

KCTCS
Ashland Community and Technical College

**S A F E T Y
AND
CRISIS
MANAGEMENT
PLAN
2006-2007**

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FORWARD

This safety-crisis manual provides necessary information concerning regulations pertaining to the safety of the persons who utilize all campuses of Ashland Community and Technical College and to correct action **in** a crisis situation. The information contained in this document is intended to eliminate, or to reduce significantly, safety hazards and losses of property and equipment as well as **to** guide personnel in a crisis-response plan.

For your convenience, in reference to specific rules and regulations, consult the Kentucky Community and Technical College System web-site: <http://www.kctcs.edu/employee/policies/volumeII/volII3-3-25.pdf>

SECURITY ON CAMPUS

Michael Minger Act (13 KAR 2:100)

which took effect in July, 2000, is a Kentucky state law. It requires post-secondary, public colleges, universities, and private institutions licensed by the Kentucky Council on Postsecondary Education (CPE) to report campus crimes to their employees, students, and to the public on a timely basis. (<http://www.securityoncampus.org/schools/mingeract/>).

In accordance with this act the institution must be responsible for the following: to

1. create a crime log to record campus incidents;
2. create special reports where there are ongoing threats to students and employees;
3. report crime statistics annually to the CPE which monitors all reports;
4. grant institutional property access to State Fire Marshal for inspection and investigation;
5. report each fire or threat of fire to State Fire Marshal's office and local authorities under penalties.

Further regulations for 13 KAR 2:100 are available on the above web-site.

Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act (Crime Awareness & Campus Security Act of 1990),

as part of the Higher Education Act of 1965, is a federal law.

Public colleges and universities, as well as private post-secondary institutions, must report annually all information regarding campus crime and security policies. Any post-secondary institution which participates in federal student aid programs must submit policies and procedures regarding:

1. crime reporting,
2. crime prevention,
3. substance abuse,
4. sexual offenses, and
5. crime definitions.

ACTC INCIDENT REPORTING

Refer to ACTC web-site: http://www.ashland.kctcs.edu/security/reporting_crimes.htm

ACTC INCIDENT LOG

Refer to ACTC web-site: http://www.ashland.kctcs.edu/security/minger_report.asp.

http://www.ashland.kctcs.edu/security/cleary_report.asp

WHAT IS A CRISIS-EMERGENCY?

A Crisis-Emergency is a situation in which primary responders are necessary, i.e., Fire Department, EMT, Police Department.

EMERGENCY NUMBERS (IF CALLING FROM AN ACTC PHONE)

Ambulance.....9-9-1-1
Fire Department.....9-9-1-1
Police.....9-9-1-1

ACTC Campus Security:
College Deputy Sheriff: (606) 922-8389;
CDC - Ext. 62176, cell 922-4470;
RDC - Ext. 62401, cell 923-3605;
TDC - Ext. 62270, cell 923-7246;
President's Office – Ext. 62042

ACTC Maintenance Emergency Pager.....Ext. 922-5245

Kentucky State Police.....9-1-800-424-8802
Kentucky State Police (local).....9-928-6421

Utilities:

American Electric Power.....9-1-800-572-1113

Columbia Gas of Kentucky.....9-1-800-432-9515

Water – Ashland Department of Utilities.....9-327-2018

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Poison Control Center.....9-1-800-722-5725

Hospitals:

King’s Daughters Hospital.....9-327-4000

Our Lady of Bellefonte Hospital.....9-833-3333

EMERGENCY NUMBERS TO CALL:

9-9-1-1

COLLEGE DEPUTY SHERIFF – (606) 922-8389

ACTC CAMPUS SECURITY:

- CDC - Ext. 62176, cell 922-4470**
- RDC – Ext. 62401, cell 923-3605**
- TDC – Ext. 62270, cell 923-7246**

ACTC MAINTENANCE EMERGENCY PAGER – 922-5245

CRISIS MANAGEMENT TEAM

Dr. Greg Adkins, ACTC President & CEO (62042)

Dean of Academic Affairs (62163)

Willie McCullough, Dean of Student Affairs (62068)

Stu Taylor, Director of Safety & Security (62409)

Karen Walters, Dean of Business Affairs (62063)

Gayle Fritz, Coordinator of Public Relations (62134)

John McGlone, Director of Public Relations (62400)

Judy Chabot, Chemical Hygiene Officer (OSHA-KCTCS) (62084)

Louise Shytle, Dean of Institutional Advancement (62077)

Janie Kitchen, Coordinator of Nursing Program (62087)

**Donald O’Pell, Security Representative & Coordinator of Criminal Justice Program
(62217)**

Information Desk Staff (62076) (62157)

Emmett Blevins, Safety Trainer (OSHA), Security & Building Superintendent (62027)

Shirley Horn, Safety Trainer (OSHA), Facilities Maintenance Team Leader, (62121)

Leliah Wheeler, Safety Representative, Goodpaster Building, (62182)

Matt Onion, Director of Library Services, Safety Representative (62113)

Sandra Gussler, KinderCollege Daycare Safety Representative (62104)

Bill Rudie, ACTC Deputy Sheriff (606) 922-8389

Tri-Campus Representatives:

Becky Gehringer (CDC), First Aid Instructor/Responder (62023)

Robert Chaffins (RDC), First Aid Instructor/Responder (62478)

Rick Collier (TDC), OSHA- trained First Aid Responder (62467)

CRISIS-EMERGENCY LOCK DOWN PROCEDURES

Each campus and building should have specific procedures for securing all entrance doors and all classroom doors, and for communicating the status of the situation with the crisis team leader.

- Call for lock down.
- Secure classroom doors, if possible.
- Close blinds or shades.
- Remain in lock down until all-clear signal is given (to be determined).

ACTIONS TO BE TAKEN

IN A

CRISIS-EMERGENCY

In the event of a crisis-emergency, the following actions should be taken by the employee:

- **Always respond to the emergency first.** If first aid or emergency personnel are warranted, the College employee should take the necessary steps to handle the situation.
- **Notify the President or Designee.** Once the situation has been addressed, the employee should notify the campus administrator of the situation. This could be done by sending a student or fellow employee to the President or to the President's designee.
- **Crisis Management Team Activated.** *The President or designee will take the necessary steps to activate the CMT, should the need arise.*

The President will make the decision to involve outside assistance.

- An Incident Report obtainable from KCTCS Human Resources must be completed for all Crisis situations. Reports are to be given to the Assistant Dean of Campus Affairs.

The National Incident Management System (NIMS) provides measures for nation-wide compliance in homeland security for schools, administration, and responders. Four-level tests for certification are in place through completion of the NIMS on-line ICS -700 Course for college personnel to ensure a unified, incident command-post. <http://www.training.fema.gov/EMIWeb/IS/IS700.asp> . In the event of a pandemic, the administration will participate in the Pandemic Local Policy through homeland security.

CRISIS-EMERGENCY MEDIA REQUESTS

All requests for information regarding an emergency/crisis situation from any outside media source, i.e., newspaper, radio, television should be channeled through the President's Office or the President's designee.

IN CRISIS-EMERGENCY SITUATIONS, DO NOT MAKE ANY STATEMENTS TO THE MEDIA.

If pressed for information, simply state that all media requests are to come through the President's Office, and any statements about the situation will come from that office.

In situations where outside authorities (i.e., police, fire) are in charge of emergency/crisis, all released information must be approved by that authority.

STUDENT/STAFF CRISIS

Suicide/Attempted Suicide

- Assess suicide means/weapon/drugs.
- Call 9-9-1-1(if from an ACTC phone).
- Render First Aid/CPR.
- Notify College Deputy Sheriff - (606) 922-8389; **ACTC Campus Security: CDC – Ext. 62176, cell 922-4470; RDC – Ext. 62401, cell 923-3605; TDC – Ext. 62270, cell 923-7246; ACTC Maintenance Emergency Pager - 922-5245; President's Office – Ext. 62042.**
- Secure the area.
- Isolate the witnesses.

FURTHER ACTIONS MAY INCLUDE:

- Secure health/emergency cards.
- Communication with staff, including a written statement (utilize team leaders, if

necessary).

