



**TIDEWATER COMMUNITY COLLEGE**

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# **TIDEWATER COMMUNITY COLLEGE**

## **SAFETY PLAN**

FEBRUARY 2006



**TIDEWATER COMMUNITY COLLEGE**  
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**DISTRICT ADMINISTRATION**

**M E M O R A N D U M**

TO: TCC Faculty and Staff

FROM: Frank Dunn  
Vice President for Administration

DATE: February 10, 2006

SUBJECT: TCC Safety Plan

I write to promulgate the attached Tidewater Community College *Safety Plan*.

Tidewater Community College considers the safety of the college community to be of paramount importance. The college is committed to providing a safe and secure environment for students, employees, and visitors to its campuses and other facilities. To that end, the President's Executive Staff approved the attached *Safety Plan* for the college on February 9, 2006.

This plan will be reviewed annually by the Vice President for Administration and revised as required. Suggestions related to safety, security, emergency response, and continuity of operations issues are welcome and encouraged. These should be forwarded to the Vice President for Administration.

Attachment

FTD/

**TIDEWATER COMMUNITY COLLEGE**  
**SAFETY PLAN**  
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## **1. INTRODUCTION**

Tidewater Community College (TCC) considers the safety of the college community to be of paramount importance. The college is committed to providing a safe and secure environment for students, employees, and visitors to its campuses and other facilities.

This plan will be reviewed annually by the Vice President for Administration and revised as required. Suggestions related to safety, security, emergency response, and continuity of operations issues are welcome and encouraged. These should be forwarded to the Vice President for Administration.

## **2. PURPOSE**

The purpose of this plan is to provide important information to TCC faculty and staff in the interest of providing a safe environment and to enhance accident prevention. The plan also provides information regarding responses to accidents with the objective being to minimize personal injuries and equipment, material, and property damage.

This plan complements the college's Emergency Management Plan (EMP), which provides specific directions in the event of various types of emergency situations. Emergency situations addressed in the EMP—such as bomb threats and suspicious packages, fire, campus disturbance or violent intruder, and sheltering for severe weather—are not also addressed herein.

## **3. COLLEGE SAFETY**

### **3.1 General**

TCC's mission with respect to safety is to safeguard the lives of faculty, staff, and students, to lessen the extent of personnel injuries that may occur, to promote better college-wide working conditions, and to protect the college's resources in the event of an accident or emergency.

Increased awareness of accident prevention is the key to ensuring a safe environment for all employees, students, and visitors to the college. All college employees are responsible for following established safety rules and procedures, reporting and taking the necessary actions to correct any hazards they observe, and to report all accidents immediately to their respective supervisor.

Faculty members should be familiar with and teach safety procedures to their students as an objective of any classroom, laboratory, or shop program. They should also be familiar with and inspect their areas (classrooms/laboratories) to ensure that acceptable standards for safety are met. Any discrepancies should be reported to the responsible academic dean for resolution.

Safety also extends to proper attire. All TCC employees, students, and visitors are required to wear shoes and appropriate clothing that would not detract from the learning environment. Where there is a potential for working with hazardous materials or in a shop environment, appropriate protective devices (goggles, gloves, masks, shoes, etc.) must be worn to prevent injury.

### 3.2 College Safety Officer

The Vice President for Administration will appoint the College Safety Officer. Normally, this will be the Director of Facilities Management and Services. The Safety Officer will also serve as the college Fire Safety Coordinator.

### 3.3 College Safety Committee

The Vice President for Administration will appoint the College Safety Committee, which will consist of the College Safety Officer/Fire Safety Coordinator, Director of Human Resources, College Security Director, District and campus facilities managers, the College-wide Coordinator of Learning Disabilities Services, campus provosts or designees, and other persons as appropriate. The committee will monitor safety conditions across the college and recommend corrective actions to the Vice President for Administration. The committee will review this plan annually in January and recommend changes to the Vice President for Administration.

### 3.4 On-Campus Accidents Involving Injuries

TCC is not equipped to and does not provide emergency medical services on its campuses. In the event of an accident involving personal injury requiring a medical response, the local emergency medical response provider should be contacted immediately by dialing 911 on a personal phone or 9-911 from a college phone. Immediately after that contact is made, campus security should be notified with details of the incident. Campus security numbers are posted throughout the campuses on bulletin boards, in offices, etc.

Campus security staff and the responsible administrator will respond to the scene of any accident involving personal injury requiring a medical response. An Incident/Observation Report ([Appendix A](#)) and Medical Assist Report ([Appendix B](#)) will be completed and submitted through the campus security office. Copies of the reports will be provided to the campus business office and to the Office of Human Resources for injuries to employees or to the campus dean of student services for student injuries. Additional information can be found in the respective handbooks for students, faculty, and classified staff.

### 3.5 Off-Campus Accidents Involving Injuries

TCC conducts various activities at off-campus locations, including student trips and courses that are taught at various locations, such as military bases, public schools, and other facilities. The primary responsibility for safety and security at

these locations rest with the host organization or owner. Medical emergencies should be handled by calling 911 and requesting emergency response assistance. The responsible college employee, such as the organization sponsor accompanying the student trip or the faculty member teaching at an off-campus location, will notify the respective administrator (e.g., campus dean of student services, academic dean, etc.) of the incident as soon as possible and provide a copy of the host organization's equivalent to TCC's Incident/Observation and Medical Assist reports to the respective campus security office. In the event that no such reports are available from the host organization, the responsible college employee will report the incident using TCC's forms.

### 3.6 Accident Reporting and Investigations

An Incident/Observation Report ([Appendix A](#)) will be completed and submitted in the event of any situation involving personal injury or property damage—privately or college-owned—that occurs on college property or in connection with an off-campus, college-sponsored activity. (As discussed in 3.4 and 3.5 above, a Medical Assist Report ([Appendix B](#)) will also be completed and submitted in the event of personal injury.) Reports involving personal injury should be submitted to the Office of Human Resources while property damage should be reported to the Office of Risk Management. Employees must understand that accident investigations are intended to be fact-finding and not faultfinding. It is important that all employees report all mishaps to their supervisor, no matter how minor. A prompt and thorough investigation of every accident to identify the cause and to correct the problem so it will not happen again is paramount. Investigation reports are maintained on record in the Office of Human Resources or Office of Risk Management for future reference.

### 3.7 Other Incidents

The college does not tolerate behavior or actions that are disruptive to the process of education or its operations, or that threaten individuals or groups within the college community. The college reserves the right to order anyone whose behavior is disruptive to leave its property.

