# KLAMATH COMMUNITY COLLEGE - HEALTH AND SAFETY PROCEDURES

## Introduction

KCC is committed to preventing on-site injuries and illnesses among all students and staff members. To prevent losses, a safety committee has been established. This committee will include management, staff, faculty, and student members. Employee/student involvement and the support of safety committee members and procedures is necessary to ensure a safe and healthful campus.

## Purpose

The purpose of the safety committee is to involve students and staff members in a cooperative effort to promote safety and health on campus. The safety committee will assist management and make recommendations for change when/where needed.

## Organization

Employee and student representatives shall be volunteers or elected by their peers. Safety committee members will serve a term of at least one year (except as noted on student membership guidelines).

## Functions

The Klamath Community College Safety Committee consists of employees and students who are interested in maintaining health and safety on our campus. Safety Committee members' responsibilities include: make recommendations for improving safety and health on campus, define health/safety problems on campus, identify specific hazards to students and staff and recommending corrective measures, help identify safety training needs, and establish specific safety procedures for our college.

## Duties of Health and Safety Committee Members

Duties of each member will include: attend all scheduled health and safety meetings to be held on the 1st and 3rd Tuesdays of each month, report any unsafe conditions/practices noticed on campus, review all accidents and near misses, make recommendations for improvement to current health/safety policies and procedures, set a standard by working in a safe and healthful manner, observe and help implement and enforce health/safety procedures, complete assignments given to them by the committee chairperson, and act as a work area/departmental contact for the health and safety committee.

## Extent of Authority

The safety committee will advise management on safety and health issues on campus. All recommendations will be submitted in writing to the Safety Committee management representative. These recommendations will be clear and concise and will include: reasons for the need of implementation, any costs of implementation, recommended completion dates, and also the benefits of implementation. Management will consider all recommendations and respond in a reasonable amount of time to the safety committee.

# EMERGENCY PREPAREDNESS

Emergency preparedness involves handling life-threatening events which affect both groups and individuals.

The Klamath Community College Service District believes that emergency planning and procedures, safety education and accident prevention are important to everyone concerned with the community college. The College shall maintain a comprehensive safety program for all employees. The Dean for Administrative Services shall have the overall responsibility for the current comprehensive safety program, including the emergency plan. All staff will be responsible to help maintain a safe and healthful environment. A safety committee has been formed to assist the College in complying with health and safety issues according to OR-OSHA. The safety committee will provide opportunities for safety related training for all employees and will address safety concerns of the employees and the public at large.

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## EMERGENCY TELEPHONE NUMBERS

Keep emergency calls to a minimum. Too many calls at once will overload the telephone lines and cause a circuit blackout.

***For all of the following emergency numbers:***

CITY AND COUNTY FIRE DEPARTMENTS
STATE AND CITY POLICE
KLAMATH COUNTY SHERIFF'S DEPARTMENT
AMBULANCE
COUNTY EMERGENCY SERVICES

# CALL 9-1-1

# FIRE OR EXPLOSION PROCEDURES

Fires and explosions are among the most frequent causes of disaster.
There is no immunity to fires.

## ACTION PLAN

1. Evacuate the building (Pull the fire alarm).
2. Close doors to the fire area.
3. Call the Fire Department (911).
4. Arrange for the safety of students & staff.
5. Inspect the building before returning.

## IF FIRE IS DISCOVERED:

- Pull the Fire Alarm to evacuate the building. Most injuries/fatalities are due to asphyxiation by smoke and toxic gases. Time is of the essence.

  *(For those who have completed the Fire Extinguisher Course - If you decide to use a fire extinguisher make sure that you have an escape path. If possible send someone to ring the fire alarm while you use the extinguisher.)*

***REMEMBER, SAFETY FIRST! DO NOT PUT YOURSELF AT RISK FOR ANY REASON.***

- If possible, close the doors to the fire area. Closing all doors around the fire area will keep the fire from spreading as quickly.

