

OSHA & Emergency Procedures

Employee Required Training

Emergency Procedures

Required Training Modules

- Emergency Management Basics
- Evacuations
- Secure-In-Place vs. Shelter-in-Place
- Emergency Alert System
- Emergency Procedures Guide
- CERT

Emergency Management Basics

Disasters are cyclical



Mitigate – The process of eliminating or reducing the impact of a known hazard. Two types of mitigation; Structural – retrofitting a building to meet current earthquake codes. Non-structural – creating standards for construction within a flood zone.

Prepare – Taking steps to become ready for an emergency. E.g. 72-hour kits, establishing a plan, training (CERT*).

Respond – Reacting to the effects of an emergency or disaster. E.g. applying 1st aid, fire suppression, putting your plan into action.

Recover – To return to the condition or better condition than before the emergency or disaster occurred. E.g. being able to resume normal business without any encumbrances. Examine your plan and repair the deficiencies. The process of recovering flows back into mitigation.

**Refer to the CERT module.*

The term “first responder” refers to any member of the Police, Fire Fighter, or Emergency Medical Service.

Evacuation

How am I notified to evacuate?

- An alarm, horn or bell will sound. It may be accompanied by a strobe light.
- A supervisor or co-worker may inform you.
- A Public Safety official may direct you.
- You may receive a message from the college emergency alert system via your cell phone (voice or text), email, or work phone.
- The Emergency Talk-a-Phone system

What if I know it's just a drill?

- Regardless of how you are notified, you must leave the building upon notification of an evacuation. It is a state law.

What do I take with me?

- If your personal belongings (keys, purse, cell phone, medication) are immediately available, take them. But do not delay evacuation.
- If you have an emergency bag/kit, take it too.
- If you are a CERT* member, don your vest and hat and take your bag.

**Refer to the CERT module.*

Evacuation

Continued

Where do I go?

- Leave the building through the nearest and safest exit.
- Turn off the lights/close the door.
- If your department deals with money or sensitive records a decision must be made internally whether or not to lock the doors upon evacuation.
- Do not use the elevators.
- If you are an individual with physical impairments that prevent you from exiting your building via stairs, contact the DRC to determine a viable solution.
 - Note: If an employee or student has a DRC authorized accommodation, follow the authorized accommodation. If you have concerns about a student's mobility, such as use of wheelchairs, crutches, canes, or other mobility problems, please call the DRC for guidance. If you have concerns about how to evacuate any student who has identified they need assistance, please contact the SLCC Fire Marshal. For training on how to use the Evacu Trac (Stair Porter), contact the SLCC Fire Marshal.
- Once outside go to the Evacuation Assembly Point (EAP). To find your campus EAP visit the college website at <http://i.slcc.edu/emergency-prepare/building-evacuation.aspx>
 - If that specific area is inaccessible, gather together with your co-workers at least 100' from the building.
- Always follow the direction of first responders.
 - In the absence of a first responder follow the direction of a CERT* member.
- Make sure you are out of the way of incoming first responders' vehicles and their equipment.
- Supervisors should immediately account for all of the employees under their responsibility. If a person is missing, notify a first responder. Do not re-enter the building to look for them.

When can I go backinside?

- Do not go back inside the building until you receive permission from a first responder or college official to do so, even if the alarms have been turned off.

**Refer to the CERT module.*

Secure-In-Place Vs. Shelter-In-Place

Secure-In-Place

Upon direction to “Secure-In-Place”, you must –

- Lock yourself and your coworkers inside the room you are presently in
- Close windows and blinds
- Turn off lights
- Keep quiet and Silence your Cell Phone
- Do not leave the room except by direction of a public safety or college official

“Secure-In-Place” may be directed if there is an active shooter or other violent event on campus. **“Shelter in Place” is the action identified in the “Hide” procedure of the “Run, Hide, Fight” protocol.** “Secure in Place” replaces “Lock Down”.

Shelter-In-Place

Upon direction to “shelter-in-place”, you must–

- Close the door/s to the room you and your coworkers are presently in
- Close the vents in the room
- Stuff material in or tape the spaces around the door/s to prevent hazardous material from entering the room.
- Do not leave the room except by direction of a public safety or college official

“Shelter-in-place” may be directed in the event of a hazardous materials spill or hazardous weather event.

