous chemicals.
- Personal protective equipment and methods of protecting against chemical exposure.
- An explanation of an SDS.
- The text of the OSHA Hazard Communication Standard (29 CFR 1910.1200).
- This written Program, including our Hazardous Chemicals Inventory List, procedures for chemical labeling, handling non-routine tasks, and our contractor policy.

Reinforcement of training will be conducted through topics at safety meetings, as appropriate. Training will be recorded on an appropriate training record and those training records will be maintained by the Hazard Communication Coordinator. The location of the training records is listed in Appendix A. A copy may also be maintained within the Department.

8. NON-ROUTINE WORK

Occasionally employees will be asked to perform non-routine work which can be defined as work not normally performed by an employee during the normal course of job duties. Examples of non-routine work could be, but are not limited to:

- Confined space entry work.
- Start-up and phase-in of new equipment.
- Using chemical substances in a manner different from normal and customary usage.

The following procedures will be used when employees perform non-routine work:

- The appropriate supervisor will determine the need for non-routine work and the hazard associated with the work.
- Prior to performing a hazardous non-routine task, a special training session will be conducted, usually between the supervisor and the employee.

In addition to the general employee information and training provided, the training will include thoroughly reading the SDS, reviewing any necessary personal protective equipment, and emphasizing any other precautions that may be needed to reduce or avoid exposure. Special work permits may be required for some non-routine work, such as confined space entry.

Employees share in the responsibility by ensuring their immediate supervisor knows that non-routine work will be performed. Employees should contact their immediate supervisor with questions concerning non-routine work.

9. CONTRACTOR POLICY

Any hazardous substance brought to Halifax Community College by an outside contractor must be coordinated with the Hazard Communication Coordinator. The contractor and Halifax Community College's Hazard Communication Coordinator shall supply one another with a list of the hazardous chemicals and the corresponding SDS's for the materials to which all employees will be potentially exposed in the course of their work.

Outside contractors must be provided with all necessary information concerning the potential hazards of the substances to which they may be exposed and appropriate protective measures required to minimize their exposure.

COLLEGE-SPECIFIC INFORMATION

Issues Required by the OSHA Standard	College Information for Compliance
Designation of Hazard Communication Coordinator (mandatory)	
Location of Hazard Communication Plan (mandatory – must be accessible to employees)	
Location of Safety Data Sheet Master File or locations of Departmental Safety Data Sheets	1. 2. 3. 4. 5. 6.
Location of Training Records	
Location of 29 CFR 1910.1200 Standard (mandatory – must be accessible to employees)	
	.
	.

REQUEST FOR AN MSDS

Chemical Supplier's Name:

Address:

City, State Zip Code:

Re: Product Material

To Whom It May Concern:

In accordance with the Federal and North Carolina Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (29 CFR 1910.1200), we are requesting that you provide a Material Safety Data Sheet on the following chemical(s) we purchase from your firm.

List of chemicals:

This request has been documented per OSHA requirements and your response should be within 30 days of receipt.

Please address your response to:

Your assistance is appreciated.

Sincerely,

Solid & Hazardous Waste Management Vendors

The following list was completed through personal interviews, telephone conversations and sales literature. The preparers of this list take no responsibility for its completeness or for the quality of services offered by these firms.

Advanced Environmental Options AEO

150 Franke Drive
Spartanburg, SC 29307
(864) 488-9111 (office)
(864) 488-3280 (fax)
Contact: Al Wilson

Services: Waste Management, Transportation, Lab Packing Services, Site Services and Remediation and Emergency Response.

Ashland Chemical Company/ Environmental Service Group

3930 Glennwood Drive
Charlotte, NC 28208
(800) 637-7922
Contact: Karen Hathcock
Service: Hazardous waste disposal

Chemical Analytics, Inc.

29959 Beverly Road
Romulus, MI 48174
(734) 326-9400
Contact: Carol Klann

Services: A treatment/storage/disposal facility with complete turnkey services for the disposition of laboratory chemicals and industrial waste. Provide specialized services for unknowns, shock sensitives, reactives, explosives, pyrophorics, PCBs, batteries, F027 and gas cylinders.

ECOFLO

2750 Patterson Street
Greensboro, NC 27407
(336) 855-7925

Contact: Randy Sparks

Services: On-site handling, transportation, treatment or disposal, lab pack service, PCB destruction, spill response, waste characterization, lagoon replacement, compliance audits and consulting. Fuel blending water/organic as only waste.

PSC Environmental Services Corporation

1201 Exchange Street
Charlotte, NC 28208
(704)-399-1744 (Office)
(215) 399-7641 (Mobile)
swhalley@pscnow.com

Contact Seth Whalley

PSC Website: www.pscnow.com

MKC Enterprises, Inc.

5856 New Peachtree Road

Atlanta, GA 30340

(770) 457-1341

Contact: Sharon Hodgson

Services: Chemical waste management disposal and turnkey services.

Onyx Environmental Services

2176 Will Suitt Road

Creedmoor, NC 27522

(919) 528-3996 or (800) 322-8350

Contact: Robin Housh

Services: An environmental service company specializing in the classification, packaging and transportation of hazardous and non-hazardous waste.

SDS TERMS AND DEFINITIONS

Acute Hazard - symptoms develop immediately or within days after exposure. Sometimes associated with brief and/or high concentrations of exposure.

Asphyxiant - a vapor or gas that can cause unconsciousness or death by suffocation (lack of oxygen). Simple asphyxiants act by displacing the oxygen available in the air so the body cannot take in enough oxygen (i.e. carbon dioxide, nitrogen, helium). Chemical asphyxiants act by interfering with the body's use of oxygen even though adequate oxygen is present (carbon monoxide, cyanide).

Boiling Point (BP) - temperature at which a liquid changes to a gas. Solvents with low boiling points will volatilize readily. Examples include benzene, methyl alcohol, mercury, and toluene.

Carcinogen - a substance that causes cancer or is suspected of causing cancer in humans.

Chemical - any element, chemical compound or mixture of elements and/or compounds.

Chronic Hazard - symptoms or effects develop slowly over a long period of time and with repeated contact.

Combustible - ability of a solid, liquid, or gas to ignite and burn. Chemicals with a flash point 100⁰ F or above are considered combustible.

Corrosive - a chemical that attacks and destroys whatever it comes in contact with and can cause permanent damage or destroy living tissue. Vapors from corrosives can damage nose, mouth, and throat.

Evaporation Rate - how long a liquid takes to change into a vapor (evaporate). Butyl acetate has a relative evaporation rate of 1. A chemical with a higher number evaporates faster; one with a lower number evaporates slower.

Exposure or Exposed - an employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g. accidental or possible) exposure. "Subjected" in terms of health hazards includes any route of entry (e.g. inhalation, ingestion, skin contact, or absorption).

Flammability - ability of a solid, liquid, or gas to ignite and produce a flame. If a chemical has a flash point below 100⁰ F, it is considered a flammable.

Flash Point - lowest temperature at which a chemical's vapors are concentrated enough to ignite. The lower the flash point, the more dangerous the material. Examples: gasoline's flash point is -45EF. Diesel fuel #2 has a flash point of +125EF.

Hazardous Chemical - any chemical which is a physical hazard or a health hazard.

Hazard Warning - means any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning which convey the specific physical and health hazard(s), including target organ effects, of the chemical(s) in the container(s).

Health Hazard - includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which damage the lungs, skin, eyes, or mucous membranes.

Identity - means any chemical or common name which is indicated on the MSDS for the chemical. The identity used shall permit cross-references to be made among the Hazardous Chemical Inventory List, the label, and the MSDS.

Irritant - a chemical that causes temporary inflammation (redness, swelling, irritation).

Label - means any written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals.

Safety Data Sheet (SDS) - means written or printed material concerning a hazardous chemical which is prepared in accordance with 29CFR1910.1200(g).

Melting Point - temperature at which a solid changes to a liquid.

pH - means used to express the degree of acidity or alkalinity of a solution. A pH of 7 is neutral. Numbers increasing from 8 to 14 indicate greater alkalinity (bases/alkalis). Numbers decreasing 6 to 0 indicate greater acidity (acids).

Physical Hazard - means a chemical which is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

Sensitizer - a material that causes little or no reaction at first, but which can cause an “allergic” reaction on repeated exposure. Skin sensitization is the most common form, but respiratory sensitization is also known to occur from isocyanates and epoxy resins.

Specific Gravity - density (or heaviness) of a chemical compared to water, which has a relative value of 1. Insoluble materials with specific gravity of less than 1.0 will float in (or on) water. Insoluble materials with specific gravity greater than 1.0 will sink in water. Most (but not all) flammable liquids have specific gravity less than 1.0 and, if not soluble, will float on water - an important consideration for fire suppression.

Vapor Density - density (or heaviness) of a vapor compared to air, which has the density of 1. If the chemical's vapor density is higher than 1, the vapor is heavier than air and will concentrate in low places - along or under floors, in sumps, sewers, manholes, in trenches and ditches -- examples include propane, hydrogen sulfide, ethane, butane, chlorine, sulfur dioxide. If the chemical's vapor density is less than 1, the vapor will rise in the air and dissipate (unless confined) -- examples include acetylene, methane, hydrogen.

Vapor Pressure - measures the volatility (how quickly a substance forms a vapor at ordinary temperatures) of a liquid -- that is, how easily a liquid evaporates. The higher the number, the faster the liquid evaporates.

Upper and Lower Flammable Limits (UFL & LFL) - The highest and lowest concentrations (% of substance in air) that will produce a flash of fire when an ignition source (heat, arc, or flame) is present. Between the UFL and LFL, the substance is likely to ignite. Above the UFL, the mixture is too “rich” to burn. Below the LFL, the mixture is too “lean” to burn. The UEL & LEL (upper and lower explosive limits) provide the minimum and maximum concentration of a the chemical's vapor in the air required for an explosion to occur.

APPENDIX R

HEARING CONSERVATION STANDARD CHECKLIST- 1910.95 DOCUMENTATION REQUIREMENTS

Standard Requirement	Standard	Requirement Satisfied?
• The employer shall institute a training program for all employees who are exposed to noise at or above an 8-hour time-weighted-average of 85 dBA and shall ensure employee participation in such program.	(k)(1)	
• Training repeated annually.	(k)(2)	
• <i>Training included:</i>	(k)(3)	
• Effects of noise on hearing;	(k)(3)(i)	
• Purpose, advantages & disadvantages, selection, use and care of hearing protectors; and	(k)(3)(ii)	
• Purpose and procedures of audiometric testing.	(k)(3)(iii)	
• The employer shall maintain accurate records of all employee exposure measurements.	(m)(1)	
• The employer shall retain all employee audiometric test records.	(m)(2)(i)	
NOTES:		

APPENDIX S

LOCKOUT/TAGOUT

STANDARD REQUIREMENT	STANDARD	Y/N
Is all machinery or equipment capable of movement, required to be de-energized or disengaged and blocked or locked-out during cleaning, servicing, adjusting or setting up operation, whenever required?	1910.147©(1)	
Does the lock-out procedure require that stored energy (mechanical, hydraulic, air, etc.) be released or blocked before equipment is locked-out for repairs?	1910.147(d)(5)(i)	
Are appropriate employees provided with individually keyed personal safety locks?	1910.147(f)(3)(ii)[D]	
Are employees required to keep personal control of their key(s) while they have safety locks in use?	1910.147(e)(3)	
Is it required that only the employee exposed to the hazard, place or remove the safety lock?	1910.147(d)(4)(i)	
Is it required that employees check the safety of the lock-out by attempting a start up after making sure no one is exposed?	1910.147(d)(6)	
Are employees instructed to always push the control circuit stop button prior to re-energizing the main power switch?	1910.147(e)	
Is there a means provided to identify any or all employees who are working on locked-out equipment by their locks or accompanying tags?	1910.147©(5)(ii)[D]	
Are a sufficient number of accident preventive signs or tags and safety padlocks provided for any reasonably foreseeable repair emergency?	1910.147©(4)(ii)[C]	
When machine operations, configuration or size requires the operator to leave his or her control station to install tools or perform other operations, and that part of the machine could move if accidentally activated, is such element required to be separately locked or blocked out?	1910.147©(1)	
In the event that equipment or lines cannot be shut down, locked-out and tagged, is a safe job procedure established and rigidly followed?	1910.147©(4)(ii)	

Lockout/Tagout – Energy Isolation

J. Scope

This written program establishes guidelines and procedures for the control and isolation of hazardous energy (lockout/tagout), employee training, and periodic inspections per OSHA (Occupational Safety and Health Administration) 29 CFR 1910.147. It shall be used to ensure that all machines and equipment are isolated from all potentially hazardous energy (locked and/or tagged out) during and service and/or maintenance activities where the unexpected energization, start-up, or release of energy could cause injury.

K. General

1. This written program will cover any maintenance and/or servicing activities in which employees may come in contact with machines and/or equipment, where the unexpected energization, start-up or release of energy could cause injury. This program will also apply whenever an employee is required to bypass a guard, place any part of his or her body into an area on a machine or piece of equipment where work is actually performed (point of operation), or where an associated danger zone exists during a machine operating cycle. This program does not cover normal production operations unless the criteria listed above are met.
2. Lockout/tagout is a hazardous energy control program used to ensure that machines and equipment are totally isolated from all energy sources (electrical, hydraulic, pneumatic, kinetic, potential, thermal, chemical, and radiation). Locks will be used to secure switches and valves in the OFF or SAFE position. Tags will be attached as a warning device indicating the equipment may not be operated until the tag is removed.

L. Applicability

This procedure shall apply to all Halifax Community College operations and worksites, including contractors, with respect to the control of hazardous energy during maintenance and/or servicing of equipment.

M. Definitions

1. **Affected Employee:** An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

2. **Authorized Employee:** A person who locks or implements a tagout system procedure on machines or equipment to perform the servicing or maintenance on that machine or equipment. An authorized employee and an affected employee may be the same person when the affected employee's duties also include performing maintenance or service on a machine or equipment that must be locked or a tagout system implemented.
3. **Energized:** Connected to an energy source or containing residual or stored energy.
4. **Energy Isolating Device:** A mechanical device that physically prevents the transmission or release of energy including, but not limited to, the following: a manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently; a slide gate; a slip blind; a line valve; a block; and any similar device used to block or isolate energy. The term **does not** include a push button, selector switch and other control circuit type devices.
5. **Lockout:** The placement of a lockout device on an energy-isolating device in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.
6. **Lockout device:** A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment.
7. **Maintenance and/or Servicing:** Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment and making adjustments or tool changes where the employee may be exposed to the **unexpected** energization or startup of the equipment or release of hazardous energy.
8. **Tagout:** The placement of a tagout device on an energy-isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.
9. **Tagout device:** A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy-isolating device in

accordance with an established procedure to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

N. Procedure

1. This procedure applies to the control of hazardous energy during maintenance and/or servicing of machinery and equipment. Normal production operations are not covered by this procedure. Maintenance and/or servicing which takes place during normal production operations is covered by this procedure only if:
 - a. an employee is required to remove or bypass a guard or other safety device;
 - b. an employee is required to place any part of his or her body into an area on a machine or piece of equipment at the point of operation;
 - c. where an associated danger zone exists during a machine operating cycle.
2. The exception to this is minor tool changes and adjustments and other minor servicing activities which take place during normal production operations. These activities include those that are routine, repetitive and integral to the use of the equipment for production, provided that the work performed uses alternative measures which provide effective protection for the employee.
3. This procedure does not apply to work on cord and plug connected electric equipment if the employee has exclusive control of the disconnected cord and plug.
4. Lockout or tagout devices shall not be used on machinery or equipment that is designated to be removed from service.

O. Energy Control Program

1. **Authorization:** Only authorized employees or contractors who have been trained in the type and magnitude of the energy, the hazards of the energy, the methods or means of isolating and/or controlling energy, the means of verification of effective energy control, and the purpose of the procedures to be used may begin to perform maintenance or servicing of machinery or equipment under lockout/tagout procedures.
2. **Training** will be provided to employees as follows:
 - a. Authorized employees will be trained in recognition of the type and magnitude of hazardous energy sources, the hazards of the energy, the methods or means necessary for isolating and/or controlling energy, the means of verification of effective energy control, and the purpose of the lockout/tagout procedures to be used (see Attachment 1).
 - b. Affected employees will be instructed in the purpose and use of this energy control procedure
 - c. Other employees who work in an area where energy control procedures may be utilized shall be instructed about the purpose of this procedure and prohibition on tampering or attempting to restart or reenergize machines or equipment which have been locked out or tagged out.
 - d. Training will also be provided concerning the tagout system and the limitations associated with tagouts including:
 - i) Only those tags which have been approved by the Dean of Administrative Services or his/her designee will be used as a part of the program
 - ii) Tags are warning devices and do not provide the physical restraint that is provided by a lock
 - iii) Tags are to be removed only by the authorized employee responsible for the tags, and they shall never be bypassed, ignored or otherwise defeated
 - iv) Tags must be legible and understandable to all employees in order to be effective
 - v) Tags and their means of attachment must be able to withstand environmental conditions encountered in the workplace
 - vi) Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program
 - vii) Tags must be securely attached to energy isolating devices so that they cannot be detached during use

viii) Tagout device attachment means shall be non-reusable, attachable by hand, and self-locking with a minimum unlocking strength of no less than 50 pounds

ix) A tag shall never be used in place of a lock on an energy-isolating device that is capable of being locked.

e. Employee retraining will be accomplished:

i) whenever there is change in job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures;

ii) whenever a periodic inspection reveals or whenever there are deviations from or inadequacies in an employee's knowledge or use of the energy control procedures;

iii) to reestablish employee proficiency or to introduce new or revised control methods and procedures.

