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JEFFERSON COLLEGE  
of HEALTH SCIENCES

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# **Safety Plan**

**2008 – 2009**

## **Jefferson College of Health Sciences Employee/Student Agreement**

The Safety Plan of Jefferson College of Health Sciences is designed as a reference for employees and students in understanding safety regulations and rules of the college. Employees and students have the responsibility and accountability for understanding and applying the information contained in this Plan. Every effort has been made to ensure the accuracy of this Plan. The College reserves the right to change the regulations affecting the employees and students at any time. Notices of changes that occur after the publishing of the Safety Plan will be sent via the College electronic system. It is the employee's and student's responsibility to keep current on the Safety Plan.

## POLICY STATEMENT

The purpose of this notice is to inform you that the Safety Officer and College Administration are charged with the overall responsibility for Occupational Safety and Health Program, in compliance with OSHA Standards, Title 29, Federal Regulations Code 1910.1200, ensuring compliance as outlined in this manual, including the Hazard Communication Standard, the Bloodborne Pathogen Standard, the Safety Plan, and General Safety. These duties include, but are not limited to:

- 1) Maintaining a list of hazardous chemical substances in the workplace.
- 2) Compiling a library of Material Data Safety Sheets.
- 3) Ensuring all containers are properly labeled.
- 4) Determining personnel risk of exposure to bloodborne pathogens.
- 5) Determining appropriate personal protective equipment.
- 6) Establishing workplace safety practices.
- 7) Providing training for all employees at risk for exposure to hazardous chemicals and bloodborne pathogens.
- 8) Implementing the safety plan.
- 9) Keeping all required documentation on file.
- 10) Providing training for all employees in the proper use of fire extinguishers.

The Hazard Communications Program teaches the hazardous nature of the substances with which personnel work, proper and safe handling procedures, and the steps employees and students must take to protect themselves from harm during normal working conditions or in an emergency situation in the workplace. The Bloodborne Pathogen Program teaches personnel about the potential for exposure to certain diseases and how to protect them.

This institution provides written materials and training to teach these compliance responsibilities. Copies of the official standards are available from the Safety Officer. OSHA requires each employee to read the Standards.

This institution supports all health and safety recommendations made by OSHA. It is our goal to provide a safe and healthful workplace and educational institution for all employees and students. To that end, this institution endorses the policies and principles outlined in this manual and will enforce all OSHA regulations.

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## **Contact Information**

### **Safety and Administration**

JCHS Dean for Administrative Services	Anna Millirons	985-(8)8530
JCHS Safety Officer	Susan Booth	224-(8)4640
JCHS Security		224-(8)4687
JCHS Information		985-(8)8483
Carilion Safety Officer	Roger Glick	981-(7)0573
Carilion Police		981-(7)7911
Carilion Switchboard		981-(7)7000

### **Personnel Trained in CPR/Language**

#### **Reid**

Joel Atance (French)		224-(8)4565
Chris Blake		224-(8)4705
Cathy Childress		985-(8)4028
Linda Cochran		985-(8)8268
J.C. Cook		985-(8)8317
Gayle Deel		985-(8)8090
Denise Dillingham		224-(8)4515
Lisa Foote		985-(8)9782
Tommy Harper		985-(8)9028
Sharon Hatfield (CPR & Spanish)		985-(8)8263
David Haynes		984-(8)4020
Mike Krackow		224-(8)4478
Jennifer Lucsko		981-(7)7361
Glen Mayhew		985-(8)8539
John McNamara		224-(8)4443
Melody Meier		985-(8)4694
Ave Mitta		985-(8)4097
Chase Poulsen		985-(8)8490
Allen (Mac) Snead		985-(8)8527
Roxanne Wilson		985-(8)8367

#### **CRCH**

Susan Booth	224-(8)4640
Gayle Deel	985-(8)8395

#### **Registrar's Office**

Marlene Perrott (Spanish)	224-(8)4492
Annette Strickland	224-(8)4690

#### **RHEC:**

Karie Salas (CPR, Spanish and Sign Language)	767-6070
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# JEFFERSON COLLEGE OF HEALTH SCIENCES

## SAFETY PLAN

### PURPOSE

The purpose of the Jefferson College of Health Sciences Safety Plan (JCHS) is to offer guidance to manage the risk of physical and environmental hazards. This booklet contains important components of the Plan that all employees and students should become familiar with upon employment/enrollment. The Plan is prepared in compliance with OSHA Standards, Title 29, Federal Regulations Code 1910.1200. The Plan is periodically reviewed, and available to all employees and students.

### SAFETY COMMITTEE

#### A. Role

The role of the Safety Committee is to establish and direct the comprehensive College-wide Safety Plan.

#### B. Authority

The Safety Committee is an advisory body established to assist the President of the College, the Dean for Administrative Services, and the designated Safety Officer.

#### C. Membership

Carilion Security Representative  
CAT Representative  
College Laboratory Representative  
College Safety Officer  
Computer Service Representative  
CRCH Engineering Services Representative  
CRCH Environmental Services Representative  
Dean for Administrative Services  
Dean for Student Services  
Faculty Representative  
Physical Plant Officer  
Staff Representative  
Student Life Representative  
Student Representative

D. Function

1. Identifies needs and develops safety goals for the College.
2. Assures implementation of safety policies, procedures, and practices.
3. Monitors adherence to safety policies, procedures, and practices.
4. Reviews safety policies, procedures, and practices at least annually and updates same as necessary.
5. Coordinates and participates in College-wide hazard surveillance program.
6. Reviews occurrences of safety infractions and unsafe practices and recommends remedial action.
7. Coordinates development of safety education programs.
8. Coordinates safety education program delivery.
9. Reviews safety education program annually and revises same as necessary.

**SAFETY OFFICER**

A. Role

The role of the Safety Officer is to implement and monitor the comprehensive College-wide Safety Plan. As part of this function, the Safety Officer is to identify safety concerns and respond accordingly.

B. Authority

The authority of the Safety Officer is delegated by the President of the College through the Dean for Administrative Services. The Safety Officer is appointed by the President of the College and will be qualified by training and experience to advise the President and the Dean for Administrative Services regarding safety-related issues.

C. Function

1. Reviews MSDS files for completeness. Stays abreast of product recalls which affect the College.
2. Identifies safety concerns on a routine basis throughout the College and takes appropriate responses.
3. Develops Safety policy and procedures under the direction of the Safety Committee and/or the President of the College.
4. Reports on safety issues to the Safety Committee.
5. Implements and monitors the Safety Plan.

## **RECORD KEEPING**

The Employee Event Report is used to document all work related accidents for both employees and students (see Appendix). If medical treatment is needed, the form must accompany the student to the Carilion Roanoke Memorial Hospital Emergency Department and the employee to the Carilion Employee Health Office or Emergency Room after hours. Otherwise the form must be forwarded to the College Safety Officer within 24 hours of the incident. A copy of the form is kept with the individual's permanent record, as well as in the office of the College Safety Officer. Forms are available at the College lobby Security desk located at 920 S. Jefferson St. It is recommended you print hard copies and have available and on-hand in case of an emergency.

## **ORIENTATION**

### **A. Employee**

All newly hired employees will be provided information on how to access the *Safety Plan* from the JCHS website during their respective orientation to the College. Employees determined to be at risk of exposure to bloodborne pathogens will be trained in this area and offered the HBV vaccination at no cost to the employee. All employees are required to attend safety inservices or complete safety inservices through Healthstream on an annual basis.

### **B. Students**

All newly enrolled students will be provided information on how to access the *Safety Plan* from the JCHS website during their respective orientation to the College. Any student who will be participating in a clinical will attend orientation at the facility to which they are assigned. Students will be kept informed of safety issues through their respective Resident Advisors, Student Life Staff and from the JCHS website.

## **I. GENERAL SAFETY**

### **A. General Safety Rules**

1. Observe all safety regulations.
2. Report any unsafe condition(s) or defective equipment to:
  - a. Employee-your supervisor or the College Safety Officer
  - b. Student-an instructor, your Program Director, a Resident Advisor, or any College employee.
3. Report all accidents immediately.
4. Walk; don't run, especially in stairwells.
5. Open doors slowly.
6. Do not block doorways, elevator entrances, stairwells, or emergency exits.
7. Do not lift or move heavy objects without assistance.
8. Always remove protruding nails, staples, and wire strapping before unpacking boxes and crates.

9. Do not pick up broken glass. Sweep it up. Pick up shards with a damp cloth or paper towel.
10. Handle electrical equipment with dry hands. Unplug electrical equipment by grasping the plug and pulling. Always switch equipment off before unplugging it.
11. Use a step-ladder or stool to reach objects higher than your reach. Do not use a chair, desk, etc.
12. Do not create trip hazards with extension cords, telephone lines, or equipment power supply lines.
13. Keep all areas free of waste.
14. Transport equipment, books, and supplies using proper carriers.
15. Use proper lifting techniques when handling heavy objects.
16. All doors and drawers should be closed when area is unattended.
17. Smoking is not permitted inside or outside the College and Carilion facilities.

B. Employee/Student Responsibilities

1. To become familiar with the contents of the *Safety Plan*.
2. To abide by the provisions set forth in the *Safety Plan*.
3. To conduct themselves in a manner such as not to endanger the safety of their colleagues.
4. To take responsibility for their own safety and those around them.

C. Employee/Student Rights

1. To receive information on how to access the *Safety Plan* from the JCHS website.
2. To suggest additions or changes for the *Safety Plan* to the College Safety Officer.

D. Fire Safety

1. General Instructions

For fire and medical emergencies, call 911. If you must call 911 from an in-house telephone, dial 9 first for an outside line. Do not hang up until you've given the physical address of the emergency location.

- a. Know the location of all fire alarm switches.
- b. Know the location of all fire extinguishers.
- c. Keep all materials 18 inches from sprinklers.
- d. Know the evacuation plan posted in your area.
- e. Remain calm.
- f. Pull the alarm nearest you.
- g. Use a fire extinguisher only if the fire appears to be a small one. Use it to your advantage to assist you in leaving the area, not to fight a large fire.

- h. Close doors and windows as you exit. Cover your mouth and nose with a water-dampened piece of material to lessen smoke inhalation.
- i. Stay low under smoke. Crawl on hands and knees to nearest stairway or fire escape.
- j. Feel closed door(s) and doorknob(s) with the back of your hand for heat; if it is hot do not open the door. Put towels, sheets, blankets, etc., in cracks around door. Go to window and try to get the attention of someone outside and wait for a ladder. Do not jump.
- k. Exit by the route posted in your area *or* the one you judge to be the safest. **DO NOT USE ELEVATORS.**
- l. Return to your area only when told to do so by a member of the Fire Department or an officer of the College.

2. Evacuation Procedure/Route

**CRCH Building (101 Elm Avenue):**

- a. In the event the Fire Alarm is activated at CRCH, remain in your location, unless told otherwise or until you hear an "All Clear" announced. This building is designed to contain fires in the area where they may occur. Leaving your area may place you in the location of the fire. By opening fire containment doors you could cause the fire to spread.
- b. Familiarize yourself with the designated EXIT's for your area of the floor. If an evacuation is needed for your area, CRCH Engineering or Fire Department personnel will be at your location to facilitate an evacuation.

**Fralin House (903 South Jefferson Street):**

For 1<sup>st</sup> floor:

- a. Evacuate using the South entrance (side door).
- b. Assemble to the South of the JCHS faculty/staff parking lot.
- c. In case the South entrance is inaccessible, evacuate through the front or rear entrance, whichever is more accessible.

For 2<sup>nd</sup> and 3<sup>rd</sup> floors:

- a. Evacuate using the South entrance (side door).
- b. Assemble to the South of the JCHS faculty/staff parking lot.
- c. In case the South entrance is inaccessible, evacuate using the main stairs and front entrance.
- d. In case the 1<sup>st</sup> floor is inaccessible, evacuate using the South side emergency stairs and continue South.

**Reid Building (920 South Jefferson Street):**

- a. Exit area by route indicated on the evacuation plan posted in your area.

- b. Proceed as marked on the evacuation plan. DO NOT USE ELEVATORS.
- c. Proceed to an alternate exit if primary exit is blocked. If exiting from the rear of the building, assemble in the CRCH front parking lot. KEEP ALLEY CLEAR FOR EMERGENCY PERSONNEL. If exiting from the side of the building, assemble in front of the 930 S. Jefferson Street building. Remain in this area until told differently by a member of the Fire Department or an officer of the College.
- d. Return to the College when allowed to do so by a member of the Fire department or an officer of the College.

**Registrar Office (915 South Jefferson Street):**

- a. Evacuate using the main or rear entrance.
- b. In case the front and rear entrances are inaccessible, evacuate using the side emergency exit.
- c. Assemble to the South of the JCHS faculty/staff parking lot.