- CMT member is assigned to follow victim's schedule.
- Announce the availability of counseling.
- Faculty can identify students who need counseling. (A faculty member who is called to the scene, or is in direct communication with student victim and with those students who are affected by the situation, can alert a crisis team member and a responsible party (parent or relative) who would recommend that these students receive counseling.)
- Document who receives counseling and needs follow-up.
- Complete incident report.
- Debrief staff.
- CMT meets to debrief.

Death/Homicide

- Call 9-9-1-1 (if from an ACTC phone).
- Notify College Deputy Sheriff (606) 922-8389; ACTC Campus Security: CDC – Ext. 62176, cell 922-4470; RDC – Ext. 62401, cell 923-3605; TDC – Ext. 62270, cell 923-7246; Maintenance Emergency Pager – 922-5245; President's Office – Ext. 62042
- Secure the area.

FURTHER ACTIONS MAY INCLUDE:

- Isolate the witnesses (do not allow them to talk to anyone).
- Secure emergency/health cards.
- Inform staff (verbal and written communication).
- CMT member assigned to follow victim's schedule.
- Notify family (in person, if possible).
- Announce the availability of counseling.
- Update communications.
- Complete incident report.
- Debrief staff.
- CMT meets to debrief.

Sexual Assault

- Call 9-9-1-1 (if from an ACTC phone).
- Render First Aid (if necessary).
- Notify College Deputy Sheriff - (606) 922-8389; ACTC Campus Security: CDC – Ext. 62276, cell 922-4470; RDC – Ext. 62401, cell 923-3605; TDC – Ext. 62270, cell 923-7246; Maintenance Emergency Pager – 922-5245; President's Office - 62042.
- Make victim comfortable.
- Isolate witnesses.

FURTHER ACTIONS MAY INCLUDE:

- Secure health/emergency cards.
(Do not allow victim/witnesses to talk to anyone.)
- Inform staff (verbal and written communications).
- Update communications.
- Debrief staff.
- CMT meets to debrief.

Hostage Situations

- **Assess the situation.**
- **Security: Clear surrounding areas/evacuate.**
- **Call 9-9-1-1 (if from ACTC phone).**
- **Notify College Deputy Sheriff - (606) 922-8389; ACTC Campus Security: CDC – Ext. 62176, cell 922-4470; RDC – Ext. 62401, cell 923-3605; TDC – Ext. 62270, cell 923-7246; Maintenance Emergency Pager – 922-5245; President’s Office - 62042.**

FURTHER ACTIONS MAY INCLUDE:

- Identify leader(s) of takeover.
- Document action/investigation
- Update communications.
- Debrief staff.
- CMT meets to debrief.

EMERGENCY NUMBERS TO CALL:

9-9-1-1

COLLEGE DEPUTY SHERIFF – (606) 922-8389

ACTC CAMPUS SECURITY:

CDC – Ext. 62176, cell 922-4470

RDC – Ext. 62401, cell 923-3605

TDC – Ext. 62270, cell 923-7246

ACTC MAINTENANCE EMERGENCY PAGER: 922-5245

FIRE* WEAPONS * VIOLENCE

Fire

- Call 9-9-1-1 (if from an ACTC phone).
- Evacuate building at the nearest exit. Do not use the elevator. Disabled persons are to be taken to stairwells for evacuation by emergency responders.
- Call College Deputy Sheriff (606) 922-8389;
ACTC Campus Security: CDC – Ext. 62176, cell 922-4470; RDC – Ext. 62401, cell 923-3605; TDC – Ext. 62270, cell 923-7246; ACTC Maintenance Emergency Pager – 922-5345; President’s Office – Ext. 62042.
- Contact Utilities as needed.

FURTHER ACTIONS MAY INCLUDE:

- Update communications.
- All staff meets for feedback and debriefing.
- CMT meets to debrief.

Weapons on Campus (Not Police Officials)

- Assess the situation.
- Call 9-9-1-1 (if from an ACTC phone).
- Notify College Deputy Sheriff (606) 922-8389; **ACTC Campus Security: CDC – Ext. 62176, cell 922-4470; RDC – Ext. 62401, cell 923-3605; TDC – Ext. 62270, cell 923-7246; ACTC Maintenance Pager – 922-5245; President’s Office – Ext. 62042.**
- Get accurate description.

FURTHER ACTIONS MAY INCLUDE:

- Isolate student/individual (if possible).
- If it is offered, take the weapon
- Update communications.
- All staff meets for feedback and debriefing.
- CMT meets to debrief.

If person still has weapon:

- Confer with law enforcement agency.
- Notify College Deputy Sheriff – (606) 922-8389; **ACTC Campus Security: CDC – Ext. 62176, cell 922-4470; RDC – Ext. 62401, cell 923-3605; TDC – Ext. 62270, cell 923-7246; ACTC Maintenance Emergency Pager – 922-5245; President’s Office – Ext. 62042.**
- Notify staff discreetly.
- Evacuate area and/or Lock Down area, as appropriate. If evacuation occurs, direct disabled persons to the safest area (i.e., stairwell,

- elevator, **or** locked room).
- Update communications.
- All staff meets for feedback/debriefing.
- CMT meets to debrief.

Violence/Riot

Identify leaders of disturbance.

FURTHER ACTIONS MAY INCLUDE:

- Assess the situation.
- Call 9-9-1-1 (if from an ACTC phone).
Update communications.
- **Notify College Deputy Sheriff – (606) 922-8389; ACTC Campus Security: CDC – Ext. 62176, cell 922-4470; RDC – Ext. 62401, cell 923-3605; TDC – Ext. 62270, cell 923-7246; ACTC Maintenance Pager – 922-5245; President’s Office – Ext. 62042.**
- All staff meets for feedback and debriefing action/investigation.
- **Isolate Area.**
- CMT meets to debrief.

EMERGENCY NUMBERS TO CALL:

9-9-1-1

College Deputy Sheriff (606) 922-8389;

ACTC CAMPUS SECURITY:

**CDC – Ext. 62176, cell 922-4470; RDC – 62401, cell 923-3605; TDC 62270, cell
923-7246**

ACTC MAINTENANCE EMERGENCY PAGER: 922-5245

BOMB THREATS

- Use bomb threat form (below).
- Keep caller on the telephone as long as possible.
- Call the telephone company and have them trace the call, if possible.
- **Call 9-9-1-1 (if from an ACTC phone); or use a different line.**
- **Notify College Deputy Sheriff – (606) 922-8389; ACTC Campus Security: CDC – Ext. 62176, cell 922-4470; RDC – Ext. 62401, cell 923-3605; TDC – Ext. 62270, cell 923-7246; ACTC Maintenance Emergency Pager – 922- 5245; President’s Office – Ext. 62042.**
- Evacuate building. Disabled persons are to be taken to stairwells for evacuation by emergency responders.
- Update faculty/staff.
- Update communications.
- All staff meets for feedback and debriefing (if necessary).
- CMT meets to debrief.

Bomb Threat Call Checklist

Time and date reported: _____ How
reported: _____ Exact words of
caller _____

Ask:

When is bomb going to explode? _____ What kind of
bomb is it? _____ What does it look
like? _____ Why did you place the
bomb? _____ Description of the caller’s
voice: _____
Male? ___ Female? ___ Young? ___ Middle-Aged? ___ Elderly? ___ Accent? ___ Tone of
Voice? _____ Intoxicated? _____ Speech Problem? _____ Background
Noise? _____ Time caller hung
up? _____ Remarks: _____

Name, Address, and Telephone Number of Recipient_____

Where are you calling from?_____

Call: 9-9-1-1

Notify College Deputy Sheriff - (606) 922-8389; ACTC CAMPUS SECURITY: CDC – Ext. 62176, cell 922-4470; RDC - Ext. 62401, cell 923-3605; TDC- Ext. 62270, cell 923-7246; OR ACTC MAINTENANCE EMERGENCY PAGER - 922-5245; President’s Office – Ext. 62042.

KIDNAPPING/CUSTODIAL INTERFERENCE

- Call 9-9-1-1 (if from an ACTC phone).
- Notify College Deputy Sheriff - (606) 922-8389; **ACTC Campus Security: CDC – Ext. 62176, cell 922-4470; RDC – Ext. 62401, cell 923-3605; TDC – Ext. 62270, cell 923-7246; ACTC MAINTENANCE EMERGENCY PAGER – 922-5245; President’s Office – Ext. 62042.**
- Get good description.

