



TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY  
— PULASKI —

Health and Safety of  
Employees, Students,  
and Guests to  
Maintain Readiness  
Plan

## **Objective:**

The Tennessee College of Applied Technology at Pulaski's Health and Safety of Employees, Students, and Guests to Maintain Readiness Plan is designed to provide for the personal well-being of all persons on the campuses of the Tennessee College of Applied Technology and ensure that the persons on campuses are provided a safe evacuation in cases of emergency, whether the emergency be human created or "Acts of God".

## **Purpose:**

To ensure all persons on the campuses of TCAT — Pulaski are protected from accidents, in health-related situations, and in emergency situations.

## **Intent:**

Provide procedures that are easy to understand and follow in cases of accidents, other general health and safety issues, and in emergencies that will provide for the safety of all persons located on a campus of the Tennessee College of Applied Technology - Pulaski.

## **Responsible Parties:**

Faculty

Administration

Safety Committee

## **Procedures:**

1. Slip and fall/accident protocols
2. Maintaining MSDS (Material Safety Data Sheets)
3. Accident reporting
4. Evacuation procedures
5. Maintain current and accurate evacuation routes
6. Keep all exit signs functional
7. Provide each student a copy of the evacuation/emergency protocol

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## **GENERAL SAFETY INFORMATION**

It is the policy of the Tennessee College of Applied Technology-Pulaski (TCAT-Pulaski) to maintain an effective accident prevention program and the necessary personnel to assist the instructor who is responsible for the safety of the students, tools, machines, and equipment. The first objective of each occupational training program shall be safety.

Training programs must be conducted under maximum safety conditions for all personnel. Safety instructions will be given throughout a student's course of study as appropriate to the occupation. Each student must sign a Record of Instruction in Safety or similar form to acknowledge that s/he has been provided instruction in safety. Shop instructors are advised to administer tests to students to ensure comprehension of safety instruction.

Each employee is expected to be personally responsible for fire prevention, housekeeping, and compliance with the school's Safety Handbook.

Because instructors are responsible for the enforcement of proper safety rules in their respective programs, the instructor should be present in the training area during scheduled training times. Care should be taken to avoid leaving students without supervision. Dress code appropriate to the occupational program should be specified during the student's orientation and these codes should be enforced throughout the student's training.

### **Safety and Health Protection on the Job**

The Tennessee Occupational Safety and Health Act of 1972 as amended provides job safety and health protection for employees of state and local government agencies. Enacted by the General Assembly in 1972, the purpose of this state law is to assure safe and healthy working conditions throughout the state. The Tennessee Department of Labor is responsible for administering the Act. The Department issues job safety and health standards, its safety and health specialists conduct jobsite inspections to ensure compliance with the Act, and employers and employees are required to comply with standards and rules promulgated pursuant to the Act,

#### ***Job Safety and Health is Everybody's Responsibility***

**Employers:** The law requires that each employer furnish his employees a place of employment free from recognized hazards that might cause severe injury or death; and the Act further requires that employers comply with the specific safety and health standards issued by the Department of Labor,

**Employees:** The law also requires that each employee comply with safety and health standards, rules, regulations, and orders issued pursuant to the Act and applicable to his conduct,

### ***Compliance with Safety and Health Requirements***

To ensure compliance with safety and health requirements, state and local government agency administrators are responsible for designating appropriate personnel to conduct periodic inspections of their facilities and operations. They are further responsible for initiating remedial action to eliminate conditions determined hazardous to the safety and health of their employees. The Commissioner of Labor is charged by law to monitor these public agency programs to ensure their effectiveness in providing safe and healthy working environments. Employees or their representatives have the right to the Department of Labor and request inspection if they believe that an unsafe and/or unhealthy condition exists at their workplace. Names of employees who file complaints will be withheld upon request. If it should become necessary for an inspection to be conducted by the Division of Occupational Safety and Health of the Department of Labor and the Department believes that the Act has been violated, a citation alleging such may, at the discretion of the Commissioner, be issued to the agency or local government. Citations of violation issued by the Department of Labor Division of Occupational Safety and Health, must be prominently displayed at or near the place of violation, The Tennessee Department of Labor will make investigations of catastrophes, fatalities and complaints as required. The law requires that an authorized representative of employees be given an opportunity to accompany the inspector. Where there is no authorized employee representative, the inspector must consult with a reasonable number of employees concerning safety and health conditions in the workplace.

The Act provides that the employee may not be discharged or discriminated against for filing safety and health complaints or otherwise exercising their rights under the Act. The Commissioner of Labor must be notified within 30 days after such discriminatory act occurs.

The Act requires that any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels more than that provided for by an applicable standard shall be notified by his employer of such fact and informed of the exposure and corrective action being taken.

To file a complaint, report an emergency or seek TOSHA advice, contact your employer or the Tennessee Department of Labor, Division of Occupational Safety and Health, 220 French Landing Drive, Nashville, TN 37243. Telephone 615-741-2793.

### ***The Five "Es" Relating to the Instructor's Role in Safety Education and Accident Prevention***

Shop/laboratory activity must be conducive to learning. The instructor assumes a degree of responsibility for the welfare and safety of the students in his/her charge by virtue of assigned duties. Adequate facilities are provided and the instructor is expected to utilize them in a safe and proper manner. This responsibility involves the five "Es" of safety education:

1. Engineering is concerned primarily with the control of physical conditions of the building, including safety features. The instructor has an obligation for continuous inspection and an obligation to correct less than standard conditions.
2. Education Rules and regulations governing the activity in the shop/laboratory must be clearly stated and meaningful. The instructor has a responsibility to teach the necessary rules and regulations. These experiences shall be integrated throughout the entire course of study, through positive instruction, not negative warning.
3. Enforcement of safety rules is the most important feature of successful accident prevention. The instructor shall insist that the rules and regulations be followed consistently and completely.
4. Example Instructors must provide a consistently good example for students. If an instructor performs a particular demonstration or operation in a dangerous manner, the student will assume that this is an acceptable way to do the task. Enforcement of safety practices can be enhanced by setting good examples by the instructor.
5. Enthusiasm presenting safety information the first week of class as a separate unit within a course does not complete the instructor's duty. Students must constantly be reminded of potential hazards in using tools and machines. Acquiring the desire and ability for self-protection from potential injury can only be accomplished through a well-organized and regulated safety program. This can only be done by an instructor who is enthusiastic about safety procedures and practices.

### ***Suggested Minimum Safety Regulations***

1. Emphasis on safety should be an integral part of everyday instruction. Daily attention to safety should be emphasized through instructional procedures.
2. Students will not be permitted to operate hazardous machines before or after school when the instructor is not present.
3. No guards or safety devices shall be removed from any machine without the instructor in charge's approval.



