



Jefferson College of Health Sciences

at **CARILIONCLINIC** 

Safety Plan

2016 – 2017

Jefferson College Employee/Student Agreement

The Safety Plan of Jefferson College 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, 1983, 1994 and 2012, ensuring compliance as outlined in this manual, including the Hazard Communication Standard, the Blood borne Pathogen Standard, the Safety Plan, and General Safety. The Hazard Communication Standard (HCS) is aligned with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). This update to the Hazard Communication Standard (HCS) will provide a common and coherent approach to classifying chemicals and communicating hazard information on labels and Safety Data Sheets (SDS), formally known as Material Safety Data Sheets (MSDS).

These duties include, but are not limited to:

- 1) Maintaining a list of hazardous chemical substances in the workplace.
- 2) Compiling a library of Safety Data Sheets.
- 3) Ensuring all containers are properly labeled.
- 4) Determining personnel risk of exposure to blood borne 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 blood borne pathogens.
- 8) Implementing the safety plan.
- 9) Keeping all required documentation on file.
- 10) Training available in the proper use of fire extinguishers.

The Hazard Communications Plan 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 Blood Borne Pathogen Plan 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. For more information refer to Carilion Clinic's [Bloodborne Pathogen Exposure Plan](#), [Bloodborne Pathogen Exposure Non-Employee Plan](#), and [Hazard Communication Plans](#) which have been adopted by the College and can be found on the Carilion Intranet.

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 known violations will be enforced.

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Contact Information

Safety and Administration

President, Dr. N.L. Bishop
(540) 985-(8)8484

Dean for Administrative Services, Anna Millirons
(540) 985-(8)8530

Dean for Student Affairs, Scott Hill
(540) 224-(8)4693

Title IX Coordinator, Sarah Higginbotham
(540) 985-(8)9711

Safety Officer, Susan Booth
(540) 224-(8)4640

College Information
(540) 985-(8)8483

CRCH Information Desk/Security
(540) 985-(8)8200

Carilion Safety Officer, Bill Copening
(540) 510-4597

Carilion Police
(540) 981-(7)7911

Carilion Switchboard
(540) 981-(7)7000

Language Line

For assistance with non-English speaking individuals, contact the Carilion Language Line at 1-800-523-1786. When prompted to enter the six-digit Client ID, enter 222060.

JEFFERSON COLLEGE

SAFETY PLAN

PURPOSE

The purpose of the Jefferson College Safety Plan 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, and 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 Police/Security Representative
CAT Representative
College Laboratory Representative
College Safety Officer
CRCH Engineering Services Representative
CRCH Environmental Services Representative
Dean for Administrative Services
Dean for Student Affairs
Faculty Representative
Physical Plant Officer
Staff Representative
Residence Life Coordinator
Student Representative
Members at Large: Coordinator of Disability Services, Student Life Administrator,
Director of Counseling and Wellness, Title IX and VOICE Program Coordinator and CMC
Safety Officer.

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 SDS 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 policies 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

A. Event Reports

The reporting of an accident or injury helps improve the environment for employees, faculty, staff, students and visitors. The Employee Event Report is used to document all work related accidents for both employees and students (see Appendix). 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 Community Hospital Community Care (with appointment), Velocity Care or Carilion Roanoke Memorial Hospital Emergency Department or follow procedures of event facility. The College Safety Officer must be notified within 24 hours of the incident.

Employees: If medical treatment is needed, go to the Carilion Roanoke Community Hospital Community Care (with appointment), Velocity Care or Carilion Roanoke Memorial Hospital Emergency Department. The Employee Health Department is to be notified within 24 hours of the incident. If after hours, notification needs to be made the next business morning.

Event Report forms are available on the College website in Blackboard, under College Resources and Forms and in the Safety Plan Appendix. The form is also available on the Carilion Intranet under Forms. It is recommended you print hard copies and have available and on-hand in case of an emergency.

To report minor environment of care events, such as hazardous material exposure, please utilize the online form located on the Carilion Clinic Intranet under [Environment of Care and Safety](#). This can be found in the Safety Policies and Procedures link on the left column. The form is a Hazardous Material Spill Checklist.

The primary responsibility of cleaning up a hazardous material spill or release shall reside with the party responsible for the handling, mixing, administering and disposing of the hazardous material.

The following departments may help with the assessment of the severity of the spill: Environmental Services, Engineering/Maintenance, Clinical Engineering and Safety/Emergency Management.

To report a major spill, hazardous material or other environmental issue that needs immediate attention, call Carilion Police at 540-981-7911 (77911).

Spills of hazardous materials must be reported to the College Safety Officer as soon as possible.

B. Code Red (Fire Alarm) Response Form

A member of each program and department in the CRCH building should complete a Code Red Response Form after a Code Red fire drill or actual fire situation. This includes faculty and staff housed at CRCH. The form is located in the Appendix and on the College website in Blackboard, under College Resources and Forms.

