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ORANGEBURG-CALHOUN TECHNICAL COLLEGE SAFETY AND EMERGENCY RESPONSE HANDBOOK

AUTHORITY

The responsibility for a safe and healthful campus must be shared by all employees, students and visitors. Effective communication and cooperation is the key to a successful safety and security program. Although this commitment is shared, it is necessary that our efforts be coordinated. Responsibility for this coordination is assigned to the Chief of Campus Safety and Security. Working with all of our departments, the Chief will be responsible for the many other ongoing aspects of the safety and security program.

It is expected that this manual will undergo frequent revision as procedures are improved or needs identified. Although various sections may change, the manual will be evaluated in its entirety on or before August 1, of each academic year so that a current manual will be available during Fall Conference for faculty and staff.

Familiarization with safety and emergency procedures will be a standard component of Fall Conference training.

SAFETY AND EMERGENCY PLAN

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- II. Bomb Threat Report
- III. College Closing Procedure
- IV. Off Campus Assistance

PURPOSE

The Orangeburg-Calhoun Technical College Safety and Emergency Response Manual has been designed to provide College employees with a step-by-step guide to the prevention, detection and reporting of campus emergencies. While no guide can cover every situation, this manual strives to supply the basic administrative guidelines necessary to cope with most campus incidences and/or emergencies.

All College employees are expected to follow the emergency procedures herein.

EMERGENCY REPORTING NOTIFICATION SYSTEM

Mr. Douglas Stokes
Chief of Campus Safety/Security,
Extension # 1393 Home # 245-5648
Pager # 515-8353

Melvin Brannum
Assistant Chief of Security
Extension # 1336 Home # 536-1795

Campus Security Cellular Phone # 682-3335 (local number) Extension # 1336

President, Dr. Anne Crook
Extension # 1200 Home # 874-3029
Cell # 378-7770 or 516-5966

Vice President, Walt Tobin
Extension # 1202 Home # (803) 748-7123
Cell # 290-6365

V.P. Business, Mrs. Retta Guthrie
Extension # 1210 Home # 534-0671
Cell # 533-9447

V.P. Student Affairs, Mrs. Barbara Felder
Extension # 1218 Home # 829-3472
Cell # 290-8366

IT Director, Mr. Gary Foley
Extension # 1264 Home # 534-4407
Cell # 378-0243

Dean Planning/Dev., Mrs. Penny Summers
Extension # 1293 Home # 823-2191
Cell # 516-1418

Public Relations Coord, Faith McCurry
Extension # 1424 Home # 536-9322
Cell # 707-2327

Dean of Continuing Education,
Mrs. Rebecca Battle-Bryant

Extension # 1231 Home # 534-7662
Cell # 238-5420

**Physical Plant Director,
Mr. James Bryant**

Extension # 1330 Home # 823-2352
Cell # 682-1934

**Human Resources Manager,
Mr. Tyrone Russell**

Extension # 1207 Home # 536-5760
Pager # 954-3282 Cell # 347-6964

OFF CAMPUS ASSISTANCE

**** 911 ****

1. Local Law Enforcement Agencies -- Phone # SHERIFF - 534-3550 POLICE - 534-2812
2. Local Fire Department -- Phone # 531-3020
3. EMS (RESCUE SQUAD) -- Phone # 531-3020
4. Highway Patrol Department -- Phone # 531-6840/6841
5. Local Hospital -- Phone # 533-2200
6. County Health Department -- Phone # 536-9060
7. The American Red Cross -- Phone # 534-5735
8. Department of Public Utilities (DPU) -- Phone # 268-4000
9. County and State Engineers -- Phone # 531-6850

REPORTING EMERGENCIES

CAMPUS EMERGENCY SERVICE --- EXT. 1336/1393

DURING AN EMERGENCY WHEN CAMPUS SECURITY CANNOT BE REACHED,
DIAL EXTENSION 0.

During normal operating hours, reports should be made to Campus Security. The Security Office is located in the Gressette Learning Resources Center, Building B, Office 107. Please dial telephone extension #1336 and either speak with the officer on duty or leave voice mail in the event of non-emergencies. In the event of an emergency, and there is no answer at extension 1336, dial cell phone # 682-3335 or press 0. By pressing 0, the phone will automatically dial the switchboard. This number is monitored from 8:00 a.m. to 7:30 p.m., Monday-Thursday and Friday between the hours of 8:00 a.m. and 5:00 p.m. After 7:30 p.m., security will answer. A two-way radio is available at the switchboard to contact security. The operator will contact security immediately after receiving a call for emergency assistance. On Saturdays, Sundays, and Holidays, please dial telephone extension 1336 or, if calling from off-campus, dial telephone number 535-1336 and leave a voice message for non-emergencies. Security personnel are required to check voice mail every hour. For emergencies after hours, please contact the officer on duty by dialing cell phone # 682-3335.

In extreme emergencies such as serious injuries (first aid), fire and other life threatening situations, any employee or student is authorized to dial 911 and make a direct request for assistance. Further notification through proper college channels shall be completed when time permits.

The officer on duty will notify the Fire Department/Sheriff's Department if the emergency involves a fire or the need to evacuate the building. The officer on duty shall initiate the emergency notification system, notifying those individuals listed on page 2.

NOTE: To dial any outside number, first dial 9, listen for dial tone, and then dial the number.

EMERGENCY EVACUATION PROCEDURES

In the event of a fire or disaster where the need to evacuate the buildings becomes necessary, the following procedures will be implemented:

1. Activate the fire alarm system by pulling the lever of the nearest fire alarm station, if the building is so equipped. If the building is not equipped with a fire alarm system, use the nearest office phone or pay-phone to report an emergency (see step #2).

Note: To dial any outside number, first, dial 9, listen for dial tone, and then dial the number.

