



**Tulsa, OK - Main Campus  
and  
Flight Location**

Emergency Preparedness and Operations Plan (EOP)

Including:  
Health, Safety and Well Being  
Illness & Injury Prevention  
Business Continuity

for  
Students, Staff, and Campus Operations

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## MANUAL OVERVIEW

### **PURPOSE**

- To provide policies, organizational structure, and appropriate administrative practices for the protection of the life and health of Spartan personnel as well as promote sound environmental injury and illness prevention practices.
- To ensure compliance with the Requirements for Safety and Security, Spartan College provides a healthful, safe, and secure environment for all members of the campus community.
- To ensure Spartan gives special attention to the requirements and use of safety equipment in various campus shops, laboratories, and other hazardous areas.
- To provide prompt response in the event of a fire, weather, medical or other emergencies.
- To train all building occupants proper emergency evacuation procedures.
- To assure compliance with Federal and State legislation, including the Federal Occupational Safety and Health Act (OSHA).

### **SCOPE**

The safety procedures apply to all operations, properties, faculty, employees, and students at all locations while on official college business.

### **POLICY**

The ultimate responsibility for establishing and maintaining health and safety rests with the Dean of Campus Operations. However, the responsibility to provide and maintain a healthy and safe campus environment on a day-to-day basis lies at the operational department level. The Safety Committee is the means to facilitate safety issues through meetings and to enforce the established safety rules and regulations.

Everyone on campus is responsible for compliance outlined in the Spartan Injury and Illness Prevention Program on a day-to-day basis. Noting that all requirements shall take precedence over any conflicting instructions.

Due to the wide diversity of operations within Spartan College and the differences in campus operations and their various departments, certain responsibilities and expressed procedures cannot be uniformly applied. Some requirements may be irrelevant, impossible, or impractical to implement; therefore, a program of study, department, or campus has the latitude to implement alternative methods, when necessary, if the health and safety objectives are met and have the approval of the Spartan Safety Committee.

Accident reports and written complaints about unsafe practices or conditions should be directed to Spartan's Safety Officer or any committee member. The Safety Officer is responsible for recording and investigating all safety issues, injuries or occupational illness and complaints within a timely manner.

If it is not feasible due to financial or technical reasons to correct a safety hazard, or if someone refuses for other reasons to correct a safety hazard after having been notified to do so in writing, Spartan's Safety Officer will write a letter of noncompliance to the Campus President of Spartan College. The letter of noncompliance will describe all the details, including the personnel, space, equipment, and any other relevant details regarding the noncompliance. The Safety Officer will make recommendations to the Campus President.

**SAFETY COMMITTEE**

The Spartan College Safety Committee shall be appointed by and report to the Campus President. It shall have all rights and authority to act and protect the safety of all personnel of Spartan College of Aeronautics and Technology. The Safety Committee shall include one Safety Officer.

The safety committee is to provide a healthful, safe and secure environment for all members of the campus community. Administrative responsibility for environmental health and safety programs must be assigned. A comprehensive safety plan must be developed, implemented, and evaluated regularly. The plan should give special attention to the adequate provision and use of safety equipment in classrooms, shops, and laboratories and other hazardous areas; for easy exit in the event of fire or other emergencies; and to familiarize all building occupants with emergency evacuation procedures.

The safety committee will provide a forum and clearing house for the common discussion and mutual coordination of the activities of all the campus committees concerned with the campus environment in matters that affect personal health, safety, or physical security, including but not limited to on-going safety arrangements and matters of general maintenance and operations that affect safety and security. It will publish information to enable members of the campus community to direct complaints and recommendations regarding safety matters to the Safety Officer and committee members. It will serve as a resource for informal committees that the administration may form to consider plans for new facilities. It will review, evaluate, and make recommendations concerning the College Security and Safety Program and monitor its implementation.

Spartan’s Safety Committee will hold at least one regular meeting (quarterly) but may also delegate to subcommittees or other working units as it may see fit to focus on specific issues. The purpose of the regular meeting is to review any difficulties that may have arisen since the previous meeting, evaluate complaints and suggestions, and formulate and implement new safety issues.

Additional meetings will be called by the Safety Officer when necessary to address items which need immediate attention and action by committee members.

**SPARTAN SAFETY COMMITTEE MEMBER CHART**

<p>Damon Bowling – Safety Chair Dean of Campus Operations</p> <p>Kari Pahno Campus President</p> <p>Kyle Morgan – Safety Officer Manager, Campus Security</p>	<p>Lloyd Childers Director of Education</p> <p>Jason Bash Director Facilities</p> <p>Brian Ward Chair – AMT Program</p>	<p>Jodi Elston Human Resources Director</p> <p>Craig Lindholm Chief Flight Instructor</p>
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## **ROLES AND RESPONSIBILITIES**

### **Campus President**

Spartan College's Campus President is responsible for:

- A. Directing compliance with the requirements of the policies and procedures in this manual.
- B. Providing support for the required safety improvements.
- C. Providing final authority on all safety issues related to school locations and school personnel.

### **The Safety Chair**

Spartan's Safety Officers will:

- A. Administer the safety program including correspondence, record keeping and required reports to comply with Federal and/or State regulations.
- B. Assist the committee members responsible to establish, organize, and maintain comprehensive safety training programs within the Spartan Campuses.
- C. Keep current on safety techniques, keep updated on any new applicable State and Federal regulations, and notify the Campus President of new requirements.
- D. Collect chemical inventories and compile a master list by shops.
- E. Conduct semi-annual safety committee meetings.

### **The Safety Officer**

Spartan's Safety Officers will:

- F. Assist the administration, faculty, and students in the avoidance, control, and reduction of risk exposures.
- G. Initiate safety recommendations to expedite corrective action for safety and health hazards that are immediate problem areas, make recommendations to the Campus President and the safety committee personnel, and follow up on recommendations to assure all situations are investigated and remedied.
- H. Prepare reports of safety discrepancies with recommendations for corrective actions, routing all reports to responsible supervisors and the Campus President of Spartan College.
- I. Ensure the contents of first aid kits are complete and maintained.
- J. Maintain the system of accident/incident investigation and reporting.
- K. Maintain up-to-date listings of the names and telephone numbers within this manual of individuals responsible for assigned safety issues.
- L. Conduct or arrange safety training seminars as appropriate.
- M. Review accidents involving Spartan personnel and provide written documentation and proposed corrective action to the Campus President.

### **Vice Presidents, Deans, Chairs, Directors, and Supervisors**

Spartan's Vice Presidents, Deans, Directors, and Supervisors are required to:

- A. Provide detailed training for employees prior to assignment of duties and equipment.
- B. Explain to employees, safety procedures relevant to their specific duties and enforce compliance with the standards in this manual.
- C. Instruct personnel under their direction in the procedures required to ensure facilities and equipment are maintained in a safe condition.
- D. Conduct regularly scheduled training meetings for all employees to ensure safe operation of equipment.

- E. Provide personnel with appropriate safety equipment, devices, and clothing, and demonstrate proper usage prior to operation of equipment or performance of hazardous tasks.
- F. Control unsafe practices and actions of employees.
- G. Inspect work areas for hazardous conditions and initiate prompt corrective action(s).
- H. Maintain good housekeeping practice in work areas.
- I. Report unsafe conditions, equipment, and practices observed to the Safety Officer or committee member.
- J. Investigate accidents promptly and complete necessary forms.
- K. Seek prompt medical treatment, including transportation, if necessary, for employees who are injured.
- L. Ensure employees are familiar with police and fire emergency procedures.
- M. Notify the immediate supervisor if any employee appears to be physically or emotionally incapable of performing duties in a safe manner.
- N. Provide and explain the location of Material Safety Data Sheets (MSDS) to all persons who may potentially be exposed to hazardous materials.
- O. Enforce the College's Designated Tobacco Use Areas.
- P. Enforce the College's I.D. Badge requirements. Everyone is required to wear and clearly display a Spartan-issued identification badge while on campus. All staff and students are expected to wear and clearly display their photo badges.
- Q. Encourage recommendations from employees to the department for improving safety and commend employees who maintain a safe environment and accident-free work record or who develop unique safety devices or practices for their work area.
- R. Review, understand and follow Spartan College Spill Prevention Countermeasure and Containment Plan.

### Instructors

Spartan's instructors are required to:

- A. Distribute safety information as appropriate and necessary to students under their supervision.
- B. Ensure the proper use of manual and powered equipment by first demonstrating the correct operation, then providing personal training, and thereafter maintaining periodic surveillance of individual user's safety performance.
- C. Ensure students use required personal protective equipment (PPE) and clothing for the proposed instruction or activity.
- D. Ensure the equipment is in good repair and functional.
- E. Inspect instructional areas for identification of, and prompt elimination of, unsafe practices and conditions.
- F. Enforce the College's Designated Tobacco Use Areas.
- G. Enforce the College's I.D. Badge requirements. Everyone is required to wear and clearly display a Spartan-issued identification badge while on campus. All staff and students are expected to wear and clearly display their photo badges.
- H. Seek prompt medical treatment for an injured person and complete accident report and notify respective Department Head.
- I. Ensure students are familiar with police and fire emergency procedures and any work procedures and safety policies unique to each student's academic activities.
- J. Maintain and monitor the chemical inventories and properly label and protect from hazardous exposure to students.
- K. Ensure location of the Spartan Emergency Operations Plan is posted in their classroom.

**Employees**

Spartan's employees are required to:

- A. Understand and comply with Spartan College and departmental safety instructions, whether written or oral, when performing assigned duties.
- B. Use only tools and equipment approved or provided by the supervisor.
- C. Use appropriate safety equipment, and work within established safety procedures.
- D. Use Material Safety Data Sheets (MSDS) provided to all persons who may potentially be exposed to hazardous materials.
- E. Report unsafe conditions, practices, or equipment to the supervisor when such deficiencies are observed.
- F. Inform supervisor immediately of injuries or accidents.
- G. Enforce the College's Designated Tobacco Use Areas.
- H. Enforce the College's I.D. Badge requirements. Everyone is required to wear and clearly display a Spartan-issued identification badge while on campus.  
All staff and students are expected to wear and clearly display their photo badges.

**Students (This information is provided in the Classroom and Lab Standards and Guidelines and Syllabi)**

Spartan's students are required to:

- A. Consult with their instructor about safe operating procedures before performing any function or operation which is considered hazardous.
- B. Understand and comply with Spartan College and departmental safety instructions, whether written or oral, when performing assigned duties.
- C. Use only tools and equipment approved or provided by the instructor.
- D. Use appropriate safety equipment and guards, Personal Protective Equipment (PPE) and work within established safety procedures.
- E. Know the location and use of Material Safety Data Sheets (MSDS); understand the proper handling of hazardous materials and the risk of exposure.
- F. Report unsafe conditions, practices, or equipment to the instructor when such deficiencies are observed and as often as necessary to assure their correction.
- G. Inform the instructor immediately of injuries or accidents.
- H. Observe the College's Designated Tobacco Use Areas.
- I. Observe the College's I.D. Badge requirements. Everyone is required to wear and clearly display a Spartan-issued identification badge while on campus.  
All staff and students are expected to wear and clearly display their photo badges.

**Facilities Employees**

Spartan's Facilities employees are required to:

- A. Implement safety procedures as outlined in this manual and seek remedies when problems are encountered.
- B. Promote compliance with all relevant local, State, and Federal health and safety regulations.
- C. Ensure annual fire protection inspections are completed.
- D. Ensure periodic inspections of fire extinguishers and related safety devices.
- E. Repair or replace facilities or equipment, as necessary, to ensure safe working conditions.
- F. Conduct, in conjunction with the Safety Officer and his committee, annual safety inspections to identify deficiencies requiring correction.
- G. Ensure appropriate employees assigned to Facilities are briefed on safety procedures related to their jobs.
- H. Ensure procedures are in place to obtain prompt medical treatment upon notification that someone is injured.
- I. Review accident reports and the safety committee's recommendations and implement corrective actions as directed.
- J. Ensure attendance by appropriate Facilities staff at safety training seminars and document training completed by staff.
- K. Enforce the College's Designated Tobacco Use Areas.
- L. Review, understand and follow Spartan College Spill Prevention Countermeasure and Containment Plan.

