# EMERGENCY PREPAREDNESS PLAN
## January 1, 2024

# ARIZONA COLLEGE℠

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## Purpose

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of college and campus resources. Whenever an emergency affecting the campus reaches proportions <u>that cannot be handled by routine measures</u>, the Chief Executive Officer, or their designee, may declare a state of emergency; and these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of this plan. These emergencies are:

1. Large-scale disorder
2. Large-scale natural / human-caused disaster

Since an emergency may be sudden and without warning, these procedures are designed to be flexible to accommodate contingencies of various types of magnitudes.

## Scope

These procedures apply to all personnel, students, buildings, and grounds of Arizona College.

## Types of Emergencies

Types of emergencies covered by this manual are:

1. Fire
2. Earthquake
3. Chemical
4. Explosion, Downed Aircraft (Crash) on Campus
5. Bomb
6. Civil Disturbance or Demonstration
7. Utility Failure
8. Violent or Criminal Behavior
9. Medical and First Aid (Epidemic Poisoning)
10. Psychological Crisis
11. Hurricane
12. Lockdown

In addition, there are sections on how to report emergencies, evacuate buildings, and enlist first aid, as necessary.

## Definitions of an Emergency

The Incident Commander, or Alternate Incident Commander, serves as the overall Emergency Director during any major emergency or disaster. The following definitions are provided as guidelines to assist the Emergency Management Team in determining the appropriate response(s):

Reporting an Emergency *DIAL 9-1-1* and then notify:

1. Incident Commander: Name, Cell Phone Number
2. Alternate Incident Commander: Name, Cell Phone Number
3. Safety Officer: Name, Cell Phone Number
4. Fire Captains: Name, Cell Phone Number

Minor Emergency:     Any incident, potential or actual which will not seriously affect the overall functional capacity of the College.

Major Emergency:     Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the College. Outside emergency services may be required, as well as major efforts from the College Administration during times of crises.

Disaster: Any event or occurrence which has taken place and has seriously impaired or halted the operations of the College. In some cases, multiple casualties and/or severe property damage may occur. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency resources will be essential.

In addition, any incident, which has potential for adverse publicity concerning campus resources and/or instrumentalities of the College, should be promptly reported to the Chief Executive Officer, COO, and SVP Marketing.

## Assumptions

The College Emergency Preparedness Plan is predicated on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Hence the following are general guidelines:

1. An emergency or disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
2. The succession of events in an emergency are not predictable; hence, published support and operational plans will serve only as a guide and checklist and may require field modification to meet the requirements of the emergency.
3. Disasters may affect residents in the geographical location of the College; and city, county, state, and federal emergency services may not be available immediately. A delay in off campus emergency services may be expected (48 – 72 hours).
4. A major emergency may be declared if information indicates that such a condition is developing or is probable.

## Risk Assessment and Planning

The Campus Emergency Management Team holds periodic planning meetings to review the Emergency Preparedness Plan and assess risks associated with the campus.

## Training and Testing

Incident Commanders complete Emergency Management for Higher Education Training through FEMA's Emergency Management Institute upon campus opening and at a reassignment of the Incident Commander. Through the planning meetings roles and responsibilities are recapped and any additional guidance or training is provided on an as needed basis depending on the employee.

Testing of the Emergency Preparedness Plan is done at random throughout the year. Students are provided information at enrollment of the Emergency Preparedness Plan and annually thereafter through the LMS and on campus copies. Faculty and Staff are provided information at hiring of the Emergency Preparedness Plan and annually thereafter.

## Declaration of Campus State of Emergency

The authority to declare a campus state of emergency rests with the College Chief Executive Officer or their designee as follows:

1. During the period of any major campus emergency, the Incident Commander, and Emergency Management Team, as required, shall place into immediate effect the appropriate procedures necessary to meet the emergency, safeguard persons and property, and maintain College facilities. The campus Incident Commander shall immediately consult with the Chief Executive Officer or their designee regarding the emergency and the possible need to declare a campus state of emergency.
2. Only faculty and staff members who have been assigned to the Emergency Management Team duties and designated personnel will be allowed to enter the immediate disaster site at the approval of the official in charge.
3. In the event of earthquakes, aftershocks, fires, storms, or major disasters occurring in or about the campus, or which involve College property, the campus Incident Commander and/or Safety Officer will be dispatched to determine the extent of any damage to the College property.

# Direction and Coordination

## Emergency Director

The Chief Executive Officer or their designee, as listed below shall direct all operations:

1. Incident Commander: Name, Cell Phone Number
2. Alternate Incident Commander: Name, Cell Phone Number

In the absence of the Chief Executive Officer, or their designee, the Incident Commander or Alternate Incident Commander shall assume operational control of the emergency until relieved by higher authority.

## Emergency Coordinator / Incident Commander

The Incident Commander or Alternate Incident Commander shall coordinate all emergency operations. The direct operational control of the campus major emergency or disaster is the sole responsibility of the College Incident

Commander and their alternate. The coordination of campus Emergency Management Team is the responsibility of the Incident Commander who will direct all on campus emergency functions.

## Emergency Command Post

When a major emergency occurs, or is imminent, it shall be the responsibility of the Incident Commander to set up and staff an appropriate emergency Command Post. The Command Post will be kept fully operational throughout the duration of the emergency.

Field Emergency Command Post Equipment:

1. Recommend secure location with no windows and locking doors
2. Caution tape
3. First Aid Kit
4. Emergency hand crank radio
5. Rolling cart with multiple outlets – locking two shelves
6. Walkie Talkie – six pack with charging station
7. Variety of phone charging cords
8. Chemical spill kit
9. Bodily fluid spill kit
10. Flashlight

Go-Kit is to be taken when building evacuation is necessary. Stored in the Command Post and contents can be used during shelter in place.

1. Utility backpack
2. Emergency contact list
3. Floor plan / Evacuation plan
4. Emergency response plan
5. Master key
6. Key card
7. Whistle
8. Glow Sticks
9. First Aid Kit
10. 9000 lumens flashlight with strobe

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## General Emergency Command Post

| | |
|---|---|
| Command Post: | The site will be appropriately and clearly marked. At least one member of the campus Emergency Management Team is to staff the Command Post until the emergency ends. If the campus is evacuated, a command post will be established at an alternate location. |
| Marshalling / Staging Area: | For outside and local agency assistance, it shall be established by the Incident Commander or Alternate for operations of a combined on-site Emergency Management Team. |

## Campus Emergency Management Team

In addition to establishing an Emergency Command Post as necessary, the Incident Commander or Alternate, shall immediately begin contacting all necessary member of the campus Emergency Management Team, which consists of the following personnel:

| Role | Recommendation | Name | Cell Phone |
|---|---|---|---|
| Incident Commander (IC) | EDAO | | |
| Alternate Commander | Program Director | | |
| Liaison Officer | Appointed by IC | | |
| Safety Officer | Appointed by IC | | |
| Fire Captain | Appointed by IC | | |
| IT | IT Tech | | |
| Health | Program Director | | |
| Mental Health | Counselor | | |

### Incident Commander / Alternate Incident Commander

The Incident Commander or Alternate is responsible for the overall coordination of the college Emergency Management Team as follows:

1. Determines the type and magnitude of the emergency and establishes the appropriate emergency command post.
2. Initiates immediate contact with the Chief Executive Officer and begins assessment of the College's condition.
3. Notifies and utilizes Liaison Officer to notify local and state police, fire, and emergency medical services (EMS), College Administration, and, if necessary, the college staff to maintain safety and order.
4. Coordinates notification of the members of the Emergency Management Team and advises them of the nature of the emergency.
5. Performs other related duties as may be necessary to the nature of the campus emergency.
6. Prepares and submits a report to the Chief Executive Officer or their designee apprising them of the outcome of the emergency.

### Liaison Officer

The Liaison Officer is responsible for the following:

1. Coordinates and conducts liaison activities with appropriate outside organizations such as fire, policy, or emergency services, medical services, Department of Public Works, etc.
2. Maintain a list of assisting and cooperating agencies and agency representatives.
3. Assist in setting up and coordinating interagency contacts.
4. Monitor incident operations to identify current or potential interorganizational problems.
5. Participates in planning meetings, providing current resource status, including limitations and capabilities of agency resources.