**Roanoke Higher Education Center (108 North Jefferson Street):**

Several areas have been designated as Emergency Assembly Areas for the RHEC. The Jefferson College of Health Sciences utilizes space on the 5<sup>th</sup> floor, 6<sup>th</sup> floor and 7<sup>th</sup> floor. In case of evacuation student, faculty and staff should:

For 5<sup>th</sup> floor:

- a. Evacuate using Stairwell #2 (by the Woman's Room).
- b. Assemble outside the South entrance (Jefferson Street entrance on the 1<sup>st</sup> floor).
- c. In case the Centre Avenue entrance is inaccessible, the alternate assembly point is the Jefferson Street entrance on the East side of the building.

For 6<sup>th</sup> floor:

- a. Evacuate using Stairwell #1 (by Men's Room).
- b. Assemble outside the East entrance (Jefferson Street entrance on the 1<sup>st</sup> floor).
- c. In case the Jefferson Street entrance is inaccessible, the alternate assembly point is the Centre Avenue entrance on the South side of the building.

For 7<sup>th</sup> floor:

- a. Evacuate using Stairwell #1 (by Men's Room).
- b. Assemble outside the East entrance (Jefferson Street entrance on the 1<sup>st</sup> floor).
- c. In case the Jefferson Street entrance is inaccessible, the alternate assembly point is the Centre Avenue entrance on the South side of the building).

The evacuation routes are located in the Appendices section of this manual and posted on each floor by the elevators in the Reid building and Roanoke Higher Education Center. Evacuation routes are also posted in the Registrar's Office and on each floor of Fralin House.

3. Location of Fire Extinguishers and Alarms

The location of every fire extinguisher and fire alarm is shown on the floor plan posted beside the elevators on every floor. Additionally, copies of location and evacuation maps are included in the Appendix.

4. Types of Fires

- a. Class A - Combustibles such as wood, cloth, and paper.
- b. Class B - Inflammables such as gasoline, fuel oil, alcohol, grease, solvents, some biological dyes and stains, and most pure and altered chemicals.
- c. Class C - Electrical equipment such as typewriters, photocopiers, computer consoles and keyboards, extension cords, coffee pots, curling irons, hair dryers, etc.

5. Types of Fire Extinguishers

**ALL FIRE EXTINGUISHERS AT THE COLLEGE ARE MULTI-PURPOSE AND CAN BE USED ON ANY TYPE OF FIRE.**

**NEVER USE WATER ON ANY FIRE.**

6. Use of Fire Extinguishers

- a. Lift extinguisher from wall mount.
- b. Carry or drag extinguisher to location of fire. Walk, do not run.
- c. Pull pin briskly from side of handle.
- d. Point end of hose (nozzle) at the base of the fire and squeeze the handle.
- e. Start spraying at one side of the fire and come across the top of the fire to the other side. Repeat until the fire is extinguished or the fire extinguisher is exhausted. Always use all the contents of an extinguisher even if you think the fire is no longer burning.
- f. Remember:
  - P**ull the pin located near the handle
  - A**im the extinguisher's nozzle at the base of the fire
  - S**queeze the handle
  - S**weep side to side

7. Smoke Inhalation
  - a. Protect yourself from smoke inhalation by covering your mouth and nose with any available cloth material, preferably dampened with water.
  - b. Stay low under smoke.
  
8. Personal Conduct
  - a. Don't panic.
  - b. Sound the alarm.
  - c. Proceed in an orderly fashion to evacuate the building.
  - d. Assist others.
  - e. Reassure those near you.
  - f. Remember to
    - R**escue
    - A**larm
    - C**onfine the fire (close all doors, windows, and openings)
    - E**xtinguish the fire if possible
  
9. Training
  - a. Training related to the prevention and containment of Class A, B, and C fires, personal conduct, and evacuation procedures will be coordinated by the College Safety Officer or designee.
  - b. Fire drills- The College will conduct at least two fire drills annually.

E. Electrical Safety

1. All electrical equipment, whether provided by the College or personally owned and used at the College, must be used according to the manufacturer's directions.
2. Do not attempt to alter, revise, or defeat the purpose of any electrical equipment provided by the College or personally owned and used at the College.
3. All extension cords and adapters must be UL Approved (not UL Listed). They should be restricted as much as possible to temporary use unless their continued use is approved and recommended by the College Safety Officer or designee.
4. The Residence Life Handbook contains further restrictions on the types of electrical appliances that may be used on the 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup> floors. These items are prohibited, regardless of UL approval.
5. Never attempt to place a 3-prong plug in a 2-prong outlet by removing the third prong. Never use a 3 prong to 2-prong adapter. Doing any of these removes the ground from a 3-prong plug, creating a hazardous situation.
6. Do not place any liquids on or near electrical equipment.
7. Do not operate any electrical equipment with damp or wet hands or while wearing damp or wet clothing.
8. Do not attempt to repair any electrical equipment. Report maintenance and repair

needs to your supervisor, Resident Advisor or Coordinator of Student Housing.

F. Walking and Working Surfaces

1. All rooms, including storerooms and passageways, will be kept clean, orderly, and sanitary.
2. All aisle ways will be kept clean.
3. Floors will be kept clean and dry.
4. Stairways will have railings.
5. Laboratory working surfaces are discussed in the Lab Facilities Safety section.

G. Ergonomics

Common Healthcare Ergonomic Hazards:

- *Back Injuries*, from lifting and assisting patients.  
Use good body mechanics: lift with your legs, not back. Keep the weight close to your body. Do not twist or turn while lifting.
- *Carpal Tunnel Syndrome*, from improper body mechanics at the keyboard. Use good body mechanics: keep the wrist raised while keyboarding or use an ergonomically correct keyboard or a wrist rest. Take breaks every two hours.
- *Neck, back and shoulder pain*, from holding the telephone receiver between the shoulder and ear. Use a shoulder rest or a headset.

## II. EMERGENCY ACTION PLANS/INCIDENT RESPONSES

No plan can anticipate every possible emergency situation. Therefore, the purpose of this plan is a general structure of action. It is intended to ensure we respond in such a way as to quickly and effectively alert appropriate personnel, implement immediate safety measures and restore the College to its regular daily functions.

College Administration and [Carilion Police/Security](#) in conjunction with local law enforcement and emergency personnel will immediately evaluate the situation and determine the appropriate course of action. College Administration will be in continual communication with emergency response personnel. College community notification measures may include, e2Campus, email, JCHS website, emergency floor monitors, activating the telephone tree and media relations. Local hospitals will be placed on alert.

In the event of an incident response situation, the College Administrative Team will set up an Incident Command System (ICS). If an incident is located at the Reid Building or the Roanoke Higher Education Center, the College Administrative Team will set up in the CRCH 3<sup>rd</sup> Floor Administrative Suite. If an incident is located at the CRCH Building, the College Administrative Team will set up in the Reid Building Lobby Communications Office. Additionally, a representative of the College Administrative Team will report to the Carilion Roanoke Memorial Hospital Command Center located on the 5<sup>th</sup> floor North Pavilion at Carilion Security Services.

## **Incident Command Centers**

CRCH 3<sup>rd</sup> Floor Administrative Suite: 985-8513 (88513) or 985-8356 (88356)

Reid Lobby Communications Office: 224-4586 (84586) or 985-9031 (89031)

College faculty, staff and students need to be familiar with [Carilion Medical Clinic Policies and Procedures](#).

**For all fire and medical emergencies, call 911. If using an in-house telephone, dial 9 first to get an outside line. For police emergencies, call Carilion Police at 981-7911 or 77911 if using an in-house telephone.**

### **A. Fire Emergency**

1. Remain calm.
2. Pull the alarm nearest you.
3. Use a fire extinguisher only if the fire appears to be a small one. Use it to your advantage to assist you in leaving the area, not to fight a large fire.
4. Close doors and windows as you exit. Cover your mouth and nose with a water-dampened piece of material to lessen smoke inhalation.
5. Stay low under smoke. Crawl on hands and knees to nearest stairway or fire escape.
6. Feel closed door(s) and doorknob(s) with the back of your hand for heat; if it is hot do not open the door. Put towels, sheets, blankets, etc., in cracks around door. Go to window and try to get the attention of someone outside and wait for a ladder. Do not jump.
7. In the event of an evacuation exit by the route posted in your area or the one you judge to be the safest. **DO NOT USE ELEVATORS.**
8. Return to your area only when told to do so by a member of the Fire Department or an Officer of the College.

### **B. Weather Emergency**

1. In the event of inclement weather, a decision to close the College will be made by the President or designee. Closing announcements will be made available via the college e2Campus system, the JCHS website, as well as on local television and radio stations. You are strongly encouraged to register for e2Campus and check the website since the College cannot control the timing or accuracy of media announcements.
2. Safely move vehicles into the CRCH parking garage if time permits. This will assist Engineering/Maintenance in snow removal or spreading appropriate chemicals in the parking lots.

3. The President or designee will also make the decision to close the College in the event of inclement weather that may arise during regular business hours.
4. The Dean for Administrative Services or designee and the College Safety Officer will notify all departments of a Tornado or Hurricane Warning.
5. Move all employees and students to the basement level if time permits.
6. When time does not permit movement to the basement, all employees and students will be moved to interior hallways.
7. Employees and students should sit in a crouched position, protecting their heads, until the threat of tornado has passed.

### **C. Medical Emergency**

1. Whenever any medical emergency is encountered, immediately dial 911 , state your location in detail, stay with the victim, provide medical assistance only if you are trained to do so and call for help. Remember: If you must call 911 from an in-house telephone, dial 9 first for an outside line. Do not hang up until you've given the physical address of the emergency location.

If you need immediate help providing CPR to the victim refer to pages 5 of this manual for CPR certified personnel located at the College.

#### 2. Pandemic Medical Emergency

When a disease progresses and becomes more widespread, the danger to the campus community will increase. Below is an organized plan according to levels. The progression of these levels may occur slowly or rapidly and may be altered due to recommendations of county, state and federal authorities.

#### **Pre-Level 1:**

This phase of the plan begins at the present time and continues until Level 1 is in place. It is a time for all plans to be finalized and routinely maintained, in preparation for a potential College recess.

#### **Level 1: First cases of efficient human-to-human transmission internationally - Campus open, business as usual, with enhanced planning**

At Level 1, the Incident Response Team will begin to meet on a regular basis to fine-tune all plans for responding to the pandemic. All operations will continue as usual including classes, but more specific steps will be taken to prepare for Level 2. Communication with the campus community will increase to keep everyone informed of plans being implemented.

#### **Level 2: First verified case in North America AND one or more other triggering events (listed below)**

Implement social distancing measures; cancel classes and other scheduled activities; prepare for recess; implement Pandemic Leave Policy. Social distancing measures will be adopted including

the suspension of classes and all other activities. Administrative departments, student services, and all academic programs will prepare to recess.

Decision criteria/triggering events:

- World Health Organization declaration of Phase 6—Pandemic period: Increased and sustained transmission in the general U.S. population
- Confirmation of a high rate of infectivity, morbidity (rate of infection) and/or mortality (death rate)
- Rate/speed of disease spreading
- Local public health recommendations to curtail/cancel public activities in county or state
- Falling class attendance, students leaving campus
- Rising employee absenteeism
- Other regional schools/school systems closing
- Transportation systems closing/curtailing interstate travel
- Cases in the local Mid-Atlantic area occurring early versus late in the overall U.S. experience with the unfolding pandemic

**Level 3: JCHS President announces that the College will recess; within eight (8) hours of that announcement and depending on national and local conditions—all College residences will be evacuated; thereafter as soon as possible, most administrative and academic offices will recess until the College resumes normal operations.**

**Level 4: As soon as practicable following Level 3—Campus recessed; declared emergency condition; evacuation of campus; all facilities limited to skeletal services; access to campus limited; recess sustained.** During Level 4, the campus will be recessed. No vehicles or pedestrians will be permitted on campus unless approved as essential employees for tasks related to maintaining and securing the physical campus structure. All service contracts and construction projects will be put on hold.

**Recovery Level: Recovery stage once pandemic is under control—Campus poised to resume normal operations.** Once the danger of the pandemic has passed, the campus will resume normal operations. As services return to normal, accommodations for concerns that arose as part of the period of recess will be addressed.

**D. Crisis Emergency**

Bomb Threat

1. Authority and Direction of Plan

- a. The overall authority and direction of the plan rests with the President of the College in cooperation with Carilion Police. In the absence of the President, the Dean for Administrative Services, the Dean for Academic Services, the Dean for Student Services and the Safety Officer shall be in charge, in that order.
- b. Carilion Police shall coordinate, with the Roanoke City Police

and Fire Department Officials on the scene, all search activities.

## 2. Notification (Receiving the Threat)

Upon receipt of the Telephone Bomb Threat:

- a. Engage the caller, immediately completing the Telephone Procedure Checklist for Bomb Threats found on page 20.
- b. Upon termination of the call, report the Bomb Threat to Carilion Police by dialing 981-7911 or 77911, if calling from an in-house telephone.
3. The Carilion Police Dispatch Center at Carilion Roanoke Memorial Hospital will be the main center of communication and serve as the operations center.
4. Search Procedure

The Police and Fire Departments will provide the manpower for the overall search.

