

CMAST Safety Plan

**SAFETY PLAN
TABLE OF CONTENTS**

INTRODUCTION 1
 Purpose..... 1
 Scope..... 1
 Types of Emergencies..... 1

DEFINITIONS..... 2

ASSUMPTIONS..... 2

RESPONSIBLE PARTY 2

EVACUATION 3
 Authority to Order Building Evacuation 3

SUMMON OUTSIDE ASSISTANCE 3

REPORTING AND NOTIFICATION 4

MITIGATION..... 4

MEDIA RELATIONS 4
 Other Guidelines 4

EMERGENCY COMMAND POST..... 4
 Field Command Post..... 5
 General Command Post 5

ASSEMBLY POINTS FOR EVACUEES..... 5
 Handicapped 5
 Missing Person(s) 6

EMERGENCY CALL LIST..... 6

EXPLOSIONS, AIRCRAFT DOWN (CRASH ON CAMPUS)..... 7

MEDICAL FIRST AID 7

CHEMICAL SPILL 9

BOMB THREAT 9

VIOLENT OR CRIMINAL BEHAVIOR 10

FIRE 11

UTILITY FAILURE 11
 Additional Information and Procedures 11

PSYCHOLOGICAL CRISIS 12

SEVERE WEATHER 12
 Hurricane 12
 Maintenance 13
 Campus Security 13
 Administrative Services/Student Development 13
 Cafeteria 13
 Maintenance 13
 Campus Security 14
 Janitorial Services 14
 All Employees 14

SAFETY PLAN 15
 Training 15

CMAST SAFETY MANUAL

CMAST will follow the general safety plan guidelines for Carteret Community College.

This Emergency Action Plan has been designed to provide a contingency manual for college personnel in order to plan for campus emergencies. While the guide does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

The college procedures herein are expected to be followed by all administrators whose responsibilities and authority cover the operational procedures found in the guide. Campus emergency operations will be conducted within the framework of the college guidelines. Any exceptions to those crisis management procedures will be conducted by, or with the approval of, those college administrators directing and/or coordinating the emergency operations. All requests for procedural changes, suggestions, or recommendations will be submitted in writing to the Public Safety Officer for review. All changes recommended by the Director of Operations and Police, in conjunction with the Safety Committee, will be submitted in writing to the College President for evaluation and adoption.

Purpose

The basic emergency procedures outlined in this Emergency Action Plan (EAP) are to enhance the protection of lives and property through effective use of college and campus community resources. Whenever an emergency affecting the campus reaches proportions **THAT CANNOT BE HANDLED BY ROUTINE MEASURES**, the President, or his designee may declare a state of emergency, and these emergencies may result in the implementation of the Emergency Action Plan. These are: (1) large-scale civil disorder, and (2) large scale natural/man-made disaster. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

Scope

The Emergency Action Plan (EAP) applies to all personnel, buildings, and grounds, owned, leased, or operated by Carteret Community College. The EAP specifies the responsibilities and the duties of Carteret Community College personnel during emergencies and potential emergencies. These responsibilities and duties provide for prompt action to protect the health and safety of college personnel and property.

Types of Emergencies

Types of emergencies covered by this program include:

Bomb	Severe Weather
Chemical Spill	Utility Failure
Civil Disturbances or Demonstrations	Violent or Criminal Behavior
Downed Aircraft (Crash on Campus)	Media Relations
Explosion	
Fire	
Hurricane	
Medical and First Aid	
Psychological Crisis	

DEFINITIONS

The following definitions of an emergency are provided as guidelines to assist Administrators and Public Safety officials in determining the appropriate response.

Minor Emergency-Any incident, potential or actual, which will not seriously affect the overall functional capacity of the College.

Major Emergency-Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the College. Outside emergency services will most likely be required, as well as major efforts from campus support services.

Disaster-Any event or occurrence which has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and/or severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential.

Adverse Publicity-Any incident, potential or actual, which has the prospect for adverse publicity concerning campus resources and/or instrumentalities of the College.

ASSUMPTIONS

The College Emergency Action Plan is predicated on the realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster, hence, the following are general guidelines:

An emergency or disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.

The succession of events in an emergency are not predictable, hence, published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.

Disasters may affect residents in the geographical location of the College; therefore, local, county, and federal emergency services may not be available. A delay of off-campus emergency services may be expected, unless life threatening emergencies exist.