2. Dial 0 and notify the information desk operator. If no answer, dial 911, and report the emergency directly to the 911 operator.
3. If possible, an announcement will be made over the intercom that there is an actual emergency and the building should be evacuated. Please don't wait for an announcement to be made to evacuate the building.
4. Faculty, staff and students should move at least 300 feet away from buildings. A campus map follows showing the areas (rally points) to which you should direct students and OCtech personnel. The campus has been divided into the following four rally points:

Point 1 - Buildings A, B, C, S

Point 2 - Buildings D, E, F, I

Point 3 - Buildings H, J, G, O, P, Q

Point 4 - Buildings K, L, M, N

A rally point count captain and co-captain have been selected from each building to supervise the building count and missing person(s) report if applicable.

5. The Second floor of Building B should be exited by the two (2) fire exits located at each end of the building. Faculty, staff, students, visitors who are in the library and occupants of the instruction lab offices 224, 225, 226, 230, 231, 212, 213, 214 and 215 should exit by the front stairwell of the building nearest the Administration Building A. Computer Center staff and occupants of the offices 236, 237, 238, 239 and 240 should exit by the stairwell at the back of the building nearest the parking lot. DO NOT USE THE ELEVATOR. All occupants in this building are to report to the Rally Point #1 (see evacuation map.)

The second floor of Building S should be exited by the two (2) fire exits located at the front and back stairwells. The front stairwell is near the President's Office and the back stairwell is near the elevator. DO NOT USE THE ELEVATOR. Occupants of the President's Office, Administrative Assistant's area, Executive Board Room and Dietrich Community Training Room should use the front stairwell. Occupants in the Tourville Technical Learning Center Room 215, Room 212 and Vordian

Training Room should use the back stairwell next to the elevator. All occupants in this building are to report to Rally Point #1 (See evacuation map).

6. If evacuation has taken place, the buildings may be re-entered only after clearance from the Fire Department, Sheriff's Department and/or an appropriate college administrator.

Specific Responsibilities of the Instructor

1. Each instructor should select one or two students to lead the class safely out of the building. The instructor should bring up the rear of the class. Remember, a minimum of 300 feet away from the building is considered a safe distance. If students with disabilities are in class, the instructor will designate other students to assist them in case of an emergency, if assistance is necessary.
2. Each instructor should check any adjoining areas, such as restrooms or supposedly vacant classrooms to be sure that anyone in the room is notified to accompany students in vacating the building.
3. When the class has safely evacuated the building, the instructor will check to see that no one is missing. If someone is missing, the instructor should immediately report it to the applicable rally point count captain or co-captain. No one shall re-enter the building to search for (a) missing persons(s) without being authorized by an appropriate college administrator.

REPORTING INCIDENTS

It is the procedure of Orangeburg-Calhoun Technical College that any incident involving criminal acts (threats, violence, injury, destruction of property, etc.), traffic accidents or other situations which occur on the campus that may constitute a danger to the health, safety or property of any person, or a threat to the public order, shall be reported immediately.

Campus Security is located in the Gressette Learning Resource Center, Building B, Office 107 and provides twenty-four hour assistance and protection. This service is provided seven (7) days per week on a year-round basis.

If an incident occurs, it should be reported to security at extension 1336/1393 as soon as possible, to include the following:

1. Nature of the incident.
2. Location of the incident.
3. Description of person(s) involved.
4. Description of property involved.
5. Any other pertinent information.

Under extreme conditions, such as life threatening situations or injury, any employee or student is authorized to dial 911 and make a direct request for assistance. When time permits, the Emergency Notification System located on page 2 shall be initiated.

FIRE DRILLS

1. At least one fire drill (including day and evening) shall be conducted each semester. Students are instructed on locations of fire extinguishers and evacuation plans. When these drills are conducted, staff members from Safety/Security, Dean of Students, Continuing Education and Physical Plant shall be present to insure that the drills are orderly and meaningful.
2. At the beginning of each semester, each instructor, division chairperson, supervisor, etc., shall make certain that all persons in their area of responsibility are familiar with the plan for that area.
3. Each floor in every building shall have a fire safety instruction and evacuation plan posted in a conspicuous location.
4. Fire Evacuation Plans shall show:
 - a. Location of each fire alarm and extinguisher on the floor.
 - b. Each fire exit for that particular floor.
5. Rally Point Captains/Co-Captains shall be designated by the Chief of Safety and Security for each building. The designations shall be continually updated as necessary.

BOMB THREATS

A. If a bomb threat is received by mail:

1. Notify the Security Office immediately.
2. Protect the letter from handling more than necessary to facilitate examination for fingerprints.
3. The Security Office will make any applicable notifications and the appropriate action will be taken if necessary.
4. Do not discuss the incident with anyone else.

B. If a bomb threat is received by telephone:

1. The recipient shall remain calm and obtain as much information as possible from the caller. Accordingly, the recipient receiving the bomb threat message shall complete a Bomb Threat Report (Appendix II) as soon as possible after receiving the message.
2. After the caller has hung up, immediately notify the Security Office. If there is no answer, follow the emergency notification system on page 2.
3. The Security Office will notify the appropriate personnel.
4. If time is critical, the first College Administrator to be contacted shall make the decision as to whether to evacuate the buildings based on the bomb threat message.
5. If the decision is made to evacuate the building and/or buildings, the Emergency Evacuation Procedures will be followed (see page 2).
6. If a detailed search is warranted, responsible college personnel will be asked to assist.
7. If a bomb threat is left on voice mail, the recipient should save the voice mail and immediately notify the Security Office.
8. If evacuation has taken place, the buildings may be re-entered only after clearance from the Sheriff's Department and/or an appropriate college administrator.

HAZARDOUS WEATHER

A. If ice, snow or other inclement weather conditions occur forcing the College to close:

1. The decision to close the College will be made by the President of the College or his designee.
2. The College will close in consideration of the safety of our students. The College will not always follow the public schools as they must consider school bus operations.
3. Public announcement of the College schedule (late openings, early dismissal, closing, etc.) will be in accordance with the College Closing Procedure (Appendix IV). If no announcement is made, then the College is open.