4. The use of defective tools, machines or other equipment is prohibited.
5. Any defective tool or machine must be reported to the instructor for repair or approval of repair.
6. Personnel other than instructors, maintenance or students will not be permitted to operate machines without prior approval from the program coordinator, Vice President of Instruction and Operations, or President.
7. Students will not be permitted to operate machines until approval is given by their instructor.
8. Precautions must be taken in wearing goggles, glasses, respirators, or face masks whenever there is any danger of flying or falling particles, chips, radiation, glass, harmful dust, or fumes.
9. Operators of hazardous equipment must observe prescribed rules regarding the wearing of protective clothing and devices for their own safety.
10. Floors must be kept free of oil, water, and other similar materials.
11. All electrical apparatus must be considered "hot" and must be treated as such until checked.
12. Horseplay and practical jokes will not be permitted.
13. All accidents must be reported to the instructor in charge regardless of the nature or severity.
14. Approved accommodation will be considered when tasks are assigned.
15. Each instructor is responsible for administering a well-organized safety program pertaining to his or her area, giving periodic instruction to individual students as needed to ensure a well-developed safety program.

### **Hazard Communication Program**

The U.S. Department of Labor, Occupational Safety and Health Administration has promulgated standards to require chemical manufacturers or importers to assess the hazards of chemicals which they produce and to require employers to provide information to their employees about the hazardous chemicals to which they are exposed, by means of a hazard communication program, labels, Material Safety Data Sheets and information and training. The instructors are responsible for labeling any unmarked spray bottles in the department. Each instructor is responsible for providing information to students regarding hazardous materials to which they are exposed in their occupational area and for ensuring that safety precautions are exercised as needed.

Additional information on these standards or other safety standards may be obtained by contacting the Tennessee Occupational Safety and Health Division in Nashville at 615-741-2793.

### ***Procedure for Identifying Hazardous Chemicals***

1. The person requesting the chemical will note on the supply requisition form that a Safety Data Sheet (SDS) is required from the supplier at the time the order is placed.
2. The instructor will insert the SDS in their program SDS book.
3. If the new product has any special hazards or PPE requirements associated with it, the students should be informed before use.
4. If any portion of any hazardous chemical is removed from its original container to be used out of a smaller container, a label must be made and affixed to the new container identifying the contents.
5. New students should be informed of the safe use of any chemicals that they will be subject to using proper use, handling and PPE required. The students must be shown where the SDS book is located and how to locate and review a data sheet on a chemical being used.

### ***Training for Employees***

TCAT employees are trained periodically during in-service on SDS sheets and their upkeep. All TCAT employees are instructed annually on labels and Safety Data sheets. An SDS binder containing the data sheets for their program are to be assembled and maintained by the instructor responsible for each program.

### ***Chemical Lists***

The chemical list will vary for each department. A copy of all chemical lists will be kept in the master SDS binders.

## **PREVENTION**

TCAT-Pulaski emphasizes prevention as the necessary means to ensure the safety and health of students and the protection of physical facilities. Through adherence to established preventive measures, the school has had no major or minor fire-related incidents or other evacuation incidences since its establishment.

### **Safety Inspections**

A continuous safety inspection of all properties owned by the facility should be made. These inspections are made to be certain that applicable safety code requirements are being met and there is prompt detection and correction in localized unsafe conditions and practice.

A safety checklist is used for regular inspections to be conducted by personnel appointed by the President or Vice President of Instruction and Operations. This will provide uniformity in inspection procedures and ease the reporting discrepancies.

The checklist has been constructed to identify possible fire, liability, and workplace hazards. All safety checklists and inspection reports should be reviewed and kept on file by the Maintenance Department. Copies of the completed Safety Inspection Report will be provided to the instructors.

*Sample Safety Checklist*

## TCAT-Pulaski Security & Safety Assessment Form

For each criterion, please mark one of the three options: Exceeds, Meets, or Does Not Meet. Add relevant comments or details in the provided comment section for each category.

### 1. General Building Safety & Fire Hazards

- Exit signs are visible, functional, and compliant with safety codes.
  - Exceeds
  - Meets
  - Does Not Meet
  
- Boiler is functional, inspected regularly, and compliant with safety codes.
  - Exceeds
  - Meets
  - Does Not Meet
  
- Emergency exits are clear, accessible, compliant with safety codes, and functioning.
  - Exceeds
  - Meets
  - Does Not Meet
  
- Fire extinguishers are available, inspected regularly, and in line with safety code requirements.
  - Exceeds
  - Meets

-  Does Not Meet

Comments:

## 2. Electrical Safety & Hazards

- Electrical panels are clearly labeled, free from obstructions, and compliant with safety codes.

-  Exceeds

-  Meets

-  Does Not Meet

- Outlets, wiring, and electrical systems are regularly inspected for potential fire hazards and are compliant with safety codes.

-  Exceeds

-  Meets

-  Does Not Meet

Comments:

## 3. Liability & Workplace Hazards

- Floor surfaces are regularly checked for slip, trip, and fall hazards.

- Exceeds
- Meets
- Does Not Meet

- Furniture, fixtures, and equipment are stable and in good repair, minimizing liability risks.

- Exceeds
- Meets
- Does Not Meet

- Workstations are ergonomically designed to prevent workplace-related injuries.

- Exceeds
- Meets
- Does Not Meet

Comments:

#### 4. Storage Safety & Hazards

- Chemicals and flammable materials are stored securely, labeled correctly, and compliant with safety codes.

- Exceeds
- Meets
- Does Not Meet

- Storage areas are regularly inspected for potential hazards and unsafe practices.

-  Exceeds

-  Meets

-  Does Not Meet

Comments:

#### 5. Outdoor & Grounds Hazards

- Walkways and parking lots are free from trip and slip hazards.

-  Exceeds

-  Meets

-  Does Not Meet

- Outdoor lighting is adequate, reducing potential liabilities during evening hours.

-  Exceeds

-  Meets

-  Does Not Meet

Comments:

## 6. Security & Access Control

- Security systems (cameras, alarms) are operational, regularly tested, and compliant with safety standards.

-  Exceeds

-  Meets

-  Does Not Meet

- Unauthorized access is effectively restricted in sensitive areas, ensuring a secure environment.

-  Exceeds

-  Meets

-  Does Not Meet

Comments:

## 7. Training, Documentation, & Unsafe Practices Detection

- Regular training sessions are conducted for staff and students on safety and hazard recognition.

-  Exceeds

-  Meets

-  Does Not Meet

- Documentation of all safety procedures is updated, accessible, and communicated regularly.

-  Exceeds



-  Meets

-  Does Not Meet

- A system is in place for prompt detection, reporting, and correction of localized unsafe conditions and practices.

-  Exceeds

-  Meets

-  Does Not Meet

Comments:

Once the assessment is complete, ensure that any areas marked "Does Not Meet" are addressed immediately. A record of the assessment results should be kept for documentation purposes, and to track improvements over time.

## **Fire Extinguishers**

Portable fire extinguishers must be maintained in a fully charged and operable condition and kept in their designated places when not being used. It is recommended that every classroom be equipped with a fire extinguisher. Extinguishers shall be conspicuously located where they will be readily accessible and immediately available in the event of fire. They shall be placed along the normal routes of traffic. Extinguishers must not be obstructed or hidden from view. In large rooms or if units must be out of view, some means shall be provided for indicating conspicuously the location and intended use of each extinguisher.

