

SAFETY PLAN

SOUTHERN ADVENTIST UNIVERSITY

Approved

by Safety Committee
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Prepared by Campus Safety

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INTRODUCTION

Philosophy

Southern Adventist University (SAU) is committed to providing a safe and secure environment for all members of the campus community. This plan incorporates safety aspects, fulfills codes and regulations, and strives for the prevention of accidents.

Responsibility for Safety

The Campus Safety Department is responsible for monitoring the following: security, building security, fire prevention, automobile regulations, life safety in all emergencies, and the prevention and recording of illegal activities.

The Safety Committee provides oversight to the university safety program based on the plan outlined in these pages. Subcommittees on emergency actions, hazardous materials, property inspection, and safety education lead out in the implementation of this plan. A list of personnel and duties for the Safety Committee and its subcommittees is outlined in Appendix A.

Emergency Coordinator

In the event of a campus disaster or emergency condition, the Emergency Action Team (EAT) Coordinator (Director of Campus Safety) shall notify and convene the EAT to handle the situation. This team will inform the President and Vice-Presidents of the situation and the actions being implemented under the Emergency Action Plan (EAP). The Team will be responsible for notifying the Building Coordinators (BC) of all affected buildings on campus. The BCs will be responsible for assisting with EAP implementation in their assigned areas. A list of the Building Coordinators and their responsibilities is outlined in Appendix B.

The Emergency Action Team will work with the Director of Public Relations who will be responsible for issuing all communications to the campus community, the media, and the public.

BUILDINGS, EQUIPMENT, AND GROUNDS SAFETY

Facility Inspections

Buildings will be inspected on a regular schedule. Inspections are the responsibility of each SAU department and will be conducted by the department head under the leadership of the building coordinator. Results of these inspections will be sent to SAU's Risk Management office. Items requiring correction will be sent to Plant Services on an SAU work order with a copy sent to the Risk Management office.

Building Safety

SAU is committed to maintaining compliance with building, plumbing, electrical, and fire codes:

1. All exits and fire escapes are maintained in a safe and usable condition and kept free from obstruction.
2. All doors in rooms with occupancy of more than 50 persons are equipped with panic hardware and open outward.
3. Hand rails are provided on all stairways with four or more steps and are checked for damage and stability.
4. Stairs are inspected for loose, worn, torn, or slippery treads.
5. All stairways and hallways are kept free of obstructions.
6. All exit routes are provided with proper lighting.
7. Dead-end corridors in residence halls are not longer than 35 feet.
8. Restrooms and laundry facilities are kept clean and in good repair. Laundry dryers are vented to the outside.
9. Each building is checked periodically, and facilities are upgraded to provide adequate accessibility for the handicapped.
10. Circuit breakers are inspected to ensure that proper size breaker are in use and that covers are in place and closed.
11. Electrical appliances are checked for cut or frayed insulation and bare wires.
12. All electrical panels, receptacles, and switches have cover plates installed.
13. All extension cords used on campus are UL approved and are used only for short time periods. All extension cords are run in a safe manner.
14. All electrical control panels are unobstructed.
15. All campus facilities are inspected regularly. (Forms for periodic departmental inspections are kept at SAU's Risk Management office.)
16. Ground fault interrupter circuits are inspected and tested regularly.
17. Health Service equipment is inspected regularly.

BUILDINGS, EQUIPMENT, AND GROUNDS SAFETY

Equipment and Machinery Safety

SAU operates several industries to provide students with employment. The university also maintains support services for the overall campus plant operations. Each department director and supervisor is responsible for strictly following safe work practices. The safety, well-being, and responsibility of all employees, visitors, and sub-contractors are major concerns. Therefore:

1. Local, state, and federal rules and regulations always apply.
2. Each employee has the responsibility to work safely.
3. Safety and protective equipment is provided and required to be worn or used.

The equipment and machinery required for production and maintenance of the university is inspected regularly, and employee training is given, as required, to safely perform duties. Therefore:

1. All equipment and machine operators are trained in the operation of equipment before work is assigned.
2. Regular safety meetings are provided by the director or supervisor in each area.
3. Before operation begins, all guards and protective devices are checked to be sure they are in their proper place and in working order.
4. Work areas are kept clean and free of clutter.
5. Instructions for reporting accidents are given to all employees.
6. First-aid kits are available in each work area and restocked as necessary.
7. No alcohol or illicit drugs are allowed on the premises. Use of legal drugs that may affect performance requires consultation with a supervisor before employee is allowed to work.

BUILDINGS, EQUIPMENT, AND GROUNDS SAFETY

Grounds Safety

SAU regularly inspects all properties for hazards. Problem areas are corrected in a timely fashion. The following inspections are the responsibility of Landscape Services:

1. Parking lot and walkway lighting is assessed regularly to ensure they are adequately illuminated and that trees, shrubs, or foliage do not block light fixtures.
2. Lights on the parking lots, walkways, and outside of buildings are checked nightly by Campus Safety personnel, and work orders are issued to Plant Services for any repairs.
3. Cross walks, parking lots, and roadways are inspected regularly, and lines are repainted as necessary to ensure proper visibility.
4. Sidewalks are inspected regularly for cracks and other hazards.
5. Steps are checked for broken treads or slippery conditions.
6. Tree limbs and shrubs are kept trimmed from walkways to prevent injury to pedestrians.
7. Trash and refuse are placed in proper containers and disposed of in a routine manner.
8. Road or sidewalk repair areas are properly marked and cordoned to avert accidents.
9. Construction sites are fenced, and appropriate signs are affixed warning unauthorized persons to keep out.

FIRE SAFETY

Inspections

Fire safety inspections are conducted within the following guidelines:

1. Fire extinguishers are inspected monthly to see that they are in place and operable. Any problems are reported to Campus Safety and rectified immediately.
2. Emergency lighting, including exit lights, are inspected and tested monthly. Repairs are made immediately.
3. Fire alarm and monitoring systems are continually supervised by the Campus Safety Department.
4. Inspection for code violations are conducted regularly in all campus buildings.
5. Residence halls and meeting areas are inspected for the following fire hazards: open flames, torches, incense, and oil lamps. Prohibited devices are removed immediately. Fireworks, live Christmas trees, and combustible chemicals outside of authorized areas are prohibited in all buildings on campus. Resident Assistants report any violations to the Dean on duty. See Appendix C.
6. Evacuation routes and storm shelter areas are posted in all buildings. The Building Coordinator or Area Coordinator for each building is responsible for updating and replacing the postings as needed.
7. Flammable liquids are stored in UL approved storage cabinets and containers.
8. Fire doors are inspected monthly to ensure they are in good working order. Any malfunctioning fire door is reported to Plant Services for immediate repairs.
9. Sprinkler systems are checked monthly to assure they are in working order and not blocked by anything stacked within 18" of the sprinkler heads.
10. Access to sprinkler control valves is checked monthly to assure clear access.
11. Sprinkler systems are checked annually by a qualified sprinkler inspection company.
12. Sprinkler control valves are always kept locked in the open position. Campus Safety follows the "Red Tag" impaired service process for sprinkler system impairment and maintenance.
13. In the event of a fire, a sprinkler valve control operator from Campus Safety or Plant Services will shut down the system when the fire department requests it to be closed. The insurance company is notified and the repair is completed immediately.
14. Fire extinguishers of appropriate size and type are provided according to the National Fire Protection Association fire codes. Each extinguisher is checked monthly and annually by a Campus Safety fire technician. Inspection records are kept electronically with records available at the Campus Safety office. Food service areas are equipped with automatic fire suppression equipment over cooking and frying hoods.
15. Campus Safety will write work orders to correct problems and send these work orders to Plant Services. Fire and safety issues will take priority over regular scheduled work orders.

