



November 17, 2008

M E M O R A N D U M

TO: District Board of Trustees

FROM: William D. Law, Jr., President

SUBJECT: Policy Manual Revision – Chapter 12, Safety and Security

Following for your review and approval are the proposed revisions to the chapter of College policy dealing with safety and security.

Upon approval of this policy revision, the procedural language currently found in policy will be removed and placed in appropriate procedural documents maintained by college officials.

STAFF RESOURCE: JIM MURDAUGH

RECOMMENDED ACTION:
Approve policy manual revision.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Safety and Crime Prevention Programs	<u>NUMBER:</u> 6Hx27:12-00
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> December 1, 1997	<u>PAGE:</u> 1 of 1

The College shall provide programs for the College community periodically with emphasis on safety and crime prevention, victim assistance, drug and alcohol awareness, self-protection and self-defense, and legal issues. Such programs shall be presented during classified staff workshops, faculty meetings, and activities sponsored by the Student Government Association and BACCHUS. Materials shall be made available to faculty for inclusion in courses as appropriate.

The College shall utilize the college newspaper, internal College publications, bulletin boards, and any other appropriate methods to inform all members of the College community about crime on campus, support services available, policy changes, educational programs, and other important information. Signs with information about on-campus or off-campus services shall be posted at appropriate locations.

The College is committed to providing a secure campus environment for its students, staff members and visitors. The College shall monitor and maintain adequate security lighting, alter landscaping patterns to avoid hiding places, review class scheduling to avoid scattered evening classes in remote buildings, and provide security officers with rape prevention and sensitivity training.

The President is authorized to direct the development and implementation of such programs in a manner that insures they are available to faculty, staff, and students as appropriate.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Campus <u>Safety and</u> Security	<u>NUMBER:</u> 6Hx27:12-01
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u> 6Hx27:11-01
<u>DATE ADOPTED:</u> 12/1/97; revised 1/22/01	<u>PAGE:</u> 1 of 1

~~The Vice President for Administrative Services or designee is responsible for providing campus security for the students, employees, and the public.~~

A College identification (ID) card may be issued to all faculty and staff. These cards may be programmed to permit College employees to enter campus buildings at times other than when classes are in session and to access the restricted parking lots.

The College will maintain an open campus philosophy while providing the highest level of safety and security.

The President is authorized to establish plans and procedures to protect faculty, staff, students and visitors from injury and to minimize damage to property resulting from manmade and natural acts. All supervisors shall instruct their employees about safety practices related to their jobs and assure their understanding.

All faculty, staff, students and visitors are encouraged to exercise safe habits to prevent injuries to themselves and others.

~~TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES~~

~~POLICY~~

<u>TITLE:</u> Liabilities and Workers' Compensation Claims	<u>NUMBER:</u> 6Hx27:12-02
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u> 6Hx27:04-37
<u>DATE ADOPTED:</u> 12/1/97; revised 1/22/01	<u>PAGE:</u> 1 of 2

The term ***liability*** includes, but is not limited to the following: liability, property, errors & omissions, faithful performance, fine arts of others, money, and securities. The term ***liability*** is also used for reporting injuries and accidents of non-employees.

All claims for liabilities are processed through the Campus Police Department. Claims are handled by the loss control management company for the FCC Risk Management Consortium.

For the protection of the employee and the College, all on-the-job accidents, injuries, or occupationally incurred illnesses (workers compensation incidents), no matter how small or regardless of where they happened, must be reported as soon as possible to the employee's immediate supervisor and the Human Resources Department. If the Human Resources Department is closed, the incident should be reported to the Campus Police Department.

Failure by an employee to report a personal Workers' Compensation incident as soon as possible after the occurrence shall result in the employee's supervisor initiating disciplinary action.

Reporting Claims

All claims should be reported to the Campus Police Department with the exception of work-related accidents/injuries that involve medical treatment or lost time.

All claim reports begin with a source document identified as the Accident-Incident Report (A/I Report). This form is to be completed in detail and signed, if at all possible, by the injured party. This form is then reviewed and signed by the department head or supervisor where the incident occurred.

The completed form is signed by the College Risk Management Coordinator. The Campus Police Department mails the original A/I form to the FCC Risk Management Consortium for handling.

Medical Treatment Required

Workers Compensation claims requiring medical treatment or lost work time will require a Notice of Injury form (DWC-1), a Referral for Medical Services form, a Wage Statement form, and a Return to Work Notice form. The Wage Statement must include the previous thirteen (13) weeks wages and benefits for that period. The Return to Work Notice must include the date the employee returns to work with the allowable duties defined.

Claims requiring any or all of the above forms will be completed by the Human Resources Department. (If the accident or injury occurs after hours, the Campus Police Department shall authorize medical treatment and shall report the accident/incident to the Human Resources Department at the beginning of the next working day.)

Within seven (7) calendar days after the notice of injury, the Human Resources Department shall complete and forward the necessary forms for the claim to the FCC Risk Management Consortium loss control management company with a copy of the A/I Report. The original A/I Report shall be sent to the FCC Risk Management Consortium with a copy of the DWC-1 form.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Controlled Substances and Alcoholic Beverages	<u>NUMBER:</u> 6Hx27:12-03
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65, 1006.30, 1012.855 FAC: 6A-14.0247, 6A-14.0262 Higher Education Act of 1965, Section 1213, as amended by the Drug Free School and Communities Act of 1989 (P.L. LOL-226)(20U.S.C.s 1145g), Americans with Disabilities Act, and 240.319 and .3191 F.S.	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> December 1, 1997	<u>PAGE:</u> 1 of 1

~~The Board of Trustees recognizes the serious nature and harmful effects of employees using controlled substances and alcoholic beverages in the workplace and in an educational setting.~~ The unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of controlled substances or alcoholic beverages on College property or sites where College activities are conducted is prohibited. This policy implements Section 1213, Higher Education Act of 1965 as amended by the Drug Free School and Communities Act of 1989 (P.L. LOL-226) (20 U.S.C.s 1145g), Section 104 (a) Americans with Disabilities Act, and 240.319 and 240.3191 FS.

~~The definition of controlled substances and alcoholic beverages as used in this policy shall be the same as set forth by Florida law.~~

The College shall impose disciplinary sanctions on employees and students for violation of this policy. The sanctions may lead to referral for prosecution and discipline up to and including dismissal. If an employee self-discloses a violation of this policy before being found in violation, confidentiality shall be protected.

An employee is responsible for notifying the Human Resources Department and the employee's immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Florida Right to Know Law	<u>NUMBER:</u> 6Hx27:12-04
<u>AUTHORITY:</u> Florida Statute: Chapter 442, 1001.64, 1001.65 FAC: 6A-14.0247, 6A-14.0262	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/1/97; revised 1/22/01	<u>PAGE:</u> 1 of 1

The College shall provide adequate notice to employees regarding their rights and obligations, as required by the Florida Right to Know Law. In addition, the College shall disseminate all relevant information from the U.S. Occupational Safety and Health Administration (OSHA) or other information sources and maintain a master file of all Material Safety Data Sheets.

Each supervisor shall comply with the requirements of the Florida Right to Know Law by ensuring proper inventory, labeling, storage, record keeping, purchasing, and handling of all toxic substances in the workplace.

~~The Florida Right to Know Law as outlined in Chapter 442, Florida Statutes lists the employee's rights under this law as follows:~~

- ~~1. The right to know of the listed toxic substance present in the workplace~~
- ~~2. The right to obtain a copy of the Material Safety Data Sheet (MSDS) for each listed toxic substance present (An MSDS is a document containing standardized information about the properties and hazards of listed toxic substances.)~~
- ~~3. The right to refuse to work with a listed toxic substance if not provided a copy of the MSDS for that substance within five working days after submitting a written request to the employee's employer~~
- ~~4. The right to instruction, within thirty days of employment and at least annually thereafter, on the adverse health effects of each listed toxic substance with which they work, how to use each substance safely, and what to do in case of an emergency~~

5. ~~The right to obtain further information on the properties and hazards of listed toxic substance from the Toxic Substance Information Center~~
6. ~~The right to protection against discharge, discipline, or discrimination for having exercised these rights~~

The Campus Police Department shall coordinate and assist, as required, all activities under the Florida Right to Know Law, disseminate all relevant information from the Bureau of Industrial Safety and Health or other information sources, maintain a master file of all Material Safety Data Sheets, and provide adequate notice to College employees regarding their rights under the law.

Each cost center administrator shall comply with the requirements of the Florida Right to Know Law ensuring proper inventory, labeling, storage, record keeping, purchasing, and handling of all toxic substances in the workplace.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Exposure Control <u>Plan</u> to (Blood borne Pathogens)	<u>NUMBER:</u> 6Hx27:12-05
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247 Occupational Exposure to Blood borne Pathogens Final Standard, published in the <i>Federal Register</i> 29CFR 1910.20(h)	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/1/97; revised 1/22/01	<u>PAGE:</u> 1 of 7

The Occupational Safety and Health Act (OSHA) standards require all human blood and certain human body fluids to be treated as if known to cause infections ~~be infectious~~ for human immunodeficiency virus [HIV], hepatitis B virus [HBV], hepatitis C virus (HCV) and other blood borne pathogens (also known as Universal Precautions). The College shall comply with all requirements set forth in 29 CFR 1910.20.

Additionally, the College is required to maintain an Exposure Control Plan designed to eliminate or minimize employee exposure to these diseases. The College shall review the Exposure Control Plan annually and update the Plan as necessary to reflect new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

The President is authorized to identify job classifications that are considered at-risk positions under this policy. All new hires in any of these classifications will be required to have exposure control training and will be offered the Hepatitis B (HBV) vaccination as a condition of hire.

Identification of Exposure Tasks and Procedures of At-Risk Employees

Exposure tasks and procedures that are performed by employees in at-risk job classifications are the following:

1. Direct patient care, dental care, and laboratory procedures in clinical facilities in the teaching of Technology and Professional Programs clinical courses
2. Accidental needle sticks involving mannequins in the Technology and Professional Programs laboratories or classrooms
3. Handling of contaminated charts in Dental Hygiene Clinic
4. Responding to campus accidents/incidents that involve blood or other body fluids
5. Administering first aid to accident victims
6. Accidental exposure of custodial workers who may be cleaning in areas where there may be bloodborne pathogens
7. Accidental exposure of maintenance workers who may be working in areas where there may be bloodborne pathogens
8. Accidental exposure of grounds keeping workers who may be picking up contaminated trash on campus grounds and from trash receptacles.

Job Classifications of At-Risk Employees

All employees in these job classifications are considered exposed: Supervising Dentist, Dental Services Clinical Coordinator, Dental Services clinical assistant (O.P.S.), Chief of Campus Police, Major, Captain, Lieutenant, Investigator, Sergeant, Corporal, Campus Police Officer, Public Safety Officer, Environmental Health and Safety Specialist, and Gym Worker (O.P.S.).

All supervisors in these areas are considered exposed due to their training in CPR and First Aid: Dental Services Program, Nursing Program, EMT/Paramedic Program, Lifetime Sports Complex, Basketball Program, Men's Baseball Program, Women's Softball Program, Counseling, Auditorium, Maintenance, and Science laboratories.

Some employees in these job classifications are considered exposed: Building Automation Systems Specialist, Counseling Specialist, Custodial Supervisor, Custodial Shift Supervisor, Custodial Worker, Equipment Mechanic, Fire Alarm/Life Safety Specialist, Groundskeeper, Groundskeeper Specialist, Maintenance Technician I and II, Facilities Maintenance Supervisor, Human Resources Specialist, and faculty and staff in Dental Services, Nursing, EMT/Paramedic, Respiratory Therapy, and First Aid/Emergency Techniques.