Fire extinguishers shall be inspected at least monthly to determine that:

1. Each extinguisher is where it belongs.
2. No extinguisher has been used or tampered with.
3. No extinguisher has been damaged, corroded or otherwise impaired.

Fire extinguishers should be inspected at least yearly and when monthly inspections reveal defects to assure appropriate repair or replacement as well as full charge status. When extinguishers are removed from the premises for recharging, they shall be replaced with substitute units. Durable tags shall be attached to each unit to maintenance and recharging dates and the person who performed the services.

## **Personal Protective Equipment Checklist**

This checklist is intended to assist instructors in maintaining a safe working/instructional environment. Each instructor should cover the requirements of their program as part of their new student safety orientation, and the student should sign off as part of the overall training.

This checklist will assist the instructor in assuring the proper Personal Protective Equipment (PPE) is available and being used.

	<b>YES</b>	<b>NO</b>
The proper kind of apparel is worn for the work being done.		
Are safety glasses/goggles/face protection required?		

Is the proper foot protection being worn?		
A respirator is worn when necessary.		
Rings and other jewelry are removed by students when working in the shop.		
Are gloves required and are they being worn?		

**Sample Safety Record Form**

The Occupational Safety and Health Act, PL. 91-596 of 1970, requires all people to understand the safety and health requirements of their specific area of employment. Safety instruction is an integral part of the total instructional program, and it becomes the student's responsibility to adhere to the safety and health requirements taught.

TCAT-Pulaski may use the form below or program specific designed form to document each student's completion of required safety training.



**TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY**  
PULASKI

1233 E. COLLEGE STREET  
PO Box 614  
PULASKI, TN 38478  
(931) 424-4014



**RECORD OF INSTRUCTION IN SAFETY**

I, \_\_\_\_\_, HAVE ON THIS DATE \_\_\_\_\_, HAD  
*TRAINEE'S NAME*

EXPLAINED TO ME THE COLLEGE'S REGULATIONS RELATING TO SHOP SAFETY, AND  
HAVE BEEN INSTRUCTED IN THE PROPER OPERATION AND CARE OF THE MACHINES  
IN THE \_\_\_\_\_ SHOP.

I HEREBY PROMISE TO OBSERVE ALL RULES OF SAFETY. FURTHERMORE, I WILL TRY  
TO PROTECT OTHERS FROM HAZARD AND ACCIDENTS AND, IF NECESSARY, CALL THE  
ATTENTION OF THE INSTRUCTOR TO ANY VIOLATION OF THESE RULES.

\_\_\_\_\_  
SIGNATURE OF TRAINEE

I, \_\_\_\_\_, CERTIFY THAT \_\_\_\_\_ HAS  
*INSTRUCTOR'S NAME* *TRAINEE'S NAME*

PASSED AN EXAMINATION IN THE PROPER USE OF THE SHOP MACHINES, AND OTHER  
REGULATIONS RELATED TO SAFETY.

FAILURE TO FOLLOW THESE REGULATIONS WILL RESULT IN THE TRAINEE BEING  
EXCLUDED FROM THE INSTRUCTIONAL ACTIVITIES.

\_\_\_\_\_  
SIGNATURE OF INSTRUCTOR

## **Lockout/Tagout Procedures**

### ***Definitions***

**Hazardous Energy Sources:** This term applies to stored or residual energy such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure.

**Lockout:** The placement of a lock on an energy-isolating device. This act prevents workers from operating a piece of equipment until the lock is removed.

**Tagout:** The placement of a tag on an energy-isolating device. A tagout device is a prominent warning device of a lockout and should contain the employee's name.

**Energy-Isolating Device:** A mechanical device that prevents the transmission or release of energy. Examples include manually operated circuit breakers, disconnect switches, and line or block valves. Push buttons, selector switches, and other control circuit devices do not isolate energy. Energy-isolating devices should be lockable by means of a hasp or other type of attachment. It should not be necessary to dismantle or reassemble a device to lock it. However, where a lockout mechanism device is not available, removal of a handle or valve may be necessary.

### ***Lockout/Tagout Procedures***

Lockout/Tagout procedures are used to isolate hazardous energy sources — typically electricity. However, hazardous energy can also be hydraulic or pneumatic systems, pressurized airlines, steam or other thermal systems, chemical lines, or it may be present in strictly mechanical systems. Apart from stored energy sources, lockout/tagout should be used to protect personnel from unintended releases of hazardous substances such as natural gas, CO<sub>2</sub> or Halon in automated fire-extinguishing systems, and hot or large-volume water systems during maintenance and repair. When service or maintenance work is required, lockout and tagout devices help ensure that personnel are safe from energy releases. All personnel whose work involves hazardous energy sources must be formally trained in lockout/tagout procedures.

Before performing service or maintenance work on machines, turn them off and disconnect them from their energy sources. To further ensure employee safety, lockout and tagout energisolating devices. The following provides information on lockout/tagout procedures.

### ***Flammable Materials***

Small quantities of flammable materials are stored in metal cabinets in each shop for daily use. Storage methods and containers have been approved by the fire marshal's office. Large quantities of flammable materials are stored in metal cabinets that meet OSHA standards.

### ***Smoking Policy***

TCAT-Pulaski's smoking policy prohibits smoking in:

1. classrooms and laboratories;
2. the snack bar, restrooms, and shop areas; and

Areas provided for smoking during break and lunch have been designated,

### ***Eye Safety***

Recognizing that the danger of eye injury is ever present in shop classes, TCAT-Pulaski requires all students and visitors in shop classes to wear eye-protective devices of industrial quality.

### ***Lifting Safety***

Trying to lift or move too much weight forces you to use your body incorrectly and frequently causes injuries. Incorrect lifting puts most of the pressure on the muscles of your lower back. Because these muscles are not strong enough for stress, you can sustain severe injuries. If you do not follow guidelines for promoting proper body mechanics, you are putting yourself in jeopardy.

Proper use of body mechanics prevents injuries to all members of your work team. Guidelines that are the basis for the implementation of body mechanics include:

1. Assume a proper stance before moving objects.
2. Distribute workload evenly before moving objects.
3. Establish a comfortable height when working.
4. Push and pull objects when moving them to conserve energy.
5. Use large muscles for lifting and moving. Lift with your leg muscles; not the back muscles.
6. Avoid leaning and stretching.
7. Request assistance from others when working with heavy objects to avoid strain.
8. Avoid twisting your body.
9. Wear a back brace to support the back and keep body alignment when available.
10. Work close to the body so that the center of gravity is not misaligned.
11. Keep the body in proper alignment by bending the knees and keeping the back straight when lifting
12. Keep the body in correct alignment when turning and reaching for objects to prevent muscle strain or back injury.
13. Hold objects close to the body to prevent muscle strain or back injury.

