



**OUR LADY  
OF THE LAKE  
COLLEGE**

*Franciscan Missionaries of  
Our Lady Health System*

**Safety Plan**  
**April 2006**

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**OUR LADY OF THE LAKE COLLEGE**

**SAFETY PLAN MANUAL**

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# **OUR LADY OF THE LAKE COLLEGE**

## **SAFETY PLAN**

### **PURPOSE**

The purpose of the Safety Plan is to provide guidelines for faculty, staff, and students to use in ensuring an environment that is free from physical and environmental hazards and to outline procedures to be followed in the event of emergencies. The plan is comprehensive in scope, periodically reviewed, and available to employees and students.

### **SAFETY COMMITTEE**

#### **A. Purpose**

The purpose of the Safety Committee is to develop, operationalize and monitor a comprehensive safety plan.

#### **B. Organization**

Members of the committee are assigned by the President's Council and should include the Director of Campus Health & Safety, representatives from each campus building, and at least one faculty member from a clinical program and one faculty member from a non-clinical program. The Student Government Association will be contacted to assign a student representative. A representative from the President's Council shall serve as ex-officio. The Director of Security Services and the Safety Officer at Our Lady of the Lake Regional Medical Center will be invited to attend all committee meetings.

To foster the FMOL mission and core values, the Peace Prayer of St. Francis will be read by the Committee members at the start of each meeting. The committee shall meet as necessary, but no less than twice per year, preferably once during the fall term and once during the spring term. Written minutes shall be maintained.

#### **C. Functions**

1. Identifies needs and develops safety goals for the College.
2. Assures implementation of safety policies, procedures and practices.
3. Monitors adherence to safety policies, procedures and practices.
4. Coordinates safety activities with the safety officer of Our Lady of the Lake Regional Medical Center.
5. Reviews occurrences of safety infractions and unsafe practices and recommends remedial action.

6. Coordinates the development and implementation of safety education programs.
7. Evaluates the safety plan and education program on an annual basis and revises same as necessary.

**D. Employee/Student Orientation**

All newly hired employees and newly enrolled students will be provided appropriate components of the Safety Plan during their respective orientation to the College. This information is included in the "Campus Safety and Security Booklet" which is distributed college wide every August and at all New Student Orientation and New Faculty Orientation programs.

**GENERAL SAFETY RULES**

1. Observe all safety regulations.
2. Report any unsafe conditions or defective equipment
3. Report all accidents immediately.
4. Walk, don't run, especially in stairwells.
5. Open doors slowly.
6. Don't block doorways, stairwells or emergency exits.
7. Do not lift or move heavy objects without assistance.
8. Do not pick up broken glass. Ask for assistance from the custodial staff.
9. Handle electrical equipment with dry hands. Switch off equipment before unplugging it.
10. Use a stepladder or stool to reach high objects. Do not use a chair, desk, etc.
11. Do not cause trip hazards with extension cords, telephone lines or power cords.
12. Transport equipment, books, and supplies using proper carriers.
13. Know the location of all fire alarm switches.
14. Know the location of the smoke detectors.
15. Know the location of all fire extinguishers.
16. Know how to activate fire extinguisher.
17. Study the evacuation plan posted in the hallways.
18. Walk on sidewalks.

**RULES TO PREVENT CRIMES**

1. Never expose valuables or cash.
2. Do not walk alone, especially at night.
3. Select a secure parking spot.
4. Park on lighted, populous locations.
5. Lock all doors on your car when exiting.
6. Do not accept unsolicited help from strangers.
7. Call Security if you need an escort (765-8825).

8. Report all concerns about campus safety to the College Administration. (768-1700)
9. Students on clinical at other facilities may ask the security guards at those facilities for an escort if they feel unsafe.

## **I. SAFETY PLAN OVERVIEW**

In an emergency situation, all personnel are responsible for:

- Recognizing and reporting an emergency
- Warning others in the area
- Taking safety and security measures
- Evacuating safely

Isolation of the incident scene must begin when the emergency is discovered. If possible, the discoverer should attempt to secure the scene and control access, but no one should be placed in physical danger to perform these functions.

Basic safety measures include:

- Closing doors or windows
- Establishing temporary barriers with furniture after people have safely evacuated
- Dropping containment materials (absorbent pads, etc.) in the path of leaking materials
- Closing file cabinets and desk drawers.

Only trained personnel should be allowed to perform advanced security measures. Access to the facility and the incident scene should be limited to persons directly involved in the response.

**The College Emergency Response Team** will be called upon to coordinate response plans to emergency events. The team will consist of the College President, Vice Presidents, Deans or designees, a representative from each building, Director of Campus Health & Safety, Executive Director for Planning and Information Services, Director, Administrative & Academic Computing, and the executive secretary to the President. Each member will have at least 2 backup persons for representation in emergencies. Each team member will have emergency ID designating them as essential personnel.

## **II. EMERGENCY COMMUNICATION & RESOURCES**

Maintaining communication can be critical in an emergency. A Disaster phone tree is updated and distributed annually by the President's office. The College President, Vice Presidents or their designees may activate the disaster phone tree to communicate emergency information. An emergency hotline (225-490-1600) has been established as a means of campus community notification during emergencies. A notice will also be placed on the college website.

E-mail, radio and television news announcements will also be utilized to notify the college faculty, staff and students of emergency closure of the campus. Representatives from College Administration will maintain contact with the media during emergencies.

**Important Communication Procedures:**

1. When reporting emergencies, always give location using the physical address rather than the name of facility. For example, report “7434 Perkins Road” rather than “OLOL College” or “Administration Building”.
2. After making emergency calls to any agency, always notify the main campus receptionist of the emergency as well. This is important for accurate follow through with authorities.
3. If phones are not working, try personal cellular phones or two-way radios from disaster supply kit.

