

TRINITY VALLEY COMMUNITY COLLEGE
ENVIRONMENTAL HEALTH AND SAFETY HANDBOOK

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ENVIRONMENTAL HEALTH & SAFETY COMMITTEE MEMBERS

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SECTION I

ADMINISTRATION

A. INTRODUCTION

An effective safety program requires total commitment by administration, faculty and staff. The key to this commitment is the development of a reasonable set of guidelines on safety practices under which all concerned are willing to operate and assume responsibility. Careful planning means all work will be based on an understanding of the hazards involved, knowledge of the work area and safe working procedures.

It is especially important that all levels of supervision and management accept the philosophy that accidents and injuries are preventable and reflect this in their actions. The extent to which supervision does this will determine the success or failure of the Safety (Accident Prevention) Program.

Accident prevention must be included in the performance of every task. It cannot be considered a separate entity, but is an integral part of every action, whether at work, home or play.

Accident prevention pays in the injuries it prevents, money and time it saves and the healthy attitude it creates. It also assures all personnel will return home safely after each day's work.

REMEMBER: SAFETY IS FOR LIFE

B. RESPONSIBILITIES OF INDIVIDUALS IN SAFETY ORGANIZATION

1. President

- a. Publishes, for wide distribution, statements of policy concerning safety.
- b. Assumes institutional responsibility for the general pattern of safety.
- c. Holds Vice-Presidents, Deans, Instructors of Laboratories, Division Chairpersons, and Staff accountable for the safety of all employees, Personnel and students associated with the College.
- d. Evaluates and makes decisions on the recommendation from the Health and Safety Committee.
- e. Appoints safety coordinator.

2. Safety Coordinator John miles

- a. Keeps and analyzes accident records.
- b. Conducts training activities for supervisors at all levels, as needed.
- c. Conducts activities for stimulating and maintaining interest in safety of personnel in various departments.
- d. Develops safety education programs for employees and students.
- e. Serves on departmental safety committee.
- f. Supervises and appraises accident investigations.

- g. Promotes, plans and directs a regular program of safety inspection.
- h. Checks for compliance with applicable safety laws and codes.
- i. Issues regular reports showing safety performance and accident trends.
- j. Serves in staff capacity.
- k. Reviews all drawings, projects and work orders concerning safety.
- l. Insures adequate preventive maintenance program.
- m. Establishes and maintains emergency and disaster plans.
- n. Establishes and approves protective equipment requirements.
- o. Establishes and administers safety procedures and standards.
- p. Obtains assistance required from Environmental Health and Safety Committee.
- q. Is responsible for safety training of new personnel.
- r. Updates safety manual as needed.

3. Environmental Health and Safety Committee

- a. Acts as safety consultants when the nature of the hazard cannot be resolved by routine measures.
- b. Acquaints itself with modern safety practices of similar laboratories and workshops and recommends implementation of such procedures, when beneficial. This familiarity can be achieved by reviewing current safety literature, having a member attend national safety meetings, and by enrolling in outside course work, when practical.
- c. Training can best be achieved by regular, well-planned, informative meetings.
- d. Keeps all existing and new personnel informed about existing and new safety rules and practices.
- e. Halts any unsafe practice until a safe method for the continuation has been adopted.

4. Environmental Health and Safety Sub-Committee

- a. Conducts a yearly safety inspection of the buildings and grounds.
- b. Conducts fire and tornado drills.
- c. Initiates the inspection of chemical showers, eye washes and fire fighting equipment. (This inspection is done in conjunction with the Maintenance Department.)
- d. Halts any unsafe practice until a safe method for the continuation has been adopted.
- e. Familiarizes all building occupants with emergency evacuation procedures.

5. Vice-Presidents, Deans, Directors, Division Chair-persons

- a. Publishes statement of policy reflecting and amplifying the President's statement as it pertains to a particular area.
- b. Responsible for safety programs pertinent to the personnel and facilities under his/her direction.
- c. Promotes safety policies as formulated by the safety committee or others and holds faculty members, supervisors and division chair-persons responsible for their implementation and enforcement.
- d. Authorizes necessary expenditures for safety.

