

Davis Technical College (Davis Tech) Health and Safety Plan

Effective Date: July 6, 2012
Updated: June 2017

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(andrew.fresh@davistech.edu)

Health and Safety Statement

Health and Safety at the Davis Technical College (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, students and guests in cases of sickness, accidents, fire safety, emergency and evacuation and security on campus.

Health and Safety Committee

The College Health and Safety Committee meets quarterly to review safety related incidents. The committee reviews and updates The Health and Safety Plan and The Campus Emergency Operations Plan.

Employee Health Resources

The Health and Safety Committee reviews health related resources available to employees, including but not limited to:

- Access to the exercise facility (refer to the Exercise and Health Activity Policy and Procedures).
- Health briefs sent to employees from the Human Resources Office.
- Healthy Utah Resources including on site 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. The College regularly tests the system to verify that it meets our needs. Employees and students are responsible to ensure that their contact information is accurate.

Campus Access

College hours of operation and event calendar are available to employees and the public on the College web site. Students and employees are 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 Crime Report

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

Smoking

In accordance with the Davis County Board of Health Regulations, the College is a smoke free campus. 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, enabling the College Health and Safety Committee to document incidents, evaluate the responses and determine if further action 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 and 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. 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 disciplinary action.

The following protocols define what to do in case of emergency:

Fire

Pull a fire alarm and announce the fire out loud. Vacate the building immediately according to the Evacuation Plan for your area. If quickly accessible, you may take personal items. Do not return to the building until an "all clear" 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).
- During the evening, call **911** and then **801-698-6224**.

Behavioral Disturbance

A behavioral disturbance can be either verbal or physical. If you observe any type of behavioral disturbance or suspicious behavior on campus, report your specific observations:

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

Medical Emergencies

Report minor medical emergencies to your instructor or another College employee:

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

Internal Threat Situation

In the event of an internal threat / Active Shooter Incident the "**CODE BLACK**" safety protocol will be implemented. :

- **GET OUT / EVACUATE** then call **911**.
- **LOCK/HIDE OUT** - If you cannot get out, move to a classroom or office, lock it down making sure the lights are turned off and stay clear of doors and windows. Remain inside the room and await

further directions.

- **TAKE OUT -** If the assailant attempts to enter your area then attempt to “Take Out” the individual by using any means available (as stated in Utah Code 76-2-402).
- When the police arrive, follow all instructions and keep your hands visible.
- When evacuating the building, if possible, take all necessary items including keys.
- The campus building may be sealed as a crime scene and no one will be allowed to enter the building for several hours.

Earthquake

Take cover under a desk, table or in a doorway; or stand close to the wall in a hallway. Stay away from windows. Remember to wait for **TWO MINUTES** after tremors stop and then evacuate as per fire drill instructions. In the meantime; **DUCK, COVER, HOLD, and DON'T PANIC.**

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

Bomb Threat

If you find a suspicious package:

- Do not touch or use cell phones near the package.
- During the day, call extension **2650**.
- During the evening, call **911** and then **801-698-6224**.
- The fire alarm will be activated and the facility evacuated as per fire drill procedure. If readily available, take personal items with you.

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.
- Follow OSHA blood born pathogen protocols pertaining to spills.

Anthrax

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 **911** and then **801-698-6224**.

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.

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. If evacuation is necessary, the fire alarm will be activated. Evacuate the facility per fire drill instructions.

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

Goals and Accomplishments

FY 2017 Accomplishments

- The College hosted the Utah Women's Safety Summit focusing on sexual assault awareness and prevention.
- April was recognized on campus as Sexual Assault Awareness Month at which time the "It's on Us" campaign rolled out to students and staff.
- New security surveillance devices were installed in high traffic areas focusing on the cosmetology area where there is a large student population of targeted risk.

FY 2018 Goals

- Increase campus safety through education and training by the providing relevant topics and materials relating to safety on a quarterly basis.
- Manage campus security and safety through proactive measures, identifying problems and risks, prior to an incident rather than taking a reactionary posture.

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, Annual Security Report or the Davis Tech Emergency Operation Plan.