FURTHER ACTIONS MAY INCLUDE:

- Secure student’s emergency card.
- Notify parents.
- Do not release any information to the media.
- CMT meets to debrief.

EMERGENCY NUMBERS TO CALL:

9-9-1-1

College Deputy Sheriff - (606) 922-8389;

ACTC CAMPUS SECURITY: CDC – Ext. 62176, cell 922-4470; RDC – Ext. 62401, cell 923-3605; TDC – Ext. 62270, cell 923-7246.

ACTC MAINTENANCE EMERGENCY PAGER - 922-5245

INTOXICATION

Attend to the individual; remain calm; speak in a soft voice; maintain eye contact, and do

not threaten in any way.

- Send someone (if possible) to summon assistance.
- Isolate the person from contact with other students and staff, if possible.
- Encourage the person to talk about his/her experience and feelings.
- Make no effort to physically restrain the person, unless to protect yourself. If intervention is necessary, act slowly and calmly.
- Protect the individual's privacy.
- Do not leave the individual alone.
- Triage affected students.
- Communicate with them individually to reassure them and to dispel rumors.
- Provide transition for the person before he/she returns to campus.
- Debrief staff.
- Crisis team meets to debrief.

EMERGENCY NUMBERS TO CALL:

9-9-1-1

College Deputy Sheriff - (606) 922-8389

ACTC CAMPUS SECURITY:

CDC – Ext. 62176, cell 922 4470;

RDC – Ext. 62401, cell 923-3605;

TDC – Ext. 62270, cell 923-7246

ACTC MAINTENANCE EMERGENCY PAGER: 922-5245

MEDICAL EMERGENCIES

Such as: Heart Attack, Seizure, Cuts, Broken Bones, Asthma Attack, Burns, Drug Overdose

- Assess the situation.
- **Call 9-9-1-1 (if from an ACTC phone), if medical attention is needed.**
- **Notify College Deputy Sheriff – (606) 922-8389; ACTC Campus Security: CDC – Ext. 62176, cell 922-4470; RDC – Ext. 62401, cell 923-3605; TDC – Ext. 62270, cell 923-7246; ACTC Maintenance Emergency Pager – 922-5245; President's Office – Ext. 62042.**
- Follow standard First Aid/CPR procedures.
- Clear the area.
- Debrief staff.
- CMT meets to debrief.

EMERGENCY NUMBERS TO CALL: 9-9-1-1

College Deputy Sheriff - (606) 922-8389

ACTC CAMPUS SECURITY:

CDC – Ext. 62176, cell 922-4470;

RDC – Ext. 62401, cell 923-3605;

TDC – Ext. 62270, cell 923-7246

ACTC MAINTENANCE EMERGENCY PAGER - 922-5245

Explosion

- Call 9-9-1-1 (if from an ACTC phone).
- Evacuate building according to evacuation routes posted by classroom doors.
- Disabled persons are to be taken to stairwells for evacuation by emergency responders.
- Render First Aid/CPR.
- Notify College Deputy Sheriff – (606) 922-8389; **ACTC Campus Security: CDC – Ext. 62176, cell 922-4470; RDC – Ext. 62401, cell 923-3605; TDC – Ext. 62270, cell 923-7246; ACTC Maintenance Emergency Pager – 922-5245; President’s Office – Ext. 62042.**
- Contact Utilities as needed.

FURTHER ACTIONS MAY INCLUDE:

- Update communications.
- All staff meets for feedback and debriefing
- CMT meets to debrief.
- Document.

ANGRY OR HOSTILE STUDENT, COMMUNITY MEMBER, OR EMPLOYEE

In communicating with an angry student, community member, or employee:

- **Summon help.**
- **Be courteous and confident.**
- **Remain calm.**
- **Allow the opportunity for person to express feelings/concerns (*Let them talk/vent.*)**

FURTHER ACTIONS MAY INCLUDE:

- Do not touch.
- Keep at a reasonable distance.
- Listen respectfully.
- Listen objectively.
- Meet in a neutral location if possible.
- Leave door open, or have another staff member join you.
- Avoid blame. Focus on what can be done.
- Ask questions, such as: “How can I help you get the services you need?” “How can we work together?” “What kinds of support can we put in place to help you succeed?”
- Following the meeting, report any concerns you may have to your supervisor/division chair.
- Alert the counselor and other faculty who may need to know of your concern, being careful to maintain professional confidences.
- Provide the individual, additional assistance, if appropriate.

ACCIDENTS

DEPENDING UPON THE NATURE OF THE ACCIDENT, YOU MAY NEED TO

On-Campus

- Call 9-9-1-1 (if from an ACTC phone), if needed.
- Render First Aid/CPR.
- Notify College Deputy Sheriff – (606) 922-8389; **ACTC Campus Security: CDC – Ext. 62176, cell 922-4470; RDC – Ext. 62401, cell 923-3605; TDC – Ext. 62270, cell 923-7246; ACTC Maintenance Emergency Pager – 922-5245; President’s Office – Ext. 62042.**
- Activate CMT.
- Remove students from area.
- Secure emergency/health card.
- Update communications.
- Complete incident report.
- All staff meets for feedback and debriefing.
- CMT meets to debrief.

Off-Campus/College-Related

- Call 9-1-1.

- Render First Aid/CPR.
- Determine involved parties.
- Notify College Deputy Sheriff – (606) 922-8389; **ACTC Campus Security: CDC – Ext. 62176, cell 922-4470; RDC – Ext. 62401, cell 923-3605; TDC – Ext. 62270, cell 923-7246; ACTC Maintenance Emergency Pager – 922-5245; President’s Office – Ext. 62042.**
- Update communications.
- Complete incident report.
- All staff meets for feedback and debriefing.
- CMT meets to debrief.

Car-Wreck (COLLEGE-RELATED ACTIVITIES)

- Call 9-9-1-1
- Render First Aid/CPR.
- Notify College Deputy Sheriff – (606) 922-8389; **ACTC Campus Security: CDC – Ext. 62176, cell 922-4470; RDC – Ext. 62401, cell 923-3605; TDC – Ext. 62270, cell 923-7246; ACTC Maintenance Emergency Pager – 922-5245; President’s Office – Ext. 62042.**
- Activate CMT.
- Determine involved parties.
- Notify families.
- All staff meets for feedback and debriefing.
- CMT meets to debrief.

EMERGENCY NUMBER TO CALL: 9-9-1-1

College Deputy Sheriff (606) 922-8389

ACTC CAMPUS SECURITY:

**CDC – Ext. 62176, cell 922-4470;
RDC – Ext. 62401, cell 923-3605;
TDC – Ext. 62270, cell 923-7246.**

ACTC MAINTENANCE EMERGENCY PAGER: 922-5245

HAZARDOUS MATERIALS

LEAKS AND SPILLS

- Determine source of leak/spill*
- Evaluate what chemicals are involved (if possible).
- Note the visible signs.
- Note the physical symptoms of victim(s).
- Call 9-9-1-1 (if from an ACTC phone).
- Notify College Deputy Sheriff – (606) 922-8389; **ACTC Campus Security: CDC – Ext. 62176, cell 922-4470; RDC – Ext. 62401, cell 923-3605; TDC – Ext. 62270, cell 923-7246; ACTC Maintenance Emergency Pager 922-5245; President’s Office – Ext. 62042.**

FURTHER ACTIONS MAY INCLUDE:

- Check for report of spills.
- Secure emergency health cards/student/staff roster.
- Document disposition of affected student(s).
- Send information about incident with anyone going for medical treatment.
- Notify families of affected person(s).
- Update communications.
- Staff meets for feedback and debriefing.
- CMT meets to debrief.

***Off-Campus Source:** Shut off all air conditioning, vents, and fans. Have students remain inside unless otherwise instructed.

