

CAMPUS EMERGENCY HANDBOOK

2007-08

CAMPUS SAFETY AND SECURITY

The Jones County Junior College Safety Department is dedicated to providing excellence in service to the College community. We strive to insure a safe, secure and pleasant atmosphere, conducive to a positive educational process, in our efforts to protect the College community. Safety at Jones County Junior College is a shared responsibility for all students, faculty and staff and visitors. The safety plan includes personnel responsibilities and personnel notification procedures.

PURPOSE OF PLAN

1. To provide a safety plan for the college community.
2. To provide a workable plan of action in the event of any disaster or campus emergency
3. To have personnel readily available to assist individuals in need
4. To inform personnel of procedures to follow in the event of a emergency or disaster

CHAIN OF COMMAND AND NOTIFICATION

The Assistant to the President will be the Authority in Command (AIC) with the chain of command as follows: Vice-President of Instructional Affairs, Vice-President of Student Affairs and Vice-President of Business Affairs or any other designee.

The Assistant to the President has the responsibility for initiating the safety plan. After the plan has been put into effect, it will be the responsibility of the AIC to coordinate all sections of the safety plan and to clear all information released to the public and the press.

The AIC will coordinate all affairs concerning community services such as the American Red Cross, Salvation Army, Civil Defense, law enforcement, hospitals and other agencies.

DISASTERS

Basically, there are two categories of disaster. The first would be sudden with little or no warning. The second type would be forewarned. Internal disasters are those directly involving the facilities. These may include fires, bomb threats, school shootings, actual explosions, and laboratory or shop accidents. Explosions, tornadoes, hurricanes, flash floods, and riots are considered to be external disasters.

The first information about a disaster may come from outside sources and may or may not be correct. Whoever receives this information should notify the AIC of all information received and stand-by.

The AIC will issue the stand-by alert to the Chief of Campus Police and other contact personnel. The AIC will then verify the information received. The Chief of Campus Police will then notify all emergency supervisors by telephone. The AIC will notify the Campus Nurse of a full alert. The campus nurse will notify members of the JCJC Health and Safety Team of a full alert.

In the event that an emergency or crisis situation should occur within the school complex, faculty/staff should follow the direction of the building emergency supervisor. All contact with the AIC will come through the building emergency supervisor.

BUILDING EMERGENCY SUPERVISORS

Liz Russell / Nathan Moseley	Allied Health Building
Paul Hollomon / Brent Welborn	J. B. Young Technical Building
Wyatt Moulds	Center for Humanities
Kathy Holifield / Andrew Sharp	Terrell Tisdale Library
John Carter	Administration Building
Pat McCormick	Science Building
Katie Herrington	Physical Education Building
Casey Mercier/Royce Black	Community Services Building
Rebecca Patrick / Kevin Kuhn	Student Center
Sandra Shows	Home and Health Building
Tim Rayner	Math Building
Susan Smith	Fine Arts Building
Tammy Townsend	Academic Building
Carson Atwood	Academic Support Building
Beverly Dennis	Visual Arts Building
Rick Bedwell	Business Careers Building
Eddie Pierce	Bobcat Field House
Patricia Skaggs	Game Room
Sharon Davis	Residence Halls for Women
Grant Crowder/Oleg Baleyev	Residence Halls for Men
Sandra Corley	Chemistry Building
Wendy Wilkerson	Horticulture Building
Jeff Keeton	Life Sciences Building
Harold Rowzee	Industrial Services Building
Tim Ishee	Agriculture Building
Petey Barnett / Malcolm Rowzee	Central Receiving
Wayne Street	Bus Shop
Wayne Pilgrim	Campus Police

Each Building Emergency Supervisor is responsible for and conducting an emergency evacuation drills for their specific building once each year. The Campus Police Chief and Campus Nurse will coordinate this activity with the building emergency supervisor.