## Safety Officer

The Safety Officer is responsible for the following:

1. Identify and mitigate hazardous situations.
2. Ensure safety messages and briefings are made.
3. Exercise emergency authority to stop and prevent unsafe acts.
4. Provide equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection.
5. Obtains or coordinates the assistance of utility companies as required for emergency operations.
6. Attends planning meetings.
7. Arranges for emergency power and lighting systems as required.
8. Surveys space and relocates essential services and functions.
9. Provides for or coordinates storage of vital records at an alternate site, coordinates with building and area coordinators for liaison and necessary support.

## Fire Captain

The Fire Captain is responsible for the following:

1. Coordinates and conducts evacuation process during drills and emergencies.
2. Plans evacuation drills, monitors drill outcomes, and provides an update to the Emergency Management Team on event.
3. Checks assigned area to ensure that all occupants have evacuated.
4. Collects information on all evacuated students and colleagues.
5. Serves as the point of contact for evacuation planning of occupants with disabilities. Collects personalized evacuation plan and maintains records.
6. Works under the direction of the Safety Officer or Incident Commander.

## Public Information

The Incident Commander or designee, Marketing and Chief Executive Officer are responsible for the following:

1. Establishing liaison with the news media for dissemination of information as determined necessary by the Chief Executive Officer or their designee.
2. Establishing liaison with local radio and television services for public announcements.
3. Establishing Social Media Strategy and Implementation.
4. Arranges for photographic and audio-visual services.
5. Advises the Chief Executive Officer or designee of all news concerning the extent of disaster affecting the campus.
6. Prepares news releases for approval and disseminates to media concerning the emergency.

# Responsibilities

## Chief Executive Officer

The College Chief Executive Officer acts as the Campus Emergency Director and is responsible for the overall direction of the campus emergency operations as outlined in the Emergency Management Team section of this guide.

## Administrator, Vice President, Deans, & Department Heads

Every Administrator, Vice President, Dean, and Department Head may appoint a specific person as department coordinator for each activity under their control. Every Administrator, Vice President, Dean, and Department Head has the following general responsibilities prior to, and during, an emergency.

**Emergency Preparedness**

Building evacuation information shall be distributed to all employees with follow-up discussions, on-the-job training, or explanation as required. Emergency preparedness training will be provided in several formats annually.

**Emergency Situations**

1. Inform all employees under their direction of the emergency conditions.
2. Evaluate the impact the emergency has on their division and take appropriate action. This may include ceasing operations and initiating building evacuation.
3. Maintain emergency telephone communications with staff and faculty members from our own division (or with other divisions if necessary).

## Faculty & Supervisors

Each faculty and staff supervisor has the responsibility to:

1. Educate their students and/or employees concerning the College emergency procedures as well as evacuation procedures for their building and/or division. The Incident Commander recommends that faculty discuss emergency evacuation procedures during the first class.
2. Inform their students and/or staff of an emergency and initiate emergency procedures as outlined in this guide.
3. Ensure that students and staff evacuate the building immediately upon notification. Personal items are to be left in the classrooms.

## Disaster Resources (Current Telephone Listings)
CAMPUS EMERGENCY: DIAL 9-1-1

## List of Resources

| Resource | Organization Name | Organization Phone Number | Contact Name (if applicable) |
|---|---|---|---|
| Ambulance | | | |
| Local Hospital | | | |
| Local Hospital | | | |
| State Highway Dept. | | | |
| County Highway Dept. | | | |
| State Emergency Mgmt. Administration | | | |
| Civil Defense Agency | | | |
| Dept. of Homeland Security | | | |
| Fire Dept. | | | |
| Police Dept. | | | |
| Poison Control | | | |
| Building Security | | | |
| Campus Security | | | |

## College Notification System

The telephone, email and text messaging are the primary means of emergency notification at Arizona College. This system is intended for immediate transmission of specific information regarding an emergency to all affected areas of the campus.

The Incident Commander will notify the Safety Officer of any campus emergency, as necessary. The Safety Officer will initiate the notification system by calling the following, as appropriate:

1. Chief Executive Officer: Name, Cell Phone Number
2. Liaison Officer: Name, Cell Phone Number

## Campus Emergency Procedures Guide
CAMPUS EMERGENCY: DIAL 9-1-1

### Emergency Shutdown Procedures

Emergency Shutdown Procedures are the responsibility of the Safety Officer.

Note: In the event of a natural disaster in which major structural damage is sustained, it is advisable to turn off hazardous utilities; electricity and natural gas are of primary concern.

### Reporting Guidelines

This section contains the recommended procedures to be followed during specific types of emergencies. The procedures should always be followed in sequence unless conditions dictate otherwise.

The following are some guidelines for the information that will commonly be required:

1. Address of the Emergency: Insert Campus Address Here
2. Phone Number you are calling from
3. Your Name (may be asked to clarify or spell your name)
4. Tell me exactly what happened
   a. Be as concise as possible. State what the problem is NOW, not what led to the problem. Examples would be: "A student is having chest pain" or "A person just collapsed"
5. Medical Calls, you will be asked the following questions:
   a. How old is the patient (approximate will do)?
   b. Is the patient conscious?
   c. Is the patient breathing?
6. Fire Calls, you may be asked the following questions:
   a. What exactly is on fire and to what extent?
   b. Were flames observed or just smoke?
   c. What color is the smoke?
   d. Is anyone inside the building?
   e. Do we know how the fire started?
   f. Are there other items near the fire that can spread to (other buildings, trees, dry grass, etc.)?
7. Police Calls, you may be asked the following questions:
   a. Vehicle description which may include license plate number and state; Make; Model (Sedan, SUV, 4Door, Convertible, etc.); Color; Direction of Travel
   b. Suspect description which may include
      i. Suspect, or involved person's name (last, first, middle)
      ii. Suspect, or involved person's date of birth, or approximate age
      iii. Description of suspect, or involved person
      iv. Race (White, Black, Hispanic, etc.)
      v. Gender
      vi. Weight or build
      vii. Hair color and length; facial hair
      viii. Distinguishing characteristics (glasses, limp, tattoos, etc.)
      ix. Clothing (Hat, Jackets, Shirt, Pants, etc.)
      x. Carrying any weapons or discussion of any weapons
8. For both Police & Medical Calls, you may be asked
   a. Relationship to the patient or involved parties
   b. Description of the involved location
      i. Are there multiple buildings at the location? If so, give directions that pinpoint the exact location. Advise of the color of the building
   c. Will you be standing by?

    i. Are you going to be at, or near the scene when we arrive because responders may need to talk to you or need you to point out the exact location, or who is involved?

## Building Evacuation

All building evacuations will occur when an alarm sounds and/or upon notification (in person, or via the emergency communication network (Blackboard, Canvas, using one or more of the following methods: text, email, phone, or cellphone).

When the building evacuation alarm is activated during an emergency or when otherwise notified to evacuate, leave the building through the nearest door marked EXIT.

Designated Fire Captains will assist persons exiting the building.

Once outside, proceed to clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant area, and walkways clear for emergency vehicles and personnel.

DO NOT return to an evacuated building unless told to do so by a college official.

## Campus Evacuation

Evacuation of all or part of the campus grounds will be announced by the Incident Commander, Safety Officer, or Chief Executive Officer of the College or other designated person as described.

When notified, all persons (students and staff) are to immediately vacate the area in question and relocate to another part of the campus grounds as directed by the Incident Commander or members of the Emergency Management Team.

## Active Shooter

**TO DO: Active Shooter Situation**

RUN/EVACUATE the area if it is safe to do so.

HELP others escape, if possible.

PREVENT other people from entering the danger area, if possible.

DO NOT attempt to move wounded people.

KNOW the building and where all the EXITS are located.

HIDE, if evacuation is not possible. Fine a place to hide where you are less likely to be found. Hiding places should be out of view, provide protection if shots are fired. Close, lock, barricade door, and do not trap or restrict your options for movement. Silence your cell phone or pager. Turn off radios and other noise producers whenever possible. Hide behind large objects (cabinets, desks, copiers, etc.) whenever possible. Remain quiet. If possible, close and lock all doors and windows and turn off all lights. Get down on the floor and make sure that no one is visible from outside the room.

NOTIFY police by dialing 9-1-1 as soon as possible. Provide as much information as possible to the police or dispatcher. Helpful information will include the location of the shooter(s), the description of their clothing, along with information regarding the types and number of weapons, etc. It is also important to provide information about potential victims (how many and their locations). IF YOU CANNOT SPEAK, leave the line open so that the dispatcher can listen.

FIGHT only when your life is in eminent danger.

