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**AMARHLO COLLEGE EMERGENCY PROCEDURES**

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AMARILLO COLLEGE EMERGENCY PROCEDURES

INTRODUCTION

The Amarillo College Occupational Safety and Environmental Department has prepared this section of the Amarillo College Emergency Procedures Manual and Crisis Management Plan to aid all AC employees in dealing with emergencies.

All Amarillo College employees, including part-time faculty, staff, and students participating in the student employee program, are required to become familiar with the following emergency procedures. Know your surroundings and the emergency procedures involved with your areas before the emergency occurs regarding emergency procedures or related issues, please call Amarillo College Police Department @ 5163 from campus phone and 371-5163 from off-campus phone or Ed Wynn (Occupational Safety and Environmental Officer) @ 5363 or #371-5363.

GENERAL EMERGENCY

Emergency Guidelines:

* Contact the AC Campus Police Department @ 371-5163.
* When calling for assistance, be sure to give your name, location of emergency and an explanation of the emergency.
* Know where first-aid supplies are located in your department or work area.
* Follow the instructions outlined in this booklet.
* Stay with the injured victim, and send someone else to call for assistance.
* Contact the AC Campus Police Department @ 371-5163 regarding any incident of disruptive conduct.
* After the situation is stabilized, it is important to assure that the incident is properly documented with the Amarillo College Police Department.

Emergency Numbers:

In case of an emergency presenting an immediate threat to life or property, call one of the following numbers:

* Amarillo College Police Department………………………………………………………… 371-5163
* Amarillo Police Department………………………………………………………………… 9-911
* Amarillo Fire Department…………………………………………………………………. 9-911
* Ambulance Service…………………………………………………………………………… 9-911
Emergency Response:

* **Fires**

Examples:
* Building
* Ground
* Automobile
* Airplane or Helicopter Crash

If you see flames or other clear indications of a fire:

1. Call the Amarillo Fire Department @ 9-911 and the Amarillo College Police Department @ 371-5163.
2. Identify location of incident.
   * Building Name
   * Physical location on campus
   * Room or area where fire is located
   * Provide any and all information requested
3. Evacuate the area.
   * Do not use elevators in case of fire
   * Use stairways
   * Close all doors
4. Fight fires ONLY IF TRAINED and NOT a life threatening situation.
5. Follow instructions on fire extinguisher.
   * Hold upright
   * Pull pin, aim horn at fire
   * Press lever
   * Direct discharge at base of flame

* **Severe Weather (ie., tornados)**

* **TORNADO WATCH**-Indicates that conditions are right for a tornado to develop and that the sky and public information system should be monitored.
  * When a tornado watch is confirmed by public broadcast:

08:00 AM to 05:00 PM -- Monday thru Friday

1. Amarillo College Police contacts the Crisis Management Team members.
2. Any employee with access will make sure all shelter areas are accessible.
3. Further severe weather information is monitored.

05:00 PM to 08:00 AM - Monday thru Friday - Weekends and Holidays (anytime)

1. Amarillo College Police inform any evening employee with access to shelter areas to make sure all shelter areas are accessible.
2. Further severe weather information is monitored by above mentioned personnel.

INSTRUCTORS-DO NOT DISMISS CLASS FOR STUDENTS TO GO HOME OR PROCEED TO THEIR VEHICLES!
* **TORNADO WARNING**—Indicates a tornado has been sighted or is indicated on radar and confirmed by spotters.

INSTRUCTORS—DO NOT DISMISS CLASS FOR STUDENTS TO GO HOME OR PROCEED TO THEIR VEHICLES!

* When a tornado warning is received by way of siren, public broadcast, campus police or designated representative:
  * Amarillo College faculty and staff will insure that all persons with disabilities are evacuated to designated shelter areas first, along with other students and visitors as outlined in Tornado Emergency Procedures posted in classrooms, halls, and bulletin boards.
  * If you can not reach a designated safety area, move away from windows to an inside hall or take cover under desks or tables.

* Protect yourself by:
  * Lying face down
  * Drawing your knees up under you
  * Covering the back of your head with your hands

Tornado and Fire Evacuation Procedures are located in foyers and bulletin boards throughout each building. Please report any missing or damaged procedures to the Occupational Safety and Environmental Officer @ 371-5363 as soon as possible.

Each and every Amarillo College employee, including part-time faculty, staff, and student workers will become familiar with Emergency Procedures and Evacuation Areas consistent with their surroundings.

* **Power Outages**

If an electrical power outage occurs Faculty and Staff should:

1. Open doors and window coverings to take advantage of natural and emergency lighting
2. Help those in need of assistance.
3. Carry flashlights for use in restrooms or other rooms in which there is no light.
4. Remain at your work location and utilize any mobile or battery operated radio for communication purposes.
5. **Do Not Attempt To Use The Elevators.**
6. Attempt to call Campus Police @ #5163, if you have a cellular telephone, and give your identification, location and cellular phone number.
7. Emergency Responders may have emergency power to their mobile radios.
* Hazardous Materials

1. Report all incidents involving chemical exposure, spills, or disposal to the Amarillo College Police Department @ 371-5163 and the Occupational Safety and Environmental Officer @ 3715363 as soon as possible.

2. Do not attempt to clean any spill or dispose of any waste until the Amarillo College Occupational Safety and Environmental Officer has been notified unless you have been formally trained and have the proper Personal Protective Equipment (PPE) to do so.

3. For detailed information read the Amarillo College Hazard Communication Program Manual located in the office of each Department Supervisor, Administrator, or Executive Committee member.

CRIMINAL DISTURBANCE

Examples:
* Robbery
* Assault (Verbal, Physical or Sexual)
* Theft in progress
* Hostage situation
* Gang activity
* Weapons on campus

DO AS THE PERPETRATOR ASKS. DO NOT RESIST OR ATTEMPT TO RETALIATE UNLESS YOUR LIFE DEPENDS ON SELF DEFENSE. THERE ARE SITUATIONS WHEN ONLY THE VICTIM’S SURVIVAL INSTINCT Dictates THE FINAL SOLUTION.

ONCE YOU FEEL SAFE TO DO SO:
Report any Criminal Disturbance to the Amarillo College Police Department @ 5163 (from campus telephone) or @ 371-5163 (from off-campus telephone).

IF THE PERPETRATOR IS PRESENT AT THE SCENE DURING THE CALL TO AMARILLO COLLEGE POLICE, USE THE “EMERGENCY CALL CODE”, THEN FOLLOW THE OFFICER’S OR DISPATCHER’S INSTRUCTIONS.

IT IS THE SUPERVISOR’S RESPONSIBILITY TO EXPLAIN THE “EMERGENCY CALL CODE” TO ALL EMPLOYEES IN THEIR AREA. ANY SUPERVISOR NEEDING THIS INFORMATION MAY CALL CAMPUS POLICE @ #5163. THIS INFORMATION IS CONFIDENTIAL AND SHALL NOT BE DISCLOSED TO THE PUBLIC.
CIVIL DISTURBANCE

Bomb Threats:

* Do not hang up or put the person on hold.
* Record date and time you were notified of a bomb threat.
* Obtain as much information as possible and fill out Bomb Threat Call Form located at each work station.
  * If your work station does not have a Bomb Threat Call Form; one may be obtained from the Occupational Safety and Environmental Officer @ 371-5363.
* Call the Amarillo College Police Department @ 371-5163 to report the threat.
* Do not take any further action, unless you are specifically asked to do so.

Disruptive Behavior:

Immediately report all cases of criminal mischief, disorderly conduct, or disruptive behavior to the Amarillo College Police Department @ 371-5163.

Examples of disruptive behavior are:
* Throwing rocks at windows.
* Blocking chairs and tables in class rooms.
* Writing on walls and defacing college property.
* Verbal abuse of students or employees.
* Disturbing instructors or students.
* Political protests.

Drug / Alcohol Intoxication:

* Immediately call the Amarillo College Police Department @ 371-5163.
* If you feel you are not in danger, attempt to isolate the person from others.

Psychotic/Emotionally Disturbed:

Recognize that the ability of the disturbed person to deal rationally with his/her behavior is limited; therefore:
* Contact the Amarillo College Police Department @ 371-5163 and the Dean of Student Services @ 371-5300 to report the incident. Consult parents, spouse, or family member if time permits.
* Do not argue with the person, no matter how unusual the conversation may seem.
* Make no threatening movements or comments to the person.
* Ask the students to quietly leave the classroom and designate one person to contact additional staff.
* Remain calm during your conversation with the person. He or she is the one who is frightened.
* Remain with the person until help arrives, unless you and others feel an immediate threat to your safety.
* Consult with the Amarillo College Police Department @ 371-5163 and the Dean of Student Services @ 371-5300 to determine action to be taken.
MEDICAL EMERGENCY

DEFINITION-Injury to any person or persons requiring treatment by a physician or by registered professional personnel under the standing orders of a physician (ie. Paramedics, Ambulance Personnel, Nurses, etc.)

* Report ALL Medical Emergencies to the Amarillo College Police Department @ 5163 from on-campus phone and 371-5163 from off-campus phone who will contact an ambulance or you may contact the ambulance service directly by calling 9-911.

