



# **Randolph Community College**

## **Safety and Health Guide**

**Reviewed and Revised May 25, 2011**

**Main Campus**  
**Emergency Services Training Center (noted in red)**  
**Archdale Center (attached as Appendix A)**

### **Randolph Community College's Commitment**

Randolph Community College is committed to good health and safety practices for our faculty, staff and students, as well as improving the quality and conditions of the campus environment. Employees should familiarize themselves with these guidelines and policies at the first possible opportunity. All laws, rules and regulations pertaining to good health and safety in our college environment should be followed by all personnel employed at RCC. Our students are also encouraged to practice good health and safety.

### **Randolph Community College's Safety and Health Goal**

The goal of the Randolph Community College Safety and Health Guide is to ensure the best possible conditions for safety and a healthy environment for the people on this campus. This guide will keep the college informed of all regulations and good practices pertaining to health and safety.

### **Safety and Health Updates**

This document is a general guideline for good safety practices as they pertain to our work environment; however, please review the following OSHA required plans for further detailed instruction on safe workplace practices:

- Emergency Action Plan
- Hazard Communication
- Bloodborne Pathogens (Exposure Control Plan)
- Confined Spaces Plan
- Laboratory Safety (Chemical Hygiene)
- Lead Exposure
- Control of Hazardous Energy (Lock out/Tag out)
- Respiratory Protection Plan
- Personal Protective Equipment Plan
- Fire Prevention Plan
- Asbestos Awareness
- Hot Work Permit
- Hearing Conservation Plan

The safety bulletin board will have the OSHA workplace poster on display. The summary of occupational injuries and illnesses will be posted here during the month of February and other important approved safety information will be posted there as needed.

### **Training**

The college will be training all employees through our on-line safety course and through personalized training sessions. The Human Resources Department will coordinate the initial safety training for all new full-time employees. Each hiring supervisor will be responsible for ensuring access for part-time employees to all safety plans via the RCC website.

## Emergency Contact Information

In the event of an emergency **dial 911** for assistance.  
Please also notify one of the following personnel:

LOCATION	CONTACT	PHONE	CELL
<b>Switchboard</b>	<b>Student Services Building</b>	<b>633-0200</b>	
<b>School Resource Officers</b>	<b>Lt. Lisa Butler Dep. Kesha McGee</b>	<b>633-0220</b>	<b>588-3170 653-7750</b>
<b>Safety &amp; Emergency Preparedness – Main Campus</b>	<b>Robert A. Graves</b>	<b>633-0210</b>	<b>302-1920</b>
<b>Maintenance Department</b>	<b>Cindi Goodwin Ken Kinley</b>	<b>633-4475 633-0311</b>	<b>953-7562 953-5694</b>
<b>Administration-Main Campus</b>	<b>Daffie Matthews Anne Hockett Susan Milner Dr. Robert Shackelford</b>	<b>633-0290 633-0218 633-0174 633-0286</b>	<b>302-5950 963-9024 963-3962 944-5485</b>
<b>ESTC</b>	<b>Brian Causey (Fire Trn.) Paul Goins (LEO Trn.)</b>	<b>633-4165 633-4165</b>	<b>460-7998 910-783-6105</b>

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# I. ACTIONS DURING EMERGENCY SITUATIONS

## A. Medical Emergency

Follow this procedure in every case of a medical emergency. It is always better to ensure the best care of a victim by having EMS present to handle anything that may arise.

- From any RCC office phone dial 9-911 (or just 911 from a cell phone) and then call the RCC switchboard at ext. 200 from a college phone or 633-0200 from any other phone for on-campus assistance.
- Tell the operator “This is a medical emergency”.
- Give your name, location, and telephone number.
- Stay on the line until you are told by the operator to hang up, or unless there is an immediate threat to your safety.
- If possible have someone stay with the victim. Direct emergency personnel to the site.
- Attempt to keep the victim warm.
- Check for a medical alert ID bracelet or tag.

There are first aid kits and AEDs (automatic electronic defibrillators for heart attack victims) located in all areas of the campus and locations should be marked on the evacuation maps posted in each building. **MAKE IT A POINT TO BE FAMILAR WITH THESE MAPS AND INSTRUCTIONS BEFORE AN EMERGENCY OCCURS.**

Every medical incident must be recorded in a medical incident report and then turned in to the Assistant to the Vice President for Administrative Services. If the medical incident is also an employee accident then the employee should immediately notify the Director of Safety and Emergency Preparedness. In his absence, notify the Human Resources Department. If after hours or off-site (clinicals), please notify within 24 hours.

### **Note:**

The Safety Committee will determine the locations of first aid kits and the faculty or staff member who has primary responsibility in that area will be responsible for maintaining the supplies in the kits.

The Purchasing Agent will maintain the necessary supplies to restock the first aid kits as requested by persons responsible for the kits.

### **Clean up of body fluids:**

Bloodborne Pathogen kits are supplied throughout the campus in offices and classrooms and should be used by trained personnel only. The following are guidelines for handling, decontaminating and disposing of items contaminated with blood/body fluids:

- (1) Disposable gloves should be worn when cleaning up blood/body fluids. This is to be done in addition to, not as a substitute for, hand washing. Hands exposed to blood/body fluids should

be washed thoroughly. Proper hand washing requires use of soap and water and vigorous washing under a stream of warm (not hot) running water for at least 20 seconds.

- (2) Absorbing component from kits shall be applied to fluid and allowed to gel liquid. Once the granules have absorbed liquid, scraping tools, towels and bags will be used to remove waste.
- (3) Hard surfaces (walls, floors, and desks) contaminated with blood/body fluids should then be cleaned with one (1) part household bleach to ten (10) parts water or disinfectant supplied in kits.
- (4) Carpets contaminated with blood/body fluids should be cleaned initially with a towel, followed by shampooing with commercially available rug shampoo and disinfecting agents.
- (5) Articles contaminated with blood/body fluids should be placed in an impervious bag (provided in kits) and promptly labeled "contaminated" before sending for disposal or reprocessing.
- (6) Sharp items (needles, blades and other sharp objects) should be considered potentially infectious and handled with extraordinary care to prevent accidental injuries. Sharp items contaminated with blood/body fluids should not be bent after use, but should be promptly placed in a puncture-resistant "Sharps" container before being sent for disposal or reprocessing.

Any employee in need of supplies from a janitor's closet should call the switchboard and request someone from Housekeeping or Maintenance pick up the cleaning supplies and assist with the necessary clean up. Do not attempt to clean this infected area without proper training. Remember, the contaminated area should be secured at all times.

## **B. FIRE:**

### **Fire Prevention:**

To have a fire there are basically three combined components necessary: oxygen, heat and combustible material. There is oxygen in the air around us all of the time. Heat is a very common component also. The best way we can prevent fire is to keep combustible materials away from heat and away from critical passageways.

Every employee is responsible for preventing fire hazards on our campus. This can be done by keeping areas uncluttered, not overloading electrical circuits, use of only approved heaters in work areas, etc.

### **Fire Alarm Systems:**

All of the major college buildings have an operational fire alarm system. These systems were designed to the current Life Safety Code at the time it was installed. These are activated automatically when smoke is sensed or manually by pulling one of the marked fire alarm pull stations. There are emergency evacuation maps and instructions posted in the buildings for your information. Study these maps so you will be prepared.

**If a fire is discovered:**

- **Pull the nearest pull station alarm (usually located near an exit) and exit the building.**
- **Call 911!**
- **Never attempt to fight a fire larger than wastebasket size. Even a small fire can generate enough smoke to cause serious injury. Never attempt to fight a fire by yourself. Call for help. Always stay between the fire and an exit.**
- **Fire extinguishers should never be tampered with or moved from their location until needed.**
- **Never block an extinguisher from view or block the access to it.**

When you hear the alarm, exit the building. Do not use elevators. Move away from the building and any fire lanes. Fire alarms must not be turned off unless instructed by RCC Maintenance Staff or local fire officials. Any problems or use of any fire equipment must be reported to the Safety Officer, Director of Facilities, and the Vice President for Administrative Services as soon as possible.

