

# **SAFETY MANUAL**

AND

# **CRITICAL RESPONSE PLAN**

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REID STATE TECHNICAL COLLEGE  
P.O. Box 588  
EVERGREEN, AL 36401

*2010 (REVISED)*

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## **FOREWORD**

The publication of this Safety Manual/Critical Response Plan signifies the importance placed on safety at Reid State Technical College. Equally important is the safety in a technical college setting as well as in the workplace. As such, the manual and its contents have been, and will continue to be, integrated into the college's instructional program in the interest of protecting our students, faculty, staff, and visitors from accidents and injury. It is also our hope that the information provided herein will provide our students with a strong foundation of safety practices, which will benefit them when they leave Reid State Technical College and enter the workforce.

This manual was developed for Reid State Technical College with input from faculty and staff. Reid State Technical College has produced this manual in the interest of safety and lays no copyright claim to any portion, part, or entity of the contents within.

David J. Rhodes  
Business Manager  
December 14, 2010

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## **APPENDIX A: FORMS AND CHARTS**

Student Accident Report Form

Accident Investigation Report Form

Department Safety Report

Building Safety Inspection Checklist

Hazardous Materials Inventory Roster

Safety Color Code

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## ACCIDENT REPORT

Date \_\_\_\_\_ Department \_\_\_\_\_

Time of Injury \_\_\_\_\_

Name of person injured \_\_\_\_\_

Type of injury \_\_\_\_\_

Nature of accident \_\_\_\_\_

Treatment \_\_\_\_\_

Witness to accident

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Instructor





## REID STATE TECHNICAL COLLEGE

### Form for Investigation of Accidents

Date of Accident \_\_\_\_\_

Time of Accident \_\_\_\_\_

Location of Accident \_\_\_\_\_

Nature of Accident \_\_\_\_\_

\_\_\_\_\_

Person (s) Involved \_\_\_\_\_

\_\_\_\_\_

Findings \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Chairperson of Campus Safety Committee



**DEPARTMENT:** \_\_\_\_\_

**SAFETY REPORT**

**MINUTES OF SAFETY MEETING**

**1. UNSAFE WORK HABITS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. RECOMMENDED SAFETY IMPROVEMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. REMARKS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SAFETY COMMITTEE MEMBERS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**INSTRUCTOR**

Copies to: Safety Folder  
Safety Committee



**DEPARTMENT:** \_\_\_\_\_

**STUDENTS PRESENT**

_____	_____
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## BUILDING SAFETY INSPECTION

Date \_\_\_\_\_

Building # \_\_\_\_\_

Inspector \_\_\_\_\_

Check Items “YES”, “NO” or write “NA” in the boxes.

GENERAL BUILDING SAFETY CHECKLIST		YES	NO	ROOM #
1.	Have SAFETY discussions been held? If so, what date?			
2.	Are fire extinguishers readily available, undamaged and inspected?			
3.	Are smoke detectors in place and operating properly?			
4.	Are fire reporting procedures posted?			
5.	Are building evacuation procedures posted?			
6.	Are all exits clearly marked? Is exit hardware operating?			
7.	Are electrical circuits and outlets working properly?			
8.	Are emergency and fire exit lights operating?			
9.	Are electric panel boxes blocked /obstructed?			
10.	Are wall plugs and switches properly covered?			
11.	Are extension and appliance cords in good condition?			
12.	Are good housekeeping practices observed? Trash emptied?			
13.	Are windows and doors unbroken and operating properly?			
14.	Is lighting adequate and working?			
15.	Are floors, walls, and ceilings in good repair?			
16.	Are all flammables and combustibles removed from building?			
17.	Are MSDS/Chemical inventory list filed properly?			
18.	Is the building fire alarm system operational?			
19.	Are furniture and appliances in good repair?			
20.	Is the first aid kit well stocked?			
21.	Are protective light lenses in place?			
22.	Are ventilation systems operating, and fan protective screens in place?			
23.	Are chemicals properly labeled /sealed /secured?			
24.	Are all wet area electric outlets “GFCI” protected?			
25.	Are furnace / AC systems adequate / operational?			
26.	Are there adequate cigarette disposal units outside the building?			
27.	Are the exterior grounds neat and free from debris?			
28.	Have YOU taken corrective action on any deficiencies?			

Please complete this form and forward to the Student Admissions Office. Maintain a copy for your files.



**HAZARDOUS MATERIALS INVENTORY  
ROSTER**

Hazardous Material	Operation or Area Used in Shop	MSDS on Hand Indicate <i>Yes</i> or <i>No</i>

## **SAFETY COLOR CODE**

### **RED**

- Shows danger
- Labels fire protection equipment and its location
- Labels portable containers of flammable liquids
- Labels emergency stop bars, buttons, and electrical stop switches on machinery

### **YELLOW**

- Shows caution and physical hazards
- Labels waste container for explosive or combustible materials
- Labels equipment that should not be started, used, or moved
- Shows the starting point or power source for machinery

### **ORANGE**

- Labels dangerous parts of equipment that could cut, crush, shock, or otherwise injure
- Labels safety starter buttons

### **PURPLE (or MAGENTA or BLACK ON YELLOW)**

- Labels radiation hazards

### **BLUE**

- Marks tags that indicate equipment that should not be started, used, or moved

### **GREEN**

- Labels safety equipment (other than firefighting equipment) and its location
- Labels first-aid equipment and its location

### **BLACK AND WHITE**

- Shows traffic flow paths
- Labels storage areas
- Labels housekeeping equipment and its location

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## **TOOL AND MACHINE SAFETY**

This section presents suggestions for the safe operation of tools and machines commonly used in technical programs such as those at Reid State Technical College. The equipment is arranged alphabetically.



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## WELDING

### SAFETY PRACTICES

The use of welding equipment is common throughout the trades. The improper use of this equipment can be extremely dangerous for those performing the work or those in the general vicinity of the activity. Therefore, it is imperative that proper procedures be followed before doing these specialized tasks. Special efforts must be made to evaluate the procedures used while operating the equipment. Consideration should be given to the storage and handling of the specific gases and to the availability and use of personal protective equipment.

### PERSONAL SAFETY RULES

- Wear shop clothing appropriate to the instructional activity being performed.
- Confine long hair before operating rotating equipment.
- Always wear safety glasses; use suitable helmets and goggles for welding.

#### **CAUTION:**

**WELDING AND CUTTING POSE EXTREMELY DANGEROUS HAZARDS TO THE EYES AND FACE IN THE FORM OF FLYING PARTICLES, GLARE AND RADIATION, SPARKS, HEAT, AND MOLTEN METAL. ALWAYS WEAR APPROPRIATE EYE AND FACE PROTECTION.**

- Eliminate loose clothing when working around machine tools or rotating equipment.
- Remove jewelry while working in the shop.
- Conduct yourself in a manner conducive to safe shop practices.
- Use soap and water frequently as a method of preventing skin diseases.

## **GENERAL SHOP SAFETY RULES**

- Keep all hand tools sharp, clean, and in safe working order.
- Report any defective tools, machines, or other equipment to the instructor.
- Make sure all guards are in place and operating correctly.
- Operate machines only with instructor's permission and after you have received instructions.
- Report all accidents to the instructor regardless of nature or severity.
- Turn off the power before leaving a machine tool.
- Disconnect the power from machine tools before performing maintenance tasks of oiling or cleaning.
- Use a solvent only after determining its properties, what kind of work it has to do, and how to use it.
- Use correct, properly fitting wrenches for nuts, bolts, and objects to be turned or held.
- Keep the shop or laboratory floor clear of scraps and litter.
- Clean up any spilled liquids immediately.
- Store oily rags or oily waste in proper containers.
- Clean the chips from a machine with a brush, not with a rag or the bare hands.
- Arrange machinery and equipment to permit safe, efficient work practices and ease in cleaning.
- Store materials and supplies properly.
- Safely store tools and accessories in cabinets, on racks or other suitable devices.
- Keep working areas and workbenches clear and free of debris and other hazards.
- Keep floors clean and free from obstructions and slippery substances.
- Keep aisles, traffic areas, and exits free of materials and other debris.
- Dispose of combustible materials properly or store in approved containers.

## **SAFETY RULES FOR ALL TOOLS**

- **KNOW YOUR POWER TOOL.** Read the owner's manual carefully. Learn the tool's applications and limitations, as well as its particular hazards.
- **KEEP ALL GUARDS IN PLACE** and in working order.
- **GROUND ALL TOOLS.** If an adapter is used to accommodate a two-prong receptacle, the adapter plug must be attached to a known ground. Never remove the grounding prong.
- **REMOVE ADJUSTING KEYS AND WRENCHES.** Make it a habit to check that keys and wrenches are removed from the machine before turning it on.
- **KEEP WORK AREA CLEAN.** Cluttered areas and benches invite accidents.
- **AVOID DANGEROUS ENVIRONMENTS.** Do not use power tools in damp or wet locations or expose them to rain. Keep your work area well lighted.
- **KEEP VISITORS AWAY.** All visitors should be kept a safe distance away from your work area.
- **MAKE WORKSHOP SAFETY-PROOF** with padlocks, master switches, or by removable starter keys.
- **DO NOT FORCE TOOL.** Tools work better and safer when they are allowed to perform at their own speed.
- **WEAR PROPER APPAREL.** Do not wear loose clothing, gloves, neckties, or jewelry that can get caught in moving parts. Non-slip footwear must be worn. Long hair should be tied back or wear a hat.
- **NEVER STAND ON, OR LEAN ON THE TOOL.** Doing so could cause injury.
- **USE SAFETY GLASSES AND EAR PROTECTION.** Also use a **DUST MASK** if the operation is dusty.
- **DO NOT OVERREACH.** Keep proper footing and balance at all times.
- **MAINTAIN TOOLS IN TOP CONDITION.** Keep tools sharp and clean for best and safest performance. Follow instructions for lubricating and changing accessories.
- **DISCONNECT TOOLS FROM POWER** before servicing and when changing accessories.
- **AVOID ACCIDENTAL STARTING.** Make sure the switch is in the "OFF" position before plugging in the cord.
- **CHECK DAMAGED PARTS.** Do not operate the machine until you are certain it is in perfect running condition.
- **NEVER LEAVE THE TOOL RUNNING UNATTENDED – TURN POWER OFF.** Do not leave the tool until it comes to a full stop.
- **DO NOT OPERATE THE TOOL IF USING MEDICATION.**
- **DO NOT WORK IN HASTE** or operate machine if you are fatigued.
- **IF THERE IS SOMETHING YOU DO NOT KNOW OR UNDERSTAND ABOUT THE TOOL, DO NOT OPERATE IT!** Ask your instructor for assistance. Confusion can lead to disaster.
- **BAD HABITS ARE DANGEROUS.** Review all safety procedures often.

These safety rules cannot cover every situation in every lab area. Consider your conditions when setting up or operating a tool.

## **GENERAL WELDING SAFETY RULES**

- Wear suitable protective clothing.
- Keep a safe, clean work area.
- Make sure there are no flammable materials near.
- Do not weld in the vicinity of explosive materials or near carbon tetrachloride.
- Make sure you have enough ventilation to give three or four complete changes of air per hour.
- Use air exhaust whenever welding lead, cadmium, chromium, manganese, brass, bronze, zinc, or galvanized metals.
- Do not weld or cut in a confined area without protection.
- Handle inert gas cylinders with the same care you use with oxyacetylene cylinders.
- Keep all welding equipment in good condition.
- Make sure joints are insulated and all electrical connections are tight, if it is necessary to couple lengths of cable together; use no cables with frayed, cracked, or bare spots.
- Hang electrode holder on welding machine or on a special holder when it is not in use; do not let it touch a gas cylinder.
- Have welding machine properly grounded.
- Make sure pedal controls are guarded to prevent accidental starts.
- Wear rubber boots and/or stand on dry cardboard or wood if it is necessary to weld in damp or wet conditions.
- Stand only on solid items, floor, or ground.
- Use safety belt or lifeline when welding in high places without railings.
- Wear proper eye protection at all times, especially when grinding or cutting.
- Keep your booth curtains closed to protect the eyes of others.
- Do not weld or cut directly on a concrete floor.
- Check for water leakage when using a water-cooled torch.
- Never use oil or grease on any oxygen or acetylene connections because oil and oxygen will ignite.

### **CAUTION:**

**OXYGEN UNDER HIGH PRESSURE CAN CAUSE OILS TO EXPLODE.  
OXYGEN WILL COMBINE WITH MANY COMMON MATERIALS AND,  
UNDER THE RIGHT CONDITIONS, WILL CAUSE THESE MATERIALS  
TO BURN VIOLENTLY OR TO EXPLODE.**

- Do not open tank valves until you are certain that regulator valves are open.
- Do not open the valves on the cylinders with a hammer.
- Do not hammer on oxygen or acetylene regulators.
- Do not light a torch with a match or open flames; use lighter provided.
- Make sure that hose, tanks, or any flammable material will not be exposed to heat, flame, or sparks before lighting torch.
- Beware of high acetylene pressure; never use acetylene-gas when the pressure is greater than fifteen pounds per square inch.

**CAUTION:**  
**ACETYLENE GAS, WHEN COMPRESSED TO MORE THAT FIFTEEN  
POUNDS, BEOMES A VERY HIGH EXPLOSIVE.**

- Do not screw the regulator screw in tight against the regulator because this spoils the diaphragm; if hose pressure drops, check tank pressure at regulator; tank is probably empty.
- Do not hold welding or cutting tip too close to your work; this will cause a flashback in your torch.
- Do not use a tip that gets hot.
- Do not use a torch that leaks.
- Do not leave your torch burning and unattended.
- Do not leave torch valve open.
- Do not use the torch for a hammer, crowbar, wedge, or for any other purpose than welding; do not use a cylinder, even when empty, as a roller.
- Do not store cylinders in a room where the temperature is more that eighty degrees.
- Do not adjust, alter, change, build, or do any experimental work on cylinders, regulators, torches, or any other gas equipment.
- Do not attempt to weld a closed or jacketed tank, vessel, or container without a vent for air. Even with a vent, great care should be used not to get gas in tank. If for any reason you should get gas in the tank, be sure to aerate the tank

## **SAFETY RULES**

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### **ARC WELDING**

- Be aware of the following hazards: electrical shock, fumes, arc rays, fire, and explosion.
- Make sure you are insulated from live electrical parts.
- Do not weld when wet or in wet areas.
- Use proper ventilation. This is especially important when welding galvanized or cadmium plated materials. Materials that have been cleaned with degreasing agents can also create hazardous fumes when they are welded.
- Protect your skin from arc rays by using flame resistant clothing.
- Protect your face and eyes by using a face shield with a filter lens conforming to ANSI Z87.1 standards.
- Use shields or screening devices to protect others around you from arc rays.
- Remove all fire hazards from the area when welding. If this is not possible, cover them to prevent sparks from starting a fire, and have a fire extinguisher nearby.
- Be sure that all the proper precautions have been taken before welding closed containers.
- Always secure gas cylinders properly in the upright position, with chains or other securing devices.

### **CAUTION:**

**THERE IS AN IMMENSE AMOUNT OF POWER IN EACH CYLINDER. CARELESS HANDLING RESULTING IN VALVE OR CYLINDER DAMAGE CAN PRODUCE INSTANT DEATH FOR YOU OR OTHERS NEARBY.**

- Do not allow electrodes or electrode holders to touch gas cylinders.
- Keep cylinder caps on the cylinders when they are not in use or when they are not connected for use.

### **OXY-ACETYLENE WELDING**

- Be sure cylinders are secured in the upright position.
- Do not use a regulator that is damaged or in questionable condition.
- Wear protective clothing, including gloves, goggles, high-topped boots, and cuff less trousers.
- Stand to the side of the regulators when opening the cylinder valves.
- Open cylinder valves slowly to prevent a rapid buildup of pressure in the regulator.
- Use the recommended pressure for the tips and equipment to prevent dangerous backfires and flashbacks.
- Check for leaks on the regulators and hoses before lighting the torch.
- Keep the hoses clear of falling sparks that could burn through them when cutting.
- Do not allow oil to come in contact with hoses or equipment, and do not handle the equipment with hands or gloves that have grease on them.
- Do not cool yourself with oxygen or allow oxygen to saturate your clothing.

## **HAZARDOUS MATERIALS STORAGE AND HANDLING**

- Make sure any cylinders containing oxygen, fuel, or inert gases are secured at all times.
- Make sure all cylinders are capped when not in use.
- Do not refill cylinders from another cylinder. Cylinders should only be refilled by the suppliers.
- Separate oxygen cylinders in storage from fuel-gas cylinders and combustible materials by at least 20 feet or by a noncombustible barrier at least 5 feet high.
- Store acetylene cylinders in the upright position at all times. If for any reason they have been laid down, they should be allowed to stand upright for at least two hours before they are used.
- Do not store compressed gases in unventilated cabinets or confined spaces.
- Do not store a cylinder where the temperature may rise above 130 degrees Fahrenheit.
- Store all solvents clear of any welding or cutting operations.
- Do not weld materials that have been cleaned with chlorinated solvents. Vapors from these solvents can be decomposed by the heat from welding or cutting and form highly toxic phosgene gas.
- Use adequate ventilation or an air-supplied respirator when welding lead, cadmium, zinc, mercury, and metals coated with these materials. They produce harmful concentrations of toxic fumes when welded.

## **SAFETY SUGGESTIONS**

### **ARC WELDER**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Always wear a welding helmet when welding.
- Make sure proper ventilation is available.
- Always wear goggles when chipping slag.
- Warn others in the area before striking an arc.
- Wear gloves and proper clothing when welding.
- Do not weld closed containers without instructor's permission.
- Do not stand in wet areas while welding.
- Make sure screens to protect others are in place before welding is started.

### **GRINDER**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Adjust the tool rest to 1/8" from the wheel.



- Do not grind on the side of the grinding wheel.
- Make sure spark arrestor or top guard is within 1/8" of wheel.
- Hold small pieces with "vise grip" type pliers.
- Discard any wheel that is excessively worn or cracked.
- Make sure the glass safety shield is clean.
- Stand to one side when starting the machine.

### **METAL SQUARING SHEAR**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Check setup and machine before operating.
- Never surpass the capacity of the machine.
- Feed and operate from the front or the operator's position.
- Always keep your fingers away from the pressure bar and blade, a minimum of 4 inches.
- Keep the foot that is not being used out from under the treadle.
- Allow small pieces to drop; do not attempt to catch them.
- Remove burrs before working; gloves or pads are recommended for handling sheet metal, especially large pieces.
- Place scraps or trimmings in metal waste container and return machine to normal.

### **OXY-ACETYLENE WELDER**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Do not weld galvanized metal without proper ventilation.
- Do not allow oil to come in contact with hoses or equipment.
- Keep gas bottles erect and secure at all times.
- Wear protective goggles and spark-resistant clothing when welding.
- Do not weld or cut on a closed container without instructor's approval.
- Confine all cutting and welding to the designated area in the shop.
- Turn off torch valves when finished with equipment.
- Keep the cylinder caps on the bottles when not in use.
- Turn off gas and oxygen at tanks or stations at the end of the class session
- Bend the end of long welding rods to identify hot end and to reduce the possibility of eye injury.

### **PORTABLE DISC SANDER**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.

- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Before connecting to the power source, be sure the switch is in the off position.
- Make sure backup pad and disc are securely fastened to the tool. Unplug the sander when changing discs.
- Do not allow the edge of the disc to touch the edge of the stock.
- Stand clear of the spark line or spark area.
- Sand or finish with a stroking motion; do not pause in one spot.
- Set sander on its back or on rubber stand when not in use and disconnect from power source.

### **SHEET METAL MACHINES**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Always use proper eye protection.
- Check setup and machine before operating.
- Never surpass the capacity of the machine.
- Feed and operate from the front or the operator's position.
- Whenever two people are needed to operate the machine, one shall be the operator, the other the helper.
- Keep hands and fingers clear of moving parts.
- Be sure that fingers are tightened securely on finger leaf.
- Be careful that moving parts or metal does not strike others.
- Take care not to place hands in a position that will allow them to slip into the rolls, jaws, etc.

### **TIG AND MIG WELDER**

- Operate only with instructor's permission and after you have received instructor.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Always wear additional protective welding clothing, including a helmet, long sleeve jacket, and gloves to prevent burns from ultraviolet and infrared rays emitted while arc welding.
- Use a helmet equipped with a minimum number twelve-density shade for TIG and MIG welding.
- Be certain that the welder equipped with a high frequency stabilizing unit is installed, maintained, and used according to the recommendations of both the manufacturer and the Federal Communication Commission.
- Never touch the tungsten electrode or MIG wire while the welder is turned on. It is electrically "hot" and can cause a serious shock.
- Never use the high frequency when performing shield metal arc (stick electrode) welding.
- Be sure proper ventilation is available or use suitable breathing apparatus.

- Warn others in the area before beginning to weld.
- Do not weld on a closed container without instructor's approval.
- Do not stand in wet areas while welding.
- Be sure all flammables are removed from the area.
- Make sure screens are in place to protect others before welding.
- Take special precautions when wearing contact lens.

## **DEPARTMENTAL SAFETY**

This section presents suggestions for the safe operation of equipment and procedures commonly used in programs such as those at Reid State Technical College.

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# COSMETOLOGY

## SAFETY PRACTICES FOR COSMETOLOGY

Students in cosmetology are responsible for not only their own safety, but that of their clients as well. Besides following the general safety procedure outlines in this manual, cosmetology students must familiarize themselves with the safety procedures related specifically to cosmetology.

Instructors will distribute safety procedure guidelines to all students, who will indicate understanding of these precautions by signing and dating the safety procedures packet, which will then be filed in the department. By signing the guidelines, students are also agreeing to review the precautions before performing a live service while at Reid State Technical College.

These extensive guidelines distributed within the department cover sanitation, safety color codes, general shop safety, evacuation routes, use of electrical appliances, and procedures for the following services:

- Hair styling, curling, and waving
- Cold permanent waving
- Chemical hair relaxer
- Hair coloring
- Care of wigs
- Facials
- Hair pressing
- Thermal waving and curling
- Electric Appliances
- Temporary hair removal
- Massage
- Make up
- Hair shaping
- Pedicuring
- Manicuring
- Shampooing and rinsing
- General Safety Rules

A copy of the guidelines follows.

## **STUDENT SAFETY PLEDGE FORM**

\_\_\_\_\_, WHO IS ENROLLED in Cosmetology courses will as a part of the Lab experience, operate implements and equipment.

It is understood that each student will be given proper instruction; both in use of the equipment and in the correct safety procedures concerning the equipment before being allowed to operate it alone. The student must assume responsibility for following safe practices, and we therefore ask that the student subscribe to the following safety pledge.

1. I PROMISE TO FOLLOW ALL SAFETY RULES FOR THE LAB.
2. I WILL NOT ASK PERMISSION TO USE A PARTICULAR IMPLEMENT UNLESS I HAVE BEEN INSTRUCTED IN ITS USE.
3. I WILL REPORT ANY ACCIDENT OR INJURY TO THE INSTRUCTOR IMMEDIATELY.
4. I AM AWARE THAT THE COSMETOLOGY DEPARTMENT HAS MANY MIRRORS AND GLASS PARTITIONS. AS A STUDENT I WILL TAKE EVERY SAFETY PRECAUTIONS NECESSARY TO AVOID ANY BREAKAGE OF THE MIRRORS OR GLASS.

