

OWENSBORO COMMUNITY AND TECHNICAL COLLEGE

CAMPUS SAFETY AND CRISIS POLICIES

With

Pandemic Influenza Plan

Updated Fall 2015

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INTRODUCTION AND ACKNOWLEDGEMENTS

In Spring 2006 the Safety and Grounds Committee of Owensboro Community and Technical College began a complete revision of the College's Safety Manual. References for this revised manual include the old safety manuals previously used by the community and technical colleges before consolidation, as well as safety manuals from other institutions.

The purpose of this handbook of "General Safety Rules" is to help protect all who use our campuses from injury. Please read this handbook carefully, follow the guidelines and create a safe and healthful work environment at Owensboro Community and Technical College.

The Safety and Preparedness Committee serves as the policy-proposing body of the College regarding safety and access issues. The Safety Officers are members of the Safety and Grounds Committee.

Prevention Assessment and Response Team (PART)

OCTC is committed to providing faculty, staff, students, and visitors a safe and secure workplace that encourages productive employment and is as free as possible from intimidation, threats of violence, and/or acts of violence. Policies strictly prohibit acts of intimidation, threats of violence and/or acts of violence in the workplace, on campus or other locations where business is conducted. A Prevention Assessment and Response Team (PART) assists in assessing situations, investigates reports of acts of violence as appropriate, determines the appropriate actions to assist employees and develops an action plan in response to these acts.

Following are the members of this Team:

Dr. Scott Williams, President

Kevin Beardmore, Vice President of Student Affairs

Cindy Fiorella, Vice President for Workforce Solutions

Bernie Hale, Director of Public Relations

James Hartz, Vice President of Information Technology

Larry Miller, Vice President of Institutional Advancement

Kenneth Moxley, Director of Maintenance and Operations

Sarah Price, Vice President of Business Affairs

Mike Rodgers, Vice President of Academic Affairs (Interim)

Jeff Williams, Director of Security

COLLEGE RESPONSE CHAIN

PERSONNEL GUIDE

The Security Director will be in charge of contacting all outside agencies regarding campus communications.

IT IS IMPERATIVE THAT ONLY ACCURATE INFORMATION BE REPORTED TO THE PUBLIC AND APPROPRIATE AGENCIES.

PRESIDENT:

The President is responsible for the overall direction of emergency procedures at the facility.

Dr. Scott Williams, President
(270) 686-4508

PERSON IN CHARGE:

In the event of an emergency, an individual (the President or his/her designee) will be identified as the person in charge. All information regarding an emergency or hazardous situation will be channeled through this individual to coordinate with Owensboro and Daviess County emergency service units, and direct the actions of the campus staff – Call the Switchboard Operator who will always know the administrator in charge in the event the President is away.

Director of Security: The Director of Security is responsible for the day to day oversight of all emergency responses and policies. The Director of Security oversees a staff of part-time and work study security personnel who will respond to various situations as they develop on the campuses of OCTC. All updates in emergency situations will be reported directly to the President or his appointee.

Director of Security
Jeff Williams
(270) 852-8977 Office
(270) 316-1660 Cell

STATEMENT OF POLICY

It is the purpose of this stated policy to:

- ❖ Abide by all Federal, State, Local and KCTCS regulations as they pertain to the workplace.
- ❖ Apply safe practices as dictated by all locations, conditions and circumstance to all jobs.
- ❖ Exercise good judgment in the application of this policy.

CRIME AWARENESS AND CAMPUS SECURITY

Owensboro Community & Technical College (OCTC) complies with federal and state laws regarding higher education safety and security. We encourage the prompt and accurate reporting of ALL criminal matters occurring on campus to campus security and local law enforcement agencies. OCTC does not have a campus police department.

Main Campus - Criminal incidents should be reported to the Security Supervisor at (270) 852-8977 or the Switchboard who will contact the Security Person in Charge, who will then contact the local police if necessary and if the police have not already been notified.

Southeastern Campus - Criminal incidents should be reported to Campus Security Office at (270) 688-5041 during the hours of 8:00 am – 4:00 pm during normal business days. The Security Person will then contact the local police if necessary and if the police have not already been notified.

Downtown Campus - Criminal incidents should be reported to the Campus Security Office at (270) 688-5040 during the hours of 8:00 am – 9:00 pm during normal business days. The Security Person will then contact the local police if necessary and if the police have not already been notified.

The Switchboard on the Main Campus, located in the Advanced Technology Center, Room 102, is open 7:30 am to 6:30 pm Monday through Thursday, and 8:00 am to 4:00 pm Friday during academic sessions. OCTC Security line: (270) 852-8977.

If the Switchboard is not open, call one of the Campus Security Authority Personnel. This list includes the following:

- Security Supervisor – Main Campus Office, Administration Building Room A112 - (270) 852-8977 or (270) 316-1660
- Security Officer – Main Campus (Evenings) – (270) 316-3111
- Security Officer – Southeastern Campus Office, Room 222 – (270) 688-5041
- Security Officer – Downtown Campus Office, Room 14A - (270) 688-5040

Or

- President – Main Campus Office, Admin. Building, Room A129 – (270) 686-4508
- Vice President of Academic Affairs – Main Campus Office, Admin. Building, Room A122 – (270) 686-4503
- Vice President of Business Affairs – Main Campus Office, Admin. Building, Room A104 – (270) 686-4501
- Vice President of Student Affairs – Main Campus Office, Campus Center, Room 204B – (270) 686-4504
- Vice President of Workforce Solutions – Downtown Campus Office, Room S3 – (270) 686-4445
- Vice President of Institutional Advancement – Main Campus Office, Admin. Building, Room A116 – (270) 686-4502
- Vice President of Information Technology Affairs – Main Campus Office, Learning Resource Center, Room 202 – (270) 686-4630
- PR Director Affairs – Main Campus Office, Admin. Building, Room A128 – (270) 686-4506
- Maintenance and Operations (M&O) Supervisor Affairs – Main Campus Office, M&O Building – (270) 993-0910

Incidences of on-campus crimes must be reported in compliance with the Jeanne Clery Act and the Michael Minger Act. The Director of Security files these reports. To obtain the security statistics for Owensboro Community and Technical College, go to [Owensboro Community and Technical College Higher Education Safety and Security Laws](#).

GENERAL SAFETY RULES

All posted safety rules and warnings shall be followed and shall not be removed or defaced. Violation of safety rules could be cause for disciplinary action.

It is the responsibility of all supervisors to enforce safety rules, instruct all employees under their supervision of the need to follow safety rules and instruct new employees of safe procedures.

All employees should know and practice routes of escape from the assigned work area, i.e. classrooms, offices, or break rooms.

OSHA STANDARD 1910.37: Means of egress shall be continuously maintained free from all obstructions or impediments to full instant use in case of any fire or other emergency. No furnishings, decorations, or other objects shall be placed as to obstruct exits, access thereto, egress there from or visibility there from.

