



# **SAFETY MANUAL 2012**



# FLORIDA NATIONAL UNIVERSITY

## Safety Manual

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## IMPORTANT PHONE NUMBERS

Alcohol, Tobacco and Firearms Criminal Enforcement Bureau (ATF) ( <a href="http://www.atf.gov/field/miami">www.atf.gov/field/miami</a> )	(305) 597-4800
American Red Cross ( <a href="http://www.miamiredcross.org">www.miamiredcross.org</a> )	(305) 326-8888
Baptist Hospital of Miami ( <a href="http://www.baptisthealth.net">www.baptisthealth.net</a> )	(305) 596-1960
Coral Gables Hospital ( <a href="http://www.coralgableshospital.com">www.coralgableshospital.com</a> )	(305) 445-8461
Drug Enforcement Administration (DEA) ( <a href="http://www.justice.gov/dea">www.justice.gov/dea</a> )	(305) 590-4870
Federal Bureau of Investigations (FBI) ( <a href="http://www.fbi.gov/miami">www.fbi.gov/miami</a> )	(305) 944-9101
Federal Emergency Management Agency (FEMA) ( <a href="http://www.fema.gov">www.fema.gov</a> )	1(800) 621-3362
FIRE / POLICE / AMBULANCE	911
Florida Abuse Hotline (To file confidential reports of child abuse) ( <a href="http://www.dcf.state.fl.us/programs/abuse">www.dcf.state.fl.us/programs/abuse</a> )	1(800) 962-2873
Florida Domestic Violence Hotline ( <a href="http://www.dcf.state.fl.us/programs/domesticviolence">www.dcf.state.fl.us/programs/domesticviolence</a> )	1(800) 500-1119
Florida Elder Helpline ( <a href="http://www.elderaffairs.state.fl.us">www.elderaffairs.state.fl.us</a> )	1(800) 96-ELDER 1(800) 963-5337
Florida Emergency Information Hotline (24 Hours) ( <a href="http://www.floridadisaster.org">www.floridadisaster.org</a> )	1(800) 342-3557
Florida Power and Light ( <a href="http://www.fpl.com">www.fpl.com</a> )	1(800) 468-8243
Hialeah Hospital ( <a href="http://www.hialeahhosp.com">www.hialeahhosp.com</a> )	(305) 693-6100
Jackson Memorial Hospital ( <a href="http://www.jhsmiami.org">www.jhsmiami.org</a> )	(305) 585-1111
Jackson South Hospital ( <a href="http://www.jhsmiami.org">www.jhsmiami.org</a> )	(305) 251-2500
Kendall Regional Hospital ( <a href="http://www.kendallmed.com">www.kendallmed.com</a> )	(305) 223-3000
Miami Children's Hospital ( <a href="http://www.mch.com">www.mch.com</a> )	(305) 666-6511
National Child Abuse Hotline (24-hour help line providing crisis counseling, information and referrals) ( <a href="http://www.childhelp.org">www.childhelp.org</a> )	1(800) 422-4453
National Domestic Violence Hotline ( <a href="http://www.thehotline.org">www.thehotline.org</a> )	1(800) 799-7233
National Fire Protection Association ( <a href="http://www.nfpa.org">www.nfpa.org</a> )	1(617) 770-3000
National Hurricane Center ( <a href="http://www.nhc.noaa.gov">www.nhc.noaa.gov</a> )	(305)-229-4523
National Response Center (for all oil, chemical, radiological, biological, and etiological spills) ( <a href="http://www.nrc.uscg.mil">www.nrc.uscg.mil</a> )	1(800) 424-8802
Palm Springs Hospital ( <a href="http://www.psghosp.com">www.psghosp.com</a> )	(305)558 2500
Palmetto General Hospital ( <a href="http://www.palmettogeneral.com">www.palmettogeneral.com</a> )	(305) 823-5000
Poison Information Center ( <a href="http://www.fpicn.org">www.fpicn.org</a> )	1(800) 282-3171
Switchboard of Miami HELP line 24 hours/ 7days (confidential, multilingual suicide intervention and counseling) ( <a href="http://www.switchboardmiami.org">www.switchboardmiami.org</a> )	(305) 358-HELP (305) 358-(4357)

## **CLASSROOM EMERGENCY PROCEDURES**

IF THE SITUATION IS LIFE-THREATENING, CONTACT 911 IMMEDIATELY AND THEN ALERT THE CAMPUS DEAN OR ANY OTHER ADMINISTRATOR.

### **Employee Accountability**

Common sense is vital in any emergency situation in addition to well laid out plans. Good judgment is necessary when rules are not available in certain emergency situations. In any circumstance, the Campus Dean, Assistant Dean, or Acting Dean should be notified immediately; however, each employee is responsible (without notification from the supervisor) for the following:

#### All Individuals Must:

1. Follow all policies and procedures as outlined in this manual including all other policies and procedures which apply for the University Campus.
2. Use protective equipment and devices as provided by the University when activity calls for usage or as directed by the supervisor.
3. Inspect, frequently, all tools and equipment to guarantee good and safe conditions.
4. Immediately report any condition that may cause injury to any person or property.
5. Any and all injuries that occur at work, regardless of degree, should be immediately reported to the supervisor.
6. Maintain their immediate supervisor and Campus Dean updates with their current address, phone numbers, and email address.

#### All Administrators and Supervisors Are:

1. Responsible for compliance and implementation of all safety policies and procedures described in this manual and others that might apply.
2. Responsible for covering safety information with employees before commencing work and also for general inspection of tools, equipment, area, etc., in order to avoid accidents and injuries.
3. Responsible for availability of First Aid Kits in each campus.
4. Responsible for taking immediate action when an unsafe procedure is witnessed.