**CAMPUS SECURITY AND SAFETY PROGRAMS**

Campus security and safety has taken on additional emphasis since the September 11, 2001 attacks and the recent shootings at several colleges and universities. What was taken for granted several years ago by school officials regarding student safety, now has a “heightened awareness” by parents, students and concerned administration. In the past, security and safety was left to law enforcement and a few campus policies. But, today, everyone must be involved in safeguarding students, staff, and faculty from the threat of violence and enforcing safety policies to protect their property and lives. Safety must be a proactive endeavor by all persons rather than reactive when accidents, acts of terrorism or natural weather phenomenon occur.

Each student entering the educational programs at Spartan College is provided with safety and campus security information prior to and during their first day of class. Students are provided with:

- Campus Security and Clery Act
- Up with Life Drug Abuse Education and Prevention Guide
- Student Safety Handbook

The Safety Officer provides an orientation for each new class to emphasize the safety and security issues and the importance of compliance.

**New employees are also provided with:**

- Campus Security and Clery Act
- Up with Life Drug Abuse Education and Prevention Guide
- Emergency Operations Plan

During new employee orientation, the Human Resources Department will administer the Flight School Security Awareness Training and Test. In addition, Flight location employees and students use additional safety manuals for matters appropriate for flight safety and airport security. Refer to Flight Operations Manual for further details.

**Each employee of Spartan College must be familiar with the following programs:**

• EMERGENCY OPERATIONS PLANS	• FIRE SAFETY PLAN
• ACTIVE SHOOTER CAMPUS THREAT RESPONSE PLAN	• SEVERE WEATHER/NATURAL DISASTERS
• BOMB THREAT AND EXPLOSIONS	• CHEMICAL SPILL
• UNAUTHORIZED PERSON ON CAMPUS	• EXTENDED POWER LOSS
• LOCKOUT/TAGOUT POLICY	• HAZARD COMMUNICATION PROCEDURES
• WORK RELATED INJURY, ILLNESS AND ACCIDENT REPORTING PROCEDURES	• UTILITY CART AND SERVICE VEHICLE SAFETY
• BLOODBORNE PROTECTION EQUIPMENT	• LADDER SAFETY AND FALL PROTECTION
• PERSONAL PROTECTIVE EQUIP	
General guidelines for each topic are provided within this manual. The appendix contains additional information related to safety and is referenced throughout the remaining portions of this safety manual. Should an incident or mishap occur, immediate response actions and notification procedures are provided and outlined with follow-on actions and steps, contained in Spartan’s Emergency Operations Plan.	

## **EMERGENCY OPERATION PLAN**

All Spartan College employees must be notified of the elements of the Emergency Procedures contained in the Emergency Operation Plan. All Spartan College employees are required to fulfill those elements.

The emergencies outlined in this section are to identify Spartan College procedures and serve as a guide for all departments when developing their specific plans. These potential emergencies are no more important than any other crisis events listed in Emergency Procedures, however they are more likely to occur or affect every department within Spartan.

The purpose of analysis is to establish the probability of a fire occurring in a department or building. Once hazards have been identified, preventive actions can be taken to ensure the safety of Spartan College students and employees. Additionally, to ensure operational capability, Spartan Facility Maintenance personnel will conduct a visual inspection of all College fire extinguishers each month. Spartan College Department Chairs will ensure that personnel conduct inspections and periodic evaluations of departments and buildings to assess their fire emergency readiness and prevention status.

All employees are expected to read and understand the information presented in the Emergency Operations Plan, particularly their responsibilities regarding identifying building exits, knowing when to activate a fire alarm and what action to take following activation of an alarm, i.e., identifying to the responding emergency response personnel the location of the alarm station activated and the location of the fire/smoke.

Spartan College will conduct a formal annual inspection for deficiencies found in a department or building that will be noted. Each deficiency is prioritized based on severity in a pre-established time frame ranging from immediate to thirty days. Corrective orders will then be issued to the appropriate Spartan College personnel. Department Heads in the affected area shall coordinate with their personnel to ensure that corrective actions are completed in a timely manner.

The following individuals are responsible for the execution of this plan.

Primary	Damon Bowling	Dean of Campus Operations
Secondary	Kyle Morgan	Safety Officer
Training	Kyle Morgan	Safety Officer

## **EMERGENCY RESPONSE TEAM**

Each location will identify Emergency Response Team members to act as first responders for each location. All effort is made to ensure a minimum of one ERT member is available at each location during normal operating hours. In extreme circumstances, substitutes can be identified to cover absences. Each ERT member will be trained to follow appropriate procedures and protocols to respond to campus emergencies. ERT members will only provide evacuation directions, fire response, first aid, CPR and other services in which they are appropriately trained and qualified.

### **Current ERT Members identified by primary location of operations:**

#### **Main Campus**

Damon Bowling, Dean of Campus Operations  
Kyle Morgan, Manager Campus Security

Jason Bash, Director College Facilities  
Lloyd Childers, Director of Academics  
Brian Ward, Department Chair  
Jason Bash, Director College Facilities

### Flight Location

Beau Schrader, Sr. Vice President Flight Operations  
Aldo Ferrari, Director Aircraft Maintenance  
James McCarter, Inventory Specialist

### Spartan Residence Hall

Ken Kliesen, Campus Security Officer  
Damon Bowling, Dean of Campus Operations  
Kyle Morgan, Manager Campus Security  
Jason Bash, Director of College Facilities

## MEDICAL EMERGENCIES

In many cases of medical emergencies, appropriate actions taken within the first few moments can help mitigate further injury. The following information about bleeding, burns, breathing, and heart failure should serve as a quick-reference guide to help you respond to the more common medical situations. Your fast action is most important and may save a life.

### ALL SERIOUS MEDICAL EMERGENCIES: DO NOT MOVE VICTIM UNLESS ABSOLUTELY NECESSARY.

1. **CALL 911** to request emergency medical response.  
Provide the following information:
  - Nature of medical emergency
  - Your name and phone number from which you are calling
  - Location of the emergency:
    - Main Campus - 8820 E. Pine Street
    - Flight Location - 123 W. Cessna Drive
    - The Residence Hall - 1310 N. 89<sup>th</sup> E. Ave.
2. Call the appropriate location to report the emergency.
  - Main Campus **918-760-4082 or 918-240-3699**
  - Flight Location: **918-831-5345 or 918-831-5334**
3. Then notify Spartan College Campus Security.

## FIRST AID

The following treatments are meant to provide you with emergency procedures to apply until qualified medical help arrives.

### Bleeding - Deep / Extensive Wounds ...Life-Threatening

1. Always use non-latex rubber gloves (stored in first aid kits). Latex gloves are not allowed on Spartan premises due to the danger of allergic reaction.
2. Apply direct pressure, using a clean, thick pad or cloth to stop bleeding.
3. If there are no indications of a fractured bone and it does not cause pain, elevate the wound while you attempt to stop the bleeding.
4. Firmly apply bandage to further stop or control the bleeding. Do not remove this bandage and apply additional dressings.
5. Squeeze the artery against the bone.
6. If bleeding is from the leg, press with the heel of your hand where the leg bends at the hip.
7. If the victim has been impaled, DO NOT remove the object.
8. Keep injured person lying down with the injured parts elevated. Cover with a blanket or coat only to keep the person from losing body heat.
9. Obtain immediate professional medical care.

CAUTION: Communicable diseases may be transmitted by the exchange of body fluids. Be sure to use protective gloves and practice universal precautions.

### Chemical Burns of the Skin

1. Flood burn with running water for at least five minutes and as much as twenty minutes. **Do Not Scrub or use Soap.**
2. Remove clothing where chemical has spilled; also clothing that is touching the burn.

**Do Not** use ointments, cream, butter, etc. on burns. Encourage the injured person to receive immediate professional medical care.

### Second Degree (Shallow) Burn

- a) Use cool water immediately or immerse in water if possible. **Do Not Apply Ice to Burn.**
- b) Cool the burned area with water until the pain subsides.
- c) Pat area dry. Cover area with dry, sterile dressing.
- d) Obtain immediate professional medical care.

### Third Degree (Deep) Burn

- a) **Do Not Put Water or Ice Directly on an Open Burn Wound.**
- b) Cover the wound with thick, dry, sterile dressing.
- c) Only if it does not cause pain, insulated dry cold packs may be used over dressing. Keep your dressing dry.
- d) Ensure that the injured person receives immediate professional medical care.

In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheets (MSDS) and wear the appropriate personal protective equipment. Attempt First Aid **ONLY** if trained and qualified.

## BLOODBORNE PATHOGENS

OSHA does not consider “Good Samaritan” acts, such as assisting a co-worker or student with a nosebleed or administering a Band-Aid for small cut as occupational exposure. Therefore, a Bloodborne Pathogen Standard is not necessary. However, it is necessary to be informed about Blood borne Pathogens and how to protect yourself if by chance you may be exposed to potential infectious material.

### Precautions:

Body fluids, which are directly linked to the transmission of HBV, and/or HIV to which Standard Precautions apply are blood, blood products, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, saliva in dental procedures and concentrated HIV and/or HBV viruses. Standard Precautions also apply to body tissues and any other human body fluids visibly contaminated with blood.

If a procedure or situation is likely to generate splashing, splattering and generation of droplets of blood and/or body fluids beyond the protective barrier provided by gloves, then it is left to the individual employee’s discretion to obtain the needed protective equipment prior to undertaking the procedure.

### Injured Person

1. If there is an injured or ill person who is the source of the blood spill. Have the injured person stay in one place, preferably over a surface that is easy to clean, like a tile floor, instead of on a rug or carpet.
2. Secure the contaminated area to prevent exposure to others. People who do not notice the spill can step in it and track the blood to other places.
3. If you contact blood or other bodily fluids, wash all contacted surfaces with soap and water. Take care not to contaminate sinks, faucet handles, and other washing facility surfaces. Use universal precautions and assume that the bodily fluids contain pathogens. Do not accidentally contaminate other parts of your body by scratching an itch before washing.
4. If clothing gets contaminated, change as soon as possible. Put clothing in a plastic bag to transport, and wash clothing in a separate load with a germicidal cleaner.
5. The Campus Emergency Response Team can do small cleanups, or they can call the Dean of Campus Operations to arrange for a third party who specializes in cleanup procedures.

A Bloodborne Pathogen kit that contains a face shield, apron and gloves is available in the following locations on campus:

Main - Campus Security Office  
Flight Location - Dispatch & Hangar

Hands and other skin surfaces shall be washed immediately and thoroughly if contaminated with blood or other body fluids. Your hands shall be washed immediately after gloves are removed. It is not acceptable to wash gloves instead of removing gloves, washing hands, and applying clean gloves.

All situations involving the use of the Pathogen kit as any exposure to bodily fluids as mentioned above must be reported to the Dean of Campus Operations immediately. A person exposed to Blood borne Pathogens will be provided blood testing and Hepatitis B vaccination paid for by Spartan College.

## **CHOKING**

- If victim can speak or cough effectively, DO NOT interfere with his/her attempt to expel foreign objects.
- Check the victim's mouth and clear any foreign matter.
- Use abdominal thrusts.

## **ELECTRIC SHOCK**

- Do not touch the person who has been in contact with the electrical current until you are certain that the electricity has been turned off. This must be done at a plug, circuit breaker, or fuse box.
- If the victim is in contact with a wire or a downed power line, use a dry stick to move it away.
- Check for breathing. If the victim's breathing has stopped or is very weak, start mouth-to-mouth resuscitation immediately (if certified).
- Call for help.
- While you are waiting for help to arrive:
  - Keep the victim warm, covered with a blanket or coat.
  - Do not give the victim anything to eat or drink until he/she sees a doctor.
- Give the victim assurance that help is on the way.

## **FAINTING, UNCONSCIOUSNESS, AND SHOCK**

- Have the victim lie or sit down and rest.
- Keep the victim comfortable, not too hot, or too cold, until help arrives.
- Ask for a medical emergency I.D.
- Treat other injuries, as necessary.

## FRACTURES AND SPRAINS

- Keep the victim still.
- Keep injured areas immobile.