14. Move muscle as a unit and in alignment rather than twisting.

### **Prevention of Slips and Falls**

To help avoid injuries resulting from slips and falls, employees are required to adhere to the following rules:

#### ***Office Safety***

- Never run under any circumstances, except where a life is threatened, and time is critical.
- Wear appropriate footwear for the job being performed. If you are not sure, ask your supervisor.
- Do not climb on equipment or building structures, except when design allows or under direction of supervisor.
- Always use footstools, ladders, or elevated work platforms to reach high places. Never use chairs or makeshift ladders,
- Do not rush! Slow down and be alert when rounding corners.
- Act responsibly! When you see a condition that could cause a fall or other type accident, take immediate steps to correct or protect the hazard. It is part of your job, no matter what your job is.

#### ***Tripping/Slipping Hazards***

All employees are responsible for following the above rules and for assisting supervision in efforts to prevent accidents. Evaluation of your total job performance includes the attention you give to this responsibility.

To prevent tripping/slipping hazards, employees should immediately report any of the following:

- Slippery floors or stairs;
- Broken stair edges or flooring;
- Stairways with dim lighting, loose or missing handrails;
- Loose, raised or torn carpets and floor mats;
- Walkways with protruding pipe ends, recessed access caps or any hold or protruding object that could cause a fall;
- Any walkway where water collects including areas where ice forms;
- Walkways and working areas cluttered with storage, tools and equipment or where frequent grease or other spills occur;

- All unprotected floor openings such as stairwells, balconies, maintenance pits, access openings, etc., should be properly guarded with rails or decking.
- When a spill on floors or walkways occurs, it should be immediately guarded to prevent contact by unsuspecting persons and then cleaned up as soon as possible.
- The person responsible or the one first discovering the spill should immediately stand guard over the spill warning anyone approaching the area.
- If you leave the scene, a plastic cone with warning sign, chair or other easily noticeable object should be placed in the center of the spill until you can return with cleaning equipment. Never apply absorbent material to a spill and then leave it unattended.
- If frequent spills occur, the employees responsible should determine what can be done to prevent recurrence; consult your supervisor.



## **INTERVENTION**

### **Hazardous Material Spill Responses**

A hazardous material spill is a spill in which there is a significant amount of hazardous material released or one in which the release of the substance cannot be controlled.

Examples of hazardous materials in quantities that would be considered a spill are: more than one gallon of bleach, more than 100 ml of sulfuric acid, over one gallon of gasoline and any quantity of mercury.

- If the hazardous material comes in contact with your skin, immediately flush the affected area with copious amounts of water for at least 15 minutes, then seek medical attention.
- Contact front office.
- Stop the source of the hazardous material if possible.
- Evacuate the immediate area, closing doors behind you.
- Unless trained, DO NOT attempt to clean up the spill yourself.
- Make yourself available to emergency personnel to supply critical information to aid in clean up.

Provide as much of the following information as possible:

- Where has the hazardous material spill occurred? Specify room and location in room.
- Has there been a fire and/or explosion?
- Are there any injuries? If so, how many?
- What material has been spilled?
- What is the state of the material (solid, liquid, gas, combination)?
- Is any of the hazardous material escaping from the spill location in the form of chemical vapors/fumes or running or dripping liquid?

### **Infectious Material Spill Responses**

Examples of infectious materials include blood and other body fluids.

Responses:

- If the infectious material comes in contact with your skin, immediately wash it with soap and water.
- Unless trained, DO NOT attempt to clean up the spill yourself.

- Contact the front office or Maintenance at either the Pulaski Main Campus or Instructional Service Center Campus.

### **First Aid for Eye Injuries**

Before Competent Medical Help is obtained:

**NOTE: No matter how minor the injury, professional medical treatment must be obtained as soon as possible.**

**NOTE: Determine if the victim is wearing contact lenses — they must be removed before first aid is administered.**

#### ***Specks in the Eye:***

1. DO lift the upper eyelid outward and down over the eye.
2. DO let tears wash out speck or particle.
3. DO — if particle does not wash out — keep eye closed, bandage lightly and see a doctor.
4. DO NOT rub your eyes.
5. DO seek professional medical treatment as soon as possible.

#### ***Blows to the Eye:***

1. DO apply cold compresses immediately for 15 minutes and again each hour as needed to reduce pain and swelling.
2. DO seek professional medical treatment as soon as possible.

**NOTE: Discoloration (black eye) could mean internal damage to eyes.**

#### ***Cuts and Punctures of the Eye or Eyelid:***

1. DO bandage lightly.
2. DO NOT wash your eyes with water.
3. DO NOT try to remove an object imbedded in the eye.
4. DO seek professional medical treatment as soon as possible.

#### ***Chemical Splashes:***

Eye damage from chemicals may be extremely serious, as from alkalis or caustic acids; or less severe, as from chemical "irritants."

In all cases of eye contact with chemicals:

1. DO flood the eye with water immediately, continuously, and gently for at least 15 minutes. Using eyewash fountain, hold head under faucet or pour water in the eyes using any clean container. Keep your eyelids open as wide as possible.
2. DO NOT use an eye cup.
3. DO NOT bandage the eye.
4. DO seek professional medical treatment as soon as possible.

**NOTE:** Spray containers are an increasing source of chemical eye injury compounded by the force of contact. Whether containing caustics or "irritants," spray containers must be carefully used with proper instruction and supervision.

### **Fight Intervention**

#### ***DO***

1. Announce your presence.
2. Call students by name.
3. Ask them to stop.
4. Remove the audience.
5. Give choice.
6. Get help.
7. Contact law enforcement if needed.

#### ***DO NOT***

1. Rush in to separate.
2. Invade personal space.
3. Become involved by taking sides. OBJ

## EMERGENCY ACTION PLAN — PULASKI

Tennessee College of Applied Technology Pulaski

1233 East College Street Pulaski,

TN 38478

### Code Black – Active Shooter

#### Code Black: Active Shooter

##### ***Alert Signal:***

Announcement over the intercom system and 2-way radios.

##### ***Response:***

1. Run, Escape, Evacuate

Get out! Do not let others slow you down. Drag others with you if necessary.

Go to the farthest safe location as possible. RUN, RUN, RUN Call 911 when possible.

2. Hide, Barricade, Lock Out Find a safe place.

Lock offenders out if possible.

Prevent access.

Turn lights off.

Call 911.

REMEMBER TO BREATHE DEEP and STAY CALM

3. Fight, Take Action

These events usually end with violence. Attackers prepare to die or kill others when they start.

Act aggressively.

Commit to fight to the end.

Use your resources. Look around and work together.

### Code Red – School Evacuation

#### Code Red: Evacuation Protocol — Fire/Bomb Threat

##### ***Alert Signal:***

All calls from operator/dispatcher "All staff/faculty initiate a code red". In addition, alerts will be sent through the TCAT-Pulaski alert system in the form of text message, voice message, and/or email message.