Date \_\_\_\_\_ Student Signature \_\_\_\_\_

## INFORMATION SHEET

- I. Terms and definitions
  - A. Safety - State of condition of being safe; freedom from danger, risk, or injury.
  - B. Accident – Any suddenly occurring, unintentional event, which causes injury or property damage.
  - C. First Aid – Immediate, temporary care given the victim of an accident or sudden illness until the services of a physician can be obtained.
  - D. Bacteria – One-Celled vegetable microorganisms; also called *germs* or *microbes*.
  - E. Hygiene – Establishing and maintaining good health.
  - F. Sterilize – Chemical means of keeping salon and equipment as free from germs as possible.
  - G. Sanitize – Chemical means of keeping salon and equipment as free from germs as possible.
  - H. Dry sanitizer – Closed cabinet used to keep implements sanitized until ready for use.
  - I. Fumigant – Substance that disinfects by giving off smoke or fumes.
  - J. Contagious – Ability to be transmitted from one person to another.
  - K. Vapor – Substance used in cabinet sanitizer to keep sterilized implements sanitary.
  - L. Germicidal – Destroys germs
  - M. Ultra-violet – Violet ray having a germicidal action.
  - N. Pathogenic – Harmful bacteria; disease producing.
  - O. Non-pathogenic – Beneficial bacteria; helpful
  - P. Disinfect – Destroy most pathogenic and nonpathogenic bacteria.
  - Q. Antiseptic – Chemical substance used to control bacteria growth.
  - R. Physical agent – Non-chemical method used for sterilization  
Example: Boiling water at 100 degrees C (212 degrees F)
  - S. Sepsis – Poisoning due to pathogenic bacteria
  - T. Asepsis – Freedom from disease germs
  - U. Formaldehyde – Chemical used to kill bacteria
  - V. Quaternary ammonium compound – Chemical used to disinfect  
(Note: Quaternary ammonium compound is often called quats)
  - W. General infection – Infection that affects entire body  
(Example: Blood Poisoning)
  - X. Local infection – Infection that is concentrated on one area of the body.  
(Example: Boil or pimple)
  - Y. Animal parasite – Small organism that lives off other living matter
  - Z. Fungi – Plant organisms that live on dead and some living matter.
  - AA. Merthiolate - Commercial product used to cleanse wounds
  - BB. Boric Acid – Antiseptic; eyewash
  - CC. Phenol – Disinfectant used to cleanse and sanitize
  - DD. Toxic – Poisonous
  - EE. Tincture of iodine – Antiseptic used on small wounds or cuts



- FF. Flagella – Hair like projections on some bacteria which permits movement
  - GG. Virus – Microscopic pathogenic particles of unknown origin
- II. Colors and application of the safety color code  
(Note: The American Standards Association has established a safety color code for marking physical hazards and for identifying certain equipment.)
- A. Federal safety red
    1. Fire protection equipment and its location
    2. Portable containers of flammable liquids
    3. Emergency stop bars, stop buttons, and emergency electrical stop-switches on machinery.
  - B. Federal safety yellow
    1. Caution and for marking physical hazards
    2. Waste containers for explosive or combustible materials
    3. Caution against starting, using, or moving equipment while under repair
    4. Starting point or power source of machinery
  - C. Federal safety orange
    1. Dangerous parts of equipment
    2. Safety starter buttons and parts of equipment that may cause electrical shock
    3. Exposed parts (edges only) of pulleys, gears, rollers, cutting devices, and power jaws
  - D. Federal safety purple – Radiation hazards
  - E. Federal safety green
    1. Nameplates and non-critical parts of equipment
    2. Location of first aid equipment  
(Note: This applies to equipment other than fire-fighting equipment)
  - F. Federal safety black and white (used individually and in combination)
    1. Traffic flow
    2. Housekeeping purposes
    3. Storage areas
- III. Personal safety rules
- A. Conduct yourself in a manner conducive to safe shop practices
  - B. Sanitize all implements after use on a client
  - C. Wash hands before and after each client
  - D. Practice personal hygiene
  - E. Learn to recognize diseases and disorders that may be contagious  
(Note: Animal parasites such as head and body lice should be recognized to prevent their spread)
  - F. Use clean towels and neck strips on each client
  - G. Practice all electrical safety rules

- IV. Sanitation and sterilization rules
- A. Sanitize metal and glass implements using 70% alcohol  
(Note: Implements such as scissors and the glass rake used with high frequency current should be cleansed with cotton saturated in 70% alcohol.)
  - B. Sanitize all implements after use on each client.
  - C. Disinfect floors, sinks, and toilet bowls with an effective disinfectant.  
Example: Lysol or pine needle oil will sanitize floors, sinks, and toilet bowls.
  - D. Place all sanitized implements in a dry sanitizer.
  - E. Avoid working on a client having a contagious disease.
  - F. Mix the disinfectant solution according to immersion time prescribed for implements.  
Example: 25% solution – combs and brushes may be sanitized after ten minutes; 10% solution – implements must be immersed for twenty minutes; 5% solution is used for minor cuts or abrasion or to sanitize shampoo bowls.
  - G. Keep all chemicals clearly labeled.
  - H. Avoid smelling a chemical when unlabeled.  
(CAUTION: Chemical fumes may be harmful to eyes and nose.)
  - I. Keep a complete first aid kit in the shop.
  - J. Read product label to determine if the product is toxic.
  - K. Keep chemicals away from the eyes.
  - L. Place soiled towels in a covered container.
  - M. Use disposable drinking cups.
  - N. Avoid allowing animals in salon.  
(Note: Seeing-eye dogs are the only exceptions.)

V. Methods of sterilization

- A. Physical
  1. Moist heat  
Examples: Boiling water (100 C or 212 F); steaming
  2. Dry heat  
Examples: Baking
  3. Ultra-violet rays
- B. Chemical
  1. Antiseptics
    - Tincture of iodine  
(NOTE: Tincture of iodine is used for small wounds or cuts.)
    - Merthiolate  
(NOTE: Merthiolate is used for small wounds or cuts.)
    - Boric acid  
(NOTE: Boric acid is used as eyewash)
    - Alcohol

(NOTE: Three percent hydrogen peroxide is used for small wounds and cuts.)

2. Disinfectants.
  - Quaternary ammonium compound (quats)
  - Formaldehyde (37 to 40%)
  - 70% alcohol
  - Cresol  
(NOTE: Cresol is the technical term for Lysol.)
  - Phenol

VI. Steps for using wet sanitizer

- A. Remove all hair from combs and brushes.
- B. Wash implements with soap and hot water.
- C. Rinse away soap traces
- D. Immerse implements in container of disinfectant solution large enough to hold implements.  
(NOTE: Leave implements immersed for the required time, according to the strength of the disinfectant solution.)
- E. Remove implements from wet sanitizer
- F. Rinse clean
- G. Wipe dry using clean towel
- H. Store implements in dry sanitizer until ready to use  
(NOTE: Implements may be stored in wrapped cellophane envelopes instead of in the dry sanitizer.)

VII. Bacteria as a personal health hazard

- A. Bacteria (germs, microbes) thrive well on skin and hair and in water, decaying matter, and various waste materials.
- B. Some bacteria have hair-like projections called *flagella* or *cilia* which allow them to move about in liquid
- C. Bacteria grow and reproduce in the active stage and thrive in dark, dirty, moist areas.
- D. Some bacteria form spores when food or moisture is lacking, causing them to stop growth and reproduction.  
(NOTE: These spores blow about and can cause a threat because they can become active if conditions are right.)

VIII. Two types of bacteria

- A. Pathogenic – Disease producing, harmful bacteria that cause infection.  
Example: A virus is an infectious pathogenic particle that causes such disease as polio, chicken pox, measles, and the common cold.
- B. Nonpathogenic – Harmless, beneficial bacteria which decompose dead vegetation and animals and fertilize soil  
Example: Fungi are plant organisms that live off of dead vegetation and may be beneficial.

- IX. Pathogenic bacteria and the diseases they cause
- A. Cocci (round-shaped)
    - 1. Streptococci – Blood poisoning, acute sore throat, scarlet fever, and rheumatic fever.
    - 2. Staphylococci – Boils, abscesses, carbuncles, pustules, and food poisoning.  
(NOTE: Staphylococci are a local infection.)
    - 3. Diplococcic – Measles, influenza, and pneumonia
  - B. Bacilli (rod-shaped)
  - C. Spirilla (corkscrew-shaped) Syphilis
- X. General shop safety rules
- A. Clean water, hair, or any spilled liquid off the floor immediately.
  - B. Avoid touching two metal appliances at the same time.  
(NOTE: If equipment is properly grounded, an electrical shock should not occur.)
  - C. Avoid leaving client alone when connected to an electrical device.
  - D. Avoid leaving a client alone when connected to an electrical device.
  - E. Do not operate any appliance until you have been properly instructed in its use.
  - F. Read manufacturer's directions carefully before using any appliances.
  - G. Place appliance cords out of traffic lanes.
  - H. Leave safety guard on razor at all times.
  - I. Report all accidents to the instructor, regardless of the nature of severity.
  - J. Avoid running in the shop area.
  - K. Keep the floor free of litter at all times.
  - L. Handle sharp instruments, such as scissors, with care.  
(NOTE: Avoid dropping scissors to prevent springing them or dulling the points.)
  - M. Avoid all horseplay in the shop.
  - N. Disconnect appliances immediately after use.
  - O. Replace all equipment in its proper place before leaving the shop.
- XI. Components of the fire triangle (Transparency 1)
- A. Fuel
  - B. Heat
  - C. Oxygen
- XII. Classes of fire
- A. Class A – Fires that occur in ordinary combustible materials such as wood, rags, and rubbish.
  - B. Class B – Fires that occur with flammable liquids such as gasoline, oil, grease, paint, and thinner.
  - C. Class C – Fires that occur in or near electrical equipment such as motors, switchboards, and electrical wiring.

XIII. Types of fire extinguishers (Transparency 2)

- A. Pressurized water – Used on Class A fires only
- B. Soda acid – Used on Class A fires only
- C. Carbon dioxide (CO<sub>2</sub>) – Used on Class B and C fires
- D. Dry chemical – Used on Class B, C, and some D fires.  
(NOTE: On Class D fires, dry sand is as effective as any dry chemical other than purple X. The cost of purple X chemical places it out of range for most salons.)
- E. Foam – Used on Class A and B fires.

## **SAFETY PRACTICES**

### **HAIR STYLING, CURLING AND WAVING**

- Use care when inserting hairpins, bobby pins or clips in order to avoid damaging or scratching the scalp.
- Exercise great care in the use of sharp-toothed combs to avoid scratching the scalp.
- Be careful when brushing hair to prevent scalp irritation.
- Do not permit clips, bobby pins, hairpins, or any metal aid to touch the skin or scalp.
- These objects become hot under the dryer and could cause burns if allowed to rest on the skin and scalp.
- Protect the clients' ears and forehead from the intense heat of the dryer.
- Excessive drying causes the hair to become dry.
- Immediately clean up any liquid which may have spilled or dripped on the floor to prevent slipping and falling.

### **COLD PERMANENT WAVING**

- Examine the scalp for abrasions and lesions before giving a cold wave.
- Analyze the hair before giving a cold wave.
- Test the hair for elasticity and porosity.
- Wash your hands before and after serving each client and after lotion has been applied. The strong chemicals may injure the skin.
- Give at least two test curls to determine the condition of the hair and the type of lotion to use.
- Use proper strength waving lotion for hair that has been tinted, lightened or damaged.
- Wear protective gloves when applying cold wave lotion.
- Have a small bowl of cold water and cotton on hand in the event the lotion drips on the skin while wrapping. Remove excess lotion immediately.
- Wrap the hair smoothly and without tension.
- Use non-metallic bowls or plastic applicator bottles to hold waving lotion and neutralizer.
- Each manufacturer of cold wave lotion has printed instructions, which must be followed explicitly. Instructions may vary according to hair condition.
- Hold the hair strand up and away from the head when wrapping. Do not hold the strand down and close to the head, and do not hold the strand too upright. Such positions may cause hair breakage.
- If cotton placed around the client's neck becomes saturated with lotion it should be removed. If a lotion-saturated towel is allowed to remain in contact with the skin, it may cause irritation.
- If a towel is placed around the head to protect the client's skin from dripping lotion, it should be removed immediately after saturation.
- Be sure to block the hair evenly. Uneven blocking may produce irregular waves and hair damage.

- When applying neutralizer make sure the curls are thoroughly saturated and that it is left on only for the required time.
- Complete record card carefully and accurately.
- Observe all rules of saturation and sanitization.
- If the neutralizing of the hair is not done correctly, thoroughly and completely, the cold wave will be a failure. The hair may be damaged by any mild cold waving lotion remaining on the hair.
- Observation: Hair treated with strong alkaline soaps or other chemicals makes the hair very porous. The cosmetologists should questions the client as to what treatments have been given to her hair. Hair that has been tinted with metallic hair coloring, either at home or in a beauty salon cannot be given a cold wave or it will discolor and break the hair. Test curls should always be given to reveal the condition of the client's hair.
- Thoroughly rinse the neutralizer form the hair.
- Avoid fishhooks when wrapping hair ends.
- Do not leave the client alone while processing a cold wave.
- Obtain information concerning the client's cold wave history.
- Protect clothing of client by proper draping.
- Have client remove her glasses, ear and neck jewelry.
- Do not brush the hair too briskly or rub scalp too hard during the shampoo prior to giving a permanent wave.
- Blot excess lotion from the scalp.
- Do not stretch or pull hair during wrapping.
- Do not stretch rubber bands too tightly over rods when hooking it.
- Check for complete coverage of client's clothes before shampoo or solutions are applied to the hair.
- Remove hair from floor as soon as possible, as it is easy to slip on.

## CHEMICAL HAIR RELAXER

- Know the texture of the hair to be treated.
- Check the elasticity of the hair for its ability to stretch.
- Check the porosity of the hair and its ability to absorb moisture.
- Do not relax damaged hair. Suggest a series of reconditioning treatments.
- Always read and follow the manufacturer's instructions before you start the treatment.
- Never give a chemical hair relaxing treatment to hair which has recently been straightened by a hot pressing comb.
- Always fill out a record card at the completion of each treatment.
- Give a patch test before each relaxer treatment.
- Strand test to be sure the relaxer treatment can be safely given.
- Examine the scalp for abrasions; if any are present, do not give a relaxer treatment.
- Apply a petroleum base to protect the scalp from the active agents in the relaxer (if required by the manufacturer).
- If a base is used, after the application, check carefully to see that the scalp has been completely and thoroughly covered. Failure to cover the scalp carefully can result in a burn by the chemicals being used.
- Always use great care and caution when applying the relaxer.
- Never leave the client alone while the relaxer is on the hair.
- Wear gloves to apply relaxer to hair.
- Use extreme care when applying the relaxer to avoid spilling it on the ears, scalp or skin.
- When rinsing the relaxer from the hair, great care should be taken that the water is not too hot. Use tepid water to avoid scalp irritation.
- Be sure to thoroughly shampoo the hair. Failure to do so would cause the relaxer to continue to act, resulting in hair damage.
- When rinsing the shampoo from the hair, always work the fingers from the scalp to ends following the water stream to prevent tangling of the hair.
- The application of stabilizer to the hair, following the shampoo is important to keep the hair in a relaxed or straight form.
- Use a wide-tooth comb and avoid pulling when combing the hair.
- Apply scalp cream to the scalp after the hair is dry and before combing to restore some of the natural oils, which have been removed by the chemicals.
- When retouching the new growth do not allow the relaxer to overlap onto the already relaxed hair.
- Avoid scratching the scalp with a comb, brush, or fingernails before or after treatment.
- Avoid leaving the chemical relaxer on the hair any longer than is necessary to straighten it.
- Avoid harsh or rough handling of the scalp and hair.
- Avoid the use of hot irons on the hair.
- Avoid getting chemicals or rinse water in the eyes.
- Do not use a vigorous shampoo.



- Do not use a strong relaxer on fine woolly hair.
- If hair ends are in damaged condition, trim the hair before relaxing treatment is given.
- Avoid rubbing the relaxing agent on to the hair.
- Test the action of the relaxing agent frequently to determine how fast the natural curl is being removed.

### **HAIR COLORING**

- Make a 24-hour patch test before application of the tint or toner.
- Do not apply tint if abrasions are present on the scalp.
- Do not brush the hair prior to a tint.
- Do not apply a tint without reading the manufacturer's directions.
- Make a strand test to check for condition processing time results.
- Use an applicator bottle or bowl (plastic or glass) for mixing the tint.
- Do not mix tint before ready to use. Discard leftover tint.
- Do not apply aniline derivative tint if a patch test is positive.
- Do not use an alkaline or harsh shampoo for tint removal.
- Do not use water that is too hot for removing tint.
- Protect the client's clothing by proper draping.
- Do not permit tint to come in contact with the client's eyes.
- Do not overlap during a tint retouch.
- Do not neglect to fill out a tint record card.
- Do not apply hydrogen peroxide or any material containing hydrogen peroxide directly over tints known or suspected of containing a metallic salt.
- Wear gloves to protect the hands.
- Do not apply tint prior to patch test. Failure to observe this Federal requirement, followed by sonic allergy reaction is reason for insurance companies to refuse payment on claims.
- Do not apply tint to the eyelashes or brows.
- When using semi-permanent color rinses read manufacturer's directions regarding a patch test.
- Always read the manufacturer's directions.
- For lightened or damaged hair, use a shampoo with low alkalinity.

## **CARE OF WIGS**

- Great care must be taken when combing or brushing wigs to avoid matting and loss of hair.
- When dry cleaning a wig or hairpiece, never rub or wring the cleaning fluid from it.
- When shaping (cutting) a wig or hairpiece, use great care; once the hair has been cut, it cannot grow back. Place the wig on the client's head for correct shaping.
- When combing a freshly set wig, use a wide-tooth comb to avoid abuse to the foundation and to gain greater control in combing.
- When cleaning or working with a wet wig it must always be mounted on a block, the same head size as the wig, to avoid stretching or shrinking.
- To avoid damage to the formation, never give a permanent wave to a wig or hairpiece.
- If hair coloring is necessary, it must be done with great care.
- Do not tint a wig unless it is constructed of 100% human hair.
- Do not work the tint into the foundation of the wig. This will cause the foundation to deteriorate.

## **FACIALS**

- When applying creams to the face, care should be taken to avoid getting cream into the eyes of the client.
- Avoid excessive or rough massage.
- Lotions, creams or water spilled on the floor should be wiped up immediately.
- Do not remove blackheads.
- When applying creams or lotions, the cosmetologist should use a sanitized spatula to remove all creams from jars. Clean cotton must be used to apply lotions.
- Cover client's eyes with moistened cotton pads when using a therapeutic light.
- Do not use very hot towels on the face.
- Cap each bottle and jar after each use.
- When giving a facial to a client with dry skin, avoid using any cosmetics containing alcohol.
- Avoid using facial makeup on a person who has acne.
- Carefully remove creams from around the eyes.
- Do not attempt to treat any skin disease.
- Never dip the fingers into any cosmetic material.

## **HAIR PRESSING**

- Examine the scalp and hair before pressing the client's hair.
- To prevent hair damage, avoid pressing the hair too frequently.
- Avoid excessive heat and pressure on the hair and scalp.
- Avoid using too much pressing oil on the hair.
- Avoid using perfumed pressing oil near the scalp if the client is allergic to:
- Avoid overheating the pressing comb.

- Test the temperature of the pressing comb before applying it to the hair.
- Adjust the temperature of the pressing comb to the client's hair texture and condition of the hair.
- Use a moderately warm comb to press short hair on the temples and back of the neck.
- In case of a scalp or skin burn, immediately apply 1% gentian violet jelly directly to the wound.
- Avoid excess heat on gray, tinted or lightened hair, as the heat may discolor the hair.
- When there is any possibility of hair damage due to the condition of the client's hair; the hair cannot be pressed.
- Never give a hair pressing treatment if the client has a contagious hair or scalp condition.
- Give reconditioning treatments to damaged hair completely after it is shampooed.
- To prevent steam burns, dry the hair completely after it is shampooed.

### **THERMAL WAVING AND CURLING – MARCELLING AND IRON WAVING**

- Test the temperature of the iron on paper before placing it on the hair. This will prevent the hair from being burned.
- A hot iron should not be cooled by twirling it. It may slip from the hands and break or cause injury.
- Place hot irons in a safe place to cool. Do not leave them where someone may accidentally come in contact with them and burn them.
- When heating irons do not place handle too far into the heater, or the hand may be burned.
- Make sure that the irons are properly balanced in heater or they may fall and injure someone.
- Celluloid combs may not be used in thermal heat curling. They are flammable, use hard rubber or non-flammable combs only.
- Place combs between scalp and hot thermal (Marcel) iron when waving hair to prevent burning the scalp.
- Never use a hot pressing or Marcel iron on lightened or tinted hair.
- Do not use metallic combs, they may become hot and burn the client.

### **ELECTRICAL APPLIANCES**

- When high-frequency is to be used in connection with lotion containing alcoholic content, the lotion must be applied after using the current; never before.
- When a scalp treatment is to be given with high frequency it should be started with a mild current, and gradually increased to the required strength.
- If a person has a weak heart, fever, inflammation or abscess, a vibrator should never be used.
- A client must never be left alone when connected to any electrical machine.
- Therapeutic lamps should be adjusted to a distance that is comfortable for the client.
- The cosmetologist should be careful in adjusting the dryer so that it does not touch the client's head.

- Use only one plug in each outlet; overloading may cause fuse to blow out.
- To disconnect current, grasp and remove plug without pulling cord. Never pull on cord as the wires may become loosened and cause a short circuit.
- Examine cords regularly. Repair or replace worn cords to prevent short circuit, shock or fire.
- Do not touch metal while using any electrical appliance.
- Do not handle electrical equipment with wet hands.
- Do not attempt to clean around electrical equipment when it is connected to an electrical current.

### **TEMPORARY HAIR REMOVAL**

- To prevent burns, test temperature of heated wax before applying it to the client's skin.
- Be careful to avoid letting wax run into eyes or over any area where it is not wanted.
- Do not use wax depilatory under the arms, nor over any warts, moles, abrasions or any irritated or inflamed areas.
- When using chemical depilatories it is advisable to give a skin test to determine if the individual is sensitive to the action of this type of depilatory.

### **MASSAGE**

- Do not massage over client's skin without first applying cream or oil. To do so may damage the tissues.
- Do not employ the use of heavy massage if the client has a heart condition or high blood pressure.
- Do not massage over swollen joints or glandular swellings.
- Do not massage over skin abrasions, skin diseases or broken capillaries.
- Do not massage with hands that are rough or nails that are too long or not smoothly beveled.
- Massage in the correct direction of movement, from the insertion of a muscle toward its origin.
- Do not use the ends of the fingertips for massage movements. Fingertips cannot control the degree of pressure and the free edge of the fingernails may scratch the skin. Use the cushion of the fingertips.
- Do not use heavy pressure when massaging the underside of the client's forearm, between the shoulder and elbow.
- Do not use a deep friction movement when massaging the face and neck.
- Do not attempt to massage until the wrists and fingers have developed flexibility.

## **MAKEUP**

- Care should be taken to avoid getting creams or lotions in the eyes.
- The client's hair should be covered with a towel or headband protector while makeup is being applied.
- Dust powder over the face, being careful not to get it into the eyes.
- Usually mascara is applied to upper lashes only.
- Remove cosmetics from containers with a sanitized spatula.
- For sanitary reasons use a disposable lip brush or the client's own lip brush.
- Discard all used materials.
- Keep jars and lotion bottles tightly closed.

## **HAIR SHAPING**

- Examine the scalp before cutting the client's hair.
- Wash hands before and after working on the client.
- Always hand the scissors with handle extended toward person receiving them.
- Hold scissors firmly when using them to prevent their slipping out of hand and falling to floor. A broken blade or injury to self may result.
- Use a safety guard on a razor when giving a razor hair cut. The guard prevents injury.
- Close the razor when not in use and place in case.
- Hold the razor firmly to prevent it from slipping out of hand and falling on the floor.
- Avoid nipping the skin with the points of the scissors.
- When trimming the neck, protect the tips of scissor blades with fingertips of the left hand or with the comb.
- Replace or sharpen the blade of the razor when it becomes dull. A dull razor will pull the hair. Place discarded blades in a closed container.

## **HEATING CAP – HIGH FREQUENCY**

- Check cap for working order before using it. Loose wires may cause a short circuit or injury to client.
- Do not touch electrical appliances with wet hands.
- Caution should be exercised to avoid scratching client's scalp with the bristles of a brush, teeth of a comb or the fingernails.
- Care should be exercised to see that all jars, bottles, etc. are tightly closed and labeled.
- A sanitized spatula should be used to remove cosmetics from their containers.
- Use care to avoid getting oil or cream in the client's eyes.
- All implements to be used in giving a scalp treatment must be sanitized.
- When high frequency current is to be used to connection with a location that has a high alcoholic content, the lotion must be applied after using the current, never before.
- Avoid the harsh manipulations as well as lotions and ointments that are too strong.

- When a scalp treatment is to be given with high frequency current it should be started with a mild current, and gradually increased to the required strength.
- To prevent irritation and injury to the eyes, the cosmetologist and the client should wear protective goggles during exposure to ultraviolet rays.
- Avoid giving a scalp treatment if there are scalp abrasions or a scalp disease.
- When using high frequency current on the scalp, avoid having the client come in contact with metal, such as on chairs.

