



TCAT
NORTHWEST

**SAFETY, SECURITY
AND
HEALTH PLAN**

340 Washington Street
Newbern, TN 38059

A Tennessee Board of Regents Institution

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EMERGENCY CONTACT INFORMATION

I. Emergency Telephone Numbers

- A. Dyer County Sheriff (731) 285-2802
- Obion County Sheriff (731) 885-5832
- Crockett County Sheriff (731) 696-2104
- Newbern Fire Department (731) 627-2266
- Newbern Police Department (731) 627-3221
- Newbern Police Dispatch (731) 627-2571
- Ambulance (731) 285-2222
- Poison Control 1-800-222-1222

B. Tennessee Board of Regents

- 1. Central Office (615) 366-4400

C. State of Tennessee

- 1. Division of Water Control Central Office
Nashville (615) 741-2275
- 2. Highway Patrol Tennessee (901) 543-6256 or 1 (800) 736-9932
- 3. Tennessee Occupational Safety and Health
Nashville (615) 741-2793
- 4. Southern Poison Control
Center..... (800)-222-1222
- 5. Tennessee Emergency Management Association Lauderdale County
(731) 635-3243
- 6. National Weather Service (Memphis, TN).....(901) 544-0399
- 7. Dyer County Department of Public Health..... (731) 285-7311
- 8. Obion County Department of Health(731) 885-8722
- 9. Crockett County Department of Health.....(731) 696-2505

B. Tennessee National Guard

If a determination is made that the Tennessee National Guard is needed on campus during the recovery, the President will initiate their arrival by requesting the Chancellor to ask The Governor of Tennessee for the National Guard to be deployed to institution's campus or campuses.

C. Building Contact Telephone Numbers

TCAT Northwest President (731) 410-7781
Office(s) of President (731) 201-1902
Lead Student Services Coordinator (731) 313-7199
Nursing Faculty (731) 410-7182
Information Technology (731) 410-7944

D. Local Utility Company Telephone Numbers

A. A. Gas Service

Local gas companies have the responsibility of turning off main gas lines. During an emergency, these gas lines will be closed off as quickly as possible, when necessary, to prevent fire. Disruption of service could be complicated by broken or damaged gas lines, in which case reinstating service would take longer.

Newbern Campus - Gas Service 731-627-3221
Bell Service Center – Gas Service 731-663-2350
Union City Service Center – Gas Service 731-885-0354

B. Water Service

Local utility departments have the responsibility of turning off main water valves to the campus. Any campus swimming pools or ponds can be used as reserve water sources. It is not advisable to use these water sources for drinking water purposes because of the accumulation of salts and acids in pool water and unknown contaminants in the pond; however, these water sources can be used for bathing, firefighting or sanitary needs.

Newbern Campus 731-627-3221
Bell Service Center 731-663-2350
Union City Service Center 731-885-0354

C. Electricity (731) 635-2323

During a power outage there are emergency lights located strategically throughout the campus buildings. These battery-operated lights should operate a minimum of two hours before beginning to lose power.

Local utility departments have line (underground and/or above ground lines) running through the campus.

Newbern Campus (731) 627-3221
Bell Service Center (731) 436-0012
Union City Service Center (731) 885-9212

D. Sewer/Waste Removal

Newbern Campus (731) 635-1212
Bell Service Center (731) 436-0012

Ripley Branch Campus

I. Emergency Telephone Numbers

- A. Lauderdale County Sheriff (731) 635- 1311
- Ripley Fire Department (731) 635-2284
- Ripley Police Dispatch (731) 635-4797
- Ripley Police (731) 635-1515
- Ambulance (731) 635-5989
- Animal control (731) 836-7387
- Poison Control 1-800-222-1222

B. Tennessee Board of Regents

- 1. Central Office(615) 366-4400

C. State of Tennessee

- 1. Division of Water Control Central Office
Nashville.....(615) 741-2275
- 2. Highway Patrol Tennessee(901) 543-6256 or 1 (800) 736-9932
- 3. Tennessee Occupational Safety and Health
Nashville..... (615) 741-2793
- 4. Southern Poison Control
Center(800)-222-1222
- 5. Tennessee Emergency Management Association Lauderdale County
(731) 635-3243
- 6. National Weather Service (Memphis, TN Office).....(901)
544-0399
- 7. Lauderdale County Department of Public
Health..... (731) 635-4661

II. Tennessee National Guard

If a determination is made that the Tennessee National Guard is needed on campus during the recovery, the President will initiate their arrival by requesting the Chancellor to ask The Governor of Tennessee for the National Guard to be deployed to institution’s campus or campuses.

III. Building Contact Telephone Numbers

TCAT Northwest President (731) 410-7781

Office(s) of President (731) 201-1902

Vice President (731) 410-7782

Nursing Faculty (731) 410-7182

Information Technology (731) 252-4056

IV. Local Utility Company Telephone Numbers

A. Gas Service (731) 635-1212

Ripley Gas has the responsibility of turning off main gas lines. During an emergency, these gas lines will be closed off as quickly as possible, when necessary, to prevent fire. Disruption of service could be complicated by broken or damaged gas lines, in which case reinstating service would take longer.

B. Water Service (731) 635-1212

Ripley Water has the responsibility of turning off main water valves to the campus. Any campus swimming pools or ponds can be used as reserve water sources. It is not advisable to use these water sources for drinking water purposes because of the accumulation of salts and acids in pool water and unknown contaminants in the pond; however, these water sources can be used for bathing, firefighting or sanitary needs.

C. Electricity (731) 635-2323

During a power outage there are emergency lights located strategically throughout the campus buildings. These battery-operated lights should operate a minimum of two hours before beginning to lose power.

Ripley Power & Light has line (underground and/or above ground lines) running through the campus.

D. Sewer/Waste Removal (731) 635-1212

Covington Branch Campus

I. Emergency Telephone Numbers

- A. Tipton County Sheriff (901) 475- 3300
- Covington Fire Department (901) 476-2578
- Covington Police Dispatch (901) 475-4300
- Covington Police (901) 476-0243
- Ambulance (901) 476-9377
- Animal control (901) 476-0229
- Poison Control 1-800-222-1222

B. Tennessee Board of Regents

- 1. Central Office(615) 366-4400

C. State of Tennessee

- 1. Division of Water Control Central Office
 Nashville.....(615) 741-2275
- 2. Highway Patrol Tennessee(901) 543-6256 or 1 (800) 736-9932
- 3. Tennessee Occupational Safety and Health
 Nashville.....(615) 741-2793
- 4. Southern Poison Control
 Center(800)-222-1222
- 5. Tennessee Emergency Management Association Tipton County (901)-476-0222 or (901) 490-1833
- 6. National Weather Service (Memphis, TN Office).....(901) 544-0399
- 7. Tipton County Department of Public Health.....
 (901) 476-0235

II. Tennessee National Guard

If a determination is made that the Tennessee National Guard is needed on campus during the recovery, the President will initiate their arrival by requesting the Chancellor to ask The Governor of Tennessee for the National Guard to be deployed to institution's campus or campuses.

III. Building Contact Telephone Numbers

TCAT Northwest President (731) 410-7781

Office(s) of the President (731) 201-1902

Vice President (901) 538-6104

Nursing Faculty (731) 410-7182

Information Technology (901) 341-4676

IV. Local Utility Company Telephone Numbers

A. Gas Service (901) 476-7163

Covington Gas has the responsibility of turning off main gas lines. During an emergency, these gas lines will be closed off as quickly as possible, when necessary, to prevent fire. Disruption of service could be complicated by broken or damaged gas lines, in which case reinstating service would take longer.

B. Water Service (901) 476-9531

Covington Water has the responsibility of turning off main water valves to the campus. Any campus swimming pools or ponds can be used as reserve water sources. It is not advisable to use these water sources for drinking water purposes because of the accumulation of salts and acids in pool water and unknown contaminants in the pond; however, these water sources can be used for bathing, firefighting or sanitary needs.

C. Electricity (901)-476-7104

During a power outage there are emergency lights located strategically throughout the campus buildings. These battery-operated lights should operate a minimum of two hours before beginning to lose power.

Covington Electric System has (underground and/or above ground lines) running through the campus.

D. Sewer/Waste Removal (901)-476-9531

SAFETY, SECURITY, AND HEALTH PLAN OVERVIEW

I. Purpose

To develop a procedure that will ensure college safety, security, and health. Procedures are developed and revised as needed, kept up to date, and understood by all who have a need to know. (See TBR Guidelines B-100).

II. Scope

This policy and procedure manual applies to all TCAT Northwest associates.

III. Policy

The TCAT Northwest shall endeavor to develop, maintain, and execute policies and procedures as related to safety, security, and health consistent with all requirements put forth by applicable State, Federal, and accreditation agencies.

IV. Procedure

- A. The Designee shall approve all applicable policies and procedures related to safety, security, and health consistent with local, state, and federal regulations, as well as accreditation agencies.
- B. The Designee shall keep a master policy and procedure manual for the facility.
- C. The Designee shall maintain a distribution list of all designated persons to be issued copies of the local policy and procedure manual.
- D. The Designee shall distribute to all designated persons copies of new or revised policies and procedures.
- E. The President shall designate a minimum of one staff meeting per year in which all policies and procedures of safety, security, and health shall be reviewed for understanding or update inputs. Discussions held in such meetings shall become a part of the minutes and filed for college purposes.

V. Responsibilities / Duties

A. President

- 1) Activate the Emergency Response Plan and designate an on-scene commander.
- 2) Responsible for the overall operation and management of the Emergency Response Plan.
- 3) Notify the Tennessee Board of Regents System Office and other state, local, and federal offices as necessary.
- 4) Contact for National Guard support will be obtained via a request to the Governor through the Chancellor.
- 5) Maintain contacts with TBR Central Office, city, county, state and federal officials.
- 6) Prepare press releases for approval by the President or TBR Central Office.
- 7) Maintain liaison with news media sources.
- 8) Be the primary liaison with the local law enforcement department / local emergency management office.
- 9) De-activate the plan when appropriate.

B. Designee

- 1) Decide if classes will be suspended or canceled.
- 2) Coordinate the relocation of classes.
- 3) Ensure the integrity of academic records to the greatest extent possible.
- 4) Facilitate support of employees, and families of employees, who are casualties as a result of the emergency.
- 5) Coordinate donations.

- 6) Maintain a log of external resources used (e.g., local law enforcement, TEMA, Red Cross etc.).
- 7) Other duties as assigned by the President.

C. Vice President

- 1) Coordinate all activities related to shelters, evacuation locations, and other matters regarding institutional community members' safety and well-being.
- 2) Coordinate activities related to providing food services to the institutional community.
- 3) Coordinate the use of the Nursing Department personnel.
- 4) Coordinate psychological referrals to trauma victims.
- 5) Coordinate use of school RAVE system to update inquiries concerning the institutional community.
- 6) Other duties as assigned by the President.
- 7) Manage the establishment of an information system in a central location in conjunction with Information Technology and Public Relations to deal with inquiries regarding the well-being of the members of the institutional community.

D. Local Law Enforcement/EMT/First Responder

- 1) Make recommendations concerning areas requiring evacuations and initiate evacuations, as necessary.
- 2) Provide technical assistance pertaining to chemical, biological, and physical hazards.
- 3) Take immediate action to care for injured persons.
- 4) Take immediate action to reduce the threat of potential casualties and property damage.
- 5) Provide security of emergency area, evacuation routes, and ingress routes.

- 6) Survey emergency area for damages and injuries in order to request additional internal and external support as required.
- 7) Establish a command post.
- 8) Control criminal activity.
- 9) Provide personnel to assist in traffic control.
- 10) Maintain communications with the President or designee.

E. Nursing Faculty (onsite-when available)

- 1) Take immediate action to care for injured persons in conjunction with law enforcement.
- 2) Establish triage area for minor injuries.
- 3) Coordinate with off-campus medical personnel to staff major triage areas.
- 4) Transport medical supplies (as available) to the triage areas, if injured persons are not taken immediately to the local hospital.

F. Information Technology

- 1) Maintain communications and coordination with off-campus service providers.

VI. General

- A. Each employee shall be responsible for compliance with all published policies and procedures.
- B. Each policy and procedures manual holder shall be responsible for filing documents as distributed. Upon filing, policies and procedures are to be reviewed for understanding and compliance.
- C. Each policy and procedure manual holder shall be responsible for communicating all new or updated information to subordinates or students as applicable.
- D. Each instructor will ascertain their students understanding of applicable policies and procedures of safety, security, and health and ensure compliance as necessary.

BOMB THREAT PROCEDURE

I. Purpose

To develop a procedure whereby a bomb threat made against the school can be handled in such a manner as to ensure the safety of all personnel. (See TBR Guidelines B-100)

II. Scope

This policy/procedure applies to all TCAT Northwest personnel.

III. General Bomb Threat Procedure

The President or designee shall notify the local police department of the call, the action being taken and any applicable information gained from the caller.

Evacuation of the building shall take place according to the published building evacuation procedure.

A. Any individual receiving a bomb threat call should do the following:

- 1) Remain calm and keep the caller on the line as long as possible. Ask the Caller to repeat the message and record every word.
- 2) If the Caller does not indicate the location of the bomb or the time of detonation, ask for this information.
- 3) Advise the Caller that the building is occupied and detonation could result in death or serious injury to innocent people.
- 4) Pay particular attention to background noises, such as motors running, music, or any other noises which may indicate the location from which the call is being made.
- 5) Listen closely to the voice to determine voice quality, accents, speech impediments, sex, or unusual characteristics, and complete threat data form.
- 6) If the Caller can be kept talking, ask specific questions as indicated on the attached Bomb Threat Report.

- 7) It is desirable, but not always practicable, to have more than one person listen in on the bomb threat call.
- 8) Immediately notify the local law enforcement.

B. Campus Personnel

- 1) A bomb threat report will be supplied to the President and local law enforcement.
- 2) The person receiving the threat will attempt to:
 - a) Obtain all the information requested on the report.
 - b) Document all information the caller is willing to give.
 - c) Listen and document any background noises, which might be of assistance to investigators.
 - d) Have a co-worker immediately notify local law enforcement on another extension.

C. Local Law enforcement

- 1) Respond to the area/building in question.
- 2) Activate the chain of command by notifying the appropriate personnel.
- 3) Establish a command post.
- 4) Assign an officer to interview recipient.
- 5) Request that the institutional official(s) in charge of the threatened building report to the command post.
- 6) Procedures for Evacuation Decision
- 7) Review known facts and decide whether an evacuation is appropriate. Evacuation upon receipt of a threat is not an automatic decision, but depends upon perceived credibility of the threat.

