

Employee Safety Manual



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Table of Contents

Page

Contents

- EMERGENCY PHONE NUMBERS 7
- Campus Security..... 8
- Reporting Emergencies and Criminal Activity 8
- Safety Awareness Program 9
- Timely Warnings 10
- Sexual Misconduct 10
- Alcohol /Drug Free Campus 10
- After Hours Access to Campus Facilities 11
- Staff Workplace Safety Roles..... 11
- Safety and Security Notification Form..... 14
- Safety Inspections 16
- SFSC Loss Prevention and Safety Committee 18
- Emergency Communication..... 18
- Violence and Terrorism 20
- Civil Disturbance / Demonstrations 21
- Criminal Behavior / Suspicion 21
- Hurricanes, Tornadoes and Lightning 22
 - Hurricanes* 23
 - Tornadoes* 28
 - Lightning* 29
- Fire Prevention..... 29
 - Storage of Flammable Liquids* 30
 - Electrical Fire Safety* 30
 - Fire Safety* 30
- Fire Emergency / Evacuation..... 31
 - Fire Evacuation Procedures* 31
 - Building Evacuation Rally Points* 33

<i>Reverse Evacuation Warnings</i>	34
Active Shooter on Campus	36
Bomb Threats	37
Utility Failures	41
<i>Electrical Power Failure</i>	41
<i>Water Line Breakage or Overflow</i>	41
<i>Gas Leaks</i>	42
<i>Spills</i>	42
<i>Toxic Material Exposure/ Release on Campus</i>	42
Classroom Emergency Evacuation/Relocation Notification Guidelines	43
Emergency Response Team (ERT).....	44
First Aid	45
Location of Automated External Defibrillators on the Highlands Campus	47
Location of Automated External Defibrillators on the Hardee Campus.....	48
Location of Automated External Defibrillators on the Desoto Campus	49
Location of Automated External Defibrillators on the Lake Placid Center.....	50
Accident, Investigation and Reporting	51
Campus Traffic & Parking	51
<i>Overnight Parking</i>	53
Use of College Vehicles	54
Accident Procedures and Reports	55
Utility Cart Safety Procedures	55
Arrest in the Workplace	57
Hazardous Material Training For Employees (Right to Know)	57
Bio-Medical Concerns Within Our Campuses	58
Bodily Fluid Spill.....	58
<i>General Precautionary Guidelines</i>	58
<i>Cleaning and Disinfecting</i>	59
Bio-Medical Waste (BMW).....	59
Employee Exposure to Blood Borne Pathogens.....	61
Physical Plant (Appendix I).....	64
<i>Dress and Individual Protective Equipment</i>	64

<i>Housekeeping</i>	65
<i>Smoking</i>	65
<i>Chemicals</i>	65
<i>Emergency Shutdown</i>	65
<i>Material Handling</i>	66
<i>Lifting</i>	66
<i>Ladders</i>	68
<i>Portable Work Platforms</i>	69
<i>Barricades</i>	69
<i>Tools and Equipment</i>	70
Hand Tools	70
Handling of Pointed Tools	71
Correct Use of Tools	71
Care of Tools	72
Power Tools	72
Stationary Power Tools	73
Electric Drills.....	74
Grinding and Buffing Wheels	74
Compressed Air and Compressed Air Tools	75
Powder Actuated Tools	75
Guards	75
Wire Ropes.....	76
Machines and Equipment	77
Work in Confined and Process Spaces.....	78
Overhead Work Head Protection	79
Using an Aerial Lift.....	79
Grounds Keeping Equipment	79
Excavation Operations (to include Trenches)	81
<i>Motor Pool, Garage and Machine Repair</i>	82
Tools	82
Hydraulic Jacks, Mechanical Jack Stands.....	83
Batteries	83

Welding and Cutting Precautions	83
Housekeeping	84
Parts Storage.....	84
Flammable Liquids.....	84
Island Dispensing Pumps.....	84
Lubrication	85
Vehicle and Equipment Movement.....	85
<i>Vehicle/Driver Safety</i>	86
Van Drivers / Van Operation.....	86
Procedures at Railroad Crossing	87
Warehouse Personnel Safety.....	87
Forklifts	87
Tractors	87
Classroom & Office Safety (Appendix II)	89
<i>Classroom and Office Safety</i>	89
<i>Office Machines</i>	89
<i>Desks, Tables, etc.</i>	89
<i>Swivel Chairs</i>	89
<i>Fans</i>	90
<i>Waste Containers</i>	90
<i>File Cabinets</i>	90
<i>Science and Laboratories</i>	91
<i>Safety Wear (Lab)</i>	91
<i>Facilities and Equipment (Lab)</i>	91
<i>Chemical Safety</i>	92
Chemical Storage Areas.....	92
Chemical Labeling	92
Chemical Packaging	94
Chemical Storage	94
Commonly Found Hazardous Chemicals	95
Explosives.....	95
Human Carcinogens.....	96

Highly Toxic Substances	97
Flammable Substances.....	98
Storage of Flammable Liquids.....	98
Chemical Purge and Disposal	98
Food Service (Appendix IV)	99
<i>Cafeteria / Food Service Safety</i>	99
Food Service Employees.....	99
Receiving Area	99
Storage Area	99
Serving Area	99
Hotel Jacaranda - Hurricane (Appendix V).....	101
<i>Hurricane Preparations</i>	101
<i>Hurricane Watch</i>	101
<i>Hurricane Warning</i>	102
<i>During the Hurricane</i>	103
<i>After the Hurricane</i>	103

EMERGENCY PHONE NUMBERS

The following can be contacted concerning safety and/or security matters at any facility owned or operated by South Florida State College:

COLLEGE SECURITY

(863) 453-0806

*If you feel you are in immediate danger dial 911,
followed by a call to College Security and/or your Campus/Center Director*

SWITCHBOARD

(863) 453-6661 Avon Park
382-6900 Sebring
465-5300 Lake Placid
494-7500 Arcadia
773-2252 Wauchula

PRESIDENT

ext. 7111

VICE PRESIDENT, EDUCATIONAL & STUDENT SERVICES

ext. 7363

VICE PRESIDENT, ADMINISTRATIVE SERVICES

ext. 7218

DIRECTOR, COMMUNITY RELATIONS AND MARKETING

ext. 7250

DIRECTOR, HUMAN RESOURCES

ext. 7132

DIRECTOR, REMODELING, RENOVATION AND MAINTENANCE

ext. 7090

COORDINATOR, PHYSICAL PLANT OPERATIONS

ext. 7092

DIRECTOR, SAFETY AND SECURITY

ext. 7219

LAKE PLACID CENTER, DIRECTOR

ext.7080 or 465-3003

DESOTO CAMPUS, DIRECTOR

ext.7040 or 993-1757

HARDEE CAMPUS, DIRECTOR

ext.7060 or 773-3081

JACARANDA HOTEL, GENERAL MANAGER

ext.7338 or 453-2211

TEACHERAGE

382-3441

Campus Security

Campus security personnel are not law enforcement officers and do not have the authority to arrest individuals. Law enforcement authority for the Highlands Campus is the responsibility of the Highlands County Sheriff's Office, while law enforcement at other campuses and satellite centers is the responsibility of local law enforcement agencies. Security personnel are responsible for the safety of personnel and the safety of buildings and their contents. The College works directly with local law enforcement agencies to report criminal activities and incidents.

Reporting Emergencies and Criminal Activity

South Florida State College has developed guidelines for reporting emergencies and criminal activity. It is important to note that each emergency situation or criminal activity has unique circumstances requiring different actions. Each action should afford the safety and security of victims and other participants. Reporting guidelines are published in the *Student Handbook*, *Faculty Handbook*, *Adjunct Faculty Handbook* and *Employee Handbook*. Procedures for reporting information are posted throughout College classrooms and offices.

Criminal actions and emergencies should be reported as they occur to the Security Department or campus/center director. This allows security to respond as soon as possible. In addition to completing an internal Incident Report, the Security Officer/Director will contact the appropriate law enforcement agency, if necessary, to ensure an appropriate response. Any violations, infractions or potentially hazardous situation should be reported immediately to Security. Evidence should be preserved for use in possible criminal prosecution. In the event of a crisis, immediate danger, injury or criminal activity, the victim/witness is advised to first call 911. Below is the contact information for agencies in each area.

Highlands Campus

Campus Security	453-0806 (24 hours a day) or by pressing the button on security call boxes located in the parking lots.
Fire / Rescue / Ambulance	9-1-1

Centers, Instructional Sites, and Other Locations:

Desoto Campus

Campus Director	784-7040 or 993-1757
Fire / Rescue / Ambulance	9-1-1
Desoto County Animal Control	(863) 993-4855

Hardee Campus

Campus Director	784-7060 or 773-3081
Fire / Rescue / Ambulance	9-1-1
Hardee County Animal Control	(863) 773-2320

Lake Placid Center & Lorida School House

Center Director	784-7080 or 465-3003
Fire / Rescue / Ambulance	9-1-1
Highlands County Animal Control	(863) 655-6475

Terminology

Throughout this manual several references are made towards Facility Administrators. For further clarification we have listed who the Facility Administrators are each of our physical locations:

Crews Center	Dean, Division of Applied Sciences & Technologies
Desoto Campus	Director, Desoto Campus
Hardee Campus	Director, Hardee Campus
Highlands Campus	President
Jacaranda Hotel	General Manager Hotel Jacaranda
Lake Placid Center	Director Lake Placid Center
Lorida School House	Director Lake Placid Center
Riffle Range	Dean, Division of Applied Sciences & Technologies
Teacherage	Dean, Division of Academic Support

Safety Awareness Program

The safety and security of each individual is a responsibility of all. Reporting of unsafe conditions or criminal activities is important to the safety of everyone at SFSC. The College offers orientation programs for new students and employees that include safety

information. Continuing students, along with staff, are provided with information regarding personal safety.

Safety Precautions:

All members of our campus community must remain vigilant and take the following simple precautions:

- * Park in a well-lit area, making sure your vehicle lights are off, keys are in your hand, and all doors are locked.
- * Do not leave valuables in parked vehicles.
- * When approaching a parked vehicle, check the surrounding area for strangers.
- * Make arrangements with the Security Department or satellite campus directors for escorts, if needed.
- * Report any suspicious incidents or individuals to Security or satellite campus directors.
- * Report all campus crimes you see.
- * Never leave personal property unattended on campus.

Timely Warnings

Should an event occur either on or off campus that poses a threat to the college community, a timely notification will be issued by the SFSC Administration. These warnings will be posted on the SFSC website homepage. They will also be sent out through college e-mail to all faculty and staff. Immediate warnings may be conveyed across our campus communities through the use of our IP intercom phone system.

Sexual Misconduct

The College is committed to providing an environment which is free from all forms of sexual misconduct including harassment, public indecency, voyeurism, battery, or assault. Anyone admitting to or found guilty of such charges may be subject to dismissal from the College. Victims must contact the College employees' EA/EO Coordinator at (863) 784-7336, for assistance and support. Please consult the student, or appropriate employee handbook, for the entire policy and the procedures to follow in such an event.

Alcohol /Drug Free Campus

The College is determined to maintain drug-free sites. Illegal use and/or sale of drugs or alcohol is not tolerated at any SFSC site, or at any SFSC sponsored event. Employees who violate this policy will be disciplined, up to dismissal.

For those who need help, the College encourages any student or employee with an addiction problem to seek help by contacting an alcohol/drug abuse & addiction treatment center listed in the local yellow pages. Individuals may also seek confidential assistance by contacting the counselors in Student Services or the Director of Human Resources.

After Hours Access to Campus Facilities

Standard college operations are conducted between the hours of 8:00 a.m. and 10:00 p.m. Monday through Thursday, and 8:00 a.m. and 5:00 p.m. Friday. The college is closed to students and visitors outside of regular business hours, with the exception of library usage, weekend classes, and special events. Staff and others wishing access to a site at times other than normal working hours must advise Security of their location and expected time of departure. If an employee is scheduled to regularly work after hours (e.g. custodians), notification is not required.

Staff Workplace Safety Roles

The responsibilities listed below are MINIMUM guidelines, and shall in no way be construed to limit individual initiative to implement more comprehensive procedures.

A. PRESIDENT

The President will provide general staff direction for this plan, with authority delegated from the District Board of Trustees.

B. VICE PRESIDENT, ADMINISTRATIVE SERVICES

The Vice President Administrative Services will monitor the implementation of the college's safety & security plan and will ensure action essential to reduce accidents.

Specifically, the Vice President will

1. monitor the implementation of the safety plan and provide assistance in the more complex aspects of the overall safety and health effort;
2. monitor all safety inspections and surveys;
3. provide certified persons to inspect facilities for existing or potential accident and health hazards, and recommend preventive or corrective measures where regulatory deficiencies exist;
4. periodically evaluate compliance of the program and report to the President;
5. attend meetings of the Safety Committee periodically and promote maximum understanding of the safety program objectives.

C. DIRECTOR SAFETY AND SECURITY

The Director Safety and Security will provide technical guidance and direction to personnel at all levels in the implementation of the safety plan. Specifically, the Director will

1. recommend that adequate personal protective equipment be used by personnel when performing assigned tasks;
2. coordinate safety related activities with safety organizations, including environmental health agencies;
3. notify appropriate administrator(s) when required precautionary measures are not being practiced;
4. incorporate current practices and philosophies adopted by the safety profession as most effective to prevent injuries, occupational diseases, vehicular accidents, liabilities, and damage to college property;
5. participate actively in the efforts of safety professionals and groups striving to promote accident prevention.

D. ADMINISTRATOR/SUPERVISOR RESPONSIBILITIES

In addition to the Vice President, Administrative Services and the Director Safety and Security, each administrator/supervisor is responsible for maintaining safe and healthy working conditions within his/her jurisdiction. It is expected that ongoing effort will be directed toward controlling injuries and accidents that expose the college to liabilities and waste of resources. Therefore, administrators/supervisors will

1. provide leadership in enforcing loss prevention policies and assume responsibility for safe working conditions within their area of responsibilities;
2. call upon the Vice President, Administrative Services or the Director, Remodeling, Renovation and Maintenance, or Director Safety and Security for any assistance needed in effective loss control;
3. ensure that personnel under his/her direction comply with all safety policies and procedures;
4. demonstrate a personal concern for any employee who has lost time due to injury on the job;
5. schedule employees for formal safety training; administer required on-the-job training; and comply with job qualification requirements as applicable;
6. take initiative in correcting deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect loss control;
7. be firm in enforcement of policies and procedures by being impartial in taking action against those who fail to conform, and by being prompt to recognize those who perform well;
8. fully cooperate with state, county and other safety and emergency response personnel in shutting down operations of imminent danger to employees;
9. remove personnel from hazardous jobs when not complying with prescribed safety measures;

10. inspect all tools and equipment at frequent intervals and keep them in safe and serviceable condition;
11. ensure that untrained employees are not permitted to operate mechanical or electrical equipment;
12. instruct all employees on the reporting of incidents/accidents and the necessity of receiving first aid treatment, even in the case of minor injury;
13. maintain a continuous program of on-the-job training and supervise all potentially hazardous activities;
14. use safety checklists for hazardous operations;
15. notify the Director, Remodeling, Renovation and Maintenance and the Director Safety and Security prior to the start of any hazardous operation;
16. maintain all protective devices and safety equipment;
17. ensure that all employees are physically qualified to perform their duties;
18. mark all areas prescribed as “dangerous” with the type of hazard involved;
19. ensure limited access to hazardous work areas.

E. EMPLOYEE RESPONSIBILITIES

Employees are required, as a condition of employment, to exercise due care to prevent injuries to themselves and others. Each employee is responsible for following established safety practices and for learning sufficient safety skills to avoid injury. All employees are expected to question conditions that appear unsafe and report any substandard condition to their supervisor.

Employees must

1. exercise due care and judgment at all times to prevent accidents and injuries;
2. report to supervisors and seek first aid for all injuries, regardless of how minor;
3. report unsafe conditions, equipment, or practices to supervisory personnel;
4. use safety equipment provided by the college at appropriate times;
5. conscientiously observe all safety rules and regulations at all times;
6. notify their supervisor, before the beginning of the workday, of any condition that might impair their performance or create a safety hazard, and of any medication they are taking that may cause drowsiness or other side effects that could cause injury to them and their co-workers;
7. be certain instructions are completely understood and all safety and health requirements are complied with prior to work activity;
8. keep work areas clean and orderly at all times;
9. follow prescribed procedures during an emergency;
10. learn to lift and handle materials properly;
11. avoid engaging in horseplay, and avoid distracting others;
12. review the safety educational material posted on bulletin boards or distributed in work areas;
13. in accordance with college policy, provide a doctor's release stating conditions for return to work after an injury or illness.

Safety and Security Notification Form

The college is dedicated to ensuring a safe and secure environment for all students, employees and visitors. The attached form is provided for reporting safety concerns. If immediate attention is required call the Director, Safety and Security's office at ext. 7219 or the College Security Team at 453-0806, (24 hours / day).

Upon notification, the Director, Safety and Security will acknowledge receipt of the concern, investigate, and coordinate a resolution. If the safety concern is not resolved to the worker's satisfaction, it may be appealed to the Vice President of Administrative Services, President of the College, and finally to the District Board of Trustees.

SAFETY NOTIFICATION FORM

This form is used for identifying general safety concerns. Please contact campus security directly for urgent matters or immediate threats to human safety. If you see a potential safety risk, please complete this form and return it to:

Safety Office, Room # F129
South Florida State College
600 W. College Dr.
Avon Park, FL 33825

NAME OF SUBMITTER: _____

PHONE NUMBER: _____

LOCATION OF SAFETY RISK – CAMPUS, CENTER, BLDG, ROOM ETC.:

DESCRIPTION OF SAFETY CONCERN:

Note: If an accident or incident occurs, please contact Security immediately at 453-0806.

OFFICE USE ONLY:

Date Received: _____

ACTION TAKEN: (Security or safety concern, to whom referred, results)

Safety Inspections

There are a number of safety inspections that must be conducted on a regular basis.

TYPES OF INSPECTIONS

1. *Annual Comprehensive Safety and Sanitation Inspections.*
A person meeting the requirements of the Florida Board of Education Rules, SREF (State Requirements for Educational Facilities) performs these inspections annually at each college site. Upon completion, the reports are submitted to the District Board of Trustees for approval. Follow-up inspections are performed to ensure that corrective action has been taken.
2. *Annual Fire Safety Inspections.*
Certified fire safety inspectors perform fire safety inspections annually at each college site.
3. *Food Service Inspections.*
Local county health department personnel conduct food service inspections as required.
4. *Boiler, Machinery, and Equipment Inspections.*
 - a. Certified engineers representing the current insurance carriers conduct boiler inspections. Contracted certified inspectors inspect elevators annually. Upon completion of these inspections, inspection certificates are posted.
 - b. All equipment, tools, and accessories are to be visually inspected for unsafe conditions before being put in service. Any unsafe conditions noted are to be reported by employees to their supervisor immediately.
5. *Fire Extinguishing Equipment Inspections.*
Certified inspectors, on a regular basis, conduct fire extinguishing equipment inspections. Security and maintenance staff perform monthly visual inspection of all fire extinguishers.
6. *Bleacher Inspections*
All indoor and outdoor bleachers require biannual inspections to certify their structural safety.
7. *Eye Wash Stations*
Eye Wash Stations must be tested and flushed monthly. Chemical wash showers will be tested biannually. Inspectors shall mark and date attached inspection tags.

