



# **Safety Handbook**

October 2008

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The First Community Church Safety and Health Plan should be completed initially and as needed within the guidelines of the Administrative Guidelines of the Plan.

### **Knowledge Reviews & Work Observations**

Annually determine:

The coverage of the following components for Knowledge Review, record the dates reviewed and completed. If the subject is not applicable, N/A for the person so indicate in the completed column of their respective form.

These are the subjects for personnel in the church environment:

- Stairs
- Chairs
- File Cabinets
- Tripping Hazards
- Desks
- Ergonomics
- Computers or VDT'S (Video Display Terminals)
- Machines & Equipment
- Moving Carts
- Ladders
- Tools
- Lifting & Carrying
- Fire Safety
- Defensive Driving
- First Aid

The formal observation responsibilities and objectives:

The Personnel Director should determine the number of safe work behavior observations required per person per quarter. Then each supervisor should record their objective on the observation form. Record in the appropriate box the month and day a person was observed on a particular subject.

### **Inspections**

Environmental inspections should be completed annually and as needed. Document in the appropriate areas the findings and month/day/year of the inspection.

### **Record Retention**

Safety Knowledge records and Work Observations must be retained for one year after the date of completion.

1. Name the precautions to be taken when ascending and descending stairs?

- Use the handrail for stability.
- Walk...don't run.
- Look where you are placing your feet.
- Place full length of foot on step.
- Take one step at a time.
- Go single file.
- Keep to the right.
- Keep your eyes to the front.
- Don't read or carry objects that obstruct view.
- Devote full attention to a safe ascent or descent.

2. How do you safely sit down in a chair?

Look to make sure chair is where you think it is; move the chair or your body until you feel the front edge of the chair seat with the back of your legs; if the chair has arms, keep your back straight, bend at knees, grasp chair arms and sit down. If the chair is not equipped with arms, turn the upper part of the body slightly, grasp the top of the chair back with one hand, and sit down as described above.

3. How do you properly sit in a chair?

Sit well back in seat, keeping the back straight. Don't sit with one foot on the seat under the body.

4. How do you arise from a chair?

Move the feet back until the lower legs are vertical, preferably with one foot slightly ahead of the other; bend forward at the hips, keeping the back straight; arise by lifting body weight with legs. If an arm-chair, an assist can be given with the hands and arms.

5. Why should one drawer at a time be opened in a file cabinet?

The cabinet would be heavily out of balance toward the front and could easily tip over and inflict injury. Also, if an upper and lower drawer were open, the person working below could bump their head on the upper drawer.

6. What are some tripping hazards found in a clerical office space?

- Telephone Cords
- Office Machine Cords
- Packages
- Waste Baskets
- Rubber Bands
- Paper Clips

7. Why are open desk drawers considered hazardous?

Because they could cause leg injuries or trip hazards.

8. What danger is inherent when pencils are placed point up in a container on desk?

Could cause deep puncture wounds if they come in contact with fingers, hands, arms or eyes.

9. If you needed an object from a shelf out of reach with no ladder or step stool available, what should you do?

- Get help from taller person.
- Arrange for a step stool or ladder to be provided.

10. What is ergonomics concerned with?

Designing the job to fit the worker, i.e., Work Station Design.

11. What are the four most important factors for the safe and comfortable operation of VDTs or CRTs?

- Proper Lighting
- Proper Positioning of Screen and Keyboard
- Adjustable Furniture
- Easy-to-Read Screens

12. How can you determine if light sources are contributing to screen glare or eye discomfort?

By temporarily shielding them from the field of view with hands or objects like a visor.

13. How can you alleviate the problem of lights or windows contributing to discomfort?

- Indirect lighting is recommended.
- Lights should be located parallel and to the side of the user.
- Fit windows with vertical blinds, horizontal blinds, curtains or dark film.
- Place the face of the screen at a right angle to the windows.

14. What are some methods to prevent facing a bright light source while working with a VDT?

- Realign the work station.
- Shield windows that are in view.
- Do not use task lighting on source documents.

15. What are the measures to reduce screen glare?

- Control the light source
- Tilt the screen.
- Place a hood over the screen.
- Place a filter over the screen or use an anti-reflection screen.

16. How far from the user's eyes should the VDT screen be placed?

- 15 to 32 inches

17. How should the VDT screen be placed in relation to the user's eye level?

The screen should be 15 - 25 degrees below the user's eye level.

18. How can one maintain good posture while working with a VDT?

- Chair Adjustments
- Table Heights
- Screen Heights
- Alignment of Components

19. What tables are best suited for VDT use?

- Those with low reflectance (i.e., matte finish).
- Tables that are height adjustable from 25 - 30 inches from the floor.
- Tables that allow keyboard heights from 25 - 30 inches from the floor.
- Those with table tops as thin as possible with rounded edges and corners.

