



**TECHNICAL COLLEGE
OF THE LOWCOUNTRY**

SAFETY/SECURITY MANUAL

2008

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EMERGENCY TELEPHONE NUMBERS

To report a crime in progress, a fire, a heart attack, a serious injury, or any situation where there is **IMMEDIATE** danger to life and property.

DIAL 911

THE TECHNICAL COLLEGE OF THE LOWCOUNTRY TELEPHONE NUMBERS

BEAUFORT CAMPUS:

	<u>TCL Telephone</u>	<u>External Phone</u>
Vice President for Administrative Services (Business Office)	8249	525-8249
Security Office	8301	525-8301
Security Emergencies	986-6971	986-6971
Physical Plant	8282	525-8282
Campus Operator	Dial "0"	

NEW RIVER CAMPUS:

Associate Vice President	6033	470-6033
Security Office	6006	470-6006
Security Emergencies	812-4115	812-4115

HAMPTON CAMPUS:

Administrative Support	2000	(803) 943-4262
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INTRODUCTION

This manual, the *Technical College of the Lowcountry's Safety/Security Manual*, was prepared for your specific use while employed at the College and is intended to promote, create, and maintain a healthy, safe, and secure environment. As employees of the College, we have an obligation to the students of TCL to provide a safe and secure environment. A good safety and security program can help reduce the number of accidents, prevent injuries, and provide a secure environment in which to learn, teach, and work.

The Vice President for Administrative Services has the responsibility of coordinating the college-wide safety and security plan. The plan of the College is not only to meet but to exceed the requirements of state and federal laws regarding safety and security. College employees should become familiar with all aspects of the plan and work cooperatively to assist in making TCL a secure environment.

Under the direction of the Vice President for Administrative Services, the Physical Plant Staff and Security personnel evaluate threatening situations or hazards and take measures necessary to maximize the safety and security of all concerned. As emergencies situations warrant, the Emergency Notification Procedure will be used to notify staff and students of potential threatening situations. (See the TCL Emergency Response Plan)

The ultimate goal of the Technical College of the Lowcountry's "Safety and Security Plan" is to make the College a pleasant, safe, and healthy place to work, attend classes, or gather for public meetings.

PART I

TCL SAFETY INFORMATION

Common Safety Considerations

No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation that may occur. Good judgment must be used in every work situation. Listed below are some common safety considerations.

1. Follow the approved practices and procedures outlined in this manual.
2. Use equipment, protective clothing or devices whenever a hazard justifies their use or when so instructed by your supervisor.
3. Make frequent inspections of tools and other equipment used to make certain they are in good condition.
4. Report any hazardous condition that might injure any person or damage any property. The hazard should also be pointed out to any student or employee exposed to it.
5. When going up or down stairs, use a handrail.
6. Report spills of water or other liquids or excessive dust, dirt or any other debris on floors that could cause someone to slip.
7. When walking across campus, stay on the sidewalks to avoid exposed roots, holes or other obstacles.
8. On the Beaufort Campus always use the tunnel for walking access between East and West Campus.
9. Never leave filing cabinet drawers open.
10. Do not place broken glass or sharp objects in trashcans. Report such to the Business Office who will instruct how to dispose of broken or sharp objects.
11. Do not permit exposed electrical cords on floors of office or work areas.
12. Supervisors are responsible for conducting adequate briefings prior to beginning work and are to make certain that safety equipment is available in each building. When a supervisor observes an unsafe procedure being used, the supervisor should take immediate action to stop the unsafe procedure or correct the hazardous condition.
13. Faculty members are expected to provide a safe, secure and healthful learning environment in the classrooms. Those teaching in laboratories should be familiar with safety requirements that affect their classes. Faculty must be aware of an emergency plan in case of chemical spills, injury, and classroom or laboratory evacuation.

Children or Pets on Campus

In order to promote an environment conducive to teaching and learning, it is the policy of the Technical College of the Lowcountry that no children are permitted to remain on campus during business hours or when classes are in session. (TCL Policy 6-1-612)

For safety, health and liability reasons, pets are not permitted on campus, either on the grounds or in buildings, except animals approved for assistance of persons with disabilities, used by law enforcement officials, or animals used for educational purposes in academic programs.

