

# **SAFETY PLAN**

**S O U T H W E S T E R N  
A D V E N T I S T  
U N I V E R S I T Y**

**Updated September 2010**

# Table of Contents

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Introduction	
Philosophy .....	3
Responsibility for Safety .....	3
Personal Safety & Health Service	
Personal Safety .....	4
Fire Safety	
Drills .....	5
Inspections .....	5
Vehicle Safety .....	6
Buildings, Equipment & Grounds Safety	
Buildings Safety .....	7
Equipment and Machinery Safety .....	8
Grounds Safety .....	9
Crisis/Disaster Preparedness	
Tornado .....	10
Earthquake .....	11
Hazardous Material Spill .....	11
Nuclear Accident .....	11
Threats Against Life .....	12
Handling of Hazardous Wastes .....	12
Appendix "A" - Safety Committee.....	13
Appendix "B" - Building Coordinators.....	14

# **INTRODUCTION**

## **PHILOSOPHY**

Southwestern Adventist University has established this safety plan to provide a healthful, safe, and secure environment for all members of its campus community including students, employees, and visitors. Every effort has been made to incorporate all aspects of safety.

This safety plan for Southwestern Adventist University was developed to avoid crises. Safety will, therefore, take precedence over expediency or short cuts, and the University will comply with safety codes and regulations. Accident prevention and efficiency go together, and the University will make every attempt to reduce the possibility of accidents.

## **RESPONSIBILITY FOR SAFETY**

The Campus Safety Committee is charged with the responsibility of monitoring personal safety, fire prevention and safe egress in case of fire or other emergencies, building security, and the prevention of illegal activities.

The Safety Committee evaluates the operation of this plan, which it reviews at least yearly. A list of personnel and duties for the Safety Committee is given in Appendix A.

In the event of a disaster, the Safety Coordinator is to inform the President and Vice-Presidents. This is the Command Group. They or their designees are responsible for making decisions and implementing a plan of action and for notifying the Building Coordinators. A list of the Building Coordinators and their responsibilities is given in Appendix B.

The President or his designee will make decisions for the operation of the University during the emergency. These decisions will be conveyed to the Director of Public Relations who is charged with the responsibility of all communication, announcements and reporting to the public.

# **PERSONAL SAFETY AND HEALTH SERVICE**

## **PERSONAL SAFETY**

Personal safety is of utmost importance at Southwestern Adventist University. The following devices and practices are provided for students' safety:

1. All outside doors are locked according to a prearranged schedule to provide maximum convenience and security.
2. On-campus escorts are provided by Campus Security by request.
3. Students, faculty, and staff are alerted to any crimes that might directly affect them.
4. Crime statistics for the last three years are available upon request.
5. Safety tips are disseminated as needed.
6. Academic and administrative buildings are locked when not supervised. They are checked by the Campus Security Department throughout the hours they are closed.
7. All sports are properly supervised by the Health, Physical Education, and Recreation Department personnel who are trained in emergency procedures.
8. Campus Security provides security for the entire campus between the hours of 6:30 p.m. to 6:30 a.m.
9. Health letters encouraging good healthful practices are circulated periodically.
10. A comprehensive plan for controlling access to the residence halls is implemented to maintain a high level of security.
11. A Campus Health Service is available for first aid treatment and referral for medical treatment.
12. Fire and Police Departments are located directly across the street from the main campus.

# **FIRE SAFETY**

## **DRILLS**

Fire drills are conducted once each semester in the residence halls. During a drill or a real emergency, the resident assistants will assist in the evacuation of all residents, including handicapped, who may be in their area.

The Safety Coordinator is responsible for ensuring that fire drills are held as scheduled.