20. What chairs are best suited for VDT use?

- Those with seats wide enough (18 - 19 inches) to allow user room to change seating regularly.
- Those that are easily height adjustable (15 - 20 inches above the floor).
- Those that have adjustable back supports that form a seat back angle of 100 - 120 degrees and lumbar supports that are 9 - 10 inches above the seat.
- Have 5 roller caster supports suited for the type of floor.
- Padding of proper firmness that will not compress more than 1 inch under the weight of the individual.

21. What is the purpose of the wrist rest?

Assists in providing additional support to keep wrists in a natural position at the keyboard.

22. How can you help reduce muscle tension and fatigue from building through the day?

Simple exercises that can be completed on a frequent basis (hourly) for a short period of time (one to two minutes) at the workstation are effective in reducing muscle and fatigue.

23. What precautions are to be taken with and around machines and equipment you operate?

- Never operate a machine until you have been trained to operate that particular machine or piece of equipment safely.
- Know the location and be familiar with the operating manual.
- Do not operate a machine without the guards and lids in place.
- Do not wear loose clothing, loose neckties, dangling jewelry or untied hair near moving parts of machinery
- Mark by tag, the controlling power switch so the machine is not accidentally turned on by anyone else during maintenance.
- When cleaning a machine use only the prescribed cleaner on a suitable cleaning material, with proper ventilation and adequate personal protection.
- Do not store items on a machine.
- Maintain good housekeeping in the vicinity of the machine.

24. What precautions are to be taken for safely moving carts?

- Push never pull unless obviously in appropriate.
- Use caution when approaching corners and do not load items to obstruct the view.
- Do not move carts with unsecured items on a flat top.

25. What is the proper use of a stepladder?

- Make sure the ladder is in good condition--no cracks, loose steps, loose braces or tie rods, and locking mechanism operates properly if so equipped.
- The ladder must be fully spread with all four legs firmly on the floor before ascending.
- Ascend and descend one step at a time looking as each step is taken.
- Never stand on the top platform or the first step below the top platform?
- Do not lean out in either direction further than would place your breastbone beyond the edge of the ladder.
- Do not store ladders in aisle when not in use.
- Do not store stepladders closed and upright without securing from falling.

26. What are the proper precautions for safe use of tools?

- When necessary wear eye protection.
- Make sure the tool is in good condition-handle, shank, gripping knurls, cutting edge.
- Return the tool to its proper protective covering and storage location.

27. How do you lift heavy objects?

- Squat down close to the object by bending knees, keeping the back as straight as possible; grasp the object and while keeping it close, lift it by straightening the knees.
- Keep the arms inside of the knees.
- If the object is too large, get help.

28. What do you do if the weight to be lifted exceeds your capabilities?

- Divide load into smaller portions.
- Get help or use a mechanical device.

29. How do you set an object down?

- Squat while keeping the back straight.
- Lower object onto one corner or onto support to avoid finger injuries
- Lower object into final position keeping fingers from underneath.

30. What are some of the movements that should be avoided when lifting?

- Twisting; changing direction by moving your feet not your torso.
- Jerking; side lifting.
- Overextending when reaching.

31. How should you carry objects?

- Select clear route of travel.
- Keep object close to body.
- Have clear vision.
- Do not twist your body.
- Do not change your grip.
- Face spot where object is to be placed.
- Change direction by moving your feet.

**Fire Safety**

1. What should you do in case of a fire in a wastebasket?

- Smother and cover.
- Fit one wastebasket into the other to extinguish the fire.

2. Where are the fire extinguishers located in your area?

- All persons should be able to show exact location of fire extinguishers.

3. Where will you find the fire department phone number?

- Throughout the building emergency numbers should be readily available.

4. How do you operate the fire extinguisher?

- By following the written instructions on the extinguisher.
- Pull the pin or release the holding mechanism.
- Aim the nozzle, hose or horn at the base of the fire.
- Sweep from side to side at the base of the fire until the extinguisher is discharged or the fire is out.

5. What should be done when an alarm is sounded?

- In advance, be familiar with your emergency response plan.
- Remain calm.
- Follow established procedures.
- Take directions from designated personnel.
- Do not run unless it is necessary to escape injury.

**Defensive Driving**

1. Define defensive driving?

- Defensive driving is driving so as to prevent accidents in spite of our own mistakes, the action of others, and/or the presence of adverse driving conditions.

2. Name the three factors that most influence a driver's action?

- The condition of the vehicle, driver's attitude, and road setting (which includes scenery, weather, traffic controls, vehicles, and pedestrians).



3. Of the three, which is the most important?

- The driver's attitude. You must have control of yourself before you can control your vehicle on the road.

4. Name some of the factors that could adversely affect a defensive driver's ability to be **prepared to drive**.

- Health
- Fatigue
- Frame of mind

5. When health is affected, what driving adjustments should be made?

- Allow extra space and time for safe maneuvering while driving.

6. Which of the following seeing habits is most important when driving?

- Concentrate on the long view—hazards far ahead.
- Concentrate on the short view—hazards in the immediate area.
- Both the long view and short view.