All employees should know where firefighting equipment is placed in the immediate or assigned work area. If knowledge of proper use of a fire extinguisher is needed, please request assistance. Once a fire extinguisher has been used it must be re-charged. Call Maintenance to have this accomplished.

All employees should know the location of all first aid supplies, critical telephone locations and all emergency numbers. **THOSE NUMBERS ARE LOCATED IN THE BACK OF THIS MANUAL.**

If for any reason the approved safe way to complete an assigned task is unknown, ask a supervisor for assistance. For your protection report to your supervisor any unsafe conditions or acts which you know or suspect to be wrong.

If someone appears to need help:

Ask the individual if he/she is OK and ask what you can do to help.

Be there for them, or have someone else be there, while you seek others who can assist.

Contact someone who you believe can help. Talk to someone who can advise you and/or send help—do not leave messages. Call 911 if

necessary. **Remember: You are the person in charge until someone more qualified arrives on the scene and accepts command.**

Document—immediately after the incident or when you hand off command—no later than 48 hours - what happened while it is fresh in your mind and provide a copy to the Business Office.

SAFETY NOTIFICATION ALERT PROCESS (SNAP) – MASS EMERGENCY ALERT SYSTEM

KCTCS implemented a Mass Emergency Alert System in 2008. Students, faculty, staff and interested individuals can sign up to receive SNAP messages at the SNAP website. SNAP will be activated where there is an emergency that warrants a notification to the faculty, staff and students when there is a significant emergency or a dangerous situation.

The College has a SNAP Team and uses a consultation approach to confirm there is a “significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.” Each member of the team is authorized to activate SNAP. The College has a SNAP Team that is composed of employees on the Main, Downtown, and Southeastern Campuses. The SNAP Team includes the following employees with titles that include: Vice President of Academic Affairs, Vice President of Student Affairs, Vice President of Business Affairs, Vice President of Information Technology, IT Web Master, HR Director, Director of Academic Affairs, Manager of External Educational Programs, Director of Adult Education Services, PR Director, Director of Maintenance Operation and Director of Security. When SNAP is activated, it may be sent to individual campuses or the entire College. Also, text messages, audio messages, and emails will be sent to those who have opted in to the system and faculty/staff office phones and computers on campus will display the alert.

The process is consultative and emergency notifications are issued “without delay, and taking into account the safety of the community” with the only exception to do so would “compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.” After the confirmation of an emergency, the notification must be done as the next step unless it is necessary to contain the emergency. This

determination is made” in the professional judgment of responsible authorities” and not by personnel without emergency response expertise.

When should SNAP be used?

Emergency Campus Closing	Shooting and Shooting Threats
Building Evacuation	Hostage Situation
Extensive Utilities Outage	Gas Leak
Fire	Plane Crash
Bomb Threat	Transportation/Road Issue
Natural Disaster	Crime Sprees – Series of Robberies or personal attacks
Weather Alerts	
Snow Delay or Closing	Tornado Warning

SNAP is not the only means the College uses to communicate emergency information to the College community. The College uses the OCTC Website, local TV, radio, newspaper, and various social media.

	SNAP Computer Display	SNAP Text Message	SNAP Email	SNAP IP Phones		OCTC Website	Media Outlets
Campus Violence	X	X	X	X		X	X
Safety Threat	X	X	X	X		X	X
Weather Emergency	X	X	X	X			
Tornado Warning	X	X	X	X			
Operation Disruption	X	X	X	X		X	X
Extensive Utilities Outage	X	X	X	X		X	

ACCIDENT REPORTING

Accidents or injuries, no matter how minor they might seem, shall be reported to your supervisor for immediate attention. An accident is any unforeseen or unexpected event that may or may not result in injury or damage to property or equipment. An Accident Report Form should be completed whenever a student, staff, faculty or visitor has an accident on campus. This form (FM84) is available on the following website:
<http://www.kctcs.net/businessservices/FORMS/FM84.doc>.

Once the form is completed, please forward to Sarah Price, Vice President of Business Affairs.

In addition to completing the FM84 form, when staff, faculty, or student worker has an accident the individual should notify his/her supervisor and then notify the Human Resources Office so the OSHA form (#301) and Worker's Comp form (IA1) can be completed.

ACCIDENT INVESTIGATION PROCEDURES

The actual procedures used in a particular accident/injury investigation depend on the nature and results of the accident. The accident shall be investigated by someone familiar with the procedures involved, location and nature of the accident/injury. The person/persons who are to lead the investigation shall have access to all information concerning the accident or injury. The person/persons shall seek help from others as needed. The investigator uses most of the following steps:

1. Secure the area. Do not disturb the scene unless a hazard exists.
2. Determine the scope of the investigation.
3. Select the other investigators and assign specific tasks to each (preferably in writing).
4. Present a preliminary briefing to the investigation team. This should include:
 - ❖ Description of the accident/injury with damage statements.
 - ❖ Normal operating procedures.
 - ❖ Location of the accident site.

- ❖ List of witnesses.
 - ❖ Events that preceded the accident/injury.
5. Visit the accident site to get any updated information.
 6. Inspect the accident site.
 7. Prepare all necessary photographs or sketches and label each correctly.
 8. Interview any witnesses.
 9. Determine, if possible, the most probable causes of the incident.
 10. Make a thorough report of the investigation and make any recommendations to prevent the incident from happening in the future.

EMERGENCY SITUATIONS (Acute Emergency and First Aid)

ACUTE EMERGENCY

In the event an accident occurs in a classroom, the faculty member in charge of the class assumes responsibility for carrying out the procedures stated below. In the event that an accident occurs outside the classroom, but on campus, the first person on the scene assumes responsibility for carrying out the procedures below until someone more qualified arrives and assumes command.

An acute emergency is defined as a situation where someone's life is in danger. In case of an **acute** emergency, the first person on the scene shall recruit any available personnel to assist. Dial 911, then notify the switchboard operator by dialing, Main Campus (270) 686-4400, Downtown Campus (270) 686-4444, Southeastern Campus (270) 686-4488, depending on which campus the accident occurs. When on an OCTC leased facility, dial 911 and notify the high school authority and then the OCTC Business Office. The operator in turn will notify the appropriate administration or HR.

UNDER NO CIRCUMSTANCES SHALL ANY ATTEMPT BE MADE TO MOVE THE VICTIM UNTIL EMERGENCY HELP HAS ARRIVED (unless in imminent danger).

Make the person as comfortable as possible.

After emergency personnel have arrived, contact the Person in Charge (see Key Contacts section, p 40) and give all the information available.

The Director of Security shall notify the family (parents, guardian, or spouse) as soon as possible of the deposition of the victim.

Complete Accident Report (Form FM84) as appropriate.

FIRST AID

For the protection of any injured person or persons and to avoid the potential for personal or administrative liability, the following shall be set forth and maintained as First Aid Policy.

The following guidelines are used when first aid is needed:

If blood or body fluids are present from any type of accident, do not provide first aid unless trained and wearing latex gloves. Do not perform CPR without an appropriate airway apparatus. For cleaning of spills, immediately contact Maintenance and Operations Department at ext. 64652. Maintenance and Operation personnel have been trained in the specified cleaning procedures. Dr. Tim Dick can be contacted at ext. 64635 for more information regarding the college's bloodborne pathogen plan.