8. *Other Inspections.*
Other inspections may be required for identifying environmental health & structural hazards or for insurance purposes.

INSPECTION PROCEDURES

1. Personnel will fully cooperate in the inspection to ensure that all areas are covered and all hazards are itemized.
2. Certified and authorized personnel, using appropriate inspection forms, will conduct inspections.
3. A copy of the inspection reports will be forwarded to the President's Office and to the Vice President, Administrative Services for appropriate dissemination.
4. Copies of all inspections will be kept on file in the Safety Office.
5. Unsafe facilities and equipment will be tagged and removed from service pending correction.
6. Hazards determined to be of imminent danger will be corrected before work is resumed.
7. Employees must report unsafe conditions that cannot be immediately corrected and ensure that necessary precautions are taken to prevent accidents.
8. Corrections requiring expenditures not budgeted by the college will be presented to the appropriate person for resolution.
9. Safety violations, citations, or recommendations will be corrected as quickly as possible by the responsible administrator or supervisor and reported to the Vice President, Administrative Services and college's Safety Committee.

OSHA (Occupational Safety and Health Act of 1970) INSPECTION

Representatives of the Department of Labor have the right to inspect any place of employment in order to determine whether an employer is in compliance with the OSHA safety and health standards. However, such inspections must occur at reasonable times, i.e. during regular work hours, within reasonable limits, and in a reasonable manner.

SAFETY ENFORCEMENT

Provisions for disciplinary action against employees for safety violations are established in the college's Policies and Procedures.

SFSC Loss Prevention and Safety Committee

The College has established a Loss Prevention and Safety Committee for the purpose of assisting the administration in preventing individual and institutional losses in the areas of health, safety, and security. The Committee functions as an oversight committee to direct and/or monitor actions in accordance with local, state, and federal regulations.

The Committee embraces the Florida College System Risk Management Consortium's Safety and Loss Prevention Program as an effective way to eliminate potential claims, reduce their frequency/severity, and ultimately reduce the cost and loss of employee time.

DUTIES AND RESPONSIBILITIES

The Loss Prevention and Safety Committee will

1. assist the college administration in promoting safety and security awareness and encourage co-workers' participation through continuous improvements to the college's Safety and Security Program;
2. assist the college administration in reviewing and updating work place safety rules based on accident investigation findings, self-inspection audits, and anonymous reports by employees of unsafe conditions or work practices;
3. monitor safety and security education training programs for all employees to ensure that effective training is taking place;
4. assist in evaluating record keeping procedures to ensure that accident and injury records are controlled and properly maintained, reviewed for trends and patterns, and that corrective action has been implemented successfully.

Emergency Communication

1. If an emergency occurs on the Highlands Campus, contact Security (453-0806). If the emergency arises at a satellite campus, notification should first be directed to the satellite campus/center Director.

At their discretion of the College President and/or Vice Presidents, the Community Relations Director will be notified and advised of the situation. Once apprised of an emergency situation, all communication related to the incident will be managed at the administrative level.

In the event of a telecommunication failure, the physical notification point for any incoming emergency information for the college is the college switchboard, located at

the Highlands Campus in Building B, Room #108. The Highlands Campus Switchboard is equipped to receive and disseminate emergency information.

2. Sole responsibility for suspension or curtailment of college classes or activities rests with the college president. Only the College President, or designated representative, may announce to the media that a College-related function is suspended or curtailed.
3. In the absence of telephones, the College President, or designated representative, shall dispatch radio or messenger communications to ensure that appropriate agencies are notified of any suspension or curtailment of activities.
4. In an emergency when the telephone system is inoperable, radio communication existing among the security guard forces and college administration shall be utilized for intra-college communication. In the event of failure of radios, or prolonged interruption of College operations, messengers shall be used.
5. In an emergency, priority restoration efforts shall be directed towards the inoperative telephone system.
6. All releases of public information (such as conversations with the media) shall be at the direction of the president. This will include information of casualties, injuries, illness, and degree of liability for personal property damage; plus any estimate concerning when college facilities will be operational after the emergency.

Notification Procedures:

1. Initial Notification:
 - A. The college Switchboard, Campus Security or any administrator who receives an initial notification of an emergency shall notify the President or Vice President for Administrative Services.
 - B. Local area administrators shall be contacted upon initial advisement of natural emergencies, when warranted (i.e. a tornado warning issued).
 - C. In the event that emergency services have been dispatched to the Highlands Campus, the switchboard shall notify Security for provision of traffic assistance and directions.
 - D. Upon initial notification; the College President or designee will assess the emergency to determine if the College Emergency Notification System or Emergency Response Team should be activated.
 - E. In the event an emergency endangers a college structure, the Director of Remodeling, Renovation and Maintenance will be informed by the President or designee.

2. Follow-Up Notification:

- A. If an emergency warrants closing of facilities and/or classes and activities, the President, or designated representative, shall notify the media. Information should also be forwarded to the local county Emergency Operations Center (EOC) information hotline, if warranted.
- B. As necessary, each vice president, dean, director, coordinator and program manager shall notify personnel within their responsibility of the nature of the emergency. Advice should be given as to whether evacuation plans should be initiated or individuals should stay inside buildings. For situations requiring persons to remain indoors, the Fire Alarm system shall NOT be used for notification.
- C. The security guards or designee shall activate the building Fire Alarm system in situations requiring total evacuation of building(s).
- D. When the incident has been resolved/stabilized, notification will be conveyed to the affected parties that normal or restricted college operations can resume.

Violence and Terrorism

South Florida State College uses the National Terrorism Advisory System to disseminate information to our staff and students. A link has been provided on the college's website under the "Security" tab to convey any published advisories.

The National Terrorism Advisory System

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

NTAS Alerts

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued.

NTAS Alerts will only be issued when credible information is available.

These alerts will include a clear statement that there is an **imminent threat** or **elevated threat**. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

NTAS Alerts contain a **sunset** provision indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

Civil Disturbance / Demonstrations

Peaceful demonstrations such as marches, meetings, picketing and rallies can take place on campus in pre-designated areas and must be approved by the College President. However, contact campus security or satellite Campus/Center Director if a demonstration:

Interferes with normal operations of the College.

Prevents access to offices, buildings, or other College facilities.

Threatens physical harm to persons or damage to property.

Move away from the immediate area of the demonstration to maintain personal safety if a demonstration meets any of the above conditions.

College officials will respond to the demonstration and provide additional instructions.

Criminal Behavior / Suspicion

In the event you are a victim, a witness to criminal activity, or observe suspicious activity or persons at/on an SFSC site, avoid all risks and promptly report them to College officials.

CALL College Security or the satellite campus's/ center's Director.

See "EMERGENCY PHONE NUMBERS" in the manual for the appropriate number.

In the event of an Emergency or Life Threatening Event dial – 911

REPORT:

1. The nature of the incident/person
2. The location of the incident/person
3. Description of person(s) involved
4. Description of property involved

ASSIST College Security or local law enforcement officers when they arrive.

IF TAKEN HOSTAGE

1. Be patient. Time is on your side. Avoid drastic actions. Follow instructions. Be alert.
2. Understand that the captor may be emotionally distraught. Don't risk moves that could be hazardous to your well-being.
3. Don't speak unless spoken to and then only to the extent necessary. Don't talk down to a captor. Avoid hostile language. Maintain eye contact if possible - be careful not to stare.
4. Try to rest.
5. Be observant: You may be released and any information you have could add to the safety of others.
6. If restroom privileges, medications, and/or first aid are needed, say so. Captors normally do not want to hurt anyone or have any injuries aggravated.
7. Stay calm.

Hurricanes, Tornadoes and Lightning

General Information

Because warm sub-tropical waters surround Florida on three sides, it is a natural magnet for hurricanes and tropical storms.

Severe thunderstorms cause the most damage in Florida and can occur anywhere in the state. Tornadoes are a concern but are rare in our area.

Central Florida is known as the lightning capital of the United States; appropriate care should be exercised.

When confronted with bad weather and there has been no warning,

- Take cover inside a building far from windows and exterior walls.
- Initiate emergency procedures for fire, injury/illness or evacuation, if necessary.
- Assess damage in the immediate area.
- Notify the president or any senior college administrator.
- Stand by for further instructions.

Hurricanes

Hurricanes, by far, pose the greatest natural disaster threat to our area. Information specialized for the Hotel Jacaranda can be referenced under Appendix V.

General Definitions

- 1. Advisory:** The National Oceanographic and Atmospheric Administration (NOAA) issues advisory messages concerning tropical storms and hurricanes. An advisory gives details relative to the location, intensity, direction of travel, and speed of a tropical storm or hurricane. SFSC's EMERGENCY RESPONSE TEAM (ERT) will be responsible for monitoring NOAA weather advisories.
- 2. Tropical Storm:** Generated wind speeds in the range of 39-74 mph may be accompanied by heavy thunderstorms and tornado activity. These storms present a driving hazard and the potential for significant flooding of low-lying areas. See Section II below, for information on tornadoes and Section III below for information on lightning.
- 3. Hurricane Watch:** Hurricane conditions are possible in the specified area of the watch, usually within 36 hours. During a watch, preparations will be made to take immediate action to protect life and property in case a warning is issued.
- 4. Hurricane Warning:** A warning indicates that hurricane strength wind or a combination of dangerously high water and rough seas are expected on a specified coastal area. When a hurricane warning is issued, hurricane conditions are considered imminent and may begin immediately or at least within the next 12 to 24 hours. When a warning is announced, it is of utmost importance that all precautionary measures and actions be instituted for the protection of life and property.

Hurricane Preparations

Hurricane preparedness is structured in phases that begin with year-round, routine planning and progress moving to implementation of specific plans upon the declaration

of a Hurricane Watch or Warning by NOAA or the National Hurricane Center. The hurricane season in Florida runs from June through November. In May of each year, appropriate supervisors will coordinate the following operations:

1. the President, Vice Presidents, Director Remodeling, Renovation, and Maintenance, Security Supervisor and facility administrators will review their rosters of essential personnel for accuracy;
2. the Director Remodeling, Renovation, and Maintenance and the Security Supervisor will identify and correct safety hazards. Facility Administrators will coordinate with the Director Remodeling, Renovations and Maintenance to correct safety hazards at their sites;
3. the Director-Remodeling, Renovations, and Maintenance, or designee, will inventory emergency supplies and replenish shortages. The Director Remodeling, Renovation, and Maintenance will coordinate with the facility administrators to ensure emergency supplies are available at the sites and replenish shortages;
4. Maintenance/Grounds personnel will inspect and clean roof drains, downspouts, trenches, and road/parking lot drains. The Director Remodeling, Renovation, and Maintenance will coordinate with facility administrators to have the appropriate inspections and cleaning accomplished.

Upon Issuance of a Hurricane Watch

When a hurricane watch is issued (usually 24 to 36 hours before the anticipated storm strikes), the following will be performed:

1. all essential emergency personnel will prepare their personal property and ensure their family's safety in the event they are needed at the College;
2. grounds personnel will re-inspect all drainage ditches and road/parking lot drains;
3. the Director, Remodeling, Renovation, and Maintenance and the Security Supervisor will test all emergency communication systems;
4. the ERT will determine staffing needs and notify the appropriate supervisors as to availability for assignments;
5. the President or designee will establish a contact and coordination network with the American Red Cross and County Emergency Operation Centers;
6. the Director Remodeling, Renovations, and Maintenance will establish a plan, which involves but is not limited to, an equipment and operational readiness check;

7. facility administrators will coordinate with the College departments to ensure that the proper tasks are performed at their sites.

Upon Issuance of a Hurricane Warning

1. When a hurricane warning is issued (usually 12 to 24 hours before an expected strike), the president or designee will make the decision whether or not to close college facilities.
2. Essential personnel assigned to emergency hurricane duty will report to their supervisors for assignment. If the President elects to close the College or a site, these steps will be performed:

a. Security Personnel:

- (1) The President will establish an Emergency Operations Center (EOC). Unless otherwise stipulated, this will be the President's office. The EOC will serve as a central site for recovery functions and to supervise a phone/communications bank. From the EOC, ERT personnel will provide administrative and logistical support, as well as disseminate safety information.
- (2) The Director, Remodeling, Renovation, and Maintenance, or designee, along with Security personnel, will inspect buildings to ensure all are secured and identify any hazardous conditions for action.
- (3) Security personnel will identify motor vehicles left on the grounds.
- (4) The Director, Remodeling, Renovation and Maintenance will ensure that emergency shelters are prepared in the event of opening by the Red Cross. If opened, the Director, Remodeling, Renovation, and Maintenance will coordinate with the Red Cross shelter Manager. Campus satellite directors will do the same.
- (5) The Security Supervisor will coordinate deactivation of security alarm systems, as appropriate.

b. Maintenance/Grounds Personnel:

- (1) Maintenance personnel will tape or board all doors and windows as needed.
- (2) Maintenance personnel will see that all ventilation fans are covered, and will shut down all non-essential a/c units.
- (3) Maintenance personnel will inspect and raise all elevators to the second floor in case of flooding.

- (4) Grounds personnel will pick up all loose items of furniture, equipment, recycling/trash receptacles, signs, and other material and store them in a safe location.
- (5) Grounds personnel will ensure all garbage dumpster lids/doors are closed and secure.
- (6) Maintenance personnel will insure that all hazardous wastes or recycled wastes (i.e. used oils) are moved to an inside storage area.

c. Community Relations and Marketing:

- (1) Contact designated news media about closing the College.
- (2) Create a message for use by the College operators.
- (3) Create an appropriate emergency message and updates on the automated attendant telephone system.
- (4) Coordinate communication updates to SFSC staff via the Internet, e-mail, and other transmission services.
- (5) Coordinate the posting or removal of signage with the Director, Remodeling, Renovation, and Maintenance.
- (6) In coordination with the Director, Remodeling, Renovation, and Maintenance, make a “before” photographic record of College facilities.
- (7) Establish a communications network for the duration and aftermath of the emergency with the College President and members of the Emergency Response Team.
- (8) Confirm personnel and equipment are in place after the emergency. (See “After the Hurricane”, Section below).
- (9) If emergency agencies are involved, work with the Emergency Response Team members to coordinate communication to the public and SFSC staff.

d. Emergency Response Team

- (1) Will initiate a plan for additional Security and Maintenance / Grounds personnel support and form a stand-by crew.
- (2) The Emergency Operations Center (EOC) will be established in the President’s office unless otherwise stipulated. Personnel stationed there will be informed via radio as each assignment is completed.
- (3) With the declaration of an emergency by the President, may advise any non-essential persons to immediately vacate the facilities or College sites once their areas have been adequately secured.
- (4) The Director, Remodeling, Renovation, and Maintenance, or designee, will contact all construction crews on campus to secure job sites.

NOTE: All non-essential personnel should leave the affected area and not return until a pre-arranged date/time or notified by formal announcement.

e. **Other Personnel**

- (1) **Facility Administrators** will maintain contact with administration and departments to secure property and equipment, and recall their personnel if necessary.
- (2) **Athletic Department** is responsible for securing the athletic fields and related equipment.
- (3) **Department Chairs**, program managers, and supervisory staff will maintain contact with their personnel and establish emergency procedures to secure department property and equipment, and recall their personnel if necessary.
- (4) **All College personnel** should accomplish the following before evacuating a site:
 - (a) Clear desks of papers and other articles.
 - (b) Protect computers and other equipment, books, and valuable papers by covering with plastic sheeting or bags and securing with masking tape as necessary. Plastic bags will be distributed by Security and with the help of the CERT team.
 - (c) Where possible, move desks; file cabinets, etc. away from windows.
 - (d) Turn off and disconnect all electronic equipment except telephones and computer data lines.
 - (e) Clear laboratory apparatus glassware, and chemicals, and place in a protected location.

NOTE: Upon completion of all assigned tasks, personnel may be released, subject to recall. Essential personnel required on site may be excused from duty, at the discretion of their supervisor, for specified periods.

During the Hurricane

The Emergency Response Team (ERT) will be responsible for assisting with the management and operations of the college, ensuring the security and integrity of our structures, and ensuring the safety and wellbeing of the individuals remaining on site.

After the Hurricane

1. The President will determine when College sites will reopen.

2. As soon as possible, essential emergency personnel will conduct a complete check of the site to assess and report damage not previously discovered and repaired. Work orders will be completed for each to ensure an audit trail for insurance purposes. Photos should be taken of the damage.
3. Security, and designated others will concentrate on the following:
 - a. Locating and assisting injured persons / fatalities.
 - b. Locating downed power lines.
 - c. Identifying roadways, parking lots, and sidewalks needing clearing.
 - d. Reporting any and all hazardous conditions.
 - e. Preventing looting.
4. After the ERT has determined a personal safety threat no longer exists, Department Chairs, Program Managers, and Facility Directors will ensure that an inspection of their area is conducted. Damage and problem areas will be promptly reported to ERT for action. Work Order forms will serve as documentation.
5. Security, maintenance, and grounds personnel will escort cleanup workers and assist in the effort.
6. The Director, Remodeling, Renovation and Maintenance will inform the President and the Vice President, Administrative Services of damage and require photographic record throughout the initial recovery period from the Director, Community Relations and Marketing.
7. The ERT will provide an after-action report on the emergency operation.
8. The Community Relations and Marketing Department will post re-opening announcements on local major media outlets and with the College operators.

Tornadoes

Tornadoes can occur at any time of the year in Florida. However, most occur in June, July, and August. Historically, the most deadly tornadoes occur in the spring.

Tornadoes are usually short-lived but can cause major damage: They can move at 30-40 mph with winds well in excess of 100 mph.

The National Oceanographic and Atmospheric Administration (NOAA) is responsible for issuing tornado warnings. The fastest access to this information is with an NOAA Weather Radio. When conditions are such that a tornado might occur, NOAA issues a warning but, unlike hurricanes or tropical storms, tornadoes are relatively small and short-lived so NOAA often cannot issue a timely warning.

The best clue that a tornado is approaching is a telltale roar or rumbling sound, often described as sounding like a locomotive.

If you receive a warning and there is time, move to a designated shelter immediately.

If there is no warning:

- Don't try to outrun the tornado.
- Take cover in a small room on the lowest floor of a strong building.
- Stay away from windows and doors.
- If in a car, get out and take cover in nearby building or ditch or culvert.

At SFSC many of the same actions required before and after a hurricane will be followed in the event of a tornado.

Lightning

Annually, lightning kills and injures more people in Florida than severe storms and tornadoes combined. It can occur seemingly without a cloud in the sky. Lightning can travel 50 miles from the weather system creating the energy. It is important to know where severe weather is located and to take proper precautions.

It is best to stay inside when conditions are unfavorable or lightning has been experienced in the area. Do not use the phone and stay away from plumbing fixtures. Lightning has also been known to enter a building through a window.