Answer: Both. A driver must get the total picture and be aware of what is happening ahead as well as in the immediate surroundings.

7. When driving defensively, what can be done about possible hazards ahead?

- Recognize hazards within the conditions ahead.
- Know the maneuvers which are recommended to avoid the hazard. For example, moving to the right to avoid an oncoming vehicle.
- Act in time to prevent a collision.

8. Each driver is expected to daily check the condition of their vehicle. Why is it even more important to check out an unfamiliar vehicle?

-To verify that all mechanical and electrical features are in good working order; also, to be familiar with the position of the controls, mirrors, blind spots, and the relation of the driver's seat to the front wheels before leaving the parking spot.

9. How do you check your brakes?

For power assisted brakes:

- Check brakes while properly parked and with the motor running.
- Wait 5 seconds with foot off brake.
- Depress brake pedal 3 times and hold with steady pressure for 5 seconds.
- Pedal should not drop.

For brakes without power assist:

- While properly parked depress brake pedal 3 times and hold with steady pressure for 5 seconds.
- Pedal should not drop.

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10. As you drive in the traffic flow, how can you provide sufficient space to stop or change lanes?
    - Maintain an adequate space cushion to the front, sides, and rear, and always leave yourself an out.
  11. Under normal driving conditions, describe the method used to determine if an adequate space cushion exists between your vehicle and the one ahead.
    - Set your following distance by using the 2 second rule. This is a minimum.
  12. What is the recommended space cushion at night or on rough roads?
    - Allow a space cushion of 3 or more seconds.
  13. What is the recommended space cushion when the weather is bad?
    - Allow a space cushion of four or more seconds.
  14. If your vehicle is sliding, what direction do you turn the front wheels?
    - The direction the rear end is skidding.
  15. When coming to a stop behind another vehicle, how can you determine if an adequate space cushion exists between your vehicle and the one ahead?
    - You should be able to see the bottom of the rear wheels of the vehicle ahead (one car length minimum or at least 15 ft.).
  16. After passing another vehicle, how do you determine when it is safe to turn in ahead of the vehicle you just passed?
    - When you can see both headlights of the vehicle you passed in your rearview mirror.
  17. What precautions should be taken when approaching a pedestrian?
    - Slow down, try to establish eye contact, tap your horn if necessary and be prepared to stop.
  18. What action should be taken to avoid staying in another driver's blind spot — either left or right?
    - Adjust your speed — increase to get ahead or decrease to stay to the rear.
  19. How would you dispose of a driver who is tailgating?
    - Gently slow down, making your intentions clear and encourage the driver that is tailgating to pass.
  20. In proper order, explain how you should approach an intersection which is not controlled by a traffic sign or signal?
    - With your foot off the gas pedal, scan left to right as you approach the intersection.  
Be prepared to stop.
  21. If your vision is obscured by other vehicles, buildings, or other obstructions near the intersection, how would you change your approach?
    - Slow down so that you can verify that it is safe to proceed before entering the intersection.

22. How would you approach an intersection where the green light has been on for awhile?
- Proceed cautiously, scan left to right, and be prepared to stop. Be aware of any vehicles coming from the opposite direction that may be turning left.
23. What should you do when the light turns green while stopped at an intersection?
- Delay 2 or 3 seconds to allow for proper space cushion and to have a clear view of the intersection.
24. How would you make a left turn in traffic?
- Activate directional signal; get into the left lane well in advance of the intersection. Keep the front wheels straight while waiting for any oncoming traffic to clear and make turn when it is safe to proceed. Or go straight ahead and make three right hand turns.
25. How should a vehicle be positioned to prevent a backing accident?
- Whenever possible, position the vehicle to eliminate the need for a backing maneuver.
26. When there is no alternative and you have to back your vehicle, describe the steps to be taken to avoid a backing accident.
- Back when you arrive
  - Check area around vehicle.
  - Move the vehicle immediately.
  - Observe the area to the rear while backing slow.
  - Use a guide if available.
27. Why should restraint devices be used while operating or riding in a vehicle?
- To reduce the likelihood of injuries and/or to reduce the severity of any injuries that might occur in case of an accident.
  - To keep control of the vehicle in case of an abrupt move or stop.
  - It is a state law.
28. When should you never pass another vehicle?
- On a narrow bridge.
  - When approaching a curve or hill.
  - Near an intersection or on a hill.
  - Where posted. NO PASSING.

## **First Aid**

1. How do you administer first aid treatment for minor cuts?
- Cleanse the wound.
  - Apply an antiseptic.
  - Apply a bandage.

2. What type of minor injuries must be reported?

- Minor cuts
- Abrasions
- Burns

3. Where is the first aid kit located?

- It is to be readily accessible.

4. How often should it be inspected?

- At least once a month per table of contents.

5. How do you know what to use?

- See the instruction card.