- a. SEARCH your assigned work areas for strange or suspicious objects. If an object is encountered DO NOT touch or move the object. Notify Carilion Police immediately, giving the exact location of the object.
  - b. Furniture, wastebaskets, chairs, etc., should not be moved while conducting the search as some bombs are activated by some type of watch or trigger device.
  - c. Only the most obvious places can be searched in a reasonable amount of time. A bomb comes in many and varied shapes and sizes and may be hidden between walls or buried among containers, making a complete search impossible.
  - d. Upon completing a search of your assigned work area, report to your supervisor that a bomb has not been found. Never report that there is "NO BOMB" as the device may have been overlooked.
  - e. Remember to search all areas systematically, including public restrooms, waiting rooms, closets and stairways, in an orderly manner.
- ## 5. Evacuation

The President or designee, Carilion Security Services or local law enforcement/emergency personnel may give the order to evacuate. In this event, the Evacuation Plan will be implemented.

## 6. Termination

When the emergency situation has been brought under control, it is essential that clear instructions are given. You will be notified accordingly when the alert is terminated.

### **PROCEDURES FOR PERSON RECEIVING BOMB THREAT CALL**

Upon receipt of a telephone bomb threat the individual will observe the following procedures:

- a. Engage the caller, immediately referring to the Telephone Procedure Checklist for Bomb Threats found on page 20.
- b. Note the exact time.
- c. If a probable location for the device is not given, ask the caller where it may be found.
- d. Pay particular attention to any strange or peculiar background noises or any sound which might give a clue as to the origin of the call.
- e. Immediately notify Campus Police at 981-7911 or 77911. Using the checklist, attempt to categorize the voice for later identification when time permits.
- f. The decision to evacuate the building rests with the President or other official charged in his or her absence.
- g. The target area will be systematically searched under the supervision of the senior Carilion Police Officer or available official who is familiar with the areas. They will be assisted by Police Officers and Firefighters.
- h. Employees or personnel normally utilizing the facilities will assist in search whenever possible.

## Bomb Threat Telephone Procedure Checklist

Instructions: Be calm, courteous, listen, and do not interrupt the caller.

Notify Carilion Police at 981-7911 or 77911.

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Exact words of person placing call:

### QUESTIONS TO ASK

When is the bomb going to explode? Where is the bomb right now?

What kind of bomb is it? What does it look like? Why did you place the bomb?

TRY TO DETERMINE THE FOLLOWING AS TIME PERMITS (CHECK AS APPROPRIATE)

Caller's Identity:  Male  Female  Adult  Juvenile Age \_\_\_\_\_ years

Voice:  Loud  Soft  High

Pitch  Deep  Raspy  Pleasant  Intoxicated  Other \_\_\_\_\_

Accent:  Local  Not local  Foreign  Region

Speech:  Fast  Slow  Distinct  Distorted  Stutter  Nasal  Slurred  Lisp

Language:  Excellent  Good  Fair  Poor  Foul  Other

Manner:  Calm  Angry  Rational  Irrational  Coherent  Incoherent  Intoxicated  Deliberate

Emotional  Righteous  Laughing

Background:  Office machines  Factory machines  Chaotic  Trains  Animals  Music  
 Quiet

Voices  Mixed  Airplanes  Street Traffic  Party atmosphere

Person Receiving Call: \_\_\_\_\_

Names of Persons Notified: \_\_\_\_\_

### PHONE NUMBERS

Carilion Police: 7-7911 (981-7911)

President: 8-8484 (985-8484)

Dean for Administrative Services: 8-8530 (985-8530)

Safety Officer: 8-4046 (224-4640)

## **Other Crisis Emergency**

1. In order to effectively respond to an active shooter, hostage situation or barricaded persons, everyone needs to react logically and sensibly. If the involved area can be safely evacuated or sealed to minimize risks, take immediate action.
2. The primary goal is the safety of all involved in a crisis emergency situation.
3. Individual Actions
  - a. Ensure the safety of those in your immediate area.
  - b. Contact Carilion Police at 981-7911 or 77911, if using an in-house telephone. Report any information concerning injuries, weapons and descriptions.
  - c. Secure your area
  - d. Lock doors
  - e. Place heavy objects in doorway
  - f. Close windows and blinds
  - g. Turn off noise makers, such as computer speakers and radios
  - h. Silence cell phones
  - i. Remain calm and quiet
4. Negotiations with a suspect should be conducted by a trained negotiator. This does not prevent dialogue with a suspect if such an opportunity exists. If you are face to face with a crisis emergency situation without a means of escape, talking may be your best option.
5. The use of force should be avoided if at all possible.
6. Once an incident has been controlled, the area will be secured, injured persons will be treated and transported and witnesses will be gathered for interviews.
7. Emergency management personnel will establish a media area staffed by a Carilion spokesperson. All media requesting information shall be directed to the media area.

### III. LABORATORY FACILITIES SAFETY

#### A. General Guidelines-All Laboratories

The General Guidelines set forth here will be followed by all College employees and students in all laboratory areas. Additionally, each laboratory will have in place an esoteric laboratory safety plan.

1. Do not eat, drink, smoke, or apply cosmetics. Do not use alternative tobacco products. None of the above may be taken into a laboratory area.
2. Do not roughhouse or play practical jokes.
3. Wash and dry your hands frequently.
4. Wear protective clothing and equipment as warranted.
5. Wear closed shoes at all times; bare feet, sandals, shoes with open toes and high-heeled shoes are not appropriate.
6. Do not block emergency equipment, showers, eyewashes, or exits.
7. Keep all work areas clear of clutter.
8. Keep all aisles, hallways, and stairs clear of obstructions.
9. Clean up spills promptly and dispose of properly.
10. Clean all work surfaces regularly.

#### B. Biohazards/Bloodborne Pathogens

The greatest risk for possible infection with a biohazard comes from exposure to blood, tissue, or other body fluids.

1. Protective attire must be worn when handling blood or other body fluids or any item that is contaminated with blood or other body fluids. Primarily, this attire must be worn when splattering of blood or other body fluid is likely.
2. Handle needles, lancets, scalpels, and other sharp instruments carefully; do not hand-break or recap needles; place disposable sharps in a puncture-resistant needle disposal container.
3. Students and employees should never mouth suction any substance.
4. Wash hands and skin surfaces immediately following contamination with blood or other body fluids.
5. Clean all work surfaces contaminated with blood or body fluids immediately with a fresh 10% Clorox solution.
6. Dispose of used supplies in a properly labeled biohazard collection bag.
7. Hands must be washed after removing gloves.
8. Needle disposal containers and biohazard material bags will be taken to Carilion Roanoke Community Hospital for disposal according to their procedures.
9. Employees that are determined at risk of exposure to blood and body fluids are offered the Hepatitis B Vaccination, and are tested for the Tuberculosis exposure on a yearly basis.
10. Students must receive the vaccination against Hepatitis B prior to entering the clinical phase of their training.

## C. Chemicals

The procedures listed below are to be followed by all College employees and students whenever they are using or may be exposed to hazardous chemicals. These standard operating procedures are posted in all laboratories and storage areas where such chemicals may be encountered.

### 1. General Rules

- a. NO EMPLOYEE OR STUDENT should work alone in a laboratory or chemical storage area where hazardous chemicals may be encountered.
- b. Appropriate EYE PROTECTION must be worn at all times in such areas. (See also Protective Clothing and Equipment, below.)
- c. When working with flammable chemicals, no sources of ignition may be used near enough to cause a fire or explosion in the event of a liquid spill or vapor release.
- d. A tip-resistant shield or hood must be used whenever the possibility of an explosion or an implosion exists.
- e. All employees and students should read and understand the MSDS for the chemicals they are working with.
- f. Keep in mind:
  - The chemicals' hazards, as determined from Material Safety Data Sheets (MSDS) and other references
  - Appropriate safeguards for using that chemical, including protective equipment
  - The location and proper use of emergency equipment
  - How and where to store the chemical when it is not in use
  - Proper personal hygiene practices
  - The proper methods of transporting chemicals within the facility
  - Appropriate procedures for emergencies, including evacuation routes, decontamination procedures, spill cleanup procedures, and proper waste disposal.
- g. All students should be aware of the Emergency Eye Wash Station locations, which are located within the laboratories.

### 2. Personal Hygiene

- a. Remove contaminated clothing.
- b. Wash promptly whenever a chemical has contacted the skin
- c. Avoid inhalation of chemicals. Do not "sniff" to test chemicals.
- d. Do not use mouth suction any substance; use suction bulbs or mechanical pipettes.
- e. Do not drink, eat, smoke, or apply cosmetics in laboratories or chemical storage areas. Do not use alternative tobacco products. Do not take any of

the above into a laboratory.

3. Protective Clothing and Equipment

- a. When working with hazardous chemicals, goggles of a type approved by the College must be used.
- b. When working where exposure to corrosive liquids, allergenic or, sensitizing materials, or toxic chemicals is possible, gloves of a type approved by the College should be used.
- c. When working with hazardous materials, a laboratory apron or laboratory coat of a type approved by the College should be used.
- d. Closed shoes must be worn at all times; sandals, shoes with open toes, or high-heeled shoes are not appropriate.
- e. Work must be performed in a fume hood whenever exposure by inhalation is likely to exceed the threshold limits described in an MSDS.
- f. All protective equipment should be inspected before use; do not use defective equipment.

4. Housekeeping

- a. Access to emergency equipment, showers, eyewashes, and exits should never be blocked by anything, not even a temporarily parked chemical cart.
- b. All chemical containers must be labeled with at least the identity of the contents and the hazards to users of those chemicals.
- c. All work areas, especially laboratory benches, must be kept clear of clutter.
- d. All aisles, hallways, and stairs must be kept clear of all hazardous chemicals.
- e. All hazardous chemical must be placed in their assigned storage areas at the end of each workday.
- f. Wastes must be properly labeled and kept in their proper containers.
- g. Spills must be cleaned up promptly, and the spilled chemical and clean-up materials disposed of properly. Spills of hazardous materials must be reported to the Safety Officer as soon as possible.
- h. All work surfaces and floors should be cleaned regularly.

5. Purchasing

- a. When chemicals are ordered, the purchase order shall specify that the chemical is not to be shipped without the corresponding Material Safety Data Sheet (MSDS).
- b. The person ordering the chemical must ensure that the MSDS is received, reviewed for completeness, and is on file before using the chemical.
- c. Upon receipt, all MSDSs must be forwarded to the Safety Officer. The Safety Officer will review the MSDS for completeness and forward a

- copy back to the person originating the order.
- d. Each educational program will keep MDS on file in labeled binders in the program office and ensure that they are readily accessible to laboratory employees and students.

## 6. Labeling

- a. All hazardous chemicals must be labeled by the manufacturer. The purchase order for hazardous chemicals shall specify that the container must be properly labeled. The label must contain:
  - Chemical identity
  - Appropriate hazard warnings
  - Name and address of the chemical manufacturer, importer, or other responsible party
- b. The person ordering the chemical will ensure that the chemicals are labeled properly. Chemicals that are not labeled properly will not be accepted.
- c. When chemicals are transferred from the manufacturer's container to secondary containers, those containers must also be labeled with the identity of the chemical and the appropriate hazard warnings.
- d. Laboratory instructors shall ensure that labels on hazardous material containers are not removed or defaced.

## 7. Material Safety Data Sheet (MSDS)

- a. The MSDS is one or several sheets of paper containing printed information concerning a hazardous material. The data must include:
  - Name and address of manufacturer
  - Identity of the chemical
  - Physical and chemical characteristics
  - Physical and health hazards
  - Primary routes of entry into the body
  - Permissible exposure limits
  - Precautions for safe handling
  - Emergency and first aid procedures
- b. MSDS information is found in the laboratory area where the hazardous material is stored/used. All MSDS will be available in one 3-ring binder used only for MSDS. The binder will be labeled MSDS. Copies of all MSDS are also located in the office of the Safety Officer.
- c. The distributor or manufacturer is required to provide an MSDS for each chemical they distribute.
- d. The distributor or manufacturer is required to send updated MSDS to the purchaser. Updated information will be filed in the binder labeled MSDS.
- e. If an employee or student finds an MSDS lacking in the MSDS notebook,

he or she must immediately inform the Program Director. The distributor will then be contacted to send the MSDS immediately.

D. Electrical

Electrical safety precautions for laboratory areas are the same as those outlined in Section I., General Safety, Subsection E, Electrical Safety.

E. Sharps

Handle needles, lancets, scalpels, and other sharp instruments carefully; do not hand-break or recap needles; place disposable sharps in approved puncture resistant containers. Needle disposal containers will be taken to Carilion Roanoke Memorial Hospital for disposal according to their procedures.