CAUTION: If a victim is suspected of having a head, neck, or back injuries, keep him/her still. Treat for shock, as necessary, and keep warm.

## HEAD INJURIES

- If there is bleeding from an ear, it might mean there is a skull fracture.
- Special care must be taken when trying to stop any scalp bleeding if a skull fracture is suspected. Bleeding from the scalp can be very heavy, even when the injury is not serious.
- Do not press too hard. Be extremely careful when applying pressure over the wound so that bone chips from the potential fracture will not be pressed into the brain.
- Try not to move the injured person or bend his/her neck, because it may be fractured.
- Call 911. Let a professional medical person clean the wound and stitch it if necessary. Do not give the victim alcohol. It may mask important symptoms.

## HEART ATTACK

- If the victim is conscious, he/she may be more comfortable sitting up.
- Place the victim lying on his/her back.
- Locate AED and follow instructions as necessary.
- Give resuscitation or CPR as necessary, if trained.
- Keep the victim comfortable, not too hot or too cold, until help arrives.
- Ask or look for a medical emergency I.D.
- Treat for shock.

## CARDIOPULMONARY RESUSCITATION

### ***CPR - No Pulse - Life Threatening Emergencies Only***

If you or someone in your group is trained or certified in CPR have them perform the following procedure. If no one present is trained, the following steps are intended to aid in the administering of CPR until qualified personnel arrive!

1. Have someone call 911.
2. Place the victim on their back on firm surface, place hand position on about the center of the breastbone, position your shoulders over your hands.
3. Rock forward exerting pressure down to force blood out of heart (About 2" of compression). Release pressure. Compress chest thirty times.

### **AED - Automate External Defibrillator**

An **automated external defibrillator (AED)** is a portable electronic device that automatically diagnoses the life-threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient, and can treat them through defibrillation, the application of electrical therapy which stops arrhythmia, allowing the heart to reestablish an effective rhythm.

With simple audio and visual commands, AEDs are designed to be simple to use for the layperson.

AEDs are inspected monthly, and replacements made as required.

### **Locations of the AEDs on Campus:**

Main Campus: LRC Building 1, Student Union Building 5  
Flight Location: Dispatch Office and Building 1 Near Restrooms  
Spartan Residence Hall: Housing Office 1310.101

## INTERNAL BLEEDING

- If the victim is coughing or vomiting blood or "coffee ground" material, he/she may have internal bleeding.
- Have the victim lie flat and breathe deeply.
- Call 911. Do not let the victim take any medication until a professional medical person arrives.

## SEIZURES

- During the seizure:
  - Let the seizure run its course.
  - Help the victim lie down to avoid injury.

- Loosen restrictive clothing.
- Do not try to restrain a seizure victim.
- After the seizure:
  - Check to see if the victim is breathing; if not, give mouth-to-mouth resuscitation (if certified).
  - Check to see if the victim is wearing a medical emergency alert or similar communication of medical emergency requirement.
  - Check to see if the victim has any burns around the mouth, this might indicate poison.
  - Stay with the victim. The victim of a seizure or convulsion may be conscious but not talkative when the intense movement stops.
  - Be certain that breathing continues.
  - When the victim seems able to move, get help.

## MEDICAL FACILITIES

### Main Campus and Residence Hall:

**Concentra Medical Center:** 1541 North Sheridan Road, Tulsa, OK. The phone number is (918) 836-5406. The hours are Monday through Friday, 8:00 am to 7:00 pm.

**Hospital: St. John's Medical Center Emergency Room:** 1923 S. Utica, Tulsa, OK. The phone number is (918) 744-2345. They are open 24 hours.

### Flight Location:

**Urgent Care:** 9645-C Riverside Parkway, Tulsa, OK. The phone number is (918) 299-4333. The hours are Monday through Saturday 10:00 am to 10:00 pm.

**Hospital: St. Francis Hospital Emergency Room:** 6161 S. Yale, Tulsa, OK. The phone number is (918) 494-2200. They are open 24 hours.

**FIRE RESPONSE****Fire: Fire Discovered****STAY CALM****ACTIVATE THE ALARM****EVACUATE THE BUILDING****ASSEMBLE AND SIGN-IN WITH EMERGENCY RESPONSE TEAM**

1. Activate the nearest fire alarm. Location of fire alarms and fire extinguishers are identified by each location. Students living in the Spartan Residence Hall should be familiar with the emergency fire and evacuation procedures.
2. **CALL 911** and provide the following information:
  - Your name and phone number from which you are calling.
  - Location of the fire:
    - **Main Campus- 8820 E. Pine Street**
    - **Flight Location - 123 W. Cessna Drive**
    - **Spartan Residence Hall - 1310 N. 89<sup>th</sup> E. Ave.**
3. If a fire alarm is not available, notify the following departments about the fire emergency:
  - **Main Campus - Security - (918) 240-3699**
  - **Flight Location - Dispatch – (918) 831-5345**
4. Be aware of all marked exits from your area and building. Know the routes from your work area or residence. Lit and marked exit signs are installed in all buildings on campus.
5. Take note of physically handicapped individuals in your area who may need assistance and either help them or notify someone who can.
6. **DO NOT USE ELEVATORS** during an emergency evacuation. The fire department may use an elevator for the evacuation after reviewing the circumstances.
7. When the building fire alarm is sounded or when told to leave by a designated emergency official, gather your personal effects, turn off equipment, if possible, and walk quickly to the nearest marked exit and ask others to do the same. Once outside, move to an area that has been designated as your assembly area.
8. Check in with your Emergency Response Team, Supervisor, or Instructor.

9. DO NOT return to an evacuated building until the ALL-CLEAR signal is given.

**Emergency Response Team, Supervisor, or Instructor:**

1. Coordinate an orderly evacuation of personnel.
2. Disconnect utilities and equipment unless doing so jeopardizes safety.
3. Perform an accurate head count of personnel at the designated area.
4. Provide Fire Department personnel with information about the facility.
5. Ensure that all employees and students have evacuated the area/floor.
6. Report any problems to the Department Chair at the assembly area.
7. Assist all physically challenged employees in emergency evacuation.

**Fire: Employee Responsibilities**

1. **Fighting incipient stage fires in Spartan College buildings:** All Spartan personnel, who have received the required fire extinguisher training, are authorized to respond to and fight an incipient fire located on any of Spartan's three locations. If a Spartan employee has NOT received the required training in using portable fire extinguishers, he/she is responsible for activating the nearest fire alarm and immediately exiting the building in the event of a suspected or observed fire. Under no circumstances should the employee attempt to extinguish the fire.
2. **Emergency procedures and escape route assignment:** Spartan College employees are responsible for determining the location of the closest exit from the work area that leads to the outside of the building. This is the primary emergency exit. Spartan College employees are also responsible for determining the location of a secondary exit from the work area, if the primary exit is not accessible. All outer doors will be marked as EXIT. Evacuation route plans are posted. Alternate routes should be planned if the primary route is blocked.
3. **Procedures to be followed by employees who remain in a building to conduct critical plant operations:** Employees who are required and permitted by the responding fire department to remain in a building to conduct critical plant operations should perform their duties only if they are not in the smoke/fire area. Employees should never risk injury when performing work-related duties.
4. **Procedures to account for all employees after emergency evacuation:** Supervisors or employees in lead positions are required to develop a procedure to account, to the maximum degree possible, for all employees, students, and visitors after an emergency evacuation has been completed. The procedure includes a designated area outside the building to which employees, students, and visitors should report during an emergency evacuation.
5. **Rescue and medical duties:** Rescue and medical treatment for injured employees will be provided by the responding fire department and ambulance services. Spartan personnel will provide emergency First Aid if properly trained.
6. **Preferred means for reporting fires:** The preferred means for reporting a fire is by using the fire alarm system in a building. As quickly as possible after activating a fire alarm pull station, employees are responsible for meeting responding police officers and/or fire department personnel and identifying the location of the alarm activated and the location of smoke and/or fire.

7. **Safe and orderly evacuation of building occupants:** The following procedures represent acceptable guidelines for ensuring the safe and orderly evacuation of building occupants. Fire evacuation route plans are posted in all buildings.
- a) Building occupants are not to use elevators (if present) in the building.
  - b) Building occupants are to use the primary emergency exit whenever accessible. When the primary emergency exit is not accessible, building occupants are to use the secondary emergency exit. Occupants evacuating the building should go immediately to the designated meeting point away from the building. Supervisors or employees in lead positions should account, to the maximum degree possible, for employees, students, and visitors.
  - c) Building occupants are to assist individuals with disabilities (non-wheelchair) in exiting the building.
  - d) Building occupants who use wheelchairs and are on floors above ground level are to go to the closest enclosed stairwell. A faculty or staff member shall remain with building occupants who use wheelchairs until a rescue is completed or the emergency is terminated. Faculty or staff shall assign three (3) individuals to assist in this evacuation, one assisting in the front and one on each side. **Obtaining information from the wheelchair person, as to the best way to assist him/her, is important.**
  - e) Responding fire department personnel or law enforcement officers are to be informed immediately of the number and location of building occupants who use wheelchairs.
  - f) Building occupants are not to reenter affected building(s) until permitted to do so by fire department personnel or by the responding law enforcement officers. Doors should be secured to keep personnel/students from reentering the building or a faculty member may be located at each door to stop individuals from entering buildings.

#### **Fire: Building Fire Alarm System**

1. All Spartan College owned facilities of general occupancy are either equipped with fire alarm systems or smoke detectors. Personnel discovering the fire are responsible for immediately notifying the Tulsa Fire Department, which has jurisdiction for Spartan College location.
2. Using a building fire alarm system normally is restricted to situations where smoke and/or fire has been observed. In situations where only an odor (i.e., chemical, electrical, natural gas, etc.) is detected, employees/students should observe the following procedures.
  - a) During normal work hours, Spartan College employees will notify Spartan's Facility Director, (918) 812-1342 or Dean of Campus Operations (918) 629-7948, of the location and type of odor (i.e., chemical, electrical, natural gas, etc.). Maintenance / security personnel are responsible for conducting a search of the building and for making the determination whether to notify the Tulsa fire department and to activate the fire alarm system. If any questions arise as to the seriousness of the situation, maintenance / security personnel do not hesitate in ordering an immediate evacuation of the building. If there should be any concerns about an explosive mixture from chemical or natural gas concentrations in the air, the fire alarm is not to be activated.
  - b) Outside normal work hours, employees are responsible for notifying the Spartan employee designated in charge. If unable to contact the designated Spartan supervisor, immediately evacuate the building and alert the Tulsa Fire Department and notify the Dean of Campus Operations.

## BUILDING EVACUATIONS

### STAY CALM

### ACTIVATE THE ALARM

### EVACUATE THE BUILDING

### ASSEMBLE AND SIGN-IN WITH EMERGENCY RESPONSE TEAM

Upon hearing a building fire alarm, all occupants must evacuate the building immediately. Faculty members and instructors are required to cease instruction and assist students in exiting the building. The only exception for remaining in the building applies to "designated personnel" who are required to operate or shut down critical systems. If smoke and/or fire are in the area of a critical system, "designated personnel" will immediately evacuate the building and report to their respective supervisor.

The individual(s) activating the fire alarm is responsible, after evacuating the building, for meeting fire department personnel and identifying the location of the smoke and/or fire. Spartan College personnel are to notify the Dean of Campus Operations of any known areas within a building where the fire alarm appears not to be working or cannot be heard over ambient noise. Any system that is not operating properly has to be repaired immediately.