- 8) When appropriate, the threatened area will be searched without evacuation and with as little disruption as possible.
- 9) As a threat's credibility increases, a decision to evacuate the affected area may be made by designated officials.
- 10) Contact an administrator in the threatened building to conduct a preliminary search of the area.
- 11) Do not operate cell phones or pagers as they could trigger some types of explosives.
- 12) Ensure that everyone knows not to touch anything suspicious.
- 13) Establish an open telephone line with the dispatcher. Elicit assistance from employees.
- 14) Relate pertinent information to the chief or senior officer on duty so that he/she may contact the appropriate administrator to determine if the area needs to be evacuated.
- 15) The decision to evacuate will be made by the institutional or local law enforcement police officer in charge on site in consultation with the building representatives.

D. Evacuation Procedures – See Building Evacuation Procedure 1.13

E. Search Procedures

- 1) After evacuation, a more thorough search of the area will be completed to ensure that no one remains in the building and for further evidence of a possible bomb.
- 2) If a bomb or suspect package is found, the law enforcement officials on the scene will notify the local bomb squad unit and local law enforcement.
- 3) Officers will enlarge the outside perimeter to include parking lots or roads close to the buildings.
- 4) When bomb specialists arrive, they will decide if the fire department and ambulance service should be called.

- 5) Officers will assist the specialist in any way possible and will remain in the area to secure the perimeter.
- 6) If no evidence of a bomb is found, the chief or senior officer will contact the appropriate administrator to determine how long the building should remain closed. As a general rule, the building should remain closed until after the reported detonation time.

BOMB THREAT REPORT

INSTRUCTIONS: BE CALM. BE COURTEOUS. LISTEN, DO NOT INTERRUPT THE CALLER. NOTIFY YOUR IMMEDIATE SUPERVISOR. TALK TO NO ONE OTHER THAN INSTRUCTED BY YOUR SUPERVISOR.

DATE _____ TIME _____ PHONE NO. _____

DISPLAYED _____ (Note whether caller is on campus line, transferred in, or off campus.)

LOCATION DISPLAYED: _____

EXACT WORDS OF PERSON PLACING CALL:

QUESTIONS TO ASK:

When is the bomb going to explode?

Where is the bomb right now?

What kind of a bomb is it?

What does the bomb look like?

Why was the bomb placed?

Who placed the bomb there?

TRY TO DETERMINE THE FOLLOWING: (Circle all that apply)

Caller's Identity:	Male	Female		
Years of Age:	Adult	Juvenile		
Voice:	Loud	Soft	High Pitch	Deep
	Raspy	Pleasant	Intox./ Drugged	
Accent:	Local	U.S.	Foreign	Regional

Speech: Fast Slow Distinct Distorted
 Nasal Stutter Slurred Lisp

Language: Excellent Good Fair Poor
 Foul

Manner: Calm Angry Rational Irrational
 Coherent Incoherent Deliberate

Back-ground noises: Office Machine Factory Machine Train or Airplane

Traffic Music Quiet Party Animal Atmosphere

Person Receiving Call: _____

VIOLENCE PREVENTION PROCEDURE

I. Purpose

To develop a procedure which will reduce the likelihood of violence within the college as well as having an established plan should violence occur. (See TBR Guidelines B-100)

II. Scope

This policy/procedure covers all TCAT Northwest students, faculty, and staff.

III. Policy/Procedure

The following represents the steps to be taken should threats or acts of violence take place at the facility.

- A. All threats of violence are to be taken seriously. No threat should be considered trivial and dismissed without investigation.
- B. Anyone being threatened while on College property or in connection with any school event or activity should report the threat to the Lead Student Services Coordinator, Vice President or designee.
- C. The Lead Student Services Coordinator, Vice President or designee should investigate the threat to determine the circumstances surrounding the incident. The threatened person and any witnesses should be questioned to determine who was involved, what caused the incident, when the incident occurred, where the incident occurred, and why. Upon gathering the required information, the Lead Student Services Coordinator, Vice President or designee should request a conference with the President.
- D. The President, based on the information provided by Student Services, may decide to convene a meeting with the threatened party to review the facts as presented. From this meeting, a decision will be made to pursue or drop the complaint based on the merits of the case.
- E. The President or designee and the Student Services Coordinator shall convene a meeting with the perpetrator of the threat.
 - 1) Facilitate a meeting between the parties in an effort to gain reconciliation.
 - 2) Refer the guilty party to professional counseling as a condition of continued enrollment or status as an employee.

- 3) Invoke a disciplinary suspension per published policies commensurate with the act taking place. Terms and conditions for a return to work/school shall be agreed upon at this time.

(See TBR Policy 3:02:00.01)

- 4) Execute a discharge/suspension should the offense be of significant magnitude. Actual cases involving assault or intentional willful bodily harm will require the strongest of measures to be taken.

Individuals discharged will be escorted from school property by the President and/or local law enforcement.

IV. General

- A. Threats made by individuals who are not connected to the school, but who threaten violence at the school, should be communicated to the President.

If the situation merits, the President's office will contact the Police Department with pertinent information.

- B. All personnel are to take threats seriously. All threats received or overheard are to be reported to the President's office.
- C. A pattern of reporting false threats shall be deemed harassment and dealt with accordingly.
- D. A return from disciplinary suspension shall be allowed only with the approval of the President and in compliance with TBR policies and procedures.
(See TBR Policy 3:02:00. 01)
- E. Situations requiring a report to Law Enforcement agencies will be communicated to the President's Office.
- F. Threats involving weapons or the implied use of weapons are considered serious and are violations of the law. Violations will be reported to Law Enforcement personnel for follow-up. Upon securing proof, the individual using the weapon will be separated from the College. State laws prescribe a maximum penalty of five (6) years imprisonment and a fine not to exceed \$3,000.00 for carrying weapons on College property.
- G. For threats involving bombs - *See Bomb Threats Procedure.*

V. Hostile Intruder/Violent Person

A. Gunshots Heard - Institutions must establish methods to manage the circumstances when a hostile intruder is on campus.

- 1) If a Hostile Intruder/Violent Person is discovered on the campus, the individual making the discovery shall immediately contact local law enforcement agency and administration as soon as possible and provide as much information as possible.
 - a. Do not approach the intruder or intervene.
 - b. At a minimum, the individual should provide a description of the intruder and any specific characteristics (height, weight, hair color, race, and type and color of clothing) and type of weapon(s), if any.
- 2) If gunshots are heard within a building, faculty/staff will close and lock or barricade their room doors, turn off the lights, and stay away from doors and windows.
 - a. Faculty/staff should remain calm and keep students/others as quiet as possible.
 - b. Faculty/staff will stay in the locked/barricaded room until informed by law enforcement officials that it is safe to leave.
 - c. Faculty/staff may wish to use their cell phones to notify law enforcement of the situation.
 - d. Under no circumstances should any attempts be made to evacuate the building, unless in the room or immediate area where the shots are being fired.
 - e. Should the fire alarm sound, do not evacuate the building unless:
 - i. First-hand knowledge that there is a fire in the building exists,
 - ii. Law enforcement officials advise evacuation from the building, or
 - iii. Imminent danger exists.

- 3) Office personnel in the affected building will close and secure their office areas and immediately call local law enforcement.
- 4) Local law enforcement will be stationed to ensure no one enters the building(s) until the area is determined to be safe.
- 5) Only trained law enforcement personnel should attempt to perform a search of the building or area in which a hostile intruder is located.
- 6) Law Enforcement Officials will provide notice when re-entry can be safely made.

TORNADO PROCEDURE

I. Purpose

To develop a procedure whereby school personnel will take action to minimize the possibility of serious injury occurring should a tornado strike the college. (See TBR Guidelines B-100)

II. Scope

This policy applies to all TCAT Northwest personnel.

III. Definitions

A. Tornado Watch: A tornado watch is issued when the conditions are favorable for the formation of a tornado.

B. Tornado Warning: A tornado warning is issued when a tornado is actually sighted visually or by radar.

IV. Communications

A. Communications of Tornado Warning to the campus community may be by weather warning sirens, telephones, RAVE, VIVI, and the Alertus Beacon Emergency Notification Systems.

V. Protection

A. Personnel and students should immediately seek shelter in the lowest levels of buildings on an interior hallway remaining clear of exterior windows and doors.

B. Immediately evacuate buildings without reinforced construction such as auditoriums, gymnasiums, and large rooms with wide free-span roofs.

C. If caught outside, move away from the tornado's path at a right angle. If there is no time to escape, lie flat in the nearest ravine or ditch.

VI. Procedure

A. The following represents the procedure to be followed in the event of threatening weather and/or a tornado.

B. A smartphone will be monitored by school personnel (if available) whenever personnel are present at the facility.

- C. A severe thunderstorm or tornado watch broadcast will be the signal for the President or his designee to begin periodic checks of internet based regional radar and visual checks in the college's immediate area.
- D. Should a tornado warning be issued or a local spotter has visual contact with a tornado, the alarm will be issued using the Alertus Beacon or Vivi Emergency Notification System. This alarm will be, in addition to the local tornado sirens.
- E. Once alerted, individuals are to move to the pre-designated areas detailed below. The following are suggested locations which should limit exposure to flying debris:

Northwest Main Campus:

Student Services Personnel: Media wiring room, records storage hallway, restroom.

President/Vice President: Vice President's Office.

Cosmetology: Restrooms off main lobby. Internal hallway adjacent to media room, media room if available.

Building Construction Technology: Building Construction storage area.

Practical Nursing: Restrooms adjacent to classroom.

Computer Aided Design: Restrooms adjacent to classroom.

Computer Information Technology: Restrooms adjacent to classroom.

HVAC/R: Classroom, storage area, and class restroom.

Welding Technology: Storage area and class restroom.

Machine Tool: Storage and class restroom.

Automotive: Storage and class restroom.

Industrial Maintenance: Storage area and class restroom.

Machine Tool/Ind. Maintenance: Storage and class restroom.

Custodial Office: Custodial office and/or storage room.

Back Storage Shed: Automotive or Machine Tool storage or restrooms.

Transportation Building:

Women's Restroom

Truck Driving: Storage Closet

Ripley Branch Campus:

Student Services Personnel: Bookstore and or restroom adjacent to Student Services Office

Administrative Offices: Converted office adjacent to President's office, staff break room

Adult Education: Restrooms near back breakroom

Practical Nursing: Restrooms near back breakroom **Computer Information Technology:** Staff Break Room

Industrial Electricity & Industrial Maintenance Automation: Storage Room, Instructor's Office or west wall of lab

Industrial Maintenance: Storage Rooms attached to classroom

Cosmetology & Barbering: Classroom

Commons Area – Go to classroom designated areas or Student Services area.

Multi-purpose Room: Restrooms in main lobby

Custodial Office: Custodial Office

Covington Branch Campus

Administrative Office Technology, Computer Information Technology and Staff should assemble in the hallway of the administration building away from windows and doors. Each class should remain with their instructor. **All other programs** should assemble in an area of their classroom/shop with no/few windows.

Allied Health students and instructors should assemble in the inside restrooms and storage closet located in the Practical Nursing Lab.

Union City and Bells Campus –

All other programs should assemble in an area of their classroom/shop with no/few windows under the direction of their program instructor.

State Vehicles: If operating a vehicle and inadvertently caught in a tornado, seek shelter in a sturdy building or lay flat in a ditch or depression. Travel is discouraged during threatening weather events.

- F. Once in the designated area, as much as possible against an inside wall. Assume the protective position. It is NOT recommended that people in wheelchairs are removed from their chairs, but bend over safely and put hands over head. In all cases, personnel should avoid exposure to glass, sheet metal, etc.



When the threat of bad weather has passed, an “all-clear” will be signaled by the front office. Personnel may resume regular duties upon receiving the all-clear.

VII. General

The following procedures shall be followed should a tornado strike occur.

All personnel, after the event, are to evacuate the College per the published Fire and General Evacuation procedure. The President’s Office shall contact Emergency Response personnel describing the situation as assessed.

- A. The following procedures shall be followed should a tornado strike occur.
- B. A First Aid station shall be established and manned by trained first aiders and/or nursing personnel. The location of the aid station will be in the nursing area unless damage sustained is too great. If required the aid station may be moved to student services or the lunchroom. Such a determination will be made by the President’s Office.
- C. Instructors, after determining the status of assigned students and reporting same to the President’s office, should stay with their classes to ensure their safety. Care should be exercised to stay away from electrical wires and jagged debris. Once evacuated, the building should not be re-entered unless so directed by the President. All personnel should remain at the facility until released. Failure to do so may result in unnecessary search time

EARTHQUAKE RESPONSE PROCEDURE

I. Purpose

To develop a procedure whereby TCAT Northwest personnel may react properly to an earthquake emergency. (See TBR Guidelines B-100)

II. Scope

This policy applies to all TCAT Northwest personnel.

III. Procedure

The following represents the procedure to be followed should an earthquake occur which is of a magnitude that damage and/or injuries are sustained.

- A. Should a significant tremor occur, all personnel should seek cover from falling objects by getting under desks, tables, machines, or other pieces of substantial furniture. If near a doorway, the door frame may be used. (Do not hold to door facings).
- B. After the first shocks subside, the President's office will issue an order to exit the building according to the published evacuation plan. Once exited, students and personnel will form into their assigned groups as directed. On exiting, turn off power, gas, water, etc., as may be applicable for your class/office.
- C. The President's office shall notify emergency personnel via phone or other means if EMS or Fire assistance is needed.
- D. Emergency responders, after securing head counts as required, will report to the administration assembly area to render aid.
- E. The President or his/her designee shall meet arriving emergency personnel and direct them to the area requiring attention.
- F. The President will be responsible for issuing a dismissal or an "all-clear" order. It is imperative that all personnel remain on campus in their designated areas until an order is received.

IV. Considerations

A. Before an Earthquake Occurs (suggested supplies to keep on hand)

- 1) Keep a flashlight and possibly a portable radio, both with fresh batteries, on hand.
- 2) Place large and heavy objects on lower shelves. Bottled goods, glass and other breakables should also not be stored in high places or left where they can freely slide on shelves.
- 3) Remove picture frames, mirrors and other heavy objects over the bed or desk.

B. During an Earthquake

- 1) First and foremost, stay calm. Think through the consequences of any action taken.
- 2) If outdoors, stay outdoors: if indoors, stay indoors. Most injuries during quakes occur as people are entering or leaving buildings.
- 3) If indoors, take cover under a heavy desk or table, in doorways or halls, or against inside walls. Stay away from glass.
- 4) If outdoors, move away from buildings and utility wires. The greatest danger comes from falling debris just outside of doorways or outer walls. Once in the open, stay there until shaking stops.
- 5) If in a moving car, stop as soon as possible, but stay in the car. A car may jiggle violently on its springs, but it is a good place to stay until the shaking stops. When driving on, watch for hazards created by the quake. Some of these hazards include fallen or falling objects, downed electrical wires, or broken or undermined roadways.

