

Davis Technical College Health and Safety Plan

Effective Date: July 6, 2012
Updated: September 11, 2018

Health, Safety and Safety Contact Information

Emergency (Day): Call extension 2650 or 911

Emergency (Evening): Call 801-698-6224 or 911

Security Concerns: 801-593-2430 (kristin.culley@davistech.edu)

Health and Safety Statement

Health and safety at the Davis Technical College is undertaken in accordance with relevant institutional, industrial, governmental agency regulations and policies and procedures contained in the Campus Safety Policy. This plan is intended to promote a safe, secure, healthful learning and work environment. The plan outlines the protocol for the management of the health and safety of employees and students in cases of sickness, accidents, fire safety, emergency and evacuation, security and safety on campus.

Employee Health Resources

Davis Technology College employees have access to the following health resources:

- Access to the exercise facility (refer to the Exercise and Health Activity Policy and Procedures).
- Health briefs sent to employees on a continual basis from the Human Resources Office.
- Healthy Utah resources including on and off-site services and incentives.

Emergency Notification

The college uses a third-party mass notification system which is regularly updated with student and faculty contact information. The system is used to notify students and employees of campus-wide emergencies or closures via text messaging, voice messages, and/or email. College administration regularly tests the system to verify that it meets our needs. Employees and students are responsible to ensure that their contact information is up-to-date and accurate.

Campus Access

The Davis Technical College hours of operation and event calendar are available to employees and the public on the college web site. Students and employees will be notified of emergency campus closures and reopening through the Emergency Notification System and the college web site. Closures are also announced on KSL Radio 1160 AM and 102.7 FM.

Annual Security Report

An Annual Security Report is available to the public on the College web page under *Consumer Information*. The plan is developed by the Campus Safety Director based on information provided by the Kaysville City Police Department. The Annual Security Report will be published by November each year.

Smoking

In accordance with the Davis County Board of Health Regulations, Davis Technical College is a smoke free campus in common areas. Smoking is allowed only in designated areas and violators may be cited under Utah Code 26A-1-123. Students under the age of 19 years old are prohibited from possessing any e-cigarettes or tobacco in any form as per Utah Criminal Code 76-10-105.

Procedures for Investigating Incidents

All incidents on campus are followed-up with an Incident Report, which is available online. The College Health and Safety Committee evaluates the incident and response to determine if further action or improvement in safety practices is needed. Incident Reports are filled out by instructors, supervisors or students.

Instructor Responsibility

Instructors oversee safety training for students and enforcement of safety in the classroom, lab and shop areas. Instructors record student safety training in the student information system to be included in the student record. Students must comply with safety training and practice.

Student Responsibility

As defined in the Occupational Safety and Health Act, P.L. 91-596 of 1970, all persons are required to understand the safety and health requirements of their specific area of training and employment. Safety instruction is an integral part of College programs and it is the student's responsibility to adhere to institutional policy and procedures relating to student conduct and campus health and safety. Students are responsible for personal safety and the safety of others in their area of training and for immediately reporting and/or resolving any health, safety or security concerns to their instructor. Violation of these standards may result in the imposition of sanctions or discipline. The following protocols define what to do in case of emergency.

Employee Responsibility

As defined in the Occupational Safety and Health Act, P.L. 91-596 of 1970, all persons are required to understand the safety and health requirements of their specific area of training and employment. Safety instruction is an integral part of College programs and it is the student's responsibility to adhere to institutional policy and procedures relating to student conduct and campus health and safety. Employees are responsible for personal safety and the safety of others in their area of training and for immediately reporting and/or resolving any health, safety or security concern to their instructor. Violation of these standards may result in the imposition of sanctions or discipline. The following protocols define what to do in case of emergency.

Safety Resources

Safety Resource Centers identify the location of program specific safety resources such as sharps disposal, Safety Data Sheets (SDS) and eye wash stations. First aid kits are located in each program. First aid kits and AED's are also located in designated areas in each building on campus.