Violent Behavior on Campus

The protection of the College's employees, students, and campus visitors is the highest consideration of all members of the college community. In case of violent or illegal behavior or interference with the normal, orderly campus operation, call for emergency help (911), notify campus security and the campus administrator (see page 1).

Disruptive Conduct

Any person who intentionally acts to disrupt or interfere with the daily operation of the College will be subject to appropriate disciplinary action by College authorities or law enforcement personnel. According to Policy 2-1-215 Crime Awareness and Campus Security, the Technical College of the Lowcountry shall be primarily responsible for carrying out the mandates of the Crime Awareness and Campus Security Act of 1990; 20 U.S.C., Section 1092 (f). Disruptive conduct includes, but is not limited to, the following:

- Violence against any student, employee or guest of the College.
- Theft or willful destruction of College property or of the property of members of the College.
- Forcible interference with the freedom of movement of any student, faculty member, other personnel or guest of the College.
- Obstruction of the normal processes and activities essential to the functions of the College community.

Identification Cards

Student and employee identification cards (ID) are required and must bear an identifying photograph. Identification cards should be carried while on the college campus and must be presented, if requested, by a law enforcement officer or an official college representative.

Procedures for Reacting to Some Potential Disasters

While this manual does not cover all situations that could possibly occur, some of the procedures to follow are standard in reacting to some disasters. Such other disasters as hurricanes, bomb threats, tornadoes, and plane crashes are covered in the *TCL Emergency Response Plan*. Refer to the summary of general safety information relating to severe weather below.

Thunderstorms and Lightning

- When a thunderstorm threatens, seek protection from lightning in a large building or an automobile.
- Avoid use of plug-in electrical equipment during a storm.
- Avoid use of the telephone, except for emergencies.
- If you feel your hair stand on end, lightning may be about to strike you. Drop to your knees and bend forward, putting your hands on your knees. Do not lie flat on the ground.
- If you are in a group in the open, spread out and keep people several yards apart.
- Stay away from open doors and windows, wire fences, metal pipes and rails.
- Keep calm. Thunderstorms usually pass in a short time; be cautious, but do not panic.
- Remember, stay indoors and keep informed.
- If you are caught outside and cannot reach a building:
 - Seek shelter in a low area under a thick growth of small trees
 - Do not stand underneath a tall, isolated tree or utility pole
 - In open areas, go to a low place, such as a ditch.

Tornados

- For specific preparations refer to the *TCL Emergency Response Plan*.
- When advance warnings are received, the College will make every effort to notify students and employees through telephone, e-mail and TCL Security Personnel.

Extreme Heat

- Limit your heat exposure by wearing loose-fitting, lightweight, light-colored clothing.
- Wear a hat with a wide brim to protect your head and neck.
- Pace yourself while working. Pace yourself to achieve a normal pulse and breathing rate. Do not exceed this pace.
- Do not wait until you are thirsty to drink.
- Rest regularly to allow your natural “cooling system” to work.

- Watch for these signs of heat impairment:
 - General weariness
 - Headache, dizziness or nausea
 - Appearance changes, such as red or very pale face
 - Rapid heart beat

If any of these signals occur, stop and relax in the shade and wait for help. Drink plenty of water, **SLOWLY**. Fan or drench your body to avoid possible heat stroke. If the condition persists for any length of time, call the doctor.

Accident or Injury

1. IMMEDIATELY **DIAL 911**, IF THE INJURIES APPEAR SERIOUS, LIFE THREATENING OR REQUIRE MEDICAL OR EMERGENCY ROOM TREATMENT.
2. Contact Campus Security – See page 1 contacts.
3. If necessary, assist in contacting the injured person’s spouse, parent, or guardian as soon as possible. (For employee information, call Human Resources, Extension **8248** or for student information, call the Registrar’s office, Extension **8210**).
4. If injuries are not serious but may require medical treatment, notify your supervisor or department head and assist the injured person in arranging for medical treatment.
5. A first aid kit is available in each building for cuts, stings, or other minor injuries. **Medication should only be administered under a doctor’s direction.**
6. Report all accidents immediately to your supervisor and the Vice President for Administrative Services (**8249 or 8251**) if during normal business hours of operations. If an accident occurs in the evening, report it immediately the next morning.