### **PEDICURING**

- Keep all containers covered and labeled.
- Use dry hands to hold or move containers.
- Handle sharp pointed implements carefully and avoid dropping them.
- Bevel a sharp toenail with an emery board.
- Don't file deeply into toenail corners.
- Do not file a sharp pointed implement to clean under the nail.
- To prevent injury, avoid pushing the cuticle back too far.
- Avoid too much pressure at the base of the nail.
- Do not work on a toenail that is diseased or contains pus.
- Do not give a pedicure to a person with a foot infection. Refer them to a physician for medical help.
- Do not cut the cuticle.
- Do not massage over the skin bone or above the knee.

### **MANICURING**

- Always examine the hands and nails for skin abrasions or nail disorders before giving manicure.
- Do not give a manicure to a person with infected nails.
- Do not use the steel point of the pusher for cleaning underneath the nails; it may cut or break the skin.
- Work gently toward the matrix of the nail when using the cuticle pusher to prevent scraping the nail blade.
- Hold the cuticle pusher lightly when removing cuticle around the matrix. Heavy pressure on the matrix may damage the nail.
- Keep edge of implements properly sharpened. Place in case when not in use.
- Place a fresh swab of cotton on end of orangewood stick when cleaning underneath the nail or working around the cuticle.
- Press orangewood stick lightly against the base of the nail when removing polish or pushing back cuticle.
- Do not file the nails too short. To do so may cause soreness and possible infection.
- Use a clean sanitized towel for each client.
- Wash hands before and after each client.
- Before and during the manicure, implements should be kept in a sanitizer containing a 70% alcohol solution.

- Place a piece of cotton on the bottom of the glass jar sanitizer to prevent dulling the implements.
- Keep all containers covered and labeled.
- Handle sharp-pointed implements carefully and avoid dropping them.
- Over-sharpened cutting edges of implements should be dulled with an emery board.
- Bevel a sharp nail edge with an emery board.
- Do not file too deeply into nail corners.
- Avoid excessive friction in nail buffing.
- When using polish remover, hold bottles properly to avoid spilling and damaging clothing.
- Use dry hands to hold or move containers.
- Do not work on a nail that is diseased or contains pus.

### **SHAMPOOING AND RINSING**

- Place a towel or sanak strip around the client's neck before adjusting the cape, to prevent the cape from coming in direct contact with the skin.
- Examine the client's scalp and hair before shampooing.
- Wash your hands before and after serving each client.
- Do not repair a leaky hose with tape. Report it so that it may be replaced.
- Place spray back in holder so that the water will not drip from hose to the floor.
- Turn cold water on first to prevent scalding self and client.
- Test the temperature of the water before applying it to the client's head.
- If using a reclining shampoo chair, be very careful when adjusting the chair to avoid bumping the client's head on the sink.
- If water accidentally spills on the floor, wipe it up immediately to prevent accidents.
- Do not brush the hair or massage the scalp if a permanent wave, tinting or lighting treatment is to follow, to do so will cause scalp irritation.
- Do not brush or massage the scalp if the scalp is tender.
- Clean and sanitize the shampoo bowl after each use.
- Do not turn the dryer to "hot" if the client has a history of high blood pressure.
- Do not permit your fingernails to scratch the client's scalp.

## GENERAL SAFETY RULES

- Do not smell the contents of a bottle in order to identify it.
- Carefully read manufacturers' labels before using a product.
- Remove hair, cotton, oil or other liquids from the floor to prevent slipping or falling.
- Keep the room well ventilated, heated and free from dust.
- Turn off faucets firmly to prevent water from dripping.
- Replace covers of jars and bottles securely to avoid spoilage.
- Have all jars properly labeled to its contents.
- Carefully read labels on jars and bottles securely to avoid spoilage.
- Do not use contents of broken jars or bottles. Place in a paper bag, label broken glass, and place in trash container.
- Work only under adequate light. Improper lighting will result in eyestrain. Wear eyeglasses if prescribed.
- Wipe the cream or oil from the outside of bottles or jars. It will prevent the jars or bottles from slipping out of your hands.
- Test all hot preparations before applying to client's head or skin.
- Dispose of broken glass immediately.
- Prevent burns by using forceps to insert or remove objects from the source.
- Keep a complete first aid kit on hand.

## COSMETOLOGY

### HAZARDOUS WASTE MANAGEMENT PLAN

#### SOLVENTS AND AEROSOL CANS

All acetone-soaked cotton and aerosol cans is placed in an appropriate sealed container and properly labeled "Hazardous Waste." This container is kept closed except when adding or removing waste. This container is housed outside the Cosmetology department until it is full. At that time the container is moved to the designated storage area until it is picked up by a licensed disposal company and taken to a hazardous waste disposal facility.



## OFFICE SYSTEMS TECHNOLOGY

### SAFETY PRACTICES

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Although accidental injuries in business and office occupations are usually not as severe as in other areas, a few additional safety practices merit attention.

- ◆ Ensure that the following conditions are met:
  - Casters on swivel chairs are securely fixed to the base of the chair.
  - Adjustment features on chairs are maintained so that they will work properly.
  - Drawers on desk and file cabinets have safety stops.
  - Guards are placed on paper cutter.
  - Office machines that creep during operation are secured.
  - Electrical outlets placed on floors are located where they will not be accidentally kicked or used as a footrest.
  - Telephone and electrical outlets do not protrude into passages that people use.
  - If cords must cross the floor, they are covered with rubber channels.
  - Maintenance personnel move desks and files.
  - File drawers do not jut out into aisles.
  - Office machines are not placed near the edges of table or desks.
  - Keep all chairs pushed up to tables when not in use.
  - Keeps desks in straight line with ample space between each row.
  - Keep all fire lanes open and properly identified.
  - Ensure that all personnel know the location of fire exits and the proper exit procedure.
  - Turn off all machines when they are not in use.
  - Keep machines properly covered when they are not in use.
  - Do not wear jewelry or loose clothing that could get caught in machines.
  - Open only one drawer at a time when using file cabinets.
  - Make sure all filing cabinet drawers are completely closed.
  - Keep card index files, dictionaries, or heavy objects off the top of file cabinets and other furniture.
  - Have all outlets identified.
  - Have all cords properly stored off floors.
  - Turn off power on electrical equipment during electrical storms.
  - Disconnect electrical cords by grasping the plug, not by pulling the cord.
  - Arrange electrical cords of office machines to avoid tripping hazards.
  - Store pointed items like tacks and razorblades with points concealed.
  - Seek immediate first aid attention for cuts or puncture wounds.
  - Have a first aid kit available.
  - Report any loose tiles found on the floors.
  - Promptly clean up all spills.
  - Put all waste paper in trashcans.
  - Do not fill trashcans to overflowing.
  - Open doors with caution.

**INDUSTRIAL ELECTRONICS TECHNOLOGY,**  
**INDUSTRIAL MAINTENANCE TECHNOLOGY**  
**AND COMPUTER INFORMATION SYSTEMS**

**SAFETY PRACTICES**

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Electricity can be dangerous and even fatal to those who do not understand and practice the simple rules of safety. There are many fatal electrical accidents involving well-trained technicians who, either through over-confidence or carelessness, violate the basic rules of personal safety.

**PERSONAL SAFETY RULES**

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- Wear shop clothing appropriate to the instructional activity being performed.
- Confine long hair before operating rotating equipment.
- Always wear safety glasses; use suitable helmets and goggles for welding.
- Eliminate loose clothing when working around machine tools or rotating equipment.
- Remove jewelry while working in the shop.
- Conduct yourself in a manner conducive to safe shop practices.
- Use soap and water frequently as a method of preventing skin disease.

**GENERAL SHOP SAFETY RULES**

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- Keep all hand tools sharp, clean, and in safe working order.
- Report any defective tools, machines, or other equipment to the instructor.
- Make sure all guards are in place and operating correctly.
- Operate machines only with instructor's permission and after you have received instructions.
- Report all accidents to the instructor regardless of nature or severity.
- Turn off power before leaving a machine tool.
- Disconnect the power from machine tools before performing the maintenance tasks of oiling or cleaning.
- Use a solvent only after determining its properties, what kind of work it has to do, and how to use it.
- Use correct, properly fitting machine wrenches for nuts, bolts, and objects to be turned or held.
- Keep the shop or laboratory floor clean of scraps and litter.
- Clean up any spilled liquids immediately.
- Store oily rags or oily waste in proper containers.
- Clean the chips from a machine with a brush, not with a rag or the bare hands.
- Arrange machinery and equipment to permit safe efficient work practices and ease in cleaning.
- Store materials and supplies properly.
- Store tools and accessories safely in cabinets, on racks, or other suitable devices.
- Keep working areas and workbenches clear and free of debris and other hazards.
- Keep floors clean and free from obstructions and slippery substances.

- Keep aisles, traffic areas, and exits free of materials and other debris.
- Dispose of combustible materials properly or store in approved containers.

## **ELECTRICAL SAFETY RULES**

There are generally three kinds of accidents, which occur too frequently among IEE students and technicians. Workers in this area need to take special precautions to avoid accidents involving electrical shock, electrical burns, and mechanical injury.

### **RULES FOR AVOIDING ELECTRICAL SHOCK**

#### **CAUTION:**

**ELECTRICAL SHOCK CAN CAUSE DEATH. CONSIDER ALL RULES FOR AVOIDING ELECTRICAL SHOCK AS MANDATORY WHEN WORKING WITH ELECTRICITY.**

- Be sure of the conditions of the equipment and the dangers present **BEFORE** working on a piece of equipment.
- Do not rely on safety devices such as fuses, relays, and interlock systems to protect you. They may not be working or may fail to protect when most needed.
- Do not work on a cluttered bench. A disorganized mess of connecting leads, components, and tools only leads to careless thinking, short circuits, shocks, and accidents. Develop habits of systemized and organized procedures of work.
- Do not work on a cluttered floor. You may stumble and fall and grab a piece of equipment to break your fall. It could be dangerously alive with electricity.
- **NEVER WORK ON WET FLOORS.** Your contact resistance to ground is substantially reduced. If voltages are high, work on a rubber mat or an insulated platform.
- Work with one hand behind you or in your pocket. A current between two hands crosses your heart and can be more lethal than a current from hand to foot.
- Do not work alone. It is just good sense to have someone around to shut off the power, to give artificial respiration, and to call the doctor.
- Do not talk to anyone while you are working. Do not let yourself be distracted.
- Do not talk to anyone else who is working on dangerous equipment. Do not be the cause of an accident.
- Move slowly when working around electrical circuits. Violent and rapid movements lead to accidental shocks and short circuits.

## **RULES FOR AVOIDING ELECTRICAL BURNS**

- Wait for vacuum tubes to cool before attempting to remove them from a chassis.
- Wait for resistors to cool before touching them. Those that carry high currents get very hot.
- Be on guard for all capacitors, which may still retain a charge. Not only can you get a dangerous and sometimes-fatal shock, you may also get a burn from an electrical discharge.
- Be careful when using a soldering iron or gun. Do not place it on the bench where your arm might accidentally hit it. Do not store it away while still hot; some unsuspecting student might pick it up.
- Wait for soldered joints to cool. When de-soldering joints; do not shake hot solder off. You or your neighbor might get hit in the eyes, on the body, or clothes.

## **RULES FOR AVOIDING MECHANICAL INJURY**

- Choose the proper tool for the job.
- Operate tools and machinery only with the instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Use proper eye protection when grinding, chipping, or working with hot metals, which might splatter.
- Protect your hands and clothes when working with battery acids, etchants, and finishing fluids.
- File metal corners and sharp edges on chassis and panels until they are smooth.
- Be sure you know what you want to measure and how you are going to do it before connecting the instrument and turning on the power, which means, read the instruction manual first, ask your instructor to check your work, and be sure you understand the lesson.
- Check and recheck the polarity of the test leads connected to a circuit before applying power. Save a meter.
- Check and recheck the range of your meter before applying power to a circuit. Save a meter.
- Make sure all guards are in place and operating correctly.

## **SAFETY SUGGESTIONS**

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### **DRILL PRESS**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Select properly sharpened drill bit, tighten in chuck, and remove key.
- Clamp material and check for safety before turning power on.
- If a piece of work is caught in the drill, turn off power. Do not try to stop by hand.
- Select speed carefully; the larger the drill, the slower the speed.

### **ELECTRIC GRINDER**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Never operate grinder in a wet area.
- Make sure ground wire is connected.
- Wear face shield in addition to safety goggles.
- Make sure a backing plate is used at all times. The backing plate must be the correct size to match the grinding disc.
- Make sure the disc nut is tight before starting the grinder.
- Start the grinder off the job and stop it on the job.
- Never leave the grinder running.
- Do not direct the spark toward anyone, or anything flammable, or anything, which could be damaged by the sparks.
- Do not grind next to metal edges, sharp edges, holes, or anything loose, which could catch disc.

### **PORTABLE ELECTRIC DRILL**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Unplug the drill when changing bits.
- Make sure switch is off and key removed before connecting to power source.
- Mark hole location with center punch (metal) or awl (wood) before drilling.
- Be sure work is tightly clamped or secure before drilling.
- Drill with straight, even, steady pressure.
- Do not use in damp or wet areas.
- Be sure the appropriate drill bit is used and properly secured in the chuck.

## SOLDER GUN

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Work in a well-ventilated area and avoid inhaling soldering fumes.
- Observe all rules for handling hot materials.
- Do not flip excess molten solder off the tip of solder gun. Wipe it off with a piece of steel wool.
- Do not stand in wet areas while using the solder gun.
- Never leave the solder gun unattended with the electrical cord plugged in.
- Always disconnect cord when changing soldering tips.
- Clean up soldering flux immediately, it can cause burns.
- In case of acid burns, flush immediately with water. (Use baking soda to neutralize acids).
- Never use solder gun with worn or exposed wiring or a cracked plastic cover/ handle.

### INTRODUCTION

The safety mistakes a student/technician/instructor makes could have personal, material, environmental, and financial costs. This manual is designed to help instructors instill safety awareness in their students. It is also intended to alert the school staff to their areas of responsibility and, at the same time, to reduce accidents and exposure to litigation.

Effective safety awareness education leads to safer attitudes and safety consciousness, which in turn lead to safer working practices and accident prevention within the technical college environment. Safety needs to be an ongoing process and a part of each lesson presented to students.

This manual addresses the major and more common concerns of safety in the programs offered at Reid State Technical College. **It is not to be perceived as all-inclusive.** Use it as a safety resource only, not a substitute for comprehensive safety training in each of the areas discussed.

The **GENERAL SAFETY PRACTICES** chapter covers safety issues related to the entire campus. All individual departments should follow the guidelines presented under **GENERAL SAFETY PRACTICES**. The departmental chapters include extra information pertinent to those specific technical areas. **APPENDIX A** contains forms and charts, some of which are referred to in the general or departmental chapters. Safety procedures for the use of specific tools and machines can be found in two places. **APPENDIX B: TOOL AND MACHINE SAFETY** presents equipment in alphabetical

order. Identical information on tools and machines used in the particular technical area can be found in pertinent departmental chapter.

The information contained in this manual has been gathered from sources believed to be reliable and to represent current opinion on the subject of safety in the workplace. Some of the material comes from non-copyrighted publications obtained from the National Network for Curriculum Coordination in Vocational and Technical Education. Reid State Technical College assumes no responsibility for the absolute correctness or completeness of the material contained in this book. It cannot be assumed that all acceptable safety measures are presented here, or that other or additional measures may not be required under particular or exceptional circumstances.

Safety standards and guidelines may change. It remains your responsibility to understand and follow all current regulations and practices.

### **GENERAL SAFETY PRACTICES**

Accidents are normally caused by *unsafe acts* or *unsafe conditions*. An effective safety program for a technical college must provide guidelines for eliminating unsafe conditions and must also provide instruction aimed at avoiding unsafe acts. Staff, faculty, and students need the knowledge and skills that will keep them and their environment safe. An accidents-free campus can exist only if all personnel are involved and committed to safety.

Safety practices common to all program areas are presented in these ten categories for the general information of all employees and students.

- Safety Instruction
- Personal Safety
  - Body Mechanics
  - Personal Protective Behavior
  - Personal Protective Equipment
- Facility Safety
  - Facility Condition
  - Housekeeping Practices
- Energy Source Safety
  - Gas
  - Electricity
- Equipment Safety
  - Machines
  - Hand Tools
  - Ladders
  - Scaffolds
- Fire Safety
- Traffic Safety
- Hazardous Materials
- First Aid
- Record keeping

## **SAFETY INSTRUCTIONS**

Teach safety as an integral part of each instructional unit or job. These techniques will help you:

- Include audio-visual aid, posters, a suggestion box, talks by community experts, and departmental safety meetings in your safety instruction.
- Post safety regulations at areas where dangerous conditions exist.
- Give printed safety rules to each student.
- Conduct periodic safety inspections of the laboratories and workplaces. These inspections should be made by industrial personnel, staff, faculty, or other concerned persons.
- Investigate accidents promptly and thoroughly.
- Establish a record keeping system for the safety units covered.
- Instruct all personnel in the location and proper use of appropriate fire equipment for various fires.
- Make sure machines and dangerous tools are used only under adequate supervision.
- Evaluate students' safety knowledge and skills through written examinations and classroom observation.
- Establish a procedure for handling emergency situations, including accident and fire.

## **PERSONAL SAFETY**

### **BODY MECHANICS**

- Distribute the workload by using as many muscles as possible.
- Use both hands to pick up heavier objects.
- Avoid lifting heavy objects alone. Request help.
- Push rather than pull, whenever possible.
- Use leg muscles, rather than back muscles to lift heavy objects.
- Avoid bending and unnecessary twisting of the body for any length of time.
- Work at the proper level.
- Avoid carrying long pieces of material alone. Use at least two people.

### **PERSONAL PROTECTIVE BEHAVIOR**

- Confine long hair so that it is not exposed to machinery and does not interfere with vision.
- Wear safety goggles, glasses, or other eye protection when there is danger of eye injury.
- Use respirators where harmful dusts or fumes exist.
- Determine the physical handicaps and limitations of all students so that they will not be assigned tasks detrimental to their health or physical condition.
- Do not wear loose clothing in the laboratory and shop areas.
- Remove rings and other jewelry while working in the laboratory and shop areas.
- Wear ear protection where noise levels are excessive over long periods.



- Wear protective apparel, including safety shoes, aprons, shields, and gloves when the nature of the task requires it.
- Keep respirators, masks, and goggles clean and sterile.
- Wear head protection in all areas where there is danger of falling or flying objects.

### **PERSONAL PROTECTIVE EQUIPMENT**

Never use personal protective equipment as your first line of defense against personal injury on the job. It is no substitute for following proper safety rules. Think of it, instead, as an extra safety device when other safety measures fail.

### **EYE PROTECTION**

- Wear appropriate protective eyewear (safety goggles, safety glasses, or face shields) in all areas where there are activities potentially eye hazardous to the eye.

Alabama law (Act No. 168) requires eye protection devices for students and instructors working with:

- Hot molten metals;
  - Milling, sawing, turning, shaping, cutting, or stamping of any solid materials;
  - Heat treatment, tempering, or kiln firing of any metal of other materials;
  - Gas or electric arc welding;
  - Repair or servicing of any vehicle; or
  - Caustic or explosive materials.
- Provide accessibility to eyebaths in areas where chemicals are used that could be hazardous to eyes.
  - Follow all OSHA guidelines when wearing contact lenses with eye and face protection.

### **CAUTION:**

**CONTACT LENSES MAY CREATE A HAZARD WITH CERTAIN CHEMICALS AND PARTICLES AND CAN BADLY DAMAGE YOUR EYES IF WORN IN VIOLATION OF OSHA GUIDELINES. CONTACT LENSES ARE NOT A FORM OF EYE PROTECTION.**

### **EAR PROTECTION**

- Report high noise levels in your work area.
- Control noise levels in your work area, using such methods as engineering controls, layout of machines and equipment attachments.
- Wear proper ear protection when exposed to noise levels of 80dB or above for extended periods.
- Wear proper ear protection when noise levels exceed 120dB for **any** length of time.

## **HAND AND GENERAL BODY PROTECTION**

- Use the right equipment for the job (gloves, arm protectors, aprons, coats).
- Inspect all gloves and body protection equipment before each use.
- Do not wear gloves around moving machinery.
- Keep loose aprons and apron strings away from moving machinery.

### **CAUTION:**

**GLOVES AND LOOSE CLOTHING COULD BE CAUGHT BY A DRILL, SAW, GRINDER, OR OTHER MOVING PART AND BE PULLED INTO THE MACHINE OR TOOL.**

- Do not wear gloves with metal parts around electrical equipment or electrical hazards.

## **RESPIRATORY PROTECTION**

- Use the proper respiratory protection in any situation when you are exposed to dangerous contamination from gases or vapors or contamination from particles such as dust, fog, fumes, mists, smoke, or spray.
- Check your mask for a proper fit before using it.
- Clean all non-disposable respiratory equipment according to manufacturer's instructions after each use.
- Inspect all respiratory equipment before and after each use.
- Store all respiratory equipment properly after each use.

## **FACILITY SAFETY**

### **FACILITY CONDITIONS**

- Arrange aisles, machines, benches, and other equipment to conform to good safety practices.
- Keep stairways, aisles, and floors clean, dry, and unobstructed, with no protruding objects.
- Keep walls, windows, and ceilings clean, in good repair, and free of protrusions.
- Provide safe, sufficient, and well-placed lighting.
- Provide proper ventilation and temperature controls for existing conditions.
- Select, adequately supply, properly locate, inspect, and periodically recharge appropriate fire extinguishers and other necessary fire equipment.
- Identify and illuminate exits properly.
- Keep lockers and drawers clean, free of hazards, and closed.
- Inform personnel of the procedures for notification of fire and evacuation of premises.
- Keep laboratories and workplaces free from excessive dust, smoke, and airborne toxic materials.
- Identify utility lines and shutoffs properly.
- Guard with rails and toe boards all stairways, floor opening, and overhead storage areas.
- Ensure stairways have proper clearance.

## HOUSEKEEPING PRACTICES

- Remove and properly dispose of all sawdust, shavings, metal cuttings, rags, and other waste materials daily.
- Use properly marked boxed, bins, or containers for storage of various kinds of scrap stock and rags.
- Use sturdy racks and bins for material storage, arranged to keep material from falling and to avoid injuries from protruding objects.
- Use a standard procedure to deep floors free of oil, water, and foreign material.
- Clean equipment and facilities properly after each use.
- Provide regular custodial service in addition to end of class cleanup.
- Never use compressed air to clean clothing, equipment, and work areas.

### CAUTION:

**COMPRESSED AIR PROPELS PARTICLES AT VELOCITIES HIGH ENOUGH TO CAUSE SERIOUS PERSONAL INJURY, ESPECIALLY TO THE EYES. DO NOT USE IT FOR ANY UNAUTHORIZED PURPOSES.**

- Keep walkways and work areas free of all obstructions.
- Maintain floor surfaces in a “non-skid” condition.
- Store tools and materials orderly and safely.
- Ensure that file cabinets and other tall cabinets are properly anchored or fastened as required for safe use.

## ENERGY SOURCE SAFETY

### GAS

#### CAUTION:

**ONLY QUALIFIED, AUTHORIZED PERSONS SHOULD PERFORM ANY SERVICE ON GAS APPLIANCES.**

- Ensure that the following conditions have been met and that the necessary service has been performed by a qualified, authorized person:
  - The flow of gas to gas appliances is regulated so that the flame is proper height when the appliance valve is turned on full.
  - Gas appliances are properly insulated from tables, benches, adjacent wall, or other flammable materials.
  - No gas hose is used where pipe connections can be made, except where authorized.
  - Gas appliance valves are adjusted so that they may be lighted and maintained at proper height without undue hazard.
- Make sure there are no apparent gas leaks or any detectable odor of gas in any part of the shop or laboratory.

**IMPORTANT: REPORT ANY SUSPECTED GAS LEAK IMMEDIATELY TO PROPER PERSONNEL.**

## ELECTRICITY

### CAUTION:

#### **ONLY QUALIFIED, AUTHORIZED PERSONS SHOULD PERFORM ANY SERVICE ON ELECTRICAL EQUIPMENT.**

- Ensure that the following conditions have been met and that the service has been performed by a qualified, authorized person:
  - Equipment shall be properly grounded.
  - All switch boxes, junction boxes, wires, and conduits shall be properly covered or closed.
  - Defective, inadequate, worn, frayed, wet, oily, or deteriorated insulation should be replaced.
  - All stationary and portable electric tools should be properly connected and grounded according to manufacturer's specifications.
  - Broken housing and loose or vibrating machine parts should be replaced before equipment is used.
  - Hazardous locations should be equipped with explosion-proof or other special wiring methods as defined in the National Electrical Code.
  - All equipment or circuits being worked on or repaired should be locked out or otherwise de-energized and tagged.
  - All installation or extension of electrical facilities must comply with the National Electrical Code.
  - All motors and other electrical equipment should have proper safety switches.
- Do not use equipment and tools that do not meet the approval of the Underwriters Laboratories.
- Never clean electrical panels, switch boxes, motors, and other electrical equipment with water or dangerous solvents.
- Do not open computer power supplies or monitors due to stored electrical energy.