Fire

If you see a fire, activate the alarm at the pull station. Vacate the building immediately. If quickly accessible, you may take personal items. Do not return to the building until an "all clear" from security or the fire department has been given and the alarm ceases. To report a fire:

- To report a fire during the day, call extension **2650** (the operator will call the fire department) and call a **Code Red**.
- During the evening, call **911** and then **801-698-6224**.

Behavioral disturbance or any other issue that requires security intervention

A behavioral disturbance can be either verbal or physical. If you observe a behavioral disturbance, suspicious behavior or any other issue that requires urgent security assistance on campus, report your specific observations:

- During the day, call extension **2650** and request that the operator call a **Code White**.
- During the evening, call **801-698-6224** and if necessary, **911**.

Medical Emergencies

Report minor medical emergencies to your instructor or another college employee. For a life threatening medical emergency or if you are unsure:

- During the day, call extension **2650** and request that the operator call a **Code Blue**.
- During the evening, call **801-698-6224** and if necessary, **911**.

Internal/External Threat Situation

In the event of an internal/external threat (Active Shooter) incident the “**CODE BLACK**” safety protocol will be implemented. **CALL 911 WHEN IT IS SAFE TO DO SO**

RUN

- Have an escape route and plan in mind
- Leave your belongings behind

HIDE

- Hide in an area out of the shooter’s view
- Block entry to your hiding place and lock the doors
- Silence your cell phone

FIGHT

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter

How to Respond When Law Enforcement Arrives

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times

Information You Should Provide to Law Enforcement or 911 Operator

- Location of the active shooter
- Number of shooters
- Physical description of shooter/shooters
- Number and type of weapons held by shooter/shooters
- Number of potential victims at the location

Earthquake

Take cover under a desk or table, if possible. If not, get near an interior wall, drop, cover and hold on. Stay away from windows. Remember to wait for **TWO MINUTES** after tremors stop and then evacuate as per fire drill instructions. In the meantime; **DROP, COVER, HOLD ON, and DON’T PANIC.**

- During the day, call extension **2650** to report injuries.
- During the evening, call **801-698-6224** and if necessary, **911**.

Suspicious Package

If you find a suspicious package:

- Do not touch or use cell phones or two way radios near the package.
- During the day, call extension **2650**.
- During the evening, call **801-698-6224** and if necessary, **911**.

If you come upon a suspicious envelope or package containing a message indicating that Anthrax is included (a crystalline or powdery substance may not be seen or noticed), remain calm and immediately close all doors and windows in the room and remain in the room. Move away from the package.

- During the day, call extension **2650**.
- During the evening, call **801-698-6224** and if necessary, **911**.

Note: If you have been exposed to a powder or other substance, do not touch your face or attempt to clean

up the desk or counter top. If a sink is available in your work area, wash your hands, arms and face with soap and water.

Environmental Hazards

Blood Spills

If you see blood that has been spilled onto the floor or other surfaces, notify your instructor or another college employee. Do not attempt to clean up the blood yourself or allow others to do so. If you are exposed to another person's blood or other bodily fluids:

- For a skin exposure or blood that comes in contact with an open wound, wash the area thoroughly with soap and water.
- For a blood splash to the eyes, nose or mouth rinse copiously with tap water.
- Report any blood exposures to your instructor or another college employee.

Other Hazardous Materials

Other hazardous materials or substances can be in the form of chemical spills, natural gas leaks or other materials. If you smell or see a substance that you feel may be hazardous, stay away from the substance and direct others away from the immediate area. Do not touch or attempt to clean up an unidentified substance.

- During the day, call extension **2650**.
- During the evening, call **801-698-6224** and if necessary, **911**.

Additional Information

For additional information regarding Davis Technical Colleges' health and safety measures as well as emergency response information, please see the Davis Tech website or the Annual Security Report.

Accomplishments

- Fire alarm response, fire alarm testing and suspicious package process/procedure created
- Started a Student Assistance Program where our students have access to mental health services through their student fees

Goals

- Enhance safety and security knowledge of our department staff to include scenario based trainings
- Increase communication campus wide by setting the standard within our own department
- A quarterly health and safety initiative to increase awareness of students, faculty and staff
- Annual Safety and Security Event – an event to provide information and awareness for personal safety/security for student, faculty and staff