B. Tornado Evacuation Procedures

1. Tornado watches are issued to alert persons to the possibility of tornado development in a specified area, for a specified period of time. Until a tornado warning is issued, persons in watch areas should not interrupt their normal routines except to watch for threatening weather. Upon receiving notification of a tornado watch:
 - a. The appropriate college personnel will be notified (Emergency Reporting Notification System).
 - b. If necessary, an email will be sent to Fac/Staff and an announcement will be made over the intercom.
 - c. The weather radio in the Physical Plant Department and Security Office will be continually monitored.
2. Tornado warnings are issued when a tornado has actually been sighted in the area. If a tornado is spotted, the College will receive a tornado warning from the County Emergency Preparedness Office. If it appears that the College will be directly affected, you will be notified by intercom, telephone and/or runner. Should a tornado warning be issued, the following procedures should be followed:
3. If possible, switch off all power to lights, computers, etc. to prevent possible hot wiring.
 - a. If in a building that has access to an area without glass windows and/or doors, move to these areas. Inside corridors, under stairwells, restrooms, etc. are good locations. Occupants of buildings having more than one (1) floor, should move to the lowest level.
 - b. If the above areas are not accessible, the following is recommended:

1. Sit on floor away from windows, preferably under a desk or table with back to glass. Place any wraps that you may have over any exposed parts of the body, or
2. Sit on floor away from outside windows, with back to glass. Draw Knees to chest w/head down between knees. Place an open book across head, place any wraps that you may have over any exposed parts of the body.
3. Stay in one of the above positions until notification has been received that the danger has passed.

If outside, move to the nearest building and follow above instructions.

- c. In the event there is a tornado warning during the evening hours, personnel shall be evacuated (time permitting) in the following manner:
 1. Personnel occupying Building D, E, F, G, H, and J shall assemble in Room 118, building C;
 2. Personnel occupying Building B (Bookstore, LRC, etc.) shall remain in the building and assemble downstairs in the interior corridor;
 3. Personnel occupying Building S shall remain in the building and move to the nearest stairwell;
 4. Personnel occupying Building K shall remain in the building and assemble in either the Respirator Lab (Room 126) or the Radiology Lab (Room 145) whichever is closer;
 5. Personnel occupying Buildings L, M, and N shall assemble in Lecture Room 1512, Building M;
 6. Personnel occupying Building P shall remain in the building and assemble in the latrine in Room 1204.
 7. Evacuated personnel shall remain in the designated areas until notified by security/emergency officials that the danger has passed.

If there is not enough reaction time to move to designated areas, it is recommended that all personnel: sit on floor away from outside windows, draw knees to chest with head down between knees; place an open book across head (if available); place any available wraps over any exposed parts of the body; stay in position until notification has been received that the danger has passed.

PARKING CONTROL

A. Registration of Vehicles

1. Students driving vehicles will receive a student parking permit during the course of registration. The students are instructed to place these permits on the left rear bumper of their vehicles.
2. Faculty/Staff vehicle permits will be issued by the Physical Plant Department.
3. Disability permits for students will be issued by the Chief of Campus Safety/Security.
4. Permits for faculty, staff and/or students are not transferable.
5. Temporary permits will be issued to temporary employees by the Physical Plant Department.
6. Permits for temporary employees and/or students expire at the end of each academic year.

B. Designated Parking Areas/Spaces

1. All parking spaces that are not designated (e.g. disabled, visitors, faculty/staff, reserved, etc.) are open to students.
2. Spaces near buildings will be designated and marked for persons with disabilities in accordance with applicable codes/laws. These spaces normally will be those closest to the building served.
3. Spaces designated for visitors are for persons conducting official business with the College.
4. Spaces designated Reserved or Faculty/Staff are for college faculty/staff. All other spaces are on a first come first serve basis.
5. Spaces for loading and/or unloading are designated.
6. Spaces for service vehicles and college motor pool vehicles are designated.
7. Yellow painted curbs are used to designate No Parking Areas.

C. Parking Violations

1. Any person violating parking rules, may receive a parking fine.
2. Any person receiving a parking fine is expected to pay the fine at the Information Window immediately.

3. Students who have not paid fines will not be eligible to graduate, to receive grades at the end of the semester, or to obtain a transcript until the fines are paid.
4. Faculty/Staff who have not paid fines will be subject to disciplinary action up to and including termination.

SECURITY AND ACCESS TO CAMPUS FACILITIES

1. Anyone who needs access to a building on Monday - Thursday between the hours of 9:30 p.m. and 7:00 a.m. and Friday between the hours of 1:30 p.m. and 7:00 a.m and anytime on Saturday, Sunday, and holidays, must notify the Campus Security personnel on duty prior to or immediately upon entering a building and prior to leaving a building. The Security Office is located in the Gressette Learning Resource Center, Building B, office 107. Notification may be made by dialing extension #1336 and speaking with the officer on duty or by leaving a message on voice mail. This applies to individuals who have keys, those who have access to keys and those who do not have access to keys.
2. No one is permitted to open doors for individuals who do not have keys during the hours mentioned above except campus security personnel who have been authorized to do so by their supervisor.
3. Individuals who have been assigned keys are not to loan or entrust their keys to others. The individuals to whom key assignments have been made are, and will be, held responsible for the security of their respective areas.
4. When a faculty or staff member opens a building or a section of a building for student activities, the students must be supervised during the entire time they are in the building. It is the responsibility of the supervising faculty or staff member to secure the building when the activity has ended.
5. At the close of business of the instructional day, it is the responsibility of the individual supervisors or faculty members to secure their respective work areas. This includes windows, doors, and any other means by which unlawful or unauthorized entry might be made.

Please be reminded that the Campus Security Staff members have many other responsibilities and are here for the overall safety/security of the College. Therefore, they will only be able to accommodate requests to open doors after their primary mission has been accomplished or only under emergency conditions.