### CAUTION:

#### **THE COMBINATION OF WATER OR SOLVENTS WITH ANY ELECTRICAL SOURCE COULD CAUSE IMMEDIATE ELECTROCUTION. SOLVENTS POSE THE ADDED THREAT OF FIRE OR EXPLOSION.**

- Do not overload circuits or over fuse circuits by using the wrong size or type of fuse.
- Use only heavy-duty, grounded extension cords designed for industrial service.
- Do not use extension cords to operate stationary equipment or other permanent operations.
- Maintain clearance of 30 inches and clear access around all electrical panels.
- Avoid work practices which overload motors, insulation, wires or electrical accessories.
- Disconnect electrical cords by pulling on the plug, not the cord.
- Do not use metal ladders when working on electrical equipment.
- Label all switch panels, circuits, outlets, and boxes properly.
- Utilize a master control switch for all electric installations.

## EQUIPMENT SAFETY

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### MACHINES

#### IMPORTANT

ANYONE OPERATING MACHINES MUST KNOW OPERATING PROCEDURES AND SAFETY PRECAUTIONS.

- Operate all machines according to specifications in the owner's manual.
- Operate machinery only after receiving authorization.
- Arrange machines so that operators are protected from hazards of other machines or passing individuals.
- Identify, mark, and guard properly all point of operation zones.
- Protect all pulley, gears, and belts by permanent enclosure guards.
- Remove guards only for repair purposes and then replace immediately.

#### CAUTION:

**NEVER OPERATE EQUIPMENT WITH SAFETY GUARDS REMOVED.**

- Make sure equipment control switches for each machine are easily available to the operator.
- Make sure all operators know the location of emergency safety switches.
- Turn off machines when the instructor is out of the room or if the machine is unattended.
- Use proper cleaning equipment. Avoid air for cleaning purposes, except as properly authorized.
- Maintain nonskid areas around dangerous equipment.
- Establish and follow a preventive maintenance program for all equipment.
- Guard machines in compliance with manufacturer's safety instructions.
- Keep cutting tools sharp, clean, and in safe working order.
- Maintain all hoisting devices in a safe operating condition and provide for easy identification of specified load ratings.
- Mark clearly and make inoperable by locking out the machine power switch all machines, which are defective, or being repaired.
- Mark machines with proper color code. (See Appendix A)
- Maintain equipment cords and adapters in a safe working condition.
- Restrict adjustment and repair of any machine to experienced persons.
- Anchor securely machines designated for fixed locations.

### HAND TOOLS

- Select the right tool for each job.
- Establish regular tool inspection procedures to ensure tools are maintained in safe condition.
- Instruct students in the correct use of tools for each job, including safety precautions.
- Provide proper storage facilities.

- Do not lay tools on operating machinery or equipment.
- Keep tools out of aisles and working spaces where they may become safety hazards.
- Do not put sharp objects or tools in pockets. This could result in cuts or being stabbed.

### **LADDERS**

- Maintain and store ladders properly.
- Hold on with both hands when going up or down a ladder.
- Use properly hoisting equipment to hoist material and lower it, if material must be handled.
- Face the ladder when climbing up or climbing down.
- Have someone hold the ladder while climbing or working on a ladder.
- Be sure that your shoes are not greasy, muddy, or slippery before climbing.
- Do not climb higher than the third rung from the top on straight or extension ladders.
- Do not climb higher than the second tread from the top on stepladders.
- Hold onto the ladder with at least one hand at all times.
- Do not reach or extend your body to a point where your belt buckle is beyond the side rails.
- Do not use a metal ladder near or while working on electrical equipment or electrical circuits.
- Take special precautions when erecting and climbing a ladder on a windy day.
- Place a ladder so that the horizontal distance from the base of the ladder to the vertical plane of the support is approximately  $\frac{1}{4}$  the ladder's length.
- Do not have more than one person on a ladder, unless the ladder is specifically designed for more than one person.
- Do not place ladders in front of doors, unless the door is blocked off, locked, or guarded.
- Do not place ladders on boxes, barrels, or other unsuitable bases to obtain additional height.
- Do not use a ladder to gain access to a roof or any other elevated position unless the top of the ladder extends at least three feet above the point of support.

### **SCAFFOLDS**

- Ensure that anyone using scaffolds is aware of safety precautions.
- Anchor scaffolding so that the footing is sound, rigid, and capable of carrying the maximum intended load without settling or displacement.
- Do not use unstable objects, such as barrels, boxes, loose bricks, or concrete blocks, to support scaffold or planks.
- Do not erect, move, dismantle, or alter any scaffold without the supervision of the instructor.
- Install guardrails and toeboards on all open sides of platforms more than 10 feet above the ground or floor.
- Install guard rails on all open sides and ends of the platform on scaffolds 4 to 10 feet high which have a minimum horizontal length of less than 45 inches in either direction.

- Ensure scaffolds and their components are capable of supporting without failure four times the maximum intended load.
- Overlap all planking of platforms a minimum of 12 inches or secure it from movement.
- Provide an access ladder or an equivalent safe access.
- Extend scaffold planking over their end supports not less than 6 inches or more than 12 inches.
- Do not use shore or lean-to scaffolds.
- Ensure that the poles, legs, or uprights of a scaffold are plumb and securely and rigidly braced to prevent swaying and displacement.

## **FIRE SAFETY**

- Provide and properly mount approved fire extinguishers in all required areas. (Multipurpose dry chemical units are most effective for general use. General purpose fire extinguishers should have at least a 2-A; 10-B, C rating. Water backup for extinguishers is always desirable. Multipurpose dry chemical can damage delicate electrical equipment. Gas type extinguishers eliminate that problem. Halon 1211 is more effective and less costly than CO<sup>2</sup> for extinguishing electrical fires.)
- Store flammable liquids in approved (Underwriters Laboratories or Factory Mutual labeled) safety containers and cabinets.
- Provide for the inspection and testing of fire extinguishers at regular intervals to determine that they are fully charged and in proper working condition.
- Instruct students in the location and proper use of fire extinguishers and other fire-fighting equipment.
- Provide for the bulk storage of flammable materials in an area removed from the main school building.
- Segregate oxidizers and oily materials in storage. Do not use oxidizer (peroxide catalyst) containers for other purposes.
- Do not use flammable liquids for cleaning purposes.
- Provide Underwriters Laboratories listed oily waste containers for oily and paint soaked rags. Place waste with spontaneous combustion potential in approved containers.
- Post alarm and evacuation procedures; make sure all personnel are aware of these procedures.
- Inform students of remote shutoff valve or switch locations for gas or oil-fired equipment and instruct them in how to de-energize electrical equipment in an emergency.
- Provide deluge showers and fire blankets in all shops and laboratories, especially where there is danger of fire igniting clothing made of synthetic materials.
- Do not stack materials within 30 inches below a sprinkler head.
- Conduct fire drills according to established procedures.

## **TRAFFIC SAFETY**

- Do not exceed 15 mph when driving on campus except with instructor's permission on the driver's training range.
- Do not drive on the driver's training range without the instructor's permission.
- Follow one-way directional signs posted on campus.
- Yield right-of-way to pedestrians.
- Park only in designated parking zones.

## **HAZARDOUS MATERIALS**

A hazardous material is any material that could cause injury or death to a person or that damage or pollutes land, air, or water. The HAZARD COMMUNICATION REGULATIONS, commonly referred to as "Right to Know", requires that all personnel be informed about hazardous materials in their work area.

- Ensure that all students and employees are aware of what hazardous materials they may come into contact with and how to protect themselves from exposure or hazards.
- Display a HAZARDOUS MATERIALS INVENTORY ROSTER or a MATERIAL SAFETY DATA SHEET (MSDS) roster listing all hazardous materials used in each shop or laboratory.
- Make sure that a MSDS FOR EACH HAZARDOUS MATERIAL OR HAZARDOUS WASTE is on file in the shop or labs in which the materials are used. All students must have access to the files.
- Wear personal protective equipment when working with any hazardous material.
- Do not use or smell the contents of an unmarked container.
- Do not store any chemical or chemical solution in an unlabeled container, or above eye level.
- Do not work alone in the lab or shop. At least one other person should always be in the same area.
- Use heat or open flames only in the area set aside for this purpose.
- Ensure that all equipment operated under pressure has a vented safety diaphragm or safety valve.
- Use only approved stepstools or ladders with safety feet and place them on the floor so they will not slip when getting materials stored out of reach.
- Know and follow the rules for disposing of hazardous materials.
- Keep all chemicals – solids, liquids, or gas – off your skin and away from your eyes.
- Wash skin immediately if it comes into contact with chemicals or solvents.
- Read complete label or directions before using any material.
- Use extreme care when using caustics, acids, solvents, epoxies, and adhesives.
- Provide eye wash fountains and safety showers in areas where skin and eye irritants are used.
- Do not underestimate the hazards of lead poisoning involved in working with lead, even though copper tubing, steel, and plastic pipe have largely replaced lead pipe.
- Change and wash clothing daily if it becomes contaminated with toxic chemicals, dusts, fumes, liquids, etc.
- Do not eat around toxic chemicals or in contaminated areas.



- Ensure that personnel are not allergic to dyes and solutions, particularly if they are different from what you have been using before. Have neutralizing agents, for dyes and solutions being used, ready and available for immediate use.
- Make sure that all materials used (creams, lotions, dyes, etc.) are not toxic or injurious by inhalation or absorption.

### **FIRST AID**

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- Administer first aid only if you are qualified to do so. It is recommended that every teacher received instruction in first aid and have a valid first aid certificate.
- Post a list of the qualified first aid personnel.
- Do not diagnose illness or prescribe or administer medication of any sort.
- Disperse crowds if accident is serious and keep the area as quiet as possible.
- Stick to basic procedures:
  - Call for aid
  - Stop bleeding
  - Treat for shock
  - Mouth-to-mouth resuscitation (if breathing has stopped)
  - Coronary Pulmonary Resuscitation – **CPR** (if required)

### **RECORDKEEPING**

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- Report all accidents on the school's accident report form and through the proper channels. (See Appendix A: Forms and Charts)
- Investigate all accidents for the purpose of corrective action. Use the school's form for accident investigation. (See Appendix A: Forms and Charts)

## COLLISION REPAIR TECHNOLOGY

### GENERAL SAFETY PRECAUTIONS

- Do not allow anyone other than those enrolled in the course at that hour to be in the shop without a guide and the instructor's permission.
- Do not work overtime in the shop without the instructor's permission.
- Do only authorized work in the shop.
- Be sure and ask questions when in doubt.
- Do not throw any object within or near the shop.
- Do not work in the dark; use plenty of light.
- Do not work directly above another person.
- Post and enforce NO SMOKING signs.
- Report any unsafe condition that may lead to an accident.
- Report all accidents to the instructor immediately.
- Keep all driveways clear.
- Never run an engine in a poorly ventilated area.

#### **CAUTION:**

**CARBON MONOXIDE, A POISONOUS GAS, IS PRESENT IN GASEOUS FORM WHEN THE ENGINE IS RUNNING, EVEN A SMALL AMOUNT OF CARBON MONOXIDE IN YOUR BODY CAN BE FATAL. THAT IS WHY IT IS IMPERATIVE THAT YOU NEVER RUN AN ENGINE IN A POORLY VENTILATED AREA.**

- Control classroom exposure to dusts by using ventilation equipment to remove dust from your work area.
- Sweep or vacuum and properly dispose of dusts produced.

#### **CAUTION:**

**ASBESTOS DUST IS A PARTICULAR HAZARD THAT REQUIRES EXTRA PRECAUTION WHEN CUTTING OR DRILLING OR MACHINING, RESPIRATORS AND PROTECTIVE CLOTHING MUST BE WORN WHEN WORKING WITH THIS MATERIAL.**

### PERSONAL SAFETY PRECAUTIONS

- Eliminate loose clothing and confine long hair.
- Remove jewelry while working in the shop.
- Keep open wounds properly dressed and covered.
- Do not carry a sharp object like a pencil in your mouth.
- Do not lift heavy objects alone; secure help.
- Do not work in the shop if you feel ill.
- Do not clean hands in solvent or gasoline. These materials are explosive and also can cause a skin rash.
- Handle battery acid carefully and keep it away from the skin and clothing.
- Provide proper ventilation and air circulation around all spray-painting areas.

- Wear proper eye protection when:
  - Cleaning parts
  - Welding
  - Handling acids and batteries
  - Working beneath vehicles
  - Grinding, polishing, or sanding
  - Doing any machine work
  - Using paint and rust remover
- Wear ear protection in body shops when exposed to noise levels above 80 decibels for extended periods of time.
- Wear proper respiratory equipment when exposed to:
  - Painting
  - Grinding or power sanding
  - Any area contaminated with harmful dusts, fogs, fumes, mists, gases, and sprays
- Wear proper gloves when:
  - Working with cleaners
  - Working with acids
  - Working with paint and rust removers
  - Grinding
  - Handling sharp edges
- Wear safety shoes in areas where there is danger of injury by dropped or falling objects. Such areas include:
  - The garage area
  - The parts area
  - The storeroom area
  - The paint shop
  - The machine shop
- Wear facemasks when painting, grinding, or sanding.
- Wear approved arc welding shields when arc welding or watching other students arc weld.

### **DRIVING AND LOCATING THE VEHICLE FOR WORK**

- Move vehicles only if authorized to do so. Only students with valid driver's licenses and with instructor's permission should drive vehicles.
- Be observant while driving in the shop.
- Do not wear eye protection with restricted vision when driving a vehicle in the shop.
- Start vehicle only in park and with emergency brake on.
- Do not start a vehicle's engine unless *someone* is in the driver's seat.
- Do not tow or push a vehicle without instructor's approval.
- Have a fellow student guide you when parking a vehicle in a congested area.
- Do not work on vehicles parked in heavily traveled areas or on public thoroughfares.

## **JACKING AND HOISTING**

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### **CAUTION: NEVER OPERATE WITHOUT INSTRUCTOR'S PERMISSION.**

- Do not jack up the vehicle if anyone is under it.
- Use jack stands when working under vehicles.
- Ensure that all hoists have air/hydraulic backup controls and/or locks.
- Avoid excessive shaking of the vehicle when on jack stands.
- Have the instructor inspect the jack stand supports before students work under any vehicle.
- Barricade or raise out of position long jack handles. They are a serious tripping hazard.
- Do not use bumper jacks.
- Do not run an engine when the car is on the hoist or on jack stands.
- Lower vehicles cautiously.

## **FIRE SAFETY PRECAUTIONS**

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- Do not smoke in the shop at any time.
- Store gasoline in a properly marked safety can only.
- Use proper equipment to drain and store gas.
- Use approved, properly marked safety storage containers with flame arrester in spout to store thinners, reducers, and flammable cleaners.
- Do not use matches or torches while refueling vehicles.
- Do not weld near fuel tanks, fuel lines, lacquer thinner, enamel reducer, paint, or any combustible materials.
- Keep heat, flames, and sparks away from combustibles.
- Ensure proper grounding of all power tools, power equipment, and extension cords.
- Do not use frayed or defective electrical cords.
- Keep kinks out of all electrical cords.
- Do not overload electrical circuits.
- Do not run over extension or drop cords with jacks or creepers.
- Keep all fire away from charging batteries. They can be a source of explosive gas emissions.
- Separate spray-finishing operations from other work areas.
- Keep spraying areas free from the accumulation of deposits of combustible residue.
- Use only non-sparking electric motors and tools in spray-painting areas.
- Do not use electrical equipment in any spraying area subject to deposits of combustible residues.
- Provide explosion-proof lights and automatic sprinklers or fire extinguishers in paint booths.
- Do not use oil on welding regulators, torches, and fittings.
- Have a firewatcher with the proper extinguishing equipment when any welding or cutting is being performed.
- Do not grind or sand near gasoline. Grinding and sanding can produce sparks that will ignite gasoline and other flammables.

## GREASES, OILS, FUELS, AND SOLVENTS

- Clean up all spills *immediately* and ventilate the area.
- Use only approved solvents for cleaning parts. Do *not* use gasoline.
- Be sure that there is proper ventilation before an engine is started.
- Keep oil-soaked rags in an approved rag waste container.
- Check fuel connections for leaks before starting an engine.
- Keep flammable liquids in closed, approved, and labeled containers.

## AIR PRESSURE

- Use an air gauge inflating tires.
- When inflating truck tires that have a snap ring, confine the tire within an approved cage.
- Never aim an air hose at another student or at yourself.
- Never use compressed air to clean clothing, equipment, or work areas.

### CAUTION:

**COMPRESSED AIR PROPELS PARTICLES AT VELOCITIES HIGH ENOUGH TO CAUSE SERIOUS PERSONAL INJURY, ESPECIALLY TO THE EYES. DO NOT USE IT FOR ANY UNAUTHORIZED PURPOSES.**

## TOOLS

- Do not use any equipment or tools unless properly instructed as to their use.
- Keep tools clean and off the floor.
- Do not use defective tools or equipment.
- Use proper tools and equipment for the proper job.
- Make certain that wrenches fit properly.
- Do not use hammers with loose handles.
- Do not use chisels or punches with “mushroomed” heads.
- Use tools only for the purpose for which they are designed – never use a file as a pry bar.
- Stand creepers on end or store in a rack when not in use.
- Install wheel covers with a rubber mallet. The palm of your hand is *not* a tool.

## GENERAL PRECAUTIONS FOR EQUIPMENT SAFETY

These are general safety suggestions applicable to any machine or equipment used in the department.

- Do not use any equipment unless properly instructed as to its use.
- Remove guards only for repair purposes and then replace immediately.

### CAUTION:

**NEVER OPERATE A MACHINE WITH GUARDS REMOVED.**

- Do not turn a switch on or off for another person.
- Operate equipment and machines only when authorized to do so by instructor.
- Check all equipment before turning on switch.
- Report any machine or other equipment that is out of order.
- Use a creeper only to work under a vehicle; keep it standing up when not in use.
- Do not make an adjustment, lubricate, or clean a machine while it is running.
- Do not distract the attention of a machine operator.
- Do not try to stop a leak in an air hose or hydraulic hose with your hand.

## **SAFETY PRECAUTIONS**

### **COMPRESSED GAS USE**

The most commonly used gases for cutting and welding are oxygen and acetylene, however, you may also be using hydrogen, nitrogen, Maap gas, argon, helium, Freon, ammonia, propane (liquefied petroleum gas), carbon dioxide, or sulphur dioxide in some of your projects.

- Read the labels on compressed gas bottles. There is no standard color code for compressed gases. To use them safely you must know their characteristics and be sure you are using the right bottle.
- Use a cart or hand truck for moving cylinders.

#### **CAUTION:**

**THERE IS AN IMMENSE AMOUNT OF ENERGY IN EACH CYLINDER. CARELESS HANDLING RESULTING IN VALVE OR CYLINDER DAMAGE CAN PRODUCE INSTANT DEATH FOR YOU OR YOUR FRIENDS.**

- Keep cylinders containing flammable gases upright when in use. (These gases include acetylene, hydrogen, propane, and Maap gas).
- Keep valves, regulators, hoses, and other equipment tight and in good repair.
- Shut off valves and regulators when they are not in use.

#### **CAUTION:**

**FLAMMABLE GASES BECOME VIOLENTLY EXPLOSIVE WHEN MIXED WITH AIR OR OXYGEN.**

- Store spare flammable gas cylinders in a placarded, well-ventilated location, separated by a fire resistant barrier --- preferably outside.
- Store gas cylinders securely and in an upright position at all times.
- Keep cylinder caps in place when storing or moving cylinders.
- Do not move cylinders unless they are secured to carts.
- Never use oil on any oxygen valve or regulator equipment.

**CAUTION:**  
**OXYGEN UNDER HIGH PRESSURE CAN CAUSE OILS TO EXPLODE.**  
**OXYGEN WILL COMBINE WITH MANY COMMON MATERIAL AND**  
**UNCER THE RIGHT CONDITIONS; WILL CAUSE THESE MATERIALS TO**  
**BURN VIOLENTLY OR TO EXPLODE.**

- If you change oxygen cylinders, always have the instructor check your work before opening the valve.
- Blow out oxygen and acetylene cylinders valves before attaching regulators. Crack valve for a moment then close valve.
- Release adjusting screw on regulator before opening cylinder valve.
- Stand to side of regulator when opening cylinder valve.
- Open cylinder valve slowly.
- Do not use acetylene (in free state) at pressures higher than 15 psi.
- Purge fuel gas and oxygen passages (individually) before lighting torch.
- Light fuel gas before opening oxygen valve on torch.
- Store oxygen away from flammable substances.

**FLAMMABLE AND COMBUSTIBLE LIQUIDS**

Some of the more hazardous flammable liquids that you may encounter in your shop activities are (listed in approximate order of hazard):

Aerosol cans  
Gasoline  
Catalysts M.E.K. Peroxide  
Acetone  
Lacquer and lacquer thinners  
Paint thinner  
Alcohol  
Shellac  
Kerosene  
Paint  
Resin  
Stain and varnish  
Danish oil

- Read the label on the container before using any of these materials.
- Be sure the exhaust fan or vents are operating in the flammable liquids storeroom.
- Draw out only as much as you need for your class period or particular operation.
- Dump waste or excess materials only in covered metal containers, as directed by the instructor.
- Use a funnel when pouring into a small container.
- Clean up spills and drips immediately, disposing of the rags and waste material as instructed.
- Read and follow instructions for handling and mixing catalysts with resins or finishes.
- Do not pour catalysts back into the bottle.

- Add catalyst to resin, not resin to catalyst.
- Do not apply resin, paint, or other finishing material near areas used for cutting, welding, grinding, or other hot work.
- Be sure that the working area is well ventilated.
- Store thinners and solvents only in original purchased containers or approved cans.
- Use rubber gloves to minimize chances of skin irritation when working with epoxy and polyester resins.
- Wash hands and other exposed skin areas before leaving the shop.

### **AIR CHISEL**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Always wear a protective face shield in addition to proper eye protection.
- Always wear gloves when operating an air chisel.
- Never point the air chisel toward a person or object, which could be damaged.
- Make sure to have a safety collar screwed on tightly to the chisel to prevent the chisel bit from accidentally shooting off of the chisel gun.
- Keep the chisel bits sharp.
- Dispose of metal scraps properly.
- Keep fingers away from the chisel while it is in use.

### **AIR SANDING TOOLS**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Always wear a particle mask when sanding automotive plastics and paints.
- Operate sanding tools in a well-ventilated area.
- Hook air-sanding tools to a vacuum system to eliminate as much of the dust particles as possible.
- Wear coveralls to protect clothing.
- Never operate tools over recommended air pressure.
- Never leave tools laying on car when not in use.
- Keeps tools clean and in good repair.

### **ARC WELDER**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Always wear a welding helmet when welding.
- Make sure proper ventilation is available.



- Always wear goggles when chipping slag.
- Warn others in the area before striking an arc.
- Wear gloves and proper clothing when welding
- Do not weld closed containers without instructor's permission.
- Do not stand in wet areas while welding.
- Make sure screens to protect others are in place before welding is started.

### **BODY HAMMER**

- Always keep hammer face polished and free from nicks.
- Never hammer on a hardened metal surface.
- Always wear approved eye protection.
- Wear gloves when working around areas, which could come into contact with your hand.
- Never hammer toward a part of your body ----- direct blows away.
- Do not allow handle to work loose.
- Use wrist action to move hammer.

### **BODY SPOON**

- Always use proper eye protection.
- Always keep spoon face free from nicks and scratches.
- Never use a driving spoon as a pry bar.
- Choose the correct style of spoon for the job.
- Wear gloves to protect hands from injury.

### **BUFFER**

- Operate only with instructor's permission and after you have received proper instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Always buff using the lower half of the wheel (below center).
- Always stand to one side of the wheel when buffing and when applying compound.
- Never use a rag to hold the work while you are buffing.
- Use extra caution when buffing around corners, openings, or areas where the wheel could grab and throw the work.
- Do not buff small diameter tubing, wires, chain, or similar material.
- Exercise cautions so that the work does not overheat and burn your hands.
- Be sure the area behind the buffer is open and than no one else is in the safety zone.