***FIRE EXTINGUISHER INSTRUCTIONS***

**P = PULL** safety pin from the handle

**A = AIM** at the base of the fire

**S = SQUEEZE** the trigger handle

**S = SWEEP** from side-to-side

**Means of Egress:**

Every occupied building must have a suitable route for egress (EXIT) at all times. Exit doors must be clearly marked with a lighted sign of an approved size and with a reliable light source. Non-exit doors must be marked to indicate that they are not an exit (having a sign indicating the use of a room is sufficient). Doorways must not be blocked or doors locked from the inside. Latching exit doors must be easy to open with only a pushing motion. Corridors must be kept clear of obstructions such as boxes, cabinets, etc. Every employee is responsible for keeping routes of egress clear.

**C. Bomb Threat:**

**In the event of a Bomb Threat Call 9-911, then call the campus switchboard at extension 200 and the SRO at 220. The switchboard and SRO should notify administration and the Director of Safety and Emergency Preparedness.**

If a threatening call is received, please try to get help. You can email a Senior Level Administrator and/or the Switchboard while you keep the caller on the phone. Administration and law enforcement will decide about evacuation measures.

The person receiving the call should keep the caller on the phone as long as possible and record the following information:

- Time of call
- Estimated age and gender of the caller
- Any noticeable speech patterns, accents, possible nationality, etc.
- Emotional state of the caller
- Background noises

Ask the caller the following questions:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does the bomb look like?
- Why did you place the bomb here?

Record any responses the caller gives you.

After the call is completed:

If you feel that an emergency exists, activate the fire alarm in the building after calling the appropriate personnel. The alarm rings only in that building. Follow the emergency evacuation plan for the building you are in and report to your designated area.

**DO NOT MOVE ANYTHING TO SEARCH FOR THE BOMB.**

**DO NOT OPEN DRAWERS, DOORS, OR WINDOWS.**

**DO NOT TURN ON/OFF ANY ELECTRICAL EQUIPMENT INCLUDING LIGHTSWITCHES.**

**DO NOT USE 2-WAY RADIOS or CELL PHONES.**

## **D. Severe Weather**

In the event of a tornado the Mass Notification System will be activated to warn staff, faculty, students and visitors. The building representatives, instructors, supervisor and facilities personnel will direct their charges to a shelter area in the building on the ground floor. Tornado shelter areas and evacuation routes are marked on the building maps that are posted in each building. All personnel should make sure that they are familiar with these maps.

*Tornado Shelters:* ESTC Confined Space pit and the Weight Room in the Public Safety Classroom Building.

Ensure that all persons are in the shelter area and all persons will take a sitting position on the floor with backs to the wall if possible, knees pulled up and arms covering their faces with hands on top of the head. They will remain in this position until the all-clear signal.

Warning Plan:

Objective: Warn everyone on campus as quickly as possible, be sure that all areas are covered, have a person with a radio in every area possible, and be sure that everyone is in the safest areas.

- All individuals in campus buildings should immediately move to the center hallways of the buildings. Close the windows in all rooms and close the doors as you leave the room. Also, if the windows have blinds or curtains close them.
- If time permits, disconnect all computer equipment before leaving the work area.
- Do not leave the center hallway areas until told to do so by authorized personnel. You will be notified when it is safe to return to your work area or classroom.
- It is very likely that phone service and electricity will be cut off during the storm. Do not rely on the phones for receipt of information. Follow the verbal directions of designated Randolph Community College personnel.

Procedure: During any period of tornado type weather the person at the Information Center monitors the weather radio and informs all available personnel with portable 2-way radios if there is a tornado warning for the area. An alert will be sent out using the Mass Notification System, RCCUSERS and Cruiser Alert. Members of the facilities staff with radios will report to their assigned individual buildings (if possible without risking personal safety) and assist in getting everyone into the shelter areas. The Information Center person will phone the President and Vice Presidents office to inform them. The Director of Safety or designee in his absence will inform everyone when the warning is lifted.

## **E. Electrical Power Failure:**

In the event of a power failure the building should be evacuated before the emergency light power is depleted. The decision to evacuate will be made by a member the Senior Leadership Team. The time of day and natural lighting available in the building, offices and classrooms should be taken into consideration when making the decision to evacuate. When and if the decision is made to evacuate, instructions will be transmitted over The Mass Notification System. Inform Maintenance or the switchboard that there is no power. If the decision is made to evacuate, building representatives, instructors, supervisor and facilities personnel will assist in a safe and orderly evacuation. If the power fails in a building that has an elevator then the elevator must be checked for occupants that may be trapped inside. The instructor(s) or staff person(s) in the building at the time will make this check before leaving the building.

If anyone is trapped in the elevator, they may be released by following this procedure:

Call for help from maintenance or security. **If there is any danger then call 9-911 for emergency services personnel to assist.** The rescuers will first insure that the power connection to the elevator is disconnected by turning off the breaker marked for the elevator, the main breaker for the building or the main disconnect in the elevator equipment closet and locking the power out as described in the Lockout/Tagout section of this plan. The next step is to determine which floor the elevator is near by conversing with the occupants. Next the elevator door may be unlocked by inserting the emergency tool (located in the information center) into the hole in the upper part of the elevator door and rotating it to unlock the door. **Be aware that the elevator car may not be at the door level and there is a chance of falling** several feet when the door is opened. If the elevator car is near the door level then the

occupants can exit with no problem. It may be necessary to use a ladder for assistance. If the power is returned to the building then everything can be returned to normal and the elevator car should move to the floor level on its own.

## **F. Lockdown Procedures:**

**This section is covered in the Multi Hazard Emergency Action Plan.**

## **G. Other Emergencies:**

The procedure for other emergency situations that involve disruptive and dangerous forces such as explosions, earthquakes and so forth, though unlikely, do require consideration. Procedure should be as the fire emergency but will require good judgment on the part of the personnel in charge to avoid putting their charges in danger.

### **Gas Leak**

In the **event of a gas leak (gas odor)** the Maintenance or Security will determine investigate and call the proper authorities. Call the Switchboard ext. 200 and they will notify Maintenance.

- Only personnel specifically trained in emergency shut-off procedures should shut off the building's gas.
- As a precaution, avoid lighting matches or turning on or off lights. Extinguish any open flames.
- Stay clear of the problem. Go outside and wait.
- Maintenance will recommend response procedures to be followed once they have confirmed the leak. Building occupants should evacuate immediately if asked to do so by maintenance personnel or gas company employee. Windows should be opened to aid ventilation.

If there is any toxic chemical spill or threat then the campus will be evacuated and traffic directed to avoid exposure. Call 9-911 and again call the Switchboard ext 200 to advise Maintenance and Security of any know chemical spills.

## **II. PREVENTION OF HAZARDS**

### **A. Tobacco Use:**

Community colleges are exempt from the state law regulating the ability to adopt stringent tobacco use rules. Therefore, community colleges are able to pass comprehensive 100% tobacco-free policies. (G.S. 115D-20.1)

RCC is committed to providing its employees and students with a safe and healthy working and learning environment. RCC recognizes that the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty, and visitors. RCC also recognizes that it has the legal authority to prohibit tobacco use pursuant to G.S. 115D-20.1 and G.S. 143-599.