Fire Prevention

All employees shall comply with the safety rules of the fire prevention plan and conduct themselves in a manner that will prevent fires.

Smoking is prohibited at all SFSC's locations.

It is also prohibited to enter certain outside work areas while carrying lighted materials. Examples are paint shop, motor pool gas pumps, and chemical storage areas.

Storage of Flammable Liquids

Metal containers and/or safety cans equipped with flame canisters and spring activated caps shall be used for the storage and handling of all flammable liquids with a flash point of less than 100 degrees Fahrenheit. All safety cans, for storage of flammable liquids, shall be red in color. All safety cans containing flammable liquids shall have the name of the contents conspicuously labeled on the can in yellow lettering.

Liquids with a flash point of 100 degrees Fahrenheit or more are not required to be in safety cans. However, the container shall be of good quality and free from leakage of either liquid or vapor and adequately labeled, including the content name.

Electrical Fire Safety

1. Never overload an electrical outlet. Multi-outlet expanders should not be used.
2. Extension cords are for temporary electrical use only (less than 90 days).
3. Use mounted surge protector power strips for long-term electrical extensions.
4. Never plug an extension cord or surge strip into another extension cord or surge strip. This practice is commonly referred to as "daisy chaining." If a long electrical drop is required, select the proper equipment that will meet the job's requirements.
5. If an electrical heater is used in the workplace, the heater must be equipped with tip-over protection.
6. Never allow an electrical cord to lie across the floor and create a trip hazard. If the cord cannot be re-routed use a floor cord protector.

Fire Safety

The primary function of the fire protection plan is to save lives. The protection of property is secondary.

Employees will always maintain a free and unobstructed access to fire equipment, fire doors, windows, and exits.

Each employee shall be familiar with the fire alarm signal and evacuation procedures, and fire extinguishing equipment in their work area.

Fire Emergency / Evacuation

If you discover a fire - **STAY CALM**

1. **PULL** the nearest fire alarm. Remember that fire alarms only sound in the building in which they are activated.
2. **GO** to the nearest, safe College telephone.
3. **CALL** the SWITCHBOARD, COLLEGE SECURITY, FACILITY ADMINISTRATOR or DIRECTOR, REMODELING, RENOVATIONS AND MAINTENANCE – See “EMERGENCY PHONE NUMBERS” in this manual for the appropriate number.

Fire Evacuation Procedures

1. Evacuate the premises when the fire alarm sounds.
2. **DO NOT use any elevator during a fire.**
3. Emergency service personnel will
 - Respond and direct persons to exit the building in an orderly fashion;
 - Check stairwell landings and conduct a room-to-room search to ensure EVERYONE has vacated the premises.
4. If possible, without risk, staff in cash handling areas should secure cash drawers and safes.
5. Close all windows.
6. Close doors as you exit but **DO NOT LOCK.**
7. In order to prevent additional risk to responding emergency service personnel, **PLEASE ACCOUNT FOR ALL STUDENTS AND STAFF** in your charge during the evacuation process.
8. Individuals with disabilities should be assisted in the evacuation process.
9. Evacuate to your designated rally points or at least 500 feet away from the affected building(s).
10. Do not return to the evacuated building until directed by a college official.

If your primary **ESCAPE ROUTE IS BLOCKED** or if you become separated from emergency service personnel,

1. Do Not Panic.
2. If on the bottom floor, shut the door and use a window.
3. If trapped on the second or third story and a window is available, hang an article of clothing outside the window as a marker for rescue crews.
4. If trapped in a building and no window is available, nor do you see an escape route, stay near the floor and shout at regular intervals to alert rescue crews of your presence.
5. Always stay low to the floor if smoke is present. Smoke is the greatest danger in a fire.
6. If possible, cover your mouth with a damp cloth.

7. Never open a closed door without feeling it first with the back of your hand. DO NOT OPEN IF IT IS HOT!!
8. Look for a phone to call 453-0806 or 9-911 OR "0"; give your exact location.
9. If breathing becomes difficult, try to ventilate the room.

Building Evacuation Rally Points

HIGHLANDS CAMPUS

Buildings A, C-1, C-2, F

Parking Lot B

Buildings B, D, E, UC

Parking Lot A

Buildings LRC, G, H

Parking Lot D

Buildings I, S, J, K, L, M, N, R-7

Parking Lot E

Buildings O, P, R-1,2,8, T, T1,HSC

Parking Lot I

Buildings CC, DD

Grass field east of the PSA

Building X (Maintenance complex)

Lot K

DESOTO CAMPUS

East Parking Lot

HARDEE CAMPUS

West Parking Lot

LAKE PLACID CENTER

North side of Interlake

JACARANDA

North Parking Lot

TEACHERAGE

North side of Lemon St.

CREWS CENTER

South side of Camphor St.

Reverse Evacuation Warnings

If you receive a reverse evacuation warning, move from outdoors to inside a protected building/shelter immediately. A college official will notify the building occupants when the threat has safely passed. (For example, a rabid animal loose on the campus).

Fire Extinguisher Use

Fire extinguishers are strategically located throughout the College. Some are in classrooms. They are usable to fight a small, confined fire ,if a reasonable chance of success exists **and** there is no risk of injury.

NOTE: Under no circumstances should sounding the alarm, evacuating the building, and proper notification be delayed to fight the fire.

KNOW WHERE FIRE EXTINGUISHERS ARE IN YOUR AREA.

If the fire is small, stay calm, select the proper extinguisher and attack the fire ***if you can do it safely***. If the blaze is out of control, **contact the Fire Department immediately**. Fight the fire **ONLY IF YOUR POINT OF EGRESS IS BLOCKED.**

P...Pull the pin.

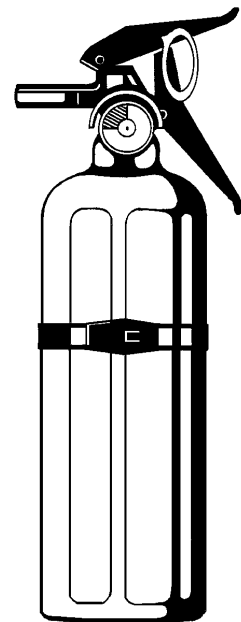
A...Aim extinguisher nozzle at the base of the flames.

S...Squeeze trigger while holding the extinguisher upright.

S...Sweep the extinguisher from side to side, covering the base area of the fire.

REMEMBER: LEAVE THE AREA IMMEDIATELY IF:

- Your path of escape is threatened.
- The extinguisher runs out of agent.
- The extinguisher is ineffective against the fire.
- You can no longer SAFELY fight the fire.



TYPES OF FIRES AND PROPER EXTINGUISHING AGENT TO BE USED

Caution should be exercised in determining the TYPE of extinguisher to be used. For example, Type A fire extinguishers are ***never used*** to extinguish an electrical fire.

The following chart describes the different types of fires normally encountered and the proper extinguisher to use in each case.

TYPES OF FIRES	TYPE OF EXTINGUISHER AND AGENT
A. ORDINARY COMBUSTIBLE MATERIALS SUCH AS PAPER, WOOD AND TRASH	WATER PREFERRED AND MULTI PURPOSE
B. FLAMMABLE LIQUID AND GASES SUCH AS GASOLINE LUBRICATING OILS AND NATURAL GAS	DRY CHEMICAL PREFERRED AND CARBON DIOXIDE
C. ELECTRICAL SUCH AS ELECTRONIC INSTRUMENTS AND SWITCHGEAR INSTALLATION	CARBON DIOXIDE PREFERRED AND DRY CHEMICAL

Active Shooter on Campus

What to do if there is an Active Shooter on campus:

The following guidelines are being provided regarding how to respond if there is an active shooter/armed intruder on campus. Be aware no one can predict what actions are most appropriate for every situation that might occur. Campus personnel could learn of such an incident in several ways, including hearing gunshots, being notified through the college's emergency announcement system or being told by another member of the campus community. **If you hear a sound that could be gunshots, assume they are gunshots.**

If you know the location of the intruder, quickly move away from the danger and encourage those around you to also do so. Be aware that if you move from indoors out into the open, you could be exposing yourself to the intruder. Also be aware that there could be more than one intruder. If you decide to move away, do so as quickly as possible until you are certain you are out of danger. Remain in a safe place until assistance arrives.

Your ability to move quickly and your perception of how close the intruder is will help you determine if it is safer for you run away or to seek shelter inside a building. If you decide to shelter in place,

- Lock yourself inside a classroom or office, turn off the lights and hide. Close any blinds and cover any glass in the door if possible. You want the intruder to believe there is no one in the room. If the door does not lock, barricade the door with the heaviest items available.
- Turn your cell phone ringer off. Wait for the law enforcement to assist you out of the building. If you become convinced that the intruder is trying and will be able to get in the room, you should consider leaving the room through a window if you are on the ground floor.
- **Call 911 as soon as you can do so.** Briefly state your reason for calling and answer the dispatcher's questions. Do not hang up unless you are instructed to do so.
- Provide any assistance you can to injured or otherwise distressed individuals.

The immediate actions you take upon notification of an active shooter on campus could prevent your death or serious injury. Our emergency first responders have been trained to respond to this type of incident and will do so immediately. Responding officers are likely to have very little information regarding the description of the intruder or the number of suspects involved. **If you must approach an officer during or immediately after such an incident, clearly show the officer you are not a threat by holding your hands in the air and complying immediately with verbal commands.**

If you are off-campus at the time you become aware of an active shooter on campus, stay away from the area. The entire campus will have become a protected crime scene and you will not be allowed in the area until it has been cleared.

The following guidelines are being provided regarding how to respond if there is an active shooter/armed intruder on campus. This guideline is designed to provide individuals with suggestions on how to better protect themselves during a crisis.

In the event of an active shooter on campus, take the following actions:

1. If an active shooter is outside your building:

- Proceed to a room that can be locked, shut off the lights and lock windows and stay out of sight.
- One person should call 911 and tell the dispatcher what incident is taking place and inform them of your location.
- Do not leave until given instructions to do so by authorities

2. If an active shooter is in the same building you are:

- Determine if the room you are in can be locked and follow the same procedures as above. If your room can't be locked, determine if there is a safe location nearby, or if you can safely exit the building. If you decide to move from your current location be sure to follow the instructions below.

3. If an active shooter enters your office or classroom:

- Try to remain calm. Dial 911, leave the line open so the dispatcher can listen to what is taking place.
- If there is no opportunity for escape or hiding, it may be possible to negotiate with the shooter. Only as a last resort should you attempt to overpower the shooter with force.
- If the shooter leaves the area, proceed immediately to a safer place and call 911.

Bomb Threats

IF YOU RECEIVE A BOMB THREAT:

1. Keep the caller on the line as long as possible. Ask him/her to repeat the message. Write down every word spoken by the person. Ask for specific information (if not provided) such as location, bomb type, time of detonation, and reason.

2. Pay particular attention to peculiar background noises such as motors running, background music, or any other sounds which may give a clue as to the location of the caller.
3. Listen closely to the voice (male or female), voice quality (calm, excited), accents and speech impediments. Immediately after the caller hangs up, dial 911, and also **report the call to Campus Security or Campus/Center Director and fill out the Bomb Threat Assessment Form as completely as possible (next page).**

***ALL BOMB THREATS MUST BE TREATED AS
LEGITIMATE AND MUST BE IMMEDIATELY
REPORTED!***

BOMB THREAT ASSESSMENT FORM
(TO BE COMPLETED BY PERSON RECEIVING BOMB THREAT CALL OR NOTICE.)

DATE AND TIME CALL RECEIVED _____

EXACT WORDS OF PERSON MAKING THREAT. Ask caller to repeat what was said – “I’m sorry, could you repeat that?”

QUESTIONS TO ASK

1. Where is the bomb? _____
2. When is the bomb going to explode? _____
3. What kind of bomb is it? _____
4. What does it look like? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____ If not, who did? _____
7. Why was the bomb placed? _____
8. What is your name? _____

CALLER IDENTIFICATION INFORMATION

Sex of Caller _____ Age _____ Accent _____ Length of Call _____

Caller’s Voice: Check all that apply:

- | | | | |
|-----------------|------------------------------|-----------------------|---------------------|
| _____ Calm | _____ Laughing | _____ Lisp | _____ Distinguished |
| _____ Angry | _____ Crying | _____ Raspy | _____ Accent |
| _____ Excited | _____ Normal | _____ Deep | _____ Whisper |
| _____ Slow | _____ Distinct | _____ Ragged | _____ Soft |
| _____ Rapid | _____ Slurred | _____ Clearing Throat | _____ Nasal |
| _____ Cracking | _____ Stutter | _____ Deep Breathing | _____ Loud |
| _____ Familiar? | Who did it sound like? _____ | | |

BACKGROUND SOUNDS - Check all that apply:

- | | | |
|----------------------|-------------------------------------|-------------------------|
| _____ Street Noises | _____ House Noises (e.g. TV, Radio) | _____ Dishes Banging |
| _____ Static | _____ Adult Voices | _____ Children’s Voices |
| _____ Local Call | _____ Long Distance | _____ PA System |
| _____ Factory Noises | _____ Airport Noises | _____ Phone Booth |

LANGUAGE USED - Check all that apply:

- | | | |
|---------------------|------------------------------|---------------------|
| _____ Educated | _____ Incoherent | _____ Irrational |
| _____ Foul/Swearing | _____ Message Read By Caller | _____ Message Taped |

OTHER. Use this space to write anything else not covered by the above:

Signature of Person Taking the Call: _____

Position: _____ **Department:** _____

Work Phone/extension: _____ **Date:** _____

Call the switchboard and determine if the call was just forwarded to determine where the call came from or whom caller asked for.

NOTE: SMALL THINGS MAY BE IMPORTANT. YOUR IMPRESSION OF THE CALLER IS VERY IMPORTANT. PLEASE DO YOUR BEST TO COMPLETE THIS FORM IN AN ACCURATE MANNER!

WHAT TO DO WHEN YOU ARE NOTIFIED THAT THE COLLEGE HAS RECEIVED A BOMB THREAT:

1. Take a "Quick Look" for any item that is not normally there (example: book bag, sack, briefcase, newly placed box etc.).
2. Note details of anything unusual and report them to responding officer (SFSC Security, campus director or emergency response personnel).
3. DO NOT DISTURB IT!!
4. Account for all personnel in your area.
Supervisors & Faculty: It is your responsibility to ensure that you account for all students and employees in your charge and that they are evacuated.
5. Have everyone evacuate with their personal items (purses, book bags, etc.).
6. Assist in any way possible to ensure that all students, employees and visitors are evacuated and kept 500 feet from all buildings (preferably to the outside of parking areas).
7. If in a CASH HANDLING area, secure safes and lock cash drawers before evacuating.
8. When you leave your office, LOCK THE DOOR.

PARCEL OR LETTER BOMB

Upon observing a suspicious object (as described below) notify COLLEGE SECURITY or FACILITY ADMINISTRATOR or DIRECTOR, REMODELING, RENOVATION AND MAINTENANCE – See "EMERGENCY PHONE NUMBERS" in this manual for the appropriate number.

PARCEL AND LETTER BOMB RECOGNITION

What to look for:

Foreign mail, air mail "par avion," special delivery, lack of a return address or the name of sender.

Excessive securing materials such as string, tape, or adhesive labels both normal and beyond the normal usage.

Letters and parcels addressed with correct names but incorrect titles, division or department names, jobs or position titles.

Foreign manuscript, an obvious attempt at disguising handwriting, poor typing, or misspelling.

Restrictive markings such as “CONFIDENTIAL,” “Open by Addressee Only,” “Personal and Most Immediate,” etc.

Excessive postage well beyond the usual estimates or postage due. (Bombers do not want that package returned for insufficient postage).

Oily stains, greasy marks, or discoloration beyond those usually seen in processed mail. This could indicate explosives or chemical components exuding.

Unusual chemical odors or attempts to mask these odors with perfumes, etc.

Sounds - Do you hear sound coming from it?

Excessive weight for the size of the item.

Visual distractions and decoy items such as nude pictures, currency, or outrageous offers or claims.

Utility Failures

Electrical Power Failure

Most power failures occur due to factors off campus which we have no control over. Nevertheless, a few precautions are in order:

1. Turn off all electrical equipment
2. Do not attempt to find the cause of the power outage
3. Call College Security, Facility Administrator or Director of Remodeling, Renovations and Maintenance – See “EMERGENCY PHONE NUMBERS” in this manual for the appropriate number.

Water Line Breakage or Overflow

1. Turn off the water at its source, if possible. This can be done on sinks, toilets, fountains and other water-served appliances that have a home-style turn-off valve.

2. Call College Security, Facility Administrator or Director, Remodeling, Renovation and Maintenance. See “EMERGENCY PHONE NUMBERS” in this manual for the appropriate number.

Gas Leaks

1. Cease all operations
2. Evacuate the area immediately
3. Do not use any electrical equipment
4. Do not turn on or off any electrical switches/outlets including fire alarms
5. Call College Security, Facility Administrator or Director of Remodeling, Renovations and Maintenance – See “EMERGENCY PHONE NUMBERS” in this manual for the appropriate number.

Spills & Hazardous Chemicals Releases

Spills

In the event of a chemical spill follow the procedure below. This procedure applies to all spills on campus even if the spill involves an outside party.

- 1 Stay calm
- 2 Identify the spilled chemical (If chemical is unknown, seek assistance. See Step 4 for who to notify.)
- 3 If you have the proper working knowledge of the chemical, stop the source of the spill (e.g. upright the broken container to prevent further leaking)
- 4 Seek Help. Call College Security, Facility Administrator, Director, Safety and Security or the Director, Remodeling, Renovation and Maintenance. See “EMERGENCY PHONE NUMBERS” in this manual for the appropriate number
- 5 Secure the spill area to prevent spreading of the chemicals
- 6 Clean up spill in accordance to Material’s Safety Data Sheet (SDS). (In the event of a large spill, outside agencies may be utilized)
- 7 File an incident report.

Toxic Material Exposure/ Release on Campus

College officials and/or first responders will assess the potential affected area. If it is safe to leave the area, officials will authorize an evacuation to a predetermined location. If advised it is unsafe, stay out and ensure that the doors and windows are kept closed. Emergency personnel, with college officials, will coordinate the rescue efforts.

Classroom Emergency Evacuation/Relocation Notification Guidelines

Outlined below are the general guidelines necessary to notify students and SFSC employees of campus emergency evacuations and classroom relocations. Each emergency is unique; however, there are common steps.

Daytime (8 a.m.-7 p.m.)

Faculty should include emergency resource information in course syllabi, such as her or his phone number and a statement that information will be available in Building B (or the satellite campus/center office) regarding canceled or relocated classes.