6. Faculty Member, Staff or Student

- a. Works in accordance with accepted safe practices.
- b. Reports unsafe conditions and practices to their supervisor.
- c. Observes safety rules and regulations.
- d. Makes safety suggestions.
- e. Does not undertake jobs where safety is a factor that he/she does not

understand.

f. Is responsible for his/her personal safety.

7. Building Maintenance

- a. Acts on the safety recommendations of the Safety Committee.
- b. Maintains the safety of the buildings and grounds.
- c. Periodically checks the condition of special safety equipment, i.e. fire hoses and extinguishers, chemical showers, eye washes, etc. and repair as needed.
- d. Attends safety training workshops.

C. HAZARDS AND REPORTING

In almost every instance, a hazardous condition precedes an accident. The safety program's major concern is the prevention of accidents and hazardous conditions.

1. Hazardous conditions should be reported on the Safety Hazard Report form to the divisions chair-person, supervisor or any member of the safety Committee. (See Safety Hazard Report Form)
2. The Safety Hazard report should be completed in triplicate. The original is given to the party responsible for correcting the hazard. The second copy is sent to the Campus Dean for "follow up" purposes, and the third copy is forwarded to the Safety Coordinator.
3. If the hazardous condition is recorded by a Safety Committee member, he/she will forward the original to the person in charge of the area where the hazard exists. The person in charge should then promptly take necessary action.
4. When the hazardous condition is corrected, the person making the correction should note the action taken on the original of the Safety Hazard Report and return the original to the division head or supervisor for his/her approval and signature. The division head or supervisor should then forward the signed copy to the Campus Dean to complete their "follow up" to the Safety Coordinator.

D. ACCIDENTS AND ACCIDENT REPORTING

1. What should be done in the event of an accident cannot be stated in a simple set of rules. Remaining as calm as possible and exercising common sense are the best tools for coping with an accident. This section of the Safety Manual will, therefore, establish guidelines, which will generally be useful in the event of an accident.
2. In the event of a serious accident, resulting in injury, immediately call the EMERGENCY 911 NUMBER. Calmly explain to the operator (1) how many were injured, (2) how serious the injuries appear to be and (3) the location of the accident.
3. If the accident does not warrant the emergency squad but, nevertheless, needs medical attention, call the hospital and inform them that you are transporting an accident victim of Trinity Valley Community College to the hospital.
4. If the accident involves acid or base spilling, immediately flush the area with large amounts of water. Flushing should continue until it is certain that all contamination has been washed away. (Eye washes and chemical showers should be used without delay). Victim should be transported to the hospital for further treatment.

5. If the accident results in inhalation of toxic fumes or gas, take the victim outside immediately and call 911 to administer oxygen.

6. All accidents, simple or complex, must be reported to the Safety Coordinator, and the Campus Dean. A record of the accident is important to the employee/student as well as the college.
7. A copy of the accident report must be furnished to the Dean of Fiscal Affairs as soon as possible for risk management reporting.
8. Remember, if there is any doubt regarding the seriousness of an injury, summon the appropriate help needed. It is better to be safe than sorry.
9. First Aid Kits including spill kits for cleaning up blood and body fluid spills, and CPR shields are located in each building in the following locations:

Henderson County Campus:

Administration Building - Lounge
 Gibbs Academic Building - Faculty Lounge
 Liberal Arts Building
 Math-Journalism Building
 Technical Building - Dean of Occupational Education's office
 Fine Arts Building - Band Hall closet
 Horticulture Center - Instructor's office
 Agriculture Center - Instructor's office
 Auto mechanics Building - Instructor's office
 Welding Building - Welding classroom
 Cosmetology Building - Instructors office
 Tompkins Gym - Cheerleading Instructor's office
 Men's Gym - Athletic Department Secretary's office
 Cafeteria -n Food Service Manager's office
 Bookstore - Bookstore workroom
 Dormitories - Northwest, Northeast, West, South - Dorm Supervisor's rooms

Anderson County Campus

Administration Building - Business office
 CALS Building - Science classroom

Kaufman County Campus

Administration Building - Main office workroom
 Education Building - Science classroom

Health Science Center - Library

E. OFF-HOUR EMPLOYEE WORKING POLICY

1. There are certain types of work which require being continued after normal working hours. Occasionally, the nature of this off-hour work involves some risk. Should this be the case, a single individual should not be permitted to work alone.
2. When the above conditions exists, the judgment of risk involved rests with the Safety Coordinator or supervisor and he/she must decide whether or not this person should work alone during the necessary off-hours.
3. Except for regularly scheduled courses, all personnel must notify the Security Office when and where they will be working.