TCC security staff are not sworn law enforcement officers and are not authorized to carry weapons of any type, nor are they empowered to make arrests. College security staff on duty can assist with disruptive situations, but when circumstances require the presence of law enforcement officers, security staff will contact the host locality police. In such instances, the college Security Director will be notified immediately.

Incidents requiring the response of college security staff will be reported using the Incident/Observation Report ([Appendix A](#)). A copy of the report will be provided to the respective campus dean of student services if a student is involved. Incidents involving TCC employees or members of the public will be

reported to the respective supervisor and to the campus provost as well as to the college Security Director.

Each campus security office will maintain a log of incidents, to include the date, time, person(s) involved, and a brief description of the circumstances of the incident.

#### **4. WORKPLACE VIOLENCE**

##### **4.1 General**

Tidewater Community College does not tolerate acts or threats of violence in the workplace. All such alleged acts or threats will be taken seriously and immediately reviewed to determine whether further investigation is warranted. TCC employees or students who commit acts of violence in the workplace or threaten to do so may be sanctioned in accordance with the appropriate college or state policy and procedures. Appropriate legal action may be taken against employees, students, or visitors who commit or threaten violent acts.

The Virginia Department of Human Resource Management defines workplace violence as "...any physical assault, threatening behavior or verbal abuse occurring in the workplace by state employees or third parties [e.g., students or visitors]. It includes, but is not limited to, beating, stabbing, suicide, shooting, rape, attempted suicide, psychological trauma such as threats, obscene phone calls, an intimidating presence, and harassment of any nature such as stalking, shouting or swearing." [DHRM *Policies and Procedures Manual*, Policy #1.80]

##### **4.2 Examples of Prohibited Conduct**

Specific examples of conduct that may be considered threats or acts of violence include, but are not limited to, the following:

- Threats or acts of violence occurring on college property, regardless of the relationship between the college and the individual involved in the incident.
- Physical assaults and direct or implied threats to harm an individual or her/his family, friends, or associates.
- Intentional destruction, threat of destruction, or sabotage of an individual's personal property or property owned, operated, or controlled by the college.
- Harassment via threatening telephone calls, letters, or other forms of verbal, written, or electronic communications.
- Acts of conspiracy to intimidate or attempt to coerce an individual to commit a wrongful act, as defined by applicable law, administrative rule, policy, or work rule.

- Intimidation resulting from the improper exercise of power or authority.
- Acts or unruly conduct that disrupts the natural work or educational environment of the college or which result in fear for personal safety.
- Willful, malicious, or repetitive following of another person (also known as “stalking”).
- Unauthorized possession of or inappropriate use of firearms, weapons, or any other dangerous devices on college property.
- Slurs or derogatory remarks regarding another person’s ethnicity, natural origin, gender, religion, or religious affiliation, disability, or sexual orientation.
- Intimidation by bullying, using “fighting words” or profanity, or exhibiting obscene gestures which create in the mind of an individual a reasonable belief of immediate harm.
- Physically touching another individual in an intimidating, malicious, or sexually harassing manner including hitting, slapping, poking, kicking, pinching, grabbing, pushing, etc.

#### 4.3 Reporting Workplace Violence

TCC employees, students, and visitors are strongly encouraged to report incidents of workplace violence to the appropriate authority. Before filing a formal complaint in the case of relatively minor instances in which no personal injury occurred, the complainant may attempt to resolve the problem through informal discussion with the person claimed to be responsible for the offending action and that person’s supervisor (or the campus dean of student services if the complaint involves a student). If the complaint cannot be resolved informally to the satisfaction of the complainant, the complainant retains the right to file a written formal complaint. Failure to seek informal resolution will not affect the complainant’s right to file a formal complaint.

A formal complaint of workplace violence should be filed using the TCC Incident/Observation Report ([Appendix A](#)). A complaint of misconduct against an employee should be made to the immediate supervisor of the alleged perpetrator. Incidents involving students, whether the complaint is by or against a student, should be reported to the respective campus dean of student services. Complaints against visitors should be reported to the campus provost or to the college Security Director. Copies of all incident reports involving actual or alleged workplace violence will be provided to the Director of Human Resources and to the college Security Director.

#### 4.4 Investigating Reports of Workplace Violence

All formal complaints of workplace violence will be investigated by the proper authority. Reports against college employees will be investigated by the

supervisor of the alleged perpetrator. Reports involving students will be investigated by the campus dean of student services. Reports against visitors will be investigated by the campus provost or college Security Director, as appropriate. The results of the investigation will be reported to the supervising member of the President's Executive Staff and to the complainant.

#### 4.5 Corrective Actions

TCC employees who commit or threaten workplace violence will be subject to disciplinary action, up to and including termination of employment. All disciplinary actions should be coordinated with the Director of Human Resources and must comply with Virginia Department of Human Resources (DHRM) and Virginia Community College System (VCCS) policies and procedures.

If a supervisor suspects that an employee has work related or personal problems that could lead to workplace violence, the supervisor should confer with the Director of Human Resources. When appropriate, the employee should be encouraged to contact the Commonwealth of Virginia Employee Assistance Program (EAP) for confidential counseling and support. (1-800-775-3138).

If a supervisor or other college employee suspects that a student is exhibiting signs that may lead to workplace violence, the supervisor or employee should confer with the respective campus dean of student services. The campus dean of student services should assess the situation and counsel the individual or make a referral, as appropriate.

#### 4.6 Preventive Measures

The Director of Human Resources will ensure that all current and new employees are aware of this policy. The Director of Human Resources will provide opportunities for employees and students to be trained in the risk factors associated with workplace violence and the proper handling of emergency situations in order to minimize the risks of violent incidents occurring in the workplace.

### 5. UTILITY OUTAGES

TCC is committed to providing a safe environment for employees, students, and visitors, especially in the event of extraordinary circumstances such as utility outages that result in disruption of essential services to a campus or off-campus location. Based on the affected location, the college's policy on emergent hazardous conditions ([Appendix C](#)) identifies the member of the President's Executive Staff (e.g., campus provost or vice president) who is responsible for assessing the scope of the outage. That college official will determine whether the conditions are sufficiently severe in duration or circumstances to jeopardize public health or safety, and, therefore, require modifications to normal operations. Notification of the situation and the actions taken will be provided to affected faculty and staff. Limited or normal college operations will resume as soon as

feasible based on the ability to implement partial or full recovery of the essential services.