1. If the emergency took place on the Highlands Campus, Security should be notified (If at another site, please notify the campus/ center Director).
2. Emergency is assessed.
3. Notification to college. If the incident's magnitude warrants, activate the Emergency Response Team. (The President or designee authorizes this)
4. Initial notification to affected parties (People in the affected building(s): students scheduled for the affected building(s))
5. Notify internal and external parties of emergency situation via e-mail, IP phones, D2L, SFSC Web site, and outdoor signage (e.g. "Building closed; for information, go to Building B"). In case of an emergency in Building B and for continued communications regarding classroom relocation, records personnel will relocate to Community Relations and Marketing in the Administration Building.
6. Find alternative venue through Registrar's Office or satellite Campus / Center Director.
7. Coordinate room with instructors.
8. Relocate affected individuals.
9. Registrar's Office or satellite Campus / Center Director will produce a list of all classes which were relocated. The list will identify the class' new location. An SFSC All e-mail with such information will be sent.
10. Repeat messages about emergency to internal and external parties until situation is clear.
11. For classes that will be held later in the day, phone students as appropriate. Local radio stations may be used to distribute message, if the magnitude of the situation warrants.
12. When canceling classes, faculty should contact students via PAWS and D2L; inform Registration, the SFSC switchboard, Security, and the satellite Campus/Center Directors.
13. When the situation has been resolved, notification should be conveyed to all the internal and external parties. Methods will include SFSC e-mail, IP Phones, D2L, SFSC

Web site. Other methods may include Security using a PA speaker for outside affected parties, radio broadcast, and news media.

Nights/Weekends - Highlands Campus

Faculty should include emergency resource information in the course syllabi.

1. Security is notified of the emergency.
2. Situation is assessed.
3. Emergency Response Team is notified, if warranted.
4. Security posts information signage outdoors or on classroom door.
5. Security and faculty look for alternate classrooms.
6. Security will maintain the list of redirected classes.
7. Security will notify the next work shift of the redirection, if the incident continues beyond the current working shift(s).

When the situation has been resolved, notification should be conveyed to all the internal parties (students) by the faculty. Security will advise the day workers of the incident.

Emergency Response Team (ERT)

The Emergency Response Team (ERT) implements the College's Emergency Plans. It is assembled by the President who is responsible for overseeing the development, implementation and maintenance of the Emergency Response Plans and supervision of an emergency.

The members of the ERT shall include officials who assist the President in identifying a potentially threatening event. The ERT works to stabilize any situation as quickly as possible. It responds to any situation by reviewing the situation, resolving issues, and making recommendations to the President.

System Outline:

- The College receives notification of an emergency. (The President's office is to be notified immediately.)
- The President convenes the ERT and implements a communication protocol for dealing with the emergency.
- The ERT continuously evaluates the situation and coordinates emergency response activities in cooperation with local, state, and federal agencies.

- ERT members contact appropriate internal and external entities for assistance and execute responsibilities as directed.
- The ERT will remain activated until the event is declared resolved or ended by the President.

Members of the South Florida State College Emergency Response Team

Associate Dean, Allied Health
 Chair of the Faculty Council
 Chief Information Officer
 Controller
 Dean, Applied Sciences & Technologies
 Dean, Arts & Sciences
 Dean, Culture Programs
 Dean, Division of Academic Support
 Dean, Resource Development
 Dean, Student Services
 Director, Application Software Development
 Director, Community Relations and Marketing
 Director, Desoto Campus
 Director, Hardee Campus
 Director, Human Resources
 Director, Lake Placid Center
 Director, Network Systems
 Director, Remodeling, Renovations & Maintenance
 Director, Safety and Security
 Executive Assistant to the President
 President
 Registrar
 Vice President, Administrative Services
 Vice President, Educational & Student Services

First Aid

FIRST AID TREATMENT

Superficial injuries such as minor cuts, bruises, small punctures, scratches, etc., should be treated when an employee qualified to administer First Aid is present and a First Aid kit is available. Such injuries will be recorded on an Accident/Incident Report form. Forms are available from Security, Director Safety and Security's Office, Satellite Campus/Center Director and Human Resources.

FIRST AID PROCEDURES / MINOR INJURIES

First Aid kits are located in appropriate areas throughout the College. If First Aid is needed and a kit cannot be located, Security will deliver a kit for use. First Aid kits are maintained and restocked by area supervisors.

If First Aid treatment is needed:

1. Inform your supervisor about the incident.
2. Obtain First Aid treatment for minor injuries as directed by your supervisor.
3. If a First Aid kit is used, indicate the usage on Accident/Incident Report. NOTE: Access to a First Aid kit is not intended to be a substitute for medical attention.
4. Assist the administrator or Security in filling out the accident investigation report.

EMERGENCY MEDICAL TREATMENT/SEVERE INJURIES

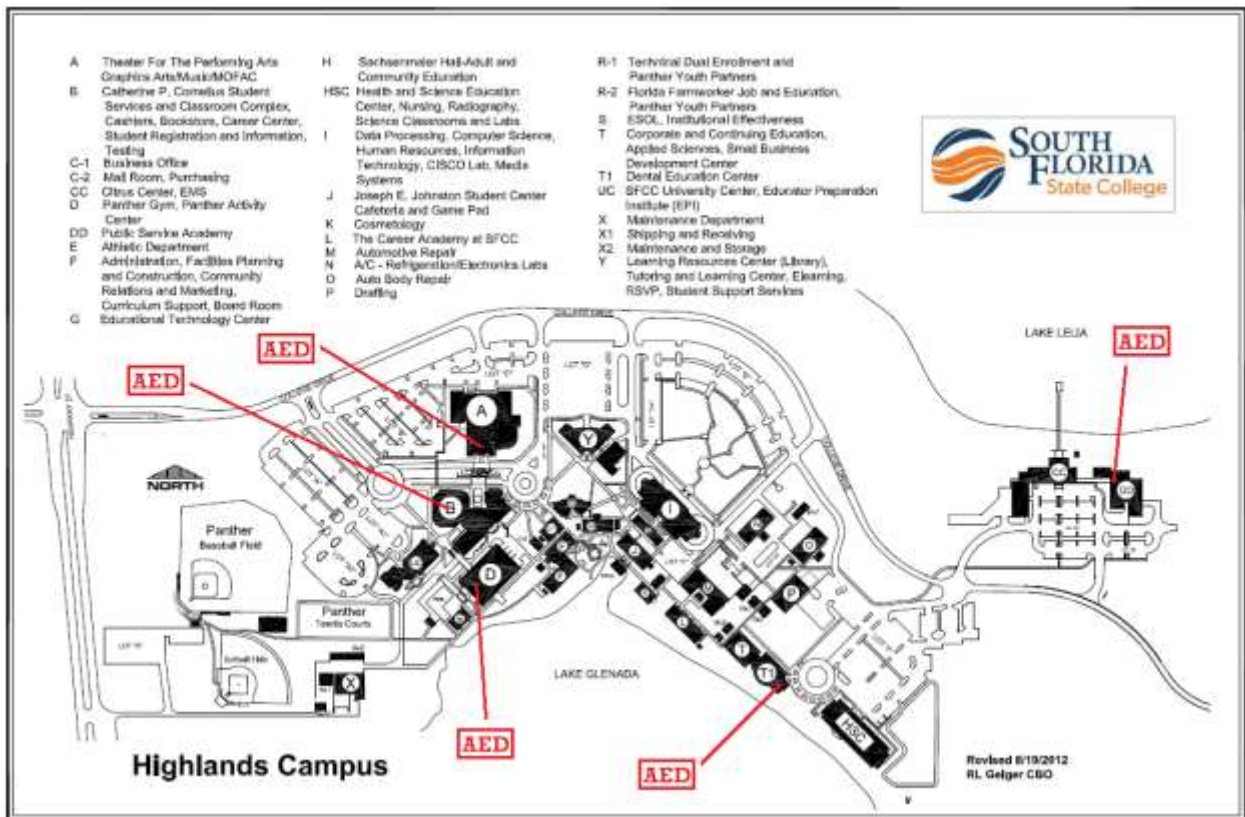
Emergency telephone numbers are listed in the front of this Safety Manual.

If a severe injury or condition that requires medical attention, the following action must be taken:

1. Call for help or seek assistance from your supervisor or College Security.
2. Notify your supervisor as soon as possible.
3. Report details to your supervisor or designated person. Supervisor or designated person will assist in filling out an Accident/Incident Report.
4. Forward the incident report to the Human Resources office for possible Workers Compensation processing.

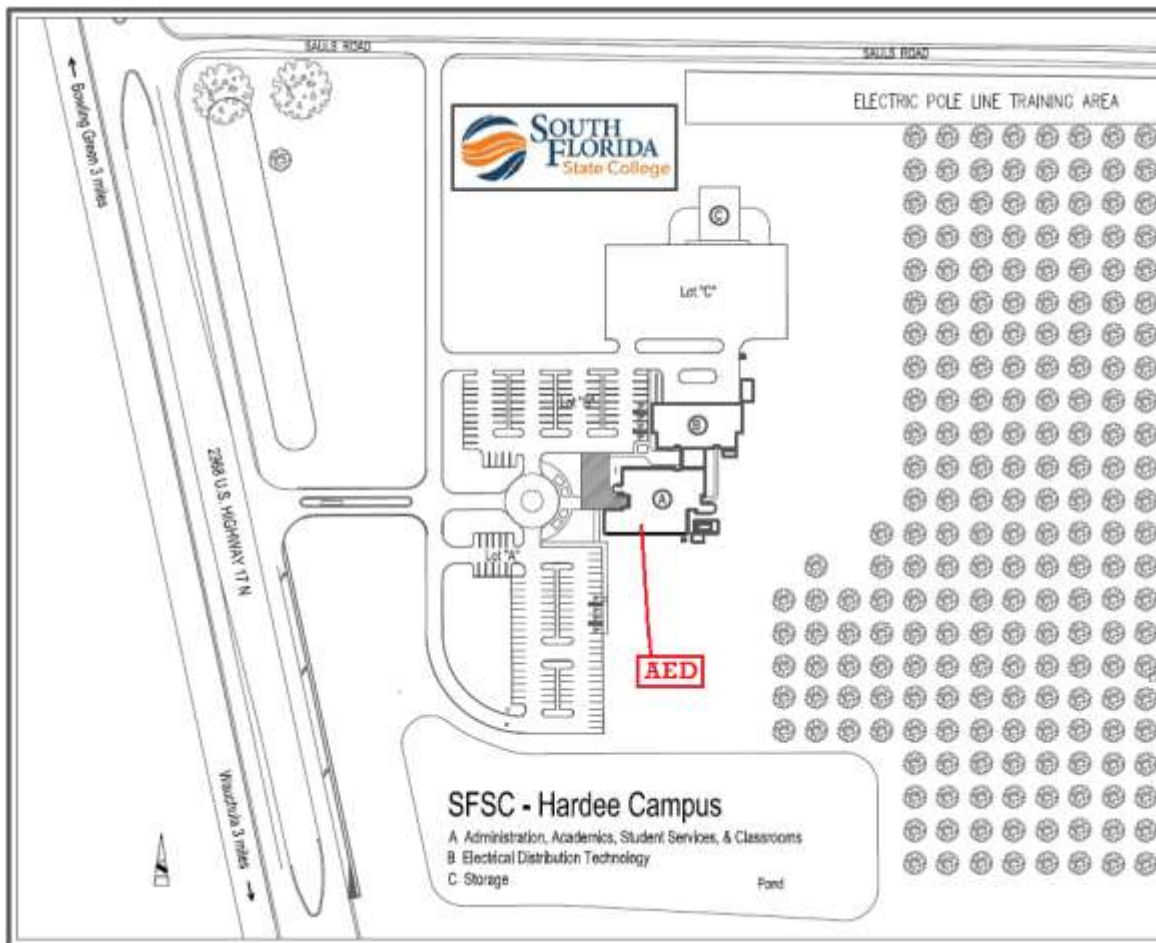
Location of Automated External Defibrillators on the Highlands Campus

- 1) Building "A" Theatre (on the wall to the left of the snack serving window).
- 2) Building "B" Behind the registration desk/island counter
- 3) Building "T1" Dental program on the mobile crash cart
- 4) Building "DD" Public Service Academy (1st floor rear hallway across from weight room)
- 5) Building "D" Gym first floor hallway



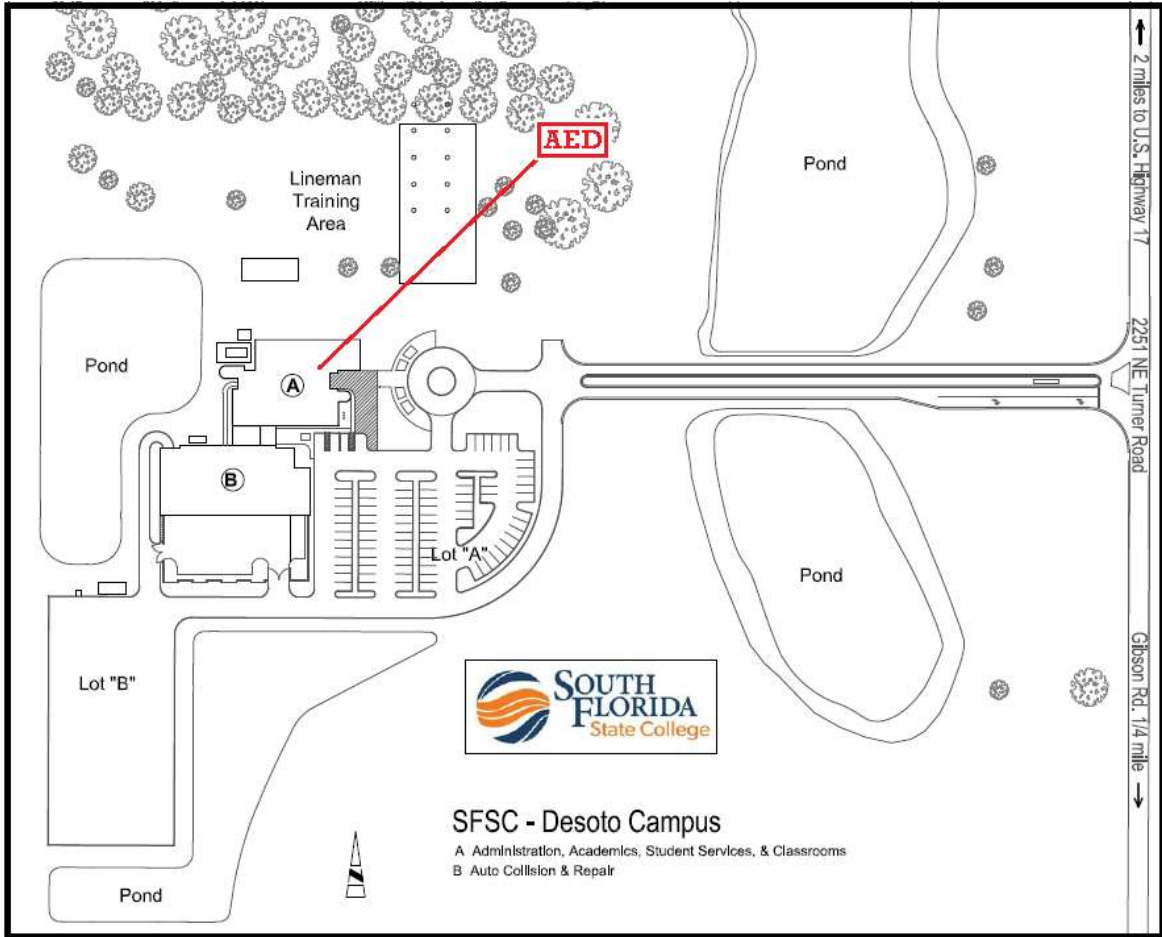
Location of Automated External Defibrillators on the Hardee Campus

Building "A" Front Office Receptionist Area



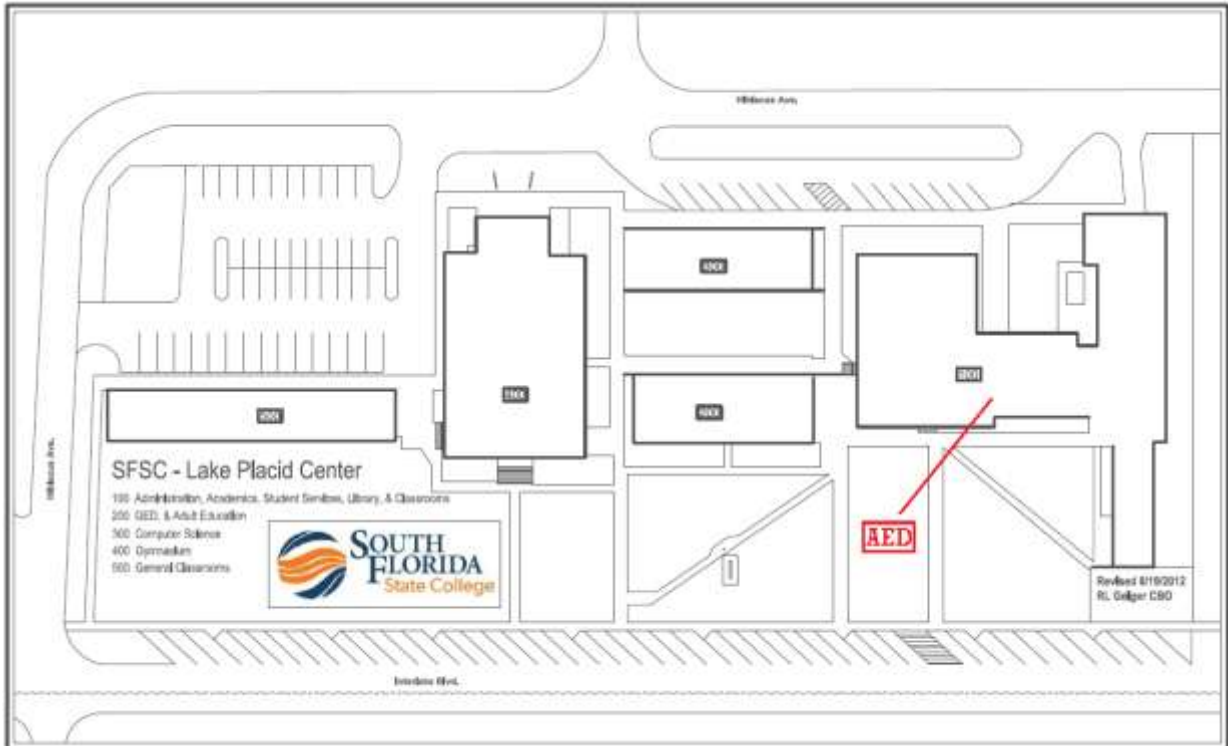
Location of Automated External Defibrillators on the Desoto Campus

Building "A" Front Administration Office Area



Location of Automated External Defibrillators on the Lake Placid Center

Building "100" Front Administration Office Area



Accident, Investigation and Reporting

1. Any employee who suffers an injury during working hours must report such injury to his/her supervisor by the end of the work period on the day the injury occurred.
2. All accidents should be investigated by the immediate supervisor to determine the cause, and steps needed to prevent a recurrence. It shall be the responsibility of the supervisor to obtain complete and detailed facts of the accident as soon as possible and to contact Human Resources to make certain appropriate paperwork is completed.
3. Below please find a copy of the accident/incident form which should be used for reporting. Campus Security and Satellite Campus Directors have these forms available if needed.

Campus Traffic & Parking

Traffic and Parking Regulations for vehicles at South Florida State College are for safety and security reasons.