SECTION II

THE SAFETY PROGRAM

A. SAFE WORKING FACILITIES

The continuous practice of good housekeeping is essential to the prevention of accidents, fires and personal injuries. Faculty, staff and students are expected to keep work areas neat and orderly. A cluttered working environment is a dangerous place. By cleaning up after each task performed, a general housekeeping is necessary only occasionally. All personnel and students are responsible for:

1. Keeping benches, tables, hoods, floors, aisles and desks clear of all materials not being used.
2. Keeping an adequate passageway to exits clear.
3. Keeping clear space around showers, fire extinguishers, fire blankets and electrical controls.
4. Keeping floors free of liquids, spilled ice, oil, stirring rods, stoppers, electrical cords, pencils and other tripping hazards.
5. Reporting all loose tiles on floor to maintenance department.
6. Cleaning up spills and disposing of the materials used to absorb the spills.
7. Removing and disposing of broken glass.
8. Using proper waste-disposal receptacles for solvents, rags, Paper, etc.
9. Keeping containers clean and properly labeled.
10. Keeping the quantities of chemicals needed for current work.
11. Hanging clothing in its proper place; not draped over equipment, work benches or desks.
12. Placing boxes and chemicals at a safe height.
13. Securing all laboratories, classrooms, offices and shop areas at the end of each working day to insure the off-hour safety of buildings and those who may yet be working in it.
14. Knowing the location of the nearest exit from the building.
15. Smoking Prohibited in building.

B. PERSONNEL - STUDENT PROTECTION

Working in certain areas of the campus provides a greater danger to personnel and students than in other areas. Safety equipment must be worn in these areas whenever operational tasks are performed.

1. Safety glasses (goggles) must be worn at all times in the chemical laboratory and stockroom.
2. More complete eye protection is required for extra hazardous operations, i.e. chipping, grinding, painting, etc. Either cover goggles or safety glasses plus a full face shield are required.
3. Laboratory coats and aprons are required for chemistry and biology laboratories.
4. Rubber gloves should always be worn when the operator is handling corrosive materials, when in doubt about the toxicity of the material, or when handling pathogens or infected specimens.
5. All instructors and students should wear totally enclosed low heel shoes when working in the laboratories and shop areas.
6. All faculty, staff and students must wear dust masks when exposed to prolonged exposure to dust.
7. Proper safety equipment must be worn by all students and instructors at all times in the lab areas, laboratories, shop, and clinical areas.

C. SAFETY TRAINING

The implementation of a good safety program depends on effective training. It is everyone's responsibility to maintain an active safety interest and obtain the necessary information regarding safety policies and procedures.

1. Proper training should be given in inspection and hazard spotting emergency procedures in the event of a fire and in the proper use of fire extinguishing equipment. A floor-to-floor evaluation for tornado and fire drills should be scheduled.
2. Periodic spot inspections (preferably unannounced) should be made to determine the safety conditions under routine operations.
3. Safety meetings should be planned and scheduled, drawing attention to any "near miss" experiences.
4. Display safety posters and brochures in laboratories and shop areas.
5. Invite outside speakers on safety.

SECTION III

GENERAL SAFETY RECOMMENDATIONS

A. RECOMMENDATIONS

1. Laboratories, classrooms, hallways and shop areas should be well lighted.
2. There should be two exits located at opposite ends of laboratories and shop areas.
3. All exit signs should be checked for illumination and in full view of observer.
4. Fire extinguishers should be mounted in full **view**, within easy reach.
5. Exhaust ventilation should be located at upper and lower areas of laboratories and shop areas to remove light and heavy vapors.
6. All laboratories should be equipped with fume hoods.
7. Explosion-proof electrical equipment should be used in all areas.

