

SAFETY PLAN

In order to provide for the safety of all personnel, the Piedmont Community College Safety Plan is promulgated. This plan provides an identification of personnel and their responsibilities in cases of injury, fire, bomb threats, severe weather conditions in the form of tornadoes, armed intruder and the handling of hazardous materials. The Safety Plan provides for contacts to be notified in the cases of break-ins, thefts, vandalism and any other forms of activities that provide a threat to the personnel or property of Piedmont Community College.

Emergency Services

A list of emergency services/numbers is posted in all laboratories and near all telephones. Persons requiring assistance for any situations described in this Plan should use these services/numbers. Persons not qualified or trained to provide necessary assistance should use them in any case. In the case of medical assistance, call the doctor specified by the person who needs medical care; or if transportation to a medical facility is required, contact an ambulance service where trained personnel are provided to administer the emergency services required. Do not move injured persons without trained assistance.

Appendix A to this Plan provides the numbers to call in Person County and in Caswell County for emergency services. Additionally, Appendix A provides the locations of appropriate first aid supplies by building location.

Points of Contact

When activities occur that relate to the facilities of the College, such as a break-in, theft, and/or vandalism, security personnel as well as administrative officials shall be notified.

On the Person County Campus, during scheduled working hours, the following administrative personnel will be contacted in the order listed below. If the first individual listed is not available, continue to the next person on the list.

1. Vice President for Administrative Services
William Barnes (home 336/599-5032 cell 336/202-9109)
2. Coordinator of Buildings and Grounds
Bruce Chisholm (home 336/364-8507 cell 336/583-8035)

During periods other than scheduled working hours, as appropriate, the Evening Supervisor and/or the Security Guard are contacted. They, in turn, will notify the appropriate administrative official(s).

During scheduled working hours on the Caswell County Campus, the person to contact is the Dean who will make further notifications. During periods other than scheduled working hours, as appropriate, the Evening Supervisor should be notified.

Appendix B contains a listing of the current administrators and the after work hours telephone numbers for the positions identified above.

When emergency activities occur that involve students in any way, either as participants or as victims, the following personnel should be contacted in respective order in addition to those previously mentioned above.

1. Dean, Student Development
Lee Proctor (home 336/228-6433 cell 336/214-8288)
2. Vice President for Instruction and Student Development
Dr. Randy Young (home 336/234-8772)

Reports

Warnings to all members of the campus community of an occurrence constituting a threat to persons or property shall originate from the office of the Vice President for Administrative Services and shall be communicated in oral or written form, or both, in a manner and within the time frame designated to promptly and completely inform and enable meaningful individual or collective action or reaction in response thereto.

All incidents or injuries must be reported to the Vice President for Administrative Services by the end of the first working day following the incident. Reports will be submitted on an Incident Reporting Form as shown in Appendix C and obtained from the Receptionist desk or the office of the Coordinator of Buildings and Grounds. The Vice President for Administrative Services will consolidate reports for forwarding to the College's President.

Safety Equipment

Certified eye protection devices shall be worn in the following areas by **ALL** staff, students and visitors when shop or laboratory work is in progress.

Machine Shops
Welding
Air Conditioning, Heating and Refrigeration
Gunsmithing
Carpentry

Safety shoes are recommended for staff and students in shop and laboratory areas.

Nursing staff and students will take **ALL** necessary precautions in regard to the transfer of bodily fluids.

General Safety Regulations

1. Employees will enforce fire and safety practices at all times. Students and visitors should be aware of regulations, as appropriate. It is the responsibility of the Coordinator of Buildings and Grounds to ensure that information is available to all personnel concerning fire and safety regulations and practices.
2. Flammable materials will be stored in acceptable locations. These locations will be metal cabinets or rooms with lockable doors. No other materials will be stored in these locations and all locations will be clearly marked.
3. Safety equipment will be available and will be used in instances involving potentially hazardous instructions. It is the responsibility of the instructors to understand the usage of safety equipment in their shops and labs. It is the responsibility of the Coordinator of Buildings and Grounds to ensure that this equipment is tested on a monthly basis. It is the responsibility of maintenance staff to inspect all fire extinguishers on campus.
4. In case of fire, an alarm will sound and all personnel will evacuate the area in accordance with fire procedures.
5. Building exits will be prominently marked. Primary and alternate exits for all building spaces will be posted and called to the attention of all personnel.
6. Report ALL instances of injury or serious illness of students while on campus to the office of Student Services and to the Vice President for Administrative Services.
7. Employees and students are instructed to report unsafe situations to the appropriate instructors and administrators. If improvement is not noted, a further report should be made to the Vice President for Administrative Services.
8. First aid kits will be located in each building as listed in Appendix A.