Reportable examples include but are not limited to:

* Medical Emergency
* Occupational Accident requiring medical treatment other than minor first aid.
* Accidents caused by property damage or unsafe conditions.
* Apparent minor injuries that may become major injuries requiring medical treatment by a physician at a later date.
* When in doubt always document the incident by calling the Amarillo College Police Department @ 5163 on campus and 371-5163 from off-campus phone.
* Situations when a parent is notified of a student’s injury.

MINOR FIRST AID

DEFINITION-Treatment of minor injuries not requiring the services of a physician or registered professional personnel under the standing orders of a physician.

Medical Treatment

Amarillo College employees are required to administer medical treatment or minor first aid ONLY if stated in the employee’s job description AND then only to the extent of training the employee has obtained. Employees providing medical treatment or minor first aid under circumstances other than described above, do so at their own discretion, without authority of Amarillo College.

* First aid kits may be available in individual departments and will be used ONLY as directed in the above statement.

Emergency Room/Hospital/Ambulance:

Emergency Room/Hospital

* Any injured person has the right to use the emergency medical facility of his or her choice.
* An injured person may refuse any medical treatment at any time.
* Any refusal of medical treatment will be documented and signed by the injured person.
* The following Emergency Medical Facilities are available in the Amarillo Area for patients requiring emergency medical treatment:
Baptist/St. Anthony’s (BSA) Healthcare System
Emergency Center
1600 Wallace Blvd.
Amarillo, TX 79175
(806) 2 12-5750

Northwest Texas Healthcare System
Emergency Receiving Center
1501 South Coulter Dr.
Amarillo, Tx 79175
(806) 354-1150

Minor Emergency Medical Clinics
* There are a number of minor emergency clinics available, at the patient’s discretion, if the treatment is of a minor nature.

Ambulance Service:
* If an ambulance is required, call the Campus Police Department @ 371-5163, who will contact an ambulance or you may call the ambulance service directly by dialing 9-911.

Responsibility For Payment Of Medical Treatment:
* Employee expenses for medical treatment will be handled through the Amarillo College Office of Personnel Services as per current policy.
* Students or visitors to our campus are responsible for their own medical expenses incurred while at Amarillo College or expenses incurred while using our facilities.
Purpose of the Crisis Management Plan:

Crises are extraordinary events which can not be predicted or controlled. Due to the nature of these events, how Amarillo College responds to such events can influence the impact on students and staff. Amarillo College has designated a Crisis Management Team to minimize the impact on the college community. Also, the complexities of present communities make advanced planning and policy development for catastrophic events a necessity. The following plan outlines the potential hazards faced and the personnel that will be utilized for specific situations.

Hazard Assessment:

The potential hazards facing AC include but are not limited to the following:

* Violent crime on campus or threats of violence (i.e. bomb threat).
* Incidents that lead to death, injury, disruption or physical loss.
* Physical damage to property.
* Disruption of vital services.
* Fire (both structural and grass).
* Severe weather (severe thunderstorms, tornados, blizzards, ice storms).
* Hazardous material incidents (threat from interstate highway transport).
* Hate or racially motivated incidents.

Amarillo College Crisis Management Team:

WILL BE NOTIFIED BY AMARILLO COLLEGE POLICE OR PRESIDENT’S DESIGNEE!

Primary responsibilities of the Crisis Management Team include:

* Prevent personal injury to students, visitors and employees.
* Avoid damage to College facilities.
* Ensure the release of correct information.
* Reduce the liability risks to the college.
* Minimize the impact on scheduled activities.

The core of the AC Crisis Management Team will be notified by Amarillo College Police Personnel or the President’s designee and will include:

* the President
* the Dean of Student Services
* the Director of Campus Police
* the Director of College Relations
* the Director of the Physical Plant
Other College personnel who should be available to assist the Crisis Management Team:

* the Vice President & Dean of Instruction @ 371-5127
* the Vice President for Business Affairs @ 371-W
* the General Manager, KACV-TV PM @ 371-5225
* the Director of Advising and Counseling @ 371-w
* the Director of College Relations @ 345-5511
* the Occupational Safety and Environmental Officer @ 371-5363

Because of the need for quick response initially, members of the Team will be utilized to take appropriate action when a crisis occurs. The President shall assess the nature and severity of the crisis to determine if the Team will meet to formulate a strategy to respond.

Crisis Calls:

When received through the campus switchboard:

* An approved checklist will be completed by the PBX operator.

When received elsewhere on campus:

* Attempt to get as much information as possible.
* Complete the checklist.

After receiving the call:

* Immediately notify the Director of Campus Police or the officer on duty (ext. #5163).
* The Director of Campus Police or the officer on duty will immediately notify the President and the Dean of Student Services.
* The President will:

  (1) Evaluate the seriousness of the situation
  (2) Confirm the facts of the incident
  (3) Consider a suitable response.

* If the crisis occurs when the President is out of town or unavailable, the Dean of Students Services or President’s designee shall address the crisis until the President is available to take control of the situation.
Notifying the Board of Regents:

* All members of the board will be contacted by the President’s office.
* A special board meeting may be called if necessary.
* All board members will be provided with a complete report.

Communicating with the media:

* In all crisis situations, the President shall designate a representative of the College who shall be responsible for communicating with the media.
* In all cases, the privacy of the persons involved in the crisis must be honored.
* The President or his designee will work with the Director of Campus Police to:
  (1) Verify the facts
  (2) Control media access
  (3) Make news releases or statements which will represent the official position of the College on the situation.

Additional notifications

* The President’s representative may also be in charge of contacting the disaster relief agencies.
* The Director of Campus Police or the officer on duty shall be in charge of contacting the following as necessary:
  (1) Additional police
  (2) Investigators
  (3) Justice of the Peace
  (4) Coroner

Incidents involving Serious Injury or Death

On campus or at any College sponsored activity, regardless of the cause:

* Amarillo College Police Officers will be immediately notified @ 371-5163.
* Amarillo College Officers will:
  (1) Be in charge of the scene
  (2) Be responsible for notifying the proper authorities including:
      * the President
      * the Dean of Student Services
      * other members of the Crisis Management Team.

* Only the President or his representative shall notify the family of the injured or deceased, in person if possible, of the circumstances surrounding the incident as soon as the situation allows.
Other contacts may include:

* College legal counsel
* Counselors
* Ministers

A member of the AC staff will be designated by the President to conduct a follow-up visit to the family where circumstances warrant.

Crisis Documentation:

* Use standard Campus Police Incident Reporting process.
* Any criminal acts involving injury or death will be reported through recognized channels under the Campus Crime Reporting Act.
* The Crisis Management Team will meet following emergency situations to evaluate crisis responses and suggest indicated changes in policy.
* The President may recommend further investigations by the Campus Police Department or Crisis Management Team.

Detailed instructions for common emergencies are available in the Emergency Procedures Section of the Amarillo College Emergency Procedures Manual and Crisis Management Plan developed by the Occupational Safety and Environmental Department with the assistance of the City of Amarillo Department of Emergency Management. The manual is distributed to each Administrator, Division Chair, Department Chair or Program Coordinator. Copies of the Emergency Procedures Manual and Crisis Management Plan are available for viewing by any person who so desires and requests a copy.

*Amarillo College does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in its educational programs, activities or employment policies.*
BOMB THREAT

INSTRUCTIONS: BE CALM. BE COURTEOUS. LISTEN, DO NOT INTERRUPT THE CALLER. NOTIFY SUPERVISOR AND AC POLICE DEPARTMENT 5 1 6 3 OF YOUR ACTIVITY BY PREARRANGED SIGNAL, IF POSSIBLE, WHILE CALLER IS ON LINE. KEEP CALLER ON LINE AS LONG AS POSSIBLE.

DATE: ____________  DAY: ________  TIME: ________________

Exact words of person calling: ____________________________________________

QUESTIONS TO ASK:
1. WHEN IS THE BOMB GOING TO EXPLODE? ________________________________
2. WHERE IS THE BOMB RIGHT NOW? ______________________________________
3. WHAT KIND OF A BOMB IS IT? __________________________________________
4. WHAT DOES IT LOOK LIKE? ____________________________________________
5. WHY DID YOU PLACE THE BOMB? _______________________________________  

TRY TO DETERMINE THE FOLLOWING (CIRCLE AS APPROPRIATE)

Callers identity: ____________________________________________________________
   Male  Female  Adult  Juvenile  Age __________ years
Voice:        Loud  Soft  High pitch  Deep  Raspy  Intoxicated
Accsent:      Local  Not local  Foreign  Region ______________________________
Speech:       Fast  Slow  Distinct  Distorted  Stutter  Nasal  Slurred  Lisp  Excited  Calm
Language:    Excellent  Good  Fair  Poor  Vulgar  Other __________
Manner:       Calm  Angry  Rational  Irrational  Coherent  Incoherent  Deliberate  Emotional  Righteous  Laughing  Intoxicated
Background Noises: Office machines  Factory machines  Trains  Animals  Music  Quiet  Voices  Mixed  Airplanes  Street traffic  Party atmosphere  Other __________

Additional Information: ______________________________________________________

Your Name: ________________________________ Extension: ________
Department: ________________________________
Building & Office number: ________________________________________________
TIME THIS "BOMB THREAT" REPORTED TO: ________________________________
AC Police: __________  Supervisor: ________  I.R. # __________
Send the specified copies to your Workers' Compensation Insurance Carrier and the injured employee.