Emergency and non-emergency first aid will be administered until emergency help arrives.

In no case will any person or persons render first aid to a degree above that for which they are trained and certified. In no case will ointments, salves, disinfectants or oral medicine be rendered.

Students or staff that require over-the-counter or prescription medication will provide for and administer their own medication. Secondary students requiring medication during the day must inform their home high school. All medication needs to be taken at the home high school.

The College will not be responsible for distributing or monitoring any medication.

FIRST AID KITS shall be provided and located in the office of the administrative assistant of each building for first aid needs. The kit should be equipped with first aid manual, tweezers for splinter removal, a CPR mask, gauze, bandages, large and small bandages, rubber gloves and other sterile materials required to stop bleeding and cover wounded areas. Also, fire blankets should be placed in those areas where the potential for fire and explosion exist.

A list of locations of first aid kits and contact numbers are located at the back of this document.

DEATH NOTIFICATION OR HOMICIDE

- a) Call 911
- b) Notify Campus Security
- c) Secure the area
- d) Isolate witnesses
- e) Follow campus procedures in notifying family, in person if possible

Complete KCTCS Accident Report form (FM84) and send to KCTCS Safety Office.

Emergency Building Evacuation/ Americans with Disabilities act (ADA)

Safe evacuation in case of fire or other emergency is of great concern to education officials. There is presently no single totally acceptable established procedure. The major problem is that most elevators cease to operate in time of fire.

Individuals with disabilities, like all other individuals, are responsible to remember the important parts of each building in which they are located, including exits, stairways, phone locations, and elevator procedures.

Students with disabilities are responsible for asking several persons in their classes to assist them during a fire or emergency and for discussing their emergency evacuation needs with their instructors. One of these needs may sometimes involve physically carrying the individual with a disability. Since being carried may not be safe for either party, this procedure should be used only in actual emergencies. In most

cases, when there is a false alarm, a small isolated fire, or even a large fire from which the student is in a building some distance away, it may be better to wait for professional fire personnel to arrive and ascertain the degree of emergency and whether or not an evacuation is necessary. Preferably, one person should remain with the student while another tells safety personnel where the student is located. If there is a telephone available, call public safety, confirm the location of the student with a disability, and guide them to the student once they arrive so they can determine whether an elevator is safe or whether the student must be carried using special techniques or evacuation chairs.

Suggestions to Helpers

It is extremely important that students with a mobility limitation not be moved unnecessarily and improperly, possibly causing physical injury.

Wheelchairs have many movable or weak parts that are not constructed to withstand the stress of lifting (e.g., the seat bar, foot plates, wheels, movable arm rests).

Naturally, if there is imminent danger and evacuation cannot be delayed, the student with a disability should be carried or helped from the building in the most efficient and safest manner. Often the student with a mobility limitation knows best how he or she should be moved out of the building. For example, a person may be carried using a two-person locked-arm position, or may sit in sturdy chair with arms. The best procedure is to let professional emergency personnel assist in the evacuation of this student if practical.

Some students in wheelchairs may have electric artificial respirators attached or oxygen tanks. These students should be given priority assistance if smoke or fumes are present. Otherwise, the student's ability to breathe may be severely jeopardized.

Remember that a wheelchair user may have little or no strength.

If the wheelchair is left behind, remove it from the stairwell and leave it where it does not block exits.

Turn the motor off and remove the batteries from a power wheelchair before attempting to transport it. Make sure the foot rests are locked.

If a seatbelt is available, secure a wheelchair user in a chair.

Students with Visual Disabilities

Individuals with visual disabilities must become familiar with the immediate areas in which they will be located. They are responsible, like all other students, to find out how to and where to exit in the event of an emergency. They are also responsible for asking someone to act as a sight guide if a personal assistant is not available. The sight guide will escort the student explaining where they are and explaining any obstacles they face. Upon reaching safety, the sight guide should orient the student and provide any further assistance the student might need.

Students with Hearing Disabilities

Deaf or hard-of-hearing students may not perceive audio emergency alarms. A plan for an alternative should include faculty and staff awareness of the following procedure to use in the case of fire or other emergency.

Ask someone in advance to escort the deaf or hard-of-hearing student from the building.

During an emergency, get the deaf or hard-of-hearing student's attention. Write a note to the deaf or hard-of-hearing student if they do not have an interpreter present. The note should explain the emergency and the nearest evacuation route. (Example: "Fire—go out rear door to right and down, NOW!")

EMERGENCY EXIT PLAN

Main Campus

- ❖ Advanced Technology Center, Science Building, Humanities Building, Technical Building, LRC, Academic Building, Administration Building, Campus Center, and Maintenance Building - all students, faculty, and other personnel should walk quickly out the nearest exit and gather under the trees on the far side of the parking lot.
- ❖ Dar-Nek Family Development Center - all students, faculty, and other personnel should walk quickly out the nearest exit and gather in the parking lot.

Southeastern Campus

- ❖ Southeastern Campus – all students, faculty, and other personnel should walk quickly out the nearest exit – persons exiting the back of the building and shop areas are to gather at the far side of the lower parking lot; all persons exiting the upper level exits of the building are to gather in the far corner of the upper parking lot closest to Daviess County High School.

Downtown Campus

- ❖ Downtown Campus – all students, faculty, and other personnel should walk quickly out the nearest exit – persons exiting the back of the building and shop areas are to gather at the far side of the back parking lot by Steinkamp; all persons exiting the Frederica Street exit and 15th Street exit of the building are to gather across the street by the Messenger-Inquirer sidewalk.

Hancock County Center and Hancock County Annex

- ❖ Hancock County Center and Hancock County Annex – all students, faculty, and other personnel should walk quickly out the nearest exit – persons exiting the back of the building are to gather at the far side of the grassed area closest to the field; all persons exiting the front of the Center or Annex should gather in the grass to the side of the building.

Proceed away from and clear of the building. Remain at your designated area (with your students in the case of faculty) until the clear signal is given by the designated person.

FIRE SAFETY (Drills and Actual Fires)

FIRE DRILL PROCEDURES

Fire drills are a part of the regulations of the Commonwealth of Kentucky and they must be followed. At the sound of the fire alarm, **EVERYONE** must vacate the buildings immediately. There is absolutely no excuse for remaining in a building after an alarm has sounded. Any faculty member, who holds students in a classroom, thus subjecting the student

to possible danger, or causing the student to come to actual harm, will be guilty of negligence and held accountable by the law for such action. The drill procedures are the same as actual fire procedures listed below.

Fire drills are to be held once each semester/session at unannounced times. PROCEDURES FOR EVACUATION ARE POSTED THROUGHOUT THE BUILDINGS. Faculty members should direct students to evacuation routes at the beginning of each semester.