**Report Campus Emergencies to:**

**Tracer Security 765-8825**

**Baton Rouge City Police 389-2000**

**East Baton Rouge Sheriff 389-5000**

<b>Other Emergency Numbers</b>	
Emergency (fire, police, ambulance)	911
Tracer Security	765-8825
Office of the Dean of Students	768-1713
Sonitrol (Alarm Company)	923-3700 or 924-7000 option 1
Office of Health & Safety	768-1755
Counseling Services	768-1713
Plant Services	765-8834
Stop Rape Crisis Center	383-7273
The Phone (24-hour crisis line)	924-5781
Poison Control	1-800-256-9822
OLOLRMC Safety Officer	765-8329
OLOL Regional Medical Center	765-6565
Louisiana Department of Homeland Security and Emergency Preparedness	389-2100
Louisiana State Police	*LSP

**III. EVACUATION**

The first priority during an emergency is protecting the health and safety of everyone in the facility. Evacuation is a common means of protection during an emergency. In the event that an evacuation is necessary, all college buildings are equipped with emergency lighting and lighted exit signs. Exit routes are posted in hallways.

Hallways must remain clear and unobstructed at all times. If an evacuation has been ordered, please notify those in neighboring offices, conference rooms and classrooms. As you exit the building, make sure rooms are evacuated and assist persons with disabilities. When you exit the building, assemble in the parking lot away from the building and assist in accounting for faculty, staff and students. Await clearance by OLOL Security before re-entering the building.

#### IV. SHELTER IN PLACE

During certain emergency situations, particularly **chemical releases, radioactive material releases and some weather emergencies**, you may be advised to “Shelter in Place” rather than evacuate the building. Rooms have been designated in each building to serve as shelters. The exit route maps posted in each building show the designated shelter areas. Disaster supply kits are available in each building to be used during shelter in place situations.

##### Procedure:

1. Go or stay inside the nearest building.
2. Do not use elevators.
3. Shut and lock all windows and doors.
4. Turn off the heat, air conditioning or ventilation system, if you have local controls for these systems. Some buildings have ventilation systems that are controlled centrally by their Maintenance Department
5. Quickly locate supplies you may need, e.g., food, water, radio, etc. Retrieve the disaster supply kit.
6. If possible, go a room or corridor where there are no windows. In the event of a chemical release, go to an above-ground level of the building, since some chemicals are heavier than air and may seep into basements even if the windows are closed. In the event of a tornado threat, go to a basement or lowest level.
7. If possible, monitor for additional information via radio or television for further instructions.
8. Do not call 911 unless you are reporting a life-threatening situation.

Additional steps to be taken if materials are available:

- In the event of a chemical, biological or radioactive material release requiring “Shelter in Place”, seal doors and windows with duct tape and/or plastic sheeting.
- Cover cracks under doors with damp towels.
- If you are directed to shut off utilities, notify Plant Services at 765-8834 to perform that task.

When the “all clear” is announced by emergency officials:

- Open windows and doors.
- Turn on heating, air conditioning or ventilation system.
- Go outside and wait until the building has been vented.

## V. FIRST AID AND DISASTER SUPPLY KITS

First aid kits and Disaster supply kits are located in each campus building and at the Shreveport and New Orleans offices of the College. The First aid kits can be accessed in any emergency and are restocked each semester. The disaster supply kits are to be accessed during shelter in place situations and are restocked annually.

The disaster supply kits are maintained by each receptionist and include: AM/FM battery operated radio, heavy-duty flashlight, two-way radio, duct tape, plastic sheeting, first aid kit and extra batteries.

## VI. FIRE SAFETY

Fire is the most common of all hazards. Monitored fire alarm systems and/or smoke detectors are located in all classroom buildings. The Administration building is equipped with smoke detectors.

There are three classes of fire. The fire extinguishers located in the college may be used on all three classes of fire. Fire extinguishers are inspected annually under contract managed by Plant Services.

### Smoke and Fire Containment:

Fire burns because of three elements: Ignition, Fuel and Oxygen. Take away any one of these elements and the fire is extinguished.

The basic techniques are:

1. Extinguish or control the fire by using available fire extinguisher. Never try to use a water hose. Do not attempt to fight a fire if it endangers your life.
2. If it is impossible to subdue the fire, the door should be closed.
3. Place wet linens or blankets at the base of the doors to help confine the smoke and fire.
4. In the event of intense smoke, lie down on the floor and have others do the same. Crawl on hands and knees beneath the smoke to safety.
5. Never open a door that feels hot to touch.
6. Use stairs, not elevators to evacuate.

### Procedure if a fire is discovered or suspected:

Fire **outside** the building:

- A. If the fire is **not** a threat to the building, call the fire department directly to report the fire. Notify plant services at 765-8834 and security at 765-8825.

- B. If the fire *is* a threat to the building, pull the nearest fire alarm and proceed as below.

Fire *inside* the building:

- A. PULL THE NEAREST FIRE ALARM. If the alarm fails to operate, warn others by knocking on doors and/or shouting, "*FIRE!*"  
On Executone phones, lift handset and dial 60 to make announcement.
- B. NOTIFY Security at 765-8825 if fire occurs after normal business hours.  
NOTIFY College Administration Office if fire occurs during normal business hours: Dial 1700 (Administration Building should dial 1750) – if line is busy, press 2 -- and give the location of the fire. Forward the phone line to 1700 before evacuating the building.
  - 1. Procedure to forward phone lines:
    - a. Press top middle button of the soft keys (upper row) "FWD"
    - b. Press far right button of the soft keys "OPER"
  - 2. This will forward the line to main number (1700) and a "\*" will appear beside the middle soft key "\*FWD" as long as line remains forwarded.
  - 3. To undo the forward command, press top middle soft key again. Now the "\*" will be gone and calls may be received at your station.
- C. CLOSE ALL DOORS Especially doors to fire area. Also clear corridors.
- D. FIRE EXTINGUISHER An extinguisher may be used for a small, contained fire.
- E. EVACUATE Go to the nearest exit and evacuate the building. Do NOT use the elevators.
- F. ASSEMBLE In a safe area away from the building and away from fire equipment. Follow the instructions of OLOLRMC Security.

