WTC Facilities
Safety Manual/Program

Second Edition
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Williamsburg Technical College Mission Statement

Williamsburg Technical College, a member of the South Carolina Technical and Comprehensive Education system, is a public, two-year, associate degree, diploma and certificate granting institution with an average semester enrollment of approximately 625 students serving the county of Williamsburg, South Carolina. The mission of Williamsburg Technical College is to offer quality, affordable and accessible educational opportunities and experiences that enable students to acquire the knowledge and skills to achieve their goals and to encourage economic development in Williamsburg County. The college offers, to residents of Williamsburg County with varying academic skill levels, the opportunity for postsecondary vocational, technical, and occupational programs leading directly to employment or maintenance of employment in any of the county's manufacturing firms, specializing in textiles, plastics, or metal fabrication. Additionally, Williamsburg Technical College offers postsecondary vocational programs leading directly to employment or maintenance of employment in many of the county's service industries to include cosmetology, nursing, and automotive repair. Associate degree programs are also offered which enable students to gain access through transfer to other postsecondary education. Through curricular programs and extensive continuing education and special programs, and in cooperation with business and industry, the college attempts to produce ethical and skilled employees with leadership abilities who are also competent in their fields, capable of adjusting to change, and knowledgeable of current technological advances.

Williamsburg Technical College Safety Philosophy

The college recognizes its obligation to provide for environmental health and safety on the campus. This means that steps are taken to minimize/eliminate health hazards and risk of injury. The physical well being of students, faculty, staff and visitors will be given priority consideration. This manual establishes appropriate safety standards and guidelines for the operation and use of facilities of the institution.

The responsibility for the Environmental Health Safety Program is assigned to the Vice President – Administration & Finance (VPAF). However, the success of this program requires full cooperation of all FACULTY, STAFF, AND STUDENTS in adhering to applicable rules.

It is the responsibility of the VP's, AVP's, Deans, Department Heads and other Administrative Department Managers to include general education in safe practices and specialized training in safe use of equipment and facilities in their particular department area.

STUDENTS ARE TO BE INSTRUCTED IN THE PROPER USE OF MATERIALS AND EQUIPMENT USED IN SPECIFIC CURRICULUM AREAS AS OUTLINED IN COURSE REQUIREMENTS. STUDENTS ARE ALSO EXPECTED TO ADHERE TO ALL SAFETY PRACTICES, WHICH APPLY THROUGHOUT THE VARIOUS

CAMPUS AREAS. ALL STUDENT ACCIDENTS SHOULD BE REPORTED TO THE ASSOCIATE VICE PRESIDENT – STUDENT AFFAIRS (AVPSA)

SAFETY PROCEDURE EVALUATION PROCESS

Evaluation of the Williamsburg Technical College Safety Procedures will be conducted in March of each year. While the ultimate responsibility for evaluation lies with the VPAF, the Associate Vice President – Facilities (AVPF) and input from the College community will be instrumental in evaluating, assessing and improving WTC's Safety Program/ Manual. The College Community's input will determine whether the College is, indeed, providing a safe and secure environment for all members of the campus community. The components of the plan for evaluation will be as follows:

i. A yearly review will be conducted by the VPAF and AVPF of all work related accident reports on file in the AVPF's office.

ii. The campus community will complete an annual survey to determine the campus community's perception of our safety procedures and to analyze the strengths and weaknesses of our safety program. The survey will be devised, tallied, analyzed and communicated to the campus community by the AVPF.

iii. The VPAF will be asked to review all State Fire Marshall inspection reports, and any other inspections from safety oriented agencies.

iv. Using the results of the survey, the AVPF will prepare an annual report that assesses the College's Safety Program and offer recommendations for improvement directly resulting from the survey suggestions. This report will be submitted to the President and the President's Council.

Abbreviations:

VPAF	**Vice President – Administration/Finance**
VPASA	**Vice President – Academic and Student Affairs**
AVPF	**Associate Vice President – Facilities**
AVPSA	**Associate Vice President – Student Affairs**
AVPAA	**Associate Vice President – Academic Affairs**
PIO	**Public Information Office**
IT	**Information Technology**

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I. MOTOR VEHICLES

1. Drivers License Requirements

No employee of the College shall be permitted to operate a college vehicle unless he/she possesses a valid driver license. If an employee who is required to drive a college vehicle has had his/her driving privileges suspended or license revoked, he/she must have this situation reported to his/her supervisor upon returning to work.

2. Use of College Vehicles

Employee responsibility – It is the responsibility of the employee to always operate a college vehicle in accordance with the applicable motor vehicle laws, all local ordinances and within the guidelines of this chapter.

Before starting – It is the driver's basic responsibility to make sure the vehicle is in safe operating condition before starting each trip. The employee shall check all lights, horn, windshield wipers, brakes, tires, gas, rear view mirrors, seat belts, and windows for clear visibility. In winter months, the driver should check for windshield scraper.

Seatbelt/Shoulder Harness Use - Driver and passengers in college vehicles, where provided, shall wear seat belts and shoulder harnesses, whenever the vehicle is in motion on public or private thoroughfares and roads. Employees who drive their personal vehicles for college business or who are passengers in personal vehicles being used for college business shall also wear seat belts and shoulder harnesses.

Parking – Avoid high-risk parking areas. After a vehicle has been parked, always turn off the ignition, remove ignition key, and lock doors before leaving vehicle.

Backing – Vehicles, wherever possible, shall be positioned or parked where backing will not be necessary. If a vehicle must be backed, it is the responsibility of the driver to:

A. If alone, visually check the area behind the vehicle immediately prior to backing, up, or

B. If a member of a group, requests another employee to check the area in back of the vehicle and act as a safety watcher during the backing operation. The rear of the vehicle is the responsibility of both the driver and the safety watcher.

Smoking in College Vehicles – Smoking is not permitted in college vehicles.

Emergencies – No job is so important that it requires an employee to operate a vehicle in a manner that is considered unlawful or unsafe. An emergency call does not permit the driver to disregard traffic laws and regulations. The driver must report any needed repairs or suspected conditions to the Motor Pool.

3. Accident Reports

Any and all accidents, regardless of the extent of the damage, involving a college vehicle should be investigated by a police officer with jurisdiction in that area. The AVPF is also to be informed of any accident and a police report of the accident is to accompany the notification to the AVPF. He will notify the appropriate administrators, State Fleet and the VPAF to perform an investigation.

II. LIFTING

1. General

Even with mechanical lifting aids, a person may encounter certain things that have to be lifted manually. In order to avoid back strains, you must lift properly.

INCORRECT LIFTING causes many lifting injuries. If you use your body CORRECTLY, your lifting job will be **easier** and **safer**.

Think before you lift! The most important part of your body to use when lifting is your head.

Solid footing is essential whenever you attempt to lift an object of any substantial weight.