## **6. FIRE SAFETY**

### **6.1 General**

According to the U.S. Fire Administration, fire kills more Americans than all natural disasters combined. Over the decade from 1995 through 2004, an average of 4,023 Americans died in fires, and nearly 22,000 were injured. Although residential fires are most prevalent, non-residential fires caused an average of 122 deaths, more than 2,000 injuries, and \$2.8 billion in damage over that decade, not including the terrorist-caused events of September 11, 2001 or the 1995 bombing of the Oklahoma City federal building. Following basic fire safety practices can prevent fires at work and reduce injuries and losses should a fire occur.

### **6.2 Fire Safety Coordinators**

The Vice President for Administration will appoint a college Fire Safety Coordinator. Normally, this will be the college Safety Officer. The Fire Safety Coordinator will have responsibility for implementing and monitoring the fire safety requirements of this plan.

The college Fire Safety Coordinator will appoint an Assistant Fire Safety Coordinator for each campus. Normally, this will be the campus facilities manager. The college Fire Safety Coordinator will be responsible for District Administration buildings.

### **6.3 Fire Wardens**

For each building of the college, including off-campus locations, the respective campus provost or Fire Safety Coordinator (for District Administration buildings) will appoint one or more fire wardens who will be responsible for certain duties. Fire wardens will:

- Report any fire hazard to the Fire Safety Coordinator or Assistant whose area of responsibility includes the Fire Warden's assigned area of the college.
- Promote fire safety habits within the assigned area of the college.
- Assure that employees are advised of planned fire alarm tests.
- Ascertain that the assigned area is clear when evacuation of the building is required.
- Receive training on the evacuation of building, the location and use of fire extinguishers and fire alarms, and any other training deemed necessary by the Fire Safety Coordinator.

## 6.4 Fire and Evacuation Procedures

The TCC Emergency Management Plan provides specific directions for responding to and evacuating from a fire situation.

Upon discovering a fire in a college facility, the individual making the discovery shall immediately activate the closest fire alarm and contact campus security, providing as much information as possible. The college's alarm systems are designed to notify the fire alarm monitoring company of a fire condition at the location in which the alarm was activated. Fire and emergency apparatus will be dispatched immediately to the scene of the alarm.

When a fire alarm is activated, all occupants will evacuate the building in a timely and responsive manner. Evacuation routes are posted in hallways and classrooms/labs and should be reviewed by all faculty for familiarity and dissemination to their students prior to the beginning of each semester.

Fire Wardens will be designated for each area of the college. Students, faculty, and staff should follow the direction of the Fire Wardens to insure a safe and orderly evacuation of the building. Should a person have to remain in the building due to circumstances beyond his/her control, the fire monitor will be notified immediately. The fire monitor will notify the arriving fire officials and the On-Site Incident Commander (i.e., campus provost/responsible vice president or designee) of the person's location and the condition of the individual (i.e., handicapped, wheelchair bound, injured, etc.).

When feasible, campus security staff will respond to the alarm panel that has been activated and determine the exact location of the situation. Security staff will then proceed to the location—or as close as safely feasible—and determine the magnitude and extent of the situation. Security staff will inform the On-Site Incident Commander and arriving emergency personnel of the situation and will assist with traffic and crowd control.

The Vice President for Administration, as the College-wide Incident Commander, in conjunction with other responsible college administrators and after consultation with the college president, will issue instructions concerning the operational status of the college in the event that fire damage causes loss of property or systems necessary to the functioning of the institution.

## 6.5 Testing of Fire Alarms

Fire alarms in each college building will be tested at least quarterly. Tests will be announced to affected college employees by e-mail or other means sufficiently in advance that instructors will be able to advise their students of the planned test in advance. During the test, instructors are encouraged to announce to their classes the purpose of the test and what would happen in a real emergency (e.g., evacuate the building by the nearest exit to the assigned assembly point). The Fire Safety Coordinator will keep a record of all tests. ([Appendix D](#)).

## 6.6 Responsibilities

The Fire Safety Coordinator is responsible for assuring that he/she or the responsible Assistant Fire Safety Coordinator conducts a comprehensive fire inspection of every college facility on a semi-annual basis (January and July) to detect and eliminate fire hazards using the Self-Inspection Form ([Appendix E](#)). It will be the responsibility of the responsible Fire Safety Coordinator or Assistant to correct all simple fire hazards on the spot. Assistant Fire Safety Coordinators will report their findings to the Fire Safety Coordinator, who will provide a comprehensive report to the Vice President for Administration. The Director of Facilities Management and Services will be responsible for undertaking any corrective measures necessary and will provide a report of the corrective measures taken to the Vice President for Administration.

The Fire Safety Coordinator is responsible for assuring that he/she or the responsible Assistant Fire Safety Coordinator conducts a monthly inspection of all fire extinguishers to insure that they are in their designated places, to insure they have not been activated or tampered with, and to detect any obvious physical damage, corrosion, or other impairments. Any extinguisher showing defects will be given a complete maintenance check. The Fire Safety Coordinator or Assistant will date and initial the tags on all fire extinguishers indicating that the check has been made and that the extinguisher is in proper operating condition. A history of each test will be maintained by the Fire Safety Coordinator ([Appendix F](#)).

The Fire Safety Coordinator is responsible for assuring that fire exit signs are posted as required by the State Fire Code and that emergency evacuation directions are posted in each classroom.

## 6.7 Egress Points

All exterior doors will normally be kept unlocked during normal college operating hours (7:00 am to 10:00 pm). Exterior doors will normally be kept closed or protected by an approved self-closing device. Bars or other panic hardware devices, if so equipped, will operate all exterior doors. College buildings should have adequate exit illumination. Buildings will also have signs designating the location of exits or paths of travel to reach them as well as signs identifying areas of rescue assistance or stairwells.

## 6.8 Smoking

Smoking is not permitted inside college buildings. Smoking is permitted only in areas so designated and posted. Employees and students who violate the college smoking policy will be subject to appropriate disciplinary action.

## 7. HAZARDOUS MATERIALS

### 7.1 General

Hazardous materials are substances that, because of their chemical, biological, or physical nature pose a potential risk to life, health, or property if they are released. The management of hazardous materials used in instruction is the responsibility of the supervising academic dean, faculty member, and laboratory technicians. The management of hazardous materials utilized in facilities maintenance is the responsibility of the Director of Facilities Management and Services. The management of hazardous materials in other areas of the college, such as the Print Shop, is the responsibility of the administrator or manager responsible for that area.

Material Safety Data Sheets (MSDS) will be maintained in each laboratory or shop for all hazardous materials used or stocked in the immediate area. The MSDS will be easily accessible by supervising faculty, laboratory technicians, facilities staff, and other persons who might be potentially exposed to hazardous materials.

