

SECTION I – OVERVIEW OF THE UNIVERSITY HEALTH & SAFETY PROGRAM

CHAPTER 1 – INTRODUCTION

This manual has been prepared by the University Department of Public Safety office to establish basic procedures and guidelines for the implementation of the University Health & Safety Program of Sul Ross State University.

This manual is broad in coverage and is not intended to cover every procedure in depth. Each Department is encouraged to develop additional health and safety procedures applicable to their own specific operations, and to incorporate those procedures into this manual.

All employees are required to become familiar with the contents of this manual. It is suggested that each Department maintain at least one copy of this manual for review by employees at all times and this manual should be reviewed by each employee at least once every year. The posting of updates and changes to this manual are the responsibility of the department director or head.

The manual format is comprised of three major sections:

SECTION I – Overview of the University Health & Safety Program

SECTION II – Emergency Preparedness

SECTION III – General Safety Awareness

Employees are encouraged to submit suggestions about this manual to:

Sul Ross State University
University Department of Public Safety
Box C-19
Alpine, Texas 79832

OR

PHONE: (432) 837-8100

CHAPTER 2 – PURPOSE AND SCOPE

The requirement for establishing and maintaining standards for risk management and environmental safety is met by compliance with the intent of all appropriate federal and state legislation relating to the University Health & Safety Program for the protection of the university community.

The administrative guidelines necessary for the establishment of an effective health and safety program, coupled with regulations as set forth by federal and state agencies, and university policies, provided the scope and structure of the University Safety Program for Sul Ross State University.

The basic considerations in establishing the University Health & Safety Program have been founded on the following objectives:

1. To insure compliance with all provisions and standards of environmental and occupational health and safety laws.
2. To insure compliance with the safety requirements of the Occupational Health and Safety Act, the National Fire Codes and any State of Texas requirements.
3. To insure that the special needs of handicapped persons are met by compliance with the provisions set forth in various government codes that require all facilities be made accessible and safe.
4. To insure compliance with any other legal requirements set forth by state or federal regulatory body concerned with the injury, on campus, of anyone.
5. To insure that the human factors of accident prevention, health and loss control be applied.

Published standards of nationally recognized safety or health organizations have been used as guides in determining the applicable standards for Sul Ross State University, in the absence of appropriate state or federal regulations in any given subject area.

The University Health & Safety Manual outlines the University Health & Safety Program. This manual, along with the following supplemental manuals and those provided by individual departments, provides guidelines for all University employees:

- Administrative Policy manual
- Faculty Handbook
- Student Handbook
- Published University Rules and Regulations
- Risk Management for Texas State Agencies Guidelines
- Texas Attorney General's Safety and Health Program Manual

HEALTH & SAFETY POLICY

It is the policy of Sul Ross State University to provide a safe and healthy environment for students, employees and guests. To achieve this goal, the University will make every effort to eliminate hazardous conditions and to prevent injuries and illnesses.

It is essential that all members to Administration and Management take an active part in initiating preventative measures to control hazards associated with activities under their direction. Safety is as integral part of all programs in the academic, administrative, research and support service areas.

Each individual employee is responsible for his or her own safety and the safety of those around them. It is the individual's attitude, knowledge of safe practices, and actions that will determine the success of the University Health & Safety Program.

The responsibility for the administration of the University Health & Safety Program is assigned to the Director of Public Safety (University Safety Officer), who reports to the Vice President for Business Affairs. The implementation of the safety policy, however, is the responsibility of faculty, staff, students, and other individuals associated with the university.

The Accident Prevention Committee, appointed within the University, serves in an advisory and consultative capacity in all areas of safety and accident prevention and acts as an investigating panel at the request of the University Safety Officer or Accident Prevention Coordinator.

The University shall endeavor to comply with the intent of all appropriate Federal and State legislation which applies to the University Health & Safety Program. These acts, along with supporting rules and regulations issued by the University Department of Public Safety, will provide the necessary standards under which the University will conduct its safety program.

CHAPTER 3 – ACCIDENT PREVENTION COMMITTEE

The Accident Prevention Committee serves as an advisory group to the Accident Prevention Coordinator. The committee may make recommendations for procedures and policies dealing with the following:

1. Handling of volatile substance, their procurement, inventory level, storage, use, etc.;
2. Training programs;
3. Detection and corrections of unsafe conditions or practices; and
4. Other areas of concern on campus which deal with health, fire and safety.

The recommendations of the Committee shall be forwarded through the Accident Prevention Coordinator to the President of the University. The Accident Prevention Coordinator may make additional recommendations relative to the Committee's report.

DEPARTMENTAL LEVEL SAFETY LIAISONS

It is essential to the success of the University Health & Safety Program that each department become more involved in increasing safety awareness throughout the University.

Department directors or chairpersons are the point of contact for the training of their employees, distribution of safety related materials, and ensuring that each employee under their control is familiar with the University Health & Safety Program and in compliance with applicable Federal and State legislation, and University rules, regulations and policies.

CHAPTER 4 – UNIVERSITY HAZARDOUS MATERIAL PROGRAM Texas Hazard Communication Act (Right-to-Know legislation)

The purpose of the Texas Hazard Communication Act is to improve the health and safety of employees by providing access to information regarding hazardous chemicals to which they may be exposed whether during their normal employment activities, during emergency situations, or as a result of proximity to the use of those chemicals. The Notice to Employees briefly outlines the content of the Texas Hazard Communication Act. **The University's HAZARDOUS COMMUNICATION PROGRAM is located on the UDPS website and can be obtained at the UDPS office (Briscoe Administration Building room 100).**

SECTION II - EMERGENCY PREPAREDNESS

CHAPTER 5 – DEALING WITH CAMPUS VIOLENCE

What do we do?