Therefore, beginning July 1, 2010, RCC will implement the following policy:

1. Use of tobacco is prohibited by students, staff, faculty, or visitors:
  - a. In all campus buildings, facilities or property owned or used by RCC, including outside areas; Tobacco use shall be permitted in personal vehicles as long as no tobacco litter is left on campus.
  - b. On campus grounds, facilities or vehicles that are the property of the campus.
  - c. At lectures, conferences, meetings, and social/cultural events held on school property or school grounds.
  - d. For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to: cigarettes, cigars, cigarillos, pipes, hookahs, smokeless or spit tobacco or snuff.
2. The sale or free distribution of tobacco products, including merchandise, on campus or at school events is prohibited.
3. Student organizations are prohibited from accepting money or gifts from tobacco companies, including:
  - a. Parties sponsored by tobacco companies or allowing tobacco companies to distribute free, reduced-price, or fully-priced tobacco products (t-shirts, hats, etc.) on campus.
  - b. All tobacco advertising, such as billboards and signs owned and used by RCC.
4. Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or used by RCC.
5. Through existing health plans, the EAP, and community sponsors, RCC will publicize free, accessible tobacco cessation classes, seminars, and support groups on or off campus.
  - a. These tobacco cessation classes, seminars, and support groups shall appear regularly in student and staff publications. They shall be posted in buildings, through Student Services and through other appropriate means.
6. Implementation and compliance:
  - a. The Health & Wellness committee shall develop a plan for communicating the policy to students, staff, faculty, and visitors.
  - b. The college will provide appropriate signage and other physical indicators of our policy.
  - c. Smoking waste management products such as ashtrays shall be removed.
  - d. Violators of the policy shall be issued a verbal reminder of the policy. Visitors who repeatedly violate the policy shall be asked to leave campus. Staff and faculty who repeatedly violate the policy shall be referred to their supervisor and shall be given tobacco cessation materials. Repeated violations by staff or faculty can result in further personnel action as outlined in the RCC Personnel and Policy Handbook (Policies: VI B4 & VI B5)
  - e. Student Services is responsible for student compliance at all campus locations, per the Student Code of Conduct located RCC Student Handbook/College Catalogue.

## B. Chemical Control

Every container must be labeled to indicate its contents, the chemical nature of the contents, the specific hazards of the contents, and any precautions needed and protection required.

**All materials** (with the exception of personal items) will have an MSDS (Material Safety Data Sheet) available in the immediate area for anyone to see as needed. Labels on containers must correspond with the information on the MSDS.

There will be an index with these MSDS and an annual inventory of quantities. Any chemicals designated as hazardous by regulation will be reported to the Safety Officer as received, indicating the specific chemical and quantity on hand. There is a master file of MSDS located in the Facilities Office and the Safety Officer maintains this file. This file is accessible by Emergency Services or other personnel if needed. The Safety Officer has the responsibility for planning and scheduling the annual employee training program.

**The instructor or supervisor of each area has the responsibility for ensuring materials are properly labeled and the local MSDS file is current and that the Director of Safety receives all MSDS sheets. The instructor or supervisor of each area has the responsibility of overseeing the use of chemicals to ensure the health and safety of personnel.**

All personnel should know what safety and emergency equipment is available and its location. Also, personnel should maintain safe work practices at all times, which include, but is not limited to:

- WEAR appropriate eye protection any time one is dealing with chemicals. USE other protective clothing as needed (see Section Two and MSDS for specific needs). AVOID breathing gases, vapors or mists which may be toxic by use of fume hood(s) or confinement apparatus. ALWAYS wash exposed skin areas immediately.
- AVOID consuming food, beverages, or smoking in areas where chemicals are being used or stored.
- PLAN in advance to avoid serious incidents. Before starting any procedures (experiments), workers should consider the worst case scenario and be prepared to handle the situation.

Workers have basic responsibility to themselves, colleagues, and students to plan and execute operations in a safe manner. Laboratory experiments and other chemical procedures should be reviewed to see if another experiment or procedure could teach the same principle using less toxic or physically hazardous chemicals. Special attention should be given to eliminate the use of highly acute toxins, carcinogens, and reproductive toxins. Minimize the amount of chemicals being stored by only ordering what is

needed for a specific period of time. **Again, MSDS sheets must be acquired with each new chemical ordered and supplied to the Director of Safety and installed in the MSDS file.**

The primary concerns with storage are avoiding contact between incompatible chemicals, minimizing amounts, and ensuring that dangerous storage conditions (heat, electrical shorts, light, etc.) are not present. All flammable/combustible chemicals (those with flash points below 2000F) must be stored in approved containers and/or cabinets.

All chemical work areas will be equipped with an emergency shower, eye wash station, fire extinguisher, and first aid kit. Personal protective equipment, such as goggles, aprons, gloves, respirators, or lab coats shall be provided to employees and used as needed.

Lab chemical fume hoods will be inspected annually to ensure proper operation and air flow.

#### **Hazardous Waste:**

Materials that are toxic, highly corrosive, hazardous to the environment or which may react to become such must be disposed of in a controlled manner and according to EPA regulations. These materials must be disposed of or recycled by a licensed waste management firm.

**Typical Waste of This Type:** Mercury, Batteries, Cafeteria Grease and Pesticides

#### **Mercury:**

At most community college campuses, mercury is primarily generated from obsolete or broken equipment. In addition, fluorescent lamps and high intensity discharge (HID) lamps also contain low levels of mercury. The employees of RCC should plan to eliminate these sources of mercury waste as soon as possible. Waste **MUST** be managed to prevent releases. Waste **MUST** be specifically labeled and identified.

#### **Batteries:**

Batteries we must treat as hazardous waste are typically the larger ones used by maintenance and automotive. These contain metals that are considered hazardous to the environment. Automotive batteries can be recycled at most auto supply stores.

#### **Cafeteria Waste:**

Food waste and grease should not be disposed in the kitchen drain as they will likely contribute to high biochemical oxygen demand (BOD) and Fats, Oils, and Grease (GOG) in the wastewater. This grease will be recycled.

#### **Pesticides:**

Anyone using pesticides on campus will be a licensed pesticide operator or under direct supervision of a licensed pesticide operator and follow all directions as printed on the label of the pesticide or furnished with the pesticide as required by federal law. All protective equipment will be used as listed and care will be taken to avoid exposing others as directed by the label and directions. Unused pesticides must be

kept in a locked and labeled container. All pesticide use will be recorded in the pesticide log. If pesticides are listed as hazardous, the area of use will be posted as required by regulation.

## **C. Disease Control**

Any student or college employee, either full-time or part-time, or contracted services persons who know or have reasonable basis for believing that he or she is infected with a communicable disease have the responsibility of reporting this fact. Employees or contractual services should report this to the Human Resource Department, and it will be kept confidential. Students should report this to the Vice President for Student Services, and it will be kept confidential.

Persons who know, or have reasonable basis for believing, that they are infected with a communicable disease (such as MRSA, Pandemic influenza—see more detailed individual plan, AIDS, Infectious Mononucleosis, Meningitis, just to name a few) are expected to seek expert advice about their health circumstances and are obligated ethically and legally to conduct themselves responsibly in accordance with such knowledge, for the protection of other members of the community.

Employees who report having a communicable disease should be medically evaluated and their job duties adjusted as needed to ensure other personnel are not infected and that the affected employee is assigned meaningful work within their capacity. Those involved should use good judgment about keeping information confidential without endangering anyone's health.

## **D. Health & Sanitation**

The college staff will make sure that we have a healthy environment in which to work and study by keeping the environment as clean and sanitary as possible.

All occupied buildings will be kept clean in all areas and trash removed daily. The rest rooms will be cleaned and sanitized after each day of use and as necessary during the days of use. Drainage and sewer systems will be kept in good operating condition. Hot water will be maintained at 120 degrees F. for use in personal hygiene. Ventilation will be present and exhausting at least the minimum amount required by the building code. Heating and air conditioning equipment that serves the buildings will be maintained to provide clean air with at least the minimum amount of ventilation as required by the building code for each space. Filters will be changed on a quarterly (every three months) schedule or as often as needed. Air handling units will be kept clean; drain pans and drains will be kept clean and treated with nontoxic chemicals to prevent the growth of fungus and other growth. Duct work will be treated as necessary to kill microbial growth. All open air cooling systems will be treated to prevent microbial growth as well. The Maintenance and Housekeeping department will ensure these standards.