## **INSPECTIONS**

Regular fire safety inspections are conducted within the following guidelines:

1. Fire extinguishers are inspected monthly by Maintenance Department staff to see that they are in place and operable.
2. Emergency lighting, including exit lights, are monitored continuously. Repairs are made immediately.
3. An inspection for code violations is conducted in all campus buildings. In addition, the residence halls are inspected for the following fire hazards: open flames, candles, torches, incense, oil lamps or open flame objects or devices that are prohibited in these areas. Combustible chemicals outside of authorized areas and fireworks are prohibited in all buildings on campus. Resident Assistants are to report any violations to the dean on duty.
4. Flammable liquid areas meet the codes regulating such areas.
5. Fire doors are inspected to ensure that they are in good working order. Needed repairs are reported to Maintenance immediately.
6. Sprinkler lines are checked to assure that they are not blocked by stacking anything within 18" of the heads. Sprinkler systems are checked by a qualified company annually.
7. Sprinkler control valves are always kept locked open when they are not being tested. In case of fire, a sprinkler valve control operator will shut down the system when the fire department requests it to be closed.
8. Fire extinguishers of the appropriate size and type are provided according to the fire safety code. Each extinguisher has a tag attached showing the date of inspection. Food service areas are equipped with automatic fire suppression equipment over cooking areas.

## **VEHICLE SAFETY**

In the course of daily operations at Southwestern Adventist University, many and varied vehicles are used, including vans, automobiles, trucks, tractors, and lawn mowers. To promote safety and lower the accident rate, the following provisions apply to drivers of vehicles on campus:

1. Individuals operating a vehicle that is normally operated on the streets, whether on campus or off, must have in their possession a valid driver's license.
2. Drivers must obey the traffic regulations at all times. Including the use of seat belts.
3. Operators of construction equipment, lawn mowers, utility vehicles and various kinds of power tools, must have proper training before operating equipment.
4. Drivers of vans must have an appropriate driver's license and meet safety requirements.
5. All operators and any others responsible for refueling vehicles are trained in proper refueling procedures.
6. All drivers in caravans need to have directions to destination.

Highway vehicles are inspected and road-tested every 30 days by the Transportation Department. The following items receive attention at this time.

1. Speedometer
2. Horn
3. Brakes
4. Tires
5. Exhaust system
6. Lights
7. Steering
8. First-aid and fire extinguisher where required

# **BUILDINGS, EQUIPMENT AND GROUNDS SAFETY**

## **BUILDINGS SAFETY**

1. All property owned by Southwestern Adventist University is inspected regularly and thoroughly to maintain compliance with building, electrical, and fire codes, but not limited to, the following:
2. All exits and fire escapes are maintained in a safe and usable condition and free from obstruction.
3. All doors in rooms with occupancy of more than 50 persons are equipped with panic hardware and open outward.
4. Hand rails are provided on all stairways with four or more steps and are checked for damage or looseness.
5. Dead-end corridors in residence halls are not longer than 35 feet.
6. Stairs are inspected for loose, worn, torn and slippery treads.
7. All stairways and hallways are kept free of obstructions.
8. All exit routes are provided with proper lighting.
9. Restrooms and laundry facilities are kept clean and in good repair.
10. Each building is checked periodically and facilities are upgraded to provide adequate accessibility for the handicapped.
11. Fuse boxes are inspected to ensure that proper size fuses are in use and that covers are in place and closed.
12. Electrical appliances are checked for cut or frayed insulation or bare wires.
13. All electrical panels, receptacles, and switches must have cover plates installed.
14. Any extension cords in use must be UL-approved and not placed where someone might trip over them. Extension cords must never be considered as more than a short-term solution.
15. All electrical controls are to remain unobstructed at all times.

## **EQUIPMENT AND MACHINERY SAFETY**

The safety and well-being of all employees are a major concern; therefore, local, state, and federal rules and regulations always apply. Each employee has the responsibility to work safely to reduce the risks of accidental injury. Each supervisor and department director has the

responsibility to see that safe work practices are strictly followed. Adequate protective equipment is available and shall be worn where required. The equipment and machinery required for production and maintenance in these areas requires regular inspection and training, some of which are described below:

1. All equipment and machine operators are thoroughly trained in the operation of all equipment before they start working.
2. Before operation begins, all guards and protective devices must be checked to be sure they are in proper place and in working order.
3. Work areas are kept clean.
4. First-aid kits are available and updated as necessary.
5. Personal safety equipment, such as steel toe shoes, ear and eye protection, gloves, and hard hats, are to be used where required.
6. Instructions for reporting accidents are to be made clear to all employees.
7. No alcohol or illicit drugs are allowed on the premises. Use of legal drugs that may affect performance requires consultation with a supervisor.
8. Regular safety meetings are provided by the director in each area.
9. Safety films are used to promote safe practices and to instruct personnel on the operation of equipment.