Definition

Visitor: any person who is NOT a student or employee at any SFSC site.

Regulations

1. Motorized vehicles parked on the Highlands campus site by faculty, staff and students, should bear a decal.
2. Decals must be VISIBLY displayed on the lower left side of the rear window or on the left rear bumper.

Parking Decals

Parking Decals may be obtained at the Cashier's Office (Highlands Campus). Replacement decals (lost, stolen, or damaged) will be issued upon request.

Traffic Regulations

1. Traffic rules, regulations and directive signs are in effect 24 hours a day, year round. Inclement weather does not excuse enforcement.
2. It is unlawful to drive or park on service drives, fire lanes, sidewalks, triangle spaces, paths, grass, or off the road except where designated.

Parking Regulations

1. Designated Parking Areas are marked on the cement parking curbs.
2. The absence of any "NO PARKING" signs does not mean that parking is allowed. Parking is not allowed along curbs or grass areas unless marked for parking. Parking is permitted only within marked spaces or other designated areas.
3. Vehicles shall not be parked facing traffic in lots with angled parking.
4. "Reserved" parking spaces are reserved for faculty, professional staff, and administration. The letter "R" appears in the number designation field of SFSC parking decal.

Temporary & Visitor Parking Permits

1. Persons who hold current valid decals and temporarily drive another vehicle must notify security and place a note in the left side of the rear or front window.
2. Contact security for special visitors or groups.

Handicapped Parking

1. All spaces designated for persons with handicaps are reserved 24 hours a day.
2. Temporarily disabled students/employees may apply for a temporary exemption parking permit with the Department of Highway Safety and Motor Vehicles.

Schedule of Violation Penalties/Fines

First Offense	\$10.00
Second Offense	\$25.00
Third Offense	\$35.00
Unlawful parking in a handicap space	\$50.00

Violation Payment Procedure Process

1. Persons ticketed for violations shall make payment in person, or mail payment by check or money order to the Cashier's Office within ten (10) working days of receiving the ticket. SFSC is not responsible for cash payment, if mailed.
2. A student or employee may appeal a violation by filing an appeal within one week from date of violation indicating a desire to appear before the College Loss Prevention and Safety Committee.
 - A. A student, who fails to do either 1 or 2 above will be sent a first notice to pay the fine.

- B. Any student who has not cleared a violation within ten (10) working days will be notified that the violation has been sent to the Dean of Student Services for such action as is deemed necessary.
3. The Dean, Student Services or a designated representative may take one of the following actions:
- A. Send a notice to appear before the Dean of Student Services to explain the inaction.
 - B. Tag records notifying the College that the student owes a fine and cannot register for another term or receive a transcript until the fine is paid.
 - C. Install a boot on vehicles with multiple violations. In order to remove a boot, the student must pay outstanding fines and pay a \$35.00 removal charge.

Appeal Process

1. Any person who wishes to appeal a violation shall file a parking violation appeal with the Director, Safety and Security.
2. The appeal will be adjudicated based on the current regulations. The College Loss Prevention and Safety Committee will make a decision and, as necessary, set the amount of the fine in the regulations. The decision of the committee is final.

The following are NOT acceptable grounds for appealing a fine:

- ◆ Ignorance of regulations
- ◆ Unable to find a space
- ◆ Parking for a short time
- ◆ Inclement weather
- ◆ Late for class/work

Sale of Vehicle

If you sell a vehicle that is registered with SFSC, you must destroy the decal at the time of sale.

Overnight Parking

Students or employees wishing to park their vehicle overnight on College property must notify Security with the vehicle's make, color, license # and location.

Use of College Vehicles

College policy is that no employee shall be permitted to operate a College vehicle unless he or she possesses a current valid Florida driver's license. All drivers must register with, and be approved by, the Human Resources office prior to operating a college vehicle.

If an employee, who is required to drive a vehicle, has had driving privileges suspended or license revoked, he/she must report this to his/her supervisor immediately. The Human Resources Director will determine appropriate action.

It is the responsibility of the employee/driver to always comply with applicable motor vehicle laws, local ordinances, and follow these guidelines:

1. Before a Trip - Make sure the vehicle is in safe operating condition. Check all lights, horn, windshield wipers and washer, brakes, tires, gas, rearview mirrors, seat belts, and windows for clear visibility.
2. Seat Belts - Seat belts and shoulder harnesses, where provided, shall be worn by drivers and passengers in vehicles 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.

3. Parking – Avoid high-risk parking areas. After a vehicle has been parked, always turn off ignition, remove ignition key and lock all doors before leaving vehicle.
4. Backing Up – Vehicles, wherever possible, shall be positioned or parked where reversing will not be necessary. If a vehicle must be backed up, it is the responsibility of the driver to:
 - a. If alone, check the area behind the vehicle immediately prior to backing up, or
 - b. If a member of a crew, request another employee to check the area behind and act as a safety watcher, or signalman.
5. Emergencies – No task is so important that it requires an employee to operate a vehicle in a manner that is unlawful or unsafe.
6. Repairs - Drivers must report any needed or suspected repairs to their supervisor, or to the department/staff responsible for vehicle maintenance.

7. Motor Vehicle Laws - Users must operate college vehicles in compliance with applicable motor vehicle laws, and in a manner that will not discredit the college.

All traffic and parking violations are the responsibility of the driver. No one other than the authorized driver shall ride on forklift trucks, front-end loaders, or any tractors or attached equipment. Employees will always be seated when riding in/on vehicles.

Accident Procedures and Reports

Any accident, regardless of the extent of damage, involving a college vehicle, should be investigated by a police officer with jurisdiction in the area. Accident report forms and instructions are located in the glove compartment of each vehicle. After an accident please call the college switchboard and relay all available information (i.e. injuries, name of hospital(s) providing care, phone number where the college can return your call, etc.)

Utility Cart Safety Procedures

The following are basic rules of operating and maintaining utility carts used for transportation on the campuses of South Florida State College.

Safety When Operating a Utility Cart

The maximum speed of a utility cart depends upon the terrain, weather conditions, the total weight of the utility cart and passengers, and any equipment being carried. A utility cart should be operated at a speed equivalent to a well-paced walk but no faster than fifteen mph. Operators will observe all Florida vehicle traffic laws such as lane travel, stop signs, legal passing of other vehicles, etc.

Utility carts should be operated on campus streets when possible. Sidewalks should be used only as means to the nearest street or parking lot.

Most utility carts are designed to carry a driver and one passenger. A utility cart will not be operated with more passengers than it is designed to carry. All occupants shall keep heads, hands, arms, legs and feet within the confines of the utility cart when in motion.

At SFSC, the pedestrian always has the right-of-way. Operators of utility carts must permit this right-of-way. If being operated on a sidewalk, the operator will pull off of the sidewalk or stop the unit when approaching pedestrians.

When the utility cart is not in use, the operator will place the control lever in "Neutral,"

remove key, and engage parking brake.

When the utility cart is not to be used, such as over-night, it will be secured with a cable and lock or other equivalent locking mechanism.

Safety Checklist

The operator will, before operating the utility cart, inspect tires and brakes. The operator will check for battery fluid leaks; e.g. wet spots under the unit. If in need of repair, the unit will be taken out of service.

Operating the Utility Cart

The following should be observed when operating a utility cart:

- * Carts shall only be used for official purposes which support the college mission (joy riding is not permitted).
- * Never leave the keys in the utility cart when unattended.
- * Always lock and secure the utility cart when not being used, such as when storing overnight.
- * Never back up without looking behind.
- * Never shift gears while the vehicle is in motion. Never exceed the safe speed limit (15 mph).
- * Never operate the utility cart with more passengers aboard than the utility cart is designed to accommodate.
- * Always obey traffic rules and regulations.
- * Reduce speed to compensate for inclines, pedestrians, and weather conditions.
- * Maintain adequate distance between vehicles.
- * Approach sharp or blind corners with caution.
- * Remain in a seated position with hands, legs, feet and arms inside the cart when in motion.
- * Use only utility carts designated and equipped with lights for night operations.
- * If a utility cart is involved in an accident, an Incident / Accident Report form must be completed. Law Enforcement may need to be contacted if the accident involves damage to private property.
- * Drive only on campus streets and walkways. Don't drive on grass or lawns except in emergencies.
- * All cart operators should receive training prior to operation, and be added to the College's Approved Drivers List by their supervisor.
- * Carts should not be parked in a manner which obstructs the flow of pedestrian traffic.

BATTERY RECHARGING

When recharging utility cart batteries, the following safety rules shall be observed:

Do not smoke near the recharge station. Only an approved battery charger will be used to recharge the batteries (designed to shut off automatically when the batteries are fully charged.) Do not recharge near an open flame or source of ignition. Pour baking soda on all spilled battery acid before cleaning up the spill. Wash skin thoroughly with cold water if in contact with battery acid. Disconnect all battery charger cords before using the utility cart.

Arrest in the Workplace

In the event a law enforcement officer arrives at South Florida State College to serve an arrest warrant, the following procedure should be followed:

1. Contact the President's office or the Vice President, Administrative Services, Director, Safety and Security, or Security.
2. Hold discussions with officer(s) in a private area.
3. Verify the arrest warrant.
4. After confirmation of warrant, contact:
 - a. Human Resources for matters relating to employees
 - b. Dean, Student Services (or designee) for matters relating to students.
 - c. Directors for matters pertaining to a campus, center or site.
 - d. President's office for matters pertaining to visitors
6. Have the individual report to an office or conference area away from the work area or classroom.
7. If a student is to be arrested, the Dean of Student Services will be notified.
8. **DO NOT** counsel, advise, or question the individual. **DO NOT** disclose that the individual was arrested

The intent of this process is to ensure that the security and safety of others not involved in the arrest are not jeopardized.

All attempts must be made to not arrest an employee in a work or public area at a College facility, a student in a classroom or public area at a College facility, or a visitor in a classroom or public area at a College facility.

Hazardous Material Training For Employees (Right to Know)

Prior to beginning work with or in an area containing hazardous material, all SFSC employees will receive training from their supervisor for the specific hazard(s) they may

be exposed to. Update training will be held annually or whenever a new chemical (hazard) is introduced into the work area. Training will include the following topics:

- How to identify hazardous chemicals in the workplace.
- Physical and health effects of the chemicals.
- Techniques used to determine the presence or release of the chemicals in the work area.
- How to prevent exposure to these chemicals by proper work practices and use of protective equipment.
- Emergency procedures to be followed in the event of exposure.
- Procedures for safe disposal of waste chemicals.

SFSC has developed a written Hazardous Communication Plan. This plan is available for review by all college employees at the following central locations:

Safety and Security office

Physical Plant office

Science Lab Manager's office

Employees seeking information on any material safety data sheet (SDS) should check the "Right to Know" – SDS display booklets/ binders in their work stations. Employees seeking a copy of the SDS should contact the Director, Safety and Security. A copy shall be provided within 5 working days from the date of the employee's request.

Bio-Medical Concerns Within Our Campuses

Bodily Fluid Spill

General Precautionary Guidelines

Always assume all body fluids are contaminated and potentially harmful. HANDLE WITH EXTREME CARE.

Many people don't know that they have an infectious disease so are not aware of the potential to transmit the disease to others. Therefore, the following precautions should be observed:

- Use extreme caution when handling glass fragments, needles, razors, or other sharp objects.
- Use the mouth-to-mouth resuscitation equipment found in first aid kits.
- Wear rubber gloves when dealing with bodily fluids.

- Avoid handling equipment or objects with contaminated gloves.
- Do not touch eyes or mouth with contaminated gloves.
- Bandage all cuts or lesions.
- Apply dressings and pressure carefully to minimize direct contact with blood secretions.
- Never reapply caps or sheaths to syringes.
- Place syringe pieces in appropriate container.
- Deposit disposable items (e.g. rubber gloves) in an approved hazardous waste bag.
- Clean contaminated equipment. (see Cleaning and Disinfecting below)
- Wash hands thoroughly after removing gloves.
- Launder soiled garments.

If an accidental exposure occurs:

1. Immediately wash the area with soap and water.
2. Apply protective dressing, if necessary.
3. Notify your supervisor and HR and seek medical assistance.

Cleaning and Disinfecting

1. Wear disposable gloves constructed of rubber or plastic.
2. Absorb any fluid with dry chlorine absorbent.

NOTE: If soil is involved - use spatula and lift soil. Place in a sturdy, disposable plastic bag. Tie securely. Place bag in a second plastic bag and secure.

3. Discard in approved container or notify maintenance.
4. Remove gloves. Place in approved container or notify maintenance.
5. Wash hands using anti-microbial hand soap or antiseptic hand rinse with alcohol.
6. Put on new disposable gloves.
7. Clean the infected area with a germicidal cleaner.
Mops - soak in disinfectant after use and rinse thoroughly OR wash in washing machine using hot water.
Disposable cleaning equipment - place in plastic bag.
 Water - dispose of in toilet or restroom floor drain.
8. Remove gloves. Place in approved container or call maintenance.
9. Wash hands using anti-microbial hand soap or antiseptic hand rinse with alcohol.

Bio-Medical Waste (BMW)

Definition:

- A. Biomedical Waste: Any solid or liquid waste that may present a threat of infection to humans. The term includes, but is not limited to, non-liquid human tissue and body parts, discarded “sharps,” human blood, human blood products, laboratory waste which contains human disease-causing agents, and body fluids. The following are also included:
1. Used, absorbent materials saturated with blood, body fluids, or excretions or secretions contaminated with blood and absorbent materials saturated with blood or blood products that have dried. Absorbent material includes items such as bandages, gauze and sponges.
 2. Non-absorbent disposable devices that have been contaminated with blood, body fluids or blood contaminated secretions or excretions and have not been sterilized or disinfected by an approved method.
 3. Other contaminated solid waste materials that represent a significant risk of infection because they are generated in medical facilities which care for persons suffering from diseases requiring isolation criteria and listed by the U.S. DHSS, Centers for Disease Control, "CDC Guideline for Isolation Precautions in Hospitals," July/August 1983.
- B. Body Fluids: Those fluids which have the potential to harbor pathogens such as human immunodeficiency virus and hepatitis B virus and include lymph, semen, vaginal secretions, cerebrospinal synovial, pleural, pericardial and amniotic fluids. Body excretions such as nasal discharges, saliva, sweat, tears, urine and vomit shall not be treated as BMW unless visibly contaminated with blood.
- C. Sharps: Devices capable of penetrating the skin and are contaminated. All needles whether contaminated or not are considered biomedical waste.
- D. Based on the definition of biomedical waste, items to be considered BMW are as follows:
- Sciences: Petri dishes with bacterial cultures of Bacillus megaterium, Bacillus subtilis, Escherichia coli, Pseudomonas aeruginosa, Serratia marcescens, Staphylococcus epidermidis, Micrococcus luteus, Human Blood Slides, Scalpels, Needles, Capillary Tubes, Lancets

Employees who work with biomedical waste will receive annual training that will comply with Chapter 64E-16, F.A.C. Training sessions will include the following topics:

- Definition and Identification of Biomedical Waste
- Segregation
- Storage
- Labeling

- Transport
- Procedure for Decontaminating Biomedical Waste Spills
- Contingency Plan for Emergency Transport
- Procedure for Containment
- Treatment Method

SFSC has developed a Biomedical Waste Operating Plan to provide guidance and describe the requirements for the proper management of biomedical waste. Guidelines for management of biomedical waste are found in Chapter 64E-16, Florida Administrative Code (F.A.C.), and in section 381.0098, Florida Statutes. A copy of the college's complete plan can be obtained from the Director Safety and Security's Office.

If you should discover any used, misplaced red Biomedical Waste bags on campus, DO NOT touch them. Contact Security or the director, Safety and Security immediately. Waste bags and containers will be marked with the international symbol (below).



Biomedical Waste Symbol

Employee Exposure to Blood Borne Pathogens

Employees who are subject to occupational exposure are those who reasonably anticipate having skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials as a result of the performance of their duties.

Examples of positions are

- Emergency Responders (Security)
- Athletic Trainers
- Faculty (Teaching in Health Science Programs)
- Facilities & Maintenance Employees (Custodians and Selected Maintenance Workers).

Other potentially infectious materials include semen, vaginal secretion, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid which is visibly contaminated with blood, and all bodily fluids in situations where it is difficult or impossible to differentiate between bodily fluids; any unfixed tissue or organ (other than intact skin) from a human (living or dead); HIV-containing cell or tissue cultures, and HIV or HBV containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Universal precautions shall be observed to prevent contact with potentially infectious materials. SFSC shall provide, at no cost to the employee, appropriate personal protective equipment (PPE), such as, but not limited to, gowns, disposable hypoallergenic gloves, face masks and eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices for occupational exposure at SFSC sites. Employees working in conjunction with clinical agencies shall be provided (by the clinic), at no cost to the employee or college, personal protective equipment for occupation exposure in their clinical areas.

Following contact with blood or other potentially infectious materials, employees shall wash hands and any other affected skin with soap and water, or flush mucous membranes with water immediately after removal of gloves or other personal protective equipment. All personal protective equipment should be disposed of in a designated area or container for storage, washing, decontamination, or disposal.

Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is reasonable likelihood of occupational exposure.

All SFSC employees with occupational exposure shall participate in a training program at no cost and during work hours. This training shall include, but not be limited to the following topics:

- a. A general explanation of the epidemiology and symptoms of blood borne diseases.
- b. A copy of the OSHA regulations regarding occupational exposure to blood borne pathogens for which this Plan has been written.
- c. An explanation of the modes of transmission of blood borne pathogens.
- d. A copy of and an explanation of the SFSC's Exposure Control Plan.
- e. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to potentially infectious materials.

- f. An explanation of the use and limitations of methods that will prevent or reduce exposure, including work practices and the use of personal protective equipment.
- g. Information on the types, proper uses, location, removal, handling, decontamination, and disposal of personal protective equipment.
- h. An explanation of the basis for selection of personal protective equipment.
- i. Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of vaccination, and where the vaccination will be offered free of charge.
- j. Information on the post-exposure evaluation and follow-up that SFSC will provide for the employee following an exposure incident.
- k. An opportunity for questions and answers.

After the employee training, SFSC shall provide all employees (designated as having occupational exposure to blood or other potentially infectious materials, as well as any who desire to be included) the hepatitis B vaccination series, and post exposure evaluation and follow-up. A licensed healthcare professional shall perform these at a reasonable time and place and at no cost to the employee.

The Human Resources Department will maintain the medical records for each employee with occupational exposure risk, in accordance with 29 CFR 1910.1020

Training records for all employees identified as having occupational exposure shall be kept on file in the employee's department office. These records shall include the following information:

- Dates of the training sessions.
- Summary content of the training sessions.
- Names and qualifications of the persons conducting the sessions.
- Names and job titles of the persons attending the sessions.

Physical Plant (Appendix I)

This section is primarily for Physical Plant employees because of their work responsibilities. Employees are expected to be alert and use common sense at all times; avoiding hazards, committing unsafe acts, and creating hazards that may cause injury to others.

If an injury occurs, employees will notify their supervisor immediately, never later than the end of the work shift on the day of the accident. In an emergency situation when the supervisor is not available, notify the Physical Plant office.