C. After an Earthquake

- 1) Be prepared for additional earthquake shocks called “aftershocks.” Although most of these are smaller than the main shock, some may be large enough to cause additional damage.
- 2) Stay out of severely damaged buildings because aftershocks can shake them down.
- 3) Check for injuries. Don’t attempt to move seriously injured persons unless they are in immediate danger of further injury.

- 4) If water pipes are damaged, shut off the supply at the main valve. Emergency water may be drawn from water heaters, toilet tanks (not bowl) and melted ice.
- 5) Check to see that sewage lines are intact before using sanitary facilities.
- 6) If applicable, cut off the gas supply or contact the gas utility company.
- 7) Report the incident to institutional personnel.
- 8) The President or designee will direct the cleanup of debris.

V. General

- A. All personnel, after the event, are to evacuate the College per the published Fire and General Evacuation procedure.
- B. The President or designee shall contact Emergency Response personnel describing the situation as assessed.
- C. A First Aid station shall be established and manned by trained first aiders and/or nursing personnel. The location of the aid station will be in the nursing area unless damage sustained is too great. If required the aid station may be moved to student services or the lunchroom. Such a determination will be made by the President's Office.
- D. Instructors, after determining the status of assigned students and reporting same to the President's office, should stay with their classes to ensure their safety. Care should be exercised to stay away from electrical wires and jagged debris. Once evacuated, the building should not be re-entered unless so directed by the President or emergency personnel.
- E. All personnel should remain at the facility until released. Failure to do so may result in unnecessary search time

FIRE DRILLS

I. Purpose

To develop a procedure whereby a Fire Drill conducted at the school can be handled in such a manner as to ensure the safety of all personnel. (See TBR Guidelines B-100)

II. Scope

This policy and procedure applies to all TCAT Northwest personnel.

III. Procedure

The following represents the procedure to be followed should a Fire Drill be received.

IV. Considerations for Fire Drills

- A. All incidents of unintentional/non control burn fires must be reported to the appropriate personnel.
- B. Administration will ensure that their employees are aware of the location of fire extinguishers and their uses. (Pull, Aim, Squeeze, Sweep)
- D. All employees shall be made aware of emergency evacuation routes for their work area.
- D. In addition, the following procedures should be reviewed with employees.
 - 1) Fire Safety
 - a. Although the potential for fire always exists, routine inspections, maintenance, and training are effective elements in reducing bodily injury, loss of life, and damage to property.
 - b. All faculty, staff and students should be knowledgeable of those elements which cause fires and of procedures to eliminate them. Everyone should be aware of basic fire safety regulations and conditions that have potential to start a fire, such as the use of extension cords or the improper storage of chemicals, paint, cleaning supplies, rags, paper, etc.
 - c. Routine inspections and maintenance of fire extinguishers, sprinkler systems, fire hydrants, smoke alarms, and firefighting equipment are essential. At the same time, each facility should have posted

evacuation plans, illuminated exit signs, functional emergency lights, self-closing doors, and any necessary special fire safety equipment.

- d. Fires present a danger to individuals within a limited area and usually will not require action unless the fire is out of control and numerous potential or actual casualties are involved. After defining the hazard area, personnel will be evacuated from buildings by activating the fire alarm system and will be moved a safe distance (at least 100 yards) away to the designated areas. The area should then be secured until the firefighting personnel arrive. Supervisory personnel will make every effort to account for faculty, staff, and students and prevent unauthorized personnel from entering the building.

2) Fire Alarm

- a. Fire alarms will sound if smoke is detected.
- b. This alarm will be used when a serious fire is burning or possible explosion is imminent.

3) What to do in case of fire

- a. When the fire alarm is sounded, all students, faculty and staff should clear the buildings by the nearest exit and proceed to a designated assembly area as announced.
- b. Any individuals with disabilities should be assisted in exiting the building.
- c. Students, faculty, and staff should stand clear unless called upon to help.
- d. Do not return to the building until the all clear is given.

4) Drill Summary

- a. After each drill, a review will be conducted to determine the following:
 - i. Could the alarm be heard in all areas of the building?
 - ii. How long did it take for employees to respond and evacuate the building?
 - iii. Identify those individuals who ignored the alarm and did not evacuate.

BIOLOGICAL HAZARDS PROCEDURE

I. Purpose

To develop a procedure whereby a Biological Hazard threat made against the school can be handled in such a manner as to ensure the safety of all personnel. (See TBR Guidelines B-100)

II. Scope

This policy/procedure applies to all TCAT Northwest personnel.

III. Procedure

The following represents the procedure to be followed should a Biological Hazard be received.

A. Handling of Suspicious Letters/Packages and Chemical Spills - Institutions must establish methods to ensure safety of students and personnel in the event of a biological hazard. Contact (Dial 9) - 911.

- 1) Suspicious Letters/Packages - The following procedures constitute institutional response plans in the event of a possible “anthrax” type threat or incident. The Office of Administration will:
 - a. Obtain pertinent information about the location and status of the suspected item
 - b. Note the location and caller ID number indicated on the dispatch telephone ID display.
 - c. Obtain a complete description of the item
 - d. Determine if the item has been opened
 - e. Instruct the caller to refrain from opening or further handling of the item
 - f. Instruct the caller to discuss the situation only with persons on a “need to know” basis
 - g. Instruct the caller to cover the letter/package/powder with paper, article of clothing or trash can (unless the caller has already left the room where the item is)

- h. Instruct the caller to leave the room where the item is located, close the door, and allow nobody to enter the room until the first officer arrives
- i. Instructs the caller to limit his/her contacts with other persons to the greatest extent possible
- j. Advise a supervisor, office-in-charge, or first available officer that a suspicious report has been received and the name of the building where the item is located

2) Advise the Local Law Enforcement Officer

- a. The First Responding Officer will:
 - i. Go directly to the area involved and call the 911 dispatcher by phone
 - ii. Receive all pertinent information from the 911 dispatcher including whether or not the item has been opened
 - iii. Proceed to the area where the item is located, without entering the room if possible
 - iv. Ensures that the room/area where the device is located is secure (treat the area as a crime scene)
 - v. Interview the caller to ascertain all pertinent information about the item
 - vi. Make an initial determination concerning whether or not the item is a questionable, possible, or probable threat.
- b. Questionable Threat - Item is suspicious but no reason to believe it is a biological threat. If the item is a Questionable Threat item:
 - i. Secure the item by triple sealing in sealed evidence bags or trash bags, remove from the building, and transport to Police Department
 - ii. Upon arrival of the Police Department, the sealed item will be placed into a designated Questionable Threat container, and the container will be placed into the weapons closet

- c. Possible Threat - If the item is a Possible Threat:
 - i. Evacuate all persons out of the immediate area
 - ii. Turn off fans, air ventilators, and HVAC
 - iii. Obtain a list of the names of all persons who came into contact with the item or were in the presence of the item
 - iv. Allow exposed persons to wash with soap and water
 - v. Await the arrival of a command level supervisor
- d. Probable Threat - If the item is a Probable Threat:
 - i. Evacuate all persons out of the building, establish a perimeter -Turn off fans, air ventilators, and HVAC
 - ii. Request response of Local Fire Department
 - iii. Keep persons exposed to the item at the scene, in a secure location
 - iv. Coordinate decontamination process with fire department personnel
 - v. Two-way radios and cell phones will not be used within 1,500 feet of the suspected device! All personnel cease use of radios.
- e. Command Level Personnel will:
 - i. Make a determination of the threat level
 - ii. Contact the President.
 - iii. Establish a command post if threat is Possible or Probable Threat
 - iv. Ensure that personnel decontamination process is completed
 - v. Ensure that no person goes into the perimeter without adequate protection
 - vi. Contact the Local Police Department for Hazmat assistance
 - vii. Arrange for Transportation of evidence for analysis

- viii. Maintain area until analysis determination is made
- ix. Contact Health Department, TBI, FBI, etc. if analysis reveals biological threat

CHEMICAL SPILLS PROCEDURE

I. Purpose

To develop a procedure whereby a chemical spill at the school can be handled in such a manner as to ensure the safety of all personnel. (See TBR Guidelines B-100)

II. Scope

This policy/procedure applies to all TCAT Northwest personnel.

III. Procedure

The following represents the procedure to be followed should a chemical spill occur.

A. Hazardous chemicals are utilized on campus in various locations. Trains, tractor trailers and other vehicles that may be traveling on or near the campus may have hazardous chemicals that could threaten the environment of the campus as well.

B. The following steps will be followed in the event of a chemical or radiation spill:

- 1) Any spillage of a hazardous material will be immediately reported to the appropriate, designated personnel.
- 2) When reporting, be specific about the material involved and approximate quantities. Personnel will initiate the response of appropriate hazardous material response teams to clean-up the spill effectively.
- 3) The site should be evacuated immediately and seal it off to prevent further contamination of other areas. **AT NO TIME SHOULD ANYONE RE-ENTER THE AREA THAT HAS BEEN EVACUATED.**
- 4) If the evacuation is required, the person on site should activate the building alarm and follow standard evacuation routes that do not cross the area where the spill is located.

IV. Weapon of Mass Destruction – Definition

- A. Terrorist Attack - Institutions must establish methods to protect the personnel and students in response to terrorist attacks.
- B. A weapon of mass destruction includes biological, chemical, incendiary, nuclear or highly explosive material and any combination thereof.

V. General Guidelines

- A. Emergency action steps will depend upon the type of device and/or agent used and whether it is used on-campus, in a campus building, or off-campus.
- B. Local law enforcement should develop plans to respond to such situations with established lines of communication to appropriate civil authorities to obtain current information.

VI. Action Steps for Initial Responders

- A. Notify the local law enforcement authority and evacuate the area.
- B. Avoid contamination by staying upwind of the hazard, away from the point of the release, and exposed individuals.
- C. Do not touch or move any suspicious objects.
- D. Minimize the use of cell phones.
- E. Facilities should determine if the use of ventilation systems should be suspended.
- F. Affected individuals should quarantine themselves at a safe location, upwind of the hazard.
- G. If a hazardous release occurs at the campus perimeter or off-campus, remain indoors until further instruction is given.

FLOOD, SNOW AND ICE PROCEDURE

I. Purpose

To develop a procedure whereby a flood, snow, and ice at the school can be handled in such a manner as to ensure the safety of all personnel. (See TBR Guidelines B-100)

II. Scope

This policy/procedure applies to all TCAT Northwest personnel.

III. Procedure

- A. In addition to procedures that are established specifically for the response to actual or predicted flood, snow, and/or ice, the college should adhere to the evacuation procedures outlined in its Emergency Response Plan to evacuate campus during a flood, snow, or ice storm, as necessary.
- B. Snow, ice or flooding can make travel to and from campus hazardous. When the potential or conditions develop that would make travel to and from the campus hazardous, the following steps will be followed:
 - 1) College personnel will monitor the National Weather Service broadcasts and local reports and/or contact the Department of Transportation Road Condition Office. Upon receipt of information that would or has the potential to make travel hazardous, the appropriate administrators will initiate the notification to the appropriate designee.
 - 2) The appropriate administrators will contact the President and other members of the Emergency Medical Response Team (EMRT) as directed.
 - 3) The President or designee will determine if institutional operations are to be suspended. If they are to be suspended, the senior staff will be notified.
 - 4) The appropriate notifications to the campus community will be initiated.
 - 5) The appropriate administrators will initiate steps to secure the facilities and grounds, preventing entry to the campus under hazardous conditions.
 - 6) Appropriate personnel will continue to monitor the weather conditions as well as conditions on campus.

HOSTAGE PROCEDURE

I. Purpose

To develop a procedure whereby a hostage situation at the school can be handled in such a manner as to ensure the safety of all personnel. (See TBR Guidelines B-100)

II. Scope

This policy/procedure applies to all TCAT Northwest personnel.

III. Procedure

A. If taken hostage or witnessing another person being taken hostage or contained in a specific area:

- 1) Appear as calm as possible.
- 2) The initial 45 minutes are often the most dangerous. Follow instructions, be alert, and stay alive. Captors are emotionally disturbed: it is difficult to predict their response to a given situation.
- 3) Don't speak unless spoken to and then only when necessary. Don't talk down or attempt to rationalize with the captor.
- 4) Avoid appearing hostile.
- 5) Maintain eye contact with the captor at all times, if possible, but do not stare.
- 6) Do not make quick or sudden moves. Ask your captors before going to the bathroom, taking medication, or receiving first aid.
- 7) Be observant and try to remember as many details about the captors as possible. In the event of release or escape, the personal safety of others may depend on facts remembered about the situation.
- 8) Displaying some fear may work to one's advantage.
- 9) Be prepared for action in the event entry by police is made. Often they will shout instructions. Follow them immediately.

B. If not taken hostage:

- 1) Immediately evacuate the building, using the established evacuation route. Carefully avoid the attention of those taking hostages.
- 2) Take no action to intervene.
- 3) Call the appropriate law enforcement agency at 911. Provide as much accurate information as possible, if it is safe to do so, stay on the line with the dispatcher.

PROTEST/DEMONSTRATION PROCEDURE

I. Purpose

To develop a procedure whereby a protests/demonstration situation at the school can be handled in such a manner as to ensure the safety of all personnel. (See TBR Guidelines B-100)

II. Scope

This policy/procedure applies to all TCAT Northwest personnel.

III. Procedure

A. Civil Disturbance or Demonstration

- 1) Most campus demonstrations such as marches, meetings, picketing and/or rallies will be peaceful and non-obstructive.
- 2) Under the “Freedom of Speech and Expression Policy: TBR 1:03:02:60 Demonstrations will not be stopped unless one or more of the following conditions exist:
 - a. Interference with normal institutional operations,
 - b. Prevention of access to offices, buildings, or other institutional facilities,
 - c. Threat of physical harm to persons or damage to institutional grounds or facilities.
- 3) If any of these conditions exist, immediately contact the institutional law enforcement or local law enforcement. Law Enforcement will make notifications depending on the nature of the demonstration; the appropriate procedures listed below should be followed:

B. Peaceful, Non-obstructive Demonstration

- 1) Generally demonstrations of this kind will not be interrupted. The demonstrations will not be obstructed or provoked, and efforts should be made to continue normal operations.

