

SAFETY & PROCEDURES MANUAL

For Faculty and Staff.

Danville Area
Community
College

DANVILLE AREA COMMUNITY COLLEGE

Safety and Procedures Manual

DACC
2000 East Main St.
Martin Luther King Memorial Way
Danville, IL 61832

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Safety Policy Statement

Danville Area Community College is dedicated to providing a safe learning and working environment for students, faculty, and staff. To this end, the college disseminates safety procedures, guidelines for proper inspection of the facilities to determine unsafe conditions, rules outlining proper practices in the instructional and working areas, and the procedures to be followed in the event of potential emergencies.

All employees, students, and visitors are expected to adopt the concept that the safest way to perform a task is the most efficient and the only acceptable way to perform it.

Accident Reviews

All Campus accidents must be documented on the Danville Area Community College Injury and Illness Report (which can be accessed at <http://www.dacc.edu/employees/?page=forms>) and forwarded to the Director, Human Resources and the Director, Administrative Services. Accidents are reviewed to determine needed improvements to prevent further accidents, to provide a safe working environment, and to promote safe work habits. The information obtained will be used to provide direction to the appropriate authority for improvements and corrective action.

Administrator-on-Campus

The Administrator(s) assigned to this responsibility will serve as a contact person(s) for unusual matters and act as the person(s) responsible for overseeing emergency procedures in the absence of the president or the president's designee, i.e., the administrator is charged with the responsibility of ensuring that College emergency procedures are followed. The administrator should be familiar with the responsibilities of the security officers, special activities as posted at the switchboard, emergency procedures, and the filing of necessary reports.

Saturday hours are from 8:00 a.m. to 12:00 Noon. This schedule is maintained during the regular academic semesters and excludes the Summer Session.

Administrators may choose to perform this responsibility with another administrative colleague.

The Administrator may be contacted at (217) 260-4777.

All Call List for Emergency Notification

Emergency Notification is conducted through the College's Receptionist, the Director of Administrative Services, Security Supervisor, Director of Human Resources, or the Director of Marketing & College Relations. Emergencies are broadcast throughout the buildings and on various locations on the campus grounds. This process is tested the first Tuesday of every month.

Bloodborne Pathogens Exposure Control Plan

I. Exposure Determination

The following positions are positions in which employees may be expected to incur exposure to blood and other potentially infectious materials (OPIM). The exposure determination is made without regard to the use of personal protective equipment (PPE).

- A. Athletic Trainer, Designee, work-study/student workers
- B. Building Services Attendants
- C. Child Care Associates
- D. Child Care Office Assistant
- E. Coordinator, Child Development Center
- F. First Aid/CPR Instructor
- G. Groundskeeper
- H. Head and Assistant Athletic Coaches
- I. Health Services Coordinator (HSC)

- J. Instructors of Invasive Labs – Instructors teaching courses in the following prefixes: BIOL, CHEM, and PHYS with the exception of BIOL 105, PHYS 143
- K. Maintenance Mechanics
- L. Nursing and C.N.A. Faculty
- M. Science Lab Assistant

From time to time, additional positions and incumbents may be designated as potentially incurring occupational exposure and subject to this Control Plan.

II. Implementation of Universal Precautions

Procedure: Within the College, all blood and body fluids will be considered potentially infectious materials and barriers will be used to prevent exposure.

- A) Universal precautions are indicated for all employees.
- B) Protective barriers indicated in universal precautions are:
 - 1) Gloves. These must be worn whenever exposure to the following is planned or anticipated (or to touch an item contaminated with such):
 - a) Blood/blood products
 - b) Body fluids with visible blood
 - c) Semen
 - d) Vaginal secretions
 - e) Amniotic fluid
 - f) Cerebrospinal fluid
 - g) Synovial fluid
 - h) Pleural fluid
 - i) Pericardial fluid
 - j) Peritoneal fluid
 - k) Any body fluid where it is difficult or impossible to differentiate between body fluids
 - l) Non-intact skin
 - m) Wound drainage
 - n) Mucous membranes
 - 2) CPR pocket mask/microshield:
 - a) Mouth to mouth resuscitation
 - 3) Hand washing. This is indicated:
 - a) After contact with blood and body fluids.
 - b) After personal hygiene.

III. Engineering Controls

Procedure: These controls will be used to eliminate or minimize exposure to employees.

A) Hazardous waste

- 1) Regular liners will be used for labeled biohazard containers.
- 2) Gloves will be used to remove liners from containers.
 - a) Liners will be tied shut.
 - b) Containers will be emptied when full.
 - c) Tied and labeled liners will be placed in a central biohazard container for disposal by bio-medical waste company.

B) Controls

- 1) Waste baskets/biohazard container
- 2) Gloves/CPR barrier

IV. Work Practice Controls

A) All personnel shall wash their hands to prevent the spread of infection and disease.

- 1) Frequent hand washing is the single most important technique for preventing the transmission of disease. Appropriate thirty-second hand washing must be performed under the following conditions:
 - a) Whenever hands are obviously soiled
 - b) Before preparing or handling medication
 - c) Before wound care
 - d) Before touching, preparing, or serving food
 - e) After handling used dressings, band aids, etc.
 - f) After contact with blood, urine, feces, oral secretions, mucous membranes, or broken skin
 - g) After handling items potentially contaminated with any blood, excretions, or secretions
 - h) After personal hygiene
 - i) Before and after eating
 - j) After removal of PPE gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as possible following contact.
 - k) If employees incur exposure to their skin or mucous membranes, these areas should be flushed with water as soon as possible following contact.

2) Hand washing facilities

- a) Location: All sinks throughout campus with hot running water may be used for hand washing purposes.
- b) Equipment:
 1. Folded paper towels and/or hot air dryer
 2. Antiseptic soap stored with spill kits

- c) Building services attendants assigned to a particular area will check hand washing facilities daily and re-supply as needed.

B) Sharps

- 1) Hand to hand recapping of needles and lancets shall not be practiced.
- 2) Dispose of uncapped, unbroken needles, syringes, and lancets immediately in a properly identified, puncture-proof container.
- 3) Do not leave needles or other sharp instruments in patient care/lab/clinical lab areas.
- 4) Use caution when cleaning up after a procedure where needles and sharps have been used.
- 5) Report all needle-stick or sharps-related injuries to Health Services.
- 6) Instructors will follow protocol for host facilities of clinical labs.

C) Contaminated Laundry

- 1) Laundry soiled with blood or OPIM shall be rolled, soiled side in, bagged and labeled “contaminated” by personnel wearing gloves.
- 2) Bagged laundry will be soaked in detergent disinfectant solution to remove blood or OPIM.
- 3) Laundry will be rinsed with clean water by personnel wearing gloves before adding to regular laundry.

D) Lab Experiments and Health Services Procedures

1) Finger-sticks

- a) Students in lab settings shall perform finger-sticks on themselves only.
Staff and students in the Allied Health programs will use appropriate PPE and follow protocol in handling sharps.
- b) All disposable materials used will be disposed of in the biohazard collection container.
- c) Slides used in blood typing experiments will be considered contaminated sharps and be disposed of in sharps collection container.
- d) Spills of blood shall be cleaned in the following manner:
 1. Students will wipe up their own blood with paper toweling and dispose of it in the biohazard collection container.
 2. Students will spray area with bleach solution and wipe with disposable paper toweling.
 3. Disposable towels will be disposed of in the biohazard collection container.
- 2) Specimens of blood or other potentially infectious materials shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport, or shipping. In a urinalysis collection, the individual from whom the sample is obtained is responsible for discarding the sample in the toilet.
- 3) Nursing staff and nursing students may perform injections and will use appropriate disposable puncture-resistant containers and follow protocol for handling sharps.

V. **Personal Protective Equipment**

Procedure: It is the procedure of the College to provide and maintain PPE appropriate to the specific requirements of each task at no cost to the employee. PPE will be chosen based on the anticipated exposure to blood or OPIM. PPE will be provided to employees in the following manner:

Gloves: Shall be worn where it is reasonably anticipated that employees will have hand contact with blood, OPIM, non-intact skin, and mucous membranes.

Disposable gloves used at the College are not to be washed or reused.

VI. Decontamination

Procedure: It is the procedure of the College that all spills or splashes of blood or other body fluids be cleaned up and the area decontaminated as soon as possible.

- A) Decontamination will be accomplished by utilizing spray bottles of freshly mixed 1:10 bleach solution.
- B) All contaminated, non-porous surfaces will be cleaned as soon as possible using the following methods:
 - 1) Use disposable paper towels to wipe up blood or OPIM.
 - 2) Spray area with bleach solution and wipe with disposable paper towels.
 - 3) Use spill kit.
- C) Bio-hazardous materials are entirely contained and on a monthly basis are removed by an accredited biohazard company.
- D) Any broken glassware, which may be contaminated, will not be picked up directly with the hands, even if they are gloved. Employees are to glove, use a scraper and dustpans to collect glass, and dispose of in a plastic bag. Bags are to be labeled bio-hazardous and placed in central red bio-hazardous waste collection container. Scraper and dust pan are to be disposed of.
- E) Regulated bio-hazardous waste shall be placed in appropriate containers.
Bio-hazardous waste shall be defined as:
 - 1) Needles, lancets, and slides
 - 2) Liquid or semi-liquid blood or body fluids
 - 3) Items saturated with blood or body fluids (excluding feminine hygiene products as ruled by OSHA.
 - 4) Items coated with dried blood or body fluids.
 - 5) Blood coated broken glass or glassware.
- F) Carpeting and upholstery will be decontaminated in the following manner:
 - 1) Disposable gloves will be worn.
 - 2) Disposable towels will be used to absorb as much blood or OPIM as possible.
 - 3) The area will be washed with detergent disinfectant and blotted dry with disposable absorbent pads.

- 4) The area will then be sprayed with a disinfectant spray. After ten minutes, excess moisture will be blotted with disposable absorbent pads.

VII. Hepatitis B Vaccine

Procedure: All employees who have been identified as having exposure to blood or OPIM will be offered the Hepatitis B vaccine at no cost to the employee.

- A) Employees who decline the Hepatitis B vaccine will sign a waiver.
- B) Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided at no cost.
- C) The vaccine will be given under the direction of the College Occupational Medicine Physician or the County Health Department.

VIII. Incident Exposure Evaluation and Follow-Up

Procedure: Employees shall make every effort to avoid exposure to blood and body fluids.