**Response:**

1. When the Campus Emergency warning is activated during an emergency, leave by the nearest marked exit and alert others to do the same and report to your designated evacuation area.
2. Please assist individuals with disabilities in exiting the building. The safe evacuation of individuals with disabilities will be a top priority in evacuating a building.
3. Once outside, proceed to your classes designated evacuation area that is at least 300 feet away from the affected building. The instructor will call roll to determine that all students are accounted for. Keep streets, fire lanes, hydrant areas and walkways clear from emergency vehicles and personnel.
4. Do not return to an evacuated building unless you are given the "all clear" signal by appropriate TCAT personnel.
5. All students will remain at the designated area until an accurate headcount is taken. Students and faculty may be required to move to an assigned evacuation area.

## **Code Brown – Accident/Hazardous Chemicals**

### **Code Brown: Shelter in Place Protocol**

**Definition:**

Sheltering in place procedures are utilized when there has been a chemical or biological release of radiological incident outside of, but in proximity to, a facility and available information indicates that there is not adequate time to evacuate building occupants to a safer location before the dangerous contaminants reach the facility.

**Alert Signal:**

Announcement for staff to shelter building occupants in place.

**Response:**

1. Move to an interior area without windows if possible.
2. Listen to local radio or television news for instructions from emergency management and public safety officials.

### **Hazardous Chemical Spill**

**Definition:**

During use, processing or transporting of chemical and other hazardous materials, accidents may occur that will expose people to the dangers of contaminants. In this situation, the chances of injury and death are decreased when people know what to do and how to protect themselves. In other instances, individuals or groups may cause the intentional release of chemicals or other hazardous materials.

**Alert Signal:**

Warning of hazardous materials is usually received from response agencies or noted on the scene by indicators. These agencies include the fire department, law enforcement agencies, and/or the local Emergency Management Agency.

**Response:**

1. Listen to emergency alert broadcasts on all available media and follow their instructions.
2. If instructed to evacuate, evacuate to a safe location at right angles to and upwind of the agent.
3. If it is dangerous to evacuate the facility and facility property, including athletic areas outside, conduct shelter-in-place protocol.

### **Code Orange – Disruptive/Unauthorized Person**

A Code Orange Lockdown is a response to a disruptive or unauthorized person causing either a real or potential threat. This type of lockdown is used to enhance the level of security dramatically and rapidly in the facility. By locking all exterior and main interior doors, staff can make it harder for dangerous person(s) near the facility to gain access to staff and students. This type of lockdown further requires that all staff and students seek as much physical safety from physical assault as possible by using barriers to sight as well as physical barriers.

#### **Code Orange: Intruder/Suspicious or Unauthorized Person**

**Definition:**

An intruder or suspicious person or person(s) are those who enter the grounds or building and do not appear to have a legitimate purpose for being present.

**Alert Signal:**

Announcement over the public address system, "A Code Orange lockdown is in effect at this time."

**Response:**

1. You will be directed to a secure area.
2. Move to an area of that room that is not visible.
3. Remain quiet and in that location until given all clear by emergency personnel.
4. Remain in place if the fire alarm system rings. Fire evacuation will be signaled by intercom announcement.
5. Do not leave a secure area without the approval of the TCAT-Pulaski Administration.
6. Communicate with the instructor if you have pertinent information (use the telephone, intercom, or radio as available).
7. Do not attempt to approach suspicious people.

#### **Disruptive/Unruly Person**

**Definition:**

A disruptive or unruly person is a student, employee or visitor who becomes unruly to the point of disruption of the academic or work environment.

**Alert Signal:**

"We are under a Code Orange/Preventative lockdown is in effect at this time." (If a lockdown is deemed to be appropriate)

**Response:**

1. Move away from the unruly individual(s) or area.
2. Speak in a calm and firm voice.
3. If possible, seek a position of safety by positioning a physical barrier between yourself and the individual(s). For example, take a position behind a desk or counter. Consider potential escape routes for yourself if the individual(s) become combative.

**Code Yellow - Lockdown**

**Code Yellow - Lockdown**

***Weapons Use***

**Definition:**

Weapons use is defined as the unauthorized discharge of a firearm or other use of a weapon to assault, threaten, or injure another person on or near school property.

**Alert Signal:**

Code Yellow or Emergency evacuation as deemed appropriate. In all situations, an alert will also be sent through the TCAT-Pulaski alert system in the form of text message, voice message, and/or email message.

**Response:**

Follow instructions given by the instructor.

***Report of Weapon on Property***

**Definition:**

A weapons report protocol is based on any information or report that any person(s) on the property is in possession of a firearm, knife, or other weapon. This protocol is for use in situations where no assault with a weapon has yet occurred and no immediate threat to use the weapon is reported.

**Alert Signal:**

Code Yellow if the TCAT-Pulaski Administration deems it appropriate to contain students in secure areas (if, for example, a report is received that a person has a firearm outside of the building).

**Response:**

Follow instructions given by the instructor.

***Hostage Situation***

**Definition:**

A hostage situation is one in which one or more individuals use a weapon, the threat of a weapon, or the threat of violence to hold or move persons against their will.

**Alert Signal:**

Announcement over the intercom of Code Yellow lockdown or non-fire evacuation. Notification in person if it is safe to do so.

**Response:**

Follow instructions given by the instructor.

**Code Yellow Preventive Lockdown****Definition:**

A preventive lockdown is a means to rapidly enhance the level of security in the facility. By locking all exterior and main interior doors, staff can make it harder for an intruder in the building or a dangerous person near the facility to gain access to staff and students. This type of lockdown does, however, allow staff and students to continue with productive activities in a limited fashion.

**Alert Signal:**

Announcement over the public address system, "All staff— Code Yellow/Preventive Lockdown is in effect at this time."

**Response:**

Follow instructions given by the instructor.

**Code Green – Weather Alert****Code Green - Severe Weather****Definition:**

**Watch:** Weather conditions are favorable for specified weather events.

**Warning:** Specified weather events are occurring, and safety precautions should be taken.

**Alert Signal:**

Announcement over the public address system: "Tornado Watch — be prepared to take shelter if a tornado is reported" or "Tornado Warning —take shelter immediately." (Alarm will sound). Messages will also go out on the school alert system in the form of text message, voice message, and/or email message.

**Instructor Response:**

1. If a tornado warning is announced:
  - Move into tornado safe areas.
  - Assist any individual with special needs.
  - Remain in the duck and cover position until danger passes.



2. Move immediately to the long center hallway of the main building or bathrooms in case of fast-moving storm, stay away from windows and large, open rooms. Take cover under heavy objects if possible and hold on to it. In building hallways, sit with your back to the walls; put your head between your knees and cover with your hands to protect your head. As the head is the most important to protect.
3. If caught outside, and do not have time to reach interior shelter, lie flat in the nearest ditch, ravine, or culvert with hands and arms shielding your head. Be sure to leave the ditch, ravine, or culvert immediately after the tornado to avoid flash flooding.
4. Do not stay in cars. If in an automobile, follow the same rules as outlined above.
5. Students should remain in the safety area until emergency personnel give notice that it is clear.