ACTUAL FIRE PROCEDURES

On the **Main Campus and Downtown Campus and Southeastern Campus** when the alarm is sounded there is an automatic call to the College's reporting company which in turn notifies the Owensboro Fire Department. For this reason, the 911 call will not be needed. On other OCTC leased property, follow the procedures of the high school.

Immediately implement the evacuation procedure. This procedure is posted in all buildings and all faculty and staff should make themselves aware of these procedures. **NOTE: Check that all students have left the classroom and close the doors.**

Provisions should be made for all students needing assistance, especially in the two story buildings on the Main Campus and at the Southeastern Campus.

Maintain control and accountability of all personnel at a **SAFE** distance from the buildings affected. That distance should be across the street or far away from the affected building.
Keep the roadway clear for emergency vehicles.

On the Main Campus **DO NOT USE THE ELEVATORS.**

Do not re-enter the buildings until the all clear is given either by the Maintenance Department or the Fire Department.

AS REQUIRED BY THE MINGER ACT, ALL FIRES AND FALSE ALARMS MUST BE REPORTED IMMEDIATELY (WITHIN TWO HOURS) TO THE STATE FIRE MARSHAL'S OFFICE USING THE FOLLOWING TELEPHONE NUMBERS:

**(502) 564-3626 during normal business hours, or
1(800) 255-2587 at night or on weekends**

Americans with Disabilities Act (ADA)

OCTC is required to comply with the mandates embodied in the Americans with Disabilities Act and in Section 504 of the Rehabilitation Act of 1973. To accomplish this goal, both physical and programmatic access must be provided to all persons with disabilities who visit the campus. This means removal of architectural barriers and the provision of auxiliary services as well as the provision of safety measures during fire or other emergencies. This manual addresses the safety provisions.

TORNADO

A **tornado watch** means no funnel clouds have been sighted, but tornado conditions exist and may be expected to occur. If a tornado watch is declared, be prepared to take appropriate action. Stay alert for any special instructions.

A **tornado warning** means a funnel cloud has actually been sighted. The approximate location and direction of travel is usually given when the alarm has been sounded.

1. In the event of a tornado warning, all students, faculty and staff shall proceed to a designated safe area on the ground floor. See the Emergency Escape Route Map for the building designated safe area. See "DUCK" below.
2. Stay away from windows or glass doors.
3. Avoid auditoriums, gyms or any building with a large free span of roof.
4. In the event of damage to a building, all personnel shall be evacuated to safer areas or another area of the building which has no damage.
5. If evacuation has occurred do not re-enter the building until the all clear has been declared.
6. DO NOT USE ELEVATORS IN BUILDINGS.
7. ASSIST IN THE MOVEMENT OF INDIVIDUALS WITH DISABILITIES.

An easy acronym to remember is **DUCK**.

- D Get Down
- U Get Under (heavy furniture)
- C Cover your head
- K Keep away from Windows

EARTHQUAKES

Because earthquakes can strike without warning, the immediate need is to protect lives by taking the best cover possible. Any other action must wait until the tremor subsides.

All faculty, staff and students should be guided by the following:

If inside:

Don't panic. If protected from falling objects, the rolling motion of the earth is frightening but not dangerous.

To protect yourself from falling objects, take cover in the following manner:

- ❖ Get beneath a desk, table or bench. If possible, cover head with coat or other clothing to minimize injury. **NEVER GET UNDER A LAB TABLE OR BENCH. CHEMICALS COULD SPILL ON YOU CAUSING HARM!**
- ❖ If no cover is available, get against an inside doorway and crouch against an inside wall. Stay away from outside walls or windows.

All doors should be left open to minimize jamming if the building should shift.

Stay put and take the best cover. **DO NOT ATTEMPT** to run through the building to outside because falling objects are usually around the outside walls or doors.

DO NOT USE ELEVATORS.

Faculty should take class counts to be sure that all students are accounted for.

ASSIST IN THE EVACUATION OF ALL INDIVIDUALS WITH DISABILITIES.

If outside:

Move quickly away from buildings, and away from any fallen electrical wires.

Lie flat, face down, until the shocks subside.

Do not attempt to re-enter buildings until authorized to do so.

Do not light fires or touch any fallen wires.

KCTCS SUBSTANCE ABUSE POLICY

KCTCS is committed to providing a healthy and safe environment for its students, faculty, and staff. KCTCS has defined conduct in relation to the unlawful possession, use, dispensation, distribution, or manufacture of alcohol or illicit drugs. Conduct which is in violation of this definition poses unacceptable risks and disregard for the health, safety, and welfare of members of the KCTCS community and shall result in disciplinary action up to and including suspension or termination.

As a recipient of federal grants and contracts, KCTCS gives this notice to students, faculty, and staff that it is in compliance with, and shall continue to be in compliance with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendment of 1989. Students, faculty and staff are herein notified of the standards of conduct which shall be applicable while on KCTCS property, on KCTCS business, and/or at KCTCS sponsored activities.

Alcohol Policy

No student shall possess alcoholic beverages on the Owensboro Community & Technical College campuses for any reason. Additionally, no student shall possess alcoholic beverages on the Owensboro Community and Technical College campuses. Students found with alcoholic beverages in their possession or intoxicated by alcohol will be escorted off the campus.

Under age use of alcoholic beverages is strictly prohibited by state law. All incidents on OCTC campuses involving underage drinking to include consumption by a minor, possession by a minor, or the facilitation of an adult to a minor, will be turned over to the respective local law enforcement agency.

Drug Policy

Owensboro Community & Technical College campuses are **DRUG FREE** facilities! It is the policy of Owensboro Community & Technical College to support, enforce, and assist in the enforcement of all state and federal laws pertaining to the possession, use, or sale of illegal substances.

In the case of drug or alcohol abuse, a complete description of the following policy statements is available in the Counseling Center.

- Student Code of Conduct
- Notice of Drug Related Conviction
- Drug and Alcohol Education and Training
- Drug and Alcohol Policy
- AIDS Awareness Information

TOBACCO FREE POLICY

As of July 1, 2012, all OCTC campuses are **TOBACCO FREE**. **On April 28, 2015, a KCTCS Tobacco Free Policy was approved.** This policy supersedes all other college policies enacted to address Tobacco Products use. This means Tobacco Products use (including e-cigarettes) will be prohibited System-wide at all 16 colleges and all campuses.

NO DEADLY WEAPONS ALLOWED ON CAMPUS

Weapons, including concealed weapons, are not permitted on any of Owensboro Community and Technical College campuses. The concealed weapon bill passed by the Kentucky legislature grants colleges the right to prohibit possession of deadly weapons on campus. Possession of deadly weapons by police acting on official duties is an exception to this policy. For additional information please see

Administrative Policies and Procedure 3.3.23, Policy on Deadly Weapons. Signage is posted at each entrance and on the public access outer building doors.

GUIDELINES FOR HANDLING STUDENT BEHAVIOR/DISCIPLINE PROBLEMS IN THE CLASSROOM

Students and faculty members have the right to teach and to learn in an environment free of disruption, intimidation and distractions. Faculty members may need assistance regarding inappropriate behavior on the part of the students that might develop into a major disruption to the learning environment. Faculty members should feel free to call on the Vice President of Student Affairs for assistance in preventing minor behavior problems from developing into major disruptions.