When entering a work area, employees will familiarize themselves with any required safety precautions and will heed all warning signs.

Employees will immediately report any unsafe conditions, damaged tools or defective equipment to their supervisor.

All spills shall be wiped up immediately.

Horseplay and practical jokes are prohibited.

Dress and Individual Protective Equipment

Wearing shorts is not prohibited, but due care should be taken to prevent injury.

To prevent abrasions, cuts, splinters, etc., protective gloves are to be worn when handling rough items or materials.

Loose clothing, long sleeves, ties, gloves or hanging jewelry are not to be worn when working with machinery.

Employees will wear protective equipment for particular jobs and activities, including but not limited to: protective glasses, goggles, face shields, protective shoes, hard hats, gloves, respirators, and ear protection.

Hand and eye protection shall be worn when working with caustic chemicals such as bowl and tile cleaners, solvents, drain cleaners, and degreasers.

Appropriate footwear must be worn for the task being performed.

Housekeeping

Good housekeeping provides safe working conditions and prevents accidents caused by tripping, stumbling, slipping, stepping on or bumping into tools or other objects. Cluttered vehicles and littered work sites create unsafe conditions.

Truck beds and truck and machine cab interiors shall be kept clean and orderly.

Maintain orderly work sites at all times. Remove unused or unnecessary materials and litter.

Hand tools shall be cleaned and stored in the proper place.

Equipment shall be kept clean and free of excess grease.

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

Smoking

SFSC is proud to be a tobacco free college. Smoking is prohibited at all our campuses/ facilities.

Chemicals

Never mix cleaning compounds or other chemical products unless authorized by a supervisor.

Employees handling flammable liquids or chemicals of any type are to wear appropriate protective clothing and will comply with safety instructions on the containers. For additional information, refer to Flammable Liquids, Solvents, Chemical Cleaning, Water Treatment and other Chemicals and Personal Protective Equipment sections.

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

Emergency Shutdown

In a natural disaster or other emergency in which serious structural damage has occurred, it is advisable to turn off electricity and natural gas supplies. This will normally be the task of the Physical Plant Department and/or the local utility company. However, in the event such assistance is not available, water, natural gas, and, to a certain extent, electrical supplies, can be shut off by other college personnel.

NOTES:

- In some cases, particularly with water shut-off valves, special tools are required. These tools are located in the Physical Plant area.
- Utility failure shut-off control is described in documents in the Physical Plant.

Material Handling

All materials shall be stored neatly, orderly, and securely so that they will not topple or create tripping or fire hazards.

Material is to be stored on shelves whenever possible.

Hand trucks or forklift trucks are to be used for moving heavy items from one location to another.

When maintenance is being performed, barricades and/or proper signage shall be used. Examples of such include slippery floors after mopping, open excavations and tree trimming.

Lifting

1. General: Even with mechanical lifting aids, we encounter items that must be lifted manually. To avoid back strain, you must lift properly.
 - a. THINK BEFORE YOU LIFT; the most important part of your body to use when lifting is YOUR HEAD.
 - b. Solid footing is essential when attempting to lift a weighty object.
 - c. If the load is too heavy, ask for help.

2. Lifting Procedures:

- a. STAND CLOSE TO THE LOAD, anticipate the direction in which the load will be moved and position your feet to allow this movement without turning the trunk of the body.
- b. Place one foot alongside the object to be lifted and the other slightly behind the object with heels flat. This provides a stable base from which to lift.
- c. Bend your knees and squat down: KEEP YOUR BACK STRAIGHT.
- d. Take a firm grip underneath the object. Be sure the surface of the object is not slippery. Keep arms straight, allowing shoulder muscles to help lift the load.
- e. Straighten legs gradually from squatting to an upright position. Jerking when you lift is as dangerous as setting down a load too quickly.
- f. Carry the load close to your body. KEEP BACK STRAIGHT. Loads should not obstruct the view ahead.
- g. If you have to turn, do so with your whole frame, not just the trunk. Avoid twisting your body as this places the load outside your center of balance and puts a great strain on muscles not normally used.
- h. To set the load down, simply reverse the lifting operation. With back upright, bend your legs at the knees to a squatting position.
- i. When lifting in a team, one person-and only one person-should give the directions. The load should be well balanced and, as far as possible, distributed evenly. The lifting procedure is the same as it is for one person, lifting with the legs and reversing the technique to let the load down.
- j. When raising an object to shoulder height or above, first lift to waist height, rest one end on a bench or ledge and then, if necessary, move hands to accomplish the lift. Reverse the process when lowering objects.
- k. KEEP YOUR CHIN UP. If your chin is elevated, your back is likely to be straight and your chance of avoiding injury is greatly improved.

Ladders, Platforms, and Barricades

Ladders

- a. Ladders shall be used only for their designed purpose. Before using, inspect carefully for any defects.
- b. All straight or extension ladders shall be equipped with approved safety feet. Where safety feet do not overcome the possibilities of slipping, the ladder should be secured by other means.
- c. Ladders shall be inspected periodically and removed from service if found defective, and destroyed if repairs cannot be made. When ladders are used where there is traffic, appropriate precautions, such as warning signs, shall be set up.
 - (1) Place a straight ladder so that the distance from the wall or other solid object is approximately $\frac{1}{4}$ the ladder length. (Example: Place a 12-ft. ladder so the bottom is three feet away from the object against which the top is leaning.)
 - (2) If a straight ladder is to be used on a slippery or vibrating surface, or where there is a probability of the ladder tipping or slipping, the ladder shall be held in place by a person at the foot of the ladder and/or by adequately securing the top of the ladder.
 - (3) When going up or down a ladder, face the ladder and have free use of both hands for climbing.
 - (4) Bulky or heavy materials, which interfere with the use of hands or would overburden the ladder, shall be raised and lowered by block and tackle or ropes.
 - (5) Don't slide down ladders.
 - (6) Two ladders shall not be spliced together; only approved extension ladders shall be used when greater length is required.

- (7) Ladders used near live electric circuits shall not be made of metal nor have metal rung braces, trusses, or struts.
- (8) Stepladders shall be fully opened before use.
- (9) Wooden ladders shall never be painted. Paint hides defects. Ladders should be coated with a suitable transparent protective material to retard weathering.
- (10) Ladders shall not be used in a horizontal position.
- (11) Don't stand on the top two rungs or steps of any ladder.
- (12) Avoid overreaching in any direction.
- (13) Ladders shall 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
- (14) Tools or equipment shall not be left on ladders or ladder platforms.

Portable Work Platforms

- a. Portable work platforms shall be well constructed and maintained in a safe condition. Adequate guardrails shall be provided and used.
- b. Don't stand on or work from the forks of lift trucks.
- c. Platforms with casters or wheels shall be equipped with safe locking devices. Outriggers must be used where provided.
- d. Extreme care shall be exercised in hoisting workers on platforms to avoid overhead structures and electrical hazards.
- e. No one shall be allowed to ride on a work platform between work locations.

Barricades

Barricades shall be used when hazardous conditions are created, such as falling material and uneven or slippery footing.

Tools and Equipment

Hand Tools

- a. Many accidents are caused by improper use of tools and by the use of defective tools and equipment. Tools should be used only for the purpose for which they were designed.
- b. Employees should make frequent inspections of tools and equipment.
- c. Supervisors shall prohibit the use of any item that is unsafe.
- d. Some of the common defects in tools and equipment are:
 - (1) Cracked, split, broken, or loose handles on hammers, shovels, axes, etc.
 - (2) Mushroom heads on chisels, impact drills, etc.
 - (3) Wrenches that fit poorly, or Stilson wrenches that do not hold.
 - (4) Ladders with broken or loose rungs or cracked sidepieces.
 - (5) Ladders with damaged safety feet.
- e. Sharp-edged tools, especially those used for cutting and digging, shall be stored in such a manner as to prevent injury when not in use.
- f. When using hand tools, an employee shall place himself in such a position that he will avoid injury if the tool slips.
- g. A hard-faced hammer shall not be used on highly tempered steel tools such as a drill, file, die, jig, etc., because metal chips may fly.
- i. Plastic, brass, lead or similar soft-faced hammers shall be used on any highly tempered steel tool such as a drill, die or jig.
- j. A soft iron or sledgehammer shall be used to strike star drills, cold chisels and similar tools.
- k. Pipe wrench jaws must be clean before being used.
- l. Shims should never be used to make a wrench fit.
- m. Worn or dull jaws on pipe wrenches should be replaced.

- n. All files, rasps, and other hand tools with a sharp tang shall be equipped with approved handles.
- o. Tools not in use shall be placed where they will not create a tripping or stumbling hazard.
- p. Shovels, picks, digging bars and the like shall be cleaned of accumulated clay, mud, etc., before storage.
- q. Cutting and digging tools are safest to use when sharp and in good condition.

Handling of Pointed Tools

- a. Pointed tools shall never be carried edge or point up in a pocket. They should be carried in a toolbox, carrying belt, pouch, or in the hand with points and cutting edges pointing downward and away from the body.
- b. Tools should be handed from one to another, never thrown, with the handle toward the receiver.
- c. Where one metal hand tool strikes another, where equipment or material is struck by a metal hand tool, or where the cutting action of a tool causes material to fly, 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. Used as a wedge; it can become a missile.
- b. Files – Files should never be used as levers or punches. A file shall never be used without a smooth, crack-free handle covering the tang.
- c. Hacksaws – Hacksaw blades should be adjusted correctly to prevent breaking.
- d. Pry Bars – Pry bars shall be stored safely. Substitutes, such as a piece of pipe, shall never be used.
- e. Tapes – Never use metal tapes or tapes reinforced with metal in the vicinity of electricity.
- f. Wrenches – Never use extensions on wrench handles unless the wrench is specifically designed for such.

- 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 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 – Wrenches with cracked or sprung jaws must never be used.
- j. Side Cutting Pliers – Wire being cut shall be secured to keep cut ends from snapping free.
- k. Screwdrivers – Screwdrivers shall not be used as chisels, punches, or pinch bars. Screwdrivers used for electric work shall have insulated handles.

Care of Tools

- a. Tools and equipment shall be kept in proper operating condition and used only for the purpose for which they were designed. If unavailable, report this to your supervisor.
- b. Inspect all tools at regular intervals. Any tool which develops defects while in use shall be removed, tagged and not used again until restored.
- c. Grind off the mushroomed heads on impact tools such as hammers, chisels, drills and wedges.
- d. Hammers and similar tools shall not be used when handles are loose, cracked or splintered.
- e. Defective wrenches such as open-end, box-end socket sets and adjustable wrenches with spread jaws or pipe wrenches with dull teeth should not be used.

Power Tools

Electric Tools

- a. Eye protection, as outlined in the Individual Protective Equipment section, must be used when operating any grinding, cutting, drilling or power-driver tool such as a lathe, valve refacer, drill press.
- b. Use only ground carrying (three-wire) extension cords approved by Underwriters' Laboratories that are in good condition. Worn or frayed cords and broken plugs shall be removed and repaired or replaced.
- c. When operating portable electrical equipment and a 3-wire receptacle is not available, the ground wire on the 3-prong/2-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. All tools, equipment, safety guards, safety chains, and safety devices shall be inspected at regular intervals and kept in proper working condition.
- b. Gloves should not be worn while operating lathes, drill presses, power saws and similar equipment. Loose clothing must not be worn and long sleeves must be rolled up.
- c. All drift pins and chuck wrenches shall be removed before starting spindles.
- d. A hook, brush or special tool shall be used to remove chips. Hands or compressed air shall not be used for chip removal.
- e. Adjusting and gauging (callipering) of work is not permitted while machinery is in motion.
- f. A machine shall be turned OFF when left.
- g. Work or material must be securely fastened or clamped in such a manner as to prevent its release or movement when using drill press, power hacksaw. Work shall never be hand held.

Electric Drills

Oversized bits shall not be ground down to fit small electric drills.

Saws & Jointers

Electric Saws and Joiners shall not be operated without a blade guard.

Grinding and Buffing Wheels

- a. Always wear approved eye and face protection when using a grinding wheel. Bench grinders shall be equipped with wheel guards, transparent shields and tool rests.
- b. The center hole of a grinding wheel shall be the correct size for its arbor shaft.
- c. A grinding wheel shall be properly mounted.
- d. No wheel shall be operated at a speed greater than noted on the provided identification disc. When changing wheels or adjusting guards, the grinder shall be disconnected from its power source.
- e. The protective hood shall be replaced after changing wheels.
- f. Face shields shall always be used during grinding operations.
- g. The tool rest shall never be set below the centerline of the wheel.
- h. The tool rest shall always be kept within 1/8" of the wheel.
- i. No adjustments shall be made while the wheel is in motion.
- j. Excessive pressure shall not be applied to the face of the grinding wheel.
- k. The side of a wheel shall not be used for grinding unless so designed.
- l. The face of grinding wheels shall be dressed using an approved dressing tool.
- m. Articles being ground or buffed shall be held so that hands will not be caught in the event of slippage.

- n. The operator shall stand to one side when starting a grinder and await full speed before using.

Compressed Air and Compressed Air Tools

- a. Goggles shall be worn by the operator of an air tool as well as by others in the vicinity.
- b. All hose couplings and connections shall be either of the interlocking type or of the self-sealing type. Safety chains shall be attached to both sides of a connection when using other than the interlocking type.
- c. All connections shall be properly made and tightened, and safety chains fastened before operations.
- d. Tools connected to air hoses that are under pressure shall not be left unattended. (Bleed off air pressure before leaving job.)
- e. Care shall be taken to prevent tools from dislodging. The trigger shall not be pressed until the tool is solidly against the work.
- f. If a tool becomes jammed in material being worked on, the air shall be turned off, the tool shall be removed from the device and released from the work, using the proper hand tool.
- g. Drills, hammers, chisels, and other air tools shall be kept properly dressed to prevent chipping and flying of particles.
- h. Compressed air shall never be directed at any person.
- i. Compressed air shall not be used to force the contents out of drums.

Powder Actuated Tools

A powder-actuated tool (nail gun) shall

- a. be inspected for defects and the safety devices tested before use; a defective tool shall be removed from service;
- b. be used with shield, guard or attachment required by the job;
- c. not be loaded until firing time. A loaded tool shall not be left unattended;
- d. not be fired in an explosive or flammable atmosphere;
- e. not be pointed at any person or fired at objects not in contact with the tool.

Guards

- a. Gears, sprockets, chains, shafts, pulleys, belts and other apparatuses of this nature, and in a location known to be a hazard, shall have appropriate guards.
- b. Guards shall be removed only to maintain the machine, then immediately reset.
- c. Before maintenance work on tools or equipment, the power source shall be disconnected.

Wire Ropes

- a. The working load of a wire rope shall not exceed 1/5 of its rated breaking strength. Wire ropes shall be treated with a manufacturer approved penetrating lubricant monthly.
- b. Wire rope shall be replaced or damaged ends removed
 - (1) when three broken wires are found in one strand of 6x7 wire rope within one lay;
when six broken wires are found in one strand of 6x9 wire rope within one lay;
when nine broken wires are found in one strand of 6x37 wire rope within one lay;
when eight broken wires are found in one strand of 8x19 wire rope within one lay;
 - (2) when 4% of the wires are broken in one strand within one lay;
 - (3) when wires on the crown of the strands are worn down to 2/3 of their original diameter;
 - (4) when the rope has sustained a kink (which has been “pulled through”);
 - (5) when the rope shows marked signs of corrosion;
 - (6) when the rope has been bird caged or fatigued beyond the point of re-forming under normal working tension.

Note: One lay is defined as the distance in which one strand makes one complete turn around the rope.

- c. When U-bolt wire rope clips are used to form eyes, the following determines the size, number and spacing of clips:

<u>Rope</u>			
Diameter	Size	Clips	Min. Spacing (inches)

3/8	3/8	3	3
1/2	1/2	4	3

- When U-Bolts are used for eye splices, the U-Bolt shall be applied so that the U-system is in contact with the dead end of the rope.
- U-bolt clips shall be inspected frequently for proper installation.
- Safety fuses shall be used on all horizontal mechanical winch lines.

Machines and Equipment

- Employees will not use equipment for any purpose other than for which it is intended.
- Employees will not tamper with or render inoperative safety guards and/or switches on machinery. Guards will be kept in place during machine operation.
- Employees will never reach into any motorized or moving equipment.
- Employees will not use electrical equipment while standing on a wet surface.
- Employees will not operate or attempt to repair, clean or adjust equipment unless it is part of the employees' assigned duties and the employee has been properly trained.
- Extreme care will be used when working with electrical devices and tools.
- Employees will not walk, stand, or work under any raised or hoisted equipment or load that is not secured by an adequate safety restraint.
- All electric power tool cords and extension cords should have rubber insulation. Damaged cords are not to be used.
- Employees will make sure electrical power tools and equipment are properly grounded or are double insulated.
- When overhead work is being performed, reasonable areas must be blocked off around the work area to keep others from being injured by falling objects.
- Machinery will be shut off and locked out when being repaired or adjusted.
- Removal of lockout tags or devices on any machinery by unauthorized personnel is prohibited.

(1) Protective Locking and Tagging of Electrical and Mechanical Equipment:

- When necessary to perform work on a control panel, electrical equipment or electrically operated equipment, or mechanical system valves, the switch shall be opened, locked and/or tagged or the valve position locked or tagged by the employee engaged in the work.
- The lock or tag shall be removed by the same employee engaged in the work.

- If more than one individual works on the same piece of equipment, each will place a lock or tag on the isolating device. One designated individual of a crew, or a supervisor may lock out or tag out equipment for the whole crew. It is the responsibility of that individual to inform the crew when it is safe to work on the equipment.
- (2) Valves:
- Extreme caution shall be used in opening and closing valves. Never force a valve. Lubrication and operation of valves should be performed at least once a year.
 - A lubricant pressure shall not be applied in excess of the test pressure of the valve without authorization.
 - All dirt and foreign material shall be cleaned off before opening or closing valves.
 - If the packing gland must be tightened, do so slowly and cautiously.

Work in Confined and Process Spaces

A confined space is

- an enclosed space that does not have a natural or mechanically induced supply of breathable air;
- any space, fully or partially surrounded by solid man-made surfaces and/or confining surfaces;
- not limited to sewage treatment facilities, sewage lift stations, sewers, septic tanks, grease traps, and other spaces that might contain an accumulation of flammable, explosive, toxic, poisonous or asphyxiate gases or insufficient oxygen.

A process space is

- a tunnel, process-equipment shaft or enclosed space where natural or mechanically induced supply of breathable air exists.

Entry:

- Before any person enters a confined or process space, the atmosphere inside the space shall be tested for the presence of a breathable atmosphere.
- Only a fully trained, properly equipped person shall enter a confined space, regardless of the test results.

Overhead Work Head Protection

OSHA standards require that a hard hat be used whenever it is necessary by reason of hazardous of processes or environment that could cause head injuries. Your supervisor must determine which employees are exposed to possible head injury hazards, and assure that they wear appropriate head protection. Some designated construction areas require hard hat usage at all times.