If the load is too heavy, obtain help.

2. Lifting Procedures

1. Stand close to the load to eliminate excessive strain on the back muscles. Anticipate the direction in which the load will be moved after lifting and position the feet to allow this movement.

2. Place one foot alongside the object to be lifted and the other slightly behind and lift with the heels flat, not raised. This provides a wider, more stable base from which to lift.

3. Bend your knees and squat down. KEEP YOUR BACK ERECT.

4. Take a firm grip underneath the object. Be sure hands or gloves and the surface of the object are not slippery. Keep arms straight allowing shoulder muscles to help lift the load.

5. Straighten your legs gradually from the squatting to an erect position. Jerking when you lift is as dangerous as setting down a load too quickly.

6. Carry the load close to your body, as close to your own center of balance as possible. KEEP YOUR BACK ERECT. Loads should be carried in such a way as to permit an unobstructed view ahead.

7. If you have to turn, do so with your whole frame, not just your trunk. Avoid twisting your body because this motion places the load outside your center of balance and puts a terrific strain on muscles not normally used in lifting.

8. To set the load down, simply reverse the lifting operation. With your back erect, bend your leg at the knee to a squatting position then withdraw your hands from the object.

9. When two or more are lifting together, one person, and only one person, should give the directions for the team. Efforts should be completely coordinated. The load should be well balanced and, as far as possible, distributed evenly. For a team, the lifting procedure is the same as it is for just one person; squatting position, firm grip, erect body, lifting with the legs and reversing the technique to set the load down.

10. When raising an object to shoulder height or higher, first lift to about waist height, rest one end of the object on a bench or ledge, then, if necessary shift the position of the hands to accomplish the lift to the higher level. Reverse the process when lowering objects.

11. KEEP YOUR CHIN UP. If your chin is up, your back is likely to be straight and your chance of avoiding back injury while lifting is greatly improved.

III. LADDERS, PLATFORMS AND BARRICADES

1. Ladders

Portable, straight or extension ladders shall be used only for their designed purpose. Before using, inspect carefully for any visible defects.

All straight or extension ladders shall be equipped with approved safety feet. Where the safety feet do not overcome the hazard of slipping, the ladder should be secured by other adequate means.

If ladders are used near a door or an aisle through which there is traffic, warning signs shall be set up or other appropriate precautions taken to prevent potential accidents.

Ladders, improperly used are responsible for many accidents. When working with ladders, the following procedures shall be observed:

1. Place the ladder so that the horizontal distance of the base to the vertical plane of the support is approximately ¼ the ladder length between supports. (Example: Place a 12-foot ladder so the bottom is three (3) feet away from the object against which the top is leaning.)

2. If a straight ladder is used on a slippery surface or where there is any probability of the ladder slipping or tipping, the ladder shall be held in place by a person at the foot of the ladder and/or by adequately securing the top of the ladder in place.

3. When going up or down a ladder, employees shall face the ladder and have free use of both hands for climbing.

4. Bulky or heavy materials which would interfere with the use of the hands or would overburden the ladder shall be raised and lowered by block and tackle or ropes.

5. Employees shall not slide down ladders.

6. Broken or weak ladders or ladders with missing rungs shall not be used.

7. Two (2) ladders shall not be spliced together; only approved extension ladders shall be used where greater length is required.

8. Ladders used near live electrical circuits shall not be made of metal or have metal rung braces, trusses, or struts, because of the danger of short circuits or accidental contacts with live parts of the circuit.

9. Step ladders shall be fully opened before being used.

10. Wooden ladders shall never be painted. Paint hides the grain of wood and any defects.

11. Ladders shall not be used in a horizontal position.

12. Employees must not work or stand on the top two (2) rungs or steps of a stepladder.

13. Except for safety platform ladders, employees shall not work from the top two rungs or steps of a stepladder.

14. Ladders shall not be left in an upright position against any supporting object when not intended for immediate use. A ladder should be stored in such a manner to provide ease of access and inspection. If stored in a horizontal position, the ladder should be supported at a sufficient number of points to avoid sagging.

15. Tools or equipment shall not be left on ladder or ladder platforms.

2. Portable Work Platforms

Portable work platforms shall be well constructed and maintained in safe condition. Adequate guardrails shall be provided and used.

Platforms with castors or wheels shall be equipped with safety locking devices.

No one shall be allowed to ride a work platform between work locations.

3. Barricades

Barricades shall be used to ensure the safety of others when hazardous conditions are created by the work being performed, such as material dropping, flying or spraying, and uneven or slippery footing.

IV. POWER TOOLS

1. Electric Tools

Eye protection must be used when operating any grinding, cutting, drilling or power driven tool.

Only ground carrying (three-wire) extension cords approved by Underwriter's Laboratories and which are in good condition shall be used. Worn or frayed cords and broken plugs shall be removed from service and repaired or replaced.

When operating electric equipment and a 3-wire receptacle is not available, the ground wire on the 3-prong plug must be used. The ground wire must be connected before inserting the plug into the receptacle. Two-wire/two-pronged plugs on double insulated tools are acceptable.

2. Stationary Power Tools

All tools, equipment, safety guards, safety chains and safety devices shall be inspected by the individual using them at regular intervals and kept in proper working condition.

Gloves and safety glasses should be worn while operating drill presses, power saws and similar equipment. Loose clothing on upper portion of body must not be worn and long sleeves must be rolled up.

Oversized bits shall not be ground down to fit small electric drills, use the proper size drill.

3. Grinding and Buffing Wheels

Always wear approved eye and face protection when using a grinding wheel. Bench grinders shall be equipped with wheel guards, transparent shields and tool rests.

The center hole of a grinding wheel shall be the proper size for the arbor shaft on which it is mounted.

When changing heads or adjusting guards, the grinder shall be disconnected from its electrical or pneumatic power source.

The protective hood shall be in place before using wheels.

4. Guards

Gears, sprockets, chains, shafts, pulleys, belts, and other apparatus of this nature in a location to be a hazard shall be provided with appropriate guards.

Guards shall be removed only as necessary to maintain the machine, then immediately reset.

Before any maintenance work is done on tools or equipment, the power source shall be shut down and the disconnect locked out.

V. MANUAL TOOLS AND EQUIPMENT

1. Hand Tools

Many accidents are caused by the improper use of tools and by the use of defective tools and equipment. Employees shall use only tools and equipment that are in good condition. Tools shall be used for the purpose for which they were designed.

It shall be the responsibility of each employee to make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good operating condition.

A supervisor shall prohibit the use of any tools and equipment that, in his/her judgment, is unsafe.

