Safety Plan
August 2013-August 2014

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OUR LADY OF THE LAKE COLLEGE

SAFETY PLAN

PURPOSE

The purpose of the Safety Plan is to provide guidelines for faculty, staff, and students to use in ensuring an environment that is free from physical and environmental hazards and to outline procedures to be followed in the event of emergencies. The plan is comprehensive in scope, periodically reviewed, and available to all employees and students.

All newly hired employees and newly enrolled students will be provided appropriate components of the Safety Plan during their respective orientations to the College. This information is included in the "Campus Safety and Security Booklet" which is distributed college wide every August and at all New Student Orientation and New Faculty and New Staff Orientation programs.

Hard copies of the complete Safety Plan Manual are distributed every Fall semester to the college Deans and Directors. The manual is available to all employees and students on the college website.

The manual is reviewed by the Safety Committee on an annual basis and revised as necessary. Occupational safety and health are addressed by the College’s Health and Safety Office and the OLOLRMC Physical Plant Services Department. The College’s Safety Plan comprehensively addresses issues of health, safety, and security-related concerns that supersede organizational structural lines. The Safety Plan contains major items such as Emergency Communications, Fire Safety, Bloodborne Pathogen Policy, Employee Safety Training, Hazardous Materials Management, Office Safety, Severe Weather emergencies, Disaster Plan, and the Emergency Closure Plan.

The Lab Safety and Chemical Hygiene Plan (a separate document) is overseen by the Science Department. Radiation Safety is overseen by the Radiologic Technology Program Director. Management of Compressed Gases is overseen by the Respiratory Therapy Program Director. (See appendices)


SAFETY COMMITTEE

A. Purpose

The purpose of the Safety Committee is to develop, operationalize and monitor a comprehensive safety plan.
B. Organization

Members of the committee are assigned by the President’s Cabinet and include the Director of Campus Health & Safety, representatives from several campus buildings, and at least one faculty member from a clinical program and one faculty member from a non-clinical program. The Student Government Association will be contacted to assign a student representative. A representative from the President’s Cabinet shall serve as ex-officio. The Director of Security Services and the Safety Officer at Our Lady of the Lake Regional Medical Center will be invited to attend all committee meetings.

To foster the FMOL mission and core values, a prayer will be offered at the start of each meeting. The committee shall meet as necessary, however, no less than twice per year, preferably once during the fall term and once during the spring term. Written minutes shall be maintained.

C. Functions

1. Identifies needs and develops safety goals for the College.
2. Assures implementation of safety policies, procedures and practices.
3. Monitors adherence to safety policies, procedures and practices.
4. Coordinates safety activities with the safety officer of Our Lady of the Lake Regional Medical Center.
5. Reviews occurrences of safety infractions and unsafe practices and recommends remedial action.
6. Coordinates the development and implementation of safety education programs.
7. Evaluates the safety plan and education program on an annual basis and revises same as necessary.

SAFETY EDUCATION

In addition to distribution of the Campus Safety & Security Booklet and the Safety Plan Manual, safety education is conducted at least annually. All faculty and staff must complete online annual safety education prior to their annual employment review. All students must complete an orientation which includes safety education and alcohol & drug education in accordance with Department of Education requirements.

COLLEGE EMERGENCY RESPONSE TEAM

The College Emergency Response Team will be called upon to coordinate response plans to emergency events. The team will consist of the College President, Vice Presidents, Deans or designees, a representative from each building, Director of Campus Health & Safety, and the executive secretary to the President. Each member will have at least 2
backup persons for representation in emergencies. Each team member will have emergency ID designating them as essential personnel.

**PUBLIC SAFETY AND SECURITY**

The College is served by OLOLRMC’s security subcontractor, Tracer Security, as well as off-duty Baton Rouge police officers. The College is committed to providing the College community with a safe and secure learning environment where members can pursue academic, career, and personal goals, free from unwarranted concerns for personal safety and property.

All Tracer officers are P.O.S.T. (Peace Officer Standards and Training) Council-certified. All officers are certified in CPR and First Aid, and each year are required to complete a number of training programs. The department includes a full-time crime prevention officer and an investigator who follow-up on criminal offenses and violations of college policies and procedures. Officers enforce state law and city ordinances as well as parking and traffic regulations.

Tracer officers are visibly on duty 24 hours a day, seven days a week. Officers patrol both campuses on foot and marked vehicles. Officers combine active and visible patrols throughout the exterior of the campuses and through the parking areas as well as the interior of campus buildings in their visible protection and crime prevention efforts. A 24-7 Safety Escort Service is also provided.

In compliance with federal law known as the Clery Act, an annual campus security report, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report, is provided in the Campus Safety and Security Booklet. The booklet is available on-line and in hard copy and includes a guide to campus security policies and procedures, drug and alcohol policies, campus emergency response, campus sexual assault programs, available resources both on and off campus, how to report a crime, as well as campus crime statistics.

**BUILDING INSPECTIONS**

All College buildings are inspected twice a year once during the Fall semester and once during the Spring semester to identify potential hazards. These inspections are documented and maintained in each building. Results are reported to the Safety Committee. Building contacts are appointed by the College Deans to assist in the inspections and remediation of potential hazards.

**GENERAL SAFETY RULES**

1. Observe all safety regulations.
2. Report any unsafe conditions or defective equipment
3. Report all accidents immediately.
4. Walk, don't run, especially in stairwells.
5. Open doors slowly.
6. Don't block doorways, stairwells or emergency exits.
7. Do not lift or move heavy objects without assistance.
8. Do not pick up broken glass. Ask for assistance from the custodial staff.
9. Handle electrical equipment with dry hands. Switch off equipment before unplugging the equipment.
10. Use a stepladder or stool to reach high objects. Do not use a chair, desk, etc.
11. Do not cause trip hazards with extension cords, telephone lines or power cords.
12. Transport equipment, books, and supplies using proper carriers.
13. Know the location of all fire alarm switches.
14. Know the location of the smoke detectors.
15. Know the location of all fire extinguishers.
16. Know how to activate fire extinguisher.
17. Study the evacuation plan posted in the hallways.
18. Walk on sidewalks.

RULES TO PREVENT CRIMES

1. Never expose valuables or cash.
2. Do not walk alone, especially at night.
3. Select a secure parking spot.
4. Park on lighted, populous locations.
5. Lock all doors on your car when exiting.
6. Do not accept unsolicited help from strangers.
7. Call Security if you need an escort (765-8825).
8. Report all concerns about campus safety to the College Administration. (768-1700)
9. Students on clinical at other facilities may ask the security guards at those facilities for an escort if they feel unsafe.

SAFETY TIPS FOR WORKING ALONE

College personnel are discouraged from working alone or after regular business hours. If you must work alone or after hours, the following strategies are recommended for your personal safety.

PLANNING FOR WORKING ALONE

- Before it gets dark outside, move your personal vehicle to a location with good lighting.
- Be aware of all building exits.
- Leave emergency contact numbers. Consider programming “ICE” (in case of emergency) phone numbers into personal cell phone contact list.
- While another co-worker is present, check that all doors are locked and that washrooms and storage rooms are empty. Make sure that back doors and secondary doors are also locked.
• Know how to use the alarm system in your building, especially the duress code that sends a silent signal for police. Universally the duress code is 2378.

• Let security, a supervisor or a friend know if you are working late, and tell them when you expect to leave.

• Establish a pre-arranged call-in procedure and schedule with a family member or trusted friend. Make sure your contact knows what to do if you don’t respond as previously agreed upon. For example, your contact should have the phone numbers to reach Tracer Security and the College extra duty police officer.

• Make arrangements ahead of time for security or police escort to your car. Tracer Security can be reached at 765-8825 and the extra duty police officer can be reached at 202-7890.

• If you must meet new work contacts or students after office hours, choose a public place such as the College Library rather than an isolated office. Keep personal information private.

• Avoid having new work contacts or students walk you to your car.

• Be aware of your surroundings as you leave the building. Look around the parking lot and your personal vehicle. Have your car key in hand before you exit the building.

• Consider carrying a personal safety alarm on your key chain.

Trust your instincts. If something or someone makes you feel uncomfortable, contact Tracer Security at 765-8825 or Extra-Duty Police at 202-7890.

INTERVENTIONS FOR WORKING ALONE

• If you are suspicious of people that are hanging around the building, if you receive strange phone calls, or if you suspect someone is lurking outside, notify Tracer Security and police.

• If you encounter someone who should not be in your area, indicate that you are not alone. Say, “My supervisor will be right here and will be able to help you.”

• Use assertive, but respectful language. Try to get to a safe area and call for assistance.

I. SAFETY PLAN OVERVIEW

In an emergency situation, all personnel are responsible for:

• Recognizing and reporting an emergency

• Warning others in the area

• Taking safety and security measures

• Evacuating safely

Isolation of the incident scene must begin when the emergency is discovered. If possible, the discoverer should attempt to secure the scene and control access, but no one should be placed in physical danger to perform these functions.
Basic safety measures include:
- Closing doors or windows
- Establishing temporary barriers with furniture after people have safely evacuated
- Dropping containment materials (absorbent pads, etc.) in the path of leaking materials
- Closing file cabinets and desk drawers.

Only trained personnel should be allowed to perform advanced security measures. Access to the facility and the incident scene should be limited to persons directly involved in the response.

II. EMERGENCY COMMUNICATION & RESOURCES

Maintaining communication can be critical in an emergency. A Disaster phone tree is maintained by each school/building. The College President, Vice Presidents or their designees may activate the disaster phone tree to communicate emergency information. An emergency hotline (225-490-1600) has been established as a means of campus community notification during emergencies. A notice will also be placed on the college website.

E-mail, radio and television news announcements will also be utilized to notify the college faculty, staff and students of emergency closure of the campus. Representatives from College Administration will maintain contact with the media during emergencies.

CRISIS COMMUNICATION PLAN

PURPOSE
A crisis communication plan provides policies and procedures for the coordination of communications within OLOL College, and between the College, the news media and the public in the event of an emergency or controversial issue. Communication is a key component in the College's plan to handle a major crisis or emergency situation. How the College communicates will have a lasting impact on its reputation with students, faculty, staff, alumni, parents, the community, the media, and other important constituency groups. An effective communication plan, coupled with the early involvement of communications professionals, will help limit the negative impact of the crisis and allow the appropriate administrators to effectively manage the crisis situation.

This plan not only addresses media relations and communications issues, but also includes procedures for the rapid identification of potentially harmful situations and the methods for responding to these situations quickly and effectively.

It is the goal of this crisis communication plan to establish guidelines for dealing with a variety of situations, and to ensure that campus officials and communicators are familiar with those procedures and their roles in the event of a crisis. The plan is designed to be used in conjunction
with the normal decision-making hierarchy of the College and does not supplant that decision- 
making process. It is designed to be used in conjunction with operational crisis response plans 
managed through a variety of other units.

OBJECTIVES OF THE PLAN

1) To factually assess the situation and determine whether a communications response is 
warranted.
2) To make recommendations to key decision makers on appropriate responses.
3) To implement immediate action to:
   - Identify constituencies that should be informed about the situation.
   - Communicate facts about the crisis.
   - Minimize rumors.
   - Restore order and confidence, if compromised.

PROCEDURES

Assessment -- Potential crisis situations could be initially reported in a number of ways. 
Confirmed information, regarding the crisis or emergency, or one that may have potential crisis 
impact, should be delivered without delay to the member(s) of the President’s Cabinet having 
responsibility for the areas affected.

RESPONSE

After assessing the nature and scope of the situation, the College President or designee, in 
coordination with the College Emergency Response Team, should develop a plan of action 
including some, or all, of the following:

1. Designate a single spokesperson. Persons designated to convey official messages shall be 
   forthright at all times and timely in communicating with the campus community, news 
   media, and general public during a crisis situation. Decisions regarding communications will 
   be guided by the commitment to public disclosure and the public’s legitimate right to be 
   informed, balanced by a concern for the privacy rights and personal security as well as the 
   impact that immediate public disclosure could have on any impending investigations. In 
   cases of a significant crisis, the President or the highest ranking college official must take the 
   lead in conveying the administration’s response to the crisis, showing that the College has 
   control of the situation and calming public concern.

2. Draft a fact sheet. The fact sheet should include a summary statement of the situation listing 
   all known details to be released to the media. This information should be made available to 
   (and approved by) the College President.

3. Notify key constituencies. Determine key constituencies that should be informed of the crisis. 
   It is important to keep administration, faculty, staff, and students informed of appropriate 
   details and actions taken by the College during an emergency. Effective communications will 
   help quell rumors, maintain morale, and ensure continued orderly operations of the College.

4. Strive to communicate the facts of the situation (included in the fact sheet) and the College’s 
   intended response. Among those that may be notified, depending on the situation, are:
   - Campus administrators, faculty, staff -- Information to administrators other than 
     those selected to serve on the College Emergency Response Team should be 
     provided via facsimile, broadcast e-mail, college home page and blackboard
posts, distribution of flyers in campus mail, and/or mass meetings, and any other communication means available.

- **Students** -- Notices to students can be posted on the College home page, portal, and Moodle, circulated via broadcast e-mail, and through mass meetings if needed. (Text messages can be sent to all students with registered cell phone numbers.) Message should be set up on emergency hotline*. Flyers may be distributed in classes.

  *Procedure for changing message on emergency hotline:
  From an internal line:
  Press message button and dial *
  You will be prompted for ID number, enter 1600
  You will be prompted for Password, enter 12121
  Use standard greeting to record your message, the message will repeat till the caller hangs up.

  From an external line:
  Dial 526-MAIL (6245), when connected press * (may need to enter * again),
  You will be prompted for ID number, enter 1600
  You will be prompted for Password, enter 12121
  Use standard greeting to record your message, the message will repeat till the caller hangs up.

- **College Board of Trustees** -- May be reached via e-mail, telephone, or facsimile. Copies of all such correspondence should be shared with the Office of the President.

- **Parents of students** -- A rumor-control hotline or a dedicated line with taped updates on the situation may need to be established.

- **Community and officials** -- If the situation has an impact on local residents, flyers can be distributed, broadcast e-mails can be sent facilitated by the local chamber of commerce, interviews can be scheduled with local radio and television stations, press releases can be disseminated. Dedicated phone lines with taped messages can also be set up. If city, parish, and state elected leaders need to be informed, this should be handled only by the College President or designee.

- **Law enforcement agencies** -- If deemed appropriate should be notified by Tracer supervisor.

- **Mass media** -- Marketing representative may need to prepare news releases for distribution, schedule a news conference, or schedule interviews with local radio and television stations. All media inquiries should be directed to the President’s Office.

- **Alumni and donors** -- This group can be reached through the Office of Institutional Advancement.

5. Alert the media. Determine whether a news conference and/or news release is the most appropriate means of conveying information to faculty, staff, students, the news media, and the public. The Office of Institutional Advancement will determine logistics of the news conference including when, where, and how the media will be contacted, which media will be contacted, who will supervise the news conference, who will appear, etc.

6. Determine whether the magnitude of the crisis merits establishing a Crisis Communication Center.
7. Photography. Decide whether to assign someone to photograph the scene of the emergency. This may prove helpful in responding to media inquiries, to possible later litigation, as well as documenting the College’s response to the emergency. Determine whether it is appropriate to allow location shooting by television and newspaper photographers. If so, determine when, where, and who will accompany the media.

8. Radio and television responses. Discuss who the appropriate person is, depending on the emergency, to make available for radio and television interviews and provide that person with the fact sheet.

9. Internal communications. Determine strategy of internal communications to be used if the crisis affects college students and employees, working closely with Human Resources and the Dean of Students.

10. Alternative communications. Discuss alternative or additional means of conveying information including letters or e-mails to parents of students, alumni or selected constituencies of the College, letters to newspaper editors or consultation with editorial boards.

11. Switchboards. Areas that receive high volumes of incoming telephone calls should be notified regarding the key messages of the crisis (fact sheet) and where to refer news media calls pertaining to the crisis.

12. Rumor control. Consider establishing a rumor-control hotline and/or a dedicated call-in line for media use. Dedicated line also could be used for taped telephone updates.

ONGOING PROCEDURES DURING CRISIS

1. Give the highest priority to immediately scan daily newspapers for stories related to the situation. Deliver copies of these clips or reports as appropriate to the College President and other designated recipients.

2. Set up information files on the crisis to reside in President’s office. Material related to the crisis, including clippings, statements, letters, memos and any other documents, should be forwarded filed in chronological order.

3. Monitor the situation at least daily, and frequently update staff and appropriate administrators.

4. Take notes during crisis to be reviewed and used to improve future crisis response.

AFTERMATH COMPONENT

Following any crisis, appropriate action must take place to ensure that members of the College community, and others as necessary, receive needed information and assistance to help bring closure to the crisis as well as relief from the effects of the event. Attention also should be placed on identifying and implementing measures to improve the action plan used during the crisis.

If needed, a public forum should be scheduled and coordinated by the President’s Office to communicate details of the incident and events to all interested members of the College. The timeliness of this meeting is critical and every effort should be made to see that it occurs within days of the close of the crisis.