How can we lower the chances of it happening here?

Have you thought about how you would react if it happened to you?

Major categories of school violence that we have to deal with in today's world include:

- A. Bombs and bomb threats
- B. Explosion
- C. Arson
- D. Assaults on individuals (fights, stabbing, shootings, kidnapping)
- E. Assaults on groups (hostage taking, mass shootings)
- F. Ways to prevent a hostage situation or shooting.

EVERY SITUATION IS UNIQUE. We can only talk about response and prevention in general terms and with general suggestions. The following is a guide for different situations and how you can expect the police to respond to these incidents.

Safety information on DEALING WITH CAMPUS VIOLENCE is located on the UDPS website and can be obtained at the UDPS office (Briscoe Administration Building room 100).

A. – BOMB THREAT

1. If you observe a suspicious object or potential bomb on campus. DO NOT MOVE OR TOUCH THE DEVICE! Clear the area immediately and call the University Department of Public Safety.
2. If you received a phone call that a bomb or other explosive device has been placed on campus, gather as much of the following information that you can:
 - Date and time of call:
 - Exact words of caller:
 - Questions to ask Caller:
 - When is the bomb going to explode?
 - When did that time start?
 - What time is it now by your watch?

Where is the bomb right now?
What kind of bomb is it?
What does it look like?
Where did you place the bomb?

Description of the Caller's voice:
Male or Female?
Age of Caller? (young, old, etc...)
Caller's accent?
Speech pattern?
Background noises (trains, planes, highway noises)?
Does the voice sound familiar? If so, who did it sound like?
What time did Caller hang up?
Remarks?

3. Immediately notify the University Department of Public Safety and supply them with the information outlined above.
4. If the bomb threat is received by mail, do not handle the letter, envelope or package any further. Vacate the area at once, report to your supervisor and call the university police
5. The University Department of Public Safety will handle the situation now.
6. If an evacuation is warranted, the university police will activate the building alarm.
7. Evacuate the building and follow the procedures as listed under the Building Evacuation.
8. Remember, do not return to the building until directed to do so.

How you should react to bomb threats:

- Report all threats (specific and vague) to the University Department of Public Safety (UDPS) by calling 432-837-8100, or 911. Get as much information from the caller as possible.
- If you find or receive a suspicious package or object - REPORT IT.
- Begin moving yourself and others to safety if you feel the situation warrants this.
- Relay what you know to the police officer when they arrive.
- Report suspicious persons or activities, such as persons placing something somewhere, someone in an area they shouldn't be (especially around mechanical rooms), and someone doing something they shouldn't.

How the Police will react to bomb threats:

- UDPS will respond immediately.
- The officer will assess the situation and determine if any evacuation is necessary. Fire, EMS and additional law enforcement response will be summoned if necessary. The UDPS Director, UDPS Lieutenant, Dean of Student Life, and the President will be notified. The President or his designee may declare an Official Campus Emergency.

- If a suspected explosive device or actual explosive device is found, a military bomb disposal unit will be requested from El Paso. The area will be evacuated and secured prior to their arrival. It will take several hours for them to arrive. During this time, obey all directions given to you by the authorities.
- If an explosive device has been detonated, UDPS will notify the A.T.F. The area will be secured prior to their arrival.
- **SECONDARY DEVICES:** Additional bombs may be in the area of a found or reported bomb. These additional devices are sometimes set as booby traps to detonate once emergency personnel have arrived at the scene of a bombing or a bomb threat. The target of the secondary device is the large concentration of persons who are responding to the original threat. You should be aware that the first device may be easy to find, or the bomber may tell exactly where to find it, only to get persons within range of a larger and more devastating device. Never disobey an officer's orders about when it is safe to reenter an area.
- Threats shall not be taken lightly and the consequences of making threats shall be harsh and severe. All possible criminal charges will be filed and administrative sanctions are possible.

B. - EXPLOSION

In the event that a violent accident such as an explosion occurs on campus that could render a building or area unsafe, take the following actions:

1. Immediately take cover under tables, desks or other such objects which will give protection against glass and other debris.
2. After the effects of the explosion have subsided, call the University Department of Public Safety. Give your name and describe the location and the nature of the emergency.
3. If necessary or directed to do so by the university police, activate the building fire alarm system.
4. Notify your supervisor, then evacuate the immediate area of the explosion.
 - be aware of structural damage
 - stay away from glass doors and windows
 - do not touch or move any suspicious object
5. Assist others, especially the injured and handicapped when evacuating the building.
6. Once outside, move to a clear area at least 150 feet away from the affected building. Keep walkways and streets clear for emergency vehicles. Be prepared to move if told to do so by university police.
7. To the best of your ability and without re-entering the building be available to assist the university police officers, fire department, and other personnel in their attempts to determine that everyone has been evacuated safely.
8. An On-Scene Command Post will be set up near the emergency site by the university police. Keep clear of the Post unless you have important information to report.
9. Do not return to the building until you are told to do so by the University Department of Public Safety, even if the alarm has stopped.

C. - ARSON

How you should react to arson:

- Prepare against arson like you would an accidental fire. Plan on how to get out of a room. Plan alternate exits (windows). This is especially important because an arsonist often tries to intentionally block the exits to a room to prevent escape. Could you break through a Sheetrock wall, or go through a suspended ceiling if you had to? Plan ahead; survey your office or classroom. Know where the Fire Extinguishers are. Plan on how to get everyone out. Do not assume the fire has been reported. Call 911

How the Police will react to arson:

- They will aid in evacuating the area. They will summon Fire and EMS. They will help direct them to the right area.
- They will treat the entire area as a crime scene and a criminal investigation will be conducted. Specialized arson investigators may be called in. The scene will be closed for a period of time. Do not enter a closed area without authorization.
- The investigation will be very similar to one conducted at a bombing. The distinction of bombing and arson is often blurred and the two may overlap. Bombs are sometimes set to commit arson.

