

COLLEGE SAFETY

ADMINISTRATIVE RULE NUMBER: B012

LAST APPROVED: June 8, 2010, February 3, 2015, November 2017, January 30, 2019

RELATED TO POLICY SERIES NUMBER: 202

INTRODUCTION

The safety, health, and welfare of the College campus community is essential to providing the best educational and working environment possible. Each member of the campus community plays a role in maintaining that environment. Key steps for all employees and students include:

- A. All employees are encouraged to develop a personal emergency response plan. This plan should include emergency communication plans and appropriate emergency supplies. In doing so, people should consider the logistics of being able to react quickly. Employees and faculty should make their supervisors aware of personal responsibilities they may have during such an event.
- B. All students are likewise encouraged to develop an emergency communication plan and make appropriate preparations.
- C. Emergency Guides are in offices, classrooms, and common areas. All employees and students should be familiar with information contained in the guide regarding appropriate response to potential situations on campus.
- D. Live drills will be practiced annually. These will include fire, lockdown, and earthquake drills for employees and students and active shooter drills for employees.
- E. The Safety Manual is included as an addendum to Section B of the Administrative Rules. A copy of the Safety Manual is on file in the office of the Director of Facilities and Safety outlining the following components of the College Safety Plan.
 - a. Annex 1. Emergency Action Plan – immediate actions for protecting people and property from injury or damage caused in an emergency situation.
 - b. Annex 2. Emergency Communications Plan – Identifies procedures and resources for providing effective and timely warnings before, during, and after an emergency.
 - c. Annex 3. Laboratory Safety and Chemical Hygiene Plan – Information and implementation activities aimed at preventing injury to those who use chemicals and to protect others who may be exposed to possible chemical hazards in the college environment.

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- d. The Laboratory Safety and Chemical Hygiene Plan is also required to comply with OSHA Regulations.
- e. Annex 4. Chemical Hazard Communications Plan – Procedures designed to prevent occupational injuries and illnesses related to chemical exposure in the workplace.
- f. Annex 5. Blood borne Pathogen Exposure Control Plan – Procedures to eliminate or minimize exposure to human blood or other infectious body fluids.
- g. The Blood borne Pathogen Exposure Control Plan is also required to comply with OSHA Regulations.
- h. Annex 6. Loss Prevention and Business Continuity Plan – Procedures for reducing the risk of injury, loss of life, and property; reporting losses; and, activities, including pre-planning, aimed primarily at ensuring that all critical functions and operations continue to be performed during and after an emergency situation.