Other Medical Assistance - Seizures

It is not uncommon on a college campus to be required to give assistance to a person who experiences an epileptic seizure, although professional medical assistance may be required. The following information is provided to assist in meeting the immediate need of the person who may be experiencing a seizure.

During a seizure, for just a minute or two, the victim's brain does not work properly and sends mixed messages to the rest of the body. Once the seizure is over, the brain is working properly again. The entire class or work area may be affected because of the strangeness of unusual behavior or the dramatic suddenness of a seizure.

If a seizure occurs, **do the following:**

1. Look for medical identification on the patient. Loosen ties or shirt collars. Turn the patient on their side to keep airway's clear.
2. Speak calmly and reassuringly to the patient and others.
3. If there are no signs of recovery within a few minutes, **call 911** for medical assistance. Stay with the person until he/she is completely aware of their environment.
4. When the seizure subsides, ask if hospital evaluation is wanted.
5. Offer to obtain help in getting the person home.

Do Not:

1. **Put any hard implement in the mouth or attempt to hold their tongue....it cannot be swallowed.**
2. **Try to give liquids during or just after seizure.**
3. **Restrain.**
4. **Shout.**
5. **Expect verbal instructions to be obeyed.**

Reassure the employees or students that what is happening (or has just happened) is not dangerous to them or to the seizure victim. Most seizures last only a few minutes and most seizures occur in persons who have epilepsy. Some physical injuries or illnesses can cause a single seizure. Remain aware of a moral obligation to provide for the safety and security of each employee or student and to protect the rights of the victim not to become a "spectacle".

Fire Prevention Plan

The primary concern of the fire protection plan is to save lives. The protection of property is secondary. Each employee and student should become familiar with the fire alarm signal, fire extinguisher, evacuation procedures, and be prepared should a fire occur. An evacuation map is located in each building, which shows the proper exit procedures.

Smoking is prohibited in all campus buildings, and employees should not smoke outdoors where a hazard from smoking exists.

Fire Alarms

Although the Physical Plant staff may conduct periodic fire drills, these drills are not a requirement for higher educational institutions. Therefore, it is necessary to regard each fire alarm as a warning of immediate danger and heed the following:

1. On hearing a fire alarm, all occupants must evacuate the building immediately. Each occupant should proceed in an orderly fashion to an exit in accordance with the evacuation plan map.
2. Designated college personnel will escort the fire fighters to the scene as necessary and/or assist in extinguishing small fires.
3. Faculty and other College personnel should ensure that re-entry to a building is **not** permitted until properly authorized by the fire department or College administration.

IN CASE OF A FIRE

1) IF A FIRE IS KNOWN TO EXIST, DO THE FOLLOWING:

- Pull the nearest available fire alarm and **CALL THE LOCAL FIRE DEPARTMENT AT 911.**
- Call the Business Office/Vice President for Administrative Services at **8249** or **8251** during business hours. After hours, contact the Vice President for Administrative Services at (843) 525-1029 or the Director of Physical Plant at (843) 525-6988.
- **USE FIRE EXTINGUISHERS to put the fire out if you can do so without risk of personal injury. CAUTION: NEVER USE A TYPE "A" FIRE EXTINGUISHER TO EXTINGUISH AN ELECTRICAL FIRE BECAUSE IT HAS A LIQUID BASE AND CAN ELECTROCUTE YOU!!**
- **EVACUATE THE BUILDING WHEN TOLD TO DO SO OR WHEN IT IS OBVIOUSLY UNSAFE TO REMAIN.**

2) IF A FIRE IS SUSPECTED,

- Call the Business Office (Extension **8249**) or Physical Plant Director (Extension **8282**). For off campus sites, also notify the campus administrator.

