

LAWSON STATE COMMUNITY COLLEGE

INSTITUTIONAL SAFETY PLAN



May 2008

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INTRODUCTION

The Institutional Safety Plan combined with other health and safety guidelines established by Lawson State Community College documents the college's commitment to complying with all applicable federal, state, and local laws and regulations. The plan demonstrates our commitment to the health and safety of the individual employee. It is our goal to prevent accidents, reduce personal injury and to comply with all safety and health standards.

Lawson State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, 30033-4097: Telephone number 404-679-4501) to award associate degrees and certificates.

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EMERGENCY PHONE NUMBERS

LAWSON STATE POLICE EMERGENCY	925-3587
BESSEMER CAMPUS EMERGENCY	426-3654
BIRMINGHAM POLICE	328-9311 (911 Emergency)
BIRMINGHAM FIRE	250-7575 (911 Emergency)
BESSEMER POLICE	425-2411
BESSEMER FIRE	425-4311
SHERIFF (JEFFERSON COUNTY)	325-1450
EMERGENCY MANAGEMENT	254-2039
STATE TROOPERS	322-4691
F.B.I.	326-6166
ATF	1+800+659+6242
ABI	322-4691

ON CAMPUS PHONE NUMBER – BIRMINGHAM CAMPUS

LAWSON STATE POLICE	dial “2” or Ext. 6317 (days) 925-3587 (Evenings and Weekends)
OPERATOR	EXT. 0 OR 328
BUSINESS OFFICE	EXT. 6334
PUBLIC RELATIONS	EXT. 6315
ADMISSIONS	EXT. 6309
FINANCIAL AID	EXT. 2091
STUDENT DEVELOPMENT SERVICES	EXT. 6385

ON CAMPUS PHONE NUMBER – BESSEMER CAMPUS

BESSEMER CAMPUS POLICE	dial “1” or 426-3654
COLLEGE OPERATOR	0
ADMISSIONS	EXT. 3414
PLANT OPERATIONS	EXT. 3456
STUDENT SUCCESS CENTER	EXT. 3455

AFTER HOURS EMERGENCY NUMBERS

BIRMINGHAM CAMPUS	
Charlsie Cook, Dean of Student Life	408-1449 (Home)
Bruce Crawford, Vice President/Dean of Instruction	540-0200 (Cell)
Nick Shields, Director of Facilities	965-5909 (Cell)
Walter Williams, Jr., Chief of Safety and Security	222-1296 (Cell)
BESSEMER CAMPUS	
Cynthia Anthony, Dean of Students	223-0643 (Cell)
Charles Murray	789-7297 (Home)

Section I: Comprehensive Safety Program

COMPREHENSIVE SAFETY PROGRAM

Lawson State Community College shall take reasonable precautions for the safety of students, employees, visitors and others having business with the college by promoting and developing an aggressive prevention and safety education program for students and personnel employed by the college.

All personnel shall be actively aware of the accident causing probabilities within their total environment throughout their working day.

The Chief of Campus Security is responsible for the implementation of the college's Safety Plan. This in no way relieves the individual employee from the responsibility of performing tasks in such a manner as to assure the health and safety of themselves and their co-workers; to recognize unsafe equipment, work practices or working conditions; and to assume responsibility for their corrective measures.

The Chief of Campus Security shall administer a safety program designed to decrease the occurrence of accidents to college employees. Such a program shall include but not be limited to:

1. Safety education within college or departmental groups on safety procedures.
2. Enforcement of all safety rules and practices with authority to:
 - a. Stop unsafe practices in any department or area.
 - b. Discuss unsafe conditions in small group sessions at designated periods of time with the applicable departmental head, director, or dean.
 - c. Investigate incidents and injuries to determine and correct causes.
 - d. Initiate corrective action to eliminate or reduce hazards.
 - e. Coordinate campus inspections for early detection of possible hazardous conditions and practices.
3. Safety program training records, maintained by the Chief of Campus Security, shall include:
 - a. Safety surveys and inspections
 - b. Safety training
 - c. Safety meetings
 - d. Recommendations
 - e. Corrective actions taken

The Chief of Campus Security shall assist supervisors in teaching procedures for safely executing each job.

SAFETY TRAINING OF EMPLOYEES

Safety training shall be integrated into job training. Supervisors should ensure that their staff members know and follow approved safe work procedures. These objectives can be met through periodic safety meetings or by planned contacts with the individuals concerned:

Safety instruction should include:

1. Proper lifting techniques
2. Electrical Safety
3. Proper clothing for assigned activities
4. Eye/ear protectors
5. Machine operation
6. Proper housekeeping methods
7. General safety
8. Other specific safety needs

SAFETY COURSE OFFERINGS

Employees will be encouraged to participate in courses offered by outside agencies such as, “The Red Cross” and the “National Safety Council Defensive Driving Course.

Medical and/or first aid training courses will be made available to college employees upon request.

INSPECTIONS

Fire and safety inspections will be conducted regularly by the Safety Office and administered by the Chief of Campus Safety and Security. A written report documenting all situations needed remediation will be submitted by the Safety Officer to the Chief of Campus Safety and Security.

ACCIDENT INVESTIGATION AND REPORTING

Anyone who suffers an injury during work shall immediately report each injury to his or her supervisor. Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the Supervisor to obtain the complete and detailed facts of the accident as soon as possible after it occurs and assist with the required report with the Chief of Campus Safety and Security.

ACCIDENT REPORTS

Whenever an accident occurs during the conduct of any courses, the instructor shall make a full report of the accident and injury to the Chief of Campus Safety and Security.

EMPLOYEE ACCIDENTS

Employee accidents involving college vehicles: Employees injured while driving or riding in a college-owned or leased vehicle shall report the accident to the Chief of Campus Safety and Security.

NON-EMPLOYEE ACCIDENTS

This type of accident includes student or visitor injuries while on the college campus. This type of accident shall be reported to the Chief of Campus Safety and Security.

ON THE JOB ACCIDENTS

Accidents of college employees injured while on the college campus or while engaged in college work off campus shall be reported to the Chief of Campus Safety and Security.

OUTSIDE MEDICAL OPINIONS

The college reserves the right to direct its employees at the college's expense, to a physician of the college's choice, for a second medical opinion of the employee's injury or medical problem.

ACCIDENTS INVOLVING COLLEGE VEHICLES

An employee involved in an accident while operating a college vehicle shall:

1. Ensure that the accident is reported to the nearest local law enforcement agency (police, highway patrol, sheriff's department) and a formal Motor Vehicle Accident Report is completed by said agency.
2. Report the accident, as soon as possible to the Chief of Campus Safety and Security.
3. Obtain a copy of the formal Motor Vehicle Accident Report from the police agency and deliver it to the Chief of Campus Safety and Security.
4. Should an employee receive a personal injury as a result of operating or being a passenger in a college vehicle while conducting college business, said injury shall be reported to the Chief of Campus Safety and Security.

NON-EMPLOYEE ACCIDENTS ON CAMPUS

Any employee who is aware that a student or visitor has sustained an injury or illness while on campus shall normally:

1. Call the campus operator and report the accident or apparent illness, giving the location and request assistance.
2. Administer whatever first-aid and comfort you can give until assistance arrives.
3. Provide the Chief of Campus Safety and Security with as many details as possible.

Transportation and medical attention required above and beyond what can be administered at the scene shall be at the non-employee's request and expense.

INVESTIGATIONS OF ACCIDENTS

The employee's supervisor shall investigate all accidents involving employees. The Chief of Campus Safety and Security shall investigate all accidents involving non-employees. With respect to employees, investigations or lost-time accidents shall be presented to the employee and his or her supervisor with appropriate recommendations for the correction and prevention. Appropriate action shall be taken to ensure that safe working conditions and the college and its employees maintain safe work habits.

COMMUNICABLE DISEASES

Communicable diseases means an illness due to an infectious agent or its toxic products that arises through transmission of that agent or its product from a reservoir to a susceptible host and as further defined in the communicable disease Prevention and Control Act, Article 4419b—1, V.A.T.S. Communicable diseases include, but are not limited to, rubella (measles), mumps rubella (German measles), influenza, infectious mononucleosis, chicken pox, viral hepatitis-A, viral hepatitis-B, human immunodeficiency virus (HIV INFECTION), AIDS-related complex, sexually transmitted diseases, and infectious meningitis. In this policy and procedure, HIV infection includes AIDS, AIDS-related complex, and a positive test for the antibody to human immunodeficiency virus. Employees with communicable diseases, whether acute or chronic, shall be subject to the following provisions:

Confirmation

The information that an employee has a communicable disease shall be confirmed by one of the following methods:

1. The employee brings the information to the college's attention.
2. The employee confirms the information when asked.
3. If the President or designee has reason to believe that the employee has a communicable disease and is unable to perform the job or poses a threat to self or others or whether the employee's physical condition interferes with the performance or regular duties or poses a threat to self or others.

The results of such an examination shall be kept confidential except that the Resident or designee shall be informed of restrictions in duties and necessary accommodations. First-aid and safety personnel may also be informed to the extent appropriate if the condition may require emergency treatment.

Medical Factors

The President or designee shall obtain medical advice from local health authorities or private physicians to:

1. The nature of the risk, i.e., how the disease is transmitted.
2. The duration of the risk, i.e. how long the employee will be infectious.
3. The severity of the risk, i.e., what is the potential harm to their parties.
4. The probabilities that the disease will be transmitted and will cause varying degrees of harm.

5. Whether the employee's condition interferes with the performance of regular duties. A physician shall make this determination

Examinations During Employment

A medical examination may be required of any employee when, in the judgment of the immediate supervisor after consultation with the President or designee, the employee's condition interferes with the ability to perform job-related functions or may pose a direct threat to the health and safety of the employee or others. The college may designate the physician to perform the examination and, in that case, shall pay the cost of the examination. If in the President's discretion the circumstances so require, the employee may be placed on administrative leave with pay, pending the physician's report and the college's decision.

Exclusions From Work

An employee may be excluded from work if the President or designee, in accordance with these procedures, determines that the employee poses a risk of contagion to their fellow employees or students, the employee poses a threat to his own or another's health by remaining on the job, or the employee's physical condition interferes with his performance of regular duties.

The employee may present evidence to the President or, designee of information relevant to the employee's fitness to continue the performance of regular duties.

Leave Of Absence

Employees who are excluded from work may be placed on any sick leave or other leave to which they are entitled.

Termination of Employment

Employees who are excluded from the workplace in accordance with these procedures may have their employment terminated when any sick leave or other leave to which they are entitled has expired, in accordance with appropriate procedures and disability discrimination restrictions.

FACILITIES

Repairs

The college is committed to providing and maintaining accessible and effective learning environment for its students, faculty and the community. As such, there are processes and manpower in place to ensure the safe and sanitary environment with Lawson State Community College. Repairs needed for buildings and or equipment must be completed as soon as a problem is identified to avoid harm or serious injury to the community served.

Reporting Industrial Injuries

The proper procedure for the handling of First Aid and cases requiring medical attention is outlined below and must be followed in order to prevent confusion and provide proper treatment of injuries:

1. The injured employee must report any injury to their immediate supervisor.
2. The injured employee will be relieved of his/her duties as soon as relief can be provided by their supervisor, should relief be needed.
3. Should the injured employee, after receiving first aid treatment, feel that additional treatment is needed it shall be his/her responsibility to make this request through their immediate supervisor.
4. Any employee receiving a doctor's service for an industrial injury without prior approval may be required to pay for these services himself.
5. It shall be the responsibility of the involved supervisor to conduct an investigation of the accident should such require the services of a doctor, as soon after the occurrence as it possible.
6. In the event of serious injury secure the services of an ambulance, if necessary, to transport the injured employee to the hospital. As soon as the ambulance has been notified by telephone, then notify the following as listed below, explaining that an emergency exists:

Chief of Campus Safety and Security

President of the college

7. In case of lost time injury, the employee must have a release from a doctor before returning to work on file in the Office of Personnel and Payroll.

Safety Appliances

Safety appliance will be defined as relief valves, fuel gas automatic shut-offs, governors, over speed trips, etc.

1. Only authorized personnel will make adjustments to safety appliances.
2. Safety appliances shall not be fastened in such a manner as to render the safety appliance inoperative.

Eye-Protective Device

Industrial quality eye protection devices shall be furnished free of charge or at cost to, and shall be worn by, every instructor, lab aide, and student participating in any of the following courses involving experience with:

- A. Hot molten metals
- B. Milling, sawing, turning, shaping, cutting, or stamping of any solid materials.
- C. Heat treatment, tempering, or kiln firing of any metal or other materials.
- D. Gas or electric arc welding.
- E. Caustic or explosive materials.
- F. Chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids.
- G. Transportation trades
- H. Fine Arts

Definition

An industrial-quality eye-protection device means devices meeting the standards set by the State Department of Health.

HEALTH SERVICES

A comprehensive health care program is housed on campus to provide services to student, faculty and the community. The college works cooperatively with Jefferson County Commission/Cooper Green Hospital to provide laboratory-training facilities for students in the Nursing Program. Health Plus Community Care Practice is a medical facility offering reasonable and affordable health care to students, eligible faculty/staff and eligible citizens in the city of Birmingham and Jefferson County.

Application and referrals for students in need of this service can be obtained from the Student Health Nurse.

The college is also close to a number of health care facilities and will utilize the 911 in an emergency situation.

FIRST AID

The college shall provide limited emergency first-aid capabilities for the treatment of persons injured or ill while on campus.

Medical and First-Aid Facilities

First-aid supplies and equipment approved by the Chief of Campus Safety and Security shall be maintained at approved locations.

First Aid Procedures

First aid procedures are as follows:

1. The Chief of Campus Safety and Security shall have the responsibility for the placement of Emergency First Aid kits in strategic locations throughout the campus.
2. This responsibility shall include the re-supply of the contents of these kits.
3. Generally, trained employees shall render emergency aid and advise the victim of his or her rights and where her or shall should go for treatment.
4. An employee may call for an ambulance or arrange for other transportation of the victim, depending upon the circumstances.
5. All services rendered will be for a temporary nature and the individuals receiving treatment will be advised to see his or her personal physical for further treatment.
6. In the event an injury or illness is judged to be so severe as to require immediate hospitalization, emergency service personnel shall render only those services necessary to prevent further injury to the victim while awaiting transportation by an outside agent.
7. Individual college departments are encouraged to maintain their own First Aid kit.

SAFETY RESPONSIBILITY

No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation you experience. For these reasons, good judgment must be used in every situation. Each person is responsible for the following:

Individual Responsibility

Follow the approved practices and procedures or standards that apply to any work you perform for the college.

Use only the appropriate protective equipment and devices. Use such equipment or devices whenever the hazard justified their use or when so instructed by your Supervisor.

It is the responsibility of the employee to make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good physical condition.

Report to your Supervisor any unsafe condition that might injure any person or damage any property. The hazard should also be pointed out to others exposed to it in order to correct or avoid it before an accident occurs.

Any injury that occurs at work, no matter how slight, or any accident that causes damage to property shall be reported immediately to the person in charge. All injuries, and accidents should be reported to the Supervisory by the end of the day.

If anyone observes another who is about to endanger himself or herself, another person or property while at the college, they should take action commensurate with the situation.

Alcoholic beverages are not allowed on college property and the use of such-is prohibited. No one is to report for work evidencing any effects of alcoholic consumption.

Smoking is not allowed in any building except on designated areas of Lawson State Community College.

Controlled substances such as marijuana and cocaine are illegal by state and federal law. Their use and possession are prohibited on college property.

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

Section II: Major Emergency Guidelines

MAJOR EMERGENCY GUIDELINES

1. PURPOSE

The basic emergency procedures outlined in this section are to enhance the protection of lives and property through effective use of college and Campus Community resources. Whenever an emergency affecting the campus reaches proportions THAT CANNOT BE HANDLED BY ROUTINE MEASURES, the President, or his designee, may declare a state of emergency, and these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of this plan. These are: (1) large-scale disorders, and (2) large-scale natural/man-made disasters. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitude.

2. SCOPE

The procedures apply to all personnel, buildings and grounds, owned and operated by Lawson State Community College to include those peripheral areas adjoining the college.

