



TOOELE TECHNICAL COLLEGE

Health and Safety Plan

2019-2020

Important Contact Information

911 For all Emergencies

Ext. 1820 For Non-life threatening emergencies and Security Concerns: Call TTECH Facilities Manager at 435-248-1820

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Introduction

Health and Safety at the Tooele Technical College (Tooele Tech) complies with all federal and state laws, and relevant institutional and industrial regulations, policies and procedures. This plan is intended to promote a safe, secure, healthful learning and work environment. The plan outlines the protocol for the management of the health and safety of employees, students and guests in cases of accidents, fire safety, emergency and evacuation, security and safety on campus (procedures found in Emergency Procedures Plan).

1. Safety Committee

Tooele Tech's Safety Committee reviews the components of the Health and Safety Plan on a regular basis. In addition, the committee reviews State Risk Management audits, incident reports that are filed at the College, and other safety concerns as they arise.

2. Standard Response Protocol

Tooele Tech participates in the nationally recognized *Standard Response Protocol* program created to provide a consistent language and series of actions for students, staff and first responders during a crisis. Students and College employees receive and review Standard Response Protocols during their new student or new employee orientation session.

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”

3. Emergency Notification, Campus Closures and Threats to the Campus Community

Tooele Tech sends out notifications through text, email, post on Tooele Tech website, Facebook, twitter, and change front office phone message. Tooele Tech administration regularly tests the system to verify that it meets our needs. Employees and students are responsible to ensure that their contact information is up-to-date and accurate.

4. 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.

5. Student Responsibility

Safety instruction is an integral part of Tooele Tech 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.

6. 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 Tooele Tech 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 supervisor and Human Resources. Violation of these standards may result in the imposition of sanctions or discipline.

7. Procedures for Investigating Incidents

All incidents on campus are followed-up with an incident report, which allows the Tooele Tech Safety Committee and Human Resources to document 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 Tooele Tech website.

8. Safety Resources

Program specific safety resources such as sharps disposal, 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) are available in the hallway across from the Book Store, hallway between Welding and Diesel, and on the 2nd floor hallway outside of Nails classroom.

9. Medical Emergencies

Report all minor medical emergencies to your instructor or supervisor. If it is a serious or life threatening medical emergency immediately call **911**.

10. 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 direct supervisor and Facilities Manager **435-248-1820**.

11. Fire {Evacuate}

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.

12. Earthquake {Shelter in Place, if safe, Evacuate}

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.

13. 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 Director 435-248-1820
- If Facilities Manager is not available call **911**

14. Active Shooter or Threatening Person {Lock Down}

If you observe someone appearing to be threatening with a weapon, other dangerous device, hear a possible gunshot, or feel lives are in danger:

- Put Building into Lockdown and call 911. If there is a direct exit use it. Do not enter the hallways. Do not pull fire alarm. If there is not a direct exit then follow the Lockdown procedure, Locks, Lights, Out of Sight. Move to a classroom or office, lock the doors, 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 back 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.
- The campus building may be sealed as a crime scene and no one will be allowed to enter the building until further notification.

15. Weapons and Firearms

By Utah law, Section [76-10-505.5](#), a person may not possess any dangerous weapon, firearm, or short barreled shotgun, as those terms are defined in Section [76-10-501](#), at a place that the person knows, or has reasonable cause to believe, is on or about school premises as defined in this section.

However, there are exceptions to this law and a person is authorized to possess a firearm as provided under Section [53-5-704](#), [53-5-705](#), [76-10-511](#), or [76-10-523](#), or as otherwise authorized by law.

List of exceptions:

- Person has a permit to carry a concealed firearm (the firearm should be concealed)
- Law enforcement
- Federal law enforcement
- U.S Marshal
- Judges

Definitions:

- “On or about school premises”
 - Is defined as: In a public or private elementary school, secondary school, and public or private institution of higher education. This includes all property and school grounds.
- “Dangerous weapon”
 - A firearm; or
 - An object that in the manner of its use or intended use is capable of causing death or serious bodily injury.
- “Concealed firearm”
 - Firearm that is covered, hidden, or secreted in a manner that the public would not be aware of its presence.
 - Readily accessible for immediate use.

16. 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
- Call **911** follow their direction and notify the Facilities Director as soon as possible.

17. Campus Safety Regarding Sexual Assault, Domestic Violence, Dating Violence or Stalking (Covered Offense)

Tooele Tech is committed to providing options, support and assistance to victims/ survivors of sexual assault, domestic violence, dating violence, and stalking. The College does not tolerate sex offenses in any form, including sexual assault, sexual misconduct, harassment, exploitation, or intimidation.