Program and department professional secretaries and emergency floor monitors are responsible for completing this quick form or delegating the task to another member of the program or department. The completed form is to be sent to Peter Via, Safety Officer; CRCH 1st Floor' through interdepartmental mail.

A sample of the Code Red Response Form is in the Appendix of this Safety Plan.

ORIENTATION

A. Employee

All newly hired employees will be provided information on how to access the *Safety Plan* from the College website during their respective orientation to the College. Employees determined to be at risk of exposure to blood borne pathogens will be trained in this area and offered the HBV vaccination at no cost to the employee. Carilion Human Resources, Employee Health, and/or Infection Control Departments will arrange training programs. All employees are required to attend safety in-services or complete safety in-services through Cornerstone on an annual basis.

B. Students

All newly enrolled students will be provided information on how to access the *Safety Plan* from the College website during their respective orientation to the College. Any student who will be participating in a clinical rotation will attend orientation at the facility to which they are assigned, as well as complete an online student orientation independent study. Students will be kept informed of safety issues through their respective Resident Advisors, Residence Life Staff and from the College 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 and open doors slowly.

5. Do not block doorways, hallways, elevators, stairwells, or emergency exits.
6. Do not lift or move heavy objects without assistance.
7. Always remove protruding nails, staples, and wire strapping before unpacking boxes and crates.
8. Broken glass should not be picked up using your hands. Always use a broom/brush and dust pan. Place broken glass in sharps bin or container. Never place in trash bag.
9. Handle electrical equipment with dry hands. Unplug electrical equipment by grasping the plug and pulling. Always switch equipment off before unplugging it.
10. Use an approved step-ladder or stool to reach objects higher than your reach. Do not use a chair, desk, etc.
11. Do not create trip hazards with extension cords, telephone lines, or equipment power supply lines.
12. Keep all areas free of waste.
13. Transport equipment, books, and supplies using proper carriers.
14. Use proper lifting techniques when handling heavy objects.
15. All doors and drawers should be closed when area is unattended.
17. Smoking is not permitted inside or outside the College and Carilion facilities. The use of tobacco products, including nicotine systems such as e-cigarettes are prohibited in, on, or in the vicinity of all Carilion Medical Centers owned or leased buildings, grounds, parking lots, driveways, owned or leased vehicles, and sidewalks/walkways adjacent to Carilion properties.

B. Safety and Risk Assessments

A safety and risk assessment is the process of quantifying the probability of a harmful effect to individuals or populations from certain human activities. It is an important step in protecting faculty, staff, students and visitors, as well as complying with the law. It is impossible to eliminate all risk, but we are required to protect people as far as ‘reasonably practicable’. Our aim is to go beyond this term by conducting regular safety and risk assessments. It is the responsibility of every employee and student to prevent and report hazardous or unsafe conditions. We must be aware *of* and comply *with* safety codes in our facilities. These rounds will be conducted by the Physical Plant Department, annually and with a member of the Engineering/Maintenance Department, Environmental Services, Administration, or CMC Safety Officer.

A copy of the Risk Assessment Form is in the Appendix of this Safety Plan.

C. 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.
5. To become familiar with and abide by the CMC and College Policy and Procedures found on the Carilion Intranet and College website.

D. Employee/Student Rights

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

E. Fire Safety

1. General Instructions

In the event of a fire, pull a fire alarm pull station and call 911. This gives an exact location of the fire, notifies Carilion Clinic Police and Roanoke City Fire Department. It also automatically shuts off the air system to that area. If the alarm is not pulled, the fire can accelerate at a much faster speed. 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 material 18 inches from sprinklers.
- d. Keep 36 inch clearance around electrical breaker boxes.
- e. Know the evacuation plan posted in your area.
- f. Remain calm.
- g. Pull the alarm nearest you.
- h. 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.
- i. Close doors and windows as you exit. Cover your mouth and nose with a water-dampened piece of material to lessen smoke inhalation.
- j. Stay low under smoke. Crawl on hands and knees to nearest stairway or fire escape.
- k. 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.
- l. Exit by the route posted in your area *or* the one you judge to be the safest. **DO NOT USE ELEVATORS.**
- m. 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):

The CRCH building is equipped with a fire and emergency alarm system that is audible and visual. When activated you must exit the building using the stairwell exit indicated on the evacuation route plan in your area. In the event an exit route is inaccessible, use the safest route closest to you. Close all doors and shut off all air/gases in use.

ALL JCHS AREAS MUST BE COMPLETELY EVACUATED WHEN THE ALARM SYSTEM IS ACTIVATED.

The outside assembly area will be in the CRCH front parking lot located off the 3rd floor main lobby entrance.

Familiarize yourself with the designated EXIT for your area on each floor. The evacuation routes are located in the Appendices section of this manual and posted on each floor.