Food served at or by the college will be prepared in a sanitary environment and all precautions will be taken to avoid contamination with all disease-causing agents as well as any other hazardous contaminants. Food service personnel will comply with hand washing regulations and protect food as required. Unauthorized persons will not be allowed in food preparation areas. The food service supervisor is responsible for this area.

Any instructor or other person using animal carcasses, parts, or any other organic material at the college that may create a health problem will store, treat or dispose of this material properly and immediately after use. None will be left in trash cans or exposed in any way.

**Pest Control:**

Pests such as mice and other animals will be controlled by trapping them and removing them from campus. Animal control will be called if needed for safe removal.

Insects will be controlled by a Properly Licensed contract service inside the buildings and by the licensed grounds person outside the buildings so that the insect problem does not create a health or safety hazard.

### **III. PREVENTING ACCIDENTS**

#### **A. Personal Actions**

All necessary steps should be taken to prevent accidents. There are many ways that an accident can occur and the best way to avoid accidents is to have a safe attitude at all times and teach safe attitudes to others. Having a safe attitude means to think about safety at all times and be aware of an unsafe condition before the accident happens and correct the condition to make it safe before someone is injured.

Any space that can be entered by a person and restricts their movement is classified as a confined space. The hazard of confined spaces is the danger of being trapped in a disabled condition, lack of oxygen and toxic gases. The rule for confined spaces is not to enter them without training on the procedures and the proper equipment. If a confined space is identified at this facility then the confined space entry plan will be implemented.

**Weapons Range at ESTC: A Firearms instructor must be assigned. Red flags and signs will be posted when weapons range is in use. Each individual using the range should use extreme caution.**

**Driving Range at ESTC: A Driving instructor must be assigned. Signs will be posted when the driving range is in use. Each individual using the range should use extreme caution.**

Some college areas use drum storage and serious injuries can result if drums are mishandled and allowed to fall, spill, or roll on someone. Safe drum handling involves using the proper equipment in the correct way. A drum filled with material can be very heavy and cause injury if it falls on a person. Drums should be handled using a special drum type hand truck in the proper way or they may be moved with a fork truck if secured to prevent movement or falling from the forks. Drums must be labeled according to the Hazardous Material section of this plan.

Lifting heavy objects and lifting incorrectly can cause back injury and strains. The maximum weight that the average person can lift without risk of injury is about thirty (30) pounds. Lifting any more than this requires the assistance of others or mechanical aid. Lifting less than 30 pounds also requires the correct technique of keeping the back straight, the weight close to the body, not twisting, and lifting with the leg muscles.

## **B. Safe Use of Tools**

Hand tools and power tools cause a lot of injuries due to misuse. Everyone who uses tools must be trained in their use and know all of the operational instructions from the owners handbook. Safety glasses and any other recommended protection must be used when persons are using power tools or hand tools that may produce moving chips or particles, or are in an area near where these tools are in use.

All tools will be inspected on a regular basis to insure they are safe to use and removed from use if they are not safe.

## **C. Safe Use of Powered Equipment**

Powered equipment has a lot of potential to injure persons who are operating the equipment and others who are nearby. Therefore, the operator must be constantly aware of the situation and in control of the equipment at all times.

Powered equipment includes items such as mowers, fork lift trucks, power saws, and powered hand tools of all types.

When operating power equipment follow all instructions for operating the equipment and any attachments. Read the operator's manual, all warning decals, attend any required operators courses, obtain any required certification, follow all verbal instructions by supervisors and use good judgment at all times. Use any required personal protection such as eye and hearing protection. Powered equipment should be inspected on a regular basis by the person in charge to ensure that all safety devices are in place and being used properly and that the equipment is safe to operate.

## **D. Energy Control and Electrical Safety**

### **Control of Hazardous Energy Source (Lockout/Tagout)**

Employees who are exposed to the potential destructive release of stored energy must practice the procedures that are necessary to disable machinery or equipment and to prevent the release of hazardous energy while maintenance and servicing activities are being performed. These sources of energy are items such as electricity and stored pressure. This procedure is done by isolating the source of energy by using the required Lockout/Tagout procedures identified in the plan. A copy of the Lockout/Tagout plan

and requirements is available on the college website under employee publications and from the Director of Safety and Emergency Preparedness. Employees affected are trained initially and annually in this procedure. Contractors shall review their lockout procedure with the Maintenance

### **Electrical Safety:**

Electrical equipment must be monitored constantly for unsafe conditions. Extension cords can be used only when necessary in temporary applications. All equipment will be grounded according to the manufacturer and the National Electrical Code and have UL approval for its use. All appliances and portable electrical equipment that uses a flexible cord for power will have a three wire grounding cord (plug has three prongs) unless UL approved as being double insulated. All electrical installations will be completed according to code and inspected by the local electrical inspector as required. All electrical equipment, wiring and devices that have faults will be taken out of service until faults are corrected. Again, all electrical circuits will be locked out and tagged while being worked on as required by the lock out/tag out plan. Only persons designated and qualified will do any work on electrical equipment and circuits.

### **High Pressures and Stored Energy Hazards:**

Sources of high pressures can be compressed air, hydraulic systems, pressurized gases, sudden chemical reactions, water under pressure, and others. High pressure can cause explosions, launch projectiles, cut through objects like a power saw, and be very destructive. Pressure vessels must be secured in brackets or chained to prevent tipping over which can cause severe sudden release of pressure. Incompatible gases must be stored separately. High pressure gases must be used only with an approved, serviceable regulator. Pressure containers can only be transported in an approved manner as specified by the Department of Transportation (DOT). Read the Material Safety Data Sheets (MSDS) and follow proper instruction and warnings when working with chemicals. Never mix chemicals without knowledge of the outcome. Sudden reactions can create severe hazards of pressure, chemical and gas release, and high temperatures. Anyone working on a high pressure pipe or device will lock out and tag the pressure source as well as bleed off the pressure in a safe manner before working on the system. All pressure vessels will be inspected as required by the NC Department of Labor and all faults corrected as soon as found. Safety valves will be checked and tested as a part of the weekly Preventive Maintenance program. Energy can be stored in many ways such as a raised elevator car. These energy sources must be eliminated before being exposed to possible injury by them falling. For example the elevator car will be blocked up with material of suitable strength before entering the elevator shaft.

### **Gas Cylinder Handling:**

Gas cylinders store gasses under high pressure and can cause severe injuries if mistreated. Cylinders must always be protected from damage since they can explode or become a large projectile. High-pressure gas cylinders such as oxygen and acetylene must be stored in an upright secured position where they cannot tip or fall. Fuel gas and oxidizers will be stored 20 or more feet apart or be separated by a fire rated wall at least 5 feet high. All welding operations will comply with the directives of OSHA standard 1910.253, Oxygen-fuel gas welding and cutting.

**Labeling of Pipe:**

All piping that contains a hazardous material or operates at a hazardous pressure or temperature will have proper marking and/or color code and proper inspection before operation.

**Pressure Vessels:**

All pressure vessels (boilers, air tanks, receivers, etc.) must be inspected by the department of labor annually and have safety devices checked weekly.

**High Pressure Washers and Steam Jennies:**

This equipment must be inspected before use to insure that no high pressure and/or high temperature hazards to personnel exist and operators will be instructed and/or refreshed on the safe use of the equipment. High Pressure liquids can damage human tissue.

**E. Personal Protective Wear**

Everyone exposed to machine and/or mechanical work areas must wear approved **protective eyewear** suitable for the work being done. Signs indicating that it is an eye protection area will be posted at the entrances of these areas.