### **DISC FINISHING MACHINE**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.

- Always use proper eye protection.
- Make sure adhesive is holding abrasive disc tightly to the revolving pattern.
- Make sure the abrasive disc is not torn or damaged.
- Hold material flat against the table and keep hands clear of the abrasive disc.
- Adjust the table to within 1/16" of the disc.
- Work on the side of the disc rotating downward.
- Do not leave this machine until it has coasted to a full stop.

### **DRILL PRESS**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Select properly sharpened drill bit, tighten in chuck, and **remove key**.
- Clamp material and check for safety before turning power on.
- If a piece of work is caught in the drill, turn off power. Do not try to stop by hand.
- Select proper speed for the respective material.

### **ELECTRIC GRINDER**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Never operate grinder in a wet area.
- Make sure ground wire is connected.
- Wear face shield in addition to safety goggles.
- Make sure a backing plate is used at all times. The backing plate must be the correct size to match the grinding disc.
- Make sure the sic nut is tight before starting the grinder.
- Start the grinder off the job and stop it on the job.
- Never leave the grinder running.
- Do not direct the spark toward anyone, or toward anything flammable, or anything, which could be damaged by the sparks.
- Do not grind next to metal edges, sharp edges, holes, or anything loose, which could catch the disc.

### **FRAME MACHINE**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Always secure the vehicle properly to frame repair equipment.
- Never stand in the plane of a pull post or frame machine when pulling.

- Always cover the chain with a canvas or fender cover when pulling with frame equipment.
- Always tighten all pull clamps properly.
- Never heat pull clamp, chains, or the hydraulic ram.

### **AUXILIARY TOWER SYSTEM**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- DO NOT use auxiliary tower chain on the front towers of the EZ Liner system.
- Auxiliary towers must be pinned or bolted to EZ Liner at all times except when repositioning.
- During routine raising and lowering of EZ Liner, correctly secure tower(s) to side(s) of machine.
- Do not use auxiliary towers to make pulls until vehicle is secured to EZ Liner mainframe using appropriate anchoring equipment. Do not use auxiliary towers to anchor vehicle to mainframe.
- Use ramp support only when a pull requires tower to be behind machine's safety ramps.
- Always remove ramp support as soon as it is no longer required.
- Do not raise or lower machine with ramp support in place.

### **GRINDER**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Adjust the tool rest to 1/8" from the wheel.
- Do not grind on the side of the grinding wheel.
- Make sure spark arrestor or top guard is within 1/8" of wheel.
- Hold small pieces with vise-grip type pliers.
- Discard any wheel that is excessively worn or cracked.
- Make sure the glass safety shield is clean.
- Stand to one side when starting the machine.

### **HAND DOLLY**

- Keep dolly free from nicks and chips.
- Always wear approved eye protection.
- Wear gloves when using the dolly.
- Never strike the dolly face directly with the hammer. Besides damaging the tools, you can injure yourself.
- Do not leave the dolly laying on the project you are working on when it is not in use.
- Use the correct shape dolly for the job.

### METAL SQUARING SHEAR

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Check setup and machine before operating.
- Never surpass the capacity of the machine.
- Feed and operate from the front or the operator's position.
- Always keep your fingers away from the pressure bar and blade, a minimum of 4 inches.
- Keep the foot, that is not being used, out from under the treadle.
- Allow small pieces to drop; do not attempt to catch them.
- Remove burrs before working; gloves or pads are recommended for handling sheet metal, especially large pieces.
- Place scraps or trimmings in metal waste container and return machine to normal.

### OXY-ACETYLENE WELDER

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Do not weld galvanized metal without proper ventilation.
- Do not allow oil to come in contact with hoses or equipment.
- Keep gas bottles erect and **secure** at all times.
- Wear protective goggles and spark-resistant clothing when welding.
- Do not weld or cut on a closed container without instructor's approval.
- Confine all cutting and welding to the designated area in the shop.
- Turn off torch valves when finished with equipment.
- Keep the cylinder caps on the bottles when not in use.
- Turn off gas and oxygen at tanks or stations at the end of class session.
- Bend the end of long welding rods to identify hot end and to reduce the possibility of eye injury.

### PORTABLE AIR IMPACT WRENCH

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always wear proper eye protection.
- Be sure throttle is in the off position before connecting to air supply.
- Always use impact-type sockets designed for use with power equipment.
- Make sure work is secure or held with clamps or tightly in a vise.
- Set torque control for correct tightness before starting the job.
- Be sure both hands are free to properly operate an impact tool. Maintain balance and firm footing at all times.

- Always use the tool in short bursts of power.
- Always disconnect the tool when not in actual use.

### **PORTABLE DISC SANDER**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Before connecting to the power source, be sure the switch is in the off position.
- Make sure backup pad and disc are securely fastened to the tool. Unplug the sander when changing discs.
- Do not allow the edge of the disc to touch the edge of the stock.
- Stand clear of the spark line or spark area.
- Sand or finish with a stroking motion; do not pause in one spot.
- Set sander on back or on rubber stand when not in use and disconnect from power source.

### **PORTABLE ELECTRIC DRILL**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Unplug the drill when changing bits.
- Make sure switch is off and key removed before connecting to power source.
- Mark hole location with center punch (metal) or awl (wood) before drilling.
- Be sure work is tightly clamped or secure before drilling.
- Drill with straight, even, steady pressure.
- Do not use in damp or wet areas.
- Be sure the appropriate drill bit is used and properly secured in the chuck.

### **SERVICE JACK**

- Operate only with instructor's permission and after you have received instruction.
- When using the jack, be sure it is securely placed and lift saddle properly aligned to prevent slipping.
- Once saddles are located, apply some pressure, then stop and examine these before lifting the vehicle.
- Never raise a vehicle while someone is under it.
- Always use vehicle stands or supports before going under a raised vehicle.
- Inspect the jack for oil leaks or other malfunctions before using.
- Never work under a vehicle supported only by a service jack.

## SHEET METAL MACHINES

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Always use proper eye protection.
- Check setup and machine before operating.
- Never surpass the capacity of the machine.
- Feed and operate from the front or the operator's position.
- Whenever two people are needed to operate the machine, one shall be the operator, the other the helper.
- Keep hands and fingers clear of moving parts.
- Be sure that fingers are tightened securely on finger leaf.
- Never work more than one thickness of metal at one setup.
- Be careful that moving parts or metal does not strike others.
- Take care not to place hands in a position that will allow them to slip into the rolls, jaws, etc.

## SOLDER GUN

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Work in a well-ventilated area and avoid inhaling soldering fumes.
- Observe all rules for handling *hot* materials.
- Do not flip excess molten solder off the tip of solder gun. Wipe it off with a piece of steel wool.
- Do not stand in wet areas while using the solder gun.
- Never leave the solder gun unattended with the electrical cord plugged in.
- Always disconnect cord when changing soldering tips.
- Clean up soldering flux immediately; it can cause burns.
- In case of acid burns, flush immediately with water. (Use baking soda to neutralize acids.)
- Never use solder gun with worn or exposed wiring or a cracked plastic cover/handle.

## SPOT WELDER

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Always wear a protective face shield, in addition to proper eye protection.
- Do not weld with wet hands or in a damp area.
- Do not touch the tips, tongs, or welded material after welding, because they become very hot.
- Never leave the spot welder unattended with the electrical cord plugged in.
- Make sure the metal being spot-welded is clean and dry.

- When spot welding galvanized material, remove the galvanized coating from the area being welded.

### **MIG WELDER**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Always wear additional protective welding clothing, including a helmet, long sleeve jacket, and gloves, to prevent burns from ultraviolet and infra red rays emitted while arc welding.
- Use a helmet equipped with a minimum number twelve-density shade for MIG welding.
- Be certain that the welder equipped with a high frequency stabilizing unit is installed, maintained, and used according to the recommendations of both the manufacturer and the Federal Communication Commission.
- Never touch the MIG wire while the welder is turned on. It is electrically "hot" and can cause a serious shock.
- Never use the high frequency when performing shield metal arch (stick electrode) welding.
- Be sure proper ventilation is available or use suitable breathing apparatus.
- Warn others in the area before beginning to weld.
- Do not weld on a closed container without instructor's approval.
- Do not stand in wet areas while welding.
- Be sure all flammables are removed from the area.
- Make sure screens are in place to protect other before welding.
- Take special precautions when wearing contact lens.

### **SHEAR BRAKE ROLL**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Keep work area clean. Cluttered areas invite injuries.
- Avoid moving parts during operation. Keep fingers and hands away from all moving parts.
- Don't overreach. Keep proper footing and balance at all times.
- Stay Alert! Watch what you are doing. Use common sense. Do not operate any tool when you are tired.
- Replacement parts and Accessories: When servicing, use only identical replacement parts. Only use accessories intended for use with this tool.
- Store idle equipment: When not in use, the tool should be stored in "closed" position and in a dry location to reduce rust.

## **STEEL BLASTER CABINET – FLOOR MODEL**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Close and latch the door at all times prior to operating the cabinet.
- Clean up spills; sand particles are very slippery.
- When using the Blasting Cabinet, a 5HP compressor is recommended.
- A fine grade of abrasive is recommended to prevent clogging.
- Select the appropriate nozzle for your needs.
- Set the compressor's pressure regulator to 40-80 PSI. Do not set the regulator above the maximum PSI.
- Open the door and place the material you are working with in the center of the Cabinet. Close latches **SECURELY**.
- Place your hands into the Rubber Gloves inside the Cabinet. Make certain your fingers are in the proper positions and that you can easily move your hands and grip things.
- Grip the Gun with one hand. Point the Nozzle at the bottom of the Cabinet and operate the gun for a moment to make certain everything is working correctly. If leaking is detected, disconnect the air hose and have it repaired before using.
- Hold the material you are working with in your other hand. Position your fingers so that the Rubber Glove is not in the way of the area you are blasting. You may have to reposition your fingers many different times during the blasting to ensure that you have blasted every area of your material.
- Press the trigger of the Gun to begin blasting. Aim the nozzle directly at the surface of the material. Bring the nozzle to within 2 inches of the material if necessary. Move the gun in a side-to-side or circular motion, always making sure that your fingers are not in the way.
- Do not aim the nozzle at your fingers, the Rubber Gloves or the Light.
- To check the progress of your blasting, remove your hand from the gun first and pull your hand from the glove. Remove your other hand. Once gun is OFF, open the door and inspect your material. If necessary to continue blasting, follow previous steps as necessary.
- Once completed, remove your hands from the gloves and shut off the compressor. Open the door and remove your material.
- The Blaster Cabinet has fittings for your shop vacuum in order to remove any dust created by blasting. When using the vacuum, a paper filter should be placed over the standard filter.

## **SAND BLASTER**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.



- Maximum working pressure is 125 PSI, before connecting air supply to your sandblaster, check the air compressor to insure that pressure is regulated in range of 65-125 PSI. Observe pressure gauge insuring it stabilized below 125 PSI.
- Wear protective clothing whenever a dust & abrasive hazard exist. Protective clothing at a minimum consists of hood, dust mask and gloves.
- Protect yourself while loading sand tank, while sandblasting and after completion of blasting until no dust is visible in the air.
- Allow no person in work area who is not wearing protective clothing.
- Follow operation and safety instructions printed on side of tank.
- Periodically inspect sand carrying components for wear. These are being sandblasted on the inside whenever you use the sandblaster. Replace before failure occurs.
- Release air pressure on sand tank before opening tank. To do this, turn off valve, open sandblast nozzle valve to let off pressure. Insure tank pressure gauge reads zero, then open tank.

### **REFRIGERANT HANDLING SYSTEM**

- Recover, Recycle, and Charge only the refrigerant for which the machine is configured.
- Wear safety glasses and protective gloves. Refrigerant has a very low boiling point and can cause frostbite.
- Follow the TC670E operating procedures sequentially to avoid prematurely disconnecting hoses or opening valves, which may release refrigerant to the atmosphere.
- Do not expose the TC670E to moisture or operate in wet areas.
- Use the TC670E in locations with mechanical ventilation that provides at least four air changes per hour.
- Hose used with the TC670E must have shutoff devices within 12 inches of the connection point to the system being serviced to minimize the introduction of Non-condensable Gas (Air) into the TC670E and the release of refrigerant when being disconnected.
- Avoid using an extension cord with the TC670E. If necessary, use a good condition, UL listed, 3-wire grounded, #14 AWG extension cord of the shortest possible length.
- Connect the TC670E to a properly protected, grounded receptacle. Do not over load the circuit.
- Do not allow the TC670E to remain unattended in the Charge Mode with power ON. The Charge Cylinder Heater will be energized creating a high pressure condition.
- Never turn the cylinder up side down.
- Do not connect the TC670E to the liquid side of any A/C system with a capacity greater than 4 pounds.
- Refrigerant in A/C systems having larger capacities must be recovered from the vapor side only.
- Never connect the TC670E to the liquid port of a cylinder of refrigerant to fill the TC670E Charge Cylinder.
- Failure to follow the above may cause the TC670E compressor to fail and void warranty.
- Avoid breathing refrigerant or lubricant vapor or mist.

- Exposure may irritate eyes, nose and throat.
- If accidental system discharge occurs, ventilate work area before resuming service.
- Additional health and safety information may be obtained from refrigerant and lubricant manufacturers.
- R134a has been shown to be nonflammable at ambient temperature and atmospheric pressure. However, tests under controlled conditions have indicated that, at pressures above atmospheric and with air concentrations greater than 60% by volume, R134a can form combustible mixtures.
- While it is recognized that an ignition source is also required for combustion to occur, the presence of combustible mixtures is a potentially dangerous situation and should be avoided.
- Under NO circumstances should any equipment be pressure tested or leak tested with Air/R134a mixtures. Do not use compressed air (shop air) for leak detection in R134a systems.

### **HEADLAMP ALIGNMENT**

- Operate only with instructor's permission and after you have received instruction.
- Drive vehicle onto a flat surface. It isn't necessary that this surface be exactly level.
- Remove large amounts of mud or ice from the underside of fenders.
- See that there is no load in the vehicle other than the driver.
- Rock the vehicle so as to equalize the springs. Check them for sag or broken leaves. Check functioning of any "level-ride" mechanism.
- Clean headlamp lenses and aiming pads. CAUTION: Some solvents and cleaners will attack and / or weaken the components of the B4A Aimer. Thoroughly dry any object, which has been cleaned with a solvent before attaching an aimer to it.
- Check for bulb burnout, broken aiming pads and proper beam switching.
- Clean cups with soap and water.
- Mirrors should be carefully wiped clean periodically to ensure clear vision of target image. A clean, soft cloth or tissue is sufficient.
- Do not use any solvents in cleaning aimers.
- Aimers should be checked periodically for proper calibration.
- For complete protection, a carrying case is available for your aiming equipment and accessories.
- Parts and repairs are available at all authorized repair stations.

### **PRESSURE WASHER**

- Operate only with instructor's permission and after you have received instruction.
- Do not touch nozzle or water spray while operating.
- Wear safety goggles while operating.
- Only approved hoses and nozzles should be used.
- The trigger gun must not be jammed in position during operation.
- All hose connections must be properly sealed.
- Prior to starting the pressure washer in cold weather, be sure ice has not formed in any part of the equipment.
- Use only recommended chemicals.

- Outdoors use only!
- Place the pressure washer away from cleaning site during operation.
- To prevent accidental discharge, the spray gun should be secured by locking trigger when not in use.
- Do not run the pressure washer for more than five minutes without depressing the trigger or damage to the pump may result.
- Check the fuel system periodically for leaks or signs of deterioration such as chafed or spongy hose, loose or missing clamps, or damaged tank or cap. All defects should be corrected before operation.
- Do not touch hot muffler.
- Service, operate and refuel under the following condition:
  - Good ventilation
  - Refuel the pressure washer in a well-lighted area.
  - Avoid fuel spills and never refuel while the pressure washer is running.
  - Avoid an ignition source when refueling.
  - Use lead-free fuel with a minimum of 85 octane.
- Do not smoke near the pressure washer.
- Do not use damaged high-pressure hoses.
- Store the pressure washer in a well-ventilated area with the fuel tank empty. Fuel should not be stored near the pressure washer.
- Never operate under these conditions:
  - A noticeable change in engine speed.
  - A noticeable loss of pressure.
  - The engine misfires.
  - Smoke or flames are present.
  - Enclosed compartment.
  - Excessive vibration.
  - Rain or inclement weather.
- Water spray must never be directed towards any electric wiring or directly towards the pressure washer.
- Do not allow the hose to come in contact with hot muffler.
- Equipment must be placed on a firm, supporting surface.
- Remove the spark plug or cable from the spark plug to prevent accidental starting, when not in use, or prior to detaching the high pressure hose.
- Keep the pressure washer clean and free of oil, mud and other foreign matter.
- Do not wear loose clothing, jewelry, or anything that may be caught in the engine.
- Never direct spray at people.

## **COLLISION REPAIR TECHNOLOGY**

### **HAZARDOUS WASTE MANAGEMENT PLAN**

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#### **SOLVENTS AND AEROSOL CANS**

All hazardous liquids and aerosol cans are placed in an appropriately sealed container and properly labeled "Hazardous Waste." This container is kept closed except when adding or removing waste. This container is housed inside the Collision Repair department until it is full. At that time the container is moved to the designated storage area until it is picked up by a licensed disposal company and taken to a hazardous waste disposal facility.

## COMMERCIAL TRUCK DRIVING

### SAFETY PRACTICES

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Commercial vehicle operators face safety decisions and hazards daily. Students preparing for their commercial driver license (CDL) must become familiar with the safety procedures and rules set forth by the regulating government agencies. Students are expected to adhere to these federal and state regulations regarding commercial transportation at all times, whether on the campus driving range or in a road-training situation.

Students should consult the extensive safety procedures and regulations presented in the **ALABAMA COMMERCIAL DRIVER LICENSE MANUAL** from the Alabama Department of Public Safety, and the **FEDERAL MOTOR CARRIER SAFETY REGULATIONS HANDBOOK** from the U.S. Department of Transportation Federal Highway Administration.

In the state publication they will find instructions for driving safely, transporting cargo safely, transporting passengers, air brakes, combination vehicles, and hazardous materials.

The federal regulations presented in the handbook cover: CDL standards, requirements and penalties; minimum levels of financial responsibility for motor carriers; qualifications of drivers; driving of motor vehicles; parts and accessories necessary for safe operation; notification and reporting of accidents; hours of service of drivers; inspection and maintenance; transportation of hazardous materials, including driving and parking rules; transportation of migrant workers; and employee safety and health standards. This handbook is available from the Reid State bookstore and is a required part of the institution's CDL curriculum.

## **BUILDING CONSTRUCTION TECHNOLOGY**

### **SAFETY PRACTICES**

Carpenters and cabinetmakers face many chemicals and other health hazards on the job. These health hazards are often hidden, so you might not know you are being exposed or affected. Common health hazards you may face are: wood dust; hand-arm vibration from power tools; cold; wood preservatives in treated woods; lead and heavy metals in paints; and hearing loss from excessive noise levels. Carpenters also face many safety hazards on the job. You're probably familiar with many of the obvious ones, such as: being struck by falling objects; strains from lifting and moving heavy equipment; falls from ladders and platforms; and eye injuries.

One way you can spot possible health and safety hazards on the job is by using your senses of sight, hearing, smell, and touch. Visible clouds of dust, eye and nose irritation, or skin rashes could indicate possible hazards. Once you've found hazards, there are ways they can be controlled. The most effective way is to eliminate the hazard through engineering controls. For example, some power tools are now designed to produce less vibration. These should be used in place of older ones. Other safety precautions include using personal protective equipment and proper body mechanics, using and maintaining hand and power tools properly, and following safety regulations for scaffolding.

### **PERSONAL PROTECTIVE BEHAVIOR**

- Confine long hair so that it is not exposed to machinery and does not interfere with vision.
- Wear safety goggles, glasses, or other eye protection when there is a danger of eye injury.
- Use respirators where harmful dusts or fumes exist.
- Determine the physical handicaps and limitations of all students so that they will not be assigned tasks detrimental to their health or physical condition.
- Do not wear loose clothing in the laboratory and shop areas.
- Remove rings and other jewelry while working in the laboratory and shop areas.
- Wear ear protection where noise levels are excessive over long periods of time.
- Wear protective apparel, including safety shoes, aprons, shields, and gloves, when the nature of the task requires it.
- Keep respirators, masks, and goggles clean and sterile.
- Wear head protection in all areas where there is danger of falling and/or flying objects.

### **PERSONAL PROTECTIVE EQUIPMENT**

Never use personal protective equipment as your first line of defense against personal injury on the job. It is not substitute for following proper safety rules. Think of it, instead, as an extra safety device when other safety measures fail.

## **EYE PROTECTION**

- Wear appropriate protective eyewear (safety goggles, safety glasses, or face shields) in all areas where there are activities potentially hazardous to the eye.
- Alabama law (Act No. 168) requires eye protective devices for students and teachers working with:
  - Hot molten metals;
  - Milling, sawing, turning, shaping, cutting, or stamping of any solid materials;
  - Heat treatment, tempering, or kiln firing of a metal or other materials;
  - Gas or electric arc welding;
  - Repair or servicing of any vehicle; or
  - Caustic or explosive materials.
- Provide accessibility to eyebaths in areas where chemicals are being used that could be hazardous to eyes.
- Follow all OSHA guidelines when wearing contact lenses with eye and face protection.

### **CAUTION:**

**CONTACT LENSES MAY CREATE A HAZARD WITH CERTAIN CHEMICALS AND PARTICLES AND CAN BADLY DAMAGE YOUR EYES IF WORN IN VIOLATION OF OSHA GUIDELINES. CONTACT LENSES ARE NOT A FORM OF EYE PROTECTION.**

## **HAND AND GENERAL BODY PROTECTION**

- Use the right equipment for the job (gloves, arm protectors, aprons, coats).
- Inspect all gloves and body protection equipment before each use.
- Do not wear gloves around moving machinery.
- Keep loose aprons and apron strings away from moving machinery.

### **CAUTION:**

**GLOVES AND LOOSE CLOTHING COULD BE CAUGHT BY A DRILL, SAW, GRINDER, OR OTHER MOVING PART AND BE PULLED INTO THE MACHINE OR TOOL.**

- Do not wear gloves with metal parts around electrical equipment or electrical hazards.

## **RESPIRATORY PROTECTION**

- Use the proper respiratory protection in any situation when you are exposed to dangerous contamination from gases or vapors or contamination from particles such as dust, fog, fumes, mists, smoke or spray.
- Check your mask for a proper fit before using it.
- Clean all non-disposable respiratory equipment according to manufacturer's instructions after each use.
- Inspect all respiratory equipment before and after each use.

- Store all respiratory equipment properly after each use.

### **BODY MECHANICS**

- Distribute the workload by using as many muscles as possible.
- Use both hands to pick up heavier objects.
- Avoid lifting heavy objects alone. Request help.
- Push rather than pull, whenever possible.
- Use leg muscles, rather than back muscles to lift heavy objects.
- Avoid bending and unnecessary twisting of the body for any length of time.
- Work at the proper level.
- Avoid carrying long pieces of material alone. Use at least two people.

### **GENERAL SHOP SAFETY RULES**

- Keep all hand tools sharp, clean, and in safe working order.
- Report any defective tool(s), machines, or other equipment to the instructor.
- Make sure all guards are in place and operating correctly.
- Operate machines only with instructor's permission and after you have received instruction.
- Report all accidents to the instructor regardless of nature or severity.
- Turn off the power before leaving a machine tool.
- Disconnect the power from machine tools before performing the maintenance tasks of oiling or cleaning.
- Use a solvent only after determining its properties, what kind of work it has to do, and how to use it.
- Use correct, properly fitting wrenches for nuts, bolts, and objects to be turned or held.
- Keep the shop or laboratory floor clear of scraps and litter.
- Clean up any spilled liquids immediately.
- Store oily rags or oily waste in proper containers.
- Clean the chips from a machine with a brush, not with a rag or the bare hands.
- Arrange machinery and equipment to permit safe efficient work practice and ease in cleaning.
- Store materials and supplies properly.
- Store tools and accessories safely in cabinets, on racks, or other suitable devices.
- Keep working areas and workbenches clear and free of debris and other hazards.
- Keep floors clean and free from obstructions and slippery substances.
- Keep aisles, traffic areas, and exits free of materials and other debris.
- Dispose of combustible materials properly or store in approved containers.