In the event evacuation assistance is needed, floor monitors must report the location and need to emergency responders in front of the main 3rd floor lobby entrance.

Follow instructions from authorized personnel and return to your area only when instructed to do so by a member of the emergency response team, College or Carilion authorized personnel.

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 Extinguishers

- 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.

FIRE EXTINGUISHERS AT CRCH ARE MULTI-PURPOSE AND CAN BE USED ON ANY TYPE OF FIRE.

NEVER USE WATER ON FIRES, EXCEPT MULCH FIRES.

5. Use of Fire Extinguishers

- a. Only use if fire is small and safe to do so.
- b. Lift extinguisher from wall mount.
- c. Carry or drag extinguisher to location of fire. Walk, do not run.
- d. Pull pin briskly from side of handle.
- e. Point end of hose (nozzle) at the base of the fire and squeeze the handle.
- f. If safe to do so, start spraying at one side of the fire and come across the base 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.
- g. 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

6. 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.

7. 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

8. Training

- a. Training related to the prevention and containment of fires, personal conduct, and evacuation procedures are covered during orientation, in the required annual Cornerstone In-services, the Campus Safety webpage and the Safety Plan.
- b. Fire drills- The College will conduct at least two fire drills annually.

F. 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 surge protectors 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 at the Patrick Henry. 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, Safety Officer, Resident Advisor, Coordinator of Residence Life or Student Life Administrator.

G. Walking and Working Surfaces

1. All rooms, including storerooms and passageways, will be kept clean, orderly, and sanitary.
2. All aisle ways and hallways will be kept clean and clear.
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.

H. 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.

I. Emergency Phones

Emergency wall mount phones are installed in the Carilion Roanoke Community Hospital (CRCH) Parking Garage on Levels A-H. The emergency phones are located by the elevators and are identifiable by the bright blue lights located at the top of the boxes, which are available for use by anyone in need of assistance, including members of the College community, Carilion Clinic employees or the public.

Emergency wall mount phones are also located at the lower garage entrance and on the 915 South Jefferson Street Building. Emergency tower phones are located at the upper garage entrance, intersection of Jefferson Street and Reid Drive and intersection of Jefferson Street and Elm Avenue.

To operate the phones, push the red emergency call button which will send an alert to the Carilion Clinic Police Dispatch Center, which is monitored 24 hours a day, seven days a week. Users will know the call has gone through when the steady blue light begins to flash. Dispatchers will receive a readout showing “CRCH Parking Garage” as well as the level where the emergency call is coming from. Users then will have two-way communication with the dispatcher who will respond to the emergency. A closed circuit camera is mounted near each emergency phone which is also monitored in the Dispatch Center.

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 the everbridge emergency notification system, email and College 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. If possible, a representative from the College Administrative Team will report to the CMC Incident Command Center area. Additional information is available on the Campus Safety website, under Emergency Information and Emergency Plans and Responses

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

A. **Emergency Codes**

It is mandatory we become familiar with the emergency codes taught in our required Cornerstone in-services in order to react appropriately when announced over the public address system.

Listed below are the Carilion Medical Center (CMC) Emergency Codes and basic descriptions of each.

- **Red:** Smoke and/or fire situation.
- **Grey:** Receipt of a bomb threat or the discovery of a suspicious item that has the potential to be an explosive device.
- **Orange:** Known or suspected hazardous material situation.
- **Secure/Silver:** Secure person(s) or area due to acts or threats of physical violence, including intimidation, harassment or coercion.
- **Lindbergh:** Infant or pediatric abduction.
- **Green:** Disaster situation.
- **E:** Emergency e-mail notification to guide prompt mobilization and coordination during an event.

Additional information on Emergency Codes, responses and other Carilion Clinic policies and procedures can be found on the Carilion Clinic Intranet, [Inside Carilion](#).

B. **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 to nearest stairway or fire escape.
6. Feel closed door(s) and doorknob(s) with the back of your hand or 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.

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.

C. 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 everbridge system, email and the College website, as well as on local television and radio stations. College employees and students automatically receive everbridge email notifications. You are strongly encouraged to register for everbridge SMS/Voice messages 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 the programs of a tornado, hurricane, or high wind warning.
 - a. Move all employees and students to the lowest available level if time permits.
 - b. When time does not permit, all employees and students must move to interior hallways.
 - c. Employees and students should sit in a crouched position, protecting their heads, until the threat of tornado or high wind has passed.
5. Additional information is available on the Campus Safety website, under Severe Weather.

D. 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.

Automated External Defibrillators are located on the CRCH 1st floor beside the Pharmacy, 3rd floor Lobby, 4th floor Cafeteria, and 5th floor Library for trained personnel.

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 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: The 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.

