



# **Safety Plan and Operations Manual**

2023-2026

J.F. Ingram State Technical College  
Safety Plan and Operations Manual  
2019-2022

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## Introduction

### I.1 Purpose

The basic policies and procedures outlined in this Safety Plan and Operations Manual (SPOM) are intended to aid in the protection of lives and, to a lesser extent, property, through the effective use of College and community resources. Most of the situations discussed in this document require effective routine safety management, planning, and evaluation. The emergency procedures are to be implemented only when a situation arises that cannot be handled by routine measures and the President, or his designee, may declare a state of emergency. At such a time, the contingency guidelines in the section on emergencies may be followed, although it is assumed that the inherent unpredictable nature of emergencies may demand flexibility. The routine activities of effective safety management are to be performed on a regular basis according either to the goals and objectives contained in this document or existing ISTC policies. Planning activities should include as a minimum a reassessment of the identified priority items in this document, or a revised set of items developed through the described process and approved by the President. Necessary improvements to written procedures should then be made.

### I.2 Scope

These procedures apply to all personnel, buildings, and grounds owned and operated by Ingram State Technical College (ISTC) to include those peripheral areas adjoining the College Centers and live-work project sites. This document is in support of existing College policies and should not be interpreted otherwise

### I.3 Responsibilities

The responsibilities assigned to key officials and employees of the College with regard to safety concerns are described below.

#### I.3.1 President

The College President, or her designated alternate, is responsible for the overall direction of campus safety activities. In an emergency, the President or designee serves as the overall Emergency Director until such time as he/she is relieved by the proper authorities, or he/she appoints an authority to act in his/her place.

Routine safety management, planning, and evaluation activities are also ultimately under the direction of the President, although daily responsibilities are assigned to subordinate staff.

### I.3.2 Deans, Center Directors, Administrators

The Deans are primarily responsible for integrating safety into the curricula, coordination of safety activities with the Center Directors, participation in College committees and planning efforts, employee safety education, and for evaluation in their areas. The Dean of Instruction is also responsible for live work and its safety supervision directly and through subordinate instructors. The Dean of Instruction is also the overall College liaison with the Department of Corrections.

The Center Directors are responsible for the routine maintenance supervision and coordination with the local correctional officials regarding student movements. They also have a responsibility to inform their center employees of developments, and in an emergency, may be the first administrative personnel to make a decision regarding the severity of the situation. They must maintain communications for continuing directives. They must supervise student, staff, and faculty evacuations including a regular prior education and practice schedule. Any administrator who finds him/herself in a developing emergency situation may be required to assume any of the responsibilities delegated to any employee who may not be present.

### I.3.3 Faculty

Faculty have as a minimum in this area, the following responsibilities:

- 1) Daily adherence to safety policies,
- 2) Integration of safety instruction into course development,
- 3) Informing students about both routine and emergency procedures,
- 4) Maintaining equipment and tools in safe operating condition,
- 5) Informing students about evacuation plans and practicing this activity,
- 6) Evaluating and reporting developing hazards or accident-prone situations, and
- 7) Participating in administrative safety planning and evaluation efforts.

Certain faculty members will also be asked to serve special functions such as Mr. Mark Matthews, Coordinator of Facility Projects & Transportation, who is the President's designee as Emergency Coordinator. Specifically, in the event of a fire, or a hazardous waste spill, Dr. Brannon Lentz, Dean of Administration should be contacted immediately, in addition to other

administrative personnel who may be present at the site (see Section V for more information on emergency procedures and specific individual assignments; also Appendix F).

## Planning Environment

There are two major environmental parameters that impose their conditions on ISTC planning in any area, including safety. First, as a member of the Alabama Community College System (ACCS), the College is under the direct supervision of the ACCS Board of Trustees. Second, students who attend ISTC are incarcerated individuals under the direct authority of the Alabama Department of Corrections.

### II.1 Technical College in the Alabama Community College System

As a full member of the two-year college system in Alabama, ISTC must operate within the laws pertaining to public schools. An example of how specific a restriction this can be is the law for the use of eye protective devices, which resulted in Policy No. 510.01 in the *ISTC Policies and Procedures Manual (ISTC-P&PM)*. Instructors are directed to comply with this policy, and to be aware that similar policies may indeed have legal foundations. Failure to adhere to such a policy may subject an instructor or student supervisor to personal liability. Provisions must be made for the necessary equipment or supplies to adhere to such policies in the annual budget requests from all employees. Evaluation as to the adequacy of budget planning for a program must also consider this factor.

Alabama Community College System Board of Trustees policies, insurance requirements within the ACCS, the Americans with Disabilities Act, all applicable codes for public buildings, accreditation standards for Colleges in the ACCS, and many related factors must all be considered in planning at ISTC. There is also the pervasive political context within which all public schools find themselves, particularly with respect to funding. The President, the President's Administrative Council, and the annually appointed ad hoc Safety Committee, work together to bring all of these elements together into planning. In 1994-95, these forces converged in the self-study preparation for the first ISTC accreditation review by the Commission on Colleges (COC) of the Southern Association of Colleges and Schools (SACS) to produce this *ISTC Safety Plan and Operations Manual (SPOM)*. The activities outlined and scheduled in this document completed one cycle of activity in February of 1996.



In summary, the administration decided that more detailed and integrated planning would be needed in the future. It authorized the development of this plan and manual with its scope due to conclusions such as these: (1) there will be an increasing need for both planning and evaluation due to COE accreditation requirements, (2) that ADA and other federal requirements will also increase, (3) that funding will remain level or be reduced, (4) that scarce resources should not be made vulnerable to safety liability claims, (5) that students' entry level of safety awareness will remain low requiring continued and well-planned safety instruction, (6) that the increased size of the institution over the last few years requires clearer responsibilities be assigned at this time, and (7) that communications in general must be improved.

### II.2 Department of Corrections and Security Issues

The other major planning environment for ISTC is generated by the incarcerated status of its students and the College's resultant operational interactions with the Department of Corrections. This fact places an increased focus on security issues and personal safety concerns and has produced both ISTC policies and frequent references in ISTC publications. It is a very necessary consideration in all planning because all student activities are limited by security concerns, and because all interactions and cooperation from DOC officials will necessarily consider security as primary. It also concerns ISTC strategic planning through projections of DOC funding and its impact on student availability, custody restrictions in certain programs; however, the most direct concern is daily operations and facility use and maintenance. For example, fire prevention and periodic fire drills must be coordinated with DOC security personnel (see *ISTC-P&PM, policy 518*). There is the constant need for the prevention of access to weapons by students (see *ISTC-P&PM, policy 503*), and the need to provide adequate supervision to inhibit student manufactured weapons. It may seem too obvious, but instructors are directed to plan their safety activities with such correctional factors as access to weapons and weapon manufacture involved in their thinking.

A recurrent situation of concern to all employees is the issue of student accidents and first aid. *ISTC-P&PM, policy 506* covers this issue. All employees are reminded again here that except for minor first aid, the DOC is responsible for student medical care. All accidents must be reported on the proper form (*policy 506.01*) and the DOC officials may request access to this information.

The administrative planning concerns then with regard to the correctional environment includes these items: (1) it requires more attention to personal security, (2) perhaps less attention

to student medical services or their coordination except to notify proper DOC officials, (3) an awareness of any shared DOC facility's uniqueness and its accident potential to employees or students (e.g., food services, restrooms, etc.) (4) a sensitivity to special needs of the inmate population and employees exposed to threats such as HIV-infection, (5) perhaps an increased concern for drug-free workplace activities and other health-related education for students and employees (policy 613), (6) that emergency procedures must always include the DOC authorities whenever students are involved, and (7) an awareness that the corrections environment is becoming more complex for everyone.

It must be clear to all employees that the ISTC planning environment is complex; that it has certain priorities imposed on it through law, the correctional environment, and fiscal restraints; and to effectively provide for the personal safety of all employees and students, a comprehensive and coordinated planning process has been developed, its results implemented, and that the process must be supported.

## Goals and Evaluation Procedures

### III.1 Establishment of Safety Goals and Objectives

The ad hoc Safety Plan Committee appointed by the President to develop this document, the *ISTC Safety Plan and Operations Manual (SPOM)*, formulated safety planning goals which were later adopted by the President and the President's Administrative Council. These were developed to define the effort in terms of the issues discussed earlier into statements from which some specific measures and work schedules and sequences might then be derived as objectives.

#### Safety Planning Goals

1. To directly aid in the protection of lives, and to a lesser extent property, through the establishment of a facilitative process to produce effective safety procedural guidelines.
2. To identify major safety planning priorities in the ISTC context to include those current ordered items that appear as Appendix A.
3. To provide a visible component of an atmosphere conducive to learning in an accessible published form (i.e., the SPOM).
4. To provide an identified set of responsibilities for the President, the administrators, Center Directors, and the faculty regarding both routine safety and emergency situations.

5. To provide in the published document a participatory perspective for employees and a schedule of objectives for continuing management of the safety plan by the administration at least through one full year's cycle.
6. To explicitly recognize those employees whose emergency assignments are necessary information to all employees.

### Safety Planning Objectives

These are derived from the six goal statements to provide some degree of measurability and structure to the establishment and maintenance of the SPOM. The first number in the designations refers to the related goal, the second simply to the item number within the set of objectives. This awkward-looking appearance is not intended to complicate the reader's understanding, but to delineate the linkages from one SPOM component to another and to other planning activities of the College.

- 1:1) The development of a published, working safety plan and operations manual, which will be updated and republished on a regular basis.
- 1:2) An identifiable *Safety Plan and Operations Manual (SPOM)* review process beginning with an ad hoc committee appointed at the beginning of the Fall Semester.
- 1:3) Safety Plan objectives and evaluation measures will be updated annually through this review process, which will include an assessment of priorities and recommendations for procedural revisions.
- 2:1) An assessment of the priority items for safety planning will be the starting point for committee work. This review must be complete by the third week in the Fall Semester following the appointment of the committee.
- 2:2) Any items judged inadequately covered by procedures must also result in written suggestions for procedural improvements by the committee.
- 2:3) The annual accident reports are to be reviewed by the committee (see policy 506.01), and in any program that has more than one serious injury to a student or more than three reportable minor injuries, the committee will review its curriculum for evidence that safety instruction was properly included and presented.
- 3:1) The assignment of priority to personal safety and a safe learning environment will be made highly visible through this SPOM process and publication. Therefore, a copy of the SPOM will be made available to all employees.

- 3:2) Visibility and participatory input will also be accomplished through an employee questionnaire distributed College-wide at the beginning of the Fall Semester, as part of the review process. The committee will make recommendations regarding any item answered negatively by more than 25% of those responding (see Appendix B for initial survey instrument). Any additional items suggested by the employees will also be considered. The employee survey will be completed by the 3<sup>rd</sup> week of the Fall Semester.
- 4:1) Responsibilities of the President, Administrators, Center Directors, and Faculty will be detailed in the SPOM and updated as needed during the annual review by the committee.
- 5:1) A schedule of planning objectives is included as Appendix C.
- 6:1) Vacancies occurring during the year in the key ISTC safety personnel list (Appendix D) must be immediately appointed and all employees informed of the change within ten working days.

### III.2 Routine Reporting: Accident Prevention and Hazards

There are existing ISTC policies, which cover the areas of accident reporting, preventative maintenance, and notifying the administration of developing hazards. The ISTC *Policies and Procedures Manual* contains Policy Number 506.01, which describes the accident reporting procedure and the conditions requiring a report. Basically, all accidents are to be reported by the instructor within whose area the accident occurred, whether or not the person involved is a student, employee, or visitor. A copy of that form is attached to this manual as Appendix E. A completed form should be forwarded to the Dean of Instruction immediately after the accident, with a copy retained by the instructor. Any sudden illness in a student should be referred to the administration office at the center involved for notification of the correctional officials (see Policy No. 506). The caution here for employees is to be aware that except for minor first aid, no medications are to be given students by ISTC employees at any time.

The frequency and total number of accidents reported by the instructors during the year will be reviewed and an analysis made of the implications in this data by the annual ad hoc Safety Committee.

ISTC-P&PM Policy No. 510 lists five statements with regard to general safety, including accident prevention. It is a brief policy that sets straightforward goals without labeling them as such. It is especially noteworthy for its emphasis on maintaining safety consciousness among

students; its directive to insure that safety is made part of every instruction unit, and the priority listing of conforming to standards.

ISTC-P&PM Policy No. 502 concerns maintenance and evaluation of physical facilities. It outlines a continuous process monitored by an oversight committee. Although this policy still reflects the philosophy and governance procedures of the College, it does not fully detail the operational procedures developed and implemented. For example: the Center Directors must log all equipment repair and physical plant repair. Those performing the work are required to provide this information to the Center Directors. External agents also insure maintenance of safety standards by performing periodic insurance inspections. Also, The American with Disabilities Act has required additional safety reviews. In summary, the instructors will retain their primary responsibility for the physical maintenance and safety inspections in their areas, but there is a continuous overlapping of this responsibility from College committees, Fiscal Office staff, Center Directors, the College ADA Coordinator, the insurance carrier, and others. In addition, federal examiners monitoring court orders regarding prison standards periodically inspect ISTC facilities.

In particular, the serious concerns about hazardous waste have even produced the establishment of separate procedures for this area (see Appendix F). It is retained here as a separate document because it details the individual responsibilities of those most directly involved. These procedures identify the Emergency Coordinator, Mr. Mark Matthews, Coordinator of Facility Projects & Transportation, and the alternate, Dr. Brannon Lentz, Dean of Administration. The faculty and staff involved in the cabinet, refinishing, auto body repair, auto mechanics, and those programs adjoining these facilities, are advised to carefully study Appendix F. These instructions delineate both emergency procedures and the routine inspection schedule, which must be maintained (and documented) to insure safety for this type of activity. Forms for these routine inspections are included in Appendix F.

All employees are directed to report any suspected hazardous condition immediately upon noticing it to the Center Director. Any situation, which may develop over time into a problem, should also be reported.

### III.3 Evaluation Procedures

Several measures for evaluating the success or need for improvement of College safety procedures are available to those participating in the annual ad hoc Safety Committee review or any administrative personnel independently assessing the area.

First, it has been suggested in this document that if the number of accident reports submitted by any one instructor or program is higher than average, this might indicate the need for improving the integration of safety instruction into the curriculum. The rate of more than one serious accident per year or three minor injuries per year was given as a baseline year number to establish the procedure. Any program falling into that category at the time of the annual review would have its curriculum reviewed. Recommendations will be made in writing to the Dean of Instruction for curriculum changes or additions resulting from the committee work.

Secondly, an annual statistical report that must be completed according to federal statute is the safety and security report on campus crime. This information gives a category breakdown of offenses committed on the campus within the last year, and although the ISTC data has always indicated nearly a zero frequency in all categories, any increase should be an indication of a problem in the area where the offenses occurred. The annual review should at least insure that this data reflects no change and report that in its document.