- 2) If demonstrators are asked to leave but refuse to leave by regular facility closing time(s):
 - a. Arrangements will be made by law enforcement to monitor the situation during non-business hours or
 - b. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration

C. Non-violent, Disruptive Demonstrations

- 1) In the event that a demonstration blocks access to facilities or interferes with operations:
 - a. Demonstrators will be asked to terminate the disruptive activity.
 - b. The appropriate administrator will have a photographer/videographer with him or her to document the proceedings.
 - c. Key institutional personnel and student leaders may be asked to go to the areas to persuade the demonstrators to desist.
 - d. An official will go to the area to ask the demonstrators to leave or to discontinue the disruptive activities.
 - e. If the demonstrators persist in the disruptive activity, they will be advised that failure to discontinue within a determined length of time may result in disciplinary action, including suspension or expulsion or possible intervention by the police. Except in extreme emergencies, the President will be consulted before such actions are taken.
 - f. Efforts should be made to secure positive identification, including photographs, of demonstrators in violation for later testimony.
 - g. Legal Counsel will be consulted to determine the need for an injunction of civil authorities.
 - h. If a court injunction is obtained, the demonstrators will be so informed. Those demonstrators who refuse to comply will be warned of the intention to arrest.

D. Violent Disruptive Demonstrations

- 1) In the event that a violent demonstration, one in which injury to persons or property occurs or appears imminent, the President will be immediately notified.
 - a. During Regular Operational Hours
 - i. The appropriate senior administrator and necessary institutional or local police will be summoned to the scene.
 - ii. Law enforcement will ensure sufficient officers are present to contain the violent/disruptive demonstrators.
 - b. After Regular Operational Hours (Be consistent with the use of capital letters.)
 - i. Local police should be immediately notified of the demonstration,
 - ii. The appropriate official(s) will be notified to determine the actions to be taken: The appropriate official(s) will be notified to determine which, if any, college official(s) shall respond to the scene.)
 - c. Determine which, if any, college official (s) shall respond to the scene.
 - d. The local law enforcement officers should manage a violent protest. Any witnesses to violent, hostile or criminal behavior should immediately contact the appropriate local law enforcement agency.
 - e. In addition, leave the immediate area, whenever possible, and direct others to do so.
 - f. If the offender has weapons or is suspected of having weapons, take cover immediately using all available concealment. Close and lock doors, when possible, to separate everyone from any armed offender.
 - g. NOTE: Law enforcement will respond to the incident without counsel from others if an immediate response is of paramount importance to the safety and security of persons and/or property.

EXPLOSION, TRAIN OR AIRCRAFT CRASH ON OR NEAR CAMPUS PROCEDURE

I. Purpose

To develop a procedure whereby a protests/demonstration situation at the school can be handled in such a manner as to ensure the safety of all personnel. (See TBR Guidelines B-100)

II. Scope

This policy/procedure applies to all TCAT Northwest personnel.

III. Procedure

Institutions must implement procedures to respond to an explosion or aircraft crash on or near campus.

A. In the event an incident occurs involving the explosion or a downed aircraft on campus the following action will be taken:

- 1) Immediately take cover under tables, desks, and other objects for protection against falling glass or debris that may result from secondary explosions or facility damage.
- 2) Local law enforcement should be notified as soon as possible.
- 3) If necessary, or when directed to do so, activate the building fire alarm.
REPORT THE EMERGENCY TO THE LOCAL POLICE AS SOON AS POSSIBLE.
- 4) Assist individuals with disabilities in exiting the building.
- 5) Once outside, move to a clear area that is at least 1,000 feet away from the affected area. Keep streets and walkways clear for emergency vehicles and crews.
- 6) If requested, assist emergency personnel as necessary.

B. Do not return to an affected area unless instructed to do so. Stay clear of the emergency area and/or affected buildings to reduce the chances of interference with responding emergency personnel.

MEDICAL EMERGENCY RESPONSE PROCEDURE

I. Purpose

To develop a procedure whereby medical emergencies can be dealt with in a safe and effective manner. (See TBR Guidelines B-100)

II. Scope

This policy/procedure applies to all TCAT Northwest personnel.

III. Procedure

The following represents the procedure to be followed in the event of medical emergency.

- A. A person witnessing a medical emergency should immediately contact the President's office and report the nature and location of the medical emergency. In cases where immediate First Aid/CPR is required, a second person should notify the President while First Aid/CPR is administered.
- B. The President or designee shall immediately dispatch emergency responders to the scene. Should the situation be considered life threatening, a call will be placed by the President's office to summon an ambulance. The Designee shall direct the ambulance to the scene if the situation dictates.
- C. Emergency responders arriving on the scene shall begin or continue the appropriate first aid. If the situation allows, the responders may prepare the injured/sick party for transport to the appropriate medical provider. In a life threatening situation, EMT's from the Ambulance Authority will transport.
- D. Transport of non-life threatening injuries will be the responsibility of Administrative personnel. The designee, or HR Coordinator will normally be used. The transport person will remain with the injured party until relieved by a family member.

- E. Notification of the injured parties emergency contact person will be made by the President's office.
- F. Illness, which does not require immediate transport, will necessitate the emergency contact person being notified. In these cases, the ill party must rely on a person designated by him/her for transport from school. A person too ill to drive must not be allowed to leave until his/her designated driver has arrived.
- G. Persons awaiting non-emergency transport will await pickup in the front lobby.
- H. Accidental injures will require a preliminary accident report to be completed by the instructor/supervisor. The report must be turned into the President's office no later than 24 hours after occurrence of the accident.

IV. General

- A. A list of trained emergency responders will be kept on file in the President's office. Instructors will be expected to enroll in First Aid/CPR classes as they are offered at the facility. A copy of the cards will be kept in the Director of Nursing and Allied Health office.
- B. When the school elects to transport an individual for treatment, one of the school vehicles should be used.
- C. The President or his/her designee will require two people to transport.
- D. Standard/universal precautions are to be used when administering first aid or cleaning after an accident. Only trained personnel should administer first aid or clean.
- E. If applicable, the night class instructor shall be responsible for the needs of his/her class when in session.
- F. Cases involving illness, its severity, and a decision to transport or call a family member will be made by the administrator on the scene.
- G. Students wishing to transport a peer may do so but will not be considered an agent of the school. As such, the school shall have no liability should an incident occur during the transport. Time away from school shall be considered absent time.

**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY NORTHWEST
PRELIMINARY ACCIDENT REPORT**

To be filled out **immediately** after any accident in the school and filed in main office.

1. Who was injured? Name_____ Training Area__

2. What was the nature Nature of accident_____

and extent of injury? _____

(Describe fully) Use Nature of injury_____

Back of form if needed. _____

3. Who gave medical First aid in school_____ By____

treatment? Physician_____

Hospital_____

4. On what day and what Date_____ Hour_____A.M. () P.M. ()

time did the accident Was injured person in assigned area at time Yes () No ()

occur?

5. Where did the accident Exact location of the accident _____

Occur? _____

6. Who saw the accident Name_____

_____ or was near the injured

Address_____

person when the accident Phone_

took place?

7. Were pictures taken? Yes____ No____ Person_____

(by whom)

8. What was the cause of Immediate cause____

the accident? (Describe) _____

9. What was the injured _____

persons' statement _____

regarding the accident? _____

10. What was the mental and _____

physical condition of the _____

injured prior to the

_____ accident? _____

11. What can be done to
prevent a recurrence
of _____ this or similar accidents?

12. Additional Comments

Report made by _____ Title _____

Received by President's Office Date _____ Hour _____ A.M. () P.M. ()

Reviewed by President Date _____

Corrective Action Required _____

Person Responsible _____

Date Corrective Action Complete _____

MEMORANDUM

TO: ALL POLICY MANUAL HOLDERS
FROM: DR. YOULANDA JONES
SUBJECT: MEDICAL EMERGENCY/RESPONSE

PROCEDURE

At TCAT Northwest, a need to transport individuals for medical treatment should be defined and administered. The response required will be determined by the severity of the injury or illness:

SEVERITY	MODE OF TRANSPORT	DECISION AS TO MODE
Life threatening (injury or illness)	Ambulance	Administration
Injury at school requiring more than first aid but not life threatening.	School vehicle	Administration
Illness at school where student's ability to drive may be impaired	Designated Family Member	Administration Student
Illness	Student	Student

Decisions as to the mode of transport will be made based on the available facts present at the time of the incident.

In addition to the above, please note and follow the procedures set forth in the Medical Emergency Response Procedure.

BUILDING EVACUATION PROCEDURE

I. Purpose

To develop a procedure whereby a safe and effective evacuation of the facility can be made if necessary. (See TBR Guidelines B-100)

II. Scope

This policy applies to all TCAT Northwest employees and students.

III. Responsibility

The following represents the suggested steps to be followed should a general evacuation of the building become necessary.

- A. The President's office should be notified of any emergency that might require the building be evacuated. The President or his/her designee shall make a decision as to evacuating the building. Such a decision shall be made concurrent with placement of the call to summon emergency personnel.

- B. The President's designee shall announce the building evacuation using the V I V I or Alertus Beacon Emergency Notification System. Should the VIVI or Alertus Beacons become inoperative, the President's designee shall personally notify all personnel to evacuate. In night class situations, the night class instructor shall be responsible for informing his/her class of the need to evacuate.

- C. The instructors, upon receiving the order to evacuate, shall initiate the orderly evacuation of their classrooms via the routes published on the facility's General Evacuation Plan. Concurrent with evacuation, the instructors shall see to it the following occurs within their classroom.
 - 1) All power to equipment is shut off.
 - 2) All windows and doors are closed.
 - 3) All storage and/or utility closets are declared clear of personnel.
 - 4) All lights are turned off.
 - 5) The daily student roll is processed.

- D. The instructors and students shall gather at the prescribed assembly point. (see General Information in Section IV of this policy). Once assembled, the Instructor shall take the roll to ascertain all students are clear from his/her area. A runner shall be sent to the Administrative Assembly Area to notify Administrative personnel of the head count results.
- E. The President/Vice President or designee shall meet arriving emergency response personnel at the front entrance. Upon arrival of the emergency equipment, this individual shall direct the responders to the applicable location. The President/Vice President or designee shall provide the Fire Department with pertinent building information as needed.
- F. The President/Vice President shall be responsible for making a sweep of campus buildings to ensure all personnel have exited. They shall make sure all equipment has been de-energized, windows and doors have been closed, and the lights have been turned off.
- G. The Student Services Coordinator, stationed in the Administrative Assembly Area, shall record class compliance with the evacuation as reported by the instructors. Missing individuals will be noted and reported to the President or his/her designee. An attempt will be made to locate the missing person utilizing school emergency response personnel as the situation dictates.
- H. The President will be responsible for issuing a dismissal or “all-clear” order. It is imperative that all personnel remain on campus in their designated areas until an order is received.

IV. Building Evacuation Procedure

- A. All building evacuations will occur when an alarm sounds and/or upon notification by college personnel.
- B. When the building evacuation alarm is activated during an emergency, those present are to leave by the emergency evacuation route for the area in which they are located. If the exit is blocked, use the nearest marked exit and alert others to do the same.
- C. Assist those with disabilities in exiting the building. Once outside, proceed to a clear area that is at least 1000 feet away from affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
- D. Close and lock classroom and other doors.
- E. Close windows and window treatments. (e.g., blinds or curtains)

- F. Remain quiet and do not enter hallways
 - G. If the fire alarm is sounded during a shelter-in-place event, do not evacuate the building unless:
 - (1) You have first-hand knowledge that there is a fire in the building, or
 - (2) You have been advised by an official to evacuate the building, or
 - (3) There is imminent danger in the immediate area.
 - H. Stay away from doors and windows.
 - I. Those in hallways should seek shelter in the nearest classroom or office.
 - J. Those in outdoor areas should immediately take cover in the closest classroom.
 - K. Do not return to an evacuated building unless instructed to do so by college personnel or law enforcement.
- V. Campus Evacuation
- A. All persons are to immediately vacate the area in question and move to another part of campus as directed. Persons with disabilities should be given necessary assistance to evacuate.
 - B. The faculty of each department will bring to the designee or designee the latest copy of the roster with him or her to determine which students are accounted for. Upon notification, some students may decide to leave campus on their own. The staff should make effort to note on their rosters the students who chose to leave campus by means of personal transportation.
- VI. Aftercare
- A. The Vice President should contact available counselors should their services be needed by any student or faculty/staff member.
- VII. Shelter-in-Place/Lock Down Procedures
- A. There are a number of emergency situations where an evacuation of a building, residence hall, and/or classroom is not advisable – hostile intruder, hazardous material release, terrorist attack, etc.

B. This document serves as a guideline.

VIII. Communications

A. The individual making the discovery of an emergency situation or receiving a report of such should immediately contact the Local Law Enforcement Agency, the President/designee/designee; front office staff, and provide as much information as possible about the situation.

B. If shelter-in-place is required, an emergency announcement will be made by (email, phone tree and school cast.)

C. During a shelter-in-place event, fire alarms should not be pulled/activated.

IX. General

A. In night class situations, the night class instructor shall be responsible for determining the necessity of a building evacuation, calling the emergency response personnel, making a sweep of those classrooms in use, and for making a decision to dismiss or re-enter the building.

B. A designated night instructor shall be responsible for collecting roster information, noting any missing persons, and communicating such information to the instructor in charge.

C. A designated night instructor shall be responsible for meeting emergency personnel and directing them to the scene of the incident.

D. In the event of the absence of any of the aforementioned individuals, a designated trained individual will act as backup. This designated individual acting as backup should be reported to the President's office.

E. Assembly areas shall consist of the following locations:

Northwest Main Campus:

Location 1: Visitor parking area on southwest side of school. The following shall assemble in this area:

- a. Student Services
- b. President's Office
- c. Custodial/Maintenance

Location 2: Vacant field south side of the building. The following shall assemble in this area:

- a. HVAC/R
- b. Automotive
- c. Computer Room

Location 3: Parking lot/field on east side of school. The following shall assemble in this area:

- a. Machine Tool
- b. Industrial Maintenance

Location 4: Northwest Parking Lot/Field. The following shall assemble in this area:

- a. Tech Foundations/ACT Lab
- b. CIT
- c. CAD
- d. Practical Nursing Northwest

The all clear will be by personal notification from administration.

- F. All night class personnel will assemble in Location 3, West parking lot of the campus.

Ripley Branch Campus:

Location 1: Driveway East. The following shall assemble at the area:

Industrial Electricity
Practical Nursing
Administrative Office Technology
Manufacturing Technician

Location 2: South lawn of the Administration area. The following shall assemble at this area:

- a. President's Office
- b. Student Services
- c. Business Office
- d. Multi Purpose classroom, if in use.