Do not tolerate threatening or defiant behavior. In the event an individual is threatening or defiant, ask them to leave the classroom/office and inform the Security immediately. Once the situation has been resolved, contact your supervisor and the Vice President of Student Affairs (270) 686-4504 immediately.

The following guidelines are to be used if prior intervention strategies have not been effective and if a student is deemed to be disruptive or threatening to the teacher or the classroom environment.

If a student is disrupting the classroom environment:

1. Ask the student to leave the classroom. If the student does so, at the first opportune time report the incident to your Division chair. A follow-up notification of the incident should be provided to the Vice President of Academic Affairs and Vice President of Student Affairs as soon as possible.
2. If the student does not leave the classroom and the situation intensifies, stay in the classroom but ask a responsible student to dial the switchboard from a college phone (6-4400) or dial (270) 686-4400 to the switchboard if you are not using a campus phone. The person on duty is trained to contact the Director of Security and the Vice President of Student Affairs or any available administrator of the campus.
3. At the Downtown or Southeastern Campuses contact the nearest Security officer available or administrator to handle the incident.

4. After the incident is under control, the faculty or staff member should complete an incident form obtained from the Security Office, provide copies to the Director of Security, Vice President of Student Affairs and Vice President of Academic Affairs.

NOTE: As in all emergency situations, use your best judgment. However, police should not be contacted unless attempts to communicate with campus Security via the switchboard prove unsuccessful and the situation is deemed to be of a threatening nature where life is endangered. This same procedure should be followed for a threatening or dangerous situation observed anywhere on campus.

VIOLENT INCIDENT

Refer to the KCTCS Workplace Violence Policy for a more detailed explanation of what constitutes violence in the workplace. That policy is most instructive in stating the KCTCS position of zero tolerance for workplace violence, defining the responsibilities of all KCTCS employees in dealing with workplace violence and preventing workplace violence.

In the event of any indication of a threat of violence—even if you think an individual may be joking or that it is a prank—contact Security, a Vice President or a member of the President’s Office immediately.

What to do in Response to an Incidence of Threatening or Violent Behavior on Campus:

1. In an emergency and if you are able to safely do so, call the Police immediately using 911. Then contact Security.
2. If the situation is not an emergency, promptly inform Security and your supervisor of the incident.
3. Evacuate all staff and students from the vicinity of the threat or behavior.
4. In either case, promptly notify the Security Department or the Switchboard to direct to the appropriate security officer.
5. If there are any physical injuries, contact EMS immediately using 911.
6. In case of fire or trapped individuals, contact EMS immediately using 911.
7. Administer first aid, if necessary.
8. Secure the scene.
9. Identify and isolate witnesses until the authorities arrive.

Subsequent Procedures / Information

1. Contact the Switchboard, and the Prevention, Assessment and Response Team (PART) at (270) 686-4400 for assessment and support services.
2. Contact PR Director.

SHOTS HEARD ON CAMPUS

In the event of a shooting in progress:

- **If you are inside a building:** Take cover, or if possible, get out of the area.
- Contact 911 and give the location (building and room number, if possible) of the emergency.
- Contact Jeff Williams (270) 852-8977, Kevin Beardmore (270) 686-4504, Sarah Price (270) 686-4501, Jim Hartz (270) 686-4630, Scott Williams (270) 686-4508, Vickie Hohiemer (270) 686-4512, Mike Rodgers (270) 686-4481, Vicki Boyd (270) 686-4447, Kim Free (270) 686-4446, or Bernie Hale (270) 686-4506 so SNAP can be activated.
- Keep people in the classroom/office and lock and barricade the door.
- Close blinds.
- Turn off lights, computers, and silence cell phones.
- HIDE! Keep individuals away from windows and doors and take cover on the wall where the door is located.
- Stay put until Law Enforcement or Security directs you to leave the room.
- Do not run toward or grab a sheriff or police officer. Remain still with hands visible to the officer and follow the officer's instructions.
- Once you are outside the building, keep your arms out like an airplane with your palms open so police know you are not a suspect.

If you are outside a building:

- TAKE COVER! Hide behind something solid; a wall, a ditch, etc....
- LOOK FOR AN ESCAPE ROUTE! Find a safe area to run to and leave.
- Call 911. Once in a safe location and out of range of fire, call 911. Give a clear description of events and where you heard the gunfire, if you saw the perpetrator, and give the best description you can.

HOSTAGE SITUATION

The college president or any employee may be the target or primary target of a hostage taker. It is important that all employees become aware of this situation, and immediately initiate the following procedure:

If you observe this situation happening, get emergency help by dialing **911**. Make sure that the police understand there is an armed person at the facility and the last known location. If possible stay on the line with the police, at least until their officers arrive on site or unless you are told to disconnect by the operator.

Notify Security that we have an emergency situation. Security will notify all faculty to keep all students inside the classrooms until further notice.

UNDER NO CIRCUMSTANCES SHOULD PERSONNEL BE EVACUATED FROM THE BUILDINGS WITHOUT APPROVAL OR ASSISTANCE OF THE POLICE.

If the hostage taker or armed person can be contained in one area of the building, all personnel should be moved to a more secure part of the building.

As soon as possible a staff member shall be posted outside the building to warn approaching visitors of the danger.

Assist police as directed by them.

Assist in the movement of all Individuals with Disabilities.

BOMB THREAT

The faculty, staff, and students should be guided by the following:

Upon receipt of a bomb threat, the person receiving the call should make every attempt to do the following and use the Bomb Threat Call Checklist:

- ❖ Prolong the conversation as much as possible.
- ❖ Identify background noises.
- ❖ Note distinguishing voice characteristics.

- ❖ Question the caller as to description of bomb, location, what kind of bomb is it, why was it placed, and when it is due to explode.
- ❖ Determine the caller's knowledge of the facility.
- ❖ **DO NOT HANG UP THE PHONE!** (Use another phone to call the authorities.)

The person receiving the call will immediately alert the police at 911 and the Switchboard who will contact the Director of Security.

The Director of Security shall confirm notification of the police.

The Director of Security will initiate.

The bomb can be almost anything, ranging from the most overt bundle of dynamite with a clock, to cleverly concealed, perfectly ordinary objects. Briefcases, toolboxes and pieces of pipe have been used.

If what appears to be a bomb is found, **DO NOT TOUCH IT! LEAVE THE AREA IMMEDIATELY.** The police department will take charge when they arrive.

If the caller indicates a time when the bomb is due to explode, and the Director determines the threat is valid, the standard fire drill with possible modifications will be used for the evacuation of the facility.

Evacuate all personnel at least 300 feet from the building in question. When a prolonged search is needed, during inclement weather, move all personnel to an alternate location. After all personnel have been evacuated, all utilities should be turned off.

ASSIST IN THE MOVEMENT OF ALL INDIVIDUALS WITH DISABILITIES.