## **EQUIPMENT SAFETY**

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### **MACHINES**

#### **IMPORTANT:**

**ANYONE OPERATING MACHINES MUST KNOW OPERATING PROCEDURES AND SAFETY PRECAUTIONS.**

- Operate all machines according to specifications in the owner's manual.
- Operate all machinery only after receiving authorization.
- Arrange machine so that operators are protected from hazards of other machines or passing individuals.
- Identify, mark, and guard properly all point of operation zones.
- Protect all pulley, gears, and belts by permanent enclosure guards.
- Remove guards only for repair purposes and then replace immediately.

#### **CAUTION:**

**NEVER OPERATE EQUIPMENT WITH SAFETY GUARDS REMOVED.**

- Make sure equipment control switches for each machine are easily available to the operator.
- Make sure all operators know the location of emergency safety switches.
- Turn off machines when the instructor is out of the room and/or if the machine is unattended.
- Use proper cleaning equipment. Avoid air for cleaning purposes, except as properly authorized.
- Maintain nonskid areas around dangerous equipment.
- Establish and follow a preventive maintenance program for all equipment.
- Guard machines in compliance with manufacturer's safety instructions.
- Keep cutting tools sharp, clean, and in safe working order.
- Maintain all hoisting devices in a safe operating condition and provide for easy identification of specified load ratings.
- Mark clearly and make inoperable by locking out the machine power switch all machines, which are defective, or being repaired.
- Mark machines with proper color code (See Appendix A.)
- Maintain equipment cords and adapters in a safe working condition.
- Restrict adjustment and repair of any machine to experienced persons.
- Anchor securely machines designated for fixed locations.

### **HAND TOOLS**

- Instruct students to select the right tools for each job.
- Establish regular tool inspection procedures to ensure tools are maintained in safe condition.
- Instruct students in the correct use of tools for each job, including safety precautions.
- Provide proper storage facilities.
- Do not lay tools on operating machinery or equipment.

- Keep tools out of aisles and working spaces where they may become safety hazards.
- Do not put sharp objects or tools in pockets. This could result in cuts or being stabbed.
- Use beveled-edged tools, such as chisels, brick sets, and brick hammers, with the beveled edge away from you.

### **SCAFFOLDS**

- Ensure that anyone using scaffolds is aware of safety precautions.
- Anchor scaffolding so that the footing is sound, rigid, and capable of carrying the maximum intended load without settling or displacement.
- Do not use unstable objects, such as barrels, boxes, loose bricks, or concrete blocks, to support scaffold or planks.
- Do not erect, move, dismantle, or alter any scaffold without the supervision of the instructor.
- Install guardrails and toeboards on all open sides of platforms more than 10 feet above the ground or floor.
- Install guard rails on all open sides and ends of the platform on scaffolds 4 to 10 feet high which have a minimum horizontal length of less than 45 inches in either direction.
- Ensure scaffolds and their components are capable of supporting without failure four times the maximum intended load.
- Overlap all planking of platforms a minimum of 12 inches or secure it from movement.
- Provide an access ladder or an equivalent safe access.
- Extend scaffold planking over their end supports not less than 6 inches or more than 12 inches.
- Do not use shore or lean-to scaffolds.

Ensure that the poles, legs, or uprights of a scaffold are plumb and securely and rigidly braced to prevent swaying and displacement.

### **SAFETY SUGGESTIONS**

#### **AIR SANDING TOOLS**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Always wear a particle mask when sanding.
- Operate sanding tools in a well-ventilated area.
- Hood air-sanding tools to a vacuum system to eliminate as much of the dust particles as possible.
- Wear coveralls to protect clothing.
- Never operate tools over recommended air pressure.

- Never leave tools laying around when not in use.
- Keep tool clean and in good repair.

### **BAND SAW**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Adjust the guide and guard to within ¼" of work.
- Remove the scrap only when machine is stopped.
- Avoid backing out of a cut.
- Keep hands and fingers in such a position that there is no danger of their slipping into the blade. Hold work piece on the right side of the cutting line. Use a push stick where necessary.
- Do not leave the machine until it has stopped.

### **BELT SANDER**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Check to see if belt is properly installed and in good condition before starting.
- Start sander above work; let rear of belt touch first.
- Keep the electrical cord clear and the dust bag away from the sander belt.
- Lift sander off the work before stopping.
- Wait until belt is completely stopped before placing sander on bench.
- Empty dust bag daily into proper waste container.

### **DRILL PRESS**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Select properly sharpened drill bit, tighten in chuck, and remove key.
- Clamp material and check for safety before turning power on.
- If a piece of work is caught in the drill, turn off power. Do not try to stop by hand.
- Select speed carefully, the larger the drill, the slower the speed.

### **ELECTRIC GRINDER**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.

- Never operate grinder in a wet area.
- Make sure ground wire is connected.
- Wear face shield in addition to safety goggles.
- Make sure a backing plate is used at all time. The backing plate must be the correct size to match the grinding disc.
- Make sure the disc nut is tight before starting the grinder.
- Start the grinder off the job and stop it on the job.
- Never leave the grinder running.
- Do not direct the spark toward anyone, or anything flammable, or anything, which could be damaged by the sparks.
- Do not grind next to metal edges, sharp edges, holes, or anything loose, which could catch disc.

### **JOINTER**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Before starting, make sure that guards are free and will cover the blade at all times.
- Use a push stick on all material that would bring the hands within 2" of the cutter.
- Use supports or have an assistant help support long pieces.
- Make several light cuts rather than one heavy cut.
- Check with instructor to make sure the board being jointed exceeds the minimum length established for that particular machine.

### **PLANER-SURFACER**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Use a "backer board" when planing thin stock.
- Do not force material through planer.
- Do not remove chip accumulation while machine is running.
- Do not stand directly behind the machine or in the line of kick back.
- Be sure to select the proper speed and depth of cut.
- Check with the instructor to be sure that the board being surfaced exceeds the minimum length established for that particular machine.

### **PORTABLE CIRCULAR SAW**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.

- Make sure that telescoping guard returns automatically to cover the blade after each cut.
- Do not set saw down until blade stops.
- If the saw blade binds or smokes, stop cutting immediately.
- Make sure the power cord is clear of the blade.
- Be sure the material you are cutting is adequately supported.
- Check the base setting for the proper depth of cut.

### **PORTABLE DISC SANDER**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Before connecting to the power source, be sure the switch is in the off position.
- Make sure backup pad and disc are securely fastened to the tool. Unplug the sander when changing discs.
- Do not allow the edge of the disc to touch the edge of the stock.
- Stand clear of the spark line or spark area.
- Sand or finish with a stroking motion; do not pause in one spot.
- Set sanders on back or on rubber stand when not in use and disconnect from power source.

### **PORTABLE ELECTRIC DRILL**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Unplug the drill when changing bits.
- Make sure switch is off and key removed before connecting to power source.
- Mark hole location with center punch (metal) or awl (wood) before drilling.
- Be sure work is tightly clamped or secure before drilling.
- Drill with straight, even, steady pressure.
- Do not use in damp or wet areas.
- Be sure the appropriate drill bit is used and properly secured in the chuck.

### **PORTABLE ELECTRIC FINISHING SANDER**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Be sure switch is in the off position before connecting to the power source.
- Make sure abrasive sheet is in good condition and properly installed on the tool.
- Start the tool above the work, set it down evenly and move slowly over a wide pattern area.

### **PORTABLE ELECTRIC PLANE**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Before connecting to the power source, make sure the switch is in the off position.
- Make all adjustments with the plane disconnected from the power source.
- Place front shoe on the work piece, start motor, and then move plane over work keeping pressure and speed constant.
- Keep front and rear shoe tightly against the work piece until the cutter has cleared the work.
- Keep hands on handle and motor housing, away from the cutter head.
- Be sure of clearance for the motor.

### **PORTABLE ELECTRIC ROUTER**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Be sure switch is off before inserting plug into power source.
- Be sure collet chuck is tight and bit is secure.
- Make sure work piece is clamped or rigidly held and the area of router travel is free of obstructions.
- Hold router with both hands and maintain constant cutting pressure. Do not force or jam work.
- Make a trial cut in a piece of similar scrap material.
- Disconnect from power source when changing bits, making adjustments, or when router is not in use.

### **RADIAL ARM SAW**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Be sure that the saw travels easily on the arm.
- Be sure that the blade will not extend beyond the front of the table.
- Before starting, make sure that the guard telescopes properly.
- Make sure that the blade is stopped before leaving the machine.
- Make sure that the material being cut is tight against the fence.
- Be sure the saw returns to the rear of the table at the completion of the cut.
- Avoid cross hand operation of this machine.

## **SCROLL SAW**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Make all adjustments and remove scraps with the machine completely stopped.
- Select proper blade and set at correct height (1/8" above wood).
- Never saw freehand.
- Never reach over the saw blade.
- Make sure blade is installed with the teeth pointing in the proper direction.
- Stand to one side – not in line with the blade.
- Use a push stick when the hands come within 3" of the blade.
- Use the rip fence for equipping and miter gauge for crosscutting.
- Stop the machine, lower blade below table, and clean up scraps when completed.

## **WOOD LATHE**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Make sure the tool rest is close to the work when cutting tools are being used.
- Keep cutting tools sharp.
- Do not feel for smoothness of work while machine is running.
- Make sure work is centered, balanced, and secured.
- Remove the tool rest before sanding.
- Examine setup and turn work by hand before turning on power.
- Shut off power while cleaning machine.

## **WOOD SHAPER**

- Operate only with instructor's permission and after you have received instruction.
- Remove jewelry, eliminate loose clothing, and confine long hair.
- Make sure all guards are in place and operating correctly.
- Always use proper eye protection.
- Make all adjustments for cutter height and fence position with the power off.
- Check guards and hold downs for proper operation.
- Choose the correct cutter and collars for the operation.
- Expose only the amount of cutter necessary to do the job. Use additional fixtures if necessary.
- Always use a starting pin for free hand shaping.
- Use the smallest table insert possible.
- Use three-wing one-piece cutters whenever possible.
- Brush away dust and chips only when the machine is stopped.

## **OVERARM ROUTER**

- Operate only with instructor's permission and after you have received instruction.
- Read the instruction manual before operating your machine.
- Remove tie, rings, watch, and other jewelry, and roll up sleeves.
- Always wear safety glasses or a face shield.
- Make sure wiring codes and recommended electrical connections are followed and that the machine is properly grounded.
- Make all adjustments with the power OFF.
- Always make sure that the height of the table is not too high so that when the spindle is lowered the cutter will not strike the table.
- Never attempt to lower the spindle without the machine turned on and the motor running.
- Always use balanced cutters.
- When using the accessory table fence, never run the stock between the fence and cutter.
- Always feed against the cutter rotation.
- Keep cutters free of rust and pitch.

## **HOLLOW CHISEL MORTISER**

- Operate only with instructor's permission and after you have received instruction.
- Remove neckties, roll sleeves inward and remove any loose, torn or ragged clothing before operation.
- Use safety goggles at all times.
- Always clamp work securely – do not attempt to hold work being mortised.
- Always stop machine when making adjustment or leaving immediate area. Disconnect power source when servicing machine.
- Base of machine should be grounded to water pipe or central grounding system.
- Keep chisel and bit sharp.
- Keep machine and area around machine clean and free of scraps, sawdust, oil or grease.

## **DRUM SANDER**

- Operate only with instructor's permission and after you have received instruction.
- Always wear eye protection and a respirator.
- Be sure to observe electrical requirements such as fuse sizing, wire sizing, and grounding.
- Ensure that the switch is in the off position before plugging in the cord.
- DO NOT allow anyone to stand at the out-feed end when feeding your stock.
- DO NOT jam work piece into the machine during operation. Firmly grasp the work piece in both hands and ease it into the machine using light pressure.
- DO NOT wear loose clothing while operating this machine. Roll up or button sleeves at the cuff.
- DO NOT sand any stock narrower than 1/8".



- DO NOT attempt to sand stock thinner than 1/8” by using a “dummy” board under your work piece.
- DO NOT sand stock shorter than 9”.
- DO NOT place hands near, or in contact with, sanding drums during operation.
- Perform machine inspections and maintenance service promptly when called for.
- Any problem, with the exception of conveyor belt tracking, that is concerned at all with any moving parts or accessories must be investigated and corrected with the power disconnected, and after everything has come to a complete stop.
- NEVER leave the machine running unattended.
- Replace sanding paper when it becomes worn.
- NEVER sand more than one piece of stock at a time.
- It cannot be assumed that additional safety measures are not needed under particular or exceptional circumstances or conditions. Consider safety at all times.

### **SINGLE END TENONER**

- Operate only with instructor’s permission and after you have received instruction.
- When setting up machine for Tenon, cope, or saw cuts, see that all heads, knives and the saw blade are securely fastened in place and that all heads turn freely. Keep table free from tools and material except stock to be cut.
- Keep knives and saw blade sharp and properly set. It is extremely dangerous to work with dull and improperly set tools.
- Always clamp material to be cut to Tenoner table with quick acting eccentric clamp. This will prevent “flying” material in case of misuse or the hitting of hard objects in lumber.
- Stand well to the right of knives when pushing material through cutting area and do not allow anyone else to stand in line with knives or saw blade.
- Always stop machine before making adjustments.
- Keep floor around machine in good condition, clean and free of scraps, sawdust, oil or grease, so that there will be no danger of slipping.
- Use only recommended knives and heads on this machine or the manufacturer does not guarantee this product, performance or safety wise.
- Do not look around or carry on a conversation when operating the machine but give it your undivided and uninterrupted attention.
- Never “reach over” running machine for material removal. Use a helper or return table to its original position to take away stock.
- Roll up your sleeves or wear a shop coat with tight fitting and rather short sleeves. Tuck any necktie in and do not wear gloves. Loose-fitting, torn or ragged clothing is dangerous, because it may be caught by the cutter heads and operator’s hand or arm pulled against knives causing serious injury.
- NEVER remove guards from machine.

### **FINISHING NAILER OR STAPLER (FRAMING NAILER)**

- Operate only with instructor’s permission and after you have received instruction.
- Read all warnings to prevent injuries to yourself and bystanders.

- To prevent eye injuries, always wear OSHA required safety glasses with permanently attached rigid, hard plastic side shields.
- Always wear other personal protective equipment such as hearing protection and hardhat.
- Never use oxygen, carbon dioxide or any other bottled gas as a power source for this tool; the tool will explode and cause serious injury.
- Use only clean, dry, regulated compressed air at recommended pressure.
- Tools shall not be connected to air pressure, which potentially exceeds 200 psig or 13.7 BAR.
- Air compressors used to supply compressed air to this tool must comply with requirement ANSI B 19.3-1981 (U.S.), "Safety Standard for Compressors for Process Industries."
- Air hose must have a minimum working pressure rating of 150 psig (10.3 BAR) or 150% of the maximum pressure produced in the system, whichever is higher.
- The tool and air supply hose must have a hose coupling such that all pressure is removed from the tool when the coupling joint is disconnected.
- Disconnect tool from air before tool maintenance, cleaning a jammed fastener, leaving work area, moving tool to another location, or handing the tool to another person.
- Tool may eject a fastener when connected to air supply after servicing; therefore, connect air before loading fasteners.
- Never use tool if safety, trigger or springs have become inoperable, missing or damaged. Do not tamper with or remove safety, trigger, or springs.
- Make sure all screws and caps are securely tightened at all times. Make daily inspections for free movement of trigger and safety. Never use the tool if parts are missing or damaged.
- Use ONLY parts, fasteners, and accessories recommended by the manufacturer.
- Always assume the tool contains fasteners. Keep the tool pointed away from yourself and others. No horseplay. Respect the tool as a working implement.
- Remove finger from trigger when not driving fasteners. Never carry tool with finger on trigger; tool will eject fastener if safety is bumped.
- Fire fasteners into work surface only; never into materials too hard to penetrate.
- Do not drive fasteners on top of other fasteners or with the tool at too steep of an angle; the fasteners can ricochet and hurt someone.
- When using tool, care should be taken due to possibility of tool recoil. If safety element is unintentionally allowed to re-contact work surface following recoil, an unwanted fastener will be driven. Therefore, allow tool to recoil completely off work surface to avoid this condition. Do not push safety element on work surface until a second fastener is desired.
- Do not drive fasteners close to the edge of the work surface. The work piece is likely to split and the fastener could fly free or ricochet and hit someone.
- Do not load fasteners with trigger or safety depressed.
- Do not use tool without safety warning label on tool. If label is missing, damaged or unreadable, contact the manufacturer.
- Never use a tool that leaks air or needs repair.
- Always place yourself in a firmly balanced position when using or handling the tool.

## **HAZARDOUS WASTE MANAGEMENT PLAN**

### **THINNERS, PAINT, SOLVENTS**

All used liquid waste is placed in an appropriately sealed container and properly labeled "Hazardous Waste." This container is kept closed except when adding or removing waste. This container is housed in the Building Construction Department until it is full. At that time the container is moved to the designated storage area until it is picked up by a licensed disposal company and taken to a hazardous waste disposal facility.

## HEALTH OCCUPATIONS

### GENERAL SAFETY PRECAUTIONS

Safety is an important part of any occupation, but health care providers have a special obligation to be concerned about the safety of the patient. Health field workers must be especially careful to guard against transfer of disease.

Since health occupations training also takes place in a clinical setting, institutional safety standards of the cooperating agency should be used to supplement this list.

Some of the commonly encountered safety procedures are listed below:

- Ensure that electric cords to electric beds, sterilizers, and other equipment are in good repair and are grounded, if necessary. This includes appliances brought from home by the patient.
- Ensure that wheels on beds, stretchers, and wheelchairs are equipped with locking devices.
- Keep solutions used in patient care separate from general cleaning and disinfectant solutions.
- Keep laboratory facilities clean, orderly, and disinfected at regular intervals.
- Remove immediately any spilled liquids, broken glass, and other hazards.
- Lift, move, and transport patients using proper body mechanics.
- Make provisions to prevent the patient from falling when using a stretcher or wheelchair.
- Follow these procedures when transporting the patient:
  - Grasp the head of the stretcher, or the back of the wheelchair, and move forward.
  - Pull the stretcher / wheelchair in an elevator head first, with the patient's feet toward the door;
  - Make sure, when going down an incline, the head of the stretcher is first with the assistant walking backwards, holding and pulling the head end of the stretcher while observing the patient;
  - Make sure, when the patient is in a wheelchair, the chair is turned around and an assistant walks down the incline backwards while observing the patient, and
  - Upon reaching level ground, resume former position and push the stretcher / wheelchair forward.
- Set wheel-locking devices on any equipment when patient care is involved.
- Place cranks on adjustable beds under the frame so they are out of the way.
- Place beds at proper height when doing patient care, and return to lower position for ambulatory patients.
- Place bedside guardrails in the up position when there is danger of the patient falling out of bed.
- Use proper medical aseptic techniques to prevent cross contamination.
- Clean, disinfect, and/or sterilize material and equipment used by one person before being reused.
- Check labels three times before contents are used and discard all unlabeled bottles.

- Keep uniforms clean and do wear those uniforms worn during the care of patients outside the health care facility.
- Follow safety precautions for the use of oxygen and radiation.
- Place furniture and equipment for convenient and safe use.
- Identify patient accurately and in an appropriate manner.
- Call patient by name, not by room or bed number.
- Always check patient identification.
- Follow established procedures for security of medical supplies.
- Know and follow narcotic security practices.
- Follow directions in the application of heat and cold.
- Apply restraints safely as ordered.
- Obtain patient and/or family consent for treatment.
- Adjust height of bed and side rails for patient safety.
- Account for, sign for, and place patient's possessions in a safe place.
- Keep stairways and shaft doors closed.
- Dispose of combustible materials in appropriate containers.
- Observe equipment, visitor, and patient smoking regulations.
- Remove spark conducting equipment or materials before beginning procedures using oxygen and other explosive gases.
- Know how to activate institutional fire alarm systems.
- Know locations of and how to operate fire systems.
- Know location of equipment and procedures for carrying out first aid in case of emergency and/or accident in the department.
- Instruct patient as to safety measures in the use and disposal of ashes and matches.
- Know institution's routine for fire in patient area and follow procedures for reassuring and aiding patients.
- Know institution's policy for hazardous weather.
- Be familiar with and use Universal Precautions for prevention of HIV transmission as recommended by the health facility.
- The above procedures shall apply for both simulated and reality labs.

**PREVENTION OF HIV TRANSMISSION IN HEALTH CARE SETTINGS**

Because of the prevalence of human immunodeficiency virus (HIV), the virus that causes acquired immunodeficiency syndrome (AIDS), the health care professional must consider all patients as potentially infected and rigorously follow infection control precautions for minimizing the risk of exposure to blood and body fluids of all patients.

The Centers for Disease Control (CDC) has issued recommendations for preventing HIV transmission in health care settings. All health care students must receive copies of these recommendations. Included in the student's orientation packet is a form that must be signed by the student indicating their accepting responsibility to read the CDC's recommendations, and to discuss any questions with their faculty that they might have. A copy of the recommendations is included here.

**MEMORANDUM**

TO: All School of Nursing Students and Faculty

FROM: Reid State Nursing Faculty

DATE: August 29, 1989

RE: Recommendations for Prevention of HIV Transmission in Health Care Settings

Please read and discuss the attached document with your faculty. It was published by the Center for Disease Control. You have an obligation to protect yourself and others.

Please clip and return this portion to the Nursing Office.

I have received a copy of the:

Center for Disease Control, Recommendations for Prevention of HIV Transmission in Health Care Settings. MMWR 1987; 36(supp no. 2s): pp.3S, 5S-7S, 9S-12S.

I am responsible for reading the document and discussing it with my faculty.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

Centers for Disease Control. Recommendations for prevention of HIV transmission in health care settings. MMWR 1987;36 (suppl no. 2S): pp.3S,5S-7S,9S-12S.

Centers for Disease Control.....James O. Mason, MD, Ph.D.  
Director

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## **INTRODUCTION**

Human immunodeficiency virus (HIV), the virus that causes acquired immunodeficiency syndrome (AIDS), is transmitted through sexual contact and exposure to infected blood or blood components and parentally from mother to neonate. HIV has been isolated from blood, semen, vaginal secretions, saliva, tears, breast milk, cerebrospinal fluid, amniotic fluid, and urine and is likely to be isolated from other body fluids, secretions, and excretions. However, epidemiological evidence has implicated only blood, semen, vaginal secretions, and possibly breast milk in transmission.

The increasing prevalence of HIV increases the risk that health care workers will be exposed to blood from patients infected with HIV, especially when blood and body fluid precautions are not followed for all patients. Thus, this document emphasized the need for health care workers to consider all patients as potentially infected with HIV and/or other blood borne pathogens and to adhere rigorously to infection control precautions for minimizing the risk of exposure to blood and body fluids of all patients.

## **PRECAUTIONS TO PREVENT TRANSMISSION OF HIV**

### **UNIVERSAL PRECAUTIONS**

Since medical history and examination cannot reliably identify all patients infected with HIV or other blood borne pathogens, blood and body fluid precautions should be consistently used for all patients. This approach, previously recommended by CDC (3,4), and referred to as “universal blood and body fluid precautions” or “universal precautions”, should be used in the care of all patients, especially those in emergency care setting in which the risk of blood exposure is increased and the infection status of the patient is usually unknown (20).

- All health care workers should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids of any patient is anticipated. Gloves should be worn for touching blood and body fluids, mucous membranes, or not-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Gloves should be changed after contact with each patient. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, and eyes. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.
- Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.
- All health care workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of needles; and when handling sharp instruments after procedures. To prevent needles stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture-resistant containers for disposal; the puncture-resistant containers should be located as close as practical to the use area. Large bore, reusable needles should be placed in a puncture-resistant container for transport to the reprocessing area.
- Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.



- Health care workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient care equipment until the condition resolves.
- Pregnant health care workers are not known to be at greater risk of contracting HIV infection than health care workers who are not pregnant; however, if a health care worker develops HIV infection during pregnancy, the infant is at risk of infections resulting from perinatal transmission. Because of the risk, pregnant health care workers should be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmission. Implementation of universal blood and body fluid precautions for all patients eliminates the need for use of the isolation category of “Blood and Body Fluid Precautions” previously recommended by CDC (7) for patients known or suspected to be infected with blood borne pathogens. Isolation precautions (e.g. enteric, “AFB” (7) should be used as necessary if associated conditions, such as infectious diarrhea or tuberculosis, are diagnosed or suspected.