D. - ASSAULTS ON INDIVIDUALS

How you should react to an assault:

- If the assault is in progress against you or another; scream, yell, or do something to get as much attention as possible and to get the attacker to stop. Call for help (911). Aid the victim if possible. Be a good witness (including being able to describe the attacker, his clothes, his vehicle, where he went, what he did, what he said).

How the Police will react to assault:

- They will provide aid to victim and request EMS.
- They will interview all witnesses.
- They will attempt to apprehend the suspect.
- The immediate area may be closed off to protect and gather fragile evidence. Please help law enforcement all that you can, and understand that the investigation may cause some inconveniences to you or your area.

E. – ASSAULTS ON GROUPS

What leads up to shootings or hostage incidents?

- The actors (individuals or groups) often plan the event for days, weeks, or months.
- They warn others with their moods, emotions, or possible falling grades, that trouble or hate is building within them.
- They may brag or boast their plans to others, or threaten others where they can be intentionally overheard.
- They exhibit a progressive increase of violence, anger, hatred, or rudeness to others. The actors are often outcasts, loners, or someone others consider weird. They could belong to a group or gang of similar individuals.
- They may become a rebel against society and authority. They may exhibit a lack of respect for others and the property of others.

F. – WAYS TO PREVENT A HOSTAGE SITUATION OR SHOOTING

Ways you can help prevent an assault event or discover these people before they go that far:

- Watch your students for the above behavior and patterns. Watch for loners, outcasts, or groups of persons exhibiting gang behavior. Don't give credibility to groups not recognized by the college.
- Listen to your students. They know far more about what is going on with others in their group than we will ever know. Let them know that they can talk to you about someone or something that is bothering them, or about something that they have overheard. Make it part of your classroom to talk about the tragedies that have happened in Colorado, Virginia, and elsewhere. Get their suggestions.
- Students trust that we will take care of them. Go over the what-ifs with your students. Go over your reaction plan. Explain to them how law enforcement and emergency services will respond to a situation.
- Advise a Dean or UDPS of your observations and concerns. Deans can get counseling for the student, can get them tutoring for their grades, and can possibly help them reverse their self-destructive behavior. The student's past history can be checked to see if they pose a known danger to others.

How you should react to a shooting or hostage event:

- If you are in a class and hear shooting nearby; keep everyone inside, lock the doors, close the blinds, and get everyone on the floor, possibly against a wall out of the line of fire from the windows. **STAY THERE!** Someone in the class probably has a cell phone with them. Use it to call 911. Emergency personnel will respond and evacuate you when it is safe to do so.
- If suspects are in your room with a gun: Don't challenge them. Don't threaten them. Do what they say. Try to keep things calm. Remember, for the first few minutes, or until they are notified, the police do not know that anything has happened. Then they have to have time to assess the situation and react to the situation. The first few minutes of an incident are critical and most often you are alone with the danger.

How the Police will react to a shooting or hostage situation:

- Upon arrival they will assess and identify the threat.
- The first officer on scene will call for necessary backup.
- They will determine what area need to be evacuated and in what areas people need to remain under cover in locked rooms.
- The police will try to stop what is happening or contain what is happening.
- They will try to minimize any further damage or injury to victims or hostages.
- A perimeter and a command post will be set up to help control the scene.
- They may call in outside agencies including the Alpine Police Department, Brewster County Sheriff's Office, Texas DPS and Texas Rangers, Homeland Security, and the FBI.
- Some of these agencies may arrive quickly; others will take over an hour to get here. Fire, EMS, and additional medical personnel may also respond.
- Special tactical and negotiating teams may be called to the scene.
- As victims or hostages are removed from the area of harm they will be frisked and identified to make sure they are not some of the criminals trying to escape. Persons may be detained and interviewed.
- Victims and hostages should follow directions given by law enforcement, for the safety of everyone.
- They may be ordered to exit an area with their hands raised and may be treated as armed and dangerous until they are identified.
- The area will be closed off as a crime scene for a time and this may cause some inconvenience to you or your area. Please obey Officers, they will work as efficiently and as quickly as possible to get things back to normal.

G. – VIOLENT OR CIVIL DISTURBANCE

Everyone is asked to assist in making the campus a safe and peaceful place to carry on business as normally as possible. However, disturbances sometime occur and everyone should be aware of action to be taken.

1. A threatening disturbance should be reported immediately to the University Department of Public Safety and the following action should be taken:
 - Alert all employees in the area of the situation.
 - Lock all doors, secure all files, documents and equipment.
 - If necessary, cease operations and evacuate the building.

2. If you are the victim or are involved in any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc. **DO NOT TAKE ANY UNNECESSARY CHANCES!** Do not attempt to handle the situation by yourself. Notify the University Department of Public Safety immediately and provide the following information:
 - Nature of the incident
 - Campus location
 - Description of person(s)
 - Description of property
3. Avoid provoking or obstructing anyone participating in the disturbance or demonstration.
4. Assist campus police officers when they arrive by supplying them with all additional information and ask others to do the same.
5. The campus police officers will assess the situation upon their arrival and conduct any search necessary or disperse demonstrators as necessary.
6. If a class or lecture is disrupted the offending person or persons should be requested to leave. If they refuse, call University Department of Public Safety.