When faced with a fire emergency Spartan College's first concern is life safety. All employees and students are instructed to evacuate the building or area involved in the fire emergency. Each department and area have specific routes of egress and rally points once clear of danger. These specific routes and procedures are outlined in each individual departmental plan. When following these routes and procedures during an evacuation it is important to remember these guidelines:

- Know at least two ways out of a building.
- Use enclosed stairwells, if available.
- Continue evacuating even if the alarm stops before you are out of the building.
- DO NOT USE ELEVATORS during an emergency evacuation. Fire department personnel may use an elevator for the evacuation after reviewing the circumstances.
- Completely leave the building; do not gather in the lobbies or entrances.
- Avoid passing through smoke if there is an alternative route available.
- Make sure you feel the door before opening it. If it's hot, explore alternate evacuation routes and call 911.
- If there is smoke, get as close to the floor as possible, follow walls to the nearest exit and evacuate with a wet cloth over your mouth and nose, if possible.
- If you are trapped:
  - Close as many doors and windows as possible between you and the fire.
  - Call 911 and give them your location.
  - Place Cloth under the doors, if possible, to prevent smoke from entering

***It is crucial that all employees and students proceed to the designated rally points so that instructors, supervisors, and department chairs can account for those in their building or area.***

## SEVERE WEATHER AND NATURAL DISASTERS

Spartan College Campus Security will monitor all bulletins from the NOAA Service. If a watch or warning is issued, Department Chairs, Deans and Campus President will be notified. Based upon the severity of the storm, early class dismissal may be warranted. Follow these procedures. Instructors and department chairs will take rollcall at the designated storm shelter areas and report the status to the Campus Security.

### TORNADOS or SEVERE WEATHER

1. Listen for city or campus tornado sirens or other warnings, monitor weather conditions.

#### **Watch and Warning Definitions:**

- Tornado Watch: Indicates conditions are favorable for tornado development.
  - Tornado Warning: Indicates a tornado has been sighted or indicated by Doppler weather radar.
  - Severe Thunderstorm Watch: Indicates conditions are favorable for the development of severe thunderstorms.
  - Severe Thunderstorm Warning: Indicates severe thunderstorm is occurring.
2. If time allows, move to a designated tornado-safe area in the building or move to an interior room or windowless corridor on the lowest level of the building; take cover and stay low.
  3. If possible, stay away from doors and windows. Try to put a heavy barrier between you and the window or doorway.
  4. Avoid lecture halls, labs, and hazmat storage areas.
  5. Do not go outdoors to get to a shelter.
  6. Remain sheltered until given the ALL-CLEAR signal.
  7. Report injuries according to campus procedures and refer to FIRST AID section for more information.

### **DESIGNATED SHELTER AREAS**

#### **MAIN CAMPUS**

Building 1 (Administration Building):

Assemble downstairs, ground level near Dean of Student Affairs outer office and internal hallway by ladies restroom.

Buildings 2, 3, 4, 5, and 9:

Evacuate offices and classrooms via the nearest exit and assemble in classrooms 202, 203, 204 and 205 of **building 2** away from exterior doors and windows.

Buildings 6, 7, 8, 10, and 13:

Evacuate offices and classrooms via the nearest exit and assemble by restrooms and main wall in building **8** away from exterior doors and windows.

Building 11:

Assemble in concrete storage area and between wall and concrete storage outer walls away from windows.

### **SPARTAN RESIDENCE HALL**

Evacuate offices and rooms via the nearest exit and assemble in an interior bathroom (C&D) on the ground floor away from exterior doors and windows. If unable to evacuate downstairs, then assemble in the interior bathroom (C&D).

### **FLIGHT FACILITY**

Hangar, Welcome Center and Testing Center:

Evacuate offices and classrooms via the nearest exit and assemble inside the Maintenance Office in the Hangar away from exterior doors and windows.

Dispatch and Student Union:

Assemble archives away from windows.

Building 1, Flight Ops, Classrooms and Offices:

Evacuate offices and classrooms via the nearest exit and assemble in the interior hallway away from exterior doors and windows.

### **FLOODS**

- Secure vital equipment, records, and chemicals.
- Shut off all electrical equipment.
- Move to higher, safer ground as instructed by the Campus Safety Authority.
- Follow your Evacuation procedures.
- Do not return to your building unless you have been instructed to do so by Campus Authorities.
- If flood water rises, do not attempt to wade or travel through the water. Even small amounts of water can be very dangerous.

### **GAS LEAK/UNUSUAL ODORS**

- Cease all operations immediately.
- Notify Campus Security.
- Do not use mobile phones or other electronic equipment.
- Do not switch lights on or off.
- If instructed, evacuate as soon as possible.

## **EARTHQUAKE**

Unlike other emergencies, the procedures to deal with an earthquake are much less specific. Since earthquake magnitude cannot be predetermined, everyone must initiate emergency precautions within a few seconds after the initial tremor is felt, assuming the worst possible case. The best earthquake instruction is to take precautions before the earthquake (e.g., secure or remove objects above you that could fall during the earthquake).

- Earthquakes are sudden and unexpected, and they can be life-threatening. It is important not to panic during an earthquake.
- Do not flee right away. Take cover underneath a sturdy table or desk, against a wall away from windows and furniture that might fall, or in a strongly supported doorway.
- Stay where you are until the shaking stops, then carefully try to get outdoors.
- Avoid things that may have fallen or broken.
- Look out for fires caused by damaged electrical wiring and leaking gas lines.
- Once outside, stay outside. Try to move away from buildings, trees, streetlights, power lines or anything else that may fall on you.

After the Initial shock:

- Be prepared for aftershocks. Aftershocks are usually less intense than the main quake but can cause further structural damage.
- Always protect yourself.
- If the building fire alarm is sounded, walk quickly to the nearest marked exit, and ask others to do the same, taking your belongings with you, if possible.
- Once outside, move to an open area clear of overhead powerlines or other structures that may fall. Keep fire lanes, hydrants, and walkways clear for emergency crews and equipment.
- Do not use elevators.
- Be cooperative and follow the instructions of emergency personnel.
- Do not return to an evacuated building until the ALL-CLEAR signal is given. Assembly areas will be designated when a survey is completed.
- Campus Safety will search all buildings after a major earthquake.
- Should you become trapped in a building, DO NOT PANIC. Priority is given to classrooms and buildings with elevators. If a window is available, place an article of clothing outside the window as a marker for emergency personnel. If there is no window, tap on the wall at regular intervals to alert emergency crews.
- A medical station will be set up in cases of emergencies.
- Do not use lanterns, torches, lighted cigarettes, or open flames, since gas leaks could be present.

- Open windows, etc. to ventilate the building. Watch out for broken glass. Do not open the windows if a fire is present.
- If a fire is caused by an earthquake, implement fire procedures.
- Determine whether anyone has been caught in the elevators or was trapped by falling objects. If so, notify the Campus Emergency Response Team so that an emergency rescue operation can be initiated.
- Check water, gas, and sprinkler valves for leaks. If there are any leaks, report them to Campus Safety personnel immediately.
- If the structural integrity appears to be deteriorating rapidly, evacuate the building immediately.

### **EXTENDED POWER LOSS**

In the event of extended power loss to a facility certain precautionary measure should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off to prevent damage to electronics and sensitive equipment when power is restored.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long-term loss of power:
  - Fire sprinkler system
  - Standpipes
  - Potable water lines
  - Toilets
- Add propylene-glycol to drains to prevent traps from freezing
- Equipment that contains fluids that may freeze due to long-term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

#### **Upon restoration of heat and power:**

Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on circuitry. Fire and portable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and the water supply has been turned back on.

### **PANDEMIC OR EPIDEMIC**

In the event the college or community becomes exposed to a pandemic or epidemic such as COVID-19, the college leadership will determine appropriate steps to respond based on the severity, location of the outbreak and recommendations by local, state, and federal health agencies.

**See Addendum COVID19 for Specific COVID19 Details.**

The following minimum measures will be taken:

- Local, state, and national health departments and experts will be contacted for consultation.

- Student/staff communications will be completed through RAVE Mobile Alert system. The Rave Mobile Alert system provides timely notifications via email, voice, and text messaging simultaneously. Updates will continue as appropriate.
- Increased cleaning of high-touch surfaces and restrooms will be performed in college buildings, campus housing and transportation.
- Disbursement of additional supplies such as antibacterial hand gels or wipes, cleaning wipes, Kleenex.

Further actions that may be required depending on the severity of the outbreak:

- Group activities and events including graduations cancelled.
- Incoming student health screening.
- Incoming student start delays.
- College-based travel may be cancelled or suspended.
- Classes cancelled or moved to an online only delivery method.
- On-campus housing quarantine or closure.
- Any further measures deemed appropriate to protect the health and safety of college students and staff.

Preventative Actions for Students and Staff:

- Wash your hands often with soap and water for at least 20 seconds.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Use antibacterial wipes to clean hand tools, equipment, mobile phones, etc.
- Cover your cough or sneeze with a tissue, then discard the tissue.
- Clean and disinfect frequently touched objects and surfaces.

Local, State and Federal Health Department Sites for Updates:

- Tulsa, Oklahoma Health Department: <https://www.tulsa-health.org/>
- Oklahoma Health Department: <https://www.ok.gov/health/>
- Centers for Disease Control and Prevention: <https://www.cdc.gov/>

## UNAUTHORIZED PERSONS ON CAMPUS

Everyone is required to wear and clearly display a Spartan-issued identification badge while on campus. All staff and students are expected to wear and clearly display their photo badges.

All campus visitors (defined as vendors, prospective students, family, and friends) during normal business hours are required to check in with the receptionist in the lobby at the Main Campus and show photo identification to receive a temporary visitor badge. The visitor badge is without a photo but should be worn and clearly displayed. All visitors are required to have an escort (employee) available while on campus.

Anyone on campus not displaying a Spartan-issued identification badge should be reported immediately to Spartan Admin Office 918-831-5258, or any member of management, or any Emergency Response Team Member.

## THREATENING, VIOLENT OR DISRUPTIVE BEHAVIOR

Threatening behavior is expressing or showing an intention to inflict or threatening to inflict evil or injury upon someone or something. Threatening behaviors may include statements or acts of intention and/or expressions of excessive emotion. They can be indirect or direct, verbal, or nonverbal. Shaking a fist or pounding on a desk are examples of nonverbal threats. Verbal threats may be indirect expressions of frustration or anger directed toward a person or office, or they may be direct statements of the intention to harm. All members of the Spartan College community should consider any threatening behavior as potentially serious and report such behaviors to the Emergency Response team or campus administrators. Disruptive behaviors are behaviors by an individual or individuals which prevent or significantly impair the effective workplace or classroom activities.

Most people who commit violent acts exhibit warning signs. It is important to take seriously any behaviors or words that imply threat and consult appropriate people to assess the risk and plan interventions.

- In an emergency, call 911.
- If it is not an emergency, call Campus Security immediately at **918-240-3699**.
- Have someone else call if you are unable to do so.
- Provide the address, location, and all possible details to the dispatcher.
- Get to a safe place.
- Do not provoke or become involved in disruptive behavior.
- Do not argue, yell, or joke with the individual.
- Limit eye contact with the individual.
- Stay out of arm's reach of the individual.
- Do not touch the person.
- If the disturbance is outside, stay inside, away from doors and windows.
- Do not allow menacing behavior to go unreported.
- Disruptive behaviors may also be perceived as threatening.
- If the threat is immediate, leave the situation, if possible, and call the Person-in-Charge or designated security personnel. If the threat or behavior indicates possible danger, take immediate action to protect yourself.
- For an angry or hostile student, customer, or co-worker: Stay calm. Listen attentively. Maintain eye contact. Be courteous. Be patient. Be respectful. Keep the situation in your control but try to ensure there is a barrier between the individual and yourself. Do not get backed into a corner.

- If shouting, swearing, or threatening continues: Signal a co-worker or supervisor that you need help. Do not make any calls yourself.
- If someone is threatening you with a gun, knife, or other weapon: Stay calm. Quietly signal for help. Maintain eye contact. Stall for time. Keep talking but follow instructions from the person who has the weapon. Do not risk harm to yourself or others. Never try to grab the weapon. Watch for a possible chance to escape to a safe area.
- If the threat is not immediate, report the behavior to the Person-in-Charge or Emergency Response Team to receive assistance in assessing the level of danger, determining an appropriate intervention, and choosing appropriate safety measures.
- Document the incident. Fill out an Incident Report or Student of Concern Report.

### **ACTIVE SHOOTER / VIOLENT INTRUDER / CAMPUS THREAT**

This type of incident is unpredictable, and your immediate response depends on the situation you encounter.

Notify applicable supervisor who will notify Campus Security.

Commence "A.L.I.C.E." program immediately.

Notify anyone encountering the danger.