SAFETY

GENERAL RULES

In order to insure compliance with safety related laws/regulations, additional rules or changes to the present rules may be made at any time by the administration. Employees are expected to always observe safety rules.

1. Any unsafe condition or practice observed must be reported to the supervisor immediately.
2. All injuries must be reported to the supervisor immediately.
3. Employees returning from illness or injury must obtain clearance from a qualified health care provider.
4. Use of alcohol or drugs on College premises is strictly prohibited.
5. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize hazards. Floors shall be kept free of debris and all passage ways shall be kept clean and free of parts, boxes, ladders, pallets, etc.
6. All flammable liquids shall be kept in suitable containers and stored in areas removed from any source of ignition when not in use.
7. There should be strict adherence to all "no smoking" signs.
8. Employees should not remove, deface, or destroy any warning or danger sign, machine guard or barricade, nor interfere with any form of accident prevention.
9. Employees shall make full use of all safeguards provided for protection.
10. Employees must wear proper clothing on the job. Ragged, loose and floppy clothing that presents a risk or injury to an individual is forbidden.
11. Proper safety protection that is appropriate for the work involved in the area of exposure must be worn.
12. Ear protection shall be worn by employees in designated high noise level areas.
13. Employees who are exposed to power driven machinery or to sources of ignition shall wear caps or other head covering which completely covers the hair. Employees who have long beards must contain the beard in a manner which is safe for the employee to work.

14. When additional face and eye protection is necessary, such as during welding operations, using stone saws, stationary grinders, portable grinder, disc sanders etc., industrial safety glasses with side shields shall be worn under the additional protection.
15. Welders are not to operate the welding units without reverse flow valves on all oxygen and acetylene hoses.
16. Compressed gas cylinders shall be appropriately marked, stored and used in accordance with safety codes.
17. There must be no running, horse play, scuffling, or similar activity in the work area.
18. Compressed air will not be used to blow dirt, chips or grinding dust off clothing or body.
19. Employees will not ride on any equipment not designated for this purpose.
20. No person shall stand or pass under the elevated portion of any truck whether loaded or empty.
21. The vehicle speed limit is 15 m.p.h. in parking areas and 20 m.p.h. on campus roads.
22. Machines or equipment being serviced or cleaned will be rendered inoperable and tagged with a warning sign to prevent accidental operation or injury.
23. No defective or unsafe ladders shall be used. These ladders should be reported to the supervisor immediately for repair or elimination.
24. No employees shall intentionally or flagrantly commit an unsafe act while on College property or in the course of work off College property. (An unsafe act is defined as an action which presents an unnecessary or added risk of injury or damage to an individual or property and/or deliberate misuse of equipment or property).
25. Safety signs and devices will be in place while work is being performed. This includes, but is not limited to, wet floor signs or other appropriate barricades where there is danger of a fall.
26. When sweeping, trash will be swept out of the main walkway as quickly as possible, and traffic areas will be kept clean of debris or litter.
27. Proper protective apparel such as gloves or safety glasses shall be worn in compliance with the hazardous material identification system.
28. All maintenance personnel will abide by those safety rules applicable to any area in which they are working.

29. All elevated work shall be performed from an appropriate ladder or personnel lift, e.g., high lift, air lift, truck with work platform, etc.
30. Operating and safety instructions posted on personnel lifting equipment will be strictly observed when in use.
31. When welding or burning operations are being performed a fire extinguisher must be readily available and, when possible, welding screens will be used.
32. Elevated work and welding or burning work is to be performed with a second person in the immediate area keeping a safe watch.
33. Double check to be sure that equipment is de-energized and locked out before beginning work on it.
34. Eye safety protection will be used in compliance with the Eye Protection section of this manual.
35. A hard hat is required in any general construction or excavation project. Signs will be posted designating hard hat areas.

ACCIDENT REPORTING

A. It is the responsibility of the employee to immediately report all work-related accidents to the supervisor. The supervisor shall notify the Human Resources Office (HRO) and assist in completing necessary forms. When any injury happens on campus or off campus while conducting college business, the HRO must be contacted immediately.

B. If an employee should suffer an injury away from his/her department, the nearest supervisor to the scene of the accident should be advised. Persons acting for an employee's supervisor in an emergency must notify the supervisor at the first opportunity...supplying details of the accident, nature and extent of injury, and care of injured.

C. If a medical incident occurs in the presence of any staff or faculty, clear the area/classroom. If a person requires medical attention:

1. Leave someone in attendance and go to nearest telephone.
2. Dial "9" to get an outside line and then dial 911 and describe the problem, building number, and primary entrance to the campus. If offices are locked, use a public telephone to access 911.
3. Call Security - dial extension # 1336 (or 535-1336 if using a public telephone) and either speak with the officer on duty or a message should be left on voice mail for non-emergencies. In the event of an emergency, should there not be an answer at extension 1336, call the information window at extension 0. The information window is occupied at all times when the College is open. A two-way radio is available at that location to contact security.

4. For accidents occurring at sites away from the College campus, the individual in charge will take all the necessary action outlined above.
5. All accidents will be reported to the Human Resources Office.

EYE PROTECTION

Eye hazards are recognized as being associated with various courses of instruction, and the protection of students and employees from these hazards is the responsibility of the supervisor, instructor, department head or division chair. Hand tools and processes having recognized eye hazards will require goggles, face shields, safety glasses and/or appropriate machine guards.

All employees, students, faculty and visitors exposed to certain eye hazards in shops and laboratories at Orangeburg-Calhoun Technical College must wear eye protection.

MOTOR VEHICLES

1. Any person driving a college vehicle will have a valid South Carolina driver's license.
2. The College reserves the right to deny use of the College vehicles to any person whose driving record warrants this action.
3. All College regulations concerning parking and loading will be observed.
4. Any individual who is required to operate a state owned vehicle must have their motor vehicle records screened and receive eight (8) hours of defensive driver training.