H. – ACTIVE SHOOTER INCIDENT

In the event of an active shooter incident on campus, University Department of Public Safety recommends the following actions be taken:

A. Secure immediate area:

1. Lock and barricade doors
2. Turn off lights
3. Close blinds
4. Block windows
5. Turn off radios and computer monitors
6. Keep occupants calm, quiet, and out of sight
7. Keep yourself out of sight and take adequate cover/protection i.e. concrete walls, thick desks, filing cabinets (cover may protect you from bullets)
8. Silence cell phones
9. Place signs in exterior windows to identify the location of injured persons

B. Un-Securing an area:

1. Consider risks before un-securing rooms
2. Remember, a shooter will not stop until engaged by an outside force

3. Remember that attempts to rescue people should only be made if they can be accomplished without further endangering the persons inside a secured area.
4. Consider the safety of masses versus the safety of a few
5. Remember that if doubt exists for the safety of the individuals inside a room, the area should remain secured

C. Contacting Authorities:

1. Use Emergency 9-1-1
2. Or, call 432-837-8100 UDPS
3. Or, E-mail srusudps@sulross.edu

[Be aware that the 9-1-1 system may be overwhelmed. Program the UDPS office line (432-837-8100) into cell phone for emergency use or consider E-mail. E-mail may be an option when unable to speak. SRSU DPS E-mail will be monitored by police personnel in the event of a crisis.

D. What to Report:

1. Your specific location, including building name and office/room number
2. Number of people at your specific location
3. Injuries, including the number of injured, type of injuries
4. Assailant(s), including location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, shooters identity if known, separate explosions from gunfire, etc.

E. Police Response:

1. Objectives are to immediately engage assailant(s)
2. Evacuate victims
3. Facilitate follow up medical care, interviews, counseling
4. Investigate the crime

CHAPTER 6 – EMERGENCY EVACUATION PROCEDURES

GENERAL

It is the responsibility of all University administrators, department chairs, supervisors, and faculty, to be aware of and to follow the emergency procedures established in these guidelines. It is also their responsibility to ensure that all employees and students under their direction know of, and are instructed to comply with, these procedures. In order to minimize injuries and property damage, it is the intention of the University that these published emergency procedures be followed in all critical situations.

The primary system for handling any kind of on-campus emergency is to telephone the University Department of Public Safety:

Dial 911

University Department of Public Safety Officers are available 24 hours a day, 7 days per week and are professionally prepared to respond to any type of campus emergency. Remember, to obtain help during an emergency, dial 911. The phone number for information in less serious situations is 432-837-8100.

DO NOT CALL OFF-CAMPUS RESOURCES YOURSELF – CALL THE UNIVERSITY DEPARTMENT OF PUBLIC SAFETY.

REPORTING EMERGENCIES – GENERAL

The quickest and easiest way to obtain professional help for any type of emergency not specifically covered in these guidelines, if unable to access 911, is to call 8100 when on-campus.

1. When calling, stay calm and carefully explain the problem and location to the dispatcher. If the emergency number 911 is busy, call the campus operator.
2. Quickly notify your supervisor or instructor of the emergency and begin to take the appropriate action warranted by the situation.

REMEMBER!
KEEP YOURSELF AND OTHERS CALM

CHAPTER 7 – BUILDING EVACUATION

1. Be aware of all the marked exits from your area or building. Evacuation procedures showing emergency exits are posted on bulletin boards throughout university buildings.
2. The evacuation alarm is loud and continuous.
3. To activate the building alarm system, pull the handle on one of the red alarm boxes located in the hallways.
4. When the building evacuation alarm is sounded or when you are ordered to leave by the University Department of Public Safety, walk quickly to the nearest marked exit and ask others to do the same.
5. Assist the handicapped in exiting the building and remember that elevators are reserved for use by the handicap.
6. Outside, proceed to a clear area that is at least 150 feet from the affected building.
7. To the best of your ability and without re-entering the building, be available to assist the university police, fire department, and other personnel in their attempts to determine that everyone has been evacuated safely.
8. An On-Scene Command Post will be set up near the emergency site by the university police. Keep clear of the Post unless you have important information to report.

9. Do not return to the building until you are told to do so by the University Department of Public Safety.

CHAPTER 8 – FIRE

1. Know the location of fire extinguishers in your area and know how to use them.
2. On a minor fire that appears to be controllable, immediately call the University Department of Public Safety, then promptly direct the charge of a fire extinguisher toward the base of the flame. Get help, even if the fire appears to be small.
3. On large fires that are not immediately controllable, or after using the extinguisher, close all doors – but do not lock them – to confine the fire and reduce the oxygen that feeds the fire.
4. Immediately call the University Department of Public Safety. Give your name and describe the location and size of the fire.
5. Activate the building alarm if necessary or if directed to do so by the university police.
6. Notify your supervisor, then evacuate the building by quickly walking to the nearest exit, alerting people as you go. Leave the elevators for the handicapped and assist them as necessary.
7. Once outside, move to a clear area without re-entering the building. Be available to assist the university police officers, fire department, and other personnel in their attempts to determine that everyone has been evacuated safely.
8. An On-Scene Command Post will be set up near the emergency site by the University police. Keep clear of the Post unless you have important information to report.
9. Do not return to the building until you are told to do so by the University Department of Public Safety, even if the alarm has stopped.
10. Report all fires to University Department of Public Safety, telephone 8100.