3. Documentation of Training

Employee name and date of training will be used to document all training.

The Halifax Community College Safety Officer will maintain records.

4. Hardware and Materials

a. Lockout devices must be identified as such and not used for any other purpose. All locks used for energy isolation, LOTO, will be kept in a LOTO box at Halifax Community College identified facilities locations. The Vice President of Administrative Services or his/her designee is responsible for distribution of the locks and security of keys.

b. Both lockout and tagout devices must be capable of withstanding environmental conditions in the workplace (locks should not rust or tags deteriorate).

c. All tagout devices will be standard with "DO NOT OPERATE" warning (see Attachment 2).

d. Each authorized employee will receive one lock and one key. The second key will be maintained in a locked supervisory key case in the employee's department.

5. Energy Control Procedures

a. Application of Lockout or Tagout: The following information relates to the steps to be followed before work on equipment or machinery has

been started. Application of lockout or tagout shall be performed in the following sequence:

i) Notification: Before lockout or tagout procedures begin, employees who operate the machine or equipment or those who work in the area around the machine or equipment must be notified that a procedure under lockout or tagout will be performed on their machine or equipment. The notification may be made by the employee performing the work or by a designated Halifax Community College employee.

ii) Preparation for Shutdown: Before a machine or piece of equipment is isolated, the employee(s) who will perform the lockout or tagout must have the knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, the method or means of isolating and/or controlling the energy, the means of verification of effective energy control, and the purpose of the procedures to be used.

iii) Machine or Equipment Shutdown: The machine or equipment must be shut down in an orderly fashion in order to avoid any additional or increased hazard(s) to employees or damage to the machine or equipment as a result of the de-energization.

iv) Machine or Equipment Isolation: All energy isolating devices that are needed to control the energy to the machine or equipment must be physically located and operated in such a manner as to isolate the machine or equipment from the energy source(s).

v) Applying Lockout or Tagout Devices: The person(s) performing the lockout or tagout must attach a lockout or tagout device to each energy-isolating device. These devices must be placed in a manner so that they will hold the energy isolating devices in the safe or off position.

(1) If tagout devices are used, they must clearly indicate that the operation or movement of energy isolating devices from the safe or off position is prohibited

(2) A tag shall never be used in place of a lock on an energy-isolating device that is capable of being locked

(3) If a tag cannot be attached directly to an energy isolating device, it must be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device

(4) (Electrical only): A tag used without a lock (as permitted) shall be supplemented by at least one of the

following additional measures that provides a level of safety equivalent to a lock:

- (a) removal of an isolating circuit element,
- (b) blocking of a controlling switch, or
- (c) opening of an extra disconnecting device.

vi) **Stored Energy:** Following the application of lockout or tagout devices to energy isolating devices, all potentially hazardous stored or residual energy must be relieved, disconnected, restrained or otherwise controlled. If there is a danger that the stored energy will re-accumulate to a hazardous level, the employee performing the work must continue to verify isolation until the servicing or maintenance is completed or until the possibility of such accumulation no longer exists.

vii) **Verification of Isolation:** Before starting work on a machine or equipment, the authorized employee must verify that the isolation and de-energization of the machine or equipment has been effective. This includes but is not limited to:

(1) **Mechanical:** Checking the position for valves and blanking lines, utilizing pressure gauges to determine if supply is under pressure or in a vacuum state, and ensuring blocks or other devices are in place to isolate movement.

(2) **Electrical:** A qualified person shall use test equipment to test the circuit elements and electrical parts that are exposed to verify that parts are de-energized; determine if any energized condition exists from inadvertently induced voltage or back feed voltage even though specific circuits are presumed to be de-energized; and if testing over 600 volts nominal, test equipment shall be checked immediately before and after test.

6. Release From Lockout or Tagout

The following information relates to the steps to be followed once the work or activity on equipment or machinery has been completed and the unit is to be placed in service. Release from Lockout or Tagout shall be performed in the following sequence:

- a. **Inspect the Work Area:** Ensure that all non-essential items and employees have been removed or safely positioned, and machine or equipment components are operationally ready.
- b. **Initial Employee Notification:** Before lockout or tagout devices are removed and before machines or equipment are energized, affected

employees shall be notified that the lockout or tagout devices are being removed.

- c. Removal of Lockout or Tagout Devices: The employee who applied the device shall remove each lockout or tagout device from each energy-isolating device. If the authorized employee who applied the lockout device is not available to remove it, the device may be removed by the supervisor as long as:
 - i) the authorized employee who applied the device is not in the building;
 - ii) a reasonable effort is made to contact the employee to advise them of the device removal;
 - iii) the employee has been advised before he/she resumes work;
 - iv) the supervisor applies his or her own lock before removing the employee's lock;
 - v) the employee's lock is removed using the supervisory key;
 - vi) the employee's lock is placed in the supervisory lock box and given to the employee at the first opportunity.
- d. Final Employee Notification: After lockout or tagout devices have been removed and before a machine or equipment is started, affected employees shall be notified that the lockout or tagout device(s) have been removed.
- e. Follow the machine or equipment's specific startup procedures.
- f. If bolt cutters are used to remove a lockout device, the employee's supervisor and a Dean of Halifax Community College must give prior written authorization to cut the lock before the lock is cut off.

7. Testing or Positioning Machines and Equipment

In situations where lockout or tagout devices need to be temporarily removed from the energy isolating for testing or positioning, the procedure below shall be followed:

- a. Inspect the Work Area: Ensure that all non-essential items and employees have been removed or safely positioned and machine or equipment components are operationally ready.
- b. Initial Employee Notification: Before lockout or tagout devices are removed and before machines or equipment are energized, affected employees shall be notified that the lockout or tagout devices are being removed.
- c. Removal of Lockout or Tagout Devices: The employee who applied the device shall remove each lockout or tagout device from each energy-

isolating device. If the authorized employee who applied the lockout device is not available to remove it, the device may be removed by the supervisor as long as:

- i) the authorized employee who applied the device is not in the building;
 - ii) a reasonable effort is made to contact the employee to advise them of the device removal;
 - iii) the employee has been advised before they resume work;
 - iv) the supervisor applies his or her own lock before removing the employee's lock;
 - v) the employee's lock is removed using the supervisory key;
 - vi) the employee's lock is placed in the supervisory lock box and given to the employee at the first opportunity.
- d. Final Employee Notification: After lockout or tagout devices have been removed and before a machine or equipment is started, affected employees shall be notified that the lockout or tagout device(s) have been removed.
- e. Energize and proceed with testing or positioning.
- f. De-energize all systems and proceed with energy control procedures for the application of lockout/tagout.

8. Group Lockout or Tagout

When maintenance and/or service work is performed by more than one employee or in conjunction with another department, group or contractor, a procedure shall be utilized which affords each employee a level of protection equivalent to that provided by the implementation of a personal lockout or tagout device. The following requirements apply for group lockout or tagout:

- a. When machine or equipment maintenance or servicing involves more than one employee and/or more than one crew (including contractors) or department, one authorized employee must be designated to take primary responsibility to coordinate the affected work and ensure continuity of protection for all.
- b. The designated employee is responsible to coordinate activities for the entire group to ensure that the Application of Lockout or Tagout procedure and the Release from Lockout or Tagout procedure are followed by each participating authorized employee.
- c. The designated employee has primary responsibility for providing the group lockout and/or tagout device(s) and all employee notifications.

9. Shift or Personnel Changes

A single authorized employee or the designated authorized employee responsible for group lockout or tagout shall communicate with the oncoming shift personnel to ensure that the continuity of protection is maintained during machine or equipment maintenance or servicing. This procedure is as follows:

- a. The authorized employee(s) assuming responsibilities on a servicing or maintenance activity currently locked out shall place their lock(s) on all current or existing lockout devices(s).
- b. The authorized employee(s) leaving the servicing or maintenance activity shall remove their lock(s) from current or existing lockout device(s).
- c. The oncoming authorized employee(s) assuming responsibilities shall verify that all energy sources have been identified and controlled.

10. Outside Contractors

- a. Outside contractors will be informed of Halifax Community College hazardous energy control requirements and are expected to follow the same basic program. Halifax Community College's designee will coordinate this activity with contractors.
- b. Contractors who perform work on machinery or equipment at a Halifax Community College facility which has the potential of containing or storing hazardous energy will be required to document that their (contractor) employees have been trained in standard lockout/tagout procedures.
- c. Contractors who perform work on machinery or equipment which has the potential of storing or containing hazardous energy are required to provide each of their authorized employees with approved lockout/tagout devices.

11. Periodic Inspection

- a. Periodic inspections will be conducted, at least annually, to ensure compliance with this program. The Vice President of Administrative Services or his/her designee will perform this inspection. The inspection will be conducted to ensure compliance with Halifax Community College's Hazardous Energy Control Procedure and the requirements of 29 CFR 1910.147. If any deviations or inadequacies are identified, retraining shall occur for all authorized employees.
- b. The inspection will be conducted to assess the authorized employees' knowledge of their responsibilities and the procedures under the energy control procedure being inspected. The inspector shall certify that the periodic inspection was completed using the Lockout

Tagout Periodic Inspection form. The certification will be filed in the Vice President of Administrative Services office along with comments regarding where problems may exist and/or where additional training may be necessary.

A review will be held with a sufficient number of employees to assess the knowledge of the authorized employees of their responsibilities and procedures under the energy control procedure being inspected.

c. The Lockout/Tagout Periodic Inspection form (Attachment 3) will be used to perform the periodic inspection.

d. The Vice President of Administrative Services or his/her designee shall certify that the periodic inspection was completed.

Halifax Community College
Lockout/Tagout – Energy Isolation Program
Training Authorized Employees
Attachment 1

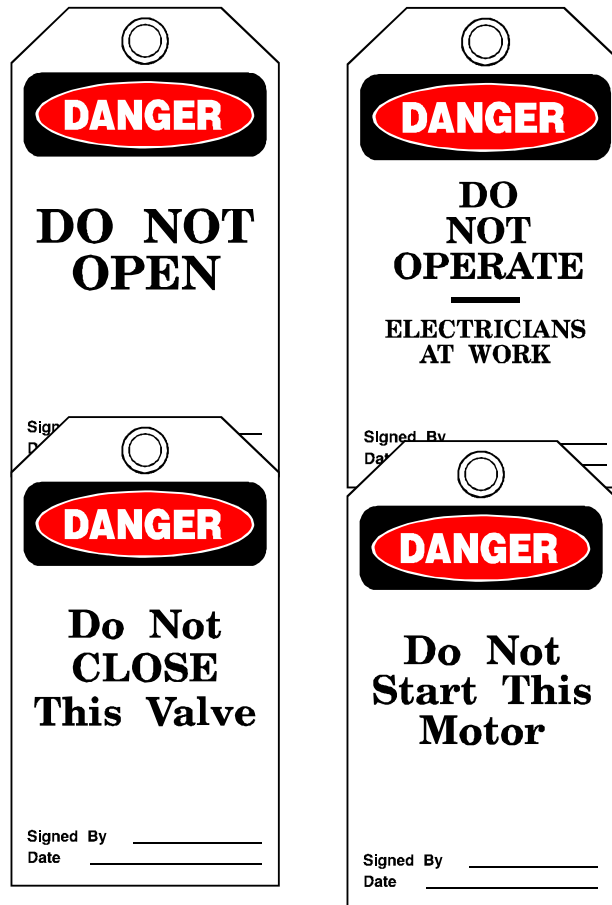
Qualified instructors from Halifax Community College will provide the training for authorized employees. The outline of topics included in the training is as follows:

1. Introduction and purpose
 - a. OSHA 29 CFR 1910.147 and other applicable standards
 - b. Halifax Community College policy
 - c. Goals and objectives
2. Halifax Community College's responsibilities
3. Employee responsibilities
4. Lockout/Tagout definitions
5. Energy identification: electrical, hydraulic pressure, pneumatic pressure, other forms of pressure, potential energy, thermal energy, kinetic energy, chemical energy, and radiation
6. Tag limitations
7. Energy control procedures
 - a. Application of lockout or tagout
 - b. Release from lockout or tagout
8. Testing or positioning machines and equipment
9. Group lockout or tagout
10. Shift or personnel changes
11. Special procedures for multiple energy sources
12. Outside contractors
13. Periodic inspection
14. Responsibility
15. Review of subject matter
16. Written evaluation of training.

Halifax Community College
Lockout/Tagout – Energy Isolation Program
Tagouts
Attachment 2

The tags shown below have been approved by Halifax Community College and shall be used as a part of the Hazardous Energy Control Program. Wording on the tags to warn of hazardous conditions may include:

- 1) DO NOT START
- 2) DO NOT OPEN
- 3) DO NOT CLOSE
- 4) DO NOT ENERGIZE
- 5) DO NOT OPERATE



Halifax Community College
Lockout/Tagout Periodic Inspection
Attachment 3

LOCKOUT/TAGOUT PERIODIC INSPECTION

Date: _____ Time: _____

Name of Inspector: _____

Title: _____

Machine or Equipment: _____

Location: _____

Maintenance/Services Conducted: _____

Authorized Employee(s): _____

Affected Employee(s): _____

INSPECTION PROCEDURE

Review Items	Satisfactory?
1. General review of responsibilities and procedures (see LO/TO Procedure Card)	☐ Yes ☐ No
Comments:	

2. Knowledge of machine/equipment energy types	☐ Yes ☐ No
List energy types:	
Comments:	

(continued on next page)

Lockout/Tagout Periodic Inspection (continued)

Review Items	Satisfactory?
3. Knowledge of machine/equipment control methods	☐ Yes ☐ No
Comments:	
4. Other comments or deficiencies identified:	
5. Recommend refresher training:	☐ Yes ☐ No

CERTIFICATION

I hereby certify that an inspection was performed on the Lockout/Tagout procedure utilized by the employee(s) indicated above on the aforementioned machine and/or equipment to ensure the procedure and requirements of OSHA 29 CFR 1910.147 Energy Isolation Lockout/Tagout Program are being satisfied. The findings of this inspection have been reviewed with the employee(s) performing the servicing and/or maintenance work being inspected.

Signatures:

Inspector: _____

Date: _____

Authorized Employees:

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Safety Department: _____

Date: _____

Upon completion, send to the Halifax Community College Safety Officer.