6. What are the three types of artificial respiration?

- Mouth-to-mouth
- Mouth-to nose
- Mouth-to-stoma

7. How do you establish breathing on an unconscious adult victim?

- Place the victim on back
- Open the airway using the head tilt-chin lift method (one hand on the forehead, the other on bony part of the chin).
- Check for breathing by placing your ear and cheek next to the victim's mouth and nose. **Look** at the chest for any rising or falling movements. **Listen** for breath sounds going in or out. **Feel** for escaping air with your cheek.
- If nothing is present, make a seal around the victim's mouth or nose and blow in 2 full breaths. After the initial two breaths, give one breath every 5 seconds.
- For victims with a stoma (opening in the windpipe) the procedure is basically the same except do not tilt the head back. Breathe directly into the opening 2 times initially and then one breath every 5 seconds.

8. What is the treatment for choking?

For a conscious adult that cannot speak, cough, or breathe the steps are:

- Stand behind the victim. Place the thumb side of one of your fists against the person's abdomen, just above the navel and well below the breast bone.
- Grasp your fist with your other hand. Pull inward and upward.
- Repeat 6 - 8 thrusts or until the object is expelled.

For an unconscious adult the steps are:

- Check for breathing.
- Attempt to give 2 breaths. If they don't go in, reposition the head and try again.
- While straddling the legs administer 6 - 8 thrusts with heel of hand, sweep the mouth from side to side with your finger using a hooking action and give two full breaths. Repeat 6 - 8 thrusts, finger sweep and two full breaths until the object is expelled.

9. What are three methods for controlling bleeding?

- Direct pressure, by compressing the wound and elevation (above the heart if possible).
- If still bleeding and wound is on a limb, in addition to direct pressure and elevation, squeeze the major artery between the wound and the heart. Pressure points are located in the groin area and the inside of the upper arms.
- Tourniquet - CAUTION - If all methods fail, a tourniquet may be necessary. The use of the tourniquet is dangerous and should be used only for severe life-threatening bleeding that cannot be controlled by any other means. Remember to tell the emergency medical personnel about the tourniquet.

10. What are the steps for preventing shock?

- Maintain an open airway.
- Control any bleeding.
- Splint any fractures.
- If possible and does not cause discomfort, elevate the feet about 12 inches.
- Maintain normal body temperature.
- Seek medical assistance.

11. Name four ways that poisoning may occur.

- Poisoning may occur from inhaling, injection or absorption through the skin, but most often by mouth (ingestion).

12. What are the steps to follow for a conscious victim of poisoning?

- Place victim on side if vomiting.
- Call the poison control center, hospital or doctor.
- Follow instructions from poison control center or doctor.
- Watch to see that the person keeps breathing and give care to prevent shock.
- Save containers and any vomit to give to emergency medical personnel.

13. What are the three types and treatments for the three types of burns?

- First-degree burns (redness) require relief from pain by immersing the affected part in cold water until pain is relieved, then applying a dry dressing if required. Elevate burned area if possible.
- Second-degree burns (redness, blisters) require the same treatment as a first-degree burn unless blisters are open. DO NOT put water directly on an open burn to cool it. Cover with a thick, dry, sterile dressing and bandage. A dry cold pack may be placed over this to reduce pain. Get medical attention immediately.

14. How do you remove foreign objects from the eye?

- Locate the object and remove using the corner of a clean handkerchief. Flush with water after removing the object. Do not rub the eye. If the object is embedded in the eye, do not attempt to remove; seek medical attention immediately.

15. What is the danger of moving an injured person?

- Moving an injured person without properly assessing the injury could result in further injuries such as puncturing a lung, severing the spinal cord or causing broken bones to protrude through the skin. If you don't have to move a victim, treat them where you find them.

16. What is the treatment for convulsions?

- Do not try to restrain someone who is having convulsions, but protect the person from injury. Push away nearby objects from victim and wait for the convulsions to end. DO NOT force or put anything in the victim's mouth. Check for breathing when the convulsion is over, keep the victim lying down and seek medical aid.

## Electrical

### 1. Electrical Fans

- Fan motor is clean and free from dripping oil
- All fans within seven feet of the floor are protected on both sides with guard openings of less than one-half inch and do not interfere with pathways.
- Guards are securely mounted and fan does not vibrate.

### 2. Electric Space Heaters

- Heater is clean and well kept, and does not present a burn hazard.
- Heater element is guarded and is equipped with tip over switch.

### 3. Electrical cords, plugs, outlets and grounded adapters.

- A three-wire cord and plug is required on all motor driven AC equipment that has metal housings.
- Cords are not frayed or worn.
- Cords are securely attached to machines and do not present a trip hazard. Cords do not interfere with machine operations.
- Electric extension cords are three-conductor and are not misused or overloaded.
- A plastic or fiber disc separator must be in place covering the exposed wires and screw attachment if plug is not of the molded type.
- Prongs on the plug are well seated and not loose.
- Locking type plugs must be securely locked into their outlets.
- Outlet faceplate is not broken or loose.
- Floor type outlets present no trip hazard; and when located under desks and tables, they are not used as footrests or kicked loose.
- Grounding adapter must be U.L. approved.
- Adapter must be connected to an approved ground.