F. Flammables

In general, the flammability of a chemical is determined by its flash point, which is the lowest temperature at which an ignition source can cause the chemical to ignite momentarily under certain controlled conditions. Chemicals with a flash point below 100° Fahrenheit (38° C) will be considered flammable. These are to be stored in special flammable-liquid storage cabinets, which are grounded and vented to the outside.

G. Contents Under Pressure

All pressurized cylinders of the type used for containing oxygen, atmospheric air, nitrogen, etc., will be stored either attached securely by chain to a wall-mounted bracket or within a physical barrier constructed especially to contain them. Cylinders will be delivered and serviced only by trained attendants. At no time should any cylinder, regardless of its apparent pressure content, be removed from its proper storage area.

H. Ergonomics

Safety precautions regarding Body Mechanics are the same as those outlined in Section I., General Safety, Subsection F., Ergonomics.

Safety Devices/Equipment:

Safety devices and equipment appropriate to the activity of individual laboratories will be provided and maintained to ensure the safety of employees and students. Examples of such equipment include but are not limited to: emergency eyewash stations, deluge showers, fire blankets, ignition-proof refrigerator, fireproof, electrically grounded chemical storage cabinets, fire extinguishers, disposable, puncture resistant “sharps” containers and biohazard trash bags. An emergency first aid kit is available in each laboratory. Safety devices and equipment will be inspected periodically to ensure proper function.

#### IV. WORKPLACE HARASSMENT

Carilion and the Jefferson College of Health Sciences are committed to providing a harassment free work environment. Harassment is in conflict with the College's guiding principal of respect where we acknowledge the dignity, diversity, and worth of the people we serve and each other.

##### A. What is harassment?

Harassment is verbal, non-verbal, or physical conduct that degrades or shows hostility or dislike toward an individual because of his or her race, color, religion, national origin, sex, age, disability, or any other characteristic protected by federal or Virginia law. In addition the conduct must:

- Have the purpose or effect of creating an intimidating, hostile, or offensive work environment
- Have the purpose or effect of unreasonably interfering with an individual's work performance, or
- Otherwise adversely affect an individual's employment opportunities.

##### B. College's Harassment Policy

The College does not tolerate harassment that is based on any status or characteristic protected by federal or Virginia law, including but not limited to sexual harassment. The College will take appropriate action and/or will impose Corrective Action up to and including separation from employment for such offenses.

##### C. What are the kinds of harassment?

1. **SEXUAL HARASSMENT** is the most talked about type of harassment. Harassment on the basis of a person's race, color, religion, national origin, sex, age, disability, and any other characteristic protected by federal or Virginia law are other types of harassment that are prohibited by the College's Harassment Policy.
  - a. *Quid Pro Quo*  
Quid Pro Quo means something in exchange for something. It usually involves a supervisor or someone in a position of authority who requests favors or money from his or her employee. Agreeing or refusing the request may have an affect on employment decisions such as hiring, raises, promotions, transfers, training, or even separations.
  - b. *Hostile Environment*  
Hostile work environment harassment is conduct that unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive work environment.
2. Three forms of harassing conduct:
  - a. **Physical**  
Physical harassment includes threatening, intimidating, abusive or hostile

acts based on the protected characteristic of an individual or group. Sexual harassment in particular includes unwanted touching, pinching, fondling, patting, kissing, coerced sexual relations, and/or assault.

*b. Verbal*

Verbal harassment includes epithets, slurs, degrading names or jokes, or negative stereotyping. Sexual harassment in particular includes unwanted sexual advances, sexually suggestive comments, insults, threats, and/or jokes about sex or gender-specific traits.

*c. Nonverbal*

Nonverbal harassment includes placement, distribution, or discussion of any written or printed material that ridicules, degrades, insults, belittles, or shows hostility or dislike toward the protected characteristic of an individual or group.

D. Five important factors in determining if behavior is harassment

1. The behavior is generally offensive.
2. The behavior is based on a protected characteristic.
3. The behavior is unwanted.
4. The behavior is unwelcome.
5. The behavior is repeated.

E. What to do if it happens to you or a coworker?

1. **Confront the harasser.**

If you are comfortable doing so, tell the person harassing you or your coworker specifically what is offensive and ask them to stop. You may do this verbally or in writing. If you are not comfortable confronting the harasser, you should go ahead and report the behavior to someone as described in the next section.

2. **Report the behavior.**

If the harasser continues the offensive behavior, report the behavior to a person in authority such as your supervisor or the Dean for Administrative Services. If the harasser is your supervisor, or if you do not feel comfortable reporting the behavior to your supervisor or the Dean for Administrative Services, you should report the behavior to any Dean, the President of the College or any Human Resources Consultant.

What to report

- What happened
- When it happened
- Where it happened
- Who did the harassing
- Who witnessed the harassing
- What you said or did in response
- Whether it has happened before to you or others

- How the harasser responded to you
- How you felt about the harassment

3. What is your role in the prevention of harassment?

*Always conduct yourself in a professional manner on the job and while engaging in College or Carilion business elsewhere.*

- Do not engage in any behavior that may offend or embarrass others. Never assume that jokes or friendly gestures are harmless or inoffensive. Set a positive example by treating everyone with respect. Let the others know you expect the same of them.
- Do not engage in any behavior that may be misinterpreted as harmful or harassing toward others. Think before making personal comments or asking personal questions. They could make the other person feel uncomfortable. Don't go along with the crowd or accept behavior that may be offensive.

*Become familiar with the definition of unlawful harassment. Become familiar with the College's harassment policy.*

F. Security

The services of College Security and Carilion Police are available to all College employees and students on a 24-hours-a-day, 7-days-a-week basis. All police officers are professionals, trained in safety and security techniques. Many services are provided by the Campus Police and include personal protection, property protection, facility protection, and parking and traffic control. Campus Police officers are available to investigate thefts and suspicious activities, provide an escort service and are present to lend assistance during emergencies such as when the fire plan is activated. To contact Campus Police, dial 77911 (981-7911). Be sure to give your name, location, and telephone number where you can be reached.

V. **RESIDENCE HALLS**

A. Safety

- Students residing in the Jefferson College of Health Sciences Residence Halls must abide by all General Safety Rules outlined in the Safety Plan, as well as rules, regulations, policies and procedures found in the Resident Life Handbook.

B. Security

The services of College Security and Carilion Police are available to all College employees and students on a 24-hours-a-day, 7-days-a-week basis. All police officers

are professionals, trained in safety and security techniques. Many services are provided by the Campus Police and include personal protection, property protection, facility protection, and parking and traffic control. Campus Police officers are available to investigate thefts and suspicious activities, provide an escort service and are present to lend assistance during emergencies such as when the fire plan is activated. To contact the Office of Campus Police, dial 77911 (981-7911). Be sure to give your name, location, and telephone number where you can be reached.

## **VI. OFF-CAMPUS**

Employees and students at the College will abide by the safety policies and procedures established at the institution(s) to which they are assigned.

## **VII. COMPLIANCE WITH THE *SAFETY PLAN***

### **A. Employees**

Acceptance of employment at the College obligates the employee to comply with the general conditions, policies, and procedures as set forth in the College *Safety Plan*.

### **B. Students**

Students accepted for enrollment at the College agree to abide by all policies established by the Jefferson College of Health Sciences.

# APPENDICES

## **Event Reports**

The Employee Event Report is used to document all incidents for both **employees and students**. For student related incidents, please insert the students information where it reads employee.

**Students:** If medical treatment is needed, the form must accompany the student to the Carilion Roanoke Memorial Hospital Emergency Department. Otherwise the form must be forwarded to the College Safety Officer within 24 hours of the incident.

**Employees:** If medical treatment is needed, the form must accompany the employee to the Carilion Employee Health Office or Emergency Department, if necessary or after hours. Otherwise the form must be forwarded to the College Safety Officer within 24 hours of the incident.

A copy of the form is kept with the individual's permanent record, as well as in the office of the College Safety Officer.

Forms are available at the College lobby Security desk located at 920 S. Jefferson St. It is recommended you print hard copies and have available and on-hand in case of an emergency.



**EMPLOYEE EVENT REPORT  
(Include Accident, Exposures and Communicable Illness)**

(ALL BLANKS MUST BE FILLED OUT)

SECTION 1 To be completed by the Employee (INSTRUCTIONS ON FOLLOWING PAGE)

Name of Facility:	Social Security Number:
Name of Employee:	Phone (W):
Home Address:	Phone (H):
City/State/Zip Code:	Date of Birth:
Department/Job Title:	Years Employed:
Date of Event/Location of Event/Time (Fill in line below):	Average Hours Per Week:
Date Event Reported/To Whom Reported (Fill in line below):	<b>DESCRIPTION AND CAUSE OF EVENT</b>
<b>MEASURES TAKEN TO PREVENT REOCCURANCE</b>	

Name of Witness: \_\_\_\_\_ Phone Number of Witness: \_\_\_\_\_

**BODY PARTS AFFECTED**

Left or Right Side	Left or Right Side	Left or Right Side	Left or Right Side
<input type="checkbox"/>	<input type="checkbox"/> Head	<input type="checkbox"/>	<input type="checkbox"/> Abdomen
<input type="checkbox"/>	<input type="checkbox"/> Eye	<input type="checkbox"/>	<input type="checkbox"/> Back
<input type="checkbox"/>	<input type="checkbox"/> Face	<input type="checkbox"/>	<input type="checkbox"/> Arm
<input type="checkbox"/>	<input type="checkbox"/> Neck	<input type="checkbox"/>	<input type="checkbox"/> Shoulder
<input type="checkbox"/>	<input type="checkbox"/> Chest	<input type="checkbox"/>	<input type="checkbox"/> Groin
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Hand
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Finger(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Wrist
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Leg
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Knee
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Foot
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Toe(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Ankle
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Hip
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Other

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 2 To be completed by Treatment Site & returned immediately to Worker's Compensation/Employee Health Office**

TREATMENT	DESCRIPTION OF TREATMENT
Occupational Medicine <input type="checkbox"/>	
Employee Health <input type="checkbox"/>	
Emergency Dept. <input type="checkbox"/>	
No Tx Necessary <input type="checkbox"/>	
Declined Treatment <input type="checkbox"/>	
Other <input type="checkbox"/>	

**SECTION 3 To be completed by the Worker's Compensation Office.**

Released to Home <input type="checkbox"/>	
Hospitalized <input type="checkbox"/>	
Full Duty <input type="checkbox"/>	
Restricted Duty <input type="checkbox"/>	
Other (explain) <input type="checkbox"/>	

Manager/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Temporary Restricted Duty Assignment Days: \_\_\_\_\_ Last Days Worked: \_\_\_\_\_

Workers' Compensation Rep. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Routing: To the Workers' Compensation Office



## EMPLOYEE EVENT REPORT PROTOCOL (EER)

- **The employee must report the event within 24 hours to the Manager/Designee and complete an EER immediately.** (For bloodborne pathogen exposures, treatment must be received within one hour of the exposure)
- **An accident investigation must be conducted by the Manager and/or Safety Officer/Workers' Compensation Representative within a reasonable time frame as warranted by the severity of the injury with measures documented to prevent reoccurrence.**

### Completion Instructions

- **Please submit all pertaining to the event.**
- **The employee is to complete Section 1. Section 2 is to be completed by the treatment site. Section 3 is for Workers' Compensation follow up.**
- **Briefly describe cause of event, (example: "Coming out of patient's room, I slipped and fell on wet floor").**
- **Be sure to indicate what part of the body is injured, include left or right side, (example: needle stick to the left index finger).**
- **After completing the EER form, the employee/manager must place his/her signature at the bottom of Section 1.**

### Routing Instructions

- **The completed EER must accompany the employee to his/her facility-designated site listed below or to a chosen Panel Physician.**
  - **Roanoke based employees: CRMH or CRCH Employee Health Department.**
  - **CNRV & CSAH: Carilion New River Valley Emergency Department**
  - **CBMH: Emergency Department**
  - **CFMH: Emergency Department**
  - **CGMH: Emergency Department**
  - **CHC: Local Facility Site**
- **For injuries that require immediate/emergency treatment the employee should report to the nearest Emergency Department.**
- **Following treatment by a Physician the employee must report to the Workers' Compensation Representative to receive authorization for return under the guidelines of the Carilion Workers' Compensation policy.**
- **Send all copies of the EER to the Workers' Compensation Office within 48 hours.**

