

Final Draft
LAKE-SUMTER
COMMUNITY COLLEGE



EMERGENCY
MANAGEMENT PLAN
(A SAFETY & SECURITY MANUAL)
Updated: July 1, 2009

Lake-Sumter Community College Emergency Management plan

TABLE OF CONTENTS

INTRODUCTION.....	1
A. The Growing Importance of Safety Management	1
B. New Directions in Safety Management.....	1
C. Who is Responsible for Employee Safety?.....	2
D. Emergency Media Relations.....	3
CHAPTER ONE: PERSONAL RESPONSIBILITY FOR SAFETY.....	4
A. Responsibility of College Employees.....	4
CHAPTER TWO: PERSONAL PROTECTIVE EQUIPMENT	7
A. General Directions/Requirements.....	7
CHAPTER THREE: PHYSICAL INJURY OR ILLNESS TO STUDENTS ON CAMPUS	10
A. Physical Injury Involving Students	10
B. Physical Illness Involving Students.....	11
CHAPTER FOUR: FIRE PREVENTION, EXTINGUISHMENT, AND FLAMMABLES	13
A. Fire Prevention.....	13
B. Fire Protection Plan.....	13
C. Minor Fires – Extinguishment	13
D. Major Fires	14
E. Storage of Flammable Liquids	14
CHAPTER FIVE: EMERGENCY PROCEDURES.....	16
A. General Precautions for Maintaining College Security	16
B. Bomb Threat	17
C. Search Procedures.....	18
D. Evacuation Procedures.....	19
E. Suspicious Articles.....	20
F. Drive-By Shooting	20
G. Hostage Crisis.....	21
H. Situations Involving a Weapon.....	22
I. Armed Person on Campus.....	22
J. Active Shooter on Campus.....	22
K. Suicide Threats and Attempts.....	23
L. Threat of Terrorism and Terrorist Acts.....	23
M. Understanding the Homeland Security Advisory System.....	24
N. Post-Crisis Management Relating to Violence and Terrorism.....	25
CHAPTER SIX: COMPUTER SERVICES EMERGENCY /DISASTER RECOVERY	26
A. Area Emergency	29
B. Fire	29
C. Emergency Notification List	29
D. Disaster Recovery Procedures	29
CHAPTER SEVEN: BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN	30
A. General Information	30
B. Implementation Schedule and Methodology.....	31
C. Glossary	36

CHAPTER EIGHT: HAZARDOUS WASTE	38
A. Description	38
B. General Rule	38
C. Don'ts for Hazardous Wastes	38
D. Disposal	38
E. Biological Wastes	39
F. Biohazardous Waste – Dental Assisting Labs	40
G. Procedures for Handling Spills	41
CHAPTER NINE: PLANT OPERATIONS	43
A. Guidelines	43
B. Lifting	44
C. Ladders	45
D. Portable Work Platforms	46
E. Barricades	46
F. Tools and Equipment	46
G. Grinding and Buffing Wheels	50
H. Lockout Procedures	51
I. Grounds – Keeping Equipment	52
J. Electrical Work	54
CHAPTER TEN: CHEMICAL HANDLING	55
A. Chemicals	55
CHAPTER ELEVEN: MOTOR VEHICLE SAFETY	57
A. Driver's License Requirements	57
B. Use of College Vehicles – General Information	57
C. Accident Procedures and Reports	58
D. Garage and Machine Repair	58
E. Material – Handling Equipment	61
CHAPTER TWELVE: LSCC HURRICANE AND DISASTER PLANS	63
A. General Information	63
B. Procedures	63
C. Leesburg Campus Procedures	64
D. Personal Property Insurance	65
E. All Clear From Hurricane	65
F. Emergency Procurement Procedures	65
CHAPTER THIRTEEN: CLASSROOM AND OFFICE SAFETY MANAGEMENT	69
A. General	69
B. Safety Management Precautions	69
C. Technology Risks/Hazards in Offices	70
D. Security of Property in Offices	71
CHAPTER FOURTEEN: FLORIDA "RIGHT TO KNOW" LAW	72
A. Employee Rights	72
B. Departmental Responsibilities of Employer	73
SUMMARY	73

EMERGENCY MANAGEMENT PLAN

INTRODUCTION

A. THE GROWING IMPORTANCE OF SAFETY MANAGEMENT

Reasons for maintaining accurate and timely safety management procedures:

New Knowledge, New Technology, and Ongoing Concerns for Individual Health and Safety and the Protection of the Environment – These are spurring major changes in the safety management field. Employees, the public, the states, and the U.S. government are no longer willing to trust business and industry to protect their interests.

Soaring Costs of Operation – Cost of employee injuries, illnesses, and deaths such as worker's compensation, medical and treatment expenses, lost time (lower productivity), training of replacement workers, loss of employee morale (lower productivity) and retraining of injured employees. General costs include administrative expenses and fines levied by OSHA (the Federal Occupational Safety and Health Administration).

Expansion of Legal Remedies Available to Employees – Until recently workers' compensation laws were designed to make workers' compensation the "exclusive remedy" for injured workers and their families. Recent court decisions have held that employees and relatives **can** sue for work-related injuries, illnesses, and deaths.

Recent World Events of Violence and Terrorism – Acts of terrorism and violent acts have become an acknowledged problem throughout the world. These events require responsible organizations, including colleges to address the possibility of such acts.

B. NEW DIRECTIONS IN SAFETY MANAGEMENT

As a result of these factors, organizations find that safety and health efforts translate into significant financial benefits. In addition to safety and health concerns, appropriate preparedness for emergencies and criminal activities require consideration. Areas getting new attention include:

Risk Management, Loss Control, and Safety – Risk management is the process of identifying, analyzing, and evaluating risks that may affect an organization and then developing effective methods to minimize those risks. Risk management links the financial end of the business to risk avoidance, prevention, and control. Loss control is the effort to control organizational operating expenses by reducing or eliminating incidents that could be detrimental to the organization.

Risk managers and loss control specialists can assist safety managers by pointing out areas of high, or potentially high, safety and health risks and loss in the organization. They can then work with safety managers to develop plans to eliminate or at least reduce risks and potential losses.

Off-the-Job Safety – Employers are realizing that off-the-job injuries and illnesses may have negative consequences such as loss of employee productivity, reduced productivity even after returning to work (and thus eventually covered under workers' compensation), and similar problems.

Ergonomics – Scientific innovations and breakthroughs are making it easier, more convenient, and safer for employees to perform their manual tasks. Jobs are being analyzed and subsequently

re-engineered to make them fit the human body better, thus reducing the risk of injury to employees who perform these tasks.

Computers – Computers are being used by companies to log and analyze accidents, monitor employee exposure to chemicals and other hazards, and provide employee safety training.

Safety Circles – Many organizations have employee safety circles devoted specifically to safety and safety-related issues, and the well managed ones are meeting with excellent success.

Office Safety – White-collar hazards involve environmental exposures to chemicals and indoor pollution, psychological disorders including stress and lack of fitness, and illnesses associated with computer terminals. Research is being done in these areas, and experts are beginning to propose solutions to these problems.

Environmental Safety – The list of hazardous chemicals and substances is growing and new and more serious harmful effects of exposure are being discovered. "Right-to-know" legislation is part of the response to a growing awareness of this problem.

Rehabilitation and Back-to-Work Programs – More attention is directed towards getting injured and otherwise disabled employees back to work in productive capacities.

Wellness Programs – Wellness programs offer information and services to employees on fitness, nutrition, how to stop smoking, weight control, stress reduction, psychological counseling, and similar topics.

Campus Security Awareness and Response Measures – Communities such as colleges can become the target of violent and criminal activities. Knowing how to prepare and establishing guidelines for responding to an event is vital.

C. WHO IS RESPONSIBLE FOR EMPLOYEE SAFETY?

The responsibility for employee safety is broadly based. Safety managers have a significant part of the responsibility for employee safety; however all of us share some of the responsibility in the organization.

Staff Managers and Supervisors work directly with employees' day in and day out and know the hazards, the workers facing them, and what it will take to get employees to work safely.

Faculty interacts very closely with students on a daily basis. They have an inherent responsibility to ensure the safety of their students and co-workers.

Employees must accept some responsibility for their own safety.

Whatever your position may be within the College, this handbook is designed to help you meet your safety responsibilities to your workers and to your college with maximum effectiveness. It must be recognized that the field of job safety and health is continually changing and important to all of us.

D. EMERGENCY MEDIA RELATIONS

Crisis communication planning can help deal effectively with the media during/after unexpected disasters, emergencies or other unusual events that may cause unfavorable publicity for Lake-Sumter Community College.

- Bring the situation under control, if possible. Always protect people first and property second.

Once safety has been restored, face the public and face the facts. Never try to minimize a serious problem or "smooth it over" in the hopes that no one will notice. Conversely, analyze the situation to judge its newsworthiness. Many times the situation doesn't warrant media attention. Don't blow minor incidents out of proportion or allow others to do so.

- Gather the facts - who, what, where, when, why and how.
- After contacting security (and calling 911, if necessary), contact the President's office. This office, along with the administrative services staff, college relations and other relevant departments, will act quickly to gather information and determine the message that the media should have, as well as the most appropriate spokesperson.
- **At no time** should LSCC staff, faculty or students contact or conduct interviews with the media about campus emergencies or negative events. The press should always be referred to the President's office for comments. Media professionals understand that institutions such as LSCC have a spokesperson to answer such questions and should act accordingly. Don't allow yourself to be coerced into giving out "unofficial" information.
- Via the President's office, key administrators will discuss and formulate a cohesive response to the emergency or incident, as well as other consequential issues that might be addressed by the media. Once a spokesperson has been appointed, he/she should give the media as much information as possible. (They'll get the information, accurate or not, from other sources, if not from the designated person.)
 - don't speculate. If the facts aren't known, say so and promise to get back to the media as soon as possible. Then be sure to do so.
 - Protect the integrity and reputation of Lake-Sumter Community College.
 - Report the bad news. Don't allow another source to inform the media first.
- Follow up...Make amends to those affected and then do whatever is necessary to restore LSCC's reputation in the community. Change internal policies or institute new ones to minimize a repeat of the crisis situation. Also, revise the crisis communication plan based on the experience.

EMERGENCY MANAGEMENT PLAN

CHAPTER ONE: PERSONAL RESPONSIBILITY FOR SAFETY

No safety rule can substitute for common sense, and safety rules cannot be devised to cover every situation you experience on the job. Therefore, good judgment must be used in every work situation. Each employee is personally responsible for the following:

A. RESPONSIBILITY OF COLLEGE EMPLOYEES

Individuals

Follow the approved practices and procedures outlined in this manual, and any other approved manual or standards that apply on any work performed for the college.

- (a) Use only appropriate and approved protective equipment and devices provided by the college. Use such equipment or devices whenever a hazard justifies their use or when instructed by your supervisor.
- (b) Frequently inspect tools and other equipment used to make sure they are in good condition.

Report any condition that may cause bodily injury or property damage to your supervisor. Alert employees to a hazard so they can correct or avoid it before an accident occurs.

Immediately report to the person in charge any work-related injury, no matter how slight, or any accident causing property damage. Treat all minor injuries, and report the injuries to the employee's supervisor by the end of the workday. Any injury that may require the services of a physician must be immediately reported to the Security Office for further help.

If a hazard or unsafe condition exists which can be safely resolved by the employee until a more permanent remedy can be achieved, do it.

Supervisors

Supervisors are responsible for telling employees how to comply with safety rules and practices. Supervisors will reinforce this communication through their own actions by placing safety first in all work situations.

Supervisors are responsible for briefing employees before work starts and inspecting tools, equipment, and the work area as applicable to the work to be done. Supervisors are also responsible for observing work in progress.

- (c) Supervisors will provide or ensure accessibility of first aid kits and ensure they are properly stocked.
- (d) A supervisor will take immediate action to stop and/or correct an unsafe practice once it is discovered. Once the unsafe condition is resolved, the supervisor will take appropriate steps to prevent a reoccurrence.

Faculty

- (a) Faculty members teaching in laboratories should be familiar with safety requirements issued by division chairs or program managers.
- (b) Students in science laboratories will be required to read and sign a Laboratory Conduct and Safety Agreement agreeing to follow all safety rules and regulations.
- (c) Faculty or designated staff must conduct at least annual inventory of chemicals used in each laboratory and post an emergency plan explaining what to do in case of chemical spills and laboratory evacuation.

Accident Investigation and Reporting

- (a) Employees who suffer a work-related injury must report the injury to their supervisor and complete a written accident report no later than the end of the workday in which the injury occurred. Security should also be included in collecting information and an possible investigations.
- (b) Immediate supervisors must investigate all accidents to determine the cause and the steps needed to prevent a recurrence. It is the supervisor's responsibility to obtain complete and detailed facts of the accident as soon as possible after it occurs and to contact the Insurance Manager to make sure the proper forms are completed.

Instruction and Education

- (a) Each employee will be trained in approved safety work practice for any operations they are asked to perform.
- (b) Employees must follow safe work practices at all times unless deviation has been specifically approved in writing by their supervisor.
- (c) Supervisors and assigned personnel will periodically review and study the safety manual.

Comprehensive Safety Inspection

All college facilities will be inspected annually under the direction of the Director of Facilities to determine compliance with fire, casualty, and sanitation standards, as prescribed by the State Rules for Educational Facilities (SREF) and Uniform Building and Fires Codes.

Controlled Substances

- (a) Using or possessing alcohol on college property is prohibited except in situations where permission for its use has been granted by the president. Possession or use of controlled substances are illegal by state and federal laws and are prohibited on college property.
- (b) Disciplinary action up to and including termination will result from any violations of college policy or directives on this subject.
- (c) A substitution to this rule may exist within a learning environment, such as training of law enforcement officers. For example, DUI detection training requires the use of alcohol in the classroom environment.

Good Housekeeping

Good housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. Good housekeeping is everyone's responsibility.

- (a) Clean up oil, chemical, or liquid spills immediately to eliminate slipping and fire hazard.
- (b) Keep all work areas free of tools, materials, draped hoses, extension cords, and other objects that create hazards.
- (c) Keep offices organized and free of clutter to include floors and windows installed for the purpose of outside viewing into the office space.
- (d) Store all food items in appropriate storage areas (refrigerator, kitchen cabinets, etc.) to prevent attracting rodents and insects.

Cleaning up the area where you are working is part of the job. A job is not completed until it cleaned up.

CHAPTER TWO: PERSONAL PROTECTIVE EQUIPMENT

A. GENERAL DIRECTIONS/REQUIREMENTS

Personal Protection Equipment – Employees are required to wear personal protection equipment when exposed to work hazards. The rules are as follows:

- (a) Personal protection equipment for eyes, face, head, and other body parts such as protective clothing, breathing devices, and shields must be provided, used, and maintained in a sanitary and operational condition. The College will provide all required personal protection equipment. Using employee-owned personal protection equipment is prohibited. Damaged personal protection equipment will be removed from service until repaired or replaced.
- (b) It is the supervisor's responsibility to ensure adequate personal protection equipment is provided and is kept clean and in good repair.

Head protection

- (a) All employees must wear helmets for head protection when performing or observing work where the head is exposed to falling, flying, or moving objects or any other types of head injury hazards, or when directed by the supervisor.
- (b) All visitors are required to wear approved protective headgear when visiting a construction area or when in an area where employees are required to wear protective headgear.

Foot Protection

- (a) Safety-toe footwear or other foot guard protection is required when foot injury hazards are present from rolling, falling, or otherwise moving objects, or as directed by the supervisor.
- (b) Canvas shoes, or any type of soft shoe, will not be worn in any area where potential for foot injury exists or as determined by the supervisor.

▪ Eye/Face Protection

- (a) General – All employees must wear approved protection during construction, maintenance operations, inspection, or observation where there is danger of exposing the eyes and face to flying particles, acids, caustics, harmful electric arcs, light rays or other types of eye and face hazards, or when directed by a supervisor.
- (b) Chemical Handling – Employees must wear eye and face protection when handling acids, caustics or other irritating or harmful dusts, liquids, or gases. Special hooded ports on the goggles are required to protect the eyes when handling chemicals. Approved goggles will protect the eyes, but face shields/masks may be required to protect the face from chemical splashes.

Light Impact and Dust – Eye protection must be worn when scaling rust, soldering, using compressed air, etc. Face shields are preferred for jobs involving flying particles or spatter but with little dust. Protective glasses are approved if exposure is slight and infrequent in occurrence.