Some common defects in tools and equipment, which shall be eliminated to prevent accidents, are the following:

1. Cracked, split, broken or loose handles in hammers, shovels, sledges, axes, etc.
2. Mushroom/flattened out heads on chisels, impact drills, etc.
3. Wrenches, which fit poorly, opened-ended wrenches and adjustable wrenches with, spread jaws, or Stilton wrenches which do not hold.
4. Ladders having broken or loose rungs or cracked sidepieces.
5. Ladders with missing or loose rubber shoes.
6. Rubber protective devices having cracked, cut or otherwise defective rubber.

Sharp edged tools shall be protected or stored in such a manner to prevent injury to employees at all times when not in use.

When using hand tools, an employee shall place him/herself in such a position that he/she will avoid injury should the tool slip.

A machinist or any employee using a (ball peen) hammer shall place himself in such a position that he/she will avoid injury if the tool slips.

The jaws of a pipe wrench should be clean before each use.

Shims must never be used to make a wrench fit.

Worn or dull jaws on pipe wrenches should be replaced before being used.

All files, rasps, and other hand tools, which have a sharp tang, shall be equipped with approved handles.

Shovels, picks, digging bars and the like shall be stored so as not to create stumbling or tripping hazards. They shall be stored so that they will not be a hazard to a person accidentally coming in contact with them.

2. Handling of Pointed Tools

Pointed tools shall never be carried edge or point up in a worker's pocket. They should be carried in a toolbox, carrying belt, pouch, or in the hand with points and cutting edges away from the body.

Tools should be handed from one worker to another, never thrown. Edged or pointed tools should be passed with the handle toward the receiver.

3. Care of Tools

Tools and equipment shall be left in proper operating condition and used only for the purpose for which they are designed. If proper and safe tools are unavailable, report this to your supervisor.

Inspect all tools at regular intervals. Any tool that develops defects while in use shall be taken from service, tagged and not used again until restored to proper working condition.

Hammers and similar tool shall be kept in good condition and shall not be used if the handles are loose, cracked or splintered.

Wrenches must be kept in good condition. Defective wrenches such as opened-ended, boxed-end, socket sets and adjustable wrenches with spread jaws, or pipe wrenches with dull teeth, could slip.

VI. BLOODBORNE PATHOGENS AND CHEMICAL HAZARDS

1. Rule:

All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times.

2. Responsibility

It is the responsibility of each employee and all levels of supervision in that area to be aware of the hazards related to the use of solvents, chemical cleaning materials, water treatment and other chemicals and enforce the rules related to their use. Each building has a Hazardous Material Handbook that is accessible. The location and use of eyewash/safety shower stations and other first aid materials shall be known prior to working in any area where their use may be required.

3. Bloodborne Pathogens

Healthcare personnel/students are at risk of contracting transmittable diseases during patient care. Upon admission into the student's respective program, all students are required to abide by the Occupational Health and Safety Administration (OSHA) Universal Precaution in order to decrease the risk of transmission of disease. It is the student's responsibility to become thoroughly familiar with OSHA's Bloodborne Pathogens Standard: Compliance in the Clinical Laboratory published by the ASCP Press.

Universal precautions may be summarized as treating all body substances, body fluids, and blood of all patients as potentially infectious. Protective barriers (gloves, gowns, masks and protective eyewear) should be used to reduce the risk of exposure to potentially infectious material. Specific precautions include, but are not limited to, the following:

1. Wear gloves when touching blood and body fluids or items soiled with blood and body fluids.
2. Wash hands before and after all patient contact and particularly after accidental contact with blood or body fluids/substances.
3. Use protective barriers (masks, gowns, gloves) when needed to prevent exposure to blood and body fluids/substances.
4. Change gloves between patients/incidents.

OSHA requires that their employer offer the Hepatitis B vaccine series to all healthcare workers who might be exposed to blood in an occupational setting. The College strongly recommends that students obtain the hepatitis B Vaccine series before entering their clinical practicum training courses.

4. Hazardous Material Handbook Locations

Building A (Administration Bldg.)	Business Office Facility Office (290A) TRIO (212) All Labs
Building B (Industrial Technology Bldg.)	All Shop Areas (7) Receiving Dock
Building C (Will Northington Meriwether Bldg.)	LRC Student Affairs (141)
Building G (Continuing Ed Building)	Entrance Area
Building I (Technology Center)	Office Area

5. Eye Wash and Shower Locations

Building A	Science Lab	Room 219
	Cosmetology	Room 283
Building B	Automotive Shop	Room 400
	Machine Tool	Room 410
	Machine Tool	Room 415
	Welding	Room 425
	Air Conditioning	Room 431
	Maintenance	Room 439
	Electricity	Room 444
Building I	Shop Area	Area 902

6. Selection of Chemical Materials

The hazards to be considered on the selection of solvents, chemical cleaning materials, water treatment and other chemicals shall be:

A. Contact with hazardous materials that can cause skin rash or dermatitis, corrosive burns, eye damage or if they are considered to be carcinogenic.
B. Potential explosive or fire hazard.
C. The ingestion of a poisonous, corrosive or other hazardous substance through the mouth or absorbed through the skin.
D. The inhalation of a volatile solvent, gas or toxic dust, which may produce asphyxiation, intoxication or damage to mucous membrane and internal organs.

7. Handling of Chemical Materials

Solvents, chemical cleaning materials, water treatment and other chemicals shall be stored in accordance with industry safe practice and the instruction on the container label.

NOTE: Do not store acids and bases or oxidizers and reducers in the same cabinet due to the possibility of extremely violent reactions between the two.

8. Personal Protective Equipment

It is required to protect more than the eyes when handling certain solvents and chemicals. Full-face protection, including full face shields and goggles is the best way to minimize serious eye and face injury.

9. First Aid

First aid procedures vary depending on the chemical nature of the material ingested or splashed. Follow the instructions on the container label.

In the event an employee should come in contact with solvents or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of fifteen (15) minutes. If eye wash stations and/or showers are not immediately available in the employee work area, sink locations where clean water is available may be used to irrigate the affected area.

If an employee receives a splash or ingests chemical materials, and irrigation facilities or clean water are not available, they should immediately be referred to the Emergency Room at Williamsburg Memorial Hospital.

10. Disposal

All chemicals, solvents, and biohazards are to be disposed of in a manner that is in compliance with DHEC, OSHA or other applicable regulations. Several contractors are available to assist in their disposal. Contact the AVPF if there are any questions or concerns.

VII. ARC AND GAS WELDING AND CUTTING

1. Employee Responsibility

The employee is responsible, for following these required safe practice rules in welding and cutting operations.

2. Storage, Handling, and Use of Oxygen and Fuel-Gas Cylinders

(a) Storage

All stored cylinders shall be kept away from radiators and other sources of heat and shall be securely lashed to a fixed object, such as a wall post, etc., in the upright position.

Cylinders shall be stored in a well-protected, well ventilated dry location, well away from highly combustible materials such as oil, rags, or excelsior.