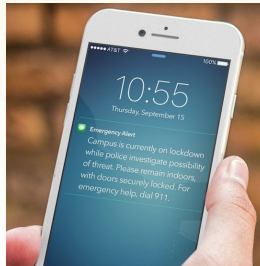


Emergency Alert System

The Emergency Alert System (EAS) is a tool used by the College to notify and warn students, faculty, and staff of an active emergency or disaster or of an emergency or disaster that will occur in the near future.

The EAS can notify people via – SMS (text messaging), mobile phone, email, office phone, and home phone.

All SLCC employees are required to sign up for the EAS. Students are strongly encouraged to sign up for this critical, free service.

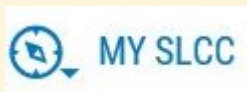


Emergency Alert System

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To sign up for the EAS, login to your MyPage account on the college website.

1. Click on the MyPageLogin on the college website.



2. Login to your account.

The login page for Salt Lake Community College. It features the college logo at the top left, a blue header bar, and a "Sign in to your account" section with input fields for "User Name" and "Password", and a "Sign In" button.

3. Click on the SLCEmergency Alert System button.

Emergency Alert System

- ▶ [Add/Edit/View Contact Info](#)
- ▶ [Opt Out](#)
- ▶ [What's This?](#)

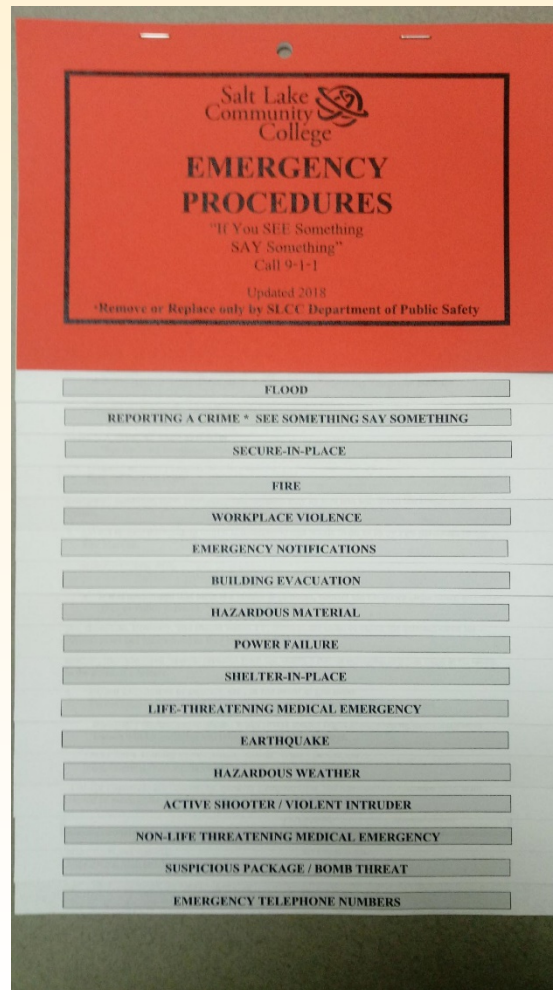


4. Type in the different devices by which you can be contacted.

A screenshot of the "Your Emergency Alert Information" page. The page title is "Your Emergency Alert Information" with a link for "Add/Edit Information". The user's name is "Scott Jones" and their role is "Staff". Under "Phone Numbers", there are three entries: "Phone: 801-837-9376 Location: Mobile", "Phone: 801-913-8176 Location: Mobile", and "Phone: 801-957-4963 Location: Work". Under "Text/Email Addresses", there are three entries: "Text/Email: scottajones10@msn.com Type: Email", "Text/Email: 8018379376 Type: SMS Provider: Sprint", and "Text/Email: 8019138176 Type: SMS Provider: ATT Wireless".

Emergency Procedures Guide

This guide can be found on many of the walls throughout SLCC campuses.