DISRUPT the shooter by acting aggressively. Throw items and improvised weapons at the shooter, yell, and try to physically incapacitate the shooter. COMMIT TO YOUR ACTIONS.

Response to Law Enforcement:

1. Remain calm and follow instructions
2. Put down / drop items in your hands
3. Raise your hands and spread your fingers
4. Always keep your hands visible
5. Avoid quick movements, pointing, yelling, or screaming
6. When told to leave, exit the same way used by the officers to enter.
7. Do not ask officers for directions.

### TO DO: Taken Hostage

IMMEDIATELY DIAL 9-1-1, then:

1. Contact Security and the Incident Commander
2. Implement Emergency Preparedness Plan
3. Initiate Lockdown Procedures

FOLLOW Police Direction

The GOAL is to de-escalate the situation and not allow additional hostages to be taken. Utilizing active listening skills is crucial to de-escalating the situation.

CONTAIN situation to one area if possible. Try not to allow the situation to go mobile.

### What To Do Outside the Stage Area

1. When speaking with police, be sure the dispatcher clearly understands there is a hostage situation in progress
2. Cordon off the area where the hostage situation is located and attempt to evacuate everyone (except the hostages) from the immediate area. DO NOT attempt to evacuate everyone if it will create a more dangerous situation or increase the chance of injury. An example, if a hostage is being held in a classroom and the hostage taker threatens anyone who comes near them; do not attempt to evacuate the other classrooms in the immediate vicinity of the hostage situation. Classroom doors should be locked from the inside, and the occupants should remain there and be as quiet as possible.
3. Make no attempt to establish contact with the hostage taker. However, if they make demands, listen carefully, and do not attempt to solicit additional information. Advise the hostage taker that you will pass on the demands to the Incident Commander. Remain calm and convincing as this is a stall tactic. Take no further action. Await the arrival of the police and their Hostage Negotiation Team. Upon arrival, the police will evaluate the situation and give further direction regarding any evacuation attempts. Be prepared to give the police officers as much information on the hostage situation as you can (i.e., description of the hostage taker, whether they displayed a weapon and if so what type, demands made (if any), number of people being held hostage and their approximate age, etc.). Also provide a floor plan of the building. Usually, the Emergency Fire Evacuation Plan will suffice.

### What To Do If You Become a Hostage

1. Above all else, try to maintain your composure. The object is to survive; therefore, do exactly as you are told. If you become emotional, it may cause the hostage taker to become angry and even more irrational.
2. Look for and mentally plan an escape route. No attempts should be made to escape; however, unless the situation seriously deteriorates, and you receive such instructions from the police.
3. If more than one adult is taken hostage, one person should try to serve as spokesperson for the group. The person with the most composure should respond to questions from the hostage taker. Obviously, this cannot be discussed among the hostages.
4. If children are included as hostages, make every effort to keep them calm. Exercise firm authority.
5. Take no further action, wait to be rescued or released.

## Bomb Threat

If you observe a suspicious object or potential bomb on campus, DO NOT TOUCH THE OBJECT. Clear the area and immediately dial 9-1-1. Notify the Incident Commander.

1. Any person receiving a phone call concerning a bomb threat should ask the caller:
    a. When is the bomb going to explode?
    b. Where is the bomb located?
    c. What kind of bomb is it?
    d. What does it look like?
2. Keep talking to the caller as long as possible and record the following:
    a. Note the caller's ID
    b. Signal for someone to call Police on a separate phone
        i. If no one is within sight, review Microsoft TEAMS for an active employee to notify along with the Incident Commander
    c. Note the time of the call
    d. Try to determine age and sex of the caller
    e. Pay attention to speech patterns, accent, possible nationality, etc.
    f. Try to gauge the emotional state of the caller
    g. Listen and try to identify any background noises

The Incident Commander, in conjunction with other trained personnel, may conduct a detailed bomb search. Employees are requested to make a cursory search of their area during evacuation for suspicious objects and to report the location to Public Safety. IF FOUND, DO NOT TOUCH THE OBJECT. Do not open drawers, cabinets, or turn lights on or off. Do not use your cell phone.

1. If an emergency exists, activate the building fire alarm.
2. When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked EXIT and alert others to do the same.
3. Designated persons aiding those with disabilities will follow the personalized evacuation plan.
4. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
5. DO NOT return to an evacuated building unless told to do so by a college official.

### Resource Guidance

Cybersecurity & Infrastructure Security Agency (CISA) provides in depth guidance on planning for, receiving and response of a bomb threat that can be utilized as training for the Emergency Management Team.

## Campus Disturbance or Demonstration

Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists because of the demonstration:

- INTERFERNCE with the normal operations of the College
- PREVENTION of access to office, buildings, or other College facilities
- THREAT of physical harm to persons or damage to the College facilities

If any of these conditions exist, the Incident Commander or Safety Officer should be notified and will be responsible for contacting and informing the Chief Executive Officer or their designee. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed.

### Peaceful, Non-Obstructive Demonstration

Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked, and efforts should be made to conduct College business as normally as possible. If demonstrators are asked to leave but refuse to leave by regular facility closing time:

1. The Incident Commander will make arrangements to monitor the situation during non-business hours, or.
2. A determination will be made to treat the violation as a disruptive demonstration.

## Violent, Disruptive Demonstration

In the event a violent demonstration in which injury to persons or property occurs or appears imminent, the Chief Executive Officer and the Incident Commander or Alternate shall be notified:

1. In coordination with the Chief Executive Officer or their designee, the Incident Commander or Alternate will contact the State Police and/or Local Police Department with jurisdiction
2. The Chief Executive Officer or their designee and the Incident Commander will determine the possible need for an injunction.

## Non-Violent, Disruptive Demonstration

In the event of a demonstration blocks access to the college facilities or interferes with the operation of the College:

1. Demonstrators will be asked to terminate the disruptive activity by the Chief Executive Officer or their designee.

2. Key College personnel and student leaders will be asked by the Incident Commander or Alternate to go to the area and persuade the demonstrators to desist.
3. The Incident Commander or Alternate may utilize photography
4. The Incident Commander or Alternate will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
5. If the demonstrators persist in the disruptive activity, they will be advised that failure to discontinue the specified action, within a determined length of time, may result in disciplinary action including suspension or expulsion or possible intervention by civil authorities. Except in extreme emergencies, the Chief Executive Officer will be consulted before such disciplinary actions are taken.
6. Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs, if deemed advisable.
7. The Incident Commander will be responsible in determining the need for an injunction and/or intervention of civil authorities.
8. If determination is made to seek the intervention of civil authorities, the demonstrators should be so informed. Upon arrival municipal police officers, the remaining demonstrators will be warned of the intention to arrest.

## After Business Hours Demonstration

The Incident Commander and Safety Officer are to be immediately notified of the disturbance. The Incident Commander or Safety Officer will investigate the disruption and notify the Chief Executive Officer or their designee.

The Incident Commander or Alternate will report or coordinate notification of the circumstances to the Chief Executive Officer.

The Liaison Officer will coordinate notification to key personnel. If necessary, they will call for State and/or Local Police assistance.

## Chemical Spill

Any spillage of a hazardous chemical should be reported immediately to the Incident Command and the Safety Officer.

When reporting, be specific about the nature of the involved material and exact location. The Liaison Officer will contact the necessary specialized authorities and medical personnel.

The Safety Officer will clean up any small spills that can be safely contained using a chemical spill kit. The campus has chemical skill kits located at: Insert campus spill kit location.

The key person on site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of the Incident Commander or Safety Officer, and local responders.

Anyone who may be contaminated by the spill should avoid contact with others as much as possible, remain in the vicinity, and give their names to the Incident Commander, Safety Officer, or other emergency responders. Required first aid and clean up by specialized authorities should be started at once.

1. If an emergency exists, activate the building fire alarm.
2. When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked EXIT and alert others to do the same.
3. Designated persons aiding those with disabilities will follow the personalized evacuation plan.
4. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
5. If requested, assist emergency crews, as necessary.
6. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
7. DO NOT return to an evacuated building unless told to do so by a college official.