Cylinders shall be stored in a defined place away from elevators, stairs, or gangways. Assigned storage spaces shall be located where cylinders will not be knocked over or damaged by passing or falling objects. Cylinders shall not be kept in unventilated enclosures such as lockers and cupboards.

Oxygen cylinders in storage shall be separated from fuel gas cylinders or combustible materials (especially oil or grease) a minimum distance of 20 feet or have a non-combustible barrier at least five (5) feet high having fire-resistant rating of at least one-half hour.

Full cylinders of oxygen and acetylene shall be used in rotation as received from the supplier.

Empty cylinders shall have their valves closed.

When a cylinder is not in use, the valve shall be closed and a valve protection cap shall be placed hand-tight.

Open flames shall not be permitted near stored cylinders.

Cylinders **SHALL NOT** be permitted to stand unsupported and when on trucks **SHALL** be lashed in place with cylinder valves up.

Leaking cylinders shall be immediately removed from the building to the open yard and allowed to vent into the atmosphere. The cylinder shall be tagged defective and the vendor notified for pickup. No repairs shall be made on a leaking cylinder.

(b) Handling

Cylinders shall be handled carefully. They **SHALL NOT** be dropped with or without pad, struck by another object, or used as supports or rollers.

A platform, cage, or suitable stand shall be used on cylinders, which are to be handled by a crane or derrick.

Never lift cylinders by slings, caps, or electrical magnets.

Cylinder valves shall be closed before moving cylinders and protective caps installed, unless on an approved welding cart or truck designed to accommodate such cylinders.

Unless cylinders are secured on a special truck, regulators shall be removed and valve protection caps shall be put in place before cylinders are moved. A welding truck with cylinders properly secured qualifies as a special truck.

Valve protection caps shall not be used for lifting cylinders from one vertical position to another. Before raising cylinders provided with valve protection caps from a horizontal to a vertical position, the cap shall be properly in place and turned clockwise to see that it is hand tight; then by grasping the cap, the cylinder can be raised.

Empty cylinders shall be marked empty, segregated from full cylinders and regularly returned to the supplier with valves closed and valve protection caps in place.

3. Oxygen and Fuel-Gas Cylinders - General

Before connecting a regulator to a cylinder valve, the valve shall be opened slightly and closed immediately. (This action is generally termed cracking.) It is intended to clear the valve of dust or dirt that might otherwise enter the regulator. The valve shall be opened while standing to one side of the outlet, never in front of it. **NEVER CRACK A FUEL-GAS CYLINDER VALVE NEAR OTHER WELDING WORK, HEAT SPARKS, FLAMES, OR OTHER POSSIBLE IGNITION SOURCES.**

Before a regulator is removed from a cylinder valve, the cylinder valve should be closed and the gas released from the regulator.

Valves and regulators should be kept free from oil and grease. Compressed oxygen and oil form a highly explosive mixture.

The tee wrench shall be left in place on the valve when the acetylene cylinder is in use, in order that the valve can be turned off quickly in case of an emergency.

Cylinder valves shall be closed when work is finished.

Cylinders shall be kept far enough away from the actual welding or cutting operations so that sparks, hot slag or flame will not reach them.

Connections and fittings shall be checked for leaks before working in confined or poorly ventilated areas.

A hammer or wrench shall not be used to open oxygen cylinder valves.

An acetylene cylinder valve shall not be opened more than one and one-half turns of the spindle. This will provide for quick shutoff in case of emergency.

When the oxygen cylinder is in use, the valve shall be opened fully in order to prevent leakage around the valve stem.

4. Hose and Hose Connections

Hose for oxygen or fuel-gas service shall comply with the specification for rubber welding hose of the International Acetylene Association and Rubber Manufacturers Association and shall be a twin-type connected hose with standard red color for acetylene and fuel-gas and standard green color for oxygen.

When parallel lengths of oxygen and acetylene hose are taped together for convenience and to prevent tangling, not more than four (4) inches out of twelve (12) inches shall be covered by tape.

Hoses and torches shall be inspected frequently for leaks, worn places and loose connections. Leaks may be detected by immersion of the hose in water under normal working pressure. Damaged hose shall not be repaired by temporary methods. Damaged sections of hoses shall be cut out and discarded. The serviceable portions of hoses shall be reconnected with proper fittings.

Check valves shall be used between cylinder regulators and torch to prevent back flow. The check valve shall be placed at the torch end of the hoses.

If the hose comes in contact with oil or grease, clean it immediately.

New hose is dusted on the inside with fine talc; blow this out before using. The oxygen hose can be blown out with a low-pressure oxygen supply (five pounds). Blow out the acetylene hose with oxygen; then remove oxygen by purging the line with air. Do not use acetylene to blow out hoses.

A flashback renders a piece of hose unsafe because of the burning of the inner walls. Any hose in which a flashback has occurred shall be replaced.

Protect hose from being trampled on or run over. Avoid tangles and kinks, and place hose so it will not be tripped over. Connections could be pulled off or the cylinders and equipment could be opened by a sudden tug of the hose. If it becomes necessary to lay hose across an aisle, roadway, etc., protect it from damage with suitable bridging.

All hose and torch storage boxes shall be vented.

Only approved friction lighters shall be used to ignite torches.

5. Arc Welding

Workers designated to operate arc-welding equipment shall be properly instructed and qualified to operate equipment.

Before starting operations, all connections to the machines shall be checked to make certain that they are properly made. The work lead will be attached firmly to the work. Frames of all electric welding machines operated from power circuits shall be effectively grounded.

When the electrode holder is not in use, it shall be placed so that it will not cause an arc. Electrode rods shall not be left in the holder.

It is especially important that welders know how to avoid electrical shock. Voltages required for arc welding are low and normally will not cause injury or severe shock. These voltages are, nevertheless, sufficiently high that, under certain conditions, they may be dangerous to life. This danger is especially serious during hot, humid weather when the welder is perspiring freely or is wet. The welder should develop the habit of keeping the body insulated from the work, the metal electrode, and the machine frame when possible. The electrode covering or any metal part of the electrode holder should not touch either the bare skin or any wet portion of the body.

Do not cool hot electrodes by dipping in water.

Never change electrodes with bare hands, wet gloves or when grounded. Always return welding current to the machine by means of single cable of the same or larger size than the welding conductor.

No chain or wire rope shall be used as part of a ground return circuit.

When work has to be performed outside a booth, the arc shall be screened, shielded or other safeguards provided to prevent injury to others. However, each employee/student has the personal responsibility of shielding his/or own eyes.

Only cable free from repair or splices for a minimum distance of 10 feet from the cable end to which the electrode holder is connected shall be used. Cable with stranded insulated connectors or with splices with insulating quality that is equal to that of the cable is permitted.