APPENDIX T

MACHINE GUARDING

STANDARD REQUIREMENT	STANDARD	Y/N
• Is there a regular program of safety inspection of machinery and equipment?	1910.219(p)(1)	
• Is all machinery and equipment kept clean and properly maintained?	1910.213(s)(6)	
• Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling and waste removal?	1910.22(b)	
• Is equipment and machinery securely placed and anchored, when necessary to prevent tipping or other movement that could result in personal injury?	1910.212(b)	
• Is there a power shut-off switch within reach of the operator's position at each machine?	1910.213(b)(4)	
• Can electric power to each machine be locked out for maintenance, repair, or security?	1910.213(a)(10)	
• Are the noncurrent-carrying metal parts of electrically operated machines bonded and grounded?	1910.213(a)(11)	
• Are all pulleys and belts that are within 7 feet of the floor or working level properly guarded?	1910.212(a)(5)	
• Are all moving chains and gears properly guarded?	1910.219(f)(1)	
• Are splash guards mounted on machines that use coolant to prevent the coolant from reaching employees?	1910.133(a)(1)	
• Are methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation, ingoing nip points, rotating parts, flying chips, and sparks?	1910.212(a)(1)	
• Are machinery guards secure and so arranged that they do not offer a hazard in their use?	1910.212(a)(2)	
• If special hand tools are used for placing and removing material, do they protect the operator's hands?	1910.212(a)(3)(iii)	
• Are revolving drums, barrels, and containers required to be guarded by an enclosure that is interlocked with the drive mechanism so that revolution cannot occur unless the guard enclosures is in place, so guarded?	1910.212(a)(4)	
• Do arbors and mandrels have firm and secure bearings and are they free from play?	1910.213(a)(2)	
• Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?	1910.213(b)(3)	

• Are machines constructed so as to be free from excessive vibration when the largest size tool is mounted and run at full speed?	1910.213(a)(1)	
• If machinery is cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards utilized to protect operators and other workers from eye and body injury?	1910.242(b)	
• Are fan blades protected with a guard having openings no larger than 1/2 inch, when operation within 7 feet of the floor?	1910.212(a)(5)	
• Are saws used for ripping, equipped with anti-kick back devices and spreaders?	1910.213(c)(2) and 1910.213(c)(3)	
• Are radial arm saws so arranged that the cutting head will gently return to the back of the table when released?	1910.213(h)(4)	

APPENDIX U

PERSONAL PROTECTIVE EQUIPMENT (PPE)

STANDARD REQUIREMENT	STANDARD	Y/N
Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?	1910.133(a)(1)	
Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns?	1910.133(a)(1)	
Are employees who need corrective lenses (glasses or contacts) in working environments having harmful exposures, required to wear only approved safety glasses, protective goggles, or use other medically approved precautionary procedures?	1910.133(a)(3)	
Are protective gloves, aprons, shields, or other means provided and required where employees could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, blood, or other potentially infectious materials?	1910.138(a)	
Are hard hats provided and worn where danger of falling objects exist?	1910.135(a)(1)	
Are hard hats inspected periodically for damage to the shell and suspension system?	1910.135(b)(1)	
Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions?	1910.136(a)	
Are approved respirators provided for regular or emergency use where needed?	1910.134(d)(1)(i)	
Is all protective equipment maintained in a sanitary condition and ready for use?	1910.134(h)(1)	
Do you have eye wash facilities and a quick drench shower within the work area where employees are exposed to injurious corrosive materials?	1910.151(c)	
Where special equipment is needed for electrical workers, is it available?	1910.335(a)(1)(i)	
Where food or beverages are consumed on the premises, are they consumed in areas where there is no exposure to toxic material, blood, or other potentially infectious materials?	1910.1450 Appendix A	

• Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the OSHA noise standard?	1910.95(b)(1)	
• Are adequate work procedures, protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids?	1910.120(q)	
• Are there appropriate procedures in place for disposing of or decontaminating personal protective equipment contaminated with, or reasonably anticipated to be contaminated with, blood or other potentially infectious materials?	1910.1030(d)(3)(iv)	

APPENDIX V

PORTABLE LADDERS

STANDARD REQUIREMENT	STANDARD	Y/N
• Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached and moveable parts operating freely without binding or undue play?	1910.25(d)(1)(i)	
• Are non-slip safety feet provided on each metal or rung ladder?	1910.26(a)(3)(vii)	
• Are ladder rungs and steps free of grease and oil?	1910.25(d)(1)(xi)	
• Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded?	1910.25(d)(2)(iv)	
• Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height?	1910.25(d)(2)(v)	
• Are employees instructed to face the ladder when ascending or descending?	1910.26(c)(3)(v)	
• Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails or other faulty equipment?	1910.25(d)(2)(viii)	
• Are employees instructed not to use the top step of ordinary stepladders as a step?	1910.25(d)(2)(xii)	
• When portable rung ladders are used to gain access to elevated platforms, roofs, etc., does the ladder always extend at least 3 feet above the elevated surface?	1910.25(d)(2)(xv)	
• Is it required that when portable rung or cleat type ladders are used, the base is so placed that slipping will not occur, or it is lashed or otherwise held in place?	1910.25(d)(2)(xix)	
• Are portable metal ladders legibly marked with signs reading "CAUTION- Do Not Use Around Electrical Equipment" or equivalent wording?	1910.26(c)(3)(viii)	
• Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes?	1910.26(c)(3)(vii)	
• Are metal ladders inspected for damage?	1910.26(c)(2)(vi)	
• Are the rungs of ladders uniformly spaced at 12 inches, center to center?	1910.26(a)(1)(iii)	

APPENDIX W

POWERED INDUSTRIAL TRUCKS

STANDARD REQUIREMENT	STANDARD	Y/N
• Are only employees who have been trained in the proper use of hoists allowed to operate them?	1910.179(b)(8)	
• Are only trained personnel allowed to operate industrial trucks?	1910.178(l)(1)(ii)	
• Is substantial overhead protective equipment provided on high lift rider equipment?	1910.178(e)(1)	
• Is directional lighting provided on each industrial truck that operates in an area with less than 2 foot candles per square foot of general lighting?	1910.178(h)(2)	
• Does each industrial truck have a warning horn, whistle, gong, or other device which can be clearly heard above the normal noise in the areas where operated?	1926.601(b)(4)(i)	
• Are the brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded?	1910.178(n)(8)	
• Will the industrial trucks' parking brakes effectively prevent the vehicle from moving when unattended?	1910.178(m)(5)(iii)	
• Are industrial trucks operating in areas where flammable gases or vapors, or combustible dust or ignitable fibers may be present in the atmosphere, approved for such locations?	1910.178(m)(11)	
• Are industrial trucks with internal combustion engine, operated in buildings or enclosed areas, carefully checked to ensure such operations do not cause harmful concentration of dangerous gases or fumes?	1910.178(i)(1)	

A. Scope

This procedure establishes the guidelines for safe operation of powered industrial trucks (PIT) and establishes the minimum performance requirements for safe operation. The procedure shall be followed to ensure that safety requirements relating to preventative maintenance and the use of fork trucks, tractors, platform lift trucks, motorized hand trucks powered by electric motors or internal combustion engines are followed at all times.

B. Applicability

This policy and procedure applies to all employees at Halifax Community College and contractors.

C. Responsibility

1. Management will:

- a. Ensure that all PIT operators are trained properly and certified.
- b. Enforce the established safe operation rules for employees to ensure PIT operation is within the established rules.

2. Each authorized operator is responsible for safe operation of a PIT in accordance with established safe operation rules outlined in the Powered Industrial Truck training program.

3. Disciplinary action for violation of safety policies and procedures is found in Sec. 3.10 of the HCC Policies and Procedures Manual.

D. Definitions (see Attachment 2)

E. Types or Designations of Powered Industrial Trucks (see Attachment 3)

F. Procedure for Powered Industrial Truck Operation Authorization

Only authorized employees who have become certified through training may operate a PIT. Training must immediately be provided to new PIT operators before they begin their job.

G. Training and Certification

1. Training

- a. Professional instructors or Halifax Community College authorized instructors will provide the training for authorized operators.
- b. Training will be provided to employees who will be designated as authorized operators. Authorized operators will be trained in recognition of activities that may cause an accident and how to avoid those situations.
- c. Training will cover truck operations, traveling, loading, and operation of the PIT, maintenance of the PIT, fueling operations and/or battery charging operations, tip overs, and caught-between situations.
- d. Employee retraining will be accomplished:
 - i) Whenever there is change in job assignments, a change in machines, equipment or processes that presents a new hazard.
 - ii) Whenever a periodic inspection reveals deviations from established operations guidelines, inadequacies in established guidelines, or an employee's exhibit knowledge or skills deficiencies in PIT operation.
 - iii) To reestablish employee proficiency in operation and procedures.

e. Training will be certified by the instructor with employee name and date of training. Training records will be maintained by the supervisor.

2. Refresher Training and Evaluation

a. A powered industrial truck operator must receive refresher training if a workplace observation by a supervisor or other qualified person indicates that the operator is deficient in some of the requisite knowledge and skills needed to operate the vehicle safely. If the observer determines that the deficiencies in the operator's knowledge and skills can be corrected by on-the-job instruction, the observer or another qualified person may immediately provide such instruction. After such instruction, the observer or other qualified person may reevaluate the operator's performance in the workplace and, if the operator demonstrates that he or she possesses the knowledge and skills to operate the equipment safely, the operator may continue to operate the powered industrial truck without any further training and without affecting his or her certification. If on-the-job instruction is not sufficient to obviate the deficiencies in the operator's knowledge and skills, the operator must receive such additional refresher training and evaluation as is necessary to ensure that the operator has the knowledge and skills needed to operate the powered industrial truck safely.

b. An operator must receive refresher training and evaluation when the operator has been involved in an incident in which the operator's operation of the powered industrial truck caused or contributed to personal injury or property damage or provided other clear evidence that the operator operated the equipment unsafely.

3. Seat belt Training

Powered industrial truck operator training programs must cover equipment manufacturers' recommendations as to the use of seat belts under OSHA 1910.178(l)(3)(i).

H. Operation of Powered Industrial Trucks

The following rules shall be followed to maintain safe operation of a powered industrial truck:

1. PITs shall not be driven up to anyone standing in front of a bench or other fixed object.
2. No person shall be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
3. Unauthorized personnel shall not be permitted to ride on a PIT. A safe place to ride shall be provided where riding of PITs is authorized.

4. Arms or legs shall not be placed between the uprights of the mast or outside the running lines of the PIT.
5. When a PIT is left unattended, load-engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set. Wheels shall be chocked if the PIT is parked on an incline.
6. A PIT is deemed unattended when the operator is 25 feet or more away from the vehicle and the vehicle is in the operator's view, or whenever the operator leaves the vehicle and it is not in his/her view.
7. When the operator of a PIT is dismounted and within 25 feet of the PIT still in view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.
8. A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock or platform. PITs shall not be used for opening or closing doors.
9. High Lift Rider trucks shall be fitted with an overhead guard manufactured in accordance with manufacturer's recommendations. The overhead guard shall be used as protection against falling objects.
10. A load backrest extension shall be used whenever necessary to minimize the possibility of the load or part of it falling rearward.
11. Only approved industrial trucks shall be used in hazardous locations.
12. Whenever a truck is equipped with vertical only, or vertical and horizontal controls elevatable with the lifting carriage or forks for lifting personnel, the following additional precautions shall be taken for the protection of the personnel being elevated:
 - a. Use of a safety platform firmly secured to the lifting carriage and/or forks.
 - b. Personnel on the platform can shut off power to the truck.
 - c. Protection from falling objects shall be provided.
13. Fire aisles, access to stairways and fire equipment shall be kept clear.
14. Highway Truck Loading/Unloading: The brakes of highway trucks shall be set and wheel chocks placed under the rear wheels of trucks or trailers to prevent movement while they are boarded with PITs or during loading or unloading operations. The flooring of trucks and trailers shall be checked for breaks and weaknesses before they are driven onto.

15. Traveling

- a. All traffic regulations shall be observed.
- b. The truck shall be kept under control at all times.
- c. The right of way shall be yielded to emergency vehicles during emergency situations.
- d. Drivers shall slow down and sound the horn at cross aisles and other locations where vision is obstructed.
- e. If the load being carried obstructs forward view, the driver shall travel with the load trailing.
- f. Drivers shall look in the direction of, and keep a clear view of the path of travel.
- g. Grades shall be ascended or descended slowly.
- h. When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade.
- i. On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.
- j. Under all travel conditions the truck shall be operated at a speed that will permit it to be brought to a stop in a safe manner.
- k. Stunt driving and horseplay are not permitted.
- l. Drivers shall slow down for wet and slippery floors.
- m. Dockboard or bridgeplates shall be properly secured before they are driven over. Dockboard or bridgeplates shall be driven over carefully and slowly and their rated capacity never exceeded.
- n. Elevators shall be approached slowly and then entered squarely after the elevator car is properly leveled. Once on the elevator, the controls shall be neutralized, power shut off, and the brakes set.
- o. Motorized hand trucks must enter elevator or other confined areas with load end forward.
- p. Running over loose objects on the roadway surface shall be avoided.
- q. While negotiating turns, speed shall be reduced to a safe limit by means of turning the hand steering wheel in a smooth, sweeping motion. Except when maneuvering at a very low speed, the hand steering wheel shall be turned at a moderate, even rate.

16. Loading

- a. Only stable or safely arranged loads shall be handled. Caution shall be exercised when handling off-center loads, which cannot be centered.
- b. Only loads within the rated capacity of the truck shall be handled.
- c. The long or high (including multiple-tiered) loads that may affect capacity shall be adjusted.
- d. Trucks equipped with attachments shall be operated as partially loaded trucks when not handling a load.

- e. A load engaging means shall be placed under the load as far as possible; the mast shall be carefully tilted backward to stabilize the load.
 - f. Extreme care shall be used when tilting the load forward or backward, particularly when high tiering. Tilting forward with load engaging means elevated shall be prohibited except to pick up a load. An elevated load shall not be tilted forward except when the load is in a deposit position over a rack or stack. When stacking or tiering, only enough backward tilt to stabilize the load shall be used.
17. If at any time a PIT is found to be in need of repair, defective, or in any way unsafe, the PIT shall be taken out of service until it has been restored to safe operating condition.
 18. Fuel tanks shall not be filled while the engine is running. Spillage shall be avoided.
 19. Spillage of oil or fuel shall be carefully washed away or completely evaporated and the fuel tank cap replaced before restarting the PIT engine.
 20. No truck shall be operated with a leak in the fuel system until the leak has been corrected.
 21. Open flames shall not be used for checking electrolyte level in storage batteries or gasoline level in fuel tanks.

I. Maintenance of Industrial Trucks

1. Any PIT not in safe operating condition shall be removed from service. Authorized personnel shall make all repairs.
2. Repairs to the fuel and ignition systems of PITs which involve fire hazards shall be conducted only in locations designated for such repairs.
3. Trucks in need of repairs to the electrical system shall have the battery disconnected prior to such repairs.
4. Only parts equivalent as to safety with those used in the original design shall replace all parts of any such PIT requiring replacement.
5. PITs shall not be altered so that the relative positions of the various parts are different from what they were when originally received from the manufacturer, nor shall they be altered either by the addition of extra parts not provided by the manufacturer or by the elimination of any parts. Additional counter-weighting of fork trucks shall not be done unless approved by the truck manufacturer.

6. PITs shall be examined before being placed in service, and shall not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle. Such examination shall be made at least daily (see Attachment 1).
7. Where PITs are used on an around-the-clock basis, they shall be examined after each shift.
8. Defects, when found, shall be immediately reported and corrected
9. Water mufflers shall be filled daily or as frequently as necessary to prevent depletion of the supply of water below 75 percent of the filled capacity. Vehicles with mufflers having screens or other parts that may become clogged shall not be operated while such screens or parts are clogged. Any vehicle that emits hazardous sparks or flames from the exhaust system shall immediately be removed from service and not returned to service until the cause for the emission of such sparks and flames has been eliminated.
10. When the temperature of any part of any truck is found to be in excess of its normal operating temperature, thus creating a hazardous condition, the vehicle shall be removed from service and not returned to service until the cause for such overheating has been eliminated.
11. PITs shall be kept in a clean condition, free of lint, excess oil, and grease. Noncombustible agents should be used for cleaning trucks. Use of low flash point solvents is prohibited. High flash point solvents may be used. Precautions regarding toxicity, ventilation, and fire hazard shall be consonant with the agent or solvent used.

J. Outside Contractors

Outside contractors will be informed of Halifax Community College PIT requirements and are expected to follow the same safe operation rules. In addition, the contractor is required to prove that each of their employees operating PITs are certified PIT operators.

APPENDIX W
Halifax Community College

Powered Industrial Trucks
Powered Industrial Truck Daily Pre-Operation Checklist
Attachment 1

Week 1

Date Week Starts:

Week 2

Date Week Starts:

Week 3

Date Week Starts:

Forklift No.:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Operator Initials:															
Propane Tank (check for leaks)															
Fuel Level, Safety Straps, Relief Valve															
Engine Oil Level, Hydraulic Oil Level															
Air Filter, Radiator, Fan Belt, Battery															
Seat & Seat Belt Functioning Properly															
Obvious Damage and Leaks on Lift															
Tire Condition															
Overhead Guard, Carriage															
Fork Locking Pins (L & R) Forks															
Mast, Hydraulic Cylinders, Lift Chains															
Fire Extinguisher (discharged/missing)															
Check Horn, Lights, Gauges															
Check Service Brakes & Parking Brake															
Check Lifting Controls, Backup Alarm															
Check Steering, Braking, Accelerator															
Check for Oil Spots on Floor															

**Powered Industrial Trucks
Definitions
Attachment 2**

Authorized Operator: A person who is trained in the safe operation of a powered industrial truck.

Powered Industrial Truck (PIT): Any fork truck, tractor, platform lift truck, motorized hand truck or other specialized industrial truck powered by electric motors or internal combustion engines.

American National Standards Institute (ANSI): An organization that facilitates the development of consensus standards among qualified groups.

Ampere-Hour Rating: Volume of electricity that can be drawn from a battery.

Attachments: Devices other than conventional forks or load backrest extensions, integrally mounted or carriage mounted on an industrial truck for handling the load.

Basic Capacity: The capacity, at which the truck is designed for, up to a specific lift height and load center.

Battery: A reservoir that may be used repeatedly for storing energy. Energy is put into it and removed from in the form of electricity, but it is stored as chemical energy.

Carriage: Portion of mast assembly which forks or attachments usually are affixed

Center of Gravity: The point within an object where perfect balance can be maintained.

Compartment, Battery: The cavity of a truck in which a battery is housed and mounted

Counterweight: A non-working load attached to or incorporated into the rear or a counterbalanced truck.

Cushion Tire: A solid tire intended primarily for operation on smooth, hard floor. Such as concrete.

Drawbar Pull: The force or pulling power a vehicle can exert on a load attached to a coupler on the truck; depends on power, weight, and traction.

Free Lift: Maximum vertical distance traveled by the carriage before the mast's inner rail breaks the outer rail's silhouette (overall lowered height).

Front Overhang: The horizontal distance between the center of the front drive axle and the front face of the forks.

Gradability: The maximum slope that the vehicle can climb. Usually stated as percent tangent.

Industrial Tow Tractor: A powered industrial truck designed to tow one or more non-powered trucks, trailers, or other mobile loads on improved surfaces.

Intersecting Aisle Width: Minimum width of one aisle intersecting at a right angle with another, across which a lift truck may negotiate a turn in either direction.