**Directions for use of fire extinguishers:**

**Fire extinguisher use -- P.A.S.S.**

**P** Pull out the lock ring

**A** Aim nozzle at base of fire (stand back 6-8 ft.)

**S** Squeeze the handles together

**S** Sweep side-to-side until fire goes out

1. **PULL:** Hold the fire extinguisher upright and pull the pin.
2. **AIM:** Stand back 8 feet from the fire and aim the extinguisher nozzle at the base of the fire.
3. **SQUEEZE:** Squeeze or press the handle.
4. **SWEEP:** Sweep from side to side at the base of the fire until it is out.

## **FIRE DRILL**

Fire drills are conducted periodically by the Director of Campus Health and Safety and the Alarm Company contracted by Our Lady of the Lake Regional Medical Center. The purpose is to familiarize the occupants of the College with the procedure for responding to a fire in one of the College buildings. This will assist them to become familiar with the sound of the alarm, location of exits, and fire extinguishers.

### **Directions for fire drill:**

1. Pull the nearest fire alarm pull station.
2. Notify the Nursing Building office (ext. 1750), or Administration Building (ext. 1700), and give location of the fire. If line is busy, dial 2
3. Close all doors in classrooms and offices as you exit.
4. Bring fire extinguisher to the "fire scene," but Do Not Activate.
5. Evacuate building and assemble in an appropriate area a safe distance from building and/or follow instructions of Our Lady of the Lake Security.

## **VII. HAZARDOUS MATERIALS SAFETY**

All department heads and supervisory personnel are responsible for ensuring their personnel are prepared to properly respond to the spill of a hazardous material and properly dispose of hazardous waste.

### **General Guidelines**

In the case of a chemical spill, the Material Safety Data Sheet for that material should be quickly obtained and proper procedure followed. Material Safety Data Sheets are maintained in a binder located at the main copier in each building. The Chemistry Lab and Radiology Lab have additional MSDS sheets for the materials used in their respective areas.

All labs have emergency eyewash and skin flush stations as well as red hard-sided puncture-proof sharps containers and biohazard disposal receptacles. The sharps boxes and biohazard bags are disposed in biohazard boxes that are centrally located in Health Sciences, Nursing, HCI, and Science Buildings. The biohazard waste boxes are picked up by an appropriate medical waste disposal company every six months or as needed.

### **Hazardous Waste Guidelines for Specific areas of the College:**

#### **Radiologic Technology Program**

The Radiologic Technology program follows the policies and procedures of OLOLRMC in the management of radioactive materials. Documentation is maintained by the Radiologic Technology program director.

### **Science Labs**

Organic wastes are collected in a 30 gallon EPA approved plastic drum located in the chemistry lab. Laboratory faculty members are the only persons to dispose of waste in this drum. A profile of the waste disposed in the drum will be maintained by the Science Lab Coordinator. The drum is picked up by an appropriate chemical waste disposal company annually or as needed. A hazardous waste manifest is provided to the College at the time the drum is picked up and again when the waste has been disposed of by the chemical waste disposal company. The manifests are maintained by the Science Lab Coordinator and are available for review.

### **Nursing Skills Labs**

The nursing skills labs are equipped with sharps containers, biohazardous waste receptacles, and emergency eye wash stations. Sharp boxes and biohazard bags are picked up an appropriate medical disposal company every six months or as needed.

The nursing skills labs contain wall attached sharp boxes that are changed when they are full. Students are instructed to only dispose of needles, syringes, lancets and any other type of small sharp medical items in the sharp boxes.

Students are instructed to only use biohazard bags for the disposal of blood glucose chemstrips and other items contaminated by bodily fluids.

## **VIII. MEDICAL EMERGENCIES, ACCIDENTS, AND INJURIES**

This procedure should be followed involving any medical emergency, accident or injury occurring on College property, whether it involves a member of the College community or visitor. The term accident is defined as any unforeseen incident during which a person sustains physical injury.

### **Procedure:**

#### Serious Injury or Illness

1. Make arrangements for providing first aid.
2. Contact Security (765-8825)
3. Notify the Director of Health and Safety or VP of Administrative and Support Services.
4. Call "911" for serious injury or life threatening situation.
5. The person will be transported by EMS to Our Lady of the Lake Regional Medical Center Emergency Care Unit.
6. Do not move the person if the injured person is in severe pain or has possible fracture.

7. Administer CPR if breathing is inadequate or absent, or if there is no pulse.
8. A College Incident Report must be completed and sent to the Emergency Care Unit as soon as possible.

#### Minor Injuries or Illness

1. The Director of Health and Safety can manage minor injuries or ailments. Minor injuries are considered small cuts, abrasions, bruises and sprains.
2. The Director of Health and Safety will request completion of an Incident Form.

#### "Clean" Needle Stick Protocol:

In the event of a "clean" needle stick in the skills lab setting:

1. First aid is to be rendered to the injured person.
2. Refer student to follow up in the OLOLRMC Emergency Care Unit or with the student's personal physician.
3. Details of the incident and the referral made must be documented on a college incident report.
4. Route the incident report to the College Health & Safety Office.
5. Needle sticks in any other setting should follow the full exposure control protocol of OLOLRMC.