## **GROUNDS SAFETY**

All exterior property belonging to Southwestern Adventist University is regularly inspected for hazards and for proper lighting. Problem areas identified are remedied as quickly as possible. An inspection includes, but is not limited to, the following:

1. Parking lot and walkway lighting is assessed to be sure it is adequate and that trees do not block the fixtures.
2. Lights on the parking lots, walkways and outside of buildings are checked daily by Campus Security personnel; and work orders are turned in to Plant Maintenance for any repairs needed.
3. Crosswalks are inspected regularly and repainted as necessary to ensure the best possible visibility.
4. Sidewalks are inspected regularly for cracks and other hazards, and steps are checked for broken treads or slippery conditions.
5. Tree limbs and brush are kept trimmed back from walkways to prevent injury to pedestrians.
6. Trash and refuse are placed in proper containers and not allowed to accumulate on campus.
7. Road or sidewalk repair areas are properly marked and cordoned off to avert

- accidents.
8. Construction sites are fenced in and appropriate signs are affixed warning unauthorized persons to keep out.

## **CRISIS/DISASTER PREPAREDNESS**

In the event of a crisis/disaster on campus, the Safety Coordinator will notify the President and each of the Vice-Presidents to gather in the President's office to devise a plan of action. Should this office not be accessible because of the crisis/disaster, the Safety Coordinator will designate an alternate command post. The members of the Command Group present will be empowered and charged with the responsibility to make decisions and cover the assignments of the absent members. The Directors of Maintenance, Grounds, Custodial and the residence hall deans will assess injury to students, employees, damage to and loss of property and safety of the campus. Areas considered to be hazardous will be closed until restored to safe conditions. Guards will be posted as needed to reduce the likelihood of injury and protect property. A census of personnel and caring for the injured will take precedence over other activities.

The Safety Coordinator will be responsible for calling outside agencies for assistance. Communication with the campus population will be through the chain of command as outlined in Appendix B. If emergency evacuation from the campus is necessary, it will be in conjunction with the City of Keene and the Johnson County emergency evacuation plan.

If the nature of the crisis/disaster is such that emergency supplies of food and water are needed, the resource will be the Cafeteria. The swimming pool can provide an emergency supply of water. Emergency housing may be provided at the Physical Education Center as needed. The Physical Education Center could become an emergency shelter managed by the Red Cross to serve the community after campus needs are met.

### **TORNADO**

The local police department is equipped with a weather radio to alert the officers on duty if there is the possibility of adverse weather. The emergency weather horn for the city is across the street from the campus.

When a tornado warning is issued for the area, the Building Coordinators will be alerted by the Safety Coordinator. The Building Coordinators are responsible to see that everyone goes to designated areas immediately. Building Coordinators assign personnel to assist the physically-impaired in reaching emergency shelter. No one may leave the designated emergency shelter until the all-clear is sounded.

### **EARTHQUAKE**

#### Residence Halls

At the first hint of a tremor, residents who are in their rooms are to seek cover in their bathroom or other protected area, such as a heavy desk or doorway, not under a bed. If not in a resident room, they are to take cover where they are, avoiding outside walls. No one is to leave the area.

When the tremors have ceased, residents are to check for damage before leaving their safe area. They are to wait for rescue personnel if it appears to be dangerous to move through the building. If they are injured, they are to make their position known. Those not hurt are to help those who are injured. If damage appears to be none or very light, residents are to check with personnel at the front desk for instructions.

### Other Campus Buildings

Individuals who are in buildings housing businesses or industries are to follow the instructions of the Building Coordinator. Individuals in classroom and office buildings are to find shelter under a heavy desk, in a closet or in an inside hallway.

## **HAZARDOUS MATERIAL SPILL**

Because the University is close to the railroad and not far from major highways, there is the possibility of an accident involving leakage of a hazardous substance. The Safety Coordinator will notify the Command Group of the route to follow if there is a need of evacuation. The evacuation route will be determined with respect to the origin and movement of the spill by the Safety Coordinator in consultation with the Command Group.