Lateral Stability: Referring to side-to-side stability of the truck. A critical determining factor in truck capacity.

Lift Speed: The upward speed of the carriage either loaded or unloaded. Generally expressed in feet per minute (fpm).

Load Backrest: Extension to carriage designed to provide additional load stability.

Load Center: The horizontal distance between the front vertical face of the forks and the midpoint of a uniformly distributed load. An important factor in determination of truck capacity.

Lowering Speed: Downward speed of the carriage either loaded or unloaded. Generally expressed in feet per minute (fpm).

Manual Transmission: A transmission employing gear trains and clutch engaged and shifted directly by an operator.

Mast Tilt: Limited forward or rearward movement of mast structure, forks, or carriage. Usually represented in degrees.

Maximum Fork Height (MFH): The highest elevation of the upper top surface of the forks with the mast fully extended.

Maximum Travel Speed: The maximum speed at which the vehicle will operate.

Maximum Outside Fork Spacing: The distance between the outside edges of adjustable forks at their greatest separated position.

Minimum Inside Fork Spacing: The distance between the inside edges of adjustable forks at their least separated position.

Occupational Safety And Health Administration (OSHA): Governmental organization establishing minimum guidelines that directly and indirectly affect the user and application of powered industrial trucks.

Overall Length (OAL): The distance from the extreme rear of the truck to the front face of the forks.

Overall Width (OAW): The distance between the widest parts of the truck. This is usually the side-faces of the front tires.

Overall Lowered Height (OALH): Height of the vertical mast (upright) in fully lowered position.

Overhead Guard: Structure which extends over the operator compartment to offer the operator overhead protection from falling objects.

Pneumatic Tire: An inflatable tire offering greater traction and ride than cushion tires. Most appropriate on surfaces considered less than ideal, such as gravel, dirt, etc.

Powershift Transmission: A transmission that can be shifted while transmitting full engine power to the wheels. Used in conjunction with a torque converter.

Rated Capacity: Actual capacity of the lift truck with a given mast, attachment, and load center configuration.

Rear Overhang: The horizontal distance between the center of the rear axle and the extreme rear end point.

Right Angle Stacking Aisle Width: Minimum aisle width required for W truck to make a right angle turn in a loaded condition.

Solid Pneumatic Tire: Pneumatic shaped cushion tire. Generally used in areas where pneumatic tires are prone to puncture.

Stability Triangle: Three-point suspension on both three and four wheel lift trucks forms the conceptual stability triangle. The three point suspension consists of the two drive wheels and single steer wheel on three wheel trucks, and the two drive wheels and pivot point of the steer axle in four wheel lift trucks.

Tire Ply Rating: Load carrying capacity of the tire.

Torque Converter Transmission: A hydrodynamic drive that transmits power with ability to increase torque.

Tread: The distance from the centerline of one tire to the centerline of its corresponding tire (i.e. front to front, rear to rear).

Turning Radius (Outside): The radius of the smallest circle, which includes the rearmost or outermost projection of the truck. This is used to indicate the turning ability of the truck.

Three-Stage Mast: Three section upright generally used in high-lift situation.

Two-Stage Mast: Two section upright.

Underclearance: The distance between a specific point under the truck and the ground.

Wheelbase: The distance from the centerline of the front axle to the centerline of the rear axle.

Halifax Community College
Powered Industrial Trucks
Types or Designations of Powered Industrial Trucks
Attachment 3

Type D: Diesel-powered units having minimal acceptable safeguards against inherent fire hazards.

Type DS: Diesel-powered units that, in addition to all the requirements for Type D units, are provided with additional safeguards to the exhaust, fuel and the electrical system.

Type DY: Diesel powered units that have all the safeguards of the Type DS units and, in addition, do not have any electrical equipment including the ignition and are equipped with temperature limitation features.

Type E: Electrically powered units having minimum acceptable safeguards against inherent fire hazards.

Type ES: Electrically powered units that, in addition to all of the requirements for the type E units, are provided with additional safeguards to electrical system to prevent emission of hazardous spark and to limit surface temperatures.

Type EE: Electrically powered units that in addition to all the requirements for Type E and ES units, the electric motors and all other electrical equipment are completely enclosed.

Type EX: Electrically powered units that differ from Types E, ES or EE units in that the electrical fittings and equipment are so designed, constructed and assembled that the units may be used in certain atmospheres containing flammable vapors or dust.

Type G: Gasoline-powered units having minimum acceptable safeguards against inherent fire hazards.

Type GS: Gasoline powered units that, in addition to all the requirements for Type G units, are provided with additional safeguards to the exhaust, fuel and electrical systems.

Type LP: Liquefied petroleum gas powered units having minimum acceptable safeguards against inherent fire hazards.

Type LPS: Liquefied petroleum gas powered units that, in addition to the requirements for the Type LP units, are provided with additional safeguards to the exhaust, fuel, and electrical systems.

Class I: Electric motor rider trucks (cushion and pneumatic tire)

Class II: Electric motor narrow aisle trucks

Class III: Electric motor hand or hand/rider trucks

Class IV: Internal combustion engine trucks (cushion tire)

Class V: Internal combustion engine trucks (pneumatic tire)

APPENDIX X

RESPIRATORY PROTECTION STANDARD CHECKLIST-1910.134 DOCUMENTATION REQUIREMENTS

Standard Requirement	Standard	Requirement Satisfied?
• Written standard operating procedures governing the selection and the use of respirators.	(b)(1)	
• Written procedures must include:		
• Selection based on the environment of exposure;	(b)(2)	
• Training in proper use and limitations of respirators;	(b)(3)	
• Training in cleaning, disinfection and inspection of respirators after each use. (per ANSI 88.2D1980);	(b)(5)	
• Storage in clean, convenient and sanitary location;	(b)(6)	
• Respirators thoroughly inspected after each use to detect worn and deteriorated parts;	(b)(7)	
• Degree of exposure or stress and work area conditions monitored;	(b)(8)	
• Evaluation of the program and routine inspection of respirators are performed to assure continued effectiveness;	(b)(9)	
• Persons should not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the work and use the equipment.	(b)(10)	
NOTES:		

APPENDIX Y

WELDING, CUTTING & BRAZING

STANDARD REQUIREMENT	STANDARD	Y/N
Are only authorized and trained personnel permitted to use welding, cutting or brazing equipment?	1910.252(a)(2)(xiii)[B]	
Does each operator have a copy of the appropriate operating instructions and are they directed to follow them?	1910.252(a)(2)(xiii)[C]	
Are compressed gas cylinders regularly examined for obvious signs of defects, deep rusting, or leakage?	1910.253(b)(1)(i)	
Is care used in handling and storage of cylinders, safety valves, relief valves, etc., to prevent damage?	1910.253(b)(5)(iii)[B]	
Are precautions taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a standard torch?	1910.253(a)(1)	
Are only approved apparatus (torches, regulators, pressure-reducing valves, acetylene generators, manifolds) used?	1910.253(a)(3)	
Are cylinders kept away from sources of heat?	1910.253(b)(2)(i)	
Are the cylinders kept away from elevators, stairs, or gangways?	1910.253(b)(2)(ii)	
Is it prohibited to use cylinders as rollers or supports?	1910.253(b)(5)(ii)[K]	
Are empty cylinders appropriately marked and their valves closed?	1910.253(b)(2)(iii)	
Are cylinders, cylinder valves, couplings, regulators, hoses, and apparatus kept free of oily or greasy substances?	1910.253(b)(5)(i)	
Is care taken not to drop or strike cylinders?	1910.253(b)(5)(ii)[B]	
Unless secured on special trucks, are regulators removed and valve-protection caps put in place before moving cylinders?	1910.253(b)(5)(ii)[D]	
Do cylinders without fixed wheels have keys, handles, or non-adjustable wrenches on stem valves when in service?	1910.253(b)(5)(ii)[E]	
Are liquefied gases stored and shipped valve-end up with valve covers in place?	1910.253(b)(5)(iii)[A]	
Are provisions made to never crack a fuel-gas cylinder valve near sources of ignition?	1910.253(b)(5)(iii)[C]	
Before a regulator is removed, is the valve closed and gas released from the regulator?	1910.253(b)(5)(iii)[D]	
Is red used to identify the acetylene (and other fuel-gas) hose, green for oxygen hose, and black for inert gas and air hose?	1910.253(e)(5)(i)	
Are pressure-reducing regulators used only for the gas and pressures for which they are intended?	1910.253(e)(6)(i)	

• Is open circuit (No Load) voltage of arc welding and cutting machines as low as possible and not in excess of the recommended limits?	1910.254(b)(3)	
• Under wet conditions, are automatic controls for reducing no load voltage used?	1910.254(b)(3)(iv)	
• Is grounding of the machine frame and safety ground connections of portable machines checked periodically?	1910.254(d)(3)	
• Are electrodes removed from the holders when not in use?	1910.252(a)(4)(i)	
• Is it required that electric power to the welder be shut off when no one is in attendance?	1910.252((a)(4)(i)	
• Is suitable fire extinguishing equipment available for immediate use?	1910.252(a)(2)(xiv)[G]	
• Is the welder forbidden to coil or loop welding electrode cable around his body?	1910.254(d)(8)	
• Are wet machines thoroughly dried and tested before being used?	1910.254(d)(9)(ii)	
• Are work and electrode lead cables frequently inspected for wear and damage, and replaced when needed?	1910.254(d)(9)(i)	
• Do means for connecting cable lengths have adequate insulation?	1910.254(d)(9)(iii)	
• When the object to be welded cannot be moved and fire hazards cannot be removed, are shields used to confine heat, sparks, and slag?	1910.252(a)(1)(ii)	
• Are fire watchers assigned when welding or cutting is performed in locations where a serious fire might develop?	1910.252(a)(2)(iii)[A]	
• Are combustible floors kept wet, covered by damp sand, or protected by fire-resistant shields?	1910.252(a)(2)(v)	
• When floors are wet down, are personnel protected from possible electrical shock?	1910.252(a)(2)(v)	
• When welding is done on metal walls, are precautions taken to protect combustibles on the other side?	1910.252(a)(2)(x)	
• Before hot work is begun, are used drums, barrels, tanks, and other containers so thoroughly cleaned that no substances remain that could explode, ignite, or produce toxic vapors?	1910.252(a)(3)(i)	
• Is it required that eye protection helmets, hand shields and goggles meet appropriate standards?	1910.252(b)(2)	
• Are employees exposed to the hazards created by welding, cutting or brazing operations protected with personal protective equipment and clothing?	1910.253(b)(3)	
• Is a check made for adequate ventilation in and where welding or cutting is performed?	1910.252(c)(1)(iii)	
• When working in confined places, are environmental monitoring tests taken and means provided for quick removal of welders in case of an emergency?	1910.252(b)(4)(iv)	



COSMETOLOGY

EMERGENCY ACTION PLAN

EMERGENCY ACTION PLAN FOR COSMETOLOGY

TRAINING

1. Staff and students are trained during at orientation during the first week of classes.
2. Staff are trained how to use a fire extinguisher by Fire Service/EMS Coordinator and Instructor.

DRILLS

We will conduct at least one drill each month.

PREPARATION

Instructors must keep their roll sheets with them during class.

EQUIPMENT & LAYOUT

1. Fire extinguishers and smoke detectors located in each classroom.
2. An emergency evacuation map posted near each exit.
3. Three (3) exits on the back of the Cosmetology building and one (1) on the front.

EVACUATION PROCEDURE

Students and patrons are to exit using the exit nearest them.

One instructor will direct students to Rally Point 7 near the maintenance shop.

One instructor will remain in the building to make sure everyone is out.

The campus police officer will be contacted via the front desk operator and told what kind of emergency it is.

SEVERE WEATHER PROCEDURE

The safest area in the Cosmetology area is Room 167-A, located in the center of the Cosmetology Department.

SHELTERING IN PLACE PROCEDURE

In the event of a lock down or shelter in place event the laundry room, men's restroom, women's restroom, or the Skincare room are the designated areas and utilize each as needed.

APPENDIX AA

BUILDING EMERGENCY MAPS

(Under revision. Current drafts are posted on the wall in classrooms and office areas.)

KEY AUTHORIZATION FORM

*This form is utilized to keep track of the keys to the facilities at HCC.

Thank you in advance for your cooperation.

Please list keys that are in your possession.

NAME: _____

TOTAL # OF KEYS: _____

Employee Signature _____ **Date** _____

Key Type **Location (Room #)** **(Key Returned) / Signature & Date**

				Business Office Use
Mailbox	Box # _____ Engraving _____			
Office # / Room #	<u>Brand & Engraved # on Key</u>			
Other Keys (Ex: desk –Rm 111, filing cabinet - Rm 116, etc.)	<u>Brand & Engraved # on Key</u>			

Revised 8/1/08

**APPENDIX CC
EMPLOYEE CHECK-OUT FORM**

Employee Name: _____ Position: _____

Present Address: _____

Phone: _____

Forwarding Address: _____

Phone: _____

Each of the following items should be cleared and authorized in sequential order on the employee's last day of employment. The employee must complete all clearance forms in person. Failure to complete this form may result in withholding the last payroll check.

ITEM	DATE COMPLETED	AUTHORIZED SIGNATURE
1. Appropriate Departmental Office: All Reports & Records Complete/All Intellectual Property Released		
2. Personnel Office: Close Personnel File/Administrative Procedures Manual Returned		
3. Computer/Networking Department: Computer Access Deletion Form Received		
4. Office of Registrar: (Teaching Faculty Only) Grade Reports Complete		
5. Library: All Books & Materials Returned		
6. Business Office: a. Keys Returned b. Equipment Inventory Approved c. Insurance Information Supplied d. Bookstore Charges Cleared e. Travel Advances Cleared f. Final Salary Check Processed		

NOTE: Final paycheck will be not be direct deposited and will be delivered by the U. S. Postal Service unless you make arrangements to pick it up on campus.

Emergency Response Plan

The Centre @ Halifax Community College

10/04/2018
Halifax Community College
Dr.
Joanne Jolly



Emergency Response Plan

**In the event of a Police Emergency immediate notification to
The College Police and Security department**

**-0- or 286 or 318 from any campus phone
Or
252-532-1975**

And the local authorities

911

Table of Contents

Basic Plan

General.....	3
What is an Emergency.....	3
Purpose.....	3
What is Emergency Management.....	3
Compliance and liability reduction.....	4
Policy.....	4
Media Relations.....	4
Notification.....	4
Organization.....	5
Priority Objectives.....	5
Emergency Response Team.....	5

Emergency Information

Utility Problems.....	5
Bomb Threat.....	5
Criminal Behavior/ Crisis Intervention.....	5
Fire/ Hazardous Materials.....	5
Severe Weather.....	5
Medical/ Personal Injury.....	5
Accident Report Form.....	6
Evacuation Procedure.....	4
	5
	5

Support Documents

Call List.....	5
Building map.....	5
Site Map.....	5
Resource List.....	5
Bomb Threat Questionnaire.....	5
Emergency Management Group.....	5
Emergency Notification Roster.....	4

The Centre @ Halifax Community College

Emergency Response Plan

GENERAL

1. The Centre's Emergency Response Plan is a proactive response designed to define an emergency situation in The Centre and to protect students, faculty, staff, the community, our environment and the facility in the event of an emergency.
2. This plan facilitates compliance with certain regulatory requirements of Federal, State and Local agencies and enhances the Centre's ability to quickly return to normal operations following an emergency.
3. The plan will not, nor can it be expected to, address every possible emergency situation at The Centre. This document is an attempt to prepare the Centre staff; full time, part time and volunteer, for emergency events and define the role of College Administration in response to an emergency at The Centre.

What is an Emergency?

"An emergency is any unplanned event that can cause deaths or significant injuries to employees, customers or the public; or that can shut down your business, disrupt operations, cause physical or environmental damage, or threaten the facility's financial standing or public image." –Emergency Management Guide for Business and Industry FEMA 141/October 1993.

PURPOSE

This plan outlines and assigns the responsibilities for coping with emergencies affecting the safety and well being of people and/or The Centre. The plan is a guide for managing an unusual occurrence at The Centre, and is the basis for emergency management at The Centre. "Unusual occurrences" connote situations, generally of an emergency nature that may result from civil disturbances and disasters both natural and technology based. Civil disturbances include riots, disorders and violence arising from dissident gatherings and marches and personal violence among two or more persons. Disasters include floods, hurricanes, earthquakes, explosions, tornadoes, major fires, chemical spills and any event that has the potential for mass casualties.

What is Emergency Management?

"Emergency management is the process of preparing for, mitigating, responding to and recovering from an emergency." –Emergency Management Guide for Business and Industry FEMA 141/October 1993.

The Centre's Emergency Management is an adaptation of the Halifax Community College's Emergency Response Plan specifically coordinated to the needs of the facility.
Compliance and liability reduction

In addition to providing an emergency management plan for The Centre that defines the roles of key personnel and helps protect life and property, this document complies with regulatory requirements of governing agencies and reduces exposure to civil or criminal liability in the event of an incident.