E. 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 Affairs and the Safety Officer shall be in charge, in that order.
 - b. 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 22.
 - b. Upon termination of the call, report the Bomb Threat to Carilion Police by dialing 540-981-7911 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 22.
- 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 540-981-7911 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 540-981-7911 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 (540-981-7911)

President: 8-8484 (540-985-8484)

Dean for Administrative Services: 8-8530 (540-985-8530)

Safety Officer: 8-4640 (540-224-4640)

F. 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 540-981-7911 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.

Please view the College Safety Page on the website for additional information on emergency responses. Click here www.jchs.edu and go to About Jefferson and College Safety.

III. LABORATORY FACILITIES SAFETY

A. General Guidelines-All Laboratories

The Hazard Communication Standard (HCS) is aligned with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). This update to the Hazard Communication Standard (HCS) will provide a common and coherent approach to classifying chemicals and communicating hazard information on labels and Safety Data Sheets (SDS), formally known as Material Safety Data Sheets (MSDS).

The General Guidelines set forth here will be followed by all College employees and students in all laboratory areas. All students enrolled in a science lab course must agree to comply with the safety plan. Failure to comply may result in removal from laboratory exercise and/or dismissal from the lab course.

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 and before leaving the labs.
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 per guidelines and promptly dispose of properly.
10. Clean all work surfaces regularly.
11. Do not mouth pipette.

B. Biohazards/Blood borne Pathogens

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

1. Protective attire must be worn when handling blood or other body fluids or any item that is contaminated with other potentially infectious material. 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.
2. Students and employees should never mouth suction any substance.
3. Wash hands and skin surfaces immediately following contamination, followed by notification to a faculty or laboratory coordinator.
4. Clean all work surfaces contaminated with blood or body fluids immediately with an approved disinfectant.
5. Dispose of used supplies appropriately. Contaminated sharps, including but

not limited to needles and lancets will be placed in biohazard sharps containers. Contaminated non-sharps, including but not limited to gauze will be placed in biohazard collection bags. Non-contaminated materials will be placed in regular trash.

6. Hands must be washed after removing gloves.
7. Sharps containers and biohazard material bags will be disposed of by Carilion Environmental Services according to procedures.
8. Employees that are determined at risk of exposure to blood and body fluids are offered the Hepatitis B Vaccination.
9. 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 understand the SDS for the chemicals they are working with.
- f. Keep in mind:
 - The chemicals' hazards, as determined from Safety Data Sheets (SDS) 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.
- h. There is master copy of SDS located in the Prep Lab room 603. Ancillary SDS books are in the Human Structures Facility (201), General Chemistry Lab (605), Organic Chemistry Lab (606) and Microbiology Lab (607). The ancillary books contain SDS information for chemicals most likely found in each these labs.

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 must 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 SDS.
- 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 in laboratory, must be clear of clutter.
- d. All aisles, hallways, and stairs must be kept clear of all hazardous chemicals.

- e. All hazardous chemicals 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. The primary responsibility of cleaning up a hazardous material spill or release shall reside with the party responsible for the handling, mixing, administering and disposing of the hazardous material. If necessary, Environmental Services, Engineering/Maintenance, Clinical Engineering and Safety/Emergency Management may help with the assessment of the severity of the spill. To report a major spill, hazardous material or other environmental issue that needs immediate attention, call Carilion Police at 540-981-7911 or 77911.
- h. Spills of hazardous materials must be reported to the Safety Officer as soon as possible.
- i. All work surfaces and floors should be cleaned regularly.
- j. Refer to page 8 of this Safety Plan for additional information on hazardous material exposures and major spills.

5. Purchasing

- a. The person ordering the chemical must ensure that a complete SDS is on file before using the chemical.
- b. Upon receipt of all new or changed SDS sheets the Science Laboratory Coordinator will place copies in the two master SDS and specific laboratories as appropriate.
- c. Each program will keep SDS on file in labeled binders in their laboratories and ensure they are readily accessible to-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. Safety Data Sheet (SDS)

The Hazard Communication Standard (HCS) is aligned with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). This update to the Hazard Communication Standard (HCS) will provide a common and coherent approach to classifying chemicals and communicating hazard information on labels and Safety Data Sheets (SDS), formally known as Material Safety Data Sheets (MSDS).

The Benefits of GHS

Enhance the protection of human health and the environment:

Consistent and widespread use of GHS will enhance protection of human health and the environment by providing an internationally comprehensible system for hazard communication. GHS will help ensure more consistency in the classification and labeling of all chemicals, thereby improving and simplifying hazard communication. This improved communication system will alert the user to the presence of a hazard and the need to minimize exposure and risk, resulting in safer transportation, handling and use of chemicals.