## **Code Blue – Heart Attack/Unconscious or Critical Person**

### **Code Blue: Heart Attack Unconscious Person**

#### **Alert Signal:**

Announcement over the public address system "Designated staff initiates a Code Blue to (identified site)"

#### **Response:**

1. Students should remain in place until the all clear is given.

## **Code Pink – Injured Person**

### **Code Pink: Injured Person**

#### **Response:**

1. Students should remain in place until the all clear is given.

**First responders will report to the location of the accident and administer help and recommend injured person to seek medical attention.**

## **Code Purple – Natural Disaster**

### **Code Purple-Natural Disaster**

#### ***Earthquake***

Earthquakes can occur at any time, without warning, and may last up to 3 minutes. Often, they are followed by aftershocks. In the event of an earthquake, students and personnel who are indoors should stay indoors; those outdoors should stay outdoors. The danger of falling debris and flying glass makes entering and exiting a building hazardous. During an earthquake remain calm and quickly follow the steps outlined below:

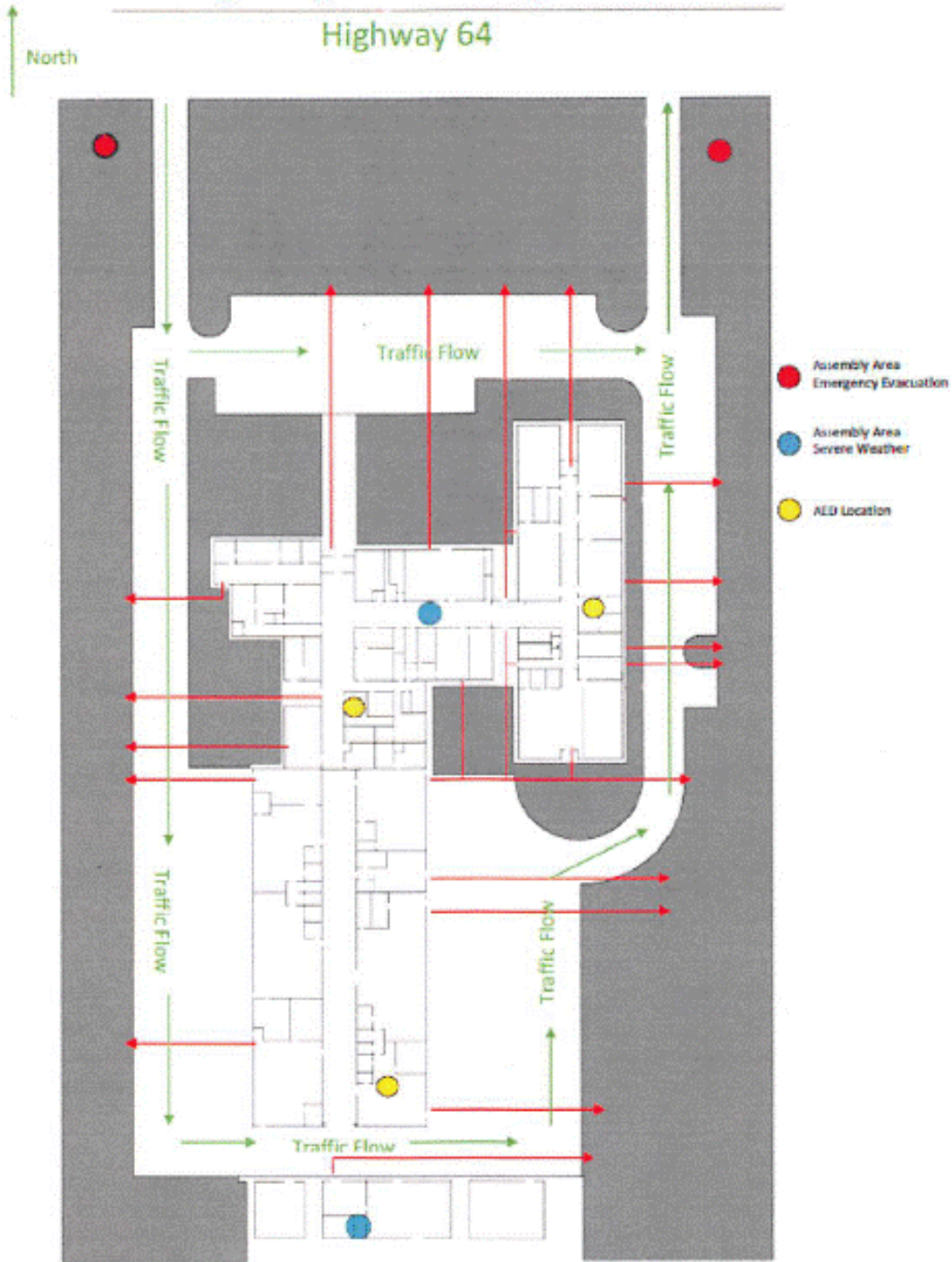
#### **Response:**

1. If **Indoors**, seek refuge in a doorway or under a desk or table and hold on. If nothing is available, brace yourself in a doorway or go to an interior hallway. Stay away from glass windows, shelves,

heavy equipment, and other objects that may fall (bookcases, display cabinets). Protect your eyes and head.

2. If **Outdoors**, move quickly to an open space away from building, trees, utility poles, and other structures. Lie down, face down. Caution: Always avoid power or utility lines.
3. **After an earthquake**, move to your class designated area and remain there until roll has been called. Directions will be given by the Emergency Personal, President or his designee, which may include for the students/staff to move to the evacuation area in front of the school.