Location 3: West parking lot. The following shall assemble at this area:

- a. Adult Education

Location 4: North parking lot of the campus.

The following shall assemble at this area:

- a. Computer Information Technology

All night class personnel will assemble in Location 3, West parking lot of the campus.

All building evacuations require persons exit the facility in a quiet, orderly fashion. In no case should anyone attempt to leave the campus, nor should they wander from their group. Accurate head counts are necessary if responders are to target individuals needing rescue or aid.

Covington Branch Campus

AOT – will exit through the west exit door in their classroom and proceed to the front

lawn. The AOT instructor will ensure that all of the AOT students are accounted for and reported to the designee.

CIT – will exit through the east side of the classroom and proceed to the lawn on the north side of the building. The CIT instructor will ensure that all of the CIT students are accounted for and reported to the designee.

Tech Foundations, Welding, Machine Tool and Practical Nursing will exit on the north side of the building from their classroom/shops. Individual class will gather together on the lawn on the north side of the parking lot.

Each instructor will ensure their students are accounted for and reported to the designee.

Industrial Maintenance, HVAC/R, and Automotive Technology will exit on the south side of the building from their classroom/shops. Individual class will gather together on the lawn on the south side of the parking lot. Each instructor will ensure their students are accounted for and reported to the designee.

Administration employees will exit the nearest door closest to their prospective offices and gather on the front lawn directly across from the main building.

Administration will check the breezeway, all restrooms, break room, multipurpose to ensure that all students and visitors have vacated these areas.

The all clear will be by personal notification from administration.

All night class personnel will follow guidelines listed above.

All extension campuses - Each instructor will ensure their students exit the nearest door to their prospective classroom and are accounted for and reported to the designee. Employees will exit the nearest door closest to their prospective offices and gather on the front lawn directly across from the main building.

1. All building evacuations require persons exit the facility in a quiet, orderly fashion. In no case should anyone attempt to leave the campus, nor should they wander from their group. Accurate head counts are necessary if responders are to target individuals needing rescue or aid.

X. Crisis Media Relations

A. Key Media Contacts

1. The following media outlets consistently cover the college and represent a core media group that generally will be contacted in a crisis. The list is subject to revision:

WTRB – 731-635-1570
WHBQ – 901-320-1313

B. Dissemination of Public Alert Notice Information

1. An alert notice will be issued to include a brief message regarding the nature of the emergency.
2. Alert notice will provide timely and accurate updates as the situation progresses.
3. Examples of such alert system include cellular telephone text messaging systems, electronic mail messages, and line telephone emergency hotlines, and Alertus Beacon Emergency Notification System.
4. Alert notices must be approved by the Designee or designee prior to distribution.

C. Types of Information Available

1. Student Information
 - a. Student-related information and records are generally protected from public release by federal law. The Family Educational Rights and Privacy Act (FERPA) limits an institution's unilateral release of student information to "directory information," (e.g., name, address, telephone number, date and place of birth, honors and awards, and dates of attendance) as that term is defined in the Act's regulations and by the institution.
 - b. Therefore, the release of student-related information and records to third parties is limited to instances in which the student provides written authorization of the release; the information is "directory information," and the student did not elect to opt-out of release such information; or when a FERPA exception, such as the release of information to protect the safety and health of the student or others, is applicable.
 - c. In Tennessee, the incident or offense report for a crime that is created and maintained by a law enforcement unit (institutional police department or local law enforcement) is available for unilateral release by the institution to third parties, including media.
 - (1) This report does not have to be released to media outside of the state (e.g., to persons not citizens of Tennessee).
 - (2) Information about an investigation cannot be released until the investigation is completed.
 - (3) Every effort will be made to cooperate with law enforcement officials and members of the news media. When appropriate, members of the news media will be directed to the investigating

law enforcement agency for additional information.

- d. All requests for students' education records/information must be directed to the Office of Student Services. Individual departments and employees are not authorized to release education records.

2. Employee Information

- a. Limited information regarding employees is available through the Office of Human Resources.
- b. Any Tennessee citizen may obtain certain personnel information and records by presenting a valid Tennessee driver's license.
- c. All requests for personnel records must be directed to the Office of Human Resources. Individual departments and employees are not authorized to release personnel records.

IX Volunteer Registration Form is a model Volunteer Statement/Understanding of Agreement (e.g., Volunteer Registration Form) that may be executed by institutions to register volunteers during an emergency response period.

VOLUNTEER REGISTRATION FORM

VOLUNTEER STATEMENT OF UNDERSTANDING / AGREEMENT BETWEEN

Tennessee College of Applied Technology Northwest

AND _____(Volunteer's Name)

1. The volunteer understands that he/she is not to be considered an employee, agent or independent contractor employed by the Institutions for any purpose. The volunteer acknowledges that he/she will neither accept nor claim entitlement to any salary or benefits of employment, including but not limited to insurance, retirement benefits, worker's compensation, travel expenses, or any other form of compensation of any kind.
2. The volunteer understands that he/she has no actual authority to bind or represent the Institution with regard to any third parties. Moreover, the volunteer agrees to avoid giving the impression of having apparent authority to bind or represent the Institution with regard to third parties. Accordingly, the volunteer may not sign or enter into any agreements or contracts on behalf of the Institution.
3. The volunteer understands that Tennessee law (T.C.A. § 9-8307(h) 8-42-101(a)(3) extends certain protections to individuals who are participants in volunteer programs which are operated under the authorization of a state agency or department. For actions taken in the course of performing volunteer services, which are neither willful, malicious, nor criminal, or acts or omissions done for personal gain, an authorized volunteer is immune from suit in the same manner as state employees. Persons injured by the actions of a volunteer are able to file a claim directly against the state.
4. The volunteer acknowledges that the Institution shall have no liability for personal injury or property damage which may be suffered by the volunteer, unless such injury or damage directly results from the negligent act or omissions of state employees or authorized volunteers. Any and all negligence claims shall be expressly limited to claims approved by the Claims Commission.
5. The volunteer acknowledges that he/she may not operate automotive or other state owned equipment of the Institution without specific written authorization of the president or President of the Institution.

6. The volunteer and the Institution agree that no person shall be subjected to discrimination on the basis of race, color, religion, sex, age, handicap, or national origin in the execution or performance of this Agreement.
7. TCAT Northwest, the Tennessee Board of Regents, the State of Tennessee and their respective employees shall have no liability unless specifically provided for in this Agreement.
8. This Agreement may be terminated at any time upon written notice of the volunteer or the president or President of TCAT Northwest.

ACKNOWLEDGEMENT

I, _____ (volunteer name), SSN: _____ have read and understand the above statement/agreement and agree to abide by its terms and conditions while I am participating in volunteer activities at TCAT Northwest. This agreement is effective from _____ through _____.

Signature of Volunteer: _____

Date: _____

Recommendation of Approval of Statement of Understanding/Agreement:

Admin. Supervisor of Volunteer: _____

Date: _____

Approval of Statement of Understanding/Agreement:

President : _____

Date: _____

Copies to: Office of Human Resources Volunteer Division/Department File

X. Institutional Vehicles

A. At any given time, many of these vehicles are being used for institutional travel. Therefore, all vehicles may not be present on campus at the time of a disaster. These vehicles are maintained at Tennessee College of Applied Technology and can be used to move supplies or personnel during an emergency as needed.

1. NUMBER OF VEHICLES	TYPE OF VEHICLE
05	Mid-sized Passenger Cars
12	Van / Trucks/SUVs

XI. LOG OF CAMPUS RADIOS / COMMUNICATION DEVICES

- A. In the event of a disaster, communication will become a priority. Landline and cellular telephone service could be disrupted, or non-existent, for an undetermined duration.
- B. In addition to and as a back-up to the telephone service, the college offices should have hand-held two-way radios for communications. Some offices may have one-way radios in addition to the two-way radios.
- C. Cellular and satellite telephones should not be used in bomb threat emergencies.
- D. During an emergency recovery, these radios could be used for communication until telephone service is restored. It is necessary to ensure that the frequencies used by the radios that can be monitored by the base unit and are compatible with the local law enforcement department and local emergency personnel.

ACCIDENT REPORTING PROCEDURE

I. Purpose

To develop a procedure which ensures accidents are thoroughly investigated in an effort to prevent any recurrence. (See TBR Guidelines B-100)

II. Scope

This policy/procedure applies to all TCAT Northwest personnel and students.

III. Procedure/Responsibility

The following represents the steps to be followed in analyzing an accident.

- A. The Instructor/Supervisor must begin an accident investigation immediately upon learning of an accident within his/her area of responsibility.
- B. The Instructor/Supervisor, after administering or securing First Aid, should briefly question the victim as to what transpired. Notes should be taken if possible.
- C. The Instructor/Supervisor should, after treatment of the injured party, identify and question any witness. Notes of these interviews should be taken.
- D. The Instructor/Supervisor should visit the accident site and personally examine the equipment, walking/working surface, hand tools, etc. that contributed to the accident. Notes should be taken and sketches made if appropriate.
- E. The Instructor/Supervisor may now complete the Preliminary Accident Report. Care should be taken to completely answer all questions. Notes, diagrams, etc. should be attached to the Preliminary Accident Report.
- F. The Instructor/Supervisor, if First Aid was rendered by the Nursing Department, should consult with Nursing so notes of the First Aid rendered can be reported on the accident report.

2. The instructor shall deliver the Preliminary Accident Report to the President. The report will be reviewed, and a tour of the site taken. Consensus as to cause and corrective action should be reached and documented.
- G. The accident report and subsequent finding will be shared with all instructors/staff during a monthly staff meeting. It shall be the responsibility of the instructor experiencing the accident to make the presentation.
- H. The students/employees experiencing the injury should share his/her experiences regarding the accident with their peers. The hope is such sharing will prevent a recurrence.

IV. General

- A. All accident reports are to be completed by the instructor immediately. No more than **24 hours** should transpire before the report is submitted to the President.
- B. The President/Vice President and Instructor should conduct the site visit and report review no more than **3 days** after the accident.
- C. The student/employee should share his/her experience with peers as soon as possible upon a return to school or work.
- D. Preliminary Accident Reports will be kept on file in the President's office.
- E. Corrective action deemed necessary after completion of the investigation shall take place immediately.

**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY NORTHWEST
PRELIMINARY ACCIDENT REPORT**

To be filled out **immediately** after any accident in the school and filed in main office.

1. Who was injured? Name _____ Training Area _____

2. What was the nature and extent of injury? Nature of accident _____
(Describe fully) Use _____
Back of form if needed. Nature of injury _____

3. Who gave medical treatment? First aid in school _____ By _____
Physician _____
Hospital _____

4. On what day and what time did the accident occur? Date _____ Hour _____ A.M. () P.M. ()
Was injured person in assigned area at time Yes () No ()

5. Where did the accident Occur? Exact location of the accident _____

6. Who saw the accident _____ Name _____
or was near the injured
Address _____
person when the accident took place? Phone _____

7. Were pictures taken? (by whom) Yes _____ No _____ Person _____

8. What was the cause of the accident? (Describe) Immediate _____ cause _____

9. What was the injured persons' statement regarding the accident? _____

10. What was the physical condition of the injured person prior to the accident? the mental condition of the injured person and the _____

11. What can be done to
prevent a recurrence
of _____ this or similar accidents?

12. Additional Comments

Report made by _____ Title _____

Received by President's Office Date _____ Hour _____ A.M. () P.M. ()

Reviewed by President Date _____

Corrective Action Required _____

Person Responsible _____

Date Corrective Action Complete _____

SAFETY GLASSES POLICY/PROCEDURE

I. Purpose

To develop an eye protection procedure consistent with accepted safety practices.
(See TBR Guidelines B-100)

II. Scope

This policy/procedure applies to all TCAT Northwest personnel, students, and visitors.

III. Policy

- A. Safety glasses are to be worn in all shop areas where equipment, processes, or procedures pose a hazard to the eyes.
- B. All safety glasses must meet or exceed OSHA and applicable AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) standards.
- C. TENN Code – TCA 49-50-501

IV. Procedures

- A. The designation of a shop as a “safety glasses required” area shall be made after an inspection and review of the equipment and curriculum have been made. This undertaking shall be a joint venture between administration and the applicable faculty member.
- B. Once designated, the shop area shall display signs denoting the need for safety glasses.
- C. Instructors teaching courses of study requiring safety glasses shall note same on their books and supplies listing.
- D. Safety glasses shall be made available for sale at the book closet.
- E. A visitor to the school who does not possess safety glasses shall be provided a visitor’s pair when touring “glasses required” areas.

IV. Responsibility

- A. The President shall ensure that each shop area is continuously evaluated to ascertain the need for a safety glasses required designation.
- B. The student shall be responsible for providing his/her own pair of OSHA/AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) approved safety glasses.
- C. The book closet clerk shall stock and have available for purchase OSHA/AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) approved safety glasses.
- D. The instructor or his/her designee shall enforce the safety glasses requirement in his/her designated shop area.
- E. School appointed tour guides shall be responsible for procuring safety glasses for all guests entering designated areas requiring eye protection.
- F. All faculty, staff, and students shall be responsible for ensuring continued compliance with the safety glasses policy.
- G. Administration shall support individual instructors in their compliance efforts.
- H. The receptionist shall keep a supply of visitor glasses and control their issuance and return.

VI. General

- A. Persons continuously violating this policy shall undergo counseling, probation, and ultimately can be terminated for failure to comply with this procedure.
- B. Additional eye protection in the form of goggles, hoods, or face shields may be required for certain procedures. The instructor may designate their use when necessary. If required on a regular basis, this specialized eye protection will be entered on the books and supplies listing for purchase.
- C. Students, faculty, and staff may supply their own safety glasses provided their glasses meet or exceed OSHA/AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) standards.

- D. At any given time an instructor may designate any area “safety glasses required” if a project or demonstration poses an eye hazard. If doing so, proper warning signs should be posted, and all persons entering the area will have suitable eye protection.
- E. During down time, the instructor may allow glasses to be removed. Persons entering the shop area must assume safety glasses are needed, unless otherwise notified by the instructor.
- F. Persons occupying classrooms separate from shop areas may not be required to wear safety glasses as eye hazards may not exist. The instructor shall make this determination.
- G. Persons passing through eye protection areas must wear eye protection or avoid entry into the shop.

WORKERS COMPENSATION PROCEDURE

Purpose

- I. To establish a procedure whereby associates will be treated promptly and equitably in the event they are injured while at work. (See TBR Guidelines B-100)

II. Scope

This procedure covers all associates employed by TCAT Northwest.

III. Definition

For the purposes of this policy, the term “provider” shall refer to an approved hospital, doctor, dentist, etc.