## Fire Safety

- Extinguishers are conspicuous and along normal paths of travel and readily available and accessible.
- Extinguisher locations that cannot be seen due to visual obstructions are visibly designated by red stripe or spot on column, arrows, or signs, Etc.
- Visible evidence that extinguisher has been inspected and recharged annually.
- Extinguishers are labeled with directions as "How to Use".
- Extinguishers are identified to insure proper selection: A, B, or C fires.
- All openings through fire rated doors and walls are properly fire stopped.

## Safety Signs

- Exit signs shall be provided in all occupancies whenever the main means of exit is not immediately visible or where occupant load is 50 or more.
- All exit signs and passageways shall be marked by readily visible sign reading "EXIT"
- Any door, passageway, or stairway which is not an exit or a way of exit access, but which could be mistaken for an exit, shall be marked "NOT AN EXIT" or by a sign indicating its actual character.
- Exit signs should have letters that are the same color on a white background throughout the building. Such illumination shall be continuous as required for exit ways.
- Traffic and warning signs.
- Check for general condition of signs.
- Make sure signs are properly placed. (All types to include Emergency Shut Off, Emergency Diesel Auto Start, etc.).

## Furniture

### Chairs

- Make sure desk or chair does not block aisles or door, smooth working surface.
- No protruding or sharp objects on back or sides.

### Drawers And Breadboards

- Sticky, sharp, splintered or rough edges, loose handles, and closes when not in use. Doors should open and close freely.

### Scissors

- Retaining screw is tight, blades in good condition, stored properly: points away and closed.

### Staplers

- No broken plastic parts, hinge tight, anvil not burred or bent.

### Miscellaneous

- Pointed or sharp objects are properly stored in drawer, pencils stored point down.
- Small pointed objects such as pins and thumbtacks are not mixed with clips.

### Filing Cabinets

- Make sure cabinet does not block doors or aisles when open or closed, free of sharp edges, splinters or cracks.
- Make sure cabinets are fastened to floor, wall, or together.

### Drawers

- Drawers are kept closed when not in use, operate freely, handles secure.
- Drawer latch holds properly, slide and stop mechanisms operate
- Heavier materials are stored in lower drawers
- File stool is available for work in lower drawers.

### Bookcases

- Make sure bookcase does not block doorways or aisles when open or closed, smooth surfaces and doors closed when not in use.

### Doors

- Glass is not broken or cracked, hinges operate freely, and door tracks properly.

### Other

- Contents neatly stored, items not stored on top, multiple shelf units (two or more units) are secured to floor or wall.

### Shelving And Cabinets

- Shelving and cabinets do not interfere with aisles or doorways, and are secured to floor wall or together and top is free and clear of items.
- Shelf units are properly cross braced and access to shelving is clear of obstructions.

### Materials, Supplies and Housekeeping

- Stored materials do not interfere with aisles or doorways, heavy items stored on lower shelves.



- Materials stored to prevent slipping, falling, or rolling
- Adequate lighting is maintained
- Doors on storage cabinets kept closed, floor storage neat and not hazardous.

#### Printing And Duplication Operations

- Paper and card stock physically separated from printing and duplicating supplies.
- Liquid containers are labeled and identifies; no evidence of leakage; containers are closed and capped when not in use.

### Passageways And Walkways

#### Treads, Risers, And Lighting

- Make sure stairways and landings are adequately lighted, clean of trash and do not present a trip hazard.
- Safety treads where applicable (non-skid type) are in place and are not worn, torn, broken or slippery; risers are not broken.
- Stairs of older construction may not be equipped with safety treads. These stairs need to be in good repair and be kept clear of slip hazards.
- Emergency lighting is provided for stairways and landings.

#### Handrails

- Stairways must have at least two handrails.
- Handrails are in good condition, not loose or broken, and located away from wall.

#### Hallways, Aisles And Floors

- Hallway is wide enough to handle normal traffic flow, had adequate lighting and emergency lighting.
- There are no trip hazards such as loose or broken tiles or damaged carpeting.
- Rugs and runners are nonskid or permanently attached.
- Walking area is free of any obstruction, exit signs are visible.
- Washing and waxing operations are guarded, temporary holes are guarded.

#### Printing And Duplicating Operations

- Floors are not littered or slippery.
- Resilient nonskid mats are provided for machine operators.

#### Doors And Exits

- Doors and doorways are free of obstruction.
- Doors identified that would be mistaken for exits.
- Doors designated as fire exits are not locked or bolted and are self-closing.

### Ladder Safety

- Visually inspect ladders when received, before each use and if dropped.
- To visually inspect, place ladder in good light.
- Check side rails for cracks, splinters, or protruding nails.
- Check steps and rungs for cracks, splits, splinters, decay and loose braces or tie rods on the steps.
- Check hardware for bent or broken metal and loose rivets.
- Wooden ladders receive a dead weight test at six month intervals or when dropped.
- Ladders that are not being used shall be stored where they will be dry and have good ventilation.

