INTRODUCTION
Safety implies freedom from danger, damage, injury, or the risk thereof; security. A safe environment is the right environment for Amarillo College.

Though there are a variety of safety policies, practices, procedures, and programs; ultimately, maintaining a safe campus environment comes right down to YOU! Whether you are an employee, a student, or a visitor, your behavior, your attention to your situation and potential hazards around you, and your knowledge of basic procedures can improve the safety and security of the environment for everyone on the campus.

PURPOSE
The purpose of this Safety Guide is to acquaint you with the things YOU need to know to promote a safe campus environment, and the things YOU need to do when an adverse situation occurs. This Safety Guide also will tell you where you can find more detailed information for your particular educational or work environment.

OBJECTIVE
The objective of this Safety Guide is to make YOU a part of the Amarillo College Safety Program, and in so doing, to prevent hazardous situations, damage to property, and injury to people, so we can provide a quality education to the people of this community in the right environment.

This Safety Guide belongs to:

Name

Department Supervisor Phone
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This Safety Guide represents the combined efforts of the Amarillo College Safety Committee.

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.
There are three entities charged with oversight and promotion of the Amarillo College Safety Program:

HEALTH, SAFETY & SECURITY SERVICES:
The Department of Health, Safety and Security consists of state-certified police officers with the duties and powers of Texas peace officers; it functions as an independent police department. The duties of this Department include the following:

- Administer an active, effective safety program; insure compliance with occupational health and safety standards, and federal, state, and local safety laws and codes; provide appropriate safety training for College employees.
- Inspect College facilities for potential health or safety hazards; coordinate inspection and maintenance of fire extinguishing equipment.
- Investigate accidents which occur on or involve College property; determine cause and develop preventative measures; maintain accident records.
- Enforce College traffic and parking regulations; investigate traffic accidents and criminal offenses which occur on or involve College property.

SAFETY COMMITTEE:
This standing committee is chartered by the Amarillo College Executive Committee to serve “as the coordinating committee for all College safety and accident prevention programs. This Committee’s responsibility is to develop and implement an effective College-wide program.” There are five permanent members of this committee, each of whom represents a functional area of expertise that is highly relevant to the College safety program:
Each of them is available for consultation, should you have safety issues to discuss.

DEPARTMENT and DIVISION SUPERVISORS:
For the protection of all students, faculty, and staff, safety rules and policies must be well defined, actively promoted, and enforced. Each Department will have written safety policies which address those areas unique to the functions of the department. These policies will be on file with both the department and division offices, and be made readily available to all members of the department. These policies must include:

- Safety procedures applicable to students, faculty, and staff.
- Student orientation safety procedures for each laboratory course.

Violations or deviations from these rules and policies should be brought to the attention of department supervisors for appropriate action.
The primary focus of the Amarillo College Safety Program is prevention. There are three parts of the prevention program:

Training, Reporting and Awareness

SAFETY TRAINING:
Effective accident prevention training is a constant responsibility of College supervisors. Each department or division is required to provide proper training for employees to ensure their own safety and the safety of other members of the College Community.

New Employee Safety Indoctrination:
Initial safety orientation will be provided by the Office of Personnel Services, followed by more in-depth orientation by immediate supervisors.

Driving Improvement Training:
All persons who regularly operate College vehicles as part of their duties should complete the six-hour Defensive Driving Course. This course should be completed within six months of initial employment, and at least once every three years thereafter.

First Aid Training:
Supervisors are encouraged to arrange basic first aid training for employees to enable them to handle simple injuries. Health, safety and Security should be notified any time more serious injuries are involved.

Posters and Displays:
Diagrams and procedures for evacuation in the event of FIRE, TORNADOS, or other emergencies, are to be posted in each classroom, laboratory, and office complex. For your own safety, take note of the location of this display and its content.

Departmental bulletin boards may contain other safety related materials. Take a few moments to review this information.
ACCIDENT REPORTING:
Two forms of reporting are in effect at Amarillo College, depending upon the situation. The first is for analysis in the interest of preventing future accidents; the second is for worker’s compensation for on-the-job injuries.

*Amarillo College Accident/Incident Reports:*
In accordance with College policy, an *Accident /Illness or Incident Report* must be completed, and copies filed with department supervision; Health, Safety and Security; and the Office of Personnel Services, under any of the following circumstances:

- Any accident which results in bodily injury to any person while on College property; or results in bodily injury to an employee while on the job, regardless of location.
- Any vehicular accident which results in damage to College-owned equipment, wherever it may occur; or results in damage to privately-owned equipment while on College property.
- Any accident resulting in damage to College property.

*Employer’s First Report of Injury or Illness:*
The Texas Workers’ Compensation Act requires that a report be submitted when on-the-job injuries cause an employee to be absent from work, or require payment for medical services. Should an on-the-job injury occur, contact the Office of Personnel Services at extension 5042 as soon as possible; the designated personnel officer will explain the necessary procedures, forms required, and time constraints on submitting the report.
CAMPUS HAZARDS/SYSTEMS MALFUNCTION REPORTING:
Student and employee safety is of prime concern at Amarillo College. While classroom and office work is most often reasonably safe, hazardous conditions and unsafe practices do occur, and can cause accidents. It is YOUR responsibility, as a member of the Amarillo College Community, to report any campus hazard or operating malfunction so that it can be corrected as quickly as possible. Campus hazards or system malfunctions include things such as broken glass, spills, bare wires, automatic door not operating correctly, etc. Campus hazards or systems malfunctions should generally be reported to:

Office of Health, Safety and Security ...................... 5163
Physical Plant Operations .................................. 5160

FIRE PREVENTION AWARENESS:
A general awareness of your everyday working environment, accompanied by a few simple precautions can do a great deal to promote safe working conditions.