Welding

- (a) Electric - General – Employees welding on brass, bronze, or galvanized iron must do so only in well-ventilated places or they must wear approved respirators. A portable welding screen must be used to protect the eyes of anyone approaching the work area.
- (b) Welder – Employees must wear welders' helmets with proper filter lenses; safety glasses or goggles must be worn underneath for electric welding work. Protective glasses or goggles are required underneath the helmet to protect the eyes from harmful rays, adjacent work, and flying objects when the helmet is raised. The lenses of the protective glasses or goggles may be clear or filtered, depending upon the amount of exposure to adjacent welding operations. If filtered glass is used, the sum of the shade numbers of the helmet and the spectacles or goggles should add up to the recommended filter shade number.
- (c) Helper or Observer – Electric welding helpers and observers must wear eye protection. Protective glasses, goggles, or hand-held face shields with the proper filter lenses are required for those watching or working near electric welding work, unless the welding arc is otherwise adequately shielded. The filter lenses required are about one-half as dense as those required by the welder.
- (d) Gas - Welding and Cutting – Wear protection for gas welding and cutting work. Welding or cutting on brass, bronze or galvanized iron must be done in well-ventilated areas; approved respirators must be worn in confined areas. Welders' goggles with proper filter lenses are required for welding and cutting work. Goggles are required to protect the eyes from possible accidental injury by bright radiation, glare, flying sparks, and scale.

Respiratory Protection

- (a) Respirators must be provided to help protect against inhalation hazards such as dusts, fumes, gases, or vapor mists.
- (b) The supervisor must select the appropriate respiratory equipment. The supervisor must:
 - Identify the hazard;
 - Evaluate the hazard; and
 - Provide proper respiratory protective equipment to suit the conditions and the individual.
- (c) The supervisor must teach the employee proper use of the respirator. The supervisor must be sure that the respirators are regularly inspected for defects, cleaned and disinfected, and repaired and stored properly.

Ear Protection – Employees must wear approved ear protection when they are performing work which produces noise above acceptable audible decibel levels.

Hand Protection – Work gloves are provided for certain work assignments and should be worn whenever the potential for hand injuries exist.

Personal Clothing – Clothing made from synthetic materials should not be worn where an explosive or flammable atmosphere may exist. Loose clothing should not be worn near moving machinery.

Machine Guards

- (a) The supervisor must ensure that all power-activated tools (electric, battery, or alternative) are operated with the proper machine safeguards or safety devices in place.

- (b) On a daily basis, the supervisor must inspect and ensure that no machine safeguard or safety device is removed or rendered ineffective in any manner.
- (c) Machine safeguards or safety devices may be removed only when the machine is stopped and disconnected from the power source for cleaning, repairing, or adjusting. All safeguards or safety devices must immediately be reinstalled upon completion of cleaning, repairing, or adjusting.

CHAPTER THREE: PHYSICAL INJURY OR ILLNESS TO STUDENTS ON CAMPUS

Students may spend anywhere from two (2) hours to ten (10) hours per day (including evening classes) on campus. During these hours they may be in classroom/lab situations or in non-classroom situations that may include socializing, studying, eating, etc. It is not possible to prescribe procedures for all situations; however, since the purpose of the college is to provide educational training, the problems listed below will cover classroom/lab situations.

A. PHYSICAL INJURY INVOLVING STUDENTS

In all cases, the personal safety and well being of the injured party will be the primary concern.

Contact the Campus Security Office at Extension 3544 or 516-3795.
Sumter Campus - Contact front office at 568-0001 extension 1011 or 1012
Security/Contact: 303-7296 evening hours only
South Lake Center Security: 352-303-9491

- (b) If you think the situation is **life threatening** for the injured, dial 9- 9-1-1 for help. (Coins are not required when calling 9-1-1 from a pay phone.) When in doubt; call 9-1-1.
- (c) Do what can be done safely to make the injured party more comfortable and wait for the Security Officer and/or 9-1-1-ambulance to arrive.
- (d) All necessary report(s) will be filed by the Security Office as soon as possible after the accident/incident. Employees involved in the incident must cooperate with the Security Office by providing information and identifying other witnesses.

Exceptions to the above directives are as follows:

Athletic Events and Intramurals – Students injured while participating in inter-collegiate athletic events and intramurals.

- (a) These events are the responsibility of the coach and/or person in charge of the team and/or players.
- (b) Fundamental and basic safety precautions still apply, including life-threatening action.
- (c) Security Office must always be contacted as soon as possible after an incident to complete necessary reports.

Vehicular Accidents on Campus – Students, employees, and guests involved in vehicular accidents, with or without injury, while on campus.

- (a) Person or persons witnessing a vehicular accident should first ascertain if physical injury to the occupants is present. If necessary and within individual qualifications, try to render first aid and care, and then notify Security to come and take charge.
- (b) When injury occurs requiring ambulance or off-campus medical treatment, Security will contact 9-1-1 and the local police department for assistance and reporting of a vehicular accident. In the interest of safety and health; first persons arriving at the accident should not wait for Security to call 9-1-1 or for medical assistance.
- (c) Local security will file the appropriate reports for the college.

B. PHYSICAL ILLNESS INVOLVING STUDENTS

Besides the occasional emergency situation, most often handled by release to a parent or friend, three (3) categories of illnesses occur on all campuses. Before determining how to handle a situation involving illness, the professor/supervisor should consider the symptoms and proceed accordingly.

Seizure Disorders

(a) Common types of seizure symptoms: Violent shaking of entire body, accompanied by temporary loss of consciousness, usually of short duration (2-5 minutes).

(b) Treatment of seizure symptoms:

- First aid may be given
- Keep calm - the seizure is painless. Contact Security
- Do not try to restrain student – let student remain on the floor
- Clear the immediate area of any objects that may harm the student
- Do not attempt to force anything into the mouth
- Put something soft under the head
- When seizure has subsided, let student rest
- Usually not necessary to call doctor unless first seizure is followed by another

Types of Diabetes – Symptoms and Treatments

	SYMPTOMS	TREATMENT
HYPOGLYCEMIA (Insulin-reaction)	Comes on suddenly	Give sugar, cake icing, candy, followed by a sandwich or graham cracker and milk Symptoms subside quickly If unconscious, give nothing in mouth Contact Security
	Pale (ashen), moist skin	
	Dizziness	
	Palpitation	
	Normal thirst	
	Normal breath odor	
HYPERGLYCEMIA (Diabetes Coma)	Slow onset	No treatment
	Hot, dry skin	Rest
	No dizziness	
	No palpitation	Urgent – notify Rescue 911
	Excessive thirst	Keep patient quiet until help arrives
	Fruity breath odor	Rest

Types of Heart Disease – Symptoms and Treatments

	SYMPTOMS	TREATMENT
RHEUMATIC HEART	Fluctuating or irregular heartbeat	Notify Security
	Rapid pulse	Can move by car
	Occasional coughing up of blood	Reassure patient
TACHYCARDIA	Very rapid heartbeat	Notify Security
	Feel faint, weak, and dizzy	Can move by car
	Shortness of breath, nausea	Reassure patient
ANGINA PECTORIS (pain included)	Complaint of crushing/squeezing pain in chest or upper abdomen	Have patient take nitro pill
	Pain spreading into neck and down left arm	Call 911
	Ashen color, sweating forehead	Notify Security
	Shallow breathing	
ACUTE MYOCARDIAL INFARCTION (Heart Attack)	Ashen color, sweating forehead	Call 911
	Persistent chest pain	Notify Security
	Vomiting from the onset	Keep warm, quiet, and still Stand by

Caution and Application

The above is written to be generally applicable to students on campus since they represent the mass population exposed. Many of the same procedures should be followed in regard to employees and guests while on campus. Priority must always be given to patient safety and common sense must be used in any accident situation. When faced with a life-threatening injury, never attempt to perform medical assistance that is beyond your ability or qualifications; don't delay – call an ambulance.

CHAPTER FOUR: FIRE PREVENTION, EXTINGUISHMENT, AND FLAMMABLES

A. FIRE PREVENTION

All employees shall comply with the safety rules and conduct themselves in a manner that may help to prevent fire on the job.

No smoking rules will be observed in all inside and outside areas.

Other examples of no smoking areas: paint shop, near gas pumps, and chemical storage areas and a minimum of 15' near building entry and exists.

B. FIRE PROTECTION PLAN

The primary concern of the fire protection plan is to save lives. The protection of property is secondary. The Chief of Security will take charge and implement a fire protection plan if and when circumstances dictate.

If a fire is known to exist, immediately contact the local fire department, and then notify Campus Security

(b) If a fire is suspected, call Campus Security Office.

(c) Evacuate the building when told to do so or when it is obviously unsafe to remain.

All faculty are expected to know the proper fire alarm signals and how to evacuate the building with the students. Once outside in a safe area and all personnel are accounted for, contact the command post for further instructions, i.e., provost to dismiss classes, standby, etc.

(e) Always maintain free and unobstructed access to fire equipment, fire doors, and exits in area of work.

C. MINOR FIRES – EXTINGUISHMENT

(a) The person(s) discovering a minor fire shall attempt to extinguish the blaze with the available fire fighting equipment, within the common-sense limits of safety.

The Security Office shall be notified as soon as possible.

Physical Plant employees will know to sound the alarm to get help.

(d) If the fire is small, stay calm, select a proper extinguisher (if one is available), and attack the fire if it can be done safely.

(e) If unable to operate extinguisher or none is available, evacuate the area in an orderly fashion.

(f) Leave fire extinguishment to those who know and have the proper tools to fight a fire.

(g) If it is determined that the fire cannot be controlled with the available equipment, the fire alarm shall be activated and the local fire department notified. Notification to the local fire department shall include information on the location of the fire (building, floor, and room

number), the type of materials involved (electrical equipment, grease, rags, paper, etc.) and the best route of approach to the affected building.

- (h) The Security Office and Facilities personnel will post guide personnel on the entrance road(s) for the purpose of guiding emergency vehicles to the proper area and diverting other traffic from the emergency area. If neither is present (Sumter Center, South Lake Center), the individual in charge of operations will ensure posting of personnel.

D. MAJOR FIRES

- (a) The person(s) discovering a major fire on campus shall activate the fire alarm in the involved building as well as the building(s) immediately adjacent to that building and call 9-1-1.
- (b) The Security Office shall be notified as soon as possible, and they shall immediately notify the local fire department, informing them of the fire, the building number, floor, and room, type of fire (if known), and the best route of approach to the building involved.
- (c) The Security Office (or individual in charge) will post guide personnel on the entrance road(s) for the purpose of guiding emergency vehicles to the scene of the fire and diverting other traffic from the emergency area.
- (d) A COMMAND POST AND CONTROL CENTER shall be established in the event of a major fire. The fire emergency COMMAND POST will be located the same as the BOMB THREAT COMMAND POST mentioned herein.
- (e) Personnel of the Security and Plant Operations Departments will be requested to be available for special duty and assignments during the period of a major fire emergency.

E. STORAGE OF FLAMMABLE LIQUIDS

Flammable liquid storage cabinets must meet OSHA standards and NFPA Code 30 for Flammable and Combustible Liquids.

All safety cans for storage of flammable liquids shall be red in color.

Storage cabinets must be constructed of at least eighteen (18) gauge sheet iron and double walled with one and one-half (1 1/2)-inch air space. Joints must be riveted, welded, or tightened by some equally effective means. The door must be closed when not in use, labeled "**FLAMMABLE - KEEP FIRE AWAY**," and equipped with a three-point lock. The doorsill must be raised at least two inches above the bottom of the cabinet. Storage cabinets placed within buildings will have a means of exhausting internal cabinet air to outside the building.

Safety cans must be equipped with flame arrester and spring-actuated caps for handling all flammable liquids. All safety-cans must be UL listed or FM approved.

All safety-cans containing flammable liquids must have the name of the contents conspicuously labeled on the can in yellow lettering.

- (e) Liquids with a flashpoint of 100 degrees Fahrenheit or more are not required to be in safety cans; however, the container used must be of good quality, free from either liquid or vapor leakage, and adequately labeled with the content name.
- (f) Metal containers and/or safety cans equipped with flame arresters and spring actuated caps shall be used for the storage and handling of all flammable liquids with a flashpoint

of less than 100 degrees Fahrenheit. All safety cans for storage of flammable liquids shall be red in color.

The table below lists the flashpoints in °F of the most commonly used flammable liquids:

FLAMMABLE LIQUID	FLASHPOINT IN °F
Acetone	0
Creosote	165
Denatured Alcohol	60
Diesel Fuel Oil No. 2	125
Ethyl Alcohol	55
Gasoline	45
Lacquer	36/75
Lacquer Thinner	20/34
Lubricating Oils	300/400
Methanol (Methyl Alcohol) –Gas line antifreeze	52
Mineral Spirits	104
Onyx Seal	86
Paints (See manufacturer specifications)	Varies with manufacturer
Petroleum Ether (Benzine)	0
Propyl Alcohol	77
Terrazzo Seal	81

CHAPTER FIVE: EMERGENCY PROCEDURES

The purpose of this plan is to outline the procedures and actions to be followed by staff members of Lake Sumter Community College in the event of various life threatening emergencies. These procedures are designed to:

- Minimize casualties
- Assist the first contact in determining the cause of the threat or the existence of any harmful agent; and
- Assure the President, the Provosts, and their staffs that all normal precautions to protect the safety of college employees and students are documented and available to first contact personnel.

Remember: Students and staff will model their emotional reaction after yours. Stay calm!

For any serious threat against the College, there are three levels of response. For the purpose of this document we will call the levels:

First Contact – Any individual who is first on the scene or first to be contacted in an emergency situation. The switchboard operator or other employee who receives a bomb threat, fire alert, or notice of any other emergency, should call 911, and then notify the Security Officer on duty (Leesburg Campus) and the chief campus administrator¹ (Centers). The **First Contact** acts quickly and decisively, handing off the details of the threat or emergency to:

Security and Facilities- Suspicious activity or situations must be reported to supervisors, facilities department personnel and security officers. The Facilities Department follows State and Federal guidelines to ensure that the policies and procedures are updated and correct and may, in some instances, conduct physical searches or inspections of the area under threat.

Outside Law/Medical/Fire Support- These include the police, fire department, EMT, FBI, and any other agencies or support units not on the LSCC payroll.

GENERAL PRECAUTIONS FOR MAINTAINING COLLEGE SECURITY

Inform or remind employees that Safety and Security is everyone's responsibility.

First Contact –

Use common sense, and alert Security or Facilities if a dangerous condition is evident, or if an area appears unsafe for any reason.

Security and Facilities-

(a) While inspecting a building, look carefully at the condition of such areas as elevator shafts, ceiling areas, restrooms, access doors, crawl spaces. Also check other areas which provide immediate access to plumbing fixtures, electrical fixtures, utility and other closed areas, areas under stairwells, boiler (furnace) rooms, flammable storage areas, main switches and valves, e.g. electric, gas and fuel, indoor trash receptacles, record storage areas, mail rooms, ceiling lights with easy removable panels, and fire hose racks. This list of areas is intended to identify those areas where a time-delayed explosive might be concealed, but can also be used to identify safety hazards.

(b) Construct a plan to identify personnel and control access to critical areas. All unauthorized personnel must be denied access.

- (c) Be on the alert for suspicious objects, items, or parcels which do not appear to belong in the area being searched.
- (d) Insure that door and/or access ways to such areas as boiler rooms, mailrooms, computer areas, switchboards, elevator machine rooms, file rooms, and utility closets are securely locked when not in use.
- (e) Check key control procedures to see that all keys to all locks are accounted for. If keys that were issued to ex-employees have not been returned or if current keys are lost, the affected locks should be changed.
- (f) Check fire exits to make certain they are not obstructed.
- (g) Check fire hose racks and fire extinguishers regularly to assure they are in operating condition.
 - (h) Check all exterior and protective lighting for proper operation and adequate illumination.
 - (i) Conduct a daily check for good housekeeping and proper disposal or protection of combustibile materials.

BOMB THREAT

First Contact –

In the event a bomb threat:

(a) Keep the caller on the line as long as possible by asking the caller to repeat the message. Write down as much of the conversation as you can during the call. Make note of any slogans, political statements or strange phrases used by the caller. Note the date and time of the call, and the caller ID if possible. Try to get as much information as you can while the caller is on the line. Ask open ended questions that require more than a yes or no answer, such as:

Why did you choose this building or location?
 When will the device detonate?
 What kind of bomb is the device?
 Can you tell me the reason you are doing this?

- (b) Remind the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to innocent people.
- (c) Make note of any strange or peculiar background noises such as running motors, background music, and any other noises that might provide even a remote clue as to the place from which the call is being made.
- (d) Listen closely to the caller's voice characteristics: gender (male/female), voice quality, accents, and speech impediments.
- (e) Be ready to relay all information to the authorities. Write down as much as you can remember while the incident is fresh in your mind.
- (f) Call 911, and then call **Security and Facilities-**

Security and Facilities-

- (a) The Security Officer contacted will immediately activate the internal alarm system in the affected area so that an orderly evacuation can begin. The officer will then notify the president or chief campus administrator, the public relations department and the local law enforcement agencies.

- (b) The notified administrator will take on the responsibility for further action.

SEARCH PROCEDURES

Security and Facilities-

This plan is only used after it is determined that there is no evident substance to the threat.

(a) Security and Facilities personnel will conduct a search of the unsecured/unattended areas of the campus. Those areas include:

- Hallways
- Restrooms
- Stairwells
- Other unattended/unsecured areas

(b) **Search of Private Offices** - Cluster offices, private offices, and classrooms in use will also be searched. If no suspicious item is found, that information will be relayed to the administrator in charge and a decision will be made either to continue or discontinue the search.