CHAPTER 9 – EARTHQUAKE

1. Remain calm and evacuate buildings as soon as practical. Move to an open area away from buildings, trees, electrical or utility poles, etc... The safest place during an earthquake is in the open.
2. Leave the elevators for the handicapped and assist them as necessary.
3. Activate the building alarm if necessary or if directed to do so by the university police.
4. Once outside, move to a clear area without re-entering the building. Be available to assist the university police officers, fire department, and other personnel in their attempts to determine that everyone has been evacuated safely.
5. Do not return to the buildings until you are told to do so by the University Department of Public Safety, even if the alarm has stopped.
6. Be aware of structural damage to buildings, sidewalks, etc...
7. Be aware that after-shocks may accompany an earthquake.

8. Listen to the Radio: The radio and television stations will broadcast the latest information regarding an earthquake.

CHAPTER 10 – TORNADO SAFETY PROCEDURES

When a tornado approaches:

Seek shelter inside, preferably a tornado cellar, underground excavation, or steel-framed or reinforced concrete building of substantial construction. **STAY AWAY FROM WINDOWS AND GLASS DOORS.**

1. In Office Buildings: stand in an interior hallway on a lower floor, preferably in the basement.
2. In Homes, Small Buildings, and Vehicles: Go to the basement or to an interior part of the lowest level (a closet, bathroom, or interior hall). Get under something sturdy.
3. In Schools: Whenever possible, go to an interior hallway on the lowest floor. Avoid auditoriums and gymnasiums or other structures with wide, free-span roofs.
4. Listen to the Radio: The radio and television stations will broadcast the latest tornado advisory information. Call the Weather Service only to report a tornado.

REMEMBER: A TORNADO WATCH means tornadoes are expected to develop.
A TORNADO WARNING means a tornado has actually been sighted.

CHAPTER 11 – CHEMICAL OR RADIATION SPILL

Any campus spillage of a dangerous chemical or radioactive material will be reported immediately to the University Department of Public Safety.

1. When reporting, be specific about the nature of the material involved and location of the accident.
2. Vacate the affected area at once and seal it off to prevent further contamination of other areas.
3. Persons who may be contaminated because they were in the immediate area affected by the spill are to avoid contact with others as much as possible and remain in the vicinity. Required medical treatment and decontamination by knowledgeable person should be started at once.
4. If necessary because of the danger involved, or directed to do so by the university police, activate the building alarm system and follow the remaining steps.
5. Notify your supervisor, then evacuate the building by quickly walking to the nearest exit, alerting people as you go. Leave the elevators for the handicapped.
6. Once outside, move to a clear area at least 150 feet away from the affected building. Keep walkways and streets clear for emergency vehicles.

7. To the best of your ability and without re-entering the building be available to assist the university police officers, fire department, and other personnel in their attempts to determine that everyone has been evacuated safely.
8. An On-Scene Command Post will be set up near the emergency site by the university police. Keep clear of the Post unless you have important information to report.
9. Do not return to the building until you are told to do so by the University Department of Public Safety, even if the alarm has stopped.

CHAPTER 12 – MEDICAL EMERGENCY

In case of a serious injury or illness occurs on campus, immediately call University Department of Public Safety at 911 or 432-837-8100. Give your name, describe the nature and severity of the medical problem and the location of the victim, then quickly perform the following:

1. Ask victim “What is wrong?”
2. Check breathing.
3. Control serious bleeding (avoid contact with blood).
4. Keep victim still and comfortable. Continue to assist the victim until help arrives, and;
5. Determine extent of injury or probable cause of illness.
6. Protect from any disturbance, re-assure the victim and do not move victim unless absolutely necessary.
7. Look for emergency medical I.D. on victim, question witnesses and give all information to EMS personnel and/or university police officers.

CHAPTER 13 – UTILITY PROBLEM

1. Lighting – In the event of a major utility failure contact Physical Plant Operations at 8085. It is recommended that each department have flashlights available.
2. Elevator Failure – All campus elevators are equipped with emergency phones or emergency alarms. Stay calm and use them to call University Department of Public Safety for assistance.
3. Plumbing Problems – Cease using all electrical equipment, vacate the area and notify your supervisor, or contact Physical Plant Operations at 8085.
4. Gas Leak – Cease all operations, immediately vacate the area and notify your supervisor and contact the Physical Plant Operations at 8085.
5. Ventilation – If smoke or burning odors come from the ventilation system, contact Physical Plant Operations at 8085.
6. After normal office hours call University Department of Public Safety at 8100 for assistance.

If there is potential danger to the building occupants or if directed to do so activates the building alarm system and evacuate the building.

SECTION III – GENERAL SAFETY AWARENESS

CHAPTER 14 - PREFACE

The health and safety standards included in the following chapters are furnished for the guidance of all University employees and students. Compliance with the standards, may not, by itself, prevent injuries or diseases, but will substantially aid in providing a safe and healthful environment which is a fundamental prerequisite in controlling accidents and injuries. It is therefore, of vital importance that every supervisor become familiar with those sections and standards in this Manual that pertain to the operation(s) under their control.

It should be understood that these are minimum standards that apply to all University operations, both on and off campus. Most are drawn from existing standards promulgated by either state or federal occupational safety and health regulations. The remainder are derived from various consensus standards published by nationally recognized private organizations such as: National Fire Protection Association, American National Standards Institute, National Safety Council, and others.

In the event that existing or future federal, or state regulations are found to differ from the requirements contained in this manual, those legally accepted regulations shall be followed.

It should further be understood that these minimum standards are in addition to existing, and more stringent, procedures or guidelines within specialized areas of the University such as, but not limited to: Physical Plant Operations, Agricultural & Natural Resources department, Animal Science department, ARAMARK Food Service, Biology department, Earth & Physical Sciences, Natural Resource Management department, and Printing Services.