- Employers: Do not send this form to the Texas Workers' Compensation Commission unless the Commission specifically requests a direct filing.

EMPLOYER'S FIRST REPORT OF INJURY OR ILLNESS

1. Name (Last First M.I.): [Blank]
2. Box:
   - F [ ] M [ ]
3. Social Security Number:
4. Home Phone:
5. Date of Birth (m-d-y):
6. Does the Employee Speak English? If No, Specify Language:
   - YES [ ]
   - NO [ ]
   - Specified Language:
7. Race:
   - White [ ]
   - Black [ ]
   - Hispanic [ ]
   - Native American [ ]
   - Other [ ]
8. Ethnicity:
   - Asian [ ]
9. Address of Employer:
   - Street or P.O. Box:
   - City [ ] State [ ] ZIP Code [ ] County [ ]
10. Marital Status:
    - Married [ ]
    - Widowed [ ]
    - Separated [ ]
    - Single [ ]
    - Divorced [ ]
11. Number of Dependent Children:
12. Spouse's Name:
13. Doctor's Name:
14. Doctor's Mailing Address (Street or P.O. Box):
   - City [ ] State [ ] ZIP Code [ ]
15. Date of Injury (m-d-y):
16. Time of Injury:
   - am [ ] pm [ ]
17. Date Lost Time Began (m-d-y):
18. Nature of Injury:
19. Part of Body Injured or Exposed:
20. How and Why Injury/Illness Occurred:
21. Was Employee Doing His Regular Job?:
   - YES [ ]
   - NO [ ]
22. Worksite Location of Injury (stairs, dock, etc.):
23. Address Where Injury or Exposure Occurred:
   - Name of business if incident occurred on a business site:
   - Street or P.O. Box:
   - City [ ] State [ ] ZIP Code [ ]
24. Cause of Injury (fall, tool, machine, etc.):
25. List Witnesses:
26. Return to work date or expected (m-d-y):
27. Did Employee Die?:
   - YES [ ]
   - NO [ ]
28. Supervisor's Name:
29. Date Reported (m-d-y):
30. Date of Hire (m-d-y):
31. Was Employee Hired or Recruited in Texas:
   - YES [ ]
   - NO [ ]
32. Length of Service in Current Position:
   - months [ ] years [ ]
33. Length of Service in Occupation:
   - months [ ] years [ ]
34. Employee Payroll Classification Code:
35. Occupation of Injured Worker:
36. Date of Pay at this Job:
   - $ [ ] Hourly $ [ ] Weekly Hours [ ] Days [ ]
37. Full Work Week:
   - $ [ ] for [ ] Hours [ ] Days [ ]
38. Was Employee an Owner, Partner, or Corporate Officer?:
   - YES [ ]
   - NO [ ]
39. Name and Title of Person Completing Form:
40. Name and Title of Business:
41. Business Location (If different from mailing address):
   - Number and Street:
   - City [ ] State [ ] ZIP Code [ ]
42. Business Mailing Address and Telephone Number:
   - Street or P.O. Box:
   - Telephone:
43. Federal Tax Identification Number:
44. Primary Standard Industrial Classification (SIC) Code:
   - 4 (4 digits):
45. Specific SIC Code:
   - 4 (4 digits):
46. Texas Comptroller Taxpayer No.:
47. Workers' Compensation Insurance Company:
48. Policy Number:
49. Policy Number:
50. Did You Request Accident Prevention Services in the Past 12 Months?:
   - YES [ ]
   - NO [ ]
   - If yes, did you receive them?:
   - YES [ ]
   - NO [ ]

Signature and Title (READ INSTRUCTIONS ON INSTRUCTION SHEET BEFORE SIGNING)

[Signature]
[Title]
[Date]

TWCC-1 (2-91)

Rule 120.2
Hart Forms & Services
SUPERVISOR’S ACCIDENT INVESTIGATION REPORT

See reverse side for directions to complete this form.

IDENTIFICATION

Date of Accident: ___________________________ Time: ___________________________ Date Reported: ___________________________

Employee Involved: ___________________________

Position: ___________________________ Department: ___________________________

Date Employed: ___________________________ Experience on Job: ___________________________

Supervisor: ___________________________

Witnesses: __________________________________________

INCIDENT

Accident resulted in: □ Injury □ Illness □ Property Damage □ Close Call

Recordability: □ First Aid □ Medical □ Lost Time □ No Injury/Illness

Nature of Injury: ___________________________ Part of Body: ___________________________

Type of Accident: ___________________________

Description of Accident: __________________________________________

ANALYSIS

Describe Hazards, Unsafe Condition(s) or Act(s): __________________________________________

Describe Underlying Cause(s) or Failure(s): __________________________________________

CONTROLS

Recommended Corrective Action: __________________________________________

Action Taken: __________________________________________

Signed: ___________________________ Department: ___________________________ Date: ___________________________

FOLCOW UP

Safety Committee Recommendations: __________________________________________

Signed: ___________________________ Date: ___________________________

Executive Special Orders: __________________________________________

Signed: ___________________________ Date: ___________________________
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INTRODUCTION

The Amarillo College Occupational Safety and Environmental Department has prepared this section of the Amarillo College Emergency Procedures Manual and Crisis Management Plan to aid all AC employees in dealing with emergencies.

All Amarillo College employees, including part-time faculty, staff, and students participating in the student employee program, are required to become familiar with the following emergency procedures. Know your surroundings and the emergency procedures involved with your areas before the emergency occurs. Any questions regarding emergency procedures or related issues, please call the Amarillo College Police Department @5 163 from campus phone and 371-5 163 from off-campus phone or Ed Wynn (Occupational Safety and Environmental Officer) @5363 or 371-5363.

GENERAL EMERGENCY

Emergency Guidelines:

* Lock and close classroom doors.
* Stay in room with the students to reduce congestion in hallway.
* Take a roll count and make sure a class list is available and taken with you if ordered to leave a room.
* If ordered to evacuate, follow the fire drill plan, unless other instructions are given, such as tornado drill procedures.
* If unable to receive instructions and the building seems to be in danger, get students into the safest possible environmental (away from windows, under desks, take into hall) and shut off all power equipment, gas line, etc.
* DO NOT COMMENT TO STUDENTS until you are notified of the facts. After receiving verification from the person in charge, you should acknowledge what has happened and explain the situation in age appropriate terms.
* Try to model appropriate expression of feelings and allow students to express their feelings. Conditions will return to normal more quickly if emotions are allowed to be released.
* Be alert for students who seem to be experiencing more than normal stress and may need to be given special counseling. Notify counselors as soon as possible.
* Allow students to talk out their feelings as soon as they are in a secure place and/or the facts have been relayed to them.
* When class resumes, you may need to adjust assignments, postpone tests, and provide an opportunity for students to discuss what has happened.
* It may be appropriate to allow students to write about their feelings and vent their frustrations in a constructive way.
Emergency Numbers:

In case of an emergency presenting an immediate threat to life or property, call one of the following numbers:

* Dumas Police Department ........................................... 9-911

* Dumas Fire Department .................................................. 9-911

* Dumas Ambulance Service ............................................. 9-911

* Amarillo College Police Department ................................. 371-5163

Emergency Response:

* Fires 

If you see flames or other clear indications of a fire.
1. Call the Dumas Fire Department @ 9-911 and the Amarillo College Police Department @ 37145163.
2. Identify location of incident
   * Physical location in building.
   * Room or area where fire is located
   * Notify student service counter.
3. Evacuate the area.
   * Notify response team with code.
   * Close all doors.
   * Account for all persons who were in the building.
4. Fight fires ONLY IF TRAINED and NOT a life threatening situation.
5. Follow instructions on fire extinguisher.
   * Hold upright
   * Pull pin, aim horn at fire
   * Press lever
   * Direct discharge at base of flame

* Severe Weather (ie., tornados)

* TORNADO WATCH--Indicates that conditions are right for a tornado to develop and that the sky and public information should be monitored.

* When a tornado watch is confirmed by public broadcast:
  1. Personnel aware of the situation will insure that Crisis Management Team members are notified.
  2. Personnel with access to shelter areas will make sure all shelter areas are accessible for others.
  3. An employee will be designated to monitor severe weather information.
* **TORNADO WARNING**-Indicates a tornado has been sighted or is indicated on radar and confirmed by spotters.

* When a tornado warning is received by way of siren, public broadcast, police or designated representative:

**INSTRUCTORS-DO NOT DISMISS CLASS FOR STUDENTS TO GO HOME OR PROCEED TO THEIR VEHICLES!**

* Amarillo College faculty and staff will insure that persons with disabilities and visitors are evacuated to designated shelter areas first, along with other students and visitors as outlined on Tornado Emergency Procedures posted in classrooms, halls, and bulletin boards.
* Move away from all windows to an inside hall.
* If time permits, move to a designated tornado safety area.
* If you can not reach a designated safety area, an inside hall or basement, take cover under desks or tables.

* Protect yourself by:
  * Lying face down.
  * Drawing your knees up under you.
  * Covering the back of your head with your hands.

Tornado and Fire Evacuation Procedures are located in foyers and bulletin boards throughout each building. Please report any missing or damaged procedures to the Occupational Safety and Environmental Officer @ 371-5163 as soon as possible.