CONTROL CENTER

The Chief of Police will notify appropriate personnel of the location of the control center. The Control Center will be staffed with the following:

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|--|---|
| 1. Assistant to the President | Mr. John Carter |
| 2. Vice-President of Business Affairs | Mr. Rick Youngblood |
| 3. Vice-President of Student Affairs | Mr. Ed Smith |
| 4. Vice-President of Instructional Affairs | Mr. Jim Kelly |
| 5. President's Secretary | Mrs. Daphne Smith/ Mrs. Sherry Chancellor |
| 6. Public Relations | Mrs. Teresa Martin/ Mrs. Kelly Attwood |
| 7. Chief of Police | Chief Wayne Pilgrim |
| 8. Medical Representatives | Dr. Jeri England / Mr. Mike Cole |

The Control Center will make all decisions concerning the disaster and will ensure continuity of necessary work. Telephone inquiries regarding students, faculty and staff will be handled at this center. This center will have sole responsibility for media and/or press relations. ***NO OTHER PERSONNEL WILL BE AUTHORIZED TO MAKE STATEMENTS TO THE MEDIA AND/OR PRESS.*** The Chief of Campus Police and Control Center will stay in contact concerning up-to-date developments.

INFORMATION DESK

In the event of an emergency, access to the campus and Administration may be limited. The Presidents' board room in the Administration Building will be designated as the central Information office for directions to the press and media personnel. An appointee, i.e. public relations officer, will staff this center and give press releases via direction of the AIC.

DISASTER VICTIMS - TRIAGING AND TRANSPORTING

In the event of mass casualty, the JCJC Health and Safety Team will be responsible for giving care to victims until ES arrives. At that time, ES personnel will determine those needing transfer. The Health and Safety team of the college will assist ES personnel at the triage site. Responsibility for activation of this team is with the AIC official, Campus Chief of Police, and the Campus Nurse.

JCJC HEALTH AND SAFETY TEAM

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|----------------------------------|--------------------------------|
| 1. Campus Police Chief and Staff | 5. Practical Nursing Staff |
| 2. Campus Nurse | 6. Pharmacy Technology Staff |
| 3. Emergency Technology Staff | 7. Radiology Technology Staff |
| 4. A.D. Nursing Staff | 8. Health Care Assistant Staff |

AFTER HOURS EMERGENCY NUMBERS

Assistant to the President	477-2460	433-5377	
Vice-President of Instructional Affairs	477-4279	498-5957	
Vice-President of Student Affairs	477-8372	577-6846	
Dean of Student Affairs	477-4135	580-2805	
Director of Housing	477-4137	319-0597	
Campus Police	477-4169	425-7102	323-1049

HEALTH SERVICES

Jones Junior College provides first aid and limited health care to students, faculty and staff during the school day. The school nurse is a Registered Nurse who may make professional judgments concerning injuries and illness within the scope of a Registered Nurse. Clinic hours are as follows:

Fall and Spring Semester -	Monday thru Thursday 8:00 a.m. - 3:00 p.m.	Friday 8:00 a.m. - 2:30 p.m.
Summer Semester -	Monday thru Friday 8:00 a.m. - 2:30 p.m.	

The Campus Clinic is located in the Northeast quadrant of the Home and Health Building. Treatment rooms and a reception area provide are adequate for campus needs. The nurse, during regular working hours, is available for first aid, health counseling, or to contact appropriate agencies or persons when further assistance is needed. The clinic provides an outside entrance for easy accessibility and is identified by an appropriate sign on the grounds.

SHOP AND LABORATORY AREAS

Shops or laboratories support the following educational areas:

1. **Academic Support Building** - (Math and Computer Labs)
2. **Agriculture Building** - (Meat Processing)
3. **Allied Health Building** - (Radiology, Para medicine, JTPA Nurse Assistant, Associate Degree Nursing)

4. **Business Building** - (Computer Labs)
5. **Chemistry Building** - (Chemistry)
6. **Community Services Building** - (Plastics Technology, Food Services, Child Care)
7. **Fine Arts Building** - (Fine Arts)
8. **Horticulture Building** - (Horticulture)
9. **Home and Health Building** - (Cosmetology, Child Care, Practical Nursing)
10. **Industrial Services Building** - (Welding, Automotive Machinist, Machine Shop, Heating & Air Conditioning, Automotive Technology)
11. **J.B. Young Technical Building** - (Communication Electronics Repair, Horology, Electronics, Business & Office Tech., Marketing, Drafting and Design and Computer Information System Technology)
12. **Life Sciences Building** - (Home Ec, Forestry)
13. **Science Building** - (Physics, Biology, A&P and Microbiology)
14. **Visual Arts Building** - (Visual Arts)