CHAPTER 15 – GENERAL

1. University employees shall not turn on, use, repair, or operate any machine, tool, vehicle, crane, electricity, gas, steam, air, acid, caustic or other dangerous material or equipment unless authorized by a supervisor.
2. Safety guards and devices furnished by the University or department will be used. Removal or non-use may be authorized only by the supervisor and approved by the department.
3. Approved personnel protective equipment shall be worn whenever the exposure indicates the need for it, i.e., head and ear protection, face and eye protection, respiratory equipment, safety belts, protective footwear, etc.
4. Only a tool, equipment, machinery, etc. that is properly maintained and adjusted may be used.
5. University-provided tools may not be modified unless authorized by a supervisor.
6. Floors must be kept free of paper clips, pencils, rubber bands, trash, coffee, food, and any other material or substance that might constitute a tripping or slipping hazard.

hazard. Employees responsible for any such material or substance spilled will clean it up immediately.

7. Horseplay, running and practical jokes are prohibited in buildings because of potential slipping, tripping and collision hazards.

CHAPTER 16 – FIRE SAFETY

General

1. All fires, regardless of how minor or if burned out prior to discovery, will be reported either orally or in writing to the University Department of Public Safety office. As in the case of accidents and injuries, the information derived from these reports will materially assist in identifying those areas and conditions which are particularly fire hazardous. The reports will be analyzed and, if possible, corrective action to eliminate the hazard will be taken immediately.
2. Corridors, hallways, stairways, lobbies, passageways, balconies, and all other entrances and exits of all buildings will remain unconcealed and unobstructed by such items as furniture, appliances, boxes, decorations, etc... The first step in preventing fires is knowing what causes them.
3. Exit lights, fire alarms and fire extinguisher locations will remain in good, operating order and will remain unconcealed and unobstructed.

Some of the causes of fires and ways of preventing them are outlined below:

Flammable Liquids: These include gasoline, solvents, etc...

1. Store flammable liquids only in approved safety cans or storage cabinets, making sure that they are appropriately labeled.
2. Keep and use them in areas that are well ventilated, and clean up spills right away.
3. Store them away from heat or sparks, or other sources of possible ignition.
4. Never smoke or light a match when you are near flammable liquids or handling them.
5. Oily rags must be stored in a covered metal container with a self-closing lid or cover.

Electrical Fire Hazards: These can occur due to faulty wiring, loose wiring, overloaded circuits and overheated electric motors.

1. Check the cords and extension cords of all tools, equipment and appliances for worn spots and exposed wires.
2. Do not try to use broken power tools and equipment. Report them to your supervisor.
3. Do not attempt to repair broken power tools and equipment unless you are a trained and experienced repair technician.

Please refer to SECTION I EMERGENCY PREPAREDNESS for evacuation procedures in case of a FIRE.

CHAPTER 17 – ELECTRICAL SAFETY

The power of electricity can be extremely dangerous if not used correctly. Electrical energy can damage property and ignite fires, and can also hurt or kill. The following outlines some ways to be careful around electricity and some proper uses of electrical equipment:

1. Do not wear rings, watches or other jewelry while working on electrical appliances. Persons should never hold an energized electric appliance with wet hands, or when wearing wet shoes. Avoid all water. Do not touch electrical appliances when working at a sink. Know the location of all power plugs and off-switches on all equipment.
2. Report all electrical shocks and defective equipment. A shock means something is wrong! The slightest shock when operating an electrical appliance in one location might, in another location, result in instant death if part of the body made a slightly better contact with the ground or grounded metallic object.
3. Rely on qualified electricians to perform repairs. Contact Physical Plant Operations for assistance.
4. In case of an accident:
 - a. Break connections to the victim by turning off the power or by using a non-conducting object to separate victim and source.
 - b. Call 911 immediately

CHAPTER 18 – LABORATORY SAFETY

GENERAL

1. Housekeeping: Good housekeeping is essential for the safe operation of all laboratories. Main aisles and exits will be free from obstructions. Floors should be clean and free from oil, water, and other material which may cause slipping. Equipment, reagents, etc., should be returned to their proper storage location immediately after use. All containers must be clearly marked and correctly labeled.
2. Inspection: Laboratory space and equipment will be inspected at frequent and regular intervals in an effort to eliminate unsafe conditions and prevent unsafe acts before accidents occur.
3. Horseplay: Horseplay will not be tolerated in any laboratory at any time. Running is forbidden, except in cases of emergency. Liquefied gases, dry ice, air hose, and knives, for example, should never be used as playthings.
4. Emergencies: Definite procedures should be established in each laboratory for the handling of such emergencies as fire, explosion, unexpected release of toxic fumes, etc.
5. Goggles: Students and employees working in laboratories will be required to wear protective goggles or protective face shields when there is any possibility of explosion, implosion, violent chemical reaction, splashing chemical, injurious radiation or other occurrence hazardous to the eyes.