POLICY

1. The priorities for emergency response are life safety, property protection and preservation of academic programs.
2. The Centre's plan is in addition to the Halifax Community College Emergency Plan and is intended to serve as part of the education and training for employees in this area.
3. This plan will be reviewed, updated and exercised annually under the direction of the Vice President of Institutional Advancement.

Media Relations

In an emergency, the media are the most important link to the public. If an emergency situation arises at the Centre and media personnel are alerted only a designated spokesperson may make a statement about the event.

All other employees and volunteers should refrain from statements to the press concerning emergency situations.

NOTIFICATION

In the event of ANY emergency immediate notification to the campus police and security department and local authorities 911 is essential to ensure the timely response of emergency personnel.

ORGANIZATION

The senior administrator present at the Centre will have authority during an emergency and will remain in direct contact with all emergency response teams. For clarification purposes the list of administration is as follows; The HCC Chief of Police, HCC Police and Security, the Director of the Center, the President of Halifax Community College. The Administrative Assistant will assume the role of senior administrator in the absence of the previously mentioned designees. In the event that none of the previously mentioned is present, the event manager will assume the role of senior administrator until other personnel arrives.

PRIORITY OBJECTIVES

Priority One objectives for the Emergency Response Team are:

1. Life Safety and Evacuation- evaluate the need to evacuate people from hazardous or high-risk areas to safe zones.
2. Medical Aid- evaluate medical services available and advise rescue forces regarding location of treatment facilities for injured.
3. Fire Suppression- evaluate fires or fire hazards and use resources to control and evacuate.
4. Search and Rescue- appoint search and rescue teams and initiate rescue operations as required.
5. Communication Network- establish a communication network using available staff, materials and equipment.
6. Utilities Survey- evaluate condition of utilities (gas, electric, steam, water, sewer) and shutdown or restore as needed.
7. Hazardous Substance Control- survey critical areas (i.e., biological and chemical) and secure or clean up as needed.

EMERGENCY RESPONSE TEAM

The Centre's primary response team is comprised of the event staff. Ushers, maintenance technicians and HCC police and/or security will be the first to spot an emergency situation. It is the responsibility of that person to assess the situation, and then begin the communication process to ensure timely response by local emergency responders.

In the event of a single person accident, emergency responders are to be notified immediately. This can be done through communication to event police/security or management or by calling 911 for local authorities.

Events of a greater magnitude, which endangers life and property, require the attention of the Emergency Response Team. The Emergency Response Team is comprised of a campus police officer and security, a member of the facility management team, and a member of the college administration.

The responsibilities of the Emergency Response Team are outlined below:

Campus Maintenance Technician- evaluate the integrity of the building structure and all utilities. Determine the need to shut down or restore utilities services as necessary.

Campus Police/Security- Assess the situation and determine what actions need to be taken, coordinate and calm any bystanders or non-involved personal. Make contact with appropriate outside agencies and provide 9-line report as well as coordinate and direct responders as they arrive.

Facilities Management- assess situation and prepare a statement for press. Act as liaison between local emergency responders and event staff.

College Administration- act as point person for local authorities, campus staff and event staff.

REFERENCES

This plan is based upon concepts established in the following reference material:

1. “Emergency Management Guide for Business and Industry” published in partnership by the American Red Cross and the Federal Emergency Management Agency.
2. “Emergency Response Plan”, Appalachian State University, Boone, NC, January 2001.
3. “Public Assembly Facility Management Manual”, International Association of Assembly Managers, 2005.



Accident Report Form

Date: _____ **Event:** _____

Time: _____ **Name:** _____

Address: _____ **Phone:** _____

Report Filed By: _____

Description of Incident: (Include location) _____

EMT Services: ☐ Denied ☐ Called:
Time _____
Response Time _____

SIGNATURE OF CLAIMANT

WITNESS



DENTAL CLINIC EMERGENCY ACTION PLAN

HALIFAX COMMUNITY COLLEGE EMERGENCY ACTION PLAN

INTRODUCTION

Halifax Community College is committed to preventing or reducing the risk of injury or property damage to students and employees resulting from foreseen or unforeseen danger. Risks include fire, utility disruptions, gas leaks, identity theft, bomb threats, criminal activity, violent intruder, hazardous material, tornado, hurricane, medical emergency, explosion, or terrorist activities. Risk may be avoided by the closing of the College or other risk management techniques if the risk is foreseen. Risk may be avoided or reduced by implementing the Emergency Response Plan if the risk is unforeseen, such as evacuation or “Lockdown” until evacuation is possible. It is acknowledged that emergency response connotes, for many people, evacuation only. HCC is committed to training students and staff (required by OSHA) about other possible alternatives, such as Lockdowns.

Procedures for rapid response to emergencies must be well known to students, faculty, and staff, and each person must understand and practice these procedures. Information will be communicated via student, faculty, and staff handbooks, College website, and other ways. In addition, all students and employees will be provided with a rapid response card that reminds them of what to do in a certain kind of emergency. Putting this plan into action with only seconds’ notice is the goal, and nothing short of excellence is expected in practicing and understanding the plan. Definition of “emergency”: A sudden and unexpected situation that needs immediate response.

EVACUATION DRILLS

Training of students and staff is crucial to effective evacuation and precedes each evacuation drill. Evacuation drills include fire, bomb threat, chemical spill, etc.

5. Unannounced at beginning of every semester – ALL building occupants
6. Refresher course on procedures—students and employees
7. Drills coordinated with Weldon Fire Department
8. Fire alarm silenced by the on-campus police officer

EVACUATION ROUTES

Evacuation routes are identified in red on floor plans posted in classrooms and office areas. The route leads to a specific rally point outside.

SAFE AREAS

One Safe Area is designated for each building in addition to the hallway or nearest area without windows. It is located on the lowest level, in inner hallways or inner rooms. Occupants are instructed to stay away from windows and glass areas. The purpose of the Safe Area is to provide a secure place in case of severe weather such as a tornado. Safe Areas are identified in green on the floor plan posted in classrooms and office areas. Instructors are responsible for taking their roll sheets with them and reporting to Campus Police and Security any students unaccounted for. Supervisors will be responsible for reporting to Campus Police and Security any staff unaccounted for.

LOCKDOWN

Some emergencies require that students, employees, clients, and visitors take shelter inside the room where they are working or visiting. A violent intruder poses such an emergency.

If directed to Lockdown until further notice, students and staff are instructed as follows:

- Move into or stay inside your building area.
- Close and move away from windows and doors. Lock doors if possible.
Deadbolts have been installed on all classroom and safe area locations.

AUDIBLE ALERTS

HCC has a system in place to alert students, faculty, and staff to warnings and dangers. A telephone upgrade allows designated staff to use a special code and any campus telephone to activate ceiling speakers in all classrooms and hallways and outside facing all parking lots, and speaker phones so that a verbal message can be transmitted in an emergency. Instructions will be provided concerning evacuation or other actions.

RESPONSIBILITIES

STUDENT RESPONSIBILITIES

3. Know for the area you are in at all times
 - The Evacuation plan
 - The Severe Weather plan
 - The Lockdown plan
 - The location of your Rally Point
4. After the drill or incident is over
 - If you have evacuated, do not reenter the building until given permission by campus police, Rally Point Leader, or other emergency personnel.
 - If you have gone to a safe area in case of severe weather, do not leave the area until instructed to do so.
 - If you have locked down, do not move until you receive instructions.
 - Do not leave campus without notifying an official.

PERSONS WITH DISABILITIES

Individualized Emergency Care Plan

Every student receiving accommodations will have an Individualized Emergency Care Plan developed at the same time that accommodations are developed. The student shall sign a Release of Information Form which grants permission for Counseling Services to provide a copy of the Emergency Care Plan to each of the student's instructors, to security, and to the Dean of Student Services. A copy of the plan will be given to the student as well. The plan will be reviewed each semester and revisions made accordingly.

Students are instructed as follows:

- Plan ahead for emergencies and know the evacuation route or shelter location beforehand. Refer to their Individualized Emergency Care Plan located on the back of the Accommodations Form. Identify the primary and alternate persons who will assist you in an emergency.

If you use a wheelchair

- If evacuation is ordered, proceed to the nearest designated exit.
- If in a building with more than one story, exit to the nearest stairwell and call campus police at 252.532-1975 or 252-536-4221.
- Ask someone else to notify on-campus police of your location.
- Remain with the assigned faculty or staff who has been assigned to assist you during an emergency.

If you have a Mobility Impairment (use crutches, cane, or walker)

- If evacuation is ordered, proceed to the nearest designated exit.
- If in a building with more than one story, exit to the nearest stairwell and call campus police at 252.532-1975 or 252-536-4221.
- Ask someone else to notify campus police of your location.
- Remain with the assigned faculty or staff who has been assigned to assist you during an emergency.

If you are Deaf or Hearing Impaired

- If evacuation is ordered, proceed to the nearest designated exit.
- Look for the visual fire alarm in the hallway.
- Ask for assistance by writing a note or using hand gestures.
- Remain with the faculty or staff who has been assigned to assist you during an emergency.

If you are Blind or Visually Impaired

- Listen for the audio fire alarm or other warning signal.
- Remain with the faculty or staff who has been assigned to assist you during an emergency.
- Tell the person how to assist you.
- Give the person assisting you additional instructions if you have a guide dog.

The instructor of each of the student's classes will be the primary assistant for the student with a disability. Additionally, the instructor shall identify an alternate faculty or staff person to assist individuals with disabilities during an emergency. The instructor will be responsible for identifying the alternate faculty or staff person during the first class period of each semester and reporting the name of the alternate to the student and to Counseling Services. The instructor will name a new alternate immediately upon faculty or staff turnover.

AREAS WITH CLIENTS OR PATRONS

Follow the specific plan for your area. Patients and visitors must be accounted for.

The Centre

Cosmetology

Child Care Center

Dental Clinic

DISTANCE LEARNING

Emergency plans for distance learning are included in the Disaster Recovery Plan.

SAFE AREAS & RALLY POINTS

IMPORTANT: The secondary rally points are NOT to be publicized. Rally Point 1-7 signs encircle the campus buildings and are positioned for optimum visibility during an evacuation.

ALLIED HEALTH

SAFE AREA

B128 and B126

RALLY POINTS

Primary

Out back door of clinic

RALLY POINT 6

Secondary (unpublicized)

Back parking lot over by maintenance shop

RALLY POINT LEADERS

Lisa Santiago

EMERGENCY LEVEL CLASSIFICATION

The following guide provides examples of situations requiring rapid assessment of the severity of the emergency and the chain of notification needed.

SEVERITY TYPE	INCIDENT TYPE	ACTIONS/NOTIFICATION
LEVEL 1	Minor incident. Examples: Communicating threats, minor injury, traffic accident.	On-Campus police determines there is no further hazard to persons and/or property. On-Campus police notifies administrator in charge of the area or dept. where incident occurs
LEVEL 2	Incident with potential to pose a minimal hazard to persons and/or property. Examples: contained fire, tornado watch	On-Campus police notifies administrator in charge of the area or dept. where incident occurs
LEVEL 3	Incident with potential for widespread impact to public safety and/or property which requires assistance from outside agency. Example: bomb threat, utility outage.	On-Campus police contacts Vice President of Administrative Services or designee, who notifies President and other Vice Presidents.
LEVEL 4	Incident(s) that pose significant risk to persons and/or property requiring substantial outside assistance. Examples: major fire, explosion, terrorist act.	On-Campus police contacts Vice President of Administrative Services or designee, who notifies President and other Vice Presidents.

QUICK-REFERENCE INFORMATION

NAME	PHONE
Emergency Response System (Fire, Police, Rescue)	9-911
Campus Police and Security	0,318, or 252-532-1975
President	217
Director of Business Services	304
VP, Workforce and Operations	281
VP, Academics and Student Affairs	386
Dean, Academic Affairs	344
Director of Workforce and Continuing Education	376
Director of Student Affairs	203
HR/Personnel	242
Media Relations	319
Purchasing	326
Director of Counseling	207

General Accident or Injury, Including Shop Accidents

If you are involved in or witness an accident on campus, take the following steps:

- Check the scene to make sure it is safe for you to respond
- Call or instruct someone else to call 911 if necessary and THEN notify On-Campus Police at 252-532-1975 or 252-536-4221 or dial “0”
- Remain on the telephone with on-Campus Police unless instructed otherwise
- Properly trained individuals should render immediate first aid. Do **Not** attempt to move injured persons unless a life-threatening condition such as a fire exists
- If the cause of the accident still poses a danger to others, notify the On-Campus Police and provide assistance as requested to reduce or eliminate the danger

Medical Emergency

- Check the scene to make sure it is safe for you to respond
- Call or instruct someone else to call 911 if necessary and THEN notify On-Campus Police at 252-532-1975 or 252-536-4221 or dial “0”
- Remain on the telephone with on-Campus Police unless instructed otherwise
- Do **not** move injured persons unless a life-threatening condition such as a fire exists
- Remain or instruct someone to remain at the scene as long as necessary to assist on-Campus Police or other responding personnel

Disruptive Behavior/Civil Disturbance

NOTE: A civil disturbance does NOT exist if there is “peaceful picketing or demonstrating as a means of expressing dissent or point of view.” A civil disturbance DOES exist “if picketing or demonstrating does jeopardize public order or harass organized meetings in such a manner as to deprive speakers of the right of expression.” Interference of regular classroom, laboratory, or office activity is included.

- If the situation is dangerous or potentially dangerous, call 911. THEN notify on-Campus Police by dialing 252-532-1975 or 252-536-4221 or “0.”

Non-Threatening Disruptive Behavior

Dealing properly with non-threatening behavior may prevent that behavior from escalating to threatening or violent behavior.

- Clear the area of spectators who are not involved in the situation or remove the person from the area.

ONLY FIRST RESPONDERS NEED TO INTERACT WITH THE PERSON EXHIBITING THE BEHAVIOR (Campus Police and Security.) Other responders may be on standby in the event the behavior escalates.

- Respond quietly and calmly using “I” statements throughout the dialogue.
- Do not take the individual’s behavior personally.
- Demonstrate concern by listening closely and asking open-ended questions (e.g., tell me what happened).
- Summarize often what you heard the individual say (e.g., it sounds like you are saying...).
- Focus on being honest with the individual about the outcome of the situation (e.g., It sounds like you think you were being picked on and you then became angry. I understand what you are saying; however, you know there is a zero tolerance policy for the kind of language that was used and, as a result, you will have a one-day suspension.).
- Notify others as appropriate (supervisors, Personnel, on-Campus Police).
- If the disruptive behavior escalates, assess whether or not the individual is exhibiting behaviors that may be dangerous to self or others (e.g., displaying a weapon, punching furniture/walls, hitting palm of one hand with fist from the other hand).
- If you believe the individual is upset but not a danger to self or others, mutually develop a coping plan.

Threatening Behavior

In the event of overtly threatening behavior constituting an immediate threat to self or others, call 911 and then on-Campus Police and Security at 252-532-1975 or 252-536-4221 or dial “0.”

- Respond quietly and calmly using “I” statements throughout the dialogue.
- Do not take the individual’s behavior personally.
- Demonstrate concern by listening closely and asking open-ended questions (e.g., tell me what happened).
- Summarize often what you heard the individual say (e.g., it sounds like you are saying...).
- Focus on being honest with the individual about the outcome of the situation (e.g., It sounds like you think you were being picked on and you then became angry. I understand what you are saying; however, you know there is a zero-tolerance policy for the kind of language that was used and, as a result, you will have a one-day suspension.).

- Clear area of spectators or remove person from area and from feeling like being on exhibit.
- Ask the individual to walk to a quiet location to discuss the matter.
- Alert others for assistance by using the prearranged distress signal or device. In turn, they should immediately notify on-Campus Police at 252-536-2551 or 252-536-4221 with as many details as possible of the ongoing incident.
- Inform the individual of what may happen next and of how they can help to de-escalate the situation. (Security has been notified and will arrive shortly. You want to be respectful when talking to them so that you can put this behind you.)

Mental Health Emergency

In a student is exhibiting behavior that creates concern, call 252-532-1975 or 252-536-4221 or dial "0."

- Ask the individual if he or she would like to be accompanied to a Counselor.
- Observe behavior:

NON-EMERGENCY BEHAVIOR—REFER TO COUNSELOR OR COMMUNITY AGENCY:

- ❖ Stumbling, smell of alcohol, staggering, slurred speech, squirming, fidgeting
- ❖ Easily upset, cries easily, displays anger quickly
- ❖ Annoyed with routine procedures, irritability
- ❖ Impaired speech or garbled/disjointed thoughts
- ❖ Morbid, violent or depressing themes in written assignments
- ❖ Verbal expression of suicidal or violent thoughts

TRUE EMERGENCY:

- ❖ Uttering threat if the individual includes details. You **MUST** notify whom the threat is made against (Duty to Warn).

Bomb Threat

All bomb threats are to be taken seriously. Call 911 and then notify on-Campus Police at 252-532-1975 or 252-536-4221 or dial "0."

If you receive a bomb threat by telephone, remain calm, write down the caller's exact words and note the time of the call. Listen carefully to background noises. Check for Caller ID information.

Ask the caller the following:

- When is the bomb going to explode?
- Where is the bomb right now?
- What does it look like?
- What kind of bomb is it?