IV. Procedure

The following procedure details the steps to be taken should an associate be injured while performing work for TCAT Northwest.

- A. If an injury occurs during the course of employment, the associate should immediately report the injury to his/her supervisor.
- B. If the injury requires medical care beyond Standard First Aid, the employee should contact the designated State Administrator’s number. (See your personal comp. card-Exhibit I). The Administrator will provide you with a list of medical providers authorized to treat you. A copy of the comp. card is posted in the staff break room.
- C. The associate, if non-emergency status, shall then contact the provider for an appointment.
- D. The provider shall submit all bills for treatment to the designated address provided to them by the State Workers Compensation Administrator.

- E. In cases requiring emergency treatment, Associates must be transported to an approved Hospital whenever possible. In the immediate vicinity of the campus, the following hospital is approved:

West Tennessee Health Care-Dyersburg
Baptist Hospital -Union City
Jackson-Madison County Hospital – Jackson, TN
Baptist Tipton Hospital – Covington, TN
Lauderdale Community Hospital – Ripley, TN

The State Administrator must be notified as in Section B above. The associate or his/her family shall be responsible for assuring notification.

- F. Immediately after an accident, the Supervisor and Associate must complete an accident investigation report. The report must be submitted to the President’s office within 24 hours of the occurrence.
- G. The President’s office will forward the completed Accident Report to the lead institution for processing and submission to the state.

V. General

- A. If the associate chooses a provider not listed on the state approved directory, no payment shall be due the associate from the Workers Compensation Fund.

Failure to notify the Supervisor or President’s Office and the State Administrator’s Office of the accident/injury/sickness immediately, either after the occurrence or when the alleged connection to work is first known, may disqualify the associate from Workers Compensation reimbursement.

The President’s office and injured associate shall maintain contact on a weekly basis should a prolonged Workers Compensation leave be required. The intent is that the associate returns to gainful employment at the earliest possible time.

Should an associate be injured away from the school campus and require emergency medical treatment at a hospital, said associate may be transported to the nearest facility. Once treated, the associate or his/her designee **must** contact the State Workers Compensation Administrator. Failure to notify the Administrator may result in benefits disqualification.

A list of primary care providers will be maintained by the institution. The State Administrator must be called for the names of network specialists. An associate who becomes dissatisfied with his/her chosen provider will be allowed to change providers if approval to do so is given by the adjuster handling his/her claim.

EMPLOYEE'S FIRST REPORT OF INJURY

Name _____ Social Security XXX-XX-_____

Address _____
Street Apt# City State Zip

Gender_Marital Status _____ Birth Date ____ - ____ - ____ Home Phone _____

Injury Time _____

Witness to injury (Name) _____

Date reported to your supervisor _____ Supervisor's Name _____

(Circle appropriate items)

Nature of Illness/Injury	Part of Body	Activity at time of injury
Amputation	Eyes R/L/Both	Climbing
Burn or Scald	Head/Face/Back	Driving
Concussion	Back/Upper/Middle/Lower	Lifting
Crushing Injury	Trunk (other than back)	Standing
Cut/laceration/abrasion	Arm R/L/Both	Reaching
Fracture	Hand/Wrist/R/L/Both	Kneeling
Hernia	Finger(s) _____	Bending/Stooping
Bruise	Leg R/L/Both	Walking
Sprain/strain	Fee/Ankles R/L/Both	Carrying
Other _____	Other _____	Other _____

What task were you engaged in when injured? _____

What building and/or area were you work in? _____

What do you think caused this injury? _____

List any additional information you feel pertinent _____

Signature _____ Date _____

EMPLOYEE MEDICAL SELECTION FORM

Employee Name _____

Date of Incident ____/____/____ Time of Incident ____ a.m. ____ p.m.

You have reported an injury occurring at work. Under worker's compensation, you have certain benefits available to assist you with any required care or recovery. One benefit is medical care. You are entitled to choose the physician to care for you from the list provided by administrator designated by the State of Tennessee. Workers Compensation will not pay for visits to a different physician unless prior approval is obtained from the administrator. Please circle your choice from the list below.

Physician Name	Address	Phone Number #
----------------	---------	----------------

Physician Name	Address	Phone Number #
----------------	---------	----------------

Physician Name	Address	Phone Number #
----------------	---------	----------------

After your visit please let us know your diagnosis by returning the Physician Treatment and Return to Work Authorization form. If unable to return the form please call the President's Office at (731) 627-2511 and ask for an administrator. Please keep the President's Office informed of any developments concerning your case.

In all probability there will be additional forms to complete after you have seen the doctor.

Our Workers Compensation is provided by the State of Tennessee through _____ Agency. It is quite probable that someone from their office will contact you.

If you have any questions please feel free to contact Ms. Teresa Yates at the Office of the President, TCAT Northwest. She will act as your representative for all dealings with the school.

Employee Signature

Supervisor Signature

Date

**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY NORTHWEST
PHYSICIAN TREATMENT FORM AND RETURN TO WORK
AUTHORIZATION**

Name _____ Social Security _____ - _____ - _____

Date of Injury ____/____/____ Next scheduled workday _____ Hours scheduled _____

Position held by associate _____

Medical Provider – Please complete and return this form to our associate before he/she leaves your office. If the associate can't return to our facility immediately after receiving treatment, please fax this form to the Office of the President at (731) 627-2310. Contact Teresa Yates at (731) 627-2511 with any questions or concerns.

Nature of Injury/Diagnosis _____

Treatment _____

Medication and side effects, if any _____

***Note – Light duty work is available for all associates**

Date Associate may return to work _____

Date of next Appointment, if any _____ Time _____

Can associate perform regular duties? See attached job description _____ Yes _____ No

If no, what restrictions _____

Physicians printed name _____

Physician Signature _____

Date _____

STATE OF TENNESSEE TREASURY DEPARTMENT DIVISION OF
CLAIMS ADMINISTRATION
502 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-0202
615-741-2734 (phone) / 615-532-4979 (fax)



These procedures are to emphasize the importance of all employees notifying his/her supervisor immediately of any injury or illness that occurs while on duty. It is also imperative that any employee who experiences injury or illness while on duty follow up with his/her supervisor to make sure all documentation of the injury or illness is filled out correctly and submitted to the Human Resources office for reporting purposes. Even if you did not receive medical treatment, reporting the incident protects you if any physical ailments or illnesses become issues in the future.

The following guidelines as set forth in this notice will help minimize the potential denial of a workers' compensation claim. Not following these procedures will increase chances of sustained injuries not being recognized as qualifying for workers' compensation. Therefore, the claim potentially may be denied.

ONCE YOU FILE A CLAIM AS WORKERS' COMP, YOU ARE REQUIRED BY POLICY TO FOLLOW THE PROCEDURES OUTLINED IN THIS DOCUMENT. FIRST AND FOREMOST, ALL INSTRUCTIONS FROM PHYSICIANS, CASE MANAGERS AND HUMAN RESOURCES MUST BE ADHERED TO COMPLETELY.

What should I do if I'm injured on the job?

1. Notify your supervisor immediately.

- Tell your supervisor exactly what happened, how it happened, witnesses to the incident, and whether you were injured as a result of the incident. If you witness a work-related incident where a fellow employee is injured and cannot notify his or her supervisor, you should notify the supervisor for him or her. This may be as simple as calling the supervisor to report that an incident occurred resulting in injury or sending an email reporting the incident to the supervisor.

You should call 911 for all emergencies that result in serious bodily injury and/or seek treatment at the nearest emergency room.

2. You and your supervisor shall call the Workplace Injury & First Notice of Loss Call Center at **1-866-245-8588, option #1**, immediately after the occurrence of an incident.

- By calling the Workplace Injury & First Notice of Loss Call Center you (the injured employee) will speak with a 24/7 registered nurse to evaluate the nature of your injury and determine immediate care or treatment options. Your supervisor will only verify that you are reporting a work-related injury to the registered nurse.
- If no medical treatment is recommended, the registered nurse will document the call for you and your supervisor and enter an incident report into the CareMC reporting system. No other action will be needed from you or your supervisor.
- If the registered nurse recommends for you to seek immediate medical treatment, the nurse will direct you to the nearest State-approved medical provider. Your supervisor will be responsible for completing the reporting process of the claim with CorVel.
- The 24/7 registered nurse will provide to you verbally the approved panel of physicians. The approved panel of physicians may also be posted in your break room and/or the Human Resources Office. You must choose a provider who is authorized in the State workers' compensation network. This will be the only physician authorized to treat you for your compensable injury. The State will not pay any medical expenses you incur from a physician other than your treating physician or a network physician you are referred to by your treating physician.
- Follow up doctor and/or specialist appointments must be arranged by CorVel and NOT by the injured employee or the employee's supervisor. **Note: This does not apply in situations requiring immediate emergency room treatment for serious or life-threatening injuries.**
- If you are seen in an emergency room or a minor medical clinic and you were told to see a specialist or your "regular/normal" physician for follow-up care, you must call the Human Resources Department prior to any follow up treatment and Human Resources will call your CorVel examiner for a panel of three. The panel will be given to Human Resources and you will need to go to Human Resources to sign the panel form. All doctors must be on the State's approved physicians list prior to follow-up treatment.

3. To complete the reporting process your supervisor can ask the registered nurse to transfer the call to the First Notice of Loss Unit, or directly call **1-866-245-8588** and select **option #2**. The First Notice of Loss Unit will ask your supervisor additional questions. If your supervisor is unable to answer the questions, he or she must notify the Human Resources Department of the incident prior to the end of his/her shift.
 - a. Human resources personnel may also call **1-866-8588** and select **option #2**, or they may complete the First Notice of Loss online via CareMC. If the employee and supervisor did not call the 24/7 registered nurse, and the incident was a non-medical incident reported to the Human Resources Department, human resources personnel may enter the incident directly into CareMC.

When seeking medical treatment, you should notify the doctor's office that you were injured while at work and that you will be filing a claim for workers' compensation benefits with the state.

If you are given a prescription, DO NOT fill the prescription with the State personal health insurance provider. Tell the pharmacist the prescription is for a workers' comp injury or illness and provide them with the Cypress First Fill Pharmacy Form.

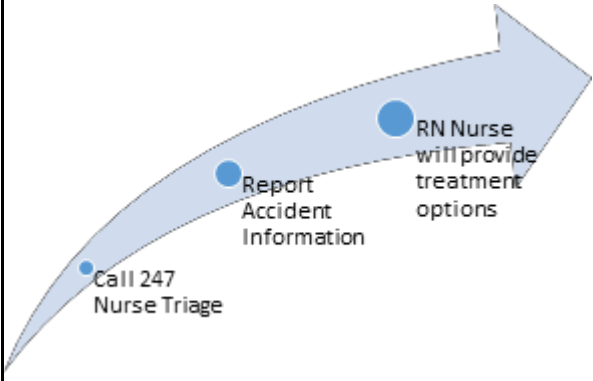

DRUG SCREENS (IF APPLICABLE TO YOUR DEPARTMENT): If the employee is in an accident where a drug test is required, **DO NOT** request any drug tests from the workers' comp medical provider. All drug tests must be performed by National Toxicology Specialists (NTS). Only drug tests from NTS are acceptable.

NOTE: It is your responsibility to keep your supervisor and/or human resources department notified on a daily basis regarding your work status while out of work on workers' comp. Explain what medical care is being prescribed and your current condition. The employee should give copies of all the paperwork issued by the treating physician to the supervisor and/or human resources department stating when he/she can return to work, if follow-up visits are requested, or the need for physical therapy. This written documentation must be forwarded to Human Resources. **Due to HIPAA compliance, ONLY the Human Resources Department will store the medical records related to an employee's injury on the job.**

DO NOT PRESENT YOUR HEALTH CARE CARD FOR MEDICAL TREATMENT OR WHILE FILLING A PRESCRIPTION. YOUR HEALTH INSURANCE AND YOUR WORKERS' COMPENSATION COVERAGE ARE TWO SEPARATE PLANS THAT DO NOT OVERLAP.

The State of Tennessee and the State's TPA reserves the right to review certain claims for compensability and may assign a case manager to assist an employee. Certain outpatient procedures must be pre-certified by state processes before occurring. Providers of these services know they should contact the adjuster before diagnostic testing, physical therapy, injections, surgeries, referrals, etc.

When an Incident Occurs: DIAL: 866-245-8588
Live Assistance 24/7

<p>If you are an <i>Injured Worker</i>, SELECT OPTION #1 to speak to a Registered Nurse</p>	<p>If you are a <i>Supervisor or Manager</i>, SELECT OPTION #2 to report the injury of an employee</p>
	
<p>Benefits:</p> <ol style="list-style-type: none"> 1. Connects injured worker with appropriate care; 2. Specialized in occupational injuries 3. First aid advice with follow-up call; 4. Focus on access and early intervention; 5. Treatment authorization via provider channeling with follow-up call; and 6. Comprehensive incident data gathering. 	<p>Benefits:</p> <ol style="list-style-type: none"> 1. Completely integrated approach; 2. Both sides of incident captured to ensure accurate reporting; 3. Outbound calling if supervisor has not completed report with treatment within 24 hours; 4. Automated completion of First Report of Injury (Form C-20); 5. Central distribution of Form C-20; and 6. Mobile reporting capabilities for field personnel.

FACILITY SAFETY INSPECTIONS

I. Purpose

To develop a policy/procedure to ensure campuses are inspected to identify possible safety hazards and to provide for the quick resolution of any deficiencies found.

II. Scope

This policy/procedure will apply to all TCAT Northwest campuses and to all Northwest associates and students.

III. Policy

It is the policy of TCAT Northwest to maintain a safe and clean environment for all students, staff, and visitors to the campus.

IV. Responsibility

Every TCAT Northwest associate and student is responsible for observing safety policies and procedures, working safely and for reporting unsafe conditions to the President's Office or applicable instructor/supervisor. Each person is responsible for interceding should they witness an unsafe act.

V. Inspection Procedure

- A. Each employee and student shall observe and inspect daily. Unsafe acts or conditions shall immediately be corrected after discovery. Conditions that require assistance for correction are to be reported to the President's Office by phone, e-mail, or word-of-mouth. The President will assign a priority and initiate immediate corrective action. The President and reporting party shall monitor corrective actions for completion.
- B. The President, Vice Presidents, and Lead Facilities Custodian shall serve as a safety inspection team. Each instructor shall be considered a member of the team when regular visits are made to their assigned area.

These individuals shall:

1. Conduct safety inspections of the campuses including but not limited to offices, classrooms, labs, parking lots, and the grounds.
2. Complete a safety checklist during the inspections.
3. Initiate corrective action directives and oversee completion to include the ordering of parts/materials, contracting with outside vendors, etc.
4. Report to the staff on the status of corrective action projects.
5. Provide liaison with TBR staff should corrective actions require Board support.