(c) **If a Suspicious Object is Located** - If a suspicious item is located or it is determined that the call is a serious threat to the safety of the campus, the administrator in charge will order a broad area evacuation and the respective fire and police agencies will be notified.

EVACUATION PROCEDURES

First Contact –

Instructors and supervisors are requested to shut off any gas jets in their area of concern prior to evacuation. All doors and windows shall be closed prior to evacuation.

Cursory Search - Instructors and/or administrative supervisors are requested to conduct a cursory (very brief) search of their classroom area or office(s) prior to evacuation. (NOTE: Once a building has been evacuated, no one will be permitted to re-enter until the "All Clear" has been given by the Fire Department Officer in charge).

- (1) Instructors and supervisors should assist in the safe evacuation of any handicapped student(s) or employee(s) in their area, utilizing other students or employees as needed.
- (2) Instructors and supervisors should advise students and employees to take along all personal belongings such as books, purses, backpacks, briefcases, and attaché cases.
- (3) Everyone should immediately proceed to the designated outdoor assembly areas. Take a role call to ensure that all students or employees are accounted for.

Security and Facilities-

Personnel from both the Security and Facilities Departments should proceed to the buildings to supervise the complete and orderly evacuation of the occupants.

Evacuation from upper floors of buildings will be by the way of the stairwells. The elevators will NOT be used during evacuation procedures.

Outside Law/Medical/Fire Support-

(a) **Facilities Search** - Members of the local fire department shall conduct Building and grounds search operations. Personnel of the Security and Facilities Departments should be

ready to accept special assignments or to assist the firemen in the search of the buildings and grounds during the emergency period.

(b) **Outcomes:**

(1) **All Clear** - Following evacuation of the buildings, all persons not involved in the building search operations will assemble in their designated areas and remain there until the Security Officer in charge or Fire Department Officer in charge gives the "All Clear" to re-enter the buildings or until the order is passed to vacate the campus.

(2) **Vacate Campus/Center** - In the event the order to vacate the campus is given, traffic control personnel will be stationed at strategic spots to facilitate a "one-way" flow of traffic.

SUSPICIOUS ARTICLES

First Contact –

WARNING! If any suspicious article (unexplained boxes, bags, parcels, pieces of pipe or tubing) is located, do not touch it. Note its physical appearance and location and report it immediately to **Security and Facilities** or to a member of the Fire Department Search Team if outside help is already on the scene.

(a) Leave the immediate area and remain a minimum distance of three hundred (300) feet from the device.

Security and Facilities-

(b) Search the area, listening for "tell-tale" sounds of a clockwork mechanism followed by a visual scan of the area. Pay attention to corners, under desk spaces, wastebaskets, and behind curtains and blinds.

(c) Establish a **COMMAND POST AND CONTROL CENTER** if necessary, at the outset of any emergency operation and maintain it until the emergency is resolved.

DRIVE-BY SHOOTING

With the availability of weapons and the increase of gang activity, it is possible that a drive-by shooting could occur on or near a college campus. The immediate concern is the safety of staff and students. The locations at greatest risk are the athletic fields and areas utilized by P.E. classes, the perimeter of the school, parking lots, and the entrance areas.

First Contact –

During the incident, if you suspect that shots are being fired from a passing vehicle:

- (a) Have students and staff lie flat on the ground and keep as low as possible.
- (b) Call 911 immediately from a cell phone if possible.

If safely possible, look at the vehicle and try to identify the following:

- License plate number
- Type or car
- Occupants
- Weapons

After the Incident:

- (a) Call 911 if not already called during the incident.
- (b) Notify the Campus Security Office.

Security and Facilities-

- (c) Assess injuries, if any.
- (d) Have students and staff move safely and quickly to the nearest shelter.
 - Do not allow the seriously injured to move. If the less seriously injured can walk, assist them to a shelter.
 - Stay with the injured until emergency services arrive.
- (e) The media are not allowed on campus during a critical incident. They should be referred to the Director of Marketing for information.
- (f) Assist the police with as much detail as possible.
- (g) Alert nearby schools of the incident if the potential exists for them to be affected.

Outside Law/Medical/Fire Support-

Upon arrival, local police officers will take charge of the scene and investigation.

HOSTAGE CRISIS

It is possible that students and/or other staff could be drawn into a hostage crisis. If a campus should be faced with this crisis, your ability to act appropriately may determine the safety of students and personnel, as well as your own.

First Contact –

• If you are NOT taken as a hostage –

All students and staff who are on campus but not in imminent danger should follow Shelter in Place procedures: Close and lock all doors, close curtains/blinds, stay away from the doors and windows, and wait quietly for further instructions. Contact 911, then call **Security or Facilities**.

• If you are taken as a hostage –

Your actions can enhance your chances of survival. Follow the guidelines below:

- Obey terrorist orders - do not become antagonistic.
- Be courteous and polite to the terrorists and other hostages. Do not debate, argue, or discuss political issues with terrorists or other hostages.
- Talk in a normal voice. Avoid whispering when talking to other hostages and avoid raising your voice when talking to terrorists.
- Avoid abrupt movements. Keep movement to a minimum and in view.
- Stay away from windows and doors and as far away from terrorists as possible.
- Answer all questions unless your position may pose a threat to terrorists or to their ideologies.
- Inform captors of any medical conditions or special disabilities of all hostages.
- Do not discuss possible actions to be taken by other agencies, the school district, colleagues, media, or parents.

- Stay calm. Try to contact 911 or **Security and Facilities** if it is safe to do so.

Time and calmness are your greatest allies!

Security and Facilities-

Contact local authorities and follow their orders. Assist when asked, if possible.

SITUATIONS INVOLVING A WEAPON

If you are confronted or threatened by an armed individual, or see such a confrontation in progress:

First Contact –

1. Call 911 or ask someone to call 911 immediately.
2. Try to guide the person to an un-crowded area, if possible, to eliminate risk to others
3. Direct others to remain away from the incident.
4. Call or ask someone to call Security.

Security and Facilities-

5. Make sure that 911 has been notified.
6. Call President's Office.
7. Call Vice-President's Office.
8. Follow plans for contacting a parent/guardian/family member.

Contact local authorities and follow their orders. Assist when asked, if possible.

ARMED PERSON ON CAMPUS

The following general guidelines are provided for responding to an armed person on the College premises. Only police and security personnel such as Wells Fargo agents may carry weapons on campus. Prohibited weapons cannot be carried onto a campus in any situation. These weapons include: guns, knives, clubs, etc. "Armed" is defined as carrying any weapon or using any article or item (even common items such as a chair) in a way that could cause injury to someone.

First Contact –

1. If you know that an armed person is present on campus, immediately alert the 911 and **Security** of the situation.
2. Try to safely provide the following information to the police:

Location of the armed person
How is the person armed, i.e. rifle, pistol, knife
Actions (and if known purpose) of armed individual
A complete description of the individual
Whether or not any shots have been fired or persons injured
Your name and where you can be located if needed

After notifying the police/security:

Unless otherwise directed, remain in the office or classroom with doors closed and locked, if possible.

If there is danger of shots being fired or if shots have been fired, lie on the floor and remain as calm as possible.
Stay in a safe place until assured that any danger has been resolved.

Any student, faculty or staff member should call 911 and **Security** immediately when observing conduct that may endanger personal safety or property.

ACTIVE SHOOTER RESPONSE

College campuses, even small colleges like LSCC are no longer immune to serious or violent crime. In the aftermath of the Virginia Tech shootings, it is imperative that we provide students, staff and faculty with protocols on how to respond during potentially violent criminal attacks on campus.

I. Individual Response to Any Potentially Violent Criminal Behavior

1. If it is observed that a person has a firearm on campus or if shots are heard on campus or if an armed person is seen shooting people; **persons should protect themselves first - move to a safe location.**
2. As soon as possible, call the police by dialing 9-1-1, then use a campus Red/Blue phone if available and safe.
3. Tell the dispatcher your name, location, phone number and describe the situation you are reporting: who, what, when, where, how and why (if known). Is anyone hurt or injured?
4. If possible, alert others in the immediate area about the current situation.

II. Individual Response, Basic Actions: Active Shooter

1. An active shooter can be described as a person who causes death or serious bodily injury through the use of a firearm. This is a dynamic situation that usually evolves rapidly and demands an immediate response from law enforcement officers to terminate the life-threatening situation.
2. Duck and cover is a common term meaning, keep students inside the classrooms and down on the floor. Move behind available cover inside the classroom
3. The immediate response of the first officers on the scene is to take aggressive action to find and stop the shooter or shooters.
4. Officers from Leesburg Police and Lake County Sheriff's Office will likely be the first to respond to the scene.
5. Rescue efforts will be most likely be delayed until the shooter is located and stopped or no longer a threat to life safety.
6. If someone is wounded or with someone who is wounded, these officers will bypass you to search for the shooter and stop the killing. Rescue teams will follow shortly to aid you and others.
7. To assist the police, it is highly recommended that staying calm and patient during this time is very helpful so as not to interfere with police operations. If it is known where the shooter is and/or there is a known description of the shooter(s), tell the police.
8. When encountering the police, keep hands empty and in plain view at all times. Listen to their instructions and do exactly what they say. If evacuating, carry nothing that could be mistaken for a weapon.
9. Remember and if necessary remind others to stay calm and that rescue teams will follow shortly after the first responding officers enter the building. They will attend to the injured and remove everyone safely from the area.

III. FACULTY/SATFF/STUDENTS SPECIFIC ACTION PLANS

If you are involved in a situation where someone has entered the area and started shooting, the following is a list of actions that are recommended. It should be noted that these types of incident are unpredictable. The below guidelines are recommendations that are based on past experiences. You may have to alter some of these suggestions, depending on the situation.

If you are NOT directly involved and it is absolutely known that the shooter is NOT in or near your area, with caution and awareness the following is recommended.

1. Exit the building immediately
2. Notify anyone you may encounter to exit the building immediately.
3. Report to Security to ensure accountability of evacuated students and staff. This should be done only if it is reasonably safe to do so.
4. If Security is not immediately available, call 9-1-1 from any campus phone then notify college personnel of the situation.
5. Give the dispatcher the following information:
 - a. Your name
 - b. Location of the incident (be as specific as possible)
 - c. Number of shooters (if known)
 - d. Identification or description of shooter
 - e. Number of persons who may be involved
 - f. Your location

If you are directly involved and exiting the building is not possible, the following actions are recommended:

1. Go to the nearest room or office.
2. Close and lock the door.
3. Cover the door windows.
4. Keep quiet and act as if no one is in the room.
5. Turn off the lights and stay on the floor. Do not peek out the door or windows.
6. DO NOT answer the door.
7. Notify Public Safety at 1-911 (from a cell phone dial 413-538-2304).
8. Give the dispatcher the following information:
 - a. Your name
 - b. Your location (be as specific as possible)
 - c. Number of shooters (if known)
 - d. Identification or description of shooter
 - e. Number of persons who may be involved
 - f. Wait for local police or Public Safety to assist you out of the building.

IV. COLLEGE RESPONSE PLAN

An active shooter or armed assault on campus may involve one or more individual's intent on causing physical harm to students, faculty and staff by the use of firearms or other deadly weapons such as a knife, a bomb or other harmful devices. The following steps are basic actions that the College will take when confronting a situation of an active shooter on campus.

1. Immediately contact the Leesburg Police Department or Sheriff's Department by calling 9-1-1. Inform dispatcher:
 - a. "This is Lake Sumter Community College, (give location) we have an active shooter on campus, gunshots fired."
 - b. If you were able to see the offender(s), give a description of the individual's sex, race, clothing, type of weapon(s), and direction of travel.
2. Try to maintain calm; Contact Security and Administrative Official
3. Administration, Security, and Facilities Officials will announce a building-wide lockdown through voice commands, cell phones, telephones, or e-mail.
4. Security and Facilities personnel will position themselves at main campus entry areas in order to inform and direct responding police.
5. Administration, Security, and Facilities Officials will Reverse-Evacuate individuals that are outside, into any securable building, and ensure that all building are notified to lock their exterior doors, activate all panic bars, and shelter in place.
6. Administration, Security, and Facilities Officials will block all roadways leading to the crisis area and direct commuter traffic away from campus until police take charge.
7. Administration, Security, and Facilities Officials will establish an emergency responder assembly area for a tactical command post.
8. Upon arrival of the Leesburg and/or Sheriff's Department, Administration, Security, and Facilities Officials will brief responding units and provide, at a minimum, the description and location of responding University police officers, blueprints and master keys.
9. Responding police personnel will replace Security and Facilities personnel in pre-positioned areas and Point-of-Contact for the College will maintain cooperative efforts with police officials as needed.
10. At this point, Incident Command will be transfer to the ranking Leesburg Police Department Official and a Rapid Response Team will deploy to the crisis area in accordance with departmental guidelines.

SUICIDE THREATS AND ATTEMPTS

Facts about Suicide (All Response Levels)

Causes -Suicide is not generally a spontaneous activity but usually results from a long-term, gradual, wearing-away process called emotional erosion. This process interferes with a person's ability to cope with life experiences and the emotions surrounding their experiences.

Warning Signs - When working with a suicidal person, look for a clustering of warning signs that may include recent loss, sadness, frustration, disappointment, grief, alienation, depression, loneliness, physical pain, mental anguish, or mental illness. Take suicide threats seriously; seek help by a trained professional, and remain with the person until help is obtained.

Observation of Suicidal Person - If a person demonstrates suicidal tendencies (verbal or other signs), call 911 and keep that person under close observation until a trained professional in mental health arrives.

THREAT OF TERRORISM AND TERRORIST ACTS

Since September 11, 2001, we remain a nation at risk to terrorist attacks and will remain at risk for the foreseeable future. At all Threat Conditions, we must remain vigilant, prepared, and ready to deter terrorist attacks. The following Threat Conditions each represent an increasing risk of terrorist attacks. Beneath each Threat Condition are some suggested protective measures, although ultimately the heads of Federal departments and agencies are responsible for developing and implementing appropriate agency-specific protective measures.

Understanding the Homeland Security Advisory System

1. **Low Condition (Green).** This condition is declared when there is a low risk of terrorist attacks. Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures they develop and implement:

Refining and exercising appropriate preplanned Protective Measures;
Training all personnel on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures; and
Regularly assessing all facilities and regulated sectors for vulnerabilities to terrorist attacks, and taking all reasonable measures to correct these vulnerabilities.

2. **Guarded Condition (Blue).** This condition is declared when there is a general risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Condition, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

Checking communications with designated emergency response or command locations;
Reviewing and updating emergency response procedures; and
Providing the public with any information that would strengthen its ability to act appropriately.

3. **Elevated Condition (Yellow).** An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the Protective Measures that they will develop and implement;

Increasing surveillance of critical locations;
Coordinating emergency plans as appropriate with nearby jurisdictions;
Determining if the specific threat requires further refinement of preplanned Protective Measures; and
Implementing, as appropriate, contingency and emergency response plans.

4. **High Condition (Orange).** A High Condition is declared when there is a high risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

Coordinating necessary security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations;
Taking additional precautions at public events and possibly considering alternative venues or even cancellation;
Preparing to execute contingency procedures, such as moving to an alternate site or dispersing their workforce; and
Restricting threatened facility access to essential personnel only.

5. Severe Condition (Red). A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the Protective Measures in the previous Threat Conditions, Federal departments and agencies also should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

Increasing or redirecting personnel to address critical emergency needs;
Assigning emergency response personnel and pre-positioning and mobilizing specially trained teams or resources;
Monitoring, redirecting, or constraining transportation systems; **and**
Closing public and government facilities.

TERRORISM RELATED PHONE HOTLINES

Beyond the contact phone numbers already provided in this manual for responding to emergencies and violent acts, certain government agencies can be contacted to solicit information or report suspected terrorist activity. Although the local authority still remains as a first contact, a selected few higher-level contacts are provided below:

Domestic Preparedness Chemical/Biological Help Line

Phone: 800-368-6498, fax: 410-612-0715,
Web: <http://www.nbc-prepare.org> or <http://dp.sbccom.army.mil>
E-mail: cbhelp@sbccom.apgea.army.mil

This service provides technical assistance during business hours to eligible State and local emergency responders and their organizations.

National Response Center Hotline

(800-424-8802)

A service that receives reports of oil, chemical, biological, and radiological releases and actual or potential domestic terrorism; provides technical assistance to emergency responders; and connects callers with appropriate Federal resources. The hotline operates 24 hours a day, 365 days a year.

Nuclear Regulatory Commission Operations Center

(301-816-5100)

Collect calls accepted. Accepts reports of accidents involving radiological materials.