- Ladders shall not be stored near radiators, stoves, and steam pipes or in any location where they will be subjected to excessive heat or dampness as this will appreciably shorten the life of the ladder.
- Store ladders to provide ease of access for inspection and to prevent danger of accident when withdrawing a ladder for use.

### **Storage Of Flammables**

- The storage of flammable materials shall be designated areas and the amounts kept to a minimum for efficient operation. Pipe chases, vertical shaft areas, stairwells, etc. shall not be used as storage areas.
- Care shall be taken to assure that materials in storage do not come in contact with heat producing equipment.

### **First Aid Kit**

- A fully stocked first aid kit is visible and readily accessible to all employees
- A list of emergency telephone numbers for medical assistance.

### **General Storage**

- Combustibles in proper container.
- Surrounding area free of debris and hazards.

### **Machine Guarding**

- Machine guards will be provided to protect the operator and other employees in the machine area from hazards such as those created by point of operation, -n-going nip points, rotating parts, flying chips and sparks.

### **Outside Grounds & Parking Area**

- Check for general condition.
- Free of slip/trip hazards.
- Fencing- erect, intact, sharp edges, general condition.
- Gates - ease of operation; means to lock, no sharp edges.

### **Smoking – Unauthorized**

- Smoking is not permitted

### **Hazardous Materials**

- -All chemicals are to be stored in proper containers with adequate labels and warning information.

Name \_\_\_\_\_ Job Title \_\_\_\_\_

Subject	Review Date	Date Observed	OK	DEV	BY
Stairs					
Chairs					
File Cabinets					
Tripping Hazards					
Desks					
Ergonomics					
Computers/VDT'S					
Machines & Equipment					
Moving Carts					
Ladders					
Tools					
Lifting and Carrying					
Fire Safety					
Defensive Driving					
First Aid					

Remarks and identify all deviations \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location \_\_\_\_\_ Room \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_

	OK	DEV
Electrical		
Fire Safety		
Safety Signs		
Furniture		
Bookcases		
Passageways & Walkways		
Ladder Safety		
Storage of Flammables		
Safety Protective Items		
General Storage		
Housekeeping		
Outside Grounds & Parking Area		

Remarks and identify all deviations \_\_\_\_\_

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In all emergencies everyone should remain calm and orderly.

### **Fire evacuation & Bomb Threats**

In the case of a fire or bomb threat or scare, everyone should move out as quickly as possible. Do not panic, remain calm and orderly. Assist children and those who need assistance. Use all available exits—be aware where they are.

### **Tornado Safety**

The Tornado Safety Spot at South Campus is the basement. Use the stairs. The coatroom between the restrooms is an alternate for those who cannot manage the stairs. Sit down and cover your head.

The Tornado Safe Spot at the North Campus is the Main Restrooms next to the kitchen and the kitchen itself. The alternate location is along the base of the east wall of Grace Hall. Assist children and those who need assistance. Remember--avoid glass windows and doors and always stay low.

### **Earthquake**

The possibility of an earthquake seems rare but could occur. In this case we urge you to get low, under something or cover yourself with a coat or whatever might be available. Remain calm and orderly.

*In all situations—remain calm, orderly and move quickly. Assist others should they need help.*

## Calling for assistance (Emergency Number)

The number to call for emergency help at the North Campus, South Campus and Camp Akita phone system is 9-1-1.

If possible, meet the responders outside the building to direct them to the location of the victim.

## Initial Assessment

If the scene is reasonably safe to enter, an initial assessment should be performed of the ill or injured person.

### In Worship Emergency

Check for breathing:

- If not breathing, begin CPR and/or ask the clergy to make an announcement to ask for medical assistance. Dial the emergency number for medical help.
- If the victim is breathing and is not injured, evacuate them to the nearest hallway and continue to evaluate. Determine if EMS is needed.

If the victim is injured, ask the clergy to make an announcement to ask for medical assistance. If moving the victim will not worsen an injury, move them to the nearest hallway or area of refuge.

### Non Worship Settting Emergency

Check for breathing:

- If not breathing, begin CPR and dial the emergency number for medical help.
- If the victim is breathing, determine if further emergency help is needed. Dial the emergency number for medical help.

### Area Of Refuge

If a victim is not injured and is in a busy area, consider moving the victim to an area of refuge to maintain privacy. If the victim could be injured, do not move them unless directed by a medical professional. Examples are: the kitchen at both campuses. The kitchens are easy to find areas that usually do not have a large number of people.

## Further assessment and care

If medical care professionals are available, medical assessment and care can be continued.

North Campus medical equipment such as the first aid kit, oxygen and an AED is located in the back hallway near the kitchen.

South Campus medical equipment such as the first aid kit and an AED is located in the area between Brownlee Hall and the Weiss room near the hallway to the kitchen. Oxygen is available at the front desk.