## JCHS Emergency Floor Monitors

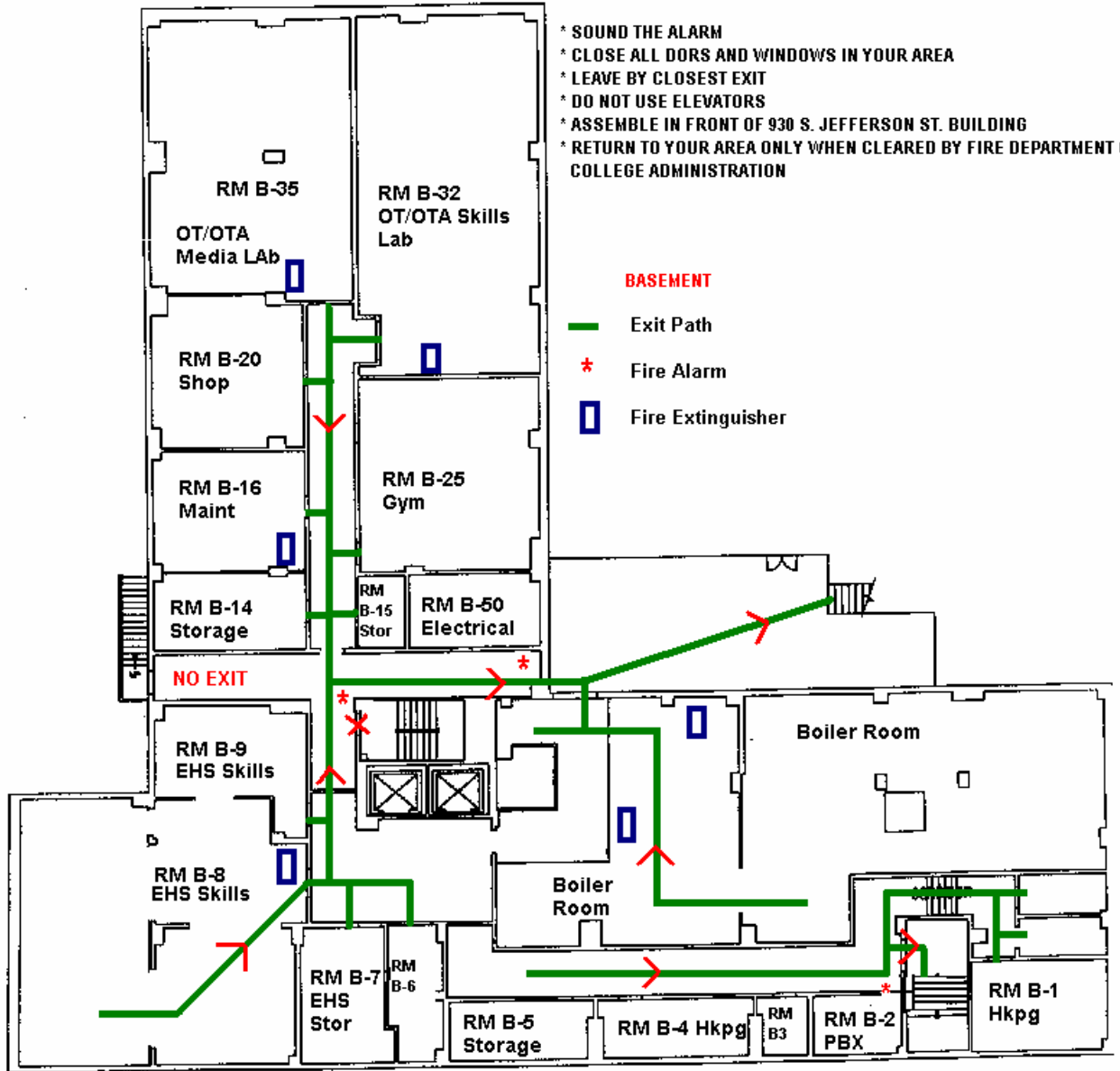
Floor	Floor Monitor	Back Up Floor Monitor
Basement	Holton Austin 985-(8)8522	Jennifer Lucsko 981-(7)7361
1st	Sheila Giles 981-(7)7362	Caren Matthias 985-(8)8122
2nd	Barbara Williams 224-(8)4538	Kathy Keoughan 985-(8)4016
3rd	Lisa Foote 985-(8)9782	Letisha Beachy 985-(8)4046
4th	Janice Taylor 985-(8)8208	Beth Biggio 985-(8)8260
5th	Linda Davis 985-(8)8398	Lynn Freeman 985-(8)8594
6th	Crystal Dent 985-(8)8528	Jose Elacate 985-(8)8273
7th	Mark Meisel 985-(8)8332	Jamie Price 985-(8)4636
8th, 9th & 10th	Security 985-(8)4687	Student Services Staff 985-(8)8395
	Susan Booth 224-(8)4046	Al Overstreet 985-(8)8205
	Jennifer Carlo 985-(8)8501	Sarah Ross 985-(8)4686
	Scott Hill 985-(8)8501	Mark Meisel 985-(8)8332
	Stacey Lilley 985-(8)8502	Jamie Price 985-(8)4636
Fralin House	Carolyn Finney 985-(8)8483	Ruth Taylor 985-(8)4027
Registrar's Office	Lanai Hartman 985-(8)8108	Marlene Perrott 224-(8)4492
RHEC Contact Person	Karie Salas 767-6070	Judy Cusumano 767-6072

Floor monitors will receive information from the President or another member of the College Administration Team and alert people to the emergency situation, providing directions for next steps.

# Reid Center Evacuation Plan Basement

## FIRE PLAN

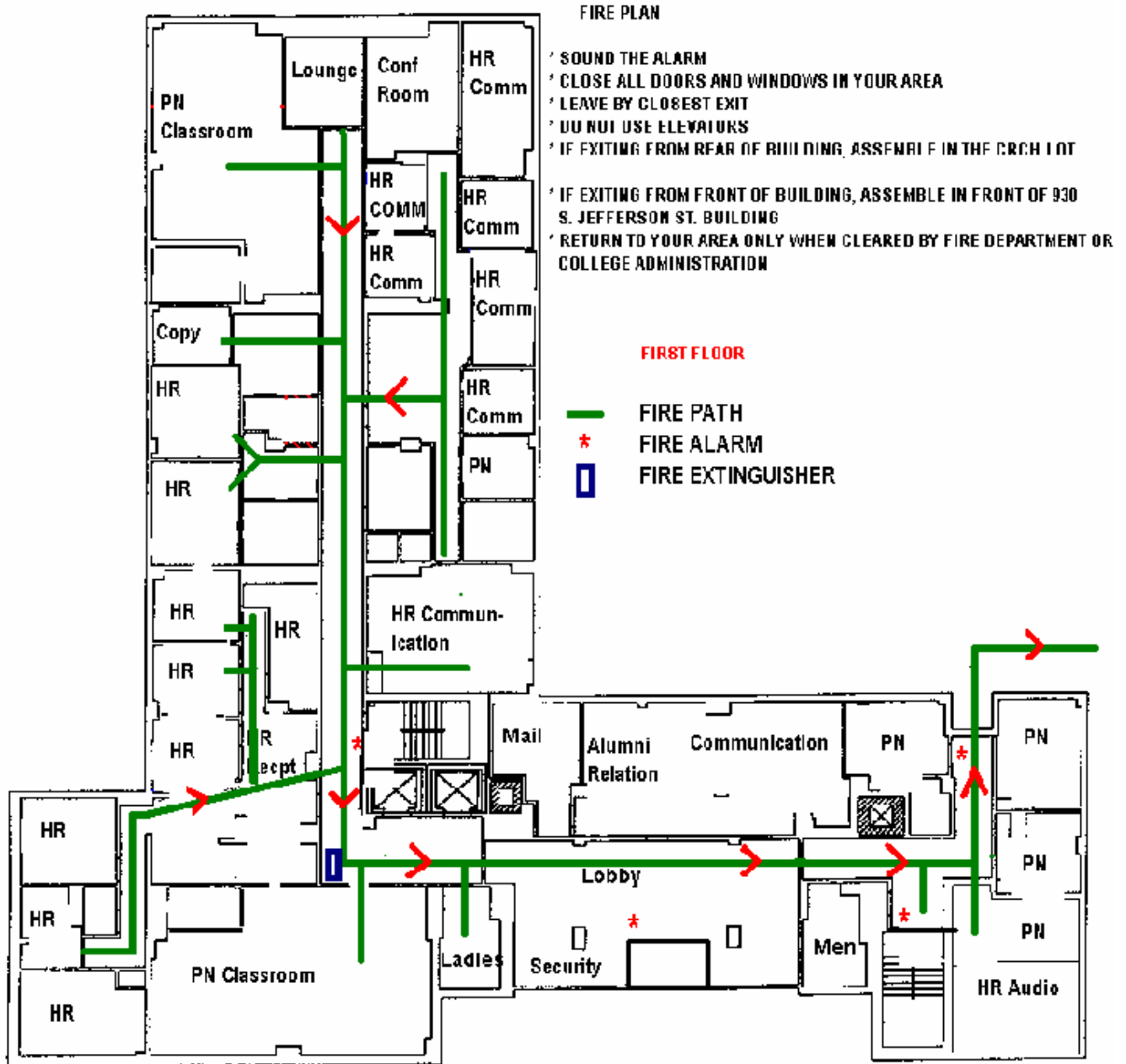
- \* SOUND THE ALARM
- \* CLOSE ALL DOORS AND WINDOWS IN YOUR AREA
- \* LEAVE BY CLOSEST EXIT
- \* DO NOT USE ELEVATORS
- \* ASSEMBLE IN FRONT OF 930 S. JEFFERSON ST. BUILDING
- \* RETURN TO YOUR AREA ONLY WHEN CLEARED BY FIRE DEPARTMENT OR COLLEGE ADMINISTRATION