Each and every Amarillo College employee, including part-time faculty, staff and student workers will become familiar with Emergency Procedures and evacuation areas consistent with their surroundings

* **Power Outage**

If an electrical power outage occurs Faculty and Staff should:

1. Open doors and window coverings to take advantage of natural and emergency lighting.
2. Help those in need of assistance.
3. Carry flashlights for use in restrooms or other rooms in which there is no light.
4. Remain at your work location and utilize any mobile or battery operated radio for communication purposes.
**Hazardous Materials**

1. Report all incidents involving chemical exposure, spills, or disposal to the Amarillo College Police Department @ 371-5163 and the Occupational Safety and Environmental Officer @ 371-5363 as soon as possible.

2. Do not attempt to clean any spill or dispose of any waste until the Amarillo College Occupational Safety and Environmental Officer has been notified unless you have been formally trained and have the Proper Protective Equipment (PPE) to do so.

3. For detailed information read the Amarillo College Hazard Communication Program Manual located in the office of each Department Supervisor, Administrator, or Executive Committee member.

**CRIMINAL DISTURBANCE**

**Examples:**
* Robbery
* Assault (verbal or physical)
* Theft in progress
* Hostage situation
* Gang activity
* Weapons on campus

DO AS THE PERPETRATOR ASKS. DO NOT RESIST OR ATTEMPT TO RETALIATE UNLESS YOUR LIFE DEPENDS ON SELF DEFENSE. THERE ARE SITUATIONS WHEN ONLY THE VICTIM'S SURVIVAL INSTINCT DICTATES THE FINAL SOLUTION.

ONCE YOU FEEL SAFE TO DO SO:
Report any Criminal Disturbance to the Dumas Police Department @ 9-911 and the Amarillo College Police Department @ 371-5163.

**CIVIL DISTURBANCE**

**Bomb Threats:**
* Do not hang up or put the person on hold.
* Record date and time you were notified of a bomb threat.
* Obtain as much information as possible and fill out Bomb Threat Call Form.
* Call the Executive Director who will, then call 9-911 or 934-9520 (Dumas Emergency Management Coordinator) and Amarillo College Police Department @ 371-5163 to report the threat.
* Do not take any further action, unless you are specifically asked to do so.
Disruptive Behavior:

Immediately report all cases of criminal mischief, disorderly conduct, or disruptive behavior to the Amarillo College Police Department @ 371-5163

Examples of disruptive behavior are:
* Throwing rocks at windows.
* Blocking chairs and tables in class rooms.
* Writing on walls and defacing college property.
* Verbal abuse of students or employees.
* Disturbing instructors or students.

Drug /Alcohol Intoxication:

* Immediately call the Amarillo College Police Department @ 371-5163.
* If you feel you are not in danger, attempt to isolate the person from others.

Psychotic/Emotionally Disturbed:

Recognize that the ability of the disturbed person to deal rationally with his/her behavior is limited; therefore;

* Contact the Amarillo College Police Department @ 371-5163 and the Executive Director @ 934-7221 to report the incident. Consult parents, spouse, or family member if time permits.
* Do not argue with the person, no matter how unusual the conversation may seem.
* Make no threatening movements or comments to the person.
* Ask the students to quietly leave the classroom and designate one student to contact additional staff.
* Remain calm during your conversation with the person. He or she is the one who is frightened.
* Remain with the person until help arrives, unless you and others feel an immediate threat to your safety.
* Consult with the Amarillo College Police Department @ 371-5163 and the Executive Director to determine action to be taken.

MEDICAL EMERGENCY

DEFINITION-Injury to any person or persons requiring treatment by a physician or by registered professional personnel under the standing orders of a physician. (ie., Paramedics, Ambulance Personnel, Nurses, etc.)

Report ALL Medical Emergencies to the Student Services Counter or contact the ambulance service directly by calling 9-911. When time permits, notify the Amarillo College Police Department @ 371-5163 for proper documentation.
Reportable examples include but are not limited to:
* Medical Emergency.
* Occupational Accident requiring medical treatment other than minor first aid.
* Accidents caused by property damage or unsafe conditions.
* Apparent minor injuries that may become major injuries requiring medical treatment by physician at a later date.
* When in doubt always document the incident by calling the Amarillo College Police Department @ 371-5163.
* Whenever a parent is notified of a student’s injury.

MINOR FIRST AID

**DEFINITION**-Treatment of minor injuries not requiring the services of a physician or registered professional personnel under the standing orders of a physician.

**Medical Treatment**

Amarillo College employees are required to administer medical treatment or minor first aid ONLY if stated in the employee’s job description AND then only to the extent of training the employee has obtained. Employees providing medical treatment or minor first aid under circumstances other than described above, do so at their own discretion, without authority of Amarillo College.

* First aid kits may be available in individual departments and will be used ONLY as directed in the above statement.

**Emergency Room/Hospital/Ambulance:**

**Emergency Room/Hospital**

* Any injured person has the right to use the emergency medical facility of his or her choice.
* An injured person also may refuse any medical treatment at any time.
* Any refusal of medical treatment will be documented and signed by the injured person.
* The following Emergency Medical Facilities are available in the Dumus Area for patients requiring emergency medical treatment:

Moore County Memorial Hospital
224 East 2nd.
Dumas, TX
(806) 935 7171

**Minor Emergency Medical Clinics:**

* There are a number of minor emergency clinics available, at the patient’s discretion, if the treatment is of a minor nature.
Ambulance Service:

* If an ambulance is required, call 9-911.

Responsibility For Payment Of Medical Treatment:

* Employee expenses for medical treatment will be handled through the Amarillo College Office of Personnel Services as per current policy.
* Students or visitors to our campus are responsible for their own medical expenses incurred while at Amarillo College or expenses incurred while using our facilities.

ADDITIONAL DETAILED INFORMATION IS AVAILABLE IN THE MOORE COUNTY CAMPUS VERSION LOCATED IN THE INSIDE POCKET OF EACH EMERGENCY PROCEDURES MANUAL AND CRISIS MANAGEMENT PLAN.
AMARILLO COLLEGE CRISIS MANAGEMENT PLAN

Purpose of the Crisis Management Plan

Crises are extraordinary events which can not be predicted or controlled. Due to the nature of these events, how Amarillo College responds to such events can influence the impact on students and staff. Amarillo College has designated a Crisis Management Team to minimize the impact on the College Community. Also, the complexities of present communities make advanced planning and policy development for catastrophic events a necessity. The following plan outlines the potential hazards faced and the personnel that will be utilized for specific situations.

Hazard Assessment:

The potential hazards facing AC include but are not limited to the following:

* Violent crime on campus or threats of violence (i.e. bomb threat).
* Incidents that lead to death, injury, disruption or physical loss.
* Physical damage to property.
* Disruption of vital services.
* Fire (both structural and grass).
* Severe weather (severe thunderstorms, tornados, blizzards, ice storms).
* Hazardous material incidents (threat from interstate highway transport).
* Hate or racially motivated incidents.

Amarillo College Moore County Campus Crisis Management Team:

WILL BE NOTIFIED BY AMARILLO COLLEGE POLICE OR PRESIDENT’S DESIGNEE!

Primary responsibilities of the Crisis Management Team include:

* Prevent personal injury to students, visitors and employees.
* Avoid damage to College facilities.
* Ensure the release of correct information.
* Reduce the liability risks to the college.
* Minimize the impact on scheduled activities.

The core of the AC Moore County Campus Crisis Management Team will include:

* the President
* the Executive Director of Moore County Campus
* the Assistant Director of Moore County Campus
* the Dean of Student Services
* the Director of Campus Police
Other College personnel who should be available to assist the Crisis Management Team:

* the Vice President & Dean of Instruction @ 371-5127
* the Vice President for Business Affairs @ 371-5105
* the Director of College Relations @ 345-5511
* the Occupational Safety and Environmental Officer @ 371-5363
* the Moore County Campus Maintenance Supervisor @ 934-7220
* the Moore County Campus Senior Staff Assistant @ 934-7220
* the Moore County Campus Combined Services Assistant @ 934-7223

Because of the need for quick response initially, members of the Team will be utilized to take appropriate action when a crisis occurs. The President shall assess the nature and severity of the crisis to determine if the Team will meet to formulate a strategy to respond.

Crisis Calls:

When received through the campus switchboard:

* An approved checklist will be completed by the PBX operator.

When received elsewhere on campus:

* Attempt to get as much information as possible.
* Complete the checklist.

After receiving the call:

* Announce that the crisis plan is being activated.
* Immediately notify the Dumas Police Department @ 9-911 and Director of Campus Police or the officer on duty @ 371-5163.
* The Director of Campus Police or the officer on duty will then immediately notify the President and the Executive Director of Moore County Campus.
* The President will:
  (1) Evaluate the seriousness of the situation
  (2) Confirm the facts of the incident
  (3) Consider a suitable response according the Moore County Campus Crisis Procedure Manual.

* If the crisis occurs when the President is out of town or unavailable, the Moore County Campus Executive Director or the President’s designee shall address the crisis until the President is available to take control of the situation.
Notifying the Board of Regents:

* All members of the board will be contacted by the President’s office.
* A special board meeting may be called if necessary.
* All board members will be provided with a complete report.

Communicating with the media:

* In all crisis situations, the President shall designate a representative of the College who shall be responsible for communicating with the media.
* In all cases, the privacy of the persons involved in the crisis must be honored.
* The President or his designee will work with the Dumas Police Department Representative and the Director of Campus Police to:
  (1) Verify the facts
  (2) Control media access
  (3) Make news releases or statements which will represent the official position of the College on the situation.