Representatives from other departments and/or individuals also may be requested to attend and participate depending upon the nature of the crisis.
Immediately following a crisis, it is imperative that the College be sensitive to the needs of faculty, staff, and students who may have been personally affected by the disaster. There may be a need to assist victims with obtaining information and/or a referral to available resources. Assistance for employees will be coordinated through Human Resources and Student Services will refer or assist students. Also, representatives from the two areas should follow up with their respective constituents to ensure their needs are being addressed and offer further assistance.

It is not unreasonable to expect that rumors would follow a crisis, further creating an atmosphere of anxiety. One means of combating rumors would be to take full advantage of e-mail, home page notices, rumor-control hotlines, campus newsletter and report facts as appropriate.

Depending upon the nature of the crisis, services and assistance may have been rendered by agencies, companies and/or individuals from outside the College. Efforts should be made to ensure that applicable follow-up information, as well as thank-you letters, are forwarded to appropriate persons.

**Important Communication Procedures:**

1. When reporting emergencies, always give location using the physical address rather than the name of facility. For example, report “5414 Brittany Drive” rather than “OLOL College” or “Administration Building”.
2. After making emergency calls to any agency, always notify the main campus receptionist of the emergency as well. This is important for accurate follow through with authorities.
3. If phones are not working, try personal cellular phones or two-way radios from disaster supply kit.

**Report Campus Emergencies as follows:**

1) 202-7890 for Extra-Duty Police Officer on duty. Also call 911 for Fire or Ambulance, if needed. When reporting emergencies, always give location using the physical address rather than the name of building or facility. (refer to sticker located on each campus telephone)

2) Always Notify Tracer Security 765-8825 for ALL emergencies and security issues

3) Then also notify:
   a. Main Campus Receptionist (768-1700) with accurate details that will be needed by authorities.
   b. The Dean having responsibility for the area affected (includes Academic Deans or Deans of Student Services).
      i. The Dean will then notify the member of the President’s Cabinet having responsibility for the area affected. If not available, contact the President’s office at 768-1710 or 768-1729.
      ii. The President’s Cabinet member will notify Institutional Advancement.
4) File an incident report in QUANTROS.

For students in crisis, call the Dean, Student Services at 985-687-1298 or the Academic Counselor at 225-200-7804.

Threats or hostile acts should be referred as directly and quickly as possible to police authorities if you believe you or others are in immediate danger or there is an imminent crisis to the campus community: Call 911.

Potential crisis and emergencies: Confirmed information regarding the crisis or emergency, or one that may have potential crisis impact, should be delivered without delay to the member(s) of the President’s Cabinet having responsibility for the areas affected. If not available contact the President’s Office at 768-1710.

### Other Emergency Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Extra Duty Police Officer</td>
<td>202-7890</td>
</tr>
<tr>
<td>Emergency (fire, police, ambulance)</td>
<td>911</td>
</tr>
<tr>
<td>Tracer Security</td>
<td>765-8825</td>
</tr>
<tr>
<td>Office of the Dean of Students</td>
<td>768-1713</td>
</tr>
<tr>
<td>Sonitrol/Stanley (Alarm Company)</td>
<td>923-3700 or 924-7000 option 1</td>
</tr>
<tr>
<td>Acadian (Alarm Company)</td>
<td>1-888-558-9911 Password: FireQuest</td>
</tr>
<tr>
<td>Custom Security (Alarm Company)</td>
<td>927-5535 Password: education</td>
</tr>
<tr>
<td>Office of Health &amp; Safety</td>
<td>768-1755</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>768-1713</td>
</tr>
<tr>
<td>Plant Services</td>
<td>765-8834</td>
</tr>
<tr>
<td>Stop Rape Crisis Center</td>
<td>383-7273</td>
</tr>
<tr>
<td>The Phone (24-hour crisis line)</td>
<td>924-5781</td>
</tr>
<tr>
<td>Poison Control</td>
<td>1-800-256-9822</td>
</tr>
<tr>
<td>OLOLRMC Safety Officer</td>
<td>765-8329</td>
</tr>
<tr>
<td>OLOL Regional Medical Center</td>
<td>765-6565</td>
</tr>
<tr>
<td>Louisiana Department of Homeland Security and Emergency Preparedness</td>
<td>389-2100</td>
</tr>
<tr>
<td>Louisiana State Police</td>
<td>*LSP</td>
</tr>
<tr>
<td>OLOL College Hotline (not for reporting purposes, used to distribute emergency info only)</td>
<td>490-1600</td>
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### III. EVACUATION

The first priority during an emergency is protecting the health and safety of everyone in the facility. Evacuation is a common means of protection during an emergency. In the event that an evacuation is necessary, all college buildings are equipped with emergency lighting and lighted exit signs. Exit routes are posted in hallways.

Hallways must remain clear and unobstructed at all times. If an evacuation has been ordered, please notify those in neighboring offices, conference rooms and classrooms. As
you exit the building, make sure rooms are evacuated and assist persons with disabilities. When you exit the building, assemble in the parking lot away from the building and assist in accounting for faculty, staff and students. Await clearance by OLOL Security before re-entering the building.

IV. DESIGNATED SHELTERING

Certain rooms and/or hallways have been designated in each building to serve as designated shelter areas. These are indicated on the building’s exit route maps. You may be directed to the building’s “Designated Shelter” as a safer alternative than evacuating the building or remaining in a classroom or office during certain emergency situations, particularly severe weather emergencies and toxic chemical or radioactive material releases.

Procedures:

1. Go to or stay inside the nearest building and seek appropriate or designated shelter.
2. Do not use elevators.
3. Shut and lock all windows and doors.
4. Turn off the heat, air conditioning or ventilation system, if you have local controls for these systems. Some buildings have ventilation systems that are controlled centrally by their Maintenance Department.
5. Quickly locate supplies you may need, e.g., food, water, radio, etc. Retrieve the disaster supply kit.
6. If possible, go to a room or corridor where there are no windows or to the building’s Designated Shelter Area if so directed.
   a) In the event of a chemical release, go to an above-ground level of the building, since some chemicals are heavier than air and may seep into lowest level even if the windows are closed.
   b) In the event of a tornado threat, go to the lowest level and stay away from windows.
7. If possible, monitor for additional information via radio or television for further instructions.
8. Do not call 911 unless you are reporting a life-threatening situation.

Additional steps to be taken if materials are available:

- In the event of a chemical, biological or radioactive material release requiring Designated Sheltering seal doors and windows with duct tape and/or plastic sheeting.
- Cover cracks under doors with damp towels.
- If you are directed to shut off utilities, notify Plant Services at 765-8834 to perform that task.
When the “all clear” is announced by emergency officials:
- Open windows and doors.
- Turn on heating, air conditioning or ventilation system.
- Go outside and wait until the building has been vented.

V. FIRST AID AND DISASTER SUPPLY KITS

First aid kits and Disaster supply bags are located in each campus building. The building receptionist is responsible for the location of the disaster bag. The contents are restocked annually. The First aid kits can be accessed for any emergency. The disaster supply bags are to be accessed for shelter situations. The disaster supply kits include: AM/FM battery operated radio, heavy-duty flashlights, a two-way radio, duct tape, plastic sheeting, first aid kit and extra batteries.

VI. FIRE SAFETY

Furnishings or decorations of an explosive or highly flammable character shall not be used. Fire is the most common of all hazards. Monitored fire alarm systems and/or smoke detectors are located in all College buildings.

There are four classes of fire.
- **CLASS A** fires involve combustibles such as paper, wood, cloth, rubber and many plastics.
- **CLASS B** fires entail burning of liquid fuels like oil-based paints, greases, solvents, oil and gasoline.
- **CLASS C** fires are of electrical origin (fuse boxes, electric motors, wiring).
- **CLASS D** fires encompass combustible metals such as magnesium, sodium, potassium and phosphorus.

The fire extinguishers located in the college may be used on all Class A, B or C fires. Fire extinguishers are inspected annually under contract managed by Plant Services.

Smoke and Fire Containment:

Fire burns because of three elements: Ignition, Fuel and Oxygen. Take away any one of these elements and the fire is extinguished. The basic techniques are:

1. Extinguish or control the fire by using available fire extinguisher. Never try to use a water hose. Do not attempt to fight a fire if it endangers your life.
2. If it is impossible to subdue the fire, the door should be closed.
3. Place wet linens or blankets at the base of the doors to help confine the smoke and fire.
4. In the event of intense smoke, lie down on the floor and have others do the same. Crawl on hands and knees beneath the smoke to safety.
5. Never open a door that feels hot to touch.
6. Use stairs, not elevators to evacuate.

Procedure if a fire is discovered or suspected:

Fire outside the building:

A. If the fire is not a threat to the building, call the fire department directly to report the fire. Notify plant services at 765-8834 and security at 765-8825.
B. If the fire is a threat to the building, pull the nearest fire alarm and proceed as below.

Fire inside the building:

A. PULL THE NEAREST FIRE ALARM. If the alarm fails to operate or there is no fire alarm pull, warn others by knocking on doors and/or shouting, "FIRE!"
B. NOTIFY THE COLLEGE OPERATOR* and SECURITY
   1. Notify Security at 765-8825 if your building does not have audible alarm.
   2. During regular business hours, notify College Operator by dialing ext. 1700 – if line is busy, press 2 -- and give the location of the fire. After hours, skip this step.
   3. During regular business hours, forward phone line to ext. 1700. After hours, skip this step.
      Procedure to forward phone lines:
      a. When your phone is idle, press the CFwdALL soft key
      b. Enter the number 1700*
      c. To cancel the forward – press the CFwdALL soft key

* If Administration Building is affected, notify Nursing Building operator at ext.1750 and follow same steps above to forward phone line to ext.1750.

C. CLOSE ALL DOORS especially those to fire area and clear corridors as you exit.
D. FIRE EXTINGUISHER An extinguisher may be used for a small, contained fire.
E. EVACUATE Go to the nearest exit and evacuate the building. Do NOT use the elevators.
F. ASSEMBLE in a safe area away from the building and away from fire equipment. Follow the instructions of OLOLRMC Security.
G. FIRE DEPARTMENT will be notified by alarm company to respond to monitored buildings.
Directions for use of fire extinguishers:

**Fire extinguisher use -- P.A.S.S.**

1. **PULL:** Hold the fire extinguisher upright and pull the pin.
2. **AIM:** Stand back 8 feet from the fire and aim the extinguisher nozzle at the base of the fire.
3. **SQUEEZE:** Squeeze or press the handle.
4. **SWEEP:** Sweep from side to side at the base of the fire until it is out.

**FIRE DRILL**

Fire drills are conducted at least annually by the Director of Campus Health and Safety and the Alarm Company contracted by Our Lady of the Lake Regional Medical Center. The purpose is to test fire safety equipment and familiarize the occupants of the College with the procedure for responding to a fire in one of the College buildings. This will assist them to become familiar with the sound of the alarm, location of exits, and fire extinguishers.

**Directions for fire drill:**

1. Pull the nearest fire alarm pull station.
2. Notify the Nursing Building office (ext. 1750), or Administration Building (ext. 1700), and give location of the fire.
3. Forward phone lines as above.
4. Close all doors in classrooms and offices and clear corridors as you exit.
5. Bring fire extinguisher to the "fire scene,” but Do Not Activate.
6. Evacuate building and assemble in an appropriate area a safe distance from building and/or follow instructions of Our Lady of the Lake Security.
7. Verbalize who may shut off gas valves.

**VII. ELECTRICAL SAFETY**

- Purchase and use only CSA-approved (Canadian Standards Association) electrical equipment.
• All electrical outlets should carry a grounding connection requiring a three-pronged plug.
• Never remove the ground pin of a three-pronged plug.
• Remove cords by grasping the plug, not the cord.
• All wiring should be done by, or under the approval of, a licensed electrician.
• Electrical equipment that has been wetted should be disconnected at the main switch or breaker before being handled. Familiarize yourself with the location of such devices.
• Know how to cut off the electrical supply (or contact Plant Services) in the event of an emergency.
• Maintain free access to control panels.
• Breaker panels should be clearly labeled as to which equipment they control.
• Ensure that all wires are dry before plugging into circuits.
• Electrical equipment with frayed wires should be repaired before being put into operation.
• Tag and disconnect defective equipment.
• Be sure that all electrical potential has been discharged before commencing repair work on any equipment containing high voltage power supplies or capacitors.
• Minimize the use of extension cords and avoid placing them across areas of pedestrian traffic.
• Use only CO₂, halon, or dry chemical fire extinguishers for electrical fires.

VIII. HAZARDOUS MATERIALS SAFETY

All department heads and supervisory personnel are responsible for ensuring their personnel are prepared to properly respond to the spill of a hazardous material and properly dispose of hazardous waste.

General Guidelines

In the case of a chemical spill, the Safety Data Sheet for that material should be quickly obtained and proper procedure followed. Safety Data Sheets are maintained in a binder located at the main copier in each building. The Chemistry Lab and Radiology Lab have additional SDS sheets for the additional materials used in their respective areas.
All labs have emergency eyewash and skin flush stations as well as red hard-sided puncture-proof sharps containers and biohazard disposal receptacles. The sharps boxes and biohazard bags are disposed in biohazard boxes that are centrally located in Health Sciences, Nursing, Graduate Education, and Science Buildings. The biohazard waste boxes are picked up by an appropriate medical waste disposal company every six months or as needed.

**Hazardous Waste Guidelines for Specific areas of the College:**

**Radiologic Technology Program**
The Radiologic Technology program follows the policies and procedures of OLOLRMC in the management of radioactive materials. Documentation is maintained by the Radiologic Technology program director.

**Science Labs**
Organic wastes are collected in an EPA approved plastic drum located in the chemistry lab. Laboratory faculty members are the only persons to dispose of waste in this drum. A profile of the waste disposed in the drum will be maintained by the Science Lab Coordinator. The drum is picked up by an appropriate chemical waste disposal company annually or as needed. A hazardous waste manifest is provided to the College at the time the drum is picked up and again when the waste has been disposed of by the chemical waste disposal company. The manifests are maintained by the Science Lab Coordinator and are available for review. See Appendix for more details.

**Nursing Skills Labs**
The nursing skills labs are equipped with sharps containers, biohazardous waste receptacles, and emergency eye wash stations. Sharp boxes and biohazard bags are picked up an appropriate medical disposal company every six months or as needed.

The nursing skills labs contain wall attached sharp boxes that are changed when they are full. Students are instructed to only dispose of needles, syringes, lancets and any other type of small sharp medical items in the sharp boxes.

Students are instructed to only use biohazard bags for the disposal of blood glucose chemstrips and other items contaminated by bodily fluids.

**IX. REPEATED WORK AND ERGONOMICS**
Ergonomics is concerned with how the workplace "fits" the worker. Performing certain work tasks without regard for ergonomic principles can result in:

- fatigue,
- repetitive motion injuries,
- strains, aches and injuries from biomechanical stresses,
- eyestrain from video display terminals (VDTs), and
• decreased morale

Factors that can increase the risk of musculoskeletal injury are:

• awkward positions or movements,
• repetitive movements, and
• application of force

Look for the following in the workplace setting when addressing ergonomic concerns:

• Desk and table heights are suitable for all personnel.
• Office chairs are on wheels or castors, are sturdy (5-legged), and are adjustable (seat height, angle, backrest height).
• Video Display Terminals (VDTs) are positioned at or slightly below eye level, and are positioned so as to avoid glare from lights or windows.
• Computer keyboards and pointing devices are positioned so that wrists are kept in a neutral position and forearms are horizontal.
• Color, lettering size, and contrast of equipment display monitors are optimized so as not to cause eye strain.
• Work station design does not necessitate excessive bending, reaching, stretching or twisting.
• Vibration-producing equipment are not used for extended periods of time.
• Buttons and knobs on equipment are accessible and of a good size
• Heavy items are not carried or handled without assistive devices.
• Use proper techniques when lifting or moving materials.
• Indoor air quality parameters, such as temperature, humidity and air supply are comfortable.
• Floors are slip-resistant
• Noise levels are not excessive

X. MEDICAL EMERGENCIES, ACCIDENTS, AND INJURIES

This procedure should be followed involving any medical emergency, accident or injury occurring on College property, whether it involves a member of the College community or visitor. The term accident is defined as any unforeseen incident during which a person sustains physical injury.
Procedure:

**Serious Injury or Illness**
1. Call "911" for serious injury or life threatening situation.
2. Make arrangements for providing first aid. (First aid kits are available in each building reception area).
3. Contact Security (765-8825)
4. Notify the Director of Health and Safety (768-1755) or the Executive Vice President of Academic and Student Affairs (768-1711).
5. The sick/injured person will be transported by EMS to Our Lady of the Lake Regional Medical Center Emergency Care Unit.
6. Do not move the person if the injured person is in severe pain or has possible fracture.
7. Administer CPR if breathing is inadequate or absent, or if there is no pulse.
8. A College Incident Report must be completed in QUANTROS as soon as possible.

**Minor Injuries or Illness**
1. Notify the Director of Health and Safety.
2. The Director of Health and Safety can manage minor injuries or ailments. Minor injuries are considered small cuts, abrasions, bruises and sprains.
3. The Director of Health and Safety will request completion of an Incident Report in QUANTROS.

"Clean" Needle Stick Protocol:
In the event of a "clean" needle stick in the skills lab setting:
1. First aid is to be rendered to the injured person.
2. Refer student to follow up in the OLOLRMC Emergency Care Unit or with the student's personal physician.
3. Details of the incident and the referral made must be documented in QUANTROS.
4. Needle sticks in any other setting should follow the full exposure control protocol of OLOLRMC.