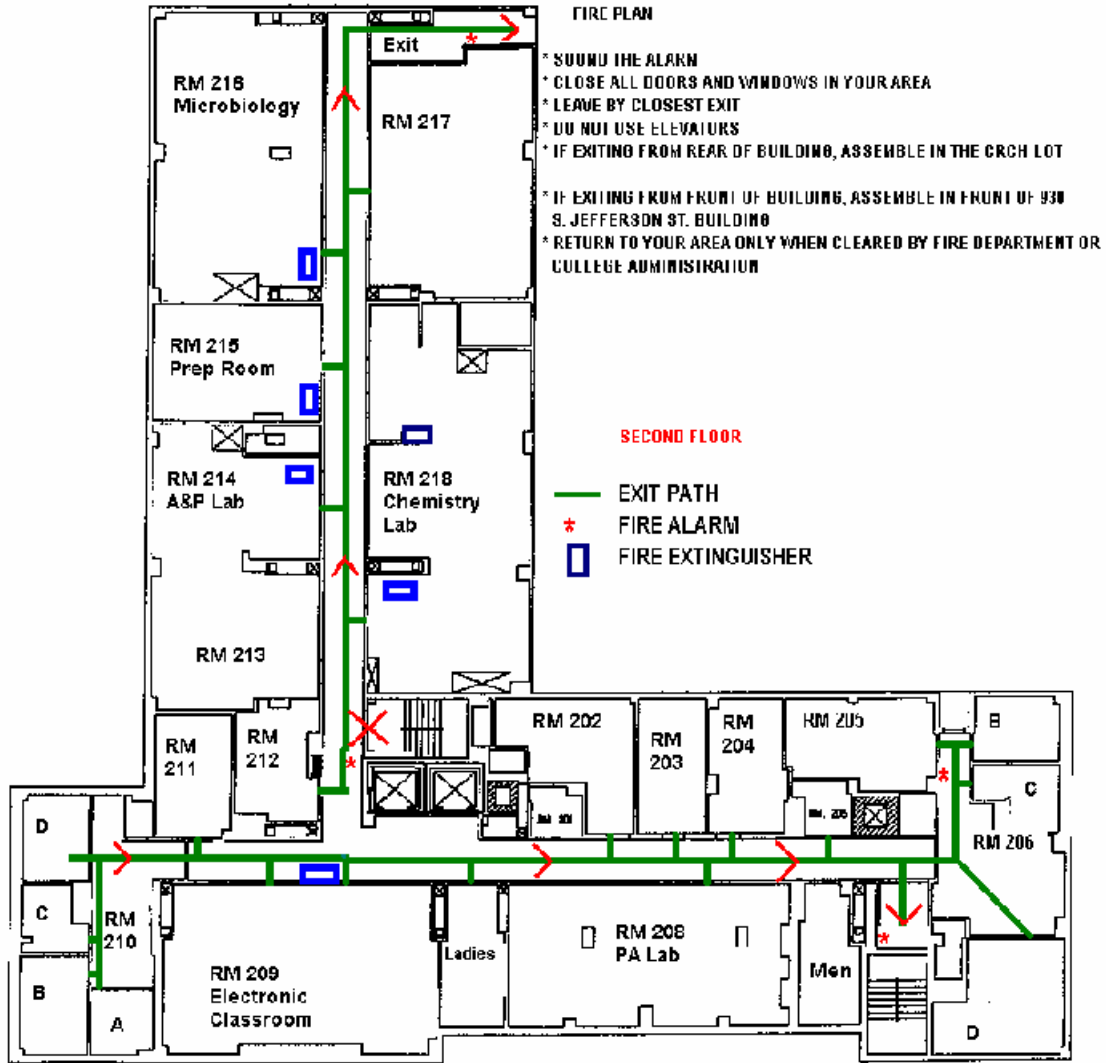
**BASEMENT**

- Exit Path
- \* Fire Alarm
- Fire Extinguisher

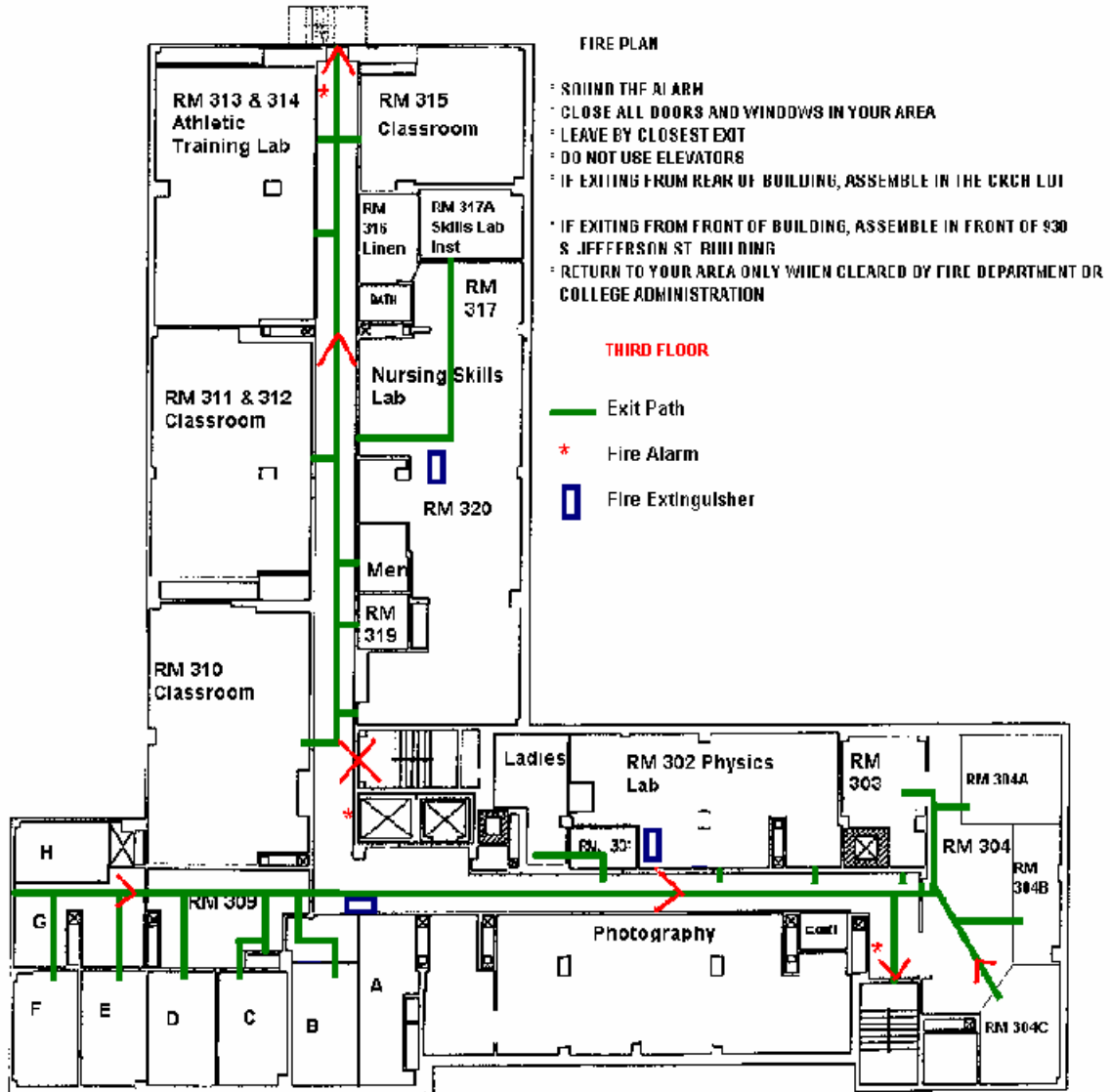
# Reid Center Evacuation Plan First Floor



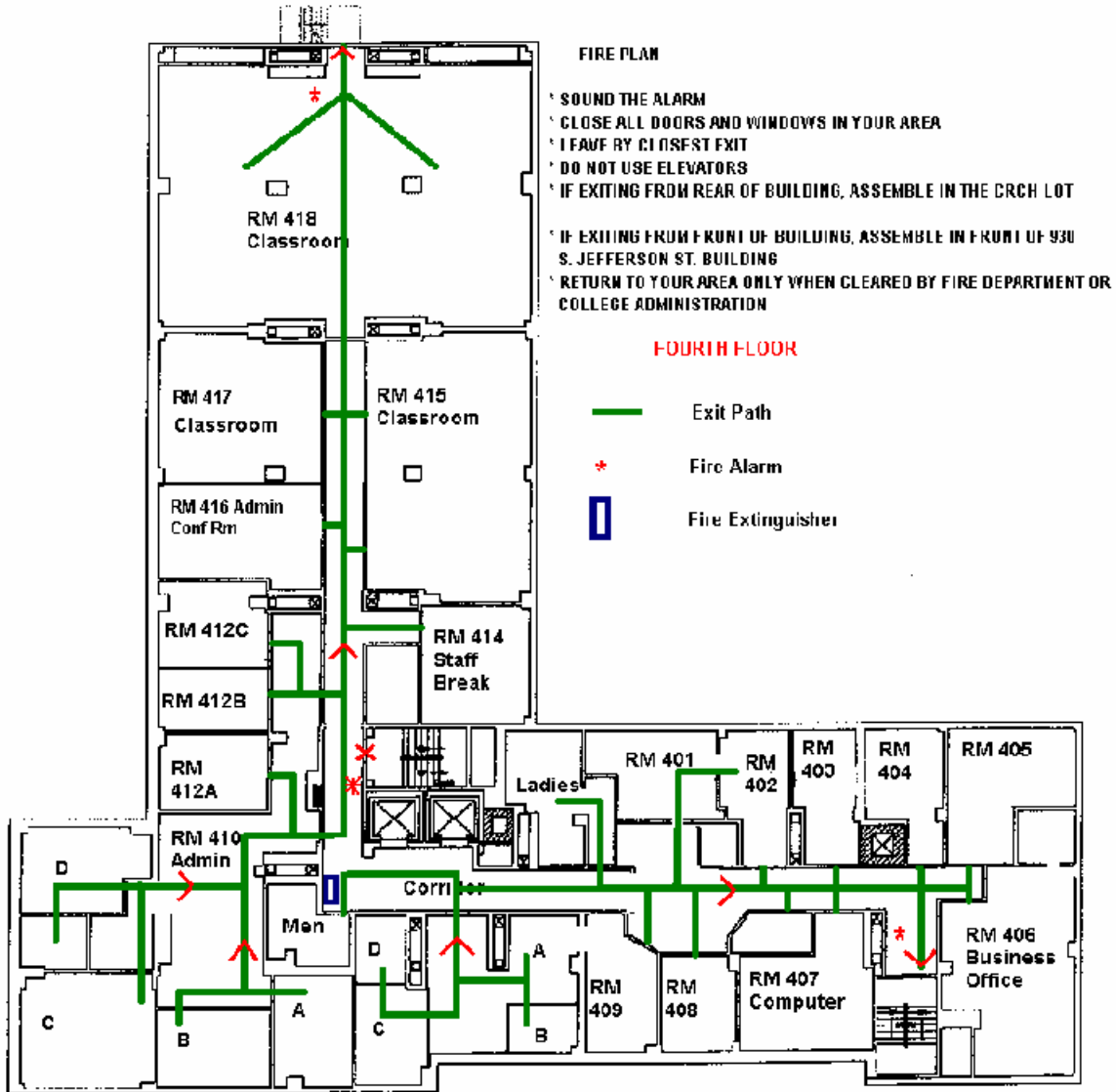
# Reid Center Evacuation Plan Second Floor



# Reid Center Evacuation Plan Third Floor



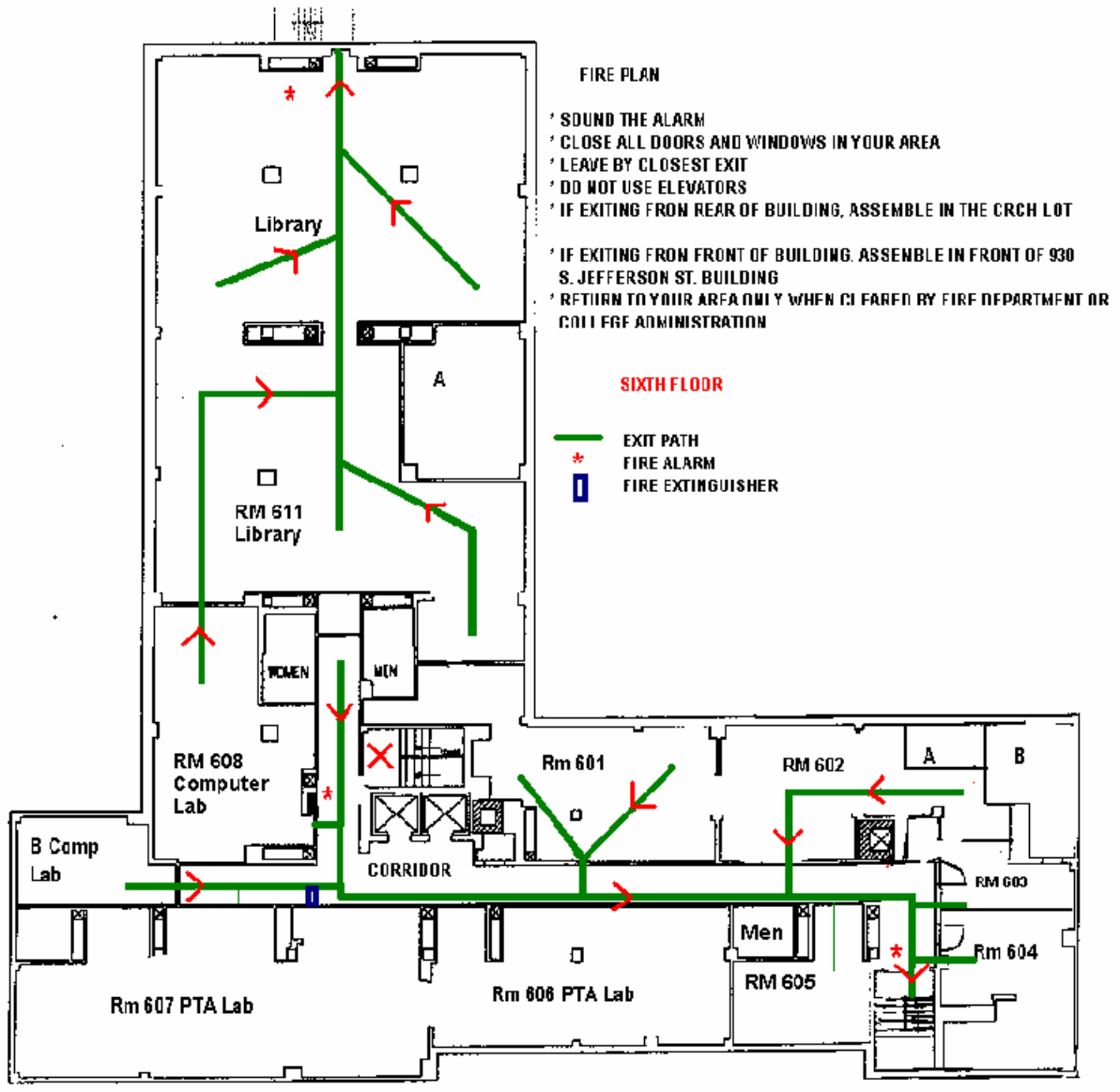
# Reid Center Evacuation Plan Fourth Floor