#### **Reporting of Variance/Injury**

A variance is any occurrence, which deviates from policy or procedure of the college or hospital, interrupts orderly college activities, or exposes the college to risk. Risk is defined as an economic, property and/or community relations loss. Any variance observed or discovered by an employee must be reported. The Vice President of Administrative and Support Services shall be immediately notified of variances. If injury is involved, arrangements for providing first aid should be initiated without delay. The furnishing of first aid should never be delayed pending preparation of the corresponding "Incident Report." First Aid is defined as that care which is provided in the Emergency Care Unit of OLOLRMC and does not include any services for follow-up care or admission.

#### **Visitor Variance**

1. A visitor is defined as a non-employee and may include students.
2. Any variance involving a visitor will be documented on the form titled "Incident Report." Complete the identifying information of the Incident Report as to identification, date, location of variance, environmental condition and any witnesses.
3. After signing the form, route it to the College Office of Health & Safety.
4. The visitor is to be offered first aid, which he/she has the right to refuse. If the visitor wishes to receive treatment, escort the visitor to the Emergency Care Unit with the completed Incident Report. An injured visitor will be referred to his private physician or call for follow-up treatment at the visitor's expense.

5. Emergency Care Unit treatment is not routinely extended as a courtesy to visitors fainting or becoming ill on the premises. A sincere effort will be made to extend assistance and exhibit professionalism toward the injured party.
6. Statements or conjectures regarding possible liability, fault or responsibility should not be made. All questions should be referred to the General Counsel of Our Lady of the Lake Regional Medical Center for appropriate communication.

All incidents will be reviewed by the Safety Committee on a periodic basis to identify any contributing factors that may need to be resolved to prevent future incidents.



**OUR LADY  
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**STUDENT, EMPLOYEE, VISITOR INCIDENT REPORT FORM**

**INSTRUCTIONS:** This form is to be completed for any injury, incident, or unusual occurrence involving a student, employee, or visitor on the College premises or on assigned clinical rotation site.

Time and Place of Occurrence	Place: _____ Department: _____ _____ 20 _____ Time: _____ m								
Name of Student, Employee, Visitor	Full Name: _____ Address: _____ _____								
Patient Name (if applicable)	Full Name: _____ Rm. #: _____ Attending Physician: _____								
Witnesses	<p>IMPORTANT: Give full name and address of every individual who witnessed incident.</p> <table border="0"> <tr> <td style="text-align: center;">Names</td> <td style="text-align: center;">Addresses</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </table>	Names	Addresses	_____	_____	_____	_____	_____	_____
Names	Addresses								
_____	_____								
_____	_____								
_____	_____								
Description of Incident/ Injury	<p>Describe incident clearly and concisely mentioning contributing factors. For incident involving student, instructor should also describe incident as observed or as related to instructor. (Use back of page if more space is needed.)</p> <p>_____</p> <p>_____</p> <p>_____</p>								
First Aid and/or Medical Treatment	<p>Was first aid provided? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Was student/employee/visitor seen by physician? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Was lab work required? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Date of medical examination: _____</p> <p>Follow-up treatment required? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, describe: _____</p> <p>_____</p> <p>_____</p>								

Signature of Preparer: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

## **IX. REPORTING HEALTH OR SAFETY HAZARDS**

Communication of potential health or safety hazards related to physical plant problems:

### During regular hours 8-5 Mon-Fri:

- 1) Physical plant problems are to be reported to the appropriate administrative secretary.
- 2) The administrative secretary will request repair by placing a work order utilizing Dynacom. A college contact name and number will be included in the work order.
- 3) The administrative secretary will notify the Health & Safety Director if the problem is related to a potential health or safety hazard or threatens the comfort or well being of faculty, staff, or students.
- 4) The Director of Health & Safety will follow up that a repair has been or will be completed in a timely manner.
- 5) The Health & Safety Director will communicate details to the Vice President of Administrative and Support Services.
- 6) If repair cannot be completed in a timely manner, the Director of Campus Health & Safety will notify the Vice President of Academic Affairs for possible relocation of classes.

### After hours & weekends:

- 1) If a physical plant problem is noted after hours and an administrative secretary is not available, faculty may report problems by phone to the appropriate OLOLRMC department for repair.
- 2) It is necessary to communicate directly with the Vice President of Academic Affairs if relocation of classes is indicated.
- 3) In order to ensure follow up that repair has been completed, it is also necessary to communicate by voice mail or e-mail to the appropriate administrative secretary that a repair request has been made. Include details of problem, to whom it was reported as well as the date & time it was reported.

## **X. SAFETY IN THE SCIENCE LABS**

### Minimum Laboratory Safety Attire

Applies to: Mandatory for all Wet Lab students and faculty

Policy: To prevent accidental exposure of eyes and most of the skin in the event of a spill or explosion in the lab, the minimum safety attire for all wet labs is as follows:

1. Safety Glasses
2. Lab Coats (worn buttoned)
3. Long pants, preferably jeans, slacks or OLOLC scrubs for those students in clinical programs; no shorts, capris or short skirts.
4. Closed-toe-shoes, preferably leather tennis shoes worn with socks.
5. Hair longer than shoulder length should be pulled up in a clip or ponytail.
6. Excessive jewelry is not permitted, including dangling earrings or necklaces, heavy chains, noisy bracelets, large rings.

Individual instructors are responsible to enforce the policy on lab attire.