All new hires in any of the above categories will be required to have exposure control training and will be offered the Hepatitis B (HBV) vaccination as a condition of hire.

Procedures for Handling Incidents/Methods of Compliance

In a clinical setting off-campus, College employees and students shall follow the exposure plan prescribed by the health care facility or provider.

In the Dental Services Clinic, College employees and students shall follow Dental Services Clinic emergency procedures.

In Technology and Professional Programs laboratories and on campus, College employees will follow procedures for accidents/incidents and the College Exposure Plan.

Procedures for Handling Exposure on Campus

1. Anyone who is exposed to bloodborne pathogens or witnesses an exposure must notify the Campus Police Department immediately.
2. Campus Police staff will obtain a Personal Protective Equipment (PPE) kit and go to the scene of the exposure.
3. Any responder to an emergency call shall use Personal Protective Equipment (PPE). The PPE kit shall include disposable single-use hypoallergenic gloves, protective disposable clothing, goggles, and face masks.

PPE shall be worn when there may be contact with blood or body fluids. Under circumstances in which body fluids are not easily identified, all body fluids shall be considered potentially infectious material.

4. Campus Police staff shall follow College procedures for handling the exposure.
5. Campus Police staff shall complete a College Accident/Incident report which shall include a description of the incident involving exposure to blood or body fluids.
6. Human Resources Department staff shall contact orally and by certified mail the individual/employee regarding post-exposure evaluation and follow-up procedures. Post-exposure evaluations will be conducted by Tallahassee Memorial Regional Medical Center, Employee Health Services.
7. PPE kits shall be available in all appropriate Technology and Professional Programs laboratories, facilities, and clinics. Kits will also be available at the Campus Police Department, Human Resources Department, Counseling Office, Lifetime Sports Center, Science Lab Manager's office, coaches offices, and custodial supply room.

Compliance with OSHA Standards

1. Universal precautions shall be observed to prevent contact with blood or other infectious materials. (Universal precautions consider all human blood and certain human body

fluids to be treated as if known to be infectious for human immunodeficiency virus [HIV], hepatitis B virus [HBV], and other bloodborne pathogens.)

The College shall provide PPE at no cost to the employee with occupational exposure (e.g., goggles, disposable hypoallergenic gloves, face mask, and disposable protective clothing).

2. The PPE shall be removed prior to leaving the area and discarded immediately after each use with a "red" bag and then placed in a designated biohazardous receptacle. The receptacle shall be a puncture-resistant, leakproof, and labeled container.
3. The employee shall wash hands with soap/antiseptic cleanser and water immediately or as soon as feasible after removal of gloves or other PPE item.

Employees with splashes, splatter, or spray exposure to eyes, nose, or mouth shall flush the area with water immediately or as soon as feasible following contact.

4. If the incident involves a needle stick or other sharps such as glass, the above precautions should be instituted. Immediately or as soon as feasible, needles and sharps shall be placed in a designated sharp container which is puncture-resistant, leakproof, and labeled.
5. Cleanup of the area shall include the wearing of PPE and decontamination of the area using U. S. Environmental Protection Agency (EPA)-approved disinfectant/sterilant solution which is also a tuberculocide. Disinfectant solution shall be mixed and used in accordance with the manufacturer's directions.

PPE and soiled materials shall be placed in "red" bag(s) and discarded in designated biohazardous receptacles followed with proper cleansing of hands and other exposed body areas. Broken glass shall be discarded using mechanical means such as forceps, tongs, brush, or dust pan. Glass must be placed in a sharps container for appropriate disposal.

6. All "red" bags and sharps receptacles shall be removed by the biohazardous disposal service.
7. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.

Training

All College employees with occupational exposure shall participate in a training program during working hours at no cost within ten (10) days of initial employment, at the time when

the individual's job function requires occupational exposure to take place, at least annually within one (1) year of their previous training, or as modification of tasks or procedures affect the employee's occupational exposure.

The training program shall contain the following minimum requirements:

1. A copy of the OSHA regulation regarding occupational exposure to bloodborne pathogens as published in the December 6, 1991, Federal Register, 29 CFR Park 1920.1030
2. A copy and explanation of the College's exposure plan which includes procedures to follow if an exposure incident occurs, the method of reporting and documentation, the universal precautions to follow, and the exposure follow up procedure
3. A general explanation of the epidemiology and symptoms of bloodborne diseases
4. An explanation of the modes of transmission of bloodborne pathogens
5. An explanation of the appropriate methods of recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials
6. An explanation of the use and limitations of methods that will prevent or reduce exposure including use of personal protective equipment
7. Information on the types, proper use, location, handling, decontamination, and disposal of personal protective equipment
8. An explanation on the basis for selection of personal protective equipment
9. Information on the hepatitis B vaccine including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and where the vaccinations will be offered free of charge
10. Information on the post-exposure evaluation and follow-up procedures that the College will provide for the employee following an exposure incident
11. An opportunity for interactive questions and answers

Part-time employees who have received training from their primary employer would be exempt from attending the training session. Such employees would be required to document where and when training occurred.

Vaccination

The College shall provide to all at-risk employees designated under this plan the hepatitis B vaccination series, post-exposure evaluation, and medical follow-up.

Hepatitis B vaccinations are available at the Tallahassee Memorial Regional Medical Center. The vaccine is administered in three (3) doses: the initial dose, the second dose one (1) month later, and a final dose five (5) months later. Appointments will be set up through the Human Resources Department.

"Titer" tests are available for employees who have already received the hepatitis B vaccination series. The purpose of this test is to determine the immunity for baseline records.

Employees who refuse the vaccination are required by law to sign a declination form. This would not exclude the employee from future vaccinations.

Post-exposure vaccinations will be administered by Tallahassee Memorial Regional Medical Center, Employee Health Services.

On the seventh annual anniversary from the final dose of the last series for hepatitis B, "titer" tests will be available to determine the degree of immunity and the necessity for a booster for employees.

Training Records

Training records on all employees shall be kept on file in the Human Resources Department and shall include the following: dates of the training sessions, contents of the training sessions, names and qualifications of persons conducting the training sessions, and names and job titles of all persons attending the training sessions. The training records shall be kept on file for three (3) years from the time the training occurred.

The College shall make available upon request the training records to the Assistant Secretary of Labor for Occupational Safety and Health, the Director of the National Institute for Occupational Safety and Health, U. S. Department of Health and Human Services, or their designated representative for examination and copying. These records shall also be made available upon request to employees and their representative(s) for examination and copying, in accordance with 29 CFR 1910.20(h).

The College shall also comply with the requirements involving transfer of records set forth in 29 CFR 1910.20(h).

Post-exposure and Follow-up

The report of an exposure incident shall include documentation of the route(s) and circumstances of the exposure, identification and documentation of the source individual unless not feasible or prohibited by law, and testing of the source individual's blood for HIV

and HBV infectivity as soon as feasible and after consent is obtained unless infectivity of the source person is known or if testing is prohibited by law.

Results of the source individual tests shall be made available to the exposed employee and applicable laws and regulations shall be explained.

If consent is obtained, the exposed employee's blood shall be collected as soon as possible after the incident. If baseline blood is collected but consent for HIV serologic testing is not obtained, the sample shall be preserved for at least ninety (90) days for possible testing if the employee subsequently reconsiders.

Post-exposure prophylaxis, counseling, and evaluation of reported illnesses shall be provided according to recommendations of the U.S. Public Health Service. Employees shall be referred to Tallahassee Memorial Regional Medical Center, Employee Health Services.

Appointments will be arranged by the Campus Police Department or the Human Resources Department. There shall be no charge to the employee.

Healthcare Professional Information

The professional healthcare provider evaluating the incident shall be provided a copy of the Accident/Incident report and, if applicable, a copy of the Notice of Injury form describing the exposure.

Within fifteen (15) days of completion of the evaluation, the College shall obtain and provide the employee with a written copy of the healthcare provider's evaluation as to the necessity of the hepatitis B vaccination and if the employee has already received this vaccination.

The healthcare provider's opinion shall be limited to stating that the employee has been informed of the results of the evaluation, that the employee has been told of medical conditions resulting from exposure, and that the employee has been informed if further evaluations and treatment are required. All other findings and diagnoses shall be confidential and shall not be in the written report.

Medical Records

The College shall maintain accurate records for each employee with occupational exposure in the Human Resources Department and in accordance with 29 CFR 1910.20.

This record shall include the name and social security number of the employee; a log of the exposure accident/incident including date of exposure, location, and description; a copy of the employee's hepatitis B vaccination status including the dates of all the hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination as required by 29 CFR 1910.20(f)(2); a copy of all results of examinations, medical testing, and follow-up procedures as required by 29 CFR 1910.20(f)(3); a copy of the healthcare

provider's written opinion as required by 29 CFR 1910.20(f)(5); and a copy of the information provided to the exposed employee as required by 29 CFR 1910.20(f)(4)(ii)(B)(C) and (D).

The College shall maintain complete confidentiality of the employee's medical records and will not disclose or report without the employee's written consent to any person within or outside the workplace except as required by 29 CFR 1910.20 or as may be required by law.

The College shall maintain these records for at least the duration of employment plus thirty (30) years in accordance with 29 CFR 1910.20.

Revision of Plan

The Human Resources Department will review the Exposure Control Plan annually and update the Plan as necessary to reflect new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Parking and Vehicle Traffic	<u>NUMBER:</u> 6Hx27:12-06
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/1/97; revised 1/22/01	<u>PAGE:</u> 1 of 6

The College provides for the orderly movement and parking of vehicles on campus and at its other sites to ensure the safety and welfare of students, faculty, staff and visitors.

The President is authorized to establish plans and procedures to regulate the use of vehicles on campus and at its other sites and to impose appropriate action against individuals who do not comply with College regulations as outlined in the Parking and Traffic Regulations Handbook and Student Code of Conduct.

In addition to Campus Police rules and regulations, all applicable State of Florida traffic laws shall be in full force and effect at all times.

~~The College reserves the right to regulate the use of vehicles on the campus and to take appropriate action against individuals who do not comply with College regulations or fail to provide correct information in registering vehicles.~~

~~The intent of the College is to provide for the orderly movement and parking of vehicles on campus. In addition to the rules and regulations listed herein, all traffic laws of the City of Tallahassee and the State of Florida shall be in full force and effect at all times on campus.~~

~~The College reserves the right to add, remove, relocate, or reserve parking spaces as the need arises. These changes will be effective with the posting of signs and/or markings as appropriate.~~

General Information

1. The term **vehicle** refers to all means of transportation other than by foot. Examples are cars, trucks, buses, motorcycles, motorscooters, mopeds, bicycles, skates, etc.

2. The responsibility for locating legal parking rests with the operator of the vehicle. Lack of convenient space will not be considered a valid excuse for violating traffic regulations.
3. All drivers must abide by signs and roadblocks posted by College personnel.
4. All drivers must cooperate with and follow the instructions of personnel designated by the College to assist with traffic control.
5. Movement of traffic on campus roads is not to be obstructed by stopping in the streets or in parking lots for any purpose other than parking or complying with the traffic regulations.
6. If a vehicle operator observes others parked in violation of the rules and regulations, this should not be construed as evidence that the regulation is no longer in effect or that it is acceptable to park in the same manner.
7. Lack of knowledge of the rules and regulations shall not be a valid excuse for violating any traffic regulation.
8. The speed limit on campus is 15 m.p.h. unless otherwise posted.
9. All traffic accidents on campus should be immediately reported to the TCC Campus Police Department
10. Vehicles in violation of more than one traffic regulation at any one time may be given more than one citation .
11. Illegally parked vehicles may be warned, cited, or towed at the owner=s expense.
12. The College will not be responsible for loss or damage to any vehicle or its contents while operated or parked on campus.
13. No skateboards, roller skates, or other such roller-equipped means of transportation will be allowed on the sidewalks, between and around the buildings, or inside the buildings except when hand carried.