Additional notifications:

* The President’s representative may also be in charge of contacting the disaster relief agencies.
* The Director of Campus Police or the officer on duty in conjunction with the Dumas Police Department shall be in charge of contacting the following as necessary:
  (1) Additional police and/or investigators.
  (2) The Justice of Peace and/or the Coroner.

Incidents involving Serious Injury or Death

On campus or at any College sponsored activity, regardless of the cause:

* The Dumas Police Department @ 9-911 and Amarillo College Police Officers @ 371-5163 will be immediately notified.
* Amarillo College Officers will coordinate with the Dumas Police Department to:
  (1) Be in charge of the scene
  (2) Be responsible for notifying the proper authorities including:
      * the President @ 371-5123
      * the Moore County Campus Executive Director @ 934-7221
      * other members of the Crisis Management Team.

* Only the President or his representative shall notify the family of the injured or deceased, in person if possible, of the circumstances surrounding the incident as soon as the situation allows.
Other contacts may include:

* College legal counsel
* Counselors
* Ministers

A member of the AC staff will be designated by the President to conduct a follow-up visit of the family where circumstances warrant.

Crisis Documentation:

* Use standard Campus Police Incident Reporting process.
* Any criminal acts involving injury or death will be reported through recognized channels under the Campus Crime Reporting Act.
* The Crisis Management Team will meet following emergency situations to evaluate crisis responses and suggest indicated changes in policy.
* The President may recommend further investigations by the Campus Police Department or Crisis Management Team.

Detailed instructions for common emergencies are available in the preceding Emergency Procedures Section of the Amarillo College Emergency Procedures Manual and Crisis Management Plan developed by the Occupational Safety and Environmental Department with the assistance of the Amarillo Department of Emergency Management. The manual is distributed to each Administrator, Division Chair, Department Chair or Program Coordinator. Copies of the Emergency Procedures Manual and Crisis Management Plan are available for viewing by any person who so desires and requests a copy.
BOMB THREAT

INSTRUCTIONS:  BE CALM.  BE COURTEOUS.  LISTEN, DO NOT INTERRUPT THE CALLER. NOTIFY SUPERVISOR AND AC POLICE DEPARTMENT 5 1 6 3 OF YOUR ACTIVITY BY PREARRANGED SIGNAL, IF POSSIBLE, WHILE CALLER IS ON LINE. KEEP CALLER ON LINE AS LONG AS POSSIBLE.

DATE: ___________  DAY: _________  TIME: ___________

Exact words of person calling: ____________________________________________________________

QUESTIONS TO ASK:
1. WHEN IS THE BOMB GOING TO EXPLODE? _____________________________________________
2. WHERE IS THE BOMB RIGHT NOW? ___________________________________________________
3. WHAT KIND OF A BOMB IS IT? _______________________________________________________
4. WHAT DOES IT LOOK LIKE? _________________________________________________________
5. WHY DID YOU PLACE THE BOMB? ____________________________________________________

TRY TO DETERMINE THE FOLLOWING (CIRCLE AS APPROPRIATE)

Callers identity: _____________________________ Age ___________ years

Male  Female  Adult  Juvenile  Age  ___________ years

Voice:  Loud  Soft  High pitch  Deep  Raspy  Intoxicated

Accent:  Local  Not local  Foreign  Region ___________________________

Speech:  Fast  Slow  Distinct  Distorted  Stutter  Nasal  Slurred  Lisp  Excited  Calm

Language:  Excellent  Good  Fair  Poor  Vulgar  Other _______

Manner:  Calm  Angry  Rational  Irrational  Coherent  Incoherent  Deliberate  Emotional  Righteous  Laughing  Intoxicated

Background Noises:  Office machines  Factory machines  Trains  Animals  Music  Quiet  Voices  Mixed  Airplanes  Street traffic  Party atmosphere  Other _______

Additional Information: ________________________________________________________________

Your Name: _____________________________ Extension: _______

Department: _____________________________

Building & Office number: _______________________

TIME THIS "BOMB THREAT" REPORTED TO:

AC Police: ________  Supervisor: _________  I.R. # ________
Send the specified copies to your Workers' Compensation Insurance Carrier and the injured employee.

Employers - Do not send this form to the Texas Workers' Compensation Commission, less the Commission specifically requests a direct filing.

### EMPLOYER'S FIRST REPORT OF INJURY OR ILLNESS

<table>
<thead>
<tr>
<th>1. Name (Last, First, M.I.)</th>
<th>2. Sex (F M)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Social Security Number</td>
<td>4. Home Phone</td>
</tr>
<tr>
<td>5. Date of Birth (m-d-y)</td>
<td></td>
</tr>
<tr>
<td>6. Does the Employee Speak English? (Y N)</td>
<td></td>
</tr>
<tr>
<td>7. Race (W B A)</td>
<td>8. Ethnicity (H) (I) (O) (N) (A) (O)</td>
</tr>
<tr>
<td>9. Mailing Address (Street or P.O. Box)</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>10. Marital Status (M W S D)</td>
<td></td>
</tr>
<tr>
<td>11. Number of Dependent Children</td>
<td>12. Spouse's Name</td>
</tr>
<tr>
<td>13. Doctor's Name</td>
<td>14. Doctor's Mailing Address (Street or P.O. Box)</td>
</tr>
<tr>
<td></td>
<td>City</td>
</tr>
</tbody>
</table>

| 15. Date of Injury (m-d-y) | 16. Time of Injury (am pm) | 17. Date Lost Time Began (m-d-y) |
| 18. Nature of Injury | 19. Part of Body Injured or Exposed |
| 20. How and Why Injury/Illness Occurred |

| 21. Was employee doing his regular job? (Y N) |
| 22. Worksite Location of Injury (stairs, dock, etc.) |

| 23. Address Where Injury or Exposure Occurred |
| Name of business if incident occurred on a business site |
| Street or P.O. Box | County |
| City | State | ZIP Code |

| 24. Cause of Injury (fall, tool, machine, etc.) |
| 25. List Witnesses |

<table>
<thead>
<tr>
<th>26. Return to work date or expected (m-d-y)</th>
<th>27. Did employee die?</th>
<th>28. Supervisor's Name</th>
<th>29. Date Reported (m-d-y)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>30. Date of Hire (m-d-y)</th>
<th>31. Was employee hired or recruited in Texas? (Y N)</th>
<th>32. Length of Service in Current Position (months years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>33. Length of Service in Occupation (months years)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>34. Employee Payroll Classification Code</th>
<th>35. Occupation of Injured Worker</th>
</tr>
</thead>
</table>

| 36. Rate of Pay at this Job $ | 37. Full Work Week is: Hours Days | 38. Last Paycheck was: $ for Hours Days |

| 39. Is employee an Owner, Partner, or Corporate Officer? (Y N) |

<table>
<thead>
<tr>
<th>40. Name and Title of Person Completing Form</th>
<th>41. Name of Business</th>
</tr>
</thead>
</table>

| 42. Business Mailing Address and Telephone Number |
| Street or P.O. Box | Telephone |
| City | State | ZIP Code |

| 43. Business Location (If different from mailing address) |
| Number and Street |
| City | State | ZIP Code |

| 44. Federal Tax Identification Number |
| 45. Primary Standard Industrial Classification (SIC) Code (4 digit) | 46. Specific SIC Code (4 digit) |
| 47. Texas Comptroller Taxpayer No. |

| 48. Workers' Compensation Insurance Company |
| 49. Policy Number |

<table>
<thead>
<tr>
<th>50. Did you request accident prevention services in the past 12 months? (Y N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, did you receive them? (Y N)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature and Title (READ INSTRUCTIONS ON INSTRUCTION SHEET BEFORE SIGNING)</th>
<th>Date</th>
</tr>
</thead>
</table>

TWCC-1 (2-91)
SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

See reverse side for directions to complete this form.

IDENTIFICATION

Date of Accident: Time: Date Reported:
Employee Involved:
Position: Department:
Date Employed: Experience on Job:
Supervisor:
Witnesses:

INCIDENT

Accident resulted in: ☐ Injury ☐ Illness ☐ Property Damage ☐ Close Call
Recordability: ☐ First Aid ☐ Medical ☐ Lost Time ☐ No Injury/Illness
Nature of Injury: Part of Body:
Type of Accident:
Description of Accident:

ANALYSIS

Describe Hazards, Unsafe Condition(s) or Act(s):

Describe Underlying Cause(s) or Failure(s):

CONTROLS

Recommended Corrective Action:

Action Taken:

Signed: Department: Date:

FOLLOW UP

Safety Committee Recommendations:

Signed: Date:

Executive Special Orders:

 Signed: Date:
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INTRODUCTION

The Amarillo College Occupational Safety and Environmental Department has prepared this section of the Amarillo College Emergency Procedures Manual and Crisis Management Plan to aid all AC employees in dealing with emergencies.

All Amarillo College employees, including part-time faculty, staff, and students participating in the student employee program, are required to become familiar with the following emergency procedures. Know your surroundings and the emergency procedures involved with your areas before the emergency occurs. Any questions regarding emergency procedures or related issues, please call Amarillo College Police Department @ 5163 from campus phone and 371-5163 from off-campus phone or Ed Wynn (Occupational Safety and Environmental Officer) @ 5363 or #371-5363.