B. HEAVY OBJECTS

1. Many injuries especially to the back, result from using improper techniques when lifting objects. When lifting an object from the floor, always bend the knees and hold the back straight so that the lifting effort is accomplished with the leg muscles instead of the back. Lift slowly so the weight of the object can be sensed and if it is too heavy either get help or a mechanical lifting device. Always wear a back brace when lifting heavy objects.
2. Objects should never be left standing or stored in an unstable position. If an object is top heavy, either lay it down or fasten it to something so it will not fall on anyone.
3. Heavy objects should not be stored at an elevation above the floor where they are a menace to a passerby.
4. Objects stored on shelves should be stabilized so that they cannot roll or fall on anyone.

C. CHEMICAL SAFETY

1. Appropriate safety equipment should be used whenever experiments are being conducted. Safety equipment includes safety glasses, rubber gloves, protective aprons, shoes, shields, etc. Safety glasses and laboratory aprons must be worn at all times.
2. Everyone should be familiar with the location and use of emergency equipment, such as first aid materials, fire extinguishers, eye washes and showers.
3. Laboratories should be kept clean and orderly with all chemicals properly labeled.

4. Before beginning each experiment, potential hazards which may be associated with the experiment should be reviewed and then necessary precautions taken to counteract or eliminate them.
5. Repeated or prolonged contact with all laboratory chemicals should be avoided.
6. All glass tubing should be fire polished. Lubricate glass tubing with glycerin before inserting into rubber stoppers.
7. Fume hood should be used for all toxic vapors.
8. Material Safety Data Sheets should be acquired on all chemicals.
9. Used chemicals should not be returned to stock container.
10. Horseplay and practical joking should never be engaged in the laboratory.
11. Compressed gas cylinders must be secured with a strap or chain at all times.
12. No one should ever work alone in the laboratory.

D. MACHINES

All machines are dangerous to a degree and deserve proper respect. Rotating machines are dangerous for two reasons. One is the possibility of mechanical failure with subsequent flying debris. The second safety hazard connected with rotating machines is the danger of entrapment in the rotating parts.

1. Suitable guards should be used to avoid the danger of clothing, hair, hands or feet becoming entangled in the rotating parts.
2. Wearing loose clothing should be avoided and hair should be secured to avoid becoming entangled in moving parts.
3. Guards should be in place to cover belt drives, chain drives or shaft drives on machines at all times when machines are running.
4. Hands should always be well out of range of cutting tool.
5. Inexperienced or untrained personnel should not operate any machine unless an experienced operator supervises the operation of the machine.
6. Cutting machines should not be used when the cutting tool is dull since this increases the pressure required on the cutting edge and increases danger of mechanical failure.
7. Suitable eye and face protection should always be worn when using any machine.
8. The temperatures reached with an acetylene torch produces an appreciable amount of ultraviolet radiation and this can damage the eyes if suitable goggles and face shields are not worn.

E. COMPRESSED GASES

1. Compressed gas cylinders should be stored and transported with shipping caps on.
2. Large cylinders should be transported only by means of a wheeled cart to which the cylinder is secured.

3. Cylinders should be stored and used in an upright position. (Exception: Lecture bottles may be stored horizontally.)
4. Cylinders should always be securely clamped to a firm support.
5. The content of cylinder should be known before making any connections.
6. A reducing valve or a preset pressure controller should always be used.
7. A cylinder valve should not be lubricated, modified, or tampered with.
8. Cylinders should not be heated or stored near a heat source.

F. ELECTRICAL EQUIPMENT

1. Equipment should not be used if power cords are frayed or control switches and thermostats are not in good working order.
2. All equipment and hands should be kept dry while handling.
3. No one should try to repair equipment themselves. This should be done by qualified personnel.
4. Grounded outlets should always be used. Do not overload outlets.
5. Electrical equipment such as mixers or hot plates should not be used around flammable solvents.
6. One should never try to by-pass any safety device on a piece of electrical equipment.
7. In case of a fire on or near electrical equipment, only carbon dioxide or dry powder fire extinguisher should be used.

G. PATHOGENS

Universal precautions is an approach to infection control. According to the concept of universal precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and other bloodborn pathogens. Universal precautions shall be observed at all times to prevent contact with blood or other potentially infectious materials.