- A) All spills, splashes or exposure incidents shall be reported to the Director of Human Resources. All employees who incur an exposure incident in the normal performance of their duties will be offered post exposure evaluation and follow-up in accordance with the OSHA standard. This follow-up will include the following:
 - 1) Documentation of the route of exposure and the circumstances related to the incident.
 - 2) If possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual can be tested only after consent is obtained.
 - 3) Results of the testing of the source individual will be made available to the exposed employee with the exposed employee being informed about the applicable laws and regulations concerning disclosure of the identity of the source individual.
 - 4) The employee will be offered the option of having their blood collected for testing of the employee's HIV/HBV serological status within 24 hours of the exposure incident.
 - 5) The employee will be offered post exposure prophylaxis in accordance with the current recommendations of the U. S. Public Health Service.
 - 6) The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and advised to report any related experiences to the Director of Human Resources.
- B) A written opinion shall be obtained from the College Occupational Medicine Physician who evaluates employees of this facility. Written opinions will be obtained in case of an exposure incident.
- C) The College Occupational Medicine Physician provides the employer with a written evaluation of the exposed employee. To ensure confidentiality, the written opinion will contain only the following information:
 - 1) Whether the employee received the Hepatitis B vaccine.
 - 2) Whether Hepatitis B vaccine is indicated.

- 3) Confirmation that the employee has been informed of the results of the evaluation.
- 4) Confirmation that the employee has been told about any medical conditions resulting from the exposure incident which require further medical treatment.

All other findings and diagnosis remain confidential and will not be included in the written report.

IX. Training

It is the responsibility of the immediate supervisor to contact the Director of Human Resources and ensure that training for any new employee has occurred before initial assignment has been assumed.

A) Training for employees will include the following explanation of:

- 1) The OSHA standard for Bloodborne Pathogens.
- 2) Epidemiology and symptomology of bloodborne diseases.
- 3) Modes of transmission of bloodborne pathogens.
- 4) This Exposure Control Plan.
- 5) Times when exposure to blood or OPIM might occur.
- 6) Control methods which will be used at the College to control exposure to blood or OPIM.
- 7) Personal protective equipment available from health services and custodial supervisor and who should be contacted in case of an exposure.
- 8) Post exposure and follow-up.
- 9) College Hepatitis B vaccination program.

B) Hepatitis B vaccination will be made available to employees within 10 working days of initial assignment.

X. Record Keeping

All records required by the OSHA standard will be maintained by the Human Resources office.

A) Medical records are to be kept for each employee with occupational exposure for the duration of employment plus thirty years. Records must be confidential and include:

- 1) Name
- 2) Social Security number
- 3) Hepatitis B vaccination status
- 4) Results of any exams, medical testing and follow-up procedures
- 5) Copy of Health Care Professional's written opinion
- 6) Copy of information provided to the Health Care Professional

B) Training records are to be kept for three years and must include:

- 1) Dates
- 2) Contents of training program or a summary
- 3) Trainer's qualifications
- 4) Names and job titles of all persons attending the sessions

XI. Review

The exposure control plan shall be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

Bomb Threats

Only the President and his/her designee are the only individuals authorized to make any statements to the news media concerning facts relating to an emergency. **See Emergency Operations Plan for more specific information.**

Purpose

The following procedures are for faculty and staff in the event that a bomb threat is made to the College.

- I. Bomb Threats
 - A. Steps to be taken if you receive a bomb threat:
 1. Take the threat seriously.
 - B. The person receiving the call should call 9-911.
 - C. The person then must call DACC Emergency at Ext. 890 (College Switchboard – Information Office). Security may also be reached at Ext. 888. On Saturdays, call the Administrator-on-Campus at (217) 260-4777
 - D. Record Bomb Threat Checklist.
 - E. The Information Office shall:
 1. Call Building Supervisor if a specific building is indicated.
 2. Call Director, Human Resources (Ext. 756) and V.P. for Instruction and Student Services (Ext. 771). Call Director, Administrative Services (Ext. 831)
 3. Call Security (Ext. 888).
 - F. The President or designee shall notify other College administrators as needed.
 1. After evaluating all available information, a determination on possible evacuation of buildings will be made.
 2. If it is determined that a search is needed, it will be coordinated with the Danville Police Department.
 - G. Each incident will be handled separately and the decision to evacuate or not will be made by the President or his/her designee.

Bomb Threat Check List

Date: _____ Time Received: _____ Time hang-up: _____

How it was reported: _____

Exact words of caller: _____

When is the bomb going to explode? _____

Where is the bomb? _____

What kind of bomb is it? _____

What does it look like? _____

Why did you place the bomb? _____

Determine the following: Sex: M / F Race: _____ Age: _____

Length of Call: _____ Line Came In On: _____ Outside or On-Campus Call: Y / N

Describe Callers Voice:

- 1. Calm _____
- 2. Angry _____
- 3. Excited _____
- 4. Slow _____
- 5. Rapid _____
- 6. Soft _____
- 7. Loud _____
- 8. Laughter _____
- 9. Distinct _____
- 10. Slurred _____
- 11. Nasal _____
- 12. Lisp _____
- 13. Raspy _____
- 14. Deep _____
- 15. Ragged _____
- 16. Accent _____
- 17. Clearing _____
- 18. Deep Breathing _____
- 19. Other: _____

Describe Background Noises:

- 1. Street Noises _____
- 2. Voices _____
- 3. Public Address System _____
- 4. Music _____
- 5. Television _____
- 6. Animal Noises _____
- 7. House Noises _____
- 8. Motor _____
- 9. Office Machines _____
- 10. Other: _____

Describe Threatening Aspects used by the caller:

- 1. Well Spoken (Educated) _____
- 2. Rational _____
- 3. Taped Message _____
- 4. Foul Language _____
- 5. Incoherent _____
- 6. Other: _____

Building Contacts

The following list indicates building contacts, the extensions, and specific location of responsibility:

Bremer Conference Center:	Director of Corporate & Community Education – 777
Cannon Hall:	Lead Instructor, Developmental Education – 732 Director, Tech Prep - 582
Child Development Center:	Coordinator of Child Development Center - 833
Clock Tower Center:	Dean, Liberal Arts & Library Sciences -747
Lincoln Hall:	Student Union - 431-8708 Coordinator, Campus Services – 773
Mary Miller Center:	Dean, Math & Sciences – 806
Operations Facility(Physical Plant):	Director of Maintenance and Facilities - 832
Ornamental Horticulture:	Ornamental Horticulture Instructor - 793
Prairie Hall:	Director of Adult Education – 878
Technology Center:	Dean, Business & Technology - 786
Vermilion Hall:	Director of Human Resources - 756

Closing College in Emergency Situations

(Excludes snow days)

Only the President and his/her designee are authorized to make any statements to the news media concerning facts relating to an emergency. College officials without the approval of the College President or his/her designee will release no information.

Purpose

The purpose of this procedure is to establish guidelines for the orderly closing of the College due to an emergency condition or situation.

During Daytime College Hours (Monday through Friday, 8:00 a.m. – 5:00 p.m.)

In the event an emergency condition or situation occurs or seems likely during the day, a report will be given to the Director of Administrative Services by the Director of Physical Plant. The Director of Administrative Services and the Vice President of Instruction and Student Services will make a recommendation to the President regarding the continuation of College operations. The President will decide if the situation/condition warrants closing the College. If the decision is made to close, College personnel, as well as the radio and television stations, will be notified.

During Evening/Night College Hours (Monday through Friday 5:00 p.m. – 8:00 a.m.)

In the event an emergency condition or situation occurs between 5:00 p.m. and 8:00 a.m., Monday through Friday, the Director of Administrative Services and the Vice President of Instruction and Student Services will make a recommendation to the President regarding the continuation of College Operations. The President will decide if the situation/condition warrants closing the College. If a decision is made to close, College personnel on site as well as radio and television stations will be notified.

Closing College and/or Canceling Classes in Inclement Weather

In the event of inclement weather, an announcement will be made that:

1. The COLLEGE will be CLOSED.

In this instance, staff is not to report to work except those personnel who by the nature of their position must report to the College. In the event the College is closed during daytime hours (8:00 a.m. to 5:00 p.m.), faculty, staff, and students will be notified via the emergency notification system.

In the event the College is CLOSED during the workday, all staff and students may go home. Staff should listen to area radio and TV stations to learn when the College has re-opened.

2. CLASSES are CANCELED.

In the event CLASSES ARE CANCELED, students may leave but the staff should continue with their regular working hours.

The following area media will receive communication from the Office of Marketing and College Relations regarding any Closing, Cancellation, and Reconvening of Classes:

RADIO

WIAI 99 FM
WILL 580 AM
WITY 980 AM
WDAN 1490 AM
WRHK 94.9 FM (K-Rock)
WDNL 102 FM
WHPO 100.9 FM
WKZS 103.1 FM (Kiss)

TV

WCIA - Channel 3 News-Weather
WICD - Channel 15 News-Weather

Emergency Communications Equipment

The College has the following equipment available to effectively establish and maintain communications with emergency personnel.

911 - Tracking System

The college has in place a system that automatically identifies the extension from which a 911 call is placed. For this reason, it is imperative to notify the switchboard if a new extension is added or an old extension is moved to a new location.

Emergency Call Boxes

Four emergency call boxes are located in various strategic areas around campus. In cases when emergency assistance is needed, students, faculty/staff and visitors may use them to be in direct contact with Campus Security.

Internal Fire Alarm System

All College buildings are equipped with fire alarm warning systems. When the systems are activated, the Danville Public Safety Building is notified.

This alarm system is used to alert occupants to evacuate the buildings and to notify the Danville Public Safety Communications Center, which will then dispatch necessary emergency response teams.

Physical Plant Emergency Contact

Maintenance representatives who are on-call carry a cell phone. The number of the cell phone where the representative can be reached is 497-8915.

Radio Equipment

Security, the Telephone Operator, Physical Plant personnel, and the Building Services Attendants all have hand-held portable radios which allow two-way communication.

Emergency Telephone Numbers

Ambulance.....	9-911
American Red Cross (24-hour).....	(217) 431-5600
Consumer Illinois Water Company	(217) 443-8538
Consumer Illinois Water Plant	(217) 443-8542 (ext. 121)
Crosspoint Human Services	(217) 442-3200
DACC Emergency.....	(217) 443-8890
DACC Security	(217) 433-8888
Danville Rescue Mission Men	(217) 446-7223
Director of Physical Plant.....	(217) 433-8831
Federal Environmental Protection Agency (Region #7)	(312) 356-2000
Fire Alarm Service	1(800) 322-2277
Fire Department	9-911
Gas/Electric Illinois Power (Dist. #34)	1(800) 767-8048
Illinois Environmental Protection Agency	(217) 278-5800
Illinois Environmental Protection Agency Fax	(217) 278-5808
Intrusion Alarm Service	1(800) 955-0810
Occupational Medicine Sager Campus	(217) 443-5611
Physical Plant Emergency Contact	(217) 497-8915
Poison Control	1(800) 942-5968
Police Department.....	9-911
Salvation Army	(217) 442-5911
State Police (weather line)	1(800) 452-4368
Telephone-Ameritech	1(800) 480-8088
United Samaritan Emergency Service.....	(217) 443-5521
VA Hospital	(217) 442-8000
Vermilion County EMA (private line).....	(217) 443-6010
Vermilion County EMA (weather line).....	(217) 443-6013
Vermilion County Health Department.....	(217) 431-2662
YWCA Women's Shelter	(217) 443-5566

*** Remember: When dialing off-campus dial 9 first.**

Evacuating People with Disabilities

Below are guidelines for use in evacuating those with disabilities, but bear in mind, they are only guidelines. The specific needs of people with disabilities are the most important issue when considering their evacuation from dangerous areas.