TCC will comply with Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), and Virginia Department of Environmental Quality (DEQ) regulations, as appropriate.

### 7.2 Hazardous Material Storage

The number of storage locations for hazardous materials (HAZMAT) and the amounts stocked should be kept to the minimum required for planned instruction or operations. Similar agents should be stored together in a secure area. Only approved containers should be used for storage. Hazardous materials should never be stored near an open flame or in direct sunlight.

HAZMAT storage areas must be designated with due consideration to the hazards of the materials to be stored. Containers in hazardous material storage areas must be protected from damage due to physical stress (e.g., punctures) as well as environmental stress (e.g., temperature extremes). Open storage units must be equipped with lipped shelves to prevent containers from slipping off the shelves. Closed storage units are recommended where feasible. Hazardous materials should not be placed in storage units above eye level. Hazardous materials in containers of one-gallon capacity or greater must be placed in storage units that minimize the height above the floor and that are designed to bear the weight of the hazardous materials. Ignitable or corrosive hazardous materials should be stored in approved storage cabinets.

Hazardous materials should be kept in the original containers with the original label affixed. If the container must be changed, the original label should be kept with the new container. Otherwise, clearly label the new container with the same information that appeared on the original label.

Cabinets, fume hoods, refrigerators, and freezers used for storage of toxic chemical or biological products must be marked with appropriate warning labels.

Acids and alkalis (bases) should not be stored side by side. These can combine and cause an explosion.

Hazardous materials requiring disposal will be segregated and stored until disposal instructions are received from the Safety Officer/Fire Safety Coordinator. At no time will hazardous materials be discarded as common garbage. A properly licensed waste hauling company will accomplish the removal of hazardous waste from a TCC campus or facility.

### 7.3 Emergency Eyewash Stations and Showers

Emergency eyewash stations will be available in all spaces in which hazardous materials are used. Emergency showers are available in the following locations:

- Chesapeake Campus:
  - Pass Building, rooms 114 and 117
- Norfolk Campus:
  - Andrews Building, rooms 1315, 1319, 1414 and 1418
- Portsmouth Campus:
  - Beazley Building, rooms 409, 419 and 421
- Virginia Beach Campus:
  - Blackwater (“C”) Building, room C-133
  - Lynnhaven (“E”) Building, rooms E-144 and E-151
- Visual Arts Center
  - Roof-top glass blowing studio

### 7.4 Flammable Liquids

Flammable liquids are defined as those liquids with a flash point of 140 degrees Fahrenheit or less and having a vapor pressure not exceeding forty pounds per square inch (absolute) at 100 degrees Fahrenheit. College employees will adhere to the following rules regarding the storage, use, and disposal of flammable liquids:

- Flammable liquid containers in excess of one gallon will not be stored in academic buildings, laboratories, storerooms, or maintenance facilities and garages.

- Flammable liquids will be dispensed from and stored in standard safety cans conspicuously labeled as to contents.
- Flammable liquids required in small quantities for frequent use will be stored in approved safety cans in an area ventilated to the outside when practical.
- Flammable liquids will not be used for cleaning floors, clothing, or equipment.
- Flammable liquids requiring disposal will be segregated and stored until disposal instructions are received from the Safety Officer/Fire Safety Coordinator. At no time will flammable liquids be poured down drains or sewers.

### 7.5 Gas Leak

Natural gas contains a foul-smelling odorant (similar to rotten eggs) that serves to warn that gas is present in the area. Leaking natural gas can cause headache and nausea. If present in sufficient quantity, there is a danger of explosion if ignited.

Any detection of natural gas odor is to be immediately reported to the facility manager or to a security officer on duty. The area where gas is suspected should be evacuated and blocked-off. Facilities Management staff are to immediately shut-off the gas supply to the affected area. Facilities Management staff will contact the gas provider and, if necessary, the local fire department immediately to report the leak. The affected area will not be reoccupied until it has been determined that the leak has been secured and that gas is not present in the atmosphere.

### 7.6 HAZMAT Incident

The TCC Emergency Management Plan provides specific instructions on responding to a HAZMAT incident, such as the discovery of an uncontrolled hazardous substance on college property. In general, the individual making the discovery shall immediately contact campus security and provide as much information as possible, including, a description of the substance (color and texture) and any specific characteristics (odor, smoke, etc.). Only individuals trained in responding to HAZMAT incidents, such as local fire and rescue service personnel, should attempt to deal with the hazardous substance. The On-Scene Incident Commander (e.g., campus provost or designee) will coordinate with the emergency response personnel in determining when the affected area is safe to re-enter and conduct normal college operations.

## **8. MAIL HANDLING**

### **8.1 General**

Employees who handle large volumes of incoming mail should be alert for suspicious letters and packages. Such employees should routinely wear latex gloves when sorting or handling mail. Latex gloves are available from the campus business offices or from the Office of Facilities Management and Services.

### **8.2 Contaminated Mail**

The following steps should be followed if it is suspected that mail is contaminated with a harmful substance (e.g., anthrax):

- Do not handle the letter or package suspected of contamination.
- Notify your supervisor, who will immediately contact campus security. Campus security will immediately investigate and should contact the local police if needed. If campus security is not available, the local police should be contacted directly.
- Make sure that damaged or suspicious mail is isolated and the immediate area is cordoned off.
- Ensure that all persons who have touched the mail piece wash their hands with soap and water.
- List all persons who have touched the mail piece. Include contact information.
- Place all items worn when in contact with the suspected mail piece in plastic bags and have them available for law enforcement agents.
- Call the Center for Disease Control Emergency Response at (770) 488-7100 for answers to any questions.

## **9. SEVERE WEATHER**

### **9.1 General**

TCC's procedure for inclement weather is posted on the college's website and is addressed in the handbooks for faculty, staff, and students as well as in the college's Emergency Management Plan. The procedure will be used in most instances of weather-related situations, such as snowstorms. The National Weather Service (NWS) issues advisories, warnings, and preparedness advice about possible inclement weather that may impact the local area. In order to assure proper coordination during periods of inclement weather, the Vice President for Administration, in conjunction with other college and campus administrators will issue instructions concerning the operational status of the college.

## 9.2 Hurricanes

The Atlantic hurricane season runs June through November of each year. Typically, hurricanes generate sufficiently distant from the Hampton Roads region that their projected tracks can be determined several days before they will impact TCC's service region, making it possible to put precautionary measures in place prior to a hurricane affecting the college. NWS advisories can be monitored at [www.nws.noaa.gov](http://www.nws.noaa.gov). Local media resources should also be consulted as well.