***On-Campus Source:** Evacuate students to outside area (upwind) unless otherwise instructed.

EMERGENCY NUMBERS TO CALL:

9-9-1-1

College Deputy Sheriff (606) 922-8389

ACTC CAMPUS SECURITY:

CDC – Ext. 62176, cell 922-4470; RDC – Ext. 62401, cell 923-3605; TDC – Ext. 62270, cell 923-7246

ACTC MAINTENANCE EMERGENCY PAGER: 922-5245

WEATHER-RELATED EMERGENCIES

Weather-Related Closings:

Most weather closings of schools will occur overnight; however, a few may occur during the school day. Faculty/Staff and students should be reminded to listen to local radio stations and to local television stations for weather/closing announcements.

Closing the College as the Result of Severe Weather:

Only the President or administrator in charge has the authority to close the College. When this action is to be taken, the President will notify the College Deans and Maintenance and Operation Superintendent. In addition, local radio and television stations will be notified and asked to broadcast the notice of closing.

TORNADO *FLOODING *SNOW *ICE

1. *If a weather-related emergency/storm is forecast, or has hit the area, the President, or his designee, will determine if school will remain open.*
2. *Monitor local radio stations to be updated on weather conditions.*
3. *If a storm develops during the school day, the President or designee will determine the action to be taken, and advise the faculty and other appropriate staff.*

If necessary:

Pending

- Evaluate situation (dependent on type of disaster, imminence, **and danger, and monitor media.**)
- Notify faculty/staff.
- Update communications

Occurred

- Call 9-9-1-1 (if from ACTC phone), if necessary.
- Notify **College Deputy Sheriff – (606) 922-8389; ACTC Campus Security: CDC – Ext. 62176, cell 922-4470; RDC – Ext. 62401, cell 923-3605; TDC – Ext. 62270, cell 923-7246; ACTC MAINTENANCE EMERGENCY PAGER: 922-5245; President’s Office – Ext. 62042.**
- Notify faculty/staff.
- Contact utilities, if needed.
- Update communications.
- All staff meets for feedback and debriefing, if necessary.
- CMT meets to debrief, if necessary.

Tornado Plan

If, in the judgment of the President or administrator in charge, the threat of impending danger from tornado or destructive wind warrants it, the following actions may be taken:

1. The dismissal of all classes and assemblies of students and employees to go to the nearest, safest location in the building. The safest location in the tri-campus buildings, as determined by the Building, Grounds, and Safety Committee, is the center of the lower level, or located in a basement.
2. When notified of a warning of severe weather, the Maintenance and Operation (M&O) Unit will activate the p. a. system. All students, faculty and staff will proceed in an orderly manner to the lower level of the building, or in a basement.
3. All doors should be closed and lights turned off by designee(s).
4. **All persons** should sit on the floor with backs directly against the wall, in a line formation, along the hallway. They should lower their heads between their knees and their hands clasped over the backs of their heads until all danger is past. An all-clear signal will be given by M&O Unit-verbal clearance - if there is an electrical outage. Everyone should remain in these "safe" areas until, in the opinion of the President, the threat of danger is past;
5. Upon receiving the all-clear signal, all administrators, Division Chairs, and members of the M&O Unit will meet at the entrance foyer to assess damage.

Flooding

Because of the elevations of the three College campuses, flooding is not likely. However, during the periods of flooding, the President or administrator in charge will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

Ice and Snow

In the event that ice and/or snow threaten to make highway travel hazardous, the President or administrator in charge may dismiss classes to allow commuters to return home safely.

Self-Determination Policy

No student should attempt to attend class or employee report to work if, in **his/her** opinion, or on the warning of law enforcement officials, travel conditions in their area are unsafe, or if other circumstances would place **life** or health in jeopardy.

PERSONAL RESPONSIBILITY FOR SAFETY

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

INDIVIDUAL RESPONSIBILITY

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

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

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

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

Any injury, which occurs at work, no matter how slight, or **any accident, which causes damage to property**, shall be reported immediately to the person in charge. All injuries and accidents should be reported to the Supervisor, or other person assigned to conduct the investigation, within 24 hours.

The KCTCS Safety Report Form can be obtained at the following web-site:

<http://www.kctcs.edu/businessservices/FORMS/FM84.doc>

If anyone observes another who is about to endanger himself, another person, or property while at the College, he should intervene immediately.

FIREARMS

Firearms, ammunition, explosives or other weapons are prohibited on College campuses.

Exceptions to this policy are limited to the following:

Law enforcement agencies in the performance of their normal duties may carry firearms on College properties.

ALCOHOLIC BEVERAGES AND/OR UNLAWFUL DRUGS

These are not allowed on College properties, and the use of such is prohibited. No one is to report to work **exhibiting** any effects of alcoholic or unlawful drug consumption.

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

ACCIDENT AND EMERGENCY PROCEDURES

General Guidelines

Instructors, at the beginning of each semester, should discuss the safety and evacuation plan with their students, and ask who will need assistance in evacuating the building in case of an emergency. A student who will be unable to evacuate him/herself should be asked if he/she has an emergency evacuation plan. The student is the expert on his/her limitations and may already know what to do if an evacuation is necessary. The teacher may also refer the student to the DSS coordinator at the beginning of each semester for assistance in developing an evacuation plan. The student will be instructed about our policy and encouraged to pursue appropriate means of evacuation.

1. If the emergency occurs in the classroom, the instructor of the class assumes responsibility for carrying out the emergency procedures.
2. If the emergency occurs outside the classroom, the first college employees on the scene should assume responsibility for carrying out the emergency procedures.
3. The emergency number for the ambulance service is 9.911. Programmable cell phones should be set up for speed call.
4. An accident report must be filed on all accidents within 24 hours of occurrence.
5. **"Assist students with mobility impairments to the nearest, safe stairwell landing. Then exit the building and notify College Personnel (President, Dean, Division Chairperson, or DSS Coordinator), at ACTC's designated tri-campus location, of these students. A qualified rescue worker will evacuate the students."**
6. **Staff or students should not transport a victim under any circumstances.**

Specific Procedures for Students

Instructors, at the beginning of each semester, should discuss the safety and evacuation plans with their students, and ask who will need assistance in evacuating the building in case of an emergency. A student who will be unable to evacuate him/herself should be asked if he/she has an emergency evacuation plan. The student is the expert on his/her limitations and may already know what to do if an evacuation is necessary. The instructor may also refer the student to the DSS coordinator at the beginning of each semester for assistance in developing an evacuation plan. The student will be instructed about our policy and encouraged to pursue appropriate means of evacuation, and to follow procedure.

1. Determine if the situation is minor or serious.

- a. If injury is minor, a qualified responder should provide first aid kit items and render assistance as requested by student who is injured.
2. If Serious:
- a. Determine if first aid is necessary. A qualified responder should provide first aid items and administer them as needed, and, if necessary, request assistance in rendering first aid.
 - b. Contact the Office of Student Affairs. They, in turn, will call for an ambulance.
 - c. Notify the Office of Student Affairs to assist with procedures.
 - d. Stay with victim until emergency treatment personnel arrive. Staff and students should not transport victim under any circumstances.**
 - e. Determine identity of victim and provide pertinent information about victim to emergency personnel. The Office of Student Affairs should have that information.
 - f. The Office of Student Affairs will contact family or relative if victim is transported to hospital or if injured student needs to be picked up and injuries do not warrant emergency transport or if victim makes request.
 - g. Assist students with mobility impairments to the nearest, safe stairwell landing. Then exit the building and notify College Personnel (President, Dean, Division Chairperson, or DSS Coordinator), at ACTC's tri-campus designated location, of these students. A qualified rescue worker will evacuate the students.**

EMERGENCY EVACUATION PLAN

Individuals are responsible for their own actions in emergency situations. The following guidelines are intended to provide a coordinated set of procedures for persons at the college. Examples of emergency situations include water main break, gas leak, etc. These situations could lead to building evacuation.

1. There are emergency exit diagrams posted on the walls of the hallways as well as in classrooms. Instructors should make students aware of these plans at the beginning of each semester by pointing out the exit door and nearest stairway, as well as the proper method for exiting the classroom. Supervisors in the other rooms or offices are responsible for informing their employees of the exit plan for that location.
2. Once an employee becomes aware of an emergency situation, it is that person's responsibility to notify appropriate personnel. **For example, an emergency- paged Maintenance and Operations staff member (922-5245) is responsible for notifying the proper authorities.**
3. When the emergency system is sounded, **everyone must immediately** stop all activity and prepare to leave the building.
4. Lights and equipment should be turned off.