Vehicle Registration

1. All vehicles driven on campus by students, faculty, and staff must be registered with the Campus Police Department ~~located in the Centre Building~~. Services are available for registration during regular business hours Monday through Friday when the College is open.

2. The person registering a vehicle with the College shall be responsible for all citations which the vehicle receives even if that person is not operating the vehicle at the time.
3. An application is required to register a vehicle; it must be either printed in ink or typed. A separate application must be completed for each permit.
4. Verification of student status is required for TCC student vehicle registration.
5. Falsification or misleading information on the vehicle registration application may lead to the loss of parking and driving privileges on the properties of the College.
6. There is no charge for registering vehicles or for obtaining parking permits.
7. The parking permit is to be placed in the lower right hand outside corner of the rear window.
8. In the event that a vehicle is sold, the parking permit should be scraped off the window before the transfer of the vehicle to the new owner and reported to the Campus Police Department as a destroyed permit.
9. Lost or stolen permits shall be reported to the Campus Police Department immediately.
10. Permits must be renewed each year within the first two (2) weeks of the Fall semester.

Traffic Regulations

1. Vehicles may be parked only in white-lined spaces or in parking areas specifically designated for parking.
2. Only vehicles driven by faculty and staff are allowed to be parked in the reserved parking areas. These areas will be reserved according to the times in which the gates are in operation or from 7:00 a.m. until 7:30 p.m., Monday through Friday.

Faculty and staff of the College may park in the reserved parking lots by using their College ID card.

3. Faculty and staff parking areas are to be used by full and part-time personnel of the College only. Student employees, such as work study students, will be required to park in the student parking areas .
4. Only vehicles with handicapped parking permits and which are occupied by handicapped drivers or passengers will be allowed to park in the blue-lined spaces designated for handicapped parking. Handicapped parking spaces are reserved twenty-four hours a day.

5. All spaces reserved for visitor parking are designated by visitor signs. College personnel and/or students are not allowed to park in the reserved areas for visitors. These spaces are reserved from 8:00 a.m. until 5:00 p.m., Monday through Friday.
6. Certain parking spaces are designated for TCC vehicles. Only vehicles owned by the College are allowed to park in these spaces which are reserved twenty-four hours (24) a day.
7. Loading zone parking is restricted to use for loading and unloading. Vehicles parked in loading zones for other reasons and/or after the loading is completed are in violation of the parking regulations. Special permits for using the loading zones are not required. The loading zone regulation is in effect twenty-four (24) hours a day.
8. Vehicles are not allowed to park in No Parking Zones on campus. These areas may include, but are not necessarily limited to, the following:
 - a. Areas not designated for parking
 - b. The turn-around/drop-off circles
 - c. Along curbs painted yellow
 - d. Fire Lanes
 - e. Moving traffic lanes and areas
 - f. Obstructing drives and walkways
 - g. Obstructing other vehicles
 - h. Areas that indicate No Parking Zones by the use of obstacles or signs
9. Vehicles shall not be parked or stopped in a manner that blocks other vehicles or impedes the traffic flow.
10. Where angular parking is provided, parked vehicles shall not be backed into parking spaces.
11. Parking across parking lines is prohibited.
12. Parking on or over a curb is prohibited.
13. Parking in areas designed for other vehicles (College van, Campus Police vehicles) is prohibited.
14. Parking and/or driving on unpaved areas of the campus is prohibited except where designated.
15. Parking and or driving on sidewalks is prohibited.
16. Driving over curbs is prohibited.

17. Vehicles are not allowed to drive or park in areas which have been barricaded or where cones have been placed. Moving, altering or disregarding such obstacles is prohibited.
18. Motorists must yield the right-of-way to pedestrians.
19. Vehicle audio equipment shall not be played any louder than necessary for the convenient hearing by persons inside the vehicle, and the volume of the vehicle audio equipment shall not be played at a level that is disturbing to others.
20. Overnight parking is not permitted on the campus except by prior approval from the Campus Police Department. Overnight parking for the purpose of residing or sleeping is not allowed on College property.
21. Trailers, buses, motor homes, and similar vehicles and attachments that will not fit correctly in a regular parking space must be parked at the outer edges of the parking lot away from the areas with the highest concentration of parked vehicles.
22. If a vehicle must be parked illegally to await repairs or fuel, the Campus Police Department must be notified immediately.
23. Parking privileges are subject to revocation by the administration of TCC for continued and repeated violations of the parking and traffic regulations.

Bicycles, Mopeds, and Motorcycles

1. Persons riding bicycles, mopeds, and motorcycles upon a roadway shall be granted all of the rights and be subject to all of the responsibilities applicable to the drivers of automobiles. They must observe all traffic signs, stop signs, yield signs and other traffic control devices.
2. Riding or walking mopeds or motorcycles on sidewalks, walkways, across the ground or around the buildings is prohibited.
3. Bicycles, mopeds, and motorcycles should be ridden only in clearly defined and designated roadways and parking areas.
4. Every person operating a bicycle, moped, or motorcycle on a roadway and in the parking areas shall ride with the flow of traffic.
5. Persons riding bicycles, mopeds, and motorcycles shall not ride more than two abreast.
6. After sundown and before sunrise, bicycles, mopeds, and motorcycles shall be equipped with a lamp or headlight on the front exhibiting a white light visible from a distance of at least five hundred feet, and a red lamp, light or reflector on the rear

visible from a distance of five hundred feet. All such lamps, lights and reflectors shall be in place and in operation any time that such vehicles are operated after sundown and before sunrise.

7. No bicycle, moped, or motorcycle shall carry more people at any time than the number for which it is designed and equipped.
8. Riders of bicycles, mopeds, and motorcycles must yield the right-of-way to pedestrians.
9. Bicycles shall be parked only in the bike racks. Bicycles shall not be secured to signs, benches, sign posts, light posts or building posts, etc.
10. Bicycles, mopeds, and motorcycles shall not be parked inside buildings, under covered pedestrian walkways, on the sidewalks, on the grass, against trees, signs, benches, sign posts, light posts or building posts.

Schedule of Fines

~~All fines for parking citations issued by a Campus Police or Public Safety Officer are the same. If the citation is paid within ten (10) work days, the fine is \$10.00; if paid after ten (10) work days, the fine is \$20.00.~~

~~Other law enforcement agencies may issue citations on campus. The fine schedule for these citations is not determined by the College.~~

Fines and the investment interest earned thereon will be determined annually and may be for scholarships, including but not limited to, student financial aid, employee and employee dependent scholarships, awards to students for service to the Student Government Association, student publications, and for academic excellence to students selected by the *ad hoc* Scholarship Committee.

Payment of Fines

Fines shall be paid in the Campus Police Department.

Fines may be paid by mail by sending a check or money order in the correct amount to the Campus Police Department; the check or money order must be payable to Tallahassee Community College. The College will not accept checks for parking fines from persons who have in the past written dishonored checks to the College.

Students who fail to pay their fines by the end of the semester in which they receive the citation or citations may have their registration blocked and have their transcripts and diplomas withheld until all fines are paid in full.

Vehicle operators who have acquired more than one (1) unpaid parking citation may be subject to disciplinary action.

Appealing Traffic Citations

All steps in the appeal process must be done in writing with all pertinent documentation attached including the complainant=s current mailing address. During the appeal process, the citation fine(s) shall not increase from the original amount owed on the citation(s). Failure to meet the time limit during any step of the appeal process shall end the appeal process at that step. If the College official designated to respond to the appeal does not do so within the appropriate time, the citation(s) is automatically voided.

1. Within ten (10) business days from the issuing date of the citation, the recipient of the citation must submit a written appeal to the Chief of Campus Police outlining the evidence, grounds, and justification for reconsideration of the citation.
2. As ex-officio of the *ad hoc* Parking Appeals Committee, the Chief of Campus Police will call meetings of the Committee to review appeals as needed on a regular basis.

Although written evidence of the complainant is sufficient, upon request of the complainant, the Committee will permit a brief personal statement.

The Parking Appeals Committee shall respond in writing to the appeal within fifteen business days from the date that the appeal is heard. The decision of the Committee shall be final and binding.

3. If the citation is upheld by the Parking Appeals Committee, the complainant shall have ten (10) work days to pay the fine.

The Parking Appeals Committee shall be composed of one faculty representative, one classified staff representative, one student, and the Chief of Campus Police as ex-officio. In order to share the work load, it is recommended that three faculty, three classified staff, and three students be nominated and trained for the Committee. Once trained, the committee members can rotate staffing the meetings.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Safety and Loss Prevention <u>Safety and Security Committee</u>	<u>NUMBER:</u> 6Hx27:12-07
<u>AUTHORITY:</u> Florida Statute: 440.56, 442, 527, 633, 1006.67, 1013.12 FAC: 6A-14.0247, 6A-14.0262 OSHA Standards; MSHA Regulations; JCAHO Regulations; NFPA Standards; SREF 1994	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/1/97; revised 1/22/01	<u>PAGE:</u> 1 of 6

The President is authorized to establish a Safety and Security Committee as an advisory body to develop and recommend to the President matters of policy and procedure affecting the administration of safety and security programs at the College.

The College has established guidelines plans and procedures to minimize injury to faculty, staff, students, and visitors and to minimize damage to property, ~~and to provide while providing~~ a safe and healthy environment.

~~The College strives to provide safe surroundings and equipment. Safety procedures are established for the benefit of all employees. When safety equipment is required, such equipment shall be furnished by the College. Failure to follow established safety practices outlined in College plans and procedures, including the performance of unsafe acts or failure to wear and/or use safety equipment shall~~ may result in disciplinary action.

In any situation where unsafe conditions are observed, facts concerning this condition should be brought to the attention of the appropriate supervisor without delay. All on-campus disturbances that are disruptive, abusive, and/or threatening must be reported to the Campus Police Department immediately. These incidents or disturbances may involve other staff members, students, or the public. All incidents involving an employee or observed by an employee should be reported.

The following procedures are provided for a safety/loss prevention program to minimize injury to faculty, staff, students and visitors, to minimize damage to property, and to provide a safe and healthy environment.

Program

In support of the safety/loss prevention policy, the College establishes a safety/loss prevention program in accordance with all applicable federal, state, and local laws and regulations including, but not limited to, the following:

SREF 1994

Federal and State Occupational Safety and Health Administration (OSHA) standards

F.S. 440.56, Workers Compensation

F.S. 633, Fire Prevention and Control

F.S. 527, Liquefied Petroleum Gas

F.S. 442, Florida Right-to-Know Law

Mine Safety and Health Administration Regulations (MSHA)

Joint Commission on Accreditation of Healthcare Organizations Regulations (JCAHO)

National Fire Protection Association Codes and Standards (NFPA).

Safety/Loss Prevention Committee

The Safety/Loss Prevention Committee is an advisory body established by the President. The overall function of the Committee is to develop and recommend to the President matters of policy and procedure affecting the administration of the safety/loss prevention program at the College.

The Committee membership shall be composed of, but not limited to, the following:

Risk Management Coordinator (Chair)

Safety/Loss Prevention Coordinator

Director of Plant Operations

Controller

Director of Human Resources

One representative from science department

Two classified staff employees

The functions of the Committee shall include, but not be limited to, the following:

1. Coordinating and establishing goals, objectives, and regulations for safety/loss prevention
2. Developing policies and procedures concerning safety/loss prevention
3. Reviewing accident investigation reports, safety reports, and safety statistical data/records
4. Reviewing and/or performing follow-up investigations of accident and safety inspections and making recommendations of appropriate action to the President and other College officials

5. Reviewing the Emergency Response Plan on an annual basis
6. Addressing concerns regarding general/specific safety/loss prevention efforts
7. Monitoring internal safety and health inspections

Meetings will be held on a regular basis and on an "on-call basis" when deemed appropriate. Notice of meetings may be given orally or in writing. Attendance of committee members shall be mandatory.