Emergency Procedures APP



SLCC has an Emergency Procedures APP
you can install on you phone called Crisis Manager

To Install:

- Open the App Store or Google Play Store, type SchoolDude CrisisManager in the search box and click “Get” or “Install”
- Open Crisis Manager and select “Continue without logging in”
- Type SLCC in the box, select Search then select Salt Lake Community College (this takes a second to load)
- Once the Salt Lake Community College crisis plan has been opened, select any of the icons and read the emergency procedures and information.



Emergency Procedures Guide

Suspicious Package

If you find a **suspicious package or bag**

1. Do not touch or move it
2. Leave the area immediately and keep others from entering.
3. CALL 911 AFTER leaving the area.
4. Follow instructions of the dispatcher.

Bomb Threat

If you receive a threatening Call

1. Remain calm and allow the caller to talk, listen carefully to what is said.
2. Write down as much information about the call as possible. **Refer to Bomb threat procedure in the Emergency Procedures Flip Chart.**
3. Call 911



Hazardous Materials Spill – If you see a chemical spill or witness a hazardous materials accident, you should:

1. Alert people in the immediate area of the spill to evacuate if necessary.
2. Call 911 and the Environmental Health and Safety Manager, Rand Webb, at (801) 957-4901 or (801) 856-6458.
3. Follow the instructions given to you either by Rand Webb or the 911 Dispatcher.

Emergency Procedures Guide

Earthquake – If you feel an earthquake and you are inside do the following :

1. Stay inside!
2. **DROP** to the ground and take **COVER** under a desk or other sturdy furniture, cover your head and neck with your arms. **HOLD ON** to your cover as it may shift and move
3. Do not leave your cover until the shaking has stopped.
4. Do not use elevators to exit the building
5. If possible and trained, extinguish any small fires.
6. Well after the shaking has stopped, leave the building in an orderly manner.
7. If you require assistance to evacuate a building using stairs, please refer to the [Building Evacuation](#) information provided earlier in this presentation.



During an earthquake, if you are outside, do the following:

1. Stay outside!
2. Move away from buildings and utility lines (assume any utility line touching the ground has power running through it and will hurt you).
3. Do not attempt to enter a building even after the shaking has stopped. Allow officials the time to assess it for structural integrity.

After an earthquake, do the following:

1. Be prepared for aftershocks as well as the inability to use telephones or internet services.
2. Do not try to move a seriously injured person unless they are in danger of further harm.
3. If you are able to help, inform CERT members. They will be wearing green/yellow vests, hardhats and have emergency response ID.

Emergency Procedures Guide

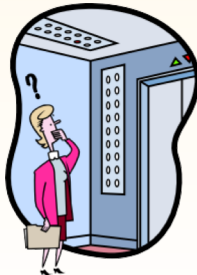
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Elevator Failure – If you are in an elevator when it fails, do the following:

1. Use the in-elevator emergency panel to report the failure. Pushing the button automatically calls the elevator company.
2. If the emergency panel is in-operable, push the alarm button.
3. If you or another person on the elevator has a mobile phone, you can try to call the Facility Services department at (801) 957-3911 or if after hours at (801) 898-4910. *Most elevators prevent mobile phone reception.

If you are near an elevator that fails:

1. If the elevator alarm sounds, investigate further.
2. If there is a problem, contact Facility Services at (801) 957-3911 or after hours at (801) 898-4910.



Fire – Activate the fire alarm and evacuate the building:

1. Report the fire and initiate a building evacuation by activating the nearest fire alarm. Activating the alarm notifies the local fire department and Facility Services.
2. Refer to Building Evacuation Notices for specific information about exiting a building safely.
3. For evacuation or emergency assistance, call 911.

Only trained individuals should use fire extinguishers. If you want to learn how to use a fire extinguisher, contact the College's Fire Marshal at 801-957-4148, or take a local CERT class.

The College has placed Evacu Tracs in many buildings to assist in the evacuation of individuals who use wheelchairs or have mobility challenges. If you wish to learn how to use an Evacu Trac, contact the College's Emergency Manager at 801-957-4963.



Emergency Procedures Guide

Continued

Flood – A flood can be any appreciable quantity of water in or around any of the SLCC sites with the potential of causing damage to buildings or grounds and possible injury to people. Floods can be caused by a variety of conditions such as heavy rain, snow or broken plumbing. Water may also cause damage by seeping through roof areas, down walls and in through doorways.