3. TYPES OF EMERGENCIES

1. Fire
2. Severe weather
3. Chemical or radiation spill/natural gas leak
4. Explosion, downed aircraft (crash) on campus
5. Bomb/ threat
6. Civil disturbances or demonstration
7. Utility failure
8. Violent or criminal behavior
9. Medical and first aid (epidemic poisoning)
10. Media relations
11. Psychological crises

In addition, there are sections on how to report all emergencies, building evacuations, and first aid instructions.

4. DEFINITIONS OF AN EMERGENCY

The college President or his designee serves as the overall Emergency Director during any major emergency or disaster. The following definitions of any emergency are provided as guidelines to assist building and area coordinators in determining the appropriate response:

1. MINOR EMERGENCY

A minor emergency is any incident, potential or actual, which will not seriously affect the overall functional capacity of the college. Report immediately to Campus Security by calling 925-3587.

2. MAJOR EMERGENCY

Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the college. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crises. Reporting procedures are the same as in Paragraph 1.

3. DISASTER

Any event or occurrence which has taken place and has seriously impaired or halted the operations of the college. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, the appropriate support and operational plans will be executed. Note: Any incident, which has the potential for adverse publicity concerning campus resources, and/or instrumentalities of the college, should be promptly reported to Campus Security.

4. ASSUMPTIONS

The College Emergency Contingency Plan is predicated on the realistic approach to problems likely to be encountered on a campus during a major emergency or disaster. Hence, the following are general guidelines:

1. An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
2. The succession of events in an emergency are not predictable, hence, published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.
3. Disasters may affect residents in the geographical location of the college; therefore City, County, and Federal emergency services may not be available. A delay in off-campus emergency services may be expected (up to 48 – 72 hours).
4. A major emergency may be declared if information indicates that such a condition is developing or is probable.

6. DECLARATION OF CAMPUS STATE OF EMERGENCY

The authority to declare a campus state of emergency rests with the college President or his designee as follows:

During the period of any campus major emergency, Campus Security as required, shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. Campus Security shall immediately consult with the President regarding the emergency and the possible need for a declaration of a campus state of emergency.

When this declaration is made only registered students, faculty, staff and affiliates (i.e., persons required by employment) are authorized to be present on campus. Those who cannot present proper identification (student or employee identification I.D.) showing their legitimate business on campus will be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with the Penal Code.

In addition, only those faculty and staff members who have been assigned emergency resource team duties or cleared by Campus Security will be allowed to enter the immediate disaster site.

In the event of fires, storms, or major disasters occurring in or about the campus, or which involve college property, Campus Security will be dispatched to determine the extent of any damage to college property.

REPORTING EMERGENCIES

CAMPUS EMERGENCY SERVICE DIAL 925-3587

1. In an emergency in which Campus Security cannot be reached, dial 911.
2. When calling, stay calm and carefully explain the problem and location to the Public Safety Dispatcher. DO NOT HANG UP UNTIL TOLD TO DO SO. KEEP CALM. KEEP OTHERS CALM.

Building Emergency Coordinator: _____

Location: _____

Telephone: _____

Alternate Building Emergency Coordinator: _____

Location: _____

Telephone: _____

IMPORTANT: After any evacuation, report to your designated assembly point. Stay there until an accurate HEADCOUNT is taken. The Building Emergency Coordinator will take attendance and assist in accounting for all building occupants.

EMERGENCY PROCEDURES GUIDE

CAMPUS EMERGENCY GUIDELINES

This section contains the recommended procedures to be followed during specific types of emergencies. The procedures should always be followed in sequence, unless conditions dictate otherwise.

SPECIFIC EMERGENCY PROCEDURES

Reporting Emergencies...

Evacuation Procedures...

Explosion/Down Aircraft Crash on Campus...

Civil Disturbance or Demonstrations...

Severe Weather/Tornado...

Medical and First Aid...

Natural Gas/Chemical or Radiation Spill...

Bomb Threat...

Violent or Criminal Behavior...

Fire...

Utility Failure...

Media Relations...

Psychological Crisis...

FIRE

IN AN EMERGENCY – DIAL 911 ON CAMPUS EMERGENCIES – 925-3587 OFF CAMPUS EMERGENCIES – 911

IN ALL CASES OF FIRE, BIRMINGHAM FIRE DEPARTMENT MUST BE NOTIFIED IMMEDIATELY!

1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. Training and information is available through Campus Security.
2. If a minor fire appears controllable, IMMEDIATELY contact the fire department and Campus Security. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
3. If an emergency exists, you must report the fire by phone.
4. On large fires that do not appear controllable, IMMEDIATELY notify the fire department and Campus Safety and Security. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen. DO NOT LOCK DOORS!
5. When an emergency exists, walk quickly to the nearest marked exit and alert others to do the same. (Follow as appropriate Building Evacuation Route as outlined in this section.).
6. ASSIST THE HANDICAPPED IN EXITING THE BUILDING!
7. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear from emergency vehicles and crews.
8. If requested, assist Emergency crews as necessary.
9. A Campus Emergency Operations Center may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
10. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a college official.

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. DO NOT PANIC!

IMPORTANT: After an evacuation, report to your designated campus area assembly point. Stay there until an accurate HEADCOUNT is taken. The Building Coordinator will take attendance and assist in the accounting for all building occupants.

SEVERE WEATHER/TORNADO

DEFINITION

- Tornado Watch: There is a chance of dangerous weather later with damaging winds. Safety and Security Officers will notify the Building Coordinators when area is under tornado watch.
- Tornado Warning: A tornado has been sighted. Tornado warning sirens will sound continuously atop the Administration Building. All personnel should take action when siren sounds continuously. (No action needs to be taken on test Wednesdays at 10:00 a.m.).

DANGER SIGNS

- Severe thunderstorm, thunder, lighting, heavy rains, and strong winds.
- Hail, pellets of ice from dark skies.
- Roaring noises, like railroad locomotive and a crashing thunderous sound.
- Funnel, dark spinning rope or column from the sky to the ground.

WHAT TO DO FOR PROTECTION

- In open country, lie flat in the nearest ditch, ravine or depression.
- In buildings, go to interior hallway on the lowest floor.
- Lie face down, draw knees up under you and cover the back of your head with your hands.
- Remain in place until the “all clear” warning is sounded. Stay there until an accurate headcount is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting of all building occupants.

REMEMBER

- Stay away from large open structures such as gyms and auditoriums and away from windows and entrance doors.

NATURAL GAS/CHEMICAL OR RADIATION SPILL

1. Any spillage of a hazardous chemical or radioactive material or natural gas leak is reported immediately to Campus Safety and Security 9-925-3587, the Birmingham Fire Department and 911.
2. When reporting be specific about the nature of the involved material and exact location.
3. Campus Safety and Security will contact the necessary specialized authorities and medical personnel.
4. The key person on site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of Campus Safety and Security.
5. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to Campus Safety and Security. Required first aid and cleanup by specialized authorities should be started at once.
6. If an emergency exists, you must report the emergency by phone.
7. When notified that emergency exists, follow as appropriate Building Evacuation Route as found in this section.
8. ASSIST THE HANDICAPPED IN EXITING THE BUILDING!
9. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
10. If requested, assist Emergency crews as necessary.
11. A Campus Emergency Operations Center may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
12. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a college official.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate HEADCOUNT is taken. The Building Coordinator will take attendance and assist in the accounting for all building occupants.

EXPLOSION, AIRCRAFT DOWN (CRASH ON CAMPUS)

In the event a mishap occurs such as an explosion or a downed aircraft (crash) on campus, take the following action:

1. Immediately take cover under tables, desks and other objects which will give a protection against falling glass or debris.
2. After the effects of the explosion and/or fire have subsided, notify the Campus Safety and Security, College Switchboard Operator dial "0," and dial 911. Give your name and describe the location and nature of the emergency.
3. When told to leave by college officials, walk quickly to the nearest marked exit (follow as applicable Building Evacuation Route as outlined in this section) and ask other to do the same.
4. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!**
5. Once outside move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear from emergency vehicles and crews. Know your area assembly points.
6. If requested, assist Emergency crews as necessary.
7. A campus Emergency Operations Center may be set up near the disaster site. Keep clear of the Command Post unless to have official business.
8. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a college official.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate **HEADCOUNT** is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

BOMB THREAT

1. If you observe a suspicious object or potential bomb on campus, DO NOT HANDLE THE OBJECT! Clear the area and immediately call Campus Security.
2. Any person receiving a phone call bomb threat should ask the caller:
 - a. When is the bomb going to explode?
 - b. Where is the bomb located?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. Why did you place the bomb?
3. Keep talking to the caller as long as possible and record the following:
 - a. Time of call
 - b. Age and sex of the caller
 - c. Speech pattern, accent, possible nationality, etc.
 - d. Emotional state of the caller
 - e. Background noise
4. Immediately notify Campus Safety and Security by dialing 925-3587.
5. Campus Safety and Security officers will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious object and to report the location to Campus Security. DO NOT TOUCH THE OBJECT! Do not open drawers, cabinets, or turn lights on or off.
6. If an emergency exists, you must report the incident by phone.
7. When notified that an emergency exists, walk quickly to the nearest marked exit and alert others to do the same. (Follow as appropriate Building Evacuation Route as outlined in this section.)
8. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!**
9. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
10. If requested, assist Emergency crews as necessary.
11. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a college official.

CIVIL DISTURBANCE OR DEMONSTRATIONS

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

1. INTERFERENCE with the normal operations of the college.
2. PREVENTION of access to office, buildings, or other college facilities.
3. THREAT of physical harm to persons or damage to college facilities.

If any of these conditions exist, Campus Safety and Security Officers – 925-3587 should be notified and will be responsible for contacting and informing the Presidents and the Deans. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed.

1. PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS

- (a) Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct college business as normally as possible.
- (b) If demonstrators are asked to leave but refuse to leave by regular facility closing time:
 1. Arrangements will be made by the Chief of Safety and Security to monitor the situation during non-business hours, or
 2. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration.

2. NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS

- (a) In the event that a demonstration blocks access to college facilities or interferes with the operation of the college:
 1. Demonstrators will be asked to terminate the disruptive activity by the Dean of Student Development Services or designate.
 2. The Dean of Student Development Services will consider having a photographer available.
 3. Key college personnel and student leaders will be asked by the Dean of Student Development Services to go to the area and persuade the demonstrators to desist.
 4. The Dean of Student Development Services or his designate will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
 5. If the demonstrators persist in the disruptive activity they will be apprised that failure to discontinue the specified action within a determined length of time may result in a disciplinary action including suspension or expulsion or possible intervention by civil authorities (see Attachment A). Except in

extreme emergencies, the President will be consulted before such disciplinary actions are taken.

6. Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.
7. After consultation with the President and Chief of Safety and Security by the Dean of Student Development Services, the need for an injunction and intervention of civil authorities will be determined.
8. If determination is made to seek the intervention of civil authorities the demonstrators should be so informed. Upon arrival of the local Police Department, the remaining demonstrators will be warned of the intention to arrest. (See Attachment B).

3. VIOLENT, DISRUPTIVE DEMONSTRATIONS

In the event that a violent demonstration in which injury to persons or property occurs or appears eminent, the President and the Dean of Student Development Services will be notified:

(a) During Business Hours

1. In coordination with the Dean of Student Development Services, Campus Safety and Security will contact the Department.
2. If advisable the Dean of Student Development Services will alert the President who will then call a photographer to report to an advantageous location for photographing the demonstrators.
3. The President, in consultation with the Dean of Student Development Services and the Chief of Safety and Security will determine the possible need for an injunction.
4. Campus Security will provide an officer with a radio for communication between the college and the department as needed.

(b) After Business Hours

1. Campus Safety and Security should be immediately notified of the disturbance.
2. Campus Safety and Security will investigate the disruption and report and notify the Chief of Safety and Security and the Dean of Student Development Services.
3. The Dean of Student Development Services will:
 - (a) Report the circumstances to the President
 - (b) Notify key administrators and appropriate administrator responsible for the building area.
 - (c) Notify the Public Relations Office.
 - (d) Arrange for a photographer.

- (e) If necessary, the President or the Dean of Student Development Services will call the Birmingham Police Department assistance.

NOTE: The Chief of Safety and Security reserves the right to call for police assistance without counsel from others if it is deemed to be of paramount importance to the safety of persons involved.

ATTACHMENT A

DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION

(IDENTIFY SELF)

This assembly and the conduct of each participant are seriously disrupting the operations of the college and are in clear violation of the rules of the college. You have previously been called upon to disperse and terminate this demonstration. (You have been given the opportunity to discuss your grievances in the manner appropriate to the college). (In no event will the

Administration of this college accedes to demands backed by force). Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes I will, under the authority of the State Board of Education, take whatever measures are necessary to restore order – including calling for police assistance. Any student who continues to participate in this demonstration is subject to possible arrest and will also be subject to suspension.

ATTACHMENT B

DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION WITH THE ASSISTANCE OF POLICE

(IDENTIFY SELF)

You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of the college, each of you is hereby suspended, subject to later review. The police will be called to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest.

UTILITY FAILURE

1. In the event of a major utility failure occurring during regular working hours (Monday through Friday), immediately notify Maintenance at 965-5809.
2. If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends or holidays, notify Campus Safety and Security at 925-3587.
3. If an emergency exists, you must report the emergency by phone.
4. All building evacuations will occur when notified by Building Coordinators or Campus Safety and Security Staff.
5. ASSIST THE HANDICAPPED IN EXITING THE BUILDING!
6. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep the walkways, fire lanes, and hydrants clear for emergency crews.
7. If requested, assist the emergency crews as necessary.
8. A Campus Emergency Operations Center may be set up near the emergency site. Keep clear of the command post unless you have official business.
9. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a college official.

ADDITIONAL INFORMATION AND PROCEDURES

Always observe steps 1 and 2 above whenever the following utility emergencies arise.

ELECTRICAL / LIGHT FAILURE

At present, campus building lighting may not provide sufficient illumination in corridors exiting. It is therefore advisable to have a flashlight and portable radios available for emergencies.

PLUMBING FAILURE / FLOODING

Cease using all electrical equipment. Notify Maintenance at 965-5809 or dial zero. If necessary, vacate area.

SERIOUS GAS LEAK

Cease all operations. DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. REMEMBER: Electrical arcing can trigger an explosion! Notify Campus Safety and Security by dialing 925-3587 on campus or dial 911 if after normal working hours.

VIOLENT OR CRIMINAL BEHAVIOR

IN AN EMERGENCY, DIAL 911

Campus Safety and Security provides you with 24-hour help and protection. This service is provided seven days a week on a year-round basis.

On Campus Emergencies, Dial 925-3587

Off Campus Emergencies, Dial 911

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
2. If you are a victim or a witness to any on-campus offense, **AVOID RISKS**.
3. Promptly notify Campus Safety and Security by calling 925-3587 as soon as possible and report the incident, including the following:
 - a. Nature of the incident
 - b. Location of the incident
 - c. Description of the person(s) involved
 - d. Description of property involved.
4. If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify Campus Safety and Security and report the incident.
5. Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
6. Should gunfire or discharged explosives hazard the campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.
7. **WHAT TO DO IF TAKEN HOSTAGE:**
 - a. Be patient. Time is on your side. Avoid drastic action.
 - b. The initial 45 minutes are the most dangerous. Follow instructions, be alert, and stay alive. The captor is emotionally unbalanced. Do not make mistakes, which could hazard your well being.
 - c. Do not speak unless spoken to and then only when necessary. Do not talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
 - d. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
 - e. Be observant. You may be released or escape. The personal safety of others may depend on your memory.

- f. Be prepared to answer the police on the phone. Be patient and wait. Attempt to establish rapport with the captor. If medication, first aid, or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

MEDICAL AND FIRST AID

CALL CAMPUS SAFETY AND SECURITY IF ASSISTANCE IS NEEDED

EMERGENCY TELEPHONE NUMBER – 928-3587

OFF CAMPUS EMERGENCY NUMBER – 911

1. If serious injury or illness occurs on campus immediately dial 911. Give your name, describe the nature and severity of the medical problem and the campus location of the victim
2. In case of minor injury or illness provide first aid care.* Use only sterile first aid materials.
3. In case of serious injury or illness, Red Cross trained personnel * should quickly perform the following steps:
 - a. Keep the victim still and comfortable. **DO NOT MOVE VICTIM.**
 - b. Ask victim, “Are you okay?” and “What is wrong?”
 - c. Check breathing and give artificial respiration if necessary.
 - d. Control serious bleeding by direct pressure on the wound.
 - e. Continue to assist the victim until help arrives.
 - f. Look for emergency medical ID. Question witness or witnesses and give all information to the paramedics.