FIRE SAFETY

Awareness Programs

Fire safety awareness is an important part of ensuring the best possible prevention and protection for the university. Building Coordinators, Deans and Resident Assistants receive annual training in:

1. Fire extinguisher usage
2. Safety procedures
3. Building evacuation procedures for fire
4. Evacuation procedures for storm shelters in building

Evacuation Plans

In case of fire:

1. The evacuation alarm sounds either automatically or in response to a fire alarm pull station or fire sprinkler head discharge. The evacuation alarm is a continuously sounding horn, and strobe lights.
2. The fire alarm computer alerts the Campus Safety dispatcher that a fire alarm is in progress.
3. Campus Safety dispatcher notifies the fire department.
4. A Campus Safety officer is dispatched to the affected area to assist in the evacuation.
5. All occupants must evacuate the building regardless of the portion of the building that is affected. *
6. It is the responsibility of building occupants to review the posted fire evacuation maps and familiarize themselves with exits and assembly points.
7. The Building Coordinator, Dean, or Resident Assistant is charged with the responsibility of directing the evacuation and accounting for occupants.

* Exit the building at the closest exit and proceed to the building's fire assembly areas. Remain at the fire assembly area until the fire assistant, building coordinator or Campus Safety Officer give the all clear signal.

FIRE SAFETY

TALGE HALL

1. When a fire alarm occurs, each resident shall proceed to the proper evacuation assembly area. Assembly areas are located on numbered light poles outside the residence hall. Evacuation routes are posted on the room door along with the assembly point for that room. A dorm "Fire Assistant" will take record and report any missing persons to the Resident Assistant. Dorm residents shall remain at the assembly area until given permission to return to the residence hall by the Resident Assistant.

2. Each Resident Assistant will do a room-to-room check in their assigned area before leaving the floor and building. Once their area is completely evacuated, they will report to the assembly area to compare records sheets with the Fire Assistant. The RA will report back to the Dean at the fire command center that his area is clear or which rooms have missing residents. The RA will remain at the Fire Command Center until the building has been cleared for re-occupancy. After the fire alarm has been reset the RA will go to the Assembly Point to release the residents to return to the dorm. Should smoke or fire be encountered, he is to discontinue his check, leave the building immediately, and proceed to the assigned assembly area.
Should the residents need to be relocated to temporary shelters during the evacuation, the RA and Fire Assistant will lead the residents to the shelter and take record. The RA will report back to the dean any missing people, the Fire Assistant will remain in the temporary shelter with the residents.

3. Each Resident Assistant shall select a resident on his hall to serve as a "Fire Assistant." The RA and Fire Assistant will have a copy of the fire procedures for residence hall evacuation, laminated sheet of the residence hall rooms they are responsible for checking, a flash light, clip board and red and green marking pens.

Once the fire department arrives, they are in charge of the fire scene and will direct university personnel. After an evacuation, re-entry will not take place until it is approved by the fire department officer, or in their absence the Dean, Dean's Assistant or Campus Safety officer. Re-entry is not permitted until the fire alarm is reset and all fire systems are in working order.

Fire drills will follow the same procedure except that the fire department may not be on the scene. After a fire drill, the Dean, Dean's Assistant, or Campus Safety officer will give permission to re-enter the building after the fire alarm has been reset.

TALGE HALL ASSEMBLY AREAS:

Basement, Assembly Area "B" Lawn by Jacobs Ladder
First Floor, West Wing, Assembly Area 1W, Lawn by Jacobs Ladder
First Floor, A Wing, Assembly Area 1M, West of the main sidewalk
First Floor, East Wing, Assembly Area 1E, Basket Ball Court
Second Floor, West Wing, Assembly Area 2W, Dean's lawn
Second Floor, B Wing, Assembly Area 2N, Beside North loading dock
Second Floor, East Wing, Assembly Area 2E, Lawn by trash bins
Second Floor, Main Wing, Assembly Area 2M, Front lawn main side walk
Third Floor, West Wing, Assembly Area 3W, Front lawn main side walk
Third Floor, C Wing, Assembly Area 3N, Lawn by trash bins
Third Floor, East Wing, Assembly Area 3E, Basket Ball Court
Third Floor, Main Wing, Assembly Area 3M, Front lawn main side walk

update for new wing names and addition

FIRE SAFETY

Thatcher Hall

1. When a fire alarm occurs, each resident shall proceed to the proper evacuation assembly area. Assembly areas are located on numbered light poles outside the residence hall. Evacuation routes are posted on the room door along with the assembly point for that room. A dorm "Fire Assistant" will take record and report any missing persons to the Resident Assistant. Dorm residents shall remain at the assembly area until given permission to return to the residence hall by the Resident Assistant.

2. Each Resident Assistant will do a room-to-room check in their assigned area before leaving the floor and building. Once their area is completely evacuated, they will report to the assembly area to compare records sheets with the Fire Assistant. The RA will report back to the Dean at the fire command center that his area is clear or which rooms have missing residents. The RA will remain at the Fire Command Center until the building has been cleared for re-occupancy. After the fire alarm has been reset the RA will go to the Assembly Point to release the residents to return to the dorm. Should smoke or fire be encountered, he is to discontinue his check, leave the building immediately, and proceed to the assigned assembly area.
Should the residents need to be relocated to temporary shelters during the evacuation, the RA and Fire Assistant will lead the residents to the shelter and take record. The RA will report back to the dean any missing people, the Fire Assistant will remain in the temporary shelter with the residents.

3. Each Resident Assistant shall select a resident on his hall to serve as a "Fire Assistant." The RA and Fire Assistant will have a copy of the fire procedures for residence hall evacuation, laminated sheet of the residence hall rooms they are responsible for checking, a flash light, clip board and red and green marking pens.

Once the fire department arrives, they are in charge of the fire scene and will direct university personnel. After an evacuation, re-entry will not take place until it is approved by the fire department officer, or in their absence the Dean, Dean's Assistant or Campus Safety officer. Re-entry is not permitted until the fire alarm is reset and all fire systems are in working order.