The other kinds of quantitative data available would include the number of minor fires or explosions or other non-injurious accidents reported during the year by program, number of complaints from employees regarding safety and the number of those that resulted in actual grievance proceedings, the number of personal injury liability claims filed against the College and/or instructors, etc. The annual rating for insurance purposes could be considered as a datum item along with any specific recommendations from that report. The survey conducted periodically by the Physical Facilities Committee should also be available to the Safety Committee. And, of course, the Safety Committee Annual Survey will be a major source of evaluation information. Although all of these named items should be reviewed by the Committee in its deliberations, and noted in its report, this last item needs some further discussion.

This plan calls for an annual survey (see Appendix B) of employees regarding the adequacy, either yes or no, of existing policies and procedures relative to the categories described by the identified planning priorities. Any category receiving more than a 25% negative rating would require the Committee to develop specific written proposals for improvement. Additionally, any employee-identified priority item that did not appear as one of those identified by the overall process, would also have to be presented to the President's Administrative Council. Some employees may need assistance to understand the intent and use of the survey. This should

be explained in the distribution process and designated individuals made available for help to those who request it. This is a major component of the statistical base for the overall evaluation.

As a further measure of accomplishing objectives, the SPOM annual review scheduled deadlines for work completion must be monitored and actual completion dates reported (see Appendix C). The Dean of Instruction has been designated as the individual responsible for compliance of these goals. As a member of the President's Administrative Council, he/she will report this information directly to that group.

### III.4 Integrating ISTC Planning-The College Safety Committee

To provide a mechanism for insuring that safety planning and evaluation are fully integrated into the overall planning of the institution, this plan calls for the establishment of a cyclical ad hoc committee procedure. The goals and objectives of the committee reflect those of the College. It operates within the governance philosophy of the College and its President. Its evaluation procedures include all areas of institutional operations and reporting formats. It specifically designates those individuals who are responsible. In addition, in coordination with the Associate Dean of Instruction, this plan has included all of the major elements of the generic plan format provided by the IE Coordinator to this committee as well as to others who are preparing similar plans for other College activities (i.e., the Institutional Management Plan, the Strategic Plan, the Financial Plan, and the Facility Maintenance Plan). The Dean of Instruction is the Safety Committee's liaison person to the President's Administrative Council. His familiarity and access will provide effective coordination and integration of this committee's planning with that of other College personnel at the administrative level.

It is also an integration activity to make the document available to all employees along with the offer of assistance in understanding or applying the principles embodied in the plan. Anyone wishing to ask a question, comment on any aspect of the plan, or contribute in any other way during the year's activity review cycle should contact the Dean of Instruction.

## General Safety Topics

### IV.1 Safety Instruction in Program and Course Development

The ISTC Policies and Procedures Manual, policy number 510, Item D, states:

*“Ensure that appropriate safety instruction is made a part of every instructional unit.”*

This policy clearly makes it an institutional goal to include appropriate safety instruction in each and every lesson or task assignment that has a safety component involved. Instructors are directed to also make it their personal goal and to use all available ISTC resources to accomplish this task. One of the items in the ISTC *Student Handbook* is a section on student health and safety. Students are advised that they are expected to follow all safety procedures required by their instructor, and as a condition of enrollment, and continuing enrollment, they are required to perform all assigned tasks. This means that if an instructor has provided safety instruction tasks, the student will have to perform them or face suspension. The instructor is responsible for assuring the material is there to be covered, he/she cannot use the excuse that the students would not follow the procedure even if it were assigned (e.g., wearing a hard hat, using eye protection, following all safety steps in the use of a machine, tool, equipment, etc.).

Another form of instruction in the area of safety is role modeling. At ISTC, role modeling becomes even more important given the social and experiential background of the student population. All instructors are to adhere to all safety procedures at all times. This is an integral part of all skill training instruction and must be accepted as such by ISTC instructors.

In summary, these are the essential elements in insuring that safety instruction is a part of all courses and programs:

- 1) Make the concept embodied in policy no. 510 your personal goal as an instructor,
- 2) Use the extensive resources of ISTC to locate relevant safety information for all your instructional material development activities,
- 3) Recognize that the student has already accepted the obligation to follow all safety procedures asked of him/her as a condition of continued enrollment, and
- 4) Understand that to role model proper safety procedures is to fully integrate the concept into your overall program.

## IV.2 First Aid

All instruction programs have at least one first aid kit in the program area for use with students. Minor scrapes and cuts, which might become infected, are to be treated by the instructor. However, this is the extent of the authorization to perform any medical treatment to students-that



has been granted by the College to the employee. This is in accord with the Department of Corrections' legal position with regard to inmate health.

The responsibility of ISTC employees, beyond simple first aid, is to notify the correctional officials of the situation (through the Center Director) and allow them to assume their responsibility. Instructors are not allowed to provide any medication themselves or offer to bring medication of any kind to a student. This stipulation is for the safety and protection of all involved and must be followed.

Any instructor wishing to receive instruction in basic first aid procedures should contact the Dean of Instruction.

Any employees who needs first aid will have it provided. Anyone who becomes ill while working and needs assistance to return home or seek medical help, will also have this provided. The Center Director should be notified in such a situation.

### IV.3 Tool and Equipment Safety

Tool and equipment safety is an obvious and basic concern for any occupational program instructor whose inventory includes such items as power drills, saws, or arc welders, but it is also becoming an important instructional element in technical fields where the equipment does not look intimidating, but may contain electrical or chemical hazards. All instructors are advised to be sensitive to all potential safety problems in their environment and to teach students the importance of continual awareness. As discussed earlier in this document, proper role modeling behavior by the instructor is absolutely critical to success in training correctional students. Employees who are not instructors, but who work with computers, photocopiers, or waste disposal, must also be alert to safety concerns.

Typical safety procedures for common tools and equipment are widely known, and may already be adequately covered in most ISTC programs. ISTC-P&PM policy number 510.01 covers items such as use of eye protection.

As a guide to maintaining awareness and interest even when the basics in the subject have become quite familiar, the instructors in particular are advised to consider the following activities.

- 1) Retain all tool and equipment manuals and use them as primary sources in all course development but especially for safety items.
- 2) At least once a year, request from the Learning Resources staff a printed list of all books in print related to two or three of the technological subdivisions in your field and review a

couple. Are there new safety problems being discovered about old tools and equipment (e.g., asbestos)? Are there old problems with new technologies (e.g., repetitive motion nerve damage)?

- 3) Do a survey of retired and disabled workers in your field in the local area. What were the most common injuries or work-related health problems? What suggestions did these individuals have for avoiding their fates? If an instructor needs help with such a project, contact the Dean of Instruction or the Learning Resource Coordinator.
- 4) Use Learning Resources online services to do an industry-specific investigation on current legislation. Publications such as *OSHA Week Update* new legislation and regulation regularly.
- 5) Change your laboratory's safety posters; design one of your own and see if the commercial art program can execute it for you.
- 6) Replace textbooks that are more than one technology-cycle old as soon as possible. Make sure the next ones you select include safety instruction in an integrated manner with attractive photos and illustrations. This visual component is important with most correctional students.

In summary, employees are directed to adhere to all tool and equipment safety policies, as well as manufacturer's safety guidelines, to role model proper procedures at all times, and to make an extra effort to keep student awareness and their own enthusiasm at adequate levels.

#### IV.4 Accident and Spill Procedures

Although referred to earlier, accidents must always be reported. Appendix E is a copy of the accident report form. In this context, it is noted that the number of accidents in any program and the severity of these accidents are closely monitored by the administration. These numbers are one measure of the effectiveness of the safety instruction in that program. It must also be emphasized that failure to report any accident is a serious violation of ISTC policy, and any employee guilty of failing to report an accident his/her area will be subject to administrative disciplinary action.

Hazardous waste spill procedures are more fully covered in the emergency section of this document, (see Appendix F). However, it will be helpful here to mention that some spills may not be considered an emergency by the employee, but these too must be reported in a manner similar to other accidents even if no injury results. The minor spill report should be made to the Center

Director, with a copy to the Emergency Coordinator. A form for this purpose is Appendix F-1. Either the Emergency Coordinator, the Alternate Emergency Coordinator, or a designated Onsite Emergency Responder (see Appendix F) must physically inspect the spill and make recommendations to the administration as to the need for further action. Any other employee involved in a spill must complete the report form and cannot on his/her own decide the severity of the incident. Federal regulations require certain reporting procedures be followed to the regional level for significant spills, and one of these named individuals must make the proper recommendation to the President for this purpose. Failure by an employee to report a spill will be treated in the same manner as failure to report an accident, which resulted in an injury.

#### IV.5 Fire Prevention

To distinguish fire prevention and preparedness operational procedures from a fire emergency situation, this item will cover the former case, while an actual fire emergency will be covered in Item V.4.3 in this document.

The *ISTC-P&PM* policy number 518 covers headcounts for fire drills. These are intended for assignment of specific individual responsibilities at each of the ISTC Centers respectively. In each case, counting duties and notification responsibilities are clearly detailed. A routine correctional security head count follows the same procedure as a fire drill. The incarcerated status of the students makes the possibility of an escape a constant concern for security personnel, and even more of a problem in a real fire emergency. The safety of employees and all students is best safeguarded by quickly identifying if someone is missing whenever it becomes problematical. If an escape is suspected, the procedures are designed to define the situation, for example, if a student and a staff person are missing, the situation might be one involving a hostage. Therefore, it has long been ISTC policy to practice fire drills concurrently with headcounts because the functions are overlapping. These policies may be revised occasionally to reflect staff changes, but at all times specific responsibilities are assigned. Employees are directed to participate in all headcount/fire drills in a professional manner. Complacency in this activity must be avoided.

In other fire prevention activities, all instructors are responsible for maintaining an environment as free of identifiable fire hazards as possible. Fire extinguishers are placed in all areas and they are maintained in an operational condition. Employees are directed to know the location of the fire extinguishers, fire exits, and alarm systems in their areas and how to use them. Do not block fire exits. A drawing is posted in each room or laboratory marking the exits and an

evacuation route is traced in red. Be sure the drawing in your area is posted, easily read, and is accurate. Section VI in this document contains floor maps of all ISTC buildings from which an individual may select the one needed for his/her area, color code it, and post as many as necessary in the laboratory or classroom. If this has not already been accomplished in a program area, it is the instructor's responsibility to insure this is done immediately.

Smoking is restricted in all ISTC buildings (see policy no. 514). Employees are responsible for supervision of students in their areas to monitor compliance with this prohibition.

Flammable materials such as paints and thinners are always stored in safe designated areas. Each employee working with these or other flammable materials must know the proper handling and storage methods for the items and follow the safety regulations, which apply.

The administration also makes a special effort each year to see that the recommendations of the insurance carrier's annual inspection are always complied with immediately.

Employees are directed to assist in all fire prevention activities promptly. For an occasion when prevention has failed for some reason, Section V.4.3 in this document gives a stepwise procedure for handling an actual fire emergency.

## Emergency Procedures and Specific Crises

*ISTC gratefully acknowledges the materials assistance received on this section from Walker State Technical College through Mr. Devin Stephenson.*

### V.1 Definition of an Emergency

As noted earlier, the President or his designee serve as the overall Emergency Director during any major emergency. Those officials who supervise daily operations at the facility level must necessarily be the ones who must first decide the severity of a problem and the appropriate first response including when to notify the President and/or the Emergency Coordinator (Mr. Mark Matthews). The following guidelines are provided to assist building and area coordinators in determining the appropriate responses.

#### a) Minor Emergency:

Any incident, potential or actual, which will not seriously affect the overall functional capacity of the College. Report this type of incident to the Center Director or the Dean of Instruction.

b) **Major Emergency:**

Any incident, potential or actual, which affects an entire building or buildings and which will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major policy considerations and decisions will usually be required from the College President during times of crises. Report immediately to the President at the main campus, (334) 290-3265. If he is not available, the administrative staff that receives the first call in his office will notify the Dean of Instruction and the Emergency Coordinator.

c) **Disaster:**

Any event or occurrence, which has taken place and has seriously impaired or halted operation of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to control the situation effectively. Outside emergency services will be essential. In such a case, the President will probably be fully aware of the crisis by its very nature, but notification should be directly to him, if necessary.

In addition, any situation or incident which has the potential to adverse publicity concerning the College should be reported to the President. One exception to the general rule is a hazardous waste spill. This must be reported to the Emergency Coordinator no matter who else is involved or how minor an incident it appears to be.

## V.2 Direction and Coordination

All emergency operations shall be directed by the President or his designee until such time as he may be relieved by the proper authorities depending on the circumstances, or until he appoints an authority to act in his place. The President's office shall be the emergency command post until it is unavailable, in which case he will select an alternate. Communications capability will be the single greatest determinate in making such a selection. At least one Dean's level officer or a designee of the President is to be present at the command post until the emergency situation ends.

### V.3 College Notification System

All ISTC facilities have a telephone communication system. In addition, the College President and his senior administrative staff have a wireless/cell phone communication network that will be the primary medium to control emergency operations. The telephone would be the secondary resource used to notify the administration of an emergency, and it would also be the backup means of then relaying the information down to other levels. Additionally, a short series of bell or buzzer tones from the bell system has been established as the headcount/fire drill signal, which would serve to evacuate buildings at the Main Campus and the Draper-Staton Center. The Tutwiler Center does not always evacuate the buildings for routine headcounts so this would not apply there.

1) Responsible Administrator ON DUTY (In the Absence of the President)

This administrator is the focal point for communication among campus officials. Each Dean, upon receiving notification of a campus emergency, is to pass the same information along to those departments/offices under their direction.

The administrator will also notify the maintenance supervisor of an emergency as necessary and will initiate the notification system by calling the following College administrators as appropriate:

- a. President
- b. Dean of Instruction
- c. Dean of Students and Student Support Services and Director of Special Education Services
- d. Dean of Administration

During an emergency, campus phones must be restricted to College official notification only. In the absence of phone service, the College will provide runners for emergency notification.

### V.4 Types of Emergencies

In the following listings of specific types of emergencies, the format is a sequenced procedure of responses to the problem until on-site control is effected by the administration or they are themselves the steps which facilitate that assumption of control while preventing as much as possible any personal injury or widening of the emergency. Some numbered items apply to the instructor, some to the students, and others to anyone in the area as the emergency develops. The reader can make these distinctions easily.

#### V.4.1 Chemical Spill

- 1) Any spillage of hazardous chemical material is reported immediately to the Center Director or the administrator on duty in the Center administration office.
- 2) When reporting, be specific about the nature of the involved material and the exact location. The President or his designee will contact the necessary specialized authorities and medical personnel. The Emergency Coordinator for ISTC must also be notified of any chemical spills and will proceed to the site.
- 3) The key person on site should evacuate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of trained emergency response personnel.
- 4) Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity, and give their names to the emergency response personnel. Required first aid and cleanup by specialized authorities should be started as soon as it is available.
- 5) If an emergency exists, advise the Center Director to activate the alarm system.
- 6) When the building evacuation alarm sounds or the order is given, walk quickly to the nearest marked exit and alert others to do the same.
- 7) Assist the handicapped in exiting the building.
- 8) Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep the street, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- 9) If requested, assist emergency crews as necessary.
- 10) If a campus emergency command post is set up near the emergency site, keep clear of the command post unless you have official business.
- 11) Do not return to an evacuated building unless told directed by a College official.

**Note:** After any evacuation, report to your designated campus assembly point. Stay there until an accurate headcount is taken.