Minutes of each meeting shall include inspections/safety recommendations and action taken on recommendations. Copies of approved minutes shall be distributed to members of the Committee, to the Administrative Council, to the FCC Risk Management Consortium, and campus wide via internal College publications. Original minutes shall be maintained by the Risk Management Coordinator.

Emergency Response Plan

This plan shall be maintained by the Safety/Loss Prevention Coordinator and shall address life safety hazards and the actions the employer and employees must take in an emergency. The plan shall be reviewed annually by the Safety/Loss Prevention Committee.

Employees shall be provided instruction on the Emergency Response Plan during orientation and on an annual basis thereafter.

A copy of the Emergency Response Plan shall be available in all administrative offices and the Public Safety Office.

Taking into consideration both occupied and unoccupied premises, this plan must identify the crisis management team; the evacuation procedures, assignments, and routes (primary and alternate); the rescue and first aid duties; the fire fighting procedures and assignments; and the procedures for primary and backup communications.

Responsibilities of the President

The President, as chief executive/administrative officer of the College, has overall responsibility for implementation and administration of the safety/loss prevention program for the College.

Responsibilities of the President shall include, but not be limited to the following:

1. Maintaining and enforcing the safety/loss prevention policy and program for the College

2. Monitoring the Safety/Loss Prevention Committee, appointing a chair, and reviewing committee minutes
3. Appointing a safety/loss prevention coordinator to oversee the loss prevention program for the College
4. Developing a strong safety attitude and a clear understanding of duties and responsibilities regarding safety and loss prevention among all College employees
5. Reviewing accident experience and safety/loss prevention program audits

Responsibilities of Risk Management Coordinator

The Risk Management Coordinator shall be responsible to the President for the direction and administration of the safety/loss prevention program.

Responsibilities of the Risk Management Coordinator shall include, but not be limited to, the following:

1. Developing and maintaining the safety/loss prevention program to incorporate current practices and philosophies adopted as the most effective in preventing injuries occupational diseases, vehicular collisions, liabilities, and damage to equipment and material
2. Serving as chairperson of the Safety/Loss Prevention Committee
2. Consulting with administrative personnel and employees on safety/loss prevention matters and providing guidance to assure effective administration
4. Reviewing summaries of accidents with the President and the Safety/Loss Prevention Committee, including information on accident/injury experience, related costs, cause analysis to determine trends, problem areas, and overall safety performance
5. Performing follow-up investigations to ensure that unsafe conditions or practices have been corrected
6. Informing the President and appropriate administrators of the status of matters affecting the safety/loss prevention program
7. Evaluating compliance with the safety/loss prevention program campus wide by making periodic inspections of facilities for conditions and practices needing improvements, including recognized hazards
8. Ensuring that drivers of College vehicles have a current drivers license and a satisfactory driving record

9. Coordinating compliance with federal, state, and local safety laws
10. Assisting loss prevention/safety professional personnel
11. Coordinating appropriate investigation of workers compensation accidents
12. Coordinating the development of the employer comprehensive safety and health program utilizing guidelines stated in Florida Administrative Code Rule 381-10.

Responsibilities of Safety/Loss Prevention Coordinator

The Chief of Campus Police shall serve as the Safety/Loss Prevention Coordinator and shall assist the Risk Management Coordinator with the direction and administration of the safety/loss prevention program.

Responsibilities of the Chief of Campus Police shall include, but not be limited to, the following:

1. Assisting in the development and maintenance of the safety/loss prevention program to incorporate current practices and philosophies adopted as the most effective in preventing injuries, occupational diseases, vehicular collisions, liabilities, and damage to equipment and material
2. Serving as a member of the Safety/Loss Prevention Committee
3. Consulting with executive/administrative personnel and employees on safety/loss prevention matters and providing guidance to assure effective administration
4. Reviewing monthly summaries of accidents with the Risk Management Coordinator and the Safety/Loss Prevention Committee including information on accident/injury experience, related costs, cause analysis to determine trends, problem areas, and overall safety performance
5. Performing follow-up investigations to ensure that unsafe conditions or practices have been corrected
6. Informing the Risk Management Coordinator of the status of matters affecting the safety/loss prevention program
7. Evaluating campus-wide compliance with the safety/loss prevention program by making periodic inspections of facilities for conditions and practices needing improvements, including recognized hazards

8. Ensuring that drivers of College vehicles have a current drivers license and a satisfactory driving record
9. Assisting loss prevention/safety professional personnel
10. Developing, implementing, and maintaining an emergency response plan

Responsibilities of Supervisor

Each supervisor at the College has a responsibility for the safe conduct of the employees assigned to that area and for assuring safe conditions of machinery and equipment in the workplace. The supervisors are considered accountable for preventable injuries, collisions, and liabilities caused by employees assigned to their areas.

Key supervisors shall be certified in CPR instruction and be able to provide first aid treatment.

Supervisors have these responsibilities for safety:

1. To know the safety policies and procedures related to their assigned area and the College as a whole
2. To ensure that their assigned employees are informed and have an understanding of the safety procedures and safety/loss prevention policies related to their duties and responsibilities, including the use and need for protective equipment for specific hazardous jobs
3. To implement and enforce the College safety/loss prevention policies and procedures for maximum efficiency of each job
4. To provide safety instruction to focus on potential hazards, and changes in work conditions and procedures
5. To assure that necessary safety equipment and protective devices for each job are available, used, and maintained properly
6. To observe and evaluate work conditions and procedures to detect and correct unsafe conditions and practices
7. To inspect the workplace to correct deficiencies to prevent injury or property losses
8. To maintain a list of critical parts in the work area if appropriate and inspect as needed (crane cables, safety valves, etc.)

9. To investigate accidents promptly and make certain that corrective action is undertaken and completed
10. To take disciplinary action when violations of the safety/loss prevention policies occur that are directly related to saving lives, preventing injuries, or destroying property or equipment of the College by willful violation of safe work rules

To document violations of a safe work rule, maintain this record in individual personnel files, and use such information as part of the performance appraisal process

To include safety/loss prevention as a topic in the performance appraisal process

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Job Safety Analysis	<u>NUMBER:</u> 6Hx27:12-08
<u>AUTHORITY:</u> Florida Statute: 1013.12 FAC: 6A-14.0247, 6A-14.0262	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> December 1, 1997	<u>PAGE:</u> 1 of 1

To reduce and control accidents, it is necessary that each supervisor thoroughly inform his/her employees of the safety procedures and equipment required for each duty/responsibility. The supervisor must make sure that each employee understands these procedures.

The supervisor shall use a written outline of each duty/responsibility and written guidelines for the safe accomplishment of the duty/responsibility. Steps for developing these guidelines through job safety analysis are as follows.

2. Each job is broken into basic steps describing what is done in sequence.

Each step is analyzed for hazards and possible accidents (identify as many hazards as possible for job safety).

Methods of eliminating hazards are defined, such as eliminating the process or operation, providing a substitute action without the hazard, isolating the process or operation to eliminate or minimize the hazard, or providing personal protective equipment and enforcing use.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Job Safety Training	<u>NUMBER:</u> 6Hx27:12-09
<u>AUTHORITY:</u> Florida Statute: 1013.12 FAC: 6A-14.0247, 6A-14.0262	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> December 1, 1997	<u>PAGE:</u> 1 of 1

No supervisor shall assume that a newly hired, newly assigned, or reassigned employee clearly knows all of the job safety procedures. Each employee must be trained. The guidelines below must be followed for employee training.

1. Preparation for Presentation

Put the employee at ease. Define the job and determine what understanding the employee has of the duties/responsibilities. Encourage the employee's interest in learning about the job.

2. Presentation

Explain, show, and illustrate one important step at a time. Stress each key point. Instruct clearly, completely, and patiently. Cover no more than the employee can master at one time.

3. Performance

Have the employee do the job and provide coaching. Ask the employee to explain each key point of the job. Make sure the employee understands each key point. Ask questions, correct errors, and repeat the process if necessary.

4. Follow-up

Permit the employee to perform duties/responsibilities without close supervision. Designate support staff who can be contacted for assistance. Check the employee's progress frequently and encourage questions. Decrease coaching and follow-up gradually while encouraging continued observance of key points.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Safety Inspections	<u>NUMBER:</u> 6Hx27:12-10
<u>AUTHORITY:</u> Florida Statute: 1013.12 FAC: 6A-14.0247, 6A-14.0262	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> December 1, 1997	<u>PAGE:</u> 1 of 1

All supervisors shall develop, implement, and maintain safety inspection procedures which shall include, but not be limited to, the following components as appropriate:

Daily inspection of College vehicles and physical plant equipment (boilers, a/c, etc.)

On a regular/periodic basis, inspection of work equipment, fire prevention, hazardous material, and job procedures

As a measure of preventive maintenance, inspection of tools, equipment, machinery, building structure, vehicles, and storage areas

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Employee Responsibility Safety Responsibilities	<u>NUMBER:</u> 6Hx27:12-11
<u>AUTHORITY:</u> Florida Statute: 1013.12 FAC: 6A-14.0247, 6A-14.0262	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/01/97	<u>PAGE:</u> 1 of 1

~~As a condition of employment, all~~ All employees are required to develop and exercise safe work habits to prevent injuries to themselves and ~~their fellow workers~~ others. Employees shall be informed that knowledge of and compliance with safety/loss prevention procedures and policies are areas that shall be reviewed as part of the probationary appraisal process and annually thereafter.

The Human Resources Department shall provide to employees information regarding safety/loss prevention policies/procedures and the Emergency Response Plan during the orientation process.

Supervisors shall provide specific job-related safety training to newly hired employees and on a regular basis thereafter.

These are the employees responsibilities for safety:

1. To report promptly to their supervisor all accidents and injuries occurring within the course of their employment and to follow established procedures for work related injuries
2. To cooperate with and assist in the investigation of accidents to identify correctable cause(s) and to prevent reoccurrence
3. To report promptly to their supervisor all unsafe work procedures during the course of their work activities
4. To keep work areas clean and orderly at all times
5. To avoid engaging in any horseplay

6. To obey all safety rules and follow instructions

7. To wear required protective equipment

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Accident/Incident Investigation	<u>NUMBER:</u> 6Hx27:12-12
<u>AUTHORITY:</u> Florida Statute: 1013.12 FAC: 6A-14.0247, 6A-14.0262	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/1/97; revised 1/22/01	<u>PAGE:</u> 1 of 1

Investigation of any accident/incident is an invaluable tool in controlling losses. Every accident/incident shall be investigated by a representative from the Campus Police Department or the Human Resources Department. The investigation shall be documented on the FCCRMC Accident and Incident Report form and, if appropriate, on the FCCRMC Occupational Injury Investigation Report form.

The following procedures should be adhered to as closely as possible.

1. Check and secure the scene. Begin where the accident occurred and reconstruct as much as possible.
2. Collect the evidence; if machine parts or structures failed, it is essential to determine what failed and why.
3. Interview witnesses at the scene immediately or as soon thereafter as possible.
4. Interview the injured person; if the injury is minor, the interview should be made as soon as possible. If the injury is serious, use judgment in selecting the right time.
5. Weigh the evidence and decide upon remedies to eliminate reoccurrence.
6. Implement corrective action to remedy hazardous conditions immediately.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Office Safety	<u>NUMBER:</u> 6Hx27:12-13
<u>AUTHORITY:</u> Florida Statute: 1013.12 FAC: 6A-14.0247, 6A-14.0262	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> December 1, 1997	<u>PAGE:</u> 1 of 2

All supervisors with workers in an office setting shall instruct their employees about safety hazards related to their jobs and assure their understanding. Supervisors should also encourage development of an objective attitude toward safe work procedures because an employee's safety attitude is the best defense against serious injury.