### 9.2.1 Procedures

When the NWS or local authorities identify that TCC's service region is in the projected path of a hurricane, but it is 24 hours or more away, the Vice President for Administration (or designated college official) shall declare Hurricane Condition 1. Under this condition, college faculty and staff will be provided specific instructions to begin preparations to minimize damage to college property and resources. Campus provosts and vice presidents will issue instructions and precautions to take regarding their assigned areas and any personal protection that may be needed.

When the NWS or local authorities declare a hurricane warning for TCC's service region—i.e., hurricane conditions are expected in 24 hours or less—the Vice President for Administration (or designated college official) shall declare Hurricane Condition 2. Under this condition, the Vice President for Administration, in coordination with the campus provosts and other college administrators, will issue instructions concerning the operational status of the college. If the college is closed, campus security staff will assist in notifying all employees, students, and visitors to leave the campuses, facility managers will secure all facilities, and the college's Office of Information Systems staff will assure that essential network and technology infrastructure systems as well as college audiovisual equipment, computers, printers, and other information technology equipment are secured and protected to the extent feasible.

### 9.2.2 Suspension and Resumption of College Operations

All instructions for closing/re-opening of the college, releasing employees, or other modifications to operations, will be issued by the Vice President for Administration in accordance with the procedures for inclement weather provided on the TCC website, in the Emergency Management Plan, and in the handbooks for faculty, classified staff, and students. Essential personnel may remain on campus, as determined by campus provost or the Director of Facilities Management and Services.

The Vice President for Administration (or designated college official), upon consultation with appropriate members of the Executive staff, will notify

staff, faculty, and students of the college's operational status through the normal media channels.

### 9.3 Tornadoes or Severe Wind Storms

Unlike hurricanes, tornado activity will occur with less advance warning and over a more limited area. In the event that the National Weather Service issues a tornado warning for an area that includes a college facility—or a tornado is observed in the area—college employees, students, and visitors will be directed to take shelter in interior areas of buildings—away from windows and exterior walls and doors—until the danger has passed.

## 10. LADDERS AND LIFTING DEVICES

### 10.1 General

The following rules will apply when using ladders of any type:

- When portable ladders are used for access to an upper landing surface, the side rail must extend at least 3 feet above the upper landing surface. When such a device is not possible, the ladder must be secured, and a grasping device such as a grab rail must be provided to assist workers in mounting and dismounting the ladder.
- Ladders must be maintained free of oil, grease and other slipping hazards.
- Ladders must not be loaded beyond the maximum intended load for which they were designed.
- Ladders must be used only for the purpose for which they were designed.
- Non-self supporting ladders must be used at an angle where the horizontal distance from the top support to the foot of the ladder is approximately one-quarter (1/4) of the working length of the ladder.
- Ladders must be used only on stable and level surfaces unless secured to prevent accidental movement.
- Ladders must not be used on slippery surfaces unless secured or provided with slip-resistant feet to prevent accidental movement.
- The top of a non-self-supporting ladder must be placed with two rails supported equally unless it is equipped with a single support attachment.
- The top or top step of any ladder must not be used as a step.
- Each worker must use at least one hand to grasp the ladder when climbing.

## 10.2 Mechanical Lifting Devices

Mechanical lifting devices will only be operated by authorized Facilities Management staff, Roper Center theater personnel, and contractor services personnel.

# 11. ELECTRICAL SAFETY

## 11.1 General

Increased awareness of the dangers of electrical equipment and situations requires greater emphasis on education and training designed to both avoid personal injuries and to reduce the College's and individual's exposure to liability. It is an integral part of management's responsibility at all levels to promote a safe and healthy environment and to ensure electrical safety is carried out. All employees are responsible for following established procedures and basic common sense concerning the use of electrical devices in and around their work environment.

No employee, other than designated Facilities Management personnel, should tamper with, alter, install or attempt to modify or repair any electrical circuits, devices or equipment without the expressed knowledge and supervision of the Facilities Maintenance Department.

Any electrical hazard (i.e. frayed wiring, electrical smell, inoperable switches, sparking, etc.) should be immediately reported to the campus Facilities Maintenance Department, or if after normal hours, to the campus Security Office.

Any portable electrical appliance/device (e.g., personal space heaters, microwaves, refrigerators, coffee makers, toaster ovens, etc.) must be approved in writing by the responsible vice president, campus provost, or other supervising member of the President's Executive Staff. Requests to use these appliances/devices must first be submitted/coordinated through the building fire warden and the campus Facilities Manager who must certify that sufficient electrical power capacity is available without causing electrical circuit problems before submission to the approval authority. Any portable electrical appliance/device found not to be approved for use as described herein will be removed from the location by the Facilities Management staff.

## 11.2 Portable/Personal Space Heaters

Personal space heaters are not permitted in any college building unless required for health reasons and must be approved in writing by the responsible vice president, campus provost, or other supervising member of the President's Executive Staff. When approved, only portable/personal space heaters that bear the Underwriters Laboratories (UL) seal of approval will be allowed.

### 11.3 General Appliances/Devices

11.3.1 Extension cords are permitted and should be maintained in good working order. Only extension cords that are properly grounded and contain an integral three-prong plug will be allowed. All cords must have the UL label or meet the specifications of the National Fire Protection Association for electrical safety. Cords should not be run over doorways, under carpets or run in series. Under no circumstances will an extension cord be spliced or repaired with electrical tape. Overloading of electrical circuits by using multiple extension cords for convenience can cause electrical failures and fires and is strictly prohibited.

11.3.2 Only appliances (microwaves, refrigerators, coffee makers, small toaster ovens, etc.) that are UL approved will be allowed in college facilities and only with the expressed written approval of the campus Provost. Operators of these appliances should be familiar with the manufacturer's recommendations for the safe operation of the unit prior to initial use.

## 12. PERSONAL PROTECTIVE EQUIPMENT

### 12.1 General

Whenever the work process, or work environment creates a situation where hazards or irritants are such that injury or impairment in the function of any part of the body may occur, personal protective equipment (PPE) will be provided and used. PPE will not be used as a substitute for engineering and/or administrative controls, or appropriate work procedures. PPE should be used in conjunction with these controls to provide for employee safety and health in the workplace. PPE equipment includes clothing and other work accessories that are designed to create a barrier against workplace hazards.