6. Washing Hands: Traces of some laboratory chemicals left in contact with the skin may produce dermatitis or severe burns. It is a safe practice to wash hands and arms frequently during the course of the day.
7. Electrical: Never overload electrical circuits. When using electrical equipment around sinks or other wet conditions, be sure the outlet is protected by a ground fault. Circuit interrupter.
8. Working Alone: Students and employees should never conduct potentially hazardous experiments during off-hours such as nights and weekends unless there are two or more persons present.
9. Lab Safety Instructions: All students, graduate students, staff and faculty, should be thoroughly trained in applicable lab safety practices before they are allowed to begin any unsupervised lab work. This can best be achieved by having each instructor, at the beginning of each course, advise his students of the requirements for safety apparel and accessories, the particular hazards that may be encountered and rules and procedures to prevent or minimize the hazards. Fire and accident first aid procedures, to include the location and use of fire extinguishers and safety showers, should be reviewed.
10. Fume Hoods: Experiments involving toxic or flammable materials should be conducted in a fume hood. Work of a hazardous nature should never be performed where any resultant fire might block egress.
11. Exits: Every laboratory room where hazardous work is performed should have at least two exits if possible as widely separated as practical.
12. Extinguishers: The laboratory should be adequately equipped with fire extinguishers of the type suitable to combat the kind of fire which might be expected to occur.
13. Fire Blankets: Laboratories should be equipped with fire blankets and/or safety showers. Their location should be clearly marked and employees and students instructed in their use.
14. Storage Shelves: All open shelves on which hazardous chemicals are stored, should be equipped with a safety lip or restraining bar to prevent accidental breakage.
15. Food: No food or drinks should be allowed in the laboratory setting.
- 16.

When working with laboratory equipment:

1. Never remove guards or other safeguards from equipment or attempt to defeat their purpose. Inspect and maintain equipment and accessories to prevent injuries. Equipment which is in a state of disrepair, or is otherwise unsafe, must be disconnected from the power supply and repaired or discarded.
2. Hand protection (tongs, heavy duty leather gloves, etc.) is needed when placing or removing samples from ovens, furnaces, and hot plates. Hand protection may also be required when working with chemicals and other lab equipment.

CHAPTER 19 – SLIPS AND FALLS PREVENTION

Any tripping accident can injure a person ranging from a serious fall down a flight of stairs to a small trip over the curled edge of a floor mat. Falls are preventable through vigilance and know-how in avoiding slips and falls.

1. Spot hazards in advance. Hazards can be easy to spot if you pay attention. Keep all aisles, walkways and stairs clear. Get rid of any obstacles and clear away cluttered areas.
2. Steer around hazards or slippery spots. Slow down and walk steady, looking carefully where you place your feet. Use handrails when you go up and down stairs.
3. Alert others to any possible hazards that you find. Repair the hazard if you can, if not, report the location so that it can be properly marked and repaired.
4. Always choose footwear that is appropriate for the circumstances.
5. Make sure that the path you choose is adequately lighted so that you can see where you are headed. Turn on the light before you enter a room. Don't walk in the dark.
6. When carrying objects, make sure you can carry them comfortably and can see over them.

CHAPTER 20 – CLOTHING AND SAFE DRESS

1. Employees will wear clothing appropriate to their work assignments. Clothing will be in reasonably good condition and clean. Dirty clothes are a menace to health.
2. Supervisors are responsible for insuring that employees are informed as to the requirements for wearing apparel that is suitable for the type of work to be performed and the hazards involved.
3. For those working with machinery or in other hazardous operations, shirts, blouses, trousers, slacks, coveralls, etc. should be well fitted, with no loose or flowing appendages. Sleeves, if full length, should be buttoned at the wrist. The practice of working without a shirt is not allowed.
4. Unless working conditions dictate otherwise, employees must wear shoes while at work. Shoes should be well-fitted with good soles and heels and a style that completely covers the foot. Open-toe shoes, or light-weight shoes of the canvas "sneaker" type may not be safe. Safety shoes or safety toe caps are mandatory in foot-hazardous work. Because of sanitation and liability, persons with bare feet should not be allowed within campus buildings.
5. Employees with long hair who work around moving machinery must wear adequate hair covering to preclude the possibility of entanglement.
6. Jewelry such as rings, pendants, necklaces, earrings, watches (other than those with breakaway bands), etc., shall not be worn whenever they constitute a hazard, i.e. working around moving machinery, electrical or electronics equipment, etc.

CHAPTER 21 – COPY MACHINES

1. There are two basic types of office copy machines in use on campus:
 - a. dry photos copiers that use a powder type toner material; and
 - b. wet photo copiers that sometimes use a combustible hydrocarbon-based toner.
2. All photocopiers, regardless of manufacturer, emit fumes at varying levels. In addition, some individual units and/or brands are more odorous than others. To date, tests have shown that none of the dry or wet photo copiers have been determined to present a health hazard to the users. However, it is recommended that all copiers be located only in work areas which have adequate ventilation. In addition, copiers should be so located that they are a minimum of 10 feet from any permanent employee work station, if possible.
3. Duplicating machines that use spirit fluids are potentially hazardous because these fluids usually contain methanol, and/or other toxic and explosive chemicals. Therefore, these types of duplicating units require considerable ventilation.

Outlined below are several ways to keep exposure to duplicating fluid hazards to a minimum:

- a. Adjust machines so that a minimum of fluid is used.
- b. Locate machine in adequately ventilated room larger than 100 square feet, if possible.
- c. Keep exposure to a minimum by limiting the operating time.
- d. Methanol is extremely flammable, and a type ABC fire extinguisher should be located near the room.
- e. Do not permit smoking, eating or drinking while operating the machine, and keep open flames away from machine or fluid.
- f. Do not store cans of duplicating fluid in cardboard boxes near the machine. For fire safety, these cans should be stored in a metal cabinet which is in a cool location.

CHAPTER 22 – FLEXIBLE ELECTRIC CORDS

1. Flexible cords will be maintained in good repair and must bear the Underwriters Laboratory label (UL) or meet standards of the NFPA 70.
2. Flexible cords should be short (6 -8 feet in length), limited to temporary use, and never cross traveled pathways unless suitably protected to avoid damage and the creation of tripping hazards.
3. Two-wire flexible cords and adapter plugs are not permitted on campus, since equipment is not grounded when connected to them.
4. Under no circumstances will any flexible cord or electrical cord be spliced, except by authorized University electricians.