Using an Aerial Lift

- a. Always close lift platform chains or doors and wear required safety fall protection equipment (see “To Prevent Falls”) .
- b. Stand on the floor of the bucket or lift platform. **Do not** climb on or lean over guardrails.
- c. Do not exceed manufacturer’s load-capacity limits (including the weight of such things as bucket liners and tools).
- d. If working near traffic, set up work-zone warnings, like cones and signs.

To prevent electrocutions:

- a. Non-electrical workers must stay at least 10 feet away from overhead power lines.
- b. Electrical workers must de-energize/insulate power lines or use proper personal protective equipment and tools.
- c. Insulated buckets protect from electrocution due to electric current passing through you and the boom to ground. An insulated bucket does not protect if there’s another path to ground – for instance, if you touch another wire.

To prevent falls:

To help keep workers inside guardrails or in buckets, OSHA requires either a full-body harness or a positioning device on bucket trucks or boom-supported lifts. OSHA accepts a positioning device (belt) with a short lanyard, if there is an anchorage inside the bucket.

Grounds-keeping Equipment

- a. General – Personal protective equipment shall be worn where provided for a specific work assignment or as directed by the supervisor, and employees will report any equipment or safeguard which is defective.
- b. Do not operate, lubricate, or provide maintenance on any equipment until trained in the operation, lubrication, maintenance, hazards, and safeguards and until authorized to do so.
- c. **Do not remove a safety guard except for authorized maintenance. The guard shall be replaced before the machine is returned to operation.**

- d. Personal Protective Equipment – All employees who operate power grounds-keeping equipment shall wear protective glasses.
- e. All employees who operate power grounds keeping equipment shall wear protective foot ware.
- f. General Operating, Power Equipment:
 - (1) A gas tank shall not be filled indoors, while the engine is running, or while a source of ignition is present.
 - (2) Gasoline shall be stored or transported only in approved safety cans with “flashback” screens.
 - (3) Spills of gasoline shall be cleaned up immediately.
 - (4) The spark plug wire shall be disconnected before handling mower blades, before repairs, when the mower is to be lifted or carried.
 - (5) **Power mowers shall never be operated without safety guards in place.**
 - (6) Rocks, pine cones, pieces of wire, etc., shall be picked up before mowing.
 - (7) Power mowers (especially the blades) shall be inspected after striking an object or if vibration develops.
- g. Operating Riding Mowers:
 - (1) A riding mower shall not carry any passengers.
 - (2) The source of power to an attachment of a riding vehicle shall be disengaged when not in use or being transported.
 - (3) When left unattended, the operator shall shift to neutral, set the parking brake and disengage the attachment clutch.
 - (4) All riding mowers shall be shut off before the operator dismounts.
- h. Operating Walk-behind Mowers:
 - (1) A walk-behind mower shall not cross a slope of more than 17 degrees.

- (2) An electric powered walk-behind mower shall be shut off and disconnected before maintenance.
- (3) The operator shall maintain direct control of a self-propelled, walk-behind mower. The operator shall adjust the ground speed to his/her individual gait.
- (4) The operator of a hand operated rotary mower shall not back up or turn and pull the mower in reverse.
- (5) The drive mechanism shall be disengaged before starting the motor.
- (6) The mower shall be stopped and inspected after striking a foreign object or if vibration develops.
- (7) The mower shall be stopped when clearing a clog or a jam or when removing an attachment.
- (8) Grounds keeping equipment shall not be left running unattended.
- (9) A rotary mower blade shall be stopped before traveling over loose gravel.

Excavation Operations (to include Trenches)

- a. The sides of excavations of four (4) feet or more in depth shall be supported against cave-in or shall be sloped to the angle of repose.
- b. Ladders shall be provided for excavations over five (5) feet in depth and shall extend at least three (3) feet above ground level.
- c. Excavated or other materials shall not be stored nearer than two (2) feet from the edge of the excavation and shall be stored as to prevent its falling.
- d. Safety hats shall be worn by workers where there is a potential of being struck by falling objects.

- e. When excavations are made in the vicinity of underground pipes or other utilities, their locations shall be marked, manually dug out, and properly supported and protected.
- f. When pedestrian or vehicle traffic is near excavations, safeguards shall be provided, such as walkways, bridges, guardrails, barricades, warning flags, lights or illumination. In no case shall open holes be left overnight without proper warning lights.
- g. All persons in charge of excavations shall observe all of the above requirements.
- h. All excavations must comply with the Trench Safety Act.

Notes:

- College policy regarding electrical work: when possible, all electrical work will be done on de-energized circuits.
- Favorable work conditions mean a dry work area, no storms in progress, adequate workspace and a minimum of exposed, energized equipment or conductors adjacent to grounded equipment.
- Protective devices such as gloves, sleeves, line hose, line guards, hoods, blankets, protective hats, protective glasses, insulated footwear and other equipment, are used.

Motor Pool, Garage and Machine Repair

Supervisors are responsible for the safe work practices of their employees.

Sturdy footwear should be worn at all times. Protective shoes may be required.

Tools

- a. Employees shall be responsible for the inspection and proper use of tools / equipment.
- b. No one shall use tools / equipment for other than the intended purpose.
- c. Needed repairs should be reported to the supervisor immediately.

Hydraulic Jacks, Mechanical Jack Stands

When using hydraulic floor jacks, mechanical jack stands shall be placed under the vehicle or equipment resting upon the jack stands in case of hydraulic jack malfunction.

Batteries

Batteries shall be located separate from other work areas and arranged so as to prevent the escape of electrolyte spray.

- a. Ventilation shall be provided to ensure dispersion of gases and prevent the collection of an explosive mixture.
- b. Face shields, aprons and rubber gloves shall be worn by personnel while working with batteries.
- c. Electrolytes shall be neutralized and flushed away immediately upon being spilled.
- d. The power source shall be disconnected prior to the servicing of batteries within the charging circuit.

Welding and Cutting Precautions

Precautions shall be used at all times when shop welding in the garage to avoid fire, and to protect others.

- a. A fire extinguisher shall be kept close by, ready to use.
- b. Welding and cutting shall not be performed within 35 feet of flammable liquids without protective curtains.
 - (1) The welder shall use protective screens when others are near the welding area; all employees shall wear approved eye protection.
 - (2) There must be adequate ventilation when welding or cutting in confined spaces or while brazing, cutting or welding zinc, brass, bronze, galvanized or lead-coated materials.

Housekeeping

- a. All equipment areas shall be safe and orderly with adequate ventilation and fire protection.
- b. Floors shall be kept free of oil, grease and other hazards.
- c. Discarded oily rags shall be kept in approved metal waste cans until disposal.
- d. Waste cans shall never be overfilled, preventing the lid from closing.
- e. Gasoline or carbon tetrachloride shall never be used for cleaning or degreasing; only approved solvents shall be used.
- f. Monoxide ventilating systems shall be kept in safe operating condition.
- g. Walkways shall be kept clear of obstructions.

Parts Storage

- a. Parts or material shall be stored on shelves or in bins so as not to interfere, endanger or become a hazard.
- b. Parts or material shall never be stored on top of bins.
- c. Open cartons or boxes shall be stored so as to prevent contents from spilling.
- d. Use of bins or shelving as ladders is prohibited.

Flammable Liquids

- a. During bulk gasoline delivery the truck shall be grounded at the tank.
- b. Any person in charge of filling tanks shall be in immediate and constant attendance.
- c. Devices that permit the flow of liquid through a hose or nozzle when the operator's hand has been removed are prohibited, unless the nozzle has the latch-open device and shuts off the liquid when the tank is full, if it falls from the filler neck of the vehicle tank, when it is dropped, or when a vehicle is driven away while the nozzle is still in the tank.

Island Dispensing Pumps

- a. Open flames, smoking or other sources of ignition are prohibited within 25 feet of island dispensing pumps.
- b. Motor vehicles or equipment shall be "shut off" before fueling.
- c. All vehicles or equipment shall park with the fill tube adjacent to the dispensing pump.

- d. The nozzle of the discharge hose shall remain in contact with the vehicle or equipment fuel tank or container during filling to release static charges, and care will be taken to avoid spillage.
- e. Gasoline dispensing equipment shall be controlled at the point of discharge with a secondary power shut-off in the event of accident or fire.
- f. Dispensing devices that permit flow when the operator's hand has been removed shall have the latch-open device on the nozzle and shall shut off the flow when the tank is full, when it falls from the tank filler neck, is dropped, or when a vehicle is driven away with the nozzle still in the tank filler neck.
- g. An attendant shall be within the immediate vicinity of the vehicle or equipment being filled.
- h. Dispensing nozzles and hoses shall be inspected regularly to ensure continuity of the ground bonding wire.
- i. Containers must be removed from passenger vehicles and from truck cabs during filling.
- j. An approved gasoline container must be red, of not more than five-gallon capacity and have a spring closing lid and/or spout cover. Each opening shall have a flame canister, be designed to prevent leaking when tipped, and will safely relieve internal pressure when subject to fire. The container must have the "Underwriters' Laboratories Incorporated" or the "Factory Mutual" label. Approved containers should not be altered in any way.

Lubrication

- a. Care shall be taken to avoid cuts from sharp or rough edges on vehicles.
- b. It is recommended that protective hats be worn while a vehicle is in the raised position on the hoist.
- c. Excess oil or grease shall be wiped from all joints to prevent dripping.

Vehicle and Equipment Movement

- a. Vehicles or equipment moved within the shop area shall always be operated in a safe manner.
- b. No vehicle or equipment shall be backed within the shop area without a guide unless the operator has a clear view to the rear.
- c. An employee shall wait until adequate personnel or equipment is available to move a vehicle or piece of equipment not capable of movement under its own power.

Vehicle/Driver Safety

- a. Operator must have current license for vehicle classification for which they drive. Prior to operating a college vehicle, you must be on the approved driver's list in Human Resources.
- b. Operators will perform a daily safety inspection and report to the supervisor prior to departing. At a minimum, check the following devices on the vehicle:
 1. On-Road Vehicles
 - (A) Brakes
 - (B) Emergency Brakes
 - (C) Wipers
 - (D) Seat Belts
 - (E) Lights (brake, head, tail, and signal)
 - (F) Instruments/gauges for proper working order
 - (G) Service-type vehicles for security of equipment
 2. Off-Road Vehicles: Get checklist for specific type of equipment
- c. Wear safety belts.
- d. Slow down when crossing rough terrain, turning, or when pedestrians are present.
- e. Keep hands, fingers, head, and feet clear when closing doors, hoods, and trunks.
- f. Stand clear of reversing vehicles.
- g. Do not mount or dismount a moving vehicle or heavy equipment.
- h. Do not jump off of a truck bed or trailer.
- i. Set parking brake before leaving vehicle.
- j. Do not operate engine-driven equipment until trained and certified by your supervisor.

Van Drivers / Van Operation

- a. Keep access to emergency equipment and exits from the van unobstructed.
- b. Report van defects identified on your checklist to your supervisor or person designated by your supervisor immediately.
- c. Adjust mirrors.
- d. Do not coast with the clutch disengaged or with automatic transmission in neutral.
- e. Use warning lights when loading or unloading passengers.
- f. All persons must be out of the van before refueling.
- g. Always shut off motor and set parking brake before leaving the van. Do not leave key in the ignition when unattended.
- h. Park the van in a manner where it can be seen by approaching traffic in both directions.
- i. Do not tailgate.

Procedures at Railroad Crossing

- a. When approaching railroad tracks, come to a complete stop before crossing.
- b. Do not shift gears when crossing railroad tracks.
- c. Do not drive van around, or under any crossing gate or barrier at a railroad crossing while closed or being opened or closed.

Warehouse Personnel Safety

- a. Keep floors clean and aisles unobstructed.
- b. Use only supervisor-approved equipment (mobile stairs, ladders) to retrieve materials from high shelves.
- c. Secure materials that cannot be laid flat.
- d. Report inadequate lighting (burned-out bulbs or blocked lights) to your supervisor.
- e. Use supervisor-approved hand trucks, dollies, and other equipment to move heavy and/or awkward loads.
- f. Store hazardous or potentially hazardous products immediately upon receipt in area designated by your supervisor.

Forklifts

- a. Do not operate a forklift until certified as an operator; current training documentation must be on file.
- b. Move the forklift with the forks elevated just enough to clear the floor.
- c. When approaching a blind corner, sound the horn, reduce speed, and proceed with caution.
- d. Do not leave a forklift unattended with the motor running.
- e. Do not permit riders *at any time*.
- f. If seat belts are provided, use them.
- g. Turn forklift slowly to prevent tipping load.
- h. Lower load before moving.
- i. Do not run over rubber hoses, welding cables, etc.
- j. Do not lift a load that exceeds the rated capacity of the forklift.

Tractors

- a. Check the condition of brakes, clutches, steering mechanisms, hydraulics, and electrical systems before operating. If a defect is detected, do not use, tag it "out-of-service," and report it to your supervisor.

- b. Before starting down a hill, lower the blade to secure a load of earth in front of it and maintain the load all the way down the hill. If the load is lost, do not jam blade into ground.
- c. Do not use the dozer blade as a brake on downgrades.
- d. When coupling a tractor to other equipment, co-workers must be clear of the space between the units. Before coupling, stop machine, place machine in neutral, and set brakes.
- e. If seat belts are provided, use them
- f. If the tractor is equipped with R.O.P.S., ensure the protective bar is extended prior to working on an incline or uneven terrain.

Classroom & Office Safety (Appendix II)

Classroom and Office Safety

1. Close drawers slowly to prevent finger injuries.
2. Position furniture close to outlets to eliminate tripping hazards of cords.
3. Open doors slowly and keep in either a fully open or fully closed position.
4. Do not tamper with office machines, phones, or wiring. Call the proper department for repairs.
5. Use staple remover for removing staples.
6. When refilling stapler, point the loading end away from yourself.
7. Use a sponge and water moistener for sealing envelopes.
8. Do not place fingers near a paper shredder feed. Ensure guards are in place prior to use.
9. Lock down the slicing arm on paper-cutting devices when not in use.
10. Do not use paper-cutting devices unless finger guards are in place.

Office Machines

1. Do not place office machines where they are in danger of falling.
2. Do not touch electrical machines and connections with wet hands or while standing on damp floors.
3. Turn off and unplug office machines before adjusting, lubricating, or cleaning.
4. Keep lids on copy machines closed.

Desks, Tables, etc.

1. Use only shatterproof glass tops with beveled edges.
2. Do not mount pencil sharpeners so that they protrude beyond the edges of desks.
3. Check desks and tables for splinters, dangerous cracks, and loose veneer. Notify Physical Plant if repairs are needed.

Swivel Chairs

1. Do not stand on or horseplay in swivel chairs.
2. Do not raise swivel chairs beyond the point where feet touch the floor.

Fans

1. Do not use fans with bent blades, excessive vibration, frayed cords, or without guards.
2. Do not place fans in walkways or doorways.

Waste Containers

1. Do not put objects with sharp points or edges in waste cans.
2. Never place hands or feet inside waste cans before checking for sharp objects.
3. Do not use cardboard boxes as waste receptacles.
4. Do not put oil rags, broken glass, or sharps in wastebaskets. Place them in designated containers (labeled "OIL RAGS," "SHARPS," "BIO-HAZARD," etc.).

File Cabinets

1. Do not leave file drawers open. Always use handles to close them.
2. Do not stack file cabinets on top of one another.
3. Put heavier materials in the bottom drawers.
4. Pull out only one file drawer at a time.
5. Never place materials, boxes, other files, etc. on cabinets above five feet.

Laboratory Safety (Appendix III)

Science and Laboratories

1. Employees shall know location of safety equipment including Emergency Utility Shut-Off Switches, Emergency Eye Wash, and Shower Stations.
2. Never work alone in a science laboratory or storage area.
3. Never eat, drink, chew gum or tobacco or store food beverages in a science laboratory or storage area.
4. Never pipette by mouth.
5. Wash hands before and after work in a science laboratory and after spill cleanups.
6. Restrain loose clothing, long hair, and dangling jewelry.
7. Tape all Dewar flasks.
8. Never leave heat sources unattended.
9. Do not store reagents or apparatus on lab benches and keep lab shelves organized.
10. Do not lean into the fume hood.
11. Do not use the fume hood as a storage area.
12. Read the material's Safety Data Sheets (SDS) for chemicals before experiments.
13. Do not mix chemicals in the sink drain.
14. Use and dispose of chemicals per SDS requirements and manufacturer's recommendations.
15. Chemicals must be labeled and stored in areas designated by department head.

Safety Wear (Lab)

Follow safety instructions and use required protective equipment.

1. Always wear the prescribed Personal Protective Equipment (PPE) based on the material's Safety Data Sheet for the material you are working with.
2. Wear employer designated eye or face protection while handling chemicals.
3. Wear approved gloves which resist penetration by chemicals and have no pin holes, tears, or rips.
4. Wear a laboratory coat or apron.
5. Wear footwear that cover feet completely; no open-toe shoes.

Facilities and Equipment (Lab)

Prior to using chemicals, know location of eyewash and shower stations.

1. Never block exits.
2. Never block a fire door.
3. Never store materials in aisles.
4. Do not use grinders and pumps unless moving belts and pulleys have safety guards.
5. Secure compressed gas cylinders at all times.

Chemical Safety

Chemical Storage Areas

Chemical Storage area shall be

1. under lock and key with no unauthorized access;
2. well Vented to the outside to prevent the build-up of dangerous vapors;
3. kept at a moderate temperature;
4. well lit to minimize the possibility of misreading labels;
5. free from clutter;
6. equipped with one half inch lip on all shelves.

Chemical Labeling

Labels on chemical containers should display, at the minimum, the following:

1. Chemical name
2. Supplier's name
3. Date of purchase
4. The concentration
5. Hazards pertinent to the chemical*

* The National Fire Protection Association (NFPA) has suggested a four part square label. The label shows the hazard at a glance. The blue square indicates the health risk; the red, the fire risk; and the yellow, the reactivity. The square at the bottom denotes other special precautions. Within each square is a number between zero and four which indicates the degree of risk. A zero indicates very little risk, a four calls for extreme caution. Some chemicals suppliers use this system.

NFPA 704 Warning Placard Requirements

Introduction

Whenever large amounts of hazardous materials are being stored and used within SLAC, warning placards are required. These placards act as an immediate warning system for emergency service personnel, helping them identify the kinds of materials present and the dangers they pose.¹

¹The placard design is based on the hazard identification system described in Recommended System for the Identification of the Fire Hazards of Materials, National Fire Protection Association (NFPA) 704.

² For more information, see ESHR Manual, Chapter 37, "Emergency Management."

Hazard Categories

The diamond-shaped placards use these four color-coded categories to give at a glance a general idea of the hazards present:

- Health: blue, at the left. Injury hazard from burning materials
- Flammability: red, at the top. Susceptibility of materials to burning
- Reactivity: yellow, at the right. Susceptibility of materials to release energy
- Special hazards: white, at the bottom for hazards important to emergency response personnel; additional special hazards in rectangular white boxes below the placard

Hazard Rankings

The numbers in each box give the order of severity in emergency conditions such as spills, leaks, and fires, from four, indicating severe hazard or extreme danger, to zero, indicating no required warning.