REGULATIONS FOR SHOPS AND LABORATORIES

Jones Junior College maintains stated regulations for the operation of the above listed laboratories and shops. These regulations are as follows:

1. Shop/lab safety will be integrated into the curriculum of all courses requiring a shop/lab. After adequate instruction in safety procedures, each student will be responsible for safety practices in the shop/lab.
2. A lab instructor will be available at all times while students are working in any lab/shop.
3. All Vocational programs will meet safety regulations as required by the Mississippi Department of Education, Office of Vocational Technical Education.
4. Shop/lab enrollments shall not exceed the number of equipped labs or training stations.
5. All shop/labs will maintain first-aid supplies for minor injuries. Emergency injury shall be reported to the Campus Nurse and appropriate Dean.
6. Reports of lab or shop accidents **must** be completed and submitted by the supervising instructor to the appropriate Dean and Campus Police.
7. All labs/shops will be maintained in a clean, orderly and safe manner.
8. All holes and drains will be covered properly. All floor mats and rugs will be in good repair.
9. When necessary, protective equipment will be required, and used in labs/shops. (Examples of protective equipment: eye, face and hearing protection, respiratory devices, protective clothing.)
10. Exhaust systems shall be used in labs and/or shops as needed.
11. All vats, cylinders, containers and tanks will be properly labeled.
12. Any explosive, flammable or corrosive substance will be stored properly.
13. All compressed air or gases will be stored in proper containers and **properly secured**.
14. Any solvent-soaked, greasy or oily rags will be disposed of properly in metal containers.
15. Operator manuals **will** be on file for all equipment/machinery.
16. Any defective equipment will be removed and labeled for repair.
17. Tools and equipment will be stored in a systematic and safe manner.
18. All machines and power tools will be provided with approved commercial guards and safety devices.

19. All electrical equipment shall comply with the standards of the National Electric Code.
20. Each lab/shop will adhere to the Campus Fire Plan outlined on bulletin boards in each building.
21. Instructors will periodically check all equipment or machinery for proper working conditions. Safety Checklists will be completed monthly and turned into the Division Chairperson.
22. Fire extinguishers will be displayed openly and will be tagged and checked periodically.
23. All exits will be clearly marked and easily accessible.
24. The Cosmetology Department is regulated by the Mississippi State Board of Health and the Mississippi State Board of Cosmetology and adheres to the regulations provided by REGULATION GOVERNING COSMETOLOGY published by the Mississippi State Board of Cosmetology.
25. The Child Development and Child Care Departments are regulated by the Department of Health and Human Services and the Mississippi State Board of Health Publications: MINIMUM STANDARDS FOR NUTRITIONAL CARE, REGULATION GOVERNING LICENSURE CHILD CARE FACILITIES, AND REGULATION GOVERNING FOOD SERVICE SANITATION.

FOOD LABS/CAFETERIA STANDARDS

Jones Junior College has a food lab in the Family and Consumer Science Department located in the Life Sciences Building. The Child Development Department has two kitchen locations, one in the Home and Health Services Building and the other in the Community Services Building. The Food Production Technology Department has a full service industrial/food lab also located in the Community Services Building. The cafeteria for students, faculty and other employees is located in the C.L. Neill Student Center Building. All food labs and the cafeteria adhere to the Mississippi State Board of Health regulations for food services sanitation as outlined in the REGULATION GOVERNING FOOD SERVICE SANITATION published by the Mississippi State Board of Health. The overall purpose of regulations is to provide uniform sanitation practices for general protection of the public.

CAMPUS SAFETY

CAMPUS POLICE of Jones Junior College has implemented and maintains campus safety through campus-wide awareness procedures for fire and safety standards. Faculty, staff and other employees are the key to a satisfactory fire and safety program. When employees develop positive safety attitudes by being aware of unsafe conditions, they can implement safety procedures. This should begin in the classroom by instructing students in safety procedures. The faculty, staff and other employees have the responsibility of practicing campus safety at all times strictly by adhering to all safety rules and regulations.