The following are guidelines regarding safe procedures for office workers.

1. Know the locations of fire extinguishers and how to use them.
2. Use care when closing desk or filing cabinet drawers; keep them closed when not in use or unattended.
3. Only open one file cabinet drawer at a time. If a top drawer is heavily loaded and the other drawers are empty or filled with lighter material, anchor or bolt the file cabinet to avoid tipping.
4. Position office furniture to eliminate tripping over telephone or electrical cords. Do not string cords across passageways or open areas creating tripping hazards.
5. Do not tamper with or attempt to repair office machines, phones, or wiring. Call for appropriate assistance.
6. Report frayed or cracked electrical or telephone cords or other defects of office machines and equipment to the supervisor immediately and unplug the equipment. Tag equipment "DO NOT USE."

7. Do not store loose papers, magazines, bottles, or miscellaneous material on top of cabinets, bookcases, and racks for safety in preventing items from falling.
8. Use caution when sitting down or moving about in chairs. Avoid tilting chairs backwards into a hazardous position. Check roller wheels for instability.
9. Do not use pins to fasten paper; use clips or staples.
10. Use staple remover rather than fingers to remove staples.
11. Point the loading end of a stapler away when refilling the stapler to prevent accidental ejection of staples.
12. Do not put oil rags, glass, or sharp objects in wastebaskets; use a special container and give to the custodians for special handling.
13. Do not use chairs, boxes, or makeshift supports as a ladder.
14. Typewriters or calculators mounted in a side-well type desks or used on portable stands should be securely fastened to the desk or stand.
15. Unplug all electrical equipment such as typewriters, copy machines, and calculators before cleaning.
16. Use UL approved multiple outlets when increasing capacity of electrical receptacles.
17. Handle paper carefully to prevent "paper" cuts.
18. Use a moistener for envelopes.
19. Take time to be safe; never run.
20. Keep right when using corridors, especially at turns.
21. Open doors cautiously and keep in either a fully opened or fully closed position.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Safety Techniques When Lifting	<u>NUMBER:</u> 6Hx27:12-14
<u>AUTHORITY:</u> Florida Statute: 1013.12 FAC: 6A-14.0247, 6A-14.0262	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> December 1, 1997	<u>PAGE:</u> 1 of 1

The instruction and use of safety techniques when lifting objects shall be included in the job safety training by supervisors and shall apply to all employees. Supervisors shall instruct employees in these techniques and assure their understanding.

The following basic rules should apply when lifting objects.

1. If the load looks or feels too heavy, always request assistance.
2. Make sure the path of movement is unobstructed before moving the object.
3. Inspect the object for splinters, burrs, sharp edges, grease, or other hazards before lifting.
4. Step close to the work area or the load. Do not overreach to grasp or lift a load.
5. Check footing to be sure it is secure.
6. Squat down to the load using the legs as much as possible.
7. Grasp the load in a manner that will support it in a balanced position.
8. Always bend the knees when lifting a load.
9. Do not twist the trunk of the body when turning with a load - change the position of the feet.
10. Avoid lifting higher than the waist. If necessary, reposition the grip and keep the weight

centered.

11. When lifting objects to shoulder height, start by lifting the load waist high. Pause and check the balance before lifting the remaining distance.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Driver Selection and Training	<u>NUMBER:</u> 6Hx27:12-15
<u>AUTHORITY:</u> Florida Statute: 1013.12 FAC: 6A-14.0247, 6A-14.0262	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> December 1, 1997	<u>PAGE:</u> 1 of 1

~~Supervisors of employees who will be required to drive College vehicles on a full or part-time basis shall be extremely careful in the applicant selection process. Drivers of College vehicles can be considered qualified when they meet the following criteria.~~

Any driver authorized to use a College vehicle must possess a valid state drivers license of the proper class and must have a satisfactory driving record as determined by the insurance carrier for the College via a check with the Division of Motor Vehicles.

- ~~1. Florida law requires a commercial license if the applicant operates a vehicle over 80" wide or over 8,000 pounds gross weight; operates semi-trucks; drives for hire; operates a bus with school children; is paid to take passengers to a destination; or operates a van transporting sixteen (16) or more people.~~
- ~~2. A commercial vehicle is any motor vehicle or motor vehicle combination used on the streets or highways that has a gross vehicle weight rating of 26,000 pounds or more; has a declared weight of 26,000 pounds or more; has an actual weight of 26,000 pounds or more; is designed to transport sixteen (16) or more people including the driver (vans, etc.); is a school bus designed to transport sixteen (16) or more people including the driver (includes vans); or is transporting hazardous materials required to be placarded.~~

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Chemicals	<u>NUMBER:</u> 6Hx27:12-16
<u>AUTHORITY:</u> Florida Statute: 1013.12 FAC: 6A-2.78, 6A-14.0247, 6A-14.0262	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> December 1, 1997	<u>PAGE:</u> 1 of 6

Storage

Laboratory managers and supervisors of areas that store chemicals shall provide a place that will assure safe storage of chemicals.

All chemical storage areas shall be under lock and key with no unauthorized traffic and well vented to the outside to prevent the buildup of corrosive, toxic, or potentially dangerous vapors. All chemical storage areas must be kept at a moderate temperature throughout the year to prevent breakdown and contamination of some chemicals from excessive temperature. The storage areas must be well illuminated to minimize the possibility of misreading chemical labels and free from cluttered floor space.

The area must be provided with shelves that have a one-half inch lip to prevent material from sliding off the shelf. Large containers shall be placed as close to the floor as possible. Metal shelving or shelving with metal parts shall be checked periodically for damage from corrosive vapors. Each shelf shall have the smaller containers placed near the front and large containers placed toward the back of the shelf to minimize the possibility of spills or breakage. Incompatible chemicals shall be stored in a manner that will minimize the risk of contact through spills and breakage.

All chemical storage areas shall be inventoried at least once a year. The inventory listing shall be updated as shipments are received and material is used. The inventory procedure shall include information to assist in identification of outdated, time-sensitive, or carcinogenic chemicals.

The following minimum information shall be recorded for all chemicals for inventory purposes: chemical and common name, supplier, date received, amount received, concentration, uses,

and handling precautions.

Labeling/Packaging

Laboratory managers and supervisors of areas that store chemicals shall be knowledgeable of the hazards that result from improper labeling and packaging of chemicals. A major concern shall be reagents which produce corrosive vapors that attack containers, lids, shelving, and labels.

Labels on chemical containers should be as informative as possible. The minimum information on a label shall include the chemical name, the supplier's name, the date of purchase of mix, the concentration, and the associated hazards pertinent to the chemical. The National Fire Protection Association system of labeling or a similar system shall be adopted and implemented.

Chemical containers shall be checked periodically to assure that all packaging and labels are in suitable condition. A record of each inspection shall be maintained to assure regularity of inspection. Damaged labels or packaging shall be replaced and materials shall be repackaged where possible and practical.

Incompatible Chemicals

Incompatible chemicals shall be stored so as to minimize the risk of contact through spills or breakage. The following groupings shall be used when storing chemicals (the chemicals may be alphabetized within these groupings):

Inorganic Chemicals

1. Metals**, hydrides
2. Halides, sulfates, sulfites, thiosulfates, phosphates, halogens
3. Amides, nitrates*, except ammonium nitrate, nitrites*, azides, nitric acid
4. Hydroxides, oxides, silicates, carbonates, carbon
5. Sulfides, selenides, phosphides, carbides, nitrides
Chlorates, perchlorates*, perchloric acid**, chlorites, hypochlorites, peroxides*, hydrogen peroxide
7. Arsenates, cyanides, cyanates
8. Borates, chromates, manganates, permanganates
9. Acids except nitric
10. Sulfur, phosphorus*, arsenic, phosphorus pentoxide*

*These chemicals deserve special attention due to their potential instability.

**Sodium and potassium should be stored under kerosene or some means to prevent any contact with atmospheric oxygen and moisture.

Organic Chemicals

1. Acids, anhydrides, peracids
2. Alcohols, glycols, amines, amides, imines, imides
3. Hydrocarbons, esters, aldehydes
4. Esters*, ketones, ketenes, halogenated hydrocarbons, ethylene oxide

5. Epoxy compounds, isocyanates
6. Peroxides, hydroperoxides, azides*
7. Sulfides, polysulfides, sulfoxides, nitriles
8. Phenols, cresols.

* These chemicals deserve special attention because of their potential instability.

Hazardous Chemicals

The following information places chemicals that are commonly found in an educational setting into one of four categories of risk (explosive, human carcinogens, highly toxic, and flammable) and explains some of the practical consideration that should be followed.

Explosive Chemicals

Laboratory managers and supervisors of areas with chemical storage shall be aware that explosive chemicals are NOT recommended for use or storage in educational settings and shall not store explosives unless an absolute need is determined and appropriate safety procedures are instituted.

Explosives should be removed by trained fire or police bomb squads or other qualified officials. The movement of containers of such explosive chemicals should be limited in order to minimize the chance of detonation.

The following is NOT a comprehensive list of all possible explosive chemicals.

<u>Substance</u>	<u>Special Notes</u>
Benzoyl Peroxide	
Carbon Disulfide	The flash point of CS ₂ is well below room temperature and small amounts of the vapor in air can be explosive.
Diisopropyl Ether	Ethers form explosive peroxides upon exposure to air. Old opened containers of ether should be treated with great caution.
Ethyl Ether	(See diisopropyl ether)
Picric Acid	Picric acid should always contain 10-20% water and bottles should be disposed of after two years. DRY picric acid is explosive.
Perchloric Acid	Although the 70% acid/water mixture is not explosive by itself, the use of perchloric acid often leads to the formation of perchlorates which are very explosive.

Substance

Special Notes

Potassium Metal

Potassium metal can form explosive peroxides upon exposure to air. It reacts explosively with water. It should be stored under kerosene or other non-reactive dry oil.

Human Carcinogen Chemicals

Laboratory managers and supervisors of areas with chemical storage shall be aware that human carcinogen chemicals are NOT recommended for use or storage in educational settings, and shall not store these chemicals unless an absolute need is determined and appropriate safety procedures are instituted.

Carcinogen chemicals should be removed by health authorities or a licensed commercial company. All state, local, and federal regulations must be adhered to in the removal process. Once removed, the substances shall not reenter the campus. Instructions should be added to the procedures for ordering chemicals to make sure that, once removed, these chemicals are not reordered.

The following is NOT a comprehensive listing of all chemicals having substantial evidence of human carcinogenicity. Each substance listed may have additional health hazards.

Known

Probable

Arsenic Powder

Acrylonitrile

Arsenic Pentoxide

Cadmium Powder

Arsenic Trichloride

Cadmium Chloride

Arsenic Trioxide

Cadmium Sulfate

Asbestos

Carbon Tetrachloride

Benzene

Chloroform

Benzidine

Ethylene Oxide

Chromium Powder

Nickel Powder

Chromium (VI) Oxide

Ortho-Toluidine

Lead Arsenate

Sodium Arsenate

Sodium Arsenite

Highly Toxic Substances

The Federal Hazardous Substances Act defines the substances included under this category as "highly toxic."

The Federal Highly Toxic Substances Act uses the LD₅₀ and LC₅₀ as measures of the acute toxicity of a substance. The LD₅₀ is the dose of a substance that produces death in 50% of a group of laboratory animals when the substance is orally administered. The LC₅₀ is the vapor concentration of a substance that produces death in 50% of the animals.