If you witness any of these conditions, immediately call (801) 957-3911 or after hours at (801) 898-4910. If no one answers at either number, contact public safety dispatch at (801) 957-3800.



Power Failure – When a power failure occurs:

1. Shut off any equipment you are working with.
2. Turn any other equipment or switches off to help prevent possible damage from power surges when restored.
3. Carefully leave dark areas as quickly as possible, taking care to assist any individuals with disabilities as you exit.
4. Do not dismiss classes or close offices unless directed by a school official

Medical Emergency – If a medical emergency appears to be *life threatening*, do the following:

1. Do not move the victim.
2. Call 911 then send someone to meet emergency personnel at the building entrance to guide them to the location. If you suspect a heart attack and choose to use an Automatic External Defibrillator (AED), follow the instructions clearly written on the device and spoken via an automatic recording.
3. After emergency personnel are on scene call the SLCC Risk Manager at (801) 957-4041 and inform of the situation.
4. Write down the following information for the police & Risk Manager:
 - Name of injured person
 - Injured person's address and phone number
 - Date, time and location of injury
 - Description of what happened
 - Brief summary of action taken
 - Names of any witnesses



Emergency Procedures Guide

Continued

Hazardous Weather – Hazardous weather conditions can occur with or without warning. In the cases of severe snow storms it is possible that the College schedule may change. One or more campuses may open late, classes may be canceled, staff offices may be closed or evening classes may let out early.



1. **Morning schedule change** – If serious overnight storms cause a change in the College schedule you can obtain information the following ways:

- The information hotline, (801) 957-INFO, (801) 957-4636 will provide periodic updates beginning at 5:00 a.m.
- If the President feels it is necessary, information may be sent via the College EAS.
- Detailed information can be found on the College website, Facebook, and twitter.
- Information will also be broadcast on local TV and radio stations.

2. **Evening schedule change** – Changes to evening class schedules will be made available on the sources listed above . When hazardous weather begins in the evening hours, classes in session will be contacted and informed about early closings.

Emergency Procedures Guide

Continued

Active Shooter/Violent Intruder - Be prepared for emergency situations. Understanding your personal skills, environment, and limitations will help you respond in the best possible manner. Always remember to RUN – HIDE – FIGHT in that order.

Run!

Exit the area immediately if possible. Try to take others with you but do not stay if they refuse to go. Leave your belongings behind. Do not run in a straight line; take cover behind any available objects as you run. Once you are out of the area, prevent others from going in. Call 911 as soon as it is safe to do so. If you encounter law enforcement, put your hands up immediately and follow their directions.

Hide!

If running is impossible or unsafe, you may decide to hide/secure-in-place. Act quickly and quietly. Your hiding place should be out of the view of the shooter. If inside lock and barricade the doors by any means possible. Turn off the lights and stay quiet. **SILENCE YOUR CELL PHONE, including the vibration mode.** Look around for items you can use as a weapon against the shooter should you end up having to fight.

Avoid huddling together as much as possible as that gives the shooter a larger target to shoot at. Remember to stay put until law enforcement comes to get you out. It may take several hours for them to clear the area, keep your phone on silent and be patient.

Fight!

If your life is at stake, you may have to make the decision to fight back. If with a group, work together on how you will attack the shooter. Look for any items that can be used as a weapon, chairs, fire extinguisher, belts, drawers, scissors, pens or pencils, anything that can cause harm. Act with fearless aggression, you may be fighting for your life. You must absolutely commit to taking the shooter down.

DO NOT PULL THE FIRE ALARM

For more information, review the SLCC Active Shooter Response Training Video at <https://www.slcc.edu/police/active-shooter-training.aspx>

Take FEMA Training IS-907 Active Shooter: What You Can Do <https://training.fema.gov/is/courseoverview.aspx?code=IS-907>

Emergency Procedures Guide

Continued

Workplace Violence – Call 911 immediately if any (or similar) of these conditions exist:

1. A weapon is present.
2. Individual is threatening harm to self or others.
3. Physical assault is occurring – hitting, fighting, rape, shooting.