## Earthquake

During an earthquake, remain calm and quickly take the following action:

1. IF INDOORS, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
2. IF OUTDOORS, move quickly away from buildings, utility poles and other structures. CAUTION: Always avoid power or utility lines and tress as they can be energized.
3. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits and stay in the vehicle for the shelter it offers.
4. After the initial shock, evaluate the situation. If emergency help is necessary, dial 9-1-1 and be prepared for aftershocks.
5. Damaged facilities should be reported to the Incident Commander and the Emergency Management Team. Note: Gas leaks and power failures create special hazards.
6. If an emergency exists, activate the building alarm. You must also report the emergency by phone. Dial 9-1-1.
7. When the building evacuation alarm is sounded, walk to the nearest marked EXIT and alert others to do the same.
8. Designated persons aiding those with disabilities will follow the personalized evacuation plan.
9. Once outside move to a clear area that is at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
10. If requested, assist emergency crews, as necessary.
11. A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
12. DO NOT return to an evacuated building unless told to do so by a college official.

## Explosion, Aircraft Down (Crash) on Campus

In the event of an explosion or a downed aircraft (crash) on campus, take the following action:

1. Immediately take cover under tables, desks, and other objects, which will provide protection against falling glass or debris.
2. After the effects of the explosion and/or fire have subsided, dial 9-1-1. Give your name and describe the location and nature of the emergency. If necessary, or when directed to do so, activate the building fire alarm system.
3. When the building evacuation alarm is sounded or when instructed to leave by college officials, walk quickly to the nearest door marked EXIT and alert others to do the same.
4. Assist persons with disabilities in exiting the building
5. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your assembly points.
6. If requested, assist emergency crews, as necessary.
7. A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
8. DO NOT return to an evacuated building unless told to do so by a college official.

Fire
IN AN EMERGENCY, DIAL 9-1-1 IMMEDIATELY

1. Know the location of the fire extinguishers, fire exits, and alarm systems in your area and know how to use them. Training and information are available through the Incident Commander and Safety Officer.
2. If a minor fire appears controllable, IMMEDIATELY contact the Incident Commander. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
3. If an emergency exists, activate the building alarm.
4. For large fires that do not appear controllable, IMMEDIATELY dial 9-1-1 and the Incident Commander. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen – DO NOT LOCK THE DOORS.
5. When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked EXIT and alert others to do the same.
6. Designated person aiding those with disabilities will follow the personalized evacuation plan.
7. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
8. If requested, assist emergency crews, as necessary.
9. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
10. DO NOT return to an evacuated building unless told to do so by a college official.

Note: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. DO NOT PANIC.

Hurricane

Arizona College cooperates with appropriate local and regional governmental authorities to inform all our students and staff of correct preparation and procedures to follow in the event of a hurricane. We urge all our students and staff to be alerted to changing weather conditions when any threatening storm is in the area. It is the responsibility of each Campus Leader and their employees to be familiar with the Hurricane Preparedness Procedures. It is extremely important for the safety of our students, staff, and their property that these procedures be strictly followed. Often a hurricane will hit at night and/or weekends; therefore, it is important that all precautionary measures be taken well in advance.

Be alert to any storm in the Atlantic Ocean, Pacific Ocean, the Caribbean Sea, or the Gulf of Mexico. Several web sites are available to track a storm's movements. The size, direction, and speed of a hurricane can change rapidly. Be aware of National Hurricane Center advisories and bulletins and local official advisories. As weather conditions develop, you should be aware of the following terms:

Tropical Disturbance      Slight or absent circulation and no strong winds – a common phenomenon in the tropics.

Tropical Depression      Closed circulation at surface; highest wind speed less than 39 mph

Tropical Storm      Stronger circulation; highest wind speed 39 – 73 mph

Hurricane      Very strong and pronounced circulation; wind speed of 74 mph or more

Hurricane Watch      If the hurricane continues to threaten land, a hurricane watch is added to the advisory, covering a specified area and duration. A hurricane watch means that hurricane conditions are a real possibility. When a hurricane watch is issued, listen for further advisories; take steps to notify your employees; secure your office; and be prepared to evacuate if necessary.

Hurricane Warning      When conditions are expected within twenty-four hours, a hurricane warning will be announced by the National Hurricane Center.

Hurricane Watch

If the National Weather Service has issued a Hurricane Watch this means hurricane conditions are possible in the specified areas of the Hurricane Watch, usually within 36 hours. During the Hurricane Watch, we will prepare to take immediate action to protect property located within the campus in the event a Hurricane Warning is issued. Campus

leadership will closely monitor weather reports, begin initial preparations, and alert the Facilities Director in securing the Campus. The Incident Commander should then disseminate the information to all staff and students. Staff should take measures to secure the offices, files, and other important items within their offices in the event a Hurricane Warning is issued, and the evacuation of the Campus becomes necessary.

### Hurricane Warning

The Campus will be closed to the whole staff and all students in the event a Hurricane Warning is issued. All campus staff and faculty will be requested to secure their offices and leave the premises. If a building-wide closure becomes necessary, the property manager may shut off electricity to the building. Students and staff are not to return to campus until instructed to do so by the Incident Commander.

### How to Secure the Campus

1. Close blinds on all windows to lessen the impact of a window breakage. This will help protect the area in case a window is broken. Do not tape the windows.
2. Move all objects that may become airborne, any valuables and electrical classroom/office equipment, if possible, in perimeter offices to a windowless, interior area and cover them with plastic sheets. Contact Facilities to move larger items.
3. Remove all paper, files, pictures and loose items and other items from walls, desks and floors and store within desks or cabinets. Close all interior doors, specifically those leading to areas with outside windows. All perimeter office doors are to be closed so that if a window breaks, water damage may not go further than that one office.
4. Take all necessary steps to protect and back up the information contained in computer equipment in case of a power failure. Consider the same for similar types of equipment such as switchboards. Disconnect all electrical and electronic equipment and appliances to prevent damage from blown transformers or excessive power surges when electricity is restored. After unplugging, cover equipment with plastic trash bags to avoid water damage.
5. Turn off all lights.
6. Close and lock all entry doors.
7. If there is a power outage, you will be instructed to exit via the stairwells.

### Post Hurricane Instructions

1. Staff are not to return to the building after an emergency for which the building was closed until verification with the Incident Commander that the building is suitable for occupation.
2. Upon returning to Campus, staff are to notify the Facilities Department of any damage.
3. After the warning has been cancelled and a reasonable time has passed, the Incident Commander will notify all students when it is safe to return.

## Inclement Weather

A significant weather event can impede delivery of instruction including didactic, lab, simulation, and clinical. The Safety Officer is responsible for monitoring weather conditions. The Safety Officer will notify the Incident Commander and Academic Deans of any storm warning or watches applicable to campus locations including clinical sites. The Incident Commander may activate the Emergency Command Post. The Incident Commander will consult with the Deans and their supervisor to determine any changes to the instructional schedule. Changes may include early release, delayed opening, use of virtual synchronous or asynchronous modalities, or cancellation. Factors including road conditions, national weather advisories, and status of utilities will be considered in making the determination for any operational changes. Due to the early start of instruction, the announcement of changes will be made by 6PM on the evening before when possible. For classes starting after 5PM, the announcement will be made with at least four hours' notice.

Essential Staff — Essential Staff may include IT staff, members of the Emergency Management Team, EDAO, Deans and clinical faculty. The determination of essential staff will be made by the Incident Commander based on the situation. Essential staff may be required to report to work if possible given weather conditions or work remotely.

Non-Essential Staff — Non-essential staff will be expected to work remotely during normally scheduled hours. When possible, meetings and instruction will be conducted remotely.

Employees should communicate with their supervisors to determine their status and work expectations during a weather event. All Essential and Non-Essential staff are expected to prepare for forecasted weather events by bringing equipment (laptops) and work products home.

Changes in instruction or work location due to extreme weather will be communicated by the Safety Officer as outlined in the College Notification System section. Students will receive notification on instructional changes via the Canvas Learning Management System. The campus status may be updated on social media or through media alerts; however, students should rely on official notification through Canvas for communication or instructional details.

## Lockdown

A lockdown may be ordered for a human threat such as an active shooter. In a lockdown situation, all exterior doors to a building are secured and occupants are expected to remain inside.

1. Stay calm
2. Remain in classrooms or offices. If in a common area, stay away from windows and doors.
3. Lock doors and barricade them, if possible.
4. Cover any windows or openings that have direct line of sight into the hallway.
5. Lock windows and close blinds or curtains.
6. Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempt to exit.
7. Do not allow anyone access once the doors are locked, as this may compromise the safety of those inside.
8. Do not allow anyone to talk their way inside, as they may be the suspect or may be coerced by the suspect outside of your view.
9. Turn off lights and all audio equipment, including silencing cell phones.
10. Wait for further instructions and do not allow anyone to leave until given the "All-Clear" signal or message.
11. If you are unable to secure a room
    a. You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
    b. If you think you can safely make it out of the building by running, do so. If you decide to run, do not run in a straight line. Attempt to keep objects such as desks, cabinets, fixtures, etc. between you and the hostile person(s). Once outside, do not run in a straight line. Use trees, vehicles, and other objects to block you from the view of intruders.
12. If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
13. Your last option if you are caught in an open area in a building may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
14. If you are caught by the intruder and are not going to fight back, obey all commands and do not look the intruder in the eyes.