- What will cause it to explode?
- Did you place the bomb?
- What is your name and address?

Inform your supervisor / department head of the bomb threat phone call.

If you receive a bomb threat in written form, do the following:

- Notify 911 and on-Campus Police at 252-532-1975
- Do a quick visual inspection of your area. Do not touch or move any suspicious objects
- Do not use radios or cell phones as they can trigger an explosive device
- If you are told to evacuate the area by authorized personnel, move to the appropriate Rally Point

Explosion or Aircraft Down (Crash)

An explosion is caused by a rapid expansion of gas from chemical reactions or incendiary devices. Signs of an explosion may be a very loud noise or series of noises and vibrations, fire, heat or smoke, falling debris or building damage.

- Evacuate the building as quickly and calmly as possible, call 911 AND notify on-Campus Police at 252-532-1975 or 252-536-4221 or dial "0"
- If items are falling above your head, get under a sturdy table or desk
- If there is a fire, stay low to the floor and exit the building as quickly as possible
- Assist others in exiting the building and move to designated evacuation areas
- Keep streets and walkways clear for emergency vehicles and crews
- Untrained persons should **not** attempt to rescue people who are inside a collapsed building, wait for emergency personnel to arrive
- DO NOT use elevators. Persons with mobility concerns should go to an area of safety and await emergency rescue teams

The responding emergency agency will make decisions regarding the control and abatement of the explosion incident, and issue or not issue

the all-clear for safe building re-entry and occupancy.

Fire and Emergency Evacuation

Leave your building immediately when an alarm sounds or if you are instructed to do so by authorized emergency personnel.

- Remain calm
- Cease hazardous operations if possible
- Take important personal items—in particular, identification
- Close doors behind the last person out and cease hazardous operation IF possible.
- Follow the nearest evacuation route
- Walk quickly, single file—DO NOT RUN
- DO NOT use elevators, except to assist a person with disabilities under the following situations:
 - o Evacuation is urgent
 - o Use of elevator is necessary
 - o Elevator is operated by Fire Department personnel
- Notify others on your way out
- QUICKLY check restrooms, copy rooms or storage rooms for people unaware of the evacuation
- Assist and accompany persons with disabilities
- Move to the designated Rally Point
- Follow the instructions of Police and Fire personnel

Additionally, faculty members and supervisors assume the role of monitors or coordinators for their students and staff during such emergencies. Therefore, faculty members or supervisors should do the following:

- Be aware of the evacuation routes before an emergency
- Ensure that classroom and office doors are closed after everyone has evacuated
- Proceed to designated Rally Point
- Take roll sheets with you—account for who is missing and report to campus police

Flooding & Water Damage

Flooding on or near campus can result from major or multiple rainstorms, water main breaks, plumbing problems or roof leaks.

- Quickly move to safe areas within the building, or evacuate building as instructed by on-Campus Police
- If it is safe to do so, secure vital equipment, records, chemicals, laboratory experiments and electrical equipment prior to evacuation
- Once evacuated, avoid areas susceptible to flooding and seek shelter as necessary
- Remain as a group and wait for further instructions
- If assisting in cleanup, immediately report any oil, chemical or hazardous materials suspected of mixing with floodwater to on-Campus Police at 252-532-1975 or 252-536-4221 or dial "0"
- If instructed to evacuate campus due to outside flooding, depart immediately to avoid becoming stranded
- If you are in a car and it stalls, abandon it immediately and proceed to higher ground
- Avoid driving or walking through flooded areas or swiftly moving water

Gas Leak

The following steps should be followed if a gas leak is suspected:

- Cease all activity immediately
- Do not use cell phones or any other electrical equipment
- Notify on-Campus Police at 252-532-1975 or 252-536-4221 or dial "0" immediately if a gas leak is suspected. Provide details about the location and circumstances
- Evacuate the area as quickly as possible, moving to an outside location at least 500 feet from the location of the suspected leak

Hazardous Material Spill

- Notify on-Campus Police at 252-532-1975 or 252-536-4221 or dial “0”
Provide details about the location and circumstances
- Isolate area—evacuate, if necessary
- Keep exposed people separate from others
- Notify supervisor or the nearest supervisor (whichever is fastest)

Public Utilities or Service Disruptions

If a power outage occurs in your office or building, do the following:

- Remain calm
- Call on-Campus Police at 252-532-1975 or 252-536-4221 or dial “0” to report any room, building, or campus power outages
- After initial report, keep telephone lines to on-Campus Police clear for emergency calls and other needs related to power outages
- Help those in your area who may be unfamiliar with your space
- If in an unlighted area, cautiously move toward an area with emergency lighting
- If in an elevator, stay calm. Use the emergency phone, or other phone to contact on-Campus Police at 252-532-1975 or 252-536-4221
- If in a laboratory area, fume hoods will not work properly during an electrical outage. Laboratories should not be used until power has been restored. Evacuate the building if instructed to do so.

Active Shooter NOT in Your Building

Shootings and other violent acts are unpredictable, and your immediate response depends on the situation you face.

- Shelter in Place immediately and remain in place until told to leave
- Call 911 and notify on-Campus Police at 252-532-1975 or 252-536-4221 or dial “0,” providing the dispatcher with the following information, if known:
 - o Your name
 - o Location of the incident (be as specific as possible)
 - o Number of shooters or assailants, if known

- o Identification or description of shooter(s) or assailant(s) (race, gender, clothing description, physical features, type of weapon, etc.)
- o Your exact location
- o Injuries to anyone, if known

Active Shooter in Your Building

An active shooter is a person whose activity is immediately causing serious injury or death and has not been contained. Active shooters use firearms, and there is often no pattern or method to their selection of victims. These situations evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and minimize harm to innocent victims. If you are directly involved in an incident and exiting the building is not possible, take the following actions:

- Go to the nearest room or office
- Close and lock the door. Barricade the door if possible
- Turn off lights, radios and computer monitors
- Close blinds and block windows
- Seek protective cover away from windows and doors (behind concrete walls, filing cabinets, thick desks, etc.)
- Keep quiet and act as if no one is in the room. Silence cell phones
- Do not answer the door
- Do not respond to any voice commands until you can verify the source
- Call 911 and notify on-Campus Police at 252-532-1975 or 252-536-4221, providing the dispatcher with the following information:
 - o Your name
 - o Your location
 - o Number of shooters or assailants, if known
 - o Identification or description of shooter(s) or assailant(s) (race, gender, clothing description, physical features, type of weapon, etc.)
 - o Injuries to anyone, if known
- Wait for on-Campus Police or Security to assist you out of the building

Suspicious Object, Package, etc.

If you receive or observe a letter or a package whose appearance is somehow suspect, do the following:

- Do not move, open, cover or interfere with the letter or package
- Move away from the area
- Do not use cell phones or radio equipment within 100 feet of object
- Call 911 and notify on-Campus Police at 252-532-1975 or 252-536-4221
- Wash your hands with soap and water
- Follow Police and Fire personnel instructions

Severe Weather Emergency

On-Campus Police monitors a weather radio which broadcasts news of severe weather watches and warnings. Your building will be alerted if conditions deteriorate.

Severe Weather WATCH

Issued whenever conditions are favorable for formation of such storms

Severe Weather WARNING

Issued when such storms have formed and pose an imminent threat

TORNADO

- Follow your building's shelter plan
- Take shelter in a basement or the smallest, most interior rooms and hallways on the lowest floor
- Avoid glass-enclosed places or areas with wide-span roofs such as auditoriums or gymnasiums
- Crouch down and cover your head
- Wait for the "all clear" signal from authorized emergency personnel and on-Campus Police

THUNDERSTORM

- Stay away from windows
- Draw shades or blinds to reduce injury from flying glass
- Minimize use of electrical appliances including computers

College Closing Information

Please do NOT call the campus operator for cancellations.

If the College is closed due to inclement weather or other circumstances, the President **will inform you** via e-mail and/or the College intercom system. You may also access information through the following means:

- If there is power, an **e-mail** will be sent to all faculty, staff and students via MobileAlerts.
- **Media outlets** will be notified (see Safety Plan).

The President or a designee will authorize all closings.

You may be instructed to leave campus via a designated route.

INCIDENT REPORT

____ Victim: _____
 ____ Address: _____

____ Date of Birth: _____ City, State Zip _____
 ____ Home Phone: _____
 ____ Student ____ Visitor ____ HCC Employee
 ____ Date ____ Time: ____ Location: _____

Type of Injury: Apparent Cause:
 ____ Sprain/Strain ____ Vehicle
 ____ Cut/Laceration ____ Fall/Lifting
 ____ Bruise ____ Hazmat
 ____ Illness ____ Chronic Illness
 ____ Acute Illness ____ Other _____
 ____ Other _____
 ____ Medical ____ Halifax Works ____ Halifax Regional Medical Center
 252-535-8463 252-535-8011

Were the Police Notified? ____ No ____ Yes Officer: _____

Narrative: [Type here]

Name of Witness(es)	Address	Phone #

Person Reporting: _____

Time: _____ Date: _____

P. O. Drawer 809
100 College Drive
Weldon, North Carolina 27890
252-536-HCC1 (4221)



CRIME INCIDENT REPORT

____ Suspect: _____

____ Victim: _____

____ Address: _____

____ City, State Zip

Date of Birth: _____ Home Phone: _____

____ Student _____ Visitor _____ HCC Employee

Date _____ Time: _____ Location: _____

Type of Crime:

____ Assault _____ Motor Vehicle Theft

____ Burglary _____ Robbery

____ Destruction/Damage to Property _____ Vandalism

____ Drug/Alcohol Possession _____ Weapon Possession

____ Larceny _____ Other: _____

Were the Police Notified? _____ No _____ Yes Officer: _____

Narrative: **[Type here]**

Name of Witness(es)	Address	Phone #

Person Reporting: _____

Time: _____ Date: _____

P. O. Drawer 809
100 College Drive
Weldon, North Carolina 27890
252-536-HCC1 (4221)



MEDICAL EMERGENCY REPORT

Patient's Name _____ Today's
Date _____

Description of Medical Emergency: [Type here]

Time of Onset: _____

Time EMS Summoned: _____

Time EMS Arrived: _____

Time Patient Released: _____

Findings: _____

Blood Pressure: _____

Pulse: _____

Respirations: _____

Oxygen Delivery Method: _____

CPR initiated by: _____ Time: _____

Drugs Administered	Route of Delivery	Drug Dosage

P. O. Drawer 809
100 College Drive
Weldon, North Carolina 27890
252-536-HCC1 (4221)

DENTAL CLASSROOM EMERGENCIES

In case of an accident or injury:

- ❖ Never leave an injured student unattended.
- ❖ The instructor will determine the status of the victim and will direct treatment.
- ❖ If the instructor is the victim, a supervising (pre-designated) student will take charge of the situation. This student will ask another student to summon help at the Clinic Manager's desk. The Clinic Manager will find an instructor or other faculty member to attend the emergency situation. The supervising student will remain with the victim and begin basic first aid procedures until help arrives. All other students are asked to remain in their seats unless their assistance is requested.
- ❖ A student may be asked to retrieve the first aid kit or other emergency equipment. The student will place the first aid kit within reach of the instructor/supervising student. The first aid kit is located in the cabinet in the sterilization room in the cabinet marked with a large Red Cross. The oxygen tank is located to the right of the sterilization door.
- ❖ If so advised, the student will use the telephone in the Clinic Manager's office to call for help. The student should dial 0 and ask the front desk operator to report the emergency. The student will answer all pertinent questions and follow the directions provided by emergency personnel.
- ❖ The supervising instructor will complete and remit appropriate safety forms.

General Safety Guidelines:

- ❖ Maintain a clean and organized classroom.
- ❖ Keep walkways clean of obstruction.
- ❖ Turn off power and unplug all electrical devices prior to exiting the classroom.
- ❖ All students are responsible for knowing the location of and how to use/operate emergency equipment and supplies. Faculty has the right to ask a student to demonstrate these abilities at any time.

DENTAL CLINIC EMERGENCIES**Examples of emergencies that require assistance include:**

- ❖ Cardiac Arrest
- ❖ Airway Obstruction
- ❖ Grand Mal Seizure
- ❖ Myocardial Infarction
- ❖ Angina (does not respond to nitroglycerin)
- ❖ Acute Adrenal Insufficiency
- ❖ Acute Pulmonary Edema
- ❖ Hyperglycemia
- ❖ Acute Thyroid Dysfunction
- ❖ Allergic Response (respiratory or anaphylaxis symptoms)
- ❖ Severe Overdose Reaction

In case of accident, injury, or other emergency:

- ❖ Never leave the patient unattended.
- ❖ The student (HYGIENIST) will announce an emergency by speaking the nearest instructors first name in a loud voice. Begin basic first aid procedures until help arrives.
- ❖ The closest available student (ASSISTANT) hearing the announcement above will summon the supervising DENTIST. Use the DENTIST'S first name when summoning the DENTIST. This will clue the DENTIST that there is an emergency situation. This ASSISTANT will await further instruction. All other students will remain with their patients and keep a calm atmosphere by continuing to work.
- ❖ The HYGIENIST will provide the DENTIST with information about the patient's medical history and symptoms, monitor and record vital signs, record details of emergency treatment, and assist the DENTIST as necessary.

- ❖ The DENTIST will determine the status of the patient and will direct treatment.
- ❖ The ASSISTANT may be asked to retrieve the first aid kit or other emergency equipment. The ASSISTANT will place the first aid kit within reach of the DENTIST. The first aid kit is located in the closet of the sterilization room in the **RED** first aid cabinet. The oxygen tank is located to the left of the first aid cabinet.
- ❖ If so advised by the DENTIST, the ASSISTANT will use the telephone in the Clinic Manager's office to call for help. The Clinic Manager will dial zero to reach the front desk to summon 911. If the Clinic Manager is not in the office, the ASSISTANT should dial zero and ask the front desk to report the emergency. The ASSISTANT will answer all pertinent questions and follow the directions provided by emergency personnel.
- ❖ The DENTIST will complete and remit appropriate safety forms and will assure appropriate information has been recorded by the HYGIENIST in the patient chart.

DENTAL CLINIC EMERGENCY EQUIPMENT

The emergency cart in the Dental Clinic is equipped to handle emergencies based on the training level of the students and instructors and the HCC's proximity to emergency medical services. The cart and oxygen tank, with masks, are located in the storage room off the sterilization area. The door is marked with a red cross.

First Drawer

Drugs:

<u>Category</u>	<u>Drug</u>	<u>Condition</u>
Antihistamine	Diphenhydramine Hydrochloride	Allergic Reaction
Respiratory Stimulant	Ammonia ampules	Syncope
Sugar Substitute	Glucose 15	Hypoglycemia
	Orange juice box	
Vasodilator	81 mg. aspirin	Angina
		Heart Attack
		Acute Hypertension

Other items:

Comfit face masks
Pens

Second Drawer

Drugs:

<u>Category</u>	<u>Drug</u>	<u>Condition</u>
Bronchodilator	Albuterol Sulfate	Asthma Attack

Other Items:

Magill forceps	Alcohol prep pads
PVP prep pads	Scissors
Safety syringes	1 ml syringes
Microshield	Pocket mask
Pupil pen	

Third Drawer

Drugs:

<u>Category</u>	<u>Drug</u>	<u>Condition</u>
Antimicrobial	Hydrogen Peroxide	Cuts, open wounds
❖ Call Poison Control at 1-800-222-1222		
Induce vomiting	Syrup of Ipecac	Poisoning
Absorption	Activated Charcoal	Poisoning
	Instant Milk	

Other Items:

Berman airway	Robertazzi Nasopharyngeal airway
Pediatric rebreathing mask	Adult rebreathing mask
Glucometer	Blood pressure cuff
Stethoscope	

Fourth Drawer

Sharps container
 Emesis basin
 Biowipe Econ kit
 Kwik Kold Instant Ice Pak
 Triangular bandages
 Regular stretch gauze

Oxygen Cart (located beside Emergency Cart)

"E" size oxygen tank regulator	Directions for use of tanks and masks
Nasal cannula	Non-rebreather mask

Eyewash Stations

Located in the dispensary and the clinic lab in the dental clinic and in Dental Materials Laboratory. They are marked with green "Eye Wash Station" signs.

Ammonia Vaporole

Taped inside overhead cabinet in each dental operatory in the clinic and in the Emergency Crash Cart.

Fire Blanket and Pillow

Located in the Storage room off the sterilization room on shelf next to Emergency Cart.

Fire Extinguishers

One is located in the Dental Materials Laboratory and two are located in the Clinic.

First Aid Kits

One first aid kit is located in the clinic lab and one in the materials lab classroom. Both are marked with "First Aid Kit" signs.