Working with chemicals requires reading the MSDS and following the listed procedures and label instructions that include what protection is needed.

**Hearing Protection** is required for anyone working in a high noise area as determined by noise testing. Those areas will have signs posted indicating that hearing protection is required. Those exposed to these areas will be included in the hearing test plan.

**Respiratory Protection** is required for certain work areas, such as paint booths. Sometimes a N12 mask is permissible and other times the employee must be medically approved and fitted for a respirator. EHSI (Environmental Health and Safety Institute) representatives will help determine which is needed. They will receive training on the use and maintenance of the respirator before use. The full respiratory plan is available on the college website under employee publications and from the Director of Safety and Emergency Preparedness.

**Protection from Burns** is required when working around hot stoves, hot liquids, fires, welders, radiation from electrical arcs, lights, and so on. Injury from extreme cold produces the same results as an injury from heat and is classified as a burn. The way to avoid burns is to use proper protection when it is necessary to be around the sources of burns. Each person working with or around heat sources, extreme cold, or radiation must be protected as much as possible with gloves, eye and/or face protection, aprons, and safety shoes as needed.

**The employer will provide personal protective wear as needed by employees per OSHA regulation.**

**IV. CRIME CONTROL**

## **A. Communicating and Controlling Criminal Activity:**

Any suspicious actions (such as misconduct, potential criminal activity, potential drug activity) which occur on any Randolph Community College campus should be reported at once to the switchboard operator ext 200 and the SRO ext 220 so that the activity can be monitored. If the assigned Resource Officer is not available, the Director of Safety and Emergency Preparedness will be contacted and if needed 911 will be called so that local law enforcement can control the problem.

Please remember, no procedures can clearly prescribe what action an employee should take when first encountering a fight or other disturbance on the campus or at a college function. Staff members should react in a manner consistent with regard for their own safety and that of other students and employees.

### **Confrontations between college personnel and perpetrators should be avoided.**

Through cooperative agreements with local law enforcement agencies, the college will be notified of any criminal activities which have occurred in the vicinity of the campus whereby there is a recommendation for the campus community to be on alert. Should an alert be necessary, employees will be notified via email. Full- time and part-time instructors will also be given a copy of the alert to read to the students at the beginning of each class period. Criminal incidents occurring off campus with students participating in a college function should be reported to the law enforcement agency having jurisdiction. The Director of Safety and Emergency Preparedness should be notified as soon as possible of such incidents by calling 633-0210. A report of the incident should be completed and copies distributed to the SRO, Director of Safety and Emergency Preparedness and Vice President for Administrative Services.

## **B. Weapons:**

*To describe the weapons policy for the main Campus, the Archdale Center and the Emergency Services Training Center*

It is the policy of Randolph Community College to prohibit the possession, carry, display and/or discharge of any weapon defined by GS 14-269(a) or firearm on any campus, property or remote training location of Randolph Community College, with the following exceptions:

- (1) "On-Duty" sworn Law Enforcement Officers when acting in the discharge of their official duties.
- (2) Armed forces personnel, officers and soldiers of the militia and National Guard and any private police employed by an educational institution when acting in the discharge of their official duties and students and instructors using weapons in college approved instruction may have firearms as required.
- (3) "Off-Duty" sworn Law Enforcement Officers provided they have prior written approval from the Director of Safety and Emergency Preparedness (if on the Asheboro Campus), the Dean of the Archdale Center (if on the Archdale Campus) or the Director of the Emergency Services Training Center (if at the

Training Center) and are in uniform or plain clothes with their official agency badge displayed with their weapon. The President or the Vice President for Administrative Services can also grant approval.

(4) Employees of Randolph Community College who are sworn Law Enforcement Officers provided they have prior written approval from the College President or his designee.

(5) A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program with prior written approval from the Director of Safety and Emergency Preparedness (if on the Asheboro Campus), the Dean of the Archdale Center (if on the Archdale Campus) or the Director of the Emergency Services Training Center (if at the Training Center).

In addition to a violation of Randolph Community College policy, in some instances it may also be a violation of a North Carolina General Statute. In such cases, violators will be prosecuted accordingly.

*Note:* The definition of a student is a person enrolled in a public or private school, college or university, or a person who has been suspended or expelled within the last five years from a public or private school, college, or university, whether the person is an adult or a minor.

In addition, anyone using the firing range at the Emergency Services Training Center who is not enrolled in a class will be required to sign a waiver of liability, an application for facility use, and a daily log form. The daily log form will state the associated agency, exact time of use on and off the range, and the qualified instructor acting as the supervisor.

## **V. REQUIRED ACTIONS**

### **A. Summary of Required Training for Employees:**

Emergency action plans – All employees

Fire prevention plans/Fire Extinguisher – All employees

Fork Lift – Maintenance personnel

Hearing Conservation – Maintenance, Welding, BLET Instructors

Personal Protective Equipment – Maintenance, Housekeeping, Health & Lab instructors, Taxidermy, Autobody, Automotive, Pottery employees

Respiratory Protection – Maintenance, Autobody, Automotive, Pottery Employees

Accident prevention signs and tags - All employees

Confined Spaces – Maintenance personnel

Lockout/tagout – Maintenance personnel

Medical services and first aid – Certified employees as needed for renewal

Asbestos – Maintenance, Housekeeping, Computer Services

Bloodborne Pathogens – All employees

Hazard communication – All employees

Powered Industrial Trucks – Maintenance, Selected Housekeepers

Lead Exposure – BLET

Laboratory Safety (Chemical Hygiene) – All science labs, Housekeepers, Autobody, Automotive, Maintenance, BLET

Electrical Training – All employees

## **REQUIRED PROCEDURES**

### **B. The following is a Summary of Inspections and/or Tests Required and Frequency**

Hearing test/Noise Test: As needed in a noise classified area of work.

Fixed and portable ladders inspection: Regularly (before each use).

Fire alarm systems: Test quarterly.

Compressed gas cylinders: Gas cylinders must be inspected and tested periodically as stated by the Department of Labor, Department of Transportation, and the Compressed Gas Association.

Respirator inspection and testing: Before and after each use (Plus program effectiveness and exposure on a regular basis.)

Lockout/tagout energy control: As needed in an electrical classified area of work.

Portable fire extinguishers: Visual inspection and documentation of all on a monthly basis and maintenance done annually by a certified person.

Fixed extinguishing systems: System inspection and maintenance annual; containers semi-annual.

Fork lift trucks: Inspect the equipment prior to use by the appropriate safety check list for that equipment.

Welding or hot work: Inspect the area and work for combustible or flammable material before work.  
Insure that equipment is safe to operate.

Electrical cord and plug-connected equipment: Insure that ground connections are in place before using.

**References:**

- Occupational Safety and Health Standards for General Industry, 29 CFR part 1910.
- National Fire Protection Association Life Safety Code Handbook.
- North Carolina State Building Code
- National Electrical Code
- North America Emergency Response Guidebook
- North Carolina Pesticide Laws and Regulations
- Community First Aid and Safety, American Red Cross.