A major emergency may be declared if information indicates that such a condition is developing or is probable.

RESPONSIBLE PARTY

The Director of Operations shall act as the Emergency Coordinator in the event of an emergency. The Emergency Coordinator, in consultation with the Vice President of Administrative Services, will be responsible for determining the proper response to the emergency to include:

- Evacuation
- Summon Outside Assistance
- Reporting and Notification
- Mitigation

EVACUATION

Evacuation, as used in the plan, refers to the movement of students, employees, and visitors from the danger zone or from any portion of the school in as rapid and safe a manner as possible under the existing circumstances.

There are two types of evacuation - Campus Evacuation which might be required when there is an immediate threat to the entire campus, and Building Evacuation which might be required when there is an internal disaster and all employees and students are to be removed from that building.

Authority to Order Building Evacuation

The authority to order evacuation of an entire building is vested in the Director of Operations and Police acting in his or her role as Emergency Coordinator. In his or her absence this authority rests with the most senior official present or who is available by telephone or other communication.

1. President
2. Vice President of Administrative Services
3. Director of Operations

The authority to order a total campus evacuation is vested in the President or, in his or her absence, the Vice President of Administrative Services. The order for a campus evacuation will usually follow a Declaration of Campus State Emergency issued by the President. When such declaration is made, the Director of Operations, acting as the Emergency Coordinator, shall immediately place into effect appropriate measures to safely evacuate the campus of all non-essential personnel, meet the emergency, and safeguard persons and property. During the time the declaration is in effect only essential personnel are permitted to be present on campus. Essential personnel are defined as Senior Administrators, members of the Campus Security, members of the Maintenance Department, and others authorized by the Emergency Coordinator.

SUMMON OUTSIDE ASSISTANCE

The Director of Operations and the evening Campus Security Officer have direct radio contact with the Carteret County Emergency Communications Center and the Carteret County Sheriff's Department. Either can summon outside assistance when there is a need to do so. Any member of the campus community can summon the fire department or emergency medical services by dialing 9 and then press 911 from a campus telephone. It is always best to err on the side of safety and no member will be criticized for doing so if they reasonably believe time is of the essence to meet an emergency. The campus security should be called immediately after an ambulance or the fire department has been summoned.

REPORTING AND NOTIFICATION

The procedure for reporting an emergency is:

- Dial “6188” for campus security or dial 9 – 911.

The information to be given to the Emergency Coordinator will include the nature of the emergency, the location of the emergency, and if any injuries are involved. The Emergency Coordinator will make, or cause to be made, proper notification to college personnel as necessary.

MITIGATION

Once the emergency has been mitigated and it is safe to return to the effected area or building, the Emergency Coordinator will announce that it is safe for students and employees to return. In the case of a Declaration of Campus Emergency the Public Information Officer, or his designee, will notify the media that the campus is open. Complete mitigation means a return to business as usual. The quicker order is restored, the better everyone on campus will feel. For instances, if classes had to be temporarily cancelled, the college community will not feel that the crisis is over until the normalcy of their daily routines has returned.

MEDIA RELATIONS

The College has two basic guidelines to observe in crisis situations:

1. Only authorized personnel (President or Public Information Officer) shall meet or talk with the media.
2. Only factual information is released; NO speculation shall be offered.

Other Guidelines

- All college personnel are reminded not to speak to outsiders, especially the media, on behalf of the College, unless instructed to do so by the President or Public Information Officer.
- The Emergency Coordinator, top administrators, and the Public Information Officer shall be informed immediately of any information relating to existing emergencies.

Complete details shall be made available to them, including what it is, how it began, who is involved, and what is happening now.

- All calls from the media should be referred directly to the Public Information Officer, Extension 6240, or to the command post

EMERGENCY COMMAND POST

When an emergency occurs, or is imminent, it shall be the responsibility of the Emergency Coordinator, assisted by Maintenance Personnel, to set up and staff an appropriate Emergency Command Post.

Field Command Post

If the emergency involves only one building, or a small area of campus, a command post shall be set up as near the emergency scene as is reasonably possible. The Emergency Coordinator, the Vice President of Administrative Services or his designee, and one Maintenance Person shall staff the command post at all times or until the emergency ends.