ANTHRAX AND OTHER BIOLOGICAL AGENT THREATS

Many facilities in communities around the country have received anthrax threat letters or have found unknown, unidentified foreign substances in unlikely locations. Most letters were empty envelopes; some have contained powdery substances. The purpose of these guidelines is to recommend procedures for handling such incidents, however they may occur.

DO NOT PANIC

Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.

For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

HOW TO TREAT A SUSPICIOUS UNOPENED LETTER OR ENVELOPE WITH POWDER OR SUSPICIOUS POWDER SUBSTANTS OR PACKAGE MARKED WITH THREATENING MESSAGE SUCH AS “ANTHRAX”;

1. Do not shake or empty the contents of any suspicious envelope or package or try to clean up.
2. PLACE the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
3. If you do not have a container, then COVER the envelope, package or material with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
4. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
5. WASH your hands with **soap and water** to prevent spreading any powder to your face.
6. If you are at **HOME**, then report the incident to local police. If you are at **WORK**, then report the incident to the Switchboard.
7. LIST all people who were in the room or area when this suspicious letter or package was recognized. Give this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

QUESTION OF ROOM CONTAMINATION BY AEROSOLIZATION:

For example: If a small device is triggered, warning that air-handling system is contaminated, or warning that a biological agent is released in a public space:

1. Turn off local fans or ventilation units in the area.
2. LEAVE area immediately.
3. CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
4. If you are at **HOME**, *dial 911* to report the incident to local police and the local FBI field office. If you are at **WORK**, *dial the Switchboard who will notify the appropriate Vice President.*
5. SHUT down air handling system in the building, if possible.
6. If possible, list all people who were in the room or area. Give this list to the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.

HOW TO IDENTIFY SUSPICIOUS PACKAGES AND LETTERS

Some characteristics of suspicious packages and letters include the following:

1. Excessive postage
2. Handwritten or poorly typed addresses
3. Incorrect titles
4. Title, but no name
5. Misspellings of common words
6. Oily stains, discolorations or odor
7. No return address
8. Excessive weight
9. Lopsided or uneven envelope

MAINTENANCE & OPERATIONS SAFETY

No unauthorized person shall tamper with fuse boxes, alter existing wiring, or install electrical wiring.

Power strips and electrical appliance wiring should be maintained in good repair and must bear the Underwriters Laboratory (UL) label. Electrical cords shall not be spliced and should have the proper ground.

Certain types of extension cords do not provide an overheating safety feature and are therefore dangerous. These types of cords must not be used on our campuses. If you have a need to use an extension cord to meet a temporary electrical need, please contact the maintenance department so the cord can be inspected to ensure it meets the proper safety codes.

Only electrical appliances bearing the Underwriters Laboratory label (UL) will be connected to the electrical distribution system. Appliance cords should be disconnected from power source after using.

Combustible materials shall not be placed within 18 inches of a light bulb.

Hotplates, coffee pots, electrical irons, and other special heating equipment (except in cafeterias) shall be placed on noncombustible surfaces. They will not be closer than 18 inches to any combustible wall unless the wall is shielded.

Housekeeping conditions must be satisfactory at all times.

Drop lights should be equipped with vapor-proof globes and shields.

Oil and grease rags shall be kept in self-closing metal containers and removed from the area daily.

Gasoline or other flammable liquids must not be used to clean vehicles, floors, or other materials.

High pressure gas cylinders shall be handled with extreme caution and make sure the head caps are firmly in place, when not in use.

Eye protection must be worn when using grinders and buffers and the wheels must be checked for cracks or scoring prior to each use.

Only experienced personnel are allowed to operate power machines after they have been given instructions in their safe operation. All guards must in place prior to each use.

Extension and step ladders should be inspected before each use.

Everyone who is in areas classified as eye hazardous shall be equipped with and required to wear approved eye protectors. Types of eye protection are: piano-style, prescription type safety glasses, face shields and approved safety goggles.

ALTERNATE SITE RELOCATION PLAN

If it is determined that your building cannot be reoccupied due to any type of emergency situation, arrangements will be made to resume operations at an alternate location as quickly as possible. Leased space will be procured under emergency procurement procedures and outfitted to accommodate the OCTC functions.

If structural damage is evident due to an earthquake, fire, or other type of emergency, the President will coordinate with the Facilities Management to determine the extent of damage, and to disconnect utility services, including water, electricity, and natural gas in the event that the building structure and/or services are damaged. If the structure is damaged, it should not be re-occupied until it has been determined to be safe to enter.

GAS LEAKS

All college personnel shall report any suspected gas leaks to the Switchboard who will contact the appropriate Vice President.

1. If gas is internal, implement evacuation procedures.
2. Call **911**.
3. Notify the gas company.
4. Determine if students must be dismissed.
5. Do not re-enter the building until given the “**all clear**” by emergency responders.

CHEMICAL HYGIENE AND HAZARDOUS COMMUNICATION

Exposure to Hazardous Materials and Spills

- All workers handling these materials are required to have training in Hazardous Communication and Blood borne pathogens.

MSDS sheets outlining the hazards of various materials are available at the following locations: Main Campus – Science Building, through the Chemical Hygiene Officer, and in the Maintenance and Operations Office; Downtown Campus – Custodial Closets and Labs; Southeastern Campus – Main Office Area.

- The OSHA laboratory and safety standard is available in the safety manual at the front desk of each building.

Symptoms of Exposure

Burning of eyes, throat, lungs
Dizziness, nausea and skin burn or rash

If you observe a chemical spill, evaluate the situation and identify the material.

a) **If it does not present a severe hazard it should be contained and treated by the department responsible.**

- First obtain the proper protective equipment glove, goggles, absorbent etc.
- Use towels, absorbent or other material to contain the spill and avoid entrance to drains.
- Individuals exposed should wash area with running water and seek medical assistance.
- Keep absorbent as hazardous waste.

b) **If it is an unknown chemical or presents a significant safety hazard**

- Dial 911 and evacuate the area using the fire alarm.

- Report the incident to the Campus Operator- give your location and all information. The campus operator should contact the president's office, maintenance department, business office and safety officers.

If you work with Chemicals

- Safety training is required.
You can obtain MSDS sheets on the materials you work with through the manufacturer or the database maintained by Don Mundell.
- You are responsible for using protective equipment and proper safety procedures.
- You should report any hazardous situations to a supervisor.

MERCURY SPILL

Because of the high toxicity of mercury vapor, clean up immediately any spilled mercury using a vacuum device or mercury collector kit. Mercury in floor cracks can be made nonvolatile by adding zinc dust. Domestic vacuums will only re-disperse mercury. A vapor-monitoring instrument can determine clean-up effectiveness.

BLOODBORNE PATHOGEN COMPLIANCE PROGRAM

PURPOSE

One of the major goals of the Occupational Safety and Health Administration (OSHA) is to regulate facilities where work is carried out, to promote safe work practices in an effort to minimize the incidence of illness and injury experienced by employees. Relative to this goal, OSHA has enacted the Blood borne Pathogens Standard, codified as 29 CFR 1910.1030. The purpose of the Blood borne Pathogens Standard is to "reduce occupational exposure to Hepatitis B. Virus (HBV), Human Immunodeficiency Virus (HIV) and other blood borne pathogens" that employees may encounter in their workplace.