*Only Red Cross trained personnel should provide first aid treatment (i.e.: first aid, CPR).

IMPORTANT: After any evacuation, report to your designated campus assembly point. Stay there until an accurate **HEADCOUNT** is taken. The Building Coordinator will take attendance and assist in the accounting for all building occupants.

MEDIA RELATIONS

Call the Campus Safety and Security Office if you need assistance. On campus emergencies dial 925-3587 or 426-3654 for the Bessemer Campus. Off campus emergencies dial 911.

The college has two basic guidelines to observe in crisis situation:

1. Only authorized spokesperson (Director of Public Relations) will meet or talk with the media.
2. Only factual information is released. No speculation is to be offered.

OTHER GUIDELINES:

1. All executive and supervisory personnel are notified to report emergencies to the President and to the spokesperson. They should also be reminded not to speak to outsiders, especially to the media, on behalf of the college.
2. The President and other top administrators and the Chief of Safety and Security are informed immediately of existing emergencies. Complete details are made available to them, including what it is, how it began, who is involved, what is happening now and what help has been called for.
3. The President and Chief of Safety and Security and other persons involved shall confer and decide on the appropriate action.
4. All calls from the media are referred directly to the Office of Public Relations, Extension 6315.

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to severe drug reactions or a psychotic breakdown. A psychotic breakdown may be manifested by hallucinations, and/or uncontrollable behavior.

If a psychological crisis occurs:

1. Never try to handle a situation you feel is dangerous on your own.
2. Notify the Campus Safety and Security Officer of the situation, dial 925-3587 or 426-3654 for the Bessemer Campus. Clearly state that you need immediate assistance, give your name, your location and the area involved.
3. In extreme emergencies, contact the County-Wide Emergency Number, 911.

TERRORISM REFERENCE LIST

First responding officers should be aware of suspicious factors that may indicate a possible terrorist threat. These factors should be considered collectively in assessing a possible threat. The reference guide is intended to provide practical information for the line officers but may not encompass every threat or circumstance. State and local law enforcement may contact their local FBI field office or resident agency for additional assistance.

SUSPICIOUS FACTORS TO CONSIDER

1. **Possible Suicide Bomber Indicators – A.L.E.R.T.**
 - A. Alone and nervous
 - B. Loose and/or bulky clothing (may not fit weather conditions)
 - C. Exposed wires (possibly through sleeve)
 - D. Rigid mid-section (explosive device or may be carrying a rifle)
 - E. Tightened hands (may hold detonation device)

2. **Passport History**
 - A. Recent travel overseas to countries that sponsor terrorism
 - B. Multiple passports with different countries/names (caution: suspect may have dual citizenship)
 - C. Altered passport numbers or photo substitutions; pages have been removed

3. **Other Identification – Suspicious Characteristics**
 - A. No current or fixed address; fraudulent/altered: Social Security cards, visas, licenses, etc.; multiple ID's with names spelled differently.
 - B. International drivers ID:
 1. There are no international or UN drivers' licenses – they are called permits.
 2. Official international drivers' permits are valid for one year from entry into the U. S., they are paper-gray in color, not laminated, and are only valid for foreign nationals to operate in the U. S.

4. **Employment/School/Training**
 - A. No obvious signs of employment
 - B. Possess student visa but not English proficient
 - C. An indication of military type training in weapons or self-defense.

5. **Unusual items in vehicles/residences**
 - A. Training manuals; flight, scuba, explosive, military, or extremist literature
 - B. Blueprints (subject may have no affiliation to architecture)
 - C. Photographs/diagrams of specific high profile targets or infrastructures; to include entrances/exits of buildings, bridges, power/water plants, routes, security cameras, subway/sewer, and underground systems

- D. Photos/pictures of known terrorists
- E. Numerous prepaid calling cards and/or cell phones
- F. F. Global Positioning Satellite (GPS) unit
- G. Multiple hotel receipts
- H. Financial records indicating overseas wire transfers
- I. Rental vehicles (cash transactions or receipts; living locally but renting)

6. Potential Props

- A. Baby stroller or shipping cart
- B. Suspicious bag/backpack, golf bag
- C. Bulky vest or belt

7. Hotel/motel visits

- A. Unusual requests, such as:
 - a. Refusal of mail service
 - b. Asking for a specific view of bridges, airports, military/government installation (for observations purposes)
 - c. Electronic surveillance equipment in room

8. Recruitment Techniques

CAUTION: The following factor, which may constitute activity protected by the United States Constitution, should be considered in the context of other suspicious activity and not be the sole basis for law enforcement action.

- A. Public demonstrations and rallies
- B. Information about new groups forming
- C. Posters, fliers, and underground publications

9. Thefts, purchases, or Discovery of:

- A. Weapons/explosive materials
- B. Camera/surveillance equipment
- C. Vehicles (to include rentals – fraudulent name; or failure to return vehicle)
- D. Radios: short-wave, two-way and scanners
- E. Identify documents (State ID's , passports, etc.)
- F. Unauthorized uniforms

EMERGENCY OPERATION CENTER

When a major emergency occurs, or is eminent, it shall be the responsibility of Campus Safety and Security Department to set up and staff an appropriate Emergency Operation Center.

1. FIELD EMERGENCY OPERATION CENTER

If the emergency involves only one building or a small part of the campus, a Campus Safety and Security vehicle is to be placed as near the emergency scene as is reasonably possible. At least one uniformed officer or Public Safety dispatcher is to staff the command center at all times or until the emergency ends.

Field Emergency Operation Center Equipment shall include:

- (a) Barricades and barrier tape, and signs for the scene
- (b) Portable hand radios
- (c) Portable public address system
- (d) First Aid kit
- (e) Campus telephone directory and local telephone directory and yellow pages

2. GENERAL EMERGENCY OPERATION CENTER

If the emergency involves a large part of the campus, the Emergency Operations Center is to be set up in the Academic Administration Building. If this site is unavailable, the Emergency Coordinator is to select an alternate location. At least one uniformed officer or dispatcher is to staff the Command Post at all times until the emergency situation ends. Campus Security shall establish a marshalling area for outside and local agency assistance for operations of the combined on-site emergency resource team. A conference room with facilities for emergency teams or media crews, which is designed to accommodate multiple telephone and/or electrical appliances, is desirable.

DIRECTION AND COORDINATION

1. EMERGENCY DIRECTOR

The President or his designee shall direct all emergency operations.

In the absence of the President or his designee the on-duty Campus Security Officer shall assume operational control of the emergency until relieved.

2. EMERGENCY COORDINATOR

All emergency operations shall be coordinated by the Emergency Coordinator or delegated alternate. The direct operational control of the campus major emergency or disaster is the sole responsibility of the College Emergency Coordinator.

CAMPUS EMERGENCY RESOURCE TEAM

In addition to establishing an Emergency Operation Center necessary, Campus Safety and Security shall immediately begin contacting all necessary members of the Campus Emergency Resource Team, which consists of the following personnel:

BESSEMER CAMPUS

EMERGENCY DIRECTOR	Dr. Perry W. Ward
EMERGENCY COORDINATOR	Dr. Charles Murray
FACILITIES (PLANT OPERATIONS)	Mr. Chad Yancy
DIRECTOR OF FINANCIAL SERVICES	Mr. Craig Lawrence
COORDINATOR OF STUDENT RECRUITMENT AND PUBLIC RELATIONS	Dr. Cynthia Anthony
DEAN OF STUDENTS	Dr. Cynthia Anthony
SAFETY AND SECURITY	LT. Robert Tate

BESSEMER CAMPUS, BUILDING COORDINATORS

Shipping and Receiving	Mr. Chad Yancy	Ext..3497
Millsap Building	LT. Robert Tate	Ext. 3508
Building "A"	Ms. Lori Chisem	Ext. 3409
Building "B"	Mr. Roy Ledford	Ext. 3477
Building "C"	Mr. Tom Berryman	Ext. 3483
Building "D"	Mr. Leevell Dansby	Ext. 3462
Ethel Hall Building	Ms. Kamille Smith	Ext. 3432
Jessie Lanier Building	Ms. Kamille Smith	Ext. 3432
Emergency Operation Center	Ethel Hall Building 1 st Floor Front Desk and Dr. Ward's office	Ext. 3505

BIRMINGHAM CAMPUSES

EMERGENCY DIRECTORY	Dr. Perry W. Ward
EMERGENCY COORDINATOR AND VP ACADEMIC AFFAIRS	Dr. Bruce Crawford
MAINTENANCE SUPERVISOR	Mr. Richard Gibbs
VP ADMINISTRATION/STUDENT SERV	Mrs. Sharon Crews
CHIEF OF SAFETY AND SECURITY	Mr. Walter Williams, Jr.
DIRECTOR OF PUBLIC RELATIONS	Ms. Geri Albright
DEAN OF STUDET LIFE	Ms. Charlsie Cook

BUILDING COORDINATORS

West Campus

Building "A"	Mrs. Sharon Crews	Ext. 6307
Building "B"	Mrs. Patricia McCullum	Ext. 6382
Building "C"	Dr. Karl Pruitt	Ext. 6348
Building "D"	Mrs. Sandra Henderson	Ext. 6333
Gym/Fine Arts Bldg.	Ms. Eleanor Pitts	Ext. 6389
Kennedy Student Center	Mr. Walter Williams, Jr.	Ext. 6317

East Campus

Shop Bldg. #1	Mr. Victor Spencer	Ext. 2069
Shop Bldg #2	Mr. Ralph Byrd	Ext. 2125
Gaston Building	Mr. Donald Sledge	Ext.6 442
One Stop Center	Mr. Lorenza Thomas	Ext. 6467
Howard Building	Mrs. Gwendolyn Hunter	Ext.6458
Small Business Center	Ms. Tomeka Minnifield	Ext.6384

Perry W. Ward ACATT	Mrs. Vernona Williams	Ext. 6472
Living Learning Facility	Ms. Sonya Williams	Ext. 6496
Horn Building	Mr. Alga Gatson	Ext.6321
Ethel Hall Building	Dr. Sheila Marable	Ext. 6437
Facilities Building	Mr. Nick Shields	Ext.6344

Team members may coordinate as necessary with the Emergency Coordinator for implementation and coordination of campus operation plans and support as it pertains to their areas.

Team members are to be kept in constant communication with the Emergency Operation Center. General responsibilities of the team members are listed below.

1. EMERGENCY DIRECTOR

President of Lawson State Community College

- (a) The President is responsible for the overall direction of the College Emergency response.
- (b) Works with the Chief of Safety and Security and others in assessing the emergency and preparing the college's specific response.
- (c) Declares and ends, when appropriate, the campus state of emergency as provided for in the Introduction of this Guide.
- (d) Notifies and conducts all liaison activities with the College Administration, governmental agencies, Emergency Resource Team and others as necessary.

2. EMERGENCY COORDINATOR

Acts as Emergency Director in the absence of the President.

- (a) The Coordinator is responsible for the overall coordination of the College Emergency Response
- (b) Determines the type and magnitude of the emergency and establishes the Emergency Operations Center
- (c) Initiates immediate contact with the President and College Administration; begins assessment of the college's condition.
- (d) Notifies and utilizes police, Public Safety, and, if necessary, student aides in order to maintain safety and order.
- (e) Notifies the members of the Emergency Resource Team, advises them of the nature of the emergency.
- (f) Notifies and conducts liaison activities with appropriate outside organizations such as fire, police, Office of Emergency Services, etc.
- (g) Insures that appropriate notification is made to off-campus staff when necessary.

- (h) Performs other related duties as may be directed by virtue of the campus emergency.
- (i) Prepares and submits a report to the President appraising the final outcome of the emergency.

2. DAMAGE CONTROL

Maintenance Supervisor / Dean of Business and Finance

- (a) Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.
- (b) Provides vehicles, equipment and operators for movement of personnel and supplies, assigns vehicles as required for the Emergency Resource Team for emergency use and obtains the assistance of utility companies as required for emergency power and lighting systems as required.
- (c) Furnishes emergency power and lighting systems as required.
- (d) Surveys habitable space and relocate essential services and functions.
- (e) Provides facilities and emergency generator fuel during actual emergency or disaster periods.
- (f) Provides for storage of vital records at an alternate site; coordinates with building and area coordinators for liaison and necessary support.
- (g) Contacts Insurance Companies regarding damage claims.

3. CAMPUS PUBLIC SAFETY AND COMMUNICATIONS

Chief of Safety and Security

- (a) Maintains the Campus Security office in a state of constant readiness.
- (b) Notifies college administrators of major emergencies.
- (c) Monitors campus emergency warning and evacuation systems.
- (d) Takes immediate and appropriate action to protect life, property, and to safeguard records as necessary.
- (e) Obtains assistance from the City, County, and Federal Government for radiological monitoring and first aid as required.
- (f) Provides traffic control, access control, perimeter and internal security patrols and fire prevention services as needed.
- (g) Provides and equips an alternate site for the Emergency Operations Center.

4. PUBLIC INFORMATION

Director Public Relations

- (a) Establishes liaison with the news media for dissemination of information as requested by the President.
- (b) Establishes liaison with local radio and TV services for the public announcements.
- (c) Arranges for photographic and audio-visual services.
- (d) Advises the President of designee of all new concerning the extent of disaster affecting the campus.

- (e) Prepares news releases for approval and releases to media concerning the emergency.

5. DEAN OF STUDENT DEVELOPMENT SERVICES

- (a) Coordinates shelter facilities with Maintenance Supervisor as required.
- (b) Establishes liaison with Student Government Association regarding any emergency situation.
- (c) Maintains liaison with other members of emergency team.
- (d) Prepares reports for submission to the President appraising the final outcome of the emergency as it relates to areas of student support services.

6. DEAN OF INSTRUCTION

- (a) Notifies all Division Chairpersons and Library Personnel of an emergency situation.
- (b) Notifies Off-Campus Site Personnel if appropriate.
- (c) Maintains liaison with other members of emergency team.
- (d) Prepares reports for submission to the President appraising the final outcome of the emergency as it relates to areas of instruction.

RESPONSIBILITIES

1. PRESIDENT

The College President, or designated alternate as Campus Emergency Director, is responsible for the overall direction of campus emergency operations as outlined in the Emergency Resource Team section of this guide.

2. ADMINISTRATORS, DEANS, AND DEPARTMENT HEADS

Every administrator, dean and department head shall appoint a specific person as Building/Facility Coordinator (see Appendix I) for every activity under their control, and they shall have the following general responsibilities prior to and during any emergency.

A. EMERGENCY PREPAREDNESS

- (1) Building evaluation information shall be distributed to all employees with follow-up discussions, on-the-job training or explanation as required. Contact Campus Safety and Security for assistance.
- (2) Time shall be allowed for training employees in emergency techniques such as fire extinguisher usage, first aid, CPR, and building evacuation procedures. Contact Campus Safety and Security for assistance.

B. EMERGENCY SITUATIONS

- (1) Inform all employees under their direction of the emergency condition.
- (2) Evaluate impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.
- (3) Maintain emergency telephone communications with officials regarding their own activity (or from an alternate site if necessary).

3. FACULTY AND SUPERVISORS

Each faculty and staff supervisor has the responsibility to:

- (a) Educate their students and/or employees concerning college emergency procedures as well as evacuation procedures for their building and/or activity.
- (b) Inform their students and/or staff of an emergency and initiate emergency procedures as outlined in this Guide.

- (c) Evaluate, survey, and estimate their assigned building facility or activity in order to determine the impact of fire or severe weather could have on their facility. Report all safety hazards to the Chief of Safety and Security. Work orders to reduce hazards and to minimize accidents should be promptly submitted to the Maintenance Department.
- (d) **IMPORTANT:** Inform all students, staff and faculty to conform to building evacuation guidelines during any emergency and to report to a designated campus assembly area outside the building where a head count can be taken.