#### V.4.2 Explosion

In the event a mishap occurs such as an explosion or a downed aircraft (crash) on campus, take the following action:

- 1) Immediately take cover under tables, desks, and other objects that will give protection against falling glass or debris.
- 2) After the effects of the explosion and/or fire has subsided, notify the President or his designee. Give your name and describe the location and nature of the emergency.
- 3) If necessary, request that the building evacuation alarm should be sounded.
- 4) If the evacuation alarm or order is given orally, walk quickly to the nearest marked exit and ask others to do the same.
- 5) Assist the handicapped in exiting the building.
- 6) Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep the street, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- 7) If requested, assist emergency crews as necessary.
- 8) If a campus emergency command post is set up near the emergency site, keep clear of the command post unless you have official business.
- 9) Do not return to an evacuated building unless told directed by a College official.

**Note:** After any evacuation, report to your designated campus assembly point. Stay there until an accurate headcount is taken.

#### V.4.3 Fire

- 1) Know the location of fire extinguishers, fire exits, and alarm systems in your area and how to use them. Training and information is available from the Dean of Instruction and Center Directors.
- 2) If a minor fire appears controllable, immediately contact the Center Director or administrator on duty. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
- 3) If an emergency exists, request that the building evacuation alarm be sounded.
- 4) On large fires that do not appear to be controllable, immediately notify the Center Director or administrator on duty. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen. Do not lock doors!
- 5) If the evacuation alarm or the order is given orally, or the emergency exists, walk quickly to the nearest marked exit and ask others to do the same.
- 6) Assist the handicapped in exiting the building. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.



- 7) Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep the street, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- 8) If requested, assist emergency crews as necessary.
- 9) If a campus emergency command post is set up near the emergency site, keep clear of the command post unless you have official business.
- 10) Do not return to an evacuated building unless told directed by a College official.

**Notes:**

- 1) If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a signal for the rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews. Do not panic.
- 2) After any evacuation, report to your designated campus assembly point. Stay there until an accurate headcount is taken.

#### V.4.4 Psychological Crisis

A psychological crisis exists when an individual is threatening harm to himself/herself, or is out of touch with reality due to severe drug reactions or a psychotic break. A psychotic break may be manifested by hallucinations or uncontrollable behavior. If a psychological crisis occurs:

- 1) Never try to handle a situation you feel is dangerous on your own.
- 2) Notify the Center Director or the administrator on duty. Clearly state that you need immediate assistance, give your name, your location, and the area involved.
- 3) In extreme emergencies, it might also be necessary to immediately notify the correctional security personnel before or concurrently with notifying the Center Director.

#### V.4.5 Severe Weather/Tornado

##### Tornado Watch

A tornado watch means that conditions are favorable for tornadoes to form. Under this situation, close attention should be paid to changing weather conditions and listen for additional weather statements. When a tornado watch is posted, ISTC will be notified by the weather radio alert system. Upon notification, the President's secretary will notify the President, the Dean of Instruction, the Dean of Students and Support Services, the Dean of Administration, the Business Office Director, and the Personnel Director.

Upon notifications, the Dean of Instruction will notify:

The Dean of Students and Support Services

- Who will notify all Technical Programs on the Main Campus
- All Main Campus Support Services Personnel

The Dean of Administration

- Who will notify all Business Office employees
- All maintenance personnel

The Associate Dean of Instruction

- Who will notify all personnel at Draper/Staton , Bibb, and L.I.F.E. Tech

The Center Director at Tutwiler

- Who will notify all personnel at that Center

**Tornado Warning**

A tornado warning is issued when a tornado has been observed either visually or on radar. The warning is issued for a particular area and immediate action is required. A tornado generally moves at 20 to 60 miles per hour forward speed so warning time is critical. When a tornado warning is received by the radio alert system, the same notification system listed above should be followed. When a tornado warning is cancelled, the same notification procedure should be followed.

If any damage or injuries result from a tornado or damaging winds, notify the Center Director or administrator on duty. If after hours, notify the President. An accident report form should be completed by the instructor or supervisor of each area affected, even if no person was injured.

Certain areas at each ISTC Center have been designated as wind and tornado safety areas. This does not mean of course that these areas are invulnerable, but that they have been identified as the safest area for emergency gathering with little or no notice. Employees at each Center should be familiar with where these sites are located. When there is absolutely no warning at all, the situation then becomes similar to an explosion and should be handled accordingly by seeking instant shelter under a desk or table away from flying glass, etc.

#### V.4.6 Utility Failure

- 1) In the event of a major utility failure occurring during regular working hours (7:00 am through 3:30 pm, Monday through Friday) immediately notify the Center Director or the administrator on duty.
- 2) If there is a potential danger to building occupants, or if the utility failure occurs after hours, weekends, or holidays, notify the President.
- 3) If requested, assist emergency crews as necessary.
- 4) If a campus emergency command post is set up near the emergency site, keep clear of the command post unless you have official business.
- 5) Do not return to an evacuated building unless directed by a College official.

#### Additional Information and Procedures

Always follow steps “1” and “2” above whenever the following emergencies arise.

##### *Electrical/Light Failure:*

Certain areas or rooms will become very dark without electrical lighting, some even in the day. Therefore, employees in a darkened area should leave that location for some campus site where lighting is available until the problem is corrected. It is never advisable for employees to sit in a dark area alone with students. Have students report to their headcount stations and remain there until a solution is found. Employees who routinely work at night in ISTC buildings (for example, some academic classes or GED may meet at night) are advised to have flashlights handy and to keep portable radios accessible for emergencies.

##### *Plumbing Failure/Flooding:*

Cease using all electrical equipment. Notify the Center Director. If necessary, vacate the area.

##### *Ventilation Problem:*

If smoke or odors come from the ventilation system, immediately notify the Center Director or administrator on duty, and if necessary, vacate the area.

#### V.4.7 Violent or Criminal Behavior

- 1) Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
- 2) If you are a victim of or a witness to an on-campus offense, avoid risks.

- 3) Promptly notify the Center Director or administrator on duty as soon as possible and report the incident, including the following information:
  - a. Nature of the incident
  - b. Location of the incident
  - c. Description of person(s) involved
  - d. Description of property involved
- 4) If you observe a criminal act, notify the Center Director or administrator on duty.
- 5) Assist emergency personnel if asked.
- 6) Should gunfire or discharged explosives hazard the campus, you should take cover immediately. After the disturbance is over, seek emergency first aid, if necessary.
- 7) What to do if you are taken hostage:
  - a. Be patient. Time is on your side. Avoid drastic action.
  - b. The initial 45 minutes are the most dangerous. Follow instructions. Be alert and stay alive. The captor is emotionally imbalanced. Don't make mistakes, which could hazard your well-being.
  - c. Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times, if possible, but do not stare. Treat the captor with respect. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
  - d. Be observant. You may be released or escape. The personal safety of others may depend on your memory.
  - e. Be prepared to answer the police or correctional security officers on the phone. Be patient, wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captor(s) in all probability do not want to harm person held by them. Such direct action further implicates the captor in additional offenses.
  - f. The captor(s) may be trying to facilitate an escape plan with a hostage. If the captor(s) do not get away from the compound, they may surrender the hostage when it becomes obvious that no other solution will avoid a direct assault by the armed security forces.

#### V.4.7.5 Terrorist Threat

In the event of a terrorist threat at the college, the President or his designee will be notified. On duty Department of Corrections officers and local civil agencies will be alerted. Campus center directors and senior staff will be briefed. Evacuation of the college centers will be announced by the President or his designee. When ordered to do so, all employees will vacate the affected campuses. Students will be evacuated by Department of Corrections' officers. Police, fire and emergency medical response organizations have obvious roles in response to these types of threats. Local firefighter and other emergency agencies (first response) have plans for mitigating the effects of terrorist threats once on the scene. Their direction should be followed.

#### V.4.9 Media Relations

The College has two rules to observe in crisis situation, which are most basic:

- 1) Only authorized spokesperson will meet with the media.
- 2) Only factual information is released; no speculation is to be offered.

#### V.4.10 Media Relations Guidelines

- 1) All administration and other employees of ISTC are notified to report all emergencies directly to the President or his designee and not to the media.
- 2) The President is kept fully informed about any emergency situation and he is the only person authorized to speak for the College. If a spokesperson is appointed by the President, he/she may speak for the College to the media after coordinating information releases with the President.

A caution about even routine, non-emergency requests for information by the media:

ISTC publishes a newsletter, a catalog, a student handbook, Institutional Advisory Board reports, recidivism studies, and many other public documents, which have a large distribution in Alabama and elsewhere. A media person who contacts an employee requesting any of these items (that person) must be referred to the President. The President himself must consider requests for information contained in these collective documents or others because such statements might be interpreted as policy.

## Evacuation Procedures

### VI.1 Building Evacuation-Floor Plans

- a) All building evacuations will occur when an alarm sounds, actually a series of short tones through the intercom system, at the Main Campus and at Draper-Staton Center. The Tutwiler Center uses a voice command system because the headcounts are not always outside. Personal voice commands may also be used either concurrently, or instead of, depending on the incident.
- b) When it is understood that a building is to be evacuated, leave through the nearest marked exit and alert others to do the same. Evacuation routes and wind/tornado shelter areas may be found posted in each classroom or laboratory wall near the door.
- c) Assist the handicapped in exiting the building!
- d) Once outside, proceed to a clear area that is at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and personnel.
- e) Do not return to an evacuated building unless directed by a College official.

**Important:** After any evacuation, report to your designated assembly point. Stay there until an accurate headcount is taken.

### VI.2 Center Evacuation

- a) Evacuation of a Center's grounds will be announced by the President, his designee, or the Center Director.
- b) When ordered to do so, all employees and student will vacate the area.

### VI.3 Emergency Evacuation Procedure-Severe Weather

All faculty and staff are urged to refer to the text definition (section V.4.5) of a tornado watch/warning. The following steps are advised in case of an actual tornado watch, warning, and/or severe thunderstorm occurrence. Once Ingram's departmental heads and the Department of Corrections security personnel have been notified of a tornado watch or warning, a special bell will ring (six sharp, continuous bell tones with three second intervals of the school's bell system) to alert students, faculty, and staff to prepare to undergo emergency procedures.

If a tornado watch is in effect, students will assemble at their respective rally points, and after all students are accounted for, a decision will be made (Ingram's administrative staff and

DOC personnel) to prepare students to return to their respective correctional facilities or seek shelter on the campus grounds.

## Main Campus

### *Tornado Warning;*

- a) If conditions are favorable for a tornado and time does not permit students to be transported to their respective correctional facilities, instructors will direct students to seek shelter in the *Murry C. Gregg Learning Resource Center meeting hall*. Instructors will be notified by the **administration** regarding the order in which they are to escort their students to the resources center (preferably shops that are farthest away from the resources center will begin the procession.)
  1. Shop instructors and DOC personnel **will** remain in the resource center meeting center with all students.
  2. All remaining Ingram faculty and staff (especially females) will assemble in the main hallway away from all exterior glass windows and/or doorways.
- b) In the event conditions are favorable for a tornado, and time does permit students to return to their respective correctional facilities, Ingram's staff and DOC personnel will work together to ensure that the students are transported in a timely manner. First, all Frank Lee Work Release students will line up at the side gate to return to the facility. Secondly, all Draper, Staton, and Elmore students will be loaded on their respective buses and transported back to their facilities.
  1. All Ingram's staff and faculty will remain at their respective duty stations for further instructions.

## Draper-Staton Center

### *Tornado Warning*

- a) If conditions are favorable for a tornado and time does not permit students to be transported to their respective correctional facility, shop instructors will direct student to seek shelter in a pre-designated area within their shops
  - 1) All Special Services and all other students in portable classrooms and/or not assigned to a shop will be escorted by their instructors to the hallway in the main building and received by DOC personnel and designate Ingram (male) staff.

- 2) The female staff will assemble in a pre-designated area (Admin Area Copy Room) away from exterior glass and doorways.
- b) If conditions are favorable for a tornado and time does permit students to be escorted to their respective correctional facility, all instructors will follow procedures for preparing students for their return.
  - 1) All Ingram's staff and faculty will remain at their respective duty stations for further instructions.

### Tutwiler Campus

#### *Tornado Warning*

- a) If conditions are favorable for a tornado and time does not permit students to be escorted to Tutwiler Correctional Facility, shop instructors will direct students to seek shelter in a pre-designated area within their shops.
  - 1) All Special Services, College Prep, and ABE students in portable classrooms or vulnerable severe weather areas who are not assigned to a shop, will be escorted by their instructors to the hallway in the main building.
  - 2) The remaining Ingram staff will assemble in a pre-designated area away from exterior glass and doorways
- b) If conditions are favorable for a tornado and time does permit students to be escorted to Tutwiler Correctional Facility, all instructors will follow normal procedures for preparing students for their return
  - 1) All Ingram's faculty and staff will remain at their respective duty stations for further instructions.

**Note:** In case of extreme emergencies, and time does not permit students, faculty, and staff to seek shelter in the above-mentioned areas, all Ingram employees and students should seek immediate shelter or cover under a desk or table away from flying glass, etc.

### VI.4 Emergency Evacuation Procedure-Fire

In an effort to make Ingram State Technical College campuses as safe as possible for both students and employees, the following procedures have been implemented for fire exit drills within the College's safety plan. These drills are to prepare students, faculty, and staff for departing buildings during a fire or other emergencies. They also serve to identify building related problems with departure routes and fire alarm systems.



A fire drill will be conducted at least once per semester at each campus. All students, faculty, staff, and guests are required to participate in the fire exit drills. A series of six (6) sharp bell tones with three-second intervals will signal the beginning of a fire drill.

When a fire alarm signal is heard, each person should immediately make his or her way to the nearest exit and meet at his or her pre-designated rally point. The rally points for each campus/center are as follows:

**Main Campus:**

- a) Student's rally point will be located at their respective headcount area in the campus courtyard.
- b) Ingram employees (male) will assist the Department of Corrections personnel with students in the campus courtyard.
- c) Ingram employees (female) will assemble on the College's front lawn.

**Draper-Staton Center:**

- a) Students' rally point will be located in the campus courtyard. Students will be assembled in accordance to their respective correctional facility.
- b) Ingram employees (male) will assist the Department of Corrections personnel with students in the campus courtyard.
- c) Ingram employees (female) will assemble at the College's front gate entrance.

**Tutwiler Center:**

- a) Students' rally point will be located near the Tutwiler Center's side entrance. Students will be assembled in accordance to their respective class or shop.
- b) Ingram employees (office and administrative) will assemble near the front gate.
- c) A brief check of the building will be conducted to determine compliance with fire exit drill procedures.
- d) At the conclusion of the drill, an "All Clear" signal will be given, and participants may return to the building.