Physical Plant Safety

The Physical Plant Department emphasizes safety in the workplace in the following way:

1. Hearing Protection - Earplugs are available and will be worn by all maintenance and custodial workers while engaging in any activities that produce a noise level in excess of normal voice levels.
2. Eye Protection - Safety glasses and goggles are available and will be worn by all maintenance and custodial workers engaged in any activities that produce airborne debris or any chemicals that produce hazardous gases or may splash into the eyes.
3. Electrical Hazards - Properly trained employees will perform all electrical work. When any electrical work is being done, all standard lock out and tagging procedures will be used to ensure that no one can accidentally turn the power on while maintenance is in progress.
4. Safe Driving - All employees operating a college vehicle should drive in a safe manner, wear seat belts, watch out for other maintenance employees, students, faculty and staff and be in compliance with all vehicle regulations.
5. Safety Shoes - Moving and lifting heavy objects is a regular occurrence in the maintenance and custodial departments. It is recommended that employees wear steel toe safety shoes or boots while working in areas exposed to any potential risk.
6. Safety Inspection - Conduct routine safety inspection of equipment, tools, mowers, boilers, etc.

Student Safety Responsibilities

Students are to be furnished safeguards to reduce or eliminate accidents and injuries. Faculty or other College personnel will properly orient students who work or study in areas where accidents are more likely to happen (i.e., labs) to the dangers associated with their specific area (i.e., tools, chemicals, etc.). Students are required to receive immunization shots as deemed necessary by their curriculum. Shoes must be worn while on campus. Sandals or footwear exposing the feet are not permissible during activities requiring foot protection, such as chemical laboratory work, shop work, etc.

Some educational activities often require students to wear gloves, aprons, or protective clothing and other safety devices to protect against spilling of harmful liquids, vapors, and dusts. The appropriate devices, clothing or equipment must be available for students before participating in activities requiring safety items. Faculty will orient students in safety procedures and students are expected to utilize safety devices properly.

PART II

TCL Security

The Crime Awareness and Campus Security Act of 1990 reflects the nation's commitment to increase campus safety. To meet the expectations of the Act, the higher education community has given increased attention to the prevention and reduction of crime on campuses.

The Technical College of the Lowcountry attempts to increase safety and security by setting guidelines and methods of reporting incidents and responding appropriately to victims of crime to make the campus a safe and secure environment for faculty, staff, and students. When necessary, Security personnel have a plan for removing students or outsiders from the campus for the well being of the College.

College Security Personnel

The College employs professionally trained security personnel. The College may also use contract security guards to assist with providing a safe environment. Security personnel are trained to understand how to manage relationships with various populations on the campus. They understand the limits of their authority and the resources to use when those limits are reached and work in cooperation with the City of Beaufort Police Department and Beaufort and Hampton County Sheriff Departments. They are responsible for securing buildings and permitting authorized access.

The security guards patrol the campus. Upon request, they will escort employees or students to vehicles if there are safety concerns. The security guards play an active part in the registration process, familiarizing themselves with the new students as well as returning students.

The security guards at the Technical College of the Lowcountry may be reached by campus telephone or cell phone. During normal business hours on the Beaufort Campus, they may also be contacted via two-way radios by calling the Business Office, extension **8249**.

TCL Campus Security Guide

The College publishes a pamphlet entitled *Campus Security Guide* that gives an annual crime report. A copy of this pamphlet is available in the Public Relations Office as well as the Student Records Office. A copy is also given to new students each term at registration.

Following are some suggestions for ensuring safety on campus:

- There is safety in numbers. Walk with a friend.
- Always walk in well-lighted areas; avoid isolated areas, especially at night.
- Request escort service if you have a safety concern.
- Know the location of telephones and the security guard house.
- Always be security conscious.
- Lock your car.

- Always look into your car before entering it.
- Report any suspicious individuals or situations to Campus Security.
- Realize that you have a responsibility to abide by the safety rules and policies.
- Do not carry valuables or leave valuables unattended in vehicles or campus areas.

The College does not tolerate drug and alcohol use, illegal or violent behavior, nor weapons or firearms on campus. Policies and procedures are in place regarding their restriction on campus.

Personal Possessions on College Property

The College insurance program does not cover personal possessions on College property. Therefore, individuals should take measures to ensure the security of all their personal items. TCL assumes no liability for those items.