HALIFAX COMMUNITY COLLEGE

Exposure Incident Form Attachment 4

Name of Employee: _____ SSN: _____
Date of Incident: _____ Time of Incident: _____
Location: _____

Type of exposure (puncture, splash, cut, etc.): _____

Type of infectious material (blood, body tissue, body fluid, vomit) and amount if known:

Parts of Body Exposed: _____

Severity of Exposure: (depth of puncture, etc.): _____

Circumstances (work being performed etc.):

5. how and why the exposure incident occurred
 6. the job duty being performed at the time.
 7. whether the duty being performed is a normal,
 8. routine part of the employee's job.
- _____

Methods of control in place: _____

Personal protective equipment being used: _____

If personal protective equipment was not being used, explain why: _____

Action taken (decontamination, clean-up, reporting, etc.): _____

Recommendations for avoiding future incidents: _____

APPENDIX FF



Victim: _____
 Address: _____

Date of Birth: _____ City, State Zip _____
 Home Phone: _____
 Student _____ Visitor _____ HCC Employee _____
 Date _____ Time: _____ Location: _____

Type of Injury: Apparent Cause:
 _____ Sprain/Strain _____ Vehicle
 _____ Cut/Laceration _____ Fall/Lifting
 _____ Bruise _____ Hazmat
 _____ Illness _____ Chronic Illness
 _____ Acute Illness _____ Other _____
 _____ Other _____
 _____ Medical _____ Halifax Works _____ Halifax Regional Medical Center
 252-535-8463 252-535-8011

Were the Police Notified? _____ No _____ Yes Officer: _____

Narrative: [Type here]

Name of Witness(es)	Address	Phone #

Person Reporting: _____
 Time: _____ Date: _____
 P. O. Drawer 809
 100 College Drive
 Weldon, North Carolina 27890
 252-536-HCC1 (4221)

APPENDIX GG



CRIME INCIDENT REPORT

____ Suspect: _____

____ Victim: _____

____ Address: _____

City, State Zip

Date of Birth: _____

Home Phone: _____

____ Student

____ Visitor

____ HCC Employee

Date _____ Time: _____ Location: _____

Type of Crime:

____ Assault

____ Motor Vehicle Theft

____ Burglary

____ Robbery

____ Destruction/Damage to Property

____ Vandalism

____ Drug/Alcohol Possession

____ Weapon Possession

____ Larceny

____ Other: _____

Were the Police Notified? ____ No ____ Yes Officer: _____

Narrative: [Type here]

Name of Witness(es)	Address	Phone #

Person Reporting: _____

Time: _____ Date: _____

P. O. Drawer 809
100 College Drive
Weldon, North Carolina 27890

APPENDIX HH



MEDICAL EMERGENCY REPORT

Patient's Name _____

Today's
Date _____

Description of Medical Emergency: [Type here]

Time of Onset: _____

Time EMS Summoned: _____

Time EMS Arrived: _____

Time Patient Released: _____

Findings: _____

Blood Pressure: _____

Pulse: _____

Respirations: _____

Oxygen Delivery Method: _____

CPR initiated
by: _____

Time: _____

Drugs Administered	Route of Delivery	Drug Dosage

P. O. Drawer 809
100 College Drive
Weldon, North Carolina 27890
252-536-HCC1 (4221)

APPENDIX II

CRIME AWARENESS POLICY/REPORT

Halifax Community College

OFFENSE	NUMBER REPORTED
Murder	
Sexual Assault	
Sexual Abuse	
Robbery	
Assault (Aggravated)	
Burglary	
Motor Vehicle Theft	
Larceny	
Arson	
Crime of Prejudice	

ARRESTS FOR THE FOLLOWING	NUMBER REPORTED
LIQUOR LAW VIOLATIONS	
DRUG ABUSE VIOLATIONS	
WEAPONS POSSESSIONS	

Emmett T. Smith

For further references see; www.ojp.usdoj.gov/vawo/
www.ed.gov/admins/lead/safety/campus.html
<http://ifap.ed.gov/IFAPwebApp/index.jsp>
www.edc.org/hec/
<http://www.ed.gov/admins/lead/safety/campus.html>
revised/September 5, 2006

APPENDIX JJ

	KEY FILE INVENTORY	
ROOM	KEY DESCRIPTION	NAME
100 bldg		
100 bldg		
100 bldg		
100 bldg		
101		
101		
101-A		
101-B		
101-C		
101-D		
101-E		
101-F		
101-G		
101-J		
101-K		
101-Q		
103-A		
103-B		
103-C		
103-D		
109		
109		
109		
109-A		
111		
111-A		
111-A		
111-A		
111-A		
112		
112-A		
112-B		
112-C		
113		
114		
119		
121		
122		
123		
126		
128		
129		
130		



Halifax Community College Pandemic Influenza Plan

Introduction:

The World Health Organization (WHO) and the Centers for Disease Control (CDC) warn that the current risk from swine flu (H1N1) becoming the next human influenza pandemic is high. The focus of this Halifax Community College (HCC) Pandemic Influenza Plan is to provide a coordinated and comprehensive response to an influenza pandemic in order to help ensure continuation of education and services. An outbreak of swine flu (H1N1) could significantly interrupt normal College functions for a period of six to eight weeks and may require closure of the College. The College community is taking steps to prepare for the potential of such a pandemic in the interest of minimizing the risk of exposure among employees, students, and visitors. This plan is by no means complete nor is it intended to be. There are many issues both common and rare that may have to be taken into consideration when a pandemic occurs.

Why do we need to prepare for it?

HCC needs to prepare for a pandemic because if a human-to-human transmission is identified, it has the potential to spread very quickly. An outbreak of swine flu (H1N1) could significantly interrupt normal College functions for a period of two to four weeks or up to several months, and may require closure of College operations. HCC is taking the necessary steps to prepare for the potential of such a pandemic in the best interest of minimizing the risk of exposure among faculty, staff and students.

Mission of the Plan:

The primary mission of the Pandemic Influenza Plan is to identify the hazards that will be produced by an outbreak; plan for and reduce the impact of the outbreak; maintain operations during and after an outbreak; and advise employees, students, and visitors on the things they can do to alleviate the impact of an outbreak on the College and themselves.

Assumptions:

The impact of an influenza pandemic is unknown; however, should a pandemic occur, traditional operating assumptions will be inadequate. The following influenza pandemic assumptions were utilized in the development of HCC's Plan:

- In the event of a pandemic, the State of North Carolina will have minimal

resources available for local assistance, and local authorities will be responsible for community-based response plans.

- Vaccines and antiviral medications will be in short supply during the initial months after the onset of a pandemic.
- Direction to close schools, public events, restrict travel, and quarantine areas may come from NC Public Health and/or the Halifax County Health Department.
- A portion of the workforce could be out sick during a pandemic. People may decide to stay home to care for family members or because they are afraid of exposure.
- Flexibility will be necessary and might include expansion of physical space between work stations or allowing employees to work from home.
- Attendance policies will need to be flexible for students who become ill
- Leave policies will need to be flexible.
- Employees may need personal protective equipment (PPE) to maintain critical services.
- Assistance from outside organizations or levels of government will be unlikely if the outbreak is nationwide.
- The College may be closed because of staffing shortages or because of a community quarantine.

Emergency Response Planning Committee:

The Emergency Response Planning Committee will be the primary group responsible for the command and control function in the event of a pandemic. The committee is responsible for implementing and coordinating the Pandemic Influenza Plan. The Committee will work with state and local public health and other authorities to make decisions, identify trigger points and thresholds to institute containment measures such as closing and re-opening the College. The Committee will serve as the primary contact during the recovery phase, which will deal with the consequences of the pandemic. This Committee make-up is to ensure communication and information flow to and from the staff, faculty and students is taking place.

The Emergency Response Planning Committee will be composed of the following members:

- President
 - HCC Campus Police Chief
 - HCC Police and Security
- Vice President of Workforce and Operations
- Vice President of Academic Affairs and Student Affairs
- Dean of Academic Affairs
- Dean of Student Affairs
- Dean of Continuing Education
- Director of Counseling
- Counselor/High School Liaisons to each of the early colleges
- Safety Committee Representative
- Public Information Officer

- School of Vocational and Industrial Technology Chair
 - School of Nursing and Allied Health Chair
 - School of Nursing Department Head (Co-Vice Chair)
 - Student Government Association President/ Student Representative
- * In the event that the chairperson is absent/unavailable, then the available Co-Vice Chair committee member will act as chair.

Plan Components:

The Halifax Community College Pandemic Influenza Plan will encompass the following areas:

1. Continuity of Essential Functions
2. Human Resources Considerations
3. Security Measures
4. Crisis Communications

Area One

Continuity of Essential Functions:

Staff illnesses, directives of local government which may include travel restrictions or full/partial quarantines, disruption of power, and other pandemic related problems may prevent the College from operating at full capacity in the event of an influenza pandemic. Accordingly, the Emergency Response Planning Committee identified the following core functions that, in the committee's view, must be sustained to allow HCC to recover effectively from the pandemic and resume normal operations. The Personnel Officer will work with departments to identify and maintain lists of essential personnel that are required to ensure that core functions are continued in the event of a pandemic.

- A. Delivery of Instruction
- B. Delivery of Student Services
- C. Information Technology Services
- D. Payroll

A. Delivery of Instruction: Procedures to be implemented to continue the delivery of instruction during a pandemic include creating distance education components for classes including electronic lectures, utilizing electronic means for giving and receiving assignments/tests, reorganizing classroom time with labs, condensing semesters or developing alternative academic calendars, and revising attendance policies.

B. Delivery of Student Services: Procedures to be implemented to continue the delivery of student services during a pandemic include managing attendance issues, managing medical withdrawals, and dealing with financial aid issues.

C. Information Technology Services: Procedures to be implemented to continue the use and maintenance of information systems include remote access for essential employees, backup of records, and remote maintenance.

D. Payroll: Procedures to be implemented to continue the college's payroll during a pandemic include remote access for Accounting Technician/Payroll and Personnel Officer, ability to email timesheets for entering into payroll system, encouraging all employees to be on direct deposit, and entering into agreements with other community colleges to have payroll services provided.

Area Two

Personnel Considerations:

The College's ability to maintain essential functions will depend on the health, training, and commitment of its employees. The College will implement procedures to protect the health of our employees including educating employees about an influenza pandemic, encouraging employees to practice good hygiene, requiring employees to stay home when they are ill, establishing "social distancing" protocols, establishing standards for cleaning facilities, encouraging employees to obtain flu shots, revising vacation/sick leave policies during the pandemic, limiting travel to essential functions, limiting the meetings employees must attend, implementing "flex time" scheduling, implementing telecommuting policies, and developing return to work guidelines.

Area Three

Security Measures:

The Emergency Response Planning Committee will assess security risks at the College and recommend any enhanced security measures such as hiring additional security or upgrading electronic security equipment. The Emergency Response Planning Committee will develop protocols for securing the campus if it is closed and will develop plans for the security of data, records, and equipment that are transported to other sites or to the homes of employees working remotely.

Area Four

Crisis Communications:

Internal and external communications are essential components of the Pandemic Influenza Plan. The Emergency Response Planning Committee will designate a chain of command for issuing communications relating to a pandemic. The Public Information Officer is the designated as the overall Communications Coordinator. The Communications Coordinator will develop and secure prior approval of letters, press releases, and other communications for all audiences that will be released when the plan is activated. The Communications Coordinator will disseminate

copies of the Pandemic Influenza Plan to all employees and will create mechanisms for responding quickly and accurately to questions about the College's plan or policies. The Personnel Officer will maintain calling trees to keep employees informed during a pandemic crisis.

Authority to Activate the Plan:

The President is authorized to declare that an influenza pandemic crisis has occurred and to order the implementation of those portions of this plan as may be necessary. Upon plan activation the primary goal is to protect the health and safety of employees, students, and visitors. The Plan will operate in cooperation with other plans administered by local organizations such as the Halifax County Health Department. The Plan will also be secondary to federal, state, or local pandemic plans. In addition, the HCC Pandemic Plan is to be integrated with the Halifax Community College Emergency Plan and the HCC Business Continuity Plan.

The Halifax Community College Pandemic Influenza Plan will be activated in several escalating levels:

ACTIVATION LEVEL	LEVEL DEFINITION	COLLEGE RESPONSE
LEVEL 1	First confirmed cases in the area	College stays open with business conducted as usual. Emergency Response Planning Committee monitors the situation and begins planning for Level 2 scenarios. Communication with campus community increases to keep everyone informed of plans being implemented.
LEVEL 2	Adoption of social distancing measures	Emergency Response Planning Committee takes steps to plan for the possibility of quarantines and increases communication with employees and students.
LEVEL 3	First confirmed cases at the College	All administrative and academic support units shut down and the campus is closed. Essential personnel telecommute to complete essential tasks. The Emergency Response Planning Committee communicates by e-mail and telephone.

LEVEL 4	Recovery period	Once pandemic is under control, Emergency Response Planning Committee determines when to reopen the campus and addresses issues and concerns as they arise.
----------------	-----------------	---

Recovery Phase:

Once the threat of the pandemic is over, the Emergency Response Planning Committee will begin the process of assisting the College in recovery efforts. The recovery phase will determine which activities/services need to be carried out in a priority sequence and which areas are responsible for completing those tasks and will. During the recovery phase the Emergency Response Planning Committee will develop a timeline for the completion of activities/services and will keep employees and students informed on key issues and will communicate the date and time that the college will reopen for normal business operations.

Key activities/services to be considered include:

- Power and other utilities
- Facilities recovery
- Communications systems
- Information Technology systems
- Personnel services
- Services for students

Continued examination of the plan and updating will be required to ensure that the Halifax Community College Pandemic Influenza Plan effectively addresses the unique needs of the College. The Emergency Response Planning Committee will review and revise the plan annually.

References and Additional Resources

[World Health Organization \(WHO\) Epidemic and Pandemic Alert and Response](#)

<http://www.ncpublichealth.com/>

[Health and Human Services-Pandemic Flu.Gov.](#)

http://www.globalsecurity.org/security/ops/hsc-scen-3_flu-pandemic-distancing.htm

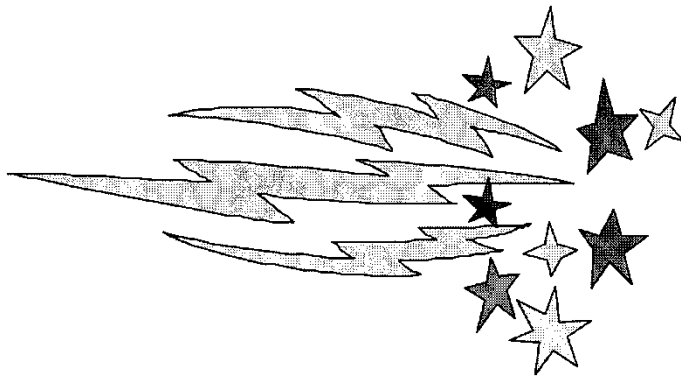
PPENDIX LL



EMERGENCY ACTION PLAN CHILD CARE CENTER

DIVISION OF CHILD DEVELOPMENT
NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

EMERGENCY PLAN TEMPLATE



Rev. June 2018

Child Care Facility

Emergency Plan Template

Table of Contents

Contents

EMERGENCY PROCEDURES AND EVACUATION	253
I. GENERAL INFORMATION	253
II. FIRE	253
III. INCLEMENT WEATHER	255
IV. ILLNESS OR INJURY	255
V. BOMB THREATS	256
VI. UTILITIES AND MAINTENANCE EMERGENCIES	257
VII. EMERGENCY EVACUATION	259
SERIOUS INJURY OR ILLNESS	261
HURRICANE PLAN	263
TORNADO/SEVERE WEATHER WATCHES AND WARNING	264
PROCEDURES	264
Bomb Threat Information Form	266
FLOOD PLAN	268
HAZARDOUS MATERIALS ACCIDENTS	269

Assistance in preparation of this emergency plan provided by:

**Wake County Emergency Management Agency
Emergency Preparedness Team**

EMERGENCY EVACUATION PLAN POLICY

- A. It is the responsibility of the Child Care Facility to prepare plans whereby the facility, or parts thereof, can be evacuated quickly in the case of an emergency. Causes for evacuation could be fire, bomb threats, explosion, flood, severe thunderstorm, severe winter storm, hurricane, tornado, toxic fumes, and electrical failure or structural failure. In an emergency, evacuation of the Child Care Facility should proceed as rapidly and safely as possible. The plans shall be developed considering three scenarios of evacuation.

Those being:

1. **In-place evacuation:** Keeping children and staff members in place but securing location for the emergency at hand. Example: (tornado and chemical release)
2. **On-site evacuation:** Movement of children and staff members out of buildings affected and relocated to other areas on campus.
3. **Off-site evacuation:** Movement of part of all children and staff members off campus to another designated area.

These plans shall include:

- a) Authority
- b) Evacuation Routes
- c) Evacuation Procedures/locations
- d) Evacuation of Handicapped
- e) Collection points
- f) Accounting of Personnel
- g) Assignment of Responsibilities

Further areas of the plan shall include:

- a) Command Post
- b) Medical/Triage Post

- c) Communication
- d) Public Relations
- e) Transportation
- f) Shelters
- g) Records Retention
- h) Food/clothing
- i) Evacuation Cost Assessment
- j) Rescue and Clean-up

- B. The Facility Director shall be presented with the completed plan and shall review for approval. The plan shall be reviewed annually and updated as needed. A copy of a summary of this plan should be forwarded to the local Fire Department and the local Emergency Management Agency.
- C. Each employee at the facility shall be made familiar with the plan and trained in his/her responsibilities within the plan annually. New employees shall receive this review during their orientation period.
- D. Each child, if of capable age, shall receive training concerning emergency evacuation procedures during their orientation period.
- E. Floor plans shall be developed for each area and posted in public view showing exits and directional paths for traffic flow. Copies of the floor plan shall be given to the local Fire Department and the local Emergency Management Agency.
- F. Fire drills will be held monthly.
- G. Tornado drills should be held annually and scheduled to occur during Severe Weather Awareness Week (usually the last week of February each year), sponsored by the North Carolina Emergency Management Division and the National Weather Service.
- H. Power generators (when present) are to be tested at least every two weeks. All other emergency equipment shall be tested at predetermined times.