Fire drills will follow the same procedure except that the fire department may not be on the scene. After a fire drill, the Dean, Dean's Assistant, or Campus Safety officer will give permission to re-enter the building after the fire alarm has been reset.

THATCHER HALL ASSEMBLY AREAS: Light posts in front of Thatcher Hall are numbered (first floor east, assembly area #1; second floor east, assembly area #2; third floor east, assembly area #3; first floor west, assembly area #4; second floor west, assembly area #5; third floor west, assembly area #6).

FIRE SAFETY

Thatcher Hall, South

1. When a fire alarm occurs, each resident shall proceed to the proper evacuation assembly area. Assembly areas are located on numbered light poles outside the residence hall. Evacuation routes are posted on the room door along with the assembly point for that room. A dorm "Fire Assistant" will take record and report any missing persons to the Resident Assistant. Dorm residents shall remain at the assembly area until given permission to return to the residence hall by the Resident Assistant.

2. Each Resident Assistant will do a room-to-room check in their assigned area before leaving the floor and building. Once their area is completely evacuated, they will report to the assembly area to compare records sheets with the Fire Assistant. The RA will report back to the Dean at the fire command center that his area is clear or which rooms have missing residents. The RA will remain at the Fire Command Center until the building has been cleared for re-occupancy. After the fire alarm has been reset the RA will go to the Assembly Point to release the residents to return to the dorm. Should smoke or fire be encountered, he is to discontinue his check, leave the building immediately, and proceed to the assigned assembly area.
Should the residents need to be relocated to temporary shelters during the evacuation, the RA and Fire Assistant will lead the residents to the shelter and take record. The RA will report back to the dean any missing people, the Fire Assistant will remain in the temporary shelter with the residents.

3. Each Resident Assistant shall select a resident on his hall to serve as a "Fire Assistant." The RA and Fire Assistant will have a copy of the fire procedures for residence hall evacuation, laminated sheet of the residence hall rooms they are responsible for checking, a flash light, clip board and red and green marking pens.

Once the fire department arrives, they are in charge of the fire scene and will direct university personnel. After an evacuation, re-entry will not take place until it is approved by the fire department officer, or in their absence the Dean, Dean's Assistant or Campus Safety officer. Re-entry is not permitted until the fire alarm is reset and all fire systems are in working order.

Fire drills will follow the same procedure except that the fire department may not be on the scene. After a fire drill, the Dean, Dean's Assistant, or Campus Safety officer will give permission to re-enter the building after the fire alarm has been reset.

THATCHER HALL SOUTH ASSEMBLY AREAS:

Areas in front of Thatcher South are numbered (first and second floor, women's hall, assembly area #1; second floor, men's hall, assembly area #2; third floor, assembly area #3; fourth floor, assembly area #4).

FIRE SAFETY

ACADEMIC, ADMINISTRATIVE, AND INDUSTRIAL

If a fire alarm occurs in the building, the building coordinator(s) shall:

1. Determine the nature and location of the alarm.
2. Call Campus Safety to report the alarm.
3. Assist the faculty in evacuation of the building, making sure everyone leaves the building. If fire or smoke conditions are encountered, leave the building immediately.
4. Close all windows and doors.
5. Go to the building assembly point and conduct a head count. Note any missing persons and report this to the Campus Safety officer and the fire department officer.
6. Do not permit anyone to re-enter the building until the fire department officer has given the "all clear."

Once the fire department arrives, they are in charge of the fire scene and will direct university personnel. After an evacuation, re-entry must not take place until approved by the fire department officer in charge, or in his absence the Campus Safety officer. Re-entry is not permitted until the fire alarm is reset and all fire systems are in working order.

Fire drills will follow the same procedure except that the fire department may not be on the scene. After a fire drill the Campus Safety officer will give permission to re-enter the building after the fire alarm panel has been reset.

For assembly points for academic, administrative, and leasehold facilities, see the posted fire evacuation plans in each building.

The Campus Safety Director will contact the Director of Marketing and University Relations or the assigned designee for any fire related emergency that required the services of the local fire department. The Marketing and University Relations office will prepare the appropriate news release for the news media and will be the only spokesperson for the university.

FIRE SAFETY

Drills

SAU residence halls have individual room and common area smoke detectors with fire alarm pull stations, strobe lights, and audible horns strategically placed throughout the buildings. Alarm systems are also installed in most academic, administrative, and campus industrial buildings. The alarm systems are monitored continually by the Campus Safety department. In the event of a fire alarm:

1. The Campus Safety dispatcher notifies 911.
2. A Campus Safety officer is dispatched to investigate and assist.

In order to prevent or minimize loss, the following guidelines are provided:

Fire drills are conducted twice each semester in all residence halls. During residence hall alarms, the Resident Assistants will help in the evacuation of all residents and visitors.

Other facilities on campus will have one fire drill per semester. Each of these facilities shall have one individual designated as a “Building Coordinator” (see Appendix B) who has the following responsibilities in his building area:

1. Assist Campus Safety with fire drill implementation.
2. Recruit help as necessary for the accomplishment of these building coordinator tasks.
3. Report any known fire hazards to the Fire Safety Subcommittee Chairman.
4. Be the responsible person in case any other emergencies occur.

The Safety Committee is responsible for ensuring that fire drills are held as scheduled.

VEHICLE AND TRAFFIC SAFETY

Vehicle Safety

To promote vehicle and pedestrian safety, the following provisions apply to drivers of vehicles on campus:

1. Individuals operating a vehicle on campus will have in their possession a valid U.S. driver's license and proof of insurance.
2. Drivers will obey the University's and State of Tennessee's traffic regulations at all times.
3. Vehicles will carry passengers only in the passenger compartment.
4. Operators of forklifts, back hoes, and tractors will not allow passengers to ride in or on the vehicle.
5. Operators of construction equipment, lawnmowers, utility vehicles, and various kinds of power tools will have proper training and an SAU permit before operating equipment.
6. Drivers of buses will have a class B commercial driver's license with a passenger endorsement and meet State of Tennessee and SAU safety requirements.
7. All operators and anyone responsible for fueling vehicles will be trained in proper fueling procedures.
8. Operators of University vehicles complete a training course and receive a Driver Training Certificate.