Visually Impaired Persons

Visually impaired people may or may not be familiar with their immediate area. In the event of an emergency, the visually impaired person may need assistance. Anyone may offer to serve as a sighted guide. The preferred method of assistance is offering the elbow and escorting the visually impaired person. As you walk, tell the person where you are and advise them of obstacles. When you have reached safety, orient the person to where he/she is and ask if any further assistance is needed.

Hearing Impaired Persons

Some of our buildings are not equipped with flashing light alarms; therefore, persons with impaired hearing may not perceive emergency alarms and an alternative technique is required. Two methods of warning are:

1. Writing a note describing the emergency and the nearest evacuation route.
2. Turning a light switch on and off to gain attention, indicating through gestures or writing what is happening and what to do.

Non-Ambulatory Persons

Most non-ambulatory persons will be able to exit safely without assistance if on the first floor. Some people have minimal ability to move, and lifting them may be dangerous to their well being. If a non-ambulatory person needs assistance in exiting the building, consult the person as to his/her preferences with regard to:

- Ways of being removed from the wheelchair.
- Number of people necessary for assistance.
- Whether to bend or extend extremities when lifting because of pain, catheter, spasticity, etc.
- Being carried backward or forward down stairs.
- After-care, if removed from wheelchair.

If additional assistance is needed, take the individual to the stairwell farthest from the source of danger.

Information to remember about wheelchairs and the people using them:

1. May have moveable/weak parts not built to withstand the stress of lifting.
2. Put person into straight-backed chair before attempting to move or transport him/her.
3. If a seat belt is available, secure the person in the chair.
4. If the chair is left behind, be sure it does not block or obstruct doorways or passages.

Fire Safety & Building Evacuation Information

Purpose

The purpose of these procedures is to provide guidelines for orderly building evacuation in case of a fire or other emergencies requiring evacuation of campus buildings, and to provide safety measures to prevent injury to building occupants.

Fire Alarm Safety

The campus fire alarm system is monitored by the Danville Public Safety Building on a seven (7) day – twenty-four (24) hours a day basis.

An activated fire alarm horn/light in a building is a signal for everyone to leave the building immediately, following exit signs. **Do not use elevators to evacuate buildings.**

Fire Alarm Reporting

1. In case of fire, activate the building fire alarm system immediately by pulling the nearest fire alarm box.
2. Know the location of fire extinguishers, fire routes, and fire alarm pull boxes in your work area. Training and information is available through the Director, Administrative Services (443-8831).
3. If a minor fire appears controllable, immediately call Campus Security (443-8888). If a fire extinguisher is necessary in your opinion, you must call 9-911.

Additional Building Evacuation Information

When the fire alarm is sounded, walk quickly (Do Not Run!) to the nearest marked exit and alert others in the area to do the same.

Physical Plant (Utilities/Maintenance) personnel will be responsible for turning off gas, main, and electrical services to the effected building/area.

After evacuating a building, move to a clear area at least five hundred (500) feet away from the effected building. Keep roads, fire lanes, hydrants and walkways clear for emergency vehicles and crews. All students should group with their own class, keeping clear of the building.

Following the evacuation of the building, supervisory personnel and faculty should endeavor to ensure that staff and students have left the building.

If you become trapped in a building during a fire, stay near the floor where the air will be less toxic, shout for help at regular intervals to alert emergency rescue crews of your location. Remain calm. Do not panic

Hazardous Material Accidents (HAZMAT)

Any spillage of a hazardous chemical must be reported immediately to the DACC emergency telephone number (443-8890). When the college is not in session, all calls should be directed to DACC Security (443-8888). The DACC telephone operator or Security will then contact the Director, Administrative Services or his/her designee, who will make necessary arrangements for clean-up and notifying of appropriate agencies. When reporting the spill, be specific about the nature of the involved material and the exact location.

1. The instructor/administrator in charge of the effected area should evacuate all personnel.
2. Anyone who may have been contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and provide information when requested.
3. After evacuating a building, assemble to a distance of at least 500 feet from the effected area(s). Keep campus roads, fire lanes, hydrants and walkways clear for emergency personnel. Each administrator and/or instructor should account for students/employees present in his/her area.
4. Emergency officials may establish a command post near the site of the emergency. Stay away from the command post unless you have official business to conduct.

Material Safety Data Sheets can be accessed through the Security Office.

Notification of Staff and Students

Notification of administrators, faculty, staff, and students will be made in accordance with Building Contacts.

Only the President and his/her designee are authorized to make statements to the news media concerning facts relating to an emergency. College officials without the approval of the College President or his/her designee will release no information.

Injury and Illness Procedures

Serious Injury

If an incident involves serious injury, serious illness or a perceived psychological emergency, the following procedure is expected to be followed by College personnel:

1. Call 9-911. Make the individual as comfortable as possible.
2. Call Campus Emergency #890 (Switchboard) 8:00 a.m. to 5:00 p.m. or Security at 443-8888.
3. Campus Emergency #890 will contact Security and the Director, Human Resources. If possible, provide the operator with the following information:
 - a. Location of incident
 - b. Name of person
 - c. Description of injury or illness
4. After the ambulance has transported the person from the scene, complete the Accident Report form and submit it to the Director, Human Resources for an employee and the Associate Vice President, Student Services for a student.
5. An Accident Report must be completed by the involved parties and given to the Director, Human Resources or the Associate Vice President, Student Services within 24 hours.

Medical personnel are best equipped to treat an injured or ill individual. DO NOT TREAT AND/OR TRANSPORT SOMEONE WHO IS INJURED OR ILL.

An Accident Report must be completed by the involved parties and given to the Director, Human Resources within 24 hours.

ALL ACCIDENTS MUST BE REPORTED WITHIN 24 HOURS

Psychological Crisis Intervention Procedures

A psychological crisis is an emergency for an individual who has personal concerns that he or she is unable to cope with at the present moment. Crisis by definition requires immediate attention and can be addressed by the procedures listed below.

The procedure to follow in case of a psychological crisis involving the safety of any member of the DACC community is:

1. Call 9 – 911 and state your location and the circumstances. Follow any directions you are given and provide any information that is asked of you.
2. Contact the Director, Human Resources at ext. 756 if the person needing immediate attention is an employee or the Associate Vice President for Student Services if the person needing immediate attention is a student or Security at 443-8888 and state your location.
3. Protect the distressed person if possible by establishing calm, friendly contact. Protect yourself and others whenever necessary.
4. Clear the area of potentially dangerous objects and try to establish as much privacy as possible for the person(s) involved in the crisis.
5. As physical safety issues are resolved, the Director, Human Resources or the Associate Vice President for Student Services will contact appropriate resources.

The procedure to follow in case of encountering an individual who has personal concerns that are not of an emergency status and do not compromise the safety of any of the DACC community is:

RECOMMEND THE FOLLOWING:

1. If the individual is a student, walk the individual to the Associate Vice President, Student Services and request an immediate appointment with this administrator.
2. If the individual is an employee, walk the individual to the Director, Human Resources and request an immediate appointment with this administrator.

Remember: Protect yourself from direct contact with blood and body fluids.

Danville Area Community College Health Service Injury and Illness Report

NAME: _____

ADDRESS:

_____ HOME PHONE: _____

NEAREST RELATIVE: _____ PHONE: _____

Male _____

Faculty _____

On Campus _____

Female _____

Staff _____

Off Campus _____

DOB ____/____/____

Student _____

Witness: _____

Visitor _____

Witness Phone: _____

Contractor _____

Allergies: _____

DATE OF INJURY: _____ TIME: _____

FIRST RESPONSE PERSON: Name: _____

Address: _____ Phone: _____

CAMPUS LOCATION OF INJURED OR ILL PERSON: _____

DESCRIPTION OF INJURY OR ILLNESS: _____

STATEMENT OF INJURED OR ILL INDIVIDUAL: _____

CARE GIVEN: _____

DISPOSITION OF CASE: _____

AMBULANCE CALLED: Y / N

Signature

Human Resources Director..... Pink

Title and Department

Date and Time of Report

Child Abuse and Neglect

The college is dedicated to the goal of protecting children from child abuse and neglect and of responding effectively to incidents of child abuse and neglect.

The college recognizes local, state, and federal efforts to address problems associated with child abuse and neglect and will work cooperatively with all agencies with responsibility for addressing such concerns.

MANDATED REPORTERS

Illinois law designates certain persons in their professional capacity as mandated reporters of child abuse and neglect. Illinois mandated reporters are professionals who work with children in the course of their professional duties and include, but are not limited to, teachers, school personnel, educational advocates, and law enforcement officers.

Mandated reporters are obligated and liable under the Illinois Abused and Neglected Child Reporting Act 325 ILCS 5/1 et seq 2004 to help protect the children of Illinois from neglect or abuse. This means that mandated reporters are required and agree to report or cause a report to be made whenever there is reasonable cause to believe a child with whom they have contact in their professional capacity may be abused or neglected. This may be based on specific evidence or reasonable suspicion. Protecting the children from abuse or neglect is a serious responsibility and failure to do so by a mandated reporter may result in being charged with a Class A misdemeanor.

Mandated reporters are entitled to immunity for any report of child abuse or neglect under the Act as long as the report is made in good faith.

All mandated reporters must immediately contact the Department of Children and Family Services (DCFS) when they have reasonable cause to suspect that a child who is under the age of eighteen and known to them in their professional capacity has been abused or neglected or is in danger of being abused or neglected – physically, sexually or through neglect – and that a caregiver, or person in a position of trust and authority over them, committed the harm or should have taken steps to protect the child from harm.

Child abuse and neglect reports are made by calling the DCFS Hotline at 1-800-25A-BUSE. In making the hotline report, all mandated reporters shall provide any and all information requested by DCFS.

College personnel making an oral report to DCFS of abuse or neglect regarding a child shall also orally notify the Director, Human Resources immediately upon notifying DCFS. College personnel shall submit a copy of their written report to DCFS and to the Director, Human Resources.

The Director, Human Resources or other individual as designated by the College President shall serve as the contact person between the College and the DCFS throughout the investigation case. All contacts with DCFS, except for the initial oral report and written confirmation, shall be made by the Director, Human Resources or designated individual.