- a. The SDS contains printed information concerning a hazardous material. The data must include:
- Identification of the substance or mixture and of the supplier
 - Hazards identification
 - Composition/information on ingredients
 - First aid measures
 - Firefighting measures
 - Accidental release measures
 - Handling and storage
 - Exposure controls/personal protection.
 - Physical and chemical properties
 - Stability and reactivity
 - Toxicological information
 - Ecological information
 - Disposal considerations
 - Transport information
 - Regulatory information

- Other information including information on preparation and revision of the SDS

- b. SDS information is found in the laboratory area where the hazardous material is stored/used. All SDS will be available in 3-ring binders used only for SDS. The binders will be labeled SDS. A master is located centrally to the labs in the Prep Lab room 603. Ancillary SDS books are in the Human Structures Facility (201), General Chemistry Lab (605), Organic Chemistry Lab (606) and Microbiology Lab (607). The ancillary books contain SDS information for chemicals most likely found in each these labs.
- c. The distributor or manufacturer is required to provide an SDS for each chemical they distribute.
- d. The distributor or manufacturer is required to send updated SDS to the purchaser. Updated information will be filed in the binder labeled SDS.
- e. If an employee or student finds an SDS lacking in the SDS notebook, he or she must immediately inform the faculty or laboratory coordinator.
- f. SDS for substances no longer in use will be maintained in archive for the required period of time.

D. Electrical

Electrical safety precautions for laboratory areas are the same as those outlined in Section I., General Safety, Subsection F., 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. Sharps and broken glass containers will be disposed of by Carilion Environmental Services according to 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 H., Ergonomics.

I. 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. Safety devices and equipment will be inspected periodically to ensure proper function.

Safety maps are displayed in each science laboratory indicating the location of safety equipment and emergency information (see Appendix).

IV. WORKPLACE HARASSMENT

Carilion and Jefferson College are committed to providing a harassment free work environment. Harassment is in conflict with the College’s guiding principle 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 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, Title IX and VOICE (Violence Can End) Coordinator 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.

- a. 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.

- b. 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. Carilion Police Officers are certified through the State of Virginia and fully accredited. Many services are provided by the Police, including personal protection, property protection, facility protection, and parking and traffic control. Carilion Police are available to investigate thefts and suspicious activities, provide escort services and handle or lend assistance during emergency situations. Carilion Security Officers are the gate-keepers to the College. They are trained through the Department of Criminal Justice System (DCJS) and provide assistance to the Carilion Police Department.

To contact Campus Police, dial 77911 (540-981-7911). Be sure to give your name, location, and telephone number where you can be reached.

V. **RESIDENCE HALLS**

A. Safety

- 1. Students residing in the Patrick Henry Residence Halls must abide by all General Safety Rules outlined in the Safety Plan and Student Handbook, as well as rules, regulations, policies and procedures found in the Residence Life Handbook and Carilion Clinic Policies and Procedures.

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. The Carilion Clinic Police Department is certified by the State of Virginia and is fully accredited. Many services are provided by the Police, including personal protection, property protection, facility protection, and parking and traffic control. Carilion Police are available to investigate thefts and suspicious activities, provide escort services and handle or lend assistance during emergency situations. Carilion Security Officers are the gate-keepers to the College. They are trained through the Virginia Department of Criminal Justice Services (DCJS) and provide assistance to the Carilion Police Department.

To contact Campus Police, dial 77911 (540-981-7911). Be sure to give your name, location, and telephone number where you can be reached.

In the event of a police emergency situation at the Patrick Henry, contact Carilion Police at 540-981-7911. For fire and medical emergencies, contact Roanoke City Police Department at 911.

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

Instructions for Jefferson College of Health Sciences

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 Community Hospital Community Care (with appointment), Velocity Care, Carilion Roanoke Memorial Hospital Emergency Department, or follow the instructions of the facility where the event occurred. The College Safety Officer must be notified within 24 hours of the incident.

Employees: If medical treatment is needed, go to the Carilion Roanoke Community Hospital Community Care (with appointment), Velocity Care or Carilion Roanoke Memorial Hospital Emergency Department. The Employee Health Department is to be notified within 24 hours of the incident. If after hours, notification needs to be made the next business day.

The form is available below, and in Student Affairs on the 4th floor of CRCH, on the College website in Blackboard, under College Resources and Forms and on the Carilion Intranet under Forms. It is recommended you print hard copies and have available and on-hand in case of an emergency.

EMPLOYEE EVENT REPORT (EER) PROTOCOL

- The affected employee must report the event within 24 hours to the Supervisor/Designee and complete the EER immediately after the event.
 - **Bloodborne Pathogen exposures must receive treatment within 1 hour of the exposure.
- An accident investigation must be conducted by the Supervisor/Manager with the assistance of Safety and/or Workers' Compensation within a reasonable time frame as warranted by the severity of the injury/potential for additional harm. All investigations must be documented to prevent recurrence.

EER COMPLETION INSTRUCTIONS:

- The affected employee must carefully print and fully complete all blanks on the EER in Section 1. The affected employee should describe thoroughly the details of the event, including the cause of the event. The affected employee should check all body parts affected due to the event.
- The affected employee and their Supervisor must sign, print name, and date the EER.
- Section 2 of the EER is to be completed by the treatment site. The treating provider should provide a detailed description of treatment to include the date, time, and a signature. A return to work note must accompany the EER from the treating provider when routing the EER.