Individuals who may be on the outside of buildings during a lockdown should move away from the affected area (indicated by the presence of emergency personnel and equipment).

## Medical & First Aid
### EMERGENCY: DIAL 9-1-1 FOR LOCAL RESPONDERS

If serious injury or illness occurs call emergency services. Give your name, describe the nature and severity of the medical problem and the location of the victim.

In case of a minor injury or illness, provide first aid care. Use only sterile first aid materials.

In case of serious injury or illness, first responder trained personnel should quickly perform the following steps:

1. Contact 9-1-1 for local police, fire, and ambulance.
2. Keep the victim still and comfortable. DO NOT MOVE THE VICTIM.
3. Ask victim, "Are you okay?" and "What is wrong?"
4. Check breathing and give artificial respiration, if necessary, if trained. Control serious bleeding by direct pressure on the wound.

5. Check for pulse and if none is found, dial 9-1-1 and start BLS. If trained in BLS and the use of an AED, send someone to get the AED at the main desk or if alone, get the AED as quickly as possible and return to the victim. Use the AED as quickly as possible. A report must be filed after any use of the AED.
6. Continue to assist the victim unless help arrives.
7. Look for emergency medical I.D., question witness(es), and give all information to the emergency responders.

The campus AED is located at: Insert campus AED location.

## Nuclear Attack

In the event of a Nuclear Attack, a community warning siren will sound. The siren is a three-minute wavering sound. Upon notification, the Incident Commander or their designee will immediately notify staff, faculty, and students about the seriousness of the situation.

Any of the following actions may be taken:

1. In case of little or no advance warning, the student will follow the procedures set forth for tornados.
2. If there is no warning whatsoever, students are to drop to the floor and seek protection under desks, chairs, or any available furniture and cover their heads with their arms.
3. If students are outdoors when the warning siren is sounded, students are to go to their building's designated safety area in a quiet and orderly manner and wait for further instructions.

If no warning is sounded and a bright flash is seen in the sky some distance away or if the flash is seen after the signal has been sounded while trying to seek shelter:

1. Take cover instantly behind a building, tree, or automobile. DO NOT try to run to the cover unless the cover is 1 step away or less.
2. DO NOT look at the fireball
3. If no cover is available, lie flat with feet together and point feet toward the flash. This presents less profile to blast wave and debris. Lie flat on your stomach with your head straight down and put your face in your hands.
4. After several minutes, when the blast effects have abated, move quickly to your classroom.

All personnel will remain in their classroom or office space until the surrounding areas have been declared safe to enter.

## Psychological Crisis

A psychological crisis exists when an individual is threatening harm to themselves or to others or is out of touch with reality due to severe drug reactions or a psychotic breakdown. Hallucinations or uncontrollable behavior may manifest a psychotic breakdown.

If a psychological crisis occurs:

1. Never try to handle a situation you feel is dangerous on your own.
2. Notify the Incident Commander and DIAL 9-1-1. Clearly state that you need immediate assistance; give your name, your location, and the type of situation you are facing.

**Prevention and Intervention**

Being aware of observable behaviors of at-risk students helps prevent psychological crises. Being attentive and taking threats seriously helps with successful intervention of psychological crises.

Behaviors to be aware of:

1. A feeling of not belonging in school or elsewhere as well
2. A sense of having a few future options because of poor performance
3. Not having a friend group – alienation from peers
4. Low levels of family support
5. Recent or difficult change

6. Excessive attention given to suicide threats and attempts
7. Giving away personal items

Ways to help prevent:

1. Identify the above behaviors of an at-risk student
2. Have counselors available to help identified students
3. Diminish conditions within the school community that may lead to at-risk behaviors
4. Increase coping skills of students
5. Use of conflict or peer mediation
6. Providing students and families with more help to cope with depression

## Tornado

Arizona College cooperates with appropriate local and regional governmental authorities to inform all our students and staff of correct preparation and procedures to follow in the event of a tornado. We urge all our students and staff to be alerted to changing weather conditions when any threatening storm is in the area. It is the responsibility of each Campus Leader and their employees to be familiar with the Tornado Preparedness Procedures. It is extremely importing for the safety of our students, staff, and their property that these procedures be strictly followed. Often a tornado will hit at night and/or weekends; therefore, it is important that all precautionary measures be taken well in advance.

As weather conditions develop, you should be aware of the following terms:

Tornado Watch        Issued by the National Weather Service when conditions are such that tornados could develop.

Tornado Warning      Issued when a tornado has been sighted or has been detected on radar by the National Weather Service.

### Tornado Watch

If the National Weather Service issues a Tornado Watch this means tornados are possible in and near the watch area. When the Incident Commander along with the Emergency Management Team learn of a tornado watch in the campus' surrounding area, campus staff and instructors will be alerted of the potential danger and request all personnel to immediately report any tornado sightings.

The Emergency Management Team will monitor the National Weather Service radio and bulletins for updated announcements. Staff should take measures to secure offices, files, and other important items in the event a Tornado Warning is issued.

### Tornado Warning

Tornado Warnings are issued when a tornado has been sighted or indicated by weather radar. The Warning will be issued by the local forecast office. In the event a Tornado Warning is issued for the campus' area, all personnel of the building will proceed in an orderly manner to the proper safety areas of the building. The windows of the classroom must be left as is and the classroom door left open. All persons in the building must take appropriate cover until such time as the Incident Commander or their designee notifies them that the danger has passed.

### Tornado Procedures

The following procedures are to be followed in the event of either a tornado drill or actual tornado. In either situation, the exercise should be taken seriously as danger to life could be at risk. Designated areas for tornado shelter are to be assigned by the Incident Commander. The Incident Commander will notify staff and faculty of the safety areas.

It is important to note these procedures are designed to move students within the building, to an area which is the safest part of the building. Since there are no tornado shelter areas within the building, the hallway areas, bathroom areas, and some classrooms will have to be utilized.

When a tornado drill or actual tornado warning is issued, go to the hallway or other interior room, and be seated on the floor next to the wall, staying clear of exit doors as much as possible. When the tornado appears eminent, pull your knees to your chest, lean forward with your hands (fingers interlocked) behind your head and hold this position until the danger is past. Once the "All-Clear" has been given, staff, faculty and students can return to the classrooms and offices.

## Utility Failure

1. In the event of a major utility failure (electrical, plumbing, flooding, elevator, ventilation) occurring during regular working hours, immediately notify the Incident Commander and Safety Officer.

2. If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends, or holidays, notify Police by dialing 9-1-1.
3. If an emergency exists, activate the building alarm.
4. When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked EXIT and alert others to do the same.
5. Designated persons aiding those with disabilities will follow the personalized evacuation plan.
6. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
7. If requested, assist emergency crews, as necessary.
8. A Camus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
9. DO NOT return to an evacuated building unless told to do so by a college official.

**Additional Information and Procedures**

Always observe steps 1 and 2 above whenever the following utility emergencies arise.

| | |
|---|---|
| Electrical/Light Failure | In this situation, campus building lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is advisable to have a flashlight and portable radios available for emergencies. |
| Plumbing Failure/Flooding | Cease all operations. DO NOT switch on any lights or any electrical equipment. REMEMBER, electrical arcing can trigger an explosion. Notify Incident Commander and Emergency Management Team immediately. |
| Ventilation Problem | If smoke odors come from the ventilation system, immediately notify the Incident Commander and Emergency Management Team, and if necessary, cease all operations and vacate the area. |

## Violent or Criminal Behavior

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

If you are a victim or a witness to any on campus offense, AVOID RISKS. Promptly notify 9-1-1 as soon as possible and report the incident, including the following:

1. Nature of the incident
2. Location of the incident
3. Description of person(s) involved
4. Description of property involved

If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify the Incident Commander and the Safety Officer.

Assist the officers when they arrive by supplying them with all additional information and asking others to cooperate.

Should gunfire or discharged explosives threaten the campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.