SAU automotive vehicles are inspected and road-tested every 90 days by Transportation Services. The following items are inspected:

1. Speedometer
2. Horn
3. Brakes
4. Tires
5. Exhaust system
6. Lights and signal devices
7. Steering mechanism
8. Electrical system
9. Windshield and glass
10. Door latching mechanisms
11. Seat belts
12. First-aid kit (where required)
13. Fire extinguisher (where required)

VEHICLE AND TRAFFIC SAFETY

Traffic Safety

The following traffic control conditions have been established by SAU and enforced by the Campus Safety department:

1. Speed limit signs of 20 mph are posted on campus roads, 10 mph in all parking lots.
2. Stop signs are posted at intersections with public roads.
3. Pedestrian crosswalks are conspicuously marked for both pedestrians and vehicles.
4. Traffic is controlled at the main crosswalk on University Drive during peak periods of pedestrian traffic with a traffic control signal operated by a Campus Safety officer.
5. Vehicles belonging to faculty, staff, students, and the university are registered by the Campus Safety Department. For the protection of university residents, unregistered vehicles and drivers may be checked out by the officer on duty.
6. Parking lots are assigned according to faculty, staff, and student status. Specific parking for visitors is provided in strategic locations on campus.
7. Parking lots are patrolled by Campus Safety and Collegedale Police 24 hours per day.
8. University roads are properly maintained and have appropriate markings.

PERSONAL SAFETY AND HEALTH

Personal Safety

The following devices and practices are provided for faculty, staff, student, and visitor safety:

1. All residence hall entry doors are provided with card-entry readers and door-open alarms to prevent unauthorized entry.
2. Outside doors to residence halls and academic, administrative, and public buildings lock according to pre-arranged schedules to provide maximum convenience and security.
3. Academic and administrative buildings are locked when not supervised. They are checked by the Campus Safety Department throughout the hours they are open and closed.
4. Campus grounds, parking lots, roads, and buildings are patrolled 24 hours per day by Campus Safety officers. Patrol is conducted by vehicle, bicycle, or foot.
5. Campus Safety provides on-campus escorts from dusk to dawn as requested.
6. Students, faculty, and staff are alerted to any crimes that might directly affect them.
7. Crime statistics for the last three years are available on the Campus Safety website. All students, faculty and staff are notified annually where they are posted.
8. Safety tips and Campus Safety activities are printed in the University's newspaper.
9. All sports are supervised by the School of Health, Physical Education, and Wellness (HPEW). Supervisory personnel are trained in emergency procedures.
10. Training is provided in the health clubs of the residence halls and the HPEW to ensure safe practices in the use of weights and exercise equipment. Students are instructed to use these facilities in pairs so one can supervise while the other uses the weights and exercise equipment.
11. The HPEW is responsible for safety in the swimming pool area and all other recreational facilities and provides appropriately trained staff for supervision.
12. Health letters promoting wellness are circulated periodically by the HPEW.
13. SAU provides personal safety equipment such as steel toe shoes, ear and eye protection, gloves and hard hats. Use of personal safety equipment is required.
14. Resident Assistants receive training annually in CPR, drug awareness and theft prevention.

PERSONAL HEALTH AND SAFETY

Health Service

Health Service (HS) is directed by a family nurse practitioner under the supervision of a physician and the vice president for student services. The nurse practitioner works regular office hours and the physician will see patients at pre-arranged times. A student registered nurse is on-call after office hours *except during listed vacations and summer*. To maximize healthcare to all students, students are seen at Health Service. In an emergency, the paged nurse will go on-site anywhere on campus to help provide first aid.

<i>Eligible Clients</i>	<i>Non-eligible Clients</i>
1. All undergraduate students	1. Alumni
2. Graduate students taking 3 or more credit hours	2. Adult convention groups
3. Spouses/dependents ages 12 and above on school insurance	3. Faculty or Staff except for student immunization requirements
4. Official on-campus visitors from visiting schools	4. Other similar non-student groups

<p><i>Regular Office Hours</i> 8-12 and 1-5 Monday - Thursday, 8-12 Friday</p> <p><i>Telephone:</i> 423-236-2713 <i>Fax:</i> 423-236-1713</p> <p><i>Location:</i> Thatcher South, east side entrance</p> <p><i>Nurse Pager 874-3371 (for emergencies)</i> Call Campus Safety at 2100, or Call a dormitory dean to page the nurse</p>
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Required Medical Information and Immunizations For On-Campus students

- Medical History & Consent/Immunization Certification form required for all accepted on-campus students
- Tetanus/Diphtheria booster within 10 years
- Two MMRs (Measles, Mumps, Rubella) after 12 months of age for students born after 1956
- Tuberculin PPD skin test at least three months after entering the U.S. if foreign born or traveled in countries not on the exempt list from the American College Health Association (ACHA)

Services

- Visits for minor illnesses/injuries or expanded medical problems and prescriptions
- Three-bed infirmary for dormitory students
- Physical exams or gyn exams with pap
- Blood draws and lab tests
- Immunizations and TB PPD skin tests
- Wound care, bandages
- Blood pressures, ear irrigations
- Equipment loans (such as crutches, heating pads, slings, wheel chairs, etc.)
- Referrals to area health care providers or facilities

PERSONAL HEALTH AND SAFETY

- Off-campus medical transportation arranged through Transportation Department
- Health education
- Campus biohazard waste disposal through Stericycle Medical Waste Systems

Health Insurance

University policy requires all students to have adequate health insurance either by enrolling in the student injury and sickness insurance plan, or by stating one has private insurance and signing a waiver card at registration.

Accidents Occurring On Campus

- In the event of an accident, Health Services will thoroughly complete and have the student sign the Accident Form.
- Will send the Accident Form immediately to Risk Management and keep a copy in the student's chart.

Available Emergency Personnel

- HS nurses have current cardiopulmonary resuscitation (CPR) certification.
- Bob Bengel, intramural and aquatic director, is certified in the following: American Red Cross CPR and First Aid instructor; CPR for Professional Rescuers; Standard First Aid Review 99, with teaching certification, by Workplace Training; and AED instructor authorization.
- Call 911 for police, fire, and ambulance service.
- First Responders (from the Tri-Community Fire Department) are 3-5 minutes away. They have AEDs.
- Erlanger Hospital provides helicopter ambulance service with a landing zone pre-arranged on the campus.
- Campus Safety Officers are AED equipped and CPR certified.

See appendix D for Health Service Accident Form and Campus Safety Emergency Medical Form to determine when to call 911.

PERSONAL HEALTH AND SAFETY

Faculty, Staff, Visitors

Emergency Medical

If a medical incident or accident, more than minor in nature, occurs on campus involving faculty, staff, or visitors, dial 911 immediately to report the incident. Answer every question asked by the 911 operator. Hamilton County Emergency Medical Services will be dispatched to assist with the situation. Also notify Campus Safety at 236-2100 of the incident. SAU Risk Management should be notified immediately after the incident is resolved.

Minor Medical Incident

If the injury or medical incident is of a minor nature, use the departmental first-aid kit to render assistance. Arrange for transportation to a local medical facility. SAU Risk Management should be notified immediately after the incident is resolved.

See Appendix D for forms.

