

HEALTH AND SAFETY PROCEDURES

Safety

Safety of students, personnel, and visitors of LTC Region 4 is of great importance. The college assumes the primary role of providing a safe atmosphere in which to work and study. Students and employees must contribute to the safe atmosphere by assuming their own responsibility for safety.

While it is the college's objective to train for skill and speed, it is the college's policy that safety shall not be sacrificed for speed or shortcuts.

Every attempt shall be made to reduce the possibility of accidents; therefore, the teaching of safe practices shall be integrated into the curriculum of all programs. It is the intent of Louisiana Technical College, Lafayette Campus to comply with safety laws and applicable standards mandated by the State of Louisiana, applicable OSHA and ORM standards, and standards set by the manufacturers of equipment used at the college.

Each student should be alert to prevent injury to herself/himself and to others. Students should avoid damaging equipment, tools, and buildings. All safety practices should be followed at all times in the operation of equipment. Instructors will provide specific rules for each program area. Students should not attempt to operate machines or equipment for which they have not received instruction by the instructor. Students may work in the shop areas only when the instructor is on duty in the shop. Students are to remain in their own department at all times, unless scheduled for a class/activity in another shop area. Visiting from shop to shop is not permitted.

Accident or Unexpected Illness

For liability reasons, instructors and other members of the faculty and staff must be very careful in providing assistance to students during accidents and illness. Therefore, the following procedures have been established for accidents and illness of students:

Minor accidents or illness:

In cases of minor illness and accidents, the instructor should allow the student to handle the situation of caring for himself/herself. This may include the following:

- (a) Allowing the student to take medication he/she has in his/her possession
- (b) Allowing the student to dress his/her wound
- (c) Allowing the student to go home
- (d) Letting the student call a family member to pick him/her up

Serious illness or injury:

In cases of a serious illness or injury:

- (a) The administrative office is contacted to call an ambulance
- (b) The next of kin is notified by the instructor or other member of the faculty.

Note: The instructor must complete an accident report whenever a student is injured on the college campus. This report must be done in duplicate with the original submitted to the administrative office and a copy kept by the instructor to be placed in the student's file.

The college safety coordinator and administration shall be notified in all situations of accidents or safety violations.

Fire Drill Regulations

Fire drills will be conducted every semester as a safety measure in carrying on activities at the college. The following steps are to be observed and executed during fire drills and in the event of a fire:

1. Sounding the alarm for drills:
 - The alarm of a fire drill at present is a continuous buzzing sound and blinking red lights in the hallways. In the event this alarm malfunctions, the college intercom system will be used to announce the alert.
 - The all-clear signal will be the regular buzzer.
2. Upon hearing the fire alarm, all students and personnel are to:
 - Exit each department and office in an orderly manner using the nearest exit as outlined by the evacuation map posted in each area.
 - Line up fifty feet from the building making sure not to block fire lanes and wait for instructions.
 - Carry out further instructions as spelled out in the fire plan.
3. In the event of a fire:
 - Anyone who sees the fire first should sound the alarm by pulling the fire alarm switch.
 - Upon hearing the alarm, all students and personnel are to follow the instructions as pointed out in procedures for evacuation.
4. In a class having disabled students, the instructor and another student must:
 - Assist the student in exiting the building.
 - See to the safety of the disabled student.
5. If clothing should catch on fire:
 - Avoid panic.
 - Smother flames by wrapping the victim in a blanket or coat, or by rolling the victim on the floor or ground.

Natural Disasters

Natural disasters might include events such as tornadoes, hurricanes, flooding, etc. It is assumed that sufficient notification will be given to execute the procedures defined in this section. If insufficient time does not allow orderly execution of procedures, emergency action must be taken by those aggressive personnel willing to take the role of responsible leadership with wisdom and common sense. It is, therefore, imperative that all students become very familiar with the general guidelines set forth herein so that they may be able to think clearly and act decisively and safely in the event of some unexpected natural disaster.

Any person or persons having knowledge of a tornado or violent storm or the potential for such in the vicinity of the college should notify the campus dean or in his/her absence, an assistant dean.

Upon receiving such notification, the campus dean or his/her designee (usually the Safety and Health Coordinator) will initiate emergency procedures.

- Upon hearing the announcement of an impending disaster, instructors will lead students to hallways with no windows.
- Everyone is to sit on the floor with knees up, heads on knees and hands on heads or kneel with hands on heads.
- Remain in designated area until "all clear" is sounded.

Civil Disorder

Gates and doors will be closed and all perimeter fences monitored. Entry into the facility will be strictly controlled. Strict security of the facility will remain in effect until the emergency is over.

Bomb Threat

A bomb threat can be received by anyone. Every threat should be taken seriously. If a bomb threat is received by mail or message, record in writing the exact time and the type of threat and follow the procedures below:

When a telephone call is received:

1. Prolong the conversation as long as possible in order to get as much information as possible.
2. Be alert for distinguishing background noises such as music, voices, aircraft, church bells, traffic, etc.
3. Note distinguishing voice characteristics.

4. Ask where and at what time the bomb will explode.
5. Ask what kind of bomb it is.
6. Ask why he or she set the bomb.
7. Note whether the caller indicated knowledge of the college by descriptions of locations.
8. Notify college administrators immediately.

Be suspicious of a package if:

1. The package fits the description or location given by the caller.
2. Written on the package is “Bomb,” “Danger,” “Do not open.” etc.
3. The package does not fit in the surrounding.
4. No one knows where the package came from.
5. The package is not of the correct size and weight and may be emitting a sound. (Ticking, humming, etc.)

If a suspected bomb is found:

1. Do not smoke.
2. Do not accept the package marking as legitimate.
3. Do not touch it.
4. Do not use a radio near the package.
5. Keep all loud noises away.
6. Leave it for qualified bomb disposal personnel.

If an evacuation is necessary it will be handled by college administrators.

1. Students will follow prescribed evacuation exit procedures for fire.
2. Students will not return to the buildings until the emergency is declared over by the Sheriff’s Department or Police Department, and are advised to return by the administrative staff.

Evacuation Plan

An evacuation may become necessary in the event of any occurrence which may threaten the safety of lives. Such occurrences may include, but are not limited to fires, gas leaks, storms, and drills. Never assume, when the alarm sounds, that the evacuation is “just another drill.”

1. Instructors are designated to insure that all persons are successfully evacuated and shall assume the additional responsibility for seeing to it that any disabled individuals are escorted to safety.
2. Remain calm. Presence of mind is the key factor to a successful evacuation.
3. If a closed door is extremely hot to touch, seek another exit.
4. Immediately exit the classroom and building according to the posted evacuation route for your area.
5. If a smoke-filled room or hallway is encountered, get down on the floor and crawl toward the exit to avoid noxious or toxic gases as much as possible.
6. Upon exiting the building, get as far away as designated, a minimum of fifty feet. Stay with your group.
7. During this time, remain quiet and calm. **DO NOT SMOKE**, in case there is a gas leak.
8. Do not re-enter the building until authorized by an official of the college.

Inclement Weather

Weather so severe as to endanger student safety or college property may cause the campus dean to close the college until conditions improve. The campus dean will call all radio and television stations by 6:30 a.m. to announce whether classes will be held.