Appendix A

(Archdale Changes in Green)  
**Archdale Campus**  
**Emergency Contact Information**

In the event of an emergency **dial 911** for assistance.  
Please also notify one of the following personnel:

LOCATION	CONTACT	PHONE	CELL
Information Desk-	Staff	862-7980	

<b>Archdale Center</b>			
<b>Information Desk –Main Campus</b>	<b>Student Services Building</b>	<b>633-0200</b>	
<b>Dean of Archdale Center</b>	<b>Rhonda Winters</b>	<b>862-7986</b>	<b>688-2559</b>
<b>Maintenance/Custodial – Archdale</b>	<b>Donnie Boling</b>	<b>862-7988 or 862-7980</b>	<b>302-1240</b>
<b>School Resource Officers – Main Campus</b>	<b>Lt. Lisa Butler Deputy Kesha McGee</b>	<b>633-0220</b>	<b>588-3170 653-7750</b>
<b>Archdale Campus</b>	<b>Officer Tim Keaton</b>	<b>862-7980</b>	<b>689-0855</b>
<b>Safety &amp; Emergency Preparedness - Main Campus</b>	<b>Robert A. Graves</b>	<b>633-0210</b>	<b>302-1920</b>
<b>Maintenance Department</b>	<b>Cindi Goodwin</b>	<b>633-4475</b>	<b>953-7562</b>
	<b>Ken Kinley</b>	<b>633-0311</b>	<b>953-5694</b>
<b>Administration – Main Campus</b>	<b>Daffie Matthews</b>	<b>633-0290</b>	<b>302-5950</b>
	<b>Anne Hockett</b>	<b>633-0218</b>	<b>963-9024</b>
	<b>Susan Milner</b>	<b>633-0174</b>	<b>963-3962</b>
	<b>Dr. Robert Shackelford</b>	<b>633-0286</b>	<b>944-5485</b>
<b>ESTC</b>	<b>Brian Causey (Fire Trn.) Paul Goins (LEO Trn.)</b>	<b>633-4165 633-4165</b>	<b>460-7998 910-783-6105</b>

## **I. ACTIONS DURING EMERGENCY SITUATIONS**

### **A. Medical Emergency**

Follow this procedure in every case of a medical emergency. It is always better to ensure the best care of a victim by having EMS present to handle anything that may arise.

- From any RCC office phone dial 9-911 (or just 911 from a cell phone) and then call the RCC- Archdale Center information desk at 7980 from a college phone or 862-7980 from any other phone for on-campus assistance.
- Tell the operator at 7980 “This is a medical emergency”.
- Give your name, location, and telephone number.
- Stay on the line until you are told by the operator to hang up, or unless there is an immediate threat to your safety.
- If possible have someone stay with the victim. Direct emergency personnel to the site.

- Attempt to keep the victim warm.
- Check for a medical alert ID bracelet or tag.

There are first aid kits and AEDs (automatic electronic defibrillators for heart attack victims) located at the information desk and are marked on the evacuation maps posted in each building. MAKE IT A POINT TO BE FAMILIAR WITH THESE MAPS AND INSTRUCTIONS BEFORE AN EMERGENCY OCCURS.

Every medical incident must be recorded in a medical incident report and then turned in to the Assistant to the Vice President for Administrative Services. If the medical incident is also an employee accident then the employee should immediately notify the Director of Safety and Emergency Preparedness. In his absence, notify the Human Resources Department. If after hours or off-site (clinical), please notify within 24 hours.

**Note:**

The Safety Committee will determine the locations of first aid kits and the faculty or staff member who has primary responsibility in that area will be responsible for maintaining the supplies in the kits.

The Purchasing Agent will maintain the necessary supplies to restock the first aid kits as requested by persons responsible for the kits.

**Clean Up of Body Fluids:**

Blood Borne Pathogen kits are supplied throughout the campus in offices and classrooms and should be used by trained personnel only. The following are guidelines for handling, decontaminating and disposing of items contaminated with blood/body fluids:

- (1) Disposable gloves should be worn when cleaning up blood/body fluids. This is to be done in addition to, not as a substitute for, hand washing. Hands exposed to blood/body fluids should be washed thoroughly. Proper hand washing requires use of soap and water and vigorous washing under a stream of warm (not hot) running water for at least 20 seconds.
- (2) Absorbing component from kits shall be applied to fluid and allowed to gel liquid. Once the granules have absorbed liquid, scraping tools, towels and bags will be used to remove waste.
- (3) Hard surfaces (walls, floors, and desks) contaminated with blood/body fluids should then be cleaned with a solution of one (1) part household bleach to ten (10) parts water or disinfectant supplied in kits.
- (4) Carpets contaminated with blood/body fluids should be cleaned initially with a towel, followed by shampooing with commercially available rug shampoo and disinfecting agents.
- (5) Articles contaminated with blood/body fluids should be placed in an impervious bag (provided in kits) and promptly labeled "contaminated" before sending for disposal or reprocessing.
- (6) Sharp items (needles, blades and other sharp objects) should be considered potentially infectious and handled with extraordinary care to prevent accidental injuries. Sharp items

contaminated with blood/body fluids should not be bent after use, but should be promptly placed in a puncture-resistant "Sharps" container before being sent for disposal or reprocessing.

Any employee in need of supplies from a janitor's closet should **contact the Information Desk at the Archdale Center** and request someone from Housekeeping or Maintenance pick up the cleaning supplies and assist with the necessary clean up. Do not attempt to clean this infected area without proper training. Remember, the contaminated area should be secured at all times.

## **B. FIRE:**

### **Fire Prevention:**

To have a fire there are basically three combined components necessary: oxygen, heat and combustible material. There is oxygen in the air around us all of the time. Heat is a very common component also. The best way we can prevent fire is to keep combustible materials away from heat and away from critical passageways.

Every employee is responsible for preventing fire hazards on our campus. This can be done by keeping areas uncluttered, not overloading electrical circuits, use of only approved heaters in work areas, etc.

### **Fire Alarm Systems:**

All of the major college buildings have an operational fire alarm system that complies with the current Life Safety Code. These are activated automatically when heat or smoke is sensed or manually by pulling one of the marked fire alarm pull stations. There are emergency evacuation maps and instructions posted in the buildings for your information. Study these maps so you will be prepared.

### **If a Fire is Discovered:**

- **Pull the nearest pull station alarm (usually located near an exit) and exit the building.**
- **Call 911!**
- **Never attempt to fight a fire larger than wastebasket size. Even a small fire can generate enough smoke to cause serious injury. Never attempt to fight a fire by yourself. Call for help. Always stay between the fire and an exit.**
- **Fire extinguishers should never be tampered with or moved from their location until needed.**
- **Never block an extinguisher from view or block the access to it.**

When you hear the alarm, exit the building. Do not use elevators. Move away from the building and any fire lanes. Fire alarms must not be turned off unless instructed by RCC Maintenance Staff or local fire officials. Any problems or use of any fire equipment must be reported to the Director of Facilities, the Director of Safety and Emergency Preparedness and the Vice President for Administrative Services as soon as possible.

## ***FIRE EXTINGUISHER INSTRUCTIONS***

**P = PULL** safety pin from the handle

**A = AIM** at the base of the fire

S = **SQUEEZE** the trigger handle

S = **SWEEP** from side-to-side

### **Means of Egress:**

Every occupied building must have a suitable route for egress (EXIT) at all times. Exit doors must be clearly marked with a lighted sign of an approved size and with a reliable light source. Non-exit doors must be marked to indicate that they are not an exit (having a sign indicating the use of a room is sufficient). Doorways must not be blocked or doors locked from the inside. Latching exit doors must be easy to open with only a pushing motion. Corridors must be kept clear of obstructions such as boxes, cabinets, etc. Every employee is responsible for keeping routes of egress clear.

### **C. Bomb Threat:**

**In the event of a Bomb Threat Call 9-911, then call the **Information Desk at Archdale** at extension **7980** and the **SRO assigned to the Archdale Campus**. If not available, the **SRO at the Main campus at 633-0220**. **The Information Desk at Archdale** and **SRO should notify administration and the Director of Safety and Emergency Preparedness**.**

If a threatening call is received, please try to get help. You can email a Senior Level Administrator and/or **contact the Dean of Archdale Center** while you keep the caller on the phone. Administration and law enforcement will decide about evacuation measures.

The person receiving the call should keep the caller on the phone as long as possible and record the following information:

- Time of call
- Estimated age and gender of the caller
- Any noticeable speech patterns, accents, possible nationality, etc.
- Emotional state of the caller
- Background noises

Ask the caller the following questions:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does the bomb look like?
- Why did you place the bomb here?