Field office command post equipment shall include:

- Barricades and/or barrier tape and signs for the scene;
- portable hand-held radios;
- a cellular telephone;
- portable public address system;
- medical emergency first aid kit;
- a table and chairs.

General Command Post

If the emergency will require significant resources and/or be on-going for several hours or more, the command post shall be set up in Joslyn Hall. If this site is unavailable, the Emergency Coordinator shall select an alternate location. Large scale emergencies may require a conference room with space for multiple telephone and/or electrical appliances, a marshaling area for local and outside agency assistance, and facilities for emergency teams or media crews.

ASSEMBLY POINTS FOR EVACUEES

If a building evacuation is necessary for any type emergency, employees and students shall be evacuated to an assembly point a safe distance from the building.

Assembly Points

McGee Building – Gazebo located on back lawn

Michael Smith LRC – Gazebo located in back of McGee Building

Donald Bryant Student center – Parking lot located west of building

Howard Building – Parking lot located east of building

CMAST Building, Therapeutic Massage Building, HRD Building, Life Structure Building –
Parking lot south of Life Structure Building

Corporate & Community Education Building – Parking lot located south of building

Wayne West Building – Parking lot located south of building

If flames from a fire or other danger are present in that location, evacuees will be moved to an area identified at that time by the Emergency Coordinator.

Handicapped

It shall be the responsibility of every employee to assist handicapped persons to the assembly area. Whenever possible, measures should be taken to transport wheelchairs, crutches, etc., to the assembly area.

Missing Person(s)

Once evacuation has been made to an assigned assembly area, a head count should be made to account for all personnel and students. Report any person not accounted for to the command post. Do not return to the building to look for the person. The Emergency Coordinator will assign a team to perform this task.

EMERGENCY CALL LIST

In the absence of the Director of Operations and Police the responsible Administrator on Campus at the time will act as safety coordinator until relieved by the Emergency Coordinator or ranking authority. The responsible Administrator will initiate the notification system by calling the following College Administrators as appropriate:

	<u>Home Phone</u>	<u>Campus Extension</u>
• Pam Olsson Director of Plant Operations & Director, Plant Operations & Auxiliary Services	CELL: 723-8535	6156
• Terry Murphy Facilities Manager	CELL: 723-0071	6321
• Renee Donald Plant Operations Coordinator	CELL: 723-0070	6159
• Janet Spriggs Vice President of Administrative Services	CELL: 723-0050	6224
• Dr. Kerry Youngblood College President	CELL: 732-4418	6140
• Dr. Fran Emory Vice President for Instruction and Student Support	723-0051	6144
• Perry Harker Vice President for Corporate and Community Education	723-0052	6205
• Dr. David Eggleston Director, CMAST	919-632-1720	6301

Additional administrative and/or staff support required may be summoned as needed by persons listed on the emergency call list.

EXPLOSION, AIRCRAFT DOWN (CRASH ON CAMPUS)

In the event a mishap occurs such as an explosion or a downed aircraft (crash) on campus, take the following action:

- Immediately take cover under tables, desks, or other structures which will give protection against falling glass or debris.
- After the effects of the explosion and/or fire has subsided, notify the Director of Operations and Police or his/her designee.
- If necessary, or if directed to do so, activate the building alarm. When the building alarm is sounded or when told to leave by College officials, immediately evacuate the building according to the Emergency Action Plan.
- Should a Campus Emergency Command Post be set up near the disaster site, keep clear of the Command Post unless there on official business.

MEDICAL AND FIRST AID

In the event of a serious injury or illness on campus, immediately dial "9-911". Give your name, describe the nature and severity of the medical problem and the campus location of the victim. Send someone to meet and direct the Emergency Medical Services (EMS) unit to the scene. In case of minor injury or illness, first aid may be administered by a college-trained first aid provider if possible.

In the event of a serious injury or illness, any personnel trained and certified in first aid/CPR shall perform the following steps:

- Keep the victim still and comfortable. Do not move the victim.
- Ask the victim "Are you okay?" and "What is wrong?"
- Check breathing and give CPR if necessary.
- Control serious bleeding by applying direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical identification, question witness(es), and give all information to the EMS personnel.
- If blood or body fluids are present, the College Infectious Disease Control Program guidelines must be followed.

MEDICAL AND FIRST AID

First aid kits are located throughout the campus. Locations of first aid kits are as follows:

* Indicates location of Infectious Control Package also.