**VI.5 Evacuation-Floor Plans**

In Appendices G, H, and I are the floor plans for the ISTC facilities. A copy of these plans is in place in the appropriate rooms and buildings on each facility. **Note:** A document published

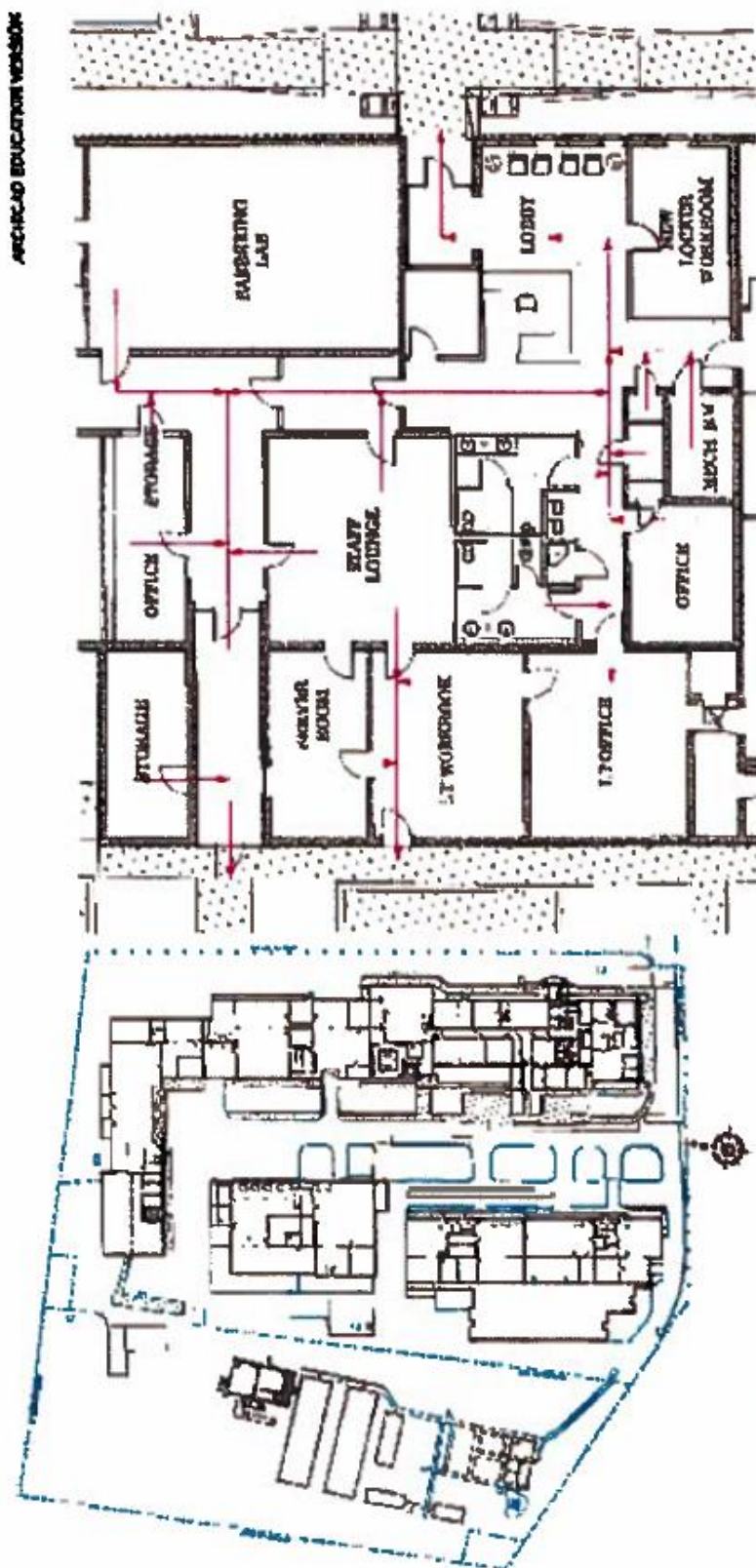
under separate cover title “Emergency Evacuation Plans” is provided to each employee to have as a handy safety reference.

Emergency Evacuation Plans-Main Campus

*Plan Index*

- 1) Lobby
- 2) Office (Administrative Area)
- 3) Barbering Lab
- 4) Barbering Classroom
- 5) Computer Lab
- 6) Tutorial Lab
- 7) E-Learning Center
- 8) Academic Classrooms
- 9) Concourse (Conference/Offices/Human Resources)
- 10) Cabinetmaking
- 11) Carpentry
- 12) CDL/NCCER Classroom
- 13) Automotive Mechanics
- 14) HVAC
- 15) Marine Technology
- 16) Industrial Systems Technology
- 17) Welding

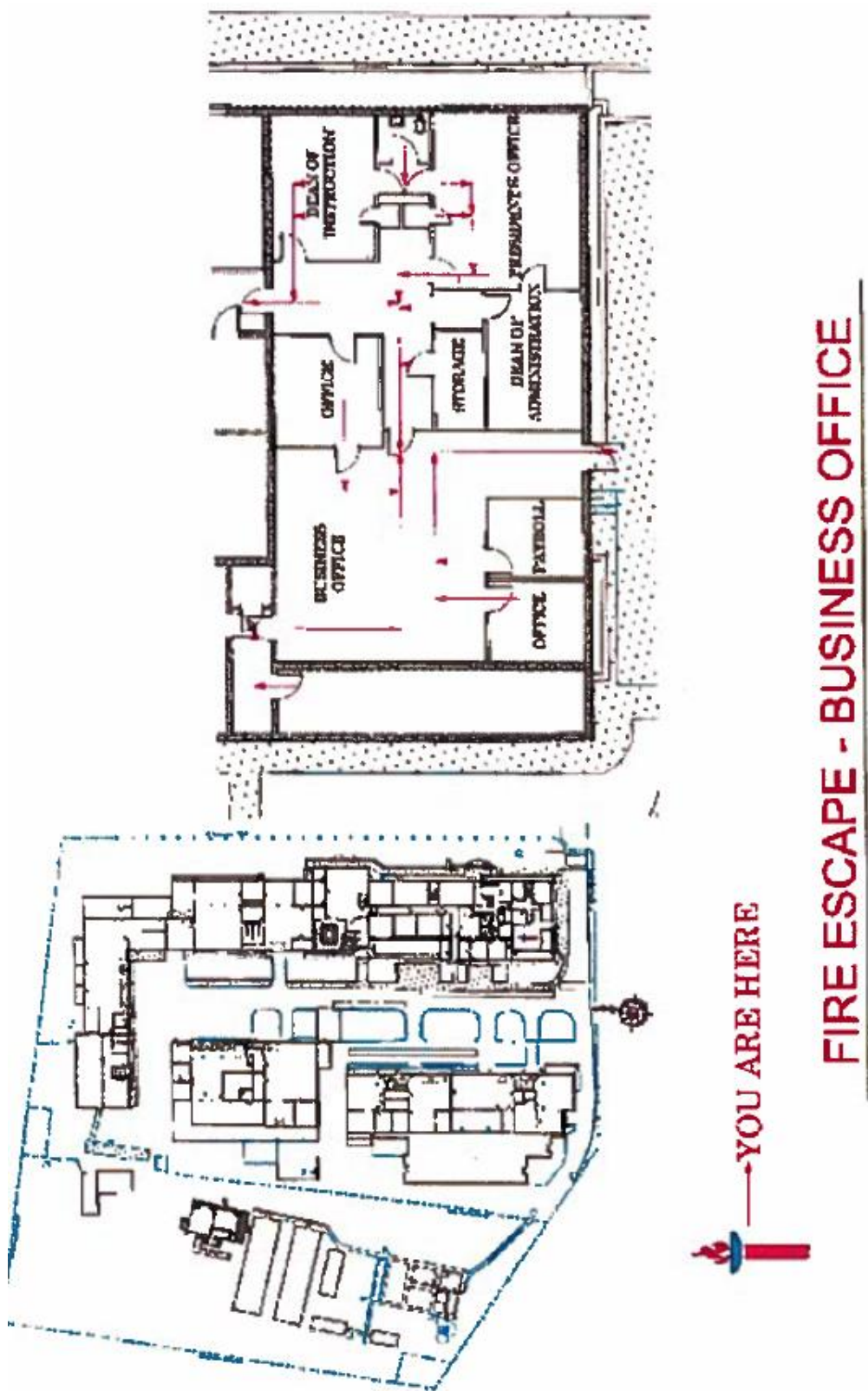
Main Campus Lobby Emergency Evacuation Plan



→ YOU ARE HERE

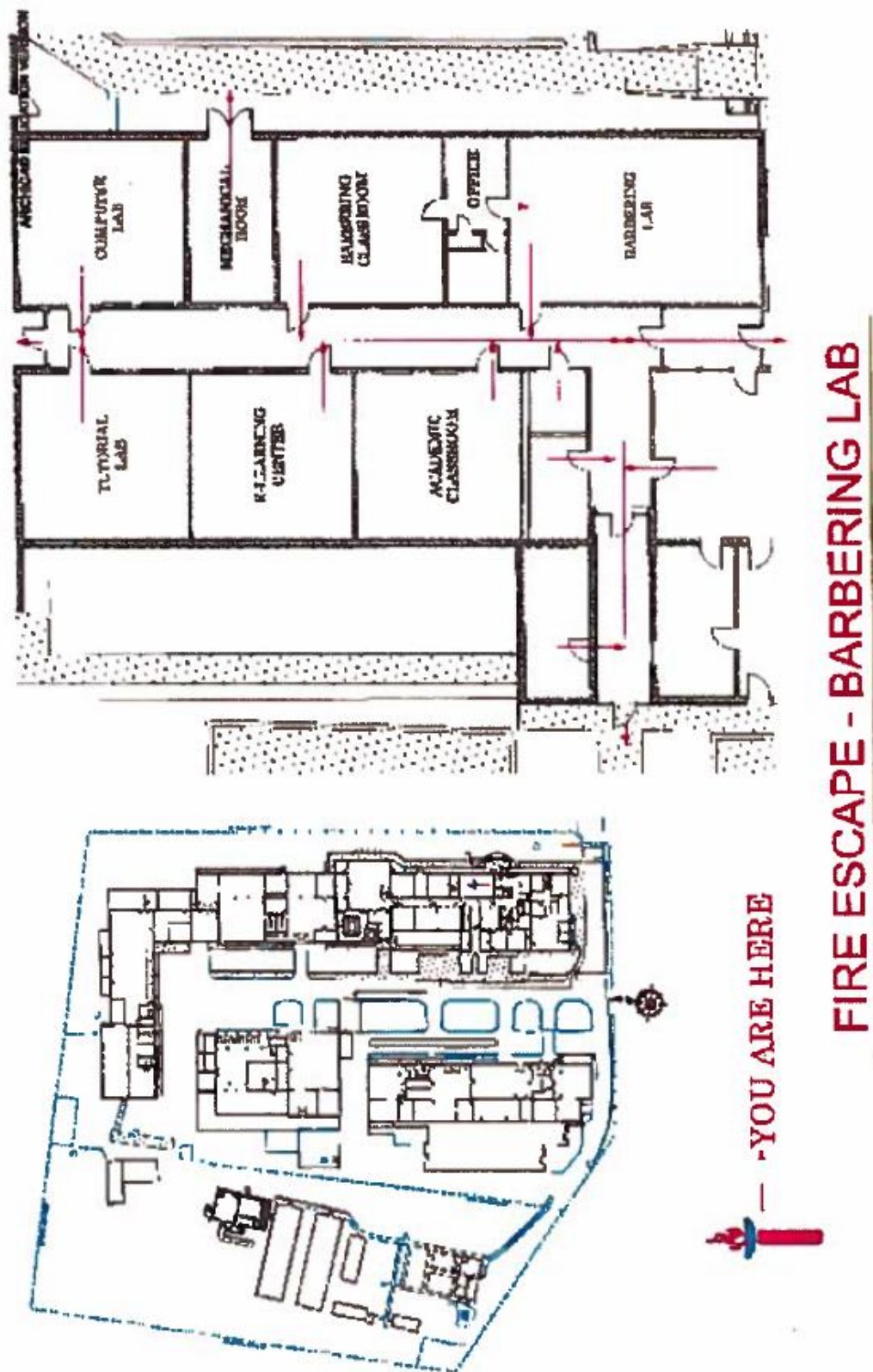
FIRE ESCAPE - LOBBY

Main Campus Office (Administrative Area) Emergency Evacuation Plan

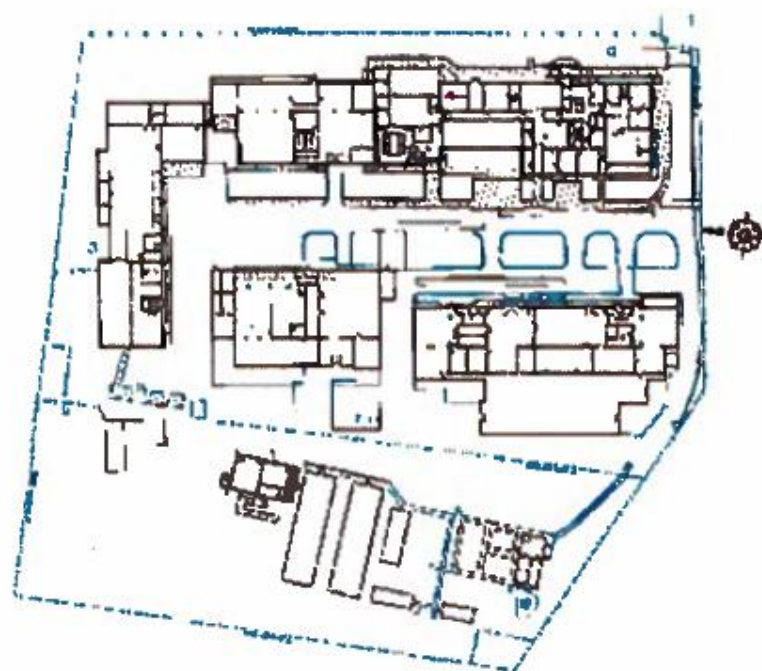
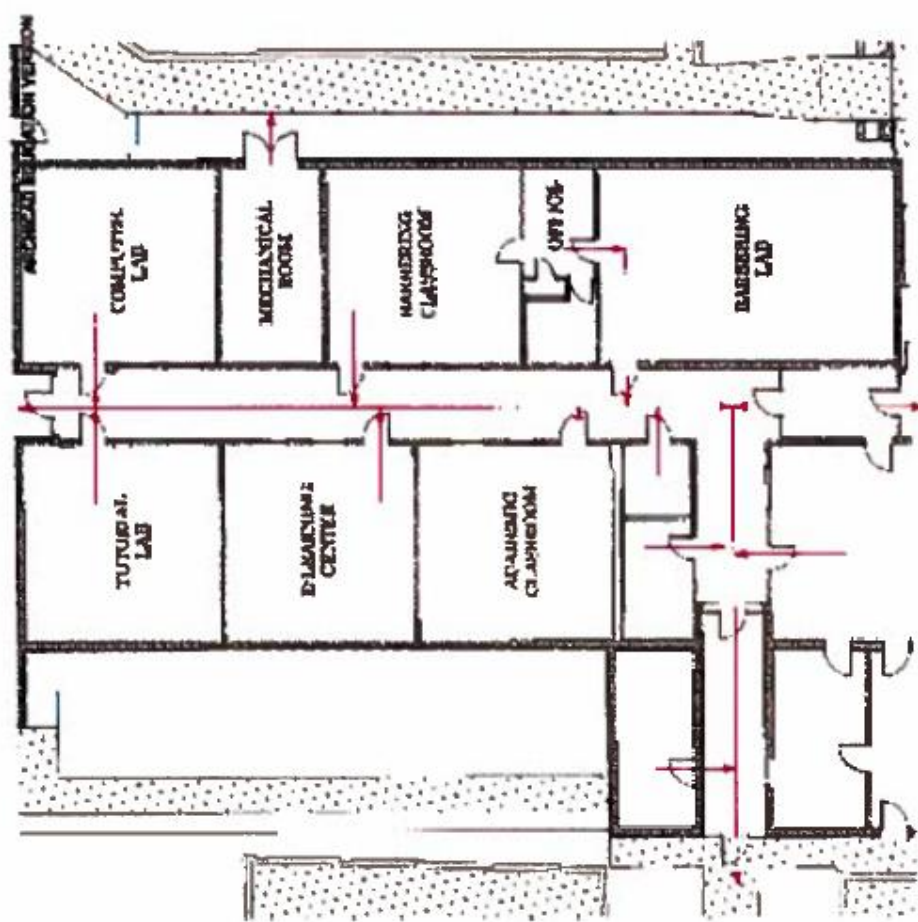