LIFTING

Even with mechanical lifting aids, we encounter certain things that have to be lifted manually. In order to avoid back strains, you must lift properly.

Many lifting injuries are caused by INCORRECT LIFTING.

If you use your body CORRECTLY, your lifting job will be EASIER and SAFER.

THINK BEFORE YOU LIFT! The most important part of your body to use when lifting is YOUR HEAD.

Solid footing is essential whenever you attempt to lift an object of any substantial weight.

If the load is too heavy, obtain help.

Lifting Procedure

1. STAND CLOSE TO THE LOAD to eliminate excessive strain on the back muscles. Anticipate the direction the load will be lifted and position the feet to allow this movement without twisting the trunk of the body.
2. Place one foot alongside the object to be lifted and the other slightly behind the object with the heels flat, not raised. This provides a wider, more stable base from which to lift.
3. Bend your knees and squat down. KEEP YOUR BACK ERECT.
4. Take a firm grip from underneath the object. Be sure that hands or gloves and the surface of the object are not slippery. Keep arms straight allowing shoulder muscles to help lift the load.
5. Straighten your legs gradually from the squatting to an erect position. JERKING when you lift is as dangerous as setting down a load to QUICKLY.
6. Carry the load close to your body, as near to your own center of balance as possible. KEEP BACK ERECT. Loads should be carried in such a way as to permit an unobstructed view ahead.
7. If you have to turn, do so with your whole frame, not just your trunk. Avoid twisting your body because this motion places the load outside your center of balance and puts a terrific strain on muscles not normally used in lifting.
8. To set the load down, simply reverse the lifting operation. With your back erect, bend your legs at the knees to a squatting position and withdraw your hands from the object.
9. When two or more are lifting together, one person-and only one person-should give directions for the team. Efforts should be completely coordinated. The load should be well balanced and, as far as possible, distributed evenly. For a team, the lifting procedure is the same as it is for just one person; squatting position, firm grip, erect body, lifting with the legs and reversing the technique to set down the load.
10. When raising an object to shoulder height or higher, first lift to about waist height, rest one end of it on a bench or ledge and then, if necessary, shift the position of the hands to accomplish the lift to the higher level. Reverse the process when lowering objects.
11. KEEP YOUR CHIN UP. If your chin is up, your back is likely to be straight and your chance of avoiding back injury while lifting is greatly improved.

LADDERS

Portable, Straight or extension ladders shall be used only for their designed purpose. Before using, inspect carefully for any visual defects.

All straight or extension ladders shall be equipped with approved safety feet. Where safety does not overcome the hazard of slipping, the ladder should be secured by other adequate means.

Ladders shall be inspected periodically and removed from service if found defective and be destroyed if proper repairs cannot be made.

Where ladders are used near a door or aisle through which there is traffic, warning signs shall be set up or other appropriate precautions taken to prevent potential accidents.

Ladders, improperly used, are responsible for many accidents. When working with ladders, the following shall be observed:

1. Place the ladder so that the horizontal distance of the base to the vertical plane of the support is approximately $\frac{1}{4}$ the ladder length between supports. (Example: Place a 12-foot ladder so the bottom is three (3) feet away from the object against which the top is leaning.)
2. If a straight ladder is to be used on slippery surface or where there is any probability of the ladder slipping or tipping, the ladder shall be held in place by a person at the foot of the ladder and/or by adequately securing the top of the ladder in place.
3. When going up or down a ladder, employees shall face the ladder and have free use of both hands for climbing.
4. Bulky or heavy materials, which would interfere with the use of the hands or would over burden the ladder, shall be raised and lowered by block and tackle or ropes.
5. Employees shall not slide down ladders.
6. Broken or weak ladders or ladders with missing rungs shall not be used.
7. Two (2) ladders shall not be spliced together; only approved type extension ladders shall be used where greater length is required.
8. Ladders used near live electric circuits shall not be made of metal nor have metal rung braces, trusses, or struts, because of the danger of short circuits or accidental contacts with live parts of the circuit.
9. Step ladders shall be fully opened before being used.
10. Wooden ladders shall never be painted. Paint hides the grain of the wood and any defects.

11. Ladders shall not be used in a horizontal position.
12. Employees must not work or stand on either of the top two(2) rungs or steps of any ladder.
13. Except for safety platform ladders, employees shall not work from the top steps of a step ladder.
14. Ladders shall not be left in an upright position against any supporting object when not intended for immediate use. A ladder should be stored in such a manner to provide ease of access and inspection. If stored in a horizontal position, the ladder should be supported at a sufficient number of points to avoid sagging.
15. Tools or equipment shall not be left on ladders or ladder platforms.

POWER TOOLS

Electric Tools

Eye protection must be used when operating any grinding, cutting, drilling or power driven tools.

Only ground carrying (three-Wire) extension cords approved by Underwriters' Laboratories and which are in good condition shall be used. Worn or frayed cords and broken plugs shall be removed from service and repaired or replaced.

When operating electric equipment and a 3-wire receptacle is not available, the ground wire on the 3-prong/2-prong plug must be used. The ground wire must be connected before inserting the plug into the receptacle. Two-wire/two-pronged plugs on double insulated tools are acceptable.

Stationary Power Tools

All tools, equipment, safety guards, safety chains and safety devices shall be inspected at regular intervals and kept in proper working condition.

Gloves should not be worn while operating drill presses, power saws and similar equipment. Loose clothing on upper portion of body must not be worn and long sleeves must be rolled up.

Electric Drill-Oversized bits shall not be ground down to fit small electric drills. The proper size drill must always be used.

Grinding and Buffing Wheels

Always wear approved eye and face protection when using a grinding wheel. Bench grinders shall be equipped with wheel guards, transparent shields and tools rests.

The center hole of a grinding wheel shall be the proper size for the arbor shaft on which it is mounted.

When changing wheels or adjusting guards, the grinder shall be disconnected from its electrical or pneumatic power source.