Prior to making a report, any person may consult with the Director of Human Resources regarding a suspected case of child abuse or neglect. The Director of Human Resources however, shall not exercise any control or restraint over or otherwise modify or change a report to be forwarded to DEFS under any circumstances.

All mandated reporters have the obligation to make the Hotline call. The mandated reporter with the most direct knowledge of the suspected abuse should be the one to make the hotline call.

The mandated reporter should not notify the alleged perpetrator of the child abuse or neglect that a report of has been made, or that there is a pending investigation unless compelling reasons exist to do so.

The law does not require a mandated reporter to notify the child's parent or guardian of a report of abuse or neglect. In considering whether notice to a parent should be made, the mandated reporter shall consider the child's safety and any directives by DCFS and law enforcement investigating the report.

DEFINITIONS:

Physical Abuse: Occurs when a parent or a person responsible for the child's welfare:

Inflicts, causes to be inflicted, or allows to be inflicted upon such child physical injury, by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function. Such common injuries include bruises, human bites, bone fractures, and burns.

Creates a substantial risk of physical injury likely to have the physical impacts listed above. Examples include such incidents as choking or smothering a child, shaking or throwing a small child, and violently pushing or shoving a child into fixed objects. Other circumstances include incidents of domestic violence in which the child was threatened, violations of orders for the perpetrator to remain apart from the child, and a history of past sexual abuse which may place other children at risk.

Acts of torture which is defined as deliberately and/or systematically inflicting cruel or unusual treatment which results in physical or mental suffering.

Inflicts excessive corporal punishment which includes bruises inflicted on a child, especially a young child.

Commits or allows to be committed the offense of female genital mutilation.

Causes to be sold, transferred, distributed, or given to such child under 18 years of age, a controlled substance (i.e. illegal drugs) except when prescribed by a physician.

Sexual Abuse: Occurs when a person responsible for the child's welfare commits any of the following acts:

Sexually transmitted diseases are diseases which were acquired originally as a result of sexual penetration or conduct with an individual who was afflicted.

Sexual penetration includes any contact between the sex organ of one person and the sex organ, mouth, or anus of another person. Typical acts include vaginal, oral and anal sex.

Sexual exploitation is defined as sexual use of a child for sexual arousal, gratification, advantage, or profit. This includes such acts as explicit verbal enticements, child pornography, self masturbation in the child's presence, and forcing a child to watch sex acts.

Sexual molestation is defined as sexual conduct with a child when such contact, touching, or interaction is used for arousal or gratification of sexual needs or desires. Examples include fondling a child or having the child touch the perpetrator sexually.

Neglect: Occurs when a person responsible for the child deprives or fails to provide the child with adequate food, clothing, shelter, or needed medical treatment. Neglect is also alleged when an adult provides inadequate supervision of a child. This can occur when children are left either unsupervised or in the care of someone unable to supervise due to his/her condition. Children can suffer injuries that are the result of blatant disregard and are considered neglect. Blatant disregard is a situation in which the risk of harm to a child is so imminent and apparent that it is unlikely that any parent or caretaker would expose the child to such without taking precautionary measures to protect the child.

Reasonable Cause: The mandated reporter may consider the following in determining whether reasonable cause of child abuse or neglect exists:

Use an objective/reasonable person test.

A mandated reporter should not consider personal opinions of either the alleged abuser or the alleged child victim in determining whether reasonable cause of child abuse or neglect exists.

Has the child been harmed or been at risk of harm?

Have you observed evidence of damage to the child? (e.g. bruises, cuts, hunger, poor hygiene.)

Always report statements made by a child regarding sexual misconduct.

Report credible evidence even if the child denies any abuse or neglect.

Are the communications given by the child consistent with what you observe; is the statement plausible?

Consider past suspicious incidents or the frequency of signs of abuse or neglect.

Sexual abuse to be reported under the Act includes intentional touching and fondling of any part of a child under 18.

Err on the side of caution. The intent of the Illinois Abused and Neglected Child Reporting Act is to encourage people to report bad acts committed on children.

Make a report even if the child is now over 18 and the statute of limitations may have run out, especially if the alleged abuser continues to have contact with children in a professional setting or other children remain at risk.

INVESTIGATIONS:

The investigation of any report of child abuse or neglect shall be undertaken by those who possess specialized experience, training, authority, and discretion to determine whether suspected abuse or neglect of a child actually occurred (e.g. DCFS and law enforcement).

Mandated reporters should initially undertake to determine the credibility of any rumor of abuse or neglect; however, they shall not conduct or cause to be conducted on their behalf an independent investigation to determine whether reasonable cause exists or whether such abuse or neglect actually occurred before reporting the matter to DCFS.

Mandated reporters shall cooperate with DCFS and law enforcement in their investigation of all reports of abuse or neglect and shall not impede any investigation being conducted by DCFS and law enforcement.

CONCLUSION:

College employees who frequently deal with children (College for Kids, Sports Camps, Dual Enrollment classes, etc.) are in a unique position to identify potential cases of child abuse and neglect. Responsible action by these employees can be achieved through recognition and understanding of potential incidents of child abuse and neglect and knowing and following these established reporting procedures.

Maintaining a Non-Violent, Non-Threatening Workplace

Danville Area Community College expects all employees, students and visitors to maintain a non-violent environment. Acts of violence or threats of violence should be immediately reported to 911, then to the Director of Human Resources. Other threats should be reported to the Director of Human Resources immediately. The College considers any act or threat of physical or emotional harm or damage to College or individual property as unacceptable conduct. Employees should use their own best judgment when defining an act or situation as violent or threatening.

WHY DOES IT MATTER?

Workplace violence can devastate an environment and affect the productivity of the organization as well as the quality of life of employees. An intimidating or violent work environment is disruptive AND CAN BE COSTLY IN TERMS OF LOST WORK TIME AND DAMAGED PROPERTY. But most importantly, DACC seeks to maintain a non-violent work environment because **IT IS THE RIGHT THING TO DO.**

WHY DOES IT HAPPEN?

The workplace can turn violent for several reasons. Violence can occur from the functioning of the College as an educational institution, a place of business, or a point of community use. The personal lives of students and staff can also intrude on the campus community in violent ways. The primary causes of workplace violence are:

- Criminal behavior (robbery, arson, etc.)
- Failed personal relationships (stalkers, domestic disputes, acrimonious divorces, etc.)
- Aggrieved or troubled current or past employees, students, or third parties
- Political turmoil

WHAT DO YOU DO? DIFFUSING A THREATENING SITUATION

REMEMBER: Trust your instincts. If a situation seems threatening, treat it as such.

REMEMBER: Personal safety is the College's highest priority.

Many potentially threatening situations can be diffused if the agitated individual(s) perceives that he/she is being listened to and validated. Remember that the attitude you project is likely to be reflected back by the other person, so it is important to remain calm, confident, polite, and patient.

If the confrontation is explicitly criminal, as in a robbery, cooperate with the individual(s), give them what they ask for, and allow them to leave the area. After the individual(s) have gone, call 9-911 and DACC Emergency 890/Administrator-on-Campus 217/260-4777. Write down as many details as you can remember about what happened and what the perpetrator(s) looked like in order to fix them in your memory.

When calling 911 be specific with respect to where you are calling from and the nature of the incident.

Only the President and his/her designee are authorized to make statements to the news media concerning facts relating to an emergency. College officials, without the approval of the College President or his/her designee, will release no information.

DO project calmness; move and speak slowly, quietly, and confidently. Be courteous. Make eye contact but do not stare.

DO encourage the person to talk and listen patiently. Acknowledge the person's feelings and show you understand his/her concerns.

DO pay attention to body language. Signs of potential violence include: intense eye contact, closing personal space, changes in skin color, distention of veins on the head and neck, increasing volume or total silence, abusive language, physical threats, and aggressive or improper physical touching.

DO discreetly try to make other employees aware of the situation but remember an agitated person often seeks an audience so other staff members should quietly summon assistance if necessary and possibly act only as silent witness. If you believe the situation could become violent, make every attempt to contact 911 and be specific with respect to your location and the nature of the incident.

DO maintain a relaxed yet attentive posture.

DO stand at a right angle to the person; do not block his/her path as this seems threatening.

DO ask for small specific favors from the individual, such as moving to a quieter area or asking him/her to sit down.

DO be reassuring and point out choices. Break large problems into smaller ones.

DO accept criticism in a positive way. If the criticism is justified, say so with statements like, "You're probably right." If it is not, ask clarifying questions.

DO ask for recommendations and then repeat them back to confirm your understanding.

DO make sure you have an escape route.

DO establish ground rules about persistent unreasonable behavior – explaining the consequences of violent action calmly.

DO NOT communicate in ways that generate hostility (responding with rudeness or coldness, going strictly by the rules, giving someone the runaround, brushing off concerns, being apathetic).

DO NOT reject the person's demands outright.

DO NOT appear to gang up on a threatening individual.

DO NOT make physical contact, point fingers, or make long periods of fixed eye contact. Do not stand in a confrontational position (with your hands on your hips, or your arms crossed). Do not invade the individual's personal space (keep 3' to 6' between you).

DO NOT make sudden movements.

DO NOT challenge, threaten, dare or belittle the individual or make him/her feel foolish.

DO NOT criticize or act impatiently toward the individual.

DO NOT bargain.

DO NOT try to make the situation seem less serious than it is.

DO NOT make false promises.

DO NOT offer lots of complicated information in an emotionally charged situation.

DO NOT take sides or agree with distortions.

RECOGNIZING INAPPROPRIATE BEHAVIOR

- Inappropriate behavior is often a warning sign of potential hostility or violence. When left unchecked it can escalate to higher levels.
- Unwelcome name-calling, obscene language, or other abusive behavior.
- Intimidation through direct or veiled verbal threats.
- Throwing objects in the workplace regardless of size or type of object being thrown or whether a person is the target of a thrown object.
- Physically touching another employee in an intimidating, malicious, or sexually harassing manner. That includes such acts as hitting, slapping, poking, kicking, pinching, grabbing and pushing.
- Physically intimidating others, including such acts as obscene gestures, “getting in your face” and fist shaking.

RECOGNIZING WARNING SIGNS OF POTENTIALLY VIOLENT INDIVIDUALS

There is no exact method to predict when a person will become violent. One or more of these warning signs may be displayed before a person becomes violent, but does not necessarily indicate that an individual will become violent. Remaining alert to these indicators may enable you to identify a person who may be experiencing problems that need to be addressed.