**XI. STUDENT EXCURSIONS AND FIELD TRIPS**
These Required Preparation Procedures apply to all student excursions/field trips outside the clinical setting and service learning. Forms may be obtained from Student Services.

1. Complete the **Student Excursion/Field Trip Request Form**.
2. Submit the completed form to the applicable Dean.
3. The Dean will approve or deny the proposed excursion/field trip and sign form.
4. The Dean’s office will retain the original signed copy of the request form and provide a copy of it to the originator and the Office of Health and Safety.

5. If the excursion/field trip is approved it is the faculty member’s responsibility to obtain all required documentation from students:
   a. Waiver of Liability
   b. Medical Authorization Form
   c. Student Authorization to Operate Private Vehicle

6. The Faculty member will retain a copy of all documents received from students and provide original documentation to the Dean’s office no later than two weeks prior to date of excursion along with a Participant List.

7. The Dean’s office will verify, using a Document Checklist, that sufficient documentation is evident for each student on the participant list.

8. Copies of all excursion documentation must be in possession of faculty/staff member(s) while attending the excursion/field trip.

9. The Dean’s office will maintain a master file of all excursion associated documentation for internal audit purposes for a minimum of two years.

10. Periodic, unannounced, internal audits of Excursion/Field Trip records will be conducted by the Office of Health and Safety. Results of the audits will be included in the department of Health and Safety’s annual report.

Associated forms available from Student Services:
Student Excursion/Field Trip Request Form
Participant List
Excursion/Field Trip Medical Authorization Form
Student Authorization to Operate Privately Owned Vehicle for any College-Affiliated Program or Excursion
Excursion/Field Trip Waiver of Liability and Hold Harmless Agreement
Document Checklist

XII. ALCOHOL AND OTHER DRUGS (AOD) PROGRAM

OLOL College requires the cooperation of the entire campus community in its pursuit to maintain a drug-free environment. The misuse of drugs (unlawful possession, use, sale or distribution) is a violation of federal and state laws. State law also prohibits the purchase, public consumption or possession of alcoholic beverages by people under the age of 21. Students at Our Lady of the Lake College are subject to jurisdiction under these federal and state laws.

On campus and/or clinical laboratory/agency misuse of drugs or alcohol is subject to OLOL College disciplinary action. Any behaviors which suggest drug or alcohol impairment will result in a requirement for a student to submit to drug screening at his/her own expense.
Prevention efforts at Our Lady of the Lake College focus on education of the campus community regarding the effects of alcohol and other drugs. Educational workshops, print materials and Web site resources are among the means of employed toward this end. Students are informed of resources and programs through flyers, campus-wide email and the campus newsletter.

AOD training is required for student leaders, student ambassadors and recipients of leadership scholarships, and is provided as part of an annual, day-long leadership program offered by the Office of Student Services.

Counseling personnel in the Office of Student Services provide to students exhibiting problems with alcohol or other drugs confidential assessment and referral to resources within the Franciscan Missionaries of Our Lady Health System or outside agencies. All consultations are confidential. Students are advised when it is necessary for officers of Our Lady of the Lake College to report any information concerning actions or practices which are violations of state or federal laws.

In compliance with the Drug-Free School and Campuses Act, Public Law 101-226, at least once annually through the Campus Safety and Security Booklet, the written campus drug and alcohol policy is distributed. The booklet is distributed at campus assembly at the beginning of every fall semester and at all new faculty and new student orientation sessions throughout the year. The booklet is also available from the Office of Health and Safety and may be viewed on the OLOL College Web site.

XIII. INCIDENT REPORTING

A variance is any occurrence, which deviates from policy or procedure of the college or hospital, interrupts orderly college activities, or exposes the college to risk. Risk is defined as an economic, property and/or community relations loss. Any variance observed or discovered by an employee or student must be reported. This policy extends to all faculty and students in clinical settings when the faculty member or student is involved in an incident at a clinical site. If the incident occurs during a clinical rotation, the protocol of the clinical agency should also be followed.

The Director of Campus Health & Safety shall be immediately notified of variances. If injury is involved, arrangements for providing first aid should be initiated without delay. The furnishing of first aid should never be delayed pending preparation of the corresponding incident report. First Aid is defined as that care which is provided in the Emergency Care Unit of OLOLRMC and does not include any services for follow-up care or admission.

All incident details will be reported using the online QUANTROS system. All incident reports will be reviewed by the Safety Committee on a periodic basis to identify any contributing factors that may need to be resolved to prevent future incidents. Incident reports are automatically shared with OOLRMC Risk Management via QUANTROS.
Clinical Accident Insurance

The College provides Accidental Injury Insurance for all students enrolled in a clinical program or science laboratory course. This insurance only covers injuries resulting from an accident occurring while participating in assigned clinical activities. Expenses incurred from injuries resulting from such an accident that require medical care or treatment and are provided at an emergency room, hospital outpatient department, clinic or doctor's office, will be payable at 100% of the Reasonable and Customary charges up to a maximum of $10,000 per accident. Please note that this is a secondary policy and will only pay claims after the student's primary insurance has paid. The student must complete a QUANTROS report as soon as possible following the accident. The Director of Campus Health and Safety will assist the student in filing a claim with the claims company for this secondary insurance. This insurance is for an injury sustained during a laboratory or clinical assignment only.

Financial Responsibility for Health Care

The student is responsible for the payment of all financial obligations incurred in securing health care including but not limited to:

- physician's charges and expenses incurred in physical examinations.
- outpatient services: x-ray, laboratory and emergency room charges.
- medication purchased from hospital pharmacy.

Visitor Variance

1. A visitor is defined as a non-employee and may include students.
2. Any variance involving a visitor will be documented in QUANTROS. Complete the all red asterisk information in QUANTROS including identification, date, location of variance, environmental condition and any witnesses.
3. After completing the form, you may wish to make a note of the EVENT ID#. Click “submit” and the College Office of Health & Safety will automatically be notified of event.
4. The visitor is to be offered first aid, which he/she has the right to refuse. If the visitor wishes to receive treatment, escort the visitor to the Emergency Care Unit. An injured visitor will be referred to his private physician or call for follow-up treatment at the visitor's expense.
5. Emergency Care Unit treatment is not routinely extended as a courtesy to visitors fainting or becoming ill on the premises. A sincere effort will be made to extend assistance and exhibit professionalism toward the injured party.
6. Statements or conjectures regarding possible liability, fault or responsibility should not be made. All questions should be referred to the General Counsel of Our Lady of the Lake Regional Medical Center for appropriate communication.
7. If QUANTROS is not available, use the paper incident report form below and submit to Health & Safety Office as soon as possible.
**INSTRUCTIONS:** This form is to be completed for any injury, incident, or unusual occurrence involving a student, employee, or visitor on the College premises or on assigned clinical rotation site.

<table>
<thead>
<tr>
<th>Time and Place of Occurrence</th>
<th>Place: ____________________________________________________</th>
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<tbody>
<tr>
<td></td>
<td>Department: __________________________________________________________________________</td>
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<tr>
<td></td>
<td>20____ Time: _______ m</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Student, Employee, Visitor</th>
<th>Full Name: __________________________________________________________________________</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Address: ____________________________________________________________________________</td>
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<table>
<thead>
<tr>
<th>Patient Name (if applicable)</th>
<th>Full Name: __________________________________________________________________________</th>
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<tbody>
<tr>
<td></td>
<td>Attending Physician: QUANTROS ID #</td>
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</table>

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<thead>
<tr>
<th>Witnesses</th>
<th>IMPORTANT: Give full name and address of every individual who witnessed incident.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Names</td>
<td>Addresses</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------------------------------------------------------------------</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Description of Incident/Injury</th>
<th>Describe incident clearly and concisely mentioning contributing factors. Include the following four elements: what the person was doing just before incident, exactly what happened, the nature of the injury or illness and what object directly harmed the victim. For incident involving student, instructor should also describe incident as observed or as related to instructor. (Use back of page if more space is needed.)</th>
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<table>
<thead>
<tr>
<th>First Aid and/or Medical Treatment</th>
<th>Was first aid provided? □ Yes □ No</th>
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<tbody>
<tr>
<td></td>
<td>Was student/employee/visitor treated in Emergency Room? □ Yes □ No</td>
</tr>
<tr>
<td></td>
<td>Was student/employee/visitor treated by physician? □ Yes □ No</td>
</tr>
<tr>
<td></td>
<td>If yes, physician name &amp; full address: ____________________________________________</td>
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</tbody>
</table>

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<thead>
<tr>
<th></th>
<th>Was lab work required? □ Yes □ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of medical examination:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Was student/employee/visitor hospitalized overnight? □ Yes □ No</td>
</tr>
<tr>
<td></td>
<td>Follow-up treatment required? □ Yes □ No</td>
</tr>
<tr>
<td></td>
<td>If yes, describe:____________________________________________________</td>
</tr>
</tbody>
</table>

| Signature of Preparer: __________________________________________________________ |
| Date: ______________________________________________________________________ |
| Signature of Instructor: ______________________________________________________ |
| Date: ______________________________________________________________________ |
XIV. REPORTING HEALTH OR SAFETY HAZARDS

Communication of potential health or safety hazards related to physical plant problems:

During regular hours 8-5 Mon-Fri:
1) Physical plant problems are to be reported to the appropriate administrative secretary.
2) The administrative secretary will request repair by placing a work order utilizing Dynacom. A college contact name and number will be included in the work order.
3) The administrative secretary will notify the Health & Safety Director if the problem is related to a potential health or safety hazard or threatens the comfort or well being of faculty, staff, or students.
4) The Director of Health & Safety will follow up that a repair has been or will be completed in a timely manner.
5) The Health & Safety Director will communicate details to the Executive Vice President for Academic & Student Affairs.
6) If repair cannot be completed in a timely manner, the Director of Campus Health & Safety will notify the Executive Vice President for Academic & Student Affairs for possible relocation of classes.

After hours & weekends:
1) If a physical plant problem is noted after hours and an administrative secretary is not available, faculty may report problems by phone to the appropriate OLOLRMC department for repair.
2) It is necessary to communicate directly with the Executive Vice President for Academic & Student Affairs if relocation of classes is indicated.
3) In order to ensure follow up that repair has been completed, it is also necessary to communicate by voice mail or e-mail to the appropriate administrative secretary that a repair request has been made. Include details of problem, to whom it was reported as well as the date & time it was reported.

XV. SAFETY IN THE SCIENCE LABS

Minimum Laboratory Safety Attire

Applies to: Mandatory for all Wet Lab students and faculty

Policy: To prevent accidental exposure of eyes and most of the skin in the event of a spill or explosion in the lab, the minimum safety attire for all wet labs is as follows:

1. Safety Glasses
2. Lab Coats (worn buttoned)
3. Long pants, preferably jeans, slacks or OLOLC scrubs for those students in clinical programs; no shorts, capris or short skirts.
4. Closed-toe-shoes, preferably leather tennis shoes worn with socks.
5. Hair longer than shoulder length should be pulled up in a clip or ponytail.
6. Excessive jewelry is not permitted, including dangling earrings or necklaces, heavy chains, noisy bracelets, large rings.

Individual instructors are responsible to enforce the policy on lab attire.
Wet Lab Safety Protocols:

BIOL 281
Many of the organisms used in BIOL 281 are “opportunistic” pathogens and can cause disease (even death) under certain circumstances. For that reason, and also because many of the substances in any laboratory are toxic, flammable or potential carcinogens, the following protocols must be strictly adhered to for the safety of faculty, staff and students. These protocols are reviewed with students at the beginning of the wet lab course. Students are required to read and sign the protocol prior to beginning any laboratory work.

1. Do not eat, drink, smoke, use smokeless tobacco or store food in the laboratory.
   Avoid all hand to mouth contact.
2. Never mouth pipette, because of the danger of ingesting microorganisms or toxic chemicals
3. Wear a laboratory coat while in the laboratory. Lab coats shall be worn buttoned.
4. Wear safety glasses in the laboratory AT ALL TIMES.
5. Short pants are not allowed, students must wear long pants.
6. Open-toed shoes are not permitted in the laboratory.
7. Wipe down the bench surface with disinfectant before and after each lab period.
8. Tie long hair back to prevent it from catching fire in the Bunsen burner or contamination cultures.
9. Keep the workbench clear of any unnecessary books or other items.
10. Be careful with the Bunsen burner. Make sure that paper, alcohol, the gas hose, and your microscope are not close to the flame.
11. Be sure the gas to the burner is turned off before leaving lab.
12. All contaminated material and cultures must be placed in the proper containers for disposal or washing. Do not flush bacterial cultures down the sink.
13. If a culture is dropped and broken, notify the instructor. Cover the contaminated area with a paper towel and pour disinfectant over the material. After 10 minutes, place material in appropriate disposal container.
14. Carefully follow the techniques of handling cultures as demonstrated by the instructor.
15. Be sure you know the locations of the fire extinguishers, eyewash apparatus, and other safety equipment.
16. Do not directly smell any fungal cultures, or inhale deeply near growing fungus.
17. Never leave an experiment while it is heating or while the Bunsen burner is on.
18. Treat all organisms as if they were pathogens
19. Report any accident, no matter how minor, to your instructor at once.
20. Wash your hands with soap and water after any possible contamination and at the end of the laboratory period.
CHEMISTRY LABORATORIES

Applies to: Mandatory for all Chemistry Lab students and faculty

The following safety rules are reviewed with students. A safety agreement having the same information must be read and signed by students prior to working in the labs.

Policy: To prevent accidental exposure of eyes and most of the skin in the event of a spill or explosion in the lab, the minimum safety attire for all wet labs is as follows:

1. Wear approved safety goggles or glasses at all times while an experiment is running.
2. Wear lab coat at all times. Long pants, preferably jeans, slacks or OLOLC scrubs for those students in clinical programs; NO shorts, capris or short skirts. Wear closed-toe-shoes, preferably leather tennis shoes worn with socks. Hair longer than shoulder length should be pulled up in a clip or ponytail. Excessive jewelry is not permitted, including dangling earrings or necklaces, heavy chains, noisy bracelets, large rings.
3. Know the exact location and operation of all safety equipment. KNOW THE LOCATION OF FIRE EXTINGUISHERS AND THE NEAREST EXIT.
4. Never work alone in the laboratory and never work without an instructor in the lab.
5. Do only the experiments assigned by the instructor. Never leave an experiment in progress unattended.
6. NO OPEN FLAMES ARE ALLOWED except as directed by instructor.
7. Store such things as purses, book sacks, and coats in areas that will not interfere with normal laboratory traffic.
8. Never eat, drink, smoke, chew gum, or apply cosmetics in the laboratory. NEVER TASTE OR SMELL CHEMICALS.
9. Dispose of all waste materials in the proper disposal container as directed by the instructor
10. Help to keep the laboratory clean at all times. DO NOT USE BROKEN OR CRACKED GLASSWARE. Check glassware before using it.
11. Use a fume hood when directed to do so.
12. Wears gloves during experiments if directed to do so.
13. Use good judgment and care when working in the laboratory.
15. Read the labels on reagent bottles and container to make certain that they contain the appropriate chemicals for the experiments.
16. Wash hands thoroughly before leaving the laboratory.
17. CLEAN YOUR WORK AREA AND PUT AWAY ALL EQUIPMENT AND GLASSWARE BEFORE LEAVING. Make sure equipment is put away in the correct locker - your personal locker or the common locker.
18. PUT PAPER TRASH AND BROKEN GLASS IN TRASH CONTAINERS.
19. Avoid contamination of reagents.
20. Do not use glass containers to get ice out of the ice machine.
21. Immediately report all physical and chemical injuries to laboratory instructor, no matter how minor the injury seems.
Laboratory Incident Protocols, Equipment Handling and Waste Disposal

1. If chemical substances of biological hazards are splashed into the eyes, the eyes should be immediately flushed for 20 minutes at the eye wash station.
2. If chemicals (acids/bases) are spilled on the skin, the area must be rinsed immediately with water for 20 minutes.
3. If biological agents are spilled on the skin, the area must be washed with copious water and antibacterial soap.
4. If a large chemical spill occurs on clothing or skin, the person should be doused with large volumes of water by using the safety shower. Remove contaminated clothing.
5. All sharps and glass materials are to be discarded in red hard-sided puncture-proof sharps containers.
6. All biological hazards are to be disposed of in the specially designated biohazard containers.
7. All biological hazard containers are disposed of by Stericycle (a medical waste pick-up service).
8. All organic chemicals and chemicals with hazardous vapors/fumes must be used underneath a chemical hood.
9. All biohazardous biological (human) specimens must be handled under a biological hood having a HEPA filter.
10. Most acids and bases used in the lab can be safely disposed of by washing it down the sink with copious amounts of running water after neutralization.
11. Organic chemicals for disposal are separated into a specially labeled container always stored under the chemical hood.
12. Any serious injury or chemical exposure incident is to be followed up by an immediate visit to ER and a college incident report.