The following behaviors, when viewed as an isolated event do not necessarily constitute a threat of violence. However, if patterns of behavior emerge which include one or more of the conditions listed below, they may be an indicator that a person could develop violent behavior and you should report such behavior to 1) Your supervisor; 2) The Employment Manager (4212) and 3) The Director of Public Safety (4571 or 4369):

Mild threat – verbal abuse, inappropriate sexual comments, negative attitude towards policies & procedures, instigating harmful rumors, expressing suicidal thoughts

Strong threat – expressing a desire/intent to harm others, sending sexual/violent notes, making suicidal threats/gestures, expressing feelings of being persecuted by others, consistently acting out in anger.

If you

SEE

something

SAY

something



Salt Lake
Community
College 

SEE something wrong happening
on campus or at a College event?

SAY something immediately to
local authorities to make it right.

Report suspicious activity at:

801-957-3800

www.slcc.edu/emergency-prepare

Community Emergency Response Team



Salt Lake Community College has an active Campus Emergency Response Team, including those that are trained in Community Emergency Response Team (CERT) program which includes more than 100 of your co-workers, friends and colleagues. Both the Campus Emergency Response Team and the CERT members are critical not only during emergencies and disasters but in power outages, fire drills and the numerous emergencies that the college faces almost daily. These members are included in training and exercises conducted by our Public Safety Department and Emergency Management. If you would like to be involved, contact Lisa Schwartz at (801) 957-4963 or Mike Gale at 801-957-4538.

Those trained in CERT are taught how to:

- Identify potential hazards and respond to them
- Organize into a highly functional team becoming an asset to professional first responders
- Provide disaster medical aid
- Conduct a safe search and rescue inside a building.
- Work as a team to extricate trapped people.
- Rapidly assess an emergency and suppress fires using a fire extinguisher properly
- Identify the signs of stress and deal with the psychological effects of a disaster

CERT members have taken the class for different reasons but each would agree that learning the skills provided in these classes are very empowering and helps eliminate the personal fears one may have about their role during an emergency.

Emergency Procedures

Emergency Manager

For more information about any of the topics provided in this presentation thus far, please contact Lisa Schwartz, SLCC Emergency Manager, 801-957-4963 or lisa.schwartz@slcc.edu

Continue to the
OSHA portion of
the training



OSHA Requirement

If there are chemicals at your work site...

You must be trained in **Hazard Communication**

HAZCOM

Hazard Communication Training

- Basic Orientation Level
 - Recommended for everyone
- Area-Specific Training
 - For employees that use certain chemicals all the time
- Job-Specific Training
 - For certain jobs where a new procedure or chemical is being used

OSHA Standards

29 CFR, Parts 1900-1910

- Hazard Communication (HAZCOM)
- Universal Precaution (HIV/Hepatitis B)
- Hearing Conservation
- Respirator
- Industrial Truck (Fork Lift)
- Confined Space
- Lock Out Protection

Government Regulatory Acts

The College is responsible for compliance with many government regulations.

If you have questions about anything you are doing that might seem unsafe, or if you have a unique disposal problem, please contact

[Environmental Health and Safety](#) at [801-957-4902](tel:801-957-4902).

Environmental Protection Agency (EPA)

- Clean Air
- Clean Water
- TOSCA (Toxic Substances Control)
- RCRA (Hazardous Waste)
- CERCLA (Superfund)
- EPCRA (Community Right to Know)
- Endangered Species

Hazardous Waste

Definition

...any garbage, refuse, sludge from a waste treatment plant, or air pollution control facility and other discarded material, including solid, liquid, semi-solid, or contained gaseous material resulting from industrial, commercial, mining, and agricultural operations, and from community activities...

- Ignitable
- Corrosive
- Reactive
- Toxic

Hazardous Substance

Definition

“...a substance or material that presents a
physical or health hazard.”