The HEALTH AND SAFETY COMMITTEE is maintained to review and evaluate guidelines that will assist the school and its officials in developing and implementing safety and health programs. The committee does not take away Campus Polices responsibility for safety and health, but assists in planning and evaluating campus-wide health and safety practices. The committee will obtain feedback from all campus employees and is open for suggestions and ideas.

The Health and Safety Committee is appointed by the Vice-President of Student Affairs and shall be chaired by the Campus Nurse. The chairperson shall call regular meetings to discuss recommendations, accidents, records and program plans.

The Health and Safety Committee shall be involved in planning of safety programs and recommending policies to establish and promote safety for all persons on campus.

The Health and Safety Committee will be responsible for preparedness exercises of one drill per year (unannounced except to members of the Health and Safety Team members).

RESIDENCE HALL EMERGENCY PROCEDURES

A guide has been developed for all students in the dormitory and for all dormitory officials to help ensure the safety of the entire college population. The objectives of the guide are as follows:

1. To provide suggestions for meeting minor emergencies as well as recommendations for action during major disasters.
2. To provide means whereby the entire college can be notified of steps to take during an emergency.
3. To emphasize the importance of being aware of proper procedure during an emergency.

UTILITY EMERGENCIES: RESIDENCE HALLS

Loss of electrical power, loss of heat, water leaks and overflowing water supplies are considered utility emergencies. Residence hall personnel should adhere to the following procedures:

1. Between 8:00 a.m. and 4:30 p.m., call the Dean of Women at 4039 or the Dean of Men at 4136 or Physical Plant Operations at 4121.
2. Between 4:30 p.m. and 8:00 a.m., call Campus Police.

The loss of air conditioning or telephone service is not considered an emergency. This should be reported to residence hall personnel for repair.

SEVERE WEATHER CONDITIONS

The order that actions recommended in this report will be implemented in the correct time frame. Two weather sirens were installed on the campus for detecting severe weather. During clear and sunny weather, the sirens will be tested on the 1st Tuesday in each month at 11:00a.m. The following storm warnings used by the Weather Bureau are defined in the order of severity. Due to

1. **SEVERE WEATHER WATCH** - Means that weather conditions are such that severe thunderstorms may develop.

2. **SEVERE WEATHER WARNING** - Means that a severe thunderstorm has developed and probably will affect those areas stated in the weather bulletin.

Recommended Action:

1. **Severe Weather Watch**--Building supervisors should review severe weather plan of operation.
2. **Severe Weather Warning**--Continue the watch and be prepared to take action as necessary.

TORNADOES

Tornadoes vary in magnitude from low velocity winds, which produce small forces on existing structures to high velocity winds that produce large forces and result in heavy damage to structures and other objects in their path. In general, most structures offer little resistance to the physical forces produced by a tornado, whereas, steel framed and reinforced concrete structures may survive the resulting force with minor damage.

The major forces produced by the tornado phenomena are as follows:

1. **Wind Action** - High velocity winds which rotate around a translating vertical axis and produce dynamic forces on structures and other objects encountered.
2. **Impact of Missiles** - usually a considerable amount of debris is suspended in the high velocity winds of a tornado. These objects act as missiles and produce damage to structures and other objects in their path.

DEFINITIONS

1. **Tornado Watch**--A tornado watch is a forecast of the possibility of developing tornadoes in a large area.
2. **Tornado Warning**--Means that a tornado has been sighted and is approaching the area in the warning.

RECOMMENDED ACTION

1. **Tornado Watch**--The Campus Police will review tornado plan and notify each building supervisor by phone of impending weather condition. If the building is not designated as a storm shelter, the building supervisor will evacuate the building of all persons to the designated storm shelter. Continue normal activities but watch for tornadoes. Upon receiving notification of a tornado the resident hall supervisor should notify students of the weather condition.
2. **Tornado Warning**-- The building supervisors will relocate faculty/staff/students to areas offering the greatest resistance to tornadoes, preferably lowest levels in each building in the hall

areas away from windows, glass, etc... **SKETCHES OF BEST AREAS OF PROTECTION IS POSTED ON THE BUILDINGS SAFETY BULLETIN BOARD.** Follow sketches for best area of protection to relocate students to safest area in building.