## Exposure Control Plan

The following information contains the exposure control plan for our campus. This plan identifies potential exposure hazards and specific procedures for protection against them. Included are steps to follow in the event of an exposure incident and additional information as required by 29 CFR Part 1910.1030, Occupational Exposure to Bloodborne Pathogens, Final Rule.

Please read the plan carefully. All questions should be directed to the Safety Officer of the campus. Additional copies may be obtained from the Incident Commander.

*A copy of the Exposure Control Plan will be kept in all laboratory areas.*

### Job Classifications According to Exposure Potential

Arizona College will determine the exposure category of all employees by developing a list of all job classifications in which employees have occupational exposure.

An "Occupational Exposure" is defined by OSHA as "reasonable anticipated skin, eye, mucous membrane, non-intact skin, or parental contact with blood or other potentially infectious materials that may result from the performance of an employee's duties."

In determining and developing the list of job classifications, the duties, tasks, and procedures that place an employee at risk of occupational exposure, regardless of protective clothing and equipment, must be considered.

There are three categories of job classifications:

Category I        Employees whose routine and/or daily duties, tasks, or procedures always expose them to blood or other potentially infectious materials.

Category II       Employees whose routine and/or daily duties, tasks, or procedures occasionally expose them to blood or other potentially infectious materials.

Category III      Employees whose routine and/or daily duties, tasks, or procedures never expose them to blood or other potentially infectious materials.

### Exposure Determination *(To comply with 1910.1030)*

In compliance with 1910.1030 © (1)(l), this Exposure Control Plan designed to eliminate or minimize employee exposure to Bloodborne Pathogens.

The following job classifications within our organization have reasonable anticipated exposure to bloodborne pathogens.

Category I        All Medical, Dental, Phlebotomy, Nursing, EKG/Laboratory Assisting Instructors directly responsible for teaching and supervision of laboratory procedures.

Category II       All school Administrators, Directors, and Assistant Directors, who might assist, or substitute teaching in these areas.

All instructors who might assist in the instruction of laboratory procedures or individuals cross-trained to teach laboratory procedures.

The following job classifications within our organization have no anticipated risk of exposure to bloodborne pathogens.

Category III      Admissions Representatives, Administrative Staff (Admissions Coordinator, Administrative Assistants)

## Training Records

Training records shall include the following information:

1. The date of training session
2. The contents or a summary of the training session
3. The names and qualifications of the person(s) conducting the training session
4. The names and job titles of all persons attending the training session

Training records shall be maintained for three years from the date on which the training occurred.

## Records Availability

The employer shall ensure that all records required to be maintained by this section shall be made available upon request to the Executive Assistant or Director for examination and copying.

Employee training records by the regulations shall be provided upon request for examination and copying to employees, the employee representatives, to the Director, and to the Executive Assistant.

Employee medical records required by the regulations shall be provided upon request for examination and copy to the subject employee, to anyone having written consent of the subject employee, to the Director, and to the Executive Assistant.

## Transfer of Records

The employer shall comply with the requirements involving transfer of records as they are set forth in the regulation.

If the employer ceases to do business and there is no successor employer to receive and retain the records for the prescribed period, the employer shall notify the Director, at least three months prior to their disposal and transmit them to the Director, if required by the Director to do so, within that three-month period.

## Recordkeeping

The employer will establish and maintain an accurate record for each employee with occupational exposure and the records shall include:

1. The name and social security number of the employee.
2. A copy of the employee's hepatitis B vaccination status including the dates of all the hepatitis B vaccinations and any medical records relative to the employee's ability to receive the vaccination.
3. Documentation regarding any exposure incidents.
4. A copy of all examinations, medical testing, and follow-up procedures.
5. The employer's copy of the heath care professional's written opinion.
6. A copy of the information provided to the health care professional.
7. Documentation of training and risk reduction procedures.

The employer shall ensure that employee medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by this section as may be required by law.

The employer shall maintain the records required for at least the duration of employment plus thirty years.

The Safety Officer will assume responsibility for tracking illnesses and injuries and completing, maintaining, and posting the OSHA 200 log.

# Hazardous Materials

Health profession students will train and eventually work in an environment that includes chemical products. Arizona College provides Material Safety Data Sheets (MSDS) in every laboratory. These documents contain information on the potential hazards (health, fire, reactivity, and environment) and how to work safely with chemical products. It also contains information on the use, storage, handling, and emergency procedures all related to the hazards of the material.

# Radiation Safety Policy

The purpose is to establish protocols designed to minimize radiation exposure to patients and operators; to promote sound radiological health practice, and to promote proper infection control during radiographic procedures.

The responsibility for clinical radiation safety and infection control lies with every individual involved with diagnostic radiology including faculty, students, clinical staff, and other individuals who are responsible for the proper use and

maintenance of radiation equipment and supplies (including film, darkrooms, and processors). The goal of this policy is to operate under the ALARA consent (As Low As is Reasonably Achievable) regarding radiation exposure. The principles of infection control as applied to clinical radiology and described in this policy shall be utilized in all laboratory/clinical areas.

## General Radiation Safety Issues

Compliance Statement: The policies and criteria outlined herein adhere to both Federal and Arizona state regulations of Radiation Protection and adopt the principles of the FDA Guidelines for Radiographic Examinations. It shall be the obligation of all students and staff at Arizona College who are involved in diagnostic radiology to:

1. Adhere to accepted protocols for the safe operation of radiologic equipment and supplies for their own protection and for the protection of their patients.
2. Follow sound and logical radiological health practices and report any suspected health hazards to the proper administrative authority.
3. Adhere to the infection control policy of the school during radiographic procedures.

Responsibility for monitoring radiation safety is placed on the Safety Coordinator. The coordinator is responsible for implementation of radiation safety measures and controls thereof. Annual inspections are performed including but not limited to:

1. Measurements of radiation in controlled and non-controlled areas.
2. Performance of x-ray units in respect to State and Federal regulatory codes.
3. Identification of non-compliance with program policy or regulatory codes.
4. Evaluation of radiological safety programs by observing their effectiveness in providing protection and the level of compliance.

Authorized Users: the use of diagnostic x-ray equipment shall be restricted to those individuals described in this section.

Students and Faculty: the operation of x-ray equipment by students is authorized but limited to the following restrictions:

1. The operator shall have Arizona State Radiology Certification
2. A clinical instructor shall authorize the x-ray exposures
3. A clinical instructor shall approve the quality of the radiograph as evidenced by the instructor's signature on the record.

## Radiation Protection Standards

Occupational doses for individuals are:

1. An annual limit is to be the more limiting of total effective dose equivalent being equal to 5 rem (0.05Sv) i or the dose equivalent to any organ, tissue, or extremity (other than the lens of the eye) being equal to 50 rem (0.5Sv). The annual dose equivalent limit to the eye will become 15 rem (0.15Sv).
2. A pregnant worker should voluntarily declare her pregnancy in writing to her employer/campus director and include her estimated date of conception. The embryo/fetus should not receive a dose equivalent greater than 0.5 rem (50 mSv) during the entire pregnancy. Special dosimeters can be provided to declared pregnant workers to evaluate fetal doses.
3. Occupationally exposed minors (under 18 years of age) should not receive a dose equivalent in excess of 0.5 rem (50 mSv). Monitoring will be required for any individual who could potentially receive a dose in excess of 10% of any applicable limits. Any individual monitoring device used for monitoring the dose to the whole body shall be worn at the unshielded location of the whole body likely to receive the highest exposure. When a protective apron is worn, the location of the individual monitoring device is typically at the neck (collar). Any additional individual monitoring device used for monitoring the dose to an embryo/fetus of a declared pregnant woman shall be located at the waist under and protective apron being worn by the woman.

## Radiation Protection Measures for Patients and Personnel

### Patient Protection from Ionizing Radiation

1. The authorized user shall employ those operating parameters (kVp, MA, exposure time, film screen combinations, and collimation), which result in the lowest possible radiation dose to the patient and still produce desire diagnostic information.
2. A lead impregnated apron is recommended to shield the trunk of the body and the gonads of the patient. The lead equivalent of the apron should be at least 0.25mm.
3. A thyro-cervical shield is recommended to protect the patient's neck when the use of it does not interfere with the retrieval of diagnostic information. This shield shall be provided for children when it will not interfere with the examination.
4. Before any exposure is initiated the operator shall ensure that the tube head has its proper and stable position.
5. Film holders with indicators for proper x-ray beam alignment are recommended for combination with these film holders.
6. Retakes should be approved by a faculty supervisor and should be taken only for a valid clinical reason, not for the purpose of improving the esthetics of the radiograph.