Good Housekeeping:
Trash and combustible materials must not be permitted to accumulate in and around buildings in such a way as to constitute a fire hazard.

Electrical Wiring:
All electrical circuits and fittings are to be installed by a professional, in accordance with the National Electrical Codes and City Codes. All electrical outlets and cords should be frequently inspected; precautions must be taken to avoid overloading normal wall electrical outlets.

Appliances:
Space must be left for air to circulate around heat-producing equipment such as heaters, copy machines, and computers. All small electrical appliances (fans, coffee pots) must be unplugged at the end of each day.

Flammable Storage Facilities:
All flammable liquids and materials must be stored in approved, labeled, safety containers with tight fitting lids, and placed in approved storage cabinets or areas.

Smoking around Buildings:
All smoking materials must be extinguished and placed in the proper receptacles, which are located at the entrances of all buildings.
HAZARDOUS MATERIALS AWARENESS:
Modern technology has introduced a variety of materials which, if not properly dealt with, can be hazardous to your health and safety. Similarly, technology has provided us with a better understanding of the potential health hazards presented by other conditions, which have always existed.

Hazard Communication:
Amarillo College's Hazardous Communication Program will provide information on the safe use, handling, and storage of hazardous materials in the work place. This program applies to all employees who may be exposed to hazardous chemicals under normal working conditions, or where chemical emergencies could occur. The program covers the hazards of the chemicals, Material Safety Data Sheets (MSDS), labels, labeling, and training requirements.

Storage of Hazardous Materials:
The storage of hazardous materials shall comply with local, state, and federal regulations. These procedures address the type of storage required, and quantity limitations that apply to flammables, corrosives, compressed gases and toxic materials that may be kept.

Bloodborne Pathogens:
The intent of this program is to insure that those who may be exposed to human blood components in the process of performing their job are provided proper protection. The program includes an exposure control plan, necessary training, engineering and work practice controls, personal protective equipment, hepatitis B vaccination records, exposure evaluation and follow-up, and proper signs and labels to warn of potential hazards.

For more information about managing hazardous materials in your work area, you should contact:

Your department supervisor .........................
Office of Health, Safety & Security ............... 5163
Environmental Health Technology ............... 6045
Emergency Procedures

EMERGENCY PROCEDURES:
If you should encounter an emergency, remember these simple rules:

* Protect injured persons
* Call for help . . . be sure to give your name, location, and details of emergency.

WHO TO CALL: (from on campus)
  • Amarillo College Health, Safety & Security – 5163
  Amarillo City Police, Fire, or Ambulance Service – 9-911

BOMB THREAT PROCEDURES:
If you should receive a call advising you that there is a bomb on the campus . . .
  • Do NOT hang up or put the person on hold.
  • Record date and time that you were notified.
  • Obtain as much information as possible from the caller, including:
    When
    Where
    What type of bomb, shape, size, appearance
    Caller’s name
    Caller’s address
  • Call Health, Safety & Security (5163) and report all details. Tell them where you are and how they can reach you, in the event they want more information.
  • Do NOT take any further action, unless you are specifically asked to do so.
**DISRUPTIVE BEHAVIOR:**
An individual could demonstrate disruptive behavior as a result of anger, drugs, or psychological disturbance. If you encounter such an event:

"Approach the person calmly and with caution.
 Attempt to isolate the person . . .
 ask the person to leave the room, step into an adjoining room;
 or,
 ask others in the room to leave.
 Call Health, Safety & Security (5163) and report all details.
 If your personal safety is not threatened, remain with the person until help arrives.

**EVACUATION PROCEDURES:**
If an emergency dictates building evacuation:

"Check the evacuation plan posted in each room.
 Direct all persons to safe exit.
 Use stretcher to evacuate disabled persons, if necessary.

If time permits, call . . .
 Health, Safety and Security (5163), or
 Amarillo Fire Department (9-911) to evacuate wheelchair users.

**FIRE PROCEDURES:**
If you see flames, or clear indications of a fire . . .

"Call Amarillo Fire Department (9-911)
 Clearly identify location of fire . . .
 building name and location on campus
 room or area where fire is located
 any other information requested

 Evacuate the area
 Do NOT use elevators in case of fire; use stairways.
 Close all doors and windows.
 Fight the fire, only if trained to do so and will not endanger life.
 Fire Extinguishers . . . hold upright
 pull pin – aim horn at fire
 press lever
 direct discharge at base of fire

**TORNADO WARNING PROCEDURES:**
If a tornado warning is given . . .

"move away from windows to an inside hall.
 if time permits, move to a designated tornado safety area.
 if you cannot get to a designated safety area, an inside hall or basement, take cover under desks or tables.
Shelter Locations

WASHINGTON STREET CAMPUS

- Ordway Hall ........................................ basement mechanical room (south end of building)
- Concert Hall Theater ......................... basement dressing room8 (west end of building)
- Amarillo Museum of Art .................... basement storage area
- College Union Building .................... basement
- Lynn Library .................................... basement
- Parcells Hall ..................................... basement mechanical room (down from elevator lobby)

These are generally the most secure areas. If you cannot get to one of these areas, seek shelter on the ground floor of any building, in room8 or area8 with no exterior wall8 and no window8 if possible.

WEST CAMPUS

There are no basement area8 available on the West Campus. Seek shelter on the ground floor of any building, in room8 or area8 with no exterior wall8 and no windows, such as the central hallway8 of “B” Building, “C” Building and Allied Health.

POLK STREET CAMPUS

There are no basement area8 available on the Polk Street Campus. Seek shelter on the ground floor of any building, in room8 or area8 with no exterior wall8 and no windows, such as the central hallway8 of the main gymnasium building.