GENERAL EMERGENCY

Emergency Guidelines:

* Contact the AC Campus Police Department @ 371-5163.
* When calling for assistance, be sure to give your name, location of emergency and an explanation of the emergency.
* Know where first-aid supplies are located in your department or work area.
* Follow the instructions outlined in this booklet.
* Stay with the injured victim, and send someone else to call for assistance.
* Contact the AC Campus Police Department @ 371-5163 regarding any incident of disruptive conduct.
* After the situation is stabilized, it is important to assure that the incident is properly documented with the Amarillo College Police Department.

Emergency Numbers:

In case of an emergency presenting an immediate threat to life or property, call one of the following numbers:

* Amarillo College Police Department ................................................................. 371-5163
* Amarillo Police Department ................................................................. #9-911
* Amarillo Fire Department ................................................................. #9-911
* Ambulance Service ................................................................. #9-911
Emergency Response:

* **Fires**

**Examples:**
* Building
* Ground
* Automobile
* Airplane or Helicopter Crash

If you see flames or other clear indications of a fire:
1. Call the Amarillo Fire Department @ **9-911** and the Amarillo College Police Department @ 371-5163.
2. Identify location of incident.
   * Building Name
   * Physical location on campus
   * Room or area where fire is located
   * Provide any and all information requested
3. Evacuate the area.
   * Do not use elevators in case of fire
   * Use stairways
   * Close all doors
4. Fight fires ONLY IF **TRAINED** and NOT a life threatening situation.
5. Follow instructions on fire extinguisher.
   * Hold upright
   * Pull pin, aim horn at fire
   * Press lever
   * Direct discharge at base of flame

* **Severe Weather (ie., tornados)**

* **TORNADO WATCH**-Indicates that conditions are right for a tornado to develop and that the sky and public information system should be monitored.
* When a **tornado watch** is confirmed by public broadcast:

**08:00 AM to 05:00 PM — Monday thru Friday**
1. Amarillo College Police contacts the Crisis Management Team members.
2. Any employee with access will make sure all shelter areas are accessible.
3. Further severe weather information is monitored.

**05:00 PM to 08:00 AM - Monday thru Friday - Weekends and Holidays (anytime)**
1. Amarillo College Police inform any evening employee with access to shelter areas to make sure all shelter areas are accessible.
2. Further severe weather information is monitored by above mentioned personnel.

**INSTRUCTORS-DO NOT DISMISS CLASS FOR STUDENTS TO GO HOME OR PROCEED TO THEIR VEHICLES!**
- Indicates a tornado has been sighted or is indicated on radar and confirmed by spotters.

INSTRUCTORS-DO NOT DISMISS CLASS FOR STUDENTS TO GO HOME OR PROCEED TO THEIR VEHICLES!

When a tornado warning is received by way of siren, public broadcast, campus police or designated representative:

* Amarillo College faculty and staff will insure that all persons with disabilities are evacuated to designated shelter areas first, along with other students and visitors as outlined in Tornado Emergency Procedures posted in classrooms, halls, and bulletin boards.

* If you can not reach a designated safety area, move away from windows to an inside hall or take cover under desks or tables.

Protect yourself by:

* Lying face down
* Drawing your knees up under you
* Covering the back of your head with your hands

Tornado and Fire Evacuation Procedures are located in foyers and bulletin boards throughout each building. Please report any missing or damaged procedures to the Occupational Safety and Environmental Officer @ 371-5363 as soon as possible.

Each and every Amarillo College employee, including part-time faculty, staff, and student workers will become familiar with Emergency Procedures and Evacuation Areas consistent with their surroundings.

Power Outages

If an electrical power outage occurs Faculty and Staff should:

1. Open doors and window coverings to take advantage of natural and emergency lighting
2. Help those in need of assistance.
3. Carry flashlights for use in restrooms or other rooms in which there is no light.
4. Remain at your work location and utilize any mobile or battery operated radio for communication purposes.
5. Do Not Attempt To Use The Elevators.
6. Attempt to call Campus Police @ #5 163, if you have a cellular telephone, and give your identification, location and cellular phone number.
7. Emergency Responders may have emergency power to their mobile radios.
**Hazardous Materials**

1. Report all incidents involving chemical exposure, spills, or disposal to the Amarillo College Police Department @ 371-5163 and the Occupational Safety and Environmental Officer @ 371-5363 as soon as possible.
2. Do not attempt to clean any spill or dispose of any waste until the Amarillo College Occupational Safety and Environmental Officer has been notified unless you have been formally trained and have the proper Personal Protective Equipment (PPE) to do so.
3. For detailed information read the Amarillo College Hazard Communication Program Manual located in the office of each Department Supervisor, Administrator, or Executive Committee member.

**CRIMINAL DISTURBANCE**

**Examples:**
- Robbery
- Assault (Verbal, Physical or Sexual)
- Theft in progress
- Hostage situation
- Gang activity
- Weapons on campus

**DO AS THE PERPETRATOR ASKS. DO NOT RESIST OR ATTEMPT TO RETALIATE UNLESS YOUR LIFE DEPENDS ON SELF DEFENSE. THERE ARE SITUATIONS WHEN ONLY THE VICTIM’S SURVIVAL INSTINCT DICTATES THE FINAL SOLUTION.**

**ONCE YOU FEEL SAFE TO DO SO:**
Report any Criminal Disturbance to the Amarillo College Police Department @ 5163 (from campus telephone) or @ 371-5163 (from off-campus telephone).

IF THE PERPETRATOR IS PRESENT AT THE SCENE DURING THE CALL TO AMARILLO COLLEGE POLICE, USE THE “EMERGENCY CALL CODE”, THEN FOLLOW THE OFFICER’S OR DISPATCHER’S INSTRUCTIONS.

IT IS THE SUPERVISOR'S RESPONSIBILITY TO EXPLAIN THE “EMERGENCY CALL CODE” TO ALL EMPLOYEES IN THEIR AREA. ANY SUPERVISOR NEEDING THIS INFORMATION MAY CALL CAMPUS POLICE @ #5163. THIS INFORMATION IS CONFIDENTIAL AND SHALL NOT BE DISCLOSED TO THE PUBLIC.
CIVIL DISTURBANCE

Bomb Threats:

* Do not hang up or put the person on hold.
* Record date and time you were notified of a bomb threat.
* Obtain as much information as possible and fill out Bomb Threat Call Form located at each work station.
  * If your work station does not have a Bomb Threat Call Form; one may be obtained from the Occupational Safety and Environmental Officer @ 371-5363.
* Call the Amarillo College Police Department @ 371-5163 to report the threat.
* Do not take any further action, unless you are specifically asked to do so.

Disruptive Behavior:

Immediately report all cases of criminal mischief, disorderly conduct, or disruptive behavior to the Amarillo College Police Department @ 371-5163.

Examples of disruptive behavior are:
* Throwing rocks at windows.
* Blocking chairs and tables in classrooms.
* Writing on walls and defacing college property.
* Verbal abuse of students or employees.
* Disturbing instructors or students.
* Political protests.

Drug /Alcohol Intoxication:

* Immediately call the Amarillo College Police Department @ 371-5163.
* If you feel you are not in danger, attempt to isolate the person from others.

Psychotic/Emotionally Disturbed:

Recognize that the ability of the disturbed person to deal rationally with his/her behavior is limited; therefore;
* Contact the Amarillo College Police Department @ 371-5163 and the Dean of Student Services @ 371-5300 to report the incident. Consult parents, spouse, or family member if time permits.
* Do not argue with the person, no matter how unusual the conversation may seem.
* Make no threatening movements or comments to the person.
* Ask the students to quietly leave the classroom and designate one person to contact additional staff.
* Remain calm during your conversation with the person. He or she is the one who is frightened.
* Remain with the person until help arrives, unless you and others feel an immediate threat to your safety.
* Consult with the Amarillo College Police Department @ 371-5163 and the Dean of Student Services @ 371-5300 to determine action to be taken.
MEDICAL EMERGENCY

**DEFINITION**—Injury to any person or persons requiring treatment by a physician or by registered professional personnel under the standing orders of a physician (ie. Paramedics, Ambulance Personnel, Nurses, etc.)

* Report **ALL Medical Emergencies** to the Amarillo College Police Department @ 5163 from on-campus phone and 371-5163 from off-campus phone who will contact an ambulance or you may contact the ambulance service directly by calling 9-911.

**Reportable examples include but are not limited to:**

- Medical Emergency
- Occupational Accident requiring medical treatment other than minor first aid.
- Accidents caused by property damage or unsafe conditions.
- Apparent minor injuries that may become major injuries requiring medical treatment by a physician at a later date.
- When in doubt always document the incident by calling the Amarillo College Police Department @ 5163 on campus and 371-5163 from off-campus phone.
- Situations when a parent is notified of a student’s injury.

MINOR FIRST AID

**DEFINITION**—Treatment of minor injuries not requiring the services of a physician or registered professional personnel under the standing orders of a physician.

**Medical Treatment**

Amarillo College employees are required to administer medical treatment or minor first aid **ONLY** if stated in the employee’s job description AND then only to the extent of training the employee has obtained. Employees providing medical treatment or minor first aid under circumstances other than described above, do so at their own discretion, without authority of Amarillo College.