Main Campus Barbering Lab and Classroom Emergency Evacuation Plan

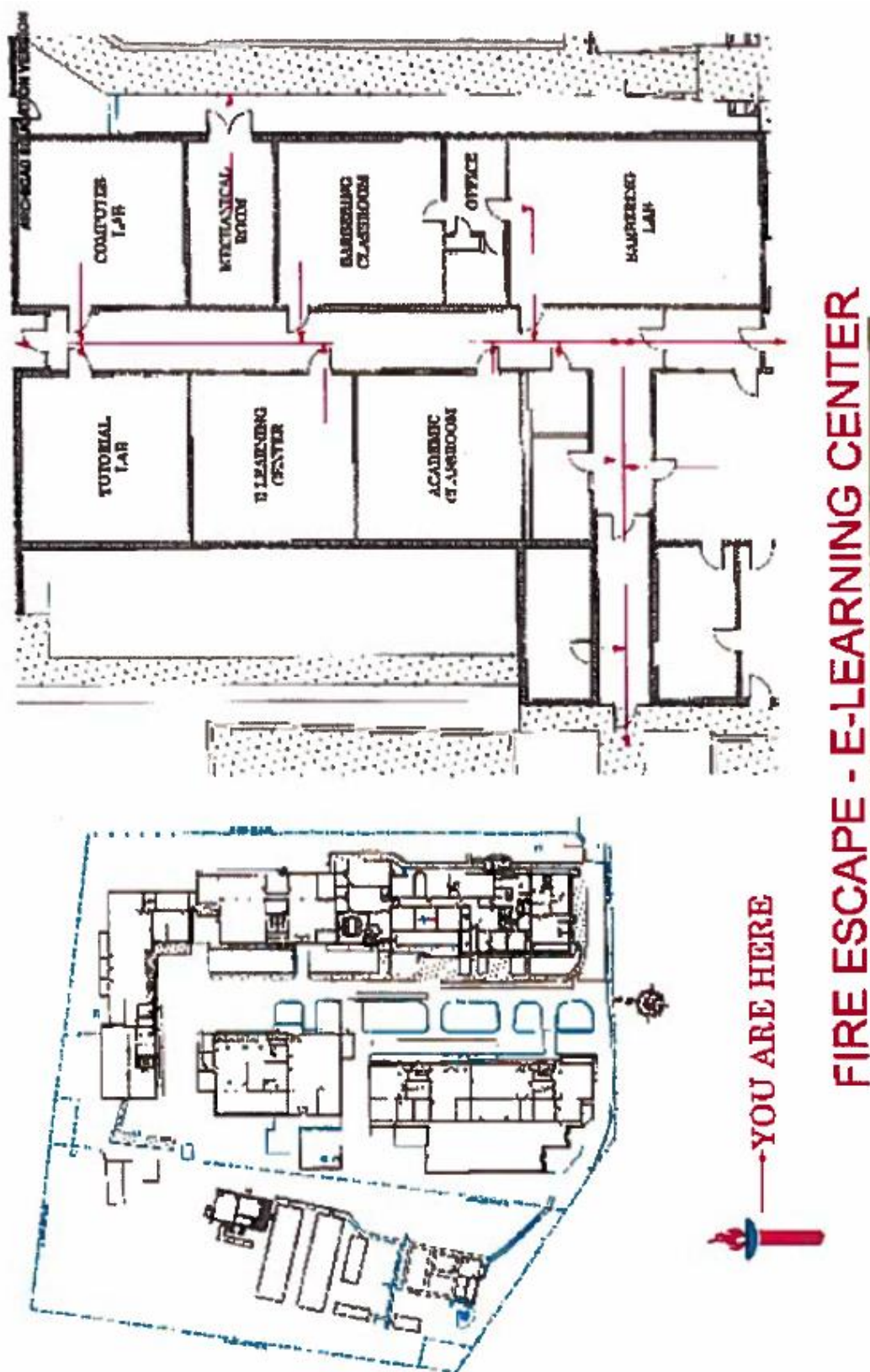


Main Campus Computer Lab and Tutorial Lab Emergency Evacuation Plan



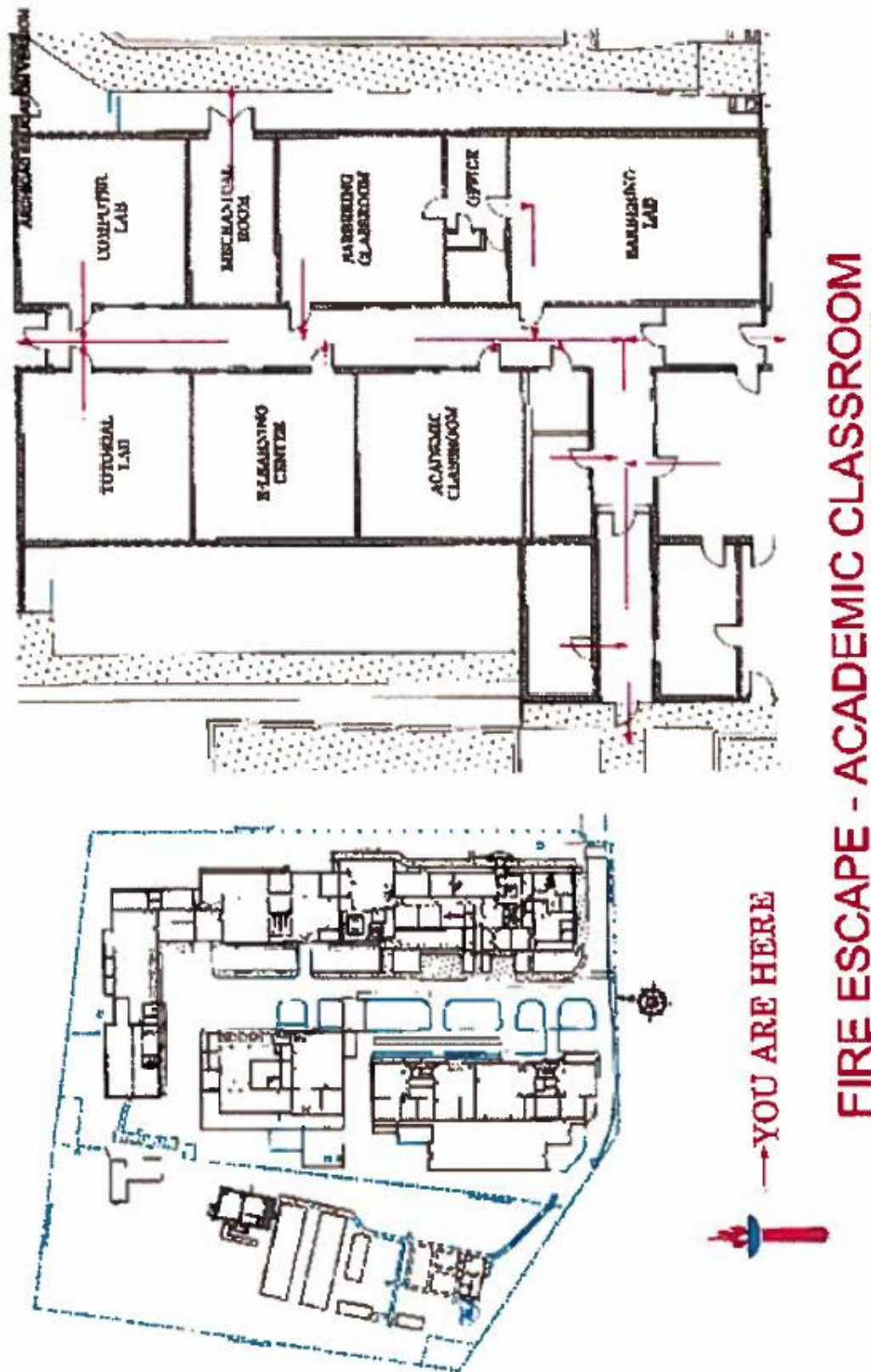
**FIRE ESCAPE - COMPUTER LAB**

Main Campus E-Learning Center Emergency Evacuation Plan

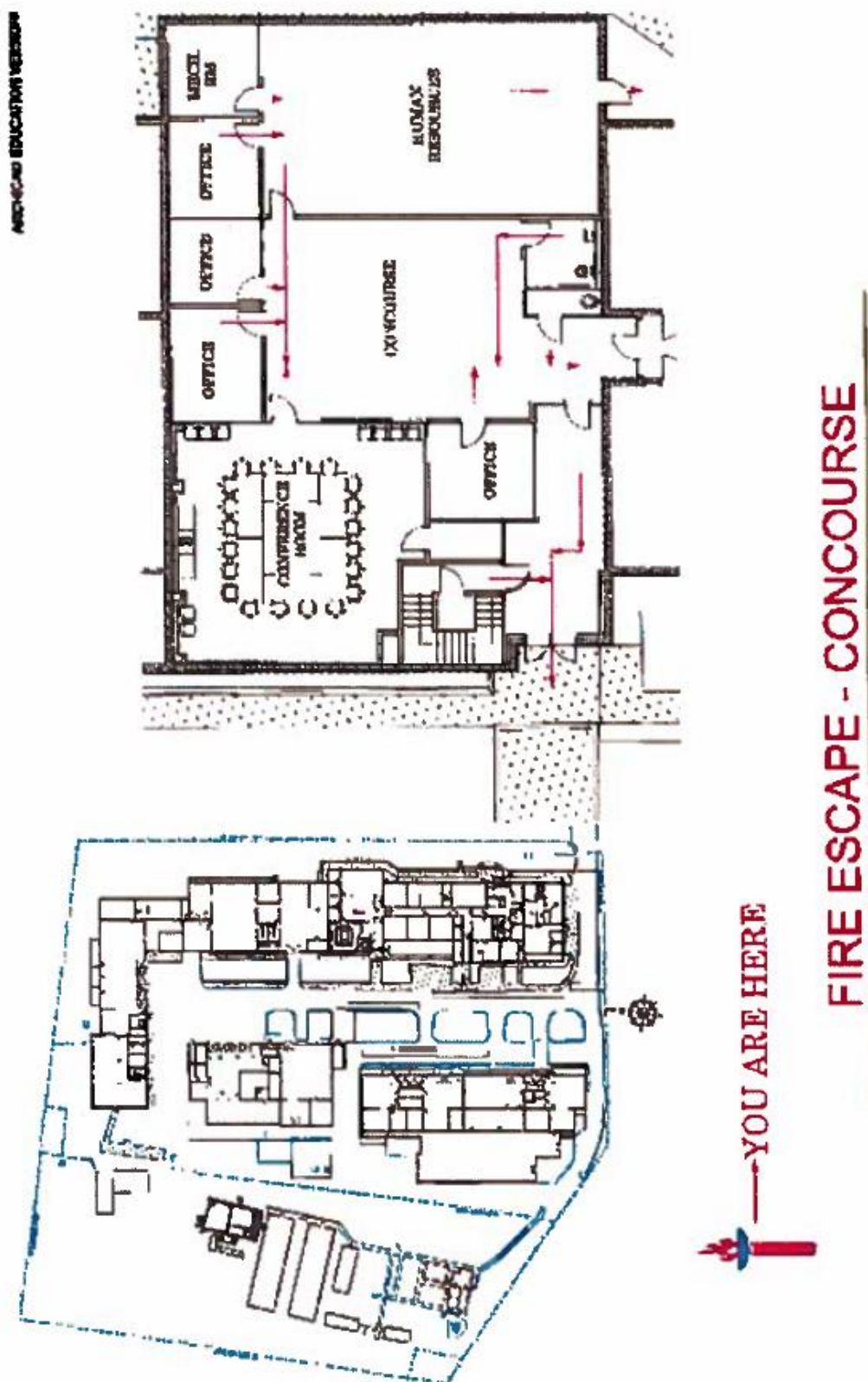




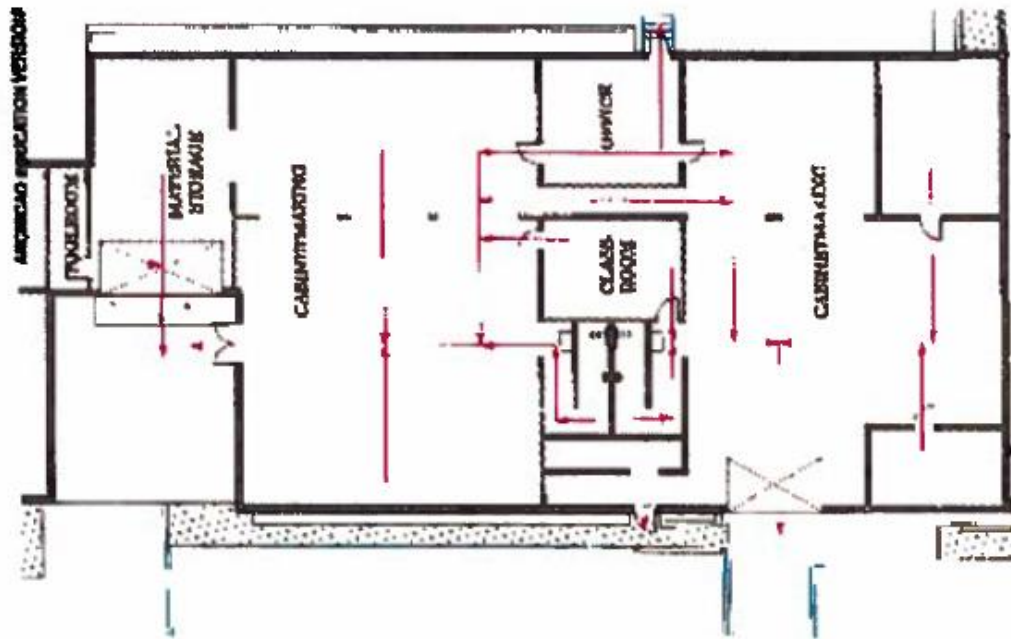
Main Campus Academic Classrooms Emergency Evacuation Plan



Main Campus Concourse (Conference/Offices/Human Resources) Emergency Evacuation Plan