### **PRECAUTIONS FOR INVASIVE PROCEDURES**

In this document, an invasive procedure is defined as surgical entry into tissues, cavities, or organs or repair of major traumatic injuries (1) in an operating or delivery room, emergency department, or outpatient setting, including both physicians, and dentists’ offices; (2) cardiac catheterization and angiographic procedures, (3) a vaginal or cesarean delivery or other invasive obstetric procedure during which bleeding may occur; or (4) the manipulation, cutting, or removal of any oral or perioral tissues, including tooth structure, during which bleeding occurs or the potential for bleeding exists. The universal blood and body fluid precautions listed above, combined with the precautions listed below, should be the minimum precautions for all such invasive procedures.

- All health care workers who participate in invasive procedures must routinely use appropriate barrier precautions to prevent skin and mucous membrane contact with blood and other body fluids of all patients. Gloves and surgical masks must be worn for all invasive procedures. Protective eyewear or face shields should be worn for procedures that commonly result in the generation of droplets, splashing of blood or other body fluids, or the generation of bone chips. Gowns or aprons made of materials that provide an effective barrier should be worn during invasive procedures that are likely to result in the splashing of blood or other body fluids. All health care workers who perform or assist in vaginal or cesarean deliveries should wear gloves when handling the placenta or the infant until blood and amniotic fluid have been removed from the infant’s skin and should wear gloves during post-delivery care of the umbilical cord.
- If a glove is torn or a needle stick or other injury occurs, the glove should be removed and a new glove used as promptly as patient safety permits; the needle or instrument involved in the incident should also be removed from the sterile field.

## **IMPLEMENTATION OF RECOMMENDED PRECAUTIONS**

Employers of health care workers should ensure that policies exist for:

- Initial orientation and continuing education and training of all health care workers, including students and trainees, on the epidemiology, modes of transmission, and prevention of HIV and other blood borne infections and the need for routine use of universal blood and body fluid precautions for all patients.
- Provision of equipment and supplies necessary to minimize the risk of infection with HIV and other blood borne pathogens.
- Monitoring adherence to recommended protective measures. When monitoring reveals a failure to follow recommended precautions, counseling, education, and/or re-training should be provided, and, if necessary, appropriate disciplinary action should be considered.

Professional associations and labor organizations, through continuing education efforts, should emphasize the need for health care workers to follow recommended precautions.

## **MANAGEMENT OF EXPOSURES**

If a health care worker has a parenteral (e.g., needle stick or cut) or mucous membrane (e.g., splash to the eye or mouth) exposure to blood or other body fluids or has a cutaneous exposure involving large amounts of blood or prolonged contact with blood, especially when the exposed skin is chapped, abraded or afflicted with dermatitis, the source patient should be informed of the incident and tested for serologic evidence of HIV infection after consent is obtained. Policies should be developed for testing source patients in situations in which consent cannot be obtained (e.g., an unconscious patient).

If the source patient has AIDS, is positive for HIV antibody, or refuses the test, the health care worker should be counseled regarding the risk of infection and evaluated clinically and serologically for evidence of HIV infection as soon as possible after the exposure. The health care worker should be advised to report and seek medical evaluation for any acute febrile illness that occurs within 12 weeks, after the exposure. Such an illness, particularly one characterized by fever, rash, or lymphadenopathy, may be indicative of recent HIV infection. Seronegative health care workers should be re-tested six weeks post exposure to determine whether transmission has occurred. During this follow-up period, especially the first 6-12 weeks after exposure, when most infected persons are expected to seroconvert, exposed health care workers should follow U.S. Public Health Service (PHS) recommendations for preventing transmission of HIV (36,37).

No further follow-up of a health care worker exposed to infection as described above is necessary if the source patient is seronegative unless the source patient is at high risk of HIV infection. In the latter case, a subsequent specimen (e.g., 12 weeks following

exposure) may be obtained from the health care worker for antibody testing. If the source patient cannot be identified, decisions regarding appropriate follow-up should be individualized. Serologic testing should be available to all health care workers who are concerned that they may have been infected with HIV.

If a patient has a parenteral or mucous membrane exposure to blood or other body fluid of a health care worker, the patient should be informed of the incident, and the same procedure outlined above for management of exposures should be followed for both the source health care worker and the exposed patient.

## **ENVIRONMENTAL CONSIDERATIONS FOR HIV TRANSMISSION**

No environmentally mediated mode of HIV transmission has been documented. Nevertheless, the precautions described below should be taken routinely in the care of all patients.

### **STERILIZATION AND DISINFECTION**

Standard sterilization and disinfection procedures for patient care equipment currently recommended for use (25,26) in a variety of health care settings, including hospitals, medical and dental clinics and offices, hemodialysis centers, emergency care facilities, and long-term nursing care facilities, are adequate to sterilize or disinfect instruments, devices, or other items contaminated with blood or other body fluids from persons infected with blood borne pathogens including HIV (21,23).

Instruments or devices that enter sterile tissue or the vascular system of any patient or through which blood flows should be sterilized before reuse. Devices or items that contact intact mucous membranes should be sterilized or receive high-level disinfection, a procedure that kills vegetative organisms and viruses but not necessarily large numbers of bacterial spores. Chemical germicides that are registered with the U.S. Environmental Protection Agency (EPA) as “sterilants” may be used either for sterilization or for high-level disinfection depending on contact time.

Contact lenses used in trial fittings should be disinfected after each fitting by using a hydrogen peroxide contact lens disinfecting system or, if compatible, with heat (78 C – 80 C [172.4F – 176.0F]) for 10 minutes.

Medical devices or instruments that require sterilization or disinfection should be thoroughly cleaned before being exposed to the germicide, and the manufacturer’s instructions for the use of the germicide should be followed. Further, it is important that the manufacturer’s specifications for compatibility of the medical device with chemical germicides be closely followed. Information on specific label claims of commercial germicides can be obtained by writing to the Disinfectants Branch, Office of Pesticides, Environmental Protection Agency, 401 M. Street, SW, Washington, D. C. 20460.

Studies have shown that HIV is inactivated rapidly after being exposed to commonly used chemical germicides at concentrations that are much lower than those used in

practice (27-30). Embalming fluids are similar to the types of chemical germicides that have been tested and found to completely inactivate HIV. In addition to commercially available chemical germicides, a solution of sodium hypochlorite (household bleach) prepared daily is an inexpensive and effective germicide. Concentrations ranging from approximately 500ppm (1:100 dilution of household bleach) sodium hypochlorite to 5,000ppm (1:10 dilution of household bleach) are effective depending on the amount of organic germicides may be more compatible with certain medical devices that might be corroded by repeated exposure to sodium hypochlorite, especially to the 1:10 dilution.

### **SURVIVAL OF HIV IN THE ENVIRONMENT**

The most extensive study on the survival of HIV after drying involved greatly concentrated HIV samples (i.e., 10 million tissue-culture infectious does per milliliter) (31). This concentration is at least 100,000 times greater than that typically found in the blood or serum of patients with HIV infection. HIV was detectable by tissue-culture techniques 1-3 days after drying, but the rate of inactivation was rapid. Studies performed at CDC have also shown that drying HIV causes a rapid (within several hours) 1-2 log (90% - 99%) reduction in HIV concentration. In tissue-culture fluid, cell-free HIV could be detected up to 15 days at room temperature, up to 11 days at 37C (98.6F), and up to one day if the HIV was cell associated.

### **HOUSEKEEPING**

Environmental surfaces such as wall, floors, and other surfaces are not associated with transmission of infections to patients of health care workers. Therefore, extraordinary attempts to disinfect or sterilize these environmental surfaces are not necessary. However, cleaning and removal of soil should be done routinely.

Cleaning schedules and methods vary according to the area of the hospital or institution, type of surface to be cleaned, and the amount and type of soil present. Horizontal surfaces (e.g., bedside tables and hard-surfaced flooring) in patient care areas are usually cleaned on a regular basis, when soiling or spills occur, and when a patient is discharged. Cleaning of walls, blinds, and curtains is recommended only if they are visibly soiled. Disinfectant fogging is an unsatisfactory method of decontaminating air and surfaces and is not recommended.

Disinfectant/detergent formulations registered by EPA can be used for cleaning environmental surfaces, but the actual physical removal of microorganisms by scrubbing is probably at least as important as any antimicrobial effect of the cleaning agent used. Therefore, cost, safety, and acceptability by housekeepers can be the main criteria for selecting any such registered agent. The manufacturer's instructions for appropriate use should be followed.

## **CLEANING AND DECONTAMINATING SPILLS OF BLOOD OR OTHER BODY FLUIDS**

Chemical germicides that are approved for use as “hospital disinfectants” and are tuberculocidal when used at recommend dilutions can be used to decontaminate spills of blood and other body fluids. Strategies for decontaminating spills of blood and other body fluids in a patient care setting are different than for spills of cultures or other materials in clinical, public health, or research laboratories. In patient care areas, visible material should first be removed and then the area should be decontaminated. With large spills of cultured or concentrated infectious agents in the laboratory, the contaminated area should be flooded with a liquid germicide before cleaning, and then decontaminated with fresh germicidal chemical. In both settings, gloves should be worn during the cleaning and decontaminating procedures.

## **LAUNDRY**

Although soiled linen has been identified as a source of large numbers of certain pathogenic microorganisms, the risk of actual disease transmission is negligible. Rather than rigid procedures and specifications, hygienic and common sense storage and processing of clean and soiled linen are recommended (26). Soiled linen should be handled as little as possible and with minimum agitation to prevent gross microbial contamination of the air and of person handling the linen. All soiled linen should be bagged at the location where it was used; it should not be sorted or rinsed in patient care areas. Linen soiled with blood or body fluids should be placed and transported in bags that prevent leakage. If hot water is used, linen should be washed with detergent in water at least 71 C (160 F) for 25 minutes. If low temperature (<70 C (158 F) laundry cycles are used, chemicals suitable for low temperature washing at proper use concentration should be used.

## **INFECTIVE WASTE**

There is no epidemiologic evidence to suggest that most hospital waste is any more infective than residential waste. Moreover, there is no epidemiologic evidence that hospital waste has caused disease in the community as a result of improper disposal. Therefore, identifying wastes for which special precautions are indicated is largely a matter of judgment about the relative risk of disease transmission. The most practical approach to the management of infective waste is to identify those wastes with the potential for causing infection during handling and disposal and for which some special precautions appear prudent. Hospital wastes for which special precautions appear prudent include microbiology laboratory waste, pathology waste, and blood specimens or blood products. While any item that has had contact with blood, exudates, or secretions may be potentially infective, it is not usually considered practical or necessary to treat all such waste as infective (23.26). Infective waste, in general, should either be incinerated or should be autoclaved before disposal in a sanitary landfill. Bulk blood, suctioned fluids, excretions, and secretions may be carefully poured down a drain connected to a sanitary sewer. Sanitary sewers may also be used to dispose of other infectious wastes capable of being ground and flushed into the sewer.

The CDC has recommended the following precautions for health care workers to prevent AIDS infection in the workplace. These precautions apply to preventing transmission of the AIDS virus and other blood borne infections and should be used routinely with all patients:

- Sharp items should be considered as potentially infective and be handled with extraordinary care to prevent accidental injuries.
- Disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture resistant containers located as close as practical to the area in which they were used. To prevent needle stick injuries, needles should not be recapped, purposefully bent, broken, removed from disposable syringes, or otherwise manipulated by hand.
- When the possibility of exposure to blood or other body fluids exists, routinely recommended precautions should be followed for wearing gloves, gowns, masks, and eye coverings as required to provide adequate protection. Hands should be washed thoroughly and immediately if they accidentally become contaminated with blood.
- To minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be strategically located and available for use in areas where the need for resuscitation is predictable.
- Pregnant health care workers are not known to be at greater risk of contracting AIDS infections than health care workers who are not pregnant. However, an AIDS infection during pregnancy puts the infant at increased risk of infection. Because of this risk, pregnant health care workers should be especially familiar with precautions for preventing transmission of the AIDS virus.
- To prevent transmission of the AIDS virus from health care workers to patients, all health care workers should wear gloves for direct contact with mucous membranes or non-intact skin of all patients. Health care workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient care equipment until the condition resolves.

*Note: Additional information regarding influenza, pandemics, needle-sticks, and standard precautions is available in the Practical Nursing Lab Manual.*

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# **CRITICAL RESPONSE PLAN**



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## MAJOR EMERGENCY GUIDELINES

### 1. PURPOSE

The basic emergency procedures outlined in this guide 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 designate, 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 disorder, and (2) large-scale natural/man-made disaster. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types of magnitudes.

### 2. SCOPE

These procedures apply to all personnel, buildings, and grounds owned and operated by Reid State Technical College including those peripheral areas adjoining the college.

### 3. TYPES OF EMERGENCIES

Types of emergencies covered by this manual are:

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

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 shall serve as the Emergency Director during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist building and area coordinators in determining the appropriate response:

- (1) MINOR EMERGENCY: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the college. Report immediately to the college administration by calling the college switchboard (dial 251-578-1313, Ext. 100) during normal working hours or the Evening Coordinator at 251-578-1313, Ext. 151, or Campus Security Officer at 251-578-1313, Ext. 162 (office) or 251-227-0567 (cell). If no answer at the above, dial 911.
- (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 be required, as well as major efforts from campus security and support services. Major policy considerations and decisions will be required from the college administration during times of crisis. Reporting procedures are the same as 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. Reporting procedures will be the same as Paragraph 1. In addition, any incident which has the potential for adverse publicity concerning campus resources and/or instrumentalities of the College should be promptly reported to the college administration (off-campus events should be reported to the Dean of the College, Associate Dean of Instructional Programs, Instructor, or Public Relations who will contact the College President).

## 5. ASSUMPTIONS

The College Emergency Contingency Plan is predicated on a realistic approach to the 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, the college administration 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. The designated administrator 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 (registration or employee/student identification card, or other 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 the college administration will be allowed to enter the immediate disaster site.

In the event of fires, storms or major disaster occurring in or about the campus, or which involves college property, the college administration will be dispatched to determine the extent of any damage to college property.

## **DIRECTION AND COORDINATION**

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### 1. EMERGENCY DIRECTOR

All emergency operations shall be directed by the President or his designee as listed below:

The Campus Safety Committee Chairperson, Dean of the College, or Associate Dean Instructional Programs.

In the absence of the President or his designee, the next highest ranking administrator (second in command) shall assume operational control of the emergency until relieved.

### 2. EMERGENCY COORDINATOR

All emergency operations shall be coordinated by the Campus Safety Committee Chairperson or delegated alternate. The direct operational control of the campus major emergency or disaster is the sole responsibility of the Dean of the College.

## **EMERGENCY COMMAND POST**

When a major emergency occurs, or is imminent, it shall be the responsibility of the Safety Coordinator to set up and staff an appropriate Emergency Command Post as directed.

### 1. FIELD EMERGENCY COMMAND POST

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

Field Emergency Command Post Equipment to include:

- (a) Barricades and barriers 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 to include Yellow Pages.

### 2. GENERAL EMERGENCY COMMAND POST

If the emergency involves a large part of the campus, the Command Post is to be set up in the Administration Building. If this site is unavailable, the Safety Committee Chairperson is to select an alternate location. At least one uniformed officer or security officer is to staff the Command Post at all times until the emergency situation ends. A marshaling area for outside and local agency assistance shall be established by the Safety Committee Chairperson for operations of the combined on-site emergency teams or media crews. An area designed to accommodate multiple telephone and/or electrical appliances is desirable.

If conditions warrant, the Evergreen Area Civil Defense Agency can provide a Mobile Command Post and other logistic assistance. They can be reached at 251-578-1921 during normal working hours or by calling the sheriff's office at 251-578-1260 if after normal working hours or on weekends. For the Atmore campus, Escambia County Emergency Management can be reached at 251-867-0232.

## CAMPUS EMERGENCY RESOURCE TEAM

In addition to establishing an Emergency Command Post as necessary, the Safety Coordinator shall immediately begin contacting all necessary members of the Campus Emergency Resource Team, which consists of the following personnel:

Emergency Director:	President of Reid State Technical College Dr. Douglas M. Littles – 251-227-0099
Emergency Coordinator:	Dean of the College Ms. F. Diannah Rowser – 251-578-1313, Ext. 126
Buildings/Grounds Superintendent:	Mr. Ernest Grace – 251-227-0097
Associate Dean of Public Relations	Dr. Alesia Stuart – 251-227-0727
Associate Dean Instructional Programs:	Dr. Shirley Brackin – 334-819-6377
Business Manager:	Mr. Jeff Rhodes – 251-254-0212
Campus Security Officer:	Sgt. Brenda Riley – 251-227-0567
Safety Committee Chair:	Mr. Jeff Rhodes – 251-254-0212

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

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

1. EMERGENCY DIRECTOR: President of Reid State Technical College
  - (a) The President is responsible for the overall direction of the College Emergency response.
  - (b) Works with the Emergency Coordinator 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 liaison activities with the college administration, governmental agencies, Emergency Resource Team, Alabama Department of Postsecondary Education 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) Initiates immediate contact with the President and College Administration, begins assessment of the College's condition.
  - (c) Notifies the members of the Emergency Resource Team, advises them of the nature of the emergency.
  - (d) Ensures that appropriate notification is made to off-campus staff when necessary.
  - (e) Notifies Alabama Department of Postsecondary Education.

- (f) Prepares and submits a report to the President appraising the final outcome of the emergency.
  - (g) Notifies college administrators of major emergencies.
  - (h) Takes immediate and appropriate action to protect life, property, and to safeguard records as necessary.
  - (i) Provides and equips an alternate site for the Emergency Command Post.
3. DAMAGE CONTROL: Business Manager and Buildings/Grounds Superintendent.
- (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 vehicle as required to the Emergency Resource Team for emergency use.
  - (c) Obtains the assistance of utility companies as required for emergency operations.
  - (d) Furnishes emergency power and lighting systems as required.
  - (e) Provides facilities for 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.
4. PUBLIC INFORMATION: Associate Dean for Community Development/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 audiovisuals services.
  - (d) Advises the President or designee of all news concerning the extent of disaster affecting the campus.
  - (e) Prepares news release for approval and releases to media concerning the emergency.
5. DEAN OF THE COLLEGE
- (a) Notifies appropriate personnel and security officer of an emergency situation.
  - (b) Coordinates shelter facilities with Business Manager and Buildings/Grounds Superintendent, if needed.
  - (c) Liaisons with Student Government Association regarding any emergency situation.
  - (d) Maintains liaison with other members of emergency team.
  - (e) Prepares reports for submission to the President appraising the final outcome of the emergency as it relates to his area.



6. ASSOCIATE DEAN OF INSTRUCTIONAL PROGRAMS

- (a) Notifies all department chairpersons 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 his area.

7. SECURITY OFFICER

- (a) Secures and evacuates all buildings where necessary
- (b) Provides traffic control, access control, perimeter and internal security patrols and fire prevention services as needed.
- (c) Notifies and conducts liaison activities with an appropriate outside organization such as fire, police, Officer of Emergency Services, etc.
- (d) Notifies and utilizes police, Public Safety and, if necessary, student aides in order to maintain safety and order.

8. CAMPUS SAFETY COMMITTEE CHAIR

- (a) Assist with determining the type and magnitude of the emergency and establishes the appropriate emergency command post.
- (b) Performs other related duties as may be directed by virtue of the campus emergency.
- (c) Monitors campus emergency warning and evacuation systems.
- (d) Obtains assistance from the City, County and Federal Government for radiological monitoring and first aid as required.
- (e) Surveys habitable space and relocates essential services and functions.

## **RESPONSIBILITIES**

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### 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 may appoint a specific person as Building/Facility Coordinator for every activity under their control, and has the following general responsibilities prior to and during any emergency.

#### a. Emergency Preparedness

- (1) Building evacuation and emergency procedures information shall be distributed to all employees and posted in every classroom with follow-up discussions, on-the-job training or explanation as required. Contact Campus 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 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 from 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 faculty.
- (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 a fire or severe weather could have on their facility. Report all safety hazards to College Safety Committee. 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 area assembly point (to be announced by Senior Building Coordinator) outside the building where a headcount can be taken.

## COLLEGE NOTIFICATION SYSTEM

The telephone is the primary means of emergency notification at Reid State Technical College. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus.

### 1. SWITCHBOARD OPERATOR/RECEPTIONIST

The Switchboard Operator/Receptionist 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 his/her direction.

The Switchboard Operator/Receptionist 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) Associate Dean of Instructional Programs
- (3) Business Manager
- (4) Dean of the College
- (5) Associate Dean of Community and Workforce Development/Public Relations
- (6) Buildings/Grounds Superintendent

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

### 2. RAPID ALERT AND NOTIFICATION SYSTEM

Reid State Technical College has implemented a rapid alert and notification system through a partnership with High Ground Solutions, Inc. Under the authorization of Sgt. Brenda Riley, the system will be implemented when warranted. Several Reid State personnel are trained to use the system:

- (1) Switchboard Operator/Receptionist
- (2) Executive Assistant to the President
- (3) Director of Recruiting, Retention and Placement
- (4) Dean of the College
- (5) Director of Computer Services Networking

## ON/OFF CAMPUS SOURCES OF ASSISTANCE DURING EMERGENCIES

### 1. ON-CAMPUS ASSISTANCE

- (a) Campus Security Emergency Dispatcher.  
While dialing from ON-CAMPUS telephone – dial 100.

Police help is readily available from the Evergreen Police Department at 251-578-1111 or 911 or the Atmore Police Department at 251-368-9141 or 911.

- (b) Maintenance Operations: Trouble/Service  
After 5:00 p.m., contact the Buildings/Grounds Superintendent, Mr. Ernest Grace at 251-227-0097 (cell), and the Evening Coordinator on campus, Dr. Tangela Purifoy at 251-578-1313, Ext. 151 and the Evergreen Police Department at 251-578-1111 or 911.

Skilled workers are available from the city of Evergreen, South Alabama Gas, Conecuh County and RSTC maintenance department 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 systems.
- (3) EQUIPMENT: Portable pumps, generators, floodlights, welders, air compressors, tractors, backhoes, fork lifts, etc.
- (4) TRANSPORTATION: Sedans, light trucks, dump trucks and tractors.

- (c) Business Office

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

- (d) Receiving (located in Building 300).

Emergency procurement of items needed for campus support.

- (e) Emergency Shutdown 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.