All necessary precautions should be taken to limit exposure to these highly toxic chemicals. Substitutes for these chemicals should be used wherever possible.

<u>Substance</u>	<u>LD₅₀(mg/kg) or LC₅₀ (ppm)</u>
Adrenaline	50 mg/kg
Barium Hydroxide	5-50 mg/kg
Chlorine	137 ppm
Colchicine	50 mg/kg
Mercury	Acceptable conc: 100 micrograms/cubic meter
Mercuric Chloride	10 mg/kg
Mercuric Iodide	40 mg/kg
Mercuric Nitrate	Toxicity similar to other mercuric salts
Mercuric Oxide	18 mg/kg
Mercuric Sulfate	Toxicity similar to other mercuric salts
Nicotine	24 mg/kg
Osmium Tetraoxide	14 mg/kg
Phosphorus (white)	14.8 mg/kg
Phosphorus Pentoxide	9.7 ppm
Potassium Cyanide	See sodium cyanide
Potassium Periodate	48 mg/kg
Silver Cyanide	See sodium cyanide
Sodium Cyanide	4 mg/kg

Flammable Substances

Rule 6A-2.78 of the Florida State Board of Education Administrative Rules contains regulations and restrictions pertaining to the storage of flammable liquids and solids. Flammables shall be stored only in approved flammable storage cabinets. A common household refrigerator shall not be used for storage of flammable liquids. (Unsealed relay switches and thermostats have the potential of lighting vapors.)

Instruction shall be provided to those handling chemical packaging to assure that the ones clearly marked as flammable substances in words or picture of a flame receive appropriate attention. All sources of ignition shall be kept out of range of the chemicals and their vapors. Adequate ventilation shall be provided.

Purge and Disposal

Storage areas shall be purged periodically to keep the area from becoming cluttered, reduce the danger of spills and breakage, and reduce the chance of contact with unsafe and unstable compounds.

Chemicals and materials that should be purged include old chemicals that have lost their effectiveness, improperly labeled chemicals, unlabeled containers with unknown contents, chemicals with damaged labels that do not provide sufficient information, chemicals with

damaged packaging, chemicals with rusting containers or lids, chemicals with cracked containers, materials that are never used or for which no use is known, large quantities of potentially hazardous chemicals, and chemicals with greater danger to human health or safety than educational benefit.

Proper procedures shall be used when disposing of chemicals, including consulting trained professionals when appropriate. State and local regulations should always be followed when disposing of chemicals.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Firearms	<u>NUMBER:</u> 6Hx27:12-17
<u>AUTHORITY:</u> Florida Statutes: 1013.12, 790.251 FAC: 6A-14.0247, 6A-14.0262	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/1/97; revised 1/22/01	<u>PAGE:</u> 1 of 1

The only persons authorized to carry or possess firearms on campus are certified law enforcement officers. In addition, instructors and students at the Pat Thomas Law Enforcement Academy (PTLEA) who are participating in firearms training at PTLEA under the supervision of PTLEA instructors are authorized to carry firearms during that training. Public Safety Officers at the College are not permitted to carry firearms as a function of their position; however, in the event a gun is found at the College, Public Safety Officers shall follow the following safety rules as they apply.

1. Treat all firearms as though they are loaded.
2. Keep the firearm pointed down range at all times.
3. Never permit the muzzle of a firearm to touch the ground.
4. Never draw a revolver from a holster or reholster it with the finger in the trigger guard.
5. Never let the hammer down on a live cartridge without placing the thumb in front of the hammer and releasing the trigger.
6. In case of a misfire, keep the firearm pointed down range at least ten seconds before opening the chamber.

The College acknowledges Florida's "Preservation and Protection of the Right to Keep and Bear Arms in Motor Vehicles Act of 2008." However, in an effort to foster a safe environment for learning, the College exercises its right under law to prohibit firearms in a vehicle on College property. This includes possession by faculty, staff, students, and visitors even when said firearms are out of sight and the vehicles are locked.

Further, faculty, staff, students, and visitors who possess a license to carry a concealed weapon or firearm are prohibited from carrying such a weapon or firearm on College

property unless that weapon is a stun gun or non-lethal electric weapon designed solely for defensive purposes and which does not fire a dart or projectile.

The President is authorized to approve exceptions to this policy for situations that serve instructional or other interests of the College.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Trenching and Excavation Safety	<u>NUMBER:</u> 6Hx27:12-18
<u>AUTHORITY:</u> Florida Statute: 1013.12 FAC: 6A-14.0247, 6A-14.0262	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> December 1, 1997	<u>PAGE:</u> 1 of 1

All persons in charge of excavation and/or trenching operations shall observe the following requirements and recognized good practice for safety in their areas.

1. Safety hats shall be worn by all workers in areas where there is potential danger of being struck by objects or of material falling on the workers.
2. Where pedestrian or vehicular traffic is to be near excavations or trenches, proper safeguard shall be provided, such as walkways, bridges, guardrails, barricades, warning flags, lights or illumination. In no case shall open holes be left overnight without proper warning lights.
3. When excavations are made in the vicinity of underground installations of pipes or other utilities, their locations shall be determined, marked, manually dug out, and properly supported and protected.
4. The sides of excavations of four (4) feet or more in depth shall be supported against cave-in or shall be sloped to the angle of repose.
5. Ladders for use entering or exiting excavations and trenches over five (5) feet in depth shall be provided and shall extend to at least three (3) feet above the ground level.
6. Excavated or other material shall not be stored nearer than two (2) feet from the edge of the excavation or trench and shall be so stored and retained in a manner that will prevent it from falling or sliding into the excavation or trench.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Boiler Safety	<u>NUMBER:</u> 6Hx27:12-19
<u>AUTHORITY:</u> Florida Statute: 1013.12 FAC: 6A-14.0247, 6A-14.0262	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/1/97; revised 1/22/01	<u>PAGE:</u> 1 of 1

The Director of Plant Operations and the Facilities Maintenance Supervisor shall be knowledgeable of 554 FS, 6A-2 FAC, and Insurance State Fire Marshall Rules Chapter 4A-51 concerning the safe construction, installation, maintenance, and repair of boilers at the College.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> High Voltage Electrical Lines	<u>NUMBER:</u> 6Hx27:12-20
<u>AUTHORITY:</u> Florida Statute: 1013.12 FAC: 6A-14.0247, 6A-14.0262	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> December 1, 1997	<u>PAGE:</u> 1 of 2

The College shall be in compliance with 440.56 FS, OSHA 1910.180(J)(I)(ii)(iii), OSHA 1926.955, OSHA 1926.550, NEC to ART610, and ANSI B 30.17 1985.

The following guidelines apply to all College-owned or leased equipment such as, but not limited to, cranes, derricks, lifts, or other types of boom machinery operated near high voltage electrical lines.

The supervisor should not permit any person, equipment, or part attached to equipment from coming proximate to, under, over, by or near power lines UNTIL taking at least one of the following safety precautions.

1. A barrier is erected to prevent operation of equipment within ten (10) feet of all power line(s).
2. The owner de-energizes and/or grounds the high voltage power line(s).
3. The owner relocates the high-voltage power line(s).

All equipment in transit must maintain a minimum of four (4) feet clearance from all power lines.

The supervisor must remain on the job site until all work is completed and/or all equipment removed to a safe location away from power lines.

A durable warning sign, legible at a distance of twelve (12) feet, must be posted and maintained in plain view of the operator when at the controls of each College crane, dragline, derrick, power shovel, drill rig, pile driver, or similar equipment. The sign should not be less than 5" x 7" and should be worded as follows:

WARNING

UNLAWFUL TO OPERATE
NEARER THAN 10 FEET TO
ENERGIZED HIGH VOLTAGE LINES
WITHOUT PRESCRIBED SAFEGUARDS

The word *WARNING* should be in large letters across the top of the sign. The letters in the text should be in proper relationship to the size of the sign but not less than 3/8" in height. The sign should be lettered in black on a yellow background.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Emergency Response	<u>NUMBER:</u> 6Hx27:12-21
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u> 6Hx27:12-22
<u>DATE ADOPTED:</u> 12/1/97; revised 1/22/01	<u>PAGE:</u> 1 of 2

The College has established procedures to enhance the protection of lives and property through effective use of College and/or community resources in the event of an emergency or disaster.

The following definitions of an emergency are provided to assist in determining the appropriate response:

A **minor emergency** is any incident, potential or actual, that will not seriously affect the overall functional capacity of the College. Minor emergencies are situations where minor damage or injury has occurred. Assistance is needed from the Campus Police Department but may or may not be needed from outside emergency services. For all minor emergencies, the Campus Police Department must be notified and the responding officer(s) will determine if outside assistance is needed and then make appropriate notifications.

A **major emergency** is any incident, potential or actual, that affects an entire building or several or all buildings, and/or which disrupts or will disrupt the overall operations of the College. Major emergencies are situations where major damage has occurred or serious injury or death has occurred or may occur. Major policy considerations and decisions may be required as specified in 6Hx27:12-22.

A **disaster** is any event or occurrence that has seriously impaired or halted the operations of the College. In some cases, mass casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential.

The College Emergency Response Plan is predicated on a realistic approach to the problems likely to be encountered on campus during a major emergency or disaster. The following general assumptions apply.

1. An emergency or disaster may occur at any time, day or night, weekend or holiday, with little or no warning.
2. The succession of events in an emergency is not entirely predictable; therefore, published contingency plans will serve only as a guide/checklist and may require field modification in order to meet the requirements of the emergency.
3. Disasters may affect other residences in the geographical vicinity of the College and, as a result, city, county, state and/or federal emergency assistance may not be immediately available. A delay in receiving outside emergency service may be expected.

A state of emergency will be declared if information indicates that such a condition is developing or is probable as specified in 6Hx27:12-22.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Declaration of a Campus State of Emergency <u>Emergency</u> and Response	<u>NUMBER:</u> 6Hx27:12-22
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u> 6Hx27:12-22
<u>DATE ADOPTED:</u> 12/1/97; revised 1/22/01	<u>PAGE:</u> 1 of 3

The President or designee is authorized to declare an emergency on campus or at any of the College's sites. The President or designee is authorized to establish plans and procedures that enhance the protection of lives and property through the effective use of College and/or community resources in responding to an emergency or disaster on campus or at any of the College's sites.

~~The authority to declare a campus state of emergency rests with the College President or designee.~~ The following procedures apply.

1. As soon as possible upon the occurrence of an emergency, the highest-ranking Campus Police supervisor or officer shall begin the appropriate procedures to contain the emergency and to safeguard persons and property to the maximum extent possible.

The President shall be immediately appraised of the situation in order to determine the necessity for a declaration of a state of emergency for the campus. If the President cannot be reached, these individuals shall be called in the following order until one can be contacted:

Vice President for Academic Affairs
Vice President for Administrative Services
Assistant Vice President for Administrative Services
Director of Human Resources
Chief of Campus Police

2. Depending on the seriousness and type of emergency, everyone may be required to leave the campus except those individuals authorized to handle the emergency.
3. Only those individuals who have been assigned emergency response team duties will be allowed to enter the immediate area of the emergency. All other personnel shall remain

well clear of the affected area and continue with their regular duties unless instructed to do otherwise.

All emergency operations shall be directed by the President of the College or designee. In the absence of the President and the designee, the emergency operations will be directed by the highest ranking College official available.

Emergency operations shall be coordinated by the highest ranking College official and the highest-ranking Campus Police supervisor or officer who is available. All coordination efforts will be combined with the emergency service agencies that have also responded to the emergency or disaster.