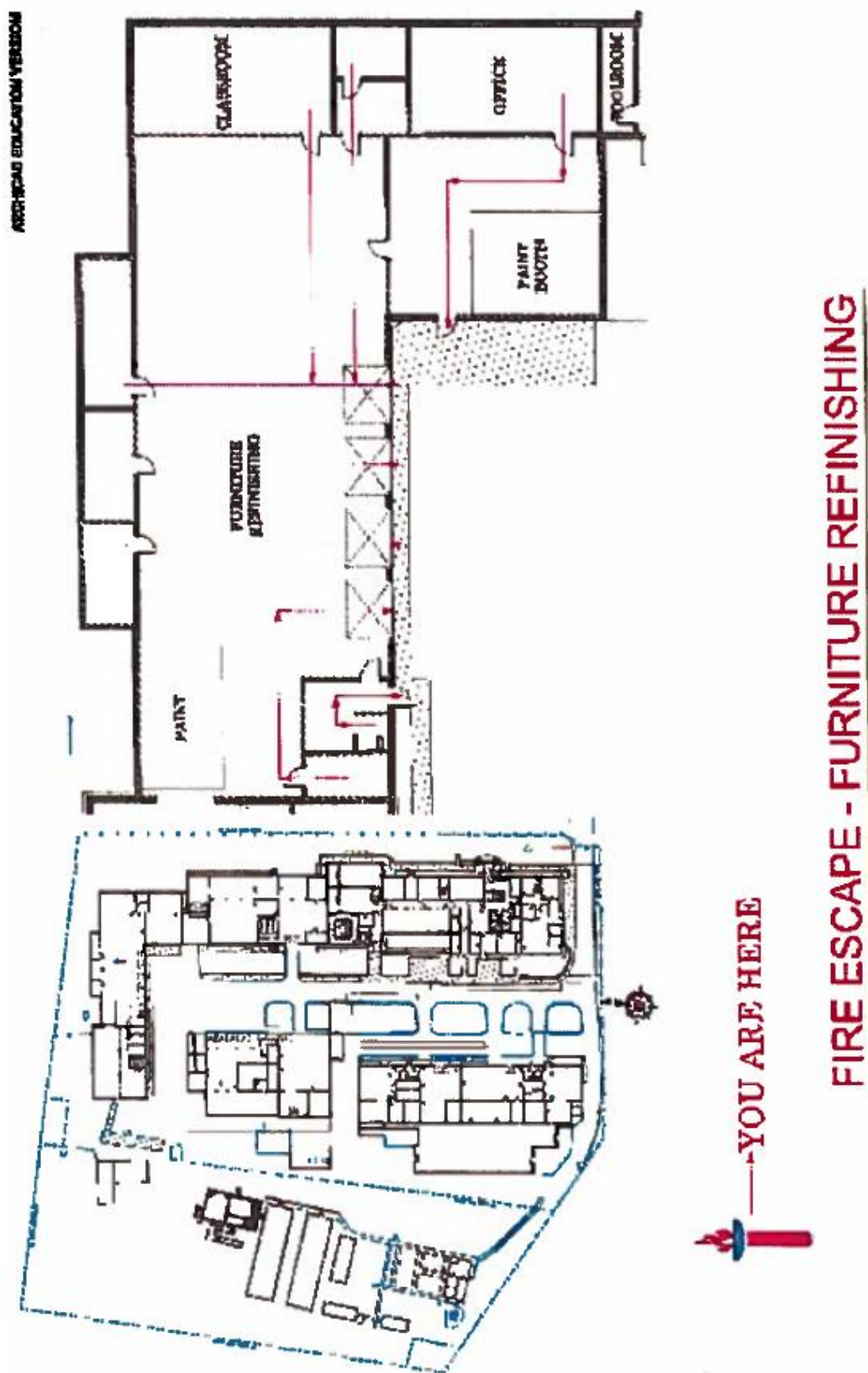
Main Campus Cabinetmaking Emergency Evacuation Plan



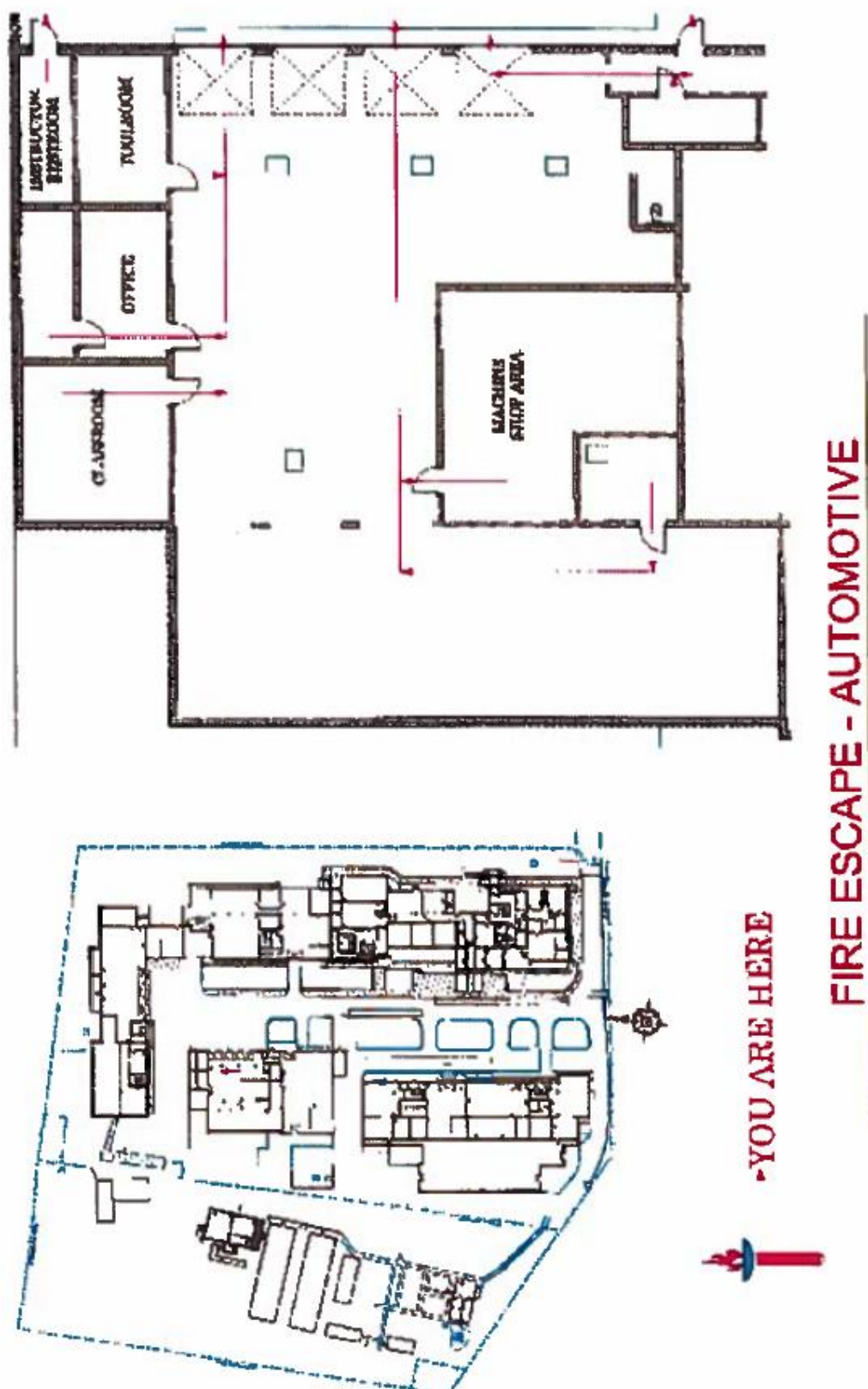
**FIRE ESCAPE - CABINET MAKING**



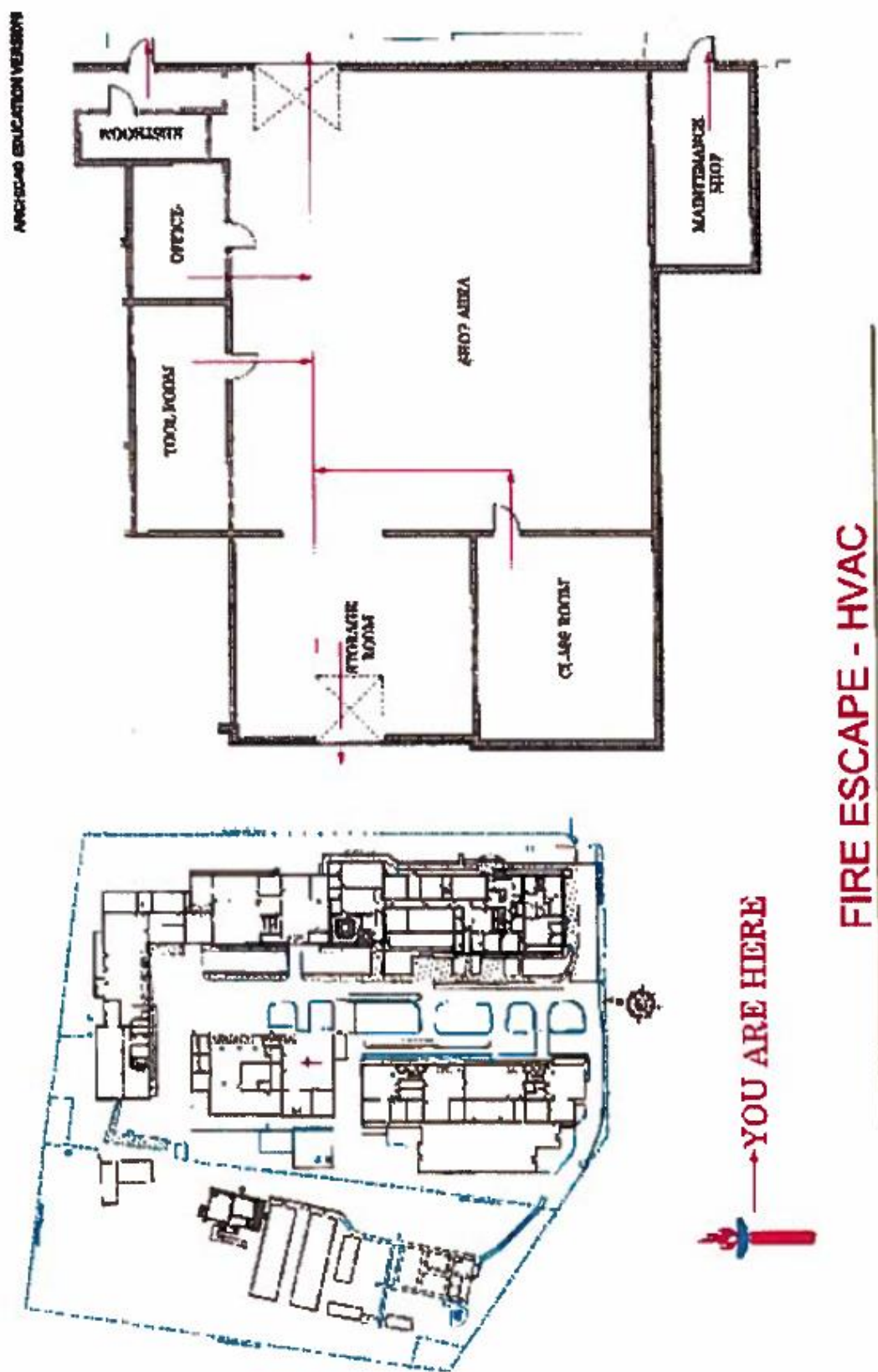
Main Campus Carpentry Emergency Evacuation Plan