### Wet Lab Safety Protocols:

#### BIOL 281

Many of the organisms used in BIOL 281 are “opportunistic” pathogens and can cause disease (even death) under certain circumstances. For that reason, and also because many of the substances in any laboratory are toxic, flammable or potential carcinogens, the following protocols must be strictly adhered to for the safety of faculty, staff and students. These protocols are reviewed with students at the beginning of the wet lab course. Students are required to read and sign the protocol prior to beginning any laboratory work.

1. Do not eat, drink, smoke, use smokeless tobacco or store food in the laboratory. Avoid all finger to mouth contact.
2. Never mouth pipette, because of the danger of ingesting microorganisms or toxic chemicals
3. Wear a laboratory coat while in the laboratory. Lab coats shall be worn buttoned.
4. Wear safety glasses in the laboratory AT ALL TIMES.
5. Short pants are not allowed, students must wear long pants.
6. Open-toed shoes are not permitted in the laboratory.
7. Wipe down the bench surface with disinfectant before and after each lab period.
8. Tie long hair back to prevent it from catching fire in the Bunsen burner or contamination cultures.
9. Keep the workbench clear of any unnecessary books or other items.
10. Be careful with the Bunsen burner. Make sure that paper, alcohol, the gas hose, and your microscope are not close to the flame.
11. Be sure the gas to the burner is turned off before leaving lab.
12. All contaminated material and cultures must be placed in the proper containers for disposal or washing. Do not flush bacterial cultures down the sink.
13. If a culture is dropped and broken, notify the instructor. Cover the contaminated area with a paper towel and pour disinfectant over the material. After 10 minutes, place material in appropriate disposal container.
14. Carefully follow the techniques of handling cultures as demonstrated by the instructor.
15. Be sure you know the locations of the fire extinguishers, eyewash apparatus, and other safety equipment.
16. Do not directly smell any fungal cultures, or inhale deeply near growing fungus.
17. Never leave an experiment while it is heating or while the Bunsen burner is on.
18. Treat all organisms as if they were pathogens
19. Report any accident, no matter how minor, to your instructor at once.
20. Wash your hands with soap and water after any possible contamination and at the end of the laboratory period.

#### CHEM 104

The following safety rules are reviewed with students. A safety agreement with the same

information must be read and signed by students prior to working in the labs.

1. Wear safety goggles or glasses at all times.
2. Wear lab coat at all times.
3. Know the exact location and operation of all safety equipment.
4. Never work alone in the laboratory and never work without an instructor in the lab.
5. Do only the experiments assigned by the instructor.
6. Wear clothing that is suitable for the laboratory and provides maximum possible protection.
7. Properly ties back long or loose hair.
8. Stores such things as purses, book sacks, and coats in areas that will not interfere with normal laboratory traffic.
9. Never eat, drink, smoke, chew gum, or apply cosmetics in the laboratory.
10. Dispose of all waste materials in the proper disposal container.
11. Help to keep the laboratory clean at all times.
12. Use a fume hood when directed to do so.
13. Wears gloves during experiments if directed to do so.
14. Use good judgement and care when working in the laboratory.
15. Avoid touching hot objects.
16. Read the labels on reagent bottles and container to make certain that they contain the appropriate chemicals for the experiments.
17. Wash hands thoroughly before leaving the laboratory.
18. Immediately report all physical and chemical injuries to my laboratory instructor, no matter how minor the injury seems.

#### Laboratory Incident Protocols, Equipment Handling and Waste Disposal

1. If chemical substances of biological hazards are splashed into the eyes, the eyes should be immediately flushed for 10 minutes at the eye wash station.
2. If chemicals (acids/bases) are spilled on the skin, the area must be rinsed immediately with water for 10 minutes.
3. If biological agents are spilled on the skin, the area must be washed with copious water and antibacterial soap.
4. If a large chemical spill occurs on clothing or skin, the person should be doused with large volumes of water by using the safety shower. Remove contaminated clothing.
5. All sharps and glass materials are to be discarded in red hard-sided puncture-proof sharps containers.
6. All biological hazards are to be disposed of in the specially designated biohazard containers.
7. All biological hazard containers are disposed of by Stericycle (a medical waste pick-up service)
8. All organic chemicals and chemicals with hazardous vapors/fumes must be used underneath a chemical hood.
9. All biohazardous biological (human) specimens must be handled under a biological hood having a HEPA filter.

10. Most acids and bases used in the lab can be safely disposed of by washing it down the sink with copious amounts of running water.
11. Organic chemicals for disposal are separated into a specially labeled container always stored under the chemical hood.
12. Any serious injury or chemical exposure incident is to be followed up by an immediate visit to ER and a college incident report.

### Laboratory Safety Equipment

The science labs are equipped with the following safety equipment:

1. safety shower
2. eye wash
3. fire blanket
4. fire extinguishers
5. fire alarm
6. Class II A/B biologic safety hood with HEPA filter
7. Chemical fume hoods
8. Sharps containers
9. Biohazardous waste receptacles
10. Organic waste drum
11. General chemical spill clean-up kit
12. Mercury spill clean-up kit
13. First aid kit
14. Special explosion proof chemical storage cabinets for all acids, bases, flammable chemicals, and organics.

## **XI. VIOLENCE, THREATS AND HOSTILE ACTS**

The following guidelines should be followed in the event of a real or potential hostile act or threatening situation or confrontation involving yourself, co-worker, or student(s). The Vice President for Administrative & Support Services is to be immediately notified of all variances.

### **PHONE THREATS**

1. Remain calm.
2. Speak slowly to the individual(s).
3. Following disconnection, notify the Vice President, Administrative & Support Services and OLOLRMC Security. A College *Incident Report Form* is to be completed following the incident and filed in the Office of Health and Safety.