## **ACCIDENT INVESTIGATION AND REPORTING**

1. Any and all accidents must be reported to the Dean, Assistant Dean, or Acting Dean immediately and an incident report must be filled through the Office of Student Services.
2. Each accident will be researched by the Dean, Assistant Dean, or Acting Dean to determine the cause of the relevant accident and steps needed to prevent its reoccurrence.
3. Once researched, a report will be filed with the Campus Dean who will advise on any other paperwork needed.

## **INSTRUCTION AND EDUCATION**

1. All employees must be trained in university safety policies and procedures.
2. All employees must follow safety policies and procedures at all times.
3. All supervisors will periodically review all safety policy and procedures with their employees as deemed necessary.

## **LABORATORY POLICIES**

1. Laboratory instructors must be aware of safety requirements for their particular class and implement them.
2. Laboratory students must sign a Laboratory Conduct and Safety Agreement at the beginning of program agreeing to all rules and regulations as outlined (enclosed in this manual).
3. An annual inventory of all tools, equipment, chemicals, etc., in each laboratory must be Conducted by the Division Head or Department Head.
4. An emergency plan must be posted and explained to all students, per course, in case of chemical spills or laboratory evacuation.
5. Students in the Dental Laboratory must not wear loose clothing, ties, gloves, loose long hair or hanging jewelry when working with any machinery.
6. Students may be instructed to wear protective glasses, goggles, face shields, gloves, etc., as per the instructor's decision.
7. Students working in any laboratory cannot wear canvas topped or opened toe shoes. Protective shoes with composition soles are required.
8. For hygiene and professional behavioral reasons, those students practicing with "pretend patients" should wear socks and closed shoes in said labs.

## LABORATORY CONDUCT AND SAFETY AGREEMENT

STUDENT' S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Please read this form carefully and sign it on the bottom. This agreement will become part of your file and it is important that you understand all guidelines for your own safety. As a student participating in lab activities for completion of your courses, you are required to follow and know these important rules and regulations because they are designed for your safety and for the safety of your fellow classmates.

1. Students in the Dental Laboratory must not wear loose clothing, ties, gloves, loose long hair or hanging jewelry when working with any machinery.
2. Students must follow the instructor's directions to wear protective goggles, face shields, gloves, or any other equipment or device.
3. Students working in any laboratory cannot wear canvas topped or opened toe shoes. Protective shoes with composition soles are required.
4. Inspect, frequently, all tools and equipment to guarantee good and safe conditions.
5. Immediately report any condition that may cause injury to any person or property.
6. Any and all injuries that occur at work, regardless of degree, should be immediately reported to your instructor.
7. To avoid injuries regarding lifting and carrying of school property and equipment, any student may ask assistance from the maintenance staff of each campus.
8. Horseplay poses a potential safety risk; therefore it is prohibited under any circumstances.
9. Students are also not permitted to bring visitors in the laboratory.
10. Students will abide by any local laws and regulations related to their field of studies (i.e. Radiologic Technology and Basic X-ray Technician programs).

I have read and understood the above guidelines and promise to adhere to them during lab classes.

\_\_\_\_\_  
Student's Signature

## **SAFETY INFORMATION FOR STUDENTS IN THE RADIOLOGIC TECHNOLOGY AND BASIC X-RAY TECHNICIAN PROGRAMS**

Students in these programs should be aware of the resources and regulations that pertain to their field of studies.

### **Florida Radiation Protection Act**

**Florida Statute 404.022 Declaration of policy.**--It is the responsibility of the State of Florida, for protection of the public health and safety:

- (1) To institute and maintain a program to permit development and utilization of sources of radiation for purposes consistent with the health and safety of the public.
- (2) To prevent any associated harmful effects of radiation upon the public through the institution and maintenance of a regulatory program for all sources of radiation, providing for:
  - (a) A single effective system of regulation within the state.
  - (b) A system consonant with those of other states.
  - (c) Compatibility with the standards and regulatory programs of the Federal Government for byproduct, source, and special nuclear materials.

### **Environmental Radiation Standards in Buildings**

#### **FLORIDA ADMINISTRATIVE CODE 64E-5.1001 Standards.**

Radiation exposure to the public from naturally occurring radioactive materials shall be maintained as low as reasonably achievable.

### **Radiologic Technologist Certification Act**

#### **FLORIDA STATUTE 468, PART IV, FLORIDA ADMINISTRATIVE CODE 64E-3**

It is declared to be the policy of the state of Florida that the health and safety of the people must be protected against the harmful effects of excessive and improper exposure to ionizing radiation. Such protection can in some major measure be accomplished by requiring adequate training and experience of persons who use radiation and radiation-emitting equipment in each particular case under the specific direction of licensed practitioners. It is the purpose the Radiologic Technologist Certification Act to establish standards of education, training, and experience and to require the examination and certification of users of radiation and radiation-emitting equipment.

#### **Violations; penalties.**

-The following acts constitutes a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083:

- Practicing radiologic technology or performing the duties of a radiologist without holding an active certificate to do so.
- The willful practice of radiologic technology or the willful performance of the duties of a radiologist assistant by a student radiologic technologist without a direct supervisor being present.
- Knowingly allowing a student radiologic technologist to practice radiologic technology or perform the duties of a radiologist assistant without a direct supervisor being present.