VI. Safety Training

The President's Office shall oversee safety training initiatives at the facility. All faculty, staff, and students shall be trained in safety as it relates to their area and discipline.

- A. President – Shall train new associates pursuant to safety items relevant to their assigned area.
- B. Instructional Personnel – Shall be responsible for training all students pursuant to safety issues germane to their surroundings and area of study.
- C. Employers and Clinical Sites – Shall train students pursuant to safety issues associated with their place of work. Instructors shall consult with employers to ascertain such training is offered.

VII. General

Safety and Accident Prevention is to be considered an ongoing process. It is everyone's responsibility to work safely and to maintain a safe workplace.

ALL ACCIDENTS ARE PREVENTABLE

SAFETY INSPECTION CHECKLIST

	Accept.	Marg.	Immediate Action	Comments
Walking/Working				
Surfaces				
Moisture				
Clutter				
Unevenness				
House Keeping				
Entrance/Exits				
Doors working properly				
Clearly marked				
Clear access				
Electrical				
Wiring shielded				
Grounding utilized				
Adequate plugs/circuits				
Adequate Labeling				
Cord Routing/Drops				
LOTO locks/keys/tags				
Lights functioning				
Equipment				
Guards in Place				
PPE Available				
Gators Functional				
File Cabinets				
Stable Fire				
Extinguishers In Place				
Extinguishers Mo. Inspect. Place				
Extinguishers not Blocked				
Materials				
Chemicals Labeled				
SDS Maintained				
Parking/Ground				
Signage				
Compliance				

Inspection Date

Signature _____

Signature _____

GLOBALLY HARMONIZED SYSTEM (GHS) SAFETY DATA SHEETS

- I. Purpose
To develop a procedure to ensure SDS sheets are kept on all chemicals used at the facility, to comply with OSHA Standard 29CFR 1910.1200 and 29CFR 1926.59

- II. Scope
This procedure applies to all TCAT Northwest personnel.

- III. Procedure
The TCAT Northwest will procure a SDS sheet on all chemicals used by staff or students within the facility. Compliance with this directive will be accomplished by:
 - A. All purchase requisitions submitted for the purchase of a chemical shall be processed by the Lead Business Office Coordinator.
 - B. The Lead Business Office Coordinator shall research the SDS file to ascertain the availability of a SDS sheet.
 - C. Should the purchase represent a new chemical product, Lead Business Office Coordinator, as a part of the purchase transaction, shall request a SDS sheet from the manufacturer or supplier.
 - D. Upon receipt of the new SDS sheet, the Lead Business Office Coordinator shall supply the purchasing party a copy of the sheet.
 - E. The Lead Business Office Coordinator shall then place the sheet in the SDS master file.

- IV. Labeling
The transfer of chemical products from the purchase container to a smaller container is discouraged. If a transfer is necessary, the following shall be done by the person affecting the transfer:
 - A. A suitable container shall be chosen as recommended for storing the product in question.
 - B. The container shall be clearly labeled with a tag or by marker denoting its content. The container shall be stored in a designated location per the manufacturer's recommendations.

- E. Flammable materials, such as gasoline, shall require a color-coded container with applicable safety features.

V. General

- A. Under no circumstances should any person bring a chemical product on-site without the consent of the President, Instructor, or Lead Facilities Custodian. Such chemical shall be allowed only if an SDS sheet is on file for the product.
- B. All persons using any chemical product should read all directions and take applicable precautions as recommended by the manufacturer.
- C. Should the facility procure any flammable products such as gasoline, paint thinners, solvents etc. they shall be stored in a flammables cabinet that shall be so labeled. Each instructor shall insure compliance for any flammables that might be present in their area. The Utility Maintenance Person shall arrange for storage of flammable cleaning supplies that might be procured.

BLOODBORNE PATHOGENS

I. Purpose

To develop a policy and procedure that will protect staff and students from exposure to Bloodborne pathogens and ensure the proper disposal of medical waste associated with blood and general body fluids.

II. Policy

The Tennessee College of Applied Technology Northwest is committed to providing a safe and healthful work and study environment for our staff and students.

III. Scope of Policy/Procedure

This policy/procedure covers all staff and students and at a minimum will cover the following:

- Determination of Employee Exposure
- Implementation of methods of exposure control including:
 1. Universal precautions
 2. Engineering and work practice controls
 3. Personal protective equipment
 4. Housekeeping
- Post-exposure evaluation and follow-up
- Communications of hazards to employees/students and training
- Recordkeeping
- Procedures for evaluating circumstances pertaining to exposure incidents

IV. Responsibility

- A. Those employees and students exposed to blood or other potentially infectious materials (OPIM) must notify administration immediately of any known exposure. Faculty and students on clinical rotations at healthcare facilities and providers are required to abide by exposure guidelines of the facility. All incidents of exposure shall still be reported to the President's Office Immediately.
- B. The Department of Nursing/Allied Health Programs will maintain all necessary personal protective equipment (PPE), engineering controls (sharps containers), labels, and red bags as required. The Department of Nursing/Allied Health Programs, working with purchasing and lead custodial personnel, will ensure adequate supplies are maintained. Persons needing replacement supplies should call the Director of Nursing/Allied Health.

- C. The President of the facility will be responsible for coordinating any medical actions required with the Director of Nursing and Allied Health, the Tennessee Board of Regents, and appropriate medical personnel as assigned. Appropriate employee and TOSHA records will be maintained by the President.

V. Exposure Determination

The following is a list of job and student classifications at TCAT Northwest who have potential exposures:

<u>Classification</u>	<u>Departments</u>	<u>Tasks</u>
1. Nursing/Allied Health Instructors	Nursing/Allied Health	Injections, IV, phlebotomy, catheters, wound care, bathing, removal human waste, sharps exposure, X-ray, heated sterilization equipment, etc.
2. Nursing/Allied Health Students	Nursing/Allied Health	Same as above
3. Healthcare Administrators	Nursing/Allied Health	Same as above
4. Custodial Personnel	Custodial	Handling of waste

VI. Methods of Implementation and Control

- A. Universal Precautions will be utilized by all employees and students.

Clinical sites shall be responsible for the upgrade of their respective plans.

- B. Engineering Controls and Work Practices – Engineering controls and work practice controls will be used to minimize exposure to Bloodborne pathogens. The specific engineering controls and work practice controls are:

- All equipment and supplies used for Phlebotomy, IV Therapy, and injections represent equipment and supplies used by TCAT Northwest clinical sites.
- Sharps disposal containers are inspected and maintained or replaced by the individual program instructor on an ongoing basis to prevent overfilling. Each instructor shall keep an empty sharp in reserve within his/her lab.
- TCAT Northwest identifies the need for engineering changes by its commitment to duplicate labs consistent with the clinical providers utilized by the facility. TCAT Northwest also uses the Program Advisory Committee to review and inspect program labs at least twice a year. The President reviews OSHA records on an ongoing basis with annual reporting.
- TCAT Northwest reviews new procedures and new products during clinical rotations, in-service activities, and by reviewing product catalogs submitted for the department's consideration.
- Both instructional and administrative personnel are involved in the controls process through involvement in semi-annual advisory meetings, Technology Access Fee planning sessions, Annual Performance and Goal Setting sessions, and quarterly healthcare instructor meetings and regional and state healthcare instructional meetings.

C. Personal Protective Equipment (PPE) – Personal Protective Equipment is provided to our employees and students as a part of issued supplies. Training for PPE usage is conducted by the Director of Nursing/Allied Health programs and his/her instructional staff during new employee or during First Aid/CPR training. Students receive PPE training from their instructors as a part of their normal curriculum prior to clinical or lab exposure. The types of PPE typically used by personnel and students include:

1. Gloves
2. Gowns
3. Masks
4. CPR ventilation shields
5. Eye Protection

PPE is in all Nursing and Allied Health Labs. First Aid Kits are located throughout the building and in the custodial storage areas. Instructors, First Aid Responders, and custodial personnel may reorder PPE supplies by submitting a purchase requisition to the Financial Support Associate. Immediate access to gloves, should a departmental supply be depleted, may be gained by contacting a healthcare instructor or custodial person.

All employees and students utilizing PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removing gloves or other PPE
- Remove PPE after it becomes contaminated and before leaving the work area.

- Used PPE may be disposed of by placing it in a red biohazard bag obtained from custodial personnel or a healthcare instructor. The bag shall be disposed of by trained custodial personnel.
- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or services; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, tearing, peeling, puncturing, or deterioration. Disposable gloves are the gloves of preference at TCAT Northwest.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

Decontamination of PPE will be limited to resuscitation equipment. All other PPE will be disposed of. Resuscitation equipment shall be decontaminated by the Nursing Instructor utilizing accepted procedures detailed in procedures used in approved clinical settings. Whenever possible, disposable components of resuscitation equipment shall be utilized.

- D. Housekeeping--Regulated waste is placed in containers which are closeable, constructed to contain all contents and prevent leakage, appropriately labeled or color coded, and closed prior to removal to prevent spillage or protrusion of contents during handling. Healthcare instructors shall be responsible surrounding waste generated by their class. Custodial personnel shall be responsible for waste generated due to a sickness or injury. Disposal of reoccurring waste shall be as follows:
1. Sharps Containers – Sharps containers shall be disposed of by the program instructor through agreements with approved outside parties. Sharps shall be transported by trained individuals only. A conscious effort will be made to dispose of sharps prior to overfilling. Contaminated sharps are to be discarded immediately or as soon as possible in containers that are closeable, puncture resistant, leak proof on sides and bottoms, and appropriately labeled. Sharps disposal containers are available by request from the Director of Nursing/Allied Health programs.
 2. Phlebotomy fluids – shall be stored in sealed lab vessels and collected for transport in appropriately coded containers. Phlebotomy fluids shall be transported a commercial waste disposal company certified to dispose of such materials.
 3. Bins and pails are cleaned and decontaminated as soon as feasible by applying a bleach solution and spray disinfectant.

4. Broken glassware that is contaminated is to be picked up by a mechanical means such as a brush and dustpan.
- E. Laundry – The facility will not make it a practice to launder potentially contaminated items as the probability of encountering such is remote. Should contaminated laundry be encountered it will be handled with gloves and placed in a red biohazard bag for disposal.
- F. Labels – All biohazard items at TCAT Northwest will be affixed with a bio- hazard label and/or be contained in a red bag. The healthcare instructor shall be responsible for labeling or red bagging all biohazard waste in his or her classroom or lab. Custodial personnel shall be responsible for red bagging all biohazard waste they might encounter due to a spill (normally an accident or sickness). Employees and/or students are to notify the President if they discover regulated waste containers containing blood, OPIM, or contaminated equipment, etc. without proper labels.

VII. Vaccinations

The Director of Nursing/Allied Health programs will monitor Nursing/Allied Health employee and student's vaccination records to ensure clinical/laboratory requirements are upheld. In lieu of evidence of required vaccinations, Vaccination status can be verified by one of the following methods:

1. Antibody testing reveals the employee is immune.
2. Medical evaluation shows the vaccine is contraindicated.

VIII. Post-Exposure Evaluation and Follow-Up

- A. Should an exposure incident occur, and you are an employee, contact the President's office immediately at 731-627-2511.

Immediate basic first aid will be rendered by the Nursing Department when available. Following initial first aid (clean the wound, flush eyes or other mucous membranes), the following actions will be taken:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual.
- The exposed individual will be directed to visit a medical provider or the Emergency Department for appropriate medical care and laboratory testing, if applicable.

* Students in the clinical setting are most often required to follow the Policy and procedure for the clinical entity. In these cases, the Director of Nursing and Allied Health Programs will act as a liaison between the school and the clinical provider.

B. Administration of post exposure evaluation and follow-up administration shall be assigned as follows:

- The Director of Nursing and Healthcare Programs, with the approval of the President, will ensure that the health care professional evaluating an employee after an exposure incident receives the following:
 1. A description of the employee's job duties relevant to the exposure incident.
 2. Route(s) of exposure.
 3. Circumstances of exposure.
 4. Relevant medical records, including vaccination status.

Employees will provide a copy of the healthcare professionals recommendation to the President's office within 15 days of the initial visit.

C. Procedures for evaluating the circumstances surrounding an exposure incident will be the responsibility of the President in partnership with the Director of Nursing and Healthcare Programs. These individuals will review the circumstances of all exposure incidents to determine:

- Engineering control in place at the time.
- Work practices, followed or not.
- A description of the device being used (including type and brand)
- Protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.).
- Location of the incident.
- Procedure being performed when the incident occurred.
- Employees (student) training.

The Program Instructor will record all percutaneous injuries from contaminated sharps in a Sharps Injury Log. The Sharps Injury Log shall contain as a minimum the following information;

Sharps Injury Log (Attachment A)

1. Date of injury
2. Type and brand of the device involved (syringe, suture needle, etc.)
3. Work, lab, or class area where the incident occurred.
4. Explanation of how the incident occurred.

This log is reviewed as a part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have personal identifiers removed.

IX. Training

Employee training of the policy is conducted upon hire. Any changes to the policy are reviewed by the Director of Nursing and Allied Health as needed. Any changes to policy will be communicated to applicable staff/students upon imitation of updates.

- X. Medical Records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020. The President's Office is responsible for maintenance of required medical records. These confidential records are kept in the President's Office for at least the duration of employment plus thirty years. Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to the President, TCAT Northwest, 340 Washington Street, Newbern, TN 38059.

SHARPS INJURY LOG

<u>Date of Injury</u>	<u>Type/Brand Device</u>	<u>Department/Area</u>	<u>Explanation</u>
1. ___/___/___	_____	_____	_____

2. ___/___/___	_____	_____	_____

3. ___/___/___	_____	_____	_____

4. ___/___/___	_____	_____	_____

Date _____/_____/_____

DISPOSAL OF HAZARDOUS MATERIALS PROCEDURE

I. Purpose

To develop a policy/procedure that ensures materials deemed as hazardous are disposed of in a manner that meets or exceeds Federal, State or Local guidelines. (See TBR Guidelines B-100)

II. Scope

This procedure applies to all hazardous materials purchased and disposed of by TCAT Northwest.

III. Policy

It is the intent of TCAT Northwest to comply with all published regulations pursuant to the disposal of hazardous materials. TBR will be deemed to be the advisory group that shall be the actions of the campus.

IV. Procedure

The following shall be the procedure to be followed pursuant to disposal.

