



**OUR LADY
OF THE LAKE
COLLEGE**

*Franciscan Missionaries of
Our Lady Health System*

Safety Plan
January 2003

Originated March, 1993
Revised October, 1993
Revised March, 1995
Revised August, 1996
Revised August, 1998
Reviewed October, 1999
Reviewed August, 2000
Revised August, 2001
Revised November, 2002

OUR LADY OF THE LAKE COLLEGE

SAFETY PLAN MANUAL

TABLE OF CONTENTS

Purpose.....1

Safety Committee.....1-2

General Safety Rules.....2

Rules to Prevent Crimes.....2

Smoke Free Environment.....3

Fire Safety Procedures.....3-4
 Fire Drill.....4

Physical Plant Problems Posing a Health or Safety Hazard.....5

Medical Emergencies, Accidents, and Injuries.....5-6
 Reporting of Variance/Injury.....6
 Visitor Variance.....6-7
 Incident Report Form.....8

Threatening Interactions or Hostile Acts.....9
 Bomb Threat.....9-11
 Hostage Situations.....12
 Random Shooting.....12-13

Hurricane Disaster Plan.....13-14

Tornado Disaster Plan.....14

Emergency Closure Plan.....14-15

Major Disaster Plan.....15-16

Off Campus/Clinical Sites.....16

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

The Chair of the committee shall be the Coordinator of Health and Safety. The Dean of Student Services, at least one faculty member and one student shall compose the committee. The Director of Security Services at Our Lady of the Lake Regional Medical Center will also serve on the committee.

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 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.

SMOKE FREE ENVIRONMENT

Our Lady of the Lake College accepts the responsibility for promoting health awareness in its role as a health resource center. Recognizing the conclusive evidence that smoke is harmful to the smoker's health and that passive smoke is harmful to others, Our Lady of the Lake College pledges the maintenance of a smoke free environment within the College buildings.

FIRE SAFETY PROCEDURES

In the event of a 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.

The following procedures are to be followed if a fire is discovered or suspected:

- A. **PULL THE NEAREST FIRE ALARM** If the alarm fails to operate, warn others by knocking on doors and/or shouting, "*FIRE!*"
- B. **NOTIFY THE COLLEGE OFFICE** Dial 1700 or 1750 – if line is busy, press 2 -- and give the location of the fire. Forward phone line to 1700 (Allied Health calls roll to 1750 automatically).
 - 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"
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
 - c) 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.
- F. **ASSEMBLE** In a safe area away from the building and away from fire equipment. Follow the instructions of OLOLRMC Security.

If a fire occurs after hours follow all instructions above except calling the administrative offices.

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 Coordinator of Health and Safety of the College and the Alarm Committee 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 Allied Health Building office (ext. 1700), push 2 if line is busy) and give location of the fire.
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.

PHYSICAL PLANT PROBLEMS POSING A HEALTH OR SAFETY HAZARD

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 Coordinator 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 Coordinator of Health & Safety will follow up that a repair has been or will be completed in a timely manner.
- 5) The Health & Safety Coordinator will communicate details to the Vice President of Support Services.
- 6) If repair cannot be completed in a timely manner, the Coordinator of Health & Safety will notify the Vice President of Academic Services 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 Services if relocation of classes is indicated.

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.

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 Coordinator, Health and Safety or Dean of Student 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 Coordinator, Health and Safety can manage minor injuries or ailments. Minor injuries are considered small cuts, abrasions, bruises and sprains. The Coordinator, Health and Safety will request completion of an Incident Form.
2. "Clean" Needle Stick Protocol:
In the event of a "clean" needle stick in the Nursing Skills lab, first aid is to be rendered to the injured person and referral made to the OLOLRMC Emergency Care Unit or to the student's personal physician. Details of the incident and the referral made must be documented on a college incident report. Needle sticks in any other setting should follow the full exposure control protocol.

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 Dean of Student 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 have it reviewed by the President of the College, Vice President, Support Services or Vice President, Academic Services.
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.



**OUR LADY
OF THE LAKE
COLLEGE**

*Franciscan Missionaries of
Our Lady Health System*

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"> <thead> <tr> <th data-bbox="337 968 737 995">Names</th> <th data-bbox="818 968 1479 995">Addresses</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </tbody> </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: _____

THREATENING INTERACTIONS OR 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, Support Services is to be immediately notified of all variances.

Procedure for phone threats

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

Procedure for on-site situations involving threats 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 *Variance/Injury 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 situation occurs via the telephone or in person.

BOMB THREAT

The following guidelines should be followed in the event of a bomb scare or threat.

Procedure

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, Vice President, Support Services or Vice President, Academic Services.
2. Call Our Lady of the Lake Regional Medical Center Security at 765-8825.
3. Call Plant Services at 765-8834.
4. Notify College Coordinator of Health and Safety (Ext. 1755).

Search of the Premises

1. Report suspicious objects to the Coordinator of Health and Safety. **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 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:
6. Male Female Young Middle Age Old
7. Accent:
8. Tone of voice:
9. Background noises:
10. Is voice familiar?
11. Who did it sound like?
12. Other voice characteristics:
13. Time caller hung up:
14. Exact wording of the threat:
15. Name, title, and department of person receiving the call:
(Forward to President's Office.)

DO NOT HANG UP UNTIL THEY DO.

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 his 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 fast moves.

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.

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 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 his designee.

There are two stages to the Hurricane Plan:

1. This occurs when the National Weather Service issues a **Hurricane Watch**. This means that a hurricane is projected to pass through or near the Baton Rouge area within 48-72 hours.
2. This occurs when a **Hurricane Warning** has been issued for the Baton Rouge area. This means that a hurricane is projected to pass through or near the Baton Rouge area within 24 hours.

Procedures:

1. During Stage 1 (Hurricane Watch) College personnel (students, faculty and staff) should make personal arrangements for their personal safety and that of their families. Classes will be conducted. If weather threatens the

well being of the College community the Emergency College Closure Plan will be activated.

2. During Stage 2 (Hurricane Warning) 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. (See Emergency Call Closure Plan described on page 17).

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 Coordinator, Health and Safety to monitor weather reports and inform College officials of any tornado warnings in the Baton Rouge Area.

Acting on the recommendation of the Coordinator, Health and Safety, the President or his 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. Close all doors.
4. The Coordinator, Health and Safety will make rounds to appraise the situation and determine if and where additional assistance is needed.
5. Acting on the recommendation of the Coordinator, Health and Safety, the President will cancel the Tornado Plan.

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 published and distributed in January and August of each year to all faculty, staff, and administration.
2. All faculty should set up a call notification plan within the classes they teach as a means of student notification.

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 his designee will delegate responsibility to notify radio and television broadcast systems of the status of college operations.

MAJOR DISASTER PLAN

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. 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 President of the College will report to Disaster Control at OLOLRMC.
2. The Vice President, Academic Services and the Vice President, Support Services will activate the faculty and staff telephone notification system.

3. The Vice President, Academic Services will compile a list of faculty, students, and office personnel in College facilities and take this list to the Personnel Pool at Our Lady of the Lake Regional Medical Center.
4. The Vice President, Academic Services assists with the assignment of students and faculty.
5. Faculty and students on clinical units remain on the units and participate in the plan of the units.
6. Office personnel remain in the College office.
7. 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 Faculty Assembly meeting and receive suggestions for revision of the plan.

OFF CAMPUS/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 the 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.