The protective hood shall be replaced after changing wheels.

Guards

Gears, sprockets, chains, shafts, pulleys, belts, and other apparatuses of this nature shall be provided with appropriate guards if they are in a location that presents a hazard.

Guards shall be removed only as necessary to maintain the machine, then immediately reset.

Before any maintenance work is done on tools or equipment, the power source shall be shut down and disconnected/locked out.

OFFICE SAFETY

General - Office work is generally considered to be one of the safest of all activities; therefore, little thought is given to the hazards that are present in most offices. Slipping and falling on waxed floors, collisions with desks and chairs, strains from furniture moving, and other similar incidents are examples of accidents that commonly occur in offices. Special machines and equipment also add to accident potential. In this regard, the rules of office safety that follow will be observed by all applicable personnel:

Lifting - Bulky office supplies and materials should be lifted properly to avoid muscle strains (see lifting procedure). Mechanical devices will be used to lift or carry loads which cannot be easily handled by one or two people.

Electrical Machines - Electrical office machines and equipment will have all hazardous parts effectively guarded. Electrical conductors will be completely insulated, and the equipment will be properly grounded when appropriate and as recommended by National Electrical Codes.

Sharp Objects - Sharp objects such as knives, scissors, and pens will be handled carefully, and properly stored to avoid injuries. Unprotected spike files will not be used.

Floors - Floors will be kept clean and free of dirt and debris. Rough splinters, uneven, or other floor defects will be repaired, or the hazards suitably marked.

Entrance - During bad weather, mud, snow, or water may be tracked onto floor near building entrances. Storm mats will be placed near entrances and the floors mopped periodically to avoid slippery floors.

Stairways - All stairways will be equipped with hand rails and non-slip treads and will be lighted. Worn stair treads will be immediately repaired to avoid the possibility of causing personnel or students to slip and fall.

Ladders - Chairs, boxes, or other objects will not be used as substitute for ladders. Many serious injuries have been caused by this practice.

Access\Egress - Emergency exits will meet standards established by local and state authorities and ADA requirements.

GENERAL HOUSEKEEPING

A. General - Good housekeeping is the responsibility of all personnel. It is essential to efficiency in all operations and the prevention of accidents. The quality of cleanliness and orderliness will reflect the overall efficiency of the operations, both in buildings and grounds.

B. Layout - The proper layout, spacing, and arrangement of buildings, equipment, facilities, and machinery are essential parts of good housekeeping, allowing orderly operation and avoiding congestion.

C. Scraps and Waste - Efficient operation will help keep the scraps and waste to a minimum. Suitable metal containers will be used where possible to catch scraps and waste as they accumulate. These containers will be emptied at least once daily.

D. Combustible Waste - Sufficient metal containers with self-closing lids will be provided in all industrial technology laboratories for the disposal of combustible waste, rags, and other flammable materials. The same type of containers will be used for sorting clean rags and waste for immediate use in shops.

E. Drips and Spills - Oil, grease, gasoline, and other substances spilled on floors may cause fire and falls. Drip or oil pans will be used whenever the possibility of spills or dripping exists in any classroom.

1. Preventing Spills - Proper maintenance will prevent dangerous accumulations of spilled materials on floors and equipment. Where excessive oiling is the cause of dripping, improved methods of maintenance will be devised.
2. Absorbent Materials - Only approved, non-combustible absorbents will be used to dry up spills of flammable materials.

Sawdust or wood shavings will not be used on flammable materials because of the increased fire hazard.

F. Floors - Building floors will be kept smooth, clean, free of obstruction and slippery materials.

1. Floor Cleaning - Floors will not be cleaned with flammable liquids. When cleaning agents are used which may be toxic, adequate ventilation will be provided to remove vapors.
2. Spitting on floors - Not only is spitting on floors an objectionable practice, but it can also spread disease or become a safety hazard. Spitting on floors will not be tolerated at any time or under any circumstances.

WELDING/GRINDING

1. All welders are to read and follow the rules and regulations for gas and electrical welding. Some main points of welding safety are: a) always keep an approved fire extinguisher handy; (b) wear proper protective equipment, hood, gloves, apron, etc.; (c) use curtains when possible.
2. All grinders (stationary and portable) require the use of goggles or face shield in addition to safety glasses. (Goggles required when grinding aluminum.)
3. All grinders are to have proper guards when in use.
4. Hearing protection shall be worn when required by the supervisor or when noise level exceeds acceptable standards.
5. Each employee will maintain the area in a clean and orderly fashion, so as to eliminate injuries.
6. Put all oil soaked rags into safety containers only.

NOTE: PERSONNEL NOT FAMILIAR WITH A MACHINE, OR JOB, WILL REQUEST FROM THEIR SUPERVISOR ALL SAFETY INSTRUCTIONS AND SAFETY PROCEDURES PRIOR TO ATTEMPTING OPERATION.

SAFETY RULES FOR OPERATING WELDING EQUIPMENT

1. Combustible Cover

Welding shall not be attempted on a metal partition, wall, ceiling or roof having a combustible covering nor on walls or partitions of combustible sandwich-type panel construction.

2. Pipes

Cutting or welding metal that is in contact with combustible walls, partitions, ceilings or roofs shall not be undertaken if the work is close enough to cause ignition by conduction.

3. Welding or Cutting Container--Used Containers

No welding, cutting, or other hot work shall be performed on used drums, barrels, tanks or other containers until they have been cleaned so thoroughly as to make absolutely certain that there are no flammable or toxic vapors. Any pipe lines or connection to the drum or vessel shall be disconnected.

4. Torch Valve

In order to eliminate the possibility of gas escaping through leaks, the torch valves shall be closed and the gas supply to the torch positively shut off at some point outside the confined area whenever the torch is not to be used for a substantial period of time. When practicable, the torch and hose shall also be removed from the confined space.

5. Welding Cable

Welders shall place welding cable and other equipment so that it is clear of passageways, ladders, and stairways.