The Hepatitis B vaccination series is available at no cost after initial employee training and within 10 days of initial assignment to all employees identified in the exposure determination section of this plan. Vaccination is encouraged unless: 1) documentation exists that the

employee has previously received the series; 2) antibody testing reveals that the employee is immune; or 3) medical evaluation shows that vaccination is contraindicated. However, if an employee declines the vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Owensboro Community and Technical College believes that there are a number of “good general principles” that should be followed when working with blood borne pathogens. These include:

- a. It is prudent to minimize all exposure to blood borne pathogens.
- b. Risk of exposure to blood borne pathogens should never be underestimated.
- c. Our facility should institute as many work practices and engineering controls as possible to eliminate or minimize employee exposure to blood borne pathogens.

We have implemented this Exposure Control Plan to meet the letter and intent of the OSHA Blood borne Pathogens Standard. The objective of this plan is twofold:

- a. To protect employees from the health hazards associated with blood borne pathogens.
- b. To provide appropriate treatment and counseling should an employee be exposed to blood borne pathogens.

REGULATED WASTE

Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; pathological and microbiological wastes containing blood or other potentially infectious materials.

EMPLOYEE RESPONSIBILITIES

As with all facility’s activities, employees have the most important role in a blood borne pathogens compliance program, for the ultimate execution of much of our Exposure Control Plan rests in their hands. In this role they must do the following:

- Know what tasks they perform that have occupational exposure.

- Attend the blood borne pathogens training sessions.
- Plan and conduct all operations in accordance with work practice controls.
- Develop good personal hygiene habits.
- If blood or body fluids are present from any type of accident, do not provide first aid unless trained and wearing latex gloves. Do not perform CPR without an appropriate airway apparatus. For cleaning of spills, immediately contact Maintenance and Operations department at ext. 64653. M&O personnel have been trained in the specified cleaning procedures. Ms. Lisa Crumbley can be contacted at ext. 64649 for more information regarding the college's blood borne pathogen plan.

LOCK-OUT-TAG-OUT PROCEDURE

All equipment shall be locked out where possible to isolate potentially hazardous energy, such as steam, electrical, mechanical, hydraulic, and gas. If lock out is not possible, equipment may be tagged-out-of-service. In all instances, equipment shall be made inoperable to protect against possible operation.

- Employees authorized to use lock-out/tag-out devices shall have initial training, and shall have annual retraining about this program.
- If more than one source of energy is present, all sources of energy must be locked out or tagged out.
- If more than one person is involved in the repair, each person must install a lock and/or tag to the equipment energy source.
- Electrical source of energy, such as circuit breaker, the load side conductor shall be removed from the breaker and the breaker tagged. Also, test equipment should be used to determine if energy source is indeed isolated.
- When working with hydraulic, steam, or air systems, bleed down the cylinder, block valves with chains and lock, also block hoists, vehicles, gears, dies and other devices capable of movement.

- When work is completed, remove parts, tools and replace guards and be sure no one is in the area. Then the lockout tag is removed by person who initially locked it out.
- If the person who locked out the equipment is not available, then:
 - a. Verify the person has left the job site.
 - b. Make reasonable attempt to reach the person
 - c. Inform person the lock or tag has been removed when they return to job site.

Outside contractors are required to follow this lock-out/tag-out policy or provide a similar policy in compliance with Occupational Safety and Health Administration

RESPIRATOR PROGRAM

This program is established per the requirements listed in the Federal Occupational Safety and Health Administration (OSHA) Standard 29 CFR 1910.134.

- A respirator coordinator will be designated by each department
- Respirators shall be selected by the Coordinator based on the type of hazards involved, the estimated concentration of contaminant, and pertinent OSHA standards
- The user shall be instructed and trained in the proper use of respirators and their limitation. This training must be given annually and is the responsibility of the coordinator.
- Respirators shall be cleaned, inspected, and disinfected, by the user, after each use, daily, or as often as necessary to ensure sanitary use of the respirator. The respirators shall be stored so as not to damage the integrity of the mask.
- Individuals shall not use a respirator unless it has been determined by a physician that they are physically able to perform the work and use the respirator.
- Only approved respirators shall be used.

ASBESTOS POLICY

Any one working with the floor or ceiling tiles in the Downtown Campus and Southeastern Campus should consult the asbestos policy. Please contact the Director of Maintenance for a copy of the policy.

SNAKE AND ANIMAL BITE PROCEDURE

Owensboro Community and Technical College is animal friendly. As you walk through the Virginia Miles Nature Area, you may encounter types of wild animals. However, if you or someone you are with gets bitten while at an OCTC campus:

- Do not Panic
- Contact Security at (270) 852-8977 and/or Maintenance at (270) 686-4652 so medical personnel can be notified and an incident report can be filed. If you cannot reach security or maintenance, call 911 immediately.
- Consult a medical professional if needed.

LEASH REQUIREMENT FOR DOGS

Many students, faculty, staff, and visitors use the OCTC campuses. The OCTC Main Campus is set in a park-like setting and the Virginia Miles Nature Area is a pleasant place to walk and enjoy nature.

There are many people who use the Main Campus to walk their dogs. **All** campuses are posted with signs at each entrance that dogs must be on leashes. If you notice a dog not on a leash, contact Security at (270) 852-8977 and/or Maintenance at (270) 686-4652.

DISASTER PLANNING AND EMERGENCY PREPAREDNESS – OCTC VETERINARY TECHNOLOGY PROGRAM

PURPOSE

This policy is intended to provide the OCTC Veterinary Technology Program, Institutional Animal Care and Use Committee (IACUC), faculty, staff and students, a general plan of action in the event of an emergency or disaster with probable effect to the animals housed on campus. The policy sets forth a plan for response should a disaster occur.

REVIEW

This policy and procedure will be reviewed once a year by the OCTC Veterinary Technology Program and IACUC. This policy will be used to supplement the Owensboro Community and Technical College Emergency Response Plan for the OCTC Downtown Campus where the Veterinary

Technology Teaching Hospital is located and for the Main Campus where the large animal facility is located.

POLICY/PROCEDURE

All IACUC members, vet tech faculty, vet tech students, OCTC security, and local police should be aware of the Community College's policies and procedures regarding disaster preparedness. In case of disaster, the Institutional Officer, Chair of the IACUC, and Veterinarians will be notified of the situation.