EER ROUTING INSTRUCTIONS:

- Designated Treatment Sites are listed as follows:
 - All Carilion Clinic Employees should report to their facility Employee Health office to be directed for treatment of any injury due to an employee work-related event.
 - Any employee event that results in an injury that requires immediate emergent treatment the employee should report/be taken to the closest Carilion Clinic Emergency Department.
 - Any employee event that requires medical attention and Employee Health offices are closed, the affected employee should report to the closest Carilion Clinic Urgent Care. If Employee Health and Urgent Care are both closed the affected employee should report to the Carilion Clinic Emergency Department for medical treatment.
 - If an employee event claim is deemed non-compensable (denied) by the Workers' Compensation Insurance Carrier the affected employee or their health insurance carrier will be financially responsible for all medical treatment incurred due to the reported employee event. All lost time due to a denied claim will be subject to Carilion Clinic Time and Attendance policies.
 - If an employee is seen in the Urgent Care or Emergency Department due to a work related event the employee must report to their Employee Health office the next business day they are open.
 - No employee will be allowed to return to work after a work-related injury without having a return to work form completed either by Employee Health or the Carilion Clinic Workers' Compensation office.
 - All employees that fill out an EER should contact their Workers' Compensation office to process their claim for benefits.
- The EER should not be copied. The original, completed and signed EER must be routed to the Carilion Clinic Workers' Compensation Office within 48 hours of the event.
- In the event of a student incident, students are to seek treatment at the closest Urgent Care or Emergency Department. Forms are to be forwarded to Susan Booth, Jefferson College Safety Officer who will follow up on the incident. The student or student's health insurance carrier is financially responsible for all medical treatment incurred due to an event.

Jefferson College Emergency Floor Monitors

Standby, assist and check assigned areas to ensure people are evacuating and closing doors.

Floor	Floor Monitor	Floor Monitor
1st	Tim Millard 985-(8)9781	Jenny Ferguson 224-(8)4523
2nd	Linda Davis 985-(8)8398	Pamela Wells 985-(8)4030
3rd	Kathy York 985-(8)8356	Andrea Hassell 985-(8)9084
4th	Janet Smith 224-(8)6733 Thea McKinney 985-(8)8272 Adonna Brooks 985-(8)8267	Kelly McDow 985-(8)9941 Taylor Watts 224-(8)4514
5th	Jamie Price 224-(8)4894 Crystal Dent 985-(8)8528	Elliott Freeman 224-(8)4732 Nancy Bachelder 224-(8)4895
6th	Susan Tolliver 224-(8)4645	Mary Catherine Santoro 985-(8)8485
8th	Kristen Jagger 224-(8)6675	Marlene Manning 224-(8)6657
9th	Pam Patton 985-(8)8364	John Johnson 224-(8)4538
10th	Kasey Reed 985-(8)8208	Monique Clemont 985-(8)8260
Patrick Henry	Student Affairs 985-(8)8395	Student Affairs 985-(8)8395

For other emergencies, monitors will receive information from a member of the College Administration Team, Designee or Carilion Police/Security to alert people of an emergency situation, providing directions for next steps.

If necessary, College Administration will contact Communications for network alerts and Carilion Police Dispatch to activate the Public Address System in the CRCH Building.

Note: list is subject to change during the academic year

**Carilion Medical Center
Fire Alarm/Drill Evaluation Form**

Complete this form for each drill/alarm

Send completed copy to Peter Via, Safety Officer; CRCH 1st Floor.

Date of alarm/drill _____ Location of alarm _____

Event Shift () 7A-3P () 3P-11P () 11P-7A Was event called for your Department _____

Department/Unit Completing Form: _____

Facility: () CRMH () CRCH () Rehab () Other

Ask several staff in your unit/department to participate in this report.

1. Was the event a drill or actual code? () Drill () Actual Code
2. Were all the staff questioned able to define RACE: Yes No
 R escue anyone in immediate danger
 A larm, either by pulling fire pull or by calling 981-7911 (77911)
 C onfine by closing windows/doors
 E xtinguish if safe to do so.
3. Were all the staff questioned able to define PASS: Yes No
 P ull the pin
 A im the nozzle
 S queeze the handle
 S weep from side to side
4. Does your staff know location of nearest fire Alarm pull station? Yes No
5. Does your staff know where the nearest fire extinguisher is located? Yes No

Did you observe the following during the Event? Circle Correct Response -

- | | | | |
|--------------------------------------------------------------------|-----|----|-----|
| 6. Exits (hallways) clear and unobstructed | Yes | No | N/A |
| Fire doors closed properly (automatically) and were not obstructed | Yes | No | N/A |
| The overhead page was audible | Yes | No | N/A |
| All unit corridor doors were manually closed | Yes | No | N/A |
| Were strobe lights working/flashing | Yes | No | N/A |