## **DISASTER RESOURCES**

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1. Evergreen Police Department – Phone # 251-578-1111 or 911
2. Conecuh County Sheriff’s Department – Phone # 251-578-1260
3. Evergreen Fire Department and paramedic units – Phone # 251-578-1594 or 911
4. Alabama State Troopers – Phone # 251-578-1315 or 911
5. Local ambulance services – Phone # 251-578-6040 or 911
6. County Health Department and State Health – Phone # 251-578-1952
7. Local Hospital – Phone # 251-578-2652
8. The American Red Cross – Phone # 251-578-2942
9. State Highway Department – Phone # 251-578-2434
10. County Highway Department – Phone # 251-578-7032
11. Local Civil Defense – Phone # 251-578-1921
12. Lights and Power Company for the City of Evergreen – Phone # 251-578-1574
13. Conecuh-Monroe Counties Gas District – Phone # 251-578-2740
14. Evergreen Emergency Agency – Phone # 251-578-1992
15. FBI – Phone # 251-438-3674

## **ATMORE**

1. Atmore Police Department – Phone # 251-368-9141 or 911
2. Escambia County Sheriff’s Department – Phone #251-368-4779
3. Atmore Fire Department and paramedic units – Phone # 251-368-9155 or 911
4. Alabama State Troopers – Phone # 251-578-1315 or 911
5. Local ambulance services – Phone # 251-368-4357 or 911
6. County Health Department and State Health – Phone # 251-368-9188
7. Local Hospital – Phone # 251-368-2500 or 251-368-6286

8. The American Red Cross – Phone # 251-368-3003
9. County Highway Department – Phone # 251-368-3049
10. Local Civil Defense – Phone # 251-867-3772
11. Lights and Power Company for the City of Atmore – Phone # 1-800-888-2726
12. Gas and Water Company for the City of Atmore – Phone # 251-368-2207
13. Atmore Emergency Agency – Phone # 251-368-6911
14. FBI – Phone # 251-438-3674

# EMERGENCY PROCEDURES GUIDES

## CAMPUS EMERGENCY GUIDELINES

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

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**REPORTING EMERGENCIES**

CAMPUS EMERGENCY SERVICE.....Dial 100

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

**EMERGENCY TEAM MEMBERS/  
SENIOR BUILDING COORDINATORS**

Emergency Director or Designee Coordinator: Dr. Douglas M. Littles  
Location: Administration Building  
Telephone: 251-578-1313, Ext. 103  
Cell: 251-227-0099

Dr. Tangela Purifoy  
Location: Building 400  
Telephone: 251-578-1313, Ext. 151

Library Ms. Alice Booker  
Location: Edith A. Gray Library  
Telephone: 251-578-1313, Ext. 209

Administration Building: Mr. Jeff Rhodes  
Location: Business Manager  
Telephone: 251-578-1313, Ext. 105  
Cell: 888-485-9846

Building #100: Dr. Shirley Brackin  
Location: Bldg. #100  
Telephone: 251-578-1313, Ext. 144

Building #200: Ms. Jamila Grace  
Location: Bldg. #200  
Telephone: 251-578-1313, Ext. 159

Building #300	Mr. Andrew Sessions
Location:	Bldg. #300
Telephone:	251-578-1313, Ext. 121
	Mr. John Stokes
Location:	Bldg. #300
Telephone:	251-578-1313, Ext. 113
Building #400:	Dr. Tangelia Purifoy
Location:	Bldg. #400
Telephone:	251-578-1313, Ext. 151
	Mr. Jason Davidson
Location:	Bldg. #400
Telephone:	251-578-1313, Ext. 188
Building #600:	Mr. Casey Barlow
Location:	Bldg. #600
Telephone:	251-578-1313, Ext. 127
Building #700:	Mr. Kyle Null
Location:	Bldg. #700
Telephone:	251-578-1313, Ext. 156
Workforce Development Center	Ms. Carroll Byrd
Location:	300 Jaguar Drive
Telephone:	251-578-9036
Atmore LPN	Ms. Janice Chapman
Location:	6574 Hwy. 21 North
Telephone:	251-368-7696

**IMPORTANT**

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

## REPORTING A CLASSROOM EMERGENCY

If a situation appears to be an emergency, life threatening, accident, or injury, immediately contact the appropriate college personnel and or personnel external to the college:

### Day Classes 7:00 A.M. – 5:00 P.M.

<u>Type of Emergency</u>	<u>Contact Person</u>	<u>Telephone #</u>
Medical	Paramedic Campus Security Officer Brenda Riley  Campus Security Officer Leroy Hall	911 251-578-1313, Ext. 162 or 251-227-0567 (cell) or 911 251-578-1313, Ext. 162 or 251- 227-0098 (cell) or 911
Fire, explosion, etc.	Activate Fire Alarm Campus Security If cannot reach . . . .	251-578-1313, Ext. 162 Call 911
Bomb Threat or Criminal Acts	Campus Security Officer Brenda Riley	251-578-1313, Ext. 162 or 251-227-0567 (cell) or 911
Maintenance Emergencies	Maintenance – Mr. Ernest Grace Business Manager – Jeff Rhodes	251-227-0097 (cell) 888-485-9846 (cell) or 251-578-1313, Ext. 105
Inclement Weather	Dr. Alesia Stuart	251-578-1313, Ext. 108 or 251-227-0727 (cell)
Tornado Warning Hurricane Warning	Dr. Tangela Purifoy Campus Security Officer Brenda Riley	251-578-1313, Ext. 151 251-578-1313, Ext. 162 or 251-227-0567 (cell)
<u>Other Emergencies</u>	Evergreen Police Dr. Tangela Purifoy Dr. Shirley Brackin Dr. Douglas Littles  Mr. Jeff Rhodes	251-578-1111 251-578-1313, Ext. 151 251-578-1313, Ext. 144 251-578-1313, Ext. 103 or 251-227-0099 (cell) 251-578-1313, Ext. 105 888-485-9846 (cell)

### Off Campus Emergencies

In case of an injury, illness, or other emergency involving faculty, staff or students at an off-campus instructional site please contact Sgt. Brenda Riley at 251-578-1313, Ext.162 or 251-227-0567.

### Evening Classes 5:00 P.M. – 10:00 P.M.

<u>Type of Emergency</u>	<u>Contact Person</u>	<u>Telephone #</u>
Medical, Fire, Bomb Threat,	Campus Security Officer Leroy Hall  If cannot reach . . .	251-578-1313, Ext. 162 or 251-227-0098 (cell) Call 911
Criminal Acts, Inclement Weather	Dr. Tangela Purifoy	251-578-1313, Ext. 151

Maintenance Emergencies	Mr. Jeff Rhodes	251-578-1313, Ext. 105 888-485-9846 (cell)
	Mr. Ernest Grace	251-227-0097 (cell)
Other Emergencies	Dr. Tangela Purifoy	251-578-1313, Ext. 151
	Dr. Douglas Littles	251-578-1313, Ext. 103 or 251-227-0099 (cell)
Off-Campus Emergencies	Dr. Tangela Purifoy	251-578-1313, Ext. 151
	Campus Security Officer Brenda Riley	251-578-1313, Ext. 162 or 251- 227-0098 (cell) or 911
	If cannot reach . . .	Call 911

## **EMERGENCY PROCEDURES**

### **BUILDING EVACUATION**

In the event it becomes necessary to evacuate a building, all occupants are expected to vacate the facility as directed by the signage displayed in each building.

### **TORNADO OR HURRICANE WARNING**

Campus Security, with assistance from the Switchboard Operator/Receptionist, notifies each building representative and maintenance employee when a tornado or hurricane warning is issued; building representatives must inform occupants that a warning has been issued; building representative from that point monitors weather radios and telephones until the warning is canceled; campus security and building representative will determine if occupants should move to a safer area of the building and so advise occupants; all occupants are to avoid glass areas; when the inclement weather warning is over, the “all clear” notification is given by the campus security and normal activities resume, under no circumstance are persons to be sent home during a tornado or hurricane warning.

### **ACCIDENT OR INJURY**

In the event of an accident or injury on campus, the following procedures must be followed: call the paramedics if necessary and then call campus security. The injured party, if not serious, must be accompanied to see Mrs. Theresa Ryland in Student Services to fill out necessary insurance papers; an accident report is to be completed by the Safety Committee Chairperson (Mr. Jeff Rhodes); the injured party is transported to the hospital or doctor’s office for treatment. If the accident occurred off campus (participation at College Functions) the same procedure should be followed.

## REPORTING A CLASSROOM EMERGENCY

### ATMORE SITE

If a situation appears to be an emergency, life threatening, accident, or injury, immediately contact the appropriate college personnel and or personnel external to the college:

### Day Classes 7:00 A.M. – 5:00 P.M.

<u>Type of Emergency</u>	<u>Contact Person</u>	<u>Telephone #</u>	
Medical	Paramedic	911	
	Ms. Janice Chapman	251-368-7697	
	Campus Security Officer Brenda Riley	251-578-1313, Ext. 162, or 251-227-0567 (cell)	
	Campus Security Officer Leroy Hall	251-578-1313, Ext. 162 or 251-227-0098 (cell)	
Fire, explosion, etc.	Activate Fire Alarm	911	
	Atmore Police	251-368-9141	
	Campus Security Officer Brenda Riley	251- 578-1313, Ext. 162 or 251-227-0567 (cell)	
	Campus Security Officer Leroy Hall	251-578-1313, Ext. 162 or 251-227-0098 (cell)	
Bomb Threat or Criminal Acts	Atmore Police	251-368-9141	
	Campus Security Officer Brenda Riley	251-578-1313, Ext. 162 or 251-227-0567 (cell)	
	Campus Security Officer Leroy Hall	251-578-1313, Ext. 162 or 251-227-0098 (cell)	
Maintenance Emergencies	Buildings/Grounds Supt. – Mr. Ernest Grace	251-227-0097 (cell)	
	Buildings/Grounds Supt. – Atmore – Mr. Fritz Currie	251-368-7618	
	Business Manager – Mr. Jeff Rhodes	888-485-9846 (cell) or 251-578-1313, Ext. 105	
Inclement Weather	Dr. Alesia Stuart	251-578-1313 Ext. 108 or 251-227-0727 (cell)	
	Tornado Warning	Dr. Tangela Purifoy	251-578-1313 Ext. 151
	Hurricane Warning	Campus Security Officer Brenda Riley	251-578-1313 Ext. 162 or 251-227-0567
<u>Other Emergencies</u>	Atmore Police	251-368-9141	
	Poarch Tribal Police	251-368-5011 (non-emergency)	
	Poarch Tribal Police	251-368-9136 x 2621 (emergency)	
	Dr. Tangela Purifoy	251-578-1313, Ext. 151	
	Dr. Shirley Brackin	251-578-1313, Ext. 144	
	Dr. Douglas Littles	251-578-1313, Ext. 103 or 251-227-0099 (cell)	

### OFF-CAMPUS EMERGENCIES

In case of an injury, illness, or other emergency involving faculty, staff or students at an off-campus instructional site, please contact Ms. Janice Chapman at 251-368-7697, Campus Security Officer Brenda Riley or Campus Security Officer Leroy Hall at 251-578-1313, Ext. 162, 251-227-0567 (Riley), 251-227-0098 (Hall), or Dr. Tangela Purifoy at 251-578-1313, Ext. 151.

## Evening Classes 5:00 P.M. – 10:00 P.M.

<u>Type of Emergency</u>	<u>Contact Person</u>	<u>Telephone #</u>
Medical, Fire, Bomb Threat, Criminal Acts, Inclement Weather	Paramedics, Atmore Police Ms. Janice Chapman Campus Security Officer Brenda Riley  Campus Security Officer Leroy Hall Dr. Tangela Purifoy	911 251-368-7697 251-578-1313, Ext. 162 or 251-227-0567 (cell) 251-227-0098 (cell) 251-578-1313, Ext. 151
Maintenance Emergencies	Business Manager – Mr. Jeff Rhodes  Maintenance Superintendent - Mr. Ernest Grace	251-578-1313, Ext. 105 or 888-485-9846 (cell) 251-227-0097 (cell)
Other Emergencies	Dr. Tangela Purifoy Dr. Shirley Brackin Dr. Douglas Littles Mr. Jeff Rhodes	251-578-1313, Ext. 151 251-578-1313, Ext. 144 251-578-1313, Ext. 103 251-578-1313, Ext. 105
Off-Campus Emergencies	Dr. Tangela Purifoy Campus Security Officer Brenda Riley  Campus Security Officer Leroy Hall	251-578-1313, Ext. 151 251-578-1313, Ext. 162 or 251-227-0567 or 251-578-1313, Ext. 162 or 251-227-0098 or 911

## EMERGENCY PROCEDURES

### **BUILDING EVACUATION**

In the event it becomes necessary to evacuate a building, all occupants are expected to vacate the facility as directed by the signage displayed in each building.

### **TORNADO OR HURRICANE WARNING**

Campus security with assistance from the switchboard notifies each building representative and maintenance when a tornado or hurricane warning is issued; building representatives must inform occupants that a warning has been issued; building representative from that point onward monitors weather radios and telephones until the warning is canceled; campus security and building representative will determine if occupants should move to a safer area of the building and so advise occupants; all occupants are to avoid glass areas; when the inclement weather warning is over, the “all clear” notification is given by the campus security and normal activities resume, under no circumstance are persons to be sent home during a tornado or hurricane warning.

### **ACCIDENT OR INJURY**

In the event of an accident or injury on campus the following procedures must be followed: call the paramedics if necessary and then call campus security. The injured party, if not serious, must be accompanied to see Ms. Janice Chapman on Atmore Campus to fill out necessary insurance papers; an accident report is to be completed and forward to the chairperson of the Safety Committee (Mr. Jeff Rhodes); the injured party is transported to the hospital or doctor’s office for treatment. If the accident occurred off campus (participation at College functions) the same procedure should be followed.

## **EVACUATION PROCEDURES**

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

In an emergency in which the college administrators or emergency contact persons CANNOT be reached, dial 911

### 1. Building Evacuation

- a. All building evacuations will occur when notified via phone system and/or upon notification by Campus Security or Building Coordinator.
- b. When notified to evacuate building during an emergency, leave by the nearest marked exit and alert others to do the same.
- c. ASSIST PERSONS WITH DISABILITIES 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, firelanes, hydrant areas and walkways clear for emergency vehicles and personnel. Your Senior Building Coordinator will announce 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, announced by your Senior Building Coordinator. 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.

Building Evacuation Plans are found in the Appendix to this document.

### 2. Campus Evacuation

- a. Evacuation of all or part of the campus grounds will be announced by the Emergency Coordinator 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.

## 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 exist 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, the college administration should be notified and will be responsible for contacting and informing the President. 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 College Administration 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. (See Section 2.)

### 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 Associate Dean of Instructional Programs or the Dean of the College.
  - (2) The Deans will consider having a photographer available.
  - (3) Key college personnel and student leaders will be asked by the Associate Dean of Instructional Programs or Dean of the College to go to the area and persuade the demonstrators to desist.
  - (4) The Dean of the College or her designee 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, 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 imminent, the President, the Associate Dean of Instructional Programs and the Dean of the College will be notified.

- a. During Business Hours
  - (1) If advisable, the Dean of the College or Associate Dean of Instructional Programs will alert the President, who will then call a photographer to report to an advantageous location for photographing the demonstrators.
  - (2) The President, in consultation with the Associate Dean of Instructional Programs and the Dean of the College, will determine the possible need for an injunction.
- b. After Business Hours
  - (1) The Dean of the College should be immediately notified of the disturbance.
  - (2) The Dean of the College will investigate the disruption and notify the President.
  - (3) The Dean of the College will:
    - (a) Notify key administrators and if appropriate the administrator responsible for the building area.
    - (b) Notify the College Public Relations Office.
    - (c) Arrange for a photographer.
    - (d) If necessary, the President or the Dean of the College will call Evergreen Police Department if problem is occurring on the Evergreen Campus, or the Atmore Police if problem occurring on Atmore Campus, for assistance.

NOTE: The Associate Dean of Instructional Programs 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 accede 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 failures 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.

## **EXPLOSION, AIRCRAFT DOWN (CRASH)**

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

1. Immediately take cover under tables, desks and other objects which will give protection against falling glass or debris.
2. After the effects of the explosion and/or fire have subsided, notify the College Administrators, College Switchboard, or dial 911 if after normal working hours. Give your name and describe the location and nature of the emergency.
3. If necessary, or when directed to do so, activate the building alarm.
4. When notified via phone system or when told to leave by College officials, walk quickly to the nearest marked exit and ask others to do the same.
5. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!**
6. Once outside move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. After any evacuation, report to your designated campus area assembly point, announced by your Senior Building Coordinator. Stay there until accurate HEADCOUNT is taken. The Senior Building Coordinator will take attendance and assist in the accounting for all building occupants.
7. If requested assist emergency crews as necessary.
8. A campus Emergency Command Post may be set up near the disaster 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.

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

## **SEVERE WEATHER**

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### **TORNADO WATCH**

A tornado watch means that conditions are favorable for tornadoes to form. Under this situation close attention should be paid to changing weather conditions and listen for additional weather statements. When a tornado watch is posted, Reid State Technical College will be notified by the National Weather Bureau. Upon notification, the Switchboard Operator/Receptionist is to notify the President's Office, Security, the Associate Dean of Instructional Programs, the Dean of the College, and the Business Manager. The Switchboard Operator/Receptionist is then to monitor the weather radio and listen for further bulletins and also the Security Officer will closely monitor the police radio for additional information that may be passed by Civil Defense and/or other law enforcement agencies.

Upon notification by the Switchboard Operator/Receptionist, the Associate Dean of Instructional Programs should notify the following departments:

President  
Department Chairpersons  
Senior Building Coordinators  
Buildings/Grounds Superintendent

### **TORNADO WARNING**

A tornado warning is issued when an actual tornado has been observed either visually or on radar. The warning is issued for a particular area and immediate action is required. A tornado generally moves at 20 to 60 miles per hour forward speed so warning time is critical. When a tornado warning is received for the Evergreen or Atmore area, the same notification procedures as listed above should be followed. However, under a warning condition the following additional action should be taken:

1. All classes should be moved to the hallway.
2. Everyone should stay clear of windows and exterior doors.
3. Individuals should leave vehicles and seek shelter in a building.
4. Any outdoor activities should be ceased and everyone moved inside.
5. The seating area of the auditorium should be evacuated.

When a tornado watch or warning is canceled, the same notification procedures as above should be followed.

If any damage or injuries result from a tornado or damaging winds, notify the campus Switchboard Operator/Receptionist by dialing 251-578-1313, Ext. 100 or if after normal working hours notify the Evergreen Police Department or Atmore Police Department or dial 911.

## MEDICAL AND FIRST AID

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CALL THE CAMPUS SWITCHBOARD OPERATOR/RECEPTIONIST IF YOU NEED ASSISTANCE

Emergency Telephone Number – 100  
Off-Campus Emergencies Dial 911

The College does not have an on-campus health facility treat individuals who are ill or injured. OSHA approved first-aid kits are located in all facilities and are equipped with supplies needed in minor emergencies.

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. (NOTE: Only Red Cross trained personnel should provide first aid treatment (i.e., first aid, CPR) Use only sterile first aid materials.
3. In case of serious injury or illness, CPR trained personnel should quickly perform the following steps (NOTE: Only CPR trained personnel should provide first aid treatment (i.e., first aid, CPR):
  - a. Keep the victim still and comfortable. **DO NOT MOVE THE 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 I.D., question witness(es) and give all information to the paramedics.

## **PSYCHOLOGICAL CRISIS**

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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. Refer student to employee in Student Services, Counseling, or other authorities.
2. If a student has special health concerns, he or she may be asked to voluntarily supply confidential health information to the Dean of the College.
3. Never try to handle a situation on your own that you feel is dangerous.

If a psychological crisis occurs that is out of control:

1. Notify the College administration or campus security of the situation. Dial 100 during normal working hours and the Evergreen Police Department 251-578-1111 or the Atmore Police Department at 251-368-9141, if after hours. Clearly state that you need immediate assistance, give your name, your location and the area involved.
2. In extreme emergencies contact the County-wide Emergency Number, 911.

## NATURAL GAS/CHEMICAL OR RADIATION SPILL

1. Any spillage of a hazardous chemical or radioactive material or natural gas leak is reported immediately to the College Administrators, Campus Security and Evergreen/Atmore Fire Department and 911.
2. When reporting be specific about the nature of the involved material and exact location. The College Administration will contact the necessary specialized authorities and medical personnel.
3. 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 the College Administrators.
4. 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 the College Administrators. Required first aid and cleanup by specialized authorities should be started at once.
5. If an emergency exists, notify the Switchboard Operator/Receptionist, who will in turn notify the College Administrators, Campus Security and Evergreen/Atmore Fire Department and 911.
6. When an emergency exists, the Switchboard Operator/Receptionist will make an announcement via phone system, to evacuate the building. Walk quickly to the nearest marked exit and alert others to do the same.
7. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!**
8. 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.
9. If requested, assist Emergency crews as necessary.
10. A Campus Emergency Command Post may be set up near the emergency site. Keep streets, fire lanes, hydrants and walkways clear of the Command Post unless you have official business.
11. **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, announced by your Senior Building Coordinator. Stay there until accurate **HEADCOUNT** is taken. The Senior Building Coordinator will take attendance and assist in the accounting for all building occupants.



## **BOMB THREAT**

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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 or 911.
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. Approximate 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 the College administrators – Dial 100. Report the incident.
5. College administration officers, with assistance from emergency officials, will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to the College administrators. **DO NOT TOUCH THE OBJECT!** Do not open drawers, cabinets, or turn lights on or off.
6. If an emergency exists, notify the Switchboard Operator/Receptionist, who will make an announcement via phone system, to evacuate the building.
7. When notified by the Switchboard Operator/Receptionist via phone system that an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
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.

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

**BOMB THREAT REPORT FORM**

THREATENING PHONE CALL

DESCRIPTION OF CALLER'S VOICE

Time call received \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_

Young \_\_\_\_\_ Middle-aged \_\_\_\_\_ Old \_\_\_\_\_

Exact words of person placing call:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tone of voice: \_\_\_\_\_

Accent: \_\_\_\_\_

Background Noise: \_\_\_\_\_

Is voice familiar? \_\_\_\_\_

If so, who did it sound like? \_\_\_\_\_

Questions to ask:

1. When is bomb going to explode? \_\_\_\_\_

Remarks: \_\_\_\_\_

2. Where is the bomb right now? \_\_\_\_\_

3. What kind of bomb is it? \_\_\_\_\_

4. What does it look like? \_\_\_\_\_

5. Why did you place the bomb? \_\_\_\_\_

Person (receiving/monitoring call): \_\_\_\_\_

Department: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone #: \_\_\_\_\_

Date: \_\_\_\_\_

## **VIOLENT OR CRIMINAL BEHAVIOR**

In an Emergency, DIAL 911

\* \* \*

On-Campus Emergencies, Dial 100 or 911

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 the College administration by calling the Switchboard Operator/Receptionist (dial 100), or 911 if after normal working hours, 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 the College administration 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 take place on 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 imbalanced. Don't make mistakes which could jeopardize your well-being.
  - c. Don't speak unless spoken to and then only when necessary. Don't 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, wait. Attempt to establish rapport with the captor. If medications, first aide, 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.

## LOCKDOWN PROCEDURES

Lockdown procedures are used to isolate building occupants from potentially violent intruder(s).

When implementing LOCKDOWN procedures:

1. Communicate the need to lockdown the building via phone system.
  - a. If the whereabouts of the intruder are known, include this information in the lockdown announcement or any subsequent announcements. This information will enable students and staff to gauge whether they have an opportunity to evacuate versus lockdown. If individuals and classes are able to evacuate, they should move to the designated campus area assembly point, which will be indicated by the Senior Building Coordinator.
  - b. If known, relay the type of weapon the intruder is in possession of: firearm, knife, etc.
2. Notify the police (911) of the emergency and the need for immediate assistance.
3. Direct all students and visitors to the nearest classroom or secured space.
4. **DO NOT** attempt to lock exterior hallway doors which are unlocked.
5. Close and lock all windows and doors; pull drapes and/or blinds. Afterward, stay away from all windows and doors.
6. No one enters the school, except public safety personnel.
7. **DO NOT OPEN THE DOOR** until notified by law enforcement personnel that the threat of danger has passed.

## **FIRE**

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In an emergency, Dial 911

ON-CAMPUS EMERGENCIIES, dial 100 during normal working hours or 911.

OFF-CAMPUS EMERGENCIIES, dial 911

**IN ALL CASES OF FIRE – THE EVERGREEN 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 the College administration.
2. If a minor fire appears controllable, **IMMEDIATELY** contact the fire department and campus Switchboard Operator/Receptionist. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
3. If an emergency exists, notify the Switchboard Operator/Receptionist, who will make an announcement via phone system, to evacuate the building.
4. On large fires that do not appear controllable, **IMMEDIATELY** notify the fire department and the College administration. Then evacuate all rooms, closing all doors and windows to confine the fire and reduce oxygen – **DO NOT LOCK DOORS!**
5. When notified via phone system by the Switchboard Operator/Receptionist to evacuate the building, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
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 for emergency vehicles and crews.
8. If requested, assist Emergency crews as necessary.
9. A Campus Emergency Command Post 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 any evacuation, report to your designated campus area assembly point, announced by your Senior Building Coordinator. Stay there until accurate HEADCOUNT is taken. The Senior Building Coordinator will take attendance and assist in the accounting for all building occupants.

## **UTILITY FAILURE**

1. In the event of a major utility failure occurring during regular working hours (6:45 a.m. through 4:30 p.m., Monday through Friday), immediately notify the college Switchboard Operator/Receptionist and/or Mr. Ernest Grace, Buildings/Grounds Superintendent
2. If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends or holidays, notify the college administrators through the Evergreen Police Department at 251-578-1111 or the Atmore Police Department at 251-368-9141.
3. If an emergency exists, activate the building alarm.
4. All building evacuations will occur when notified by the Switchboard Operator/Receptionist via phone system and/or when an emergency exists.
5. ASSIST PEOPLE WITH HANDICAPS 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 Command Post 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 for safe exiting. It is therefore advisable to have a flashlight for emergencies.

### **PLUMBING FAILURE/FLOOD**

Cease using all electrical equipment. Notify Switchboard Operator/Receptionist. 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 the College Administration (dial 100 on campus or 911 if after normal working hours).

## **MEDIA RELATIONS**

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### CALL THE COLLEGE ADMINISTRATION IF YOU NEED ASSISTANCE

On-Campus Emergencies Dial: 100

Off-Campus Emergencies Dial: 911

The College has two basic guidelines to observe in crisis situations:

1. Only authorized spokespersons (President or Associate Dean for Community Development/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 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, Associate Dean of Instructional Programs, Dean of the College, and any other person involved, shall confer and decide on the appropriate action.
4. All calls from the media are referred directly to the President or, in the event of his absence, the Dean of the College or the Associate Dean for Community Development/Public Relations.