Camp Akita medical equipment is located in the Nurses office during summer camp sessions and in the manager's office, during the camp off-season. The AED is located in the dining hall year round.

## Emergency Equipment

First Aid Kit, AED, oxygen, and wheelchairs are available and located at the following locations.

**South Campus** - Northeast side of the Weist Room near telephone. (See floor plan.)

**North Campus** - Southeast side of the service hallway near the kitchen. (See floor plan.)

## Weather Radios

Weather radios are located at all three locations and are set to broadcast any weather watch or warning for the respective location.

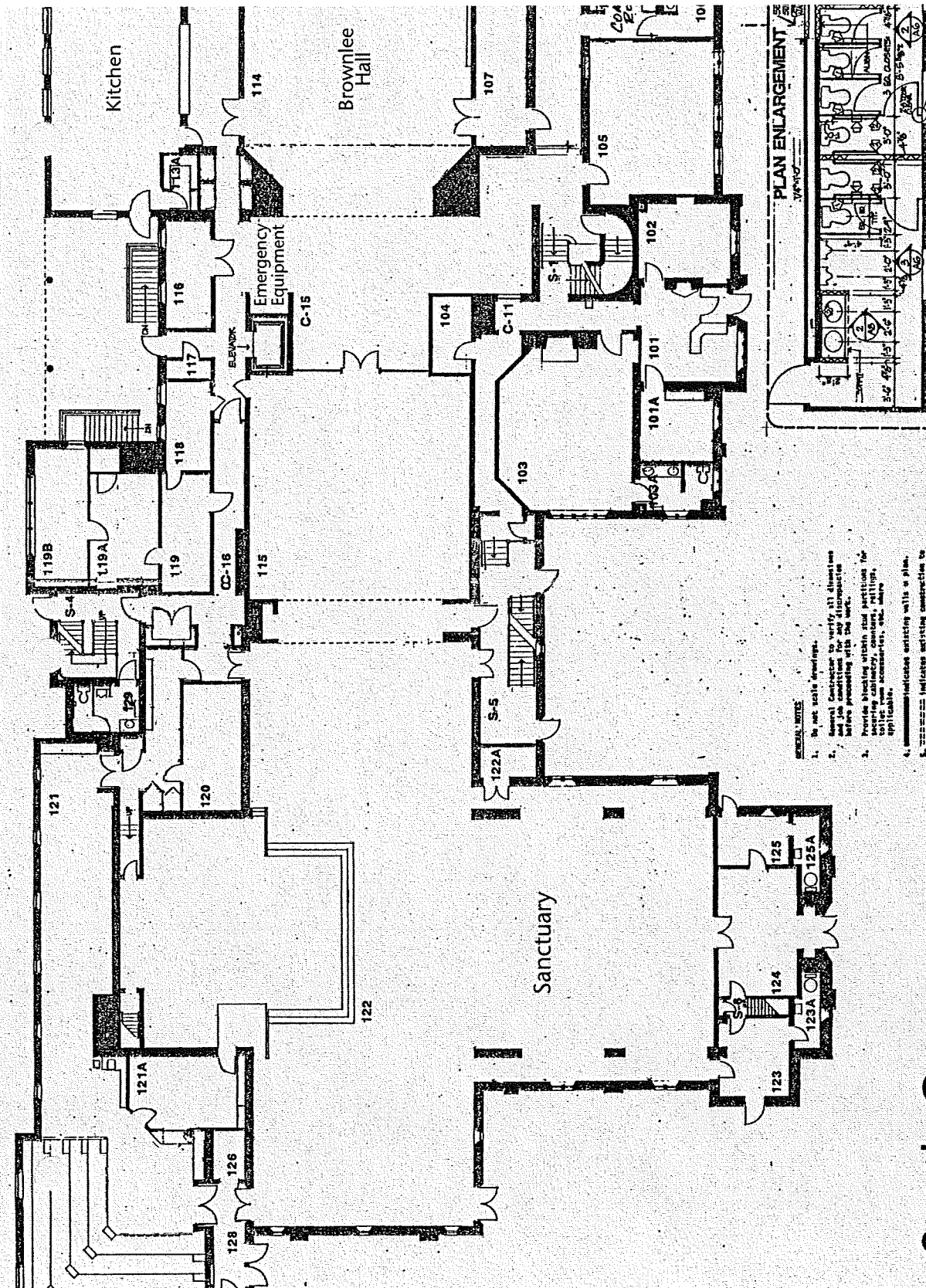
**South Campus** - the radio is located in the kitchen.