5. **Doors are to be closed.**
6. All persons should walk at a steady pace, in single file, on each side of the hallway. Do not panic, but proceed immediately to the exit door designated for your location.

BUILDING EVACUATION INSTRUCTIONS

When the Alarm Sounds

1. Stop what you are doing and immediately leave the area, moving as quickly as possible.
2. **Close any windows and doors, and turn off lights.**
3. Do not use the elevator, but proceed to the nearest building exit and keep walking up to at least 200 feet away from the building.
4. Do not re-enter the building until an authorized person has instructed you to do so.
5. The same procedures will be followed any time the fire alarm is sounded, as any sounding may be the indication of an actual fire.
6. If the alarm has sounded, and it is not a test, and if you have knowledge of the location of the pulled station, smoke or heat detector or actual smoke and/or fire, please pass this information to an authorized person.
7. Classes should stay together, and the faculty member in charge of the class should conduct a check of students to determine who have evacuated the building. Supervisors are responsible for their areas.
8. All persons are to move 200 feet away from the building.
9. NO ONE is to reenter the building. If someone is missing, do not go back into the building; but go to the designated area and tell one of the fire department members or college officials.
10. The President, Dean of Academic Affairs, Dean of Business Affairs, Dean of Student Affairs, Operations Superintendent, Director of Library Services, and Division Chairs are to meet at the designated area for instructions. Other faculty and staff should be evenly distributed at other exit areas to assist in proper evacuation of the building.

ASSISTING THE HANDICAPPED FROM THE BUILDING IN EMERGENCY

1. **Instructors, at the beginning of each semester, should discuss the safety and evacuation plans with their students, and ask who will need assistance in evacuating the building. A student who will be unable to evacuate him/herself should be asked if he/she has an emergency evacuation plan. The student is the expert on his/her limitations and may already know what to do if an evacuation is necessary. The instructor may also refer the student to the DSS coordinator at the beginning of each semester for assistance in developing an evacuation plan. The student will be instructed about our policy and encouraged to pursue appropriate means of evacuation, and to follow procedure.**

2. The elevator should not be used during an emergency evacuation of the building.
3. The mobility-impaired will be assisted to the stairwell on their respective floors, and, at their discretion, will be assisted from the building, or they may wait for the arrival of the fire department for assistance.

Assist students with mobility impairment to the nearest safe, stairwell landing. Then exit the building to the designated location and immediately notify College Personnel (President, Dean, Division Chairperson, or DSS Coordinator), at ACTC's tri-campus designated location, of these students. A qualified rescue worker will evacuate the student.

REPORTING A SAFETY HAZARD OR CONCERN

A concern may be reported to any member of the Buildings, Grounds, and Safety Committee, which is charged with the review and recommendation of policies concerning safety issues at Ashland Community and Technical College. A list of current committee members is located in the Ashland Community and Technical College Governance handbook located on the ACTC Home Page. Inquiries may be made in the Office of Business Affairs.

FIRST AID STATIONS AND SAFETY EQUIPMENT ACTC ALL-COLLEGE LOCATIONS

COLLEGE DRIVE CAMPUS

Main Building (#2)

Room Numbers: 224, 213, 164, 165, 166, 462, 463, 466

Contents: cold packs, triangular bandages, CPR masks, and/or tourniquet

LRC (Library) Building (#1)

Room Numbers: L288, L265B, L267, L380

Contents: eyewash, cold packs, and/or triangular bandage

Goodpaster Building (#4)

Room Numbers: G101, G208, G308M

Contents: cold packs, triangular bandages

ROBERTS DRIVE CAMPUS

All buildings have first aid kits.

Contents: cold packs, bandages

TECHNOLOGY DRIVE CAMPUS

Welding Laboratory Room 128; Industrial Maintenance Lab Room 113; Fluid Power Lab Room 115; Electrical Lab Room 119; Electrical Classroom Room 111; Machine Tool Laboratory Room 124; Business and Industry Room 139.

Contents: cold packs, bandages

OSHA has no mandatory requirements for first aid kits. Its recommendation, however, is that a first aid kit contains items pertinent to the needs of a particular workplace.

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=1062

FIRST AID KITS SHOULD BE CHECKED AND REPLENISHED PERIODICALLY BY PERSON(S) RESPONSIBLE.

Maintenance and Operations has other safety equipment such as goggles, safety ladders, earplugs, ear mufflers, rubber aprons, gloves, hard hats, warning and hazardous signs. Contact them for your specific safety needs.

PARKING FOR HANDICAPPED

Reserved parking spaces are available in the faculty and student parking lots for the handicapped, provided these persons, who have been verified as such, have display an ACTC car tag. These spaces are monitored on a daily basis. Vehicles parked in handicapped spaces must have a state handicapped permit (provided driver or passenger is handicapped). Otherwise, the vehicle will be ticketed or towed. In addition to a permanent disability, a person with a temporary handicap, such as a broken leg, would be eligible for a temporary handicapped parking permit. Individuals should see the Disability Services Coordinator for a temporary permit.

HOUSEKEEPING

Good housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. Oil and chemical spills should be cleaned up promptly to eliminate slipping and fire hazard. All work areas must be kept free of tools, materials, draped hoses, extension cords, and other objects that create hazards. Cleaning up the area where you are working is part of the job. A job is not completed until the area is cleaned. Water, oil or other liquids, or excessive dust, dirt, or any other **observed** debris spilled on floors represent serious slipping hazards and should be cleaned up immediately.

TOOLS AND EQUIPMENT

Many accidents are caused by the improper use of tools and equipment and by the use of defective tools and equipment. No one should be allowed to operate equipment unless he/she has been properly instructed and is qualified to use it.

Tools and equipment will be kept in proper operating condition and used only for the purpose for which they **are** designed.

Tools and equipment should be inspected at regular intervals. **Any tool** that develops defects while in use should be taken from service, tagged, and not used again until restored to proper working condition. No one should tamper with, or render inoperative, safety guards and switches on machinery.

Eye protection should be used when operating any grinding, cutting, drilling, or power-driven tool.

MOTOR VEHICLE

Driver's License Requirements

No one will be permitted to operate a College vehicle unless he/she possesses a valid driver's license. If anyone who is required to drive a College vehicle has had his/her license revoked, he/she must report this to his Supervisor immediately.

Use of College Vehicles

It is the driver's responsibility to always operate a College vehicle in conformance with the applicable motor vehicle laws, all local ordinances, and within the guidelines of this Safety Plan.

It is the driver's basic responsibility to make sure the vehicle is in safe operating condition before starting each trip. Such things as lights, brakes, tires, and gas should be checked.

Seat belts and shoulder harnesses, where provided, will be worn whenever the vehicle is in motion.

Drivers must report any needed repairs or suspected problems to the Maintenance & Operations Superintendent.

FIRE PREVENTION AND SECURITY

Fire Prevention

Everyone should exercise good judgment and conduct themselves in a manner that would prevent fires while on ACTC property.

Instructors, at the beginning of each semester, should discuss the safety and evacuation plans with their students, and ask who will need assistance in evacuating the building in case of an emergency. A student who will be unable to evacuate him/herself should be asked if he/she has an emergency evacuation plan. The student is the expert on his/her limitations and may already know what to do if an evacuation is necessary. The instructor may also refer the student to the DSS coordinator at the beginning of each semester for assistance in developing an evacuation plan. The student will be instructed about our policy and encouraged to pursue appropriate means of evacuation.

If a fire should occur, contact your supervisor or administrator in charge. If the fire is small, stay calm, select the proper extinguisher and attack the fire if it can be done safely. The following chart describes the different types of fires normally encountered and the proper extinguisher to use in each case.

Assist students with mobility impairments to the nearest safe stairwell landing. Then exit the building to the designated location and immediately notify College Personnel (President, Dean, Division Chairperson, or DSS Coordinator), at ACTC's tri-campus designated location, of these students. A qualified rescue worker will evacuate the student.