- Irrational beliefs and ideas
- Verbal, non-verbal or written threats or intimidation
- Fascination with weaponry and/or acts of violence
- Expressions of a plan to hurt him/herself or others
- Externalization of blame
- Unreciprocated romantic obsession
- Taking up much of a supervisor’s time with behavior or performance problems
- Fear reaction among co-workers/students
- Drastic change in belief systems
- Displays of unwarranted anger
- New or increased source of stress at home or at work
- Inability to take criticism
- Feeling of being victimized
- Intoxication from alcohol or heightened anxiety
- Productivity and/or attendance problems
- Violence towards inanimate objects
- Theft or sabotage of projects or equipment
- Lack of concern for the safety of others

Right-To-Know Statement

Training

By law, it is required that ANYONE who handles or works with hazardous chemicals or materials must complete the “Right-To-Know” training annually. In order to complete this training, the departments and/or individual will need to check out the video from the Library Circulation Desk. Along with the video, a “Right-To-Know” pamphlet, instruction/information sheet, and a training acknowledgment form will be distributed. Trainees must sign and return the acknowledgement form to the circulation desk.

Material Safety Data Sheets

Master lists of all DACC Hazardous Material Safety Data Sheets (MSDS) are located in the following areas:

1. Health Services Coordinator’s Office
2. Director of Physical Plant’s Office
3. Vermilion County Emergency Disaster Agency
4. Danville Fire Department

Specific departmental MSDS sheets are located in each department with the Department Chairperson.

Department Responsibilities for Handling Material Safety Data Sheets

1. All departments are responsible for maintaining a MSDS file for chemicals they use in their department.
2. When ordering chemicals, purchase orders must be red flagged requesting MSDS sheet be sent prior or at time of delivery.
3. Departments must provide a copy of all MSDS sheets that they receive to the Physical Plant office and to Health Services (this does not include chemicals ordered and used by the science department).
4. Departments must insure that all their personnel have the “Right-To-Know” training on an annual basis (this includes any student or temporary worker).
5. Physical Plant secretary files a list of all chemicals located on the DACC campus annually with the Illinois Department of Labor, Danville Fire Department and Vermilion County Emergency Disaster Agency.

Right-To-Know Manual

DACC Right-To-Know Manuals are located in the following areas for review:

1. Health Services Coordinator’s Office
2. Director of Physical Plant’s Office
3. Division Chairs’ Offices
4. Library
5. Vermilion County Emergency Disaster Agency
6. Danville Fire Department

Spill/clean-up procedures and an exposure plan are outlined under “Hazardous Material Accidents / HAZMAT” in this manual.

Severe Weather: Tornado/Hail

In the event of possible severe weather, the Information Office constantly monitors all severe weather alert reports through the emergency weather radio system. In this way, the Information Office will have the latest weather information at all times. In the event that a severe weather warning is issued, information and announcement will be made over the emergency information system.

- a.) Personnel should remain in the safe areas until the Building Contacts give the all-clear signal.
- b.) If evacuation is necessary, all employees should report to their Supervisor after evacuation.
- c.) Building Supervisors should report all injuries and any obvious building damages to the Information Office.

Notification Procedures

Tornado Watch – announced when watch conditions are such to make formation of a tornado highly possible. Building Contacts will be put on alert.

Tornado Warning – announced when tornado funnel-shaped clouds are seen and reported to the weather station. Building Contacts will be put on alert.

The Vermilion County Emergency Disaster Agency activates notifications of tornadoes and/or severe weather. Warning sirens will be sounded throughout the City of Danville and surrounding areas.

General Instructions

- Select the safest and most structurally sound parts of the building for safety (Interior Hallways). These areas should be below grade level and away from glass if possible.
- Move to lowest floors available in the building.
- Avoid using areas with wide roof spans.
- After reaching the designated shelter, remain calm, be ready to shelter and protect vital areas of the body by kneeling down and covering your head if possible.
- No one is to leave buildings. Students will not be dismissed during a tornado warning.
- Persons should be reminded to stay away from all windows and glass cases.
- The College Staff will give special assistance to students and staff with disabilities and to those in the Child Development Center.

Bremer Conference Center	All persons should go to the South restrooms and Kitchen or to North office areas.
Cannon Hall	All persons should go to lower level of Lincoln Hall.
Child Development Center	All persons should go to lower level.
Clock Tower Center	All persons should go to lower level.
Lincoln Hall	All persons should go to lower level of Lincoln Hall.

Mary Miller Center	All persons should go to lower level.
Ornamental Horticulture	All people should go to center hallway. Note: Evacuate and stay as far away from Greenhouse as possible.
Operations Facility	All persons should go to inner offices.
Prairie Hall	All persons should go to lower level of Lincoln Hall.
Technology Center	All persons should go to the Information Systems hallway.
Vermilion Hall	All persons should go to lower level of Lincoln Hall.

Terrorism

DACC employees need to be aware of the impact that the Homeland Security Advisory System has on the College. The color code system as used by the United States Government and the College's recommended responses are listed below.

GREEN (Low Condition): This condition is declared when there is a low risk of terrorist attacks.

DACC Employees:

1. "Low" risk does not mean "no" risk
2. Ask questions about suspicious activities.
3. Stay current via newspapers, radio, and television news sources.

BLUE (Guarded Condition): This condition is declared when there is a general risk of terrorist attacks. In addition to the protective measures taken in the Green condition,

DACC Administration will respond by doing the following:

1. Check emergency communications.
2. Review emergency procedures.
3. Gather information for public distribution that will help people to react appropriately.

DACC Employees:

1. Update your personal phone call list and keep it accessible.
2. Make your family aware of your work schedule.
3. Keep the College current on any travel you have planned for work.
4. Review GREEN Conditions.

YELLOW (Elevated Condition): An elevated condition is declared when there is a significant risk of terrorist attacks. In addition to the protective measure taken in the Blue and Green Conditions,

DACC Administration will respond by doing the following:

1. Coordinate emergency plans with local jurisdictions.
2. Assess whether the precise characteristics of the threat require further refinement of protective measures.
3. Follow emergency procedures as recommended by public safety agencies.

DACC Employees:

1. Keep your listing of emergency phone numbers close at hand.
2. Keep fellow employees posted as to your whereabouts.
3. If you have a cell phone, make sure it is working and charged.
4. Review GREEN and BLUE conditions.

ORANGE (HIGH CONDITION): A High Condition is declared when there is a high risk of terrorist attacks. In addition to the protective measures taken in the Green, Blue, and Yellow conditions,

DACC Administration:

1. Coordinate necessary security efforts with Federal, State, and local agencies.
2. Take additional precautions at public events and consider the use of alternative venues.
3. Prepare to execute contingency procedures such as moving College community to another location, dispersing employees, or restricting travel.
4. Review the adequacy of physical security in and around campus buildings.
5. Consider the restriction of critical facilities to essential personnel only.

DACC Employees:

1. Review evacuation routes from your assigned work area.
2. Establish routes and pick-up schedules for family members.
3. Consider the possibility of being home for a week or more and plan accordingly.
4. Consider the possibility of being away from home overnight and plan accordingly.
5. Review Green, Blue, and Yellow Conditions.

RED (SEVERE CONDITION): A Severe Condition reflects a severe risk of terrorist attacks. Red Conditions are NOT intended to be sustained for a substantial period of time. In addition to the protective measures taken in the Green, Blue, Yellow, and Orange Conditions:

DACC Administrative:

1. Monitor, redirect, or constrain transportation as appropriate.
2. Activate emergency response procedures as appropriate.
3. Establish an Information Center.
4. Inform the College community of current conditions and recommendations from national, state, and local agencies.
5. If necessary, close the College and its facilities as directed by the College President.

DACC Employees:

1. Follow the instructions of administrative personnel.
2. If evacuated, stay close to a phone for call back information.
3. If working, stay within assigned work areas until directed elsewhere.
4. Stay Calm. Red conditions don't last very long.
5. Review Green, Blue, Yellow, and Orange Conditions.

COMMON SENSE INFORMATION ABOUT “WEAPONS OF MASS DESTRUCTION”

The source for this information is from retired Sergeant First Class Red Thomas, from the U.S. Army. He is an expert in these types of weapons.

COMMON SENSE INFORMATION ABOUT "WEAPONS OF MASS DESTRUCTION"

CHEMICAL WEAPONS

Chemical weapons are classified as either Nerve, Blood, Blister or Incapacitating. Contrary to media reports they are **NOT** weapons of mass destruction they are weapons of "Area Denial". They don't destroy anything they just make an area unusable for a little while. When you leave the area that they are in you leave the risk too.

Only soldiers have to stay in or around a contaminated area. That is why they have all that spiffy equipment.

These weapons are not gases they are vapors and/or air borne particles. They have to be delivered in sufficient quantity to be effective and that defines how and when they can be used. Every day we get a morning and an evening inversion where airborne particles get pushed down by barometric pressure. This is why allergies and air pollution are worst at these times. So, a chemical attack is going to be best planned for an hour either side of sunrise or sunset. Also, being vapors they are heavier than air and will settle into the low areas like ditches, basements and underground garages. These vapors won't work when it is freezing and won't last long when it is hot. The wind spreads it very quickly and thins it out as it blows. The only way it works is if you get it on you or if you inhale it AND you have to be exposed to a big enough concentration for it to work. Perhaps an example might help. In the mid 1990's there were a series of nerve gas attacks in crowded Japanese subways. Given these perfect attack conditions less than 10% of the people exposed were injured and most were better in a few hours. Only 1% of the injured died. Too little of the vapors don't work and too much in an area is wasted. In short, a chemical weapons attack that kills a lot of people is incredibly hard to do with military grade agents and proper equipment. Imagine how hard it would be for terrorists. The more you know about this stuff the more you realize how hard it is to use.

Nerve Agents

Plain old-fashioned bug killer (like Raid) is a nerve agent. All nerve agents work the same way; they are cholinesterase inhibitors that mess up the signals your nervous system uses to make your body function. It can harm you if you get it on your skin, but it works best if they can get you to inhale it. The military antidote for nerve agents is atropine and pralidoxime chloride. Neither one of these things does anything to cure the agent they just send your body into overdrive to keep you alive for five minutes. After that the agent is used up. Your best protection is fresh air and staying calm. If you don't die in the first minute and leave the area you will probably live a long life.

The symptoms of nerve agent poisoning are as follows:

Sudden headache

Dimness of vision

Runny nose

Excessive saliva or drooling

Difficulty in breathing

Tightness in the chest

Nausea

Stomach Cramps

Twitching of exposed skin where a liquid just got on you

If you are in public and you start experiencing these symptoms you need to ask yourself some quick questions.

Did something out of the ordinary just happen?

Was there a loud "pop" or did someone spray something on the crowd?

Are other people getting sick too?

Is there an odor of new mown hay, green corn, something fruity or camphor where there should not be?

If the answer is "yes", then remain calm (if you panic you will breathe faster and inhale more) and leave the area.

Head up-wind or outside. Fresh air is the best "right now" antidote that you have. If you have a blob of liquid that looks like molasses or Karo syrup on you blot it or scrape it off with anything disposable. Remember, the bad guys have to do all the work here. They have to get the concentration of this stuff up and keep it high enough to work. All you have to do is stop breathing it in and walk out of the area.