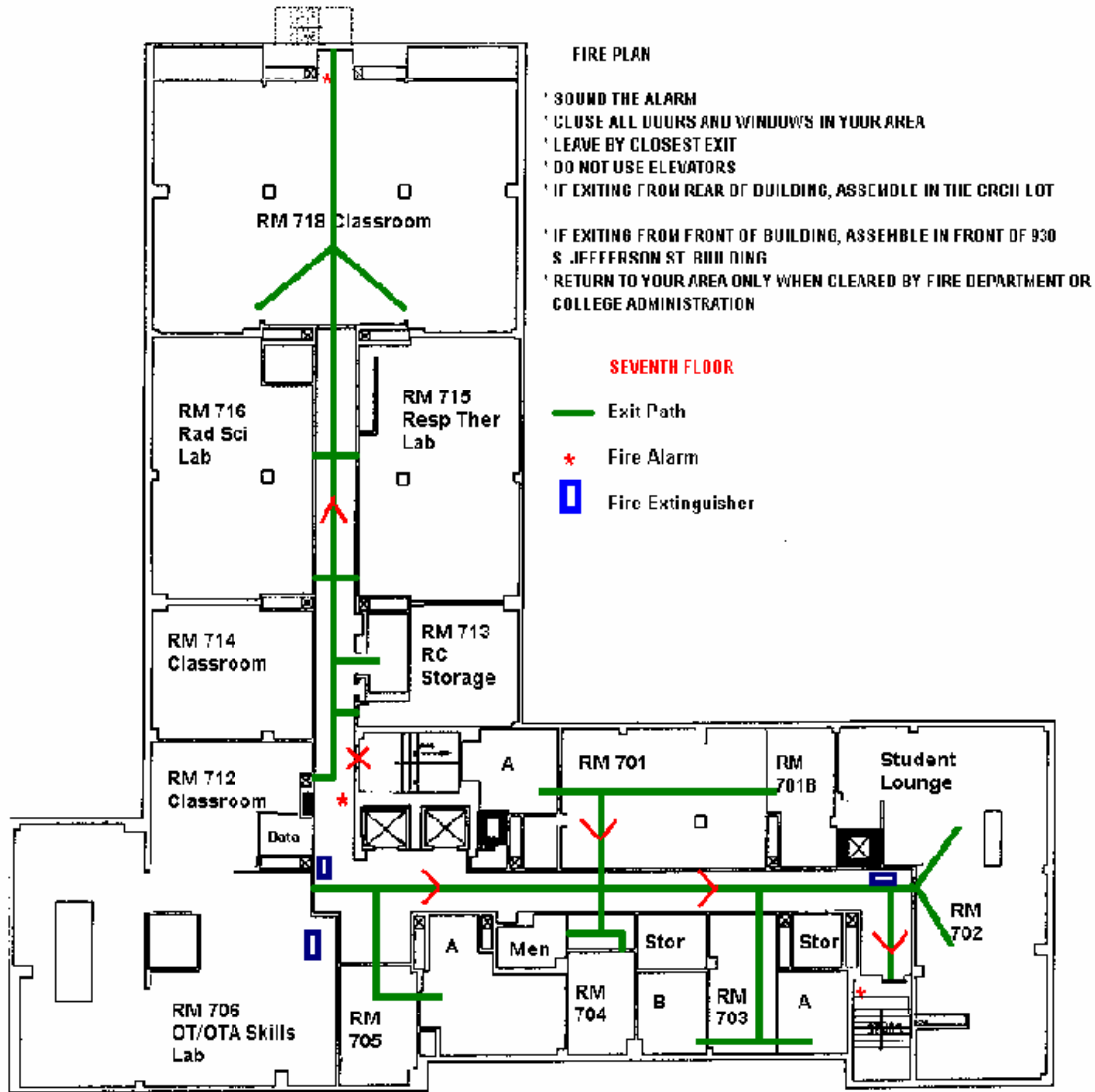
# Reid Center Evacuation Plan Fifth Floor



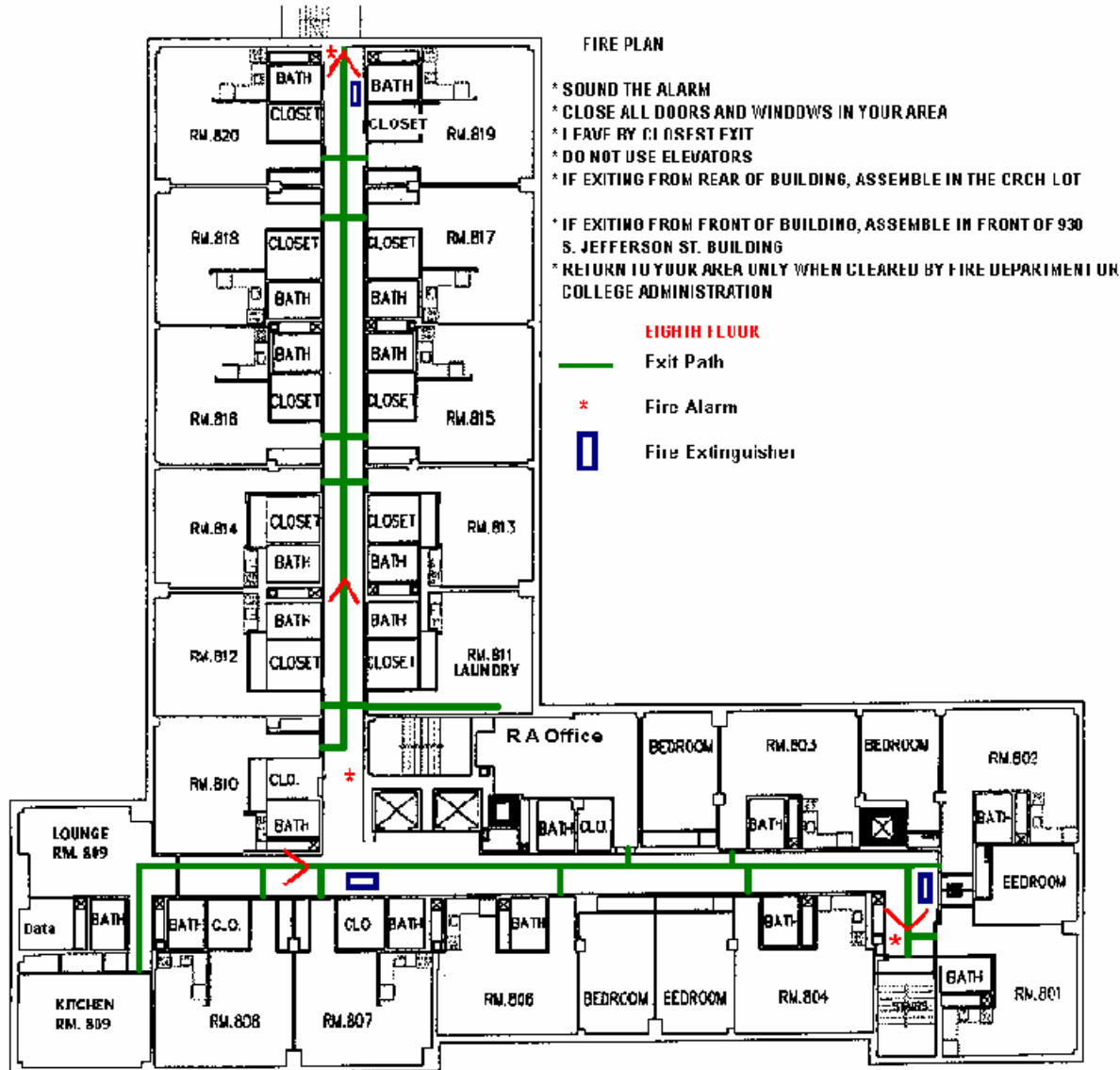
# Reid Center Evacuation Plan Sixth Floor



# Reid Center Evacuation Plan Seventh Floor



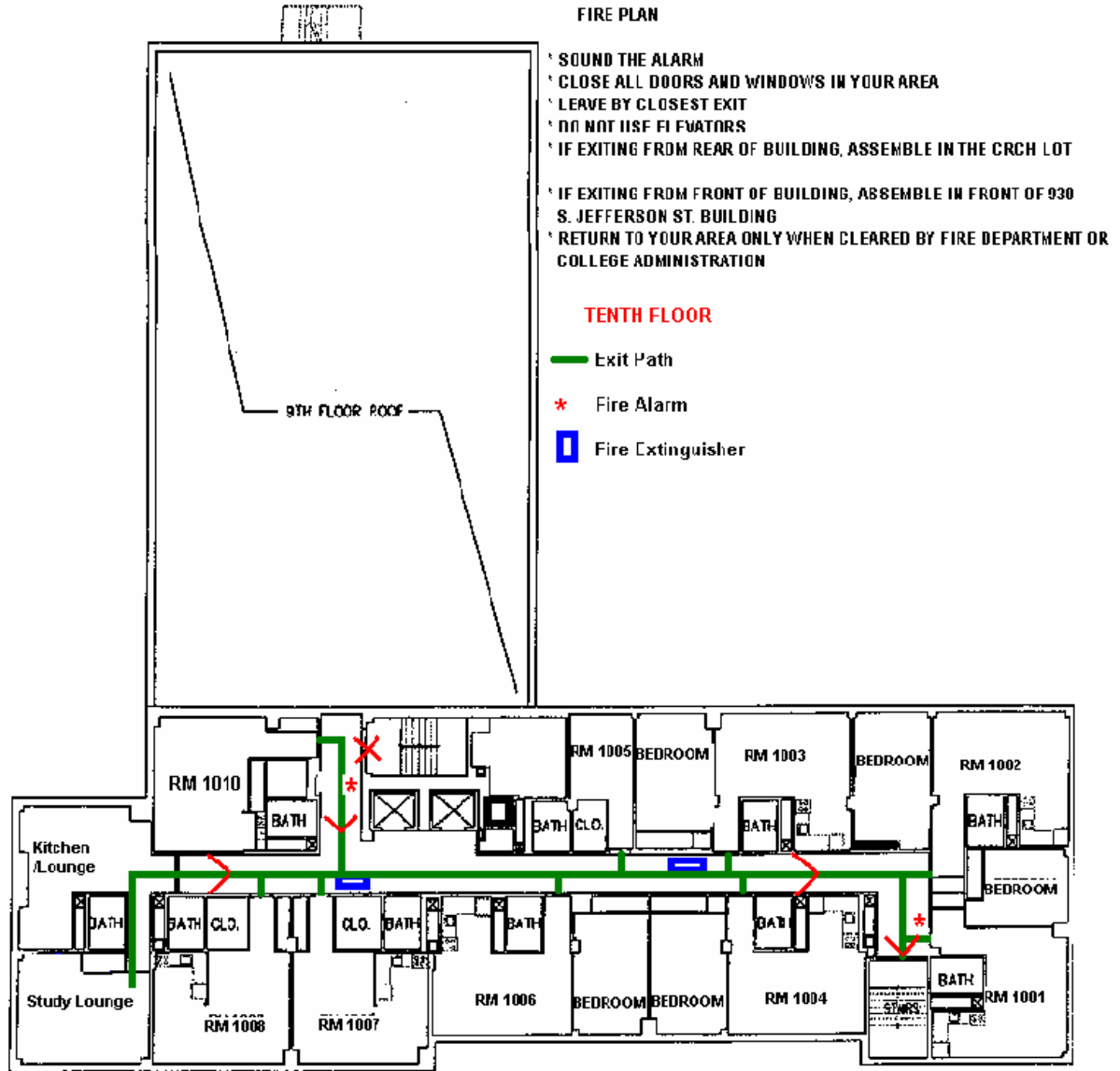
# Reid Center Evacuation Plan Eighth Floor



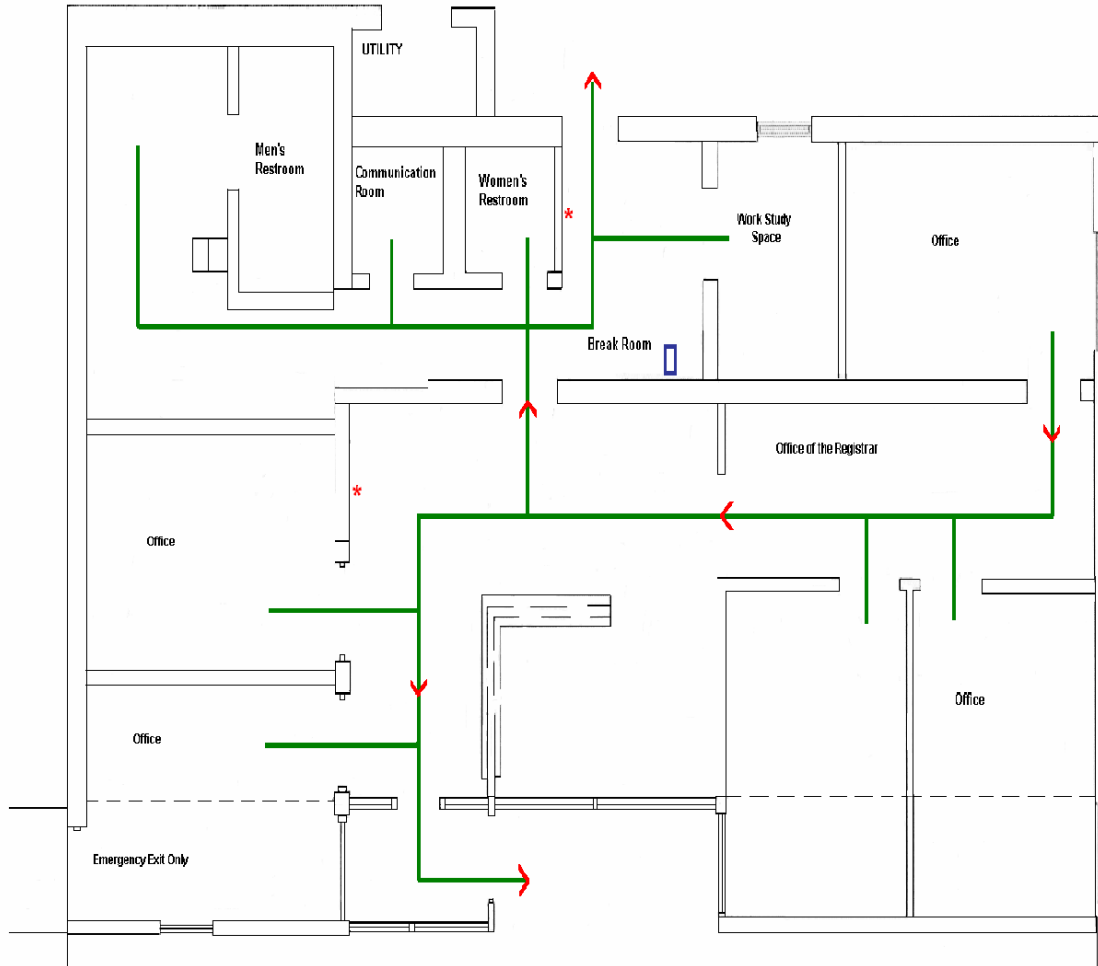
# Reid Center Evacuation Plan Ninth Floor