Types of Fires

Ordinary Combustible Materials
Such as paper, wood and trash

Flammable Liquid and Gases Such as
Gasoline, Lubricating Oils and Natural Gas

Electrical Such as Electronic Instruments
and Switchgear Installations

Types of Extinguisher & Agents

Water (Preferred) and
Multi-Purpose

Dry Chemical (Preferred)
and Carbon Dioxide

Carbon Dioxide (Preferred)
and Dry Chemical

Storage of Flammable Liquids

Metal containers and/or safety cans equipped with flame arresters and spring activated caps should be used for the storage and handling of all flammable liquids with a flash point of less than 100 degrees Fahrenheit.

OPEN FLAME POLICY

The following will be a policy for all campuses of Ashland Community & Technical College. The National Fire Protection Association "Life Safety Code Handbook" which was adopted by the State Of Kentucky lists the following information about open flames. Code number 31.2.3 states the following. "Open Flame Devices. No open flame devices shall be used in any assembly occupancy". Our campus buildings are considered assembly areas. Therefore, with the following exceptions no open flame devices will be allowed on campus; the exceptions being laboratories using Bunsen burners, mechanical shops using welding, and burning devices. There shall be no burning of candles in any classrooms or offices. What we have discovered is that some people are going home and leaving candles burning. This could result in a serious fire resulting in the destruction of buildings and injury to personnel.

FIRE DRILL RULES AND INSTRUCTIONS

The following rules and instructions shall be reviewed in each office, office complex, work area, and classroom:

Fire Alarms:

Use the fire alarm system to save lives, and not to injure, maim or cause death. Do not tamper with the fire equipment or alarm system, as required in KRS 438.200.C 47, 1968 (false fire bomb alarms and penalty). **Any person who "...transmits in any manner to the fire department of any city, town, village or fire protection district a false alarm or fire, knowing that at the time of such transmission there is no reasonable ground for believing that such fire exists;**

OR

transmits in any manner to another, a false alarm, to the effect that a bomb or other explosive of any nature is concealed in such a place that its explosion would endanger human life, **and knowing at the time**

of such transmission that there is no reasonable ground for believing that such bomb or explosive is concealed in such a place, shall, upon being found guilty,

1. Be deemed guilty of misdemeanor **AND**
2. **Shall be fined and/or confined in the County Jail.”**

ONE WALK-THROUGH (ANNOUNCED) FIRE DRILL WILL BE HELD THE FIRST PART OF EACH SEMESTER. A SECOND WALK - THROUGH (UNANNOUNCED) DRILL WILL BE HELD AT AN UNANNOUNCED DATE AND TIME TO MEASURE THE RESPONSE TO PROCEDURES AND QUALITY OF FOLLOWING THE RULES AND INSTRUCTIONS.

If this second drill is successful in quality and time, another surprise drill will not be needed for the balance of the semester.

SOLVENTS, CHEMICAL CLEANING, WATER TREATMENT AND OTHER CHEMICALS

All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times.

Anyone handling flammable liquids or chemicals of any type should wear appropriate protective clothing and will comply with industrial safe practice and the safety instructions on the container label with regard to both the use and storage of these materials.

Responsibility

It is the responsibility of everyone to be aware of the hazards related to the use of chemicals such as those found in solvents, cleaning agents, and water treatment materials, and to follow precautions related to their use.

Hazards to be considered in the use of these materials are the following:

- (a) SKIN CONTACT AND/OR ABSORPTION, causing dermatitis, eye injury, or internal damage;
- (b) INGESTION, causing injury to internal organs;
- (c) INHALATION, causing asphyxiation, intoxication, or damage to mucous membrane and internal organs.
- (d) FLAMMABILITY, COMBUSTIBILITY, REACTIVITY, causing fire or explosion.

First Aid

First aid procedures vary depending on the chemical nature of the material in question. Follow the instructions on the container label.

In the event that a person should come in contact with solvents or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of fifteen (15) minutes.

If anyone ingests chemical materials or is splashed with a hazardous material and irrigation facilities are not available, he should immediately be referred to a hospital emergency room.

SAFETY IN THE LABORATORY AND SHOP

Safety in the laboratory and shop is the responsibility of anyone who must work or visit there. Safety is achieved through education, training, and provision of protective equipment, as well as the enforcement of safety rules.

The administration, maintenance and operations supervisors, **and** laboratory supervisors are responsible for providing safe conditions for employees and students. Faculty and maintenance supervisors are responsible for enforcing safe conditions.

GENERAL GUIDELINES FOR LABORATORY AND SHOP SAFETY

General guidelines for lab and shop instructors and their students are outlined below. Each course may have its unique set of safety needs; therefore some alterations and/or additions may be appropriate.

1. Safety should be addressed in lab syllabi.
2. Food and drink should not be brought into the lab or shop.
3. Lab-appropriate clothing and shoes should be worn and emphasized. Bare skin does not deflect chemical spills. Open-toed shoes and flip-flops do not adequately protect feet from dropped and/or broken glass, or spills.
4. Safety glasses should be worn by all laboratory personnel and students when anyone is working with chemicals, microbes, glass, welding materials, moving equipment, and **whenever the situation** is deemed necessary.
5. In the event of a chemical spill or glass breakage, especially if it is a mercury spill, collect the material immediately and dispose of it in regulation containers.
6. Laboratory work areas should be cleaned by students after use. Balances, microscopes, pH meters, and shop equipment should be kept clean and stored properly.
7. Instructors and students should be advised of **the** safe handling and **the** disposal of chemicals. Everyone should be aware of Material Safety Data Sheets on chemicals and of the meaning of NFPA **zero-to-four** labels showing Health, Flammability, Reactivity, and Protective Gear codes. Hazardous chemicals should be labeled accordingly. Label **all** bottles of liquids **and solids** to avoid misuse.
8. Labs should be well-ventilated, particularly through the use of fume hoods, when students are working with chemical substances, especially those of a volatile **or noxious** nature. It would be prudent to find alternative situations for students who are pregnant.
9. Locations of safety equipment should be noted by students, especially first aid, shower, and eyewash stations. These should be checked often. Fountain and faucet eyewashes should be purged free of air at least every two weeks. Check the charge on the fire extinguishers monthly. To check proper hood flow, do a qualitative test monthly, using an air flow-rate gauge.
10. Review periodically the contents of first aid kits and safety stations, and replace these as needed.

CHEMICAL SAFETY EDUCATION

Employee Information and Training

The College President shall ensure employee training is conducted, and shall appoint designated person(s) for providing safety training for the College.

Chemical Safety Information and Training

The trainer shall provide employees: faculty, staff and management, with information and training on workplace hazards, including hazardous chemicals in the work areas and laboratories. This training is introduced at the time of their initial assignment and when a new hazard is brought into the work area. The training is in concordance with the HAZARD COMMUNICATION PROGRAM 29 CFR 1910.1200.

Training and information shall be accomplished by:

- Classroom-type instruction with audiovisual aids;
- Work station instruction.

The information and training will cover:

- chemical and physical hazards in the workplace;
- how to lessen or prevent exposure to these hazardous chemicals;
- what the college has done to lessen or prevent exposure to these chemicals;
- procedures to follow if employees are exposed to these chemicals;
- how to use Material Safety Data Sheets;
- methods and observations employees may use to detect the presence of a hazardous chemical they may be exposed to;
- the health hazards, symptoms, first aid, and emergency procedures to follow in case of overexposure;
- spill or leak procedures to follow;
- personal protective equipment requirements and use;
- special precautions to follow when handling chemicals.

After attending the training and information class, each employee will sign a Verification of Training form stating that he or she received and understood the training presented. The Verification of Training form shall be kept in the departmental personnel file.

Laboratory Workers Information and Training

All individuals who work in laboratories, and who may be exposed to hazardous chemicals must be apprised of the hazards of chemicals present in their work area. Their information and training as outlined below must be provided before initial assignment and before new exposure situations. Equipment necessary for safe handling of hazardous substances must also be provided.

It is the responsibility of the Chemical Hygiene Officer to ensure that all laboratory workers have been properly trained. **If called upon, Occupational Health personnel will give presentations concerning general laboratory safety practices.** However, training specific for the ACTC laboratory is the responsibility of the Chemical Hygiene Officer (CHO). The frequency of the refresher information and training must be determined by the CHO.

Special Hazardous Materials Training is **MANDATORY** for anyone who will be generating hazardous waste.