Main Campus Automotive Mechanics Evacuation Plan

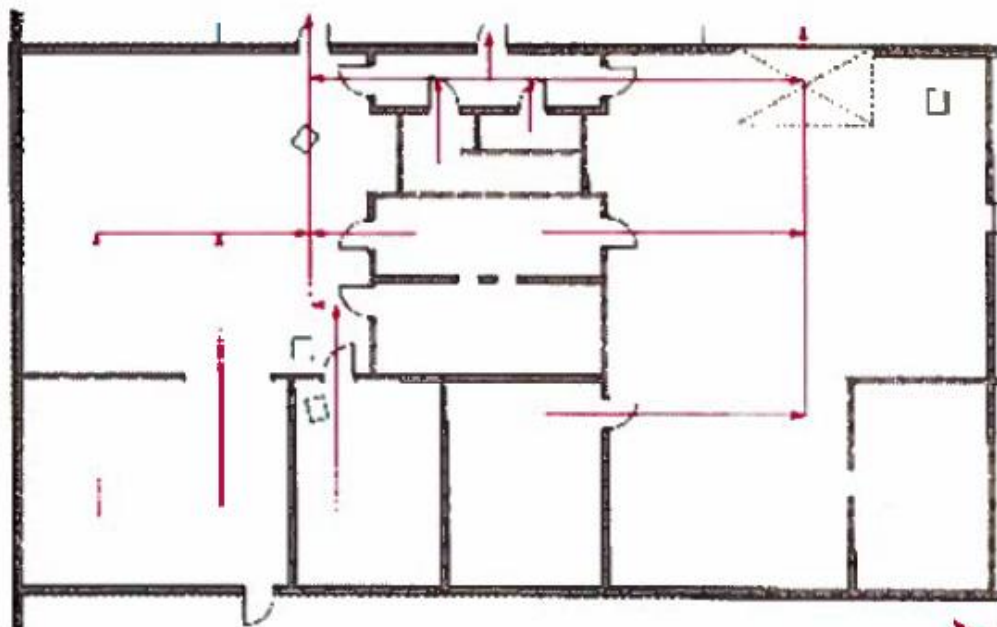


Main Campus HVAC Emergency Evacuation Plan



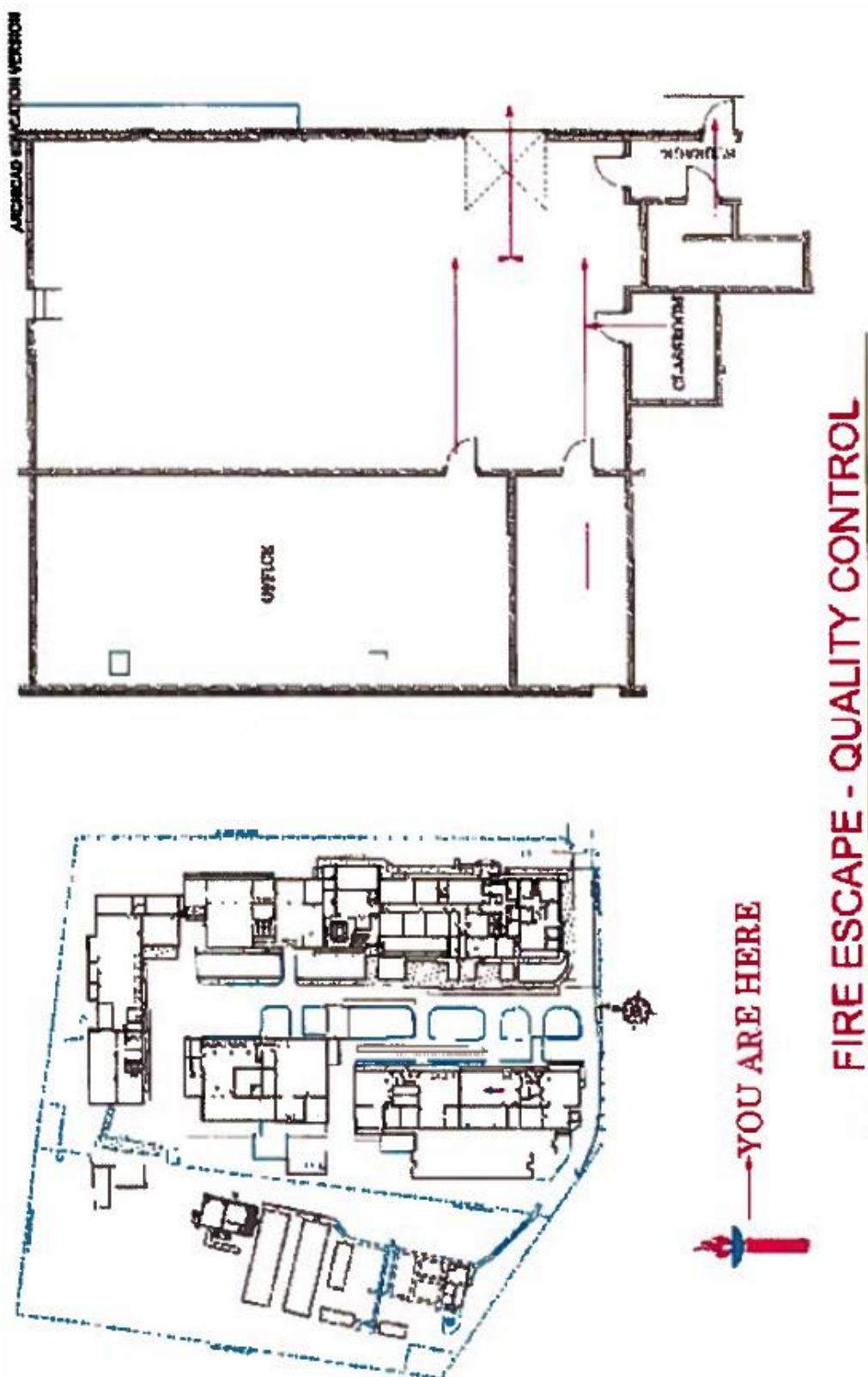


Main Campus Marine Technology Emergency Evacuation Plan



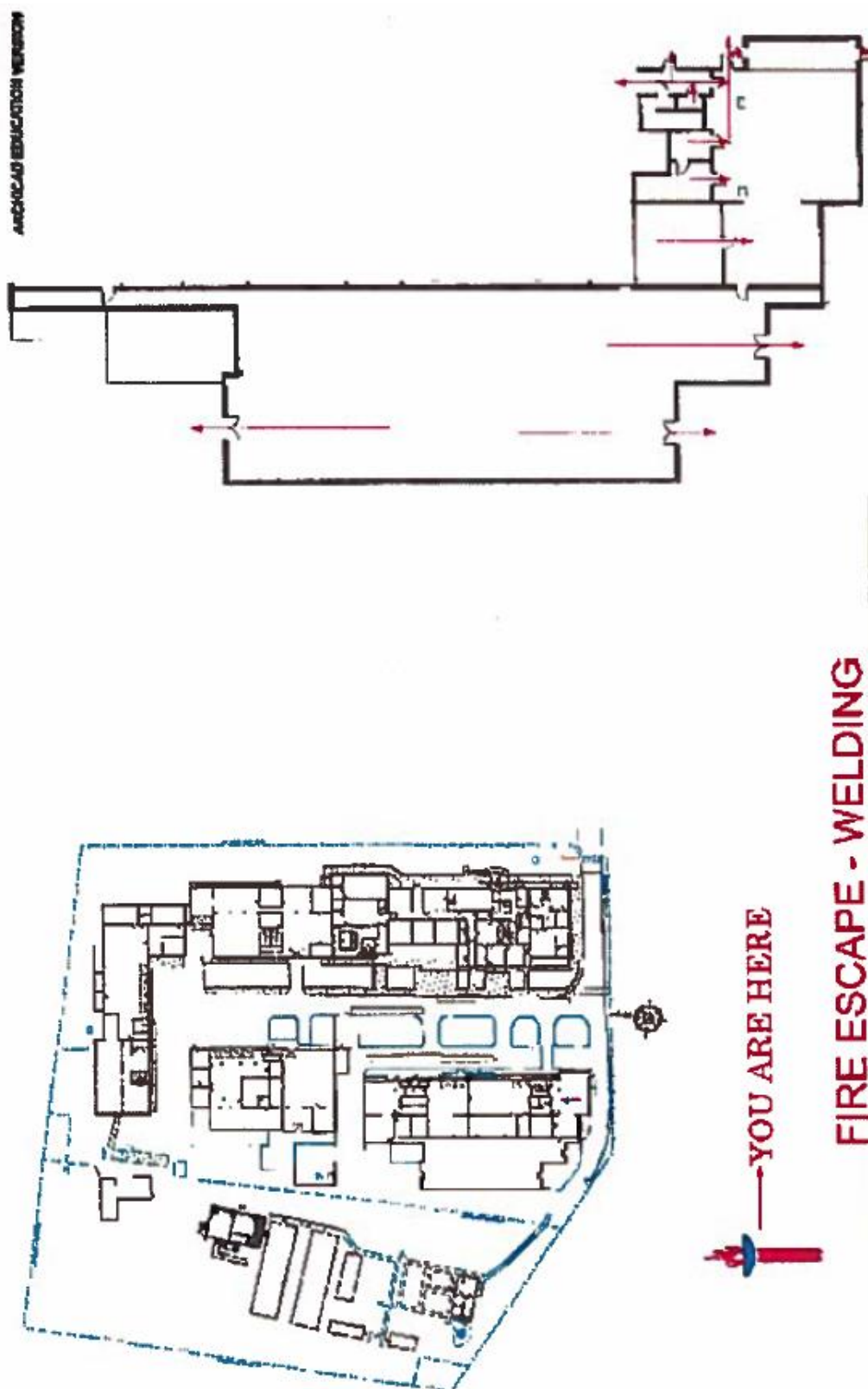
**FIRE ESCAPE - FURNITURE UPHOLSTERY**

Main Campus Quality Control Center Emergency Evacuation Plan

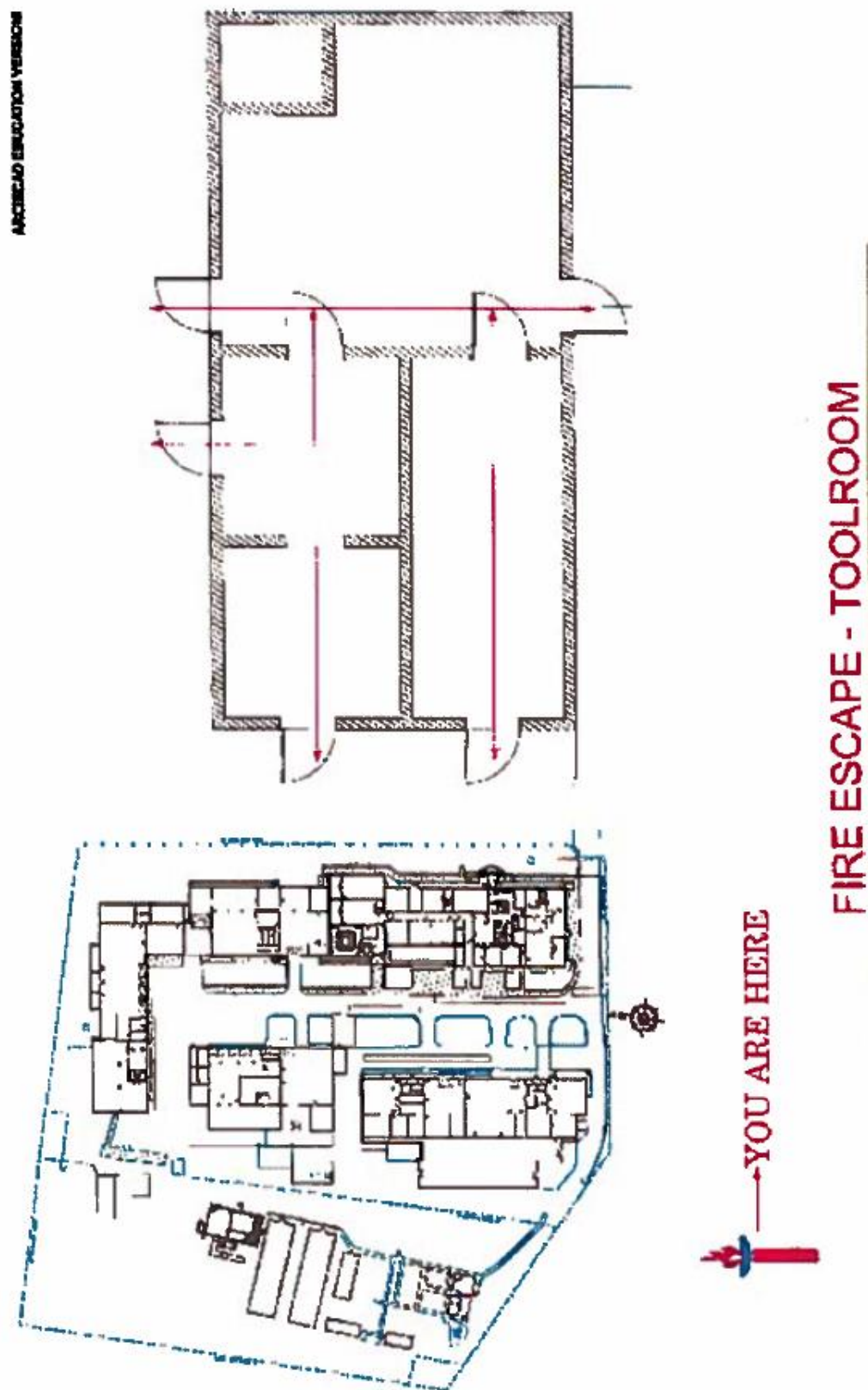




Main Campus Welding Emergency Evacuation Plan



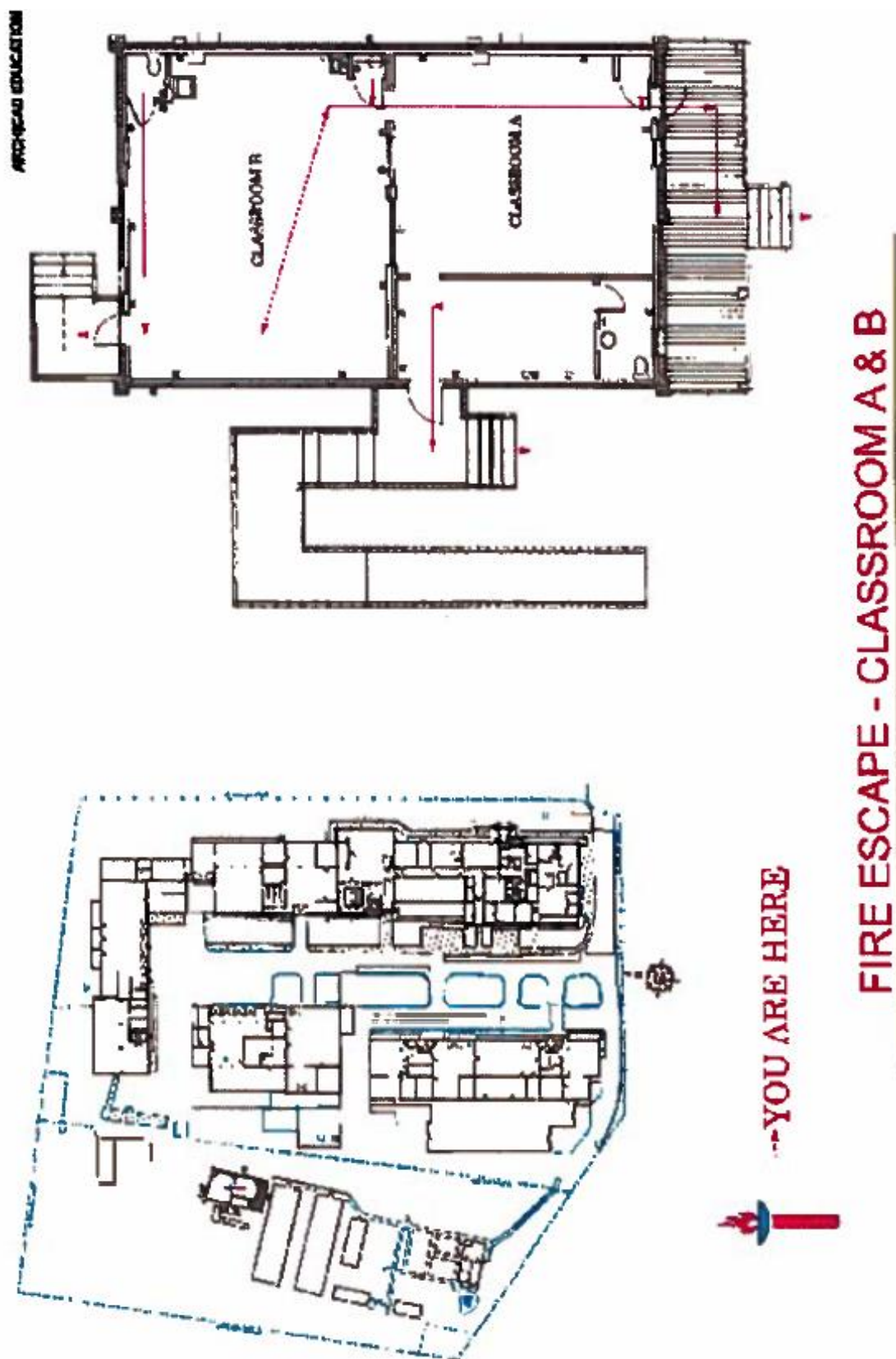
Main Campus Tool Room - Horticulture Shop Emergency Evacuation Plan



Main Campus Horticulture (Greenhouse 1-3 and Propagation) Emergency Evacuation Plan