In the event of a hazardous material spill vapor cloud invading the campus air space, action will be taken to minimize the exchange of air in the buildings with the air outside. All windows and doors will be closed and the air conditioning shut off. These actions will give the people inside the buildings the best possible air quality for the longest possible time until they can be evacuated.

## **NUCLEAR ACCIDENT**

Southwestern Adventist University is located outside the ten-mile radius evacuation area for nuclear plants. If advised to evacuate, the Safety Coordinator, in consultation with the Command Group, will be responsible for carrying out the directions received.

## **THREATS AGAINST LIFE**

Bomb threats, which are to be reported immediately to the Safety Coordinator, will be treated as if there is a bomb. The Building Coordinator will be notified and the building involved will be evacuated. Bomb experts will be brought in to search the premises and every attempt will be made to apprehend the person or persons responsible for the threat. The Building will not be re-entered until it has been declared safe by the appropriate authority.

If there is a problem with terrorism or threats to life, the appropriate law enforcement agencies will be notified.

## **HANDLING OF HAZARDOUS WASTES**

Southwestern Adventist University has a separate plan for handling chemicals and hazardous wastes which is available at the Chemistry Department. The purpose of the plan is to establish uniform, safe and efficient practices in the laboratory and to assist in the safety instruction of all who use the laboratory facilities. It includes responsibilities of personnel, general safety rules, definitions of chemical properties, general handling and storage, information and training, and criteria for control measures.

Each department of the University that produces hazardous waste has its own plan for dealing with those wastes and has designated someone to implement the plan.

## **APPENDIX "A"**

### **SAFETY COMMITTEE**

The responsibilities of the Safety Committee are:

1. Conduct quarterly meetings or as needed.
2. Keep minutes of meetings.
3. Review reports of inspectors.
4. Recommend to Administration actions regarding safety issues.
5. Recommend training programs to Administration.
6. Monitor implementation of approved plans.

### **SAFETY COMMITTEE PERSONNEL – 2010/2011**

#### **SAFETY COORDINATOR, CHAIRMAN**

Greg Wicklund

#### **MAINTENANCE DIRECTOR**

Dale Hailey

#### **SECURITY & TRANSPORTATION DIRECTOR**

Sean Amos

#### **GROUNDS DIRECTOR**

Sean Amos

#### **SCALES HALL - CHEMICALS**

Dr. Gerald Springer

#### **CUSTODIAL DIRECTOR**

Donna Morrison

#### **FOOD SERVICE DIRECTOR**

Greg Sullivan

#### **DEAN OF MEN**

James The

#### **DEAN OF WOMEN**

Janelle Williams

#### **LIBRARY**

Marsha Rasmussen

## APPENDIX "B"

### BUILDING COORDINATORS

The individuals indicated below have been designated Building Coordinators for their buildings and will be notified in the event of a disaster by the member of the Command Group indicated:

#### Vice-President for Academic Administration:

Pechero Hall	Jerry Chi	817-202-6224
Evans Hall	Monica Martinez	817-202-6441
Mabee Center	John Boyd	817-202-8343
Barron Building	Ingo Sorke	817-202-6440
Hagen Hall	Pat Cruz	817-202-3358
Scales Hall	Lawrence Turner	817-202-6708

#### Vice-President for Development:

Moran Hall	Bev Mendenhall	817-202-6232
KJRN	Glen Robinson	817-202-6715
Hopps Museum	Loretta Anderson	817-202-6307
Bookstore	Marcela Wall	817-202-6250

#### Vice-President for Admissions:

Men's Residence Halls	James The	817-202-6260
Library	Marsha Rasmussen	817-202-6603
Women's Residence Halls	Janelle Williams	817-202-6510
Gymnasium	Rod Bussey	817-202-6600

#### Vice-President for Financial Administration:

Findley Building	Jerry Potter	817-202-6251
Cafeteria	Greg Sullivan	817-202-6296
Transportation	Sean Amos	817-202-6240
Maintenance	Dale Hailey	817-202-6519

## **Safety Duties of Building Coordinators**

Report observed safety hazards of facility and surrounding area.

Communicate to the Safety Coordinator immediately any event or incident that could be a threat to life or property.

Receive from the Safety Coordinator, through chain of command, information/directions during an emergency or severe weather conditions.