7. Per your units plan, during a real emergency, where would you take your patients if you needed to evacuate? (If submitting from a non-patient area, please indicate N/A)

8. Does your staff know that the appropriate person to give permission to turn off oxygen during a fire is the Incident Commander or Designee? Yes No

9. Overall, the event was executed in a manner that was:
 () Very good () Good () Fair () Poor () N/A – Drill not on unit

 Print Name of Person Completing Form

Revised: 11/13 Appendix C

 Signature of CTL/Manager/Director, if applicable

**Carilion Medical Center
Jefferson College Safety/Risk Assessment**

DATE: _____

AREA: _____

Surveyed By: _____

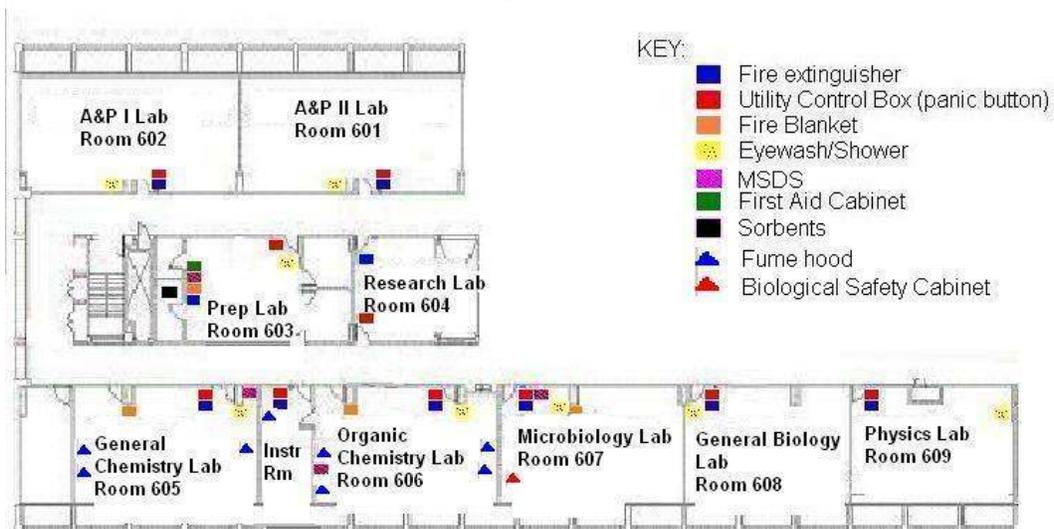
Standard	Yes	No	N/A	Comments
Employees are wearing ID badges.				
Hand cleanser dispensers are not directly over electrical switches.				
LIFE SAFETY CODE STANDARDS				
Ceiling tiles are free of stains.				
Staff knows who can cut off oxygen after permission is given.				
Equipment on one side of hall, exception of isolation cart.				
Egress is free of clutter.				
Fire extinguishers have a current date.				
At least 18 inch space between stored items, the ceiling and/or sprinkler.				
Lights are workable.				
No penetrations noted.				
Egress doors close appropriately.				
Mechanical and communication rooms are locked.				
There's a 36-inch clearance in front of electrical panels.				
Hallway is free of paper signs/ decorations and other combustibles.				
Exit signs illuminated and are visible.				
LICENSURE STANDARDS				
Items stored at least 4" off the floor.				
Area under the sink is clean and free of any storage. (Minimum cleaning products only or locked shut.)				

Standard	Yes	No	N/A	Comments
Clean Linen carts are covered and have solid bottom shelf or in a closed closet.				
The dirty linen collection cart is free of loose soiled linen and stored properly.				
Medications are secure and locked in cabinet / room.				
OSHA (Employee Safety and Bloodborne Pathogen Standards)				
Employees know location of SDS.				
SDS book has chemical inventory, index and is current.				
All chemicals observed have labels listing "warning" or "danger" and have a Safety Data Sheet available.				
All secondary bottles with chemicals observed have proper labels.				
Janitor's closets are locked.				
Cleaning carts parked in the hallway are in attendance.				
Appropriate signs are being used or available if needed? (Ex. Wet Floor; Infection Control, etc.)				
Eye wash stations bump tested weekly and have signage.				
The Dirty Utility Rooms are free of any "clean" supplies.				
Sprinkler heads are clean and not blocked.				
Red biohazard containers/bags filled appropriately with none on top of empty trashcan or on floor.				
Sharps containers observed below the "full" line.				
GENERAL SAFETY				
An approved step stool is available and has appropriate non-skid protectors.				
Oxygen and other tanks/cylinders stored appropriately.				
Handicap bathrooms have 60" clear space				