6. Protection

Helmets or hand shields shall be used during all arc welding or arc cutting operations, excluding submerged arc welding. Goggles should also be worn during arc welding or cutting operations to provide protection from injurious rays from adjacent work, and from flying objects. The goggles may have either clear or colored glass, depending upon the amount of exposure to adjacent welding operations. Helpers or attendants shall be provided with proper eye protection.

All operators and attendants of resistance welding or resistance brazing equipment shall use transparent face shields or goggles, depending on the particular job, to protect their faces or eyes, as required.

7. Specifications for Protectors

Helmets and hand shields shall be made of a material which is an insulator for heat and electricity. Helmets, shields and goggles shall not be readily flammable and shall be capable of withstanding sterilization.

8. Venting and Purging

All hollow spaces, cavities or containers shall be vented to permit escape of air or gases before preheating, cutting or welding. Purging with inert gas is recommended.

9. Helmets and hand shields shall be arranged to protect the face, neck and ears from direct radiant energy from the arc.

10. Helmets shall be provided with filter plates and cover plates designed for easy removal.

11. All parts shall be constructed of a material which will not readily corrode or discolor the skin.
12. Except when engaged in light work, all welders should wear flameproof gauntlet gloves.
13. Sparks may lodge in rolled-up sleeves or pockets of clothing, or cuffs of over-alls or trousers. It is therefore recommended that sleeves and collars be kept buttoned and pockets be eliminated from the front of overalls and aprons. Trousers or overalls should not be turned up on the side.
14. Drapes or shoulder covers made of leather or other suitable materials should be worn during overhead welding or cutting operations. Leather skull caps may be worn under helmets to prevent head burns.

INSTRUCTIONAL LAB

In the laboratory, many different chemicals will be used. General instructions will be given by the instructor relative to the procurement and handling of chemical substances which, when not handled properly, could be considered dangerous. When not familiar with a particular substance to use, consult the instructor for additional information. When in doubt ask the instructor. Observe the following instructions which are given for safety in the laboratories.

1. Practice the first five letters of the word laboratory, not the last seven.
2. Whenever an accident occurs in the laboratory, notify the instructor immediately.
3. When attempting to detect chemical odors, exercise extreme caution. Keep your face a good distance away from the unknown substance and use your open hand to gently waft the vapors toward your nose.
4. When heating a substance in a test tube, do not point the open end of the test tube at any persons or the body.
5. Never taste a chemical or a solution unless the instructor has given permission.
6. Avoid touching hot objects, such as the barrel of a gas burner.
7. When diluting acids with water, always pour the acids into water carefully.
8. If any chemical substance comes in contact with the skin, immediately report the occurrence to the instructor. The instructor will take the appropriate action in accordance with instructions on the MSDS for the applicable chemical.
9. Before making any changes in the chemicals to be used or the procedure to be followed, always discuss the changes with the instructor.
10. Read the label on the reagent bottle carefully before using the substance.

NOTE: No hazardous chemical(s) shall be brought on campus without proper authorization by the Chief of Campus Safety and Security.

HAZARDOUS MATERIAL

USAGE

It is the responsibility of each employee and all levels of supervision in that area to be aware of the hazards related to the use of solvents, chemical cleaning materials, water treatment and other chemicals, and to enforce the rules related to their use. The location and use of eyewash/safety shower stations and other first aid materials shall be known prior to working in any area where their use may be required. Materials Safety Data Sheets (MSDS) are sent to each department that handles hazardous materials. For ease of reference, an alphabetical list of all chemicals used in a given area should be kept. By numbering the MSDS sheets and placing that number on the chemical list sheet, needed precautions and/or emergency information may be obtained easily.

HANDLING OF CHEMICAL MATERIALS

Chemical cleaning, solvents, water treatment and other chemicals shall be handled in accordance with industry-safe practice and the instructions on the label. Appropriate warning signs shall be posted in areas where a hazardous material is in use.

No hazardous chemicals will be accepted for the use in any building, or shipped to any outside location, unless labeled with at least the following information:

- a. Identity of the hazardous chemical(s)
- b. Appropriate hazard warnings
- c. Name and address of the chemical manufacturer, importer, or other responsible party

The Physical Plant Director is responsible for assuring compliance with this labeling requirement in accordance with 29CFR 1910.1200.

All on-campus containers of hazardous chemicals will be labeled with at least the following information:

- a. Identity of the hazardous chemical(s)
- b. Appropriate hazard warning

On campus labels are stocked in the Shipping and Receiving section of the Physical Plant Department.

The Shipping and Receiving section is responsible for reviewing and assuring that label information is intact upon delivery of the items to the College. The using department head is responsible for reviewing and assuring label information is kept current.

STORAGE OF CHEMICALS

Chemical cleaning solvents, water treatment and other chemical shall be stored in accordance with industry safe practice and the instruction on the container label.

NOTE: Do not store acids and bases or oxidizers and reducers in the same cabinet due to the possibility of extremely violent reactions.

DISPOSAL OF HAZARDOUS CHEMICALS

Each lab, shop and clinic will develop a plan to inform employees and students of potentially hazardous materials with which they will be working and to train them to use them properly.

If disposal of a hazardous material becomes necessary, the department head will notify Chief of Campus Safety/Security (Chief). The Chief will determine the method by which the material will be disposed of by coordinating with the S.C. Department of Health and Environmental control (DHEC) and any other local governmental agencies that may be appropriate.

If required, the Chief will coordinate the packaging, transporting, and disposal of the material in accordance with federal and state regulations.