For the entire document on this statute, visit the website of the Bureau of Radiation Control of the Florida Department of Health at <http://www.doh.state.fl.us/environment/radiation/techform.htm>

## STANDARDS FOR PROTECTION OF RADIATION HAZARDS

During hospital rotations, Florida National University students are required to follow the Standards for Protection of Radiation Hazards (Part III of Chapter 64E-5, Florida Administrative Code) of the Bureau of Radiation Control (a subdivision of the Florida Department of Health and Human Services) with regard to radioactive exposure. All authorized users of radioactive material must participate in the establishment, implementation and operation of a radiation protection program which is based upon radiation doses that are as low as reasonably achievable (ALARA). This concept has become known as the **ALARA** policy, an acronym that stands for **As Low As Reasonably Achievable**.

The primary concept of the ALARA standard is that unnecessary exposure to radiation should be avoided, even though current occupational exposure limits provide a very low risk of injury. The objective is to reduce occupational exposures (both individual and collective) as far below regulatory limits as is reasonably achievable by means of good radiation protection planning and practice, as well as by a management commitment to policies that deter departures from good practices. The three primary methods of minimizing exposure to radiation are: TIME, DISTANCE and SHIELDING. When working with sources of radiation, always minimize the TIME, maximize the DISTANCE, and make use of available SHIELDING to keep exposures ALARA.

Students are urged to visit the Florida Department of Health and Human Services Radiation Control Homepage for Florida statutes, regulations, forms and documents related to radiation safety and radiologic technology certification at <http://www.doh.state.fl.us/environment/radiation/>

Requirements for recording individual monitoring results are contained in section 64E-5.339 of the Florida Administrative Code (F.A.C.). Although radiation levels on campus will not reach the doses mentioned below, the following table is enclosed for basic reference.

The use of individual monitoring devices (i.e., PM badges) for external dose is required:	
<ul style="list-style-type: none"><li>• For adults who are likely to receive an annual dose in excess of any of the following (each evaluated separately):<ul style="list-style-type: none"><li>– 0.5 rem (0.005 Sv) deep dose equivalent.</li><li>– 1.5 rem (0.015 Sv) eye dose equivalent.</li></ul></li></ul>	<ul style="list-style-type: none"><li>– 5 rem (0.05 Sv) shallow dose equivalent to the skin.</li><li>– 5 rem (0.05 Sv) shallow dose equivalent to any extremity.</li></ul>
<ul style="list-style-type: none"><li>• For minors who are likely to receive an annual dose in excess of any of the following (each evaluated separately):<ul style="list-style-type: none"><li>– 0.05 rem (0.5 mSv) deep dose equivalent.</li><li>– 0.15 rem (1.5 mSv) eye dose equivalent.</li></ul></li></ul>	<ul style="list-style-type: none"><li>– 0.5 rem (0.005 Sv) shallow dose equivalent to the skin.</li><li>– 0.5 rem (0.005 Sv) shallow dose equivalent to any extremity.</li></ul>
<ul style="list-style-type: none"><li>• For declared pregnant women who are likely to receive an annual dose from occupational exposure in excess of 50 millirem (0.5 mSv) deep dose equivalent, although the dose limit applies to the entire gestation period.</li><li>• For individuals entering a high or a very high radiation area.</li></ul>	
Internal exposure monitoring (not necessarily individual monitoring devices) is required:	
<ul style="list-style-type: none"><li>• For adults likely to receive in 1 year an intake in excess of 10% of the applicable ALIs for ingestion and inhalation</li><li>• For minors and declared pregnant women likely to receive in 1 year a CEDE in excess of 500 millirem (0.5 mSv).</li></ul>	

For additional information, students should refer to their program's manual and their instructor.



## **PHYSICAL INJURY OR ILLNESS TO STUDENTS ON CAMPUS**

1. Minor first aid is available through the First Aid Kit. First Aid Kits are available in the reception area, library, and Office of Student Services on all Campuses, and in the Division Head Office at the Hialeah Campus. The kit should be accessible in classrooms or hallways for use by students and teachers alike. The kit should contain disinfectant, disposable gloves, paper towels, and plastic bags.
2. If the victim becomes unconscious or has convulsions, call 911 immediately and keep victim calm. Clear area to allow easy access to victim. Do not restrain victim. Immediately contact the Campus Dean or any other administrator.
3. Students and teachers should never touch or attempt to clean up vomit or body fluids. This should be left to the janitorial staff. If a student is bleeding to the extent that intervention is necessary, the student should apply direct pressure to his/her own wound. This is in the event that latex gloves are not readily available.
4. Submit necessary reports (including official accident report number if applicable) to the Campus Dean or responsible supervisor.
5. Any student who becomes physically ill should have the Campus Dean or Registrar call his emergency contact listed on the student's application.
6. Employees of the University may not give any medical treatment beyond first aid treatment for any injury or sudden illness.
7. No medications, including oral medications (aspirin, etc.), shall be administered.

## **STUDENTS WITH DIABETES**

It is recommended that students with diabetes inform their instructors of their condition, for better management of an emergency situation, should it occur.

## **INSULIN REACTION**

1. First indications are paleness, sweating, trembling or shaking. Other indications are headache, fainting, dizziness, hunger, nausea, blurred double vision, and changes in coordination with inability to do simple things, e.g., turn a page, speak or write clearly.
2. The student should have sugar, orange juice, or candy immediately. (The diabetic student usually carries lumps of sugar or hard candy).
3. Immediately call 911 and the administrator in charge.

**RESPONSIBILITY FOR MEDICAL EXPENSES:** The student is responsible for his/her medical and any ambulance expenses. The university does not assume responsibility. The ill person will be charged an ambulance fee and the emergency hospital fee.

**REPORTING OF ACCIDENTS:** All injuries other than those which are superficial or minor **must** be reported to the administrator in charge. An Accident Report Form **must** be filled out, in addition to the incident report filed through the Office of Student Services. Look for the official forms at the end of manual.