- First aid kits may be available in individual departments and will be used **ONLY** as directed in the above statement.

**Emergency Room/Hospital/Ambulance:**

**Emergency Room/Hospital**

- Any injured person has the right to use the emergency medical facility of his or her choice.
- An injured person may refuse any medical treatment at any time.
- Any refusal of medical treatment will be documented and signed by the injured person.
- The following Emergency Medical Facilities are available in the Amarillo Area for patients requiring emergency medical treatment:
Baptist/St. Anthony’s (BSA) Healthcare System
Emergency Center
1600 Wallace Blvd.
Amarillo, TX 79175
(806) 212-5750

Northwest Texas Healthcare System
Emergency Receiving Center
1501 South Coulter Dr.
Amarillo, TX 79175
(806) 354-1150

Minor Emergency Medical Clinics
* There are a number of minor emergency clinics available, at the patient’s discretion, if the treatment is of a minor nature.

Ambulance Service:
* If an ambulance is required, call the Campus Police Department @ 371-5163, who will contact an ambulance or you may call the ambulance service directly by dialing 9-911.

Responsibility For Payment Of Medical Treatment:
* Employee expenses for medical treatment will be handled through the Amarillo College Office of Personnel Services as per current policy.
* Students or visitors to our campus are responsible for their own medical expenses incurred while at Amarillo College or expenses incurred while using our facilities.
AMARILLO COLLEGE CRISIS MANAGEMENT PLAN

Purpose of the Crisis Management Plan:

Crises are extraordinary events which cannot be predicted or controlled. Due to the nature of these events, how Amarillo College responds to such events can influence the impact on students and staff. Amarillo College has designated a Crisis Management Team to minimize the impact on the college community. Also, the complexities of present communities make advanced planning and policy development for catastrophic events a necessity. The following plan outlines the potential hazards faced and the personnel that will be utilized for specific situations.

Hazard Assessment:

The potential hazards facing ATC include but are not limited to the following:

* Violent crime on campus or threats of violence (i.e. bomb threat).
* Incidents that lead to death, injury, disruption or physical loss.
* Physical damage to property.
* Disruption of vital services.
* Fire (both structural and grass).
* Severe weather (severe thunderstorms, tornados, blizzards, ice storms).
* Hazardous material incidents (threat from interstate highway transport).
* Hate or racially-motivated incidents
* Pantex Plant Incident.

Amarillo Technical Center Crisis Management Team:

WILL BE NOTIFIED BY AMARILLO COLLEGE POLICE OR PRESIDENT’S DESIGNEE!

Primary responsibilities of the Crisis Management Team include:

* Prevent personal injury to students, visitors and employees.
* Avoid damage to College facilities.
* Ensure the release of correct information.
* Reduce the liability risks to the college.
* Minimize the impact on scheduled activities.

The core of the ATC Crisis Management Team will include:

* the President
* the ATC Executive Director
* the Dean of Student Services
* the Director of Campus Police
* the Director of College Relations
* the Director of the ATC Physical Plant
Other College personnel who should be available to assist the Crisis Management Team:

* the Vice President & Dean of Instruction @ 371-w
* the Vice President for Business Affairs @ 371-5105
* the General Manager, KACV-TV PM @ 371-m
* the Director of Advising and Counseling @ 371-M
* the Director of College Relations @ 345-5511
* the Occupational Safety and Environmental Officer @ 371-5363

Because of the need for quick response initially, members of the Team will be utilized to take appropriate action when a crisis occurs. The President shall assess the nature and severity of the crisis to determine if the Team will meet to formulate a strategy to respond.

Crisis Calls:

When received through the college switchboard:

* An approved Crisis Call/Bomb threat checklist will be completed by the PBX operator.

When received elsewhere on campus:

* Attempt to get as much information as possible.
* Complete the Crisis Call/Bomb threat checklist.

After receiving the call:

* Immediately notify the Director of Campus Police or the officer on duty (ext. 5163).
* The Director of Campus Police or the officer on duty will then immediately notify the President and the Executive Director of the ATC Campus.
* The President will:
  (1) Evaluate the seriousness of the situation
  (2) Confirm the facts of the incident
  (3) Consider a suitable response.

* If the crisis occurs when the President is out of town or unavailable, the ATC Executive Director or President’s desigee shall address the crisis until the President is available to take control of the situation.
Notifying the Board of Regents:

* All members of the board will be contacted by the President’s office.
* A special board meeting may be called if necessary.
* All board members will be provided with a complete report.

Communicating with the media:

* In all crisis situations, the President shall designate a representative of the College who shall be responsible for communicating with the media.
* In all cases, the privacy of the persons involved in the crisis must be honored.
* The President or his designee will work with the Director of Campus Police to:
  (1) Verify the facts
  (2) Control media access
  (3) Make news releases or statements which will represent the official position of the College on the situation.

Additional notifications

* The President’s representative may also be in charge of contacting the disaster relief agencies.
* The Director of Campus Police or the officer on duty shall be in charge of contacting the following as necessary:
  (1) Additional police
  (2) Investigators
  (3) Justice of the Peace
  (4) Coroner

Incidents involving Serious Injury or Death

On campus or at any College sponsored activity, regardless of the cause:

* Amarillo College Police Officers will be immediately notified @ 371-5163.
* Amarillo College Officers will:
  (1) Be in charge of the scene
  (2) Be responsible for notifying the proper authorities including:
      * the President
      * the Dean of Student Services
      * other members of the Crisis Management Team.

* Only the President or his representative shall notify the family of the injured or deceased, in person if possible, of the circumstances surrounding the incident as soon as the situation allows.
Other contacts may include:

* College legal counsel
* Counselors
* Ministers

A member of the AC staff will be designated by the President to conduct a follow-up visit to the family where circumstances warrant.

Crisis Documentation:

* Use standard Campus Police Incident Reporting process.
* Any criminal acts involving injury or death will be reported through recognized channels under the Campus Crime Reporting Act.
* The Crisis Management Team will meet following emergency situations to evaluate crisis responses and suggest indicated changes in policy.
* The President may recommend further investigations by the Campus Police Department or Crisis Management Team.

Detailed instructions for common emergencies are available in the Emergency Procedures Section of the Amarillo College Emergency Procedures Manual and Crisis Management Plan developed by the Occupational Safety and Environmental Department with the assistance of the City of Amarillo Department of Emergency Management. The manual is distributed to each Administrator, Division Chair, Department Chair or Program Coordinator. Copies of the Emergency Procedures Manual and Crisis Management Plan are available for viewing by any person who so desires and requests a copy.

Amarillo College does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in its educational programs, activities or employment policies.
PANTEX PLANT INCIDENT

The Amarillo Technical Center Campus is located within the Pantex Emergency Planning Zone. Persons frequenting this area, including but not limited to; ATC students, employees, visitors and residents may be required to take corrective action if there is a problem at the Pantex Plant. A Public Information Center will be activated in Amarillo and Emergency Alert Stations (EAS) will announce when the information center is set up and the telephone numbers to call for information. Persons frequenting this area should take this opportunity to familiarize themselves with the proper Emergency Procedures should an emergency occur at the Pantex Plant.

WARNING DEVICES:

* Sirens
* Tone or weather alerting radios
* Public address television and radio stations
* Emergency Alert Receiver System (EARS)

Locations of EARS Receivers on the ATC Campus:
- Bldg. #1300 Mechanic/Engineering Reception Desk-North Entrance
- Bldg. #1400 Administration Bldg. Room #210-Reception Area
- Bldg. #1400 Administration Bldg. Campus Police-Front Desk Area
- Bldg. #2501 Graphic Design/Library-Library Reception Area
- Bldg. #3400 Auto Paint/Body Repair-Office #105
- Bldg. #3401 Related Studies Bldg.-Reception Desk
- Bldg. #3402 Auto/Diesel Repair-Office Area
- Bldg. #3403 Truck Operations Bldg. Off &-Reception Area
- Bldg. #3500 Highland Park Housing Off & Reception Area
- Bldg. #3501 Student Activity Center/Cafeteria-Office #103
- Bldg. #4204 Industrial and Fire Technology Bldg.-Office #101
- Bldg. #5401 Highland Park ISD Offices-Reception Area
- Bldg. #6407 Campus Resident Hall Office - Manager’s Office
- Bldg. #6500 Chemical Technology Bldg.
- Bldg. #7407 Maint. and Shipping/Receiving-Property Control Office
- Bldg.#8211 Aviation Technology/Welding Shop-Aviation Office #35

PROCEDURES:

* Turn on your radio and television, if applicable, to one of the local stations that normally carry EAS emergency announcements.
* Follow any instructions given.
* A Public Information Center will be activated in Amarillo.

NEXT PAGE
If you are advised to take shelter:
(1) Stay inside your home or workplace until you are told otherwise.
(2) Close windows and doors.
(3) Cut off heating or cooling systems that draw in outside air.

If you are advised to evacuate:
(1) EAS broadcasts will direct you to the Reception Center at the Tri-State Fairgrounds located at Grand Street and East 3rd. Avenue in Amarillo.
(2) Any changes will be announced in the EAS broadcast.

At all times:
* Keep your radio on and tuned to a local station which normally broadcasts emergency announcements.
* Minimize telephone use.
* **DO NOT CALL 9-1-1 FOR INFORMATION!**
* Instead, listen to the EAS radio stations for information and instructions.