Using PPE requires hazard awareness and training. Supervisors and employees must be aware that their PPE does not eliminate the hazard. It provides a means of reducing the employee's exposure and liability if something were to go awry. Employees who fail to use PPE when instructed to do so may be subject to disciplinary action.

### 12.2 Application

PPE, to include eye, face, head and extremities, protective clothing, respiratory devices, equipment shields and barriers, shall be provided, used and maintained in a sanitary and reliable condition. Defective or damaged protective equipment will be immediately taken out of service and will not be used until repaired or replaced.

Employees are discouraged from providing their own equipment. If an employee insists, then the employee must provide documentation to the respective supervisor that the equipment meets or exceeds the standards set forth in 29 CFR 1910.130 series regarding the adequacy, proper maintenance and sanitation of PPE.

Supervisors shall assess their workplaces or areas at least annually to determine if hazards are present that would necessitate the use of PPE. If such hazards are present, or likely to be present, the supervisor will:

- Select the appropriate protective equipment to mitigate any hazards
- Select and have each affected employee fitted and trained in the proper use of the protective equipment.
- Periodically review the workplace to ensure protective equipment is properly used and in good condition.

### 12.3 Eye and Face Protection

The prevention of eye injuries requires that all persons in eye hazard areas wear protective eyewear. This includes employees, visitors, contractors, or others passing through an identified eye hazard area.

### 12.4 Hand and Foot Protection

Suitable gloves will be worn when hazards from chemicals, cuts, lacerations, abrasions, punctures, burns, and harmful temperatures are present. Suitable foot protection (safety shoes) will be worn when an employee is working in an area where there is a danger of foot injuries.

### 12.5 Head Protection

Head protection will be used by employees and contractors engaged in construction and other hazardous work. All visitors to construction sites will be required to wear head protection.

### 12.6 Hearing Protection

Every effort should be made to reduce noise where it occurs. However, under certain workplace conditions, there is little or nothing that can be done to reduce noise at the source. When this is the case, employees should wear approved hearing protectors to reduce the amount of noise reaching the ears. Generally, hearing protection must be used to reduce noise exposure for persons who are exposed to 90 decibels or more over the course of their workday.

## 13. VEHICLE SAFETY

### 13.1 General

Operators of college or state vehicles will drive in such a manner as to be a credit to themselves and the college. Unlawful or unsafe operations of a college or state vehicle could result in disciplinary action to an employee. The following general practices will be adhered to when operating a vehicle:

- Only college employees (full- or part-time) are permitted to operate college or state vehicles. Student drivers are prohibited.
- The operator is responsible for understanding and abiding by the Motor Vehicle Laws of Virginia. Courteous driving will be exercised at all times.
- The operator is responsible for ensuring all vehicle occupants use safety restraint devices when the vehicle is in motion.
- Under no circumstances is smoking permitted in any college or state-owned vehicle.
- Operators shall limit the use of college or state-owned vehicles to official business only.
- The operator shall not exceed legal posted speed limits at any time.
- Operators will not pick up "hitchhikers" for any reason.
- Parked vehicles are to be locked at all times.
- Only trained and licensed drivers are allowed to operate vehicles.
- A suitable number of trained and licensed drivers should be available based on the distance being driven.
- Vehicle headlights should be on when driving at all times and are required when the vehicles windshield wipers are in use due to inclement weather conditions.

### 13.2 Reporting Vehicle Accidents

It is the policy of the college to follow the procedures set forth by the Division of Risk Management and the Department of General Services when reporting vehicle accidents and insurance claims. In general the following steps should be taken when involved in a vehicle accident:

- Notify the State Police.
- Provide basic medical assistance if needed.
- Obtain names, addresses, phone numbers, and license numbers (if applicable) of all involved parties and witnesses.

- If vehicle is inoperable, notify the nearest VDOT shop or the Vehicle Management Control Center (866-857-6866) to make arrangements for towing.
- Advise your supervisor or Campus Business Office of the crash and obtain the necessary forms. If the vehicle was towed, make sure to obtain the address of the location the vehicle was towed to.

Additional information can be obtained in the Office of Fleet Management Services handbook of rules and regulations, located at each campus's Business Office.

### 13.3 Vehicle Maintenance Equipment

The vehicle maintenance equipment located at the college is for official college use only. This equipment is not to be used for personal projects.

Primary causes of accidents in automotive and equipment maintenance areas are failure to follow safety procedures and unsatisfactory housekeeping. In order to reduce the risk of accidents, the following safety rules will apply:

- Satisfactory housekeeping conditions must prevail at all times.
- Grease lifts and racks must be kept clean and free of grease and debris at all times.
- Oil and grease soiled rags should be kept in a closed metal container and removed from the area daily or when capacity is reached.
- Vehicle engines or machinery will not be operated in enclosed areas without an exhaust venting system being used.
- Gasoline or other flammable liquids will not be used to clean vehicle parts, floors, or other materials. Only approved cleaning solutions or water will be used.
- Flammable substances must be stored in approved storage receptacles. Containers will be kept closed at all times when not in use.
- Smoking is not permitted in and around maintenance areas.
- Serviceable fire fighting equipment of a proper type and capacity will be located within the maintenance area.

## 14. MECHANICAL ROOMS AND ROOFS

Only authorized personnel are allowed access to mechanical equipment rooms and roofs of college buildings. Authorized personnel include Facilities Management staff, equipment service personnel, and the Vice President for Administration.

Fires and accidents in mechanical areas are most often caused by spontaneous combustion of materials stored in the vicinity of heating plants, or the development of excessive heat due to improper ventilation. For this reason, mechanical rooms should be kept clean at all times and will not be used as storage areas.

Doors leading to mechanical rooms and roofs will be kept locked and roof access panels will be kept secured at all times.

## **15. BUILDING CIRCULATION AREAS**

Running inside college buildings is not permitted. The wearing of suitable footwear (shoes, sneakers, sandals, etc.) inside college buildings is required. The riding of bicycles, skateboards, roller skates, scooters, and similar devices inside college buildings is not permitted.

Floor surfaces should be kept in good repair and circulation areas will be kept clear of obstructions that could impede the flow of pedestrian traffic or otherwise create a hazard.

Mats, grates, or other suitable nonskid materials should be used in locations where the walking areas can become wet.

Either a standard railing on all exposed sides or a floor hole cover of standard strength should guard floor openings.

## **16. CONSTRUCTION AREAS**

Construction areas will be designated by barricades or otherwise isolated from general access and pedestrian circulation or vehicular traffic. Warning signs will be erected as appropriate. To the extent possible, all construction will be accomplished at off-hours or during semester breaks.

