

CABARRUS COLLEGE OF HEALTH SCIENCES

EMERGENCY PREPAREDNESS AND SAFETY

FILING NO: 07-04

ORIGINATION: 11/98

Diann Guyde
CHANCELLOR

DATE: 3/23/2010

LATEST REVIEW DATE: 8/7/2009
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REVIEWER:
Administration - 8/7/09
Policy & Procedure Committee - 8/7/09
Policy & Procedure Committee - 3/23/10 (moved from
Administrative)

PURPOSE

To ensure a safe and secure college environment.

DEFINITIONS

Cabarrus College defines emergency situations as:

1. Fatal or life threatening incidents occurring on a campus, involving students, employees or members of the public when injuries require medical attention.
2. Violence of a major nature, occurring on or in close proximity to College property, which might endanger life or interfere with College activities.
3. Reports of illness, involving humans of an epidemic or pandemic nature.
4. Reports of outbreaks of illness or injury due to food poisoning or consumption of similar products distributed on College property.
5. Environmental incidents, including major spills or major air emissions.
6. Explosions.
7. Natural disasters, including fire, flood, hurricane, or tornado or other weather-related disasters.
8. Infrastructure failure such as heating, A/C, water or sewer.
9. Other timely warning notifications covered under the Clery Act or notifications deemed appropriate by the Chancellor, i.e. **any crime** that poses a continuing danger to the campus community. Such decisions will be made on a case-by-case basis.

POLICY

Cabarrus College follows CMC-NorthEast's emergency preparedness and safety policies and procedures.

PROCEDURE

The College has additional procedures as follows:

A. Safety and Prevention

1. Fire drills will be conducted annually the dates of which will be coordinated with CMC-NorthEast's Facilities Management Services and the Concord Fire Department.
2. An evaluation of each drill will be conducted by the College's Safety Committee.
3. Fire safety is a topic presented at new student and new employee orientation.
4. The corporate "Emergency Condition and Basic Staff Response" cards are visibly located in strategic locations in the College:
 - a. Secretary offices on all 3 floors (Rooms 133, 203, 356,)
 - b. Science labs (Rooms 303, 304)
 - c. Continuing Education office (Room 307)
 - d. Student kiosk in the Hayes Pavilion
5. The College's "Emergency Response" sheets (yellow) provide a quick reference for many types of emergencies and are to be visibly located in each of the classrooms, labs, secretaries' offices, and in the Hayes Pavilion.

6. Orange Fire, Security, Police stickers are to be on each phone in the College building.
7. Red "In Case of Fire" cards are to be visibly located in each office in the College building.
8. Students and personnel are provided with opportunities to know the building's evacuation routes and the location of fire alarm pulls, fire extinguishers, and automated electronic defibrillator (AED) device.
9. Material Safety Data Sheets (MSDS) are to be located in the yellow notebooks in the science lab, the OTA lab, and in each secretary's office.
10. Equipment tests are to be completed as scheduled for the eye wash station, the safety shower, and the Automated Electronic Defibrillator (AED).
11. The automated emergency contact system, Contact Now, will be tested in the fall and spring semesters.
12. The NOAA weather alert radio, located in the faculty/staff mailroom, will be monitored.

REFERENCE

Filing No: 01-24 Emergency Response

CMC-NorthEast Safety Management Program policy Filing No: 26-01

CMC-NorthEast Safety Education Program policy Filing No: 26-09-01

CMC-NorthEast Off Campus Department and Clinics policy Filing No: 26-12-03

CMC-NorthEast Emergency Condition and Basic Staff Response document

CMC-NorthEast Utility/Equipment Failures and Basic Staff Response (On/Off Campus)

Cabarrus College "Emergency Response" sheets