HANDLING HAZARDOUS MATERIALS

SAU's plan for handling chemicals and hazardous wastes is available at the Chemistry Department in Hickman Hall. The purpose of the plan is to establish uniform, safe, and efficient practices in the laboratory and to assist in the safety instruction of all who use the laboratory facilities. The plan includes the following guidelines:

1. Personnel safety
2. General safety rules
3. Definitions of chemical properties
4. General handling and storage
5. Information and training
6. Criteria for control measures

Each department of the university that produces hazardous wastes has its own plan for dealing with those wastes and has designated someone to implement the plan. A copy of the plan is available in the department's office.

A member of the Chemistry Department staff has been appointed Chemistry Hygiene Officer by the department chairman to ensure that this plan is carried out.

Material Safety Data Sheets (MSDS) are kept in each department's office and are available for review.

EMERGENCY ACTION PLANS

GENERAL INFORMATION

In the event of a campus disaster or emergency condition, the Emergency Action Team (EAT) Coordinator shall notify and convene the Emergency Action Team to handle the situation. This team will inform the President and Vice-Presidents of the situation and the actions being implemented under the Emergency Action Plan (EAP). The Team will be responsible for notifying the Building Coordinators (BC) of all affected buildings on campus. The BCs will be responsible for assisting with EAP implementation in their assigned areas. A list of the Building Coordinators and their responsibilities is outlined in Appendix B.

The Emergency Action Team will work with the Director of Public Relations who will be responsible for issuing all communications to the campus community, the media, and the public.

When the Emergency Action Plan is implemented, the Emergency Action Team will meet in the Director of Campus Safety's office to coordinate the actions required. The EAT will notify all SAU departments and keep them informed of the progress of emergency resolution. This team will also coordinate with outside agencies as required to effectively control the emergency.

The Directors of Campus Safety, Public Relations, Plant Services, Landscape Services, Food Services, and the Service Department, along with the Residence Hall Deans, will help with assessment of campus and building damage and with remedial action required to restore the property so normal operations can resume. Health Service and the residence hall deans will assess injury to students and employees and will assist with medical needs. Areas considered to be hazardous will be closed until restored to safe conditions. Guards will be posted by Campus Safety as needed to reduce the likelihood of injury and to protect property. Accounting for personnel and providing medical care for the injured will take precedence over other activities.

If emergency evacuation from the campus is necessary, it will be in conjunction with the City of Collegedale and the Hamilton County emergency evacuation plan. Campus evacuation shelters are:

1. Iles PE Center
2. Collegedale Academy Gym
3. Cafeteria
4. Student Center
5. Lynn Wood Hall Chapel
6. Ackerman Auditorium
7. Collegedale Church

If evacuation shelters are required for a residence hall, the Deans and Resident Assistants will supervise the students. Campus Safety will open the area for shelter use. If evacuation shelters are required for academic, administrative, or industrial areas, the Building Coordinator for the affected area will supervise the shelter. Campus Safety will open the area for shelter use.

EMERGENCY ACTION PLANS

If the nature of the crisis/disaster is such that emergency supplies of food and water are needed, the resources will be the Cafeteria, Campus Kitchen, and the Village Market. The Iles Physical Education Center swimming pool can provide an emergency supply of water. A generator is available for emergency needs. Emergency housing may be provided at the Physical Education Center as needed and could become an emergency shelter managed by the Red Cross to serve the community after campus needs are met.

EMERGENCY ACTION PLANS

EMERGENCY ACTION PLANS LIST

EAPs will be developed for the following list. Each topic will have a page of instructions to outline the actions required by the Emergency Action Team, Building Coordinators, and Area Coordinators.

Abduction	Natural Gas Leak, Exterior
Alarm System Problems	Natural Gas Leak, Interior
Arson	Overdose, Drugs
Attack, Physical	Physical Attack
Bio-hazard Attach	Plane Crash
Blizzard	Poisoning
Bomb Threat	Power Failure (longer than two hours)
Canceling School	Power Lines Down
Car Jacking	Rape
Civil Disturbance	Riot
Contamination, Food	School Bus Accident, off campus
Contamination, Water	Scooters
Death, Accidental	Selling On Campus
Death, Murder	Severe Weather
Death, Natural	Sexual Harassment
Death, Suicide	Shelters, Evacuation
Earthquake	Sickness
Emergency Shelters	Skateboarding
Entrapment, Building	Sleet
Entrapment, Confined Space	Snow Storm
Entrapment, Elevator	Sprinkler System Problems
Entrapment, Machinery	Stalking
Entrapment, Vehicle	Storm Shelters
Explosion	Storm Warning
Fire, Building	Storm Watch
Fire, Fields, Woods, Brush	Suicide, Attempt, Threat
Flood	Suicide, Death
Gang Activities	Suspicious Persons
Harassing Phone Calls	Suspicious Vehicles
Hazardous Material Clean Up / Disposal	Terrorist Attack
Hazardous Material Spill	Threats of Violence, People
Helicopter Landing, EMS	Threats of Violence, Property
Hostage Situation	Tornado
Hurricane	Train Derailment
Ice Storm	Trespassing
Injury	Vandalism, Buildings
Inline Skating	Vandalism, Grounds
Kidnaping	Vandalism, Property
Literature distribution	Vehicle Accident
Loitering	Water Outage
Lost Child	Weapons on campus
Lost Parent	
Marshall Law	
Mass Casualties	
Missing Person	
Murder	

APPENDIX A

SAFETY COMMITTEE

The responsibilities of the Safety Committee are:

1. Conduct bi-monthly meetings (September, November, January, March, May, and July).
2. Keep minutes of meetings.
3. Appoint subcommittees.
4. Make assignments to subcommittees.
5. Approve information prepared by subcommittees to be disseminated on campus.
6. Review inspectors reports.
7. Review subcommittee reports.
8. Recommend training programs to Administration as suggested by subcommittees.
9. Recommend to Administration actions regarding safety issues.
10. Monitor implementation of approved plans.
11. Keep Safety Plan current and useable.

The responsibilities common to all subcommittees are:

1. Conduct bi-monthly meetings (October, December, February, April, June, and August).
2. Keep minutes of meetings.
3. Carry out standing assignments.
4. Carry out assignments from the Safety Committee.
5. Prepare information to be disseminated to the campus and recommend to the Safety Committee.
6. Develop a plan for training of personnel and recommend it to the Safety Committee.
7. Report to Safety Committee at bi-monthly meetings.

The additional responsibilities of the Emergency Action Team (EAT) Subcommittees are:

1. Define objectives of the Emergency Action Plan (EAP) at SAU.
2. Develop EAPs.
3. Gather, store, and maintain emergency resources.
4. Design a plan for training of personnel to carry out the approved disaster plan.
5. Implement approved EAPs.
6. Monitor training for and implementation of the approved plan.