Scrap lumber with protruding nails and other debris should be kept clear of work areas, passageways, and stairs during construction, alteration or repairs.

Electrical alterations must be accomplished by or under the supervision of a licensed electrician.

Containers will be provided for the collection and separation of construction refuse. Combustible scrap and debris will be removed at regular intervals during the course of construction.

## 17. LOCK-OUT/TAG-OUT PROCEDURES

### 17.1 General

The purpose of the Lock-Out/Tag-Out program is to protect employees and the college from losses due to the unexpected operation of equipment during servicing. The control of energy during the service and maintenance of equipment is extremely important to the protected health and safety of employees where unexpected energizing or start-up of electrical equipment could cause injury to employees. This does not apply to cord and plug connected equipment when the plug has been removed from the receptacle and is under the control of the employee who is servicing that particular piece of equipment.

Only authorized Facilities Maintenance personnel (or authorized contractors) are permitted to work on equipment or machinery requiring periodic servicing or maintenance to the energized system.

### 17.2 Procedures

The following procedures will be followed when tagging out/locking out equipment:

- Preparation for Shutdown. Before an authorized employee turns off a machine or piece of equipment, the employee should have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method to control the energy.
- Machine/Equipment Shutdown. The machine/equipment should be turned off using established procedures based on the manufacturers recommendations and applicable safety standards.
- Machine/Equipment Isolation. All energy isolating devices that are needed to control the energy to the machines/equipment should be physically located and operated in such a manner as to isolate it from the energy source.
- Lock-out/Tag-out Device Application.
  - An authorized employee should fasten lock-out/tag-out devices to each energy-isolating device.
  - Lock-out devices, where used, should be affixed in such a manner that will hold the energy isolating devices in a safe "off" position.
  - Tag-out devices, where used, should be affixed in such a manner to clearly indicate that the operation/movement of an isolation device from the "off" position is clearly prohibited.
- Stored Energy. Following the application of lock-out/tag-out devices, all potentially hazardous stored or residual energy should be relieved, disconnected, restrained, or otherwise rendered safe.

- Verification of Isolation. Prior to starting work that has been locked out/tagged out, the authorized employee should verify that isolation and de-energizing has been accomplished.
- Release from Lock-out/Tag-out. Before lock-out/tag-out devices are removed and energy is restored, the following procedures will be followed to ensure the following:
  - Inspect the work area to ensure non-essential items (tools, etc.) have been removed and that the components are intact.
  - Inspect the work area to ensure all employees have been safely positioned
  - Notify all affected employees that the lock-out/tag-out devices are being removed.
  - Only the employee who applied the lock-out/tag-out device will remove the devices. If the employee is not available, then the employee's supervisor will remove the devices.

Whenever outside personnel (contractors, etc.) are engaged in activities covered by this program, the contractor will abide by these procedures and will inform Facilities Management whenever a lock-out/tag-out device is used.

**APPENDIX A**  
**TIDEWATER COMMUNITY COLLEGE**  
**INCIDENT/OBSERVATION REPORT FORM**

Campus/Facility: \_\_\_\_\_ Day/Date: \_\_\_\_\_

Security Officer(s) on Duty: \_\_\_\_\_

Classification of Report (Incident, Observation, Other): \_\_\_\_\_

Outside Assistance Required?      Yes \_\_\_\_\_      No \_\_\_\_\_

If yes, Name: \_\_\_\_\_

Supervisor Notified?      Yes \_\_\_\_\_      No \_\_\_\_\_

If yes, Name: \_\_\_\_\_

Time of Occurrence: \_\_\_\_\_ AM/PM

Location: \_\_\_\_\_

Name of Person(s):

Witnesses:

Description of Incident:

**(Use back of page for additional incident information)**

Follow-up recommended? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, specify:

Page \_\_\_\_ of \_\_\_\_

\_\_\_\_\_  
(Signature of Person Submitting Report)

\_\_\_\_\_  
(Date)

APPENDIX B

TIDEWATER COMMUNITY COLLEGE

MEDICAL ASSIST REPORT FORM

Case# \_\_\_\_\_ Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Campus:  Chesapeake  Norfolk  Portsmouth  Virginia Beach  Visual Arts Center

Last Name (Person receiving Assistance)	First	M.I.	M <input type="checkbox"/> F <input type="checkbox"/>	Race	DOB / Age	Social Security #
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Home Address (Street, City, State)	Phone # ( )
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Employer or School Address (Street, City, State)	Phone # ( )
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Fire <input type="checkbox"/>	Station #:	Attendant:
Rescue <input type="checkbox"/>	Rescue #:	Attendant:

Medical Facility (check location) : <input type="checkbox"/> Chesapeake General <input type="checkbox"/> Children's Hospital of KD <input type="checkbox"/> DePaul Medical <input type="checkbox"/> Lake Taylor <input type="checkbox"/> Maryview Medical <input type="checkbox"/> Obici Hospital <input type="checkbox"/> Portsmouth Naval Hospital <input type="checkbox"/> Sentara Bayside <input type="checkbox"/> Sentara Leigh <input type="checkbox"/> Sentara Norfolk General <input type="checkbox"/> Sentara VA Beach General <input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Home <input type="checkbox"/> Went on Way <input type="checkbox"/> Refused Medical Aid
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Type of Aid Needed/Status of Victim

Injured  Illness  DOA  Maternity  Mentally Ill  Lost Person  Neglected Person  Property Damage Caused Injury

PS Officer  Faculty  Staff  Student  Visitor  Victim of Crime (Other Jurisdiction)  Homeless  Other (Specify): \_\_\_\_\_

Person to be Notified	Name & Address	Phone # ( )
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Shift Supervisor Notified?	Title / Name	Time Notified	Date Notified
<input type="checkbox"/> Yes <input type="checkbox"/> No			

Area Inspected?	Time of Inspection	Date of Inspection	General Conditions	Weather Conditions <input type="checkbox"/> CLEAR <input type="checkbox"/> RAIN <input type="checkbox"/> OVERCAST <input type="checkbox"/> OTHER (SPECIFY) _____
<input type="checkbox"/> Yes <input type="checkbox"/> No				

Witnesses	Name (Last, First, MI)	Address	Phone #
<input type="checkbox"/> Yes <input type="checkbox"/> No	#1:		( )
	#2:		( )

Details:

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(CONTINUE ON BACK FOR ADDITIONAL DETAILS)

Did officer witness incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reporting Officer	Shield /Unit #	Rank	Norfolk Control # (if applical) <b>X-</b>
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Approving Supervisor	Shield/Unit #	Rank	Date
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Distribution (ADMINISTRATIVE USE ONLY)  Dean of Finance and Administration  Provost  (C)  (N)  (P)  (V)  (C)

APPENDIX C  
TIDEWATER COMMUNITY COLLEGE  
POLICY ON RESPONSE TO EMERGENT HAZARDOUS CONDITIONS

**Purpose**

This policy addresses the authority for closing a campus in the event of an emergent condition that jeopardizes public health or safety. It excludes inclement weather which is covered under a separate policy.