1. The following engineering and work practice controls are in place at this facility in order to minimize or eliminate employee exposure.
 - a. Hand washing is required at this facility. Faculty and students should wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment. Faculty and students should wash their hands or any other skin with soap and water or flush mucous membranes with water immediately or as soon as feasible following contact of these areas with blood or other potentially infectious materials and to report such exposures immediately to Campus Dean or Security Office after 5:00 p.m. File a report with Campus Dean Safety Coordinator and Dean of Fiscal Affairs.

Whenever hand washing facilities are not feasible, antiseptic hand cleaners or towelettes should be used. Whenever antiseptic cleansers or towelettes are used, the area should be washed with soap and water as soon as possible.

- b. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a risk of an occupational exposure.
- c. Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or bench tops where blood or other potentially infectious materials are present.
- d. The bending, shearing or recapping of contaminated needles and other sharps is prohibited.
- e. Immediately or as soon as possible after use, contaminated sharps are to be placed in appropriate containers until they can be disposed of. The containers should be puncture resistant, leak proof on the sides and bottom, and have been labeled or color coded in accordance with applicable provision.
- f. Mouth pipetting/suctioning of blood or other infectious materials is prohibited.
- g. Leak resistant containers shall be used during the collecting, handling, processing, storing, transporting or shipping of blood specimens or other infectious materials. The containers are labeled or color coded and closed prior to shipment. If outside contamination occurs, the primary container shall be placed in a second container, which prevents leakage.
- h. All containers are color coded or labeled in accordance with applicable state and local regulations.
- i. All equipment is examined prior to servicing or shipping and is decontaminated as soon as possible. In the event that decontamination of specific equipment or portions of such equipment is not feasible, a readily observable label, the biohazard symbol and the word "biohazard" will be attached to the equipment stating which portions remain contaminated.
- j. The work site must be maintained in a clean and sanitary condition. The actual decontamination procedure to be used is based upon the location within the facility type or surface to be cleaned, type of soil present and tasks or procedures being performed in the area.
- k. Broken glassware, which may be contaminated shall not be picked up directly with the hands. It must be cleaned up using mechanical means, such as a brush and dustpan, tongs or forceps.
- l. Reusable receptacles which have a reasonable likelihood for becoming contaminated with blood or other potentially infectious materials shall be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination.

SECTION IV

CAMPUS POLICE DEPARTMENT

A. POLICE OFFICERS

PRIMARY RESPONSIBILITIES

1. Provide services and protection to buildings and property of the College, and faculty, staff and students occupying same.
2. Prevent attempts by unauthorized persons to gain access to College property or buildings to violate or damage in any manner.
3. Perform duties as required by law, College policy or as instructed by supervisor, unless deemed unlawful.
4. Conduct preliminary investigations into violations of applicable laws and ordinances occurring within the officer's jurisdiction and range of authority.
5. Enforce minor laws relating to vagrancy, begging, loitering, drunkenness and other forms of offensive public conduct.
6. Issue traffic citations to violators for violations occurring within the officer's jurisdiction and range of authority.
7. Check all buildings as designated within the officer's jurisdiction and when violations occur, make an arrest if necessary.
8. Promptly submit reports to campus Chief or Vice President of Student Services.
9. Survey and take appropriate action to repress disorderly conduct connected with disputes and demonstrations occurring within the officer's jurisdiction: and to exercise control over crowds gathering on College property.
10. Maintain control of incidents and disruptions on campus.
11. Cooperate and communicate with local police departments and other law enforcement agencies.

RADIO PROCEDURES

When an officer or supervisor is called on the radio, he/she will answer with his/her call number and location.

PERSONAL CONDUCT

Employees shall be courteous and respectful at all times.

PERFORMANCE OF EMPLOYEES

Employees shall perform their duties as required by law, departmental policies and as ordered by Chief of Police. Failure or deliberate refusal of any employee to obey a lawful order given by the Chief of Police shall be considered insubordination.

FIRING OF WEAPON

An officer firing a gun, except on the pistol range, shall report the incident in writing to the Chief of Police.