Record any responses the caller gives you.

After the call is completed:

If you feel that an emergency exists, activate the fire alarm in the building after calling the appropriate personnel. The alarm rings only in that building. Follow the emergency evacuation plan for the building you are in and report to your designated area.

**DO NOT MOVE ANYTHING TO SEARCH FOR THE BOMB.**

**DO NOT OPEN DRAWERS, DOORS, OR WINDOWS.**  
**DO NOT TURN ON/OFF ANY ELECTRICAL EQUIPMENT INCLUDING LIGHT SWITCHES.**  
**DO NOT USE 2-WAY RADIOS.**

## **D. Severe Weather**

In the event of a tornado the Mass Notification System will be activated to warn staff, and the instructor or supervisor will direct their charges to a shelter area in **the buildings**. Tornado shelter areas and evacuation routes are marked on the building maps that are posted in each building. Instructors and supervisors should make sure that they are familiar with these maps.

Ensure that all persons are in the shelter area and all persons will take a sitting position on the floor with backs to the wall if possible, knees pulled up and arms covering their faces with hands on top of the head. They will remain in this position until the all-clear signal.

### **Warning Plan:**

Objective: Warn everyone on campus as quickly as possible, be sure that all areas are covered, have a person with a radio in every area possible, and be sure that everyone is in the safest areas.

- All individuals in campus buildings should immediately move to the center hallways of the buildings. Close the windows in all rooms and close the doors as you leave the room. Also, if the windows have blinds or curtains close them.
- If time permits, disconnect all computer equipment before leaving the work area.
- Do not leave the center hallway areas until told to do so by authorized personnel. You will be notified when it is safe to return to your work area or classroom.
- It is very likely that phone service and electricity will be cut off during the storm. Do not rely on the phones for receipt of information. Follow the verbal directions of designated Randolph Community College personnel.

Procedure: During any period of tornado type weather the person at the **Information Desk at Archdale Center** monitors the National Weather Service Webpage <http://www.erh.noaa.gov/er/rah/>. If a warning is issued for the Archdale area the Mass Notification System should be used to warn the Archdale Campus. The Mass Notification System should be used to inform everyone when the warning is lifted.

## **E. Electrical Power Failure:**

In the event of a power failure the building should be evacuated before the emergency light power is depleted. The decision to evacuate will be made by a member the Senior Leadership Team. The time of day and natural lighting available in the building, offices and classrooms should be taken into consideration when making the decision to evacuate. When and if the decision is made to evacuate, instructions will be transmitted over The Mass Notification System. Inform Maintenance or the **Information Desk** that there is no power. If the decision is made to evacuate, building representatives, instructors, supervisor and facilities personnel will assist in a safe and orderly evacuation. If the power fails in a building that has an elevator then the elevator must be checked for occupants that may be trapped inside. The instructor(s) or staff person(s) in the building at the time will make this check before leaving the building.

## **F. Lockdown Procedures:**

**This section is included in the Multi Hazard Emergency Action Plan**

## **G. Other Emergencies:**

The procedure for other emergency situations that involve disruptive and dangerous forces such as explosions, earthquakes and so forth, though unlikely, do require consideration. Procedure should be as the fire emergency but will require good judgment on the part of the personnel in charge to avoid putting their charges in danger.

### **Gas Leak**

In the **event of a gas leak (gas odor)** the Maintenance or Security will determine investigate and call the proper authorities. **Notify the Information Desk at Archdale Center and the Dean and then call the Switchboard at the main campus at 633-0200** and they will notify **the main campus Maintenance**.

- Only personnel specifically trained in emergency shut-off procedures should shut off the building's gas.
- As a precaution, avoid lighting matches or turning on or off lights. Extinguish any open flames.
- Stay clear of the problem. Go outside and wait.
- Maintenance will recommend response procedures to be followed once they have confirmed the leak. Building occupants should evacuate immediately if asked to do so by maintenance personnel or gas company employee. Windows should be opened to aid ventilation.

If there is any toxic chemical spill or threat then the campus will be evacuated and traffic directed to avoid exposure. Call 9-911 and again call the **Information Desk at Archdale Center and then call the Switchboard at the Main campus at 633-0200** to advise Maintenance and Security **at the main campus** of any known chemical spills.

## II. PREVENTION OF HAZARDS

### A. Tobacco Use:

Community colleges are exempt from the state law regulating the ability to adopt stringent tobacco use rules. Therefore, community colleges are able to pass comprehensive 100% tobacco-free policies. (G.S. 115D-20.1)

RCC is committed to providing its employees and students with a safe and healthy working and learning environment. RCC recognizes that the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty, and visitors. RCC also recognizes that it has the legal authority to prohibit tobacco use pursuant to G.S. 115D-20.1 and G.S. 143-599.

Therefore, beginning July 1, 2010, RCC will implement the following policy:

1. Use of tobacco is prohibited by students, staff, faculty, or visitors:
  - a. In all campus buildings, facilities or property owned or used by RCC, including outside areas; Tobacco use shall be permitted in personal vehicles as long as no tobacco litter is left on campus.
  - b. On campus grounds, facilities or vehicles that are the property of the campus.
  - c. At lectures, conferences, meetings, and social/cultural events held on school property or school grounds.
  - d. For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to: cigarettes, cigars, cigarillos, pipes, hookahs, smokeless or spit tobacco or snuff.
2. The sale or free distribution of tobacco products, including merchandise, on campus or at school events is prohibited.
3. Student organizations are prohibited from accepting money or gifts from tobacco companies, including:
  - a. Parties sponsored by tobacco companies or allowing tobacco companies to distribute free, reduced-price, or fully-priced tobacco products (t-shirts, hats, etc.) on campus.
  - b. All tobacco advertising, such as billboards and signs owned and used by RCC.
4. Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or used by RCC.
5. Through existing health plans, the EAP, and community sponsors, RCC will publicize free, accessible tobacco cessation classes, seminars, and support groups on or off campus.
  - a. These tobacco cessation classes, seminars, and support groups shall appear regularly in student and staff publications. They shall be posted in buildings, through Student Services and through other appropriate means.
6. Implementation and compliance:
  - a. The Health & Wellness committee shall develop a plan for communicating the policy to students, staff, faculty, and visitors.
  - b. The college will provide appropriate signage and other physical indicators of our policy.
  - c. Smoking waste management products such as ashtrays shall be removed.

- d. Violators of the policy shall be issued a verbal reminder of the policy. Visitors who repeatedly violate the policy shall be asked to leave campus. Staff and faculty who repeatedly violate the policy shall be referred to their supervisor and shall be given tobacco cessation materials. Repeated violations by staff or faculty can result in further personnel action as outlined in the RCC Personnel and Policy Handbook (Policies: VI B4 & VI B5)
- e. Student Services is responsible for student compliance at all campus locations, per the Student Code of Conduct located RCC Student Handbook/College Catalogue.

## B. Chemical Control

Every container must be labeled to indicate its contents, the chemical nature of the contents, the specific hazards of the contents, and any precautions needed and protection required.

**All materials** (with the exception of personal items) will have an MSDS (Material Safety Data Sheet) available in the immediate area for anyone to see as needed. Labels on containers must correspond with the information on the MSDS.

There will be an index with these MSDS and an annual inventory of quantities. Any chemicals designated as hazardous by regulation will be reported to the Director of Safety and Emergency Preparedness as received, indicating the specific chemical and quantity on hand. There is a master file of MSDS **at the Main Campus** located in the Facilities Office and the Safety Officer maintains this file. This file is accessible by Emergency Services or other personnel if needed. The Director of Safety and Emergency Preparedness has the responsibility for planning and scheduling the annual employee training program.