McGee Building:

- The 1st floor chiller room
- Student Enrollment Resources*
- Marine Propulsion Shop
- Welding Shop
- Cosmetology*
- Room 226
- Room 228

Wayne West Building

- Woodworking Shop (room# 2101)
- All Purpose room (room# 2102)
- Electric Shop (room# 2103)
- Cooking Room (room# 2211)

Corporate and Community Education

- Office*

Learning Resource Center

- Guided Studies Area
- Library-circulation desk*

BLET Building

- Lounge*
- Firing Range

Howard Building

- Lab*
- Hallway
- Office 512*

Student Center

- Photo Lab
- Book Store*

HRD

- Kitchen*

Therapeutic Massage

- Instructor's office

Life Structure Building

- Conference Room

CMAST

<u>1st Floor</u>	<u>2nd Floor</u>		<u>3rd Floor</u>	<u>4th Floor</u>
108-reception	210-lab	220-lab	332-lab	410-lab
112-kitchen	212-lab	222-lab	328-lab	420-lab
126-Machine Shop	214-lab	226-lab	320-kitchen	
138-Mechanical Room (loading dock)				

CHEMICAL SPILL

Any spill, release, or threatened release of a hazardous material must be reported immediately to the campus security (dial "6188"). When reporting, be specific about the nature of the involved material and its exact location.

The Campus Security shall vacate the affected area at once and seal it off to prevent further contamination of other areas (evacuate and isolate). If the Emergency Coordinator or his/her designee determines the spill or release to be an emergency, facility personnel will take no further actions to mitigate, contain, or clean-up the release. The Emergency Coordinator will contact the necessary specialized authorities, medical personnel, and regulatory agencies.

Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity, and give their names to emergency response personnel.

If necessary, or if directed to do so, activate the building alarm. When the building alarm is sounded or when told to leave by college officials, immediately evacuate the building according to the Emergency Action Plan.

Should a Campus Emergency Command Post be set up near the spill site, keep clear of the Command Post unless there on official business.

If the Emergency Coordinator determines the spill or release not to be an emergency, the spill or release will be contained and cleaned up by properly-trained and qualified personnel according to the procedures given on the Material Safety Data Sheet for the material.

BOMB THREAT

If a suspicious object or potential bomb is observed on campus, **DO NOT HANDLE THE OBJECT!** Clear the area immediately and call the campus security (dial "6188").

Normally, a bomb threat call will not be directed to an individual but rather to the person who first answers the call. It is imperative that all personnel are fully informed on how to handle a bomb threat call. Use the following guidelines:

Keep the caller on the line as long as possible, asking the following questions:

“Where is the bomb located?”

“When is the bomb going to explode?”

“What kind of bomb is it?”

“What does it look like?”

“Why did you place the bomb?”

Also, record the following:

- Time of call
- Age and sex of caller
- Speech pattern, accent, possible nationality, etc.
- Emotional state of the caller
- Background noise

Updated 08/23/2011

Immediately report the bomb threat call to the campus security (dial "6188").

If necessary, or if directed to do so, activate the building alarm. When the building alarm is sounded or when told to leave by college officials, immediately evacuate the building according to the Emergency Action Plan.

Campus Security and Civil Authorities will conduct a detailed bomb search. Personnel are requested to make a quick inspection of their area for suspicious objects and to report the location to the Civil Authorities. **DO NOT TOUCH THE OBJECT!** Do not open drawers, cabinets, or turn lights on or off.

VIOLENT OR CRIMINAL BEHAVIOR

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

If you are a victim or a witness to any on-campus offense, or if you observe a suspicious person on campus, **AVOID RISKS!** Promptly call the campus security (dial "6188") and report the incident, including the following:

- Nature of the incident
- Location of the incident
- Description of the person(s) involved
- Description of the property involved

Assist law enforcement officers on their arrival by supplying them with requested additional information and ask others to cooperate.

In the event of gunfire or explosion, take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.

******* IF TAKEN HOSTAGE:**

Be patient. Time is on your side. Avoid drastic action. The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor is emotionally imbalanced. Don't make mistakes which could hazard your well-being.

Don't speak unless spoken to and then only when necessary. Do not talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare.

Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments.

Expect the unexpected.

Be observant. You may be released or escape. The personal safety of others may depend on your memory.