## ASSAULT

When a student(s) or staff member has been assaulted, the first staff member to arrive at the scene must call 911 and must report the incident to the administrator in charge and to the authorities the following:

1. the type and number of injuries
2. a good description of the assailant (clothing, height, etc.)
3. the location of the assault
4. and any other relevant information (i.e. description of vehicle, license number, direction of travel, etc.)

ACCORDING TO THE JEANNE CLERY ACT, ANY CRIMES COMMITTED ON CAMPUS **MUST BE DOCUMENTED**. A CRIME REPORT FORM MUST BE TURNED IN TO THE OFFICE OF STUDENT SERVICES NO LATER THAN A WEEK AFTER THE INCIDENT. Look for the official form at the end of this manual.

## EVACUATION PROCEDURES

In such situations where an evacuation has been dictated, the following guidelines should be followed:

1. Inform instructors and supervisory staff of the evacuation.
2. Instructors in labs should shut off any gas jets before evacuating in addition to closing any windows or doors in all areas.
3. Evacuation will take place in an orderly manner following the emergency exit map.
4. Instructors, staff and students should assist students with disabilities.
5. Follow the nearest, safest EXIT sign. **Do not use elevators.** Use stairwells.
6. Report any suspicious items or persons on the campus to the Campus Dean. Any suspicious material should not be touched, moved or disturbed in any manner by University personnel or students.
7. After the evacuation, instructors and supervisors should report to the Campus Dean the attendance of students and employees respectively. Administrators will attempt to locate any missing students or personnel without putting themselves or anyone at risk.
8. Students and staff will be allowed to re-enter the building only after receiving clearance from the Fire or Police Official.

## Universal Emergency Procedures

Universal Emergency Procedures are a set of standard, clear directives that may be implemented across a variety of emergency situations, depending on the circumstance.

<p><b>Evacuation</b> - For use when conditions outside are safer than inside</p> <p><b>When announcement is made or alarm sounded:</b></p> <ul style="list-style-type: none"> <li>• Take the closest and safest way out as posted (use secondary route if primary route is blocked or hazardous)</li> <li>• Instructors take attendance roster</li> <li>• Assist those needing special assistance</li> <li>• Do not stop for student/staff belongings</li> <li>• Go to designated Assembly Area</li> <li>• Check for injuries</li> <li>• Wait for further instructions</li> </ul>	<p><b>Reverse Evacuation</b> - For use when conditions inside are safer than outside</p> <p><b>When the announcement is made:</b></p> <ul style="list-style-type: none"> <li>• Move students and staff inside as quickly as possible</li> <li>• Assist those needing special assistance</li> <li>• Report to classroom</li> <li>• Check for injuries</li> <li>• Wait for further instructions.</li> </ul>
<p><b>Lockdown</b> - For use to protect building occupants from potential dangers in the building</p> <p><b>When the announcement is made:</b></p> <ul style="list-style-type: none"> <li>• Students are to be cleared from the halls immediately and to report to nearest available classroom</li> <li>• Assist those needing special assistance</li> <li>• Close and lock all windows and doors and do not leave for any reason</li> <li>• Cover all room and door windows</li> <li>• Stay away from all doors and windows and move students to interior walls and drop</li> <li>• Shut off lights</li> <li>• BE QUIET!</li> </ul> <p>Wait for further instructions</p>	<p><b>Shelter in Place</b> - For use in external gas or chemical release</p> <p><b>When the announcement is made:</b></p> <ul style="list-style-type: none"> <li>• Students are to be cleared from the halls immediately and to report to nearest available classroom or other designated location</li> <li>• Assist those needing special assistance</li> <li>• Close and tape all windows and doors and seal the gap between bottom of the door and the floor (external gas/chemical release)</li> <li>• Take attendance</li> <li>• Do not allow anyone to leave the classroom</li> <li>• Stay away from all doors and windows</li> <li>• Wait for further instructions</li> </ul>

## **FIRE PREVENTION**

- Each year, thousands of lives are lost to fire, the Nation's most deadly disaster (FEMA, 2002). It is essential that all university personnel know the actions to take in case of fire.
- All employees should follow common sense safety procedures in order to avoid possible fires (i.e. No smoking, paint storage, chemical spillage, and improper use of open flame).
- All exit doors should be kept clear and accessible in order to assure easy exit in case of any emergency. Emergency exit routes should be posted in all classrooms and in general campus areas.
- In case of fire or suspicion of fire, the Campus Dean should be alerted immediately or call 911 directly in urgent cases.

## **MAJOR FIRE**

1. Call Campus Dean or 911, if urgent, to report fire.
2. In case of fire, the building must be evacuated when the fire bell rings or when it is obviously necessary to save lives. Use the stairs **not elevators** in a fire. Crawl on hands and knees if escaping a hot or smoke-filled area.
3. Supervisors should confirm the safe evacuation of all personnel. If possible, faculty should carry their attendance roster to confirm a safe evacuation of all students and wait for further instructions from the **Campus Dean or administrator in charge**.
4. The Campus Dean and other administrators should confirm that all students and personnel are accounted for.
5. Missing students and personnel should be reported to the Campus Dean or rescue authorities immediately.
6. Evacuation should leave easy access for rescue officials.

## **MINOR FIRES**

1. Any employee who discovers a minor fire should use the nearest fire extinguisher to extinguish the fire and then proceed to notify the Campus Dean/or administrator in charge.
2. Always inform the Campus Dean of the incident.
3. If the minor fire cannot be controlled, the Fire Department (911) should be contacted immediately by the Campus Dean or the employee.
4. Area should be cleared for easy access by rescue officials.