POST-CRISIS MANAGEMENT RELATING TO VIOLENCE and TERRORISM

Introduction:

Despite the best thought-out plans of any agency, violence and even terrorism in the workplace or campus can and does happen. Educational institutions must be equally prepared to deal with the aftermath of such incidents. Quite often leadership's focus will be on getting the operational side of the office or campus back in working order, but it is just as important to attend to the impact such incidents can have on faculty and students. This document will provide a guide to assist the president, faculty leadership, and staff leadership with helping Lake Sumter Community College recover after an incident of workplace or campus violence.

ADMINISTRATION FUNCTIONS:

Post-Crisis Management Steps: Listed below are ten steps the College should take after an incident of campus violence occurs. The President or his designate shall decide when, how, and if these steps should be initiated after considering all available facts.

1. Ensure a management presence in the worksite.

Managers/leaders need to spend ample time with their employees/students, in the worksite/classroom or wherever they may be. Personnel and students need to be reassured of their concern, and they need to be able to ask questions. This concept should have complete support of management at all levels of the college.

2. Share information with employees/students.

Employees/students will have many questions, and they need the answers, often more than once, if they are to resolve the experience for themselves. Information will develop over time, so information strategies need to be simple and fluid. A notice board, recorded message on a "hotline" number, or a user-friendly system for individual questions will be established by direction of the President, if needed. This release of information must be well coordinated and planned in a timely manner. It must be remembered that everyone does not need to know every detail of the event; they only need to be kept in touch with what occurred and what is expected to occur.

3. Include lower-level leadership.

Staff supervisors, faculty leaders, and student leaders can help in reassuring employees and students after an incident and getting information to personnel. These key personnel must ensure that information is timely, accurate, and presented in a compassionate manner.

4. Bring in crisis response professionals.

Before an incident ever occurs, the president should ensure that trained mental health professionals in the college staff or the community would be available to respond in the event of an incident.

When an incident occurs, involve these emergency mental health consultants as soon as possible. They should meet with management first, working down the chain, and then with employees/students. Based on what consultants learn, they will offer services such as debriefings, informal counseling, possibly on the campus site.

5. Support informal debriefing.

Provide opportunities for employees/students to talk informally with one another when they feel a need to discuss the experience. A comfortable break area and flexibility about break times may be all that is needed.

6. Support care-giving within work groups/classes.

Keep work groups and classes together as much as possible, and try not to isolate employees/students from their normal support groups on campus. Show respect and support for employee's/students extend efforts to care for one another.

7. Handle critical sites with care.

Initially, the site of a violent incident will be secured as a crime scene. After the authorities are finished with it, management needs to be sensitive to a number of issues. It is helpful if employees/students don't have to come back to work/campus and face painful reminders such as bloodstains or broken furniture. But on the other hand, the area should not be so "sanitized" that it gives the appearance that management is pretending nothing happened.

8. Buffer those affected from post-event stresses.

Effective coordination with the media and timely dissemination of information can help reduce media pressure on those who are the most vulnerable. Assistance with benefits and other administrative issues can reduce the burden on victims and families.

9. Help employees/students face feared places or activities.

Returning soon, if only briefly, to a feared site can help prevent lasting effects such as phobic responses. Encourage the possibility of having a friend or loved one along, or being supported by close work associates or classmates, which make the first step much easier.

10. Remember the healing value of work.

Getting back to work or school can be reassuring, and a sense of having a mission to perform can help the group recover its morale, but ensure the return to work or school is managed in a way that conveys appropriate respect for the deceased, the injured, and the traumatized.

CHAPTER SIX: COMPUTER SERVICES EMERGENCY /DISASTER RECOVERY

A. AREA EMERGENCY

The Information Systems Officer or a designated representative is responsible for shutting down the computer system and securing the computer room. If the Information Systems Officer is not available, immediately contact Security or the Facilities Department. If time doesn't permit a formal shutdown of the mainframe and network due to a dire emergency, immediately terminate all power by utilizing the main shunt button (if available); if not available or unable to locate, inform Security or emergency personnel when they arrive.

If the main electrical panel is easily accessible (not installed in electrical room); turn the main circuit breaker off by pulling down lever located behind the vault door and shut off all the lights.

If the computer room is deemed inoperable due to extensive damage, a suitable site on Campus will become the center of operations.

As soon as possible following the emergency, the Information Systems Officer will notify all personnel of the system condition and any temporary procedures needed until normal operations can be resumed.

B. FIRE

The computer room has fire detectors located in the main rack room and associated rack rooms. When the fire alarm sounds and it is known that the problem is located in one of these areas, follow the steps shown below:

Immediately contact Security or emergency personnel.

Be aware for evidence of smoke or burning odors.

In the event of a fire, notify the local fire department and Security and Maintenance. The computer room has fire extinguishers in close proximity. The local fire department will then be relied upon to extinguish the fire.

If there is excessive amounts of smoke or obvious evidence of fire, try to power off at the appropriate circuit breaker panel if easily accessible. Above all else; protect your own personal safety and others in the building by evacuating the site until emergency personnel arrive or it is determined to be safe to return.

C. EMERGENCY NOTIFICATION LIST

Doug Guiler.....	Information Systems Officer.....	365-3542
Richard Scott	Vice President, Administration.....	365-3525
Don Ball	Director of Facilities	365-3532
Assigned Security Guard	Chief of Security.....	732-0803

CHAPTER SEVEN: BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

A. GENERAL INFORMATION

To comply with the Federal Blood borne Pathogens Exposure Control Plan Standard (29 CRF 1910. 1030) as required by the Occupational Safety and Health Administration, the following Exposure Control Plan has been established. This policy statement serves to express administrations' commitment of involvement in the protection of employee safety and health. This safety program is the standard of practice at Lake-Sumter Community College. **Compliance with the Blood borne Pathogens Exposure Control Plan is required for all effected employees as a condition of employment.** The Blood borne Pathogens Exposure Control Plan will be reviewed by LSCC on an annual basis.

Blood borne Pathogens (What are they?)

The two most dangerous blood borne pathogens are human immunodeficiency virus (HIV), the virus that causes AIDS, and Hepatitis B (HBV), and a virus that attacks the liver. A virus is a very primitive, very small microorganism that is invisible to the eye. It can enter the body through a cut in the skin, through your eye, nose or mouth. It can also be transmitted sexually and through breast milk.

Purpose of Control Plan

The purpose of this exposure control plan is to:

Eliminate or minimize employee occupational exposure to blood or certain other body fluids that are potentially infectious.

Comply with the OSHA Blood borne Pathogens Standard, 29 CFR 1910.1030.

Exposure Determination

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. Exposure may occur even when the use of personal protection equipment (PPE) is worn. Job classifications in which all employees could incur such occupational exposure at Lake-Sumter Community College are:

- All nursing instructors
- EMS instructors
- Fire Science instructors
- Dental Assisting Instructors
- Criminal Justice instructors
- Surgical Technology instructors
- Child Development staff and volunteers
- Athletic Coaches and staff
- Personal Care Technician instructors
- Custodian staff
- Maintenance personnel
- Security guards

Job Classifications/Associated Tasks Subject to Exposure

In addition, OSHA requires a listing of job classifications in which some employees may have occupational exposure. Since not all employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, tasks or procedures that would cause these employees to have occupational exposure are also required to be listed in order to clearly understand which employees in these categories are considered to have occupational exposure. The job classifications and associated tasks for these categories at Lake-Sumter Community College are as follows:

- (a) Direct patient care and laboratory procedures in clinical facilities in the teaching of health science clinical courses.
- (b) Accidental needle sticks or the use of sharps involving demonstration and practices in health sciences laboratories or cosmetology/barbering sites.
- (c) Responding to campus incident/accidents that involve blood or other body fluids.
- (d) Clean up and/or repairs that would involve contact with blood or other body fluids.
- (e) Childcare personnel who handle potentially infectious body fluids and wastes.

B. IMPLEMENTATION SCHEDULE AND METHODOLOGY

OSHA also requires that this plan include a schedule and method of implementation for the various requirements of the standard. The following complies with requirements:

Compliance Methods

Universal precautions will be observed at Lake-Sumter Community College in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials will be considered infectious regardless of the perceived status of the source individual.

- (b) Anyone witnessing an incident/accident shall call the Security Department and a college incident report shall be completed. This report shall include a description of the incident involving exposure to blood or body fluids. The report will be forwarded to the Human Resources Office, as soon as possible.
- (c) Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at our campuses. Where occupational exposure remains after institution of these controls, personal protection equipment shall also be utilized.
- (d) Contaminated needles and other contaminated sharps will not be bent, recapped, removed, sheared or purposely broken. All needles or sharps will be placed in a sharps container.
- (e) The above controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of the controls is as follows: The department supervisor will check controls on a once a month schedule.
- (f) Hand washing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after exposure. At Lake-Sumter Community College, hand-washing facilities are located in all buildings.
- (g) After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasibly possible with soap and water. If an employee incurs exposure to their skin or mucous membranes including

the eyes, then those areas shall be washed or flushed with water as appropriate as soon as feasibly possible following contact.

Work Area Restrictions

- (a) In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be consumed or kept in refrigerators, freezers, shelves, cabinets, or counter tops or bench tops where blood or other potentially infectious materials are present.
- (b) Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
- (c) All procedures will be conducted in a manner that will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials.

Personal Protection Equipment (PPE)

- (a) All personal protection equipment used at Lake-Sumter Community College will be provided without cost to employees. Personal protection equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The personal protection equipment will be considered appropriate only if it does not permit blood or other potential materials to pass through or reach the employee's clothing, skin, eyes, mouth, or other mucous membranes under normal conditions or use and for the duration of time which the protective equipment will be used.
- (b) Personal protection equipment will be provided to employees by their department. A list of how the personal protection equipment will be provided to the employee who has responsibility or distribution, and which procedures require protective equipment and the department will keep the type of protection required. Each department shall be responsible for determining safety procedures for each task that requires the use of PPE.
- (c) All personal protection equipment will be cleaned, laundered, and disposed of by the employer at no cost to the employees. The employer at no cost will make all repairs and replacement to the employees. All garments that are penetrated by blood shall be removed immediately or as soon as possible. All PPE will be removed prior to leaving the work area.
- (d) Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood or other potentially infectious materials. Gloves will be available from the department supervisor. Disposable gloves used at Lake-Sumter Community College are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasibly possible if they are torn, punctured, or when their ability to function as a barrier is compromised.
- (e) Masks in combination with eye protection devices, such as goggles or glasses with solid state shields, or chin length face shields, are required to be worn whenever splashes, sprays, splatters, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated.
- (f) This OSHA standard also requires appropriate clothing to be used, such as lab coats, aprons, or similar outer garments.
- (g) Lake-Sumter Community College will clean and decontaminate anytime a spill or exposure occurs. Decontamination will be accomplished by utilization of the following materials: Bleach solutions or EPA registered germicides.

- (h) All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasibly possible after a spillage of blood or other potentially infectious materials, as well as at the end of the work shift if the surface may have been contaminated since the last cleaning. All bins, pails, cans and similar receptacles shall be inspected and decontaminated on a regular basis by a person assigned by the Director of Maintenance.

Any broken glassware that may be contaminated will not be picked up directly by hand. Use a dust pan and brush, cardboard or tongs. Do not use a vacuum cleaner. Broken glass must be put in a sharps container. Do not put in plastic bag.

Regulated Waste Disposal

- (a) All contaminated or possibly contaminated sharps shall be discarded as soon as feasibly possible in appropriate sharps containers. Regulated waste other than sharps shall be placed in appropriate containers that are labeled or color-coded for disposal.
- (b) All bins, pails, cans, or similar receptacles intended for re-use which have a reasonable likelihood for becoming contaminated with blood or other potentially infectious materials shall be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visual contamination.
- (c) When moving containers of contaminated material from the area of use, the containers shall be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or disposal; or placed in a secondary container if leakage is possible. The secondary container shall be closeable; constructed to contain all contents and prevent leakage during handling, storage, transport, or disposal; and labeled or color-coded.

Disposal of all regulated waste shall be in accordance with applicable regulations of the United States and State of Florida, and political subdivisions of the State of Florida

Hepatitis B Vaccine

- (a) All employees whose job classification has been identified as having exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine at no cost to the employee. The first dose of the vaccine will be offered prior to their initial assignment of work involving the potential for occupational exposure to blood or other potentially infectious materials unless the employee has previously had the vaccine or who wish to submit to antibody testing which shows the employee to have sufficient immunity. Subsequent doses will be available at the appropriate time intervals.

Employees who decline the Hepatitis B vaccine will sign a waiver that uses the workings in Appendix A of the OSHA standard. Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided at no cost.

Post-Exposure Evaluation and Follow-up

- (a) When employees incur an exposure incident, it shall be reported in writing to their supervisor and the LSCC Human Resources Department.
- (b) The benefits coordinator from the Human Resources Department shall contact individuals/employees regarding post exposure evaluation and follow-up procedures.

- (c) All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard (i.e. confidential medical evaluation and follow-up). This follow-up will include the following:

Documentation of the route of exposure and the circumstances related to the incident.

If possible, the identification of the source individual and if possible, the status of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.

Results of testing of the source individual will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identify and infectivity of the source individual.

The employee will be offered the option of having their blood collected for testing of the employee HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the employee decides prior to that time that testing will or will not be conducted then the appropriate action can be taken and the blood sample discarded.

The employee will be offered post exposure prophylaxis in accordance with the current recommendations of the Center for Disease Control.

The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.

Interaction with Health Care Professionals

A written statement shall be obtained from a health care professional and will be obtained in the following instances:

When the employee is sent to obtain a Hepatitis B vaccine series.

Whenever the employee is sent to a health care professional following an exposure incident.

- (b) The employee will be informed of the results of the evaluation, and told about any medical conditions resulting from exposure to blood or other potentially infectious materials. The employee keeps one copy and turns in a copy to the Human Resources department.
- (c) All LSCC employees with occupational exposure must participate in a training program at no cost during working hours as a condition of employment.

Training shall occur:

At the time of initial assignment to tasks where occupational exposure may take place.

Within ninety (90) days after effective date of a major OSHA standard change. Annually.

As modification of tasks or procedures affect the employee's occupational exposure.

The training program shall contain the following minimum requirements:

- A copy of the OSHA regulations regarding occupational exposure to blood borne pathogens 29 CFR part 1910.1030;
- A copy and explanation of LSCC's exposure plan which will include procedures to follow if an exposure incident occurs, method of reporting and documentation, universal precautions to follow, and medical follow-up;
- A general explanation of the epidemiology and symptoms of blood borne diseases;
- An explanation of the modes of transmission of blood borne pathogens;
- An explanation of the appropriate methods of recognizing tasks and other activities that may involve exposure to blood or other potentially infectious materials;
- An explanation of the use and limitations of methods that will prevent or reduce exposure including use of personal protection equipment;
- Information on types, proper use, location, handling, decontamination and disposal of personal protection equipment;
- An explanation on the basics for selection of personal protection equipment;
- Information on the Hepatitis B vaccine, including information on its efficacy, safety, methods of administration, the benefits of being vaccinated, and where the vaccination will be offered free of charge.
- An opportunity for questions and answers.
- An explanation of container labeling and proper disposal

Record keeping

- (a) Lake-Sumter Community College shall establish and maintain an accurate record for each employee with occupational exposure in accordance with 29 CFR 1910.20. This record shall include: employee name, employee social security number; a copy of the employee's Hepatitis B vaccination status including the dates of all the Hepatitis B vaccinations and any medical records related to the employee's ability to receive required vaccinations; a copy of all results of examinations, medical testing, and follow-up procedures; the college's copy of the health care professionals' written opinion; and dates of when the employee attended required training/information sessions.
- (b) Lake-Sumter Community College shall insure that employee's medical records are kept confidential and are not disclosed or reported without the employees' expressed written consent to any person within or outside the workplace except as required by the record keeping section of the standard as required by law.
- (c) Lake-Sumter Community College shall maintain a list of qualified educational trainers and dates of training sessions.
- (d) Lake-Sumter Community College shall maintain the records required for at least the duration of employment plus thirty (30) years in accordance with 29 CFR 1910.20.

The Human Resources Department will maintain all medical records required by the OSHA standard.

Revision of Plan

The exposure plan shall be reviewed and updated annually and whenever necessary as due to medical or technological breakthroughs, to reflect new or modified tasks and procedures that affect occupational exposure, and to reflect new or revised employee positions with occupational exposure.

C. GLOSSARY

Blood	Human blood, human blood components, and products made from human blood
Blood borne Pathogens	Microorganisms that is present in human blood that can cause disease in humans. Examples of these pathogens include, but are not limited to, the hepatitis B virus (HBV) and human immunodeficiency virus (HIV).
Contaminated	Marked by the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.
Contaminated Sharps	Any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes and exposed ends of dental wires.
Decontamination	The use of physical or chemical means to remove, inactivate, or destroy blood borne pathogens on the surface of items to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal. (1/4 cup of bleach per gallon of tap water.)
Disinfectants/Antiseptics	Disinfectants are agents that inactivate viruses, bacteria, and fungi on surfaces. Antiseptics are chemical germicides formulated for use on skin or tissue.
Engineering Controls	Controls (e.g., sharps disposal containers, self-sheathing needles) that isolate or remove the blood borne pathogen hazard from the workplace.
Exposure Incident	Specific eye, mouth, other mucous membrane, non-intact skin, or puncture of skin contact with blood or other potentially infectious materials that result from employees performing their duties.
Hand washing Facilities	Locations that provide an adequate supply of running potable water, soap, and single-use towels or hot-air drying machines.
HBV	Hepatitis B virus
Occupational Exposure	Reasonably anticipated skin, eye, mucus membrane, or puncture contact with blood or other potentially infectious materials that may result from employees performing their duties.
Other Potentially Infectious Materials	The following body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, and any body fluid that is visibly contaminated with blood. Any unfixed tissue or organ (other than intact skin) from a human (living or dead).