EMERGENCY PROCEDURES AND EVACUATION

I. GENERAL INFORMATION

- A. The safety of the children and staff members at a Child Care Facility is the highest priority. The purpose of this directive is to provide procedures to be followed by the staff members of a Child Care Facility to insure the safety of its children and staff members in the event of an emergency.
- B. In the event of an emergency the Child Care Facility director (or his/her designee) will be notified as soon as possible regarding the situation and the response on it.
- C. In the event of an emergency the Child Care Facility Director, or designee, may require that all staff members on duty remain at work or return to work until the situation is no longer deemed an emergency.

II. FIRE

- A. Evacuate the area of the fire (always stay low as smoke and heated gasses collect near the ceiling first)
- B. Activate the fire alarm (if so equipped)
- C. Call 911, indicating the need for assistance from the fire department and law enforcement. Other communication networks should be identified and utilized in the event that the fire has caused the telephone system to be out of order.
- D. The facility director, or designee, will designate a person, or persons, to go to the nearest intersection to direct the fire department vehicles to the scene.
- E. Evaluate the situation; determine quickly, if possible, the size, nature, and location of the fire within the facility.
- F. Upon the arrival of the fire department the facility director, or designee, shall establish contact with the senior fire department official and coordinate subsequent activities with him or her.

- G. Make certain that all children and staff members are accounted for and safe. Move to other locations as required. A fire deemed in any way to be a threat to the safety of the children or the staff members, calls for evacuation to the outside area, away from the building.
- H. All windows and doors in the facility should be closed, and all electrical switches and beakers tuned off. However, do not waste time doing this if the condition is an emergency.
- I. Any of the steps above may be done simultaneously as the number of staff members on duty permits. The decision not to follow any of these steps is justifiable only when there is certainty that there is imminent danger.
- J. If the fire is small, any of the facility's fire extinguishers may be used to put it out, if the staff member has received proper training. Although there should be no hesitation regarding the use of fire extinguishers, the fighting of any fire by staff members should be undertaken only if there is no imminent danger.
1. The Child Care Facility's fire extinguishers are located as follows:
 - a) Kitchen _____
 - b) Corridor _____
 2. Each staff member is responsible for becoming familiar with the use of fire extinguisher (if so required by the facility).
- K. The nature of the fire is a key factor in determining a course of action. Smoke color may indicate the potential danger of the situation as follows:
1. **Yellow smoke** may indicate the presence of toxic gases. Evacuation should proceed immediately, and no effort should be made to extinguish the flame.
 2. **Gray smoke** with brown wisps is indicative of any electrical fire. Again the area should be evacuated immediately, and all should stay clear of the area.
 3. **Gray-black smoke** is indicative of a primary fire. The first priority remains evacuation of the immediate area. Staff members may attempt to extinguish the fire only if there is no severe danger of smoke inhalation.
- L. Ensure that no re-entry is attempted until authorized by the fire department

III. INCLEMENT WEATHER

(See separate Appendix B for Hurricane and Appendix C for Severe Weather Plans)

IV. ILLNESS OR INJURY

A. MINOR

1. Treat with medical supplies on hand.
2. Evaluate periodically to see if further medical attention is required.
3. Document treatments and evaluations in children's file.
4. Consult family members.

B. MAJOR

1. Employ first aid techniques as trained, if needed (Please see the Attached Appendix A for detailed information)
2. Contact **911**, if immediate medical attention required.
3. If an illness or an injury requires a doctor's care, but emergency services are not required, the staff members should then arrange for transportation to the emergency room, pediatric clinic, or hospital per instructions of the family member.

C. DEATH

1. If a death occurs at the Child Care Facility the following should be contacted immediately
 - a) Call **911**, request emergency assistance.
 - b) Contact local Law Enforcement; allow them to notify the family members.
 - c) The facility director
2. The body should not be moved or tampered with.
3. All children should be moved to a part of the building away from the body.
4. The children should only be told what is essential for them to know about what has occurred,
but should be offered comfort and counseling as needed.

5. No news media should be contacted. If a news reporter is aware of what has occurred and solicits information, he/she should be referred to the facility's director

No filming or photography is to be allowed inside the building.

*****NOTE: Never move or touch unidentified o suspicious objects.**

V. BOMB THREATS

A. GENERAL PRECAUTIONS

1. Any bomb threat should be treated as real until proven otherwise.
2. Unidentified o suspicious objects should be reported to the authorities.
3. Evacuation should be to an outdoor area as far from the building as safely possible. The area to be evacuated to should be searched quickly before evacuation.
4. Upon evacuation, all windows and doors should be left open, if possible, to minimize shock damage from blast.
5. Upon arrival of law enforcement authorities the facility director, o designee, will assist with search (i.e.: unlocking doors, identify strange o suspicious objects).
6. The appropriate authorities should be consulted prior to re-entry into the building.
7. See Appendix D for threat information sheet

B. TELEPHONE THREAT

1. The staff member that received the call should tell another staff member that a bomb threat is in progress so that:
 - a) The building may be immediately evacuated, and
 - b) Local Law Enforcement may be contacted via 911.
2. The receiver of the call should keep the caller on the line as long as possible.

3. Information should be recorded on the Bomb Threat Form as quickly as possible.

Information sheets are kept near each phone, or specifically record the following information:

- a) The exact time the call was received _____
- b) The caller's exact words _____
- c) A description of the caller's voice. _____

4. If the call receiver has the time and opportunity he/she should ask the caller for:

- a) The location of the bomb. _____
- b) The exact time of explosion _____
- c) A description of the nature and appearance of the bomb. _____
- d) The caller's name and their location. _____

C. WRITTEN THREAT

1. The staff member receiving the written threat should handle it as little as possible, (to preserve finger prints), and should save all materials including any envelope or other container.
2. Local Law Enforcement should be contacted first, followed by the facility supervisor on duty, and/or the facility's director.
3. The building should be evacuated until it is determined that there is no longer a danger.
4. All materials involved in the threat should be turned over to the authorities.

VI. UTILITIES AND MAINTENANCE EMERGENCIES

A. GAS LEAK

1. If any staff member or children smells gas, act quickly.
2. Open windows immediately.
3. Call 911 and report the possible gas leak.
4. Do not turn any electrical switches on OR off. Eliminate all flames.
5. Check all gas taps and turn them off.

6. If necessary, turn off the gas main. The shutoff valve is next to the meter. Using a wrench turn the valve a quarter turn in either direction.
7. If the gas odor remains strong, evacuate the area immediately.
8. Do not return to the building until the fire department announces it is safe.

B. POWER FAILURE

1. The building's emergency lights, if so equipped, should come on automatically. They are connected to the facilities emergency generator, or back up batteries, which will start automatically upon loss of power (if a generator is present and connected properly).
2. The Centre has 5 flashlights which are located in the office and classrooms_____. There are spare batteries located in the staff lounge cabinet_____.
3. A battery-operated radio is located in the office_____. The radio may be used to monitor weather conditions, etc. The official Halifax County Emergency Action Stations are 162.475 AM.
4. In the event of a power failure, the staff members on duty should contact the following:
Local Power Company. Phone: Dominion Power, 1-888-667-3000
5. The Child Care facility's on-duty supervisor and/o the director and HCC maintenance.

C. LOSS OF WATER

1. There is an emergency supply of water located in the kitchen refrigerator . This water should be used sparingly, and only for emergency.
2. In the event of the loss of water, the staff members on duty should contact the following:
 - a) Local public works (Only if loss of water is neither the result of a general power failure no the result of an internal plumbing problem).
Phone: HCC maintenance, x365 Public Works: 583-1451 or 583-8201
 - b) The facility's supervisor on duty and/o the director.

D. LOSS OF TELEPHONE SERVICE

1. There is a cellular phone located in the office which may be used in the event that regular telephone service is disputed. Use of the cellular phone is costly, however, and as such should be limited to absolute need.
2. In the event of loss of telephone services, the staff members on duty should contact the following:
 - a) Local Telephone Company repairs service. (Only if loss of service is not the result of a general power failure). Phone: 1-800-786-6272 o HCC 1ST, x 265
 - b) The facility's supervisor on duty and/or the director.

E. LOSS OF HEAT/AIR CONDITIONING (emergencies only)

1. Contact the facility's supervisor on duty and/o the director
2. The supervisor or staff member on duty should contact the installer of system and/or the company that services the units.

Contact Information: HCC maintenance, x 365

F. PLUMBING PROBLEMS (emergencies only)

1. Contact the facility's supervisor on duty and/o the Director
2. The supervisor or staff member on duty should contact the following plumbing company:

Contact Information: HCC maintenance, x 365

G. PROBLEMS WITH LOCKS AND KEYS

1. Contact the facility's supervisor on duty and/or the director.
2. The supervisor on duty may contact: Security, x 286.

VII. EMERGENCY EVACUATION

- A. In the event of a fire, bomb threat, electrical, chemical or other emergency that would require the evacuation of the building, all staff members should adhere to the following:

1. Call **911**, indicating the need of assistance from the local fire department and law enforcement.
2. Make certain all children and staff members are accounted for and are safe.
3. Evacuate all children and staff members to an area as far from the building as safely practical.
 - a. Adhere to predetermined evacuation routes, if possible; however, do not hesitate to adjust these routes to avoid dangerous areas.
 - b. All children and staff members with special needs are to be assisted as needed.
4. Conduct a second head count for children and staff members.
5. Notify the director as early as possible.
6. Do not approach or re-enter the building until consultation with the police authorities.
7. Contact Halifax County Emergency Management, 252-583-2031

Appendix A of the Emergency Plan Template

SERIOUS INJURY OR ILLNESS

The immediate concern is to the aid of the sick or injured person. Proceed according to the following plan:

- A. No staff member should place themselves at risk in the rescue of an injured child or staff member. Call Emergency 911 and request the needed emergency responders.
- B. Do not move the victim, especially if their injury is the result of a fall, unless they are in a life threatening or dangerous environment.
- C. Notify a qualified first aid person in the facility. Qualified first aid personnel are:
NAME: LOCATION: HCC Child Care Centre
- D. Treat Immediately life-threatening injuries first in priority code:

(Emergency 911 should be called first for each of the following) :

Impaired Breathing	Heart or Circulation
Severe Bleeding	Shock

- a) **Impaired Breathing** -Work Efficiently. The average person will die in six minutes or less if their oxygen supply is cut off. Place victim on his/her back, loosen collar, remove any obstructions to the airway, and apply mouth-to-mouth resuscitation (if so trained). After the victim is breathing alone, treat for shock.
- b) **Heart /Circulation Failure** - Work quickly. If possible, get trained help and work as a team. Apply cardiopulmonary resuscitation (CPR). If successful, treat for shock.
- c) **Severe Bleeding**- Act Quickly. Apply direct pressure on the wound with your hands, using a clean cloth if one is available. If there are no fractures, elevate the wound. If bleeding is of a spouting or pumping nature, apply pressure to the appropriate arterial pressure point. Never use a tourniquet except as a last resort.

d) **Shock**- If there is no head or chest injury, keep head lower than the rest of the body.

Loosen clothing and cover with blankets. Encourage fluids if victim is conscious and there is no abdominal injury or nausea.

E. Other injuries or illnesses should be treated in priority with respect to threat to life.

F. Depending on the seriousness of the injury the victim should be taken to a nearby hospital by ambulance, or driven by someone else.

Appendix B of the Emergency Plan Template

HURRICANE PLAN

- A. The safe place designated by the facility director is Room 606, 600 Building (in-place).
 - 1. All children will be moved to the safe location.
 - 2. Maintain flashlight and voice contact among staff members at all times.
 - 3. Direct all children to sit on the floor in designated area, not in front of doors
 - 4. Advise all children to wear shoes.
- 5. Make sure to do a head count before moving to safe place, after arriving at safe place, and after leaving designated area.
- B. After absolutely certain that the storm has passed, staff members should do a head Count and check the complete building for any damages such as fire, water, or structural.
- C. Notify the Director as soon as possible with an update of conditions.
- D. Notify all agents that services are needed.
- E. On-site: 400 Building, Room 401-B
- F. Off-site: Weldon High School gymnasium

Appendix C of the Emergency Plan Template

TORNADO/SEVERE WEATHER WATCHES AND WARNING PROCEDURES

- A. The safe place designated by the Facility Director is Room 606, 600 Building (in-place)
 - 1. All children will be moved to the designated location.
 - 2. Maintain flashlight and voice contact among staff members at all times.
 - 3. Direct all children to kneel down on their knees with their head between their legs covering their head with their hands.
 - 4. Advise all children to wear their shoes.
 - 5. Make sure to do a head count before moving to a safe place, after arriving at a safe place, and after leaving the designated area.
- B. After absolutely certain that the storm has passed,
 - 1. Staff members should do a head count.
 - 2. Provide any necessary first aid and call 911 for any necessary response agencies.
 - 3. Check the complete building for any damages such as fire, water, or structural.
 - 4. Turn on and test utilities.
- C. Notify the Director as soon as possible with update of conditions.
- D. Notify all agents that services are needed.
- E. **Severe Thunderstorm WATCH**
 - 1. Advise all staff members of the weather condition.
 - 2. Monitor radio/ television news for updates and/or the NOAA Weather Radio.
 - 3. Modify outdoor activities to ensure that relatively quick access to shelter is available.

F. Severe Thunderstorm WARNING

1. Advise all staff members of the weather condition.
2. Monitor radio /television news for updates and/o NOAA Weather Radio.
3. Terminate outdoor activities and seek shelter.
4. Monitor sky conditions. If you see a dark, funnel shaped cloud, seek shelter and if possible, call 911 and report it.

G. Tornado WATCH

1. Take all precautions included in a Thunderstorm Watch and in addition:
2. Upon approach of thunderstorms, cease any outdoor activity that would delay the seeking of shelter.
3. Monitor sky conditions. If you see a dark, funnel shaped cloud seek shelter and if possible, call **911** and report it.

H. Tornado WARNING

1. Monitor radio/TV continuously.
2. Monitor sky conditions continuously. If you see a dark, funnel shaped cloud seek shelter and if possible, call **911** and report it.
3. Turn off all utilities if time permits.
4. Move all staff members and children to designated location:
Room 606, 600 building (in-place)
On-site: 400 building, Room 401-B
Off-site: Weldon High School gymnasium

Appendix D of the Emergency Plan Template

Bomb Threat Information Form				
Exact Time of Call:		Date of Call:		
Exact Words of Caller:				
QUESTIONS TO ASK				
1. When is bomb going to explode?				
2. Where is the bomb?				
3. What does it look like?				
4. What kind of bomb is it?				
5. What will cause it to explode?				
6. Did you place the bomb?				
7. Why?				
8. Where are you calling from?				
9. What is your address?				
10. What is your name?				
DESCRIBE CALLER'S VOICE (circle)				
Male/Female	Age			
Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal
THREAT LANGUAGE				
Well Spoken (educated)		Irrational		Message read or recorded
Foul/vulgar		Incoherent		

If voice is familiar, whom did it sound like?	
Where there any background noises?	
Remarks made by caller	
Person receiving the call	
Telephone Number/line call received	

Appendix E of the Emergency Plan Template

FLOOD PLAN

When Flash Flood conditions are forecast, the following guidelines shall be used:

- A. Contact the on duty supervisor and I o the facility director.
- B. Monitor television, radio, and/or NOAA Weather Radio for forecast updates.
- C. Move records and valuable equipment to higher floors. Store chemicals where flood waters cannot reach them and cause contamination.
- D. Make transportation preparations to move children and staff members in the event that evacuation is needed.
- E. Safe area to be evacuated to is: _____
Safe Route there is: _____
- F. Evacuation
 - 1. If the facility is in a low lying area vulnerable to flooding, evacuation will be immediate.
 - 2. Evacuation is to follow the safest route possible (listen to weather and news reports for routes). Maintain voice contact among staff members and ensure all children and staff members are accounted for.
 - 3. If time and conditions permit, unplug all electrical appliances.
 - 4. All loose outdoor articles are to be brought in or tied down.
 - 5. Lock all doors.

HAZARDOUS MATERIALS ACCIDENTS

- A. Evacuate the area immediately.
 - 1. Do not turn any electrical switches on or off.
 - 2. Eliminate all open flames.
 - 3. Evacuation should be to an area (if possible) upwind and uphill of the facility.
- B. Call 911, and report that there has been a Hazardous Materials Spill.
- C. Do not attempt to contain, touch, or identify (if unknown) the hazardous material.
- D. Do not attempt to rescue someone who has been overcome by fumes.
- E. If a child or staff member has had contact with chemicals, the chemicals should be washed off immediately.