Laboratory Safety Equipment
The science labs are equipped with the following safety equipment:
1. safety shower
2. eye wash
3. fire blanket
4. fire extinguishers
5. fire alarm
6. Class II A/B biologic safety hood with HEPA filter
7. Chemical fume hoods
8. Sharps containers
9. Bio-hazardous waste receptacles
10. Organic waste containers
11. General chemical spill clean-up kit
12. Mercury spill clean-up kit
13. First aid kit
14. Special explosion proof chemical storage cabinets for all acids, bases, flammable chemicals, and organics.
XVI. VIOLENCE, THREATS AND HOSTILE ACTS

OLOL College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the institution against the student who is the alleged perpetrator of the crime or offense.

Our Lady of the Lake College has over 1500 students on the Baton Rouge campus. It has been repeatedly discussed by the Staff of the Office of Student Services that by having such a student population, it is inevitable that crises, or critical incidents, will, indeed occur and that these crises can have a significant effect on the larger Baton Rouge community. Such critical incidents will require an effective and timely response; therefore, the Office of Student Services has developed an Emergency Protocol Procedure that will be reviewed and revised annually. (Procedures may be periodically changed if necessary).

Emergency Procedure for Hostile Student Behavior

Threats or hostile acts should be referred as directly and quickly as possible to police authorities if you believe you or others are in immediate danger or there is an imminent crisis to the campus community: Call 911. Be sure to use physical address when notifying authorities (located on each campus telephone sticker).

Protocol for Regular Working Hours (8 AM to 5 PM)

- During this time, students are to be referred to Counseling in Student Services for immediate action. If an instructor makes the referral, documentation must accompany the student. A copy of the referral documentation will be kept in the student’s confidential file.
- If a student cannot or will not come to the Office of Student Services, a counselor will go to the classroom or building where the student is located – with an instructor staying with the student until the counselor can arrive.
- If the Student needs to be seen on an emergent basis, they will be escorted to the nearest emergency room and a call will be made to the Office of the Director of Health and Safety (225-768-1755).
- If the Student Services Counselor needs assistance from Tracer Security, a call will be made to Security at 225-765-8825.
- Follow-up sessions with the student will be required.

Protocol for After Working Hours. (Extra-Duty Police Officer 225-202-7890)

- If there are no Student Services Counselors working late or on weekends, and a student comes in for immediate assistance for counseling, a call can be made to the Dean, Student Services at 985-687-1298 or the Associate Dean, Student Services at 225-200-7804. An Initial Intake Information Sheet must be completed by the student as soon as possible.
- If the student is calling from a classroom or building on campus and needs immediate assistance, the Dean in the appropriate building (or instructor) can call
the Dean, Student Services at 985-687-1298 or the Associate Dean, Student Services 225-200-7804.

- If self or other destructive behaviors occur, the Student Services Counselor who has been contacted will go to the appropriate location. The Student Services Counselor will make the determination as to whether the student needs to go to a hospital. If Security is needed to escort the student, a call will also be made to Security at 225-765-8825. The Student Services Counselor will notify the students’ parents, guardian, etc. if necessary.
- Follow-up sessions with the student will be required.

Critical Incidents identified by the Office of Student Services to be aware of:

- Death of a student (on or off campus)
- Attempted suicide
- Life-threatening injury/illness
- Sexual/Physical assault
- Mental health crisis (due to dismissal or related incidents – clinical/nonclinical)
- Drug/alcohol overdoses
- Campus disturbances – riot
- Contacting students in cases of family emergency
- Fire/explosion with injuries or significant damage
- Natural disasters
- Car or Airplane accident during Student Organization trips
- Infectious disease
- International hostage situation
- National or local emergency
- Threat of harm to self or others

Health or Safety EMERGENCY:

In an emergency, FERPA permits school officials at Our Lady of the Lake College to disclose without student consent education records, including personally identifiable information from those records, to protect the health or safety of students or other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. (See 34 CFR 99.31(a)(10) and 99.36.) This exception to FERPA’s general consent rule is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student’s education records. In addition, the Department interprets FERPA to permit institutions (such as Our Lady of the Lake College) to disclose information from education records to parents if a health or safety emergency involves their son or daughter.

Action Steps for the Office of Student Services to take Following Critical Incidents:

- Review emergency response plans with the Director of Health and Safety (225-768-1755) and meet with her immediately after any student has been referred to
EAP or assessed by COPE or a mental health provider due to any Critical Incident occurrence.

- Enter into discussions with Administration and Tracer Security following any Critical Incident occurrence. Clear guidelines of responsibility and communication must be developed. The Staff of the Office of Student Services must be active in said discussions, too.

- Make certain that all faculty and staff know about the Emergency Protocol Procedure by either addressing same in the annual Faculty Assemblies or through special Staff Meetings. Monthly e-mail messages from the Dean, Student Services will be provided to all faculty and staff – particularly if any phone numbers for emergency contacts are changed during a semester.

- Staff in the Office of Student Services must make a more concerted effort to let students on campus know that assistance for many different types of problems are available through the Office of Student Services. Student officers and Senators in the Student Government Association as well as Student Ambassadors must take a more active role in “talking with” the student body as opposed to “talking to” the student body so that students will know that they can get help for personal issues that may be extremely difficult for them.

- Staff in the Office of Student Services must create a better network with both faculty and staff members so that everyone feels more confident about the Emergency Protocol Procedure if a Critical Incident should occur on campus. Everyone must cope better by modeling healthy and effective behavior.

- Staff in the Office of Student Services must be willing to annually evaluate and update resources for both faculty and staff to use in the future:
  - From the American Psychological Association: “Tips for College and University Students: Managing Your Distress in the Aftermath of the Virginia Tech Shooting”
    http://helping.apa.org/articles/article.php?id=151
  - From the SMU Counseling Center: “Tips for Parents on Coping with Trauma”
    http://www.smu.edu/healthcenter/counseling/ct_parents-trauma.asp
  - From the documents of the Association for University and Counseling Center Directors

To Prevent Violent Acts on Campus

1. Project calmness. Move and speak quietly and confidently.
2. Take threats seriously and report them.
4. If you have reason to believe you are in any danger from a known source, contact the Director of Counseling at 768-1713 or the Director of Health & Safety at 765-8825.
5. If you believe you are in immediate danger or have been threatened, contact the local police immediately. Also contact Tracer Security at 765-8825 and Extra Duty Police Officer at 202-7890.
6. In either of the above situations, stay in populated locations and well-lighted areas.
Firearms and Weapons Policy
The unauthorized use and possession of firearms, knives or weapons is prohibited on the OLOL College campus. The possession of such weapons may result in disciplinary action up to and including dismissal.

The following guidelines should be followed in the event of a real or potential hostile act or threatening situation or confrontation involving you, co-worker, or student(s). The Director of Campus Health & Safety is to be immediately notified of all variances.

ON-SITE THREATS OF VIOLENCE OR HOSTILE ACTS

1. Remain calm.
2. Speak slowly to the individual(s).
3. If able to use the telephone, call a receptionist in your building and ask her to call "Doug" at 765-8825. The receptionist will then call Extra Duty Police Officer and OLOLRMC Security who will respond by sending personnel to the location.
4. If unable to use the phone and if able to make contact with a co-worker, ask them to call "Doug" at 765-8825. By calling for Security Officers in this manner, you will help to avoid engaging other personnel in the confrontation.
5. A QUANTROS report is to be completed following the incident.

DOMESTIC ABUSE
Domestic violence is sadly all too prevalent in our society. There are things we can do to help our faculty, staff and students remain safe with regard to domestic violence issues. These include encouraging a domestic violence victim to report abuse to the police and providing the victim with resource information on where and how they can obtain assistance. It is important for each of us to realize that any assistance or intervention is dependent upon the cooperation of the victim.

When you suspect or become aware that a student or employee is dealing with domestic violence, a referral is clearly indicated for the victim’s emotional support. Students should be referred to the OLOL College Student Services department. Employees can be referred to the Employee Assistance Program (EAP). Contact your supervisor or the HR representative to obtain more information regarding the EAP process. In addition to these referrals, provide the 24 hour statewide hotline number for the Battered Women’s Program: 1-888-411-1333.

Encourage the victim to report abuse to police. Police reports are required to document the need for a protective order, commonly referred to as a restraining order. If a protective order is in place and the victim has concerns regarding his/her safety while on campus the Campus Health & Safety Director should be notified. The Health & Safety Director will offer to meet with the victim in order to involve Tracer and extra-duty police as appropriate and needed. Copies of the protective order, perpetrator’s photo and vehicle description as well as the victim’s on-campus schedule will be provided to
Tracer, extra-duty police and to appropriate faculty and staff on an as needed basis in an effort to better protect the victim.

REPORTING HARASSMENT

OLOL College will not tolerate harassment against any employee or student by another employee, supervisor or student for any reason. Everyone is responsible for respecting the rights of others and for avoiding discriminatory or harassing conduct. It is your right and responsibility to report breaches of this policy to your dean or an administrator. If you are not comfortable discussing the matter at with your dean or an administrator, you should contact the Corporate Compliance Officer at 765-6507. Employees may contact Human Resources directly at 765-8803.

OLOL will not retaliate or discriminate against anyone for making a good faith complaint of discrimination, workplace harassment, or fraternization.

SEXUAL OFFENSES

If you are raped or sexually assaulted, you are advised to do the following:
1. Get to a safe location.
2. Call 911 to file a police report or call Tracer at 765-8825.
3. Get medical attention, but do not bathe, change clothes or otherwise clean up until the proper health care and law enforcement officials have talked to you and treated you.
4. Students are urged to notify the Dean of Student Services at 768-1713 so that other appropriate actions can be taken.

On and off campus counseling is available for victims of sexual offenses. The institution will consider reasonable academic accommodations to the victims of alleged sexual offenses if they are requested by the victim.

Procedures for on campus disciplinary actions in cases of alleged sexual offense include the following:
1. That both the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding; and,
2. both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceedings brought.

Sanctions imposed by the College for rape, acquaintance rape, or other sex offenses (forcible or non-forcible) following an on-campus disciplinary procedure may include disciplinary dismissal. (See Student Handbook)

HOSTAGE SITUATIONS

If a hostage situation occurs and you are not a hostage, don't become one. Move away from the scene quickly and warn others. Call “911” and report the situation to Security (765-8825) and the Extra Duty Officer (202-7890). Do not give information to public media. The President of the College or her designee will handle this.
If you become a hostage, some important things to remember are:

1. Do not be a hero. Accept your situation and be prepared to wait.
2. The first 15 to 45 minutes are the most dangerous. Follow the instructions of your captor. The longer you are together, the less likely the captor will hurt you.
3. Do not speak unless spoken to and only if necessary. Try to be friendly if possible, but not phony.
4. Try to get rest. Sit if you can. If the situation goes for a long period of time, try to sleep if you can.
5. Do not make suggestions to the hostage taker.
6. Do not try to escape unless you are absolutely sure you can make it, and even then, rethink it before you try.
7. If anyone needs special medication, inform your captors.
8. Be observant of everything you see and here. Try to memorize the number of captors, their descriptions and conversations, weapons carried, etc. Try to be observant of physical characteristics of the captors, size, distinguishing features, accents, etc.
9. If you are permitted to speak on the phone be prepared to answer only "yes" or "no" to questions asked by police.
10. Do not be argumentative; try to put forth a cooperative attitude.
11. Do not turn your back on your captors unless directed to do so, but do not stare at them either. Eye contact can be good. People are less likely to harm someone they are looking at.
12. Be patient.
13. If you believe a rescue is taking place or you hear a noise or shooting, lie on the floor and stay down. Keep your hands on your head. Do not make any sudden movements.

RANDOM SHOOTING
If you hear shooting in your building, go into the nearest office or room, lock the door, place large furniture against the door to barricade the door, lie on the floor and stay down. If there is access to a phone call “911”, and then security/extra-duty officer so they can prevent anyone else from entering the building.

PREVENTION:
1. Project calmness. Move and speak quietly and confidently.
2. Take threats seriously and report them.

INTERVENTION:
*When faced with violence or potential violence:*
1. Do not belittle or dare a violent person.
2. Do not reject all of the person’s demands from the start.
3. Make yourself aware of exits. Do not allow yourself to be backed into a room corner.
4. Give a violent individual personal space.
PHONE THREATS

1. Remain calm.
2. Speak slowly to the individual(s).
3. Following disconnection, notify the Director of Campus Health & Safety and OLOLRMC Security. A QUANTROS report is to be completed following the incident and filed in the Office of Health and Safety.

BOMB THREAT

Suspicious Objects

1. Report suspicious objects to Security at 765-8825. DO NOT MOVE, JAR OR TOUCH THE OBJECT OR ANYTHING ATTACHED THERETO.
2. As you exit your area, search for suspicious objects or anything that may be out of place and report to Our Lady of the Lake Security.

Bomb Scare or Threat

1. Prolong the conversation as long as possible.
2. Note the exact time.
3. Be alert for background noises such as music, aircraft, or any sound which might give a clue as to the origin of the call.
4. Note distinguishing voice characteristics.
5. Ask when and where the bomb will explode.
7. Remain on duty until questioned by an explosive control specialist.

Notification of Personnel and Authorities.

1. Notify the College President. In the President’s absence, notify Executive Vice President for Academic and Student Affairs (or the appropriate College Dean in their absence).
2. Call Our Lady of the Lake Regional Medical Center Security at 765-8825.
3. Call Plant Services at 765-8834.
4. Notify Director of Campus Health and Safety (Ext. 1755).

Search of the Premises

1. You must conduct search for suspicious objects or anything that may be out of place and report to Our Lady of the Lake Security.
BOMB THREAT REPORT FORM

1. Time and date reported:

2. How reported:

3. Number at which call is received:

4. Questions to ask:
   A. When is bomb going to explode?
   B. Where is bomb right now?
   C. What kind of bomb is it?
   D. What does it look like?
   E. Did you place this bomb?
   F. Where are you calling from:

5. Description of caller's voice:
   A. ___ Male ___ Female ___ Young ___ Middle Age ___ Old
   B. Accent:
   C. Tone of voice:
   D. Is voice familiar?
   E. Who did it sound like?
   F. Other voice characteristics:

6. Background noises:

7. Time caller hung up:

8. Exact wording of the threat:

9. Name, title, and department of person receiving the call:
   (Forward to President's Office.)

DO NOT HANG UP UNTIL THEY DO.
XVII. SEVERE WEATHER

Severe winter storms and earthquakes are not common to the Baton Rouge area. Hurricanes and tornados are more common occurrences in the Baton Rouge area. The New Orleans campus is much more vulnerable to damaging wind, rain and rising water with regard to hurricanes. Battery powered-radios are available in the disaster supply kit for monitoring severe weather warnings. Specific plans are as follows:

HURRICANES

The greatest threats to our area from hurricanes are the torrential rains that can lead to flooding of local rivers and winds that can spawn tornados. The College Health & Safety Officer (or designee) monitors weather reports when there is a threat of severe weather. Plans are coordinated with OLOLRMC Safety Officer to support the services of OLOLRMC. The College Emergency Response Team will meet as needed to coordinate the College response. College Administration determines when and if the college will close.

OLOL COLLEGE HURRICANE EMERGENCY PLAN
OLOL College Emergency Hotline: 225-490-1600

Introduction
The purpose of the OLOL College Hurricane Emergency Plan is to provide a detailed summary of the steps deemed necessary to secure the College and protect property and lives in the event of an approaching hurricane. The plan is available to all employees and students and can be accessed via the internet on the Health & Safety page of the College web site.

The plan lists and explains the various levels of preparedness the College will undertake depending on the severity of a weather threat to the Baton Rouge area. In the event that a tropical system enters the Gulf of Mexico, the college will immediately be placed on standby alert. At this time, interested parties can monitor the OLOL College home page to determine the exact level of preparedness currently underway at the College. There are five phases or levels of preparedness that may be implemented before, during, and after a possible storm. Each is explained in specific detail within the plan.

The coordinated execution of the plan is the responsibility of the College’s Emergency Response Team (CERT). The plan is reviewed and updated by the team annually.

All faculty, staff and students are expected to collaborate to apply measures to minimize the potential for damage to office equipment and machinery, as well as all laboratory equipment and instruments.

General Information Concerning Plan Implementation
The College President or designee, in consultation with the CERT, will determine which phase of the plan is appropriate for activation based upon the anticipated effects of an approaching storm.
Once the Hurricane Emergency Plan is activated, students, faculty, staff, and the community at large will be notified of all decisions resulting from a possible hurricane threat, via the College website, e-mail, television, radio, and any other communication outlets that are available.

Communications between CERT members and auxiliary staff who assist with implementation of the plan will be maintained by various means of communication including landlines (home or office), cell phones, or any other means deemed appropriate.

Once the plan is activated and until a permanent command post is established, all critical information and command post numbers will be disseminated by the President’s Office.

**Emergency Plan Guidelines:**

**Standby Alert** – When the National Weather Service predicts that a tropical system will enter the Gulf of Mexico, the College Emergency Response Team will monitor the projected path and speed of the storm and all departments should enact Standby Alert preparations.

Standby Alert preparations:
1. Advise staff that personal preparations for property and family must be quickly completed. Complete guide is available at [http://www.getagameplan.org](http://www.getagameplan.org)
2. Remind staff to review College Hurricane Emergency Plan
3. Verify emergency contact numbers of all staff members, including student employees. Provide your department with the telephone number where you can be reached.
4. Ensure all flashlights are working and secure extra batteries (located in disaster bag in each campus building).
5. Ensure plastic bags and tape are available to cover electronics (located in disaster bag in each campus building).
6. Faculty should secure class lists with student enrollment data, updated grades, and contact information.
7. Identify members of pre-position team (these are the building contacts identified on the CERT roster)
8. Discuss any approaching deadlines and critical reports or payments that may be due.
9. IS should ensure the validity of backup data
10. Have your employee picture ID available for authorities in curfew situations.