**The instructor or supervisor of each area has the responsibility for ensuring materials are properly labeled, the local MSDS file is current and that the Director of Safety receives all MSDS sheets and chemical inventory reports. The instructor or supervisor of each area has the responsibility of overseeing the use of chemicals to ensure the health and safety of personnel.**

All personnel should know what safety and emergency equipment is available and its location. Also, personnel should maintain safe work practices at all times, which include, but is not limited to:

- **WEAR** appropriate eye protection any time one is dealing with chemicals. USE other protective clothing as needed (see Section Two and MSDS for specific needs). **AVOID** breathing gases, vapors or mists which may be toxic by use of fume hood(s) or confinement apparatus. **ALWAYS** wash exposed skin areas immediately.
- **AVOID** consuming food, beverages, or smoking in areas where chemicals are being used or stored.
- **PLAN** in advance to avoid serious incidents. Before starting any procedures (experiments), workers should consider the worse case scenario and be prepared to handle the situation.

Workers have basic responsibility to themselves, colleagues, and students to plan and execute operations in a safe manner. Laboratory experiments and other chemical procedures should be reviewed to see if another experiment or procedure could teach the same principle using less toxic or physically hazardous chemicals. Special attention should be given to eliminate the use of highly acute toxins, carcinogens, and reproductive toxins. Minimize the amount of chemicals being stored by only ordering what is needed for a specific period of time. **Again, MSDS sheets must be acquired with each new chemical ordered and supplied to the Director or Safety and Emergency Preparedness and installed in the MSDS file.**

The primary concerns with storage are avoiding contact between incompatible chemicals, minimizing amounts, and ensuring that dangerous storage conditions (heat, electrical shorts, light, etc.) are not present. All flammable/combustible chemicals (those with flash points below 2000F) must be stored in approved containers and/or cabinets.

All chemical work areas will be equipped with an emergency shower, eye wash station, fire extinguisher, and first aid kit. Personal protective equipment, such as goggles, aprons, gloves, respirators, or lab coats shall be provided to employees and used as needed.

Lab chemical fume hoods will be inspected annually to ensure proper operation and air flow.

#### **Hazardous Waste:**

Materials that are toxic, highly corrosive, hazardous to the environment or which may react to become such must be disposed of in a controlled manner and according to EPA regulations. These materials must be disposed of or recycled by a licensed waste management firm.

**Typical waste of this type:** Mercury, Batteries, Cafeteria Grease and Pesticides

#### **Mercury:**

At most community college campuses, mercury is primarily generated from obsolete or broken equipment. In addition, fluorescent lamps and high intensity discharge (HID) lamps also contain low levels of mercury. The employees of RCC should plan to eliminate these sources of mercury waste as soon as possible. Waste **MUST** be managed to prevent releases. Waste **MUST** be specifically labeled and identified.

#### **Batteries:**

Batteries we must treat as hazardous waste are typically the larger ones used by maintenance and automotive. These contain metals that are considered hazardous to the environment. Automotive batteries can be recycled at most auto supply stores.

#### **Cafeteria Waste:**

Food waste and grease should not be disposed in the kitchen drain as they will likely contribute to high biochemical oxygen demand (BOD) and Fats, Oils, and Grease (GOG) in the wastewater. This grease will be recycled.

#### **Pesticides:**

Anyone using pesticides on campus will be a licensed pesticide operator or under direct supervision of a licensed pesticide operator and follow all directions as printed on the label of the pesticide or furnished with the pesticide as required by federal law. All protective equipment will be used as listed and care will be taken to avoid exposing others as directed by the label and directions. Unused pesticides must be kept in a locked and labeled container. All pesticide use will be recorded in the pesticide log. If pesticides are listed as hazardous, the area of use will be posted as required by regulation.

### **C. Disease Control**

See Main Campus Safety and Health Guide

### **D. Health & Sanitation**

See Main Campus Safety and Health Guide

## **III. PREVENTING ACCIDENTS**

See Main Campus Safety and Health Guide

## **IV. CRIME CONTROL**

### **A. Communicating and Controlling Criminal Activity:**

Any suspicious actions (such as misconduct, potential criminal activity, and potential drug activity) which occur on any Randolph Community College campus should be reported at once to the [Information Desk at 862-7980](#) and the SRO assigned to the Archdale Campus so that the activity can be monitored. If the assigned Resource Officer is not available, the SRO at the main campus will be contacted and if needed 9-11 will be called so that local law enforcement can control the problem.

Please remember, no procedures can clearly prescribe what action an employee should take when first encountering a fight or other disturbance on the campus or at a college function. Staff members should react in a manner consistent with regard for their own safety and that of other students and employees.

**Confrontations between college personnel and perpetrators should be avoided.**

Through cooperative agreements with local law enforcement agencies, the college will be notified of any criminal activities which have occurred in the vicinity of the campus whereby there is a recommendation for the campus community to be on alert. Should an alert be necessary, employees will be notified via email. Full- time and part-time instructors will also be given a copy of the alert to read to the students at the beginning of each class period. Criminal incidents occurring off campus with students participating in a college function should be reported to the law enforcement agency having jurisdiction. The Vice President for Administrative Services should be notified as soon as possible of such incidents by calling 633-0290 or ext 290. Incident forms should be completed and copies distributed to the SRO, Safety Officer (Director of Facilities) and Vice President for Administrative Services [located at the main campus](#).

## **B. Weapons:**

*To describe the weapons policy for the main Campus, the Archdale Center and the Emergency Services Training Center*

It is the policy of Randolph Community College to prohibit the possession, carry, display and/or discharge of any weapon defined by GS 14-269(a) or firearm on any campus, property or remote training location of Randolph Community College, with the following exceptions:

- (1) “On-Duty” sworn Law Enforcement Officers when acting in the discharge of their official duties.
- (2) Armed forces personnel, officers and soldiers of the militia and National Guard and any private police employed by an educational institution when acting in the discharge of their official duties and students and instructors using weapons in college approved instruction may have firearms as required.
- (3) “Off-Duty” sworn Law Enforcement Officers provided they have prior written approval from the Director of Safety and Emergency Preparedness (if on the Asheboro Campus), the Dean of the Archdale Center (if on the Archdale Campus) or the Director of the Emergency Services Training Center (if at the Training Center) and are in uniform or plain clothes with their official agency badge displayed with their weapon. The President or the Vice President for Administrative Services can also grant approval.
- (4) Employees of Randolph Community College who are sworn Law Enforcement Officers provided they have prior written approval from the College President or his designee.
- (5) A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program with prior written approval from the Director of Safety and Emergency Preparedness (if on the Asheboro Campus), the Dean of the Archdale Center (if on the Archdale Campus) or the Director of the Emergency Services Training Center (if at the Training Center).

In addition to a violation of Randolph Community College policy, in some instances it may also be a violation of a North Carolina General Statute. In such cases, violators will be prosecuted accordingly.

*Note:* The definition of a student is a person enrolled in a public or private school, college or university, or a person who has been suspended or expelled within the last five years from a public or private school, college, or university, whether the person is an adult or a minor.

In addition, anyone using the firing range at the Emergency Services Training Center who is not enrolled in a class will be required to sign a waiver of liability, an application for facility use, and a daily log form. The daily log form will state the associated agency, exact time of use on and off the range, and the qualified instructor acting as the supervisor.

## **V. REQUIRED ACTIONS**

[See Main Campus Safety and Health Guide](#)

## **REQUIRED PROCEDURES**

See Main Campus Safety and Health Guide

### **References:**

Occupational Safety and Health Standards for General Industry, 29 CFR part 1910.

National Fire Protection Association Life Safety Code Handbook.

North Carolina State Building Code

National Electrical Code

North America Emergency Response Guidebook

North Carolina Pesticide Laws and Regulations

Community First Aid and Safety, American Red Cross.