## **FIRE DRILLS**

1. There will be two annual fire drills at each campus in which instructors, students and staff must participate and follow all procedures. The local fire departments will be notified in advance of the fire drill plans.
2. Upon sounding of the bell, all students and personnel must quickly walk to the designated area outside the building. Instructors will carry their attendance roster. Administrators will check the bathrooms to make sure all students have left the premises.

3. Upon evacuation, Instructors will take attendance to make sure all students are accounted for.

**LIFE SAFETY CODE COMPLIANCE**

The National Fire Protection Association, **NFPA**, a private non-profit organization, is the leading authoritative source of technical background, data, and consumer advice on fire protection, problems and prevention (www.nfpa.org). NFPA 101 (the Life Safety Code) provides requirements for building design, construction, operation, and maintenance to protect occupants from fire, smoke, and fumes or similar emergencies.

**LIFE SAFETY CODE CHECKLIST**

This checklist is to be used as a guide in identifying Life Safety Code Violations. Skip anything that is not applicable to your department.

A. Fire Plan and Evacuation Map

\*NOTE: Evacuation maps are not required in all spaces. Only in hallways where the exits are not visible or obvious, and areas where the evacuation route is not obvious to unfamiliar personnel or visitors.

		Yes	No
Is there a fire evacuation map and does it include:	A sketch of all rooms in the Zone?		
	A marking "You are here"?		
	Arrows showing primary and secondary evacuation route?		
	Identify exterior exist for each route?		

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	Yes	No
Area all extinguishers serviceable insuring that hoses are not cracked, nozzles obstructed or seal broken?		
Is the pressure gauge in the operable range?		
Are Fire Extinguisher Inspection Records available?		
The extinguishers been checked every month and initialed?		

C. Electrical Systems

	Yes	No
Are electrical cords in serviceable condition (i.e., not twisted, frayed spliced, knotted, tacked, stapled to wall)?		
Are extension cords not being used?		
Are all coffee makers being used on electrical plugs?		
Are unauthorized adapters being used on electrical plugs?		
Are all personal electrical devices inspected and bear a safety sticker with inspector's initials and date?		

	Yes	No
Are compressed gas cylinder (oxygen, carbon dioxide, nitrous oxide, etc.) Chained (secured so as to prevent falling)?		
Are flammable storage cabinets marked: "FLAMMABLE MATERIAL"?		
Do all compressed gas cylinders, not in use, have a cylinder cap?		
Do all staff members know location of oxygen use areas?		
Are woolen blankets prohibited from use in oxygen use areas?		

	Yes	No
Are fire doors being propped open?		
Are all exits clearly marked, illuminated and operational?		
Are all exits easily opened?		
Are all hold-open mechanisms in working order and do all doors close entirely?		
Do all corridors or passageways required for exit accesses have a 44 inch clear travel path?		
Do smoke barrier doors (metal double doors in main passageways have a gap of less than 4 inches when closed)?		
Is anything blocking fire exit doors?		

F. Personnel and Student Safety

	Yes	No
Are poisonous materials stored in locked cabinets with antidote information displayed?		
Are precautions taken to insure that floors are clean and clear?		
Are any wastebaskets constructed on flammable material?		
Is bio-hazard waste disposed of in the proper receptacle?		
Are storage areas neat and clean?		
Are all ceiling tiles in place/any visible stains?		
In sprinkler areas, is material stored closer than 18 inches from the ceiling?		
Were all new students and employees briefed on the hazards of their job, or area of studies and actual documented?		
Is personal protective equipment provided and utilized by personnel working with or around hazardous materials including body fluids?		

### Hazardous Materials Checklist

This checklist is required for monthly inspections as part of the Life Safety Code Inspection for all areas having hazardous materials storage cabinets and rooms. Continue on to the end of the form if this does not apply.

	Yes	No
In locations where flammable vapors may be present, are precautions taken to prevent ignition by eliminating or controlling the sources or ignition?		
Are storage cabinets designed to limit internal temperatures to a maximum of 325 degree F. when subjected to a 10 minutes fire tests?		
Are the cabinets and shelves in good condition with no cracks, tear, corroded, or missing parts?		
Are any liquids or materials leaked onto the shelves?		
Do the cabinets contain materials other than the hazardous materials designated for storage		
Are the cabinets properly labeled for the materials stored, i.e. flammables, corrosives, acids?		
Do the doors close by themselves completely?		
Are the containers and their lids in good shape, securely closed, and with no cracks or broken part?		
Do all containers of hazardous materials have readable, - non-stained labels?		
Do any of the items in the lockers have expire shelf life dates?		

### HAZARDOUS MATERIALS

Hazardous materials are substances that are flammable or combustible, explosive, toxic, noxious, corrosive, oxidizable, an irritant or radioactive. A hazardous material spill or release can pose a risk to life, health or property. An incident can result in the evacuation of a few people, a section of a facility or an entire neighborhood. (FEMA, 2002)

1. All hazardous materials / liquids used either in the university operations or labs shall be handled by instructors and supervisory personnel only.
2. Those chemicals will be kept in secure areas such as locked cabinets or storage rooms.
3. Those materials should be handled in such a way that they will be out of danger as per instructions for those particular materials.
  - There are a number of Federal laws that regulate hazardous materials, including: the Superfund Amendments and Reauthorization Act of 1986 (SARA), the Resource Conservation and Recovery Act of 1976 (RCRA), the Hazardous Materials Transportation Act (HMTA), the Occupational Safety and Health Act (OSHA), the Toxic Substances Control Act (TSCA) and the Clean Air Act.
  - Title III of SARA regulates the packaging, labeling, handling, storage and transportation of hazardous materials. The law requires facilities to furnish information about the quantities and health effects of materials used at the facility, and to promptly notify local and State officials whenever a significant release of hazardous materials occurs.
  - Detailed definitions as well as lists of hazardous materials can be obtained from the Environmental Protection Agency (EPA) and the Occupational Safety and Health Administration (OSHA).