**Phase I** – When a tropical system has entered the Gulf of Mexico and South Louisiana area is within the probability of landfall zone, the College Emergency Response Team will monitor the speed and path of the storm. The team will assess on which side of the storm Baton Rouge might be, the distance from the predicted landfall area, and the strength of the storm (present and at landfall). All departments must enact Phase I storm preparations.

Phase I preparations:
1. Deans and department heads will be asked to collect information regarding special events on campus that might be affected by the storm.
2. Deans and Department Heads shall begin planning means to deal with the special events – including a list of contacts that will need to be notified of actions taken.
3. All critical reports should be in the final preparation phase to the extent possible
4. Copy pertinent desktop files (not H or G drives) on to jump drive or CD and employees should keep jump drive or CD in their possession.
5. All letters/postcards printed should be completed and sent out to the post office. Generation of new mail should cease.
6. Make sure cell phones, laptops and other portable device batteries are fully charged at all times.

Phase II – When a tropical system is within the Gulf of Mexico and South Louisiana is in the landfall zone, although not in the high probability zone, but the area is expected to feel the effects of the storm to where the National Weather Service will issue a Hurricane Watch or Tropical Storm Warning for South Louisiana and the Baton Rouge area.

All departments must enact Phase II storm preparations. Faculty and staff will assist to finalize all preparations for the storm. The CERT will continue to monitor the strength, speed, and projected landfall site. The CERT will set up operations in the Conference Hall in the Administration Building or alternate location as deemed necessary by the President.

Phase 2 preparations:
1. Plans developed in phase I must be complete.
2. Assign portable radios to preposition team.
3. A notice from President’s Office will be disseminated that the CERT is monitoring the storm and when/how the announcement regarding campus closure will be made.
4. A notice from Executive Vice President for Academic Affairs will be disseminated to request that faculty:
   - To the greatest extent possible accommodate the academic needs of students who must evacuate with families before the College announces any suspension of classes
   - Inform students how course information will be provided (Moodle, email, etc.) for those who may not be able to attend classes before or after the storm
   - Tell students how they can obtain college information regarding any school closure and reopening
5. Deans and department heads are to remind faculty and staff members that no one is to remain in college buildings after the College is determined to be in an emergency mode except CERT members involved in emergency response duties.
6. President’s Office will issue letters to be used with employee picture identification that may be requested by authorities in curfew situations.
7. Place notice on the College website in regard to any events that are being cancelled/rescheduled. Contact appropriate vendors, etc.
8. Locate and prepare plans and keys of campus buildings to be used by preposition team upon returning.
9. Each faculty and staff member will be responsible for their own office and equipment. Review and implement all steps on Health & Safety page “To prepare your work area when a storm threatens” list (copy attached to this plan).
a) Unplug all computers, raise computers off of the floor and away from windows if possible; cover with plastic (located in disaster bags in each building).
b) Unplug electrical equipment.
c) Unplug refrigerators:
   i. Discard all perishable foods and non-perishable foods that are opened.
   ii. Place towels under refrigerators and leave refrigerator doors open.
d) Move as much as possible away from windows to an interior area or against an interior wall.
e) Cover with plastic and secure with tape all office equipment and computers that cannot be stowed or moved away from windows. Plastic bags can be found in disaster bags located in each building.
f) Close and lock (or secure with tape) all filing cabinets. Duct tape can be found in disaster bags located in each building.
g) Cover telephone but do not unplug wire connection.
h) Bring in all signs, banners, etc.
i) Take personal items home with you.
j) All critical documents should be secured in filing cabinets, desk or closet and locked.

10. Library Staff members will pack loose items. Library Circulation staff will empty book trucks and empty and lock book drops.

11. Refrigerated biological samples will be “wet-iced” as precaution against power outage.

Phase III – When a tropical system is in the Gulf of Mexico and South Louisiana is in the high probability landfall zone and the National Weather Service issues a Hurricane Warning for South Louisiana that includes the Baton Rouge area, all classes and events will be cancelled. All departments must enact Phase III storm preparations. All faculty and staff will be released from work duties and the campus will be closed.

Phase 3 preparations:
1. A notice from the President’s Office will be disseminated giving details of the campus closure.
2. Email should be set as necessary notifying of office closure.
3. Set appropriate voice mail message on office phones. Procedure to check your voice mail from off campus: To access your voicemail from a remote location, dial the external voice mail phone number, press "*" when voice mail answers. Enter your ID (extension) and press # key. Enter your password and press the # key.
4. Building staff should shutdown/unplug computers in labs and computers and projectors in classrooms.
5. Close and lock all windows and doors.
6. All college data systems will remain available as long as there is power and network access.
7. All faculty, staff and students should evacuate to a safe area.
Phase IV – After the storm has passed and provided that the roads are passable and the state and local government officials are allowing travel back into the area, pre-position team is required to report to work within 24 hours. Other employees should contact their immediate supervisor, by telephone or e-mail, within 24 hours of the storm passing to secure directions for action. All employees should be prepared to report to work or return the College to operating as soon as possible. Students should monitor designated information outlets for the resumption of classes. Department heads should have a plan to return to work to assess damage, to react to immediate needs, to coordinate scheduling of employees, and to report needs and damages to Plant Services.

Phase 4 preparations:
1. Pre-position team returns to campus as soon as safe and assess all properties. Video or photograph all damage.
2. After the storm has passed, deans are expected to contact their appropriate Vice President to secure instructions for further actions.
3. As soon as officials determine that it is safe to return to the campus, and they are able to do so, deans and department heads will be expected to begin contacting faculty and staff members to determine their location, condition, special needs/accommodations and possible time of return to work.
4. Department heads will be expected to return to their respective departments to assist in assessing damage, and to assist faculty members in preparing to accommodate students’ needs regarding classes and related concerns. Plans should be considered to relocate classes if classrooms in certain buildings have been damaged or are otherwise no longer available.
5. IS staff shall assess any reported damage to computer equipment, administrative systems and campus network equipment as soon as it is safe to return to campus.
6. Once it has been determined that classes will resume, faculty members will be requested to post special instructions on Moodle, or other electronic means, to students in each of their classes:
   - Utilize Moodle for assignments – during extended periods of campus closures and when feasible, faculty should continue course activity in an online setting utilizing such features such as email, discussion board, announcement page, etc. in their course web site.
7. Monitor local radio, television and College website for updates.
8. Employees should contact their supervisors within 24 hours of the storm passing to secure directions for action. Employees unable to return to work due to damage by the emergency must contact their immediate supervisor as soon as possible.
9. All faculty and staff are to resume duties upon immediate re-opening of the College, unless physical harm has occurred to health or valuable property. If such occurs, employee must complete proper request paperwork for leave.

Phase V – If the storm has passed and has caused major damage on campus, employees must contact their supervisors for direction and to let their supervisor know where they are and whether or not they can return to the area. Only the designated CERT team members will return
to campus to establish a command center and begin damage assessment. The CERT team will also begin to take action as needed to protect college assets.

Phase 5 preparations:
1. Only the pre-position team returns to campus when conditions are deemed safe to establish a command center and begin damage assessment.
2. IS staff shall replace or repair damaged server equipment, administrative systems and campus network equipment discovered during the assessment phase.
3. Should the storm have come through and caused major damage on the campus, deans will be expected to contact their Vice President for further instructions.
4. Deans will attempt to contact their respective department heads via cell phones, or other means for further instructions.
5. Employees that need to return will be contacted and given information as to when they can return to perform needed tasks.
6. Once it is clear for all employees to return, employees will be contacted by their supervisors and will be provided with return to work information.
7. Upon return to campus, supervisors should hold a staff meeting to review damages or other issues and concerns.
8. Upon return to campus, all employees should:
   a. Uncover and inspect all office equipment
   b. Check phones, voicemail, and computer email
   c. Report damaged IS equipment to IS immediately via Helpdesk
   d. Check ceilings in all rooms and closets for leak damage
   e. Check windows for window damage
   f. Document and date all damage to facility or equipment on letterhead paper—signature of staff completing documentation is required
   g. Return all documentation to President’s Office for appropriate filing and claims to the College
9. Restock emergency supplies as quickly as possible.
10. CERT team evaluates effectiveness of plan and makes changes where necessary.

**OTHER CONSIDERATIONS**…only if College moves to doing payroll, purchases generators and/or satellite phones, or if community evacuation is ordered.

*Standby Alert:*
*If we did our own payroll...Note any payroll dates that could be affected*

**Phase I**

- Payroll processing needs to be put on a fast track to avoid any delays
- Normal office functions need to be performed and handled in the same manner as month end processing in the event of office closure

*If we had generators.... Fill portable fuel cans and generators, Order needed gas and diesel, Request a generator test. Check all generators.*

*If we move to satellite phones...distribute Satellite phones in case of power outage.*
Phase II
Verify that generator, vehicle and storage tanks fuel tanks are full.

Phase III
Assign staff to report back to campus to finalize any payroll issues.

☐ Lock elevators at top floor with doors closed.
☐ Secure building doors.
☐ Sandbag identified areas as needed.
☐ Raise all air conditioning stats for possible shut down of systems, if community evacuation is called for.
☐ Shut down all air conditioning chillers, pumps, boilers, air handlers, and Entergy Management Systems.
☐ Shut down power to campus and check all generators.

Phase IV
If there are payroll or other issues that need to be addressed, determine when safe time for employees to return.

Phase V

HURRICANE INFORMATION GUIDE

Hurricane season runs from June 1st to November 30th. Please follow these guidelines both before and after the storm.

OLOL College has established the OLOL College Emergency Hotline – 225-490-1600 – to provide emergency information to the OLOL College community. When a hurricane or tropical storm threatens our area, the college will activate the hotline to provide faculty, staff, students and parents with up-to-date information on hurricane or tropical storm progress, instructions regarding campus preparation, announcements about closing and reopening of campus offices, and other relevant instructions or information.

When a hurricane threat begins, the College’s administrators along with the College Emergency Response Team will assess the storm and determine the level of campus preparation. The group will continue to track the storm and post updates on the College Emergency Hotline and the OLOL College Web site.

Preventing for the Hurricane Season
Each department should prepare a hurricane emergency plan for safeguarding college property. The plan should, at a minimum, outline procedures for safeguarding or relocating to a secure area all important equipment, research materials, books, documents and delicate instrumentation.

Departments should also:
- Have an updated list of all employee names and home phone numbers and distribute a copy to all employees.
Complete an updated inventory of all special equipment including description, serial number and age of the item. If possible, purchase orders or other documentation that may demonstrate the value of the item should be secured.

- Keep on hand plastic sheeting and tape to cover equipment in the event you are asked to prepare your work area for the storm.
- Stay tuned to e-mail, Web site, OLOL College Emergency Hotline and local news.
- The College President or designee will announce when the College will close. Some employees have required duties prior to, during and after the hurricane. Those employees designated as essential personnel must report at the time assigned by their supervisor. All non-storm personnel will prepare their work areas and then leave campus to take shelter or evacuate the area, as recommended in official announcements.

**To Prepare Your Work Area When a Storm Threatens**

- Secure all critical papers, pictures, books and other loose items in a cabinet, desk or closet.
- Back up pertinent desktop files onto hard drive or external device. Make two copies. Secure a copy in your office and take the other with you.
- Unplug all electrical equipment.
- Move as much as possible away from windows to an interior area or against an interior wall.
- Raise equipment up off of the floor, if possible.
- Cover with plastic and secure with tape office equipment, scientific instruments, and computers that cannot be stowed or moved away from windows. Supplies can be found in disaster supply bags stored in each building.
- Close and lock (or secure with tape) all filing cabinets.
- Close and lock all windows and doors.
- Cover telephone but **do not unplug wire connection**.
- Take personal items and backup disks home with you.
- Before leaving, meet with your supervisor to confirm telephone numbers and learn when you are expected to call your supervisor after the storm. Assist other departments as necessary.

Please note that OLOL College buildings are not official hurricane shelters designated by the Federal Emergency Management Agency, Red Cross or the Parish of East Baton Rouge. In a mandatory evacuation most buildings will be locked and without power.

**After the storm**

- Contact your department as soon as possible.
- Provide your department with the telephone number where you can be reached and the status of you and your family.
- Stay tuned to OLOL College Emergency hotline, college Web site and local news for instructions and important information.
- Once the college communicates that employees can return to campus, begin assessing the damage to your work area. Report all damage to your supervisor.
To the extent possible, separate damaged items from undamaged items. Keep all damaged items until advised by Risk Management.

- If water damage to electrical equipment is suspected, do not plug in or attempt to start.
- Secure all equipment against further damage or theft.

Planning Ahead
Living with the threat of a serious hurricane is part of living in south Louisiana. Because our first concern is for the safety of students and employees, OLOL College has emergency plans and teams in place if a storm approaches our area. We plan ahead in conjunction with city, parish and emergency officials. You must plan ahead in the event of any weather emergency. Students and their families should develop their own personal emergency plans in the event south Louisiana is threatened by a hurricane. These plans should include your destination and transportation arrangements.

OLOL College Emergency Notifications
All emergency notices, which contain important information regarding campus preparation, campus closing and evaluation notices, will be posted and available to students, parents, faculty and staff via:

- OLOL College Emergency Hotline: 225-490-1600
- OLOL College Web Site: www.ololcollege.edu
- Campus e-mail

Consult these sources frequently during any emergency, as regular updates will be posted to keep you as up to date as possible.

Preparing for the Storm
Your first step in preparing for a hurricane should be to develop a personal emergency response plan and discuss it with your family well ahead of a weather emergency. This list will help you in your planning.

Rental and flood insurance
Purchase insurance for and inventory your personal possessions.

Develop an emergency communication plan
Have an out-of-state relative or friend serve as a “family contact”. After a disaster, it’s often easier to call long distance.

Hurricane preparation kit
Pull together useful items such as non-perishable food items and snacks, juices, soft drinks, bottled water, manual can opener, change of clothing, sturdy shoes, portable radio, first-aid kit, batteries, flashlight, eating utensils and containers for holding water. Refill prescription medicines. When you evacuate, you will want to take these supplies with you, along with a blanket and pillow or sleeping bag.

Prepare your home
Pick up all items from the floors and store in drawers and closets. Move upholstered furniture away from windows. Close and lock your windows. Bring inside any items you may have on balconies or porches. Turn refrigerator and freezer temperature gauges to maximum. Open only when absolutely necessary and close quickly. Unplug stereos, TVs, electronic equipment and lamps.

Computers and electronics
Back up computer data and take a copy with you. Cover your computer and other electronic equipment with plastic sheeting or large plastic garbage bags. Keep cell phone, laptops and other portable device batteries fully charged (car chargers may help when power is lost).

Store water
Fill clean, airtight containers to store as much water as possible. Clean bathtub, and fill with water.

Protect important documents
Place your documents in waterproof containers and take with you or store at the highest, most secure point in your home.

**Gas up your vehicle**
Check all fluids and tire pressures (including spare).

**Have cash on hand**
ATMs will not operate should the area experience a power failure.

**Evacuation Routes**
Consult the following websites:
- Louisiana State Police - [http://www.lsp.org](http://www.lsp.org)
- Road Closures – [http://www.lsp.org/roadandincident.nsf](http://www.lsp.org/roadandincident.nsf)

**Shelter and Support Information**
- Region 2 Special Needs Shelter – Pete Maravich Assembly Center

**Related Agencies and Web Sites**
- East Baton Rouge Parish Office of Emergency Preparedness

**Responding to the Storm**
Whenever a hurricane threatens south Louisiana, OLOL College campus may close. It is critical that you monitor the OLOL College Emergency Hotline and OLOL College Web site, as well as bulletins issued by governmental authorities. When responding to any evacuation order, you should seek shelter outside of the city. Use your prearranged emergency plan. You are urged to make every effort to leave the area.

**When You Evacuate**
Tell someone outside of the storm area (a family member or friend) where you are going. Leave as soon as possible. Avoid flooded roads and watch for washed-out bridges. Bring your preassembled hurricane kit and protective clothing.

**After the Storm**
- Listen to local news media for up-to-the-minute information regarding medical help, food programs and general assistance. Stay where you are if it is safe until authorities give the “all-clear”.
- Use the telephone only for emergency calls. Contact relatives as soon as possible to let them know where you are and to make necessary plans.
- Don’t drink the water! Water supplies may be contaminated. Use your prestored water for drinking and cooking. Water not stored before flooding should be boiled for 30 minutes or treated with purification tablets. An official public announcement will proclaim when tap water is safe.
- When you return from evacuation or shelter, enter your home or apartment with caution. Secure all belongings against further damage or theft. Take pictures of the damage to your possessions to submit to your insurance company.
- Open windows and doors to ventilate and dry your home. Dispose of all carpeting, mattresses, pillows and cushions that have been in floodwaters.
- Beware of snakes, insects and animals driven to higher ground by floodwater.
- Drive only if absolutely necessary and avoid flooded areas.
For More Information, Consult these Sources
For additional information on hurricanes and storm preparations, check the following websites.
☐ National weather Service - http://www.weather.gov/
☐ National Hurricane Center – http://www.nhc.noaa.gov/

Hurricane Survival Checklist
Have a two week supply of each item for every person in your home.