The ACTC laboratory worker must be informed of the location and the availability of the following:

"Occupational Exposures to Hazardous Chemical in Laboratories" (The OSHA Standard - see Appendix 1 of the Chemical Hygiene Plan);

The ACTC Chemical Hygiene Plan (CHP);

Reference materials on chemical safety, including Material Safety Data Sheets (MSDS's);

Permissible Exposure Limits (PEL's) for OSHA - regulated substances. If there is no applicable OSHA standard, the recommended exposure limits or threshold limit value (TLV) may be provided.

Contact KCTCS Occupational Health, Facilities Management Office, 300 N. Main, Versailles, KY 40283 at 1-859-257-3220;

Signs and symptoms associated with exposure to hazardous chemicals found in the laboratory.

ACTC laboratory supervising faculty, laboratory supervisors, and laboratory workers must have training in the following areas:

- methods used to detect the presence or release of the hazardous chemical. Examples of detection include visual appearance, odor, detector papers, and monitoring devices;
- health hazards associated with chemicals;
- safe work practices; use of personal protective equipment, and emergency procedures to ensure protection from overexposure to hazardous chemicals.
- use of medical examinations and consultations.

The manufacturers' Material Safety Data Sheets will generally contain much of the above information and training requirements of the OSHA Lab Standard (1910.1450). Laboratory supervisors and workers should understand the relevant MSDS's and other comparable literature on the hazardous chemicals which are used and stored in their laboratories. The laboratory supervisor must provide additional training for specific hazards.

Material Safety Data Sheets can be obtained from the chemical supplier or from KCTCS Facilities Management Office, 300 N. Main, Versailles, KY 40383, 1-859-257-3220. ACTC should have its own set of MSDS files for ready reference.

Student Lab Safety Information and Training

Students must receive laboratory safety orientation from their laboratory instructor before actual experiments are performed. They must be informed about the proper procedures for lighting Bunsen burners, use of fume hoods, handling glassware, mixing chemicals, and proper disposal of chemicals. They should be informed of the location and use of safety equipment which includes-safety eyeglasses or goggles, gloves, aprons, masks, safety shower, safety eyewash, wool blankets, and fire extinguisher. Emergency procedures must be posted in each laboratory. Emergency phone numbers must be posted in each laboratory. **The 9-911 emergency number can be called from the laboratories.**

CHEMICAL STORAGE

Chemical containers must be stored in designated OSHA-approved stockrooms, cabinets, and explosion-proof refrigerators. They should be stored only temporarily in fume hoods. Chemical containers should not be placed on the laboratory floor or on student benches.

Hazardous materials should be stored in compatibility with other chemicals. They should be labeled properly and used in a safe manner. Gas cylinders should be confined in a stable, contained structure during use, and should be stored in a cabinet or storeroom compatible with the environment. Exits, aisles, and other open areas in laboratories should not be used for chemical storage, nor on storage room floors or on top shelves above eye-level.

Chemicals must be stored as compatible groups:

- Oxidizers must be isolated from flammable
- Flammable solids and liquids should be stored in a dedicated flammable storage cabinet.
- Toxic chemicals or poisons should be located in a locked storage room
- Store acids in an OSHA-approved acid cabinet, preferably of wood construction with poly-laminated interior. Store nitric acid in an isolated area of the acid cabinet. Inorganic acids and some organic acids can be stored in the same cabinet.
- Store bases in a base cabinet. A metal cabinet is acceptable for base storage.
 - Shelves should have anti-roll lips, and shelf assemblies should be affixed to walls.
 - Certain reactive chemicals should be stored in a low-temperature environment, according to manufacturer's recommendations. It is advisable to have an explosion-proof refrigerator for these chemicals.

SPILL PREVENTION AND CONTROL FOR FLAMMABLE LIQUIDS

1. Flammable liquids should be stored in regulation containers, such as metal cans, manufactures' glass bottles, or in reagent storage bottles, one-liter size or less.
2. Flammable liquids containers should be stored in OSHA-approved cabinets. They should not be stored, even temporarily, in a precarious or potentially dangerous area.
3. Where recommended, certain flammable liquids should be stored in an explosion-proof refrigerator.
4. Flammable liquid stock containers should not be hand-carried, but rather transported in bottle carriers or on carts to fume hoods for emptying into other containers.
5. Flammable liquids stock containers should not be hand-carried from a fume hood to a laboratory bench. Liquid transfers should be made in the fume hood.
6. Fume hoods where flammable liquids are stored should be uncongested. Fume hoods should be clear for operations to prevent accidental bumping and jostling of containers.

7. Students should work 6 inches beyond the ledge of the fume hood to avoid spills onto the body or floor.
8. Student operations at the laboratory bench should be secure, with stopper and/or clamped glassware wherever possible.
9. Walkways in front of fume hoods and storage areas should be clear.

EMERGENCY CONTINGENCY PLAN FOR CHEMICAL SPILL

Despite one's best efforts to prevent a chemical spill, the event of one cannot always be foreseen, especially in a laboratory where **students** are working in every location. This prompts us to be prepared to act quickly and avert complications of a spill.

Keep bags of vermiculite available to spread over the spill and absorb it.

Use spill pillows, which can be obtained from a safety supply company.

Spill pillows are used to surround the spill and to absorb it.

Sweep up vermiculite and place it in a solid waste container with a screw cap. The container should be labeled appropriately. Place the spill pillow in a large covered can or bottle that is also properly labeled as hazardous waste.

Wear apron, gloves, eye protection, and mask when collecting large amount of toxic and/or flammable chemical waste.

In area of a spill, turn off lighted Bunsen burners and move electrical equipment. Do not unplug equipment: this could cause a spark that could ignite a flammable spill.

Be sure that proper ventilation is maintained. Open windows and place a fan where fumes are concentrated. Have occupants of the laboratory leave until the air has cleared.

IF THE SPILL OR RELEASE INVOLVES DANGEROUS OR POTENTIALLY DANGEROUS MATERIAL, ACT IMMEDIATELY, FOLLOWING THIS PROCEDURE:

- Evacuate the immediate area.
- Shut all doors and windows if possible.
- Call **(9)911** from the nearest phone.
- Stay on the line until told to hang up by the Police Dispatcher
- Persons involved with the problem should remain in the area at a safe distance away to provide information on the materials involved and on the procedures taking place in the area

FOR LARGE SPILLS AND/OR DANGEROUS MATERIAL NOTIFY THE FOLLOWING PERSONS:

- a. The ACTC Community College President - Greg Adkins ext. 62042
- b. the ACTC Director of Safety - Stu Taylor ext. 62409
- c. the ACTC Maintenance & Operations Superintendent - Emmett Blevins ext. 62027

The emergency phone numbers of ACTC personnel are found on the door signs of each laboratory.

- d. contact the KCTCS Facilities Management Office, 300 N. Main, Versailles, KY 40383
1-859-257-3220

After-hours/weekends or holiday, contact the above ACTC personnel.

CITY AND COUNTY EMERGENCY SERVICES

The City of Ashland Fire Department and the Boyd County Disaster Emergency Services require that any hazardous chemical listed in the Title III report of the Superfund Amendments and Reauthorization Act (SARA) of 1986, which are stored on the premises of ACTC, must be submitted to them. Sketches of the floor plans indicating their locations must be in their files. No more than 6,000 kilograms of any substance may be accumulated at any one time.

Material Safety Data Sheets (MSDS's), which are received with any incoming shipments of hazardous chemicals, must be readily accessible to emergency personnel. Labels on incoming containers of hazardous chemicals must not be removed or defaced.

Tier 11 instructions require that information about maximum storage amounts, types, temperature, pressure conditions, and constant-use chemicals be reported. For extremely hazardous chemicals, a Q-7 report is also filed with Disaster Emergency Services.

STANDARD OPERATING PROCEDURES FOR HANDLING, STORING, AND DISPOSING OF HAZARDOUS CHEMICAL WASTE

Waste Material is any material that cannot be reused, or is spent and that must be disposed of. Material that is still "good" or "reusable" is not waste. Material that can be redistributed to other KCTCS or ACTC laboratories or areas is not waste. Hazardous Chemical Waste is waste material that meets one or more of the following definitions, or is otherwise dangerous to human safety and/or environment:

Flammable/ignitable: any material having a flash point of less than 140 degrees Fahrenheit/60 degrees Celsius. This will include most non-halogen solvents. Any material which by its nature is considered to be a flammable such as sodium metal, solid naphthalene, or nitro-cellulose is in this category.