Cables in need of repair shall not be used. When a cable other than the cable lead within 10 feet of the holder becomes worn to the extent of exposing bare conductors, the portion thus exposed shall be protected by means of rubber and friction tape or other equivalent insulation.

The ground and lead connections at the welding machine shall be insulated.

A welder shall not curl or loop welding cable around the body.

6. Fire Prevention and Protection

The basic precautions for fire prevention in welding or cutting work are:

1. Where practicable, move the object to be welded or cut to a location where there will be no possibility of setting a fire.
2. If work cannot be moved, materials that burn easily should, if possible, be removed from the work area a minimum of 35 feet.
3. If the object to be welded or cut cannot be moved and if all the fire hazards cannot be removed, then metal guards, curtains, or similar protections must be used to confine the heat, sparks and slag.
4. Floor area should be kept clean and free of combustible materials.
5. If there are floor openings or cracks that cannot be closed, care shall be taken not to expose combustible materials on the floor below to sparks which might drop through the floor. The same precautions shall be observed with regard to cracks or holes in walls, open doorways, and open or broken windows.
6. Suitable fire extinguishing equipment shall be maintained in a state of readiness for instant use. Such equipment may consist of pails of water, sand, hose lines, or portable extinguishers, depending upon the nature and quantity of the combustible materials exposed.

7. Welding or Cutting Containers

No welding, cutting or other hot work shall be performed on used drums, barrels, tanks or other containers until the containers have been cleaned thoroughly to ensure that no flammable materials are present. Containers should also be free of any substances such as greases, tars or acids which, when subjected to heat, might produce flammable or toxic vapors. After the container is thoroughly cleaned, fill with water, purge with steam or nitrogen and adequately vent.

8. Protection of Personnel

(a) General

Welders shall place welding cable and other equipment so that they are clear of passageways, ladders and stairways.

(b) Eye and Ear Protection

Welder’s helmets with proper filter lenses and with protective glass or goggles underneath shall be worn for electric welding work. Protective goggles are required underneath the helmet to protect eyes from injurious rays, from adjacent work and flying objects when the helmet is raised up as in checking or chipping the weld. The lenses may be clear or filtered, depending upon the amount of exposure to adjacent welding operations. If filtered glass is used, the sum of the shade numbers of the helmet and the spectacles or goggles should add up to the recommended filter shade number.

Ear plus shall be worn when the ear canal is exposed to falling molten metal.

Electric welding helpers and observers shall use eye protection; protective glasses, goggles or hand held face shields with the proper filter lenses are required for those watching or working near electric welding work. The filter lenses required for those watching are about one-half as dense as those required by a welder.

(c) Welding and Cutting – Gas

Welder's goggles with proper filter lenses shall be used for welding and cutting work. Goggles are needed to protect the eyes from possible accidental injury by light radiation, flare, flying sparks and scale.

Ear plugs shall be worn when the ear canal is exposed to falling molten metal.

(d) Helper and Observer

Gas welding and cutting helpers or observers shall use eye protection. Protective glasses, goggles or hand held face shields with proper filter lenses are required for those watching or working near gas welding or cutting work. The filter lenses required are about one half as dense as those required by a welder or cutter.

(e) Protective Clothing

Personal protective equipment must be approved and shall comply with specifications of the welding industry. The equipment listed herein is the required protection for welding operations. Conditions under which welders work varies so much personal protective equipment suitable for each job cannot be specified. The Supervisor/Instructor is responsible for obtaining the proper personal protective equipment necessary to do the job safely.

Outer clothing shall be kept reasonably free from oil and grease.

Sparks may be lodged in rolled-up sleeves, pockets of clothing, or cuffs of trousers. It is suggested that sleeves and collars be kept buttoned and pockets be eliminated from the front of overalls and aprons. For the same reason, cuffs on trousers or overalls should not be turned-up.

For heavy welding work, fire-resistant (Perma-Proof) leggings should be used.

When working overhead or in extremely confined spaces, caps or jackets made of leather or Perma-Proof should be used.

Employees shall not wear low-cut shoes with unprotected toes.

If heavy, fire-resistant clothing is not worn, welding gauntlet sleeves an apron, cape or jacket will be worn.

9. Ventilation

When welding must be performed in a space entirely screened on all sides, the screens shall be so arranged that no serious restriction or ventilation exists. It is desirable to have the screens so mounted that they are about two (2) feet above the floor unless the work is performed at so low a level that the screen must be extended nearer to the floor to protect nearby workers from the glare of welding.

All welding and cutting operations carried on in confined spaces shall be adequately ventilated or an airline respirator shall be worn. This applies not only to the welder but also to helpers and other personnel/students in the immediate vicinity.

Oxygen from a cylinder or torch shall never be used for ventilation.

Because of toxic vapors that could cause a serious illness, special precaution should be taken when welding or cutting alloy metals of zinc, copper, lead and tin. Also, welding on brass, bronze, galvanized iron or any material coated with lead paint shall be done in a well-ventilated place or with the use of suitable respirators.

VIII. ELECTRICAL WORK

1. General

COLLEGE POLICY REGARDING ELECTRICAL WORK IS: WHEN POSSIBLE, ALL ELECTRICAL WORK WILL BE DONE ON DE-ENERGIZED CIRCUITS.

2. Favorable Work Conditions

This means a dry working area is available, no storms in progress, workspace is adequate and a minimum of exposed, energized equipment or conductors adjacent to grounded equipment is present.

3. Protective Equipment

All protective devices shall be readily available and put into use to ensure proper protection when needed.

Eye protection – When working on energized equipment where making, breaking, shorting or grounding may result in flash, eye protection must be worn. Also, proper eye protection must be worn when performing work that may result in producing flying particles.

I**X. VEHICLE AND MACHINE REPAIR**

1. Responsibility

Supervisor – Supervisors shall be responsible for the safe work practices of the employees.

Employee – Employees shall be responsible for carrying out their personal responsibilities as outlined in the Safety Manual.

It is recommended that personnel should not wear rings or wristwatches during the performance of their job duties to prevent possible injuries.

Sturdy footwear should be worn at all times to protect the feet from abrasions and punctures. To prevent injuries, protective shoes are required or used as directed by the supervisor.

2. Tools

Employees shall be responsible for the inspection and proper use of tools and equipment.

No one shall use tools and equipment for other than their intended purpose. Tools that require repair should be tagged and returned to the tool crib or be reported to the instructor/supervisor immediately.

3. Lifting

Even with mechanical lifting aids, we encounter certain things that have to be lifted manually. In order to avoid back strain, you must lift properly. Refer to "Section III – Lifting."

4. Hydraulic Jacks, Mechanical Jack Stands

When working on vehicles or equipment raised by hydraulic floor jacks, mechanical jack stands shall be placed under the vehicle or equipment with the weight of the vehicle or equipment resting upon the jack stands to prevent dropping or falling in the event of hydraulic jack malfunction.