### **BOMB THREAT**

#### **Suspicious Objects**

1. Report suspicious objects to Security at 765-8825. **DO NOT MOVE, JAR OR TOUCH THE OBJECT OR ANYTHING ATTACHED THERETO.**

2. Our Lady of the Lake Security will conduct search on College premises as well as any other agency deemed necessary by Our Lady of the Lake Security.

**Bomb Scare or Threat**

1. Prolong the conversation as long as possible.
2. Note the exact time.
3. Be alert for background noises such as music, aircraft, or any sound which might give a clue as to the origin of the call.
4. Note distinguishing voice characteristics.
5. Ask when and where the bomb will explode.
6. Complete the Bomb Threat Report Form.
7. Remain on duty until questioned by an explosive control specialist.

**Notification of Personnel and Authorities.**

1. Notify the College President (in the President's absence, notify Vice President for Academic Affairs or Vice President for Administrative & Support Services or, in their absence the Vice President for Career Training).
2. Call Our Lady of the Lake Regional Medical Center Security at 765-8825.
3. Call Plant Services at 765-8834.
4. Notify Director of Campus Health and Safety (Ext. 1755).

**Search of the Premises**

1. Our Lady of the Lake Security will conduct search on College premises as well as any other agency deemed necessary by Our Lady of the Lake Security.



**BOMB THREAT REPORT FORM**

1. Time and date reported:
2. How reported:
3. Number at which call is received:
4. Questions to ask:
  - A. When is bomb going to explode?
  - B. Where is bomb right now?
  - C. What kind of bomb is it?
  - D. What does it look like?
  - E. Did you place this bomb?
  - F. Where are you calling from:
5. Description of caller's voice:
  - A. A. \_\_\_ Male \_\_\_ Female \_\_\_ Young \_\_\_ Middle Age \_\_\_ Old
  - B. Accent:
  - C. Tone of voice:
  - D. Is voice familiar?
  - E. Who did it sound like?
  - F. Other voice characteristics:
6. Background noises:
7. Time caller hung up:
8. Exact wording of the threat:
9. Name, title, and department of person receiving the call:  
(Forward to President's Office.)

**DO NOT HANG UP UNTIL THEY DO.**

## ON-SITE THREATS OF VIOLENCE OR HOSTILE ACTS

1. Remain calm.
2. Speak slowly to the individual(s).
3. If able to use the telephone, call a receptionist in your building and ask her to call "Doug" at 765-8825. The receptionist will then call OLOLRMC Security who will respond by sending personnel to the location.
4. If unable to use the phone and if able to make contact with a co-worker, ask them to call "Doug" at 765-8825. Security will respond by sending personnel to the location. By calling for Security in this manner, you will help to avoid engaging other personnel in the confrontation.
5. A College *Incident Report Form* is to be completed following the incident and filed in the Office of Health and Safety. Security personnel may assist in the completion of this form. This form is to be completed whether the threat occurs via the telephone or in person.

## HOSTAGE SITUATIONS

If a hostage situation occurs and you are not a hostage, don't become one. Move away from the scene quickly and warn others. Report the situation to Security (765-8825) and call "911." Do not give information to public media. The President of the College or her designee will handle this.

If you become a hostage, some important things to remember are:

1. Do not be a hero. Accept your situation and be prepared to wait.
2. The first 15 to 45 minutes are the most dangerous. Follow the instructions of your captor. The longer you are together, the less likely the captor will hurt you.
3. Do not speak unless spoken to and only if necessary. Try to be friendly if possible, but not phony.
4. Try to get rest. Sit if you can. If the situation goes for a long period of time, try to sleep if you can.
5. Do not make suggestions to the hostage taker.
6. Do not try to escape unless you are absolutely sure you can make it, and even then, rethink it before you try.
7. If anyone needs special medication, inform your captors.
8. Be observant of everything you see and here. Try to memorize the number of captors, their descriptions and conversations, weapons carried, etc. Try to be observant of physical characteristics of the captors, size, distinguishing features, accents, etc.
9. If you are permitted to speak on the phone be prepared to answer only "yes" or "no" to questions asked by police.
10. Do not be argumentative; try to put forth a cooperative attitude.

11. Do not turn your back on your captors unless directed to do so, but do not stare at them either. Eye contact can be good. People are less likely to harm someone they are looking at.
12. Be patient.
13. If you believe a rescue is taking place or you hear a noise or shooting, lie on the floor and stay down. Keep your hands on your head. Do not make any sudden movements.

## **RANDOM SHOOTING**

If you hear shooting in your building, go into the nearest office or room, lock the door, lie on the floor and stay down. Place large furniture against the door to barricade the door. If there is access to a phone call "911", and then security so they can prevent anyone else from entering the building.

### **PREVENTION:**

1. Project calmness. Move and speak quietly and confidently.
2. Take threats seriously and report them.
3. Report suspicious individuals immediately.

### **INTERVENTION:**

*When faced with violence or potential violence:*

1. Do not belittle or dare a violent person.
2. Do not reject all of the person's demands from the start.
3. Make yourself aware of exits. Do not allow yourself to be backed into a room corner.
4. Give a violent individual personal space.

## **XII. SEVERE WEATHER**

Severe winter storms and earthquakes are not common to the Baton Rouge area. Hurricanes and tornadoes are more common occurrences in the Baton Rouge area. The Shreveport campus is vulnerable to severe winter storms. The New Orleans campus is much more vulnerable to damaging wind, rain and rising water with regard to hurricanes. Battery powered-radios are available in the disaster supply kit for monitoring severe weather warnings. Specific plans are as follows:

### **HURRICANES**

The greatest threats to our area from hurricanes are the torrential rains that can lead to flooding of local rivers and winds that can spawn tornadoes. The College Health & Safety Officer (or designee) monitors weather reports when there is a threat of severe weather. Plans are coordinated with OLOLRMC Safety Officer to support the services of OLOLRMC. The College Emergency Response Team will meet as needed to coordinate

the College response. Administration determines when and if the college will close.