Toxic: any material which by nature of its active ingredients is considered to be a poison, carcinogen, mutagen, or other reproductive hazard, or is capable of causing harm to the environment.

Corrosive: any material having a pH of less than 5.5 or more than 10.5 must be treated as hazardous waste, and cannot be disposed of in the sanitary sewer without first being neutralized, provided that it has no other dangerous properties, such as toxicity.

Reactive: any material that is unstable, explosive, water-or air-reactive, strong oxidizer, organic peroxide, cyanide and sulfide-bearing materials that release toxic gasses in contact with acids.

Biohazards: human or animal tissue or fluids that are contaminated, or may be contaminated, with pathogenic organisms and/or toxic chemicals. Tissue or fluids that have been thoroughly sterilized by autoclaving, chemical sterilization, or other methods, are not considered to be biohazards waste, but may still need special disposal.

Labeling of Waste Containers

All hazardous waste containers must have a label that states "**HAZARDOUS WASTE**"; the date the container is full and the specific names of the contents of the waste with amounts. This labeling **MUST BE DONE PRIOR** to placing any waste in the container. When naming the waste, be specific, e.g., xylene, mineral spirits, etc., instead of Non-Halogenated Solvents. Do not use abbreviations or chemical formulas. Hazardous Waste labels are available from the Hazardous Materials Management Office. Also, laboratory tape can be used as long as the words "**HAZARDOUS WASTE**" are printed on it. This label should also have the date the container is full and the **SPECIFIC NAMES** of the waste chemicals.

Proper Containers: Ideally the best containers for hazardous waste are the ones in which the materials were originally stored. Other containers such as 5-gallon jugs are acceptable as long as any residue left inside is compatible with the waste material. All containers must have tight-fitting lids. Corks, ground-glass stoppers, or parafilm are not substitutes for a screw cap. Improperly sealed containers will not be accepted by KCTCS Contracted Environmental Company.

The top of the container must be securely fastened at all times, except in the act of putting waste into it. A funnel should not be routinely left in the open container.

Storage and Compatibility of Chemical Waste:

At no time should 55 gallons of waste be allowed to accumulate in any area prior to pick-up. At no time should waste be stored over drains or in sinks. Chemical waste should be stored in a secure place, where it is always under the control of laboratory personnel.

Waste must be stored with the following restrictions:

It should be stored in the immediate vicinity of the laboratory or work area;

It must be kept in a **LOCKED STORAGE** area;

It should not be stored with "good" chemicals. As waste chemicals are accumulated in the same containers, care must be taken to store only compatible wastes together.

These are examples of **incompatible wastes**:

Elemental Metals/Hydrides and Acids/Alcohols
Cyanides and Acids
Sulfides and Acids
Oxidizers and Flammables
Acids and Bases
Acids and Flammables
Acids and Chlorine Compounds
Amines and Chlorine Compounds
Water or Air-Reactives and Phenol and Formaldehyde

This list is not all-inclusive. **If in doubt, do not mix.** Consult the Material Safety Data Sheet (MSDS) for compatibility information.

Detailed information about each waste container is required, and this information should be typed and mailed to KCTCS Facilities Management Office, 300 N. Main, Versailles, KY 40383, 1-859-257-3220. Specialists will come to the ACTC to remove the waste containers. It is the responsibility of the person generating the waste to follow these instructions. The ACTC safety officer is responsible for coordinating the removal of hazardous chemical waste with the KCTCS Facilities Management personnel (1-859-257-3220).

SAFETY IN HANDLING HAZARDOUS CHEMICAL WASTE

When handling hazardous waste, extreme care should be taken to ensure personal safety, and to prevent spills and accidents. Small spills of known materials can be cleaned up immediately by personnel in the laboratories or work areas. Keep in mind that the debris and cleanup materials also become hazardous waste.

Hazardous Chemical Waste Minimization

Federal and state laws require that all generators of hazardous waste reduce the volume and toxicity of their wastes. The Hazardous Materials Management Department can assist with strategies to minimize chemical waste. Here are some examples:

Substitution: Replace toxic or hazardous material with less or non-hazardous substances. This is the best way to minimize hazardous waste responsibilities.

Micro-scale chemistry: Use minute quantities of chemical as called for in micro-scale chemistry laboratory course.

Distillation: Reclaim solvents for reuse by using a distillation process in the laboratory. Also, this is a means of reducing the cost of replacement solvents.

Recycle/Redistribute: Surplus chemicals can be sent to other labs or work areas for reuse, saving both disposal and new product costs for others.

Neutralization: Some chemicals can be neutralized and made exempt from hazardous waste regulations. By treatment or alteration in the laboratory as part of the experiment, some chemicals can be made innocuous. This must be done according to published, recognized methods. Contact the KCTCS Facilities Management Office, Versailles, KY (859) 257-3220, prior to attempting chemical destruction in the laboratory. This will ensure that the process is safe and that the end result will meet regulatory requirements. Neutralization of strong acids or alkalines with a buffering solution, conducted as part of the experiment, is an example.

STANDARD OPERATING PROCEDURES FOR HANDLING, DECONTAMINATING, AND DISPOSING OF INFECTIOUS WASTE

The Environmental Protection Agency (EPA) recommends the following separate categories of waste:

1. isolation waste;
2. cultures and stocks of infectious agents and associated biological materials;
3. human blood and blood products;
4. contaminated sharps;
5. contaminated animal carcasses;
6. waste infected with blood-borne diseases.

Handling of infectious waste involves segregating, packaging, and labeling waste in containers

Segregation of Infectious Waste

Segregate at the point of origin.

Packaging of Infectious Waste

Select appropriate material for each type of waste:

Containers should be puncture-resistant.

Use bottles or tanks for liquids.

Use bags for solid or semi-solid wastes.

Packaging should maintain its integrity during storage

1. Use impervious, tear-resistant, and distinctively colored bags, which can be closed by tying or by folding the top.
2. Liquid wastes should be placed in tightly-capped glass bottles or impervious tanks.

Labeling of Infectious Waste

Use distinctive, clearly marked containers or plastic bags for infectious waste.

Use the universal biological hazard symbol on the containers.

and transport:

Treatment of Infectious Waste

1. Isolation wastes such as those created in the microbiology laboratories are decontaminated through steam sterilization (autoclaving). Isolation wastes collected from restrooms are removed by the BFI Medical Waste Systems Company, or other vendor.
2. Stocks and cultures of infectious agents and associated biological materials are rendered ineffectual through
 - a. steam sterilization;
 - b. thermal inactivation;
 - c. chemical disinfection.
3. Human body fluids may not be used in the instruction of Community College laboratory courses, identified in the **ASHLAND COMMUNITY & TECHNICAL COLLEGE BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN** as "at risk".
4. Human waste contaminated with bodily secretions as obtained in the housekeeping process must be segregated at the point of origin. "OSHA only requires that these products should be placed in waste containers which are properly lined with impermeable bags. These bags should protect employees from physical contact with the contents." (http://www.osh-slc.gov/OshDoc/Interp_data/I19930201A.html).

These bags are then removed from the premises by BFI Medical Waste Systems or other designated company.

Contaminated sharps can be rendered chemically sterile, steam sterilized, and treated as sharps waste to be removed by BFI Waste Disposal Company, Ashland, KY.

5. Animal carcasses, preserved chemically or biologically for laboratory examination, **ARE NOT CONTAMINANTS**. Animal carcasses must be separated from preservative fluid before disposal. Animal carcasses can be treated as noninfectious waste to be removed by BFI Medical Waste Systems or other designated company. **Preservative fluid must be stored in glass bottles for**

removal by Contract Environmental Company contracted by KCTCS Facilities Management Office, 300 N. Main, Versailles, KY 40383, (859) 257-3220.

PROTECTION AGAINST CONTAGION FROM HUMAN WASTE

Maintenance staff, whose duties require them to isolate waste from restrooms, are identified as "at risk" and are subject to the policies and procedures detailed in the **ACTC BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN**. Annual training is coordinated by the Associate Degree Nursing Coordinator.