Personal Protection	Specialized clothing or equipment worn by an employee to protect against hazards (gloves, mask, body gown, etc.).
Regulated Waste	Liquid or semi-liquid blood or other potentially infectious materials; 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.
Source Individual	Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.
Sterilize	To use physical or chemical procedures to destroy all microbial life including highly resistant bacterial endospores.
Standard (Universal) Precautions	An approach to infection control in which all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and/or other blood borne pathogens.
Work Practice Controls	Mandated procedures or policies that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., by prohibiting recapping of needles using a two-handed technique).

CHAPTER EIGHT: HAZARDOUS WASTE

A. DESCRIPTION

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

B. GENERAL RULE

At no time shall any college employee knowingly dispose of, or allow disposal of, any hazardous material, which is known to pose a physical, health, or environmental hazard into the ground, air, or water.

- (a) Physical Hazard is described as any combustible liquid, compressed gas, explosive, flammable, organic peroxide, oxidizer, phosphoric, unstable, or water reactive.
- (b) Health Hazard means a chemical that causes acute or chronic health effects in exposed employees such as carcinogens, toxic agents, irritants, corrosives, sensitizers, or targets specific organs.
- (c) Environmental Hazard is considered any material which will damage, significantly damage, or destroy human, plant, or animal life, or any naturally occurring thing.

C. DON'TS FOR HAZARDOUS WASTES

- (a) Don't pour into a sink
- (b) Don't pour into a public or private sewer system
- (c) Don't pour into a septic tank
- (d) Don't pour into the ground
- (e) Don't bury on public or private land
- (f) Don't place in dumpster, compactor, or other type refuse system
- (g) Don't transport by private or college vehicle to a public or private dump or landfill

D. DISPOSAL

Immediate response – Soak up with oil or kitty litter and then put in the proper waste container for disposal. A Materials Safety Data Sheet (MSDS) can be found in the department in which the material is used and/or in the Plant Operations Department.

- (b) Hazardous waste disposal is managed through the Plant Operations Department.
- (c) All hazardous waste disposal requests must be submitted to the Facilities Department and approved by the appropriate department chair or the campus president.
- (d) Notification for requests of hazardous waste disposal must be forwarded to the Facilities Department. All requests must be in writing accompanied with a detailed inventory. Hazardous Waste Inventory shall include:

Name of material (no trade names);
State of material (liquid, solid, gas);
Amount (gr., oz., pt., etc.);
Containment medium (glass, plastic jar, etc.);
Location; and
EPA hazardous waste number (if available).

- (e) Each item accepted for disposal must be contained in a secure vessel with a proper seal.
- (f) Each material should be identified and labeled with 100% of the chemicals contained therein.
- (g) Unknowns, radioactive, or pathogenic will not be accepted.
- (h) Certification must be provided that peroxide forming compounds are peroxide free.
- (i) Upon proper written notification to Plant Operations, an inspection will be conducted by the Plant Operations representative, or hazardous waste coordinators, to verify the inventory and ensure all other standards are met.
- (j) Following verification of inventory, the appropriate contracted environmental services company will be contacted to remove and dispose of the chemicals as outlined on the inventory sheet.
- (k) The materials will be properly packaged, labeled, manifested, transported, and disposed of in accordance with all applicable local, state, and federal requirements.

E. BIOLOGICAL WASTES

Definition – Biological waste is defined as preserved animal tissue

Procedures

- (a) The college has contracted for disposal of biological waste. The following procedures have been established to safely and efficiently dispose of this material in accordance with local, state, and federal laws.
- (b) Anything packed in formaldehyde must be drained of formaldehyde prior to package pickup. Formaldehyde should be drained into a non-breakable, leak-proof container and labeled with the contents, the name and address of the college, and the date.
- (c) All waste must be packaged for pickup in approved red bags and tagged with the name and address of the college and the date. Bags and tags should be available by contacting your department manager.
- (d) All waste must be placed in the red plastic bags and tagged. Jars, buckets, and drums can be placed directly into the red bags without having to transfer the material.
- (e) Red bagged waste will then be transferred to a covered container for delivery to the pickup area. Wheeled covered containers will be delivered at the time a request for waste pickup is made.
- (f) Indicate you are ready for waste pickup by sending a copy of the waste manifest to the Science Lab Manager. The manifest will list the amount of material (pounds) and the number of bags to be picked up. Upon receipt of the manifest, the environmental services company will be notified and a pickup.

F. BIOHAZARDOUS WASTE – DENTAL ASSISTING LABS

Description – Any solid or liquid waste that may present a hazard of infection to humans. The term includes used absorbent materials such as bandages, gauze, or sponges saturated with blood or certain body fluids.

Procedures

- (a) Biohazardous waste shall be identified and segregated from other solid waste.
- (b) Any biohazardous waste that is mixed with hazardous waste shall also be managed as a hazardous waste in accordance with the applicable requirements of the Florida Department of Environment Regulation (DER).
- (c) Biohazardous waste, except sharps, shall be packaged in impermeable, red, polyethylene or polypropylene plastic bags. Plastic bags shall have the minimum physical properties:
 - Impact resistance 165 grams ASTM D-1709-85
 - Tearing resistant 480 grams ASTM D-1922-67
 - Seams of these bags shall be of equal resistance to tearing.
 - Shall be impermeable.
 - Filled bags shall be sealed.
 - Discarded sharps shall be segregated from all other waste.
- (d) The college has contracted to pick up biohazardous waste on a scheduled basis or in an emergency situation.

Storage and Containment

All biohazardous waste shall be stored in a designated area away from general traffic flow pattern and accessible only by authorized personnel. The Facilities Office shall control the storage container key.

- (b) Biohazardous waste shall not be stored for a period greater than thirty (90) days.
- (c) All areas primarily used for storage of biohazardous waste shall be constructed of smooth, easily cleanable materials that are impervious to liquids and capable of being maintained in a sanitary condition.
- (d) Biohazardous waste prepared for transport off-site shall be labeled by symbol and phrase or word.

Labeling

- (a) Biohazardous waste shall be labeled immediately after packaging.
- (b) The label shall be securely attached or permanently printed on the outer layer of the packaging. The following information shall be included on the label:
 - Name and address of the college;
 - The date the waste was packaged;
 - The international biohazard symbol; and
 - One of the following phrases: "**Biohazardous Waste,**" "**Biohazard,**" or "**Infectious.**"

Off-Site General Transfer Requirements

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

G. PROCEDURES FOR HANDLING SPILLS

Notification Procedures

- (a) In the event of any hazardous materials spill, immediately notify both the campus Security and the Leesburg Fire Department at the following numbers to secure the hazardous area:

Security Department 365-3544

City of Leesburg Fire Department 9-1-1

- (b) Spills in excess of one pound of regulated reportable quantities also require notification of the following agencies:

The National Response Center 1-800-424-8802

The Division of Energy Management 1-904-488-1320

The Department of Environmental Regulation 1-904-488-0300

- (c) Local Hospital Numbers

Leesburg Regional Medical Center..... 323-5570

South Lake Hospital-South Lake 394-4071

- (d) Other Important Telephone Numbers

Environmental Protection Agency Compliance 1-904-347-7603

RCRA National Response..... 1-800-424-9346

Chemtrec 1-800-424-9300

Protection Equipment

- (a) Employees must protect the eyes when handling certain solvents and chemicals. Coverall goggles (with hooded ports) are recommended. Wearing full-face protection, including full-face shields and coverall goggles, is the best way to minimize serious eye and face injury.
- (b) Whole body protection is required when handling large quantities of dangerous chemicals. Proper equipment includes a rubber suit and rubber gloves, rubber aprons, and rubber boots. Leather or canvas shoes cannot be worn without rubber boots. Whole body protection also includes face protection.

First Aid

In the event an employee should come in contact with any type of chemical in the eyes or on the skin, first aid must be rendered to that employee as soon as possible.

- (b) Contact the employee's supervisor, the Security Department, the operator, or 9-1-1 without delay to initiate emergency response action.
- (c) The following steps are necessary in reporting an emergency:
 - Name of victim;
 - Nature of emergency;
 - Location of emergency (victim); and
 - Physical condition of victim.
- (d) In rendering assistance, follow first aid instructions on the container label. If first aid instructions are available, get the victim to an area where clean running water is available. Flush or irrigate the affected area for a minimum of fifteen (15) minutes or until help arrives.
- (e) In all cases, immediately call 911 and/or the poison center for instructions, and then consult a physician if necessary.

CHAPTER NINE: PLANT OPERATIONS

This special section is for Plant Operations employees because of their work responsibilities. Employees are expected to be alert and use common sense at all times to avoid hazards that may cause injury to other employees and students

A. GUIDELINES

- (a) Notification of Injury – If an injury occurs; employees will notify their supervisor immediately and proceed to the Employee Benefits Office to report the injury no later than the end of their work shift on the day of the accident. In an emergency situation when the supervisor is not available, notify the Plant Operations Office and ask for assistance.
- (b) When entering different work areas, familiarize yourself with any required safety precautions. Observe all warning signs.
- (c) Employees are to immediately report any unsafe conditions, damaged tools, or defective equipment to their supervisor.
- (d) Fire arms, ammunition, or other weapons are not to be brought on college property unless they are to be used for police training within a learning environment such as the Criminal Justice Institute.
- (e) All spills, including liquids, oil, grease, etc., must be wiped up immediately and disposed of in accordance with all local, state, and federal regulations.

The use of intoxicants and controlled substances by employees is prohibited.

- (g) Horseplay and practical jokes are absolutely prohibited in work areas.
- (h) Smoking is prohibited in all college buildings.
- (i) Good housekeeping is a sign of good workmanship and provides safe working conditions. Good housekeeping will prevent accidents caused by tripping, stumbling, slipping, stepping on or bumping into tools, materials, or other objects.
- (j) Dirty, cluttered vehicles and littered work sites create unsafe conditions.
- (k) Truck beds must be kept clean and orderly, providing the employee safe access.
- (l) Maintain orderly work sites at all times. Remove unused or unnecessary materials and litter.
- (m) Hand tools must be kept clean and stored in proper place when not in use.
- (n) Equipment must be kept clean, free of excess grease, and uncluttered to prevent restriction of operation.
- (o) Truck and machine cab interiors must be kept clean and orderly.

Oily rags, solvent waste, and flammable liquids must be kept in fire-resistant, covered containers until disposed of properly.

Dress and Personal Protective Equipment

- (a) College employees are prohibited from wearing shorts during working or duty hours in occupations where physical labor is required.
- (b) Employees are required to wear protective gloves when working with machinery so as to prevent injury due to abrasions, cuts, splinters, etc.
- (c) Loose clothing, long sleeves, ties, gloves, or hanging jewelry are not to be worn when working with machinery or when performing maintenance functions.
- (d) Employees will wear protective equipment as specified for particular jobs and activities, including but not limited to: protective glasses, goggles, face shields, protective shoes, hard hats, gloves, respirators, and ear protection.
- (e) Hand and eye protection must be worn when working with caustic chemicals such as bowl and tile cleaners, solvents, drain cleaners, and degreasers.

B. LIFTING

General Instructions

Even with mechanical lifting aids, certain things have to be lifted manually. Proper lifting techniques will help avoid injuries such as back strains.

- (a) The most important part of the body to use when lifting is the brain. "THINK BEFORE YOU LIFT" is the most important rule.

Solid footing is essential for lifting any object of substantial weight.
See Chapter two: Personal Protective Equipment.

Lifting Procedures

- (a) STAND CLOSE TO THE LOAD to eliminate excessive strain on the back muscles. Anticipate the direction the load will move after lifting and position the feet to allow this movement without the trunk of the body.
- (b) Place one foot alongside the object to be lifted and the other slightly behind the object with the heels flat, not raised. This provides a wider, more stable base from which to lift.
- (c) Bend the knees and squat down. KEEP BACK ERECT WHEN LIFTING.
- (d) Grip the object firmly from underneath. Be sure hands or gloves and the surface of the object are not slippery. Keep arms straight. Allow shoulder muscles to help lift the load.
- (e) Straighten legs gradually from the squatting to an erect position. JERKING when lifting is as dangerous as setting down a load TOO QUICKLY.
- (f) Carry the load close to the body, near the center of balance. KEEP BACK ERECT. Loads should be carried in such a way as to permit an unobstructed view ahead.
- (g) In turning, turn whole frame, not just with your trunk. Avoid twisting your body because this motion places the load outside your center of balance and puts a terrific strain on muscles not normally used in lifting.

- (h) To set the load down, simply reverse the lifting operation. With back erect, bend legs at the knees to a squatting position, and withdraw hands from the object.
- (i) When two or more are lifting together, only one person should give directions for the team. Efforts should be completely coordinated. The load should be well balanced and as evenly distributed as possible. For a team, the lifting procedure is the same as for one person - lift with the legs and reverse the technique to set the load down.
- (j) When raising an object to shoulder height or higher, first lift to waist height, rest one end of object on a bench or ledge, and shift the position of the hands to accomplish the lift to the higher level. Reverse when lowering objects.
- (k) KEEP THE CHIN UP. If your chin is up, your back is likely to be straight and the chance of avoiding back injury while lifting is greatly improved.

C. LADDERS

Ladders – Portable, straight, or extension ladders must be used only for their designed purpose. Before using, inspect carefully for any visual defects.

- (a) All straight or extension ladders must be equipped with approved safety feet. If the safety feet do not overcome the hazard of slipping, the ladder should be secured by other adequate means.
- (b) Ladders must be inspected periodically and removed from service if found defective. Ladders must be destroyed if proper repairs cannot be made. Post warning signs or take other precautions to avoid an accident if you must use a ladder near a door or an aisle where there is a lot of traffic. Improperly used ladders are responsible for many accidents.
- (c) Place a straight ladder so that the horizontal distance of the base to the vertical plane of the support is approximately 1/4 the ladder length between supports. (Example: Place a 12-ft ladder so the bottom is three feet away from the object against which the top is leaning.)
- (d) If a straight ladder has to be used on a slippery or vibrating surface or where there is any probability of it tipping or slipping, the ladder must be held in place by a person at the foot of the ladder and/or by adequately securing the top of the ladder.
- (e) When going up or down a ladder, face the ladder to free both hands for climbing.
- (f) Bulky or heavy materials which would interfere with using your hands or would overburden the ladder will be raised and lowered by block and tackle or ropes.
- (g) Do not slide down ladders.
- (h) Do not use broken or weak ladders or ladders with missing rungs.
- (i) Two ladders must not be spliced together; only approved type extension ladders shall be used where greater length is required.
- (j) Ladders used near live electric circuits must not be made of metal and must not have metal rung braces, trusses, or struts because of the danger of short circuits or accidental contacts with live parts of the circuit.
- (k) Step ladders will be fully opened before being used.

- (l) Wooden ladders are prohibited from use.
- (m) Ladders will not be used in a horizontal position.
- (n) Employees must not work or stand on either of the top two rungs or steps of any ladder. Employees will avoid overreaching in any direction.
- (o) Except for safety platform ladders, do not work from the top steps of a step ladder.
- (p) Ladders must not be left in an upright position against any supporting object when not intended for immediate use. A ladder should be stored in such a manner as to provide ease of access and inspection. If stored in a horizontal position, the ladder should be supported at a sufficient number of points to avoid sagging.
- (q) Tools or equipment must not be left on ladders or ladder platforms.

D. PORTABLE WORK PLATFORMS

- (a) Portable work platforms must be well constructed and maintained in a safe condition. Adequate guardrails must be provided and used.
- (b) Do not stand or work from forks or other parts of lift trucks.
- (c) Platforms with castors or wheels must be equipped with safe locking devices. Outriggers must be used where provided.
- (d) Extreme care will be exercised when hoisting workers on platforms to avoid overhead structures and electrical hazards.
- (e) No one will be allowed to ride on a work platform between work locations.

E. BARRICADES

Barricades must be used to ensure the safety of others when hazardous conditions are created by the work performed, such as material dropping, flying, or spraying and uneven or slippery footing.

F. TOOLS AND EQUIPMENT

General Tools

Experience shows that employees who improperly use tools or use defective tools and equipment cause many accidents. Employees will use only tools and equipment that are in good condition. Tools will be used only for the purpose for which they were designed.