Water
☐ 18 ½ gallons of water per person
☐ Store water in clean plastic containers and/or bathtub

Food:
Purchase food that requires no refrigeration and little preparation, such as:
☐ Ready-to-eat canned food
☐ Canned juices, milk, soup (if powdered, store extra water)
☐ Snacks: cookies, cereals, etc.
☐ Soft drinks, instant coffee, tea
☐ Lots of ice (you can freeze your water supply)

For Baby
☐ Formula, bottles, powdered milk, jarred baby foods
☐ Diapers, moist towelettes and special medications

Pets
☐ Newspaper or cat litter
☐ Moist canned foods (to preserve water)
☐ Plastic sheets to cover floor of pet’s room

Medicine
☐ First aid kit
☐ Rubbing alcohol
☐ Aspirin, non-aspirin pain reliever, antacid
☐ Extra prescription medication (especially for heart problems and diabetes)
☐ Ask your physician how to store prescription medication

Personal Items
☐ Toilet paper, towels, soap, shampoo
☐ Personal and feminine hygiene products
☐ Denture needs, contact lenses and an extra pair of eyeglasses
☐ Sun protection, insect repellent

Other Supplies
☐ Battery-operated radio, flashlight, non-electric can opener, extra batteries
☐ Charcoal, waterproof matches, extra propane gas for grills (use grills outside only)
☐ ABC-rated fire extinguisher in a small canister
☐ Portable cooler
☐ Plenty of absorbent towels, plastic trash bags
☐ Wind-up or battery-operated clock
☐ Tarp or sheet plastic, duct tape, hammer and nails for temporary roof repairs
☐ Cleaning supplies such as chlorine bleach
☐ Aluminum foil, paper napkins and plates, plastic cups
☐ Can of spray paint (can be used to identify your home by insurance adjusters in case it’s damaged)
☐ At least one change of clothing per person, sturdy shoes, hat and work gloves
☐ Pillows and blankets or sleeping bags
Hurricane Safety Tips
With hurricane season approaching, people in south Louisiana could face widespread torrential rains, extremely strong winds, flash flooding, and tornadoes. These safety and health hazards can produce a deadly and destructive result. To help ensure that everyone in our community stays safe this season, we suggest that you, your family members and/or co-workers become familiar with the following safety tips.

Before the Hurricane Season
- Know the hurricane risks in your area, and your community safety plan.
- Find out where official shelters are located.
- Develop a family hurricane action plan.
- Review the condition of emergency equipment, such as flashlights, radios, generators, etc.
- Ensure you have enough non-perishable food and water on hand.
- Trim trees and shrubbery.
- Buy plywood or shutters to protect doors and windows.
- Clear clogged rain gutters and downspouts.

Before the Storm
- Check media outlets for official news of the storm’s progress.
- Fuel and service family vehicles.
- Have extra cash on hand.
- Prepare to cover all windows and doors with shutters or other shielding materials.
- Bring inside lightweight objects such as grills, lawn furniture, and garden tools.

During the Storm
- Check media outlets for official news of the storm’s progress.
- Complete preparation activities such as putting up shutters and storing loose objects.
- Follow instructions of local officials. Leave immediately if told to do so.

If evacuating
- Try to leave during daylight.
- Leave mobile homes.
- Notify neighbors and family members of your plan to evacuate.
- Take pets with you. Note: Shelters may not accept pets.

If staying at home
- Only stay at home if you have not been ordered to leave.
- Stay inside a well-constructed building.
- Turn off utilities if told to do so by authorities.
- Turn off propane tanks.
- Unplug small appliances.
- Fill a bathtub, sink, or large containers with water for sanitary purposes.

In case of strong winds
- Stay away from windows and doors even if they are covered.
- Close all interior doors, and brace external doors.
- Stay in an interior first-floor room, such as a bathroom or closet.
- Lie on the floor under a table or another sturdy object.

After the Storm
- Check media outlets for official news of the storm’s passing and current road conditions. Wait until an area is declared safe before entering.
- Do not attempt to drive across flowing water.
- Stay away from moving water, and do not allow children to play in flooded areas.
- Call in emergency responders to attempt rescues. Many people have been killed or injured trying to rescue others from flooded areas.
- Stay away from standing water. It may be electrically charged!
- Have professionals check gas, water, and electrical lines for damage.
- Use tap water for drinking and cooking only after local officials declare it safe to do so.
NATIONAL WEATHER SERVICE ADVISORIES – Know what to Listen For

Hurricane/Tropical Storm Watch:
Hurricane/tropical storms are possible in the specified area of the Watch, usually within 36 hours. During the Watch, prepare your home and review your evacuation plan in case a Hurricane/Tropical Storm Warning is issued.

Hurricane/Tropical Storm Warning:
Hurricane/tropical storm conditions are expected in a specified area of the Warning, usually within 24 hours. Complete storm preparations and leave the threatened area if desired by local officials.

Short Term Watches and Warnings:
These warnings provide detailed information on specific hurricane threats, such as floods and tornadoes.

Flood or Tornado Watch:
Flooding or the formation of a tornado may occur within a certain area. If you are in a watch area, check action plans, keep informed, and be ready to act if a warning is issued or if you see flooding or spot a tornado.

Flood/Flash Flood or Tornado Warning:
A flood/flash flood warning is issued for specific communities, streams or areas where flooding is imminent or in progress. A tornado warning is issued for specific communities or areas where a tornado has been reported or has actually touched the ground. Persons in either warning area should take precautions IMMEDIATELY!

TORNADOES

Tornadoes spawned from powerful thunderstorms can uproot trees and buildings and turn harmless objects into deadly missiles in a matter of seconds. Since tornadoes can occur with little or no warning, it is best to seek shelter in small interior rooms on the lowest floor without windows. Hallways on the lowest floor away from doors and windows can be used. Auditoriums covered with a flat, wide-span roof are not considered safe.

TORNADO DISASTER PLAN

The purpose of the Tornado Plan is to provide for the safety of students, faculty and staff in a calm, controlled atmosphere when speed is essential.

The Tornado Plan will be activated when:

1. A tornado has actually been sighted in the immediate area.
2. A tornado in the immediate area is indicated by radar.

It is the responsibility of the Director, Campus Health and Safety (or designee) to monitor weather reports and inform College officials of any tornado warnings in the Baton Rouge Area.

Acting on the recommendation of the Director of Campus Health and Safety, the President or the President’s designee will initiate the following procedures:
1. Announce to all classes and office personnel that the Tornado Plan is in effect.
2. Have all building occupants move to interior corridors and away from windows and doors.
3. Elevators are not to be used during activated Tornado Plan.
4. Close all doors.
5. The Director of Campus Health and Safety will make rounds to appraise the situation and determine if and where additional assistance is needed.
6. Acting on the recommendation of the Director of Health and Safety, the President will cancel the Tornado Plan.

**XVIII. MAJOR DISASTER PLAN**

For any disaster that impacts the operations of the college or the safety of the college community, such as tornado, hurricane, explosion, or acts of violence:

1. Obtain disaster supply kit.
2. Assemble in shelter area within the building.
3. Check for injuries and provide first aid.
5. Listen to battery operated radio for news and official instructions.
6. Faculty, staff and students are encouraged to have personal emergency plans and maintain communication with significant family members. Guides to develop such plans may be located on the American Red Cross website at [http://www.redcross.org/services/prepare/0,1082,0_77_,00.html](http://www.redcross.org/services/prepare/0,1082,0_77_,00.html) or the Federal Emergency Management Agency website at [http://www.fema.gov/plan/index.shtm](http://www.fema.gov/plan/index.shtm) or the Department of Homeland Security website at [www.ready.gov](http://www.ready.gov).

A major disaster is one that critically impacts the services of Our Lady of the Lake Regional Medical Center and requires assistance from College personnel. Some examples of a major disaster include an airplane crash, train wreck, or chemical plant explosion, etc.

**The following procedures are to be followed in the event of a major disaster:**

1. The College Emergency Response Team will meet to review response plan and assign responsibilities.
2. The President of the College or the President’s designee will report to Disaster Control at OLOLRMC.
3. The Executive Vice President for Academic & Student Affairs will activate the faculty and staff telephone disaster notification system.
4. The Executive Vice President for Academic & Student Affairs will compile a list of available faculty, students, and office personnel in College facilities and forward this list to the Personnel Pool at Our Lady of the Lake Regional Medical Center.
5. The Executive Vice President for Academic & Student Affairs assists with the assignment of students and faculty.
6. Faculty and students on clinical units remain on the units and participate in the plan of the units.
7. Office personnel remain in the College office.
8. All other faculty will report to the Personnel Pool at OLOLRMC.

Possible Outcomes from an Disaster Situation

AN INTERRUPTION TO SERVICE - defined to be one in which a computer system or some peripheral component is down and precludes computing for a period of less than 24 HOURS. No facility damage would have occurred. Day-to-day emergency procedures and close coordination normally cover such an outage with system maintenance vendors. Examples would be a system down awaiting parts, a major file reload or failure of an air conditioning or power distribution system.

A MINOR DISASTER - defined to be one in which the administrative computer systems(s) are expected to be down for more than 24 hours, but can be restored to normal operational capacity within FOUR days. Examples would be a minor fire or flood, or software problems requiring a reload. Little or no facility damage would have occurred.

A MAJOR DISASTER - defined to be one in which the computer(s) are expected to be down for more than FOUR days, or beyond the time a critical software application must be run to completion. A long-term loss of computing support from IS can be expected. A more extensive fire or flood, a hurricane, or civil disorder could result in extensive damage and could, therefore, require a new facility or replacement of major computer components or entire administrative systems. Other areas of the campus would still be in operation and require computer support.

A CATASTROPHIC DISASTER - defined to be one wherein the operation of the entire campus is disrupted. Rebuilding would be required before normal campus activities could begin again. A major hurricane, all-encompassing fire, major tornado are examples of possible causes.

DISASTER RECOVERY TEAM
The Disaster Recovery Team will meet on the morning following a disaster or as soon as it is safe to do so. This meeting may be done by conference call (should convene Conference Bridge at some point).

Disaster Recovery Team Roles are listed below. Members would be appointed to fill these temporary positions by College President or designee. A short description of the responsibilities of each team member follows:

DISASTER RECOVERY COORDINATOR:
- Activates Disaster Recovery Plan, convenes meetings of Disaster Recovery Team and other advisory groups.
- Works with advisory committees, and Disaster Recovery Team to allocate resources and coordinate the implementation of the Disaster Recovery Plan.
• Coordinates with Police and local officials to determine when it is safe to re-enter a building to assess damage. No one is to enter a heavily damaged building until its safety has been established and approval by local officials has been given.

• Coordinates with Office of Risk Management to determine when salvage and restoration work can begin. No one is to move, clean or alter equipment or facilities until the insurance assessment is complete.

OPERATIONS & FACILITY MANAGER:
• Works with Disaster Recovery Coordinator and vendors to assess damage, plan repairs, and/or implement temporary facilities.
• Defines staffing requirements for temporary operations.
• Defines operating procedures for use of temporary facilities.

DATA MANAGER:
• Retrieves user database files and programs from backup tapes and installs them in temporary operating environment.
• Works to re-establish interactive access to application systems.
• Works to re-establish and test batch jobs for critical operations.

ADMINISTRATIVE SUPPORT MANAGER:
• Record decisions made by Disaster Recovery Team and distribute copies of notes and plans to team members.
• Works with Human Resources to assure compliance with relevant policies and procedures (altered work schedules, temporary work furloughs, etc.)
• Tracks requisitions of support services.
• Tracks financial resources and commitments.

OTHERS THAT MAY BE CALLED UPON:
☒ Director of Security
☒ Insurance Coordinator / Risk Management
☒ Director of Development Office

At the conclusion of the disaster the President will:

1. Evaluate the effectiveness of the College response to the emergency.
2. Complete the checklist furnished by the OLOLRMC regarding the process.
3. Forward copies of the evaluation and checklist to the OLOLRMC Disaster Committee Chairman within 24 hours.
4. Report the effectiveness of the College response at the next Campus Assembly meeting and receive suggestions for revision of the plan.
XIX. PANDEMIC ILLNESSES

The purpose of the pandemic flu plan is to reduce the spread of a novel influenza virus in the College community. The plan was developed using the CDC Pandemic Influenza Planning Checklist for Colleges and Universities (Version 2.2 March 20, 2006).

Flu season starts to peak in November and continues to peak through April each year. The CDC recommends vaccination for flu in October and November. Flu vaccines are offered to faculty, staff and students on an annual basis. At the start of flu season, order information is sent to administrators for baseline of hand hygiene products, disinfectants, etc.

ACTION STEPS FOR PANDEMIC FLU

The pandemic coordinator shall be the Director of Campus Health & Safety. The response team shall be the College Emergency Response Team. Team member accountability and responsibilities shall be updated at the first CERT team meeting related to the outbreak. Outgoing messages should be approved by the pandemic coordinator before release/publication.

Preparedness & Planning Phase- prior to outbreak in Louisiana or USA

1) Educate campus community in a variety of formats about the differences between seasonal flu and pandemic flu as well as prevention measures.
2) Implement infection control measures- “cough & sneeze etiquette”, handwashing, disinfecting work areas.
3) Consider whether the buildings should be cleaned differently or more often?
4) Campus Health & Safety will work with OLOLRMC, local health officials and emergency preparedness officials for coordination and guidance to identify decision makers, trigger points and thresholds to institute community containment measures such as closing and re-opening the College campus. OPH contact is the Regional Nurse Consultant for Region 2 at 925-7200 or direct line 925-7220.
5) Train faculty and staff in flu-symptom recognition.
6) Determine to what extent do we encourage or require students and staff to stay home when they are mildly ill. The CDC recommends those with ILI (Influenza Like Illness) should self-isolate for 7 days after the onset of illness or at least 24 hours after symptoms have resolved, whichever is longer.
7) Reports of students, faculty or staff who are absent for flu-like illness (fever, cough, sore throat, runny nose and body aches) should be sent to Director of Campus Health & Safety for case identification and surveillance. Report should identify the name of the sick individual and the dates of illness.
8) Develop alternative teaching strategies....Moodle, distance learning, etc.
9) Identify and review the college’s legal responsibilities and authorities for executing infection control measures.
10) CDC travel recommendations will be adopted during pandemic.
**Outbreak Phase** - Confirmed cases in USA, less than 10% students ill
1) Begin heightened surveillance reporting
2) Send out e-mail, hotline message on initial outbreak informing faculty, staff and students that some are sick but campus remains open, include prevention tips and information resource list.
3) Post flu prevention signs around campus.

**Expansion Phase** - 10% - 30% of students ill
1) Notify local Public Health Officer
2) Being intensive surveillance reporting
3) Send out e-mail, hotline message on expanded outbreak, include prevention tips and OPH info.
4) Press release?

**Advanced Phase** - more than 30% students ill
1) Close campus
2) Send out e-mail, hotline message and notify local media that school is closed.
3) Cancel all campus events.

**Following the Outbreak**
1) Send out e-mail, hotline message and notify local media that school is open.
2) Continue communication with local health department
3) Return to heightened surveillance reporting.
4) If students get sick again, restart this process at Outbreak Phase.

**Large Gatherings during Pandemic Flu**

On the basis of what is known from previous pandemics and as a means to prevent the further spread of disease on and off campus, the College should encourage persons with ILI to stay home and away from large gatherings. Large public gatherings (such as graduations) offer a good opportunity for officials to deliver key educational messages about measures attendees can take to help protect themselves and their family members from novel influenza infection, including active promotion of good hygiene practices.

**Pandemic Flu Guidelines...What should I do if I get sick?**

If you are sick with flu like symptoms (fever, sore throat, runny nose and body aches), you are advised to stay home and avoid contact with other people as much as possible to keep from spreading your illness to others.

If an employee has been absent from work with flu like symptoms (fever, sore throat, runny nose and body aches), the employee must be cleared by OLOLRMC Employee Health Department to return to work. Employee Health is located at 7444 Picardy, 765-8750.

If a student has been absent due to flu like symptoms (fever, sore throat, runny nose and body aches), the student must be cleared by their primary healthcare provider to return to class. If a student does not have a primary health care provider, they may go to any Lake...
After Hours Clinic or the Total Occupational Medicine Clinic for flu assessment. OLOLC students are eligible for discounted services at the Total Occupational Medicine Clinic, call 924-4460 for more info. The student must provide medical documentation to the office of Health & Safety for a return to class authorization.

XX. TECHNOLOGICAL EMERGENCIES

Communications are essential to any business operation. A communications failure can be a disaster in itself.

Telephones- Report telephone problems to OLOL College Help Desk via Portal. Two-way radios with batteries are available in the disaster supply kit for emergency use only. If possible, use cellular phones, e-mail or fax machine to maintain communication.

Computers- Report computer problems to IS through the College Help Desk online request system located via Portal.