B. RECOMMENDATIONS

1. Fire Zones, No Parking, Handicapped Parking, Student Parking, Faculty Parking and Speed Limit signs should be posted.
2. College should have police coverage twenty four hours per day, seven days per week, with adequate personnel.
3. There should be two phone lines available for use.
4. In-service training for officers who are not state certified should be provided. Training should include report writing, crime prevention and control, escort service, etc.
5. The Anderson County Campus and Kaufman County Campus needs a full-time officer on duty at all times. A courier should be trained for running errands and making deliveries.
6. Officers should establish and maintain a working knowledge of laws and ordinances within his/her jurisdiction; and the rules and policies of the College campus police.
7. Every officer should be required to pass state firing range test every year as required by law.
8. Officers should answer the telephone in this manner: Trinity Valley Community College Campus Police and give their name.
9. Full time officers should have keys to all buildings and offices on campus.
10. Adequate pagers are needed so that officers can be reached when on duty. All employees should be aware of the pager numbers in case of an emergency.
11. A full-time dispatcher is needed during the night shifts.
12. Dependable vehicles are needed.
13. Background checks should be done on all personnel.
14. An Incident Report should be completed on all incidents occurring on campus before officer completes his/her shift.

15. Officers shall use the chain of command in the handling of any departmental business.
16. Questions regarding departmental problems, official duties policies and procedures should be directed to the Chief of Police.
17. Officers shall not operate departmental equipment unless authorized to do so. Extreme care shall be exercised in the use of departmental equipment at all times.

c. STUDENT MOTOR VEHICLE REGULATIONS

REGISTRATION

1. All students operating motor vehicles on the Trinity Valley Community College campus must register their vehicles at the time of class registration.
2. Registered vehicles will be issued a Trinity Valley Community College parking permit (decal). To obtain a permit, the student must present a current student identification card (or receipt for fees paid). There is no charge for parking permits at time of registration. Vehicle registration procedures apply to part-time, as well as full-time students, with an additional fee or \$5.00 for extra permits.
3. The permit issued at the time of class registration shall be affixed to the bottom of the rear window, so that the permit is clearly visible. Motorcycles and similar vehicles shall display the permit on the rear of the vehicle, so that it is clearly visible from behind.
4. If a permit is lost, becomes illegible or invalid due to expiration, it is the student's responsibility to immediately re-register the vehicle.
5. Permits are non-transferable.
6. The person who registered a vehicle and was issued a permit for it is at all times responsible for that vehicle, regardless of who is driving the vehicle. If the vehicle is sold, the decal should be removed.
7. Parking permits are subject to revocation by administration in the event of repeated violations of campus parking and traffic regulation.
8. Handicapped parking will be by handicapped license tags only. A temporary handicapped permit may be issued to a student with a demonstrated ambulatory limitation. Contact the campus police for additional information.
9. State law requires all persons operating and riding in a motor vehicle to wear seat belts.
10. If student sells old vehicle, and brings in current permit from vehicle, permit is reissued at no charge.

PARKING REGULATIONS

1. Backing into or pulling through campus parking spaces is prohibited. The vehicle permit displayed on the rear window must be visible from parking lot thoroughways at all times.

2. Student parking permits allow parking in all unmarked areas. Handicapped Signs are reserved for handicapped parking.
3. Reserved spaces are restricted Monday through Friday, 7:00 a.m. to 5:00 p.m. Handicapped parking spaces are reserved at all times.
4. Temporary use of an unregistered or borrowed vehicle must be registered with Campus Police upon the arrival on campus. Temporary permit can be issued for a 10 day period of time. Failure to comply with this regulation could result in tickets issued.
5. If overnight parking is necessary, please notify the campus police.
6. Parking is prohibited in fire lanes and loading zones.
7. Excessive amount of tickets (7) can result in vehicle being towed at owners expense.

TRAFFIC REGULATIONS

1. No person shall willfully fail or refuse to comply with any lawful order or direction of any campus police officer with authority to direct, control or regulate traffic.
2. Campus police officers shall place and maintain such traffic control devices (signs, signals, markings) in compliance with state laws and city ordinances, as deemed necessary for the safe regulations of traffic. No person shall willfully fail or refuse to comply with such a traffic control device. Nor shall any person alter, deface, knock down or remove such a traffic control device.
3. Any driver arrested for driving any vehicle under the influence of alcohol or drugs will be charged and taken to jail.
4. No person shall drive a vehicle at a speed greater than is reasonable and prudent under the actual and potential hazards then existing, regardless of the posted speed limit. The speed limit in all campus parking lots and all service or access roads is 10 mph.
5. The driver of any vehicle involved in an accident resulting in injury or death of any person, or damage to the property of another, shall immediately stop the vehicle at the scene of the accident and remain there until the requirements below have been fulfilled:

The driver shall render any aid possible to any person injured, including arranging for transportation of injured person to a hospital.

