



Institutional and Student Health and Safety Plan

Health, Safety and Safety Contact Information

- Emergency: 911
- Non-life threatening emergencies: Facilities Manager 435-248-1820
- Security Concerns: Facilities Manager 435-248-1820

Health and Safety Statement

Health and Safety at the Tooele Applied Technology (TATC) is in accordance with relevant institutional, industrial, governmental agency regulations and policies and procedures. This plan is intended to promote a safe, secure, healthful learning environment. The plan outlines the protocol for the management of the health and safety of employees and students in cases of sickness, accidents, emergency health care needs, fire safety, evacuation, security and safety on campus (procedures found in Emergency Procedures Plan).

Safety Committee

The Safety Committee reviews and evaluates the components of the *Institutional and Student Health and Safety Plan* on an annual basis. The committee also reviews State Risk Management audits, incident reports that are filed at the College, and other safety concerns as they arise.

Standard Response Protocol

The Standard Response Protocol is a nationally recognized program created to provide a consistent language and series of actions for students, staff and first responders, during a crisis. Students and College employees will receive and review Standard Response Protocols during their initial orientation to Tooele Applied Technology College.

There are 4 actions:

- Lockout – “Secure the Perimeter”
- Lockdown – “Locks, Lights, Out of Site”
- Evacuate – “To the East side of the Flag Pole”
- Shelter – “For a Hazard Using a Safety Strategy”

Emergency Notification and Campus Closures

TATC uses a third-party mass notification system (Crisis Manager App) which all student and faculty are asked to download on their smart phones and devices. The system is used to notify students and employees of campus-wide emergencies or closures via the app. TATC also sends out the same notifications through email, posts on TATC website, Facebook, twitter, and changes the front office phone message. TATC administration regularly tests the system to verify that it meets institutional needs. Students are responsible to ensure that their contact information is up-to-date and accurate.

Procedures for Investigating Incidents

All incidents on campus are followed-up with an incident report, which allows the TATC Safety Committee and Human Resources to document and investigate the incident, evaluate the

response and determine if further action is needed. Incident reports are filled out by instructors, supervisors or students and can be found on the TATC website and the Crisis Manager app.

Employee Responsibility

As defined in the Occupational Safety and Health Act, P.L. 91-596 of 1970, all persons are required to understand the safety and health requirements of their specific area of training and employment. Safety instruction is an integral part of TATC programs and it is the student's responsibility to adhere to institutional policy and procedures relating to student conduct and campus health and safety. Employees are responsible for personal safety and the safety of others in their area of training and for immediately reporting and/or resolving any health, safety or security concern to their instructor. Violation of these standards may result in the imposition of sanctions or discipline.

Instructor Responsibility

Instructors oversee safety training for students and enforcement of safety in the classroom, lab and shop areas. Instructors lead safety training during orientation, specific courses, or as safety concerns arise. Students must comply with safety training and practices. Students are not to be transported to a medical facility or home by employees.

Student Responsibility

Safety instruction is an integral part of TATC programs and it is the student's responsibility to adhere to institutional policy and procedures relating to student conduct and campus health and safety. Students are responsible for personal safety and the safety of others in their area of training and for immediately reporting and/or resolving any health, safety or security concerns to their instructor. Violation of these standards may result in the imposition of sanctions or discipline. The following protocols define what to do in case of emergency.

Safety Resources

Program specific safety resources such as sharps disposal, Material Safety Data Sheets, blood borne pathogen kits, eye protection, hand protection, hearing protection, and eye wash stations are located in specific areas. Evacuation maps are posted and first aid kits available in each classroom and office area. An Automated External Defibrillator (A.E.D) is also available in the hallway across from the Book Store.

Fire

Pull a fire alarm. Vacate the building immediately according to the Evacuation Plan for your area. If quickly accessible, you may take personal items. Do not return to the building until an "all clear" has been given and the alarm ceases. Call 911 to report fires or emergencies.

Behavioral Disturbance

A behavioral disturbance can be either verbal or physical. If you observe any type of behavioral disturbance or suspicious behavior on campus, report your specific observations to your the Facilities Manager **435-248-1820**.

Accidents or Emergency Health Care Needs

Sickness, accidents and emergencies should be reported immediately to the instructor if a student is ill or hurt, to a supervisor if an employee is ill or hurt. The instructor, supervisor or their designee will assess the situation and determine the appropriate course of action, calling 911 for

all medical emergencies.

The instructor, supervisor or designee will not move the individual if there appears to be a head, neck, or back injury. If necessary, the instructor, supervisor or designee will contact the Director of Nursing (DON) **ext. 1862** or Health Care faculty **ext. 1860** who will provide temporary assistance until medical help arrives (only trained personnel should provide medical assistance to the individual on school property).

If the student or employee cannot walk and needs assistance, the instructor, supervisor or designee will clear the area where the individual is located and keep them as calm and comfortable as possible. If student is conscious and refuses treatment, the DON or designee will notify the emergency contact noted in the student's record. After the emergency is over, the instructor, supervisor or designee will complete and submit an incident report to the Facilities Manager.

Note: If a student is transported via ambulance, the student is responsible for the cost.

Sickness

Students and employees are required to remain home in cases of contagious sickness or disease. Employees are not allowed to dispense medications. Students will not be transported to medical facilities or home by employees. If the student is unable to transport themselves or make arrangements, College personnel will assist in making arrangements for transport with the student's emergency contact or another individual of their choosing.

Active Shooter Situation

If you observe someone appearing to be threatening with a weapon or other dangerous device or hear a possible gunshot:

GET OUT and call **911**.

- If you cannot get out, then LOCK/HIDE OUT. Move to a classroom or office, make sure the lights are turned off and stay clear of doors and windows. Remain inside the room and await further directions.
- If the assailant attempts to enter your area or backs you into a corner then fight back using any means available (as stated in Utah Code 76-2-402).
- If the police arrive, follow all instructions and keep your hands visible.
- When evacuating the building, if possible, take all necessary items including keys.
- The campus building may be sealed as a crime scene and no one will be allowed to enter the building for several hours.

Earthquake

Take cover under a desk, table or in a doorway; or stand close to the wall in a hallway. Stay away from windows. Remember to wait for **TWO MINUTES** after tremors stop and then evacuate as per fire drill instructions.

Bomb Threat

If you find a suspicious package:

- Do not touch or use cell phones near the package.

- Ask everyone to stay clear of the Item
- Contact Facilities Manager 435-248-1820
- If Facilities Manager is not available, call 911

Environmental Hazards

Blood Spills:

If you see blood that has been spilled onto the floor or other surfaces, notify your instructor or another College employee. Do not attempt to clean up the blood yourself or allow others to do so. If you are exposed to another person’s blood or other bodily fluids:

- For a skin exposure or blood that comes in contact with an open wound, wash the area thoroughly with soap and water.
- For a blood splash to the eyes, nose or mouth rinse copiously with tap water.
- Report any blood exposures to your instructor or another College employee.

Other Hazardous Materials:

Other hazardous materials or substances can be in the form of chemical spills, natural gas leaks or other materials. If you smell or see a substance that you feel may be hazardous, stay away from the substance and direct others away from the immediate area. Do not touch or attempt to clean up an unidentified substance. If evacuation is necessary, the fire alarm will be activated. Evacuate the facility per fire drill instructions.

- Contact Facilities Manager 435-248-1820
- If Facilities Manager is not available call 911

Revision Dates:

04/15/2016
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