Be prepared to answer the police on the phone. Be patient, wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors, in all probability, do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

Updated on 8/23/11

FIRE

In all cases of actual fire the Morehead City Fire Department must be notified immediately (dial "9 and then press 911").

Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.

If a minor fire appears controllable, extinguish the fire using a hand-held extinguisher, and then immediately contact the campus security (dial "6188").

If the fire does not appear controllable and/or cannot be extinguished using a hand-held fire extinguisher, immediately notify the fire department ("9-911"). Then activate the building alarm and evacuate the building according to the Emergency Action Plan. Close all doors to confine the fire, but **DO NOT LOCK DOORS**.

If trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) Outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency personnel of your location. **DO NOT PANIC!**

UTILITY FAILURE

1. In the event of a major utility failure occurring during regular working hours (8:00 a.m. through 11:00 p.m., Monday through Thursday, 8:00 a.m. through 5:00 p.m., Friday), immediately notify the campus security (dial "6188") and/or campus security.

2. If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends or holidays, notify any person on the Emergency Call List.

A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.

Additional Information and Procedures

Always observe steps "1." and "2." above whenever the following emergencies arise.

- Electrical/light failure - Campus building lighting may not provide sufficient illumination in corridors. It is therefore advisable to have a flashlight and portable radios available for emergencies, if possible.
- Plumbing failure/flooding - Cease using all electrical equipment. Notify the campus security (dial "6188"). If necessary, vacate the area.
- Serious gas leak - Do not switch on lights or any electrical equipment. Remember electrical arcing can trigger an explosion! Notify the campus security (dial "6188").
- Ventilation problem - If smoke odors come from the ventilation system, immediately notify

the campus security (dial "6188") and if necessary, cease all operations and vacate the area.

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to severe drug reactions or a psychotic break. A psychotic break may be manifested by hallucinations or uncontrollable behavior.

If a psychological crisis occurs:

- Never try to handle a situation you feel is dangerous on your own.
- Notify the campus security (dial "6188"). Clearly state that you need immediate assistance, give your name, your location, and the area involved.

SEVERE WEATHER

In the event of severe weather such as thunderstorms or tornadoes, the Campus Security and Maintenance Staff will provide as much prior warning as is reasonable possible. Take the following action:

- Immediately take cover in sheltered areas in each building. Hallways, bathrooms, and windowless rooms are safest areas.
- Once the effect of severe weather have subsided, all shall return to their respective locations and a head count taken to ensure all are accounted for. All absences shall be reported to the Campus Security or responsible administrator. Do not leave shelter areas unless told to do so by college official.
- Do not return to damaged building areas unless asked to assist emergency crews.

Hurricane

Thanks to modern detection and tracking devices, the National Weather Service can usually provide 12 to 24 hours of advance warning prior to a hurricane actually striking a specific area. Advisories are issued by the weather service of NOAA when hurricanes approach land.

- A "hurricane watch" is issued when a hurricane becomes a threat to coastal areas. Everyone in the area covered by the "watch" should listen for further advisories and be prepared to act promptly if it is upgraded to a "hurricane warning", or an evacuation order is issued.
- A "hurricane warning" is issued when hurricane force winds (74 MPH or greater) are expected in a specific area within 24 hours. Precautionary measures should begin immediately.

When a "hurricane watch" is issued, the maintenance department and Campus Security will take the following actions.

Maintenance

1. Check battery powered equipment. Ensure emergency lighting and fire alarm systems back-up batteries are fully charged and operating. Ensure that fresh batteries are available in case of extended power outage.
2. Ensure emergency generators are working and adequate fuel supplies are available for extended operation.
3. Ensure adequate supply of plastic visqueen and duct tape is available if needed to cover computers and electrical equipment.

Campus Security

1. Ensure all necessary emergency equipment is available and in good working order (radios, flashlights, cellular phones, etc.)
2. Complete any necessary arrangements for extended stay on campus.

When a “hurricane warning” is issued and the threat is eminent, the President will suspend classes and close the campus. Before evacuating the campus, each department shall have specific duties to perform.

Administrative Services/Student Development

1. Prepare records for safe storage.
2. Ensure all employee and student files and rosters are current, available, and secure.
3. Store all loose objects.
4. Monitor all department functions to ensure proper procedures are being followed.
5. Assist as needed.