5. Transmission Jacks

All safety chains and/or safety holding devices shall be used when a load is supported upon transmission jacks.

6. Vehicle Hoists

Operating control handle locking devices shall be kept in operable condition and must be used at all times.

Plates, covers and lids will be in place at all times to cover openings for operating controls and hoist post pits, except:

> When plates, covers, or lids are removed for servicing, cleaning, etc., barricading shall be erected around the opening.

Vehicles will be in the lowered position when left unattended for extended periods of time, except when lowering would create a greater hazard, at which time:

Vehicles left in the raised position, unattended for an extended period of time, will be adequately blocked, fixed, etc., to prevent their dropping, falling or moving in the event of hoist malfunction.

7. Portable Cranes and Chain Hoists

Chain hoists, portable cranes and other hoisting equipment shall be inspected at regular intervals. These shall not be used if found to be defective. All hoisting equipment shall be labeled as to its capacity.

Any hoisting equipment found defective shall immediately be tagged as unsafe and not used until repaired or replaced.

Chains will not be spliced or joined by makeshift means such as open links, bolts or wire. New links shall be inserted by a competent person or by an outside agency.

The ratings of hooks, rings, clevises and other fittings used on chains, cable or lifting devices shall be equal to or exceed the lifting capacity of the chain, cable or lifting devices.

Particular care must be exercised to see that cables, chains and other hoisting equipment are not unduly stressed by improper use. All cables, chains, slings, etc., shall be discarded when they have worn or deteriorated to the point where their safe use may be questionable in the judgment of the supervisor in charge.

Portable floor cranes shall not be loaded beyond their rated capacity or to the point of being unstable.

8. Monoxo – Vent System

Monoxo – vent systems shall be used on all vehicles and equipment when the engine is in operation within the garage area.

Monoxo – vent systems must be used in such a manner as to prevent accumulation of dangerous gases within the work area.

Materials used in conjunction with the monoxo – vent system must be able to withstand heat to which they are to be subjected.

Monoxo – vent hoses and tubes shall be stored in such a manner as to prevent rupturing or destruction and shall be inspected at frequent intervals to ascertain their integrity.

9. Housekeeping

Equipment Repair area – All equipment repair areas shall be maintained in a safe, orderly condition with adequate ventilation and fire protection facilities.

Floors shall be kept clean and free of oil, grease and other slipping and tripping hazards.

Discarded oil waste rags shall be kept in approved metal waste cans until disposed.

Waste cans should never be overfilled; this will prevent the lid from closing.

Gasoline or carbon tetrachloride shall never be used for cleaning or degreasing purposes; only approved solvents shall be used.

Monoxide ventilating systems shall be kept in safe operating condition and used to prevent monoxide poisoning.

Walkways, aisles, stairways and all other passageways shall be kept clear of all obstructions.

Tools and materials shall not be placed where they could cause tripping or stumbling hazards, or where they may fall and strike anyone below.

X. PHYSICAL PLANT

1. General

Employees are expected to be alert and use common sense at all times to avoid hazards, committing unsafe acts and creating hazards that may cause injury to other employees.

Employees will immediately report any unsafe condition, damaged tools or defective equipment to their supervisor.

No one will bring firearms, ammunition or other weapons on college property unless they have necessary permits and approval of the College.

All spills, including liquids, oil, grease, etc., shall be wiped up immediately.

Employees shall keep their work areas neat and orderly.

Employee's use of intoxicants and controlled substances is prohibited and will result in disciplinary action and/or termination.

Inappropriate activities, horseplay and potentially harmful practical jokes are absolutely prohibited.

2. Dress and Personal Protective Equipment

Personal clothing shall not be worn in those work functions where the College furnishes and prescribes a particular uniform.

To prevent injury due to abrasions cuts, splinters, etc., protective gloves are required to be worn when handling heavy or rough items or materials.

Loose clothing, long sleeves, ties, or hanging jewelry are not to be worn when handling heavy or rough items or materials.

Employees will wear protective equipment as specified for particular jobs and activities, including but not limited to; protective glasses, goggles, face shields, protective shoes, hard hats, gloves, respirators, ear protection, etc.,

Hand and eye protection shall be worn when working with caustic chemicals such as bowl and tile cleaners, solvents, drain cleaners, and degreasers.

Canvas topped or opened toe shoes are not to be worn. Protective shoes with composition soles are required, as they reduce foot injuries and minimize slipping.

3. Housekeeping

Good housekeeping is a sign of good workmanship and provides safe working conditions. Good housekeeping will prevent accidents caused by tripping, stumbling, slipping, stepping on or bumping into tools, materials or other objects.

Dirty, cluttered vehicles and littered work sites create unsafe conditions.

Truck beds shall be kept clean and orderly, providing the employee safe access.

Maintain orderly work sites at all times. Remove unused or unnecessary materials and litter.

Hand tools shall be kept clean and stored in a proper place when not in use.

Equipment shall be kept clean, free of excess grease and uncluttered to prevent restriction of operation.

Truck and machine cab interiors shall be kept clean and orderly.

Oily rags, solvent waste, and flammable liquids shall be kept in fire-resistant covered containers until disposal.

4. Vehicles

No one other than the driver shall ride on any tractors or attached equipment at any time.

All motorized vehicles shall be operated at speeds to permit safe emergency stopping.

Employees will always be seated when riding in College vehicles. Seat belts are to be used whenever provided.

5. Fire Protection

Employees will maintain free and unobstructed access to fire equipment, fire doors and exits in the area in which they work.

6. Chemicals

Employees will never mix cleaning compounds or other chemical products unless authorized by their supervisor.

Employees handling flammable liquids or chemicals of any type are to wear appropriate protective clothing and will comply with safety instructions on the containers.

Chemicals and materials with toxic fumes are to be used only in well-ventilated areas unless approved respirators are used.

7. Materials Handling

All materials shall be stored neatly, orderly and securely so that they do not topple or create tripping or fire hazards.

Material is to be stored on shelves whenever possible.

Hand trucks or forklift trucks are to be used for moving heavy items from one location to another.

Barricades or proper signing shall be used to ensure safety for others when hazardous conditions are created by the work performed, such as torn carpets, uneven or slippery floors, open excavations and during tree trimming and removal operations.

8. Ladders

Employees will use ladders or step stools when performing any task that cannot be conveniently reached from the floor.

9. Lifting

Employees will use proper lifting techniques.

Employees should never attempt to lift heavy objects without help.

10. Machines and Equipment

Employees will not use equipment for any purpose other than that for which it is intended.

Employees will not tamper with or render inoperative safety guards and switches on machinery. Machine guards will be kept in place during machine operation. Operators will not reach around machine guards for any reason.

Employees will never reach into any motorized or moving equipment.

Employees will not use electrical equipment while standing on a wet surface.

