Davis Technical College
Health and Safety Plan

Health, Safety and Safety Contact Information
Internal Emergency: Call extension 7911 or 911
External Emergency**:** Call 801-593-7911 or 911
Security Concerns: 801-593-2430 (kristin.culley@davistech.edu)

Health and Safety Statement
Health and safety at the Davis Technical College ("the College") is undertaken in accordance with relevant institutional, industrial, and governmental agency regulations. This plan is intended to promote a safe, secure, and healthy learning and work environment. This plan outlines the protocol for the management of the health and safety of employees, students and guests, in cases of sickness, accident, fire, emergency, evacuation, security, and safety on campus and is updated annually. A Health and Safety Committee, led by the Safety and Risk Manager, is comprised of select employees and one student representative that meets quarterly.

References
- Federal Emergency Management Agency (FEMA)
- Federal Clery Act
- Occupational Safety and Health Administration (OSHA)
- Utah Division of Risk Management
- Campus Safety Amendments Utah State Code Section 53B-28-301

Emergency Operations Plan[1]
This resource outlines procedures for responding to emergencies and meets Federal Emergency Management Agency (FEMA) requirements. It contains roles and responsibilities of the Emergency Operations Team including incident response, emergency action, emergency guidelines, threat assessment, and fire safety.

Utah Division of Risk Management
This state division provides liability, property, and vehicle insurance coverage for the College and all state agencies. The division requires those insured to complete an annual inspection to help agencies recognize and eliminate hazards that can affect the public, employees, and property.

Employee Health Resources
Employees at the College have access to the following health resources:
- The Exercise and Health Activity Policy and Procedures Access (to access the exercise facilities).
- Health information sent to employees from the Human Resources office.
- Healthy Utah resources that include on and off-site services and incentives.

Emergency Notification
The College uses a third-party mass notification system which is regularly updated with student and faculty contact information. The system is used to notify students and employees of campus-wide emergencies or closures via text message, voice message, and/or email. The College administration regularly tests the

---

[1] Funding for this plan will be provided through a combination of the safety and risk department's budget, facilities budget, and other departments directly affected by this plan.

system to verify that it meets our needs. Employees and students are responsible to ensure that their contact information is up-to-date and accurate. Employees, students, or parents of students can opt-in or out of the Emergency Notifications System by visiting http://www.davistech.edu/safety and clicking on the tab "Opt-in/out" located on that page.

Campus Access
The College hours of operation and event calendar are available to employees and the public on the College website. Students and employees will be notified of emergency campus closures and reopening through the Emergency Notification System, social media, and the College's website. Closures may also be announced through the news media.

Annual Security Report
An Annual Security Report is available to the public on the College's web page under *About>Consumer Information*. The report is developed by the Campus Security and Risk Management Coordinator based on information provided by the Kaysville City and Clearfield City Police Departments. The Annual Security Report is published in November.

Smoking
In accordance with the Davis County Board of Health Regulations, the College is a smoke- free campus in all common areas. Smoking is allowed only in designated areas and violators may be cited under Utah Code 26A-1-123. Students under the age of 21 years old are prohibited from possessing any e-cigarettes or tobacco in any form as per Utah Criminal Code 76-10-105.

Procedures for Investigating Incidents
All incidents on campus are followed-up with an Incident Report, which is available at http://www.davistech.edu/safety. The College Health and Safety Committee evaluates the incident and response to determine if further action or improvement in safety practices is needed. Incident Reports are completed by instructors, supervisors, or students.

Instructor Responsibility
Instructors oversee safety training for students and enforcement of safety in the classroom, lab, and shop areas. Instructors record student safety training in the student information system to be included in the student record. Students must comply with safety training and practices.

Student Responsibility
Safety instruction is an integral part of the College's programs. It is the responsibility of the student to adhere to institutional policies and procedures relating to student conduct and campus health and safety. Students are also responsible for personal safety and the safety of others in their area of training and for as well as reporting and/or resolving any health, safety, or security concerns to their instructor. Violation of these standards may result in discipline or the imposition of sanctions. The following protocols define what to do in case of emergency.