CALL 911 if possible and report "There has been a shooting" or "Someone has been shot" and if possible, provide the following information:

- Exact location of the incident and if the suspect is still shooting.
- Conditions of victim(s) and estimated number.
- Brief description of the clothing worn by suspect(s), vehicle description, and direction of shots fired.
- Type of weapon used (handgun, rifle, etc.)
- Direction of travel or location of the suspect(s).

Spartan College of Aeronautics and Technology has adopted "A.L.I.C.E.", a comprehensive preparedness for Violent Intruder Event utilizing infrastructure, technology, and Human Action to increase survival chances. This program has one primary focus: **SURVIVAL** of those who find themselves under attack.

### **ALERT**

Detailed information will be communicated to as many people as possible.

Communications will be by all available means: Handheld radios and Text.

Your sensory inputs.

## LOCKDOWN

Remain calm.

Call 911 if you discover the threat or if you believe there is an imminent threat to life. Notify everyone you safely can that there is a dangerous situation outside. Use judgment about the safety of doing so. Lock doors.

Lock or confirm that someone else is locking exterior (building entrance) doors.

Move to a location within the building that has a lockable door and lock it or use a door wedge to secure door from inside.

Hide. Get out of the line of sight and fire.

Move away from the windows, doors, and outer walls, especially the basement or first floor windows and doors and pull the shades, if possible.

Crouch down in areas that are out of sight from doors and windows, such as behind furniture or the wall nearest the view from outside the room.

Close, cover, turn off or lock, if possible, windows, blinds, window in the door, lights, and ventilation.

Be quiet. Do not draw attention to yourself.

Don't talk or make sudden movements.

Turn off audio equipment.

Turn off cell phones and radios or turn to vibrate.

Do not exit the building when a fire alarm sounds unless: You have reason to believe that there really is a fire in the building or you have been advised by a location Emergency Response Team, or other recognized emergency responder, to evacuate.

Be ready to move if the current position is judged to be too dangerous. Be aware of possible escape routes.

Recognized law enforcement or Spartan College administrators will notify occupants when it is safe to resume normal activities.

Students and staff in hallways or other open areas SHOULD move to the "Evacuate" reunification point as quickly as possible. Do not return to your classroom.

If you see someone other than emergency personnel attempting to enter the building, notify 911 immediately but only if it is safe to do so.

NO ONE SHOULD LEAVE A SECURED ROOM UNTIL DIRECTED TO DO SO BY AUTHORIZED EMERGENCY PERSONNEL.

## LOCKDOWN - BARRICADE

Remain calm.

Use all materials at your disposal to barricade the door. Use belts, ropes or electric cables to secure the door if the materials are available. Heavy objects are recommended to barricade doors.

The idea is to create a stronghold that nobody can breach...**BE A HARDER TARGET.**

## **INFORM**

As real-time information is available, it will be provided by any means possible.

Use this information to make single or collective decisions as to the best option for survival.

Be flexible because the situation will be dynamic and fluid.

## **COUNTER**

Engage in acts that require very high skill level: **NOISE, MOVEMENT, DISTANCE AND DISTRACTIONS.**

SWARM violently using all weapons available.

Remove and secure the weapon utilizing a trash can and hold the trash can in front of you.

Do not release the Intruder for any reason and keep detained until Campus Security, Police or other Law Enforcement arrives and takes the Intruder into custody.

## **EVACUATE**

If the Intruder is inside, you get outside.

Do not use your vehicle to evacuate.

Reunification point is:

Main Campus – Spartan Residence Hall  
Flight Location – R.L. Jones Tower Parking Lot  
Spartan Residence Hall – Main Campus South Parking Lot

## **BOMB THREATS AND EXPLOSIONS**

All bomb threats must be taken seriously! Even though telephone calls, e-mail or other communication stating there is a bomb on school premises are often made to disrupt normal activities, we cannot afford to dismiss any threat. Sometimes the caller feels power by causing a school to be evacuated. School administrators

have no way of knowing whether a bomb exists; therefore, each bomb threat will be handled in a quick and consistent manner, following established procedures and guidelines. Safety and the prevention of panic are of paramount importance.

**In these situations, the Dean of Campus Operations will normally activate Campus Emergency Response Teams. Once the initial notification and evacuation are complete, await further guidance from Spartan Campus Security or ERT members will be relaying directions to school supervision.**

Law enforcement will conduct a thorough bomb search. Spartan's staff and faculty are only to make a  cursory  inspection of their area for suspicious objects and report the location of any items found.

**DO NOT Touch a Suspicious Object.**  
**DO NOT Open Drawers or Cabinets.**  
**DO NOT Use Mobile Phones or Devices.**  
**DO NOT Turn Lights On or Off.**  
**Quickly Clear the Area.**

#### **Other Considerations:**

- Attempt to control the situation to avoid panic.
- Everyone should know and understand his and her role. Practice responses.
- Bomb threats require a response, usually no less than a search by school personnel and law enforcement notification.
- Consider the impact on students and staff.

#### **Telephone Bomb Threat:**

- Turn off all radios and mobile phones because they may activate certain devices.
- Take note of the caller's phone number if identifiable.
- Ask for the bomb location and time of detonation. Gather as much information as possible. What kind of bomb is it? What does it look like?
- **CALL 911** as soon as possible with all pertinent information/
- Most bomb threat calls are brief. Stay calm and courteous. Try to keep the caller talking.
- Signal a co-worker to listen to the telephone conversation, if possible.
- Record information. Listen for background noises. Listen closely for accents, speech impediments or age indications.
- Utilize Spartan's Bomb Threat Information Sheet, if available during the call; otherwise, complete the form after the call.
- Immediately notify the Dean of Campus Operations.
- Dean of Campus Operations will notify the Campus President.
- The Spartan Emergency Response Teams will activate in this situation. Follow their guidance.

#### **E-mail Threat:**

- Immediately notify your Department Chair or Supervisor.
- The Department Chair or Supervisor will immediately notify the Dean of Campus Operations.
- Dean of Campus Operations will notify the Campus President.
- Dean of Campus Operations and the Campus President will determine the course of action in response to this type of threat.

- Expect activation of the Spartan Emergency Response Teams depending on the time available. Dean of Campus Operations will direct a call to local law enforcement.
- Dean of Campus Operations will coordinate with local law enforcement officials to evaluate information received and decide upon a course of action.

#### **Suspicious Package or Device Found:**

- **DO NOT TOUCH SUSPECTED BOMB!**
- Do not transmit with a mobile phone or a radio in the vicinity of suspicious package because these devices may activate certain devices.
- Immediately notify the Dean of Campus Operations who will utilize the site evacuation plan or site fire drill procedure to move all staff and students away from the suspected bomb location. A minimum of 500 feet is recommended.
- The Dean of Campus Operations will **CALL 911** and provide the exact location and description of the package or device.
- Upon arrival, law enforcement personnel will assume responsibility. All investigations will be conducted by designated law enforcement officials.
- The Spartan Emergency Response Team will activate in this situation. Follow their guidance.

#### **EXPLOSIONS**

- Upon hearing an explosion, immediately take cover under or next to furniture. Try to remain as calm as possible.
- Try to identify what exploded, the extent of damage and possible life-threatening hazards to determine the next course of action.
- Take immediate action to ensure your own safety and the safety of others. Evacuate according to the site plan, if directed. Otherwise, remain in place of cover.
- If you evacuate, go to an area upwind from the explosion site to avoid possible toxic fumes. If smoke is present, stay low and exit, crawling to avoid breathing fumes.
- Faculty should turn off power supplies, electricity, and gas lines, if it is safe to do so.
- Ensure no one returns for any reason until fire and local law enforcement personnel officially declare the area safe.
- Department Head / Supervisor immediately notify the Dean of Campus Operations.
- The Spartan Emergency Response Team will activate in this situation. Follow their guidance.

#### **CHEMICAL SPILL**

In the event of a small chemical spill, the individual/s that caused the spill is responsible for prompt and proper clean up. It is also their responsibility to notify their Department Chair or Supervisor of the spill and to coordinate proper removal and disposal of the spill. For larger spills notification of a spill cleanup company or fire department may be necessary. The following outlines general procedures for small and large chemical spills.

##### **When a small chemical spill has occurred:**

- Notify the Dean of Campus Operations.
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering and wait until they are relieved by Campus Security.
- Deal with the spill in accordance with the instructions described in the MSDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.

- Review the general spill cleanup procedures.
- The Department Head or Supervisor will arrange for proper disposal with Facilities Personnel.

**When a large chemical spill has occurred:**

- Immediately notify the Dean of Campus Operations.
- Evacuate the building, as necessary.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc).
- Secure the area and alert other site personnel and wait until they are relieved by Campus Security.
- Do not attempt to clean the spill unless you are trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- If it is a very large release, contaminates more than one room, has toxic or flammable vapors, or may cause immediate threat to human life, activate the fire alarm to evacuate or start selective evacuation.
- If the spill is serious and people have been badly contaminated, call 911 from campus phones and report, "I am calling from (location) to report a hazardous materials spill and chemical exposure to (give details including chemicals involved, number of people exposed, and amount of exposure) at (building location and room number)."
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical spill cleanup.

### **TIMELY NOTIFICATION AND ALERT SYSTEMS**

In the event of an emergency weather, evacuation, lockdown, active shooter or campus threat situation, timely notification and alerts will be activated by Campus Authority using RAVE – Mobile Alert System. The RAVE system interfaces with CampusNexus and ADP to provide current student and employee contact information to initiate email, voice message and text notifications. Students and employees should ensure any changes in contact information is updated in a timely manner.

## **FIRE SAFETY PLAN**

Positive fire prevention tactics can limit the probability of a fire and thus protect Spartan students, employees, and staff. A list of fire prevention tactics for all departments is provided below to help reduce our fire risk.

### **Fire Prevention:**

- Evaluate and analyze your own areas.
- Be certain all smoke detectors in your area are in working order; change the batteries bi-annually (time change).
- Practice good housekeeping.
- Do not store combustible materials such as paper, clothing or combustible liquids near an ignition source.
- Avoid overloading electrical outlets and limit the use of extension cords (never place an extension cord under a rug).

### **General Policy**

- a. Fire safety standards promulgated by OSHA are contained in 29 CFR 1910.38, Fire Prevention, and in Subpart L, 29 CFR 1910.155-165, Fire Detection, Alarms and Suppression. The standards mandate that Spartan College develop and implement a fire safety plan that includes:
  - Determining the response level to incipient stage fires.
  - Developing a plan based on selected response level; and,
  - Maintaining fire detection, alarm, and suppression systems.
- b. This policy applies to Spartan College employees in all departments.
- c. Spartan College employees are required to read and understand the contents of the Spartan College Fire Safety Plan and to take appropriate action in the event of a fire emergency in any Spartan College facility.

### **Definitions:**

- a. Incipient stage fire: A fire in the initial or beginning stage that can be controlled by using a portable fire extinguisher and that does not require using personal protective equipment.
- b. Area of rescue assistance: Designated areas of protection on floors of a building above ground level where individuals who physically cannot use the stairways for evacuation are to wait for rescue assistance. If a building is fully covered by a sprinkler system, any point in the building is an area of refuge.
- c. Designated personnel: Spartan College employees and students who have received annual training on the proper use of portable fire extinguishers.

### **Response Level**

- a. OSHA provides three options for the response level to incipient stage fires.

- **Option A.** Requires all employees to evacuate the workplace when a fire alarm sounds.
  - **Option B.** Provides portable fire extinguishers and designates personnel to use them to fight incipient stage fires.
  - **Option C.** Provides portable fire extinguishers and permits all personnel to fight incipient stage fires.
- b. Spartan College has elected to exercise OSHA Option C whereby all Spartan personnel (on a voluntary basis) are designated to fight incipient stage fires. Ideally, the instructor nearest the fire should be the first person to “fight” the fire.
- c. By electing to exercise OSHA Option C, Spartan College has provided a copy of the Spartan College Safety Plan to each employee and will provide initial fire extinguisher training recurring annual training as required to both students and faculty. Spartan also has instructed their personnel that they **must** evacuate a building immediately if the fire becomes uncontrollable.

### **SEXUAL ASSAULT**

Sexual Assault is any sexual act directed against another person forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent or physical incapacity (or because of his/her youth).