Institutional Officer:

Dr. Scott Williams (scott.williams@kctcs.edu)
Office: (270) 686-4508

Chair IACUC:

Kathy Hoffman (Kathy.hoffman@kctcs.edu)
Office: (270) 686-4643

Veterinarians:

Dr. Eddie Leach (Eddie.leach@kctcs.edu)
Office: (270) 686-3780

Dr. Julie Gray (juliethorpegray@hotmail.com)
Office: (270) 685-1111

Licensed Veterinary Technicians:

Jacqueline Howard (Jacqueline.howard@kctcs.edu)
Office: (270) 686-4442

The first official on the scene will identify the appropriate course of action based on the nature of the disaster situation. Critical animals are identified and those animals will be given priority for care. Based on knowledge and familiarity with the animals, the appropriate order of authority to make triage decisions would be the Institutional Officer deferring to Chair of the IACUC deferring to the veterinarians deferring to the licensed veterinary technicians.

Evacuations of animals:

A safe evacuation of all people and animals from the designated areas is the common goal for all responding agencies.

The common meeting place for an evacuation is the rear parking lot of the Downtown Campus near the large trees located in the back right corner adjoining Daviess Street. All vet tech personnel are to report to this area if appropriate.

If necessary, small animals at the Downtown Campus will be relocated to Audubon Animal Hospital, 2450 W. Parrish Ave, Owensboro, KY 42301 by

vehicle. If animals need to be relocated, all cats must be transported in carriers and all dogs must be on leashes or in carriers. Carriers for cats are located in the feline ward and leashes for dogs are available on a hook near the door in the canine ward. Carriers for dogs are located on top of the canine ward cages. Rabbits and rodents would remain in their cages and the entire rack would be wheeled to the appropriate location. In the event of rain or snow the rack would be covered with a protective waterproof sheet such as large, slit trash bags or truck bed covers.

If necessary, large animals at the OCTC Main Campus will be relocated to Jacqueline Howard's farm at 1004 State Route 1207, Utica Kentucky by truck and trailer. Large animals will need a halter and lead rope, then transported via horse trailer.

Fire evacuations:

If time permits, animals will be evacuated as described above with cats in carriers, dogs on leashes or in carriers, and the rabbit and rodent cages wheeled out to the parking lot. Emphasis should be on speed and getting the animals out of the building as soon as possible rather than on protecting the animals from inclement weather; for example, by taking the time to apply cumbersome covers over carriers or cages. If a fire should occur during class time when there are many hands available, evacuation of animals might be possible. If, on the other hand, it occurred in the middle of the night when the building is empty, an attempted rescue of animals by one or two security personnel would not be prudent.

If a fire should occur during surgery and while an animal is under anesthesia, the entire anesthesia machine and crash cart, which are on wheels, would accompany the anesthetized patient. A sterile drape would be placed over the incision. The anesthetized patient would be transported by mobile gurney to the parking lot for completion of wound closure.

Earthquake and tornado procedure:

Students and faculty should refer to the Owensboro Community and Technical College Emergency Response Plan Manual titled "Tornado" and "Earthquakes."

If time permits, dogs will be moved to the sterile prep room. Cats will remain in the feline ward. Rabbits and rodents will remain in the lab animal ward.

Electrical outages evacuations:

OCTC's downtown campus has a backup generator; therefore electrical outages will not be a concern.

ANNUAL SAFETY-RELATED ACTIVITIES FOR TRAINING AND AWARENESS

Safety Training includes everyone, particularly faculty, staff, managers, and M&O personnel.

- ❖ Check that evacuation maps and emergency response plans are in every classroom on all campuses.
- ❖ Orientation for new faculty and staff.
- ❖ Fall Kickoff – opportunity to raise safety and security awareness to all employees
- ❖ M&O completes any necessary repairs/adjustments for safety compliance before the first day of fall semester.
- ❖ Chemical Hygiene Officer updates chemical inventory.
- ❖ All new faculty, staff and student workers who use such materials must receive Hazardous Communication and Bloodborne Pathogen Training
- ❖ Safety-related events for students, faculty, and staff to include fire extinguisher training, lockout/tag out, etc.
- ❖ Scheduled Fire Drill for Fall and Spring Semesters
- ❖ Safety and Grounds Committee conducts laboratory inspections.
- ❖ KCTCS Safety Check List is due in Versailles for OCTC
- ❖ Safety Committee reviews Campus Safety and Crisis Policies Manual. Additions/corrections are made and revised copies of the manual are placed in each laboratory and each building.

EMERGENCY NUMBERS

POLICE DEPARTMENT / SHERIFF’S OFFICE 911

FIRE DEPARTMENT 911

AMBULANCE 911

OCTC OPERATOR 64400

KEY CONTACTS

Dr. Scott Williams, President	64508
Kevin Beardmore, Vice President of Student Affairs	64504
Cindy Fiorella, Vice President of Workforce Solutions	64445
Bernie Hale, Director of Public Relations	64506
James Hartz, Vice President of Information Technology	64630
Larry Miller, Vice President of Inst. Advancement	64502
Kenneth Moxley, Director of M&O	64471 OR 993-0910
Sarah Price, Vice President of Business Affairs	64501
Mike Rodgers, Vice President of Academic Affairs (Interim)	64503
Jeff Williams, Director of Security	28977 OR 316-1660

The Director of Public Relations and/or Executive Team members will be responsible for public communications, including the posting of messages on the OCTC website and making calls to the media regarding campus safety alerts.

**If you feel a life is threatened, call 911 for help.
Otherwise, typically call the Switchboard (64400) and
the Operator will call the appropriate administrator.**

LOCATION OF FIRST AID KITS

	Room Number	Phone Number
MAIN CAMPUS		
Academic Building	AC110L	64543
LRC	L102	64576
Administration Building	A104	64501
Technical Building	T112	64596
Humanities Building	H119	64623
Science Building	S112	64632
Biology Lab	S102	64635
Chemistry Prep Lab	S204	64645
Advanced Technology Center		
IST Lab	ATC228	28619
Manufacturing Lab	ATC210	28618
PLC Lab	ATC222	28622
Instrumentation	ATC225	
Digital AC/DC Circuits	ATC110	
Electronics & Devices	ATC109	
AC/DC Circuits	ATC111	
IST Training	ATC213	
Networking/Computer Maint.	ATC217	
CAD Lab	ATC218	
CAM Lab	ATC221	
ATC Communication	ATC102	64400
SOUTHEASTERN CAMPUS		
Front Desk in the Office	255	64489
Health Services	105	
Welding Shop	121	
Diesel Shop	124	
Auto Mechanics Shop	127	
Auto Body Shop	132	
Welding Lab	135	
DOWNTOWN CAMPUS		
CCED Area	S1	
Heating & Air Conditioning	15	
Carpentry	19	
Administration Office	14B	

LOCATION OF FIRE BLANKETS

	Room Number	Phone Number
MAIN CAMPUS		
M&O Building	104	64653
ATC Manufacturing Lab	ATC210	
SOUTHEASTERN CAMPUS		
Welding Classroom	121	64497
Welding Classroom	136	64406
DOWNTOWN CAMPUS		
HVAC Lab	15	64476

LOCATION OF AEDS

MAIN CAMPUS

Humanities Building	Front Hall
ATC	2 nd Floor top of lobby stairs

SOUTHEASTERN CAMPUS

Outside Office Suite

DOWNTOWN CAMPUS

Front Hall off Frederica St.
Entrance