- A. The President's Office shall mandate a survey of chemicals and potential hazardous materials to be taken no less than every year. The survey data will be reconciled against the inventory of such items kept by the President's Office.
- B. The President's Office, with the assistance of departmental personnel, shall be responsible for publishing a list of materials deemed hazardous and distribute said list to all personnel responsible for the use of the material (In addition to SDS Sheets).
- C. The President's Office shall be responsible for procuring the services of a hazardous materials disposal contractor who will safely and legally dispose of hazardous materials as identified and collected by the facility. Small quantities of materials may be removed and disposed of via county landfills as deemed appropriate and supervised by the county.
- D. The department consumer/generator (Instructor/Supervisor) shall implement a control system that will monitor the use of the materials and provide a storage and collection point where materials/chemicals will be kept. When the instructor/supervisor determines he has materials needing disposal, he/she will notify the President's Office of the quantity and location of the materials.

E. The President's Office, when applicable, shall consolidate all like materials at a designated point and arrange for pickup of the materials by the authorized vendor of disposal services.

F. The President's Office shall be responsible for keeping all transaction files generated by the pickup of any hazardous materials from the facility.

V. General

A. The facility has two items that constitute the bulk of possible hazardous materials being generated. These items are fluorescent light bulbs and computer monitors. Disposal of these items will be coordinated by custodial/maintenance personnel as follows:

SHELTER IN PLACE/LOCKDOWN PROCEDURE

I. Purpose

There are a number of emergency situations where an evacuation of the building and/or classroom is not advisable – hostile intruder, hazardous material release, terrorist attack, etc. In these instances, TCAT Northwest will go into Shelter-in-Place/Lockdown protocol. (See TBR Guidelines B-100)

II. Communications

A. The individual making the discovery of an emergency situation or receiving a report of such should immediately contact the President's Office or Local Law Enforcement. The individual making the report should provide as much detailed information as possible about the situation.

1. If shelter-in-place/lockdown is required, an emergency announcement will be made by a code red alert via the intercom/electronic notification system.
2. During a shelter-in-place/lockdown, fire alarms should not be pulled/activated.

III. Procedures

The following procedures should be followed in the event of an incident where the campus goes into shelter in place/lockdown:
(See TBR Guideline B-100)

- A. Upon hearing the alert all faculty and department heads should secure their area by locking doors, windows, and window treatments. Everyone should seek cover in their area and cell phones should be put on silent.
- B. Maintenance/Custodial personnel are to secure main doors and windows
- C. In the absence of the custodial personnel, the President's Office will secure hallway/outside doors.
- D. Remain quiet and do not enter hallways
- E. If the fire alarm is sounded during a shelter-in-place event, do not evacuate the building unless:
 1. You have first-hand knowledge that there is a fire in the building, or

2. You have been advised by an official to evacuate the building, or
 3. There is imminent danger in the immediate area.
 4. Stay away from doors and windows.
 5. Those in hallways should seek shelter in the nearest classroom or office.
 6. Those in outdoor areas should immediately take cover in the closets building.
- F. Once the campus is on full lock down, situation reports will be broadcast via e-mail by the President's Office.
- G. Responding law enforcement will be met by the President or designee to provide pertinent information. The primary goal of the law enforcement is to eliminate the threat as soon as possible.

As the first responders' primary responsibility is to eliminate the threat, they will not be able to stop to help injured person until the environment is safe.

- H. Once the threat is neutralized, the President's Office will broadcast an all clear via the intercom and electronic information system. At this point the following post assessments and activities will take place:
1. All individuals will report to the multi-purpose room to determine who, if anyone, is missing and potentially injured. No one is to leave the multi-purpose room until law enforcement authorities had instructed to do so.
 2. Families of individuals affected will be notified.
 3. Assessments of the psychological state of individuals at the scene and referring them to health care specialist accordingly.
 4. Post incident all inquiries for information are to be directed through the President's Office. Faculty and staff are discouraged from interacting with the press pursuant to the incident. TCAT Northwest with the assistance of the Tennessee Board of Regents, will issue press releases as deemed appropriate.

TCAT NORTHWEST DISASTER RECOVERY PLAN FOR INFORMATION TECHNOLOGY

I. Scope

The scope is to provide protection of digital data and technical infrastructure used to support the mission of Tennessee College of Applied Technology Northwest. Digital data is defined as software, programs, student enrollment, student performance, and instructional material (program creation, learning materials, and progress evaluators). Technical infrastructure protection is performed at a hardware level (stateful packet firewall), and software level (intrusion prevention, antivirus software, anti-spyware, URL filtering, and behavioral analysis).

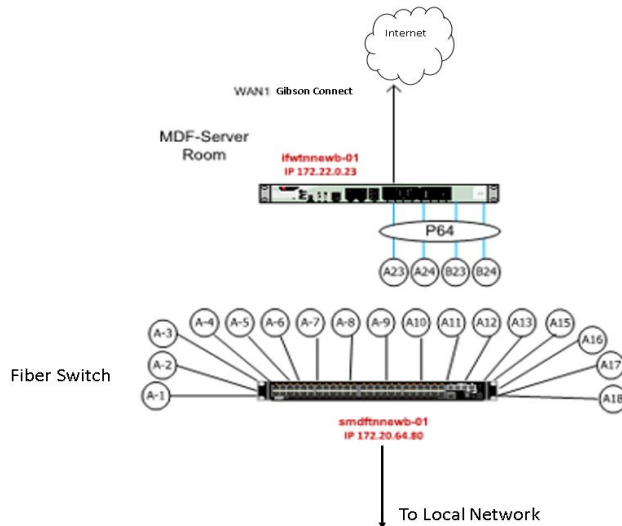
II. Responsibility

Each organizational unit is responsible for maintaining backup of instructional software, licensing and data files.

Computer Information Technology (CIT) instructors are responsible for the maintenance of the Fortinet FortiGate router/firewall 101E and campus network hardware. In addition, the CIT instructor maintains the campus faculty and staff server (DPCSIMS15) which serves the Student Information Management System (SIMS), which is a legacy student records database. Please note that the DPCSIMS15 Server houses old student records prior to Summer 2019. Summer 2019 was the launch of Banner, which is maintained by TBR. SVR092159 holds folders for faculty and staff. Additionally, faculty and staff use Microsoft Teams to store their data.

Physical Network Description

TCAT Northwest-Main Campus



Router/Firewall – Fortinet FortiGate 101E with annual renewable subscriptions for Application Control, WebBlocker, spamBlocker, Gateway AV, IPS. Firewall is configured to work with Dynamic NAT and be a VPN server.

Modem – Cisco ME 3400 Series (Supplied by Gibson Connect)

Servers – DPCSIMS15 (legacy student information system records), TCAT Northwest File Server, which houses Forms for TCAT Northwest, the institution’s local file server. This server is not heavily used due to the launch of Microsoft Teams, which links data to a cloud SharePoint. Additionally, U15320411 (known as Index DataFiles) houses scanned student documents prior to Summer 2019. Since then, all scanned student documents are imported into Banner.

Faculty Server – SVR092159

File Server – SVR092159, and U15320411 (index DataFiles)

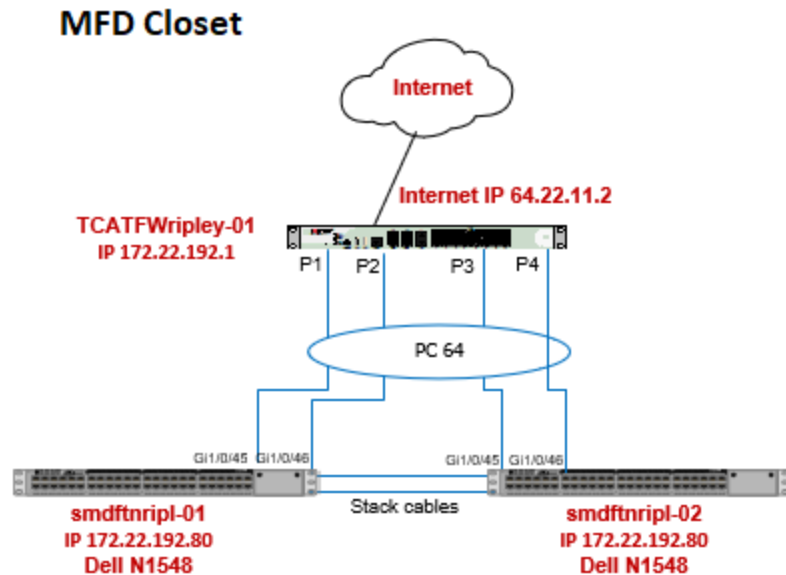
Managed Switches – All switches are DellN1548P switches provided by TBR during the network refresh in 2020. There are 13 switches installed in strategic locations throughout the campus. Each connect to the network via the fiber switch that is pictured in the diagram above.

PCs – Desktops and laptops

Campus Software Subscriptions

Microsoft Campus Agreement

TCAT Northwest- Ripley Branch



Router/Firewall – Fortinet FortiGate 101E with annual renewable subscriptions for Application Control, WebBlocker, spamBlocker, Gateway AV, IPS. Firewall is configured to work with Dynamic NAT and be a VPN server.

Modem – Supplied by Aeneas Internet and Telephone

Servers –

Domain Server: Microsoft Server 2016 Standard installed Active Directory, DNS, DHCP, Group Policy, WINS

QuickBooks Server: Microsoft Server 2019 Standard installed QuickBooks 2017

SIMS Server: Microsoft Server 2016 Standard installed SQL Server 2014, DPC (SIMS), campus faculty and staff server.

CITQnap Server: QNAP file server, for weekly manual backups of all servers.

3xlogic server: Infinius server for door control and faculty, staff, and student badges

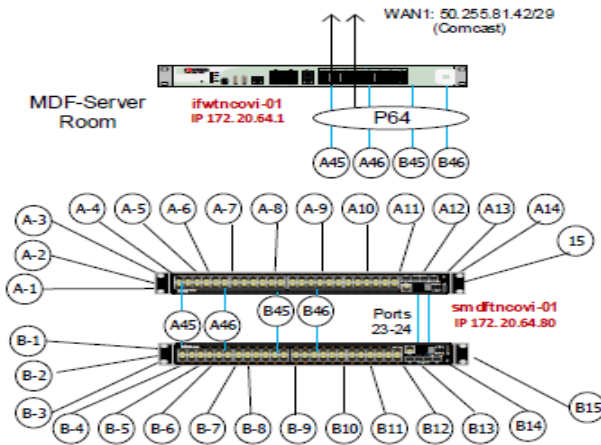
Alertus: Microsoft Server 2016 Standard installed Alertus, and IIS.

Managed Switches – All switches are DellN1548P switches provided by TBR during the network refresh in 2020. There are 12 switches installed in strategic locations throughout the campus. Each connect to the network via the MFD closet that is pictured in the diagram above.

PCs – Desktops and laptops

Campus Software Subscriptions- Microsoft Campus Agreement

TCAT Northwest- Covington Branch



Router/Firewall – Fortinet FortiGate 101E with annual renewable subscriptions for Application Control, WebBlocker, spamBlocker, Gateway AV, IPS. Firewall is configured to work with Dynamic NAT and be a VPN server.

Modem – Dray Tek supplied by Ritter Communications.

Servers –

SRV1: Microsoft Server 2016 Standard installed Active Directory, DNS, DHCP, Group Policy, WINS

SRV2: Microsoft Server 2016 Standard installed Active Directory (Backup), DNS (Backup),

Dentrix Client Service

SRV3SIM: Microsoft Server 2016 Standard installed SQL Server 2014, DPC (SIMS), campus faculty and staff server.

SRV4: Microsoft Server 2019 Standard installed Print Server, PDQ Deploy (installs and updates Adobe Reader, Chrome, Firefox, Java, Zoom Client, Webex Meetings, Alertus Client, and Spiceworks Agent software).

SRVWSUS: Microsoft Server 2016 Standard installed WSUS (deploys Microsoft Updates to campus computers) and IIS.

FS5FS: Microsoft Server 2012 R2 Standard installed File Server for TechTools, ExamView files for Welding, and Nursing and Automotive trainers/videos.

FS6: Microsoft Server 2012 R2 Standard installed SQL Server 2014, NIDA (Industrial Maintenance), and IIS.

Alertus: Microsoft Server 2016 Standard installed Alertus, and IIS.

Managed Switches – All switches are DellN1548P switches provided by TBR during the network refresh in 2020. There are 13 switches installed in strategic locations throughout the campus. Each connect to the network via the fiber switch that is pictured in the diagram above.

PCs – Desktops and laptops

Campus Software Subscriptions

Microsoft Campus Agreement

PDQ Deploy

Sophos

Alertus

This is program specific/not campus

NIDA

Dentrix

III. Procedures

- Verify operating system patches/updates are installed
- Update security patches for standard TCAT Northwest software (Mozilla Firefox, Microsoft Internet Explorer, Microsoft Office Suite, Java, Adobe Reader, and Adobe Flash player) as well as specialized software (QuickBooks, Financial Aid Federal Government entities).
- Report any suspicious activity to the CIT instructor and or TBR for investigation
- Allows daily and in-depth weekly virus scans to complete
- Backup data files to an external medium. This may be and not limited to DVDs, CDs, flash drives, and network folder, as well as Microsoft Teams (if there are no personal information such as faculty, staff, and student social security numbers, etc.).
- Maintain copies of software licenses, media and hardware used for their specific organizational unit.

- Maintains an inventory of computer equipment.
- Maintain master asset records for campus
- Create purchase requisition and maintain renewable license subscriptions/agreements.
- Provide training to campus faculty on safe computer usage
- Firewall – verify IPS updates are installed. Review reports for possible intrusions or misuse of campus assets
- Report all incidents to the President, the investigation findings, and outcomes

EVALUATION OF THE TCAT NORTHWEST DISASTER RECOVERY PLAN FOR INFORMATION TECHNOLOGY

I. Purpose

The Tennessee College of Applied Technology at Northwest has implemented a measure for evaluating the effectiveness of the technical infrastructure of the college. The following steps will be used and implemented for the evaluation of the technical infrastructure of each program and the institution.

II. Scope

The primary goal of the disaster recovery plan and its effectiveness is to verify the presence and adequate maintenance of technical infrastructure essential for institutional operations and achievement of the objectives of each program offered.

III. Procedures

The effectiveness of the disaster recovery plan is continuously evaluated by the Computer Information Technology personnel. The plan is also evaluated annually by the institutional advisory board and revised with updates as needed. TCAT Northwest is committed to ensuring data privacy, safety, and security is vital to the institution's integrity. In conjunction with the Tennessee Board of Regents, the institution will review industry best practices and, to the degree appropriate and applicable, incorporate best practices into information technology guidelines and revise procedures as needed.