**If you are a victim of a sexual assault your first priority is to get to a place of safety.**

You should then obtain the necessary medical treatment.

If you are a victim of sexual assault and need assistance in notifying Spartan Security or the local police, notify any Campus Safety Authority.

Do not change your clothes until you have had a medical examination.

Remember, time is a factor in collecting evidence and preservation.

Filing a police report will not obligate the victim to prosecute nor will it subject the victim to scrutiny or judgmental opinions from the officers. It may help to catch a perpetrator.

Student victims have the option to change their academic classes and on-campus living situations, if applicable, after an alleged sexual assault if such changes are reasonably available.

The accuser and the accused are entitled to the same opportunities to have others present during a Spartan disciplinary proceeding and both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding of an alleged sexual offense.

A Spartan student found guilty of violating Spartan's Sexual Assault Policy may be suspended or expelled from Spartan for the first offense.

A Spartan employee found guilty of violating the College's Sexual Assault Policy may be disciplined up to and including termination from employment at Spartan for the first offense.

Spartan College of Aeronautics' Title IX Coordinator Alessia Cummings, Dean of Student Affairs.

<https://www.lighthouse-services.com/StandardCustomURL/IncidentLandingPageV2.asp>

**WORK RELATED INJURY, ILLNESS AND ACCIDENT REPORTING PROCEDURES AND POLICY:**

Every employee must report any work-related injury or illness to his/her supervisor immediately or as soon as is practical. Upon being notified of the injury or illness, the supervisor should complete a "Report of Accident" form. In the event an injury or illness requires immediate medical attention, the supervisor should direct the employee from Main Campus to Concentra Medical Center or St. John's Emergency Room. Flight employees should be directed to Urgent Care or St. Francis Emergency Room. Serious injuries or illnesses occurring at any time should be addressed by calling 911.

**PROCEDURE:****Reporting Work-Related Accidents/injuries/illnesses**

It is the responsibility of the employee to report any work-related injury and illness to his/her supervisor immediately following the incident. Failure to report work-related injuries and illnesses in a timely manner may result in the denial of benefits under the worker's compensation law.

Upon being advised of the incident, the supervisor will report immediately to the scene of the occurrence to assure prompt medical attention for the employee(s) involved. After required treatment is secured, the supervisor should address any safety hazards which may have caused or contributed to the incident and report them to the Dean of Campus Operations immediately.

It is essential that the "Report of Accident" form be completed. It is the responsibility of the supervisor on duty to fill out this form accurately and completely. The supervisor should also document the names of any person that witnessed the incident. If no medical treatment is required, the supervisor should forward the original "Report of Accident" form to the Human Resources office.

**Lost Time from Work**

If an employee loses time from work following a work-related injury or illness, the supervisor must notify the H.R. office. H.R. will notify the employee and supervisor when able to return to work.

## WRITTEN HAZARD COMMUNICATION PLAN

### **PURPOSE:**

The purpose of this plan is to establish a program and procedures for hazardous chemical substances at Spartan College of Aeronautics.

Almost every workplace contains substances which pose potential health problems to employees if exposed to them in concentrations or in a manner not prescribed. Spartan College recognizes its employees have the right and need to know the properties and potential safety and health problems of substances to which they may be exposed. With this policy, Spartan intends to ensure the transmission of necessary information to employees regarding substances in the workplace, pursuant to Title 380 Department of Labor, Chapter 45, Oklahoma Statutes, Section 380:45-1-1 through 380:45-21-1 and the Federal Occupational Safety and Health Act Hazard Communication Standard, 29 Code of Federal Regulations 1910.1200.

### **DEFINITIONS:**

**Exposure:** Coming into contact with a hazardous chemical through inhalation, ingestion, skin contact or absorption.

**Health Hazard:** Immediate or long-term affliction to the body, such as an illness or disease, caused by exposure to hazardous materials.

**Physical Hazard:** Negative effects to the employee's physical surroundings as well as the employee's health, caused by exposure to hazardous materials.

**Hazardous Chemical:** Any chemical that is a physical or health hazard.

### **RESPONSIBILITIES**

#### **1. Spartan's Safety Officer will:**

- Issue and administer this program and ensure it satisfies the requirements of all applicable federal, state or local hazard communication requirements.
- Review the safe use of current and new chemical products used on Spartan's locations.
- Ensure Material Safety Data Sheets are available and in use at the following locations:
  - Main Campus Buildings 1, 2, 4, 5 and 8.
  - Flight Location, Building 1 near restrooms, Hangar Shop
  - The Spartan Residence Hall Office

#### **2. The Department Chairs, Managers and Supervisors**

- Provide initial and annual training of employees on the hazard communication program.  
<https://oshatraining.org/pages/professional-training-courses.html>
- Maintain the training records of all their Spartan personnel including their respective training sessions.
- Immediately respond to any personnel concern or requests for information.
- Assess the risks and provide training to employees on the use and storage of chemicals.
- Ensure their MSDS inventory is consistent and complete.
- Identify hazardous chemicals used in non-routine tasks, assess their risks, and provide appropriate training to control the associated risks.
- Provide awareness and precautions to take when dealing with hazardous chemicals.
- Provide training on Spartan College Spill Prevention Countermeasure and Containment Plan.

### 3. Spartan's Facilities Department

- Inform outside contractors performing work on Spartan's facilities about the location of potential hazards.
- Maintain an inventory of Material Safety Data Sheets for all building and ground maintenance chemicals.
- Provide training on Spartan College Spill Prevention Countermeasure and Containment Plan.

## HAZARD COMMUNICATION PROCEDURES

### GENERAL

- The work environment will be kept clean and safe from recognized health hazards to protect the health and personal safety of Spartan personnel.
- Spartan will strive to minimize employee or student exposure to hazardous chemicals.
- Employees will be trained to recognize health hazards, use appropriate engineering controls and wear personal protective equipment.
- Efforts will be made to minimize the use of hazardous chemicals in the workplace consistent with required instructional duties and responsibilities.
- If the use of hazardous chemicals creates an imminent danger situation, the operation will immediately be discontinued.
- Anyone witnessing a potential unsafe condition must report the situation and location immediately to their Instructor, Supervisor or Department Chair.

### DISCRIMINATION

- No Spartan employee or student will face termination or expulsion or any form of discrimination or reprisal for reporting or filing a safety or health complaint.
- Anyone experiencing or suspecting discrimination or reprisal should report their suspicions to the Corporate Compliance Officer or Human Resources.

### TRAINING

- HAZCOM training will be provided for all employees by Spartan's Safety Officer.
- HAZCOM training will be provided for all students by their instructor, prior to exposure to hazardous chemicals and before new chemical hazards are introduced to the work area.
- HAZCOM training will cover as a minimum:
  - ✓ Names of the hazardous chemicals used in the work area.
  - ✓ Appearance or odor of hazardous chemicals when released in the work area.
  - ✓ Physical hazards and health effects.
  - ✓ Measures employees (or students) can take to protect themselves to include the proper wearing of Personal Protective Equipment (PPE).
- Employees will be trained in the proper use of Spartan's labeling system and who to contact for additional information.
- Employees will be trained on where MSDS is kept within their departments and the MSDS content and use.
- Employees will be trained in good work practices and procedures to minimize exposure. Students will receive classroom instruction on good work practices and procedures to minimize exposure.
- Training for HAZCOM is provide upon hire and annually through PAYCOM training modules.

**LABELING OF CHEMICAL CONTAINERS**

Original chemical product containers or packages containing hazardous chemicals will be labeled with the following information:

- Trade name or chemical name of the hazardous substance.
- Name and address of the chemical product manufacturer.
- Appropriate hazard warnings in the form of words, pictures or symbols that convey the hazard of the substance in the container.
- All containers shall be compatible with the chemical.
- All containers shall have the name of the material, appropriate hazard warnings.

**HAZARDOUS MATERIALS INVENTORY LIST BY DEPARTMENT**

- A list of hazardous chemicals will be maintained by each Program Chair.
- List of hazardous chemicals may be found in MSDS books on campus.

**HAZARDOUS COMMUNICATION CHECKLIST**

- The Hazardous Communication Checklist is a safety checklist used annually at Spartan to review the program and identify areas needing updating or improvements.

## **UTILITY CART AND SERVICE VEHICLE SAFETY**

### **PURPOSE**

To establish a policy for the safe use and operation of utility carts on all Spartan College facilities.

### **GENERAL**

Any person operating a utility cart will have the knowledge, training, and skill to safely operate that vehicle and shall be fully accountable for their actions and the consequences thereof.

### **DEFINITIONS**

Utility Cart - a low-speed vehicle which is designed to be used as a light duty vehicle for transportation purposes.

### **RESPONSIBILITY**

Utility carts shall be operated in accordance with the requirements of the attached documents:

- Shall ensure that all utility carts or service vehicles and operators, within their department, comply with the Utility Cart & Service Vehicle Safety Policy.
- Shall ensure that required training and all completed Policy Acknowledgement Forms are maintained on record within their department for three calendar years, after departure from the College.
- Shall ensure that everyone who has been authorized to operate utility carts/service vehicles or who would reasonably be expected to operate said vehicles receives training prior to operating. Training shall include all aspects of this policy, safety procedures and employee demonstration of safe vehicle operation.
- Shall ensure that operators receive periodic evaluation and training.

### **SPARTAN FLIGHTLINE MAINTENANCE**

- Shall perform at least annual maintenance of all low-speed vehicles. Preventative maintenance services shall include verification of the presence and proper operation of various safety features and adjustment of the setting for "speed governors," as may be appropriate.
- Shall remove from service any vehicle deemed unsafe, until such time the user/owner arranges for the repairs.
- Must maintain annual inspection records of all repairs until the utility cart or low speed vehicle is taken out of service.

### **OPERATORS**

- Shall be knowledgeable regarding the requirements of the Spartan Utility Cart & Service Vehicle Safety Policy and Procedures.
- Shall acknowledge responsibility and accountability for compliance with the Policy by completing the Policy Acknowledgement Forms.
- Shall complete safety training as required prior to operating a utility cart or service vehicle.

### **PROCEDURES**

Utility carts and service vehicles shall be operated with the utmost courtesy, care and consideration for the safety and convenience of pedestrians. Pedestrians

shall always be afforded the right-of-way.

Utility carts shall be operated in accordance with the following specific rules:

- All occupants in the vehicle shall keep hands, arms, legs, and feet within the confines of the vehicle while it is in motion and should only contain the number of passengers as there are seats.
- Utility carts or service vehicles shall not be parked in a location where they could obstruct an entrance or exit to any facility.
- Operators shall always stop utility carts and service vehicles at all blind intersections and proceed cautiously.
- Operators should avoid all walkways less than six feet wide. The recommended speed on walkways is 5 mph and in a congested area, the speed should be no faster than pedestrians walking in the same area.
- Special care shall be taken while driving utility carts or service vehicles through parking lots and on walkways. Utility carts shall not be operated at speeds more than 5 mph in these areas.
- Utility carts and service vehicles should operate or park only on hard surfaces unless the vehicle is specifically designed for and used for ground maintenance.
- Utility carts shall be parked and operated in such a manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps, or sidewalks.
- Supervisors shall obtain, and maintain on file, a statement signed by each employee who has been authorized to operate utility carts and service vehicles, attesting to their knowledge, and understanding of the Spartan Utility Cart & Service Vehicle Safety Policy.
- Supervisors shall ensure that employees review the Policy prior to any employee operating a utility cart or service vehicle, following any non-compliance incident, and whenever determined necessary by the Supervisor.
- Utility carts shall be operated within the confines of Spartan property only.
- Passengers seeking assistance are permitted on utility carts and service vehicles if the operator has fulfilled the requirements of the policy and procedures and the vehicle is operated on Spartan grounds for Spartan purposes.
- Any utility cart intended to be operated at more than 15 mph shall be equipped with specific safety features that include, but are not limited to seat belts, windshields, headlights, brake lights and rear-view mirrors.
- Utility carts and service vehicles intended for use between dusk and dawn, regardless of operating speeds, shall be equipped with headlights and taillights.
- Supervisors shall ensure that each utility cart or service vehicle is tagged with the maximum load capacity recommended by the manufacturer. Utility carts and service vehicles equipped with a back carriage shall not be overloaded. Overloading decreases maneuverability and safe operation.
- Employees shall not operate utility carts or service vehicles owned by other departments unless approval has been granted by the supervisor of the department to which the vehicle is owned.
- Utility carts and service vehicles shall be operated in compliance with the common "rules of the road" regardless of whether they are being operated on sidewalks or roadways.
- Utility carts and service vehicles shall be equipped with a functional horn, unless the option is not available at the time of the vehicle purchase.
- Operators of utility carts or service vehicles, which are not equipped with turn indicators, shall use appropriate hand signals.
- Each utility cart or service vehicle shall be operated in accordance to the manufacturer's "Safety and Operation Instructions" affixed to the vehicle.
- All accidents involving utility carts and service vehicles shall be reported immediately to the supervisor of the department to which the vehicle is

registered regardless of whether property or personal injury occurred. Police reports shall be filed as appropriate.