**North Campus** - the radio is located in the office and connected to the PA system.

**Camp Akita** - the radio is located in the office.

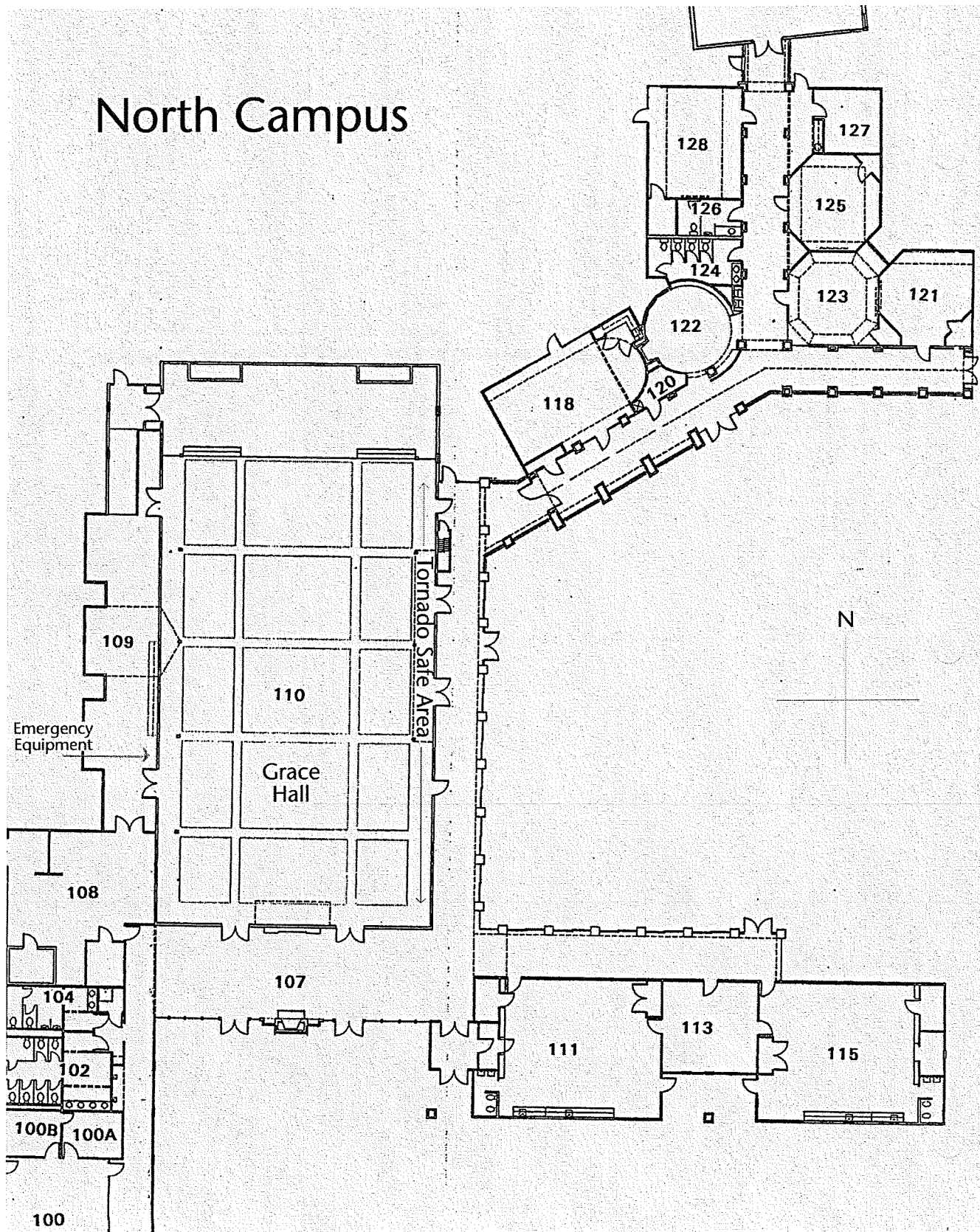
The radios should not be touched or any attempt made to adjust or disconnect. These radios are provided for your safety.





South Campus

# North Campus



Situations arise making it necessary to “lock the building down” to prevent people from entering the building and/or classrooms. Examples include unidentified persons within a building, armed subjects. Bomb threats, or non-school crimes in the vicinity of a school.

**Basic Procedure:**

When a “lockdown ” is announced, teachers will direct students to the nearest available classroom and instruct them to sit on the floor in the safest location away from doors and windows. Teachers will close and lock classroom doors , turn off lights, and close blinds. Non-teaching staff members and administrators will seek safe locations in their respective areas. All persons will remain in lockdown until released by the building administrator, hi/her designee, or law enforcement officials. Administrators will provide additional explanation/ direction as needed. For example, administrators might advise staff to prepare for a building evacuation or to continue normal classroom activities while under lockdown. Such situations might occur if police were searching for a criminal suspect in the vicinity of a building.

**Taking Attendance During a Lockdown:**

- Take attendance as soon as possible once the classroom is secured.
- Make note of students that are absent, as well as any “extra” students that were taken into your classroom or shelter.
- Notify the building administration of your results via pre-determined means (i.e. e-mail, intercom, etc.)
- Students already outside the building (i.e. PE class) should not re-enter the building, but proceed to a pre-arranged alternate location and notify the building administration.