COLLEGE NOTIFICATION SYSTEM

Emergency notification at Lawson State Community College is done through e-mail, Blackboard and the telephone. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus.

1. PUBLIC SAFETY

The Campus Safety and Security Department is the focal point for two-way transmission of official emergency telephone communications to college administrators. Each college administrator, upon receiving notification of a campus emergency, is to pass the same information along to those departments/offices under their direction.

The officer on duty will notify the Campus Emergency Coordinator of any campus emergency as necessary and will initiate the notification system by calling the following college administrators as appropriate:

- (1) President
- (2) Dean of Instruction
- (3) Administrative Assistant
- (4) Dean of Student Development Services
- (5) Public Relations Director

IMPORTANT: During an emergency, campus phones must be restricted to college official use only. In the absence of phone service, Campus Security may provide runners for emergency notification (contingent on available personnel).

ON/OFF CAMPUS SOURCES OF ASSISTANCE DURING EMERGENCIES

1. ON CAMPUS ASSISTANCE

(a) Campus Public Safety Emergency

While dialing from On-Campus telephone, dial 925-3587

Uniformed Campus Safety and Security Officers are on duty 24 hours per day. Additionally, police help is readily available from the Birmingham Police Department 328-4311/Bessemer Police Department 425-2411.

(b) Maintenance Operations: Trouble/Service

Bessemer Campus – 329-8973

Birmingham Campus - After 5:00 P.M. contact Campus Security at 925-3587.

Maintenance is available at all times during normal working hours and on short notice at other times. They are capable of providing the following emergency services:

(1) UTILITIES

Repairs to water, gas, electric and sewage systems.

(2) STRUCTURES

Repairs to structures and mechanical equipment therein, including heating and cooling system.

Contact at extension 215 or dial beepers direct:

Robert Sample – 281-0222

Charles Hall -- 281-0711

(c) Business Affairs Office

Emergency procurement of materials and services can be arranged in direct support of any contingency.

(d) Emergency Shut Down Procedures

NOTE: In the event of a natural disaster in which major structural damage is sustained it is advisable to turn off hazardous utilities. Electricity and natural gas are of primary concern.

1. OFF CAMPUS ASSISTANCE/DISASTER RESOURCES

All disaster resources can be reached through dialing 911 or by calling the Civil Defense Office at 254-2039.

EVACUATION PROCEDURES

IN AN EMERGENCY.....POLICE/FIRE/AMBULANCE.....DIAL 911

IN AN EMERGENCY IN WHICH CAMPUS SECURITY CANNOT BE REACHED..DIAL 911

1. BUILDING EVACUATION

- (a) All building evacuations will occur when an alarm sounds (tornado only) and/or upon notification by Campus Safety and Security or Building Coordinator.
- (b) When the building evacuation alarm is activated and/or notified by Campus Safety and Security or Building Coordinator during an emergency, leave by the nearest marked exit and alert others to do the same. (See Building Evacuation Routes in this section).

During an emergency evacuation, each instructor is responsible for the safe and orderly evacuation of his/her class. Instructors not in class should assist with any evacuation problems that may arise. It is the instructor's responsibility to prevent panic, control traffic, and provide calm leadership. The following guidelines should be observed:

Instructors should know the shortest route from the classroom to the nearest site.

When the need to evacuate the building arises, the class should be directed to move single-file through the nearest exit and well beyond the building to an area of safety.

The instructor should be the last to leave in order to check that all students are out of the classroom and to close the door.

Never return to the building until instructed to do so by the appropriate authorities.

- (c) Assist the Handicapped in exiting the building.
- (d) Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear from emergency vehicles and personnel. Know your area assembly points.
- (e) DO NOT return to an evacuated building unless told to do so by a college Official.

IMPORTANT: After any evacuation, report to your designated area assembly point. Stay there until an accurate headcount is taken. The Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

1. **CAMPUS EVACUATION**

- (a) Evacuation of all or part of the campus grounds will be announced by Campus Security as described.

- (b) All persons (students and staff) are to immediately vacate the site in question and relocate to another part of the campus grounds as directed.

2. **BUILDING AND GROUNDS PROTECTION**

The Director of Facilities shall have the responsibility for ensuring that all buildings and grounds be protected against damage by high winds and water. Upon decision to close the college because of extreme weather, the following protective measures shall be implemented:

All windows and doors shall be sealed, taped, and protected by use of plywood and/or typhoon tape as available.

The bookracks of the library will be wrapped with plastic and taped and tied as securely as possible.

All trash cans and other loose objects shall be placed inside buildings to ensure that they cannot be blown about in high winds.

All outside glass shall be protected by plywood.

When necessary, all systems (air conditioning, gas, electrical and water) shall be shut down and equipment and materials relocated to a safe location.

NOTIFICATION TO EMPLOYEES

The Director of Public Relations and Community Affairs shall be responsible for placing an appropriate recording for the switchboard which announces the closing of the college due to extreme weather and informing the local media.

BUILDING EMERGENCY EVACUATION ROUTES

WEST CAMPUS

ADMINISTRATION BUILDING

SECOND FLOOR

Exit Southeast end of building (Main Entrance) stairwell next to President's Office and assembles on front lawn.

MAIN FLOOR

Exit Northeast end of building next to Academic Building and assemble in Student Center Parking Lot.

ACADEMIC BUILDING

MAIN FLOOR

Exit Southeast end of building and assemble in rear parking lot.

BASEMENT FLOOR

Exit Northwest end of building next to TV station and assemble on the baseball field.

SCIENCE BUILDING

SECOND FLOOR

Exit stairwell at northwest end of building next to Academic Building and assemble on baseball field.

FIRST FLOOR

Exit door next to Library Building and assemble on football field

LIBRARY BUILDING

Exit door on southeast end of building toward Administration Building and assemble on front lawn.

LEON KENNEDY STUDENT CENTER

SECOND FLOOR

Exit southwest front center stairwell and go out main front entrance of building and assemble on front lawn.

MAIN FLOOR

Exit southwest side door next to bookstore and on the backdoor through kitchen and assemble in Student Center center parking lot.

EAST CAMPUS

SHOP BUILDING #1

Exit ramp doors and assemble in building parking lot.

SHOP BUILDING #2

Exit ramp doors and assemble in building parking lot.

HOWARD BUILDING

SECOND FLOOR

Exit south main exit and assemble in Gaston Building back parking lot.

MAIN FLOOR

Exit northeast on roll up doors and assemble in parking lot between Shop #1 and Shop #2.

A. G. GASTON BUILDING

SECOND FLOOR

Clerical program exit southeast exit and assemble in back parking lot.

Administration Office, exit front entrance and assemble on lawn on front of building.

Commercial Foods and Sewing programs exit northwest side entrance and assemble on lawn in back of building.

BASEMENT FLOOR

Cosmetology and Barbering program exit southeast doors toward Nursing building and assemble on lower part of cul-de-sac.

SMALL BUSINESS CENTER

Exit front entrance and assemble in parking lot.

ONE STOP CENTER

Exit front entrance and assemble in parking lot.

FRED HORN BUILDING

Exit front entrance and assemble in front parking lot.

PERRY W. WARD ACATT BLDG.

First floor exit front entrance and Assemble in parking lot in front of building. Second floor North wing

Exit stairwell on north end of Building and assemble in the parking lot in front of stairwell. Second floor East wing exit stairwell on east end of building and assemble in parking lot in front of front entrance.

Third floor north wing exit stairwell on North end of building and assemble in parking lot in front of stairwell. Third Floor east wing exit stairwell on east End of building and assemble in parking lot in front of entrance to building.

LIVING LEARNING FACILITY

First floor exit front entrance and assemble in parking lot in front of building. Second floor north wing exit stairwell on north end of building and Assemble on in parking lot in front of building. Second floor south wing exit stairwell at south end of building and assemble in the parking lot in front of building. Third floor north wing exit stairwell at the north end of building and assemble in parking lot in front of building. Third floor south wing exit stairwell on south end of building and assemble in the parking lot in front of building.

ETHEL K. HALL BUILDING

First floor exit front and assemble in parking lot in front of Fob James Bldg. Second floor east wing exit stairwell on east end of building and assemble in rear parking lot of A. G. Gaston Building.

Second floor south wing exit southwest stairwell of building and assemble in parking lot in front of Fob James Bldg.

BESSEMER CAMPUS

BUILDING “A” ALL FLOORS

South End

Exit the nearest MARKED EXIT and assemble in the lower south parking lot at least 500 ft. from the building.

North End

Exit the nearest MARKED EXIT and assemble in the north parking lot at least 500 ft. from the building.

Hospital Side

Exit the nearest MARKED EXIT and assemble on the lawn at least 500 ft. from the building.

**Nursing Wing/Student Services/
Cafeteria**

Exit the nearest MARKED EXIT and assemble in the rear parking lot next to the Interstate fence.

BUIDING “B”

First Floor

Exit the nearest MARKED EXIT and Assemble in the lower parking lot at least 500 ft. from the building.

Second Floor

Exit the nearest MARKED EXIT and assemble in the rear parking lot next to the Interstate fence.

BUILDING “C”

Exit any MARKED EXIT or open rollup door.

JESS LANIER

Exit the nearest MARKED EXIT and assemble at least 500 ft. on the lawn, on the Highway 11 side or the parking lot, on the “C” building side.

ETHEL HALL BUILDING

First Floor

Exit the nearest MARKED EXIT and assemble in the parking lot at least 500 ft. from the building.

Second Floor

Exit the nearest MARKED EXIT and assemble in the parking lot at least 500 ft. from the building.

BUILDING “D”

Exit the nearest MARKED EXIT and assemble in the parking lot at least 500 ft. from the building.

MILLSAP BUILDING

First Floor

Exit the nearest MARKED EXIT and assemble in the parking lot at least 500 ft. from the building.

Second Floor

Exit the nearest MARKED EXIT and assemble in the parking lot at least 500 ft. from the building.

BUILDING “G”

Exit the nearest MARKED EXIT or any open rollup door and assemble in the parking lot at least 500 ft. away from the building. If you use the rear exit assembly on the lawn at least 500 ft. from the building.

Section III: Safety Rules for Personnel

SAFETY RULES FOR ALL PERSONNEL

GENERAL

1. Any hazardous mechanical and physical condition or arrangement shall be reported to your supervisor immediately.
2. If working under conditions that you think are dangerous, consult your supervisor.
3. Stay clear of any hazardous areas.
4. Employee shall not open or close any valves, except under direct orders from the supervisor or the operator in charge of the equipment/site.
5. Qualified electricians shall make repairs to electrical equipment or appliances only.
6. Tools and materials shall not be dropped from elevations. They must be carried or hand-lined down.
7. Extreme care shall be exercised in opening of hydraulic or pneumatic lines, pumps, etc. Any indication of excessive pressure must be called to the attention of your supervisor.
8. Working with hazardous liquids or any amount of gases without proper personal protective equipment will not be permitted.
9. Defective tools shall not be used and shall be called to your supervisor's attention.
10. When using chisels, striking wrenches, hammers, or punches, examine the striking surfaces frequently for burrs and other foreign matter.
11. Use proper tools for the work involved.
12. Safety belts or lifelines shall be used when working 10 feet or more above ground, where it is not practical to make other provisions to prevent falling.
13. If an employee's clothing becomes saturated with acids, ammonia, or any chemical solutions, remove clothes immediately and shower.
14. Don't take any chances, which may cause a fall.
 - a. Failure to look where you are going.
 - b. Running or jumping in work places.
 - c. Standing on boxes, chairs, and makeshifts instead of using ladders or platforms.
 - d. Neglecting to use handrails and running on stairs.
 - e. Failing to face ladder when carrying object on it.
 - f. Getting too close to edges of elevated platforms, docks, and stages.
15. Place tools and materials where they cannot slip, roll, or otherwise fall.
16. Wash the hands and skin with soap and water if exposed to oil or grease.
17. Apply first aid to a scratch or wound.
18. Lift with your legs and not your back. Bend your knees and keep the back as nearly vertical as possible and always use a safety belt.
19. Protection against chemicals-acids and alkalines.

- a. If there is danger of spills, splashing, etc., wear acid hood, rubber coverall, gloves, and boots. Tuck the glove gauntlet inside your sleeve. Keep your trouser legs outside of boots.
- b. If minor splashing is the only hazard, wear goggles, rubber boots, apron, and gloves.
- c. If concerned with flying particles, wear goggles, gloves, and apron.

CHEMICAL GLOVES

Remember the best of clothing is only partial protection. Complete safety depends on your proper handling of any chemicals with which you work.

1. Must be worn on any operation where there is the change of coming in contact with hazardous chemicals, solvents, acids, caustics, catalysts, etc.

FACE SHIELDS

1. The face shield should be used in operations that are hazardous to the face as well as the eyes.
2. This shield must not be used for heavy grinding, chipping or other operations where resistance to severe impact is necessary.
3. Scratched shields should be replaced.

GOGGLES

Proper eye protection is an important part of our safety program. Goggles should be used in the following:

1. Around equipment containing dangerous chemicals.
2. All grinding, drilling or chipping operations.
3. Doing any work requiring specialized eye protection, such as welding, sandblasting, etc.
4. Chipping concrete or brick.
5. When operating grinders or buffers.
6. When using picks.
7. Using air, steam or water pressure for cleaning.
8. Gas welding or cutting.
9. Using saws, jointers, etc.
10. Electric welding.

WORK CLOTHING

The type of clothing you wear can be an important factor in continued safety and well-being.

1. Wear sufficient well-fitting clothing to cover the body.
2. Working without a shirt is not permitted.
3. Safety shoes (i.e. steel toe boots) are recommended footwear.
4. Do not wear loose-fitting clothing around moving conveyers, pulleys, machinery, etc.
5. Certain types of clothing are furnished for your protection.

GENERAL SAFETY RULES AND PROCEDURES FOR THE USE OF TOOLS AND EQUIPMENT

Always use the right tool for the right job, and use the tool right.

BARS (PRY OR NAIL)

1. Bars will not be used as hammers.
2. Never use a bar to pry open a flange, man way sewer opening, etc., that may contain flammable gases or liquids unless bar is made of non-sparking materials.
3. Never grasp a bar with prying in such a manner that if the bar slips, your hands will be caught between the bar and other objects.
4. Keep bars free of oils and grease.
5. Do not use bent or chipped bars.
6. Do not use cheaters on bars.
7. Employees working with bars must be spaced far enough apart so as not to strike another employee if bar slips.
8. If a bar is needed, use a bar – not a makeshift tool such as a pinwrench, plier's handle, etc.

BENCH AND STAND GRINDERS

1. Wear goggles or face shield.
2. Goggles or face shields must be stationed near grinders at all times.
3. Do not use grinder without safety guard in place.
4. Do not stand in front of the grinding wheel when starting grinder.
5. Feed work to wheel gradually. Give a cold wheel a chance to warm up.
6. Keep wheel dressed. Do not use an unbalance wheel.
7. Turn off motor when you leave grinder.

CHAIN HOISTS

1. Do not use any hoist for a load greater than its rated capacity.
2. Be sure hoists are in good condition before using.
3. Do not use pipe on the handle of any hoist for extra leverage.
4. Never walk under hoisted materials/equipment.

CHISELS

1. Use only tools in good condition. Never use a chisel with a burred or mushroomed head.
2. Return defective chisels to Supervisor for proper disposal.
3. Wear goggles when using hammer and chisel to protect your eyes from flying particles.
4. Protect your hand as much as possible when using hammer and chisel. Always wear gloves.
5. Protect other employees from flying chips/

COMPRESSED GAS CYLINDERS

1. Always consider each cylinder as full, and handle accordingly.
2. When handling oxygen cylinders with gloves, be sure the gloves are free from oil or grease.
3. Always keep acetylene cylinders on end, and when transporting them, block or tie them securely.
4. Lift, rather than slide, each cylinder from a truck. Avoid bumping the valve-protecting cap. Rolling cylinders is dangerous. Use a carrier.
5. Never use compressed gas cylinders as rollers for moving heavy material.
6. Store gas cylinders securely so that they cannot fall over or be struck, and where they cannot come in contact with salt or corrosive chemicals or fumes.
7. Avoid exposing cylinders to heat or sun and do not place them near flammable materials.