APPENDIX A

SAFETY COMMITTEE

The additional responsibilities of the Fire Prevention and Safety Subcommittee are:

1. Research applicable codes and regulations.
2. Research present campus fire safety activities.
3. Develop Master Plan for inspection and maintenance of campus fire equipment.
4. Develop plan for bomb threats for campus.
5. Develop plans for continuing training of campus personnel.
6. Recommend plans to Safety Committee.
7. Implement approved plans.
8. Monitor implementation of approved plans.
9. Plan evacuation route for facilities and receive approval from Safety Committee.
10. Post the evacuation plan in all rooms of the facilities.
11. Plan fire drills for the facilities.
12. Submit annual fire drill schedule to Safety Committee.

The additional responsibilities of the Hazardous Materials Management Subcommittee are:

1. Identify hazardous materials on campus.
2. Identify and assess environmental/local area hazards related to hazardous materials.
3. Develop plan for management of hazardous materials on campus.
4. Develop evacuation plan for campus population.
5. Recommend plans to Safety Committee.
6. Implement approved plans.
7. Monitor implementation of approved plans.

The additional responsibilities of the Property Inspection Subcommittee are:

1. Develop plan for annual inspection of all campus facilities including all areas (inside and outside buildings) where students, employees, or visitors might be.
2. Report hazards, potential liabilities, needed maintenance, preventive maintenance, or code/regulation violations to the Safety Committee.
3. Recommend Inspection Plan to Safety Committee.
4. Implement approved plan.
5. Monitor implementation of approved plan.

APPENDIX A

SAFETY COMMITTEE

The additional responsibilities of the Safety Education Subcommittee are:

1. Review workers compensation reports of accidents.
2. Review campus accident reports.
3. Develop a plan for education and training in each area of campus safety to include residence halls, instructional activities, and industries.
4. Provide education in the safe operation of motor vehicles and equipment.
5. Recommend plan to Safety Committee.
6. Implement approved plan.
7. Monitor the implementation of approved plan for Safety Education.

APPENDIX A

SAFETY COMMITTEE

SAFETY PERSONNEL, 2004-2005

Emergency Coordinator

Director of Campus Safety Eddie Avant

Information Coordinator

Director of Marketing and University Relations Ruthie Gray

Chemical Hygiene Officer

Bruce Schilling

Safety Committee

Chair Bill Wohlers, Vice President for Student Services
Assoc. Chair Eddie Avant, Director of Campus Safety
Ex-Officio Dale Bidwell, Vice President for Financial Administration
Audrienne Andreika, Assistant Director of Health Services
Mark Antone, Director of Landscape Services
Barry Becker, Director of Transportation Services
Jim Burrus, Manager of Village Market
Nancy Daily, Director of Risk Management
Earl Evans, Director of Food Services
Phil Garver, Dean of Physical Education, Health & Wellness
David Houtchens, Fire Safety Technician
Clair Kitson, Director of Plant Services
Ed Lucas, Director of Energy Management
Carl Patterson, Assistant Dean of Men
Bruce Schilling, Chemical Hygiene Officer
Dennis Schreiner, Director of Service Department
Dale Walters, Chair of Technology
Sandra Twombly, Women Residence Housekeeping

Emergency Action Team (EAT)

Chair: Eddie Avant, Director of Campus Safety
Ruthie Gray, Director of Marketing and University Relations
Mark Antone, Director of Landscape Services
Earl Evans, Director of Food Services
Henry Hicks, Director of Information Services
Clair Kitson, Director of Plant Services
Dennis Schreiner, Director of Service Department
Sandra Twombly, Women Residence Housekeeping

APPENDIX A

SAFETY COMMITTEE

Fire Prevention Subcommittee

Chair: Eddie Avant, Director of Campus Safety
Jim Burrus, Manager of Village Market
Carl Patterson, Assistant Dean of Men
Don Van Ornam, Building Coordinator

Hazardous Materials Subcommittee

Chair: Bruce Schilling, Chemical Hygiene Officer
Audrienne Andreika, Director of Health Services
Mark Antone, Director of Landscape Services
Barry Becker, Director of Transportation Services
Clair Kitson, Director of Plant Service
Ed Lucas, Director of Energy Management
Dale Walters, Chair of Technology

Property Inspection Subcommittee

Chair: Clair Kitson, Director of Plant Services
Nancy Daily, Director of Risk Management
Ed Lucas, Director of Energy Management
Dennis Schreiner, Director of Service Department

Safety Education Subcommittee

Chair: Nancy Daily, Director of Risk Management
Audrienne Andreika, Assistant Director of Health Services
Phil Garver, Dean of Physical Education, Health & Wellness
David Houtchens, Fire Safety Technician
Gary Horinouchi, Director of Audio Visual

APPENDIX B

BUILDING COORDINATORS

The individuals indicated in the table that follows have been designated Building Coordinators for their buildings. The members of the EAT will notify the appropriate individuals in the event of a disaster.

Safety Duties of Building Coordinators

Report observed safety hazards of facility and surrounding area to Plant Services to get a work order #. Then report the hazard and work order # to the Safety Committee.

Communicate to the Director of Campus Safety immediately any event/incident that could be a threat to life or property.

Receive from the Emergency Coordinator, through chain of command, information/directions during an emergency or severe weather conditions.

Coordinate the fire plans as follows:

1. Execute fire drills and report them to the Safety Committee.
2. Report any known fire hazards to the Safety Committee.
3. Recruit help as necessary for the accomplishment of these assigned tasks.
4. Be the “in charge” person in case any other emergencies occur.
5. See sections “Fire Safety, Academic, Administration and Industries” and “Fire Safety” for details of responsibilities.

Coordinate the storm shelter plans as follows:

1. Execute the storm evacuation drills and report them to the Safety Committee.
2. Recruit help as necessary for the accomplishment of these assigned tasks.
3. Make sure access to storm shelters are kept clear and accessible.
4. Be the “in charge” person in case of a Storm Warning.

**APPENDIX B
BUILDING COORDINATORS**

LEGEND:

(BC) Building Coordinator

(AC) Area Coordinator (for a department or school)

BUILDING	Area	Contact Person	Office Phone	Home Phone
Brock Hall BC - Don Van Ornam	Business and Management	Don Van Ornam (BC) Linda Wilhelm Ron Montague	2750 2751 2752	238-7787 396-9564 396-9045
	English	Wilma McClarty (AC) Jan Haluska Beverley Orrison	2736 2738 2381	396-2035 396-3324 396-3165
	History	Ben McArthur (AC) Mark Peach	2744 2743	396-3293 322-0110
	Journalism and Communications	Volker Henning (AC) Stephen Ruf Janita Herod	2733 2761 2330	396-9507 894-3272 396-2273
	Visual Art & Design	Wayne Hazen (AC) Nathan Pizar David George	2732 2732 2094	396-4945 396-9484 238-5713
	WSMC	David Brooks (AC) Doug Walter Myrna Ott	2905 2100 2905	899-1376 479-6984 236-5155
Campus Services BC - Eddie Avant	Campus Safety	Eddie Avant (BC) Don Hart	2100	238-6289 396-9956
	Energy Management	Ed Lucas (AC)	2917	280-3757 (c) 396-9279 (h)
Collegedale Church BC - Wolf Jedamski	Church	Ed Wright (AC) Wolf Jedamski (BC) Grace Pollett	396-2134	396-2656 236-4455 236-4849
Daniells Hall BC - Rene Drumm	Office Equip. Service	Ted Palmer (AC)	2077	472-1761