Hazardous Substance

Physical Hazards

Bodily harm can result from the physical properties of the substance, such as:

- Compressed gases
- Flammable materials
- Explosives
- Corrosives
- Reactives

Hazardous Substance

Health Hazards

Exposure can adversely affect an individual's health, possibly causing:

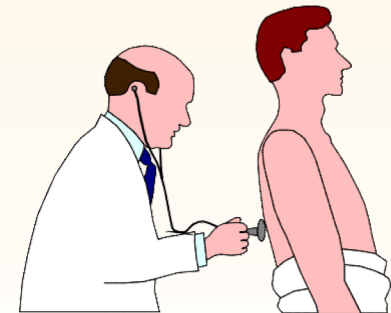
- Irritation
- Sensitization
- Organ damage
- Cancer

Effects of Toxic Materials

- Acute
 - Sudden exposure
 - High concentration of toxic materials
 - Rapid reaction with body tissue



- Chronic
 - Repeated exposure
 - Small concentration of toxic materials
 - No immediate reaction to exposure
 - Effects appear long after exposure



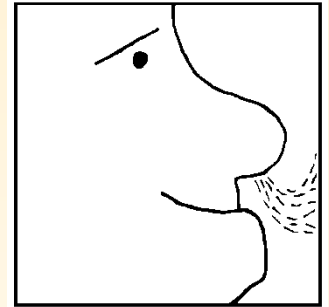
Toxic Materials

Routes of Entry

There are four ways toxic materials can enter the body:

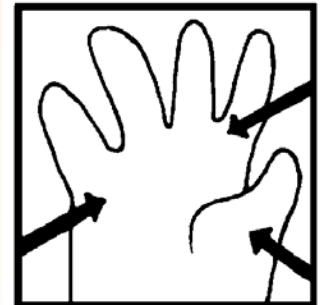
1. Inhalation

- Most common route of entry
- Rapidly absorbed in lungs and passed to bloodstream
- Vapors, gases, particulates, aerosols



2. Absorption Through the Skin

- Reaction with surface of skin
- Skin penetrated – sensitization
- Multiple skin layers penetrated
- Toxin enters the bloodstream and causes systemic poisoning

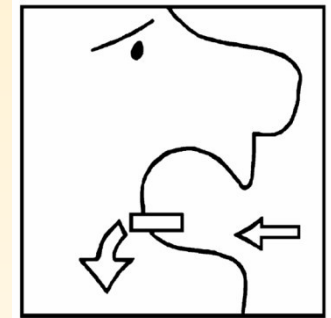


Toxic Materials

Routes of Entry - Continued

3. Ingestion

- Usually unintentional
- Keep food away from chemicals
- Wash hands before eating, drinking, or smoking



4. Injection

- Materials enter through broken skin
 - Cuts
 - Sores
 - Burns
 - Scratches



Safety Data Sheet (SDS)

The Globally Harmonized System (GHS) establishes a standardized 16-section format for SDS's to provide a consistent sequence for presentation of information to SDS users.

Items of primary interest to exposed employees and emergency responders are presented at the beginning of the document, while more technical information is presented in later sections.

Safety Data Sheet (SDS)

Continued

What does this mean for me?

- Safer working conditions
- Enhance hazard communication
- Simplified labeling / documentation
- Significant cost savings to you
- Reduced trade barriers



OSHA Requirement

When using a chemical, the SDS must be readily available.

- Good rule of thumb:
 - Within 50 feet indoors
 - Within 100 feet outdoors
- The custodial department has more SDS's than any other department
- Custodial has one book on each floor in each building

Standardized Safety Data Sheets (SDS) & Hazard Classification

- SDS to have a specific sequence of information
- Supplements labeling for users needing information

Section 1, Identification

Section 2, Hazard(s) identification

Section 3, Composition/information on ingredients

Section 4, First-aid measures

Section 5, Fire-fighting measures

Section 6, Accidental release measures

Section 7, Handling and storage

Section 8, Exposure controls/personal protection

Section 9, Physical and chemical properties

Section 10, Stability and reactivity

Section 11, Toxicological information

Section 12, Ecological information*

Section 13, Disposal considerations*

Section 14, Transport information*

Section 15, Regulatory information*

Section 16, Other information

Updated Labeling Requirements

- Standardized signal words
- Pictograms
- Hazard statements
- Precautionary statements
- Specified format for SDS

KEEP AWAY FROM HEAT

HIGHLY FLAMMABLE LIQUID

DANGER

WEAR PROTECTIVE GLOVES



2



1J Sulfuric Acid

2



Danger! May be harmful if swallowed.
Causes severe skin burns and eye damage. Fatal if inhaled. Harmful to aquatic life.