### Personnel Protection from Ionizing Radiation

1. In no instance shall the x-ray operator or an assistant handhold a film during exposure.
2. During each exposure, the operator shall stand behind a protective barrier. Only the patient should be in the path of the useful beam.
3. Neither the tube housing nor the cone shall be handheld during exposure.
4. When a patient needs assistance or reassurance during exposure, then a third party, such as a member of the patient's family, may be allowed to stay in the x-ray room to assist with the procedure, provided that the individual is issued appropriate protective devices and instructed to stay out of the path of the primary beam. The third party shall not be pregnant or under the age of eighteen.

## Recording of Radiographic Procedures

An entry which includes the date and type of exposure shall be made in the Radiology Log of the patient's dental record for each radiographic procedure performed. Patient records shall be reviewed by the faculty with respect to record entries in the Radiology Log and in the progress notes. All films or film mounts shall be labeled with the patient's name and date of exposure and stored in the patient's record. All intraoral films are to be mounted and labeled. Large extra-oral films are to be labeled directly on the film using identification labels.

## Facilities Management

The management of radiology equipment and facilities shall be in compliance with state law and Arizona College environmental health and safety policy as described in Appendix B. The Intraoral Dental X-ray Unit Test and Instructions (Form RSO 404) shall be used in the evaluation of facilities as displayed in Appendix C.

In addition to regular maintenance of darkroom equipment and change of processing chemicals regular evaluations of the performance of the processing systems shall be undertaken. The program administrator shall keep logs of services on file.

It is the responsibility of each department to keep viewing equipment and facilities in an adequate operating condition.

## Radiographic Image Quality Control

In an effort to maintain radiographic image quality at a high level, each radiographic examination shall include a critical review of image quality with respect to projection, exposure, and possible processing errors or artifacts. Remedial measures such as reinforcement of instructions, individual tutorials, etc., should be employed. All radiographs are reviewed by the student and a faculty member for errors. The need for retakes is determined by the diagnostic quality of the film. Retakes are limited to 4 films for a full mouth series, and a faculty member must supervise all patient retakes.

## Guidelines for Prescribing Dental Radiographs

The goal of every radiographic examination will be to seek information which will influence the diagnosis and treatment of the patient, thereby providing a benefit which otherwise could not be realized. The exposure of each patient will be as individualized as feasible. There shall be no "routine" radiographic examination. Radiographic examinations shall be carried out solely based on clinical indications. Radiographs shall be taken solely for legal, documentary, teaching, or administrative purposes. To minimize unnecessary radiation to the patient, previous radiographs of the patient should be obtained. These will serve as important guides for the ordering of new radiographs and to provide a better understanding of disease progress.

Modified after recommendations issued by the U.S. Department of Health and Human Services, Public Health Service, Food & Drug Administration. The recommendations in this chart are subject to clinical judgment and may not apply to every patient. They are to be used by dentists only after reviewing the patient's health history and completing a clinical examination. The recommendations do not need to be altered because of pregnancy.

| TYPE OF ENCOUNTER | Child with Primary Dentition (prior to eruption of first permanent tooth) | Child with Transitional Dentition (after eruption of first permanent tooth) | Adolescent with Permanent Dentition(prior to eruption of third molars) | Adult, Dentate or Partially Edentulous | Adult, Edentulous |
|---|---|---|---|---|---|
| **New Patient\*** being evaluated for oral diseases | Individualized radiographic exam consisting of selected periapical/occlusal views and/or posterior bitewings if proximal surfaces cannot be visualized or probed. Patients without evidence of disease and with open proximal contacts may not require a radiographic exam at this time. | Individualized radiographic exam consisting of posterior bitewings with panoramic exam or posterior bitewings and selected periapical images. | Individualized radiographic exam consisting of posterior bitewings with panoramic exam or posterior bitewings and selected periapical images. A full mouth intraoral radiographic exam is preferred when the patient has clinical evidence of generalized oral disease or a history of extensive dental treatment. | | Individualized radiographic exam, based on clinical signs and symptoms. |
| **Recall Patient\*** with clinical caries or at increased risk for caries\*\* | Posterior bitewing exam at 6-12 month intervals if proximal surfaces cannot be examined visually or with a probe | | | Posterior bitewing exam at 6-18 month intervals | Not applicable |
| **Recall Patient\*** with no clinical caries and not at increased risk for caries\*\* | Posterior bitewing exam at 12-24 month intervals if proximal surfaces cannot be examined visually or with a probe | | Posterior bitewing exam at 18-36 month intervals | Posterior bitewing exam at 24-36 month intervals | Not applicable |
| **Recall Patient\*** with periodontal disease | Clinical judgment as to the need for and type of radiographic images for the evaluation of periodontal disease. Imaging may consist of, but is not limited to, selected bitewing and/or periapical images of areas where periodontal disease (other than nonspecific gingivitis) can be demonstrated clinically. | | | | Not applicable |
| **Patient (New and Recall)** for monitoring of dentofacial growth and development, and/or assessment of dental/skeletal relationships | Clinical judgment as to need for and type of radiographic images for evaluation and/or monitoring of dentofacial growth and development or assessment of dental and skeletal relationships | | Clinical judgment as to need for and type of radiographic images for evaluation and/or monitoring of dentofacial growth and development, or assessment of dental and skeletal relationships. Panoramic or periapical exam to assess developing third molars | | Usually not indicated for monitoring of growth and development. Clinical judgment as to the need for and type of radiographic image for evaluation of dental and skeletal relationships. |
| **Patient** with other circumstances including, but not limited to, proposed or existing implants, other dental and craniofacial pathoses, restorative/endodontic needs, treated periodontal disease and caries remineralization | Clinical judgment as to need for and type of radiographic images for evaluation and/or monitoring of these conditions | | | | |

## Radiographs for Clinical Situations

Clinical situations for which radiographs may be indicated included, but are not limited to:

1.  Positive Historical Findings
    a.  Previous periodontal or endodontic treatment
    b.  History of pain or trauma
    c.  Familial history of dental anomalies
    d.  Postoperative evaluation of healing
    e.  Remineralization monitoring
    f.  Presence of implants, previous implant-related pathosis or evaluation for implant placement
2.  Positive Clinical Signs / Symptoms
    a.  Clinical evidence of periodontal disease
    b.  Large or deep restorations
    c.  Deep carious lesions
    d.  Malposed or clinically impacted teeth
    e.  Swelling
    f.  Evidence of dental / facial trauma

g.  Mobility of teeth
h.  Sinus tract ("fistula")
i.  Clinically suspected sinus pathosis
j.  Growth abnormalities
k.  Oral involvement in known for suspected systemic disease
l.  Positive neurologic findings in the head and neck
m.  Evidence of foreign objects
n.  Pain and/or dysfunction of the temporomandibular joint
o.  Facial asymmetry
p.  Abutment teeth for fixed or removable partial prosthesis
q.  Unexplained bleeding
r.  Unexplained sensitivity of teeth
s.  Unusual eruption, spacing or migration of teeth
t.  Unusual tooth morphology, calcification, or color
u.  Unexplained absence of teeth
v.  Clinical tooth erosion
w.  Peri-implantitis

Note: Factors increasing risk for caries may be assessed using the ADA Caries Risk Assessment form (0 – 6 years of age and over 6 years of age).

# Instructional Continuity Plan

## Communication Protocol

Clear communication will be sent out to students, faculty, and staff that the instructional continuity plan is being implemented. Updates will be provided to ensure everyone is informed of the expectations.

## Technology Requirements

An outline of the technology requirements to participate in the program is outlined in the college catalog.
a.  Students are expected to maintain a device that meets the minimal requirements during the duration of their program.
b.  Faculty (Full-time) are issued a device that meets the minimal requirements.
c.  Faculty (Part-time/Adjunct) are expected to provide their own device that meets the requirements to facilitate the program, including components of the instructional continuity plan.

In addition, students and faculty need access to reliable internet. If internet access is not accessible in the individual's home, the college resource team will work with the student to identify other community resources such as local libraries, cafes, etc. The college will explore partnerships with local internet service providers to offer discounted or subsidized services.

The college will provide technical assistance for those challenged with hardware, software, or connectivity issues through the college helpdesk.

## Online Learning

### Curriculum Adaptation

The curriculum is developed for online delivery, if necessary, with learning objectives that can be met through a digital platform. The delivery will leverage multimedia resources such as recorded lectures, interactive modules, and e-textbooks.