In this section of the Health and Safety Plan, sexual assault, domestic or dating violence and stalking are referred to as a covered offense. This plan specifically addresses the following:

17.1 Polices Related to a Covered Offense

Policies are located on the Tooele Tech website at [tooeletech.edu/about us/student services/policies](http://tooeletech.edu/about-us/student-services/policies) and include the following:

- College Security and Crime Awareness Policy
- Student Code of Conduct and Discipline Police
- Student Grievance Policy

17.2 College and Community Resources for a Victim of a Covered Offense

Reports of sex offenses may be made to the Tooele City Police Department, or any staff member. Staff members should immediately report this information to the Facilities Director or to their supervisor in his absence. The Facilities Director will confer with the Title IX Coordinator (VP of Student Services) to provide resources to the victim.

Internal Resources:

- Tooele Tech Title IX Coordinator (VP of Student Services)
- Director of Student Services

External Resources:

- Tooele City Police Department (435-882-8900)
- Citizens Against Physical and Sexual Abuse (CAPSA) – Pathways (435-843-1677)
- Rape/Sexual Assault Crisis Line (888-421-1100)
- Domestic Violence & Sexual Assault Victim Advocacy (DVSAVA) (435-882-6888)
- Utah Coalition Against Sexual Assault (UCASA) (866-878-2272)
- Mountain West Medical Center (435-843-3600)

17.3 The Rights of a Victim of a Covered Offense

Victims and witnesses have rights covered under Utah Code Title 77-37 Victims' Rights. Tooele Tech takes measures to ensure victim confidentiality throughout all steps in the reporting and response to a covered offense.

17.4 Availability, Locations and Methods for Requesting Assistance of Security Personnel

The College does not employ College security officials; however, administrative, instructional or support staff is available at all times classes are in session to assist students.

Requests for assistance can be made to any staff member by any means - in person or electronically. Staff members should immediately report or forward this information to Facilities Director or to their supervisor in his absence. Supervisors should report this information to their Director or VP. These administrators will determine the appropriate response following procedures outlined in the Safety and Annual Security Report required by the Clery Act.

17.5 Guidance on How a Student Can Contact Law Enforcement for Incidents that Occur off Campus

The College is committed to providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and stalking. The College does not tolerate sex offenses in any form, including sexual assault, sexual misconduct, harassment, exploitation, or intimidation.

In an effort to assist victims of sexual assault, the following information is made available:

Police and Rape Crisis Centers are trained to assist victims with medical help and counseling at this time of crisis. The following procedures should be followed if someone is a victim of a sex offense:

A report should be made immediately to their local police department

- Tooele City Police (435-882-8900)
- Grantsville City Police (435-884-6881)
- Stockton City Police (435-882-5600)
- Medical attention should be sought, if needed
- The victim should not change clothes or shower
- No items should be disturbed in the place the attack occurred
- A Victim's Advocate, friend or relative can be contacted to be with the victim

If the victim does not want to contact the police, the following list of resources is provided:

- Citizens Against Physical and Sexual Abuse (CAPSA) – Pathways.....435-843-1677
- Rape/Sexual Assault Crisis Line.....888-421-1100
- Domestic Violence & Sexual Assault Victim Advocacy (DVSAVA).....435-882-6888
- Utah Coalition Against Sexual Assault (UCASA).....866-878-2272
- Mountain West Medical Center.....435-843-3600

If a victim does not wish to make a report with the police, they are encouraged to consider filing a confidential report with Tooele Tech for purposes of inclusion in the annual disclosure of crime statistics. These types of reports can be made to the Tooele Tech Campus Security Authority Coordinator or any Campus Security Authority. The information can enhance College safety by allowing the Tooele Tech to keep a more accurate record of crimes, helping to determine whether a pattern of crime exists, and alerting the College to potential danger.

17.6 Efforts Related to Increasing Campus Safety

Tooele Tech's Administration and Health and Safety Committee's focus is to ensure the safety of all students, employees and guests. In this regard, the institution performs:

- Safety training to all students during their new student orientation (the College does not have formal student organizations)
- Yearly trainings for employees on increasing campus safety and emergency response procedures
- Record keeping of institutional responses in providing services to victims of sexual assault, domestic violence, dating violence or stalking
- Evaluations of previous responses in providing services to victims of a covered offense over the past 18-months
- Assessments to the institution's response in providing services to victims of a covered offense in the upcoming 24 months
 - Assessments can include security features of the facility, adequate lightening of internal and external areas on campus, adequate staffing is available to respond to emergencies or address safety concerns

17.7 Coordination and Communication Between Institution Resources and Organizations

The College does not employ College security officials. The security of the College is the direct responsibility of each employee and the Facility Director. No such individuals have the authority to make arrests.

In the event of an incident on campus or at a campus activity at an off-campus location, the Facility Director will alert the College President and assess the situation to determine the appropriate response which may include contacting local public safety agencies.

Revision and review Dates:

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