## HURRICANE DISASTER PLAN

The purpose of the Hurricane Plan is to provide for the safety of students, faculty and staff and to articulate specific actions to be taken in response to those problems commonly associated with Hurricanes in the Baton Rouge area. The College Emergency Response Team will meet as needed to coordinate the College response.

The Hurricane Plan will be activated when it has been determined that a hurricane will pass through or near the Baton Rouge area by the issuance of a Hurricane Watch or Hurricane Warning by the National Weather Service. The authority to activate the Hurricane Plan rests with the President or the President's designee.

There are two stages to the Hurricane Plan:

### **Procedures:**

1. Hurricane Watch- The National Weather Service issues a Hurricane Watch when a hurricane is projected to pass through or near the Baton Rouge area within 48-72 hours. During this Stage 1 response: College personnel (students, faculty and staff) should make arrangements for their personal safety and that of their families. Guides to develop personal emergency plans may be located on the American Red Cross website at [http://www.redcross.org/services/prepare/0,1082,0\\_77\\_00.html](http://www.redcross.org/services/prepare/0,1082,0_77_00.html) or the Federal Emergency Management Agency website at <http://www.fema.gov/plan/index.shtm> or the Department of Homeland Security website at [www.ready.gov](http://www.ready.gov) .  
Classes will be conducted. If weather threatens the well being of the College community the Emergency College Closure Plan will be activated by the College President or the President's designee. The College Emergency Response Team will continue to meet as needed to coordinate the College response throughout the unfolding event.
2. Hurricane Warning- The National Weather Service issues a Hurricane Warning when a hurricane is projected to pass through or near the Baton Rouge area within 24 hours. During this Stage 2 response: all personnel should be at a maximum level of preparedness to deal effectively with a variety of potential problems. Personnel in College facilities should be prepared to evacuate and return to their homes. Students in clinical settings should follow the guidelines set forth by the clinical unit. The Emergency College Closure Plan will be activated.

## **TORNADOES**

Tornadoes spawned from powerful thunderstorms can uproot trees and buildings and turn harmless objects into deadly missiles in a matter of seconds. Since tornadoes can occur with little or no warning, it is best to seek shelter in small interior rooms on the lowest

floor without windows. Hallways on the lowest floor away from doors and windows can be used. Auditoriums covered with a flat, wide-span roof are not considered safe.

### TORNADO DISASTER PLAN

The purpose of the Tornado Plan is to provide for the safety of students, faculty and staff in a calm, controlled atmosphere when speed is essential.

The Tornado Plan will be activated when:

1. A tornado has actually been sighted in the immediate area.
2. A tornado in the immediate area is indicated by radar.

It is the responsibility of the Director, Campus Health and Safety (or designee) to monitor weather reports and inform College officials of any tornado warnings in the Baton Rouge Area.

Acting on the recommendation of the Director of Campus Health and Safety, the President or the President's designee will initiate the following procedures:

1. Announce to all classes and office personnel that the Tornado Plan is in effect.
2. Have all building occupants move to interior corridors and away from windows and doors.
3. Elevators are not to be used during activated Tornado Plan.
4. Close all doors.
5. The Director of Campus Health and Safety will make rounds to appraise the situation and determine if and where additional assistance is needed.
6. Acting on the recommendation of the Director of Health and Safety, the President will cancel the Tornado Plan.

### **XIII. MAJOR DISASTER PLAN**

For any disaster that impacts the operations of the college or the safety of the college community, such as tornado, hurricane, explosion, or acts of violence:

1. Obtain disaster supply kit.
2. Assemble in shelter area within the building.
3. Check for injuries and provide first aid.
4. Call 911 for life-threatening emergencies.
5. Listen to battery operated radio for news and official instructions.
6. Faculty, staff and students are encouraged to have personal emergency plans and maintain communication with significant family members. Guides to develop such plans may be located on the American Red Cross website at

[http://www.redcross.org/services/prepare/0,1082,0\\_77\\_,00.html](http://www.redcross.org/services/prepare/0,1082,0_77_,00.html) or the Federal Emergency Management Agency website at <http://www.fema.gov/plan/index.shtm> or the Department of Homeland Security website at [www.ready.gov](http://www.ready.gov) .

A major disaster is one that critically impacts the services of Our Lady of the Lake *Regional Medical Center* and requires assistance from College personnel. Some examples of a major disaster include an airplane crash, train wreck, or chemical plant explosion, etc.

**The following procedures are to be followed in the event of a major disaster:**

1. The College Emergency Response Team will meet to review response plan and assign responsibilities.
2. The President of the College or the President's designee will report to Disaster Control at OLOLRMC.
3. The Vice President, Academic Affairs, the Vice President, Administrative & Support Services and the Vice President, Career Training will activate the faculty and staff telephone disaster notification system.
4. The Vice President, Academic Affairs will compile a list of available faculty, students, and office personnel in College facilities and forward this list to the Personnel Pool at Our Lady of the Lake Regional Medical Center.
5. The Vice President, Academic Affairs assists with the assignment of students and faculty.
6. Faculty and students on clinical units remain on the units and participate in the plan of the units.
7. Office personnel remain in the College office.
8. All other faculty will report to the Personnel Pool at OLOLRMC.

**At the conclusion of the disaster the President will:**

1. Evaluate the effectiveness of the College response to the emergency.
2. Complete the checklist furnished by the OLOLRMC regarding the process.
3. Forward copies of the evaluation and checklist to the OLOLRMC Disaster Committee Chairman within 24 hours.
4. Report the effectiveness of the College response at the next Campus Assembly meeting and receive suggestions for revision of the plan.