- (a) It is the responsibility of each employee to make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good physical condition.
- (b) Supervisors will prohibit the use of any tool, device, or equipment that, in their judgment, is unsafe.
- (c) Some of the common defects in tools and equipment that must be eliminated to prevent accidents are:

Handles that are cracked split, broken or loose in hammers, shovels, sledges, axes, etc.

Mushroom heads on chisels, impact drills, etc.

Wrenches that fit poorly, open-end wrenches and adjustable wrenches with spread jaws, or stillson wrenches that do not hold.

Ladders with broken or loose rungs or cracked sidepieces.

Ladders without rubber shoes.

Rubber protective devices that have cracked, been cut, or have other defects.

- (d) Sharp edged tools will be protected or stored in such a manner as to prevent injury to employees when not in use.
- (e) When using hand tools, employees will place themselves in such a position that they will avoid injury if the tool slips.
- (f) Do not use a machinist's (ball pen) hammer to drive nails. Use a carpenter's (claw) hammer.
- (g) Do not use a hard-faced hammer on a highly tempered steel tool such as a drill, file, die, jig, etc., because metal chips may fly.
- (h) Use plastic, brass, lead or other soft-faced hammers on any highly tempered steel tool such as a drill, die, or jig.
- (i) Use a soft iron or sledgehammer to strike star drills, cold chisels, and similar tools.
- (j) Clean pipe wrench jaws before using.

Never use shims to make a wrench fit.

Replace worn or dull jaws on pipe wrenches before use.

- (m) All files, rasps, and other hand tools which have a sharp tang must be equipped with approved handles.
- (n) Place tools that are not being used in a place where they will not cause anyone to trip or stumble, even during construction or overhaul periods.
- (o) Store shovels, picks, digging bars, etc. so as not to create stumbling hazards. Clean them before storing.
- (p) Cutting and digging tools are the safest to use when they are kept sharp and in good condition. Store them so they will not be a hazard to a person accidentally coming in contact with them.

General Handling of Pointed Tools

Never carry pointed tools with the edge or point up in a workman's pocket. Carry them in a toolbox, carrying belt, pouch, or in the hand with points and cutting edges away from the body.

- (a) Tools should be handed from one worker to another, never thrown. Edged or pointed tools should be passed with the handle toward the receiver.
- (b) In all operations where one metal hand tool strikes another, where a metal hand tool, or where the cutting action of a tool causes material to fly strikes equipment or material, eye protection is required for the user of the tool and for other employees who may be exposed.

Correct Use of Tools

- (a) Cold Chisels – Cold chisels should never be used as a wedge or pry. A cold chisel used as a wedge has the potential of becoming a lethal flying missile.

Files – Files should never be used for levers, punches, or any other type tool other than its intended purpose. A file shall never be used without a smooth, crack-free handle covering the tang.

Hacksaws – Hacksaw blades should be adjusted in their frames to prevent buckling and breaking but should not be tight enough to break off the blade retaining pins.

- (d) Pry Bars – Pry bars not in use must be either securely placed so they will not fall or placed in a location where they will not create a stumbling hazard. Makeshifts, such as a piece of pipe, must never be substituted for a pry bar.
- (e) Tapes – Never use metal tapes or tapes reinforced with metal in the vicinity of electrical conductors, batteries, or electrical equipment.
- (f) Wrenches – Never use extensions on wrench handles unless the wrench is specifically designed for such purpose.
- (g) Pipe Wrenches – A pipe wrench should never be struck with a hammer. Jaws must be kept clean and replaced when worn.
- (h) Adjustable Wrenches – The adjustable wrench should be placed on the nut with the adjustable jaw facing the user. Wrenches should be pulled, not pushed. Jaws should be kept clean and replaced when worn.
- (i) Open End and Box End – Never use wrenches with cracked or sprung jaws.
- (j) Side Cutting Pliers – Wire being cut must be secured to keep ends from snapping free.
- (k) Screwdrivers – Never use screwdrivers as chisels, punches, or pinch bars. Screwdrivers used for electrical work must have insulated handles.

▪ General Care of Tools

Tools and equipment must be kept in proper operating condition and used only for the purpose for which they were designed. If proper and safe tools are unavailable, report this to your supervisor.

- (a) Inspect all tools at regular intervals, and any tool that develops defects while in use shall be taken from service, tagged, and not used again until restored to proper working condition.
- (b) Grind off the mushroomed heads that develop on impact tools such as hammers, chisels, drills, and wedges. They must not be used until they have been reconditioned.
- (c) Keep hammers and similar tools in good condition and do not use them if the handles are loose, cracked, or splintered.

Wrenches must be kept in good condition. Defective wrenches such as open-end, box-end, socket sets, and adjustable wrenches with spread jaws or pipe wrenches with dull teeth might slip.

▪ Power Tools

- (a) Eye protection, as outlined in the Personal Protective Equipment chapter, must be used when operating any grinding, cutting, drilling, or power-driver tool such as a lathe, valve refacer, or drill press.
- (b) Only use ground-carrying (three-wire) extension cords approved by Underwriters' Laboratories and in good condition. Remove from service and repair any worn or frayed cords and broken plugs.

When operating portable electric equipment and a three-wire receptacle is not available, the ground wire on the three-prong/two-prong plug must be used. The ground wire must be connected before inserting the plug into the receptacle. Two-wire/two-pronged plugs on double insulated tools are acceptable.

Stationary Power Tools

- (a) Inspect all tools, equipment, safety guards, safety chains, and safety devices at regular intervals and keep them in proper working condition.
- (b) Do not wear gloves while operating lathes, drill presses, power saws, and similar equipment. Do not wear loose clothing on upper portion of body and roll up long sleeves.
- (c) Securely block or clamp all work before starting to drill. Work must not be hand held.
- (d) Remove drift pins and chuck wrenches before starting spindles.
- (e) Use a hook, brush or special tool to remove chips. Do not use your hands or compressed air to remove chips.
- (f) Do not adjust and gauge (caliper) work while machinery is in motion.
- (g) Turn off the machine when the operator leaves.
- (h) Securely fasten or clamp work in such a manner as to prevent its release or movement when using a drill press, or power hacksaw.
- (i) Electric Drills – Do not grind oversized bits to fit small electric drills. Use the proper size drill.
- (j) All electric or otherwise powered equipment must be operated with the proper safeguard or safety device in place.
- (k) Post the safety color-coded chart in a conspicuous place available to employees.
- (l) Use safety zone lines on the floor area surrounding working machinery.
- (m) Safety equipment such as eyewash and fire extinguishers must be available and maintained.

G. GRINDING AND BUFFING WHEELS

▪ General Protection

- (a) Always wear approved eye and face protection when using a grinding wheel. Bench grinders must be equipped with wheel guards, transparent shields, and tool rests.
- (b) The center hole of a grinding wheel shall be the proper size for the arbor shaft on which it is mounted.
- (c) A grinding wheel must be properly mounted.
- (d) Never operate a wheel at a speed greater than that which is printed on the identification disc provided with the wheel.
- (e) When changing wheels or adjusting guards, disconnect the grinder from its electrical or pneumatic power source.
- (f) Replace the protective hood after changing wheels.
- (g) Always use face shields during grading operations.
- (h) Never set the tool rest below the centerline of the wheel.
- (i) Always keep the tool rest within 1/8" of the wheel.
- (j) Never make adjustments while the wheel is in motion.
- (k) Do not apply excessive pressure to the face of the grinding wheel.
- (l) Do not use the side of a wheel for grinding unless the wheel is designed for this type of grinding.

Machines and Equipment

- (a) Do not use equipment for any purpose other than for which it is intended.
- (b) Do not tamper with or render inoperative safety guards and switches on machinery. Machine guards will be kept in place during machine operation. Operators will not reach around machine guards for any reason.
- (c) Do not reach into any motorized or moving equipment.
- (d) Do not use electrical equipment while standing on a wet surface.
- (e) Do not operate or attempt to repair, clean, or adjust equipment unless it is part of the employee's assigned duties and the employee has been properly trained.
- (f) Use extreme care when working with electrical devices and tools.
- (g) Do not walk, stand, or work under any raised or hoisted equipment or load that is not secured by an adequate safety restraint.
- (h) Do not use damaged cords. All electric power tool cords and extension cords should have rubber insulation.

- (i) Be sure electrical power tools and equipment is properly grounded or is double insulated.
- (j) A reasonable area must be blocked off around the work area to keep other employees from being injured by falling tools or other objects when overhead work is being performed.
- (k) Shut off machinery when being repaired or adjusted. Use "lock-out" procedures.
- (l) Removing lockout tags or devices on any machinery by unauthorized personnel is prohibited.

H. LOCKOUT PROCEDURES

▪ Purpose

These step-by-step procedures should be followed to ensure that machinery being serviced or maintained is rendered inoperative before any work begins to prevent the unexpected energization, start-up, or release of stored energy that could cause injury to anyone working on the equipment.

Lockout/Tag out Procedures

Step 1:

Turn off the equipment and disconnect the energy source. **IMPORTANT:** Notify all affected employees that a lockout procedure is beginning and why.

Locate and identify all switches, valves and other devices that will have to be locked and/or tagged. More than one energy source may be involved.

Shut the machine down by normal stopping procedure. Pull the plug, flip the power switch, break the circuit, pull a fuse, close a valve or otherwise neutralize stored energy. Do whatever is necessary to turn off the equipment and disconnect the energy source. Then test the "on" switch and turn it back to "off."

Know the machines! Some machines may be damaged if disconnects are made while under a load.

(b) Step 2:

Lockout energy sources. Use a lock to prevent the flow of energy from being restored. Snap the lock on the control lever or on the multiple-lock adapter. Test the disconnect to be sure it can't be moved to the "on" position.

Make it impossible for the flow of energy to be re-established without a mechanic's knowledge. Pulling a fuse or flipping a circuit breaker is no substitute for a lock out.

If more than one person is going to be working on the equipment, use a multiple lockout device.

If a valve or a switch has been turned off but doesn't have a lock, assume someone has it turned off for a reason. Find out why the source of energy has been turned off before restoring power.

(c) Step 3:

Tag out at the disconnect point. Even though a lock is being used, it is also necessary to place a tag at the disconnect point. The tag provides vital information and extra protection. It tells who and what is being done, as well as instructing that no energy be restored. When it is physically impossible to use a lock, a tag is essential.

IMPORTANT: Use your own lock. Never borrow or lend your lock to anyone. The supervisor has the other key. This duplicate key will not be given out until it is clear why the original is not being used. If a key is lost, it must be reported immediately to the supervisor.

(d) Step 4:

Release residual energy. Zero mechanical state (ZMS) is necessary to complete the fourth step. Zero mechanical state means the machine has been put in a state in which the possibility of an unexpected mechanical movement has been reduced to a minimum.

How to reach ZMS:

1. Be sure the machine has stopped moving completely before starting work on it.
2. Release stored energy that could cause sudden movement. Block or remove the energy in those parts and lock off.
3. Secure loose and moveable parts before beginning work.
4. Be sure material that is supported or controlled by the machine cannot move or cause the machine to move.
5. Lock off or reduce accumulators and air surge tanks to atmospheric pressure.
6. Don't overlook remote controls such as timers.

(e) Step 5:

Test Equipment. Test equipment to make sure it won't run before working on it. After completing the first four steps turn on the switch or pull the start button to make sure all energy sources are blocked out. Then return it to the "off" position.

(f) Step 6:

When work has been completed, check to make sure all tools have been removed, all lines reconnected or unblocked, all guards have been replaced, and other workers are safely out of the way before removing the lock and tag and turning the machine on.

I. GROUNDS – KEEPING EQUIPMENT

General

Wear personal protective equipment where provided for a specific work assignment or as directed by the supervisor.

Employees will report any equipment or safeguard that is found defective.

- (a) Do not operate, lubricate, or provide maintenance on any equipment until trained in the operation, lubrication, maintenance procedures, hazards, and safeguards of the equipment and until authorized to do so.
- (b) Do not remove a guard except for authorized maintenance purposes. The guard must be replaced before the machine is returned to operation.

Personal Protective Equipment

- (a) All employees who operate any power grounds - keeping equipment must wear protective glasses.
- (b) All employees who operate any power grounds - keeping equipment must wear protective shoes.
- (c) Certain power grounds equipment requires use of hearing protectors.

General Operation of Power Equipment

- (a) Do not fill a gas tank indoors, while the engine is running, or while a source of ignition is present in the immediate area.
- (b) Store or transport gasoline only in approved safety cans with "flashback" screens.
- (c) Clean up gasoline spills immediately.
- (d) Disconnect the spark plug wire before attempting to handle the blades of a mower or make any repairs. Disconnect the spark plug wire before the mower is lifted or carried.
- (e) Never operate power mowers without guards in place.
- (f) Pick up rocks, pieces of wire, and other debris, etc., before mowing.
- (g) Inspect power mowers (especially the blades) after striking an object or if a vibration develops.

Operating Riding Mowers

- (a) A riding vehicle will not carry a passenger other than the operator.
- (b) Disengage the source of power to an attachment of a riding vehicle when the attachment is not in use or is being transported.
- (c) When a riding vehicle is left unattended, shift the transmission to neutral, set the parking brake, and disengage the attachment clutch.
- (d) Shut off all riding type mowers before dismounting from machine.

Operating Walk-Behind Mowers

- (a) Do not move a walk-behind mower across the face of a slope of more than 17 degrees.
- (b) Shut off and disconnect an electric-powered, walk-behind mower when cleaning, repairing, or adjusting.
- (c) The operator must maintain direct control of a self-propelled, walk-behind mower. For proper control, ground speed will be adjusted to the individual gait of the operator.

- (d) The operator of a hand-operated, rotary mower must not back up with the machine or turn and pull the mower by the handle in the reverse direction.
- (e) Disengage the drive mechanism before starting the motor or engine.
- (f) Stop an engine or motor and inspect it after striking a foreign object with a machine or if a vibration develops.
- (g) Stop an engine or motor when clearing a clog or jam or when removing an attachment.
- (h) Do not keep grounds-keeping equipment running unattended.
- (i) Stop a rotary mower blade while traveling over loose gravel drives or walks.

Pesticides

- (a) One employee will be responsible for obtaining a restricted pesticide and herbicide applicator's license at the college's time and expense.
- (b) The employee will be solely responsible for properly mixing and applying all pesticides, fungicides, fertilizers, fogging materials, dusting powders, and toxic sprays.
- (c) Proper personal protection equipment must be worn according to the manufacturer's instructions or as directed by the supervisor.

J. ELECTRICAL WORK

Except in an emergency, electrical work will be done on de-energized circuits. When working on energized circuits, employees must have permission from their supervisor, and a second employee or supervisor must observe the work in progress in order to provide assistance if necessary.

- (b) Favorable work conditions mean a dry working area, no storms in progress, adequate workspace and a minimum of exposed, energized equipment or conductors adjacent to grounded equipment.
- (c) Use protective devices such as gloves, sleeves, line hose, line guards, hoods, blankets, protective hats, protective glasses, insulated footwear, and other equipment to avoid injury. Properly using and caring for protective equipment will help avoid injuries.

CHAPTER TEN: CHEMICAL HANDLING

A. CHEMICALS

All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times.

Responsibility

It is every employee and supervisor's responsibility to be aware of the hazards related to the use of solvents, chemical cleaning materials, water treatment, and other chemicals and enforces the rules related to their use. The location and use of eyewash/safety shower stations and other first aid materials shall be known prior to working in any area where their use may be required.

Selection of Chemical Materials

The hazards to be considered in the selection of solvents, chemical cleaning materials, water treatment and other chemicals shall be:

- (a) Contact with a hazardous material which can cause skin rash or dermatitis, corrosive burns, or eye damage.

Potential explosive or fire hazard.

- (c) The ingestion through the mouth or absorption through the skin of a poisonous, corrosive, or other hazardous substance.
- (d) The inhalation of a volatile solvent, gas, or toxic dust that may produce asphyxiation, intoxication, or damage to mucous membranes and internal organs.

Hazard Guideline

Glossary of Terms Related to Hazards:

- (a) Chronic – Longer period before reaction
- (b) Acute – Almost immediate reaction
- (c) Local – Contact on skin and eyes
- (d) Systemic – Ingested or inhaled
- (e) Danger – highest degree of hazard (flash point below 100 F)
- (f) Warning – Intermediate degree of hazard (flash point 100 F - 200 F)
- (g) Caution – Lowest degree of hazard (flash point 200 F - 1500 F)

The selection of chemical materials should be based on safety as well as the ability to meet specific performance requirements.

Handling of Chemical Materials

Solvents, chemical cleaning, water treatment, and other chemicals will be handled in accordance with industry safe practice and the instructions on the label. Further instructions may be found in chapters of the Safety Manual devoted to specific operating areas. Appropriate warning signs shall be posted in areas where a hazardous material is in use.

Do not mix cleaning compounds or other chemical products unless authorized by the supervisor.

Appropriate protective clothing must be worn when handling flammable liquids or chemicals.

- (c) Chemicals and materials with toxic fumes are to be used only in well-ventilated areas unless approved respirators are used.