Employees will not operate, attempt to repair, clean or adjust equipment unless it is part of the employee's assigned duties and that employee has been properly trained.

Extreme care will be used when working with electrical devices and tools.

Employees will not walk, stand or work under any raised or hoisted equipment or load that is not secured by an adequate safety restraint.

All electrical power tool cords and extension cords should have rubber insulation. Damaged cords are not to be used.

Employees will make sure electrical power tools and equipment are properly grounded or double insulated.

When overhead work is being performed, reasonable areas must be blocked off around the work area to keep other employees from being injured by falling tools or other objects.

Machinery will be shut off and locked out when being repaired or adjusted.

Removal of lockout tags or devices on any machinery by unauthorized personnel is prohibited.

Machine guards are only removed for authorized maintenance purposes. The guard shall be replaced before the machinery is returned to operation. All riding type mowers shall be shut off before operators dismount from machine.

Because of the close proximity of the hospital, ambulances, and for a variety of other reasons, it is the College's policy to rely on them for emergency medical first aid treatment and transportation to the hospitals.

Following such an incident, witnesses will be asked to assist with an Accident/Injury Investigation Report.

XI. WEATHER ADVISORIES

1. Purpose

This plan provides for emergency preparedness for Williamsburg Technical College, to warn the employees, students and visitors on campus of the threat of tornado, severe weather conditions or other dangers. The President or his designated representative will communicate the appropriate response for weather conditions.

If the switchboard operator receives a report of severe weather, the following people will be notified immediately.

1.	President of the College	Ext. 4127 or 4126
2.	VPAF	Ext. 4117
3.	VPASA `	Ext. 4138
5.	PIO	Ext. 4121
5.	AVPF	Ext. 4152
6.	AVPSA	Ext. 4162
5.	AVPAA	Ext. 4133

In the event an actual tornado or funnel cloud has been sighted and is moving in the general direction of the College…….INSTRUCTOR'S SHOULD REQUIRE STUDENTS TO MOVE TO THE NEAREST INTERIOR HALL OF THE BUILDING AND AWAY FROM AREAS CONTAINING LARGE AMOUNTS OF GLASS. REFER TO THE EVAC PLAN FOR YOUR AREA. ALL PERSONNEL SHOULD REMAIN IN A SAFE AREA UNTIL THE "ALL CLEAR" ANNOUNCEMENT IS RECEIVED.

2. Campus Closing/Bad Weather

The decision to close the campus is solely that of the President or his/her designee. When there is doubt as to the conditions of roads that must be traveled in order for faculty, staff, and students to arrive on campus, a decision will be made at the earliest possible time. Safety factors to be considered in this decision will be: (1) danger inherent in encouraging travel on roads in questionable condition, and (2) need to maintain availability of instruction for those who could safely travel to the campus. Ideally, we will attempt to lean toward an acceptable level of safety for the majority of those who come on campus for classes.

Once it is established that hazardous weather or other unusual conditions are approaching, the following procedure shall be followed:

1. **The President and the Superintendent of the Williamsburg County School District will confer and make the decision to close the College and county schools by 5:00 a.m., if possible.** If a decision to close the College has been reached, the President will contact the Director of Planning and Research to notify the appropriate staff and media.

2. The Director of Planning and Research will notify the PIO office or the IT department to conduct mass notification of the campus community. The Director of Development will then notify the VPAF, AVPF, and the members of the President's Council by 5:30 a.m., if possible. The public announcement of the College closing should state as follows:

   "Due to hazardous weather, day and evening (or simply 'evening') classes at Williamsburg Technical College have been canceled, and the College is closed."

3. If the President is unavailable, the VPAF or another member of the President's Council will follow the above procedure.

4. When unusual conditions indicate that a normal workday at the College will not be possible, employees should either listen to local television and radio stations for appropriate announcements or check their voicemail and email for updates on college closure.

5. XII. EMERGENCY PROCEDURES

1. Fire

IN ALL CASES OF FIRE, NOTIFY THE SWITCHBOARD IMMEDIATELY AT EXTENSION 4109. THE SWITCHBOARD SHALL NOTIFY THE FACILITY DEPARTMENT. IF THE SWITCHBOARD AND FACILITY DEPARTMENT ARE CLOSED, DIAL "911".

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

If a minor fire appears controllable, promptly extinguish the fire by directing the charge of the fire extinguisher toward the base of the flame. Then contact the Facility Department by speaking to someone at the switchboard (4109).

If an emergency exists, activate the building alarm system by pulling the nearest pull station.

On large fires that do not appear controllable, IMMEDIATELY pull the fire alarm, then evacuate all rooms, closing all doors to confine the fire and reduce the oxygen – DO NOT LOCK DOORS! MOST IMPORTANTLY, DO NOT TRY TO EXTINGUISH THE FIRE YOURSELF. PULL THE NEAREST ALARM!!

When a fire occurs on campus, those affected and/or witnesses may be asked to complete an Incident Report.

2. Violent or Criminal Behavior

To report an emergency contact the Facility Department by speaking to someone at the switchboard (4109) or call SECURITY at 843-356-2710.

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

If you observe a criminal act on campus, IMMEDIATELY notify the Switchboard at extension 4109 or call SECURITY at 843-356-2710. Switchboard personnel will then notify the Facility Department or call 911.

Please, be available to assist officers when they arrive by supplying them with all the information that you have about the incident.

3. General Emergency Evacuation Procedures:

(a) The signal for an emergency evacuation of certain designated areas or of all buildings will be given by the alarm system.

(b) At the sound of the alarm all persons should exit the building(s) following the route posted in each classroom and shown in this procedure. All persons should

assemble in the designated area for their building. It is important that each person report to their assembly area that they are safely clear of the building, and that they do not obstruct emergency vehicle traffic.

(c) Persons should remain in the assembly area until the "all clear" signal is given.

(d) The "all clear" signal for returning to class and/or work shall be given by maintenance personnel, certain designated faculty or staff, or members of the police force.

(e) Normally, the President's approval is required for dismissal of classes. In the absence of the President, a member of the President's Council or the AVPF will make the decision.

4. Fire Procedures

(a) Personnel safety is the first consideration when a fire is discovered. Attempt to extinguish the fire before sounding the alarm only if you are positive that the fire can be extinguished within seconds.

(b) Upon discovering a fire that cannot be extinguished with minimal effort, locate and pull the nearest alarm pull station.

(c) Call the switchboard at 4109.

(d) The switchboard will call the Facility Department and advise them of the location of the fire.

(e) The switchboard should contact the Facility Department via radio, to confirm that the fire department has been notified.

(f) The Facility Department should be on alert for the fire department so they can advise the firemen of which entrance to use to gain access to the fire.

(g) If the fire occurs during weekends or when the college is closed, the person discovering the fire should contact the fire department at 911.