**Policy**

Tidewater Community College shall provide a safe environment for faculty, staff, students, and visitors to the college in the event of extraordinary circumstances. Examples of such circumstances include emergent severe weather, such as a tornado, or a utility outage resulting in disruption of essential services to a campus or off-campus location. Such emergent conditions may jeopardize public health or safety and may, therefore, require modifications to normal operations.

The College President has delegated to the provost/chief campus administrator of the affected campus, and to the appropriate college dean<sup>1</sup> for district office facilities, the authority to respond to extraordinary circumstances in the interest of public health or safety. In the instance of an emergent severe weather event, such as a tornado, the campus provost/chief campus administrator/appropriate college dean for the affected location shall implement procedures that cause personnel to be moved to safe locations for the duration of the event. In the event of emergent potentially hazardous circumstances, such as a utility outage that jeopardizes public health or safety, the campus provost/chief campus administrator/appropriate college dean for the affected location shall take such action as necessary to provide a safe environment for faculty, staff, students, and visitors, including closing the campus or offices or portions thereof, if appropriate. When the potentially hazardous circumstances are restricted to one building or to a limited area of a campus, without widespread impact, the campus provost/chief campus administrator/appropriate college dean for the affected location shall direct which actions should be taken. The campus provost/chief campus administrator/appropriate college dean for the affected location will notify the College President of the extraordinary circumstances, providing an assessment of the situation, the action taken, the anticipated time for repairs if required, and the expected time of return to normal operations.

When an emergent, potentially hazardous event is sufficiently widespread that it affects both a campus and the co-located district office facilities, the appropriate campus provost/chief campus administrator shall coordinate the response with the appropriate college dean. In such cases, one of the administrators, normally

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<sup>1</sup> For the purposes of this policy document, the term "appropriate college dean" refers to the Dean of Finance and Administration for all District Office - Norfolk and District Office - Portsmouth buildings (e.g., 121 College Place, the L. Cleaves Manning Building, the Portsmouth warehouse, etc.) except the Center of Information Technology building, for which the Dean of Information Systems is responsible.

**Policy on Response to  
Emergent Hazardous Conditions  
Page Two**

the affected campus provost/chief campus administrator shall make the required report to the College President, addressing actions taken for both the campus and the co-located district office facilities.

**Implementation**

The Dean of Finance and Administration, in coordination with the campus provosts/chief campus administrators and the Dean of Information Systems, shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable policies and procedures of the Virginia Community College System and the Commonwealth of Virginia.

**Authorization: Deborah M. DiCroce, President**

**Date: July 6, 2001**

**Effective Date: Immediately**

APPENDIX D

TIDEWATER COMMUNITY COLLEGE

FIRE ALARM TEST REPORT

MULTRA-GUARD CORPORATION

718 West 25th Street

Norfolk, Virginia 23517

Phone (757) 627-2676 Fax (757) 622-4402

DCJS #11-1865

INSPECTION REPORT OF FIRE ALARM SYSTEM

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
 SYSTEM CERTIFIED \_\_\_\_\_ TYPE \_\_\_\_\_

1. TYPE OF SYSTEM: LOCAL \_\_\_\_\_ MCCULLOH \_\_\_\_\_ DIRECT WIRE \_\_\_\_\_  
 2. FIRE STATION CONNECT \_\_\_\_\_  
 3. CONTROL PANEL NAME \_\_\_\_\_ MODEL # \_\_\_\_\_  
 4. SMOKE DETECTOR CONTROL PANEL NAME \_\_\_\_\_ MODEL # \_\_\_\_\_  
 5. IONIZATION DETECTORS NAME \_\_\_\_\_ MODEL # \_\_\_\_\_  
 6. HEAT DETECTORS NUMBER \_\_\_\_\_ TYPE \_\_\_\_\_  
 7. SMOKE DETECTORS NUMBER \_\_\_\_\_ TYPE \_\_\_\_\_  
 8. MANUAL PULL STATIONS NUMBER \_\_\_\_\_ TYPE \_\_\_\_\_

TEST OF EQUIPMENT

	TESTED	SATISFACTORY	UNSATISFACTORY
1. # OF PULL STATIONS	_____	_____	_____
2. # OF HEAT DETECTORS	_____	_____	_____
3. # OF SMOKE DETECTORS	_____	_____	_____
4. # OF IONIZATION DETECTORS	_____	_____	_____
5. ALARM TRANSMITTED AND RECVD.	_____	_____	_____
6. CONTROL PANEL	_____	_____	_____
7. BATTERIES	_____	_____	_____
8. # OF ALARMS	_____	_____	_____
9. OPERATED ON STANDBY PWR	_____	_____	_____
10. EXPLANATION OF UNSATISFACTORY CONDITIONS OR REMARKS _____			

LEFT SYSTEM IN SERVICE:

YES \_\_\_\_\_ NO \_\_\_\_\_

SIGNATURE OF INSPECTOR

SIGNATURE OF SUBSCRIBER

APPENDIX E

TIDEWATER COMMUNITY COLLEGE

SELF-INSPECTION FORM

- 1. Campus/District: \_\_\_\_\_
- 2. Location Inspected: \_\_\_\_\_
- 3. Date & Time: \_\_\_\_\_
- 4. Name/Title of Inspector: \_\_\_\_\_  
\_\_\_\_\_

**PHYSICAL HAZARDS:** Inspector will include, as applicable, evaluations of housekeeping, physical layout, proper lighting, safe set-up and guarding of machinery and equipment, proper storage, condition of floors in relation to slip and fall hazard, condition and placement of furniture, and any other special physical hazards that may be noted.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACTIVITY HAZARDS:** Inspector should make note of all unsafe acts observed such as smoking in non-smoking areas, failure to wear proper protective equipment or apparel, improper operation of machinery or equipment, all violations of safety rules, improper maintenance, horseplay, and any other apparent unsafe acts of omission or commission.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspector: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

College Fire  
Safety Coordinator: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