Technological emergencies- In the event of a physical emergency, e.g. fire, weather or other disaster, and all access points to data are yielded inoperable; the college’s electronic records are accessible from outside the institution through the College/Hospital Local Area Network (LAN). College official data, data from in the student information system, are maintained at a remote hosting site and are backed up daily, archived, and a copy of the data is sent to a contracted vendor’s off site vault. The College provides all employees with remote server access data storage and encourages all personnel to maintain all Official College information, correspondence, forms, reports, etc. on this storage device. The storage of College information on personal computer drives and temporary optical or digital device media is discouraged.

XXI. EMERGENCY CLOSURE PLAN

The purpose of the Emergency Closure Plan is to outline procedures to be followed in the event of a situation that threatens the well being of students, faculty and staff, or the community at large. All decisions shall be made with a priority for human safety.

The President of the College or the appropriate administrative officer will determine whether the situation requires that classes be canceled or that students, faculty and staff will be dismissed. If external conditions are such that dismissal would threaten human safety, appropriate arrangements for human shelter will be implemented.

Following an administrative decision the following procedures will be followed:
1. The lines of communication as determined by the Administrative and Organizational chart will be followed to communicate the decision.

2. A telephone call in center (225-490-1600) has been established as a means of campus community notification during emergencies.

**Students, faculty, and staff are not expected to endanger their safety in order to attend class or work.** Every effort will be made to broadcast decisions pertaining to college closure via radio and television announcements. The President or the President’s designee will delegate responsibility to notify radio and television broadcast systems of the status of college operations.

In the event of unscheduled school closure due to adverse environmental conditions or student safety issues, the following measures will be instituted:

1. A phone message will be placed on the College’s emergency hotline (225-490-1600) by the Communication Team or designee and updated as the situation demands.

2. College administration will make an effort to notify the public via notice though all local and regional media sources (College webpage, campus e-mail, local television, radio, and newspaper) at the earliest time reasonably possible. The person notifying the media will request that the College’s name (Our Lady of the Lake College) be correctly stated in the broadcasts. The College webpage will be updated by the Director of Institutional Advancement or designee.

3. The status of school closure will be revised by administrative designee by the same means every evening no later than 8:00 p.m. for the following day when possible. The person notifying the media will request that the College’s name (Our Lady of the Lake College) be correctly stated in the broadcasts.

**XX. SAFETY AT OFF CAMPUS LOCATIONS AND CLINICAL SITES**

Faculty, staff, and students of the College are expected to abide by the safety policies and procedures established at the institution(s) to which they are assigned.

Students who are at other facilities during clinical rotation may ask the Security Guards at these facilities for an escort to their cars if they feel unsafe.

Our Lady of the Lake College Supplemental Accident Insurance will cover the student for accidents occurring while participating in school related activities in an assigned clinical facility/agency. This is a secondary plan, the student should
present his/her primary insurance ID card to the Emergency Room, clinic, or doctor's office when seeking treatment.

**XXIII. AUTO ASSISTANCE**

The following contact information may be helpful if a student, faculty or staff member’s personal vehicle becomes disabled while on campus.

**Pop-a-Lock**  
(225) 292-6736  
For lock out services, jump starts, tire change

**Tire Kingdom**  
4675 Essen Lane  
(225) 757-1122  
Monday-Saturday: 7:00 a.m.- 6:00 p.m.  
No towing available but will provide 10% discount to students (exception: economy tires already discounted)

**Winner’s Circle Car Care Center**  
1811 Staring Lane  
(225) 769-1218  
Hours 7:30 a.m -5:30 p.m Monday- Friday  
7:30 a.m.-3:00 p.m Saturday  
Towing available, tire and full service car care  
Student discount available on oil changes

**Campus Car Care**  
1824 Highland Rd.  
(225) 387-5578  
Hours 7:30-5:00 Monday- Friday  
10% Discount on labor for students including towing

**Expert Car Care**  
3079 Government St.  
336-0201  
Free Towing if repair services performed  
10% Discount for students

**Capitol Towing** (225) 751-6000  
24 hour Tire Changes, Jump Starts

**Bob Story’s Towing** (225) 275-9171

**Service PLUS Towing** (225) 357-6711

**Ace Towing** (225) 753-6300
XXIV. Safety Plan Evaluation

The Safety Plan is evaluated by the Safety Committee through the following: semi annual building inspection reports, written critiques following fire drills, incident report review, critiques following implementation of hurricane plan, and annual education feedback.
## Appendix A College Building Inspection Form

### College Safety Inspection Form

<table>
<thead>
<tr>
<th>Code*</th>
<th>General Safety:</th>
<th>Actions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Housekeeping satisfactory, including no excessive storage.</td>
<td>S__ U__</td>
</tr>
<tr>
<td>A</td>
<td>Aisles and exits are unobstructed.</td>
<td>S__ U__</td>
</tr>
<tr>
<td>A</td>
<td>Door signs list emergency contact information and phone numbers; closest emergency room; any special hazards must be identified.</td>
<td>S__ U__</td>
</tr>
<tr>
<td>A</td>
<td>Door signs have current information (updated at a minimum in yearly intervals).</td>
<td>S__ U__</td>
</tr>
<tr>
<td>A</td>
<td>All materials are securely stored on a stable platform to prevent sliding, collapse, falls or spills.</td>
<td>S__ U__</td>
</tr>
<tr>
<td>A</td>
<td>Ceiling tiles are in place.</td>
<td>S__ U__</td>
</tr>
<tr>
<td>L</td>
<td>Glass bottles, if stored on the floor, are protected from breakage.</td>
<td>S__ U__</td>
</tr>
<tr>
<td>L</td>
<td>All food and beverage items, containers and utensils are stored and used in an officially designated area that is separate from the laboratory work area and laboratory refrigerators.</td>
<td>S__ U__</td>
</tr>
<tr>
<td>L</td>
<td>Refrigerator, freezer log is completed daily.</td>
<td>S__ U__</td>
</tr>
<tr>
<td>L</td>
<td>Action documented for out of range temperature</td>
<td>S__ U__</td>
</tr>
<tr>
<td>L</td>
<td>Sharps disposal containers are present for the proper disposal of laboratory sharps and no more than 75% full.</td>
<td>S__ U__</td>
</tr>
<tr>
<td>L</td>
<td>Glassware disposal containers are present for the proper disposal of used and/or broken glassware.</td>
<td>S__ U__</td>
</tr>
<tr>
<td>L</td>
<td>Mechanical equipments are appropriately guarded.</td>
<td>S__ U__</td>
</tr>
<tr>
<td>L</td>
<td>Vision is unobstructed in the laboratory door windows (needed for emergency response personnel).</td>
<td>S__ U__</td>
</tr>
<tr>
<td>L</td>
<td>Any equipment used in unattended operations has automatic shut-off.</td>
<td>S__ U__</td>
</tr>
<tr>
<td>L</td>
<td>No laboratory equipment and chemicals are stored outside the designated laboratory areas.</td>
<td>S__ U__</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code*</th>
<th>Electrical Safety</th>
<th>Actions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Circuits are properly loaded (only one per outlet, including power strips).</td>
<td>S__ U__</td>
</tr>
<tr>
<td>A</td>
<td>Cords of all electrical equipment in good condition.</td>
<td>S__ U__</td>
</tr>
<tr>
<td>A</td>
<td>Cords are used properly (i.e., kept clear of aisles, sinks and heat sources).</td>
<td>S__ U__</td>
</tr>
<tr>
<td>A</td>
<td>Any cut-off switches are readily accessible and properly labeled.</td>
<td>S__ U__</td>
</tr>
<tr>
<td>A</td>
<td>Extension cords are used only for temporary purposes. If used, cords must be securely fastened to the floor or walls (e.g. duct-tape).</td>
<td>S__ U__</td>
</tr>
<tr>
<td>A</td>
<td>Any extension cords in use are three-wired.</td>
<td>S__ U__</td>
</tr>
<tr>
<td>A</td>
<td>Spark-producing equipments are not used in areas</td>
<td>S__ U__</td>
</tr>
</tbody>
</table>
where flammable gases or liquids are used or stored (i.e., in laboratory chemical fume hoods).

<table>
<thead>
<tr>
<th>Code*</th>
<th>Fire Safety</th>
<th>Actions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>All fire alarm pull stations are unobstructed and in working order.</td>
<td>S ___ U ___</td>
</tr>
<tr>
<td>A</td>
<td>Suitable fire extinguishers are available, unobstructed, and mounted properly.</td>
<td>S ___ U ___</td>
</tr>
<tr>
<td>A</td>
<td>Fire extinguishers pressure gauge is in normal range (green zone) and tie is not broken. <em>Document the date checked.</em></td>
<td>S ___ U ___</td>
</tr>
<tr>
<td>A</td>
<td>Fire extinguisher service date is current.</td>
<td>S ___ U ___</td>
</tr>
<tr>
<td>A</td>
<td>Any presence of obvious physical damage to the fire extinguishers.</td>
<td>S ___ U ___</td>
</tr>
<tr>
<td>A</td>
<td>Evacuation routes/maps are posted</td>
<td>S ___ U ___</td>
</tr>
<tr>
<td>A</td>
<td>Fire exit signs are fully illuminated</td>
<td>S ___ U ___</td>
</tr>
<tr>
<td>A</td>
<td>Stairwells are accessible. Nothing stored in stairwell.</td>
<td>S ___ U ___</td>
</tr>
<tr>
<td>A</td>
<td>Nothing flammable stored near electrical panels</td>
<td>S ___ U ___</td>
</tr>
<tr>
<td>L</td>
<td>Nor more than 12 E or 1H cylinder stored in smoke compartment</td>
<td>S ___ U ___</td>
</tr>
<tr>
<td>L</td>
<td>All compressed gas cylinders are secured in carrier, on cart or by chain.</td>
<td>S ___ U ___</td>
</tr>
<tr>
<td>L</td>
<td>Fire blanket is available and unobstructed, with a highly visible sign indicating its location and not expired.</td>
<td>S ___ U ___</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code*</th>
<th>Emergency/Safety Equipment</th>
<th>Actions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Emergency contact information (i.e., 911) is posted near all public phones.</td>
<td>S ___ U ___</td>
</tr>
<tr>
<td>A</td>
<td>All phones have Tracer Security label including the physical address of that location</td>
<td>S ___ U ___</td>
</tr>
<tr>
<td>A</td>
<td>First aid kit is available and no expired items are found.</td>
<td>S ___ U ___</td>
</tr>
<tr>
<td>A</td>
<td>Disaster supply bag is available and no expired items are found (including batteries).</td>
<td>S ___ U ___</td>
</tr>
<tr>
<td>A</td>
<td>Flashlights work properly</td>
<td>S ___ U ___</td>
</tr>
<tr>
<td>A</td>
<td>Sufficient number of trash bags available to mitigate damage to all computers in building during storms.</td>
<td>S ___ U ___</td>
</tr>
<tr>
<td>A</td>
<td>Shelter in place rooms are designated on exit rout maps mounted on walls.</td>
<td>S ___ U ___</td>
</tr>
<tr>
<td>L</td>
<td>Eyewash is available and unobstructed, with a highly visible sign indicating its location.</td>
<td>S ___ U ___</td>
</tr>
<tr>
<td>L</td>
<td>Safety shower is available and unobstructed, with a highly visible sign indicating its location.</td>
<td>S ___ U ___</td>
</tr>
<tr>
<td>L</td>
<td>Eyewash and safety shower are tested weekly and documented in log.</td>
<td>S ___ U ___</td>
</tr>
<tr>
<td>L</td>
<td>Spill clean up kits are available and stocked.</td>
<td>S ___ U ___</td>
</tr>
<tr>
<td>L</td>
<td>UV light in safety eyewear cabinet is in working</td>
<td>S ___ U ___</td>
</tr>
</tbody>
</table>
The following personal protective equipments are available and in good condition:

<table>
<thead>
<tr>
<th>Equipment</th>
<th>S</th>
<th>U</th>
</tr>
</thead>
<tbody>
<tr>
<td>laboratory coats or aprons</td>
<td>S</td>
<td>U</td>
</tr>
<tr>
<td>safety glasses or goggles</td>
<td>S</td>
<td>U</td>
</tr>
<tr>
<td>gloves appropriate for particular chemical or biohazard</td>
<td>S</td>
<td>U</td>
</tr>
</tbody>
</table>

Chemical hoods have been inspected within the last year (check inspection sticker).

Chemical hoods are free from excessive storage (back baffle should be free from obstruction).

Equipment maintenance is documented.

<table>
<thead>
<tr>
<th>Code*</th>
<th>Biological Safety</th>
<th>Actions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>L</td>
<td>Laboratories have doors for access control.</td>
<td>S</td>
</tr>
<tr>
<td>L</td>
<td>Each laboratory contains a sink for hand washing.</td>
<td>S</td>
</tr>
<tr>
<td>L</td>
<td>The laboratory is designed so that it can be easily cleaned.</td>
<td>S</td>
</tr>
<tr>
<td>L</td>
<td>Bench tops are impervious to water and resistant to moderate heat and chemicals used for decontamination of work surfaces and equipment.</td>
<td>S</td>
</tr>
<tr>
<td>L</td>
<td>Laboratory furniture is capable of supporting anticipated loading and uses. Chairs used in laboratory work are covered with non-fabric material that can be easily decontaminated.</td>
<td>S</td>
</tr>
<tr>
<td>L</td>
<td>Biological Safety Cabinets certification is current (within the last 12 months, check certification sticker).</td>
<td>S</td>
</tr>
<tr>
<td>L</td>
<td>If the laboratory has windows that open to the exterior, they are fitted with fly screens.</td>
<td>S</td>
</tr>
<tr>
<td>L</td>
<td>Durable, leak-proof containers are available to transport waste to the autoclave for decontamination.</td>
<td>S</td>
</tr>
<tr>
<td>L</td>
<td>Biohazard disposal containers are present for the proper disposal of biohazard materials.</td>
<td>S</td>
</tr>
<tr>
<td>L</td>
<td>All containers and bags used for waste collection are closable and prominently display the international biohazard symbol.</td>
<td>S</td>
</tr>
<tr>
<td>L</td>
<td>Disinfectant is available for daily work surface decontamination and spill clean up.</td>
<td>S</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code*</th>
<th>Chemical Safety</th>
<th>Actions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Material Safety Data Sheets are accessible or its location is posted.</td>
<td>S</td>
</tr>
<tr>
<td>L</td>
<td>Chemical Hygiene Plan (CHP) is available or location of the plan is posted.</td>
<td>S</td>
</tr>
<tr>
<td>L</td>
<td>Refrigerator used to store flammables is designed or appropriately modified for flammable storage, or is explosion-proof.</td>
<td>S</td>
</tr>
<tr>
<td>L</td>
<td>Chemical storage is in cabinets or on stable</td>
<td>S</td>
</tr>
<tr>
<td>Code*</td>
<td>Radiation Safety</td>
<td>Actions:</td>
</tr>
<tr>
<td>-------</td>
<td>---------------------------------------------------------------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>L</td>
<td>Chemicals are stored by compatibility (refer to compatibility chart if necessary).</td>
<td>S</td>
</tr>
<tr>
<td>L</td>
<td>Chemicals are stored according to manufacturer’s recommendations.</td>
<td>S</td>
</tr>
<tr>
<td>L</td>
<td>All contained substances are labeled with name and potential hazards.</td>
<td>S</td>
</tr>
<tr>
<td>L</td>
<td>No excess flammable liquids are stored.</td>
<td>S</td>
</tr>
<tr>
<td>L</td>
<td>Peroxidizable chemicals are dated when opened and tested for peroxides every six months after that.</td>
<td>S</td>
</tr>
<tr>
<td>L</td>
<td>All chemical containers are in good condition.</td>
<td>S</td>
</tr>
<tr>
<td>L</td>
<td>All chemical (including waste) containers are sealed when not in immediate use (no funnels left in place).</td>
<td>S</td>
</tr>
<tr>
<td>L</td>
<td>Chemical inventory is available.</td>
<td>S</td>
</tr>
<tr>
<td>L</td>
<td>Gas cylinders (at all times) and lecture bottles (when in use) are fastened securely. If not in use, the metal screw-cap is attached tightly.</td>
<td>S</td>
</tr>
<tr>
<td>L</td>
<td>All mercury devices (thermometer, gauges, switches, etc.) that can be replaced with a mercury-free alternative have been replaced.</td>
<td>S</td>
</tr>
<tr>
<td>L</td>
<td>Mercury thermometers are not present in heated ovens.</td>
<td>S</td>
</tr>
<tr>
<td>L</td>
<td>Cooling traps are used when house vacuum is utilized for aspiration, filtering, etc. of any liquids.</td>
<td>S</td>
</tr>
<tr>
<td>L</td>
<td>Reagents dated when opened and expired.</td>
<td>S</td>
</tr>
</tbody>
</table>

*CODE

A= All buildings, all departments
L= All laboratory and skills areas

S= Satisfactory
U= Unsatisfactory
Appendix B Equipment Maintenance Procedures

1) Fire equipment is inspected annually by FireQuest under contract with OLOLRMC. For problems with fire equipment, ask building secretary to place work order with Plant Services.

2) Copiers are serviced by Ricoh….contact building secretary for copier issues.

3) Telephone equipment is serviced by FMOL Information Technology…contact OLOL College Help Desk via Portal for phone issues.