RESIDENT HALL PROCEDURES

- A. Public Warning Signal--a five-minute steady blast of the emergency preparedness siren is activated. The signal may be repeated as necessary.
- B. The emergency receiver should be monitored constantly.
- C. Residents should proceed to lowest floor of the building. Avoid windows, lobbies or other areas that have wide free spans overhead. Women residents should gather in first floor bathrooms. Residents of male dormitories should proceed to ground floor and gather in the center of the suite, which is the bathroom facility.
- D. If warning comes at night or early morning hours, residence hall personnel should awaken everyone to ensure that each student is aware of the warning.

TORNADO SAFETY RULES

- 1. Students should be moved from upper floors to first floor.
- 2. Get into the innermost portions of the building with the shortest span.
- 3. Avoid windows and glass doorways.
- 4. Do not use elevators.
- 5. Do not open windows.
- 6. Get into the inside hallways and close the doors to the outside rooms.
- 7. Building occupants should be seated on the floor with their backs to corridor walls. Coats and jackets, when available, could be used to cover heads, arms and legs, so as to reduce the injuries from flying debris. Protect your head and yourself by making as small a target as possible by crouching down.
- 8. Keep away from the ends of the hallways.

There is no guaranteed safe place during a tornado. Do not exit the building. **SEEK SHELTER IMMEDIATELY.**

Designated safe areas are shaded on the diagram on the emergency boards in each building.

In Mississippi, tornadoes usually approach an area from the southwest and generally move in a northeasterly direction. However, in a local area the path of the tornado may be erratic. Therefore, if a tornado is sighted anywhere in an area, safety precautions should be implemented.

FIRE EMERGENCIES

A fire is a chemical union between fluid, oxygen and air. Therefore, there are three factors that must be present to start a fire. **Remove either of the above factors and you will not have a fire:**

TYPES OF FIRES: Class A--Wood, trash or rubbish
Class B--Oil, gas or paints
Class C--Electrical

SAFETY GUIDELINES FOR FIRES

1. Know where fire extinguishers are in your building.
2. Read tag to see what type of fire the extinguisher will put out.
3. Never turn your back on a fire.
4. Obey all no smoking signs and posted warnings.
5. Know where the electrical switch panel is and how to disengage it in case of electrical fire.
6. Follow safety guidelines for shop/laboratory areas.

Fires started with plastic, rubber, linen, wool and paper can be extinguished with water and water based extinguishing agents. Fires involving flammable liquids are electrical equipment should be extinguished with an extinguisher only.

In the event of a fire, *THE FIRST AND FOREMOST THING IS TO SEE THAT EVERYONE IS OUT OF THE BUILDING.* Then proceed according to the following plan:

1. Sound fire alarm nearest location of the fire.
2. Evacuate the building. Occupants are to be at least 300 feet from the structure and out of the way of the Fire Officials. **Turn on lights in each room to verify evacuation.**
3. Confine the fire by closing the door of the area involved.
4. Notify campus police at 4006 or 4169.
5. Building supervisors should notify Campus Police of break or suspected breaks in utility lines, which might present an additional hazard. Campus Police will notify maintenance and utility companies.
6. Campus Police will notify the Campus Nurse if injuries are involved.
7. Keep access roads open for emergency vehicles.

Absolutely no one should return to the building until fire department officials declare the area safe.

EXPLOSIONS--If an explosion should occur, remove the person or persons immediately from the site and extinguish the fire if possible. Sound the fire alarm and notify Campus Police. Notify EMS and the Campus Nurse immediately. Close all doors where explosions occur to isolate smoke and fire.

BOMB THREATS

Report threat immediately to the Assistant to the President and/or Campus Police. If it is determined that the report has merit, evacuation of buildings will be directed by Campus Police and building

supervisors. This should be done in an orderly manner. All persons not involved in search **will be moved to a minimum of 300 feet away from building or as directed by officer in charge**. If a bomb is found, technical assistance will be requested from the nearest bomb disposal unit. Campus Police, together with building officials, will determine whether evacuation is required.

BOMB THREAT CALL CHECKLIST

1. Exact location of the bomb.
2. Time set to explode.
3. What does the bomb look like?
4. What is the explosive?
5. Why was it placed?