Storage of Chemical Materials

- (a) Solvents, chemical cleaning, water treatment and other chemicals will be stored in accordance with industry safe practice and the instructions on the container label. For storing flammable liquids, refer to the Fire Prevention chapter.
- (b) NOTE: DO NOT store acids and bases or oxidizers and reducers in the same cabinet due to the possibility of extremely violent reactions between the two.

Spill or Leak Procedures

- (a) Report any chemical spill or leak to the supervisor immediately. Give details on the type of material involved, amount, location, and any other pertinent information.
- (b) The supervisor shall:
 - Respond immediately to the incident area;
 - Evaluate the situation;
 - Alert security to secure area (if necessary);
 - Instruct personnel on personal protection equipment required (if any); and
 - Determine proper clean-up procedure, materials and tools necessary and implement clean-up procedure.
- (c) Following clean up, the supervisor will gather all information concerning the incident and take required action to prevent the incident from reoccurring.
- (d) File all necessary forms/reports with the proper department(s) and agencies as soon as possible following the incident.
- (e) Personal protection equipment and tools contaminated in the clean-up process shall be cleaned and sanitized.
- (f) All disposable clean-up materials contaminated must be treated as hazardous waste and therefore handled and disposed of in an acceptable manner.

CHAPTER ELEVEN: MOTOR VEHICLE SAFETY

A. DRIVER'S LICENSE REQUIREMENTS

College Policy

No employee will be permitted to operate a college vehicle unless he or she possesses a valid Florida driver's license. If an employee who is required to drive a vehicle has had driving privileges suspended or license revoked, they must report this condition to their supervisor immediately.

Commercial Driver's License Requirements

- (a) A commercial driver's license is required when a motor vehicle or motor vehicle combination, used on the streets and highways, which has a gross vehicle rating, a declared, or actual weight of 26,000 pounds or more; is designed to transport more than 15 persons, including the driver; is a school bus designed to transport more than 10 persons, including the driver; or, is transporting hazardous materials required to be placarded.
- (b) The supervisor or department head will ensure the employee/user possesses a commercial driver's license prior to issuing authorization for use of such a vehicle.

B. USE OF COLLEGE VEHICLES – GENERAL INFORMATION

- (a) Requests – All requests for use of college vehicles must be approved by Plant Operations or the respective department head.
- (b) Travel Log – A vehicle travel log must be completed before and after using each vehicle. The log includes date of use, operator, destination/purpose, time in, and time out.
- (c) Responsibility – It is the responsibility of the employee to operate a college vehicle in conformance with the applicable motor vehicle laws, all local ordinances, and within the guidelines of this chapter of the Safety Manual.
- (d) Before Using an Van or Truck – It is the driver's basic responsibility to make sure the vehicle is in safe operating condition before starting each trip. The employee shall check the lights, horn, windshield wipers and washer, brakes, tires, gas, rear view mirrors, seat belts, and windows for clear visibility.

Reporting Problems – Drivers must report any needed repairs or suspected conditions to the Facilities Department immediately upon return from trips.

- (f) Seat belts and Shoulder Harnesses – Where provided, drivers and passengers in vehicles shall wear these whenever the vehicle is in motion on public or private thoroughfares and roads. Employees who drive their personal vehicles for college business or who are passengers in personal vehicles being used for college business shall also wear seat belts and shoulder harnesses where provided.
- (g) Parking – Avoid high-risk parking areas. After a vehicle has been parked, always turn off ignition and remove ignition key before leaving vehicle.

- (h) Backing – Vehicles, whenever possible, shall be positioned or parked where backing will not be necessary. If a vehicle must be backed, it is the responsibility of the driver to:

- If alone, visually check the area behind the vehicle immediately prior to backing up; or

- If a member of a crew, request another employee to check the area in back of the vehicle and act as a safety watcher, or signal man, during the backup operation.

- (i) Emergencies – No job is so important that it requires an employee to operate a vehicle in any manner that is considered unlawful or unsafe. Although it is important when responding to an emergency call to get to the scene as soon as possible, it is the driver's responsibility to drive safely. An emergency call does not permit the driver to disregard traffic laws and regulations.

C. ACCIDENT PROCEDURES AND REPORTS

- (a) Any accident, regardless of the extent of damage, involving a college vehicle should be investigated by a police officer with jurisdiction in the area. Campus security will be notified of any accident, however minor, involving college vehicles, on or off campus.
- (b) Vehicle operators are responsible for submitting the appropriate accident report forms to the Director of Plant Operations, Security, and the Vice President for Administration and Finance upon completion of the trip. All pertinent information required on the form should be obtained at the accident site. Serious property damage accidents should be reported as soon as possible to the Director of Plant Operations. All personal injury accidents should be reported immediately to the Director of Plant Operations. They then, through the Business Office, will be responsible for filing a "Notice of Injury" form with the Risk Management and the Insurance Department on a timely basis as required by Workers' Compensation Law. All citations must be reported to the Director of Plant Operations, Security, and Vice President for Administration and Finance as soon as possible.

NOTE: Any serious accident should be reported immediately by telephone to the college. If the Director of Plant Operations or Vice President for Administration and Finance is not available, the report should be made to the Security Office.

D. GARAGE AND MACHINE REPAIR

General Information

- (a) Supervisors are responsible for their employees' safe work practices.
- (b) Employees should wear sturdy footwear at all times to protect feet from abrasions and punctures. Protective shoes are required, or as directed by the supervisor, to prevent injuries.
- (c) Tools – Employees shall be responsible for inspecting and properly using tools and equipment.

- No one will use tools and equipment for other than their intended purpose. Tools that require repair should be reported to the supervisor immediately.

- (d) Hydraulic Jacks, Mechanical Jack Stands - When working on vehicles or equipment raised by hydraulic floor jacks, mechanical jack stands will be placed under the vehicle or equipment resting upon the jack stands to prevent dropping or falling in the event of hydraulic jack malfunction.
- (e) Batteries – Batteries will be located in an area or enclosure separate from other work areas and so arranged as to prevent objectionable quantities of electrolyte spray from escaping into the work area.

Ventilation will be provided and used to ensure dispersion of the gases from the batteries to prevent the collection of an explosive mixture.

Personnel will wear face shields, aprons, and rubber gloves while working with batteries.

If spilled, electrolyte will be neutralized and flushed away immediately.

Disconnect the power source from the charging circuit before servicing batteries within the charging circuit.

Welding and Cutting Precaution – Use precautions at all times on special shop welding in the garage to avoid fire hazards, particularly gasoline, and to properly protect other persons in the vicinity. (See section on welding in Chapter Two.)

Keep fire extinguisher close and ready to use in all cases.

Do not weld or cut within 35 feet of a work area involving flammable liquids without protective curtains.

Use protective screens when other employees are within or near the welding area.

Employees entering the welding work area will wear approved eye protection.

Use adequate ventilation when welding or cutting in confined spaces or while brazing, cutting, or welding any zinc, brass, bronze, galvanized, or lead-coated material.

- (g) Housekeeping – Maintain all equipment areas in a safe, orderly condition with adequate ventilation and fire protection facilities.

Keep floors clean and free of oil, grease, and other slipping and tripping hazards. Keep discarded oily rags in approved metal waste cans until disposed of properly.

Do not overfill waste cans so as to prevent the lid from closing.

Keep monoxide-ventilating systems in a safe operating condition to prevent monoxide poisoning.

Keep walkways, aisles, and all other passageways clear of all obstructions.

- (h) Parts Storage – Store parts or material on shelves or in bins in such a manner as to not interfere, endanger, or become a hazard.

Do not store parts or material on top of bins or shelving in such a manner as to create a hazard.

Store open cartons or boxes in such a manner as to prevent their contents from dropping or spilling when they are removed from storage.

Do not use bins or shelving as ladders.

Flammable Fuels

- (a) General – When accepting delivery of bulk gasoline, the delivery truck must be grounded at the tank. The person in charge of filling tanks will be in immediate and constant attendance.
- (b) Devices permitting the flow of liquid through a dispensing hose or nozzle when the operator's hand has been removed from the nozzle are prohibited unless:
 - The nozzle has a latch-open device as an integral part of the assembly and shuts off the liquid when the gasoline tank is full; or
 - The nozzle falls from the filler neck of the vehicle tank when it is subject to rough usage; or
 - When a vehicle is driven away while the nozzle is still in the tank.

Fuel Tank Dispensing Pumps

Open flames, smoking, or other sources of ignition are prohibited within 50 feet of dispensing pumps.

- (b) Engines of motor vehicles or equipment must be "shut-off" before the fuel tank is filled.

All vehicles or equipment receiving fuel will park with the fill tube next to the dispensing pump.

- (d) The dispensing nozzle of the discharge hose must remain in contact with the vehicle, equipment fuel tank, or container during filling to release static charges. Care must be taken to avoid spillage.
- (e) Gasoline dispensing equipment must be controlled at the discharge point with a secondary means of shutting off the power in the event of accident or fire.
- (f) Dispensing nozzles and hoses must be inspected at regular intervals to ascertain the continuity of the ground bonding wire.
- (g) No container will be filled with gasoline while inside a passenger-carrying vehicle. Containers must be removed from passenger vehicle interiors and from the enclosed portion of truck cabs during filling.
- (h) Approved containers for gasoline must be bright red, of not more than five-gallon capacity, and have a spring-closing lid and/or spout cover. Each opening in the container must be equipped with a flame arrester and designed to prevent leaking when tipped over. The opening also must be designed to safely relieve internal pressure when subject to fire exposure. The container must have either the "Underwriter's Laboratories Incorporated," or the "Factory Mutual" label on it. Approved containers shall not be altered in design.

Lubrication

- (a) When working under a vehicle on a hoist, wear protective headgear to avoid injuring your head on the undercarriage.
- (b) Wipe excess oil or grease from all joints to prevent the excess from dripping on the floor.

Vehicle and Equipment Movement

- (a) Drive or operate vehicles or equipment safely within the shop area.
- (b) Do not back a vehicle or equipment within the shop area without a guide unless the operator has a clear, unobstructed view of the area to the rear.
- (c) An employee will not attempt to move a vehicle or piece of equipment not capable of movement under its own power until adequate personnel and/or equipment is available to make the move.

E. MATERIAL – HANDLING EQUIPMENT

All Equipment Storage

All material-handling equipment must be stored neatly, orderly, and securely so that it will not topple or create tripping or fire hazards.

- (a) Store material on shelves whenever possible.
- (b) Use hand trucks or forklift trucks for moving heavy items from one location to another.
- (c) Use barricades or proper signage to ensure the safety of others during tree trimming and removal operations and when the work performed creates hazardous conditions such as torn carpets, uneven or slippery floors, and open excavations.

Forklifts/Tractor – Operator

Only trained and authorized operators will be permitted to operate a college-owned or leased forklift.

Forklifts/Tractor – Fuel Handling and Storage

Storing and handling liquefied petroleum gas will be in accordance with NFPA Storage and Handling of Liquefied Petroleum Gas (NFPA 58-1969).

Forklift/Tractor Operations

- (a) Do not drive forklifts up to anyone standing in front of a bench or other fixed object.
- (b) Do not stand or pass under the elevated portion of a forklift, whether loaded or empty.
- (c) Unauthorized personnel will not be permitted to ride on a college forklift.
- (d) Do not place extensions between the uprights of the mast or outside the running lines of the forklift.
- (e) When a forklift is left unattended, fully lower loads, set gears in neutral, shut off the power, and set the brakes.
- (f) Maintain a safe distance from the edge of ramps or platforms while on an elevated dock or platform.

Forklift/Tractor Operations When Traveling

- (a) Slow down and sound the horn at cross aisles and other locations where vision is

obstructed. If the load being carried obstructs forward view, the driver will travel with the load trailing.

- (b) Look in the direction of and keep a clear view of the path of travel.
- (c) Ascend or descend grades slowly.
- (d) Under all travel conditions, operate the forklift at a speed that will permit it to be brought to a stop in a safe manner.
- (e) Stunt driving or horseplay will not be permitted.
- (f) Slow down on wet and slippery floors.
- (g) Avoid running over loose objects.

Forklift/Tractor Operations When Loading

- (a) Only handle stable or safely arranged loads. Exercise caution when handling off-center loads that cannot be centered.
- (b) Handle only loads within the rated capacity of the forklift.
- (c) Place a load-engaging means under the load as far as possible. Carefully tilt the mast back to stabilize the load.
- (d) Use extreme care when tilting the load forward or backward.
- (e) If at any time the forklift is found to be in need of repair, defective, or in any way unsafe, the forklift shall be taken out of service until it has been returned to safe operation.

CHAPTER TWELVE: LSCC HURRICANE AND DISASTER PLANS

A. GENERAL INFORMATION

Decision Making

The decision to close and subsequently reopen the college (all campuses) will be based upon whether harm or life-threatening situations exist.

- (b) The College President or designated authority is the decision authority.
- (c) The incumbents of the following positions, in the order listed, unless directed by the President otherwise, will succeed to the authority and responsibilities of the President during his temporary absence or incapacity, or during emergencies (reference LSCC Internal Management Memorandum #2):
 - 1. Vice President for Administrative Services
 - 2. Vice President for Educational Services
 - 3. Vice President of Student Services
 - 4. Dean of Business and Technologies
 - 5. Dean of Arts and Sciences
- (d) Bulletins issued by the National Hurricane Center and/or National Weather Service will be the basis for taking decisions.

Notification

- (a) The LSCC Emergency Hotline (323-3682) provides an official, recorded announcement of the latest information on the status of the operation of the College. This service is continually updated and available to all faculty, staff, community, and students.
- (b) Faculty and Employees will be notified by phone and/or e-mail of anticipated closings to allow time for preparation of individual areas. Specific instructions will be given at that time on standard procedures to follow in preparing classrooms, offices and work areas for the storms.
- (c) Students – Information will be distributed to the local media and LSCC College TV Channel through the Manager College Relations/Marketing advising students on the decision to close and subsequently re-open campuses. All sources of relaying information may be used depending on the circumstances including faculty to student communication in classrooms.

B. PROCEDURES

Hurricane Watch

- (a) When the National Hurricane Center announces a hurricane watch, all Facilities personnel are automatically placed on a 24-hour watch on duty call.
- (b) As the hurricane watch progresses and indications are it is headed toward the LSCC (Lake/Sumter) area:
 - 1. Facilities personnel should prepare their own personal and real property for protection and see that their families are protected in case the employee is needed at the campus.

2. On-duty Facilities personnel will make a facilities, equipment, and operations check to ready the campus in the event it becomes necessary to close the college.

Hurricane Warning

When the weather center announces a hurricane warning is now in effect, previously identified Facilities personnel will report for duty to the Director of Facilities.

C. COLLEGE CAMPUS PROCEDURES

Director of Facilities – Responsibilities

The Director of Facilities or his designated representative will ensure that:

- (a) Doors and windows of all Campus buildings are shut and secure.
- (b) Boarding is completed as necessary.
- (c) Loose objects (umbrellas, chairs, etc.) are stored and secure.
- (d) Air conditioners are placed under minimal control status through EMS and building electrical and lighting service is reduced to their lowest usage level except in buildings used as campus emergency operations centers.
- (e) Elevators are at the center of the hoist way and the disconnect switch in the machine room is pulled. Elevators are parked with door closed and are not run during the hurricane. (Caution: After the storm, do not attempt to run the elevator if evidence of water exists around or in the machine room or in the well shaft.)
- (f) Provide emergency contact list to the College Decision Authority and the Southlake and Sumter Campus On-site Coordinators.
- (g) Communication contacts are established with Lake and Sumter County Emergency Operations Centers.

Facilities Department – Responsibilities

The Facilities Department will be responsible for maintaining emergency supplies, equipment, and materials which would be available for use at each campus. Although all items listed below may not be available at all times; the following list is considered the ideal list to have on hand for emergencies.

Plywood and 2x4 lumber, battery drills, fasteners, and other tools, as required, to secure the data center, business office, and chemical storage areas from wind damage.

Portable emergency generator to run equipment, lighting, and power tools as required for pre-storm and post-storm operations.

Portable AC lighting equipment, flash lights w/ extra batteries, and extension cords.

Collapsible water bottles

Rain suits, gloves, and rubber boots.

Sand bags filled and stored on pallets as needed for dike construction at possible flood areas.

Barricades, cones, safety tape, and signage as needed to close campus to public access.

Plastic trash bags, duct tape, and roll plastic as needed to cover computers, electronic equipment, and roof top exhaust fans and HVAC equipment.

- Communication contacts are established with the Lake and Sumter County Emergency Operations Centers.

Chief Information Officer – Responsibilities

The Chief Information Officer (CIO) or designated representative will ensure that those measures documented in Chapter Six of this Manual, will be fully executed in order to ensure the protection of the Colleges information technology resources.

Manager TV Studio/Distance Learning – Responsibilities

The Manager TV Studio/Distance Learning or designated representative will ensure that those measures are taken to ensure the protection of the College's Television Station technology resources.