DRILL PRESSES

1. Wear goggles.
2. Do not wear loose or torn clothing.
3. Use the safeguards provided.
4. Be sure you are using the proper size drills.
5. Always clamp work on the drill table. Do not hold work on a drill freil by hand.
6. Run drill at proper speed. Do not force feed drill.
7. Stop machine to make adjustments or repairs.
8. Do not leave chuck wrench in chuck.
9. Use a brush or hook to remove chips from drill. Never use your fingers.

ELECTRICAL EQUIPMENT

1. Do not tamper with electrically drive equipment. This is work for an electrician.
2. Do not remove light bulb without replacing them with proper type and wattage.
3. All electrical equipment must be properly grounded.
4. An electric extension cord must not be used if it is in bad condition, laid through water in such a matter as to allow motorized equipment to travel over it.
5. Employees should regard all electrical wires as live and dangerous. Report immediately.
6. Any dangling electrical wire should be reported immediately to your immediate supervisor.
7. Report all electrical equipment that is in an unsafe condition to your supervisor.
8. Never close a switch or breaker that has been opened unless authorized to do so by your supervisor.
9. All electrical breakers must be thrown and locked-out before process equipment can be worked on.

10. All live fuse, lighting and power cabinets must be kept closed and locked at all times.
11. If an electrical power unit motivates moving machinery and it is necessary to make repairs to same, then refer to and follow the electrical lockout procedure.

EQUIPMENT GUARDS

1. All excavations must be guarded or covered with planks.
2. Replace covers or guardrails before leaving a job.
3. Permanent chains or guardrails must be replaced immediately after the need of the opening is ended.
4. Do not use handrails as a support for materials such as manhole cover plates.
5. Any employee removing manhole covers from pits in floor or in the ground must replace them or see that the openings are covered if left open.
6. All guards on equipment must be replaced when job is finished.
7. All “v” belts, drives, chains, tail and head pulleys (where needed) must have proper guards in place.
8. Do not drive around or move road barricades to enter any area. When area is clear, barricades will be removed.

FLEXIBLE SHAFT TOOLS

1. Check equipment before using.
2. Wear goggles.
3. Do not wear loose or torn clothing.
4. Do not straddle or drape shaft over body. Avoid kinks or bends.
5. If grinding wheels are used, be sure wheel is rated for proper speed of motor.

HAND SHOVEL AND SPADE

1. When shoveling, be sure there is plenty of room between you and others to avoid striking them with the tool or with material.
2. See that the tool has a strong smooth handle and grip is free from splinters, checks, and splits; and that the blade is smooth, sharp, and free from twists.
3. Use the ball of your foot-not your instep-to press the tool into clay, dirt, or other material.
4. Avoid strains. Dig and lift loads by using your leg muscles as much as possible.
5. Never throw or toss a shovel or spade toward another person.
6. Never leave a shovel or spade where others may stumble over it or strike against it. Hang it up, or stick the blade securely in the ground, or stand it in a corner.

IMPACT WRENCHES

1. Wear goggles.
2. Use equipment in good condition only.
3. Use correct size sockets.
4. Be sure socket is fully seated on nut before operating wrench.

5. Hold impact wrench firmly when main air supply valve is open. Turn air “off” when wrench is not in use.

LADDERS AND STAIRWAYS

1. Ladders must be in good condition.
2. Ladders must be equipped with safety shoes or secured to prevent slipping.
3. Do not place ladders in front of doors unless the door is locked and/or guarded.
4. Always face the ladder when descending or ascending.
5. Do not carry large or heavy materials up and down ladders, use a hand line.
6. Be sure to have one hand free when carrying materials up and down stairways.
7. Do not run up and down stairway.
8. When working on an extension ladder, lash is securely.
9. Always use the handrail on stairway.
10. Never stand on the top two rungs of a ladder.
11. Never splice two ladders together.
12. Boards must be placed under ladder is used on soft ground.
13. Place the top of a ladder against a solid wall – never a windowpane or sash.
14. Place the base of a ladder one-fourth (1/4) the ladder’s length away from the object against which it is leaning.

EXAMPLE: The base of a 12-foot ladder should not be less than 3 feet from the object against which the ladder is leaning.
15. Do not paint ladders except for necessary identifying marks.
16. Keep ladder close to work. Do not reach more than arm’s length.

SAFETY BELTS OR LIFE LINES

1. An altitude hazard shall be construed as existing whenever persons are required to work from any sort of scaffold, platform or other elevations, which should be 10 feet above ground level and does not provide sufficient protection to the worker. Under such conditions, safety belts shall be required:

EXCEPTION:

 - a. Persons working on approved scaffolds.
 - b. Persons working on approved carriages.
 - c. Persons working on flat roofs (all other roofs require safety belts-also any roof when working within 6 feet of the edge).
2. When a safety belt is worn, the safety belt line must not be supported or tied to the scaffold, ladder carriage or platform from which the employee is working.
3. All safety belts and ropes must be inspected before being used.

SCAFFOLDS AND SCAFFOLDS PLATFORM BOARDS

1. Construct scaffolds with board of 2 x 10's or larger. Do not use material for scaffolding unless in good condition.
2. For protection on scaffolds 4 to 10 feet from ground, scaffolds must be provided with a single handrail 42 inches above the scaffold platform boards and toe boards.
3. Scaffolds 10 feet or more in height must be provided with toe boards and also an intermediate rail between scaffold platform boards and top handrail, which will be 42 inches above scaffold.
4. When it is necessary to place materials on scaffold platform, the scaffold platform boards must be placed close together to prevent materials from falling through.

1. Wire or nail down scaffold boards to supports.
2. Always use a well-balanced scaffold.
3. A safe means of access should be provided to all scaffolds.

1. Use at least three-scaffold platform boards at all times except where it is impossible. 2. Scaffold platform boards must be as follows:

- b. Knot free.
- c. Cleated with 2"x4" at each end.
- d. Not to exceed 8 feet in length
- e. Must be of 2" x 10" material at minimum.
- f. Must not be used for any purpose other than scaffold platform boards.

1. Before a newly constructed wooden or erected steel scaffold is used by a craft, it must first be inspected and meet the approval of the supervisor in charge of the job, who will work from the scaffold.

2. No part of a scaffold shall be removed without approval of the supervisor in charge of the job performing work from the scaffold or until such scaffold is ready for complete disassembly.

3. Platform boards and all material from the scaffold platform must be lowered to ground level by hand line or other safe lowering methods.

SCREWDRIVERS

1. Always use a screwdriver that fits the screw head.
2. Never use a screwdriver with a split or splintered handle.
3. Do not use screwdrivers for pry bars, chisels, punches, nail pullers, hammers, etc.

TRENCHES AND DITCHES

1. Before any digging shall start, receive permission from your supervisor or other appropriate authority.
2. Do not jump into a trench. Sit on the shoulder and slide in. If the trench is over 3 feet deep, use a ladder.

3. Keep the shoulders of the trench free from tools, materials, stones and loose earth.
4. If the walls of the trench contain glass, wire, and other sharp objects, remove them carefully and promptly.
5. Trenches must be braced whenever sand or other loose soil is encountered. Keep the soil bank far enough from the edge of the trench to avoid excess weight and cave-ins.
6. When making tunneled openings, make sure the soil is compact enough to prevent cave-ins, or that it is suitable braced.
7. Proper shoring of trenches is especially important near pedestrian or vehicular traffic.
8. Be careful not to strike electric conduits or other underground systems when using a pick or an air tool in a trench. Check drawings first!

WHEELBARROWS

1. Avoid using a wheelbarrow with cracked or broken handles, damaged or wobbly wheels, loose legs, or ragged edges.
2. Keep wheel axle bearings well lubricated.
3. Balance all loads carefully, placing the center of the weight well forward to save lifting strain. Lift with your leg muscles, keeping the back nearly upright.
4. When wheeling a heavy load, take special care, if the load should tip over, not to get caught by the handles.
5. See that plank runways are well supported and not apt to shift or tip over.
6. Watch for insufficient clearances.
7. Wear gloves to protect your hands.
8. Do not leave a wheelbarrow in a position where it may tip over.
9. Never run with a wheelbarrow – this leads to serious stumbling and falling injuries.

WRENCHES

1. Use wrenches that are the right size and type for the job.
2. Never use a piece of pipe on a wrench handle to get more leverage.
3. Use only wrenches in good condition.
4. Keep wrench jaws clean.
5. Never use a shim to make wrench jaws fit.
6. Do not use a wrench as a hammer.
7. Always place an adjustable wrench on a nut so it tends to close the jaws on the nut.
8. Pulling on a wrench is safer than pushing. If you must push, keep your knuckles clear.
9. Avoid falls – see that your footing is secure before you pull.

TRACTOR MOWER

It shall be the responsibility of the operator of this equipment to see that these safety procedures are followed:

1. Only the operator shall ride this equipment and the operator must be seated.
2. When mowing along roadways, drive the tractor so that the cut materials will be directed away from the roadway.
3. If cutting in a new area and you are not completely familiar with the area proceed very slowly, being cautious of loose materials, protruding pipes, etc.
4. Be sure chain guard around cutter blade guard is in proper place and no chains missing.
5. Do not attempt to make adjustments to cutter blade, cutter blade guard, and chain guard or cutter blade drive shaft without first shutting off mower tractor engine.
6. Do not run motor during refueling process.
7. Should vehicle have faulty wiring or exhaust system, the vehicle shall not be operated until proper repairs are completed.
8. When replacing shear pins, obtain correct shear pin. Do not use any other material for shear pin.
9. Horseplay with vehicle will not be permitted.
10. Be alert before attempting the cross railroad tracks and/or roadways.

POWER MOWERS

1. Read and understand the instructions in the manual.
2. Wear properly fitting work clothes. Pants and proper footwear are a must.
3. Clear the area of any persons not working with mower. Pick up foreign objects that might be thrown by the blade.
4. Start the mower only where your footing is firm and the machine will be stable while you're adjusting its speed.
5. Never use any mower where grass is wet.

GASOLINE POWER MOWERS

Add gasoline before you start the mower. A fire could result if you put gas into a hot or running engine. If the mower runs out of gas, let the engine cool before adding more. Fill the tank outdoors. Warn smokers to stay away. Put mower in neutral before starting the engine and stand clear of the discharge chute.

ELECTRIC POWER MOWERS/TRIMMERS

Use a brightly colored extension cord what will be easily visible against the grass to avoid mowing/trimming over it. The wire should be of suitable size for the amount of current it needs and of the three-wire type that must be grounded through an outlet. When you finish mowing/trimming, turn off the switch, don't just unplug it.

MOWING OPERATIONS

1. Push the mower, don't pull it.
2. Never leave the motor running unattended.
3. Never run the motor in an enclosed space. Deadly carbon monoxide may build up.
4. If you have a walk-behind mower, mow lengthwise across the face of a slope instead of up and down as the mower could either fall back on you or go flying away down the hill.
5. Do not try to unclog the mower while it is running.
6. Remove the spark plug, before you must work on the underside of a mower.
7. If the equipment being used is of the rotary type, special attention shall be given to the condition of the blade mounting bolt or nut.

PICKUPS, TRUCKS AND VANS

These rules and procedures apply to pickups and generally to trucks as applicable. It shall be the responsibility of the operator of this equipment to see that these safety rules and practices are followed:

1. The posted speed limit and traffic signs must be observed.
2. All riders must be seated on vehicle bed; arms and legs must not extend past or over vehicle bed.
3. No more than three (3) employees shall ride in cab of pickup.
4. Do not operate vehicle off roadways and into operating area without permission.
5. Place load on vehicle bed so that it is properly balanced.
6. Inspect timbers before using them for blocking to see that the edges are square, of sufficient length, and in good condition.
7. Inspect equipment thoroughly before operating.

These rules and procedures apply to all trucks and van (winch, float, flatbed, dump, etc.). It shall be the responsibility of the operator of this equipment to see that these rules and practices are followed:

1. Loads on frame or gin pole of truck shall not be moved without first having loaded properly secured.
2. Personnel are not allowed to ride in dump bed of dump truck or back of van.
3. When spooling line on winch drum, use guide bar or exert pressure with winch line hook to cause winch line to spool properly. Keep hands clear of moving cables.
4. Before traveling with suspended load, check load to see that it is properly balanced and secured.
5. Familiarize yourself with the load limits that can be exerted against the gin poles, gallows, frames, etc.
6. Be sure tailboard and all frame sheaves are the proper size for the winch line cable and the sheaves are not worn, cracked or out of alignment.

7. Should it be necessary to rig “guy lines” do not secure the “guy lines” to operating equipment, operating equipment supports or operating equipment foundations without first having secured approval of the supervisor.
8. Material or equipment must not be hoisted over “on-stream” operating equipment. Only in extreme emergencies may this be done and then only with the approval of the supervisor.
9. The equipment operator shall keep all parts of the equipment at least eight (8) feet away from any electrical conductor. Should contact be made with an electrical conductor, the equipment operator should remain in his present operating position and should not attempt to leave the unit until the electrical power supply has been “killed.”
10. Take full account of your surroundings before making a lift. See that the proper hitch has been made and the load properly balanced. Closely observe your hoisting load at all times.
11. Do not pull a winch line around a piece of equipment or structural steel without using a snatch block.
12. Use cable slings of the proper size for making lifts, attaching snatch blocks, hooks, etc. Do not use chains or ropes.
13. It is not permissible for anyone to ride a load being hoisted.
14. Do not reel or unreel cable or rope at excessive speeds.
15. The operator will be responsible to see that the truckload is properly secured.
16. Do not stand under or allow your fellow worker to stand under a suspended load.
17. Do not carry a suspended load either too large or in such a manner as to over-balance vehicle.

GENERAL SAFETY RULES FOR SPECIFIC JOB FUNCTIONS

PAINTERS

In addition to the Safety Rules for all personnel (page 22), the following rules will prove helpful in the work of the employees working with paint. Some spray coating and painting ingredients are toxic or harmful to workers' health if excessive amounts are breathed, swallowed or absorbed by the skin. By using the following precautions, your health will be protected:

1. Use adequate ventilation or exhaust system.
2. Use proper respirators or masks where ventilation is not adequate.
3. Cleanse the skin thoroughly of any paint material. Use only suitable creams, soaps or cleaners. Never use thinners or solvents for this purpose.
4. Always wash face and hands before eating.
5. Keep all open wounds properly protected.

WELDERS

In addition to the observance of the General Safety Rules, the following rules will prove helpful in the work of employees in welding.

1. You are your own inspector of your welding equipment. If something is wrong, you should be the first to find it and report it. Do not depend upon the observation of others to keep your equipment in prime condition.
2. Wear good gloves and good shoes. It is suggested not to wear low shoes while welding. Torn or badly worn gloves may result in severe burns.
3. Make sure your shield or helmet is light tight. Sore eyes can result from a leaky helmet. Leaky helmets or shields should be repaired at once.
4. Watch your own arc through the protective devices provided. Avoid looking at other arcs when helmets are up or goggles are off.
5. Keep dry wherever possible.
6. When chipping slag, use your hammer and have your goggles in place.
7. Notify your supervisor of scaffolding that appears unsafe due to loose, split or warped planks, faulty guardrails, or other reasons.
8. If you are using cartridge type respirator, renew the cartridge at the first smell or taste of fumes.
9. Keep welding and 440-volt cables clear of ladders, passageways, doors and driveways. Run cables under ladder, stairways and guardrails and not over or through them. Keep the cables out of walkways and aisles in shops.
10. Report any welding cable breaks or weak spots in the lines and have them repaired at once. See that your welding cables are kept away from power supply cables at all times.
11. Remove stub ends or unused portions of electrode from the holder when you lay the holder down or hang it up. Keep the holder free from contact with the body or wet clothing when moving from one welding location to another.
12. Make sure your holder is in good condition and the insulation is intact.

13. When laying down holders or hanging them up when not in use, put them in places where they will not come in contact with other works or other holders.
14. Treat all electric currents connected with the welding operation with utmost respect. This includes the welding circuit, portable lights, electric blowers, grinders, etc. Keep dry whenever possible and be especially careful if the body or clothing is wet from perspiration or other moisture.
15. Falls are the second largest cause of accidental deaths. Be careful.