Blood Agents

Blood agents are cyanide or arsines which affect your blood's ability to provide oxygen to your tissues. The scenario for an attack would be the same as for a nerve agent. Look for a loud pop or someone splashing or spraying something and folks getting woozy and falling down. The telltale smells are bitter almonds or garlic where there should not be any. The symptoms of blood agent contamination are blue lips, blue under the fingernails and rapid breathing. The military antidote is amyl nitrite works just like nerve agent antidote by speeding up the body's systems until the agent is used up. Once again, fresh air is the best individual response.

Blister Agents

Blister agents, like distilled mustard are so nasty that nobody even wants to handle this stuff, let alone try to use it. It is almost impossible to handle safely no matter what delivery method is tried. Exposure to a blister agent may be delayed for up to 12 hours. The attack scenario is similar to the other chemicals.

If you do get large, painful blisters for no apparent reason don't pop them. The liquid from the blister will just spread the agent. This stuff is more likely to injure the user than it is the target. Soap, water, sunshine, and fresh air are blister agent enemies.

PLEASE REMEMBER THIS

Chemical agents and chemical weapons are intended to make you PANIC. That is the real mission in a terrorist attack. They harm does not have to be very real at all. If you suspect an attack leave the area and go upwind. The bad guys have to get this stuff on you or in you for it to work. Leave the area and you leave the threat. Soap, water, time and fresh air really deal these things a knock out punch. Statistically you are more likely to get hurt by a drunk driver on any given day than to be injured in one of these type of attacks. Remember the huge difference between "possibility" and "probability" and don't let the fear of these attacks rule your life. The odds are really on your side.

NUCLEAR WEAPONS

These are the only weapons of mass destruction on earth. The effects of a nuclear blast take on three forms; heat, blast, EMP, and radiation.

Heat

Heat from a nuclear blast is over and past in a second. It can be very intense and will probably be fatal if a person is within one half mile of the blast itself. The best defense when you see a bright flash of light, like the sun, in a place where the sun is not supposed to be is to drop to the ground and cover your head.

Blast

The blast from a nuclear device will occur in two waves, one going out and one coming back to fill in the vacuum created by the explosion. Do not stand up after the first blast passes. Stay low and wait for the second one to come back a few seconds later before you leave the area.

EMP

This stands for "Electro Magnetic Pulse". It will burn up any electronic device within 2 or 3 miles of ground zero. Cars, cell phones, micro waves, computers, ATM's, any electronic apparatus in the zone will not work.

Radiation

The kind of radiation that can harm you is called "Ionizing radiation". These are subatomic particles that travel at the speed of light. They hit individual cells and destroy the nucleus and keep on going. That is what causes radiation poisoning. You can end up with so many dead cells in your body that the decaying cells poison you. It takes a good deal of dense material to stop these kinds of radiation and that is why the ground is used so much as cover. The deeper the barrier, the better the protection. Alpha type radiation can be stopped by something as thin as paper. Beta particles can be stopped by clothing. Alpha and beta particles will be on the surface of the things that were in the blast area. They can be washed off with water and can only harm you if they are imbibed or inhaled. Dust and dirt will be contaminated. Wash yourself and the things around you and don't breath in or eat the dust particles. The kind of nuclear device that a terrorist could get control of or construct is a low yield weapon that will not be large enough to level a city. The experts say that the most they will be able to develop is a 1 kiloton device. That is the equivalent of 1 thousand pounds of TNT. That would be a powerful explosion, but it would not be of the scale that is shown in military tests or that is produced by an ICBM. The short version is simply this: a person who makes it through the first two minutes of a nuclear blast will probably live a long, long time. The attack is short, and intense, but when it's done, it's done. The two biggest dangers are from flying debris and the radiation close to the blast site.

OVERALL PREPARATION

The best way to describe what you should do to get prepared for the possibility of a terrorist attack, of any type, is to take the same precautions that you would take for a big storm. Keep some cash, not too much, on hand. Stock up on 4 or 5 days worth of canned goods and keep plenty of soap and a few gallons of bottled water on hand. Remember, the point of a terrorist attack is to cause panic and disorientation. The purpose is TERROR. Don't panic, don't over react and stay focused. The precautions taken by the government are intended to protect everybody and every place in the country. The reality of the enormity of that task should be obvious. The best thing that we can do is stay calm and respond to a threat in a planned and deliberate

manner. The best way to stop terrorists is to refuse to be terrorized. Get on the internet and read more about the aspects that interest you. There is now possible way to touch on every possible contingency in the time and space allotted in this short manual. The simple fact of the matter is that your best source of protection is you.

General Safety Rules

Safe practices and rules outlines herein are recommended techniques and methods which will support a safe work environment. Listed below are suggested responsibilities:

1. You are responsible for your own safety as well as the safety of others under your care or supervision.
2. Use tools, equipment, and personal protective equipment in a safe manner.
3. Promptly report unsafe/unhealthful conditions, practices, and equipment to a supervisor.
4. Submit suggestions for elimination of hazards.
5. Each individual will be assigned and responsible for the safety equipment designated for his/her job. Individuals should be aware of all equipment or tools and make sure that they are in good working condition. As equipment is worn out, it may be turned in and will be replaced by the College.
6. If injured, report to your supervisor and to the Health Services Department immediately.
7. Horseplay of any type is strictly forbidden.
8. All safety signs are to be strictly followed.
9. When lifting, keep your back straight and your knees bent. Get help for heavy loads.
10. Disconnect all electricity before making repairs to machinery.
11. Use, adjust and repair equipment only when authorized.
12. Use only machinery assigned to you or which your supervisor has authorized you to use.
13. Protective clothing and equipment are to be worn at all times where designated by the College.
14. Loose clothing or jewelry must not be worn while working around moving machinery.
15. Removal or non-use of safety guards or devices is prohibited.
16. Materials must not be stored or piled as to block fire extinguishers, safety valves, sprinkler heads, fire alarm boxes or emergency exits.
17. Untrained personnel are not to operate or ride on power lift-trucks or power operated equipment.
18. Walk, do not run, and use designated aisles at all times.
19. Safety glasses are required when using power hand tools and toxic chemicals.
20. Keep hallways, stairwells and passageways clear of obstacles at all times.
21. All chains and guard rails must be replaced when removed for work on all loading docks.

Division Safety Rules

Purpose

Safety rules for various areas of the College are listed on the following pages. The purpose of these rules is to encourage and promote safe work practices for faculty, staff and students.

Divisions

Art Studio.....
Bookstore.....
Building Services.....
Campus Services.....
Cashier – Business Office.....
Child Development Center.....
Computer Lab.....
Electronics Lab.....
Graphics Lab.....
Library.....
Maintenance Department.....
Nursing Lab.....
Physical Plant & Grounds.....
Science Division.....
Security.....
Sports Center.....
Vehicles and Equipment.....
Welding Lab.....

Art Studio Safety Rules

1. A safety shield or safety glasses must be worn whenever power equipment of any type is used.
2. When working with materials that generate powder or dust, a facemask must be worn or a dust collector system must be used. Powder and dust must be cleared away periodically and removed to the proper waste containers.
3. All flammable wastes must be deposited in the red container provided for their disposal. All rags or paper towels used with flammable materials must be disposed of in the covered red disposal container.
4. All tools, hand or power, must be used in the proper manner and for their designed purpose. You must receive directions from your instructor before using tools.
5. Be aware of the potentials of and take proper precautions against electric shock or fire when electrical power equipment is used in the presence of water or flammable liquids.
6. All long hair and loose clothing must be properly restrained so as to avoid the risk of fire when using flammable materials, such as in welding and brazing, as well as to avoid entanglement when using power equipment.
7. When welding or brazing, appropriate safety equipment such as gloves, goggles, and an apron must be worn. Consult with your instructor for guidance in these procedures.
8. Only one person at a time is to use a power tool. The operator of a power tool or welding equipment is not to be disturbed by others through talking or loitering in or near the work area.
9. Anyone using power equipment is responsible for keeping his/her work area in a neat and orderly condition while working and for cleaning it thoroughly prior to his/her departure from the studio at the end of the laboratory period. Unplug power equipment after use.
10. Cap containers of solvents and other hazardous chemicals after use.

Bookstore Safety Rules

1. The entrance door should be locked at all times when the bookstore is not open. Customers should not be allowed in the bookstore before opening or after closing unless approved by the supervisor-in-charge. Exceptions should be made with extreme caution.
2. Student aides and temporary employees scheduled to close should stay until the last customer leaves the bookstore unless released by the supervisor-in-charge.
3. Full-time and part-time regular employees scheduled to close should not leave until released by the supervisor-in-charge. The supervisor-in-charge should attempt to have all regular employees leave together.
4. The number of customers in the store should be monitored and restricted if safety is compromised.
5. In the event of a fire alarm, the following should be done as long as there is no risk of personal injury. All employees should guide customers out of the store as quickly as possible and then exit the building using proper exit procedures. Cashiers and customer service clerks should monitor all customers leaving the bookstore with merchandise. The supervisor-in-charge is responsible for insuring no one is left in the bookstore before locking doors.
6. In the event of a robbery, cooperate with the suspect(s). If they ask for merchandise or money, give it to them. Do not do anything that would surprise or threaten a suspect and let them know exactly what you are doing. **Do not attempt to chase, tackle, fight, detain or assault a suspect** (this goes for shoplifters also). The overriding factor here is personal safety. After calling 9-911, and DACC Emergency #890 and Administrator on Call (217) 260-4777, write a description of the suspect and as many details of the incident as possible.
7. Coordinator of the Bookstore or designee should set the alarm and lock the doors at the end of each day.

Building Services Safety Rules

1. When floors are wet because of inclement weather, wet mopping, stripping or waxing, wet floor signs should be posted to make people aware of a hazardous situation.
2. Proper shoes should be worn during working hours to avoid slipping when stripping, waxing or wet mopping floors.
3. When mopping do not leave buckets behind you. They should be placed to the side, away from where you are working.
4. Do not remove electric plug from wall by pulling cord; walk back to the outlet and remove from wall receptacle by hand.
5. Do not operate any unsafe equipment; report it immediately to the supervisor.
6. No horseplay while operating machines.
7. Do not lift more than can be handled by one person; get help.
8. Do not mix chemicals. Always label unmarked containers.
9. When equipment is not in use, make sure it is turned off, unplugged and put away in its designated place.
10. Report any unsafe conditions directly to the person in charge or to the Physical Plant Office.
11. Familiarize yourself with medical, fire, tornado, etc. emergency procedures.
12. Familiarize yourself with area exits and location of fire extinguishers.
13. Follow your Bloodborne Pathogens procedures to safely clean up body fluid spills.