The driver shall give his or her name and address and the identification number of his or her vehicle and shall, upon request, exhibit his or her driver's license to an officer of Trinity Valley Community College and/or to the person struck.

The driver shall immediately notify the campus police department and shall remain at the scene of the accident until an investigation is complete.

If the accident involves a collision with an unattended vehicle, the driver shall immediately stop and notify campus police.

OTHER REGULATIONS AND PROVISIONS

1. The parking and traffic regulations apply to motorcycles, motorbikes, motor scooters and mopeds just as they apply to other vehicles.
2. No motorized vehicles or bicycles will be permitted to operate on campus sidewalks, except vehicles for disabled students.
3. Every operator and passenger of a motorcycle or motorscooter shall wear an approved safety helmet while the vehicle is in motion.
4. College vehicles on emergency business are exempt from the rules of this section.
5. Skateboarding in parking lots sidewalks and in buildings, at Trinity Valley Community College is prohibited.
6. The College assumes no responsibility for any damage to motor vehicles, or for any other loss, while the car is driven or parked on campus.
7. During special events, certain parking and/or driving areas may be restricted.

PENALTIES

The fines currently charged to violators of College parking regulations are \$5.00 for:

Parking:

- Within 10 feet of a fire hydrant
- In a loading zone
- In a driveway
- In a designated tow-away zone
- Beside a yellow curb
- On sidewalks
- On lawns
- Out of zone
- Double parking, or otherwise obstructing traffic

The cost goes up for each additional ticket not to exceed \$25.00. All tickets after the 5th ticket is \$25.00 each.

2. Permit-Release Offenses:

- Failure to register a vehicle for a permit
- Falsification of records for the purpose of obtaining or attempting to obtain a zone permit; obtaining a permit for an unauthorized person; or using a permit on a vehicle other than that for which the permit was issued shall be considered improper display of permit.

Fines not settled within current semester shall result in students having a "Traffic Hold" placed on their student records. This will prevent students from registering for any future semesters at Trinity Valley Community College until the fine has been paid and "Hold" has been cleared.

E. POLICIES AND PROCEDURES FOR RENDERING EMERGENCY MEDICAL ASSISTANCE

1. Police officers should not undertake to render direct emergency medical assistance to persons on the campus who suffer an injury or illness unless the officer possesses a certificate that fully qualifies him or her to render the specific kind of emergency medical assistance required.
2. If emergency medical assistance is required at any time, call 911.

SECTION V

EVACUATION

A. POLICIES AND PROCEDURES FOR RESPONDING TO A FIRE

1. A minor fire is one that can be brought under control with a fire extinguisher. Persons encountering a minor fire on the campus should first activate the nearest fire alarm so that evacuation of the facility can begin immediately. After activating the fire alarm, the person who discovered the fire should then proceed to the nearest fire extinguisher and use it to extinguish the fire in accordance with the basic operating regulations printed on the extinguisher.
2. A major fire is one that cannot be brought under control single handed with a fire extinguisher. Persons encountering a major fire should immediately activate the nearest fire alarm so that evacuation of the facility may begin without delay. Following that they should telephone 911, identify themselves and the location of the fire. They should then proceed to the main entrance of the campus to meet the fire truck and direct fire department personnel to the fire.
3. Other procedures to follow in the event of a major fire are as follows:
 - a. Each structure on campus should be equipped with an emergency escape plan posted throughout the structure and these plans should be followed in a calm and orderly fashion.
 - b. In the event that there is no visible escape plan, calmly determine, which stairway and/or exit is closest and proceed in that direction.
 - c. Before attempting to open a closed door, feel the door handle and, if it is hot, do not open it.
 - d. If all exits are blocked, go to a window and call for help.
 - e. If you are exposed to smoke, get down on your hands and knees and keep as low as possible.
 - f. If possible, open the top and bottom of windows to allow smoke to get out and air to get in.
 - g. Once everyone has evacuated the building, they should proceed to a designated gathering area so that all occupants can be accounted for and so that they will not hinder the efforts of fire fighters.
 - h. Persons who evacuate a structure should not attempt to return to the structure to retrieve any items until the building has been cleared for reentry by College officials.