MAINTENANCE

Good housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. Oil and chemical spills should be cleaned up promptly to eliminate slipping and fire hazard. All work areas must be kept free of tools, materials, draped hoses, extension cords, and other objects that create hazards. Cleaning up the area where you are working is part of the job. A job is not completed until the area is cleaned up. Lawson State Community College is primarily an educational institution that clients are involved in various educational processes. The following is general information to encourage safety in all instructional units.

Most accidents are preventable. They are caused by ignorance, carelessness or neglect on the part of one or more persons. The remedy lies in the continual use of caution and common sense to prevent disease or accidents.

GENERAL SAFETY RULES FOR WORK AND INSTRUCTIONAL AREAS

GENERAL AREAS

All areas are to ensure the proper care and handling of electrical equipment in the classrooms, offices, and general areas:

- a. Check all electrical appliances for proper grounding. If it has a metal casing, it must have a three-prong plug. Any faulty appliance should be taken back to the vendor.
- b. Check appliances to ensure they are “UL” approved. The U.L. (Underwriters Laboratories) approval seal means the appliance has been tested and judged safe.
- c. Never try to clean a clogged electrical outlet nor clean or oil a machine when it is connected to an electrical current.
- d. To disconnect electrical equipment when not in use, grasp PLUG and pull GENTLY.
- e. Wires of an electrical device must not be left trailing when not in use. Wind cord up and store away until the next use.
- f. When moving a heavy portable machine, hold it at the top and bottom to prevent it from falling.
- g. Inspect electrical appliance periodically for worn cords.
- h. If an electrical appliance produces a burning odor, pull out plug immediately.
- i. If an electrical appliance goes out while in operation, pull out plug immediately. Some appliances have safety cut-offs. Let the appliance cool off.
- j. Use dry hands in connecting and disconnecting electrical equipment.
- k. Locate breaker box for the lab in case of electrical failure. Some equipment can overload the circuit.

COMPUTER LABS

Safety in the Microcomputer Labs involves monitoring a controlled environment that is essential to the protection of the users, the computers, the electrical circuits, and the software. Safety devices control humidity, dust, smoke unregulated electrical voltages, theft, fire vandalism, heat, water, and static electricity with a free flow of air around the computers. Static free carpeting and furniture minimize damage to data and circuits.

Free space beneath the floor provides a flexible system of maintaining cable connections between computer units allowing for periodical moves of equipment. Under-floor space supports the needed airflow around these cables, but more importantly, it prevents people from tripping over them. Cables that are not under the floor are wrapped around table legs and secured under the table, or encased in the flat cable protectors.

Computers are “powered up” during periods of constant use, but they are turned off during thunderstorms. Equipment and data have adequate shielding and distance from magnetic or

electromagnetic devices. Recording media, and other combustible support materials are retained in metal fireproof/magnetic proof file cabinets. Emergency doors are easily accessible.

Trained personnel supervise the equipment and safety apparatus. Halon hand-hose extinguishers, which will not damage computers and electrical circuits, are installed within 50 feet of the computers. Personnel are trained to identify possible smoldering fire within electrical wiring, and the computer area is protected with smoke-sensing devices instead of heat sensors. Ionization detectors installed in the air space below the floor and above the suspended ceilings sound audible and visual alarms.

Only qualified personnel are permitted to carry computers, connect peripherals, or repair work, or data program maintenance. Security devices and programs prevent unauthorized use of the computers. A service and repair area is close to the computer lab to minimize the transporting of equipment and parts. Securely locked work and storage areas, intrusion devices that detect motion or open doors, and carefully restricted access to keys discourage vandalism and theft.

SAFETY WITHIN INSTRUCTIONAL UNITS DEPARTMENT OF LANGUAGES, LITERATURE AND HUMANITIES

Administrators and instructors to prevent accidents in specific instructional areas have developed the following safety rules and regulations. Naturally, various safety rules will be repeated to students as the potential for similar dangers may occur.

DIVISION OF LANGUAGES, LITERATURE AND HUMANITIES REQUIREMENTS

Students in the Music and Art Departments who use electronic equipment are given individual and group safety instruction before they are allowed to use the equipment. The equipment must be used during scheduled class time, and the instructor must be present during usage.

Students in Studio classes should practice the following GENERAL SAFETY RULES:

1. LEARN the safe way to do your job before you start.
2. THINK safety, and ACT safely at all times.
3. OBEY safety rules and regulations – they are for your protection.
4. WEAR proper clothing and protective equipment.
5. CONDUCT yourself properly at all times – horseplay is prohibited.
6. OPERATE only the equipment you are authorized to use.
7. INSPECT tools and equipment for safe condition before starting work.
8. ADVISE your instructor promptly of any unsafe conditions or practice.
9. REPORT any injury immediately to your instructor.
10. SUPPORT the safety plan and take an active part in safety.

STUDIO ART CLASSES

The following information is taken from a book published by the National Art Education Association, *Secondary Art Education: An Anthology of Issues*. The chapter is written by Sally Hagaman of Purdue University and highlights the Health Hazards in Art Education:

There are many potential health hazards in art classes. It is imperative that every art instructor becomes aware of potential health risks and means for minimizing them in the art classroom.

HOW HAZARDOUS MATERIALS ENTER THE BODY

There are many major routes by which hazardous or toxic materials enter the body:

1. Inhalation of toxic fumes, dusts, vapors, spray mists, and smoke is hazardous. Some materials, such as sulfur dioxide gas given off by kilns or glacial acetic acid (photographic stop bath), can cause immediate damage to the lining of the airways and lungs. Other materials, like clay dusts, can cause chronic damage that builds slowly over a number of exposures. Generally, the finer the inhaled particle, the more damaging it

is. Larger particles are trapped by the mucous membrane of the upper body, but very fine particles travel deep into the lungs.

Some inhaled materials, such as turpentine vapors, go beyond the lungs and are carried through the body via the bloodstream.

2. Skin contact with hazardous materials is a common route of entry to the body. Although the skin is designed to protect the body from injury, its protective ability is greatly or completely destroyed by contact with substances such as acids, bleaches, and organic solvents. Such substances “de-fat” the outer skin, leaving the skin layers underneath vulnerable to damage. Certain chemicals, such as turpentine, toluene, and methyl alcohol, actually go deeper, entering the bloodstream and thus traveling through the entire body.
3. Ingestion of toxic materials may be direct or indirect through mouth contact with hands, pencils, food, or cigarettes that have been exposed to such materials. Adolescents, like younger children or adults for that matter, may be apt to chew on a fingernail or point a paintbrush with their lips, thus allowing ingestion of hazardous material.

RISK FACTORS

Several factors help determine how damaging contact with toxic materials may be. Quantity is important:

- a. Limited exposure to hazardous materials is less likely to cause injury than repeated exposure. Here we see the enhanced risk for the art teacher in a classroom contaminated with toxic substances. Students come and go throughout the day, but the teacher suffers repeated exposure to such substances. There are many reported cases of severe bronchitis and chemically induced pneumonia among art teachers in daily contact with clay dusts and/or toxic vapors.
- b. “Total body burden” is another risk factor. If one is using ceramic glazes with lead, the total exposure from that lead source must be added to all other environmental exposures to lead, as from car exhaust or water carried through lead pipes. This cumulative amount of lead is the total body burden for that substance, and it may leave little room for additional exposure without severe effects.
- c. Combinations of different chemical substances can cause increased harm. For instance, the inhalation of toxic vapors by someone who smokes creates a much greater risk of injury than of a non-smoker. Likewise, contact with a volatile solvent by someone who also ingests alcohol is more dangerous than for the non-drinker. There is also an increased risk for students who are under prescribed medication for the occurrence of combined or synergistic effects with toxic substances.
- d. Certain groups are at greater personal risk than others are. High-risk groups include people with allergies, smokers, drinkers, pregnant girls or

women, people with chronic heart, lung, or liver problems, and mainstreamed students with various learning disabilities, emotional problems, or other handicaps. Certainly, a fetus carried by a pregnant student is subject to enormous harm through the mother's contact with toxic substances, especially in the first trimester of pregnancy when, unfortunately, the instructor may have no knowledge of the condition.

COMMON TOXIC MATERIALS AND PROCESSES

Safe to use art materials: Those materials which bear the AP or CP seals of approval (from the Arts and Crafts Materials Institute) are toxicologist certified safe for use with children. Other art materials may state that they are “non-toxic” on their labels, however, this claim does not necessarily mean that they have been tested for chronic, long-term effects. The CL seal of the Arts and Crafts Materials Institute means that these products have their potential acute (immediate) and chronic (long-term) hazards listed on the label.

1. Ceramics poses several health hazards. The clay itself can be toxic, especially if it contains large amounts of crystalline-free silica (SiO₂). Prolonged inhalation of silica dust or Kaolin dust can lead to silicosis. The talc traditionally found in low-fire clays has often been contaminated with asbestos, a cancer causing substance. Many companies now offer talc-free clay and asbestos-free talc's.

Clay dusts inhalation is most severe when mixing clays, so it is best to order pre-mixed clay. If one does mix clay from powder, use of local exhaust systems and/or toxic dust respirators is advised. The clay dust covered studio is also a problem. Always wet mop or vacuum with a HEPA-type vacuum cleaner. Never sweep in such a situation.

Glazes can be quite toxic, especially if one mixes them. They often contain silica, flint, talc, feldspar and the like, and, in addition, potentially hazardous metals like lead, barium, and lithium. (Lead frits reduce but do not eliminate the hazards of lead poisoning). Some glazes contain colorants that may cause cancer, like chromium, nickel compounds, zinc chromate, iron chromate, manganese, cadmium, and vanadium. Toxic dust respirators should be worn when mixing glazes, spraying of glazes should only be done in a spray booth exhausted to the outside, and students should be instructed to keep glazes off hands and skin (especially where small cuts increase toxic entry).

Firing ceramic kilns releases toxic fumes and gases. AU kilns must be well ventilated. Canopy hood systems are the best ventilation solution.

One should not look into the peephole of a kiln with unprotected eyes. Such action over a number of years may cause cataracts, due to the infrared radiation produced when objects within the kiln reach very high temperatures. Infrared goggles should be used to protect the eyes.

2. Painting may pose health problems depending upon the types of pigments and vehicles used. Some inorganic pigments in common use, such as the chromate and cadmium pigments, may be carcinogenic (cancer causing). Lampblack has been found to cause skin cancer, and the dangers of lead pigments are well documented. Acrylic emulsions contain small amounts

of ammonia and formaldehyde that may cause lung and throat irritations without use of proper ventilation, and may cause allergic reactions in some people. Turpentine and especially solvents for varnishes (methyl alcohol and ethanol) and lacquers (toluene and perhaps glycol ethers) are very toxic and should only be used with extreme caution and proper ventilation. The least toxic solvents are acetone, denatured alcohol, isopropyl alcohol, and mineral spirits.

3. Printmaking involves a range of risks, depending upon the method employed. The use of solvents in silk screen-printing affords multiple, prolonged exposure.

Local exhaust ventilation is required to prevent a dangerous accumulation of toxic vapors. It is highly preferable to use water-based inks for all silk screening (and other printmaking as well).

4. Jewelry/Sculpture Technique or materials can be quite hazardous. Local ventilation must be provided over welding and soldering areas. Brazing silver can be especially hazardous because the lowest-melting silver solders contain high proportions of cadmium, which may cause chemical pneumonia from a single exposure. One should use cadmium-free silver solders instead. In addition, borax fluxes should be used rather than the fluoride fluxes commonly used with silver solders. Sparex solutions should be used for cleaning metals rather than sulfuric acid solutions. Both are toxic due to their acidity but the Sparex solution is less corrosive.

Many copper enamels are lead-based, so teachers should be certain to purchase only the lead-free enamels now available. Heated enamels give off infrared radiation; infrared goggles should be worn to protect the eyes from injury (as with ceramic kiln usage).

5. General art materials often used in drawing or commercial layout may be hazardous. The most obvious of these is rubber cement (and rubber cement thinner), which contains large amounts of highly toxic hexane, a chemical that causes dermatitis, narcosis from inhalation, and possible inflammation/paralysis of the arms and legs from chronic inhalation. Use wax for layouts and substitute other adhesives for other purposes if possible.

Spray fixatives and adhesives are toxic from the inhalation of solvents including toluene, petroleum distillates, and chlorinated hydrocarbons. Spraying should be done outside or in a spray booth ventilated to the outside. Wax heated for batik or encaustic may be very dangerous. When overheated, wax decomposes to release formaldehyde and acrolein fumes (this occurs when melting wax and when ironing it out of fabric). Heat wax to the lowest effective temperature. Using a hot plate on a high

setting or using an open flame to heat wax may result in flash fires or explosions.

6. Equipment used in various art techniques must be carefully maintained and appropriately used. Students should be instructed in the proper use of items such as potter's wheels, paper cutters, printing presses, buffers, grinders, and airbrushes. It is advisable to require that students pass (perhaps at 100%) tests over correct procedures before allowing them to use such equipment. Be certain that all potentially dangerous equipments is labeled as such and cordoned off (if possible) from the general student population.

MUSIC

Students taking music classes who use electronic equipment should receive individual or group safety instruction before they are allowed to use the equipment. Equipment must be used during the scheduled class time. The instruction must be present during equipment usage.

DEPARTMENT OF HEALTH PROFESSIONS

Safety education for health care students will also help to eliminate accident hazards and establish safe working habits. Before enrolling in a course with a required clinical or practicum fieldwork, a student must have on file with the department chairperson all of the following:

- a. Results of a prescribed examination conducted by a physician licensed in Alabama
- b. Proof of required immunizations
- c. Proof of Health and Accident Insurance
- d. Current Infant-Child-Adult-CPR certification
- e. Current (no older than 5 months) TB test results

Current Malpractice Insurance available through LSCC, contact the Department Chairperson for more information.

IMMUNIZATION REQUIREMENTS

The following immunizations are required for all students enrolled in health-related courses, which will involve direct patient contact in medical settings. Students for whom these requirements are not applicable are strongly encouraged by the institution to obtain them for their own protection.

- a. Measles, Mumps and Rubella (MMR): Proof of Immunization as defined by the Alabama Department of Health Standards or proof of Immunity by disease.
- b. Tetanus/Diphtheria: Proof of “booster” dose administered within the last ten years.
- c. Hepatitis B Virus (HBV): Written certification of serological immunity to HBV completed series of HBV vaccination, or signed waiver. (Strongly recommended)

Students enrolled at Lawson State Nursing and Allied Health Programs will assume full cost of any immunization. Inquiries concerning any exemptions to this requirement should be directed to the Director of the Nursing and Allied Health Programs.

SAFETY PROCEDURES

Any student injured while functioning, as a student in the clinical area, laboratory or classroom must report to his/her instructor. An incident report is to be completed by the student and the instructor within 24 hours of the incident and sent to the Department Chair for review and signature. The Department Chair will keep incident reports in a separate secured file.

It will be a requirement for students to carry some form of medical expense coverage, i.e. Medicaid, third party, or student medical insurance, before initiating any clinical

affiliation experience. Such availability of medical insurance should ensure access to emergency services for all students.

UNSAFE PRACTICES

Maintaining client safety is the overriding principle of clinical practice. Each student completing an external clinical experience must perform his duties in a safe manner as well as meet the clinical objectives. The Nursing and Allied Health student must maintain relationships that do not exploit the recipient of services sexually, physically, emotionally, socially or in any other manner. The student should avoid those relationships or activities that interfere with professional judgment or objectivity. If student's ability to comply with the above due to impairment of illness, substance abuse, or emotional illness is compromised, then the following procedure will occur:

The following procedure will apply to the student who demonstrates unsafe clinical behavior as outlined below in Indicators of Unsafe Practice:

1. The clinical instructor will provide the student with a verbal and written description of the behaviors observed and may dismiss the student immediately from the clinical area. The student and the Fieldwork Coordinator will meet at a conference within the next academic day to discuss and develop a remediation plan to address the student's identified needs so that the unsafe performance is not repeated. The Department Chair will receive a copy of the Conference Summary within 72 hours. If the student's behavior was so inappropriate as to cause harm to the patient, he will not be allowed to return to that clinical setting.
2. If the student fails to follow through with Step 1 or if the behavior continues to occur in the clinical area, the student will be dismissed and the case will be submitted to the Faculty Advisory Committee for consideration. A conference will be held with the course instructor, student, and Department Chair to decide on a course of action. If allowed to continue in the program under probationary status, a contract will be developed to facilitate correction of inappropriate behaviors. Continuation in the program is contingent on following through with the established contract directives with appropriate documentation.
3. Students failing to comply with the contractual agreement shall be denied continuation in the program and will receive a failing grade for the course.