PART III

DIRECTORY OF HOTLINES

The listing below includes important hotline numbers that may be used to obtain additional information or help on a variety of topics of interest to the college community.

AIDS Hotline, 1-800-342-2437

Call for information about Acquired Immune Deficiency Syndrome.

Alcohol, Tobacco and Firearms

Criminal Violations - Firearms, Explosives, Arson, 1-800-283-4867

Arson Hotline, 1-888-283-3473

Bomb Hotline, 1-888-283-2662

Report Illegal Firearms, 1-800-283-4867

Alcoholics Anonymous, 322-5903

American Red Cross, Palmetto Chapter, Bluffton, 843-757-7437

Beaufort County Commission on Alcohol and Drug Abuse, 525-7407

Beaufort County Health Department, 525-7615

Centers for Disease Control and Prevention, 404-639-3311

Child Care Information Service-National Association for the Education of Young Children, 1-800-424-2460

Call for information and referrals to locally accredited day care programs.

Child USA Hotline, 1-800-422-4453

Call for help, counseling and referrals if you suspect a child is a victim of any kind of abuse.

Child Abuse Prevention Association (CAPA), 524-4350

Citizens Opposed to Domestic Abuse (CODA), 770-1074 or 1-800-2632

Consumer Product Safety Commission, 1-800-638-2772

Call for information on recalls and product safety.

Department of Agriculture, Meat and Poultry Hotline, 1-888-674-6854

Call for information on safe preparation and storage of meat and poultry.

Discrimination Complaints, 1-800-368-1019

Domestic Violence Hotline, 1-800-799-7233

Drugs, 1-800-662-4357

Call for drug treatment referrals.

Environmental Protection Agency, National Response Center, 1-800-424-8802

Call to report hazardous material or oil spills for home or community environmental issues

Hepatitis Information, 1-888-443-7232

National Mental Health Association, 1-800-969-6642

Call for information and referrals regarding mental health problems.

National Response Center & Terrorist Hotline, 1-800-424-8802

National Safety Council, 1-800-621-7619

Call for information regarding accident prevention and safety suggestions.

Poison Control Center, 1-800-222-1222

Smoking and Health Information, 1-800-232-1311

PART IV

TCL POLICIES AND PROCEDURES REGARDING SAFETY AND SECURITY ON CAMPUS

The Technical College of the Lowcountry has written policies to address safety and security issues at the College. The procedures for enforcing or addressing these policies are annually reviewed and updated as necessary or when better methods are determined. Some of the policies have been implemented due to instances that have occurred while others have been developed as preventive measures.

Each of the policies is provided to make TCL a safer and more secure environment in which to learn and to work. When deemed necessary, other policies will be developed and added. The current TCL Policy and Procedure Manuals are updated regularly and housed in the offices of the President, the Vice President for Student Affairs, the Vice President for Academic Affairs, the Vice President for Administrative Services, and the Vice President for Institutional Advancement and Continuing Education, as well as the Learning Resource Center. In addition, these manuals are available on the “everyone” server.

Some of the policies are referred to in the *College Catalog*, the *Student Handbook*, and/or the *Employee Handbook*. Failure to comply with certain policies can result in disciplinary action that could lead to suspension or dismissal of students or loss of job for employees. In addition, failing to comply with certain other of these policies may require the assistance of the Beaufort Police Department or other public authorities.

The relevant safety and security policies as established by the TCL Commission are listed below. TCL employees should review each policy and related procedure to assist in monitoring a safe and secure campus for students and employees.

2-1-204	Nondiscrimination of Persons with Disabilities
2-1-206	Use and Consumption of Alcohol on Campus
2-1-207	Non-Smoking
2-1-215	Crime Awareness and Campus Security
2-1-217	Hazardous and Inclement Weather
2-1-219	Use of Institutional Vehicles
2-1-225	Criminal Background Investigations
2-1-266	Sex Offender Disclosure
2-1-229	Alcohol/Drug Use
2-1-230	Firearms and Weapons
2-1-231	HIV Infection and Aids
2-1-233	Identification Cards
6-1-612	Children on Campus