Determining Warning System Placarding Requirements

Follow these steps to determine whether placards are required.

Step One: Select Rating Numbers

Determine each material stored or used at the facility and its warning system category and rating. Refer to the material safety data sheets (MSDS) for your building/facility. Use these criteria:

Hazard Category	Rating Number	Description
Health (Blue)	4	Materials that under emergency conditions can be lethal
	3	Materials that under emergency conditions can cause serious injury
	2	Materials that under emergency conditions can cause temporary incapacitation or residual injury
Flammability (Red)	1	Materials that under emergency conditions can cause significant irritation
	0	Materials that offer no hazard beyond that of ordinary combustible material
	4	All liquids and gases with flash points below 73°F and a boiling point below 100°F
	3	All liquids and gases with flash points at or below 73°F and a boiling point at or above 100°F and those liquids having flash point at or above 73°F and below 100°F
Reactivity (Yellow)	2	All liquids with a flash at or above 100°F and below 200°F or solids that readily give off vapors
	1	All liquids, solids, and semi solids with flash points at or above 200°F
	0	Materials that will not burn, including any material that will not burn in air when exposed to a temperature of 1500 for a period of 5 minutes
Special Hazards (White)	4	Materials readily capable of detonation or explosive reaction at normal temperatures and pressures. Includes materials that are very sensitive to heat, shock, or light. Examples would include explosives A & B and organic peroxides
	3	Materials which when heated and under confinement are capable of detonation and which may react violently with water. A "W" should appear as a special hazard if an explosive reaction with water can be expected. Examples would include blasting agents, fireworks, and ammonium nitrate fertilizer
	2	Materials which will undergo a violent chemical change at elevated temperatures and pressures but do not detonate. A "W" should appear as a special hazard if contact with water may cause a violent reaction or may cause potentially explosive mixtures to be formed. Examples would include combustible metals and water reactive corrosive materials
Special Hazards (White)	1	Materials which are normally stable but may become unstable in combination with other materials or at elevated temperatures and pressures. A "W" should appear as a special hazard if a vigorous but not violent reaction with water may take place. Examples would include most common corrosive and oxidizing materials
	0	Materials that in themselves are normally stable, even under fire conditions
	0	Note: Refer to the MSDS for the NFPA symbol for each hazard category. Special hazard symbols, such as W (water reactive), OX (oxidizing material), C (corrosive material), PO (poisonous material), or the radiation warning symbol, must be added to the white bottom section of the placard when available information indicates that one of these special hazards exist. When multiple special hazards exist, add white panels below the placard to list the additional special hazards that apply.

SLAC 12/26/2006-06/16/06
RT 1/17/21 25 June 2007

Step Two: Determine the Need for Placards
Compare the total amount of materials with the same hazard category number to the amount requiring placards for each hazard category number. Note: Placards will not be required for underground storage of motor fuel

Building/Facility Placards

Facility and building placards identify the highest hazard rating in each category based on the combined materials in a category and building exceeding threshold quantities. Placards will be required when the following amounts of materials are stored or used at a facility:

Hazard Category	Rating Number	Amount Requiring Placarding on a Building or within a Facility (Aggregate Totals of Weight or Volume)
Health (Blue)	4	> 100 lbs or 10 gals or 50 cu ft
	3	> 100 lbs or 10 gals or 50 cu ft
	2	> 500 lbs or 55 gals or 1000 cu ft
Flammability (Red)	1	> 1000 lbs or 110 gals or 200 cu ft
	4	> 500 lbs or 55 gals or 1000 cu ft
	3	> 500 lbs or 55 gals or 1000 cu ft
	2	> 1000 lbs or 110 gals or 2000 cu ft
Reactivity (Yellow)	1	> 2000 lbs or 220 gals or 4000 cu ft
	4	> 100 lbs or 10 gals or 50 cu ft
	3	> 100 lbs or 10 gals or 50 cu ft
	2	> 500 lbs or 55 gals or 1000 cu ft
1	> 500 lbs or 55 gals or 1000 cu ft	



Special Hazards

Subdivision Placards

Subdivisions (rooms or compartments) of buildings or areas within a facility will be placarded to indicate the greatest possible hazards within those subdivisions. Placards will be required when the following amounts of materials are stored or used in a subdivision:

Hazard Category	Rating Number	Amount Requiring Placarding on a Building or within a Facility (Aggregate Totals of Weight or Volume)
Health (Blue)	4	Any amount
	3	Any amount
	2	> 100 lbs or 10 gals or 50 cu ft
Flammability (Red)	1	> 500 lbs or 55 gals or 1000 cu ft
	4	> 100 lbs or 10 gals or 50 cu ft
	3	> 100 lbs or 10 gals or 50 cu ft
	2	> 500 lbs or 55 gals or 1000 cu ft
Reactivity (Yellow)	1	> 1000 lbs or 110 gals or 2000 cu ft
	4	Any amount
	3	Any amount
	2	Any amount
1	Any amount	

Step Three: Make and Place the Placards

Building facility placards must be 15 inches by 15 inches, with each category diamond 7.5 inches by 7.5 inches. Each category diamond on the placard must have the proper background color. The numbers must be 6.0 inches in height with a 0.75-inch stroke, and the number must be centered within its diamond. The numbers may be either white or black, providing sufficient contrast is made against the background color in each category. Subdivision placards may be smaller, typically 8.0 x 8.0 inches. Placards shall be affixed to buildings or areas within the facility on each side where entry can be made at an appropriate height to be easily seen from approaching emergency equipment. A placard must be placed at the property line on a facility gate or post if a placarded building or area within a facility cannot be easily seen when approaching the property. Affix subdivision placards next to access points into the subdivisions. These placards must be visible when doors into subdivisions are opened or closed.

Chemical Packaging

Chemicals shall be stored in properly labeled; undamaged containers. Storage areas typically contain reagents which produce corrosive vapors that attack metal containers, lids, shelving, and labels. Containers shall be checked regularly to ensure that all packaging and labels are sound. Damaged labels or packaging shall be replaced and materials repackaged, if possible.

Chemical Storage

Storage of large quantities of chemicals can be hazardous. They take up valuable storage and create additional hazards in case of fire or breakage. The rate of use is an indicator of the quantity that should be stored. Storage of an excessive amount to obtain a price advantage may be a false economy.

An effective inventory program is essential to laboratory safety and will provide a listing of chemicals identifying those which are time sensitive or carcinogenic. All storage areas shall be inventoried at least once a year and the inventory kept current. The following information shall be recorded for all chemicals:

1. The chemical and common name.
2. Supplier.
3. Date received.
4. Amount received.
5. The concentration.
6. The uses.
7. Handling precautions.

The following guidelines shall be followed when storing chemicals:

1. large containers shall be placed as close to the floor as possible;
2. metal shelving or metal shelving parts shall be checked periodically for corrosion;
3. each shelf shall have smaller containers in front of large containers;
4. shelves shall have a one half inch lip to prevent materials from sliding off;
5. the alphabetical method of storing chemicals presents hazards. Incompatible chemicals shall be stored so as to minimize the risk of contact through spills or breakage. The following organizing methodology shall be utilized:

ORGANIC

- A. Acids, anhydrides, peracids
- B. Alcohols, glycols, amines, amides, imines, imides
- C. Hydrocarbons, esters, aldehydes
- D. Esters**, ketones, ketenes, halogenated hydrocarbons, ethylene oxide
- E. Epoxy compounds, isocyanates
- F. Peroxides, hyperoxides, azides**
- G. Sulfides, polysulfides, sulfoxides, nitriles
- H. Phenols, cresols

INORGANIC

- i. Metals*, hydrides
- j. Halides, sulfates, sulfites, thiosulfates, phosphates, halogens
- k. Amides, nitrates**(except ammonium nitrate), nitrites**, azides**, nitric acid
- l. Hydroxides, oxides, silicates, carbonates, carbon
- m. Sulfides, selenides, phosphides, carbides, nitrides
- n. Chlorates, perchlorates**, perchloric acid**, chlorites, hypochlorites, peroxides**, hydrogen peroxide
- o. Arsenates, cyanides, cyanates
- p. Borates, chromates, manganates, permanganates
- q. Acids (except nitric)
- r. Sulfur, phosphorous**, arsenic, phosphorous pentoxide**

* SODIUM AND POTASSIUM SHOULD BE STORED UNDER KEROSENE OR SOME MEANS TO PREVENT CONTACT WITH AIR OR MOISTURE

** THESE CHEMICALS DESERVE SPECIAL ATTENTION DUE TO THEIR POTENTIAL INSTABILITY

(Note: Chemicals may be alphabetized within these groupings)

Commonly Found Hazardous Chemicals

It is impractical to list all hazardous substances. However, the following list places chemicals commonly found in schools into categories of risk.

Explosives

CAUTION: THIS IS NOT A COMPREHENSIVE LIST OF EXPLOSIVE CHEMICALS.

These substances are NOT recommended for educational use, unless an absolute need is determined with appropriate safety procedures.

REMOVAL: EXPLOSIVES should only be removed by trained professionals.

<u>Substance</u>	<u>Special Notes</u>
Benzoyl Peroxide Carbon Disulfide	The flash point of CS ₂ is well below room temperature and small amounts of vapor can be explosive.
Diisopropyl Ether	Ethers form explosive peroxides upon exposure to air. Old opened containers of ether should be treated with great caution and disposed of before the expiration date.
Ethyl Ether	(See Diisopropyl Ether)
Picric Acid	Picric acid should always contain 10-20% water and bottles disposed of after two years. Dry Picric acid is explosive.
Perchloric Acid	Although the 70% acid / water is not explosive by itself, its use often leads to the formation of perchlorates which are very explosive.
Potassium Metal	POTASSIUM metal can form explosive peroxides upon exposure to air. It reacts explosively with water. It should be stored under kerosene or other non- reactive dry oil.

Human Carcinogens

CAUTION: THIS IS NOT A COMPREHENSIVE LIST OF CANCER CAUSING CHEMICALS. EVIDENCE OF HUMAN CARCINOGENICITY. SUBSTANCES LISTED HERE MAY ALSO HAVE ADDITIONAL HEALTH HAZARDS.

These substances are NOT recommended for educational use unless an absolute need is determined and only with appropriate safety procedures.

REMOVAL: These substances should only be removed by health authorities, or a licensed commercial company, under state, local and federal regulations. Procedures for ordering must ensure that, once removed, these CHEMICALS are not reordered.

KNOWN HUMAN CARCINOGENS

Arsenic Powder.
Arsenic Pentoxide
Arsenic Trichloride
Arsenic Trioxide
Asbestos Carbon
Benzene
Benzidine
Chromium Powder
Chromium (VI) Oxide
Lead Arsenate
Sodium Arsenate
Sodium Arsenite

PROBABLE HUMAN CARCINOGENS

Acrylonitrile
Cadmium Powder
Cadmium Chloride
Cadmium Sulfate
Tetrachloride
Chloroform
Ethylene Oxide
Nickel Powder
Ortho-Toluidine

Highly Toxic Substances

Substances in this list are highly toxic as defined by the federal hazardous Substance Act. Very small amounts may cause immediate, acute reactions. Precautions should be taken to limit exposure and substitutes for such CHEMICALS should be used whenever possible.

Adrenaline
Barium Hydroxide
Chlorine
Colchicine
Mercury
Mercuric Chloride
Mercuric Iodide
Mercuric Nitrate
Mercuric Oxide
Mercuric Sulfate
Nicotine
Osmium Tetraoxide
Phosphorus (white)
Phosphorus Pentoxide
Potassium Cyanide
Potassium Periodate
Silver Cyanide
Sodium Cyanide

Flammable Substances

Many flammable chemicals are used in laboratories. The label states the flammability in words with a picture of a flame. Care must be taken when working with these substances. All sources of ignition shall be kept out of range of the chemicals and their vapors. Adequate ventilation must be provided.

Exercise care when storing flammable substances. Flammables shall only be stored in approved storage cabinets.

Storage of Flammable Liquids

Metal containers and/or safety cans equipped with flame canisters and spring activated caps shall be used for all flammable liquids with a flash-point of less than 100 degrees Fahrenheit. These shall be red in color. All cans shall have the name of the contents in yellow lettering.

Liquids with a flash-point of 100 degrees Fahrenheit or more don't require safety cans. However, the container shall be of good quality, free from leaks and labeled with the content name.

Chemical Purge and Disposal

Storage areas shall be purged periodically to prevent clutter, reduce spills and the chance of contact with unsafe compounds. The following criteria help identify substances to be removed.

1. Old / ineffective chemicals.
2. Improperly labeled chemicals.
 - a. Containers with unknown contents.
 - b. Chemicals with damaged labels which do not provide enough information.
3. Chemicals in damaged packaging.
 - a. Rusting containers / lids.
 - b. Cracked containers.
4. Materials which are never used.
5. Large quantities of hazardous chemicals.
6. When educational benefit is outweighed by danger to health or safety.

The disposal of chemicals can be dangerous. Many chemicals can be removed without difficulty. Some should be handled by professionals. SFSC schedules periodic hazardous

waste removal dates. All waste must be removed by a registered Florida Department of Environmental Protection (FLDEP) vendor. For assistance contact the Director Safety and Security.

Food Service (Appendix IV)

Cafeteria / Food Service Safety

Food Service Employees

- a. Disconnect appliances such as blenders, from the power before cleaning.
- b. Keep aisles clean, clear, and dry at all times.
- c. Wear only closed-toe, low-heel, and non-slip shoes.
- d. Store cleaning products separate from food products.
- e. Clean steam tables and cutting blocks daily.
- f. Keep sharp and protruding objects out of the aisles; keep all drawers closed.
- g. Store cleaning equipment such as brooms, carts, pails, etc., in a utility closet.
- h. Turn on exhaust hoods when ranges are in operation and keep filters clean.
- i. Use oven mitts or hot pads when appropriate.

Receiving Area

- a. Keep floors safe from broken tile and sliding floor mats.
- b. Keep floors dry, clear, and hazard-free.

Storage Area

- a. Store heavy items on lower shelves.
- b. Use a ladder to reach items above chest level.
- c. Store flammable materials at least 18 inches from light bulbs.
- d. After changing light bulbs, replace screen guards.
- e. Do not store ammonia and bleach together.

Serving Area

- a. Keep surfaces free from wooden or metal splinters.
- b. Inspect glassware, china, flatware, and plastic equipment daily. Dispose of chipped or cracked items.
- c. Use hair restraints as required by the supervisor.

- d. If you are taking any medication, report it to your manager. Do not operate any equipment while you are taking medication, unless authorized by your manager.

Hotel Jacaranda - Hurricane (Appendix V)

Hurricane Preparations

Preparedness is structured in phases from year-round, routine planning, to implementation of specific plans upon the declaration of a Hurricane Watch or Warning. Hurricane season runs from June through November. In May of each year, supervisors will coordinate the following:

The General Manager, Maintenance, and Residence Hall staff will review rosters of essential personnel for accuracy.

Each Supervisor will identify and correct safety hazards and, where necessary, the Lead Maintenance worker will coordinate with the Director, Remodeling, Renovations, and Maintenance to correct safety hazards.

- a. Each Supervisor will inventory emergency supplies and ensure replenishment of shortages.
- b. Maintenance personnel will inspect and clean roof, drains, downspouts, trenches, and parking lots.

Hurricane Watch

When a hurricane watch is announced (24 to 36 hours before anticipated storm strike), the following will be performed:

All essential emergency personnel will secure their personal property and ensure family's safety in case they are needed.

Maintenance personnel will re-inspect all drainage ditches and parking lots.

- a. Lead Maintenance worker will coordinate with Director, Remodeling, Renovations, and Maintenance, and the Security Supervisor to test emergency communication systems.
- b. General Manager will contact the President or designee and SFSC Foundation representatives to determine staffing needs and notify appropriate personnel.

- c. Kitchen supervisor will ensure adequate food supply for 5 days. (Should include food that is not dependent on electricity / heating for consumption.)
- d. SFSC Foundation Director will contact the Vice President, Administrative Services for shelter or evacuation information.
- e. Lead maintenance worker will coordinate with Director, Remodeling, Renovations, and Maintenance to establish a plan, which involves, but is not limited to, an equipment and operational readiness check.
- f. Foundation Director, in coordination with the Director, Community Relations and Marketing, will make a “before” photographic record of the Hotel.
- g. Supervisors will coordinate with appropriate college departments to ensure that the tasks are performed.

Hurricane Warning

- a. Essential personnel assigned to emergency duty will report to the hotel for assignments.
- b. The SFSC Emergency Response Team, through the Foundation Director, will supervise a phone/communications bank. The Team will provide support, as well as disseminate information to hotel staff and residents. The College President or designee will make decisions regarding the closing of all or part of the facility.
- c. The Lead Maintenance worker and General Manager will coordinate with the SFSC Director, Remodeling, Renovation, and Maintenance, or designee, to inspect the hotel and ensure everything is secured.
- d. Maintenance will, as needed, tape or board doors and windows, cover ventilation fans, shut down non-essential a/c units, inspect the elevator, and ensure dumpster and trash receptacle lids/doors are secure.
- e. All non-essential staff will leave and not return until a pre-arranged date/time or otherwise notified. They should take the following preventative measures
 - 1. clear desks tops;
 - 2. protect computers and other equipment, books, and valuable papers by covering with plastic and securing with tape;
 - 3. move furniture away from windows, if possible;

4. disconnect electrical equipment except telephones and computer data lines;
5. call-forward all phones to Emergency Response Team, Ext. 7110.

NOTES: Supervisors must be familiar with the SFSC HURRICANE AND TROPICAL STORM PROCEDURE.

Upon completion of assigned tasks, employees may be released, subject to recall. Essential personnel may be excused from duty, for specified periods to complete personal storm preparations. The hotel will extend priority quarters to family of essential personnel.

During the Hurricane

The SFSC Emergency Response Team (ERT) will be responsible in the event of a hurricane. To the degree staffing permits and hotel operations continue, security, kitchen, maintenance, housekeeping and dining/catering employees will be strategically located throughout the hotel and will, where possible, be provided a radio.

After the Hurricane

- a. The College President, or designee, will determine when the hotel will return to normal operations.
- b. As soon as possible, essential personnel will conduct a check of the hotel to report damage not previously discovered. Work Orders will be completed for insurance purposes.
- c. Personnel will concentrate on the following actions:
 1. assisting injured persons;
 2. reporting fatalities;
 3. accounting for guests and employees;
 4. identifying roadways, parking lots, and sidewalks needing clearing;
 5. reporting hazardous conditions;
 6. preventing looting;
 7. locating downed power lines.
- d. After determination that no personal safety threat exists, supervisors will inspect their area. All problems will be reported to ERT for action. Work Orders will be completed.

- e. Security, maintenance, and housekeeping personnel will assist cleanup workers.
- f. The Foundation Director will inform the SFSC Vice President, Administrative Services and the President of damage and request photographic record throughout the initial recovery period from the SFSC Director of Community Relations and Marketing.
- g. The Foundation Director will provide to the ERT an after-action report on the emergency operation.

The SFSC Department of Community Relations and Marketing will post re-opening announcements with local media and the SFSC operators.