## Hurricane and Disaster Plans and Procedures

Due to the sometimes unpredictable and violent weather that often evolves in the South Florida region (the location of all FNU campuses), situations may develop in which it is necessary to cancel classes or close the University completely in order to safeguard students and employees. **The Vice President of Operations will determine class cancellations.** Students are advised to stay informed via [www.FNU.edu](http://www.FNU.edu), SMS Emergency Text, Office of Student Services or through Channel 6 & 51 [www.nbc6.net](http://www.nbc6.net) or [www.telemundo51.com](http://www.telemundo51.com)

Staff and faculty will be notified by their immediate supervisor as to when to report back to work.

### Official Hurricane Season: June 1 to November 30

Hurricanes are classified by wind strength known as the Saffir/Simpson Scale:

<b>Category</b>	<b>Wind</b>
<b>I</b>	<b>74-95 mph</b>
<b>II</b>	<b>96-110 mph</b>
<b>III</b>	<b>111-130 mph</b>
<b>IV</b>	<b>131-155 mph</b>
<b>V</b>	<b>156 + mph</b>

### SEVERE WEATHER TERMS IN COMMON USE:

- **Hurricane Season** - June 1 through November 30 is officially designated as hurricane season.
- **Advisory** – A message released by the hurricane center, usually at 6-hour intervals, updating Information on the storm or hurricane, Including watches and warnings whenever they are in effect. A special advisory is a message given any time there is a significant change in weather conditions or change in warnings previously released. An intermediate advisory updates information in advisories at 2 to 3-hour intervals, whenever a watch or warning is in effect.
- **Small Craft Warnings** - When a hurricane or tropical storm threatens a coastal area, small craft are advised to remain in port and not to venture into the open sea.
- **Tropical Depression** - A circulation at the surface of the water with a sustained wind speed of 38 mph or less.
- **Tropical Storm** - Distinct circulation with sustained wind speeds of 39 to 73 mph.
- **Hurricane** - A tropical cyclone that rotates counterclockwise with sustained winds of 74 mph or greater.
- **Tropical Storm Watch** - The alert given when a tropical storm poses a threat to a certain coastal area within 36 hours.
- **Tropical Storm Warning** - A tropical storm is expected to strike within 24 hrs. with sustained winds of 39 to 73 mph.
- **Hurricane Watch** - The alert given when a hurricane poses a threat to a certain coastal area within 36 hrs.

- **Hurricane Warning** - A hurricane is expected to strike within 24 hours with sustained winds of 74 mph or more accompanied by heavy rain and high waves.
- **Storm Surge** - A rise in tide caused by a hurricane as it moves over or near the coastline. It can be much higher than the normal tidal rise, with breaking waves on top.

### **Hurricane Plans and Procedures**

All decisions concerning hurricanes will be made by the First Level Administrators (Vice-Presidents and CEO) at Florida National University. These decisions will be based upon the official notifications originating from the National Hurricane Center.

#### ***Procedures: Before the Hurricane***

In the case of an impending hurricane, the following actions will be taken.

#### **Hurricane Watch:**

1. At the announcement of the "Hurricane Watch", by the National Hurricane Center, the Campus Deans will instruct all personnel to begin the immediate securing of their respective areas in preparation for the possibility of the "Watch" becoming a "Warning".
2. All Campus Deans will place themselves on a 24-hour watch concerning conditions and its effect on personnel and property.

#### **Hurricane Warning:**

1. At the announcement of a Hurricane "Warning", the First Level Administrators will immediately announce to the student body, the faculty, and the media of the closing of the University facilities until further notice.
2. Students can contact their professors or respective campuses for information regarding class cancellations and resumptions.
  - **Hialeah Campus:** (305) 821-3333 Press "0" for the operator to get the most current updates.
  - **South Campus:** (305) 226-9999 Press "0" for the operator to get the most current updates.
  - **Training Center:** (305) 231-3326 Press "0" for the operator to get the most current updates.

School closing will also be noted on the FNU website at [www.FNU.edu](http://www.FNU.edu), SMS Emergency Text, [www.nbc6.net](http://www.nbc6.net) or [www.telemundo51.com](http://www.telemundo51.com)

### **IMPORTANT PERSONNEL INFORMATION REGARDING HURRICANE PROCEDURES FOR STAFF AND ADMINISTRATORS PLEASE NOTE:**

To be certain that the University Body has been alerted to all decisions mentioned in this manual, a sequence of information transmittal must be followed. This procedure will ensure that the most vital information has been appropriately propagated to all departments.

The following actions will be taken:

- A. The University President makes the decision and communicates to the V.P. of Operations;
- B. The Vice President of Operations will notify the Vice President of Academic Affairs, the Campus Deans, the Director of Admissions and the Director of Student Services;
- C. The Vice President of Academic Affairs will notify the Division Heads;
- D. The Division Heads will notify the Department Heads;
- E. Each Department Head will notify the faculty members of his/her department;
- F. The Campus Deans will notify the staff of their campuses.
- G. The Campus Deans will send out an SMS Emergency Text Message
- H. Students may contact their faculty, their respective campuses, or the Office of Student Services for announcements or current updates.