INDICATORS OF UNSAFE PRACTICES

The following indicators shall be used as guidelines for determining unsafe clinical practices:

CARE OF SELF

The student fails to practice within the boundaries of the applicable state or national regulatory agency, the policies and procedures set forth by the Program's Handbook, and/or the policies and procedures of the facility in

which the clinical practicum occurs. Examples of inappropriate behavior may be those in which the student:

- a. Appears in the clinical setting under the influence of drugs or alcohol.
- b. Displays unstable mental, physical, or emotional behavior(s), which may present danger to self or other's will being (anorexia, suicide attempts).
- c. Fails to be accountable for legal responsibilities (covering for other's or their own errors, failing to report information).
- d. Fails to take precaution to avoid harm to the client or to this property.
- e. Breaches confidentiality of the client or fails to maintain confidentiality of interactions or records.
- f. Violates or threatens the psychological safety of the client by repeated use of judgmental or non-therapeutic techniques or attacks/derogatory statements about another's person, belief's values, race, religion, culture or sexual preference.
- g. Refuses to care for a client due to race, age, culture, disease process, or religious or sexual preference.
- h. Falsifies records or information of any kind.
- i. Uses or participates in the use of any form of communication that contains false, fraudulent, deceptive or unfair statements or claims.
- j. Fails to use appropriate judgment; i.e. inappropriate choice of dress or hygiene, inappropriate remarks to client/families/staff, making decisions that will place the client's safety or well being at risk.
- k. Threatens the physical or psychological safety of the client while practicing under the influence of non-prescribed drugs.

CARE OF ENVIRONMENT

The student fails to provide for the needs of the client in a safe environment within a specific, clinical area. Examples are as follows:

- a. Violating the physical safety and environment of the client by neglecting to use appropriate protective devices ordered (bed rails, gait belts, restraints, etc.)
- b. Repeated violating microbiological safety (failure to practice proper hand-washing, universal precautions, sterile procedures, etc.)
- c. Violating the thermal safety of clients (inappropriate application of heat/cold packs, heating lamps, paraffin baths, or electrical/thermal equipment)
- d. Failing to remove potentially harmful substance or objects away from the client's reach or the immediate area (sharps, medications, cleaning solutions)

CARE OF CLIENTS

The student fails to take sufficient care to protect the health of the client. Examples are as follows:

- a. Performing skills or competencies in which the student has not received instruction or instructor's approval to perform

- b. Using the therapeutic process inadequately thereby endangering the client's health and welfare (failure to report incidents or data in a timely manner, which may exacerbate the inappropriate behavior.
- c. Failing to provide continuity of care to maintain client safety and welfare (leaving the client unsupervised, leaving the facility without completing all necessary documentation regarding the client's care given)

UNIVERSAL PRECAUTION

The Center for Disease Control in Atlanta has developed CDC Isolation Guidelines as recommendations to all health care workers for preventing transmissions of Human Immunodeficiency Virus (HIV) and other blood borne diseases in the health care setting. Blood and certain body fluids of all patients are considered potentially infectious for HIV, Hepatitis B Virus (HBV) and other blood borne pathogens. The guidelines are intended to prevent parenteral mucous membrane, and non-intact skin exposure. The implementation of these control measures does not obviate the need for continued adherence to general infection control principles and general hygiene measures.

BODY FLUIDS TO WHICH CDC ISOLATION GUIDELINES APPLY

Universal precautions apply to blood and other body fluids containing visible blood. Blood is the single most important source of HIV, HBV, and other blood borne pathogen in the healthcare facility. Universal precautions also apply to semen and vaginal secretions, tissues, and the following fluids; cerebrospinal, synovial, pleural, peritoneal, pericardial, and amniotic.

Although universal precautions do not apply to saliva, feces, nasal secretions, sputum, sweat, tears, urine, or vomitus, the use of gloves and/or eye shields is recommended during any contact with these secretions and/or excretions. Using gloves and washing your hands after handling any of the above should minimize any risk.

GENERAL PRECAUTIONS

1. Use universal precautions for all patients.
2. Use appropriate barrier precautions routinely when in contact with any blood or other body fluids of any patient.
3. Change gloves after each contact with patients, followed by hand washing after gloves are removed.
4. Wear masks and protective eyewear during any procedure that is likely to generate drops or sprays to prevent exposure of mucous membranes of mouth, nose, and eyes.
5. Wash hands and other skin surfaces immediately and thoroughly if contaminated with blood or other body fluids.
6. Refrain from all direct patient care if you have exudative lesions or weeping dermatitis until the condition resolves.
7. Use mouthpieces, resuscitator bags or other ventilation devices to reduce the need for mouth-to-mouth resuscitation.

8. Always use gloves when changing wound dressings or performing wound care or debridement.
9. Take care to prevent injuries when using scalpels, scissors, tweezers, or other sharp instruments.
10. Notify your clinical instructor or supervisor immediately if you receive an injury from a contaminated needle or other sharp instruments.
11. Fill out an incident report immediately following any accident or incident involving contamination from body fluids, needle-stick injuries, or any potentially harmful occurrence to either you or your patient(s). It is your responsibility to adhere to the policies and procedures of the agency regarding completion of incident reports.

DEPARTMENT OF NATURAL SCIENCES BIOLOGY, CHEMISTRY PHYSICS

1. Safety rules are to be reviewed during first lab period and should include: diagrams of eyewash station, fire extinguisher sites, and hood locations
2. Electricity: Students will be allowed to handle only low voltages. Any high voltage electricity source will be handled by the instructor, and all circuits will be examined by the instructor before switches are closed.
3. Lasers: Lasers used in the physics lab are Class H helium-neon lasers and are identified by a yellow "CAUTION" label. The United States Department of Health, Education, and Welfare regulates the manufacturing of the lasers, and they have been "judged to be eye-safe, except possibly in case of deliberate, long-term direct staring into the beam". Students are reminded to keep the lasers below eye-level and not to look directly into the beam.
4. Open Flame: Any open flame experiments will be conducted under the close supervision of the instructor. The nearby existence of the fire extinguisher should be pointed out to all personnel.
5. Chemicals: All solutions will be kept near the instructor's sink when in use so that hands may be washed as necessary.
 - a) Store chemicals and equipment when not in use.
 - b) Store hazardous chemicals in proper containers.

Provide list of most commonly used hazardous or incompatible chemicals for display on lab bulletin board for reference by students. Disposal of chemicals will follow normal practices for dry, water-soluble, halogenated organic, and organic species.

- a) Chemicals will be properly stored.
6. Other rules:
- a) Wash desks with furnished disinfectants.
 - b) Place all books under desks, or on shelves, except those pertinent to lab.
 - c) No chewing gum, smoking, candy, cokes, etc., allowed in lab.
 - d) Treat all microorganisms as potentially pathogenic (which they are).
 - e) Ask lab instructor for assistance any time lab procedures are not clear.

- f) Check Bunsen burners and hoses for leaks. Be careful of long hair and open flames to prevent injury.
- g) When disposing of microorganisms, be sure and autoclave them before disposal.
- h) Store dissection kits in the storeroom when not in use.
- i) Use formalin-free preserved specimens.
- j) Check weekly for gas leaks and daily for properly turned off gas jets.
- k) Know location of fire extinguishers and fire blankets for each lab. Ventilation of lab will meet safety standards. Instructor will be present during instructional operation of the laboratory. Eye protection to be worn at all times. No food, drinks, or smoking allowed in classrooms or labs. Unauthorized experiments are not to be performed. Keep work area neat and uncluttered. Store books and coats in designated area.

DEPARTMENT OF PHYSICAL EDUCATION

PHYSICAL EDUCATION

The majority of the Physical Education courses are held in off-campus sites. There is a signed agreement, the Facilities Usage Agreement, between the facility to be used and STCC stipulating the terms of use,

The instructor carries a First Aid Kit to each class in case of injury requiring immediate care.

At the beginning of each course, the instructor issues to each student a Health Fitness History form to complete and report any health problem they may have which may limit their participation in the activity. In addition, the student signs a Medical Clearance form indicating their understanding of the following guidelines of the American College of Sports Medicine before participating in the exercise portion of any class:

- a. Each student should notify the instructor if there are any medical problems or physical disability that would limit full participation in class.
 - b. Students over the age of 40 (males) or 50 (females) should consult their physicians to determine if they are "cleared" to fully participate in the class. If "clearance" is not received, a prescription of exercise modifications is essential for safe participation in an exercise program.
- c. Students of any age with any major coronary risk and/or symptoms suggestive of cardiopulmonary or other disorder listed below should consult their physician to determine if they are "cleared" to fully participate in class.
 1. Diagnosed high blood pressure
 2. High serum cholesterol
 3. Cigarette smoking
 4. Diabetes
 5. Family history of heart disease in parents or siblings prior to age 55
 6. Chest pain at rest or during exertion
 7. Unaccustomed shortness of breath or shortness of breathe with mild exertion
 8. Dizziness
 9. Labored breathing
 10. Heart palpitations and/or arrhythmias
 11. Known heart murmur
 12. Joint, muscle, or other orthopedic problems
- d. Students should carry personal health insurance, as LSCC is not financially responsible for any medical care that may result from injuries or accidents during class.

Pregnant women are required to sign a Pre-and Post Natal Exercise Informed Consent form indicating their desire to participate in an exercise program. They are given a copy and must demonstrate an understanding the pregnancy guidelines developed by the American College of Gynecologists (ACOG). Students signing this form also indicate, " they are under the medical supervision and that they are not aware of any limitations which would interfere with the initiation of an exercise program.

The instructor at the beginning of the course covers the safety issues and risks inherent to a physical activity. Topics covered may include: proper body mechanics, use of physical fitness equipment, benefits of aerobic workouts, etc.

Participation in physical activity classes involves the inherent risk of injury. To minimize this risk the following guidelines will be applied:

1. Knowledge of rules is required for safe participation.
2. Instructors will warn classes of specific situations that may present a hazard.
3. Directions for use of equipment and facilities will be followed at all times.
4. Protective equipment will be worn when deemed appropriate.
5. Instructors may require stretching, warm-up, and/or cool-down activities.
6. Instructors will consider individual skill and fitness levels when grouping or matching students for participation.
7. Students will wear clothing appropriate for the activity.
8. Horseplay and display of inappropriate behavior will not be tolerated.

AUTOMOTIVE DEPARTMENT

1. All personnel in the Auto Body (shop) areas will wear safety glasses at all times.
 - A. IN addition, face shields will be work in:
 - a. Designated areas
 - b. Buffer/grinding wheel
 - c. Valve grinding machine
 - d. Area designated by instructor
 - B. Students will have appropriate textbook, note pad, and pen or pencil for each theory class attended. Non-compliance ma affect grade and result in disciplinary action.
2. Each student will have appropriate tools and box for each lab class he attends. Non-compliance may affect grade and result in disciplinary action.
3. Student must wear shoes made with leather uppers and oil resistant soles. Shoes are to cover the foot completely. Shoes that are designed for tennis, jogging or other athletic activity will not be acceptable, eve if they meet the above requirements.

Section IV: Campus Security Policies

CAMPUS SECURITY POLICIES

Reporting Criminal Actions or Other Emergencies

It is the policy of Lawson State Community College that any criminal act, or threat of violence; injury; destruction of college or personal property; traffic accident, or other situation which occurs on the main campus of, or any other side operated by Lawson State Community College, and which may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to the public order should be reported immediately to the Chief of Security, Leon Kennedy Student Center, Room 102, 925-2515, ext. 6317 or 925-3587. If on the Bessemer Campus dial "1" or 426-365. Dials 911 for local police should all attempts fail to reach campus security.

All witnesses to any situation that fits into any of the above-described categories shall make themselves available to make written statements and otherwise assist college officials and law enforcement officers in the investigation of the situation. It shall be an offense subject to appropriate disciplinary action for any Lawson State Community College employee or student to file a false report of, knowingly make a false statement about, or interfere with the investigation of, any situation described in the above paragraph.

It shall be the duty of the college and upon its designated official or officials being made aware of the situation of a nature described in the paragraph above, to immediately take all reasonable action to prevent or minimize any harm or threat of harm to the employees, students, and visitors of Lawson State Community College. Furthermore, it shall be the duty of said official(s) to notify the appropriate law enforcement agency in the event of an act of a criminal nature, or of any other nature (for example, a traffic accident) which would ordinarily involve law enforcement officials. Additionally, it shall be the duty of said official(s) to contact the appropriate fire department, emergency medical agency, or other authority or agency, which is due to be notified of the respective incident.

Security of, and Access To Campus Facilities

A 24-hour security staff services Lawson State Community College including its faculty, staff, students, and building facilities. The primary responsibility of the Safety and Security Department of Lawson State Community College is the protection of the college community and its property. In order to achieve this goal, the department implements a public safety service concept. This concept is basically one in which the department directs its functions toward the elimination of campus environmental hazards and the protection and preservation of life and property of the academic community.

Regulations for use of college facilities are as follows:

1. It is the policy of the college to rent facilities to public, educational, civic, recreational and nonprofit organizations upon request.
2. Lawson State Community College facilities may not be used for the following:
 - a. Any activity or event, which conflicts with regularly, scheduled college activities and programs.
 - b. Partisan political meetings.
 - c. Fund-raising campaigns, events, or activities; except for the direct benefit of and service to the college or students thereof:
 - d. Commercial advertising, unless expressly approved by the college.
 - e. Activities and/or events which promulgate any theory or doctrine subversive to the laws of the United States or any political subdivision thereof which advocate governmental change by violence.
 - f. Religious meetings, unless prior approval of the college is expressly granted.
 - g. Any activity or event not approved by the college.
3. Lawson State Community College facilities are available for use Monday through Sunday.
4. Organizations/Individuals interested in using and/or renting a facility of the college shall file a written request with the Office of Public Relations or Facilities at least two {2} weeks prior to the date of requested use. Should a conflict with any college activity develop the college reserves the right to withdraw any facility use approval previously granted or substitute another suitable college facility.
5. Custodial and/or Security personnel are not permitted to open facilities for use, unless directed by the administrative official of that specific facility.
6. Organizations/Individuals renting a facility will utilize only those facilities requested. No lessee shall move any equipment or furnishings. Any exceptions to this regulation will have to be made by the administrative official of that designated facility.
7. The lessee of any facility shall be responsible for the conduct of persons attending the activity. Misconduct on the part of participants or violation of the rules and regulations shall be deemed sufficient reason for cancellation of the activity and shall serve as grounds for refusal to grant approval subsequent requests.

8. In using and/or leasing of college facilities the use of alcoholic beverages and illegal substances is prohibited.

9. At all times fire prevention and safety regulations will be enforced.

10. Certain activities and events will require maintenance and/or security personnel at an additional rate. The college depending on the nature of the event will determine the number of such personnel and the facility rented. In all such cases, a minimum of three (3) hours per event, per person required, will be charged to the lessee.

In connection with any rental of facilities, the rental agreement must include a request for facilities usage and arrangements form; a facilities usage agreement; a liability statement; a security clearance to access prior and subsequent damage; and an acknowledgement of non-alcoholic beverage policy.

All campus facilities are locked after normal usage hours and access to the facilities after that time will only be allowed by security officers and only after such persons seeking admittance have complied with the use facilities procedure and signed in on the after hours, holiday, and weekend access log. Exceptions to this policy are building maintenance personnel of Lawson State Community College and eve they must sign-in on the after hours, holiday, and weekend access log.

Use of college property (equipment and materials) by its employees is for the expressed use of college personnel to carry out their duties and responsibilities during normal working hours. Use of said property for personal use is expressly prohibited. If, for any reason, there is need to remove said property from the premises of the college, a signed authorization approval by the administrative or department head is required to be filed with said administrative or department head specifically identifying what materials and/or equipment are being taken for what purpose(s), date taken and date to be returned. A copy of said authorization is to be retained by the user of said property. No college property may be removed from the premises without said authorization. Failure to comply with the regulation will result in disciplinary action.