SHOP SAFETY

Safety in a shop environment where an accident is likely, requires all employees and students to follow the correct procedures, be aware of safety hazards, know the correct method to place a machine or hand-held tool into operation, and ensure that a safety attitude prevails during an experiment, task or project. The following procedures are necessary:

- a. All portable and fixed powered shop machines and tools will be equipped with approved guarding devices, and the guards are to be in place during the use of the machine. This equipment must also be properly electrically grounded before use.
- b. Proper personal protective equipment will be provided (safety glasses, goggles, shields) and used during grinding or other work that produces flying particles (e.g. drill press, power saws, etc.). Approved dust respirators will be used during work producing airborne dust particles. Eye protection is required during electrical or electronic hardware repair, installation and/or open front operation.
- c. Approved face, eye and body protection will be used during any burning or welding operation. Sufficient shielding that provides protection to others in the immediate area will also be used.

- d. No flammable materials (paints, solvents, chemicals, etc.) will be stored within the immediate area of any burning or welding operation. Flammable materials must be stored in approved storage cabinets.
- e. Any employee or student using portable fixed tools (drill press, Jig or band saw, etc.) will not wear loose clothing. Anyone with long hair will tie back the hair or wear acceptable hair protection while operating the equipment. All stock must be clamped down; attempting to hold stocks with hands will not be permitted.
- f. Clean-up following operations by powered or hand tools or equipment must be done immediately following use of the apparatus.
- g. Good housekeeping will be maintained in the shop area. Material will be stored in such a manner that there is no danger from sliding, falling, striking against, or cutting. Scrap stock must be cleaned from floors and work benches following each job or at the end of each day.

PERSONAL RESPONSIBILITY FOR SAFETY

No rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation. Each employee is responsible, without being notified by a supervisor or an employee in charge, for the following:

Follow the approved practices and procedures outlined in this manual, and any other approved manual or standards which apply, on any work you perform for Orangeburg - Calhoun Technical College.

Use only the appropriate and approved protective equipment and devices provided as specified in this manual or other applicable manual. Use such equipment or devices whenever the hazard justifies their use or when so instructed by a supervisor, or an employee in charge.

Make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good operating condition.

Report to the supervisor or employee in charge any condition which injures any person or damages any property. The hazard should also be pointed out to any employee exposed to it in order to correct it before an accident occurs.

APPENDIX II

BOMB THREAT REPORT

1. Date _____ and time _____ of threat.
2. Text of message received (be as exact as possible).

3. Question to ask:
 - a. Where is the bomb?
 - b. _____
When will it go off?
 - c. _____
What does it look like?
 - d. _____
What kind of bomb is it?
 - e. _____
Why was it put there ?

4. Male _____ Female _____
Adult _____ Child _____
Age (est.) _____ Race _____

5. Speech:
Slow _____ Excited _____ Disguised _____
Rapid _____ Loud _____ Broken _____
Normal _____ Soft _____ Sincere _____

6. Background Noises:
Music _____ Children _____ Airplane _____
Talk _____ Traffic _____ Laughing in the Typing _____
Machines _____ background _____
Other _____ Time caller hung up _____

Remarks: _____

7. Name of person receiving call: _____ Ext. _____
8. Immediately notify Security.

OBTAIN AS MUCH INFORMATION AS POSSIBLE ABOUT THE BOMB AND ITS LOCATION. A SERIOUS CALLER USUALLY WISHES TO AVOID INJURY OR DEATH. REQUEST MORE DATA BY EXPRESSING A DESIRE TO SAVE LIVES -- STAY CALM.

APPENDIX III

COLLEGE CLOSING PROCEDURE

The S.C. Highway Department Communications Center in Orangeburg (531-6840) can advise us of the status of all roads in our service area. If they do not have the information we need at the time, they will transfer our call to another area that will.

The college closing procedure for inclement weather is as follows:

The President will determine the College's schedule (late opening, early dismissal, closing, etc.) on a daily basis during inclement weather situations. The President will advise the Public Information Officer (PIO) of the College's status. The PIO will notify the Physical Plant to make the appropriate message change, in lieu of the usual greeting, on the College's main telephone number (536-0311). All radio and television stations listed on the following page will also receive this notification via FAX from the PIO.

After normal operating hours, the President will advise the Security Officer on duty (682-3335) who will follow the same procedures as does the PIO during normal operating hours.

EMERGENCY CLOSING FAX NUMBERS

Television stations:

WIS:

WLTX 803-776-1791
WOLO 803-754-6147
WACH 803-212-7274
WCBD 843-881-3410
WCIV 843-849-2507
WCSC 843-402-5744

WIS TV - Columbia (10)
WLTX TV - Columbia (19)
WOLO TV - Columbia (25)
WCBD TV - Charleston (2)
WCIV TV - Charleston (4)
WCSC TV - Charleston (5)

Radio Stations:

WQKI 803-874-2777
WNOK 803-779-4367
WWDM 803-695-8605
WIGL 803-531-1089 (Miller Communications)
WHXT 803-540-0203
WORG 803-516-0704
B-106 803-796-9291
WMHK 803-714-0849

WTCB (106.7 FM) - Columbia
WQKI (710 AM/93.9 FM) - St. Matthews

WWLT (92.1 FM) - Bamberg
WWBD (790 AM)

WBAW (99.1 FM) - Barnwell
WDOG (93.5 FM) - Allendale
WCOS (97.5 FM) - Columbia
WNOK (104.7 FM) - Columbia
WWDM (101.3 FM) - Sumter
WBUB (107.5 FM) - Charleston
WIGL (102.9 FM) - Orangeburg
Froggie (105.1)

APPENDIX IV

OFF CAMPUS ASSISTANCE

**** 911 ****

1. Local Law Enforcement Agencies -- Phone # SHERIFF - 534-3550
POLICE - 531-2812
2. Local Fire Department -- Phone # 531-3020
3. EMS (RESCUE SQUAD) -- Phone # 531-3020
4. Highway Patrol Department -- Phone # 531-6840/6841
5. Local Hospital -- Phone # 533-2200
6. County Health Department -- Phone # 536-9060
7. The American Red Cross -- Phone # 534-5735
8. Department of Public Utilities (DPU) -- Phone # 268-4000
9. County and State Engineers -- Phone # 531-6850