**Hurricane Warning (additional personnel procedures):**

In case of the worsening of the weather situation, the Deans are to secure their families and personal property in the event that they may be needed on campus.

1. After the announcement of a Hurricane "Warning", and the closing of the University facilities, the Campus Deans, in conjunction with the Maintenance Staff, will inspect the entire campus and supervise any needed window boarding, taping, moving of computers, etc. The Campus Deans have the responsibility and authority to make such decisions.
2. Campus Deans should have by now secured family and personal property.
3. With the assistance of the Maintenance Staff, the Campus Deans are to oversee the taking of the following steps:
  - A. Shut and lock all doors and windows.
  - B. Boarding, if necessary, is to be completed.
  - C. Ventilator fans or air conditioning units on rooftops are also covered.
  - D. All air conditioners are shut down.
  - E. Elevators are on the ground floor and shut down.
  - F. Delicate equipment (computers, lab equipment, etc.) are covered, unplugged, and secured.
  - G. Shut off gas lines.
  - H. Shut off Oxygen tanks.
  - I. The Deans will see that each member of the University has secured his area, using the following procedures:
    - Each employee, being responsible for the safety of the various materials used and produced by him/her, will see that his desk is cleared and the materials are safely secured in desk drawers, or in the case of valuable papers, in safes, water/fire proof cabinets, etc.
    - Each employee will see that all file cabinets are locked and, if possible, secured in place.
    - Each employee is responsible for the disconnection of his computer equipment, the securing of it in whatever manner possible, the storing of backup floppy disks, the water-proofing of his/her computer equipment by the covering of the same with plastic covering, etc.
    - Report to the President after completion of the above.

**After the Hurricane**

1. After securing their own family and personal property the Campus Deans and the Maintenance Staff will inspect the campuses to ascertain damage.
2. The state of the campus will be reported to the Office of the President.
3. The First Level Administrators will assess the weather situation together with the reports of the Campus Deans, to determine the time and conditions of the reopening of each campus.

**ACCIDENT REPORT - PERSONNEL VERSION** (please fill both pages)

The U.S. Department of Labor requires this institution to record information about every occupational death; every nonfatal occupational illness; and those nonfatal occupational injuries which involve one or more of the following: loss of consciousness, restriction of work or motion, transfer to another job, or medical treatment (other than first aid). A record must be posted and kept in the establishment for 5 years.

<b>For Employee To Complete</b>		
<b>Employee Name:</b>		
Injury Date:	Time:	Location Where Injured (Campus/Bldg/Unit/Room)
Nature of Injury		Body Part Affected
Explain exactly how injury occurred. ( Attach additional sheet(s) if necessary)		
What was treatment & disposition?		
Name/ Address of physician or Hospital consulted for this injury		
Witness (Title, Dept, Address, Phone, email)		
<b>Employee Signature:</b>		<b>Date:</b>

**ACCIDENT REPORT - PERSONNEL VERSION** (continued)

<b>For Administrator to Complete</b>	
What was employee doing when injury occurred?	
Was occurrence on employer's premises? Yes    No  If yes, where? (Campus/Bldg/Unit/Room)	Has employee returned to work? If yes, give date: _____ Yes    No
Was another person responsible?    Yes                  No  If yes, who? _____	
Investigate accident and indicate contributing factor (s)	
What action has or will be taken to prevent recurrence?	
Additional Comments:	
<b>Supervisor's Signature / Date</b>	<b>Office Ext.</b>

**ACCIDENT REPORT - STUDENT VERSION** (please fill both pages)

Reporting all injuries and accidents is important. Accident reports allow the University to identify and target unsafe situations to ultimately effectuate solutions to prevent future injury and loss. It is also important to report near misses. A near miss is when an accident could have occurred, but for some reason, such as a student catching her fall, the accident or injury was avoided. Near misses and other potential hazards should be reported immediately to the Campus Dean. Reporting a near miss is just as important as reporting an actual incident.

<b>For Student To Complete</b>		
<b>Student Name:</b>		<b>Social Security #</b>
Injury Date:	Time:	Location Where Injured (Campus/Bldg/Unit/Room)
Nature of Injury		Body Part Affected
Explain exactly how injury occurred. (Attach additional sheet(s) if necessary)		
What was treatment & disposition?		
Name/ Address of Physician or Hospital consulted for this injury		
Witness( Title, Dept, Address, Phone)		
<b>Student Signature:</b>		<b>Date:</b>

**ACCIDENT REPORT - STUDENT VERSION (Continued)**

<b>For Administrator to Complete</b>	
What was student doing when injury occurred?	
Was occurrence On campus?  Yes      No	Has the student returned to class? If yes, give date: _____ Yes   No
Was another person responsible?    Yes          No  If yes, who? _____	
Investigate accident and indicate contributing factor (s)	
What action has or will be taken to prevent recurrence?	
Additional Comments:	
<b>Administrator's Signature / Date</b>	<b>Office Ext.</b>

## CAMPUS CRIME REPORT FORM

According to the Higher Education Act, or 20 U.S.C. 1092, now known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (commonly known as the Clery Act), Florida National University must collect certain campus crime statistics. This law applies to certain crimes reported to the police and other campus officials. The details of this report will not be made public. Only the number of crimes occurring will be released. The victim's name will not be released. It is not required for the report, but it will help ensure the crime is not counted twice.