Cafeteria

1. Store all loose and breakable objects.
2. Turn freezers to their coldest setting.
3. Fill every available container with water for drinking and cooking.
4. Ensure an adequate supply of disposable plates, utensils, cups, etc. are on hand.

Maintenance

1. Remove all loose objects from the premises, (trash cans, lawn furniture, book deposit, cigarette butt containers, portable signs, etc.) and store them inside.
2. Fuel any vehicles that may be needed after the hurricane passes. Fuel may not be available due to power outage.
3. Check out a cellular phone from Campus Security.
4. If time permits, check all roof drains to clear any blockage which might obstruct heavy run-off.

Campus Security

1. Direct traffic as needed for orderly evacuation.
2. Check campus buildings to ensure all windows are closed and locked, blinds and drapes are closed, and all office doors are closed and secured.
3. Leave intrusion alarms off to avoid false alarms due to high winds.
4. Lock-off and secure elevators.
5. Complete damage assessment as soon as possible when hurricane passes and report to the CCC Director of Construction and Renovation (Tommy Rhue, 252-241-6480, 252-222-6198) or the Manager of Plant Operations (Terry Murphey, 252-723-0071, 252-222-6321). In their absence refer to the Emergency call list (p 9).

Janitorial Services

1. Move all housekeeping equipment, supplies, etc. from hallways. Store in supply rooms.
2. Store all loose and breakable objects.

All Employees

1. Be calm, work hastily to complete preparations and evacuate.
2. Store all breakable objects in offices.
3. Assist police by closing windows, blinds, drapes, and outer office doors. This will aid in slowing down possible flying glass, etc.

Employees of CCC who are forced to evacuate their homes or who need to seek a safe haven during a hurricane may use the CCC McGee Building for this purpose. A Campus Security Officer will be on duty. Employees who elect to seek safety on the campus should bring their own non-perishable food and beverages, a flashlight, and blankets or sleeping bag. The following information from the National Weather Service hurricane categories may be helpful in making such a decision.

Hurricane intensity is measured on a scale of 1 to 5; which include:

Category	Wind	Storm Surge
I	75-95 MPH	4-5 FT.
II	96-110 MPH	6-8 FT.
III	111-130 MPH	9-12 FT.
IV	131-155 MPH	13-18 FT.
V	156+	19+

Should a category IV or V hit our area it would be prudent to seek shelter further inland as these storms are extremely devastating.

SAFETY PLAN

The State Board of Community Colleges and the Division of Purchase and Contracts has maintained a contract with N.C. State University Industrial Extension Service Campus Box 7902, Raleigh, NC 27695 to provide quarterly inspections with annual employee training for Carteret Community College. The plan includes, but is not limited to, Hazard Communications, Chemical Hygiene, and Bloodborne Pathogens.

Comprehensive manuals have been developed and are available to the campus community. Manuals are located in the office of the Director of Operations and Police and the office of the head of the Biology and Chemistry Department.

NCSU Industrial Extension Service provides annual training to all faculty/staff who may come into contact with hazardous chemicals in any form (including cleaning or maintenance products), chemical laboratory personnel who work in laboratories, and all employees listed in Categories I and II of the Bloodborne Pathogens Program.

Training

Training shall cover all elements of the Emergency Action Plan and the Fire Prevention Plan.

All employees will be provided training

- at the time of initial employment
- when new hazards are introduced into the workplace, and
- when changes are made to either plan.

TOPICS COVERED IN TRAINING:

HAZARD COMMUNICATIONS

- OSHA Hazard Communication Standard
- The Hazard Communication Program
- Labeling of Hazardous Chemicals
- Physical and Health Hazards of Chemicals
- Routes of Exposure
- Safe Work Practices
- Material Safety Data Sheets

CHEMICAL HYGIENE

- The OSHA Laboratory Standard
- Standard Operating Procedures
- Protective Equipment and Control Procedures
- Ventilation and Fume Hoods
- Prior Approval Procedures
- Medical Examination and Consultation
- Working with Hazardous Substances

BLOODBORNE PATHOGENS

Updated 08/23/2011

OSHA Bloodborne Pathogens Standards
Risk Categories
Personal Protective Equipment
Protective Measures
Housekeeping
Waste Disposal
Labeling
Spills and Exposures

Instructors and department heads give special attention to instructing students in the use of safety equipment and safe practices in laboratories where hazardous chemicals are used and/or stored.