Emergency Response Team

The members of the Emergency Response Team are the following:

Emergency Director:	President or designee
Emergency Coordinator:	Chief of Campus Police
Campus Police:	Campus Police Staff
Campus Police Assistants:	Building Captains and Assistant Captains
Public Information:	Director of Communications
Damage Control:	Maintenance personnel

The President (or designee) directs the emergency response effort; works with the Emergency Coordinator and others in assessing the emergency and preparing the College's specific response; declares a campus state of emergency and ends such when appropriate; and informs and conducts liaison activities with the Emergency Coordinator, the faculty, staff members, and the responding emergency service agencies.

The Chief of Campus Police directs all aspects of the College's emergency response; initiates immediate contact with the President or designee and other appropriate College employees; begins an assessment of the condition of the College due to the emergency; takes necessary action to maintain safety and order; designates the notification of other members of the Emergency Response Team; conducts liaison activities with the President, other members of the Emergency Response Team, and the responding emergency service agencies; insures that appropriate notification is made to off-campus staff as required; and prepares and submits a report of the emergency and the final outcome.

Campus Police staff notifies the Chief of Campus Police; takes immediate and appropriate action to protect life, property, and College records; provides traffic control, access control, and perimeter and internal security as required; and assists the Chief of Campus Police, the other members of the Emergency Response Team, and the emergency service agencies throughout the emergency.

The Building Captains and Assistant Captains shall be notified when an emergency affects their area of authority. They are responsible for a specific facility and will respond appropriately after notification of the emergency.

The captains and assistant captains are responsible for the following:
Evacuating all persons in their specific building away from the emergency site and assisting persons with disabilities in the evacuation process

1. Checking their specific building to be sure that all persons are out once the evacuation has been completed
2. Securing their specific building until the emergency has been resolved and preventing unauthorized reentry during the emergency;
3. Ensuring that the evacuees stay in the assembly areas until the emergency is resolved and overseeing the orderly return to their specific building after the emergency has been resolved
4. Assisting the Chief of Campus Police, the Campus Police officers, and the emergency service agencies.

The Director of Communications or designee establishes a liaison with the news media for dissemination of information as requested by the President; establishes a liaison with the local radio and television services for public announcements; arranges for photographic and audio-visual services; advises the President and Chief of Campus Police of all news concerning the extent of the emergency affecting the campus; and prepares news releases for approval and release to the media concerning the emergency.

Maintenance provides equipment and personnel to perform shutdown procedures, hazardous area control, barricading, damage assessment, debris clearing, emergency repairs, and equipment and facility protection, etc.; provides vehicles, equipment, and operators for movement of personnel and/or supplies; obtains assistance from local utility services if required; obtains emergency power/lighting if required; surveys available facilities and relocates essential services and functions; and provides for storage of vital records at an alternate site if the situation so dictates.

College Notification System

The College electronic mail system is the primary means of emergency notification at the College. This system is intended for the immediate transmission of specific information regarding emergencies to all affected areas of the campus.

Building fire alarm activations will be the communicating means to notify all persons within a building that is the scene of the emergency.

Portable radios will be a secondary means of communicating with staff members who are working outside of the buildings on campus. **Important:** during bomb threat situations, all radios are to remain silent until otherwise advised.

During an emergency, campus phones must be restricted to official notification only. Faculty and staff members shall immediately cease all routine internal and external telephone communications in order to free all lines for emergency command and control.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Reporting Emergencies <u>Comprehensive Response Plans</u>	<u>NUMBER:</u> 6Hx27:12-23
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/1/97; revised 1/22/01	<u>PAGE:</u> 1 of 1

The President is authorized to develop, maintain, and test comprehensive response plans for emergency and non-emergency situations on campus and at other College sites. These will, at a minimum, include an Emergency Response Plan, a Continuity of Operations Plan, an Emergency Evacuation Plan, and a Safety/Loss Prevention Manual.

If the emergency is serious enough to call an outside emergency service immediately, the reporting person shall call 911. Immediately after calling 911, the reporting person shall call the Campus Police Department at 201-6100.

When minor emergencies occur on the campus when the College is open, the Campus Police Department should be called immediately.

The caller should stay calm and carefully explain the problem and the exact location. The caller should not hang up until told to do so.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Emergency Shutdown Procedures	<u>NUMBER:</u> 6Hx27:12-24
<u>AUTHORITY:</u> Florida Statute: 1001.65, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/01/97	<u>PAGE:</u> 1 of 1

~~In the event of a natural disaster or other major emergency in which serious structural damage has been sustained, it is advisable to turn off potentially hazardous utilities such as electricity and natural gas supplies. This is the responsibility of the Maintenance Department and/or the local utility company.~~

~~In crisis situations, only the Director of Communications or designee shall meet or talk with the media. Only factual information shall be released, and no speculation shall be offered. All calls from the media shall be referred to the Director of Communications or designee. The Director of Communications or designee shall be kept informed of the status of the emergency at all times.~~

~~The President, Director of Communications or designee, and other such parties as may be directly involved shall confer and agree on the appropriate media action.~~

~~Other College personnel should not speak to outsiders on behalf of the College.~~

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Evacuation Procedures	<u>NUMBER:</u> 6Hx27:12-25
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/1/97 ; revised 1/22/01	<u>PAGE:</u> 1 of 3

Procedures: Mondays - Fridays when the College is open - 8 a.m. through 5 p.m.

When a major emergency develops on campus necessitating the evacuation of a building or the entire campus, the person discovering the emergency shall begin the evacuation in the area by pulling a fire alarm at the nearest activation station. After the fire alarm has been pulled, the same person shall go to the nearest (and safest) phone and call 911 to contact the appropriate outside emergency service agency. After calling 911, the same person shall notify the Campus Police Department.

For minor emergencies in which the building does not have to be evacuated immediately, the person should begin the emergency procedures by calling the Campus Police Department.

When calling the Campus Police Department concerning an emergency, the caller should stay calm and not hang up until told to do so. The Campus Police Department will need as much information as possible about the emergency and the exact location of the emergency.

Once the information has been received by the Campus Police Department the highest ranking supervisor or officer on duty will then notify the President or designee. If the President cannot be contacted, these individuals shall be called in the following order until someone has been contacted:

- Vice President for Academic Affairs
- Vice President for Administrative Services
- Assistant Vice President for Administrative Services
- Director of Human Resources
- Chief of Campus Police

After the appropriate individuals have been contacted, the evacuation decision will be made. Once the evacuation decision is made, Campus Police Department staff will contact the appropriate Building Captains/Assistant Captains. Notice to evacuate building(s) will be transmitted via the fire alarm system. In the event of an alarm failure, oral instructions will be given to evacuate by a Campus Police officer or other College official. (A fire alarm must be activated in each building that needs to be evacuated.)

Campus Police Department staff will also make the emergency phone call(s) to the proper emergency service agencies.

Once the Building Captains/Assistant Captains have been contacted, they are to evacuate their assigned building by pulling a fire alarm for that building. If this method does not work, they are to give the instructions to evacuate the building verbally to its occupants.

In cases of fire, **elevators should not be used**. In cases of a bomb threat, **portable radios should not be used** until the emergency has been resolved. When evacuating for a bomb threat, leave everything as it is and do not touch any suspicious objects.

All evacuees shall remain 300 to 500 feet away from the building or danger area until the signal is given to reoccupy the specific area or building.

All persons on campus shall follow the directions of the Campus Police Officers, the outside emergency agency personnel, and other College officials who are responding to the emergency.

Evacuation Procedures After Hours

Evacuations necessary after hours would involve the times and days listed below. These would not include holidays or minimum staffing periods.

Mondays - Fridays: 5:30 a.m. - 8:00 a.m.

Mondays - Fridays: 5:00 p.m. - midnight

Saturdays: 7:00 a.m. - midnight

If the situation requires an immediate evacuation of a building, the person who discovered the emergency shall activate the building fire alarm system and immediately call 911 to get assistance from an outside emergency service agency and then call the Campus Police staff using the portable radio phone number. If the building does not have to be evacuated immediately, call the Campus Police staff using the portable radio phone number.

The highest-ranking Campus Police Officer on duty will notify the proper College authorities and the proper outside emergency services. If an evacuation is necessary, Campus Police staff will initiate and carry out the evacuation procedures.

All instructors are responsible for evacuating their classrooms and accommodating any students with disabilities and others who may need assistance in the evacuating process.

All evacuees are to remain 300 to 500 feet from the evacuated facilities until the signal is given to reoccupy the specific area or building. Campus Police staff will be responsible for carrying out the evacuation procedures.

Evacuation Procedures when the College is Closed

If an emergency occurs which activates the College alarm system, the operators at the alarm control center will contact someone from the College. The operator will also notify the appropriate outside emergency service agency along with the appropriate College employee. If the operator cannot determine what type of emergency is occurring, the Tallahassee Police Department will be notified to investigate the situation.

If an individual (employee or non-employee) sees an emergency situation on campus or in a College building, 911 should be dialed immediately for assistance. If it is safe to do so, the reporter of the emergency shall give as much information to the outside emergency service agency as possible and shall stand by to assist the outside emergency service agency locate the area of the emergency. If it is not safe for the reporter of the emergency to stand by, the reporter shall call the appropriate outside emergency agency and give as much information as possible concerning the emergency. The emergency reporter shall go **immediately** to a place of safety.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Injury/Illness	<u>NUMBER:</u> 6Hx27:12-26
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/1/97 ; revised 1/22/01	<u>PAGE:</u> 1 of 1

If a medical emergency occurs, 911 should be called for medical assistance and the Campus Police Department should be notified. The caller should stay available to direct emergency personnel to the injured person.

No one should attempt to assist an injured person unless trained in first aid procedures. Properly trained personnel should provide the following care.

1. Keep the victim still and calm.
2. Do not move the injured person.
3. Ask the person, "What is wrong?"
4. Check pulse and breathing. Administer CPR (only if trained) if necessary.
5. Control serious bleeding by direct pressure on the wound. Use personal protective equipment.
6. Stand by to assist and/or answer questions when help arrives.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Fire	<u>NUMBER:</u> 6Hx27:12-27
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/1/97 ; revised 1/22/01	<u>PAGE:</u> 1 of 1

In case of fire, building occupants should be alerted by using one of the fire alarm pull stations located adjacent to each main exit or classroom emergency exit as appropriate. The building alarm sounds only in the building where activated. The fire must also be reported to the fire department by calling 911. If the College is open, the Campus Police Department should be notified.

Fire extinguishers are strategically located in each building and in some classrooms. They may be used to fight small, containable fires if, in the user's opinion, a reasonable chance of success exists and no undue risk of personal injury will be encountered. Under no circumstances shall sounding the alarm, building evacuation, or proper notification be delayed to fight the fire. When the building is being evacuated, elevators should not be used. The evacuees should proceed to the designated assembly area, await further instructions, and not interfere with emergency equipment or personnel.

Smoke is the greatest danger in a fire. If evacuation is not possible, persons should stay near the floor where the air will be less toxic. If trapped on the second floor of a building during a fire and a window is available, an article of clothing should be hung outside the window as a marker for rescue crews. If no window is available, the persons should stay near the floor and shout at regular intervals to alert emergency crews of their presence. Above all, everyone should try to remain calm.

Instructors should ensure that all students evacuate in a prompt, orderly manner, assist students with disabilities as required, close any windows that may be open, and close (but not lock) classroom/office doors upon exiting. Upon reaching the assembly point, instructors should account for all students.

No one should return to the evacuated building until specifically instructed to do so by a College official

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Bomb Threat	<u>NUMBER:</u> 6Hx27:12-28
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/1/97; revised 1/22/01	<u>PAGE:</u> 1 of 1

If a bomb threat is received by telephone, the caller should be kept on the line as long as possible by asking pertinent questions. The Bomb Threat Assessment Sheet should be filled out to the fullest extent possible while talking to the caller. The Campus Police Department should be notified immediately.