Obtain as much detailed information as possible about the bomb and its location. Legitimate callers usually wish to avoid injury or detection. Request more information by expressing a desire to save lives.

BOMB THREATS TO RESIDENCE HALLS

In the event of a bomb threat, immediately notify:

1. The Dean of Men or Dean of Women
2. The Campus Police--Police will notify proper officials
3. The Dean of Men or Women will make the decision whether or not to evacuate after consultation with the Dean of Student Affairs and the Assistant to the President.

If evacuation is made:

1. Do not touch any suspicious objects.
2. Report anything out of the ordinary to residence hall personnel.
3. Evacuation should be to a minimum of 300 feet.

Investigator's report:

1. If you receive the call, make yourself available to investigating officers.
2. Do not discuss the call with other personnel.

Violent Crime Prevention

In the event of a school shooting or other violent threat, immediately notify Campus Police. The campus police will then notify the proper authority and proper campus administrator. Officers in charge will evacuate all persons not directly involved, from the area.

School Shooting Call Checklist

1. Exact location of shooting.
2. Exact number of gunmen and their descriptions.
3. Probable firepower (guns, rifles, etc.)
4. Probable number of people in building.
5. Approximate number of possible injuries from eyewitness accounts.

Obtain as much information as possible about the shooting and its location and possible injuries. Request more information by expressing a desire to save lives.

Violent Intruder

In the event of a violent intruder on campus many decisions will be at the discretion of the instructor. There is no one plan that will work in every situation but here are some suggestions:

If the intruder is located outside but close to your building, close your classroom door and lock it if possible and close the window blinds. Turn out the lights and move students to a location that would make it difficult for the intruder to see them. For example, if the intruder is walking outside your first story window have the students lay down along the wall closest to the window.

If the intruder is in your building follow the above but have the students lay down along the wall with the door. It may also be beneficial to barricade the door but remember that you may also be blocking the only exit.

Should an intruder enter your classroom or office, try to remain calm. Talk to them using your name and the names of those around you as often as possible. Try not to talk in negative or threatening tones and always make things sound like they can have a positive end.

Campus Police will call other law enforcement agencies and college officials as appropriate and will evacuate all persons to establish a perimeter around the effected area.

Assault Prevention

1. Lock the doors to rooms at all time
2. Refrain from propping doors or entrances open
3. Refrain from allowing stranger to enter rooms or floors
4. Call Campus Police, building supervisor, instructors or resident hall staff for assistance when needed.
5. Walk with others while on campus
6. Report suspicious person/activities to residence hall staff or Campus Police immediately
7. Report crimes immediately to Campus Police
8. Take appropriate steps to secure personal property like bikes, cars, jewelry, cell phones, stereos, etc.
9. Read, understand, and abide by the *Guide to Campus Life* handbook.
10. Provide input to the College about how the campus can be made safer.
11. Report instances of obscene or harassing phone calls or conversations.

In the event of an assault:

Take the survivor to a safe place, if a severe physical injury does not preclude moving him/her. Call Campus Clinic at 477-4104. The campus nurse can tell you how best to assist the survivor and furnish the appropriate contact number and/or resources he/she can utilize. After hours call Campus Police (477-4006) for assistance.

If the survivor lives in campus housing, call the Resident Assistant on duty and give him/her information without revealing the identity of the survivor. Help the survivor report the assault to Campus Police at 477-4006.

If the assault took place off-campus, call 911.

If the assault occurred on campus, call 477-4006 or 477-4169.

Campus Nurse or Campus Police will make arrangements for emergency medical care.

Preserve evidence, i.e., do not change clothes, do not bathe or douche, do not discard materials involved in the perpetration.

Campus Police can provide escort services after dark or in needed situations by calling 477-4006.