**APPENDIX B
BUILDING COORDINATORS**

LEGEND:

(BC) Building Coordinator

(AC) Area Coordinator (for a department or school)

BUILDING	Area	Contact Person	Office Phone	Home Phone
	Social Work	Dr. Rene Drumm (BC) Judie Port (AC)	2767 2775	892-7307 236-5071
	Software Tech.	Tim Korson (AC)	2600	236-5110
Dining Hall BC - Earl Evans		Earl Evans (BC) Sherri Schoonard (AC) Nancy Soapes Richard Johnson	2709 2708 2710 2708	396-2206 236-5293 396-9076 396-2425
Fleming Plaza	See Lease Hold	Marti Hamilton	2806	706-602-0621
Hackman Hall BC - Ron Clouzet	Religion	Ron Clouzet (BC) Brigitte DiMemmo	2983 2976	396-4055 238-4394
Herin Hall BC - Barbara James	Nursing	Barbara James (BC) Holly Gadd Conni Cash (AC)	2953 2961 2940	728-4900 396-3193 396-4039
Hickman Science Center BC - Keith Snyder	Biology	Keith Snyder (BC) David Ekkens Debbie Strack	2929 2923 2926	396-9639 396-3174 396-2585
	Chemistry	Rhonda Scott-Enis (AC) Bruce Schilling	2932 2920	396-9827 236-5232
	Computing	Jared Bruckner (AC) Darlene Williams John Beckett	2935 2936 2998	614-3431 396-3042 396-2453
	Math	Art Richert (AC) Bob Moore	2868 2866	236-4554 236-4625
	Physics	Ken Caviness (AC) Henry Kuhlman Darlene Williams	2856 2870 2936	396-9653 236-4401 396-3042

**APPENDIX B
BUILDING COORDINATORS**

LEGEND:

(BC) Building Coordinator

(AC) Area Coordinator (for a department or school)

BUILDING	Area	Contact Person	Office Phone	Home Phone
Iles PE Center BC - Phil Garver	Physical Education	Phil Garver (BC) Robert Benge (AC) Judy Sloan	2852 2855 2595	396-3475 499-9235 396-4712
Landscape Services BC - Mark Antone		Mark Antone (BC) Troy DeWind June Walter (AC)	2747 2463 2747	892-6996 892-8306 476-1303
Ledford BC - Dale Walters	Technology	Dale Walters (BC) Jeff O’Ffill (AC) Emiko Miyagi	2862 2863 2863	236-4148 490-1212 396-9315
	Visual Art & Design	Wayne Hazen David George (AC)	2732 2732	396-4945 238-5713
Lynn Wood BC - Chris Carey	Advancement Alumni	Chris Carey (BC) Evonne Crook Rob Raney	2828 2830 2781	236-4016 396-3328
	Museum	Helen Durichek (AC)		396-2994
McKee Library BC - Genevieve Cottrell	Library	Genevieve Cottrell (BC) Patricia Beaman Marge Seifert	2795 2789 2794	326-3297 (h) 280-9292 (c) 396-3756 396-2952
Miller Hall BC - Carlos Parra	Modern Lang.	Carlos Parra (BC) William Van Grit	2746 2264	344-1659 510-0427
Plant Services BC - Clair Kitson	Construction	Clair Kitson (BC) Eric Schoonard Jaunita Hamil	2919 2919 2919	473-9883 236-5293 855-3952
Service Department 5071 Industrial BC - Dennis Schreiner	Service	Dennis Schreiner (BC) Donald Lighthall Becki McRae	2718 2717 2717	236-5223 846-0018 332-5186
	Art Annex	Wayne Hazen (AC)	2732	396-4945

**APPENDIX B
BUILDING COORDINATORS**

LEGEND:

(BC) Building Coordinator

(AC) Area Coordinator (for a department or school)

BUILDING	Area	Contact Person	Office Phone	Home Phone
	Purchasing	Russell Orrison (AC)	2336	396-2360
Southern Village Apts. BC - Dennis Negron		Dennis Negron (BC) Martin Hamilton	2995 2806	396-9754 706-602-0621
Student Center BC - Bill Wohlers		Bill Wohlers (BC) Jim Wampler Pam Dietrich Kari Shultz	2813 2783 2814 2484	396-3220 396-2577 236-4913 396-1769
Summerour Hall BC - Alberto dos Santos	Education and Psychology	Alberto dos Santos (BC) Asti Conibear	2779 2415	344-8263 728-3233
Talge Hall BC - Dwight Magers	Residence Hall	Dwight Magers (BC) Jeff Erhard Karen Morgan Dusty Miller	2992 2993 2990 2999	238-2452 238-3385 396-3971 236-5030
Thatcher Hall BC - Sharon Engel	Residence Hall	Sharon Engel (BC) Kassy Krause Sandra Twombly	2990 2901 2909	238-3597 238-2770 396-2485
Thatcher South BC - Helen Bledsoe	Residence Hall	Helen Bledsoe (BC) Dennis Negron	2908 2995	396-3213 396-9754
	Health Services	Andrienne Andreika (AC)	2713	
Transportation Services BC - Barry Becker		Barry Becker (BC) Ray Artigas secretary ?	2716 2716 2716	473-7933 396-2893
Wood Hall BC - Scott Ball	Music	Scott Ball (BC) Yolande Burrus	2881 2880	296-0276 236-6606
Wright BC - Cindi Young	Administration	Cindi Young (BC) Helen Durichek Dale Bidwell	2816 2817 2815	499-9428 396-2994 899-9312

**APPENDIX B
BUILDING COORDINATORS**

LEGEND:

(BC) Building Coordinator

(AC) Area Coordinator (for a department or school)

BUILDING	Area	Contact Person	Office Phone	Home Phone
	Info. Service	Henry Hicks (AC) Carmen Jaecks	2700 2712	236-4202 396-3672
	Student Finance	Kent Robertson (AC)	2877	894-5825