4) Computers are serviced by FMOL Information Technology. Some audiovisual equipment is serviced by Mike’s Audio, others by FMOL IT….contact OLOL College Help Desk via Portal for any computer or AV equipment issues.

5) Other equipment:
   - For any service issues, contact Plant Services or Biomed through work order system in Lake Link.
   - New Equipment should come through OLOLRMC’s loading dock
     o Biomed/Plant Services will open equipment, inspect, log in, tag item with asset tag, and enter into database for routine maintenance and inspections.
   - Biomed department needs to be notified of any equipment that does not come through OLOLRMC’s loading dock i.e. delivered directly to College.
     o Biomed needs the following information to enter equipment into asset inventory for maintenance and inspections:
       - Manufacturer serial number
       - Model number
       - Date acquired and from whom
       - Cost of equipment
       - Location of equipment
   - Plant Services can dispose of old equipment
     o Do a work order in Lake Link
APPENDIX C Cylinder Safety Policy

Our Lady of the Lake College
Respiratory Therapy Program

Policy: Storage of Compressed Gas Cylinders – Oxygen

Location
1. Laboratory design shall include a storage area for cylinders of compressed oxygen where:
   a. they are protected from external heat sources such as flame impingement, intense radiant heat, electric arc, or high temperature steam lines.
   b. they are in a well protected, well ventilated, dry location, at least 20 feet from highly combustible materials.
   c. they are stored against an outside wall or conform to specifics for storage of compressed oxygen cylinders published by the Compressed Gas Association

2. Design features which are prohibited:
   a. Unventilated enclosures such as lockers and cupboards.
   b. Oxygen cylinders shall not be stored near highly combustible materials, especially oil or grease, or near any other substance likely to cause or accelerate fire
   c. Fire door rating below 1 hour

Restraint Systems
1. Laboratory design shall include a cylinder rack or wheeled restraint (cart) for the storage and in-house transport of medical gas cylinders.
2. Securing screws, chains or metal straps must be used to guard against tipping and falling.
3. Compressed gas cylinders in service shall be adequately secured by chains, metal straps, or other approved materials, to prevent cylinders from falling or being knocked over.
4. The purchase and installation of compressed gas cylinder securing systems must be subject to review and approval of The College Office of Health and Safety.
5. Gas cylinder securing systems should be anchored to a permanent building member or fixture.

Maximum capacity
1. the Respiratory Therapy lab at Our Lady of the Lake College may store, at any one time, no more than 10 “E” cylinders and two G or H cylinders.
2. Empty and full cylinders must be marked

Regulators
1. Regulators that are found to be defective must be labeled and returned to the program director immediately.
2. Regulators must be removed from cylinders after use.
Appendix D Radiation Safety and Protection Guidelines

Students are responsible for radiation safety and protection for the patient, self, and others during clinical education and laboratory practice. In keeping with the ALARA concept (as low as reasonably achievable) and clinical education requirements, every effort must be made to keep exposures to the patient, embryo/fetus, self, and others to a minimum. The following guidelines are to be used by students enrolled in the radiologic technology program.

1. All radiologic exposures made by students must be performed under the appropriate level of supervision (see "Guidelines for Clinical Supervision").

2. Personnel Monitoring Device: Each student is furnished a personal monitoring dosimeter - optically stimulated luminescence (OSL) type. The dosimeter must be worn by students during all clinical assignments and in the Skills Labs during laboratory practice and experiments. Students must wear the dosimeter in the proper position, which is on the collar and outside the protective lead apron during fluoroscopy. Dosimeters are considered part of the uniform (see Uniform Policy).

Use and Storage of Dosimeters: Students must maintain the OSL dosimeter in a safe place so as not to expose it to environmental radiations. The sensing material must not be removed from its protective covering. Dosimeters are not to be worn by students when undergoing diagnostic or dental procedures performed as a patient. Loss of the dosimeter or any other incident or misuse (such as accidental exposure) must be reported to the CI immediately.

Collection and Distribution: The dosimeter must be exchanged on time for processing during the first week of each month. It is the student's responsibility to exchange the dosimeter in the office of the CI.

Radiation Reports: Monthly monitoring reports of radiation exposure for each student are available. The radiation monitoring dosimeter report is initially reviewed and monitored by the physicist. Copies of the monitoring reports are maintained in the Office of the Program Director.

Permanent Cumulative Dose Records: At the end of the calendar year, the physicist will provide a cumulative report. Each student is forwarded two copies of their total cumulative radiation dose upon completion or withdrawal from the program. Permanent cumulative monitoring records are maintained on file in the office of the Program Director. This cumulative radiation dose may be forwarded to employers upon written request of the student/graduate. Students who are employed at other facilities where a personnel dosimeter is worn or students having previous radiation exposure history must provide an applicable monthly/quarterly radiation monitoring report to the Program Director upon admission to the program and throughout enrollment.
3. Students must use the three cardinal principles of radiation protection: time, distance, and shielding during radiologic examinations. Doors must be closed during radiographic exposures.

4. Students are not allowed to hold patients during radiologic examinations. Mechanical restraining devices must be used when patient restraint becomes necessary. The CI/RT must evaluate all requisitions and the condition of patients to determine the most effective approach to use to restrain patients for the procedure. An acceptable alternative may be the patient's relative. Students are responsible for seeing that lead aprons and gloves are available for all persons involved in patient restraint during diagnostic, mobile, or fluoroscopic procedures. Instructions must be given to avoid exposure to the primary beam.

5. Lead aprons are to be worn by students assisting in fluoroscopic examinations, during mobile radiography and mobile fluoroscopy. Lead gloves are to be worn if the hands must lie in the primary beam.

6. Gonadal shields are to be used on patients of reproductive age or younger (to include pregnant patients) to minimize exposure to the gonads and unborn fetus when the presence of the shield does not obscure clinically significant information. Collimation is to be used to restrict the primary beam to the area of interest. Students must not perform a radiographic examination when a patient suspects she is pregnant. You must notify the supervisor and radiologist to determine further action.

7. X-Ray room doors must be closed during radiologic exposures.

8. Students must not exceed the state guidelines for dose limits:

   annual effective dose limits = 5 rem (50 mSv);
   cumulative effective dose limits = age in rem (10 mSv X age)

9. Exposures are to be made on: 1) patients only upon request by a physician during clinical assignments at clinical education centers (see "Guidelines for Clinical Supervision"); or 2) phantoms in the Skills Lab, and not on another student or other individuals (see Skills Laboratory Policies).

10. Students are not allowed to repeat radiographs on patients without appropriate supervision (see "Guidelines for Repeat Radiographs").
Appendix E Radiation Protection Procedures

OUR LADY OF THE LAKE COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

RADIATION PROTECTION PROCEDURES
For Compliance With
LA Radiation Protection Regulations (LA 33:XV)

The College monitors all radiologic technology faculty and students radiation exposure and provides safety inspections on all radiographic equipment. A physicist in on contract to assist with documenting compliance with LA 33:XV. John Paul Luckett is the physicist contracted by the College.

Radiation Exposure Monitoring:

- The program has two policies for demonstrating compliance with LA 33:XV for students: Radiation Safety and Protection Guidelines and the Pregnancy Policy, which are published in the Radiologic Technology Student Handbook. The Pregnancy Policy is also included in the health and safety packet administered by the Health and Safety Office as a requirement for program admission of admitted and pre-enrolled students.

- Personnel dosimeters are purchased for faculty and students from Landauer, Inc. through the radiologic technology program. Program officials distribute new dosimeters during the first week of each month and those for the previous month are collected from faculty and students and mailed to Landauer, Inc. for processing and reporting.

- Admitted or enrolled female students desiring to voluntarily declare pregnancy in writing must notify the director and complete the Declaration of Pregnancy Form. A fetal dosimeter must be ordered and provided to the student. Instructions on proper location for wearing the fetal monitor are given. In addition, the guidelines as stated in the pregnancy policy are adhered to.

- Monthly monitoring reports are posted for faculty and students to review in the radiologic technology department. The physicist will review and monitor monthly reports for compliance with dose limits and notify program officials of any individual with excessive exposure readings. The physicist must provide the following written reports for all individuals including appropriate identifying data and exposure information:
  - cumulative exposure on faculty and students at the end of each calendar year;
  - total cumulative exposure for each graduate or student who withdraws from the program within thirty days of individual leaving the program.

The program must provide copies of the following written exposure reports to students:
cumulative exposure through the end of the calendar year are provided upon re-enrollment the following semester;
– total cumulative exposure of each graduate or student who withdraws is mailed within thirty days of student leaving program.

Monitoring reports are permanently maintained by the radiologic technology program. The institution and program guidelines and policies for access, security and maintenance of records are adhered to.

**Monitoring Reports of Individuals with Excessive Exposure Reading:**
- The procedure that must be followed by program officials for monitoring reports of individuals with excessive exposure reading is as follows:
  - the report indicating the excessive reading must be submitted to the Department of Environmental Quality (DEQ) within thirty days of the excessive exposure reading;
  - the report must include the social security number and date of birth of the individual with the excessive reading;
  - Submit written statements describing:
    1) the extent of exposure of the individual to radiation, including the actual excessive dose:
    2) the event or cause of the elevated exposure to the individual; and
    3) outline the corrective steps taken to ensure against a recurrence, including a clinical schedule adjustment for achieving compliance with applicable limits.
- Individuals with excessive exposure readings are then counseled by program officials.

**Equipment Registration:**
- Radiographic equipment housed in the radiologic technology energized laboratories must be registered by the state. Certificates of registration must be posted on or near each unit.
- The physicist is responsible to perform an annual inspection of all equipment for compliance with DEQ and provide a written report to program officials of status.
- DEQ performs compliance inspections nearly every two years and provides a report of inspection results.
- Copies of certificates of registration, annual reports from the physicist, and DEQ inspection reports are maintained on file in the radiologic technology department.
Appendix F Radiation Technology Pregnancy Policy

Pregnant students (in the Radiation Technology Program) are encouraged to voluntarily declare their pregnancy in writing to the Program Director as soon after conception as practical. The student must provide the expected date of delivery. The student will be counseled in regard to radiation safety and protection practices and use, the risks of prenatal exposure to ionizing radiation, an equivalent dose limit for the embryo/fetus and a copy of the US NRC Regulatory Commission Appendix to the Regulatory guide 8.13 "Instruction Concerning Prenatal Radiation Exposure." The program's radiation safety and protection guidelines are reviewed with the student. The opportunity for further discussion of the written instructions is given to the student. Following counseling, the student may:

1) choose to continue in the program;
   or
2) resign from the program.

A student choosing to continue in the program will be given a second "Special Purpose" personnel monitoring device, an optically stimulated luminescence (OSL) dosimeter to monitor exposure to the unborn embryo. The OSL dosimeter is to be worn at waist level. During fluoroscopy, OSL dosimeter is to be worn underneath the protective lead apron at waist level. The student must not confuse the designated location of the two monitors. Incorrect placement of the dosimeter will result in incorrect monitoring results. The maximum equivalent dose limit during the gestational period shall not exceed 500 mrem (State Radiation and Nuclear Regulatory Commission).

A student who is unable to complete the semester may initiate a request for authorization of an incomplete "I" grade (s). The request must be signed by the student and instructor and approved by the director. The student must resolve the "I" grade (s) by the first day of class of the next semester (refer to the College Catalog - Policy on Incomplete Grades).

Should a student choose to resign from the program, the "Withdrawal from Courses" and/or "Resignation from the College" guidelines in the College Catalog must be followed.

Once enrollment is interrupted, the student is not allowed to progress through the Radiologic Technology program with the class to which she was admitted. A position will be held in the next class admitted (fall semester) for a student desiring to re-enter the program provided that the student was academically in good standing and that the withdrawal/resignation guidelines in the College Catalog have been followed. The student must submit an Application for Readmission to the Office of Admissions and Records and a written request to the Program Director by March 15 for re-entry in the fall semester (refer to the College Catalog for policy on Readmission to the College).

Rev. 10/96
Rev. 7/01
Rev. 8/01
Rev. 8/03
Rev. 1/07
OUR LADY OF THE LAKE COLLEGE

PREGNANCY POLICY CONFIRMATION FORM

This is to verify that I have received a copy of the pregnancy policy as part of the pre-enrollment health packet for the Radiologic Technology Program. I understand that should I become pregnant, it is my responsibility to declare the pregnancy in writing to the Program Director.

I have read and understand the Pregnancy Policy.

_______________________________________________
Signature of Student

_______________________________________________
Date
Appendix G Radiation Technology Declaration of Pregnancy Statement

OUR LADY OF THE LAKE COLLEGE
RADIOLOGIC TECHNOLOGY

DECLARATION OF PREGNANCY STATEMENT

In accordance with the Radiologic Technology Pregnancy Policy and Nuclear Regulatory Commission Guide 8.13, I am declaring that I am pregnant. The approximate date of conception is ___________________________ (if unknown, provide date of LMP) and the expected date of delivery is ________________________________.

I understand that in keeping with the Continued Health Responsibility Policy of OLOL College, I am responsible to submit a written release from my physician indicating my present health status and recommending continued participation in all didactic and clinical assignments.

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (500 millirem).

I have reviewed a copy of the following documents:
- Pregnancy Policy
- Clinical Student Statement of Continued Health Responsibility
- Radiation Safety and Protection Guidelines
- My Previous Radiation Exposure History

I have received a copy of the following documents:
- Appendix to the US NRC Guide 8.13
- Second "Special Purpose" Personnel Dosimeter - OSL (for fetal monitoring): Date Ordered ________

I am electing Option # ______(Option #1 of the Pregnancy Policy - to continue in the program or Option #2 of the pregnancy Policy - to resign from the program). I have been advised by the Director of Radiologic Technology of all policies/guidelines related to radiation risks and pregnancy and radiation safety and protection. I have read the documents listed above and understand the relative risks associated with prenatal exposure to ionizing radiation and agree to
comply with all radiation safety precautions. I have also been advised of the Guidelines for Resignation from the College.

_______________________________________

Student's Name

_______________________________________

Date
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1. Keep containers closed at all times, except when adding or removing waste. Do not leave funnels in containers unless they have a tightly sealed lid.

2. Solid waste should be collected in an approved container. It should be labeled as chemical solid waste and should be kept closed when not in use.

3. Liquid waste can be temporarily collected in an approved self closing explosion proof container under the hood. This container should be labeled as hazardous chemical waste. This container should be emptied into the Hazardous Chemical Waste drum after each lab.

4. The Hazardous Chemical Waste drum is to be kept in the central chemical storage room.
   a. This drum should be a UN rated drum. This rating is required for shipping.
   i. Additional 55 gallon white drums can be acquired by contacting OLOLRMC Biomedical/Plant Services department. The contact person there is Tom Webre.
   b. This drum should be kept closed at all times, except when adding or removing waste. Do not leave funnels in containers unless they have a tightly sealed lid.
   c. An overflow pan must be kept under the drum at all times to collect any spills.

5. Only qualified personnel (laboratory instructors or trained designee) should add materials to the drum.

6. The hazardous chemical waste drum should be labeled as hazardous chemical waste. The Hazardous Waste Label form should also be affixed to each drum as it is put into use and remain on the drum until pick up.
   a. The Hazardous Waste Label should contain the following information:
      i. Date drum was put into use
      ii. An ongoing list of the types of waste/products added to the drum and approximate percentages of each.
      iii. Indicate on label form if contents are flammable, corrosive, reactive or toxic.
      iv. Names of persons adding waste to the drum.
      v. Emergency contact information.

7. When ready for waste pick up; follow the Procedure for Pick up of Hazardous Chemical Waste.

8. Do not store waste longer than it can be safely stored. Request collection in a timely manner.

Hazardous Waste Label

Instructions: Print this label on your printer and use copies to label the chemical waste containers when accumulation begins. Provide all label information before calling Clean Harbors for pickup.

CAUTION: DO NOT MIX INCOMPATIBLE CHEMICALS!!
ALLOW ROOM IN CONTAINER FOR EXPANSIONS.
DO NOT FILL TO THE TOP!
DO NOT LEAVE FUNNEL IN CONTAINER UNLESS IT HAS A TIGHTLY SEALED LID!

IF WASTE IS MIXED/BLENDED, LIST EACH COMPONENT AND PERCENTAGES OF EACH:
Procedure for Pick up of Liquid Hazardous Chemical Waste

Liquid hazardous chemical waste collected in the 55 gallon drum is picked up by Clean Harbors. Use the Hazardous Waste Label attached to the drum to complete the Clean Harbors Waste Materials Profile Sheet.

For pick up:
Contact person: Lisa DeSalvo  
Wk 225-778-3646  
Fax 225-778-3553  
desalvo.lisa@cleanharbors.com

• Contact Lisa DeSalvo by phone or email for pick up.
• Fax completed Clean Harbors Waste Materials Profile Sheet to Ms. DeSalvo.
• Lisa will fax back a quote for pick up.
• Quote should be reviewed and signed by Chair of Science Dept or Dean of A&S
• Signed quote should be faxed back to Lisa DeSalvo at Clean Harbors and pick up date/time will be scheduled
• At time of pick up, Clean Harbors technician will label, pack, and transport waste drum. Qualified OLOLC Science Department representative needs to be present to sign pick up invoice.

Clean Harbors also has free Emergency Response team to respond to spills and contaminations. They will respond to everything except fire. Call 1-800-OILTANK.
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