B. POLICIES AND PROCEDURES FOR RESPONDING TO A TORNADO WATCH OR WARNING

1. When the national Weather Service issues a tornado watch, it means that tornadoes and severe thunderstorms are possible. When a warning is issued, it means that a tornado has been detected.
2. When a tornado watch or warning has been issued during the regular work day, the ranking security officer on duty shall notify the office of the President and Dean. Each Dean shall notify each division chair-person under his or her supervision and all employees and students will be notified. When a tornado watch or warning has been issued outside of the hours of the regular work day, the ranking security officer on duty shall notify anyone who may be working.
3. When a tornado warning has been issued, persons shall be directed to take the following safety precautions:
 - a. Take shelter immediately and do not go outdoors.
 - b. Close all windows and doors.
 - c. If possible, seek refuge in a basement; this is the safest place to be during a tornado.
 - d. If a basement is not available, seek refuge in a small room with no windows such as a closet or bathroom.
 - e. If there are no small rooms available, take cover under heavy furniture in a central room in the structure.
 - f. If there are no central rooms available, take refuge in a hallway away from any doorways or windows. Sit with your back against the wall and with your knees drawn into your chest.
4. All precautions that are put into effect in response to a tornado warning shall remain in effect until an authorized official of the College indicates that the immediate threat of a tornado has passed.

C. POLICIES AND PROCEDURES FOR RESPONDING TO FLOODING

1. A flood watch is issued whenever a flood becomes a threat to our areas. Persons in the area of the watch should listen for further advisories and be prepared to act promptly if a flood warning is issued.
2. A flood warning is issued when danger of high water is expected in a specific area within twenty-four hours.
2. When the campus is threatened by the effects of a flood, the following steps should be taken:
 - a. Keep a radio tuned to a local station and follow the instructions. Remain calm, but if you are told to evacuate, move out of the structure to designated higher grounds.
 - b. Turn off all utilities, do not touch any electrical equipment unless it is in a dry area, and avoid the use of telephones.
 - c. Avoid travel in automobiles since roads may be washed away by flood waters and rapidly rising waters could carry the vehicle away.
 - d. Persons trapped in a structure by rapidly rising flood waters should move to the top floor or roof of the structure and wait for help. They should not attempt to swim to safety.
 - e. Persons should keep their radios tuned to local stations for updates and other vital information.
 - f. Stay out of disaster areas, since sightseeing interferes with essential rescue and recovery work and may be dangerous as well.

- g. Avoid loose or dangling wires and report them immediately to the authorities.
- h. Make a conscious effort to prevent fires since decreased water pressure may make fire fighting difficult.

SAFETY HAZARD REPORT

TO: MAINTENANCE

FROM:

DATE:

RE: EXISTING HARZARD/LOCATION:

RECOMMENDATIONS:

DATE HAZARD CORRECTED: _____

Signature of Division Head/Supervisor

Follow up comments:

RETURN TO SAFETY COORDINATOR WHEN COMPLETED

ACCIDENT REPORT FORM

1. Personal Data (Injured Person):

Name _____ Phone#: _____

Address: _____

_____ Employee _____ Student _____ Visitor

Witness (If Any):

Name: _____ Phone#: _____

Address: _____

Name: _____ Phone#: _____

2. Location:

Building: _____ Room#: _____

Location of Room: _____

Instructor: _____

Course Number: _____ Section#: _____

3. Date: _____ Time: _____

4. Nature and Extent of Injury:

5. Result:

6. Action Taken:

First Aid ___ Yes ___ No Taken to Hospital: ___ Yes ___ No

Administered By: _____ Transported By: ___ Ambulance ___ Car

7. If accident resulted in fire:

How was the fire extinguished? _____

Fire Alarm sounded? _____ Yes _____ No

Fire Department called? _____ Yes _____ No

8. If accident resulted in property damage:

Describe briefly the extent of damage: _____

9. Person Preparing the Report:

Name: _____ Phone#: _____

Address: _____

**File Copy with campus Dean, Safety Coordinator
And Dean of Fiscal Affairs**