Do not breathe dust/fume/gas/mist/vapors/spray. Wear protective gloves/protective clothing/eye protection/face protection. Wear respiratory protection.

Ⓡ

IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a POISON CENTER or doctor/physician.

In case of fire Use water spray, alcohol-resistant foam, dry chemical or carbon dioxide.

See Material Safety Data Sheet for further details regarding safe use of this product.

Ⓡ

Sigma-Aldrich 3050 Spruce Street SAINT LOUIS MO 63103 USA Telephone : +18003255832

1

Product Identifier

t8

Hazard Statements

2

Pictograms

Ⓡ

Precautionary Statements

3

Signal word, "Danger!,,

Ⓡ

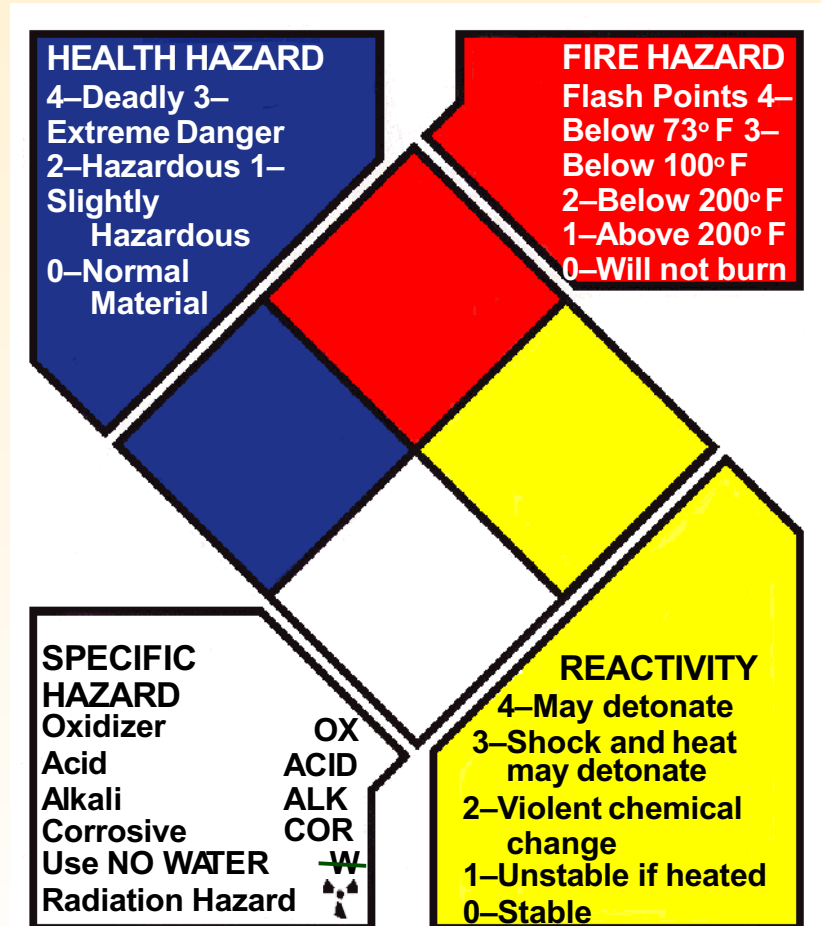
Supplier Information

Globally Harmonized System (GHS)

Classification and Labeling of Chemicals

- International approach to hazard communication
- Standardized order of information
- GHS was adopted in the United Nations in 2002
- “Right to Know” now “Right to Understand”
- Final rule published March 26, 2012

National Fire Protection Association Hazardous Materials Labeling Model



Environmental Health & Safety

All Environmental Health and Safety issues should be directed to:
Rand Webb – Environmental Health and Safety Manager
801-957-4902 or rand.webb@slcc.edu

For additional information, view the
Environmental Health & Safety webpage :
<http://i.slcc.edu/facilities/ehs.aspx>