Leaseholds

BC - Marti Hamilton

Office - 2806, Home - 706-602-0621

BUILDING	Area	Contact Person	Office Phone	Home Phone
5077 Industrial Dr.	Life Talk Radio			
4981 Industrial Dr.	College Press	Marti Hamilton (BC) B. Higgenbotham (AC) Kenny Tommeg Larry Sample	2806 396-2164 396-2164 396-2164	706-602-0621 421-2165 421-2225 593-6195
10106 Park Lane BC - Marty Hamilton		Marty Hamilton	2806	706-602-0621
	Abundant Life Water	Sam Garza		396-2252
Fleming Plaza	ABC	Doug Anderson (AC) Bruce Jackobs Barbara Clemons Diane Harvey	396-2814	423-559-8242 706-673-9758 423-396-2467 423-503-4087
	Campus Kitchen	Shirley Menhennett(AC) Earl Evans	2488 2709	892-4437 396-2206
	Campus Shop	Rita Wohlers (AC) Danita Payne	2152	396-3220
	Chastain Chiropractic	Christopher Chastain	396-9112	614-3028

BUILDING	Area	Contact Person	Office Phone	Home Phone
Fleming Plaza Cont.	Collegedale Cleaners	Richard Strickland (AC) Rachell Gregg	396-2550	499-2212 877-9852
	Collegedale Credit Union	Randy White (AC) Danilvy Turner Robin Maupin	396-2101	490-1266 396-4638
	Collegedale Realtors	Bobbie Weeks (AC) Becky Garvin Tammy Parham	396-9696	718-2880 (c) 236-4511 320-8881
	General Conf. Auditing Service	Kevin Hallock	238-2660	614-4189
	Hair Designers	Mrs. Bramblett (AC) Sherry Champble	396-2600	396-9013 697-1884
	McKee Creative Services	McKee Foods Security John Petticord (AC)	238-7111 x 2397 x 4341	344-3690
	McKee Sales Info Systems	McKee Foods Security Richard Davis	238-7111 x 2397 x 4742	961-2249
	Post Office	Dick Wodzinski (AC) Ken Burnham Mike McCaughan	396-9165	236-4398 510-8542 236-4795
	Quick Print	Dorothy Turner (AC)	2861	954-9742
	Village Market	Jim Burrus (AC) Reda Bidwell	2300 2300	236-6606 899-9312

APPENDIX C

Open Flame Exception Criteria (Available at Campus Safety)

Open flame devices for decoration, heat, or illumination are prohibited in residence halls and in all academic, administrative, and industrial facilities on campus. The Director of Campus Safety may grant exceptions for the following types of open flame devices used for special occasions after an inspection is completed and proper safety protections are in place.

<p>Candles: In stable holders Constant supervision Combustibles are at a safe distance Non-flammable supporting articles Lighting is performed safely (use a fire place lighter)</p>	<p>Lanterns: (inside or outside) (Liquid or bottled gas) Mantels in operating condition Unit tested for leaks Fueling done out doors Fuel stored properly Lighting is performed safely (use a fire place lighter) Area properly ventilated</p>
<p>Hurricane Lamps: Globe and fuel base in good condition Wick and Wick control in good condition Fueled out doors Fuel stored properly Combustibles kept at a safe distance Lighting is performed safely (use a fire place lighter) Area properly ventilated</p>	<p>Cooking/Warming of Food: Canned heat for warming trays is in proper/stable holders Portable gas grill's, stoves on stable stand, in proper working condition (outdoors only) Exterior fire with proper containment Disposal of ashes in metal containers Lighting is performed safely (use a fire place lighter)</p>
<p>Torch Lamps: (out doors use only) Properly secured/stable Fuel stored properly Containers filled by using funnel Combustibles kept at a distance greater than mounting rod/stand Lighting is performed safely (use a fire place lighter) Extinguishing device attached to lamp</p>	<p>Space Heaters: Area properly ventilated Fueled only when off and cool Fuel stored properly Combustibles kept away from flame or hot surfaces Auto-off on tilt device tested and working</p>

Open Flame Exception Request

___ Inside ___ Outside Date: _____ Building: _____ Room: _____

Reason/Purpose: _____

Type of Flame:

___ Candle(s)	___ Quantity	
___ Lantern(s)	___ Quantity	Fuel Type: _____
___ Torch Lights	___ Quantity	
___ Hurricane Lamps	___ Quantity	
___ Cooking/Warming		Fuel Type: _____
___ Space Heaters, Propane, Natural Gas, Kerosene		

Safety Precautions:

___ Combustibles around open flame:
 ___ Fire Extinguisher on hand
 ___ Staff trained in use of Fire Extinguishers
 ___ Disposal of materials:

Staff/Faculty Member Responsible: _____

Area inspected by: _____ Date: _____

Approved By: _____

APPENDIX D

**Health Service
Southern Adventist University
STUDENT ACCIDENT REPORT**

Today's date: _____

Name _____ Age _____ Sex _____
Address _____ Telephone # _____
Date of Injury _____ Time _____ Department _____
Exact Location _____

Circle status at time of accident: Student Employee
Were you on duty as a college employee at the time of the accident? circle: Yes No

Cause of the accident _____

Describe in detail what happened _____

What side of body was injured? circle: Right Left
Nature and extent of injury _____

Was first aid given? No Yes If so, by whom? _____
Describe first aid treatment _____

Was injured sent to doctor? No Yes Doctor's Name _____
Was injured sent to Emergency Room? No Yes Where? _____

What do you suggest be done to prevent a similar accident? _____

Signature of injured _____ Date _____

Signature of witness (if any) _____ Date _____

Signature of supervisor _____ Date _____
Department _____

SEND THIS FORM TO RISK MANAGEMENT

(Form for Campus Safety)

Medical Emergency

Caller #: _____ Time: _____ Date: _____

Nature of the Call: _____

Location: _____

1. Call 911 at the first “yes” response.

Does the person have any of these symptoms that threaten life?

1. No breathing or no pulse?	No	Yes	If Yes – call 911
2. Choking or difficulty breathing?	No	Yes	If Yes – call 911
3. Bleeding severely?	No	Yes	If Yes – call 911
4. Having a seizure?	No	Yes	If Yes – call 911
5. Having chest pains?	No	Yes	If Yes – call 911
6. Unconscious?	No	Yes	If Yes – call 911
7. Vomiting uncontrollably? If yes, is this a result of a head injury?	No	Yes	If Yes – call 911 If No – call nurse
8. Reaction to drugs, bites, or sting?	No	Yes	If Yes – call 911
9. Displaying suicidal behavior?	No	Yes	If Yes – call 911

2. Call health services to tell the nurse you have someone who needs their assistance or that the ambulance has been called. Give them the location and nature of the call.
2713 – Office 874-3371 – Pager (Nurse on duty)

Transport to Health Services **if** Health Services requests it and **if** it is not an emergency requiring EMS.

3. If you can't reach Health Services:
If a Dorm Resident: Tell them to contact their Dean.
If off-campus Dorm Housing: Tell them to contact their Dean.
If a Community Student: Tell them to find a ride to hospital or doctor's office.

We do not transport to areas off campus!
(For off campus dorm or dorm housing,
we transport to Health Services only)