Fire Drills

A Master Fire Exit Route will be maintained and on file in the office of the Vice President for Administrative Services and Coordinator, Buildings and Grounds. Fire exit routes will be posted in all spaces for all buildings. Routes shall be reviewed annually and updated as appropriate.

Fire drills will be held on a periodic basis and at a minimum of once annually. The responsibility for the conduct of these drills has been delegated to the Coordinator of Buildings and Grounds.

When the fire alarm sounds for drills or actual incidents, all personnel shall leave their rooms in an orderly manner and proceed via routes designated on the fire exits routes to an assembly point on the open field behind L Building on the Person County Campus. In the event that the fire is located in the vicinity of the L Building, maintenance personnel will redirect personnel and students to an alternate location. On the Caswell County Campus, individuals will assemble in the second parking lot. All personnel will remain at the assembly points until the "all clear" is sounded. Instructors and fire coordinators will supervise the evacuation.

Maintenance personnel shall report to room E-103 for further assignment. Two (2) individuals shall be sent to the driveway area to direct fire trucks in the case of an actual incident. Remaining personnel will be directed to proceed to the fire location with a fire extinguisher to render assistance as required. Maintenance personnel shall be responsible for shutting down the alarm system as appropriate.

The Receptionist/Switchboard Operator, barring no immediate danger, will remain at the switchboard to coordinate communications with the Fire and Sheriff's Departments, maintenance personnel, and school officials. When drills are being conducted, the Fire and Sheriff's Departments should be notified in advance and at the conclusion of the drill.

Fire Procedures

The person who first observes a fire should first pull the alarm and then locate the nearest telephone and notify the Receptionist/Switchboard Operator (ext. 0) and the maintenance office (ext. 220, ext. 258 or ext. 257).

A circled "F" on the Fire Plan indicates a fire alarm box and when pulled and activated will operate continuously until shut down by maintenance personnel, as instructed, in room A-123. The circled "H" on the Fire Plan indicates the location of the closest fire hydrant. The red squares indicate the location of fire extinguishers.

The safety of personnel should be the first consideration for all. Ensure all personnel are evacuated before any further actions are taken. Coordinators and faculty shall be held responsible for the evacuation and accounting of their respective areas. Stay out of the way of firemen and rescue personnel.

Bomb Threat Procedures

1. Receipt of bomb threat - **DO NOT PANIC. REMAIN CALM.**
 - a. If received by a person other than the Receptionist/Switchboard operator, notify the switchboard immediately. Give time and place of detonation, if known. Attempt to obtain as much information as possible from the caller.
 - b. The Receptionist/Switchboard Operator shall notify the President and/or vice president immediately that a bomb threat was received by (name of individual) at (time) hours. Also, give time and location of detonation, if known.
2. The President or designated representative shall:
 - a. Notify the Sheriff's Department (Person: 911; Caswell: 911)
 - b. Notify the Fire Department (Person: 911; Caswell: 911)
 - c. Upon implementing building evacuation procedures, close College Drive to all traffic except law enforcement and fire department personnel, unless the Sheriff's Department is on the scene and directs otherwise.
 - d. Evacuate all buildings, unless Sheriff's Department is on the scene and directs otherwise.
3. Search of Campus - Law enforcement personnel may request that staff and faculty members (volunteers) form teams to search areas of the campus with which they are most familiar.

4. If no bomb is found, normal schedule will resume one (1) hour after alleged detonation time, or until bomb(s) is found, or until search is completed--whichever occurs first.
5. If a suspected bomb is found, do not attempt to move or disarm. Notify closest law enforcement or fire department personnel immediately.
6. If requested, assist in moving students to the north end of the field behind L Building (on Caswell County Campus, to the second parking lot) for greater safety.

Tornado

Tornadoes occur with very little warning, and it is likely that there will not be enough time to evacuate to the basement areas of E, F, G, or H (LRC) Buildings. If there is sufficient warning, move to an inside wall away from windows and get under a table or desk. Do not attempt to go to the parking lot and drive off in your car.

After the tornado has passed, follow the fire exit routes and evacuate all buildings. Do not attempt to fight fires, if any. Of primary concern is to account for all personnel. Coordinators and faculty shall be held responsible for the evacuation and accounting of their respective areas.

If the telephone system is still operable, the Receptionist/Switchboard Operator should notify the Sheriff's Department, the Fire Department and emergency medical personnel that a tornado has touched down and request assistance. If the telephone system is out, the security radio shall be used to contact the Police Department.