- Call 911 immediately (even if the fire is put out with extinguisher).

## NOTIFY AUTHORITIES:

- The Fire Department and the Director of Facilities should be called immediately. The Director of Facilities shall dispatch someone to direct the fire department to the fire scene.

## SAFETY OF STUDENTS AND STAFF:

- Students and staff are to assemble at a designated safe area. Each faculty member shall account for each of their students and prevent unauthorized return to the classroom. Any student unaccounted for should be reported immediately to the Dean for Learning Services. Each Dean will be responsible for his/her staff.

## INSPECTION OF BUILDING:

- DO NOT ENTER any building that may have sustained damage until it has been examined by qualified persons and declared safe. Before re-entering a building,

one should inspect its structural soundness, electrical wiring, oil, gas, and other fuel systems, water distribution and heating systems.

**CUSTODIAL RESPONSIBILITIES:**

- Upon arrival of the Fire Department or other agencies, the Director of Facilities or his/her representative will make himself/herself available to the officer in charge to open any necessary doors and give assistance relating to building plan and equipment.

## FIRE SAFETY INSTRUCTIONS AND FIRE DRILLS

- Klamath Community College will conduct regular fire drills at least once per term. The College will also conduct regular training of all employees in fire safety, use of fire extinguishers and other safety related topics as necessary.
- A plan for evacuation of the building will be formulated in order to empty the building in the shortest possible time.
- Alternate exits will be designated if usual exits are blocked.
- The College will spell out rules and regulations for evacuating the building.
- Instructions to students will be clear. Evacuation must be immediate.
- Certain staff personnel will be designated to check all rooms, including rest rooms, so that no one remains in the building.
- A staff person will be responsible for closing doors and windows in each room to slow the spread of the fire.
- Building exits guards will be designated and stationed to prevent unauthorized return of people into the building.
- The College will cooperate with local fire department in developing the evacuation plan and in conducting the drills.
- The College will designate an assembly area so all students and staff can be accounted for.
- The Director of Facilities will designate certain personnel to shut off utilities.
- Building personnel will be familiar with location and operation of alarm boxes and extinguishers.

# EARTHQUAKE

Earthquakes are a serious threat in Klamath County. Should an earthquake occur, the following procedures should be followed.

## *REMAIN CALM*

Staff members should take charge immediately and give instructions in firm, calm voices to reassure the nervous, thus helping to prevent the possibility of hysteria or panic.

## *REMAIN WHERE YOU ARE*

During the quake, under no circumstances should persons rush through or to the outside of the building, exposing themselves to falling debris, live wires, etc. Experience has shown that the greatest point of danger is just outside of entrances and close to the sides of buildings.

## *IF INDOORS*

Take cover under desks, tables, or other heavy furniture, in interior doorways or narrow halls, or against weight-bearing inside walls. Stay away from windows, light fixtures, and suspended objects. After the quake is over, inspect the exits, evacuate the building and go to a safe outdoor area until the building has been inspected and declared safe by competent personnel.

## *IF OUTDOORS*

Move into the open, away from buildings, street lights, parking lot lights and utility wires. Safe areas outside of the facility away from exterior walls and windows will be designated where employees/students should gather after an earthquake.

## *AFTER AN EARTHQUAKE*

Stay away from windows, skylights and items that could fall.

## *INSPECT BUILDING*

No one should be permitted to re-enter a building until competent personnel have inspected the following:

- Structural soundness
- Electrical wiring
- Oil, gas, and other fuel systems
- Water distribution

- Boiler and heating systems

# BOMB THREATS

Bomb threats must always be taken seriously. Any information about a possible bombing or use of explosives should be reported immediately. Making bomb threats or taking part in a bombing are violations of both State and Federal laws and a full investigation will be made.