- Each operator shall be responsible for providing timely notification of safety and maintenance concerns regarding utility carts and service vehicles to the supervisor, who will contact an approved service facility for repair.
- Chargers for low-speed electric vehicles must be plugged directly into a ground fault interrupter receptacle. The use of extension cords is not permitted.

### **FORKLIFT SAFETY AND OPERATION**

- Operating forklifts should only be done by individuals who have been trained properly and certified to operate the equipment.
- Operators will complete Forklift Safety Training through CINTAS training as required. No employee is allowed to operate forklift without completing this training.
- Appropriate clothing must be worn, work wear must be reasonably fitted as any loose clothing can get caught on machinery.
- Do not operate/hold any controls when your hands have grease on them; it may cause them to slide off and cause an accident.
- Operators should do a routine check of the equipment before driving. Some things you should check for any faults are brakes, steering, controls, warning devices, mast, and tires.
- If there is any noted damage or problems, you should notify your supervisor and the forklift should not be operated on if it needs to be repaired.
- Always consider the “journey end” of a load before picking it up. A convenient position of a load from pick up may not be convenient for stacking.
- For safety purposes it is important for the operator to make use of the steps and hand grabs to seat themselves correctly in the forklift.
- Before starting the forklift, it is important to ensure all the equipment’s controls are in reach and the seat position and mirrors are adjusted to the operator’s needs.
- The operator should not start the forklift until they are correctly seated, and all their body are safely inside the confines of the operator’s cabin or the forklift.
- The operator must only drive the equipment in the machinery’s designated roadways and pay attention to and follow any work site rules and regulations.
- Observe all signs, especially those on maximum permitted floor loadings and clearance heights. Be aware of the height of the load, mast and overhead guard of the forklift when entering and exiting buildings. Be careful when operating a forklift near the edge of a loading dock or ramp – the forklift can fall over the edge – keep a safe distance from the edge.
- Never proceed past the speed limit.
- Take corners and turns slowly to minimize risk of tipping.
- Make any changes in direction or any stops gradually and slowly.
- Steer clear of any bumps or uneven ground surfaces along with slippery conditions. Steer clear of loose ground objects which could cause loss of control over the equipment or a load to move around.
- Use the horn when closing in on a corner or doorway/entrance and around people to alert pedestrians or other forklift operators of your whereabouts to avoid any unnecessary collision.
- Make sure that you always have enough space to stop safely.
- Check the loads carefully before moving them for stability and damage.
- It is important to ensure that the load is tilted back with the forks sitting low while transporting to increase truck stability.
- Check for any overhead objects before lifting or stacking loads.
- Do not lift or move loads that are not safe or stable.
- Make sure loads are correctly stacked and positioned across both forks.
- Stack the load on the pallet or skid safely and correctly.
- Use security measures such as ropes or bindings if required.

- Make sure you have clear visibility. Operate the forklift in reverse when it improves visibility; except when moving on ramps.
- It is important to make sure you can see the racking clearly in which you are positioning the load.
- If visibility is poor do not continue driving; in some circumstances, you may need a lookout helper to assist you.
- Operators must not let others ride on the equipment.
- If a person must be lifted, use only a securely attached work platform and cage and follow the appropriate operating instructions.
- Do not authorize anyone to stand or walk under the load or forklift machinery – the load can fall causing injury or death.
- Keeps hands and feet clear of the cross members of the mast – Serious injury can be caused if the mast is lowered while your hand is on it.
- When driving on ramps, move in a forward direction and down ramps in reverse, especially while carrying loads.
- Do not load or unload goods or turn while on a ramp.
- Ensure the forklift is not overloaded. Know the capacity of your forklift and any attachments being used and never exceed this capacity.
- An overload can cause the rear tires to be raised off the ground and may cause the forklift to tip over.
- Ensure the load is evenly distributed.
- Do not lift or move a load unless both forks are fully under the load.
- Do not lift a load with one fork. Use pallets and skids that can withstand the weight of the load.
- Do not use damaged, deformed, or decayed pallets for holding loads.
- When changing the propane tank, ensure you are in a well-ventilated area.
- After use ensure the forklift is parked in a designated or authorized area.
- Fully lower the forks to the floor and apply the park brake.
- Do not leave a forklift running while unattended.

### **LADDER SAFETY AND FALL PROTECTION**

Neither the Ladder Standard (29CFR1926 Subpart X) nor the Fall Protection Standard (29CFR1926 Subpart M) requires fall protection for workers while working on portable ladders. Spartan College does not use fixed ladders in the performance of their job.

In using a portable ladder, safety precautions should be observed. Make sure you have an appropriate ladder and use the correct technique for placement and climbing.

#### **CHOOSE THE CORRECT LADDER**

There are three basic portable ladder types:

- Type I- Industrial: heavy-duty with a load capacity not more than 250 pounds.
- Type II- Commercial: medium-duty with a load capacity not more than 225 pounds. (Suited for painting and similar tasks.)
- Type III- Household: light duty with a load capacity of 200 pounds.

There are many types of ladders available on the market. If it is intended to be portable and used by a single person, it should fit into one of the three basic categories. Only choose ladders with the UL seal from Underwriter's Laboratory. Ladders commonly come in three materials: aluminum, wood, or fiberglass. Aluminum is the most durable, but will conduct electricity, making it dangerous for use around electricity. Wood may rot. Fiberglass is the best combination of durability and non-conductivity but is also the most expensive.

#### **USING A LADDER**

- Make sure the ladder is suited for the type of job you plan to do.
- Before using a ladder, especially a ladder that has been stored for a while, inspect it for cracks or broken joints.
- Place your ladder on a stable, even, flat surface. Never place a ladder on top of another object.
- Use the 1:4 ratio to ensure a stable working platform. Place the base of the ladder 1 foot away of whatever it leans against for every 4 feet of height to the point where the ladder contacts at the top.
- When using an A-frame stepladder, make sure the brace is locked in place.
- If climbing onto another surface, make sure the ladder extends at least three feet past the platform you're climbing onto.
- Secure tall ladders by lashing or fastening the ladder to prevent movement.
- Always face the ladders when climbing or descending
- Keep both feet on the ladder- never put one foot on a rung and the other foot on a different surface.
- Do not climb higher than the second rung on stepladders or the third rung on straight or extension ladders.
- Never stand on the top or the paint shelf of a stepladder.
- Keep your belt buckle (if you have one) positioned between the rungs so it doesn't catch.
- Never leave ladders unattended.
- When working with electricity, use a ladder made of wood or fiberglass.

**MAINTAINING LADDERS**

Inspect ladders regularly. Stepladders and extension ladders should be inspected for broken or frozen joints or latches. Aluminum ladders should be inspected for cracks and broken welds. Aluminum ladders should also be inspected for rough spots and burrs before first use.

Wood ladders should be inspected for cracked wood, splinters, and rot. Look for broken or loose hardware. Protect wood ladders with linseed oil or clear sealant. Never paint a wooden ladder.

Fiberglass ladders are protected with a clear sealant. If the fiberglass is damaged through the sealant, sand lightly before applying another coat of lacquer.

## **PERSONAL PROTECTIVE EQUIPMENT PROGRAM**

### **PERSONAL PROTECTIVE EQUIPMENT**

The Occupational Safety and Health Administration (OSHA) requires employers to protect their employees from workplace hazards using engineering or work practice controls. If the machine or work environment can be physically changed to prevent employee exposure to the potential hazard, then the hazard can be eliminated with an engineering control. If employees can be removed from exposure to the potential hazard by changing the way they do their jobs, then the hazard can be eliminated with a work practice control. When these controls are not feasible or do not provide enough protection, the use of personal protective equipment (PPE) is required. Employers are required to assess the workplace to determine if hazards are present, or are likely to be present, that would require the use of PPE.

If PPE is to be used to reduce the exposure of employees to hazards, a PPE program should be developed and maintained. The components the program should contain are:

- Identification and evaluation of hazards in the workplace
- Procedures on personal protective equipment selection
- Procedures on personal protective equipment maintenance
- Procedures for the evaluation of the effectiveness of the personal protective equipment
- Procedures to train employees on the effective use of PPE

Personal protective equipment should not be used as a substitute for engineering, work practice, and/or administrative controls. PPE should be used in conjunction with these controls to provide for employee safety and health in the workplace. Personal protective equipment includes all clothing and other work accessories designed to create a barrier against workplace hazards.

Using personal protective equipment requires hazard awareness and training on the part of the user. Employees must be aware that the equipment does not eliminate the hazard. If the equipment fails, exposure will occur. To reduce the possibility of failure, equipment must be properly fitted and maintained in a clean and serviceable condition. Selection of the proper personal protective equipment for a job is important. Employers and employees must understand the equipment's purpose and its limitations. The equipment must not be altered or removed even though an employee may find it uncomfortable. (Sometimes the equipment may be uncomfortable simply because it does not fit properly.)

### **HAZARD ASSESSMENT**

Employers are required to assess the workplace to determine if hazards that require the use of personal protective equipment are present or are likely to be present. If hazards or the likelihood of hazards are found, employers must select and have affected employees use properly fitted personal protective equipment suitable for protection from these hazards.

During the hazard assessment survey, managers and supervisors should identify any hazards that require the use of head, eye, hearing, face, hand, and/or foot protection. Potential hazards to look for are:

- Impact- Chipping, grinding, machining, masonry work, woodworking, sawing, drilling, chiseling, powered fastening, riveting, and sanding

- Penetration- Sharp objects that could go through the skin: nails, knives, saws.
- Compression- Construction, plumbing, smithing, building maintenance, trenching, utility work, moving equipment operations (powered industrial trucks, lawn equipment, etc.)
- Hazardous chemical exposures- pouring, mixing, painting, cleaning, siphoning, dip tank operations, dental and health care services.
- Heat- welding, pouring molten metal, smithing, baking, cooking, and drying.
- Light radiation- welding: electric arc, gas cutting, torch brazing, soldering, and glare.
- Electrical hazards- building and tool maintenance, utility work, construction, wiring, computer and arc or resistance welding.
- Harmful dusts- sawing, drilling, sanding, abrasive blasting, and grinding.

Employers must certify, in writing, that a workplace hazard assessment has been performed and keep it on file.

### **CHOOSING PERSONAL PROTECTIVE EQUIPMENT**

Select the protective equipment that ensures a level of protection greater than the minimum required to protect employees from the hazards. Careful consideration must be given to comfort and fit. Care should be taken to ensure that the correct size is selected. Defective or damaged personal protective equipment shall not be used.

### **TRAINING**

Before doing work requiring the use of personal protective equipment, employees must be trained to know:

- When personal protective equipment is necessary
- What type is necessary based on job function?
- How it is to be worn
- The limitations of personal protective equipment
- Proper care, maintenance, useful life, and disposal of PPE

Each affected employee must demonstrate an understanding of the required training, and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE. Training will be conducted on the internet at the OSHA website. <https://oshatraining.org/pages/professional-training-courses.html> If the employee does not have the required skill and understanding, retraining is required. Each written certification shall contain the name of each employee trained, the dates of training, and identify the subject certified.