5. Bomb Threat Procedure

1. In the event a college member receives a bomb threat via telephone or other means, the recipient of the threat should remain as calm as possible, write the information down as received and ask questions. The recipient should try to obtain the following information:

a. The exact words of the caller.

b. The exact location of explosives and time set to go off.

c. The time call was received.

d. The telephone # and name, if any, off the caller ID.

e. The sex and accent of the caller.

f. The age and education.

g. Location of caller and background noises.

h. Speech impediments (intoxicated, lisp, etc.)

i. Attitude of caller (calm, excited, etc.)

j. Any additional information that might be helpful. Ask his/her name—remind him that the building is occupied and the detonation of a bomb could result in death or injury to innocent people.

2. The recipient of the call should notify the Facility Department by speaking to someone at the switchboard at Extension 4109. Give them the essential information contained in the threat, your name, location, and phone number.

3. The AVPF shall consult with the President, VPFA, or a member of the President's Council , for recommendations on further action.

3. If no one is available, the AVPF shall take the following actions:

   a. Notify the Sheriff's Department and request assistance.

   b. Immediately notify and or muster the following personnel who shall become the "Emergency Action Team":

Facility Supervisors (2)	Via radio
AVPF	Ext. 4152/Radio
VPAF	Ext. 4117
VPASA	Ext. 4138
AVPSA	Ext. 4162

   c. Make decision whether or not to sound the emergency alarm and evacuate buildings. In the event the emergency alarm is sounded, it should be followed immediately with announcement to evacuate. Personnel exiting the building should follow the routes of egress as posted and practiced in case of fire.

   d. Once the buildings have been cleared of personnel, the AVPF should take such action as necessary to have individuals who are professionally trained

and experienced in such matters (Bomb Squad, SLED, KPD, etc.) to systematically search buildings in an effort to locate the bomb.

e. Should a bomb or suspicious device be located during search, its location should be reported to the Emergency Coordinator. Once reported, the area or building should be secured and guard(s) posted to ensure that no one enters or goes near the area until it can be checked and rendered safe by qualified personnel.

f. Upon completion of search and reasonable assurance that buildings or areas concerned are safe, the all-clear signal may be given and classes and normal working conditions resumed.

6. Bomb Threat Procedures After 5:00 pm and Week-Ends

1. During evenings and on weekends when classes are in session, the same general procedure as outlined above will be followed except:

Evenings:

a. The Security Guard on duty will assume the duties of the AVPF.

b. He/she will request assistance from the Police Department by dialing 911.

c. Sound the emergency signal to evacuate the building(s).

d. The AVPF will be notified of the emergency via his/her cell phone (843-356-2624). He/She will then notify the President and VPAF.

Weekends:

a. The instructor will assume the duties of the AVPF. Don't take any chances evacuate the building immediately.

b. He/she will request assistance from the Police Department by dialing 911.

c. Sound the emergency signal to evacuate the building(s).

d. Notify the AVPF via phone (843-356-2624) of the emergency who will then notify the President and VPAF.

7. Other Guidelines

1. All administrative and supervisory personnel are to report emergencies to the President. They should also be reminded not to speak to outsiders, especially to the media, on behalf of the College.

2. The President and the VPAF are to be informed IMMEDIATELY of existing emergencies. Complete details shall be given, including; the nature of the emergency, who is involved and what help/assistance has been called?

3. The President and any other involved person(s) shall confer and decide on the appropriate action.

4. All calls from the media are to be referred to the PIO, Extension 4121.

8. Emergency Numbers

Fire, Ambulance, Police		911
SECURITY	(Cell#)	843-356-2710
AVPF		Ext. 4152
	(Home #)	843-558-3572
	(Cell #)	843-356-2624
President of the College		Ext. 4127
	(Home #)	843-382-8849
	(Cell #)	843-687-3074
VPAF		Ext. 4117
	(Home #)	843-659-2345
	(Cell #)	843-598-1153
VPASA		Ext. 4138
	(Home #)	843-221-5678
	(Cell #)	843-687-3094
Human Resources Director		Ext. 4111
	(Home #)	843-387-5156
	(Cell #)	843-833-0033

9. First Aid Kit Location

Building A (Administration Bldg)	Business Office (258) Facility Office (290A) Science Lab (219) Upward Bound (212)
Building B (Industrial Technology Bldg.)	All Shop Areas (7) Receiving Dock (423)
Building C (Will Northington Meriwether Bldg.)	Student Services (141)
Building G	Kitchen Area (707)
Building I	Instructor's Office (905)
Building J	Shop Area (1002)

10. Civil Disturbance

The procedure to follow in the event of a civil disturbance on college property or near enough to pose a threat to college property or personnel is as follows:

A. Any college personnel noting a situation that could result in a civil disturbance should notify a college administrator and the Facility Department by calling the switchboard at extension 4109 or SECURITY (843-356-2710). Give the nature of problem, description of people involved, names of people involved, if known, and the location. The staff member that receives the call will notify 911 and provide the appropriate information regarding the disturbance.

B. Facility, SECURITY, along with the assistance of any available college official, will take action necessary to neutralize/contain the situation until law enforcement officers arrive. Any participants will be advised that they are in violation of State Law 16-17-420, which states that "it shall be unlawful: (1) For any person willfully or unnecessarily (a) to interfere with, or to disturb in any way, or in any place, the students or teachers of any school or college in this state, (b) to loiter about such school or college premises or (c) to act in an obnoxious manner thereon; or (2) For any person (a) to enter upon any such school or college premise or (b) loiter around the premises except on business, without the permission of the President or the person who serves as his designee.

C. When law enforcement officers are called in, college personnel will be notified by any means available and instructed to avoid the threatened area until the threat is over.

D. After the disturbance is over and normal activities can be resumed, a complete report of the incident will be made to the President and reported as required by Students Right to Know/Campus Security Act. The person responsible for the area in which the incident occurred will be responsible for making the report to the president, who will provide copies to others on campus.

11. Questionable/Suspicious/Out of the Ordinary/??? Behavior

A. Incidents of any one on campus exhibiting behavior that is suspicious, threatening, harmful, etc. should be reported immediately to a college official. Specific information should include name/names of individual(s) involved , time/place of incident, nature of incident, and the outcome of the incident if applicable. The college official will, in turn, report it to the appropriate administrator who will follow-up with the individual/individuals involved and address the behavior in question. The follow-up will be documented and shared as appropriate.

XIII. SECURITY (843-356-2710)

The purpose of Security at Williamsburg Technical College is to:

a.) Prevent unauthorized persons from being on campus.
b.) Reduce theft and vandalism
c.) Protect facilities from damage due to fire, water, or malfunctioning equipment.
d.) Maintain order on campus roads and in parking areas.
e.) Advise College management of any hazardous situations.
f.) Serve as ambassadors of Williamsburg Technical College.