# Reid Center Evacuation Plan Tenth Floor



Registrar's Office  
 915 S. Jefferson St.  
 Evacuation Plan

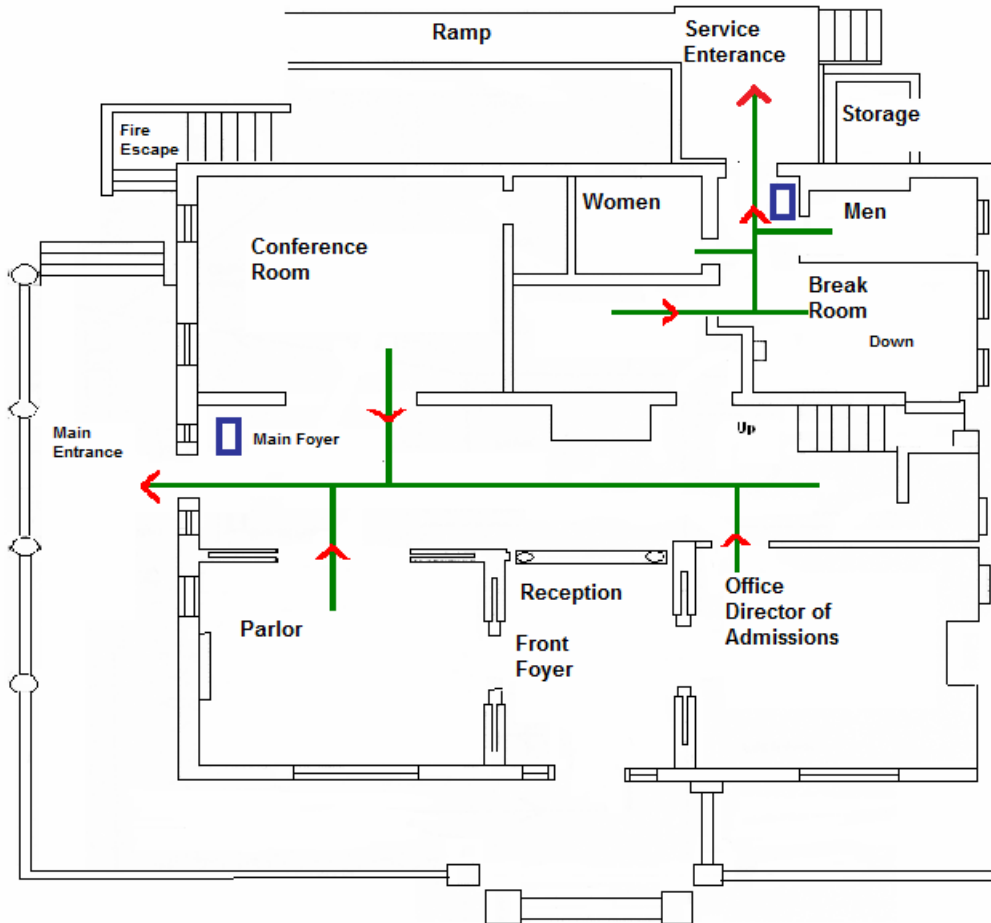


**FIRE PLAN**

- \* SOUND THE ALARM
- \* CLOSE ALL DOORS AND WINDOWS IN YOUR AREA
- \* LEAVE BY THE NEAREST EXIT
- \* ASSEMBLE BESIDE CARILION CONSOLIDATED LAB BUILDING
- \* RETURN TO YOUR AREA ONLY WHEN CLEARED BY FIRE DEPARTMENT OR COLLEGE ADMINISTRATION

- \* FIRE ALARM
- EXIT PATH
- FIRE EXTINGUISHER

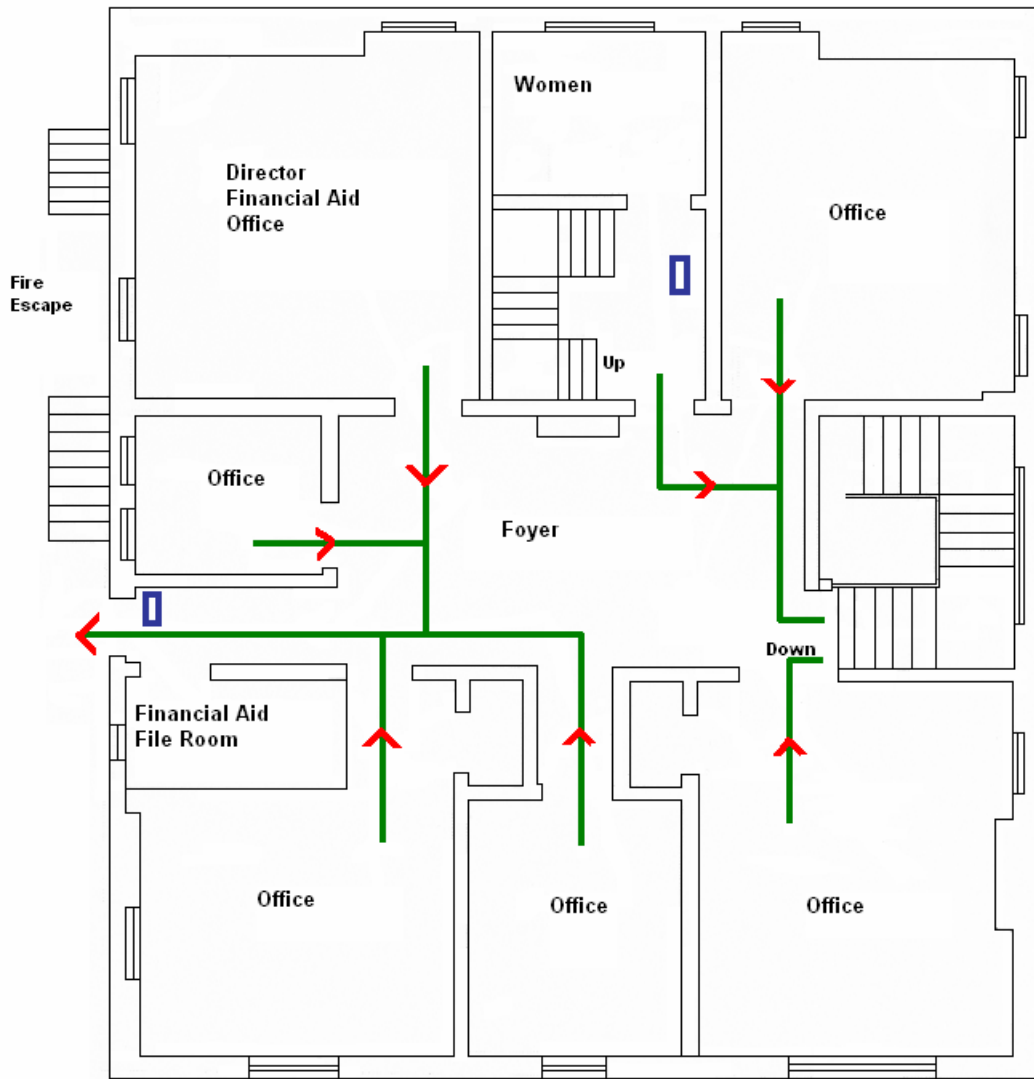
**Fralin House - 903 S. Jefferson St.  
1st Floor - Evacuation Plan**



**FIRE PLAN**

- |  |                     |
|--|---------------------|
| * CALL 981-(7)7911   | * FIRE ALARM        |
| * SOUND THE ALARM  | * EXIT PATH         |
| * CLOSE ALL DOORS AND WINDOWS IN YOUR AREA   | * FIRE EXTINGUISHER |
| * LEAVE BY THE NEAREST EXIT  |                     |
| * ASSEMBLE BESIDE THE CARILION CONSOLIDATED LAB BUILDING                             |                     |
| * RETURN TO YOUR AREA ONLY WHEN CLEARED BY FIRE DEPARTMENT OR COLLEGE ADMINISTRATION |                     |

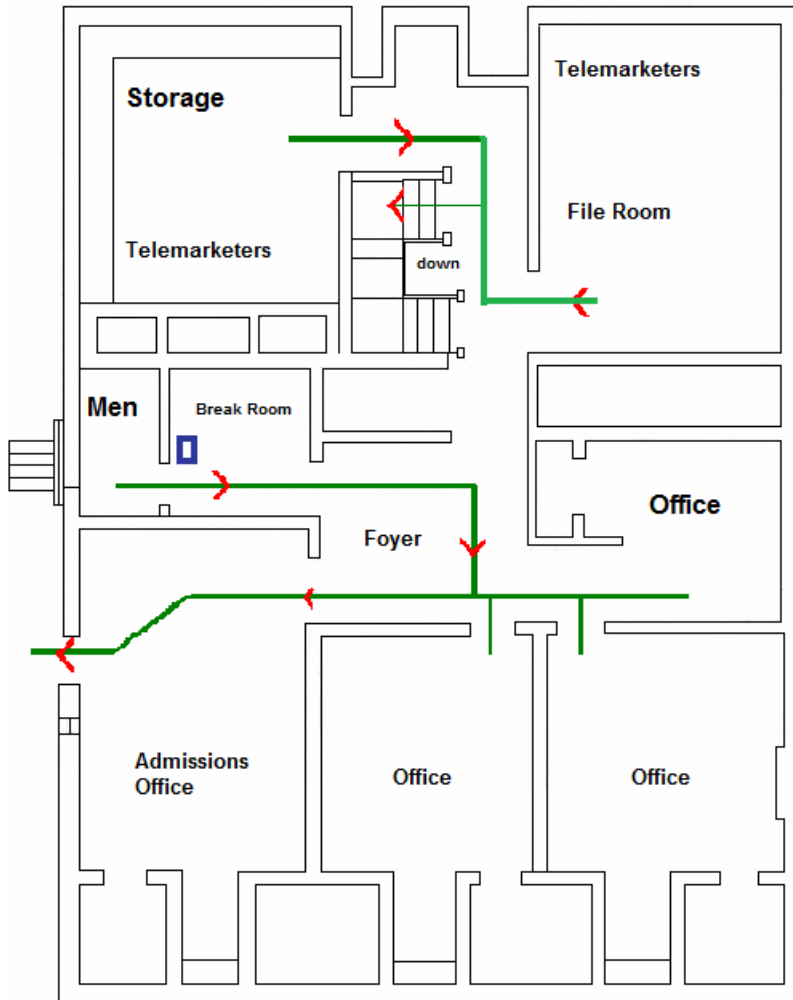
**Fralin House - 903 S. Jefferson St.  
2nd Floor - Evacuation Plan**



**FLOOR PLAN**

- |  |                     |
|--|---------------------|
| * CALL 981-(7)7911   | * FIRE ALARM        |
| * CLOSE ALL WINDOWS AND DOORS IN YOUR AREA   | — EXIT PATH         |
| * LEAVE BY NEAREST EXIT  | □ FIRE EXTINGUISHER |
| * ASSEMBLE BESIDE CARILION CONSOLIDATED LAB BUILDING                                 |                     |
| * RETURN TO YOUR AREA ONLY WHEN CLEARED BY FIRE DEPARTMENT OR COLLEGE ADMINISTRATION |                     |

**Fralin House - 903 S. Jefferson St.  
3rd Floor - Evacuation Plan**



**FIRE PLAN**

- \* CALL 981-(7)7911
- \* CLOSE ALL WINDOWS AND DOORS IN YOUR AREA
- \* LEAVE BY THE NEAREST EXIT
- \* ASSEMBLE BESIDE THE CARILION CONSOLIDATED LAB BUILDING
- \* RETURN TO YOUR AREA ONLY WHEN CLEARED BY FIRE DEPARTMENT OR COLLEGE ADMINISTRATION

- \* FIRE ALARM
- EXIT PATH
- FIRE EXTINGUISHER