# Tennessee College of Applied Technology, Pulaski Evacuation Plan



# EMERGENCY ACTION PLAN—LAWRENCE COUNTY ISC

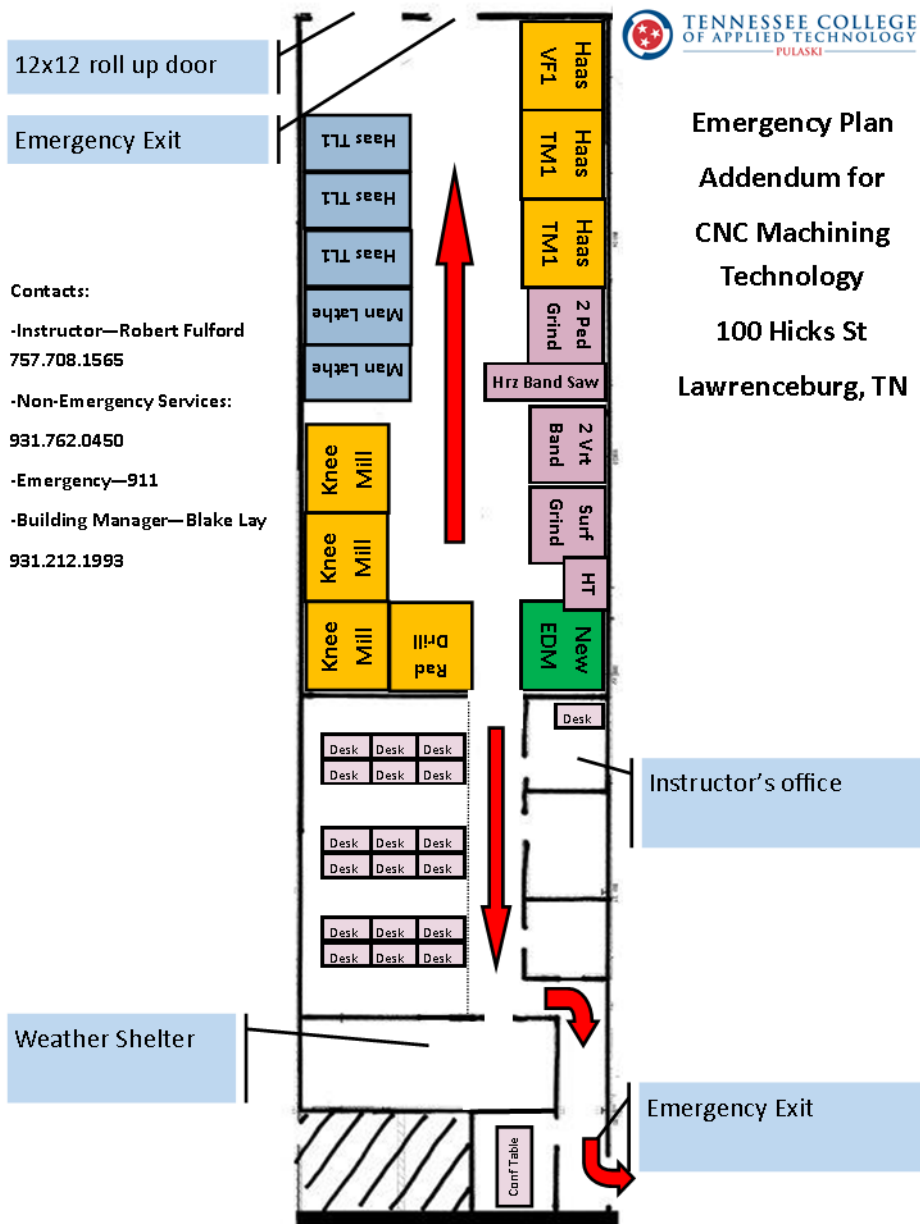
Tennessee College of Applied Technology Pulaski

Lawrence County Instructional Service Center

100 Hicks Street

Lawrenceburg, TN 38464

In the event of an emergency, employees and students will follow the Emergency Action Plan established for the TCAT-Pulaski main campus using the following map addendum.



## **EMERGENCY ACTION PLAN—LAWRENCEBURG ISC**

Tennessee College of Applied Technology Lawrenceburg

Lawrenceburg Instructional Service Center

1800 Springer Rodd

Lawrenceburg, TN 38464

In the event of an emergency, employees and students will follow the Emergency Action Plan established for the Lawrence County High School.

## **EMERGENCY ACTION PLAN—LORETTO ISC**

Tennessee College of Applied Technology Pulaski

South Lawrence Instructional Service Center

525 2nd Ave South

Loretto, TN 38469

In an emergency, employees and students will follow the Emergency Action Plan established for Loretto High School.

## **EMERGENCY ACTION PLAN—SUMMERTOWN ISC**

Tennessee College of Applied Technology-Pulaski

North Lawrence Instructional Service Center

411 West College Street

Summertown, TN 38483

In an emergency, employees and students will follow the Emergency Action Plan established for the Summertown facility.

## **BOMB THREATS**

The person receiving the call will:

1. Notify the President or his designee, who will clear the building of students and nonessential personnel and call 911.
2. Keep the caller on the phone as long as possible while noting:
  - a. The date and time of the call.
  - b. The exact words of the caller.

- c. Probable age and sex of the caller.
  - d. Speech pattern or accent of the caller.
  - e. Background noises.
3. Ask the following questions:
- a. Where is the bomb?
  - b. When will it go off?
  - c. What does it look like?
  - d. What type of bomb is it?
  - e. Why was it put in this building?
  - f. Who put it here?
  - g. Who are you?

The President or his designee will:

- 1. Instruct staff and students not to move or touch any suspicious device or object.
- 2. Avoid use of and turn off two-way radios, cell phones and intercoms, **DO NOT EVACUATE THE BUILDING USING THE INTERCOM SYSTEM.**
- 3. Verbally inform all staff to:
  - a. Escort students carefully to outside gathering locations in accordance with the emergency egress plan maps. Take class roll book with you as you evacuate. Movement must be kept as quiet as possible since any motion may jar and thereby detonate the device.
  - b. Account for the presence of all reported in attendance for the day.
  - c. Remain at locations until given direction to return.
- 4. Decide, once authorities have arrived, whether or not to conduct a search, and when it is safe for students and staff to re-enter the school.

Pretend difficulty with hearing, keep caller talking. If the caller seems agreeable to further conversation, ask questions like:

- 1. "When will it go off?" (Certain hour \_\_\_\_\_ Time remaining \_\_\_\_\_)
- 2. "Where is it located?" (Building \_\_\_\_\_ Area \_\_\_\_\_)
- 3. "What kind of bomb is it?"
- 4. "Where are you now?"
- 5. "How do you know so much about the bomb?"
- 6. "What is your name and address?"

If the building is occupied, inform the caller that detonation could cause injury or death.

Did the caller appear familiar with the building by his description of the bomb location?

***ACTION AND COMPOSURE ARE ESSENTIAL!***

Write the entire bomb threat message and any other comments made.

**Bomb Threat Telephone Checklist:**

Bomb Threat Telephone Checklist

**BOMB THREAT CHECKLIST**

*Copy this sheet and place it near your phone.*

**Caller's Voice**

- |                                   |   |
|-----------------------------------|---|
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Disguised          |
| <input type="checkbox"/> Angry    | <input type="checkbox"/> Accent             |
| <input type="checkbox"/> Excited  | <input type="checkbox"/> Familiar           |
| <input type="checkbox"/> Slow     | <input type="checkbox"/> Deep               |
| <input type="checkbox"/> Rapid    | <input type="checkbox"/> Nasal              |
| <input type="checkbox"/> Soft     | <input type="checkbox"/> Stutter            |
| <input type="checkbox"/> Loud     | <input type="checkbox"/> Lisp               |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Raspy              |
| <input type="checkbox"/> Crying   | <input type="checkbox"/> Ragged             |
| <input type="checkbox"/> Normal   | <input type="checkbox"/> Clearing<br>Throat |
| <input type="checkbox"/> Slurred  | <input type="checkbox"/> Deep<br>Breathing  |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Cracking<br>Voice  |

**Questions to Ask**

1. When is the bomb going to explode?
  2. Where is it right now?
  3. What does it look like?
  4. What kind of bomb is it?
  5. What will cause it to explode?
  6. Did you place the bomb?
  7. Why?
  8. What is your address?
  9. What is your name?
- If the voice is familiar, who did it sound like?