Campus Services Safety Rules

1. All packages should be lifted properly to avoid injury. Lifting should be done with your legs, not your back. Obtain help with large or heavy cartons, and anything you believe you cannot handle yourself.
2. Use two-wheel carts, four-wheel carts, pallet trucks and mail carts properly. Do not stand on or push a person on a cart or pallet truck and watch for customers and employees. Avoid steep inclines and never run with a cart.
3. The powered pallet truck should only be used by trained operators.
4. Ladders and step stools should be used to get items that are out of reach. Never climb on shelving or furniture.
5. Shelving and tables should not be overloaded or used if damaged.
6. Materials in the storage rooms should be stacked no higher than 18” below the sprinkler heads.
7. Keep aisles and floors clear of trash, boxes, carts, ladders and step stools. Supplies on pallet racks should be stored in an orderly way. Step stools, ladders and carts should be stored properly when not in use. Skids should be removed when empty or low. Grease or oil on floor should be cleaned up immediately. Dollies, carts, etc., should be kept in proper places and in working condition.
8. Heavy-duty extension cords and power strips should be used only if necessary. They should be used only if in good shape and taped down if crossing areas of traffic.
9. The machinery and chemicals should be used with adequate ventilation.
10. Only authorized personnel are allowed on the loading dock.

Cashier Safety Rules – Business Office

1. Entrance door should be closed at all times and security key pad activated.
2. All money, checks, and cash boxes should be placed in the safe at the end of each day of operation and the safe door securely closed. Then the office door should be closed to activate the security key pad.
3. If there are large amounts of excess cash, this should always be kept out of sight in the safe during operating hours.
4. Customers should be served from the service windows and not allowed back into the office area. Exceptions should be made with extreme caution.
5. In the event of a robbery, cooperate with the suspect(s). If they ask for money, give it to them. Do not do anything that would surprise or threaten a suspect and let them know exactly what you are doing. Do not attempt to argue, detain, chase or assault a suspect. The overriding factor is personal safety. After calling 9-911, and DACC emergency #890 and Administrator on Campus (217/260-4777), write down a description of the suspect and as many details of the incident as possible.

Child Development Center Safety Rules

Inside Rules

1. Have safety plugs in electrical outlets.
2. Keep play equipment in good condition at all times. Damaged equipment should be removed or labeled promptly.
3. Staff members are to be alert and move quickly to check doors at the sound of an exit alarm.
4. Be observant of strangers in the center.
5. Have emergency release forms for each child at the front desk.
6. Check child release forms and photo identification of anyone wanting to pick up a child who did not drop him/her off.
7. Use a sign-in and sign-out sheet for children at the front desk.
8. Rooms are to be kept clean and vacuumed, and the floors washed daily.
9. Children are to wear safety goggles at the workbench.
10. All cooking activities are to be supervised by an adult.
11. Allergy chart is to be posted in each room.
12. Accident reports are to be filled out for all minor and major accidents.
13. Emergency numbers are to be kept for each child as well as a class schedule with room number(s).
14. Children must always be within both sight and sound of the teacher.
15. Children may not be left alone with student teachers.

Outside Rules

1. Crash gates are to be closed at all times.
2. Sandbox is to be covered when not in use.
3. Equipment is to be in good condition.
4. Safety rails are to be present on climbing equipment.
5. Teachers are to supervise play at all times.

Computer Lab Safety Rules

1. DACC treats internal spreading of computer virus infections as vandalism. Do not use subject software. If you think that your diskette or computer may contain a virus, see a lab aid who can show you how to scan (test) for computer viruses.
2. Unauthorized personnel found using computer lab equipment will be escorted out of the lab by Security. Only DACC students may use the computer labs.
3. No eating or drinking is allowed in any of the computer labs.
4. No children are allowed in the computer labs.
5. Inoperable equipment or problems should be reported to the lab assistant on duty.
6. Do not leave textbooks or valuables unattended.
7. Lost or found items should be reported or turned in to the lab assistant.
8. Excessively abusive students will be reported to their instructors.
9. Check blackboards for updates and announcements.
10. Trash containers are provided in all labs. Throw out your scrap items in the receptacles. Containers are provided for recycling paper.
11. No game playing is allowed in any of the computer labs.
12. Do not turn computers off unless instructed by lab personnel or your instructor.
13. Do not leave articles on top of the monitors or printers.
14. Destruction of equipment, including alteration of the computer hardware or software, will lead to revocation of computer privileges for the semester.
15. Students disobeying the rules or using computers in unapproved ways may be met with a reduction of DACCnet access or with complete denial or access to DACCnet. See board policy 2012.

Electronics Lab Safety Rules

1. Laboratory experiments must be a part of an ongoing class, laboratory activity or be authorized by an instructor.
2. Students using laboratory facilities must be under the supervision of an instructor.
3. Safety training must be an introductory element in each class/laboratory activity.

Graphics Lab Safety Manual

1. Only authorized employees may access and operate cutter, press, and camera plate developer.
2. All hazardous chemicals must be locked in an OSHA approved cabinet.
3. Utilize proper lifting procedures when lifting anything.
4. All paper must be stored on pallets or shelves.
5. Unauthorized personnel are not allowed in production area. Any individual needing assistance should go to the Graphics Center counter or office for assistance.

Library Safety Rules

1. Shelving should not be overloaded or used if damaged. Always make certain that adjustable shelving is properly fastened into position before loading with books or materials.
2. Step stools should be used to get items that are out of reach. Never climb on shelving or furniture.
3. Keep aisles and floors clear of carts and other materials. Step stools should be placed at the far end of rows where they are visible but not in the way. Fire exits should be kept clear.
4. Books and other materials should be lifted properly to avoid injury. Lifting should be done with your legs, not your back. Obtain help with large or heavy cartons, and anything you believe you cannot handle yourself. When shelving or shifting materials, always use book carts and move materials in manageable loads.
5. Use book carts properly. Do not stand on or push a person on a cart and watch for patrons and employees. Never run with a cart.
6. In order to help maintain the DACC Internet Acceptable Use Policy, the library requires computer lab users to sign in and provide appropriate I.D. and provides a lab monitor to assist the regular student worker and librarian during evening hours.
7. Employees' personal valuables should always be locked up in drawers or lockers and never left in a public area. Student workers will be provided with a safe place in which to store their belongings during working hours.
8. Employees should not take responsibility for keeping patrons' belongings safe, even "just for a minute."
9. In case it becomes necessary to evacuate the library in an emergency, the director or the librarian in charge is responsible for ascertaining (to the degree that personal safety permits) that all patrons and staff leave the library safely. The reference librarian and circulation staff should make sure that the computer lab, video viewing area, and restrooms are evacuated; technical services staff should check to be sure that the music listening room, downstairs lab, and stacks are clear. The reference librarian is responsible for checking first floor hallways in Clock Tower. During night hours and Saturday shifts, the librarian should take responsibility for the lower floor while the student worker should check the facilities on the 1st floor. Because of the two-story nature of the library, staff should learn the appropriate procedures for evacuating people with disabilities (see the appropriate section of this manual). In the case of a tornado or severe weather emergency, the lower area of the library is a safe zone. Any people on the first floor should be directed to move to the ground floor, as should people in first floor classrooms and hallways.
10. The entrance door should be locked at all times when the library is not open. Patrons should not be allowed in the library before opening or after closing unless approved by the supervisor-in-charge. Exceptions should be made with extreme caution. Similarly the downstairs entrance and the entrance to Instructional Media should be kept closed.

11. Student workers scheduled to close should stay until the last patron leaves the library unless released by the supervisor-in-charge.
12. Circulation patrons should be served at the counter and not allowed back into the office area. Exceptions should be made with extreme caution.
13. If an employee encounters a hostile or uncooperative patron, seek to remove yourself from the situation and contact security immediately. If an employee witnesses another employee in such a situation, contact security discretely on their behalf.
14. In the event of a robbery, cooperate with the suspect(s). If they ask for money, give it to them. Do not do anything that would surprise or threaten a suspect and let them know exactly what you are doing. Do not attempt to argue, detain, chase or assault a suspect. The overriding factor is personal safety. After calling 9-911, and DACC security x88 and Administrator on Campus (217/260-4777), write down a description of the suspect and as many details of the incident as possible.

Maintenance Department Safety Rules

1. Wear safety goggles when operating power tools, chisels, shop equipment and punches, and on any job where the possibility of an eye injury can occur.
2. Do not wear loose fitting clothing, long hair, etc. when working around machinery unless properly protected.
3. Use appropriate safety devices when operating shop equipment.
4. Store gasoline, oil, paint and solvent in proper containers.
5. Always use the proper tool for the job.
6. Wear protective equipment while welding, cutting or grinding and make sure the area is properly ventilated.
7. Know location of exits, fire extinguishers, fire blankets, emergency showers, etc., when working in various areas on campus.
8. When working on electrical equipment, make sure breaker or disconnect is turned off and locked so another individual cannot turn it back on.
9. Avoid practical jokes or horseplay in the shop or with tools.
10. Keep all tools in good working condition. A broken or worn tool is dangerous.
11. Keep the shop, the truck and all workstations clean and clear of obstructions.
12. When working with others, respect their abilities and work together, not against one another.
13. Report all hazardous situations to the supervisor or to the Physical Plant Office immediately.
14. Follow manufacturer's instructions on safety when working on or operating equipment or tools.
15. Use only safe and sound ladders and use them in a safe manner.
16. When working with acid and caustic materials:
 - a. Read all labels and materials safety data sheets on products.
 - b. Wear protective clothing, glove(s), face shield, apron, footwear, etc.
 - c. Have clean, clear water nearby – acid bath, eye bath, garden hose, etc.
 - d. Be aware of the type of material being used and the procedure to follow if contaminated with it.
17. Be cautious about lifting or moving heavy material and equipment. Always get help when needed.
18. Always use safe means and safe equipment when working above floor level heights.
19. Always make sure there is adequate lighting in work area.
20. Make sure all power is off and locked out before working on electrical equipment.

21. Where necessary (pits near water, etc.) use ground fault-protected circuit breakers.
22. Report all hazardous situations to the supervisor immediately.
23. Report all medical situations to the supervisor immediately.
24. Familiarize yourself with medical, fire, tornado, etc. emergency procedures.

Nursing Lab Safety Rules

1. Participate in an orientation to lab.
2. No eating or drinking in lab.
3. Needles utilized for injection are NOT to be recovered and should immediately be disposed of in the red sharps' container provided.
4. If you are accidentally stuck with a contaminated needle or your skin comes in contact with a contaminate, report incident immediately to faculty in charge.
5. When performing nursing skills, practice good body mechanics.