Employee Responsibility
As defined in the Occupational Safety and Health Act, P.L. 91-596 of 1970, all persons are required to understand the safety and health requirements of their specific area of training and employment. Safety instruction is an integral part of the College's programs and is each person's responsibility to adhere to institutional policy and procedures relating to conduct and campus health and safety. Employees are responsible for personal safety and the safety of others in their area of training and for immediately reporting and/or resolving any health, safety, or security concern to their supervisor. Violation of these standards may result in an imposition of sanctions or discipline. The following protocols define what to do in case of emergency. Employees will inspect instructional equipment and supplies regularly to ensure they meet

appropriate and required safety standards. Unsafe equipment or supplies will be promptly reported, shut down, locked out and tagged out if necessary, or removed, repaired, or replaced as needed.

Safety Resources
Safety Resource signs identify the location of program specific safety resources such as sharps disposal, Safety Data Sheets (SDS), and eye wash stations. First aid kits are located in each program. First aid kits and AEDs are also located in designated areas in each building on campus. Directors, managers, and supervising staff members will ensure departmental employees have required safety resources. An Emergency Guidelines Quick list will be provided to employees with procedures for basic emergency response.

Fire
If you see a fire, activate the alarm at the pull station and vacate the building immediately. Do not return to the building until an "all clear" from security or the fire department has been given and the alarm ceases. To report a fire:
- Evacuate the building.
- Dial **911** to report the fire.
- After calling **911** report the fire to the Security and Risk office by calling extension **7911,** or **801-593-7911** from any phone**,** and give the location.

Behavioral disturbance or any other issue that requires security intervention.
A behavioral disturbance can be either verbal or physical. If you observe a behavioral disturbance, suspicious behavior or any other issue that requires urgent security assistance on campus, report your specific observations as follows:
- Call extension **7911,** or **801-593-7911** from any phone**,** and give the location.

Medical Emergencies
Report minor medical emergencies to your instructor or another The College employee. For a life-threatening medical emergency, or if you are unsure dial **911**:
- After calling **911**, dial extension **7911,** or **801-593-7911** from any phone**,** and give the location.

Internal/External Threat Situation
In the event of an active assailant/active shooter incident the "**LOCKDOWN**" safety protocol will be implemented. **CALL 911 WHEN IT IS SAFE TO DO SO**
RUN
- Have an escape route and plan in mind.
- Leave your belongings behind.
HIDE
- Hide in an area out of the shooter's view.
- Block entry to your hiding place and lock the doors.
- Silence your cell phone.
FIGHT
- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
How to Respond When Law Enforcement Arrives
- Remain calm and follow instructions.
- Put down any items in your hands (i.e., bags, jackets).
- Raise hands and spread fingers.
- Keep hands visible at all times.

Information You Should Provide to Law Enforcement or 911 Operator
- Location of the active shooter.
- Number of shooters.
- Physical description of shooter(s).
- Number and type of weapons held by shooter(s).
- Number of potential victims at the location.

In the event of an external threat incident the "**LOCKOUT**" safety protocol will be implemented
- Bring everyone indoors.
- Lock perimeter doors.
- Increase situational awareness.
- Stay inside until safety is restored.

Earthquake
Take cover under a desk or table, if possible. If not, get near an interior wall, drop, cover, and hold on. Stay away from windows. Remember to wait for **TWO MINUTES** after tremors stop and then evacuate as per fire drill instructions. In the meantime, **DROP, COVER, HOLD ON,** and **DON'T PANIC.**
- Call extension **7911,** or **801-593-7911** from any phone, to report injuries and if necessary **911**.

Suspicious Package
If you find a suspicious package:
- Do not touch or use cell phones or two-way radios near the package.
- Call extension **7911,** or **801-593-7911** from any phone (away from the package) and give the location.
- If necessary **911**.

If you come upon a suspicious envelope or package containing a message indicating that Anthrax is included (a crystalline or powdery substance may not be seen or noticed), remain calm and immediately close all doors and windows in the room and remain in the room. Move away from the package.
- Call extension **7911,** or **801-593-7911** from any phone (away from the package) and give the location.
- If necessary **911**.

Note: If you have been exposed to a powder or other substance, do not touch your face or attempt to clean up the desk or countertop. If a sink is available in your work area, wash your hands, arms, and face with soap and water.