**Engagement Strategies**

Students will be required to engage in online discussions, case studies, and collaborative projects to maintain student engagement. Onlin discussion forums and video conferencing will be utilized to enrich the learning experiences.

## Synchronous Virtual Sessions

**Virtual Class Schedule**

A synchronous class schedule will be established and communicated to students and faculty. The expectations on attendance and participation during virtual sessions will be addressed.

**Interactive Platforms**

Utilization of conferencing platforms that support real-time communication and collaboration will be implemented for a course that does not currently use this platform. Faculty are encouraged to incorporate interactive elements such as polls, breakout sessions, and Q&A sessions.

## Virtual Simulation for Labs

**Simulation Software Integration**

Utilize virtual simulation software that replicates realistic science and nursing scenarios. Software will be reviewed for compatibility with device requirements communicated to students.

**Faculty Training**

Faculty are provided training on how to effectively utilize virtual simulation tools. New tools introduced with be coupled with a faculty workshop to enhance proficiency and promote confidence in teaching with the software.

**Assessment Strategies**

Virtual assessment aligns with simulation scenarios to evaluate students' clinical reasoning and decision-making skills. The grading rubric for virtual lab sessions and online assignments will maintain consistency in evaluation and required by faculty use. The use of lockdown browsers will be used for exam administration to promote test security.

## Contingency Evaluation

Regular evaluation of the effectiveness of the instructional plan will be implemented to ensure outcomes are aligned within normal expectations. Feedback will be gathered from students and faculty to identify areas for improvement and implement necessary adjustments.

# ARIZONA COLLEGE

**Emergencies, Dial 9-1-1**

## Appendix A – Bomb Threat Report Form

| BOMB THREAT REPORT FORM |
|---|

(Used in the case of any threatening phone calls; and, used to provide a description of the caller's voice along with information relative to the threat)

Date: _____ Time: _____

Exact words of person placing call:

_____

_____

Using the caller ID, please have someone contact campus or local police.

Male _____ Female _____ Unsure _____ Computer Generated _____

Did the caller sound like a  Child _____ Young-Adult _____ Middle-Aged _____ Elderly _____

Tone of Voice _____ Accent _____

Background Noise(s): _____

Is the voice familiar? _____ If so, who did it sound like? _____

| QUESTIONS TO ASK |
|---|

1. When is the bomb scheduled to explode? _____

2. Where is the bomb right now? _____

3. What kind of bomb is it? _____

4. What does it look like? _____

5. Where/why did you place the bomb? _____

REMARKS: _____

| YOUR CONTACT INFORMATION |
|---|

Your Name: _____ Your Department: _____

Your Phone Number: _____ Additional Phone Numbers: _____

Your Home Address: _____

Your Email Address: _____

| ADDITIONAL COMMENTS |
|---|

_____

_____

_____

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## Appendix B – Emergency Evacuation Guide Form

| Evacuation Guide Form |
|---|

Name: _____     Primary Location: _____

Address: _____     Primary Phone Number: _____

Building: _____     Cell Phone Number: _____

Floor: _____     Email Address: _____

Service Animal: Yes_____ No_____

| Notifications |
|---|

| Type of Emergency | Method/Device for Notification | Comments |
|---|---|---|
| Fire | | |
| Earthquake | | |
| Flood | | |
| Storm | | |
| Attack | | |
| Other (specify) | | |

1.  Are there emergency notification devices (alarms, etc.) appropriate for this person? Yes____ No_____ N/A_____

Comments: _____

2.  Does this person know the location of each emergency notification device/system and understand its meaning/function?

Yes_____ No_____ N/A_____ Comments: _____

3.  Does this person know how to sound the alert for emergencies (pull box alarms, public address systems, etc.)?

Yes_____ No_____ N/A_____ Comments: _____

4.  If telephones are used to report emergencies, are emergency numbers posted near telephones, on employee notice boards, or in other conspicuous locations? Yes_____ No_____ N/A_____

Comments: _____

5.  Is there a way for a person with a hearing or speech impairment to report an emergency? Yes_____ No_____ N/A____

Comments: _____

6.  If the communication system also serves as an alarm system, do all emergency messages have priority over all non-emergency messages? Yes_____ No_____ N/A_____

Comments: _____

7.  Are there unique signals/methods to indicate an emergency message? Yes_____ No_____ N/A_____

Comments: _____

| Exit Directions and Locations |
|---|

**Note**: Paths should never:
- Branch off and head away from the public way
- Travel through a room that can be locked, such as a restroom

- Have obstructed or concealed signs
- Have objects stick out into them that reduces the required minimum height and width

1. Is there a usable way out? How Many? Yes_____ No_____ N/A_____

Comments: _____

2. Where is the exit? (List all) _____

3. Is the usable path clearly marked to show route to leave or relocate within the building in an emergency?

Yes_____ No_____ N/A_____ Comments: _____

4. If exiting a doorway or turning a corner could inadvertently be directed into the path of a moving vehicle, is a safeguarding device with a warning sign in place? Yes_____ No_____ N/A_____

Comments: _____

5. If the stairs in the path lead anywhere but out of the building, are the doors, partitions or other means used to show the correct route out of the building? Yes_____ No_____ N/A_____

Comments: _____

6. Do doors used to connect any room to a path have proper maneuvering clearances? Can they be easily unlatched?

Yes_____ No_____ N/A_____ Comments: _____

7. Do exterior paths (balcony, porch, gallery, roof, etc.) meet the preceding requirements? Are their guardrails to protect open sides of walking surfaces? Are they smooth, solid, and substantially level? Yes_____ No_____ N/A_____

Comments: _____

8. Is each exit marked with a "EXIT" sign that is properly located, clearly visible, and directionally sound?

Yes_____ No_____ N/A_____ Comments: _____

9. Is every doorway or passage that might be mistaken for an exit marked "NOT AN EXIT" with an indication of its actual use that is clearly visible? Yes_____ No_____ N/A_____

Comments: _____

10. Are signs posted and arranged along paths to adequately show how to get to the nearest exit? Do they indicate direction of travel?

Yes_____ No_____ N/A_____ Comments: _____

11. Are the paths always free of obstructions, including furniture and equipment, so everyone can safely exit the building during an emergency? Yes_____ No_____ N/A_____

Comments: _____

12. Do all interior doors, other than fire doors, readily open form the inside without keys, tools, or special knowledge and require less than 5 pounds of force to unlatch and set the door in motion? Yes_____ No_____ N/A_____

Comments: _____

13. Are exit doors kept free of items that obscure the visibility of exit signs or that may hide or prevent proper access?

Yes_____ No_____ N/A_____ Comments: _____

14. Are any temporary/emergency escape paths clear of obstacles caused by construction or repair?

Yes_____ No_____ N/A_____ Comments: _____

15. Is the clear height of the path maintained at a minimum height of 6 feet 8 inches at all points? Yes___ No_____ N/A_____

Comments: _____

16. Are the paths at least 32 inches wide for segments less than 24 inches in length and 36 inches for segments 24 inches or longer?

Yes _____ No _____ N/A _____ Comments: _____

17. Is each usable path a permanent part of the facility? Yes _____ No _____ N/A _____

Comments: _____

18. If the path is not substantially level, are occupants provided with appropriate stairs or ramps? Yes __ No _____ N/A _____

Comments: _____

| Assistance |
|:---:|

1. Can the person evacuate themselves with or without a device or aid? Yes _____ No _____ N/A _____

If yes, what device or aid and where is it located? _____

Comments: _____

2. Does the person need assistance to evacuate? Yes _____ No _____ N/A _____

If yes, what assistance is needed? _____

Comments: _____

3. If an assistant is needed, does the assistant need training? Yes _____ No _____ N/A _____

If yes, has training been completed? _____

Where will the assistant meet the person requiring assistance? _____

When will the person requiring assistance contact the assistant? _____

Comments: _____

| Assistants |
|:---:|

Below are trained assistants. Assistants will be contacted via _____ in case of an emergency.

| Name | Phone Number | Cell Phone Number | Email |
|------|-------------|------------------|-------|
|      |             |                  |       |
|      |             |                  |       |
|      |             |                  |       |
|      |             |                  |       |
|      |             |                  |       |

**Note:** The Emergency Evacuation Checklist has been adopted from the National Fire Protection Association's Emergency Evacuation Planning Guide for People with Disabilities.