Physical Plant and Grounds Safety Rules

1. No smoking is permitted near gas pump.
2. Wear safety goggles and hearing protection when using grinding wheel, cutting torch, air hammer, chain saw, weed trimmer and sander.
3. When not in use, turn off equipment motors and remove key.
4. The tailgates on the stake truck and pickup truck should be in the upright position when the truck is not in use.
5. Riding in the bucket of the front end loader, riding on the fenders of tractors, riding on the tailgate of the truck and standing in truck beds while the truck is moving are not permitted.
6. Never let vehicles idle when they are in the building when all doors are closed.
7. Revolving yellow cautions lights should always be used when a vehicle is performing a service function, such as snow plowing, working on marquee signs, following mowers, etc.
8. Read and use all safety precautions listed on labels when using chemicals.
9. Grease and oil on floor from equipment, vehicles, etc. should be cleaned up immediately.
10. Familiarize yourself with medical, fire, tornado, etc. emergency procedures.
11. Familiarize yourself with area exits and locations of fire extinguishers.
12. Report all hazardous situations to your supervisor or to the Physical Plant Office immediately.

Science Division Safety Rules

1. Because science labs contain various potentially harmful substances, avoid contact with any specimens or exposed chemicals in labs unless you receive specific instructions.
 2. If you must handle potentially hazardous materials, use proper precautions and appropriate protective gear; this may include gloves, goggles, lab coats, and/or aprons.
 3. Use proper precautions when cleaning up any chemical spills or residue; refer to safety video. If you do not have a positive identification of a substance, regard it as a potentially hazardous material.
 4. If working around materials designated as potential biohazards, wear gloves and dispose of any potentially contaminated materials in the appropriate biohazard waste receptacle in Room 281 or Room 275.
 5. All used scalpel blades should be disposed of in the blade box.
 6. All human body tissue should be disposed of in the body waste can in Room 281.
 7. Blood waste should be cleaned following the procedures outlined consistent with the Bloodborne Pathogens Exposure Control Plan. The lab technician will supervise the cleanup.
 8. Any materials being exposed to blood should be disposed of in the biohazard waste receptacle in Room 275 or Room 281.
 9. Bacterial cultures and contaminated materials should be placed in a container to be autoclaved, not in the garbage containers.
 10. Any injuries or accidents should be reported to the lab technician in Room 275.
 11. Familiarize yourself with the location and use of the eye wash stations, emergency showers, and fire extinguishers in each lab.
 12. The First Aid station is located in the lab prep area in Room 275; familiarize yourself with its contents and use.
 13. Always wash your hands after leaving labs.
 14. Instructors should instruct students regarding clean up procedures for each lab session.
 15. Keep lab doors closed at all times to assure proper ventilation.
 16. All doors to the labs should be locked when classes are not in session.
 17. Any items borrowed from a lab should be returned to that lab.
 18. No food or drinks are allowed in the labs.
 19. Visitors are not allowed in the lab unless the visit has been pre-approved.
 20. Students/visitors are not allowed in the lab prep area in Room 275 without special permission.
- Report all malfunctioning equipment to the lab technician in Room 275.

Security Safety Rules

1. Obey all Illinois rules of the road and traffic laws.
2. When responding to an emergency situation using Security vehicle:
 - a. Activate the emergency interior light.
 - b. Wear seat belts.
 - c. Secure loose items in passenger compartment.
3. When Officer/Guard is directing traffic, the department vehicle should be parked out of the traffic flow, but in a conspicuous location with emergency lights and four-way flashers operating. On a traffic stop, always position your vehicle to allow for a safety lane to walk in between your vehicle and the violator's vehicle.
4. The Officer/Guard should exercise caution, wear a brightly colored safety vest and use a flashlight.
5. During a traffic accident investigation, apply rule # 3 for directing traffic.
6. Familiarize yourself with area exits and locations of fire extinguishers.
7. Familiarize yourself with medical, fire, tornado, etc., emergency procedures.
8. Report all hazardous situations to the supervisor or to the Physical Plant Office immediately.

Sports Center Safety Rules

Fitness Center / Weight Room

1. No food or beverages are allowed in the room.
2. Proper attire must be worn at all times.
3. No one is allowed in the room without staff supervision.
4. An orientation session is required to teach users the proper technique for each station before an individual may work out in the fitness center.
5. Free Weights:
 - a.) Replace all weights in proper carriage.
 - b.) Remove weights from bars before stacking.
 - c.) Free lifters must have spotters when lifting above 40 % of body weight.
 - d.) Free lifters should utilize safety-lifting racks.
 - e.) Collars or clamps must be used on Olympic bars.
 - f.) Lumbar belts are highly recommended.

Gymnasium

1. In case of water spillage on the floor, contact the Athletic Technician who will then contact a Building Services Attendant.
2. No equipment or mats are to be left on playing surface after class or practice session.
3. No one is allowed in gym for physical activities without supervision or administrative authorization.
4. Appropriate shoes are required to participate in athletic activities.

Racquetball Court

1. Eye protectors (glasses) are strongly recommended. (Persons playing without glasses do so at own risk.)
2. Only racquets with thongs attached should be used on courts.
3. Gym/athletic shoes are required when using courts.

Technology Center and Ornamental Horticulture Safety Rules

1. No horseplay in the labs, greenhouse or classroom at any time.
2. Eyes will be protected from any possible hazard, i.e., grinding machinery, sanding, welding or chipping. All students are required to wear safety glasses when operating power equipment that presents a missile hazard.
3. Stationary jacks will be in position before getting under a raised vehicle.
4. Only grounded appliances will be used on damp floors near electrical grounds, such as pipes or sinks.
5. Gasoline or other highly flammable liquids will be handled with caution and never used for cleaning purposes or when open flame or sparks are near.
6. Broken or defective tools will not be used and will be tagged to prevent others from using them until repairs are made. Inform the instructor of any broken tools promptly.
7. Grease, oil or other slippery materials must be cleaned up at once to prevent falls.
8. Special consideration is to be given to the personal safety of other students when using air, surface grinders, welders, or other dangerous equipment.
9. Gasoline and thinners are to be stored only in red safety cans.
10. Kerosene and diesel are to be stored only in yellow safety cans.
11. Before using a flame or arc, the entire area is to be checked thoroughly for combustible materials.
12. Spilled battery acid is to be neutralized by a baking soda solution.
13. Do not wear loose clothing that could become caught in a machine.
14. All shirts will be tucked inside of pants when operating equipment presenting a snag hazard.
15. Never use a machine or equipment until you have learned the safety instructions for its use.
16. When applying pesticides, protective clothing will be worn, including eye protection and rubber or vinyl gloves. When using Low Ld50 pesticides, a respirator will be used.
17. All equipment and stations will be cleaned and secured before leaving the lab or greenhouse.
18. Know location of building exits.
19. Know location of fire extinguishers.
20. Observe rules of the road when operating equipment.

Tractor Trailer Driver Training

1. Students are not to operate vehicles unless the instructor is present.
2. Cell phones must be turned off when driving or riding in the road truck.
3. Students are not allowed to wear opened toed shoes (sandals, flip flops, etc.)
4. Instructors are not to ride on the sides of the trucks while students are driving.
5. Three points of contact should be used when entering or exiting tractors or trailers.
6. No eating, drinking, smoking or chewing of tobacco in any of the trucks.
7. Use of alcohol or illegal drugs during training hours is grounds for dismissal from the program.

Vehicles and Equipment Safety Rules

Before Operating the Equipment

1. Become thoroughly familiar with all controls, indicators, warning lights and warning plates, and read owner's manual.
2. Those certified to operate forklifts must know the operating characteristics of the equipment and its working capacities.
3. Learn and do not forget the limitations of the machine and equipment.
4. Know the clearances required for heavy equipment attachments.
5. Know where and how to check all liquid levels of the equipment – oil, fuel, coolant, and hydraulic fluid.
6. Become acquainted with the terrain where you will be working and what hazards to expect.
7. Become knowledgeable about all traffic rules.
8. Learn the rules that should be observed at the work site.
9. Check all protective devices installed on equipment.
10. Carefully inspect equipment for visible defects. Do not operate a defective machine.
11. Be sure to clean any oil, grease, or mud from the floor of the operator's compartment.
12. Remove loose bolts, tools, or other objects from the floor of the operator's compartment.
13. Inform mechanic of any equipment malfunctions or concerns.

When Ready to Operate Equipment

1. Climb aboard the machine carefully. Use all stepping points and handrails provided.
2. Adjust the seat to the most comfortable position. Operate machinery consistent with safe operating practices.
3. Make sure path is clear. Run an operating check on the equipment.
4. Look and listen for equipment defects.
5. Never speed. Maintain a ground speed consistent with conditions.
6. Use but do not abuse equipment.
7. Riders should only be allowed consistent with safe operating practices.

8. Do not obstruct your vision when traveling or working by carrying the bucket too high. Keep the bucket low for maximum visibility and stability.
9. Avoid sidehill or steep downhill operation.
10. Never transport a load with the bucket fully raised; carry it as close to the ground level as possible and at proper speed.
11. Handle only those loads which can be safely arranged.
12. Do not stop or start quickly when transporting a load.

At End of Operating Period

1. Park in a non-operating area, on level ground if possible, and lower all attachments to the ground.
2. Know exact stopping procedure for the equipment. Follow operator's manual.
3. Allow engine to idle for gradual cooling down; then stop equipment.
4. Dismount carefully. Do not jump off; use the stepping points and handrails.

Welding Lab Safety Rules

1. Always wear protective clothing, shoes, safety glasses and shaded lenses for the type and position of your welding.
2. Keep your work area clean and safe.
3. Do not weld on or near material which may catch fire.
4. Do not weld near explosive materials or on or near containers of explosive materials.
5. Make sure welding area is well ventilated. Turn on the exhaust system.
6. Use air exhaust whenever welding lead, cadmium, chromium, manganese, brass, bronze, zinc or galvanized metals.
7. Handle inert gas cylinders with the same care you use when handling oxygen and acetylene cylinders.
8. When finished, return all welding equipment to its proper place. Report any damaged or broken equipment to your instructor.
9. If it is necessary to couple lengths of cable together, make sure joints are insulated and all electrical connections are tight.
10. Never use cable with frayed wires, cracked or bare spots. Always have welding machine grounded.
11. Make sure any pedal-type welder controls are guarded to prevent accidental starts.
12. If you must electric weld in a damp or wet area, wear dry rubber boots and/or stand on dry cardboard or wood.
13. Never weld or cut directly on a concrete floor. Place work piece on properly grounded table since the heat may cause the floor to explode.
14. When using a water-cooled torch, check for water leakage.
15. Obey all signs applicable to the welding equipment that you work with. Obey all signs applicable to the entire welding area as well.
16. Assume that all metal in a welding booth or on the scrap pile is HOT. Many people are burned before starting to weld by touching what appears to be cold scrap. Quench scrap before discarding barrels.
17. Report ALL damaged or inoperable equipment to the instructor.
18. Do not use damaged tools and/or broken welding equipment.
19. If you are not one hundred percent sure of any proper welding procedure, ASK the instructor the correct welding technique and proper procedure.