D. PERSONAL PROPERTY INSURANCE

Personal possessions on college property are not covered by college insurance. If possible, such items should be removed before a hurricane. The College Board of Trustees disclaims any liability for above property.

E. ALL CLEAR FROM HURRICANE

- (a) Director of Facilities – The Director of Facilities will initiate a damage assessment and take action to restore campus buildings, equipment, roads and parking lots.
- (b) Chief Information Officer – The CIO will initiate restoration of information technology services in accordance with those procedures documented in Chapter Six of this Manual.
- (c) Contacts – The Director of Facilities will maintain contact with the Southlake and Sumter Campus On-site Coordinators during recovery operation.
- (d) Decision to Re-open Campuses – The College President with the advice and council of the Vice Presidents of Administrative, Educational, and Student Services or their designated representative will make the decision to re-open the College or some portion thereof, and the information will be broadcast via local media and the LSCC Television Station.

F. EMERGENCY PROCUREMENT PROCEDURES

- (a) Emergency Purchase Orders – In an emergency, the Director of Facilities is authorized to establish a departmental purchase order or use personal resources. These procedures can be used to authorize emergency repairs and

to purchase materials and supplies needed to restore campus facilities to operational status.

- (b) Record keeping – Records shall be maintained using the “Florida Response and Recovery Work Sheets.”

G. DOCUMENT PREPARATION FOR FEMA CLAIMS

Purpose: These procedures will serve as a documentation guideline for College departments in order for LSCC to receive financial reimbursement from the Federal Emergency Management Agency (FEMA).

Primary Responsibility

The Vice President for Administration is responsible for the completion of FEMA claim forms, the coordinating of data collection from all departments, and serves as the primary auditor of all documentation received. It is the College’s intention that all claims made to FEMA will be eligible and fully documented.

General Record Keeping

The importance of proper and accurate documentation cannot be overemphasized. **It is extremely important that proper record-keeping is initiated when hurricane preparation begins.** This allows for information to be collected as it occurs and also allows for rapid reimbursement after the storm. After the work is done, it is virtually impossible to accurately and properly complete the necessary documentation. The College could lose considerable FEMA funding if claims cannot be fully justified.

Background

When a hurricane (or other disaster) hits, a community may be eligible for federal assistance. The sequence of events, leading up to the award of funds, is as follows:

- a. Local declaration of an emergency and request for State Assistance.
- b. Initial Damage Assessment.
- c. State emergency declaration.
- d. Preliminary joint State/Federal damage assessment.
- e. Request for Presidential declaration.
- f. Declaration declared or denied.
- g. Declared declaration requires FEMA/State agreement.
- h. Federal disaster funds are made available.
- i. Disaster recovery centers are established.
- j. Applicant’s briefings are held for public assistance.
- k. Applicant’s briefings are held for hazard mitigation.
- l. Applicants file a Notice of Interest (NOI).
- m. Once the NOI is approved, the process of inspections and Damage Survey Report (DSR) writing begins. DSR’s are completed by federal/state inspection teams and become the scope of work for an eligible project. After being reviewed, the funds are allocated, suspended, or denied.

Public Assistance Categories

Public assistance is available for the following categories:

- a. Debris Clearance
- b. Emergency Protective Measures
- c. Road Systems
- d. Water Control Facilities
- e. Buildings and Equipment
- f. Public Utility Systems
- g. Other

Announcement To Departments

If a disaster is declared, the Vice President for Administration's office will notify all those departments directly involved in the disaster recovery effort.

Departmental Responsibilities

In order to process successful claims to FEMA, departments are charged with certain documentation responsibilities. The Administration Office will not process claims that do not have the proper documentation or that do not fit the eligibility guidelines. As each department prepares for a hurricane, the possibility of potential federal aid must be kept in mind as supplies and services are requested. Of course, there may be preparation expenditures that LSCC will make even though there may be no likelihood of reimbursement. When preparing for a hurricane, departments should document all expenses very carefully with the idea that the expenses could be eligible for FEMA reimbursement. Insisting on the proper details prior to committing to the expense will make later documentation easier.

Types of Expenditures

A. Force Account Work

Utilization of LSCC personnel, equipment and materials falls into this category. Due to the excessive documentation required for this category of work, the use of contract labor is strongly recommended where possible. The only employee categories eligible for FEMA reimbursement are hourly employees. Administrative employees' time is not an eligible expense. For all employees the payroll documentation must include:

1. A copy of the employee's time sheet showing:
 - Pay period
 - Name
 - Number of hours worked each day
 - Time in and time out
 - Total hours worked in the pay period
2. A copy of the employee's PEF (Personnel Event Form) showing:
 - Name
 - Rate of Pay
 - Job Classification
 - Rate of Pay
3. A summary sheet showing the following:
 - Names of the employees
 - Regular rate
 - Overtime rate
 - Total hours worked
 - Total earnings
4. Daily Activity Reports: This is a detailed description, by day, of what disaster work each employee did and for how long. **This information is extremely important!**
5. Instead of time sheets, the documentation will be copies of the time cards, and copies of the payroll reports. In lieu of the Daily Activity Reports, copies of the work orders must be provided. Work orders should be issued for preparation work by building. After the hurricane, work orders should be issued by building for any repair work to be done.

B. Equipment Account

The use of LSCC's equipment in the response and recovery effort will be reimbursed based on FEMA's equipment rates. Only the time the equipment is **actually in use** is eligible. Equipment purchased to perform disaster-related work will be reimbursed using FEMA Equipment rates based on usage. The record of equipment usage must include the following information:

1. Type of equipment used
2. Manufacturer
3. Model Number
4. Horsepower or capacity
5. Dates used

6. Hours used each day
7. Equipment operator's name

This information must be carefully recorded since FEMA has use-rates established for each class of equipment to cover equipment use and gas usage. Operator time and equipment usage must be correlated carefully as FEMA reviews these records and will not pay for equipment downtime.

Reimbursement will be made only if proper equipment-use records are meticulously maintained.

C. Materials and Supplies

Materials and supplies, both purchased and used from stock, must be identified and documented to each particular job. This documentation must show:

1. Unit price
2. Quantity
3. Description
4. Date used
5. Job (DSR) used on
6. Total cost
7. And if purchased specifically for the job:
 - a. date purchased
 - b. date paid
 - c. amount and check number

Documentation for stock items must include a copy of the work order showing the detailed materials.

Documentation for purchased items must include a copy of the invoice and a copy of the purchase order.

D. Rented Equipment

Equipment rented or leased to respond to the disaster or used in making repairs is an eligible expense.

Documentation of these charges must include:

1. Copy of purchase order
2. Copy of invoice
3. Number of hours used, by day
4. Hourly rental or lease cost of the equipment
5. Indicate if rented on daily, weekly, or monthly rate
6. Determine that the rate is fair and reasonable and has not been raised to an unacceptable rate because of the disaster.

E. Contract Work

Contract work to perform disaster-related work is eligible for reimbursement.

Generally, contracts must be competitively bid; the College's normal policies and procedures must be followed.

Exceptions (with written justification) include instances where emergency work must be completed immediately to reduce the threat to life, public health or safety, or where there exists only a single source to complete the work. LSCC has Disaster Purchase Orders that have been opened in advance for most of the work that would need to be done after a disaster. These purchase orders should be used, if possible, since the contracting work has already been completed. If the work is completed on a lump-sum contract, an invoice and a copy of the contract is needed. If a unit-cost type contract is used (not to be confused with a 'cost plus' contract, which is ordinarily ineligible), the following must be submitted to FEMA:

1. Invoice
2. Copy of the contract
3. Contractor's detailed breakdown of all costs
4. Contractor's detailed breakdown of equipment used, dates used, hourly rates and hours used. (The requirement to furnish these detailed breakdowns should be included in the contract.)
5. Evidence of contract advertisement
6. Bid list and selection process of the low bid contractor

After the emergency period, FEMA should be advised of contracts being prepared so that any difference in scope can be reviewed and allowances made for the changes.

CHAPTER THIRTEEN: CLASSROOM AND OFFICE SAFETY MANAGEMENT

A. GENERAL

The primary concern of classroom and office safety management is to protect people. All other purposes should be secondary.

- (a) Responsibility for classroom safety management is vested in the occupant or person legally assigned this office.
- (b) Responsibility for classroom and/or laboratory safety management is normally assigned to a faculty, professor, and/or other leader; however, other individual occupants must share some of this responsibility (blame) whenever present in the facility.

B. SAFETY MANAGEMENT PRECAUTIONS

Hazard Risks

There are many hazards and/or risks present in offices and classrooms. A partial listing of precautions follows:

Exercise caution when entering or exiting a room or building. Surfaces may be unexpectedly slippery.

Do not run in aisles or corridors.

- (c) Open doors slowly to avoid striking anyone on the other side.
- (d) Keep to the right when walking, particularly at blind corners.
- (e) Use a handrail when going up or down stairs.

Water, oil, or other liquids, excessive dust, dirt or any other debris spilled on floors represents serious slipping hazards and must be cleaned up immediately upon observation.

- (g) Do not leave loose objects such as pencils, paper clips, matches, and papers on the floor or stairs.
- (h) Arrange offices to allow ample passageways with no exposed cords or outlets. Furniture or fixtures should not be placed near entryways or around corners.
- (i) Do not lean back or sideways on chairs or stools.
- (j) Do not carry pointed objects such as pencils, knives, or scissors with the point exposed.
- (k) Paper cutters must have a guard and must be kept in the locked down position when not in use.
- (l) Use staples or paper clips (not pins) to fasten papers.
- (m) Do not leave desk, file drawers, or slide files open.
- (n) Use adequate care in opening file cabinet drawers. Never open more than one drawer at a time. If several tiers of cabinets are used, fasten them together.
- (o) Exercise caution when handling paper or envelopes. Treat any minor cuts promptly.

- (p) Broken glass, sharp objects, and pressurized containers require special handling and disposal. Do not put them in wastebaskets. Use special baskets or containers provided for their disposal.
- (q) Do not string cords for electrical equipment across walkways or aisles where people may trip over them.
- (r) Periodically inspect cords for electrical equipment and replace them if frayed or showing broken insulation.
- (s) Pick up thumbtacks dropped on floors or walkways.
- (t) Chairs with tablet arms or tables with chairs should be furnished to all occupants. Broken and/or defective chairs should be removed promptly.
- (u) Floors must be policed at all times with adequate trash receptacles on hand.
- (v) Customized tables (fitted for the handicapped) should be provided as needed.
- (w) A floor plan chart should be posted in each room for emergency use. All students should know the exit route.
- (x) Interior doors used as an exit in an emergency should be kept free of chairs, screens, desks, etc.
- (y) Furnish computers with properly installed surge protection for protection of computer and electronic office equipment.
- (z) Each cluster office should have a portable first aid kit immediately available.
- (aa) Keep closets and rooms used for equipment and/or supplies neat. Paper or paper-related products should not be stored on the floor.
- (bb) In order to prevent unexpected slip hazards and promote a clean learning environment, no food or drinks are permitted in classrooms.

C. TECHNOLOGY RISKS/HAZARDS IN OFFICES

Electro-Magnetic Fields (EMF)

Inconclusive evidence suggests that prolonged exposure to electro-magnetic fields (EMF) should be limited. Swedish officials have established standards to control dangerous exposure to comma low-frequency EMF's such as given off by power lines and some office equipment.

Guidelines for Dealing with EMF

- (a) Try to avoid items such as power lines and magnetic fields surrounding electrical office equipment. Remember - the strength of EMF does rapidly diminish with distance and brevity of exposure.
- (b) Move high-radiation appliances such as heaters, oscillating fans, and clock radios.
- (c) Isolate space containing power transformers or electrical service entrance panels, etc.

- (d) Fluorescent lighting produces magnetic radiation. The dosage is comparatively low due to distance from the worker.
- (e) Work at arm's length (30 inches) from a computer screen (Video Display Terminal).
- (f) Try to maintain at least four feet from sides and backs of co-worker machines.
- (g) Move printers away from the desks.

Video Display Terminals (VDT)

Most VDT and PC jobs are eye intensive. Several actions may be taken to prevent discomfort such as:

- (a) Use glasses with proper VDT focal lengths.
- (b) Use correct seating when facing the screen.
- (c) Check chair height and back adjustment.
- (d) Clean dirty screens.
- (e) Reduce screen glare. (Acceptable levels should be between 300 and 500 lux.)
- (f) Look away from the screen for short periods as needed for comfort.

D. SECURITY OF PROPERTY IN OFFICES

Personal Property Safety

Theft of personal possessions is increasing. Things you can do to minimize the risks include:

- (a) Keep the door locked when not in the office.
- (b) Store items in equipment such as a desk and/or a file cabinet that can be locked.
- (c) Carry handbags with money, credit cards, and licenses when not physically in the office. Don't carry large amounts of money
- (d) Personal property introduced to the office such as computers, slides, videocassettes, etc., are the personal responsibility of the individual.

College Property Safety

- (a) At no time should the occupant relocate any college property outside of the office without authority.
- (b) To relocate equipment to another area of the college, occupant must complete an official form for the record and action desired.
- (c) To remove any item of property off-campus, the occupant must file a special request form and process it through the office of the Vice-President of Administration and Finance for approval prior to removal.

CHAPTER FOURTEEN: FLORIDA "RIGHT TO KNOW" LAW

The 1984 Florida Legislature enacted Comprehensive Right to Know Law and delegated authority to implement the law's provisions to the Florida Department of Labor and Employment Security. The Florida Department of Labor and Employment Security is advised by a Committee on various matters pertaining to the administration of the law, including the preparation of a list of Toxic Substances that will be subject to the law's coverage. The Advisory Committee to the Secretary of Labor has completed its task by identifying some 1,400 substances as toxic. This list is updated annually. The law assigns responsibilities to sellers of toxic substances, to contractors and subcontractors who work on the premises of other employers and to employers as well.

A. EMPLOYEE RIGHTS

The Florida Legislature conferred rights to Florida employees in enacting the Right to Know Law. Employees have the right to:

- (a) Receive training and instruction on each toxic substance in their workplace. The required training must be done in lay terms. No technical language is to be used. The training must cover appropriate First Aid treatment and antidotes in the event of improper exposure or over exposure, the method for proper and safe handling of the substance, the health effects of the substance, the procedure for cleanup of leaks and spills or each substance, and a statement of Right to Employees under the Law.
- (b) Receive a copy of a Material Safety Data Sheet, which must be maintained on every toxic substance in the workplace, provided that the toxic substance is listed in the approved Florida Substance List.
- (c) Obtain further information on toxic substances by contacting the Toxic Information Center at the following address:

**Toxic Information Center
2551 Executive Center Circle West
Tallahassee Florida 32301-5014
1-800-367-4378**

- (d) A book published by the State entitled "You Have a Right to Know - Florida's Right-to-Know Law Works for You!" lists the following employer responsibilities:

Post a notice, provided by the Department, informing workers of their rights under the law;

Obtain, and maintain for a period of 30 years, a Material Safety Data Sheet (MSDS) for each listed toxic substance present;

Make the MSDS's available upon request to an employee within five of the employee's working days;

Provide instructions to employees, within their first 30 days of employment, and at least annually thereafter, on the adverse health effects of each listed toxic substance with which they work in the workplace, how to use each substance safely, and what to do in case of an emergency;

Advise employees of their right to obtain further information from the Toxic Substances Information Center; and
Notify the local fire department of the location and names of each of the toxic substances regularly present in the workplace.

B. DEPARTMENTAL RESPONSIBILITIES OF EMPLOYER

The obligation for meeting the six employer requirements stated above is divided between individual college departments as follows:

Safety Officer

The Safety Officer is responsible for posting one or more notices to inform the workers of their rights under the Law. The Safety Officer is also responsible for informing full time employees of the Right-to-Know Law during Orientation and for providing information on the subject to adjunct faculty in the LSCC Safety Handbook. In addition they will advise employees of their right to obtain further information from the Toxic Substance Information Center.

Purchasing Department

The Purchasing Department is responsible for obtaining and maintaining copies of Material Safety Data Sheets (MSDSs) for all toxic substances in use at the College and to provide such information to employees within five days after receiving a written request for such information.

Individual Department Supervisors

The individual department supervisors or managers are responsible for providing specific training within 30 days of employment, and at least annually thereafter, on the adverse effects of each listed toxic substance in the workplace of the individual employee.

▪ Chief Administration Officer

The Chief Administration Officer of each campus, or a designee, is obligated to notify the local fire department of each listed toxic substance regularly present in the workplace.

SUMMARY

This handbook contains important guidelines to help maintain the safety of Lake-Sumter Community College's employees. It includes general information that is applicable to all college personnel as well as detailed information geared towards specific departments. Also included in the document were procedures developed to guide employees in dealing with crisis's and catastrophic situations. Identifying risks that employees may encounter on the job can help the college maintain productivity and keep employees from experiencing pain and suffering or losing wages.

The field of safety management is rapidly changing due to increases in knowledge and technology, environmental issues, the legal system, and the ever-increasing costs of operation. Consequently, this is a dynamic document that will continue to evolve as the environment in which we work adapts to future changes.