The President or his designated representative shall:

1. Implement the same procedures as for a bomb threat.
2. Attempt to determine if any personnel are missing.
3. Organize teams to assist emergency personnel in locating any missing or injured people and in moving those that may be moved to a safer location.
4. Maintenance personnel shall turn off utilities and assist the emergency personnel. Utilities will be turned back on when it is deemed safe to do so.

Armed Intruder
Emergency "Lockdown" Procedure

For the safety and protection of students, visitors, faculty and staff, a crisis on campus may require college officials to recommend all persons on campus to "lockdown" in response to an emergency situation. This action would be necessary in situations where evacuation would not be appropriate and where the evacuation process could expose the occupants to an increased level of risk. For example, an armed intruder on campus would require that occupants lock themselves in rather than being exposed to the danger. Other situations where "lockdown" could be recommended include but are not limited to severe weather warnings and certain medical and chemical emergencies. Time is critical in such a crisis and, once ordered, the "lockdown" must be initiated as quickly as possible.

The person who first observes an armed intruder on campus should immediately call 911 and the switchboard (extension O). The switchboard operator will notify college security and the President and/or any available Vice President. Notification of the need for lockdown will be communicated via campus wide email, campus wide voice mail and verbally via campus security officers. The Vice President for Administrative Services and/or his administrative assistant would be responsible for issuance of the appropriate email, campus wide voice notification would follow the chain of command beginning with each Vice President. The Coordinator, Buildings and Grounds would assign maintenance personnel to notify everyone in all classrooms. It is extremely important that all faculty and staff assist with announcing the order for lockdown and help direct occupants into a room/building that can be secured.

Upon notification of an emergency "lockdown", each instructor/faculty member should:

- Clear students from the walkways immediately and have them report to the nearest classroom.
- Close and lock all doors and close blind if necessary.
- Move students away from windows and doors. It is preferable to seat students against an interior wall that will provide protection.
- Turn off the lights.
- Remain under lockdown until you have been officially advised that the crisis has been resolved.

Hazardous Materials Communication

1. The College has an approved Hazardous Communication Compliance Program for dealing with hazardous substances.
2. Each employee has been given the opportunity for an orientation and training session in connection with the plan.
3. Material Safety Data Sheets (MSDS) are kept in the maintenance area for all hazardous materials for the entire campus. MSDS for those materials in each department are kept in the department.

APPENDIX A
PIEDMONT COMMUNITY COLLEGE
SAFETY PLAN

| | <u>Person County</u> | <u>Caswell County</u> |
|----------------|--|-----------------------|
| FIRE | 911 | 911 |
| SHERIFF | 911 | 911 |
| AMBULANCE | 911 | 911 |
| HIGHWAY PATROL | 599-9233 | 599-9233 |
| DOCTOR | Call the doctor specified by the person who needs medical care. | |
| HOSPITAL | If the person injured needs to go to the hospital, contact the ambulance service for transportation. The ambulance services listed above employ personnel trained in first aid and carry emergency equipment on the ambulance. | |

If you make any emergency calls as indicated above, immediately call the switchboard/receptionist also at Extension O.

Appropriate first aid supplies are available in the following locations:

| <u>Building</u> | <u>Location</u> |
|-----------------|--|
| A | Switchboard |
| B | Faculty Offices (B-115) |
| C | Classroom (C-101) |
| D | Barnette Auditorium (D-101) |
| E | Bookstore |
| F | Maintenance Department (Lower E) Nursing Lab (F-208); (F-201); (F-204A); (F-209) Electronics Lab (F-107) Welding Shop (F-101) |
| G | Cosmetology (G-215) Classroom (G-108) Classroom (G-109) |
| H | Child Development Center (H-201) Learning Resource Center |
| I | Classroom (I-114) Classroom (I-115) |
| K | Caswell County Campus (K-101) |
| L | Classroom/Faculty Office Building (L-105) |
| P | Film/Video Building (Caswell P-101) |

APPENDIX B
PIEDMONT COMMUNITY COLLEGE
ADMINISTRATIVE POINTS OF CONTACT

1. William R. Barnes
Vice President for Administrative Services
336/599-5032 (Home)
336/202-9109 (Cell)
2. Bruce Chisholm
Coordinator of Buildings and Grounds
336/364-8507 (Home)
336/583-8035 (Cell)
3. John McLarty
Dean, Caswell County Campus
336/234-9978 (Home)
434/334-5738 (Cell)
704/994-9238 (Weekend)
4. Lee Proctor
Dean of Student Development
336/228-6433 (Home)
336/214-8288 (Cell)
5. Dr. Randy Young
Vice President for Instruction and Student Development
336/234-8772 (Home)