#### **XIV. TECHNOLOGICAL EMERGENCIES**

Communications are essential to any business operation. A communications failure can be a disaster in itself.

Telephones- Report telephone problems to receptionist at Administration Building who

will assess the situation and notify Executone. Two-way radios with batteries are available in the disaster supply kit for emergency use only. If possible, use cellular phones, e-mail or fax machine to maintain communication.

Computers- Report computer problems to MIS at (225) 765-HELP (765-4357).

Technological emergencies- In the event of a physical emergency, e.g. fire, weather or other disaster, and all access points to data are yielded inoperable; the college's electronic records are accessible from outside the institution through the College/Hospital Local Area Network (LAN). College official data, data from in the student information system, are maintained at the OLOLRMC Information Services Center and are backed up daily, archived, and a copy of the data is sent to a contracted vendor's off site vault. The College provides all employees with remote server access data storage and encourages all personnel to maintain all Official College information, correspondence, forms, reports, etc. on this storage device. The storage of College information on personal computer drives and temporary optical or digital device media is discouraged.

## **XV. EMERGENCY CLOSURE PLAN**

The purpose of the Emergency Closure Plan is to outline procedures to be followed in the event of a situation that threatens the well being of student's faculty and staff, or the community at large. All decisions shall be made with a priority for human safety.

The President of the College or the appropriate administrative officer will determine whether the situation requires that classes be canceled or that students, faculty and staff will be dismissed. If external conditions are such that dismissal would threaten human safety, appropriate arrangements for human shelter will be implemented.

Following an administrative decision the following procedures will be followed:

1. The lines of communication as determined by the Administrative and Organizational chart will be followed to communicate the decision. The Disaster Plan Notification Tree operationalizes this plan and is updated and distributed electronically by the President's office in January and August of each year to all faculty, staff, and administration.
2. A telephone call in center (225-490-1600) has been established as a means of campus community notification during emergencies.

**Students, faculty, and staff are not expected to endanger their safety in order to attend class or work.** Every effort will be made to broadcast decisions pertaining to college closure via radio and television announcements. The President or the President's designee will delegate responsibility to notify radio and television broadcast systems of the status of college operations.

In the event of unscheduled school closure due to adverse environmental conditions or student safety issues, the following measures will be instituted:

1. A phone message will be placed on the College's emergency hotline (225-490-1600) by Director of Admissions or designee and updated as the situation demands.
2. College administration will make an effort to notify the public via notice through all local and regional media sources (College web page, campus e-mail, local television, radio, and newspaper) at the earliest time reasonably possible. The person notifying the media will request that the College's name (Our Lady of the Lake College) be correctly stated in the broadcasts. The College webpage will be updated by the Executive Director for Planning and Information Services or designee.
3. The status of school closure will be revised by administrative designee by the same means every evening no later than 8:00 p.m. for the following day when possible. The person notifying the media will request that the College's name (Our Lady of the Lake College) be correctly stated in the broadcasts.

#### **Emergency Closure considerations for Shreveport Campus**

The Shreveport campus is vulnerable to severe winter storms. Students are instructed to follow local media announcements for other college closings in the area. The policy is ...if Centenary College, Louisiana Tech, Bossier Parish Community College, LSU Shreveport and Northwestern State University Shreveport are closed, then OLOLC Shreveport is also closed.

#### **Emergency Closure considerations for New Orleans Campus**

The New Orleans campus is much more vulnerable than the Baton Rouge area with regard to hurricanes. The New Orleans campus must follow advice of local officials with regard to evacuations. If evacuation is ordered for New Orleans area parishes, then the OLOLC New Orleans campus is closed.

### **XVI. SAFETY AT OFF CAMPUS LOCATIONS AND CLINICAL SITES**

Faculty, staff, and students of the College are expected to abide by the safety policies and procedures established at the institution(s) to which they are assigned.

Our Lady of the Lake College Supplemental Accident Insurance will cover the student for accidents occurring while participating in school related activities in an assigned clinical facility/agency. This is a secondary plan, the student should present his/her primary insurance ID card to the Emergency Room, clinic, or doctor's office when seeking treatment.

Students who are at other facilities during clinical rotation may ask the Security Guards at these facilities for an escort to their cars if they feel unsafe.

## **XVII. AUTO ASSISTANCE**

The following contact information may be helpful if a student, faculty or staff member's personal vehicle becomes disabled while on campus.

### **Pop-A-Lock**

(225) 292-6736

For lock out services, jump starts, tire change

### **Tire Kingdom**

4675 Essen Lane

(225) 757-1122

Monday-Saturday: 7:00 a.m.- 6:00 p.m.

No towing available but will provide 10% discount to students (exception: economy tires already discounted)

### **Winner's Circle Car Care Center**

1811 Staring Lane

(225) 769-1218

Hours 7:30 a.m -5:30 p.m Monday- Friday

7:30 a.m.-3:00 p.m Saturday

Towing available, tire and full service car care

Student discount available on oil changes

### **Campus Car Care**

1824 Highland Rd.

(225) 387-5578

Hours 7:30-5:00 Monday- Friday

10% Discount on labor for students including towing

### **Expert Car Care**

3079 Government St.

336-0201

Free Towing if repair services performed

10% Discount for students

### **Capitol Towing (225) 751-6000**

24 hour Tire Changes, Jump Starts

### **Bob Story's Towing (225) 275-9171**

### **Service PLUS Towing (225) 357-6711**

**Ace Towing** (225) 753-6300

**Bill's Professional Road Service** (225) 752-5063  
Specializes in flat tires