**IN THE EVENT OF A BOMB THREAT, THE FOLLOWING STEPS WILL BE TAKEN:**

1. Gather all information about the bomb, the location, and the caller. Get the exact wording of the call. (See attached checklist)

- Notify the Director of Facilities. If the Director of Facilities is not available notify the Dean for Administrative Services, another Dean, or the President. If none of the above are available notify a Director. **Do not call 911.**

- The Director of Facilities will select key personnel to establish a visual search (as outlined below). If circumstances permit, each employee will be asked to briefly search their own work area.

- If necessary the Director of Facilities will notify all personnel of the bomb threat and give instructions for evacuation by using the fire alarm.

- If evacuation is necessary, do the following:

    - Move well clear of the building
    - Keep roads clear for emergency vehicles
    - Staff should make sure that no one is left in the building.

- Everyone should be alert for possible clues to find the offender.

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# VISUAL SEARCH GUIDELINES

Upon notification of a bomb threat, key personnel, or in some cases all employees, will conduct a "visual search" of the immediate area within their jurisdiction, using the following guidelines:

**DO NOT, UNDER ANY CIRCUMSTANCES:**

- Open drawers, lift books, cartons, waste baskets, or other equipment that requires lifting or moving.
- Turn light switches or other electrical equipment ON or OFF.
- Move fire extinguishers in any manner.

**DO** take particular note of any unusual odors such as gasoline, naphtha, powder, etc.

**DO** make a **"visual search"** of the room in a clockwise direction, looking especially for disturbed, displaced, or unusual pieces of equipment, books out of place or partially placed, and any other items that appear to be out of the ordinary.

Experience tells us that bomb threats appear to occur in series. If you are aware that the college has had a bomb threat in the past several days, it might be a good idea to make visual checks of the room each time that you enter. If anything appears out of the ordinary, DO NOT HESITATE TO INFORM THE DIRECTOR OF FACILITIES OF YOUR FINDINGS. We would, at this point, be more concerned with the safety of the students and staff than with any disruption that might occur as a result of your findings.

***NO ONE WILL MAKE PUBLIC COMMENTS ABOUT BOMB THREATS OR INCIDENTS, ESPECIALLY TO NEWS MEDIA, EXCEPT THOSE AUTHORIZED BY MANAGEMENT.***

# BOMB THREAT BY TELEPHONE CHECKLIST

Time call received _____ Time call terminated _____

Exact words of caller _____
_____
_____

## QUESTIONS TO ASK

*(Be calm, delay caller, ask to have message repeated.)*

Time that bomb is set to explode _____

Where is the bomb located? Building _____ Area _____

Is it in the open? _____Disguised? _____Concealed? _____

What kind of bomb is it? _____

Description of bomb? _____

Why was it placed at KCC? _____

How did it get into the school? _____

## DESCRIPTION OF VOICE

Male _____ Female _____ Calm _____ Frightened _____ Young _____

Middle-aged _____ Old _____ Accent _____ Slang _____ Educated _____

Background noises? Try to describe type of noise(s) _____
_____
_____

Additional Information? _____
_____
_____

After hanging up dial *69 to get the number of the caller.

_____
_____ Signature of person receiving call

# Student Membership on the Safety Committee

Student membership on the Safety Committee will enhance the outlook of the committee by inclusion of the student perspective. While the inclusion of students in the decision making process is desired, the non-employed status of students presents the need to address special situations in the decision making process. Specific guidelines, which need to be incorporated into the policies and procedures, include the following:

1. Students, chosen by the K.C.C. Student Association for membership on the Health and Safety Committee, must be approved by the Committee, prior to becoming a member on the Committee.

2. One voting student member and one alternate shall be chosen to allow for consistency in student membership on the committee. Both student members may attend scheduled meetings.

3. The student member will have full voting rights on the committee, except in situations deemed confidential. In confidential situations (i.e. personnel situations, legal issues, etc.), student members may be excused from the meeting until resolution of the confidential items is concluded.

4. Student members will serve for a period of at least one term. Any decisions concerning student membership on the Committee will be handled by the K.C.C. Student Association.

4. Copies of Safety Committee Meeting Minutes will be forwarded to the K.C.C. Student Association.