Environmental Hazards
Blood Spills
If you see blood that has been spilled onto the floor or other surfaces, notify your instructor or another The College employee. Do not attempt to clean up the blood yourself or allow others to do so. If you are exposed to another person's blood or other bodily fluids, take the following actions:
- For a skin exposure or blood that comes in contact with an open wound, wash the area thoroughly with soap and water.
- For a blood splash to the eyes, nose, or mouth, rinse thoroughly with water.
- Report any blood exposures to your instructor or another The College employee.

Other Hazardous Materials

Other hazardous materials or substances can be in the form of chemical spills, natural gas leaks, or other materials. If you smell or see a substance that you feel may be hazardous, stay away from the substance and direct others away from the immediate area. Do not touch or attempt to clean up any unidentified substance.

- Call extension **7911,** or **801-593-7911** from any phone (away from the package) and give the location.
- If necessary **911**.

Additional Information

For additional information regarding the Colleges' health and safety measures as well as emergency response information, please see the College's website or the Annual Security Report.

In compliance with Campus Safety Amendments:
In reference to Section 53B-28-301:

1. Policies and publications related to a covered offense can be found within the Policy & Procedures page on the College's website or you can navigate there from our homepage www.davistech.edu under *About>Policies & Procedures*.

2. Institutional and community resources for a victim of a covered offense can be found within the Davis Tech VAWA (Violence Against Women Act) Sexual Violence Awareness and Prevention Plan/Program.

3. The rights of a victim of a covered offense, including the measures the institution takes to ensure, unless otherwise provided by law, victim confidentiality throughout all steps in the reporting and response to a covered offense can be found within the Davis Tech VAWA (Violence Against Women Act) Sexual Violence Awareness and Prevention Plan/Program.

4. The College uses a third-party mass notification system which is regularly updated with student and faculty contact information. The system is used to notify students and employees of campus-wide emergencies or closures via text messaging, voice messages, and/or email. This is found on page one of the Health and Safety Plan.

5. Availability, locations, and methods for requesting assistance of security personnel on the institutions campus can be found within the Davis Tech VAWA (Violence Against Women Act) Sexual Violence Awareness and Prevention Plan/Program, Annual Security Report, and is listed at www.davistech.edu/safety.

6. Guidance on how a student may contact law enforcement for incidents that occur off campus can be found within the Davis Tech VAWA (Violence Against Women Act) Sexual Violence Awareness and Prevention Plan/Program.

7. Awareness and prevention of covered offenses, including information on institution and community resources for a victim of a covered offense is addressed with the College's partners (Davis County Domestic Violence Coalition and Safe Harbor). Information on how the institution requires campus safety training can be found in the Off-Campus Activities Policy and Procedures with training being provided through the Bridge and/or Canvas applications.

8. The Health and Safety Plan is posted on the College's website (www.davistech.edu).

9. Training for awareness and prevention of covered offenses, including information on institutional and community resources for a victim of a covered offense, bystander intervention, and sexual consent is provided through the Bridge and/or Canvas applications.

10. The requirement for a student organization, in order for the student organization to receive or maintain official recognition by the College, to annually provide campus safety training, using the curriculum described in the above (#9), to the student organization's members can be found in the [Off-Campus Activities Policy and Procedures](#).

11. The College's efforts related to increasing campus safety, including efforts related to the institution's increased response in providing services to victims of a covered offense, that have been made in the preceding 18 months and plan to make in the upcoming 24 months:

    11.1. Accomplishments
    - Reviewed and updated several written safety and health programs.
    - Conducted noise sampling in the welding lab and have taken appropriate measures to prevent hearing loss.
    - Streamlined the campus's emergency reporting system to eliminate the need for two phone numbers at different times throughout the day.
    - Established an emergency reporting system that can be initiated via mobile devices.
    - Eliminated several hazardous materials from campus storage.
    - Increased security presence on campus.
    - Added an additional method to provide anonymous information pertaining to criminal acts, safety concerns, etc. occurring on campus.
    - Conducted evacuation drills.
    - Recertified several staff members in first aid/CPR/AED

    11.2. Goals
    - Continue expanding surveillance system.
    - Continue expanding electronic lock system.
    - Add emergency showers to areas where exposure is most likely to occur.
    - Certify security officers through the Utah Department of Professional Licensing as unarmed security officers.
    - Continue certifying staff in first aid/CPR/AED
    - Continue evaluating health and safety programs.
    - Conduct scenario-based trainings.