No one should handle a suspicious object (letter, package, etc). Only qualified experts shall approach or handle a suspicious object or device. The immediate area should be evacuated and a guard posted to ensure that no one inadvertently enters the area and/or handles the suspicious object. The Campus Police Department should be notified immediately.

When evacuating for a bomb threat, portable radios should not be used.

The searchers for a bomb should pay particular notice to elevators, classrooms, locker rooms, rest rooms, ceiling areas, crawl spaces, utility fixtures, electrical breaker panels, stairwells, mechanical rooms/custodial closets, and trash containers.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Explosion/Downed Aircraft	<u>NUMBER:</u> 6Hx27:12-29
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/1/97 ; revised 1/22/01	<u>PAGE:</u> 1 of 1

In the event of an explosion or aircraft crash on campus, all persons should immediately take cover under the nearest table, desk, or other object that will give some measure of protection from falling glass and/or other debris. After the effects of the explosion have subsided, the situation should be assessed; if a fire has started or an injury has occurred, the appropriate emergency procedures should be followed. If no fire or injury has occurred, the Campus Police Department should be notified.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Chemical Spill	<u>NUMBER:</u> 6Hx27:12-30
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/1/97; revised 1/22/01	<u>PAGE:</u> 1 of 1

In the event of a chemical spill, the immediate area should be evacuated. The room or building should be secured and guards should be posted to ensure no one inadvertently enters the contaminated area. The Campus Police Department should be contacted immediately. Someone should remain in the vicinity to provide necessary information as to the material involved, exact location, etc.

If a person is contaminated by the spill, the person should avoid contact with others as much as possible and remain in the vicinity for treatment by medical personnel.

With the assistance of the Science Lab Manager, the Chief of Campus Police will determine the severity of the spill; direct the clean-up operations of the spill; contact the Florida Department of Environmental Regulation for outside assistance if necessary; restore the facility and safety equipment to pre-emergency status before resuming operations; if required, notify the EPA regional administrator that the facility is ready to resume operations; and, if required, submit a written report to the EPA regional administrator within fifteen days of the incident.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Hazardous Materials	<u>NUMBER:</u> 6Hx27:12-31
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/1/97; revised 1/22/01	<u>PAGE:</u> 1 of 3

The purpose of this plan is to minimize hazards to students, faculty, staff, the general public, and the environment from fires, explosions, or any other unplanned sudden release of hazardous waste or hazardous waste constituents to the air, soil, or water. All personnel involved in the management and/or use of hazardous materials and/or waste at the College shall be familiar with this plan. In addition, the plan shall be circulated to appropriate emergency response units that might be involved. For the purpose of this plan, an emergency is defined as a fire, explosion, or release of hazardous waste that could threaten human health and/or the environment.

Reference is made to the following:

Federal Resource Conservation and Recovery Act (RCRA)

40 Code of Federal Regulations (CFR) 264.50 -264.56

"Hazardous Materials Guidelines" (Sept 1988), State of Florida, Department of Education

"Hazardous Waste Management at Educational Institutions," National Association of College and University Business Officers (NACUBO).

The College is classified as a "small quantity generator" of hazardous waste in that it creates less than 100 kilograms of hazardous waste per month, one kilogram of acutely hazardous waste per month, and/or stores not more that 1000 kilograms of hazardous waste on site; or any combination thereof. As such, the College is not subject to the requirements of 40 CFR 262 - 266. Nevertheless, hazardous materials and waste shall be treated and handled in such a manner as to minimize any threat to persons and/or the environment.

Hazardous materials shall be properly stored in accordance with the instructions contained in DOE OEF document "The Storage, Handling, and Disposal of Chemicals

used in School Laboratories and Community Colleges." Surplus hazardous materials shall be retained by the appropriate department and reported as such.

All classroom chemicals and other hazardous materials shall be inventoried by the appropriate faculty or staff member at least once each academic year. A file of the inventory shall be kept by the faculty member and made available on request by the faculty member's supervisor, Campus Police staff, or by a College official. As a minimum, this report shall include information as to the chemical name, the chemical's common name, the supplier, the date received, the quantity received, the concentration, and the uses and required handling precautions, if any.

The Maintenance Department shall inventory all chemical products and other potentially hazardous material at least once a year and keep the inventory information on file to be available upon request. The items to be inventoried must include the information listed above on the inventory file.

All other campus departments must go through the same inventory procedures for all chemical products and other potentially hazardous materials that they use.

Surplus material shall be declared hazardous waste when it no longer has any value for educational or physical plant purposes. Hazardous waste shall be temporarily stored by the Maintenance Department and disposed of on a regular basis by a certified and licensed hazardous waste disposal company.

Non-ignitable, low-toxicity liquids or solids not generating dangerous gases may be handled by Maintenance personnel if the volume is sufficiently small. Chemical aprons, impermeable suits, multiple-cartridge respirators and chemical resistant gloves shall be used as necessary. Inert absorbents or neutralizing solids should be used to prevent the spread of liquids. (Absorbent shall be spread around the periphery of the spill and then added to the center and mixed thoroughly moving toward the center of the spill.) The resultant mixture shall be scooped into polyethylene bags at least six mils thick and placed in a 17h/17E DOT drum with extra vermiculite or Oil-Dri in the bottom and as filler.

Ignitable liquids or solids, highly toxic chemicals, and materials generating dangerous gases shall be left for emergency personnel to handle. The Tallahassee Fire Department may be contacted at 222-1313. Qualified College employees shall be present to advise assisting agencies as to the character, amount, source and extent of the spill.

In the event of a chemical spill, the Emergency Coordinator should direct the evacuation of the facility if necessary, identify the character, exact source, amount, and real extent of any released material, and assess the hazard to human health and/or environment by observation or review of records.

The Emergency Coordinator should also notify the appropriate authorities for assistance if a threat to human health or to the environment exists. The Tallahassee Fire

Department, State Emergency Response Commission, or National Response Center should be contacted to report the chemical name, whether the chemical is an extremely (acute) hazardous substance, an estimate of the amount released, the time and duration of the release, and the medium into which the release occurred. The Emergency Coordinator should find out if any known or anticipated acute or chronic health risks are associated with the emergency, seek advice regarding required medical attention for exposed individuals, if any, and determine precautions taken or to be taken and the name and telephone number of contact person.

The Emergency Coordinator should ensure that all reasonable measures to contain and/or prevent further release(s) are taken; provide for the treating, sorting or disposing of recovered waste, contaminated soil and/or waste and any other contaminated material that results from an emergency situation; and ensure that all emergency equipment is cleaned and ready for re-use before normal operations are resumed. The Coordinator should notify the EPA Regional Administrator and the State of Florida DER District Office that the facility is in full compliance before resuming normal operations and submit a followup written report within fifteen days of the incident to the National Response Center and the State of Florida Emergency Response Commission.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Violent or Criminal Behavior	<u>NUMBER:</u> 6Hx27:12-32
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/1/97 ; revised 1/22/01	<u>PAGE:</u> 1 of 1

Anyone who is a victim of or a witness to criminal activity or observes suspicious activities and/or persons on campus should notify the Campus Police Department and report the nature of the incident, the location of the incident, and the description of person(s) and property involved.

If anyone is taken hostage, they should be patient, avoid drastic action, follow instructions, speak only if spoken to and then only to the extent necessary, avoid appearing hostile, maintain eye contact if possible, avoid arguments, and be observant. The hostage should be prepared to talk to the police by phone.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Psychological Crisis	<u>NUMBER:</u> 6Hx27:12-33
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/1/97 ; revised 1/22/01	<u>PAGE:</u> 1 of 1

A psychological crisis exists when an individual is threatening harm to himself or to others, is out of touch with reality because of severe drug or alcohol reactions, or is experiencing a psychotic break (hallucinations, uncontrolled behavior, etc.).

In the event of such a crisis, help should be summoned by calling the Campus Police Department. The caller should state clearly that immediate assistance is required. The caller should give his/her name, location, and the problem encountered.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Civil Disturbance or Demonstration	<u>NUMBER:</u> 6Hx27:12-34
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> December 1, 1997	<u>PAGE:</u> 1 of 2

Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful, non-obstructive, and non-destructive. Therefore, student demonstrations should not be disrupted unless one or more of the following conditions exists as a direct result:

1. interference with normal operations
2. prevention of access to offices, buildings, etc.
3. threat of harm to persons or damage to property

In the event that any of the these conditions exists or appears imminent, the Chief of Campus Police shall be notified and will inform the President and the Vice President for Student Affairs or designees of the situation.

For a **peaceful, non-obstructive demonstration**, College business should be conducted as normal and the situation should be monitored. If the demonstration has not ended by the close of the normal College day (9:30 p.m. Monday through Friday; 1:00 p.m. Saturday), the situation should be treated as a disruptive demonstration.

For a **non-violent, disruptive demonstration**, the President or designee will ask the demonstrators to terminate the disruptive activity. The Communications Director or designee will take photographs of the disruptive activity. Student leaders and appropriate College personnel will be asked to go to the area and try to persuade the demonstrators to cease their disruptive activity.

If the disruptive activity continues, the demonstrators will be warned that failure to discontinue that activity within a specified length of time may result in disciplinary action up to and including dismissal or possible intervention by local law enforcement officers. Efforts will be made to secure positive identification of demonstrators who violate this warning in order to facilitate later investigations and court testimony.

If the disruptive activity persists, local authorities will be called to handle the problem. Upon arrival of the local authorities, the demonstrators will again be warned. If the demonstrators do not heed the warning, the local authorities may begin making arrests.

For a **violent, disruptive demonstration**, the Campus Police Department should be called for assistance, the President or designee should be notified, and photographic coverage should be requested from the Communications Director or designee.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Utility Failure	<u>NUMBER:</u> 6Hx27:12-35
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/1/97 ; revised 1/22/01	<u>PAGE:</u> 1 of 1

In the event of a utility failure, the Director of Plant Operations or the Campus Police Department should be notified. If the failure results in danger or potential danger, evacuation, fire, or other emergency procedures should be initiated as appropriate.

Most power failures are caused by factors off campus and, as such, they are more annoying than dangerous. Nevertheless, precaution should be taken by turning off all electrical equipment, such as computers, video equipment, and coffee pots to prevent damage from power surges when electricity is restored and to ensure that no equipment is inadvertently left on for extended periods of time.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Elevator Failure	<u>NUMBER:</u> 6Hx27:12-36
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> December 1, 1997	<u>PAGE:</u> 1 of 1

Anyone who has become trapped in an elevator should use the emergency telephone to call for assistance. In the event a trapped passenger must be freed before the arrival of maintenance personnel, call 911 for emergency assistance.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Natural Gas Leak	<u>NUMBER:</u> 6Hx27:12-37
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> December 1, 1997	<u>PAGE:</u> 1 of 1

In the event of a natural gas leak, all operations should cease, but lights or other electrical equipment including fire alarms should not be turned on or off. The building should be vacated.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Flooding or Windstorms	<u>NUMBER:</u> 6Hx27:12-38
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0247	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> 12/1/97; revised 1/22/01	<u>PAGE:</u> 1 of 1

In the event that flooding occurs, electrical equipment should be not be used, and the flooded area should be vacated if necessary.

In the event of a windstorm, if there is no warning, all persons should take cover inside a building as far away from windows and exterior walls as possible. Appropriate emergency procedures for fire, injury/illness, and/or evacuation, if necessary, should be initiated. Damage in the immediate area should be assessed and the Campus Police Department should be notified.

If there is a windstorm warning, the President, in consultation with the other College officials, will make the decision of whether to close the campus.