### **CONCLUSION**

To have an effective personal protective equipment program, one supervisor from each department must be responsible for its coordination. The first-line supervisors must be convinced of the hazards and must be held accountable for their employees to receive training during orientation. Employees should be motivated to continue to use protective gear through an on-going safety program.

Personal protective equipment can be effective only if the equipment is selected based on its intended use, employees are trained in its use, and the equipment is properly tested, maintained, and worn.

## LOCKOUT / TAGOUT POLICY

### INTRODUCTION

Locking and tagging out equipment safeguards those working on the equipment from being injured by its being unexpectedly energized or releasing stored energy. This document describes the acceptable procedures on the Spartan College Campus for locking and tagging out equipment. It summarizes the applicable requirements for lockout/tagout procedures and is intended to help campus departments comply with applicable OSHA regulations.

### DEFINITIONS

- Affected person: Any person whose job requires that he/she operates or uses a piece of equipment on which maintenance or service is being performed; or whose job requires that he/she works around the equipment; or any person near the equipment.
- High pressure steam: Steam under pressure of more than 20 pounds per square inch.
- Lock: A keyed padlock with two keys: one in the possession of a qualified worker and the other retained by the head of the department. The lock is to be identified for use by a specific worker.
- Primary voltage: Voltages of 7200 volts A. C. or more to ground.
- Qualified worker: A worker who has demonstrated by experience or training that he/she understands the operation of the equipment and can safely service or repair the equipment.
- Tag: A printed or handwritten document that clearly indicates a device is not to be operated, who tagged out the equipment, and the time and date the equipment was tagged out. The tag should be made of appropriate material for the environment in which it is used.

### WHAT THIS POLICY COVERS

This Policy applies to all work on the Spartan College facilities involving the installation, service, maintenance, adjustment, or other handling of machines, powered equipment, or utility systems where the unexpected energizing of the equipment or a release of stored energy could cause injury or death. Potentially hazardous energies covered by this policy include electrical, mechanical, hydraulic, pneumatic, chemical, and thermal energies.

- Work on or around powered equipment is covered by this policy if:
  - A person may contact electrified or otherwise energized components while performing the work.
  - A person is required to remove or bypass any guard, interlock, or other safety device (including equipment covers) to perform the work.
  - A person is required to place any part of his/her body into an area on the machinery or piece of equipment where work is performed during the equipment's operation.
- Examples of activities covered by these procedures include, but are not limited to, un-jamming a printing press, adjusting the internal electronics of a piece of equipment, repairing boilers, repairing high voltage electrical service equipment, and changing the fan motor on an air handling unit.

### WORK NOT COVERED

This Policy DOES NOT apply to:

- Minor tool changes and adjustments and other minor service activities that take place during normal operations if they are routine, repetitive, and integral to the use of the equipment for production, provided that the work is performed using alternate measures that provide effective protection. (An example of

this would be changing a drill bit on a drill press.)

- Work on electrical equipment that is connected by a cord and plug where the hazard of the equipment being accidentally turned on or releasing stored energy is eliminated by unplugging the equipment. The person working on the equipment must have exclusive control over the plug.
- Work on equipment that cannot be shut down, provided that:
  - Department management demonstrates that continuity of service is essential.
  - Shutting down of the system is impractical.
  - Special equipment is provided, or special protective procedures are used that will provide effective protection for personnel. (Examples include work on electrical circuits supplying network computer equipment or work on utility lines.)

#### WHO SHOULD FOLLOW THIS POLICY?

- All Spartan College facilities personnel and staff, who install, adjust, service, or maintain machines, powered equipment, or utility systems must comply with the policy and procedures in this document.
- Contractors are required to adhere to these procedures for work on Spartan College owned equipment. The contractor's equivalent procedures may be applied to work on their own equipment.

#### RESPONSIBILITIES

##### Facility Supervisor

It is the responsibility of Facilities Supervisor to implement this policy in their respective department, and to provide lockout/tagout training for workers who could be injured by accidentally energized equipment or equipment that could release stored energy.

##### Qualified Worker

It is the responsibility of each qualified worker to use lockout/tagout procedures and equipment as outlined in this document. He/she is also to inform his supervisor of the lack or loss of any of his/her lockout/tagout equipment.

#### LOCKOUT PROCEDURES

- All affected persons are to be notified that the equipment will be off and locked out.
- All energy sources for the equipment should be identified.
- The equipment shall be shut off or otherwise de-energized, being careful to de-energize all energy sources. This includes all valves, switches, breakers, or other controls that supplies energy to the equipment. In the case of mechanical energy, a block may be used to stop the release of stored energy.
- A lock is to be placed on each energy source disconnect or energy release block.
  - The lock is to be placed directly on the equipment if provided with an integral lockout device.
  - If there is no integral lockout device on the equipment, securely attach an independently manufactured lockout device on the equipment and then place the lock on the lockout device.
  - If none of the above is possible, use the **TAGOUT** procedure.
- A tag must be secured to the lock indicating that the equipment is not to be energized and who owns the lock.
- It should be verified that the lockout does prevent the release of energy.

## TAGOUT PROCEDURES

- This procedure is to be used only if it is not reasonable to use the lockout procedure.
- All affected persons are to be notified that the equipment will be off and tagged out.
- All energy sources for the equipment should be identified.
- The equipment shall be shut off or otherwise de-energized, being careful to de-energize all energy sources. This includes all valves, switches, breakers, or other controls that supply energy to the equipment. In the case of mechanical energy, a block may be used to stop the release of stored energy.
- Securely place a tag on each energy source disconnect or energy release block.

## AUTHORIZATION TO WORK ON ENERGIZED EQUIPMENT

Facilities staff may oversee or perform work on energized equipment such as described in this document only if they are qualified for the work. The Facilities Supervisor is to determine who is qualified to work on energized equipment. Only the supervisor may authorize work on energized equipment.

## REMOVAL OF LOCKOUT TAGOUT EQUIPMENT

- Lockout/tagout equipment must be removed by the worker who placed it.
- Before the removal of a lockout/tagout the following must be completed:
  - Removal of all non-essential items.
  - Check to see that all workers and bystanders are in a safe position.
  - Inform all affected personnel.
- If the worker who applied the lockout/tagout is not present, and his supervisor deems it necessary to energize the equipment, the following must be done by the supervisor:
  - Verify that the worker is not on campus.
  - Make all reasonable effort to contact the worker.
  - Determine the purpose of the lockout/tagout, and whether it is safe to operate the equipment in its current condition.
  - Remove all nonessential items.
  - Inform all affected personnel.
  - Check to see that all affected persons are in a safe position.
  - Inform the worker of the lockout/tagout removal before the worker starts to work for his/her next shift.

## PROTECTING MORE THAN ONE WORKER

When more than one person works on the same equipment, multiple lockout devices must be used. Each qualified worker must put his/her lock on the multiple lockout device and remove it when he or she stops working on the equipment. Only when all locks are removed can the equipment be re-energized.

## SPECIAL CONSIDERATIONS

### Primary Voltages:

- Lockout/tagouts applied to primary voltage electrical equipment should be considered a special situation. It is to be considered a special situation because:

- All work should be done in pairs on primary voltages since many of the work areas are confined spaces.
- Safety jumpers are applied to ensure safety by grounding normally energized equipment.
- Draining energy from capacitors is normally required.
- Only an electrician with qualifications in working with primary voltages should place or remove these lockout/tagouts. If a supervisor must remove a lockout/tagout on primary equipment, he/she should follow the procedures outlined for removal of a lockout/tagout, with the help and advice of another electrician qualified to work with primary voltages. This may mean using an employee of the electric utility company if no other qualified electricians are on campus.

## VEHICLE SAFETY

We must make every effort to maintain our vehicles in top running condition and ensure vehicles are used for company business only.

All Spartan employees must pass a Motor Vehicle Record (MVR) check before being allowed to drive company vehicles. MVR's are updated every two years after the initial report. MVR's containing multiple tickets, convictions in the last 2 years, DUI, DWI, drag racing, suspensions and vehicle manslaughter will automatically be denied driving privileges.

All MVR request forms are located with the Human Resources Department.

Vehicles will be assigned to specific department chairs, supervisors, or managers for departmental requirements. Each department is responsible for the security, parking, maintenance, servicing and overall appearance of their vehicles.

Each department will ensure the renewal of all tags and insurance verifications.

Insurance verifications for tag renewals are kept in the Dean of Campus Operations office.

### **VEHICLE AND DRIVER SAFETY PROCEDURE**

The following document outlines accepted Spartan practices for employees and student workers when driving company owned vehicles on college business and for Spartan sponsored events and field trips.

#### **Driver Requirements**

- Drivers are always to have in their possession a valid driver's license.
- Each driver must be approved under the insurance by completing the Motor Vehicle Record Form.
- Once approved, driving privileges with Spartan remain valid for a period of 24 months.
- Spartan is unable to verify driver MVRs from certain states. Human Resources has a list of these states and territories.
- Commercial Driver's License – A CDL is required for any vehicle with a gross combination weight rating of 26,001 or more pounds or designed to transport 16 or more passengers or is used to haul hazardous materials.

#### **Vehicle Safety**

Alcohol and Drug use: No alcoholic beverages or controlled substances are to be used or consumed by the driver or passengers at any time while in possession of Spartan-owned, leased or rented vehicles, including personal vehicles used on Spartan business.

- **Safety Belts:** Safety belts must always be worn while the vehicle is in operation. The driver must ensure that all persons are properly secured before the vehicle is put in motion.
- **Smoking:** Smoking is prohibited in any Spartan owned, leased, or rented vehicles where passengers are transported.
- **Firearms:** Firearms are prohibited in any Spartan owned, leased, or rented vehicles. Exemption: Spartan College Campus Security Officers.
- **Hazardous Materials:** Unless approved by the Department of Environmental Health & Safety, hazardous materials may not be transported in any Spartan owned, leased, or rented vehicles.
- **Traffic Laws:** Traffic laws must always be obeyed by. If failure to obey traffic laws results in a ticket, the driver is responsible for any fines including parking tickets.
- **Mobile Phones:** Using a mobile phone while operating any Spartan owned, leased, or rented vehicle is strictly prohibited.

- **Driver Training:** Van driver safety training is required for drivers of vans designed to transport eight or more passengers.
- **Drug Testing:** All employees who are listed on the Spartan vehicle insurance policy are subject to random drug testing.

### **Maintenance, Insurance & Accident Reporting**

**Vehicle Maintenance:** It is the department's responsibility to monitor vehicle maintenance and service dates and to only use approved maintenance providers.

**Insurance Verification:** Insurance Verification Cards are provided for all Spartan owned vehicles for storage in the vehicle glove compartment.

**Accident Reporting:** A police report is required for any owned, leased or rented vehicle involved in an accident regardless of fault.

### **MAINTENANCE OF VEHICLES**

Engine Oil: To prevent engine deterioration, it is imperative that the engine maintains the amount of oil it is programmed to receive. Negligence in this aspect will lead to deteriorating engine performance, resulting in falling mileage. It is the driver's responsibility to check the oil with every other fuel fill-up. The oil must be changed to manufacturing recommended minimums per vehicle.

Check Tire Pressure: To maintain good gas mileage and proper vehicle operation, it is the driver's responsibility to check the tires at least once a month. It is also recommended that the tires be rotated every 25,000 miles.

Windshield Wipers: It is recommended that the windshield wipers be replaced yearly, preferably before winter.

Air Filter: The air filter should be checked during the vehicle's oil change. The air filter should be changed annually.

Radiator Coolant: It is recommended that the vehicle's radiator coolant (antifreeze) should be checked semi-annually (summer and winter).

### **ACCIDENT PROCEDURES**

If you are involved in an accident with a Spartan company owned vehicle, please follow these procedures:

- Check to see if anyone involved is injured. If there are any injuries, contact 911 immediately.
- If no one is injured in the accident, contact your supervisor as soon as you can.
- Exchange driver's information and insurance information. Note: if the other driver involved does not have insurance, contact the police immediately.
- Please take pictures of both vehicles and the immediate area of the accident.
- If the vehicle can be driven safely, return to your facility immediately.
- If the vehicle cannot be moved safely, contact the Dean of Campus Operations or towing service.
- Upon returning to your facility, please complete a vehicle accident report and return it to your supervisor along with any pictures.