Science Laboratory Safety Map

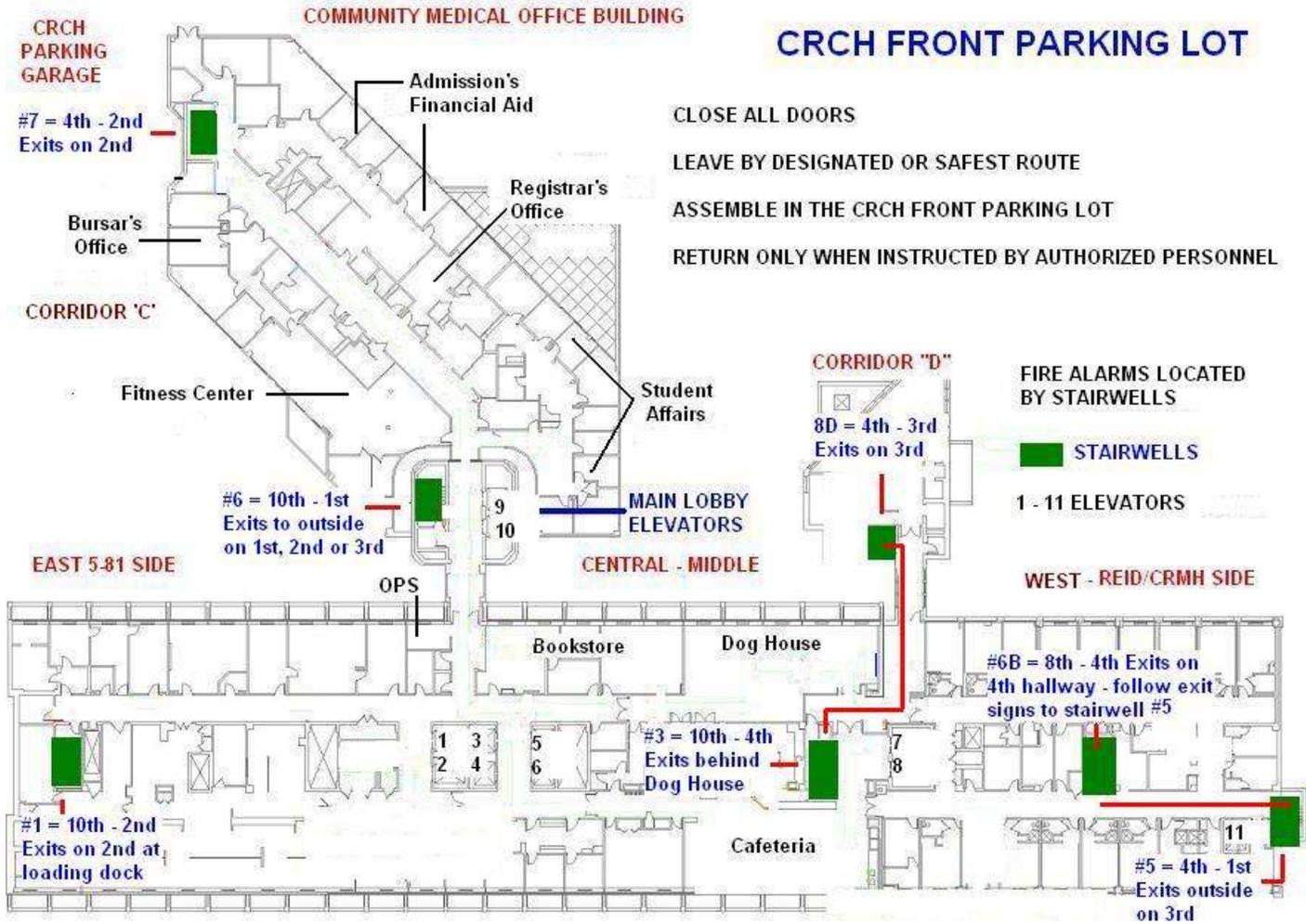
Map indicating the location of science lab safety measures.
These maps are posted in each science lab.

Jefferson College of Health Sciences Science Laboratories Safety Map



May 2011

CRCH Evacuation Routes





In the event of an alarm activation, we are to immediately evacuate the building.

We are to immediately evacuate if an overhead announcement is not made.

We are to immediately evacuate if an overhead announcement advises a **Code Red** or a **Code Red Drill**.

The only times we do not evacuate are when an announcement has been made to disregard the ringing of the bells or if the bells sound once or twice and then cease ringing.

We are working to improve the overhead system for audible ability and improvements throughout the facility.

To prevent overcrowding of stairwells, please use the closest stairwell in your area.

If a stairwell exits onto another floor, follow the overhead exit signs to proceed outside.

Be respectful if in a clinical area by limiting noise.

The gathering assembly area is located in the front parking lot off the main 3rd floor lobby. Please gather completely in lot and not in front of the building or in the roadway to allow for emergency responding traffic.

If you are in the process of leaving the facility via vehicle during a fire alarm evacuation, please utilize the lower garage exit (Level A) to prevent traffic hazards in the front driveway.