<b>Date of Crime:</b>	<b>Time of Occurrence:</b> <b>AM/PM</b>
<b>Date it was Reported:</b>	<b>Name of Victim:</b>
<b>Location Classification:</b> On-Campus _____ Public Property _____	<b>Name of University Official Receiving Report:</b> Department: _____
<b>Location of Crime:</b> (Please give campus, building name, parking lot area, street name with cross streets or close address or nearby)	
<b>Please give a brief description of the crime to help us classify it. (Use back of page. Attach additional sheet (s) if necessary).</b>	
<b>Crime Being Reported:</b> Murder _____ Forcible Sex Offense _____ Non-Forcible Sex Offense _____ Robbery _____ Aggravated Assault _____ Burglary _____ Motor Vehicle Theft _____ Manslaughter _____ Arson _____ Weapons Possession _____ Drug Abuse Violation / Liquor law Violation _____ Those Requested to be Reported by the University: Domestic Violence _____ Vandalism _____ Disorderly Conduct _____ Vagrancy _____	
Was this a hate crime? _____ If so, please specify basis of crime.....	
Base on: Race _____ Gender _____ Religion _____ Sexual Orientation _____	
Ethnicity _____ Disability of the Victim: _____	
Was an arrest made? <b>If so, list CASE#</b> _____	

**University Official:** Please give a copy of this report to the victim and keep the original for the University records. The original is to be turned in to the Campus Dean immediately.

Another copy must be made for Student Services. **The Campus Dean is the campus-wide authority responsible for reporting the Yearly Crime Statistics to the Department of Education. If you have any questions about classifying a crime or location, contact the Campus Dean or see pages 24-25 of the Safety Manual.**

*Additional space if needed for description of crime:*

## **CLASSIFICATION / DEFINITIONS OF CRIMES THAT ARE REQUIRED BY THE CLERY ACT TO BE REPORTED**

**ARSON:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**CRIMINAL HOMICIDE-Manslaughter by Negligence:** The killing of another person through gross negligence.

**CRIMINAL HOMICIDE-Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**SEX OFFENSES-Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent (i.e., due to the victim's age, mental capacity, or state of intoxication). Includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling (penetration need not occur).

**SEX OFFENSES-Non-forcible:** Unlawful, non-forcible sexual intercourse. Includes incest and statutory rape (sexual acts between a person who is 17 years of age or older and a child under the age of 13).

**ROBBERY:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**AGGRAVATED ASSAULT:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could or probably would result in a serious potential injury if the crime were successfully completed.

**BURGLARY:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with attempt to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**MOTOR VEHICLE THEFT:** The theft or attempted theft of a motor vehicle.



## **THE UNIVERSITY MUST REPORT ARRESTS FOR:**

• **WEAPON LAW VIOLATION:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

• **DRUG ABUSE VIOLATIONS:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine, crack); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, benzedrine).

• **LIQUOR LAW VIOLATIONS:** The violation of laws or ordinances prohibiting: the manufacture, sale, transportation, furnishing, or possession of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Driving under the influence is not included in this definition).

### **CLASSIFYING THE ACT AS A HATE CRIME:**

**Committing any of the above or other crimes because of bias, prejudice, or hatred toward the victim's actual or perceived race, color, creed, national origin, religion, ancestry, sexual orientation, physical disability, mental disability, and/or gender will categorize that crime as a Hate Crime for statistical and legal purposes. Bias, prejudice, or hatred must be the motivation for committing the crime as evidenced by such things as racial or other slurs, comments, actions (i.e., burning a cross), or graffiti. Racial or other slurs alone, however, do not constitute hate crimes**

### **Those requested to be reported by the University**

**DOMESTIC VIOLENCE:** Physical or psychological abuse, threats, intimidation, or harassment inflicted by a family member, significant other in a dating relationship, household member (i.e., roommates, etc.), or caretaker relationship. Again, persons need not be married or living together and the perpetrator can be of the same sex/gender as the victim.

**STALKING:** Being followed or under surveillance on at least two occasions that have been reported to the police and at any time being threatened with or possessing a reasonable fear of bodily harm, sexual assault, confinement, or restraint by another person(s).

**DISORDERLY CONDUCT, VANDALISM, or VAGRANCY-** Any activities that disrupt lectures or create a disturbing campus atmosphere are acts that may predict forthcoming, preventable incidents.

## REFERENCES

A variety of resources were used in the making of the Florida National University Safety Manual. The previous versions were updated with additional information from resources such as the ones listed below.

Bristol, Virginia Schools. *Universal Precautions*. Retrieved August 13, 2002, from <http://www.bristolvaschools.org/highland/universalprecautions.htm>

FEMA (Federal Emergency Management Agency) Library. *Emergency Management Guide for Business and Industry*. Retrieved August 13, 2002, from <http://www.fema.gov/library/biz3.shtm>

Florida Department of Health and Human Services. Bureau of Radiation Control. *Radiation Control*. Retrieved August 20, 2002 from <http://www.doh.state.fl.us/environment/radiation/>

Kentucky Center for School Safety. *Emergency Management Guide Template*. Retrieved August 13, 2002, from <http://www.kysafeschools.org/clear/issues/EMG.html>

My Florida website of local resources. Retrieved August 15, 2002 from <http://www.myflorida.com/>

Peralta Community University. *Emergency First Aid Information*. Retrieved August 13, 2002, from <http://www.peralta.cc.ca.us/coa/handbook/c3.htm>

The Florida Inland Navigation District. *Hurricane Manual for Marine Interests*. Retrieved August 13, 2002, from <http://www.aicw.org/>

U.S. Naval Hospital Rota. *Safety Forms for Employees*. Retrieved 8/16/02 from [http://rotawww.med.navy.mil/Safety/Supervisor\\_Safety\\_Page/Safety\\_Forms\\_for\\_Employees/safety.ht](http://rotawww.med.navy.mil/Safety/Supervisor_Safety_Page/Safety_Forms_for_Employees/safety.ht)