**Exact Wording of Threat:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Threat Language:**

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> Well Spoken                  | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Educated                     | <input type="checkbox"/> Taped      |
| <input type="checkbox"/> Foul                         | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Message read by threat maker |                                     |

REMARKS: \_\_\_\_\_  
\_\_\_\_\_

**Background Sounds:**

- |  |                                 |
|--|---------------------------------|
| <input type="checkbox"/> Street noises     | <input type="checkbox"/> Voices |
| <input type="checkbox"/> Houses noises     | <input type="checkbox"/> Static |
| <input type="checkbox"/> PA system         | <input type="checkbox"/> Music  |
| <input type="checkbox"/> Phone booth       | <input type="checkbox"/> Local  |
| <input type="checkbox"/> Office machinery  |                                 |
| <input type="checkbox"/> Long distance     |                                 |
| <input type="checkbox"/> Factory machinery |                                 |
| <input type="checkbox"/> Animal noises     | <input type="checkbox"/> None   |

Other: \_\_\_\_\_  
\_\_\_\_\_

Sex of caller: \_\_\_\_\_  
Race/nationality of caller: \_\_\_\_\_  
Age of caller: \_\_\_\_\_  
Length of call: \_\_\_\_\_  
Time of call: \_\_\_\_\_

**IMMEDIATELY DIAL 9-1-1 • Give responding officers this completed sheet.**

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Department Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

## **EVACUATION PLAN FOR DISABLED STUDENTS AND STAFF**

The instructor will assist disabled students with their specific needs.

All staff will be responsible for seeing that any disabled students are given appropriate assistance to assure safe evacuation and/or shelter in an emergency.

Students may be used to assist fellow students at the instructor's discretion.

## **CRIMINAL ACTIVITY**

The following procedure should be followed if an individual reports they have been the victim of a crime on campus.

1. Report the information/crime to the President or his designee.
2. The President or his designee will contact the appropriate law enforcement agency.
3. DO NOT:
  - a. Investigate beyond "Sh'ho, what, when, where" from the victim.
  - b. Bring witnesses together.
  - c. Ask witnesses to write down their stories/observations.
  - d. Contact the alleged offender.
  - e. Bring the victim and the alleged offender together.
  - f. Release the names of any individuals involved in the investigation.
4. Report to Student Services Coordinator for submission to the T.B.I.
5. A copy of the Annual Safety and Security Report is maintained in the Student Services office and is available upon request.

## **FOLLOW-UP AND INVESTIGATION**

### **How to Investigate Accidents**

#### ***Purpose of Accident Investigation***

To obtain information through which recommendations for corrective action can be developed for the prevention of similar or other accidents, either in the area affected or elsewhere in the organization. This is done by:

1. Determining Accident Causes - Seeking out the elements and sources from which the accident developed.
2. Determining Corrective Measures - Analyzing the cause factors and making recommendations for their elimination,
3. Developing Educational Materials - Producing information which will guide personnel into developing a "Safety Consciousness" and knowledge of safe conditions and safe work methods.



### ***Which Accidents Should be Investigated?***

All accidents are potentially serious. All are important regardless of the degree of seriousness of any resulting.

Every accident should be thoroughly investigated, bearing in mind the following order of importance:

1. Deaths or other catastrophes.
2. Permanent disabilities.
3. Temporary disabilities.

### ***When Should Accident Investigations be Made***

As soon as possible after the accident. Delays - even those of only a few hours - can permit information or items of importance to be removed, destroyed, or forgotten.

**NOTE: It is the policy of the Tennessee College of Applied Technology - Pulaski that each instructor complete an accident report no matter how minor the injury. Use Accident Report form. Complete and turn in to the Student Services Office and place a copy in the injured person's file.**

### ***Six Questions to Answer as the Basis of Accident Investigation***

1. Who — was injured?
2. How — did the accident happen?
3. When — did it happen?
4. Where — did it happen?
5. What — were the materials, machines, equipment, or conditions involved?
6. Why — did it occur?

### ***What Specific Information Should be Obtained***

1. Occupation — What work was the injured person doing?
2. Gender — State whether male or female.
3. Age — Exact if possible; otherwise approximate.
4. Date — Show day and hour of occurrence.
5. Place — Give the specific location.
6. Type — What type accident — fall, struck by, caught in, burned?
7. Equipment — What materials, machines involved?

In addition to these fundamental and basic points, the following items should receive appropriate attention, depending upon the circumstances in each case:

- Descriptions by Witnesses — Get various accounts of the accident.. .the worker's, his/her supervisor's, and other witnesses.
- Unsafe Conditions — State what unsafe condition contributed to the accident. Give reasons for its existence, if possible.
- Unsafe Acts — List any unsafe acts involved. Why did they occur. ...lack of skill, poor attitude, misunderstanding?
- Corrective Action — What has been done to prevent recurrence of the accident?

### ***Other Information***

You cannot get too much information about an accident. What may appear to have been a simple accident may have contributing circumstances which are quite involved. Underlying causes must be sought.

A report that a student "got a particle in his/her eye" or "was not wearing goggles" gives no clue as to how or why the accident happened. Determine where the particle came from and how. Why wasn't the worker wearing his/her goggles?

Never say a student was "careless." This is an effect, not cause. If you think he/she was careless, find out why — there is always a reason.

### ***Principles Which Should be Observed***

1. **Use Common Sense** — Stick to the facts, weigh their value, reach justified conclusions.
2. **Investigate Each Clue** — An reasonable conclusion will often be changed by exploring factors which may not appear to be important.
3. **Check for Unsafe Conditions and Acts** — Both are present in most accidents.
4. **Make Recommendations** — No investigation is complete unless corrective action is suggested.
5. **Investigate All Accidents**—Chance is often the sole difference between a trivial accident and a serious one. Results cannot be predicted.
6. **Prepare Report** — Written reports are helpful tools for study and analysis, to determine specific areas or operations in which accidents are occurring and for follow-up action on recommendations.

**Sample Accident Report Form**



**TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY**  
PULASKI

TCAT Safety-3

**PRELIMINARY ACCIDENT REPORT**

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

1. Who was injured?	Name _____ Training Area _____
2. What was the nature and extent of injury? (Describe fully) Use back of form if needed.	Nature of accident _____ Nature of injury _____ _____
3. Who gave medical treatment.	First aid in school _____ By _____ Physician _____ Hospital _____
4. On what day and at what time did the accident occur?	Date _____ Hour _____ A.M. ( ) P.M. ( ) Was the injured person supposed to be in this place at this time? Yes _____ No _____
5. Where did the accident occur?	Exact place where accident occurred _____ _____
6. Who saw the accident or was near the injured when the accident occurred?	Name _____ Address _____ Phone _____ _____ _____
7. What was the cause of the accident? (Describe briefly what occurred)	Immediate cause _____ _____ _____
8. What was the injured trainee's statement regarding the accident?	_____ _____ _____
9. What was the mental and physical condition of the injured prior to the accident?	_____ _____ _____
10. What can be done to prevent recurrence of this or similar accidents?	_____ _____ _____
11. Additional Comments	_____ _____ _____
Report Made by _____	Title _____
Received at office-Date _____	Hour _____ A.M.( ) P.M. ( )

(1 Copy to Instructor)      (2 Copies to President)      (1 Copy to Student Services)      (1 Copy to Student Record)