The above information is also located behind the cover page of the Southwestern Bell Telephone Directory and titled “Emergency Preparedness Information” for people who live or work near the Pantex Plant.
INSTRUCTIONS: BE CALM. BE COURTEOUS. LISTEN, DO NOT INTERRUPT THE CALLER. NOTIFY SUPERVISOR AND AC POLICE DEPARTMENT 5 1 6 3 OF YOUR ACTIVITY BY PREARRANGED SIGNAL, IF POSSIBLE, WHILE CALLER IS ON LINE. KEEP CALLER ON LINE AS LONG AS POSSIBLE.

DATE: ___________  DAY: ___________  TIME: ___________

Exact words of person calling: __________________________________________

QUESTIONS TO ASK:

1. WHEN IS THE BOMB GOING TO EXPLODE? ____________________________
2. WHERE IS THE BOMB RIGHT NOW? _________________________________
3. WHAT KIND OF A BOMB IS IT? _____________________________________
4. WHAT DOES IT LOOK LIKE? ________________________________________
5. WHY DID YOU PLACE THE BOMB? _________________________________

TRY TO DETERMINE THE FOLLOWING (CIRCLE AS APPROPRIATE)

Callers identity: __________________________
Male  Female  Adult  Juvenile  Age ________ years

Voice:  Loud  Soft  High pitch  Deep  Raspy  Intoxicated

Accent:  Local  Not local  Foreign  Region ________________________

Speech:  Fast  Slow  Distinct  Distorted  Stutter  Nasal  Slurred  Lisp  Excited  Calm

Language:  Excellent  Good  Fair  Poor  Vulgar  Other ________

Manner:  Calm  Angry  Rational  Irrational  Coherent  Incoherent  Deliberate  Emotional  Righteous  Laughing  Intoxicated

Background Noises:  Office machines  Factory machines  Trains  Animals  Music  Quiet  Voices  Mixed  Airplanes  Street traffic  Party atmosphere  Other ________

Additional Information: ____________________________________________

Your Name: __________________________________ Extension: ______
Department: __________________________________ Building & Office number: ____________________
TIME THIS "BOMB THREAT" REPORTED TO: ____________________________
AC Police: __________  Supervisor: __________  I.R. # __________
Send the specified copies to your Workers' Compensation Insurance Carrier and the injured employee.

Employers - Do not send this form to the Texas Workers' Compensation Commission, less the Commission specifically requests a direct filing.

**EMPLOYER'S FIRST REPORT OF INJURY OR ILLNESS**

<table>
<thead>
<tr>
<th>Name (Last, First, M.I.)</th>
<th>2. Sex (F □ M □)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Number</td>
<td>4. Home Phone</td>
</tr>
<tr>
<td>Date of Birth (m-d-y)</td>
<td>5. Date of Birth (m-d-y)</td>
</tr>
<tr>
<td>Does the Employee Speak English? If No, Specify Language</td>
<td>YES □ NO □</td>
</tr>
<tr>
<td>Race</td>
<td>6. Ethnicity</td>
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<tr>
<td>Mailing Address</td>
<td>7. Number of Dependent Children</td>
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<td>8. Spouse's Name</td>
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<td>9. Doctor's Name</td>
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<td>10. Doctor's Mailing Address (Street or P.O. Box)</td>
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<td></td>
<td>City</td>
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<td></td>
<td>State</td>
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<td>ZIP Code</td>
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<td>County</td>
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<td>Marital Status</td>
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<td>11. Address Where f/l or Exposure Occurred</td>
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<td></td>
<td>Name of business if incident occurred on a business site</td>
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<td>City</td>
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<td></td>
<td>State</td>
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<td></td>
<td>ZIP Code</td>
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<td></td>
<td>12. How and Why Injury/Illness Occurred</td>
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<td></td>
<td>YES □ NO □</td>
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<tr>
<td></td>
<td>13. Where Injury or Exposure Occurred</td>
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<td></td>
<td>YES □ NO □</td>
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<td>14. Address Where f/l or Exposure Occurred</td>
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<td>Name of business if incident occurred on a business site</td>
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<td>City</td>
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<td>State</td>
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<td></td>
<td>ZIP Code</td>
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<td>15. Date of Injury (m-d-y)</td>
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<td></td>
<td>16. Time of Injury am □ pm □</td>
</tr>
<tr>
<td></td>
<td>17. Date Lost Time Began (m-d-y)</td>
</tr>
<tr>
<td></td>
<td>18. Nature of Injury*</td>
</tr>
<tr>
<td></td>
<td>19. Part of Body Injured or Exposed*</td>
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<td></td>
<td>20. How and Why Injury/Illness Occurred</td>
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<td></td>
<td>YES □ NO □</td>
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<tr>
<td></td>
<td>21. How and Why Injury/Illness Occurred</td>
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<td></td>
<td>YES □ NO □</td>
</tr>
<tr>
<td></td>
<td>22. Worksite Location of Injury (stairs, dock, etc.)*</td>
</tr>
<tr>
<td></td>
<td>23. Did employee die? YES □ NO □</td>
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<td></td>
<td>24. Supervisor's Name</td>
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<td></td>
<td>25. Date Reported (m-d-y)</td>
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<td></td>
<td>26. Address Where Injury or Exposure Occurred</td>
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<tr>
<td></td>
<td>27. Did employee die? YES □ NO □</td>
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<td></td>
<td>28. Supervisor's Name</td>
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<tr>
<td></td>
<td>29. Date Reported (m-d-y)</td>
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<td></td>
<td>30. Where Injury or Exposure Occurred</td>
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<tr>
<td></td>
<td>31. Did employee die? YES □ NO □</td>
</tr>
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<td></td>
<td>32. Length of Service in Current Position months years</td>
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<td></td>
<td>33. Length of Service in Occupation months wars</td>
</tr>
<tr>
<td></td>
<td>34. Employee Payroll Classification Code</td>
</tr>
<tr>
<td></td>
<td>35. Occupation of Injured Worker</td>
</tr>
<tr>
<td></td>
<td>36. Last Paycheck was: $ □ Hourly $ □ Weekly Hours □ Days □ for □ full □ partial week</td>
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<td>37. Full Work Week is: $ □ Hourly $ □ Weekly Hours □ Days □ for □ full □ partial week</td>
</tr>
<tr>
<td></td>
<td>38. Full Work Week is: $ □ Hourly $ □ Weekly Hours □ Days □ for □ full □ partial week</td>
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<td>39. Did employee receive accident prevention services in the past 12 months? YES □ NO □</td>
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<td></td>
<td>40. Name and Title of Person Completing Form</td>
</tr>
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<td>41. Name of Business</td>
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<tr>
<td></td>
<td>42. Business Mailing Address and Telephone</td>
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<td></td>
<td>43. Business Location (if different from mailing address)</td>
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<tr>
<td></td>
<td>44. Federal Tax Identification Number</td>
</tr>
<tr>
<td></td>
<td>45. Primary Standard Industrial Classification (SIC) Code (4 digits)</td>
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<td></td>
<td>46. Specific SIC Code (4 digits)</td>
</tr>
<tr>
<td></td>
<td>47. Texas Comptroller Taxpayer No.</td>
</tr>
<tr>
<td></td>
<td>48. Workers' Compensation Insurance Company</td>
</tr>
<tr>
<td></td>
<td>49. Policy Number</td>
</tr>
<tr>
<td></td>
<td>50. Did you request accident prevention services in the past 12 months? YES □ NO □</td>
</tr>
<tr>
<td></td>
<td>51. Signature and Title (READ INSTRUCTIONS ON INSTRUCTION SHEET BEFORE SIGNING)</td>
</tr>
</tbody>
</table>

TWCC-1 (2-91)
**SUPERVISOR’S ACCIDENT INVESTIGATION REPORT**

See reverse side for directions to complete this form.

### IDENTIFICATION

<table>
<thead>
<tr>
<th>Date of Accident:</th>
<th>Time:</th>
<th>Date Reported:</th>
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<tbody>
<tr>
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<tr>
<th>Employee Involved:</th>
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<thead>
<tr>
<th>Position</th>
<th>Department:</th>
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<table>
<thead>
<tr>
<th>Date Employed:</th>
<th>Experience on Job:</th>
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| Supervisor: | |
|-------------| |
|             | |

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<thead>
<tr>
<th>Witnesses:</th>
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</tbody>
</table>

### INCIDENT

- **Accident resulted in:**
  - [ ] Injury
  - [ ] Illness
  - [ ] Property Damage
  - [ ] Close Call

- **Recordability:**
  - [ ] First Aid
  - [ ] Medical
  - [ ] Lost Time
  - [x] No Injury/Illness

<table>
<thead>
<tr>
<th>Nature of Injury:</th>
<th>Part of Body:</th>
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<thead>
<tr>
<th>Type of Accident:</th>
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<table>
<thead>
<tr>
<th>Description of Accident:</th>
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</tbody>
</table>

### ANALYSIS

Describe Hazards, Unsafe Condition(s) or Act(s):

Describe Underlying Cause(s) or Failure(s):

### CONTROLS

Recommended Corrective Action:

<table>
<thead>
<tr>
<th>Action Taken:</th>
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### FOLLOW UP

Safety Committee Recommendations:

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Executive Special Orders:

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