Campus Law Enforcement Policies and Practices

Lawson State Community College campus law enforcement policies and practices are covered under the Police and Security handbook. The enforcement authority of the security personnel is limited to the rules, regulations, policies and procedures of the college. However, the Chief of Police who is the immediate supervisor of the Safety and Security Department, has arrest authority and vested with all powers of police officers as outlined in the Code of Alabama 1975, 16-22-1 and 16-22-2 which also complies with the code of Alabama 36-21-46. Lawson State Community College has an excellent working relationship with the Birmingham Police Department, Jefferson County Sheriff's

Department, Alabama State Troopers and other surrounding police agencies that have been strengthened by college officials and its Chief of Police.

Campus Programs On Security And Safety

Lawson State Community College's Security Department in cooperation with the Office of Admissions and the Office of Student Services provides safety and security presentations as made part of the semester student orientation process. In addition memorandums, bulletins, tips on property protection, personal protection, and any other matters of a safety and security concern prevalent on campus or the surrounding community are posted on bulletin boards and/or distributed to students and personnel of the college, as needed and required to inform the college community. At all times students and employees are encouraged to be responsible for their own security and the security of others.

Crime Prevention Programs For Students And Employees

It is the policy of Lawson State Community College that during the month of September of each academic year, information on our Drug and Alcohol Abuse Program be distributed to each student and employee of Lawson State Community College. The distribution of this information is required by the passage of the Drug Free Schools and Communities Act Amendment of 1989.

Beginning September 1, 1992, information and reports regarding criminal actions or other emergencies; security of, and access to, campus facilities; Campus Law Enforcement Policies and Practices; Campus Programs on Security and: Safety; Crime Prevention Programs for Students and Employees; Campus Crime Statistics; Arrest Statistics relating to alcohol, drugs, and weapons; and college beverages and illegal drugs, will be made available through the Admissions Office and Office of Student Services and the college website at www.lawsonstate.edu for any interested person.

Campus Crime Statistics

It is the policy of Lawson State Community College beginning September 1, 1992 and each year thereafter to provide statistics concerning the occurrence on campus during the most recent calendar year and the two preceding calendar years for which data are available, of the following criminal offenses reported to Campus Security and Police authorities or the Birmingham Police Department: Murder, Rape, Robbery, Aggravated Assault, Burglary, and Motor Vehicle Theft.

Reporting of Criminal Incidents Occurring At Off-Campus Student Organizations

It is the policy of Lawson State Community College that all student organizations must be recognized and approved by the Dean of Student Development Services as consistent with the philosophy and purpose of the college. At this time all recognized student organizations are active on campus only, and have no known, approved or authorized off campus housing facilities.

Activities are held off campus that are sponsored by or on behalf of a Lawson State Community College student organizations will follow the same criminal incident reporting procedure as outlined in the section entitled **Reporting Criminal Actions or Other Emergencies.**

Arrest Statistics Relating To Alcohol, Drugs, and Weapons

It is the policy of Lawson State Community College beginning September 1, 1992 and each year thereafter to provide statistics concerning the number of arrests for the following crimes occurring on campus: Liquor Law Violations; Drug Abuse Violations; and Weapons Violations.

The arrest statistics stated in this section are subject to the following -definitions:

1. Arrest is the lawful detention by a person with arrest powers of a person who there is probable cause to believe violated one of the offenses covered in this section.
2. A Liquor Law Violation is an act or omission committed in violation of an ordinance or statute designed to control the possession, sale, distribution, or usage of an alcoholic beverage or beverages.
3. A Drug Abuse Violation is an act or omission committed in violation of an ordinance or statute designed to control the possession, sale, distribution, or usage of those items categorized as illicit drugs, controlled substances, or illegal drug paraphernalia.
4. Weapons Possession shall be the illegal possession or control of an item designated as a weapon by ordinance, statute, or case law.

College Policies On Possession, Use And Sale Of Alcoholic Beverages And Illegal Drugs

Lawson State Community College is a public education institution of the State of Alabama, and as such shall not permit on its premises, or at any activity, which it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee, or visitor. In the event of the confirmation of such prohibited possession, use, or distribution by a student or employee, Lawson State Community College shall, within the scope of applicable federal and state due process requirements, take such administrative or disciplinary action as is appropriate. Any visitor engaging in any act prohibited by this policy shall be called upon to immediately desist from such behavior.

If any employee, student, or visitor shall engage in any behavior prohibited by this policy, which is also a violation of federal, state or local law or ordinance, that employee, student, or visitor shall be subject to referral to our Chief of-Police or to other law enforcement officials for arrest and prosecution.

Legal sanctions regarding unlawful use, possession, or distribution of alcoholic beverages and illicit drugs are outlined according to state offenses; federal offenses; and local ordinances in a publication called "DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM Lawson State Community College."

Also, included in the publication are descriptions of any drug or alcohol abuse programs--as required under section 1213 of the Higher Education Act of 1965, as amended.

Section 1213 of this Higher Education Act of 1965, as amended, contains the drug free campuses requirements added by Section 22 of the Drug Free Schools and Communities Amendments of 1989 (Public Law 101-226).

STATEMENT ON ALCOHOL, TOBACCO, AND FIREARMS

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), Lawson State Community College forbids the unlawful manufacture, possession, sale, use or distribution of illegal drugs and alcoholic beverages at on-and-off campus college-sponsored events. Each of these statutes required colleges and universities to clearly inform students that no illegal drugs (including unlawful possession of alcohol) will be allowed on campus (inside buildings and on campus property), and that students who are found guilty of such violation(s) will be penalized.

Lawson State Community College also prohibits smoking and the use of tobacco products in all campus buildings. Violators of this policy may be subject to disciplinary action. Students seeking assistance or educational materials about alcohol, drugs, tobacco, or other substances should contact the Counseling and Advising Office.

Additionally, in accordance with the Alabama Penal Code, no person may carry a firearm on the campus of an educational institution. Violators will be penalized.

Exceptions to this policy may apply:

City Police, county Sheriff's Department, Alabama Department of Public Safety and other law enforcement agencies in performance of their normal duties and campus security may carry firearms on college property.

Section V: Vehicle Operation and Safety

VEHICLE OPERATIONS AND SAFETY

These provisions for vehicle operations and safety are in accordance with the Alabama College System-Policy manual No. 401.01-1.14.

Safety

- When operating college vehicles all rules of safety shall be observed.
- All passengers shall wear seat belts.
- No smoking is allowed in any college vehicles.
- No employee shall operate a college-owned vehicle without a valid Alabama driver's license as required by state law.
- Students and non-employees are prohibited from operating a college owned vehicle without special permission from the President or Dean of Business and Finance.

Transportation of Students

No person shall transport students in any vehicle on behalf of the college unless he or she has a valid Alabama driver's license and appropriate insurance coverage. This includes any rental, owned or borrowed passenger vehicle.

Vehicle Incident

In case of motor vehicle incident or accident, local police should be called and an Alabama Uniform Incident/Offense Report shall be filed. Notify the immediate supervisor immediately of an incident or accident involving a college vehicle. The immediate supervisor will notify the Chief of Safety and Security.

Vehicle Inspection

The vehicle inspection officer of the Lawson State Community College Transportation Department inspects all college-owned vehicles weekly. Should any operator note any safety or performance problems with a college-owned vehicle, they should immediately notify the Transportation Department. Forms have been placed in each vehicle to be completed with each operation; the driver is responsible for the completion of the forms.

Mileage

All mileage must be logged in the Vehicle Mileage Log.

**SECTION VI: STATE AND LOCAL POLICIES
AND PROCEDURES**

POLICIES AND PROCEDURES MANUAL

TITLE	Animals and Pets on Campus
LEGAL AUTHORITY	State Board of Education Policy 517.01
DATE APPROVED	December 8, 1994

No animal or pet may be brought on campus. Exceptions to this policy include guide dogs for the disabled, laboratory animals, and animals to be used for previously-approved instructional or special programs.

POLICIES AND PROCEDURES MANUAL

TITLE	Authority of Security Personnel
LEGAL AUTHORITY	President and Cabinet
DATE APPROVED	June 25, 1994

All security personnel have the authority to request identification from any person on College premises. All security personnel have the authority to issue citations for, or cause the removal of, any vehicle on any college premise that is in violation of College parking regulations.

All security personnel have the authority to cause any person disrupting normal activities to be removed from College premises, resulting in arrest.

All security personnel are empowered to cause the removal from College premises any person possessing or using any narcotic drug, central nervous system stimulant, hallucinogenic drug, barbiturates, or alcoholic beverages as designed in applicable articles of the Alabama Penal Code, Alabama Education Code, and Controlled Substances Act.

All security personnel are empowered to cause the removal from College premises any person possessing a firearm in violation of policies.

POLICIES AND PROCEDURES MANUAL

TITLE	Campus Parking and Traffic
LEGAL AUTHORITY	President and Cabinet
DATE APPROVED	June 25, 1994

Through action by the Cabinet and approval of the President, the College may establish rules and regulations deemed necessary to provide for the operation and parking of vehicles on the grounds, streets, drives, alleys and other institutional property under its control, including but not limited to the following:

1. Limiting the rate of speed.
2. Assigning parking spaces and designating parking areas and their use and assessing a charge for parking.
3. Prohibiting parking as it deems necessary.
4. Removing vehicles parked in violation of institutional rules and regulations or law at the expense of the violator.
5. Instituting a system of registration for vehicle identification, including a reasonable charge.

Enforcement of all College traffic and parking matters shall be the responsibility of Campus Security. It will be the duty of each officer to issue citations for all violations of campus traffic and parking regulations. Citations are issued based on Lawson State Community College Policy and Alabama Title 32 (rules of the road). Further, it is the duty of officers to keep a log of all citations issued on their shift. The Business Office will receive a copy of the log. The log will contain all necessary information to be entered into the students' or staff members' files by the Business Office. The fines will be received by the Business Office.

Vehicles illegally parked and do not display (properly) a Lawson State Parking Decal or Temporary Parking Permit will be cited for the infraction on a City of Birmingham Parking Citation (orange in color). This citation is payable by mail with the address printed on the back of the citation by the court date on the front of the citation located at the bottom.

Vehicles that are illegally parked and do display a Lawson State Parking Decal or Temporary Parking Permit will be cited on a Lawson State Parking Citation. This citation is payable in the Business Office.

The opportunity to appeal any citation issued by campus security is giving violators. Appeal of a campus traffic or parking citation may be made within 5 working days to the Chief of Security. If not satisfied with the decision, the Dean of Student Services will be

POLICIES AND PROCEDURES MANUAL

TITLE	Campus Parking and Traffic
LEGAL AUTHORITY	President and Cabinet
DATE APPROVED	June 25, 1994

notified and a Traffic Appeals Panel which is made up of faculty, staff and students will be formed. The panel must act within 10 working days. The action of the panel shall be final. The Chairperson will issue a letter to the complainant with the final action of the panel. A copy of the letter will be provided to the Dean of Business.

POLICIES AND PROCEDURES MANUAL

TITLE	Campus Security
LEGAL AUTHORITY	President and Cabinet
DATE APPROVED	June 25, 1994

The Chief of Security and staff are designated representatives of the President of the College in the enforcement of all rules and regulations relating to criminal acts or threats of violence, injury, destruction or College or personal property, traffic accident or other situation which occurs on the any campus of the College and which may constitute an emergency, a danger to health, safety, or property of any person, or a threat to the public order. The Security Department provides security services on any property owned or leased by the College.

Any person providing security services under this provision must be a certified under the requirements of the Alabama Commission on Law Enforcement Officers and Standards.

The Chief of Security has arrest authority and is vested with all powers of police officers as outlined in the Code of Alabama 1975, 16-22-1 and 16-22-2 which also complies with the Code of Alabama 36-21-46.

POLICIES AND PROCEDURES MANUAL

TITLE	Firearms on Campus
LEGAL AUTHORITY	State Board of Education Policy 511.01
DATE APPROVED	December 8, 1994

Firearms are prohibited on campus or on any other facility operated by the college. Exceptions to this policy are:

Law enforcement officers legally authorized to carry such weapons who are officially enrolled in classes or are acting in the performance of their duties or an instructional program in which firearms are required equipment.

POLICIES AND PROCEDURES MANUAL

TITLE	Gambling
LEGAL AUTHORITY	State Board of Education Policy 513.01
DATE APPROVED	December 8, 1994

Illegal gambling by individuals or groups while using college facilities is prohibited. Organized college groups shall not sponsor or engage in illegal games of chance in any form.

POLICIES AND PROCEDURES MANUAL

TITLE	Handgun Prohibition
LEGAL AUTHORITY	State of Alabama President and Cabinet
DATE APPROVED	November 13, 1994

Lawson State Community College prohibits the carrying of concealed weapons on all College premises. The exception to this rule shall be for licensed peace officers. All licensed officers must carry their weapons 24 hours per day.

Weapon possession is designed to be the illegal possession or control of an item designed as a weapon by ordinance, statute, or case law.

POLICIES AND PROCEDURES MANUAL

TITLE	Prohibition of Drugs and Alcohol on Campus
LEGAL AUTHORITY	President and Cabinet
DATE APPROVED	November 13, 1994

Lawson State Community College prohibits alcoholic beverages and narcotic drugs, stimulants, hallucinogenics, and barbiturates within all owned or leased College buildings or grounds.

POLICIES AND PROCEDURES MANUAL

TITLE	Safety
LEGAL AUTHORITY	President and Cabinet
DATE APPROVED	June 25, 1994

Lawson State Community College endeavors to provide and maintain safe and healthful working conditions, and to follow operating practices that provide safe working conditions and efficient operation.

Accident prevention and efficient production go hand in hand. All levels of management have a primary responsibility for the safety and well being of all employees. This responsibility can be met only by working continuously to promote safe work practices among all employees and to maintain property and equipment in safe operating condition.

Safety is primarily an operating function, and the Chief of Security and the Director of Facility Planning are the key persons for safety issues. Likewise, no supervisor or individual employee may ever be relieved of appropriate responsibility for safety.

Safe practices on the part of all employees must be part of all operations. No job shall be considered efficiently completed unless the worker has followed every precaution and safety rule to protect the worker, fellow workers and the public.

POLICIES AND PROCEDURES MANUAL

TITLE	Safety and Security
LEGAL AUTHORITY	State Board of Education Policy 510.01
DATE APPROVED	December 8, 1994

Each college shall provide a safe environment for students, faculty, staff and other campus visitors. A person who is not a student, officer, or employee of the college, who is not authorized by employment or by status as a student of the college to be on campus or at any other facility owned, operated, or controlled by the governing board of the college, or who does not have legitimate business on the campus or facility, or any other authorization, license, or invitation to enter or remain at the facility, or anyone who is committing any act tending to interfere with the normal, orderly, peaceful, or efficient conduct or activities of such facility, may be directed by an official of the college to leave the campus or facility. If the person fails to do so, trespass charges may be made by the college through the appropriate local law enforcement agency or court.

POLICIES AND PROCEDURES MANUAL

TITLE	Smoke Free Environment
LEGAL AUTHORITY	President and Cabinet
DATE APPROVED	November 13, 1994

Lawson State Community College is a smoke free environment within all owned or leased College buildings or other designated non-smoking areas. A designated smoking area may be established, upon request, at each location.

POLICIES AND PROCEDURES MANUAL

TITLE	Smoking Regulations
LEGAL AUTHORITY	State Board of Education Policy 514.01
DATE APPROVED	December 8, 1994

Smoking shall be prohibited in any enclosed, indoor area of any college building or other educational facility owned or operated by the college, and no area therein may be designated for smoking.

POLICIES AND PROCEDURES MANUAL

TITLE	Student Right-to-Know and Campus Security Act of 1990
LEGAL AUTHORITY	State Board of Education
DATE APPROVED	June 25, 1994

The Student Right-to-Know and Campus Security Act of 1990 requires all postsecondary institutions participating in Federal Student Aid Programs to disclose campus security policies and certain crime statistics.

Lawson State Community College publishes an annual disclosure report to faculty, staff, and students to comply with the provisions of the law. The report is distributed through the Office of Institutional Research and Evaluation.