EARTHQUAKES

1. When you feel an earthquake, **DUCK** under a desk or sturdy table. Stay under cover until the shaking stops. Hold onto the desk or table.
2. Stay away from windows, bookcases, file cabinets, heavy mirrors, hanging plants and other heavy objects that may fall.
3. If you're in a high-rise building, and you are not near a desk or table, move against an interior wall, and protect your head with your arms. Do not use elevators. Do not be surprised if the fire alarm or sprinkler system comes on.
4. If you are outdoors, move to a clear area, away from trees, signs, buildings, or downed electrical wires and poles.
5. If you are on a sidewalk near buildings, duck into a doorway to protect yourself from falling bricks, glass, plaster and other debris.
6. If you are driving, pull over to the side of the road and stop. Avoid overpasses, power lines and other hazards. Stay inside the vehicle until the shaking is over.
7. If you are in a crowded place, do not rush for exits. Move away from display shelves containing objects that could fall.
8. If you are in a wheelchair, stay in it. Move to cover if possible, lock your wheels and protect your head with your arms.

9. If you are in a stadium or theater, stay in your seat and protect your head with your arms. **DO NOT** leave until the shaking is over. Then leave in a calm, orderly manner.

REMEMBER AFTER AN EARTHQUAKE, BE PREPARED FOR AFTERSHOCKS, AND PLAN WHERE YOU WILL TAKE COVER WHEN THEY OCCUR.

SERIOUS ILLNESS OR INJURIES

In case of serious illness or injury, the immediate concern is to aid the injured or ill student, staff member or faculty member. The following guidelines should be followed:

1. Notify the campus nurse by calling 477- 4104. The nurse will respond and call for EMS if needed.
2. If the injury or illness occurs in the residence halls, notify residence hall personnel.
3. If the nurse is out of the office and is on campus, call Campus Police (477-4006) or PBX operator (477-4000). Campus Police will know where to locate the Campus Nurse, and will call EMS if needed.
4. If the injury is serious or you suspect a fracture **DO NOT MOVE** the injured person unless they are in immediate danger. Wait for trained medical personnel to arrive.

EXPOSURE TO BLOOD BORNE PATHOGENS

UNIVERSAL PRECAUTIONS

All blood and body substances are considered potentially infectious and are handled the same to prevent the transmission of infectious agents. Assume that any blood or body fluid you come in contact with is potentially contaminated. Wear protective clothing, gloves and other articles of clothing to prevent direct exposure to blood. Engineering controls, safe work practices, and the use of personal protective equipment are in place to minimize or prevent exposure to blood and body substances. The Campus Nurse is responsible for monitoring compliance with universal precautions and the condition and use of engineering controls and for taking action to correct identified problems as needed. Safety checklists for labs and shops have been developed and are in place. Campus Police, maintenance, janitorial and housing personnel are trained in universal precautions. Clean up kits are provided for spills to janitorial workers through the physical plant department. All hazardous materials are to be bagged properly and brought to the clinic for disposal. BFI Waste Management picks up all medical waste at the campus clinic.

INCIDENTS, COMPLAINTS, LOST AND STOLEN REPORTS

The incident, complaint, lost or stolen form provided by the Campus Police is the instrument used to record events occurring on campus. Campus police will fill out this form as soon as feasible after the event occurs. This form will be used to report accidents, thefts, bomb threats, student's disturbances, and unauthorized presence of persons on campus.

MONTHLY INSPECTIONS

The Campus Police have the responsibility to make monthly inspections in all buildings and designated areas to ensure adequate safety throughout the campus. A checklist is used by the Campus Police to evaluate safety conditions. When a hazard is found, a safety citation is issued to the appropriate person with a list of unsafe conditions. Corrective action is to be implemented as soon as possible to prevent accidents or injuries with a follow-up filed with the Campus Police.

GENERAL RULES

NO SMOKING POLICY- NO SMOKING signs are posted throughout campus buildings. No smoking must be observed to decrease chance of fire. Smoking is only permitted in designated areas.

CHEMICAL SPILLS ON BODY--Immediately shower and/or eyewash area for a period of 15 to 30 minutes depending upon the chemical. Contact the campus nurse and/or physician immediately. **DO NOT APPLY CREAMS OR LOTIONS.**

MEDICAL WASTE DISPOSAL-- All hazardous waste (blood or any body fluid that contains visible blood or is isolation waste, etc.) must be sealed in a **RED BIOHAZARD BAG**. Janitorial workers have these bags in their supply rooms and are trained on cleaning and disposal of hazardous waste. All Sharps Containers/Needle Disposal units as well as hazardous waste is to be brought to the campus clinic for proper disposal.