5. Never tack cords to the walls, etc., and keep cords away from pinch-points and hot or wet surfaces. Never string cords across from ceiling, over pipes, or near sinks, and never place cords and plugs under physical stress or tension.

CHAPTER 23 – WASHING WITH SOLVENTS

1. Flammable liquids will not be used to clean floors, work benches, or other large surface areas.
2. The substance listed below will not be used to clean machines, equipment, furniture or parts thereof except:
 - a. In an adequately ventilated location
 - b. In vapor de-greasers designed for use with a specific material, or in similar units designed for such application.
 - c. In vented, totally enclosed systems
 - d. Outdoors, in quantities of one gallon or less.

List of substances:

Carbon disulfide
Chloroform
Ether
Pentachloroethane
Tetrachloroethane
Tetrachloroethylene
Trichloroethylene

CHAPTER 24 – LIFTING AND CARRYING PROCEDURES

Part of the work you do may require that you lift and carry items from time to time.

In general, the limit of fifty pounds for men and twenty-five pounds for women has been established for continuous or repetitive lifting. Regardless of the weight, always size up the load. Make sure you can handle it by yourself. If not, get help!

The seven basic rules for proper lifting are illustrated below:

1. Approach the load and size it up (weight, size and shape). Consider your physical ability to handle the load.
2. Place the feet, 8 to 12 inches apart for good balance, close to the object to be lifted.
3. Bend the knees to the degree that is comfortable and get a good handhold.
4. Lift the load straight up - - - smoothly and evenly. Pushing with your legs, keep load close to your body.
5. Lift the object into carrying position, making no turning or twisting movements until the lift is completed.
6. Turn your body with changes of foot position after looking over your path of travel, make sure it is clear.

7. Setting the load down is just as important as picking it up. Using leg and back muscles, comfortably lower the load by bending your knees. When load is securely positioned, release your grip.

CHAPTER 25 – OFFICE SAFETY

1. Pencil sharpeners will not be installed where they might be striking hazards.
2. Electric cords on machines and desk lamps must be kept in good repair. Cords are to be replaced when outer insulation is broken.
3. All fans will be equipped with suitable guards. Fans will not be placed where they might be struck.
4. Thumbtacks and other sharp pointed objects should be kept in containers, not loose in desk drawers.
5. Individual upright shelves, lockers and cabinets will be fastened to floors or walls if the possibility of overturning exists. Where there are two (2) or more, they will be fastened together, if possible.

CHAPTER 26 – DEFENSIVE DRIVING SAFETY

Defensive driving means driving safely, in spite of conditions around you and in spite of the actions of other drivers and pedestrians. Defensive driving saves lives, saves time and saves money.

Always buckle up! In the first place, it can save your life. Secondly, the law requires that you wear your safety belt. If driving, ensure that others in the vehicle are wearing their safety belts as well.

Many factors affect your driving ability. Always check your driving conditions and follow the following guidelines:

1. Do not mix drinking and driving. Alcohol adversely affects your judgment, reaction time and coordination.
2. Do not drive when you are tired. Pull off the road for some exercise and fresh air or a cup of coffee (or refreshment). When you are really tired, take a nap or let someone else drive.
3. Ask your doctor how prescription medications might affect your driving. Never take illegal drugs and read labels of all over-the-counter medications for warnings.
4. Emotions such as anger, frustration, worry, joy, and excitement can take your mind away from driving. Get your emotions in check before you drive.
5. Uncorrected vision and hearing impairments, as well as other medical conditions, can place you at risk of accidents. Consult your physician.
6. Be prepared for other drivers to make mistakes, particularly at intersections. Be prepared to act defensively.
7. Keep a following distance of at least 2 seconds behind the vehicle in front of you. Add a second for each adverse driving condition.

Weather conditions, such as rain, fog and snow or ice, also affect your ability to drive. Consider the following procedures:

1. Inclement weather often means that you cannot see very well. It also means that other drivers on the road cannot see you.
2. Use your low beam headlights. High beams reflect more and make it harder to see in foggy or rainy weather.
3. Your vehicle can hydroplane on wet roads. This happens when the water is deeper than your tire treads. The vehicle is actually riding on top of the water. Have your tires inspected for wear.
4. If your vehicle goes into a skid, do not hit the brakes. First, take your foot off the accelerator. Turn the steering wheel in the direction you want the vehicle to go. Use moderate turns of the wheel until you come out of the skid. Follow these rules for driving both front-wheel drive and rear-wheel drive vehicles.
5. Icy streets cut down on friction between your tires and the road surface. Slow down as you approach shaded areas, bridges and overpasses in winter. These sections freeze first and stay frozen long after the sun hits them.
- 6.

Remember, drinking and driving do not mix. Don't become the victim of an impaired driver. Some signs of an impaired driver are:

- Drifting or weaving
- Speeding or driving too slowly
- Giving inconsistent signals
- Braking erratically
- Stopping suddenly or without apparent cause
- Accelerating or slowing down rapidly
- Driving into opposite or crossing traffic
- Almost striking an object or another vehicle
- Slow to respond to traffic signals
-

Defensive driving safety depends on your vehicle as well. Make sure that your vehicle is in good repair and operating well. Check the following elements at least once a week, or let a qualified mechanic check them for:

1. Brakes and brake fluid
2. Tires (including the spare tire)
3. Engine fluids (motor oil, coolant, transmission fluid)
4. Lights
5. Belts (fan, alternator, air conditioning)
6. Cooling system (radiator, radiator cap, thermostat and hoses)
7. Windshield wipers and wiper blades