Main Campus Horticulture Classroom A & B Emergency Evacuation Plan



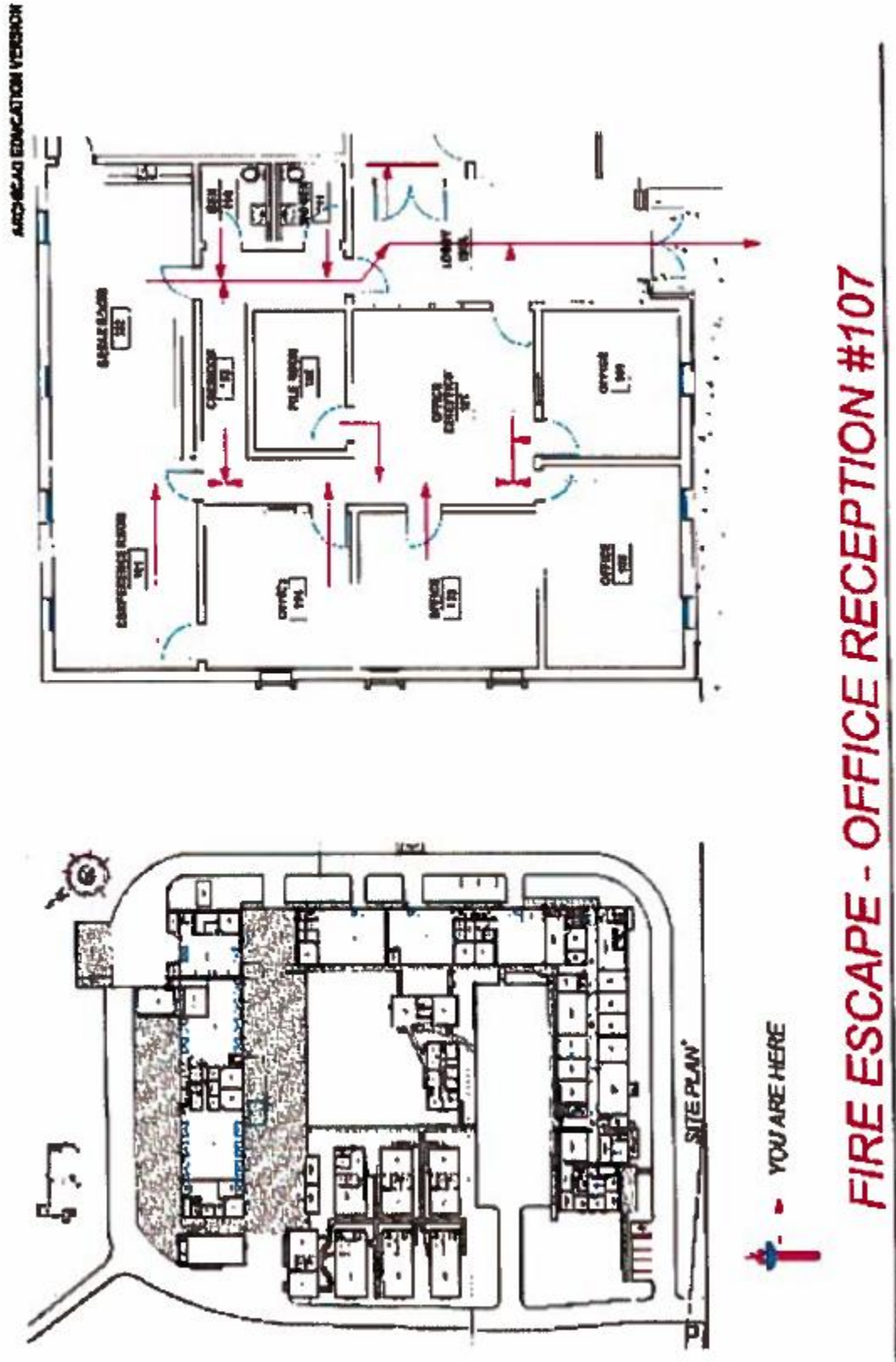
Emergency Evacuation Plans-Draper/Staton Center

*Plan Index*

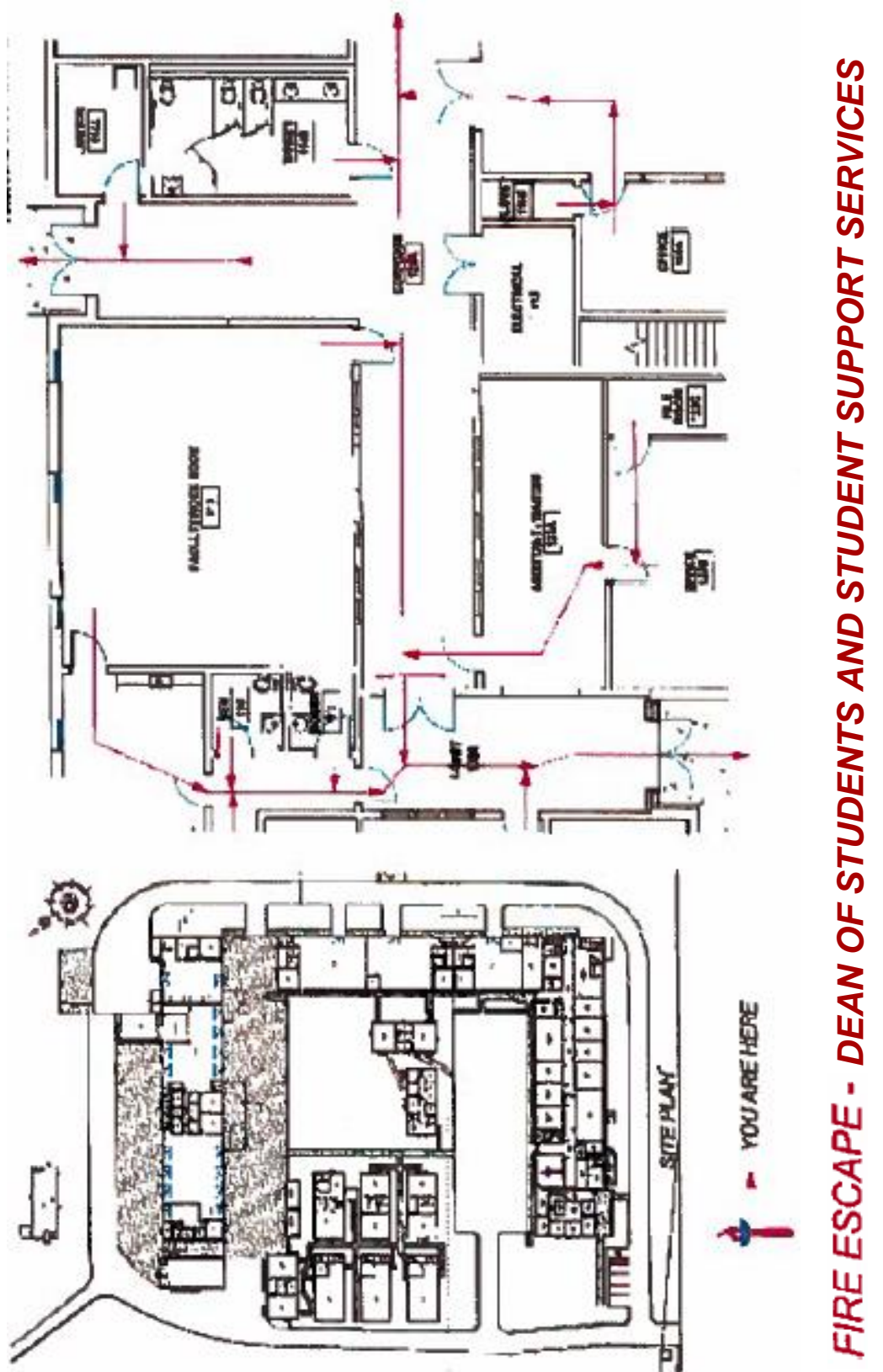
- 1) Office/Reception
- 2) Office (Dean of Students and Student Support Services)
- 3) Faculty Work Room
- 4) Student Services
- 5) Student Services - Clerical
- 6) Academic Classrooms (130-132)
- 7) Computer Lab
- 8) E-Learning Center
- 9) Logistics
- 10) Barbering
- 11) Electrical
- 12) HVAC
- 13) Masonry
- 14) Welding
- 15) Auto Body Repair
- 16) Diesel Mechanics
- 17) Plumbing
- 18) Special Education Services Classrooms (144 – 157) and GED Testing Center



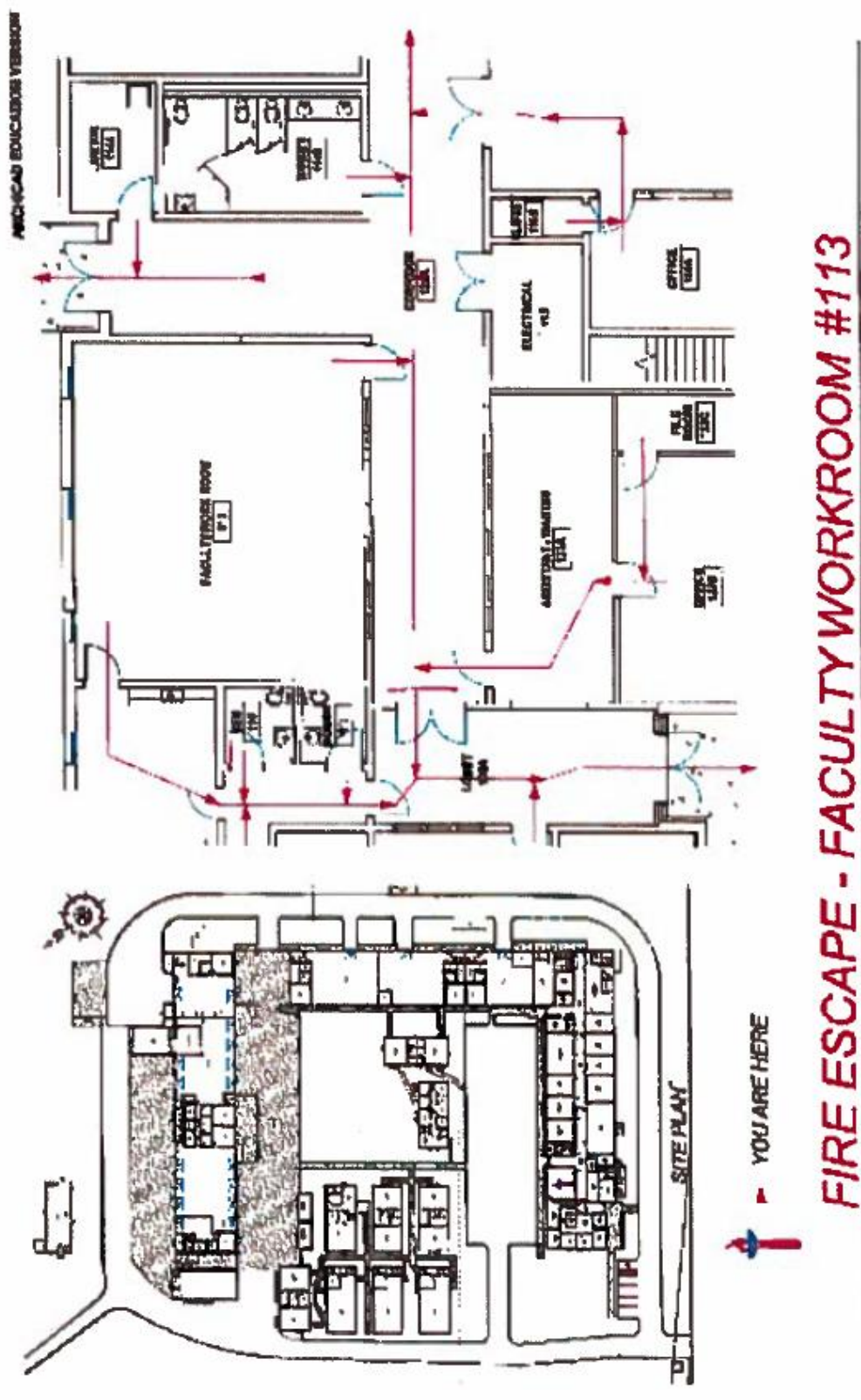
D-S Lobby / Reception (Administrative Area) Emergency Evacuation Plan



D-S Office (Dean of Students and Student Support Services) Emergency Evacuation Plan



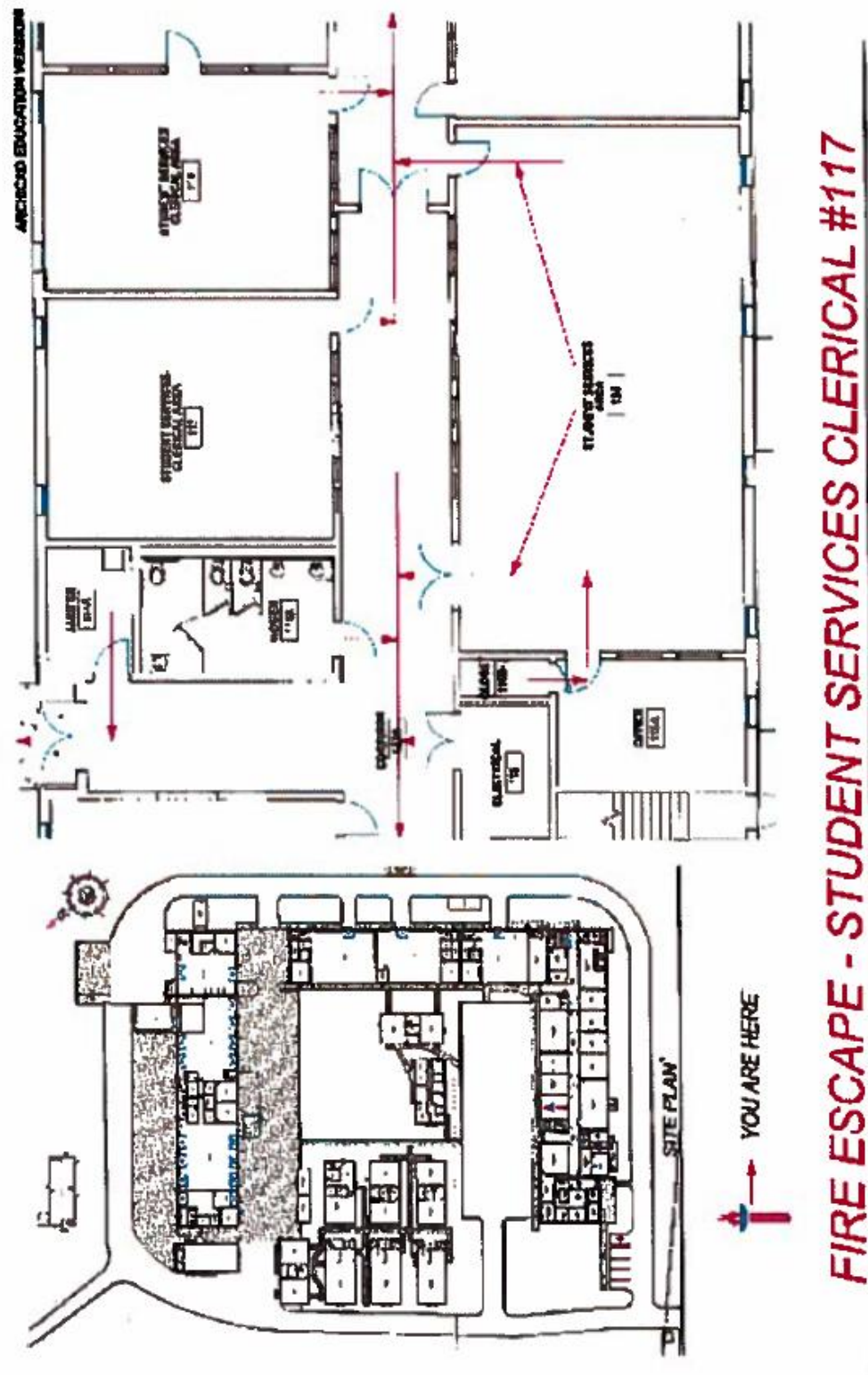
## D-S Faculty Work Room Emergency Evacuation Plan



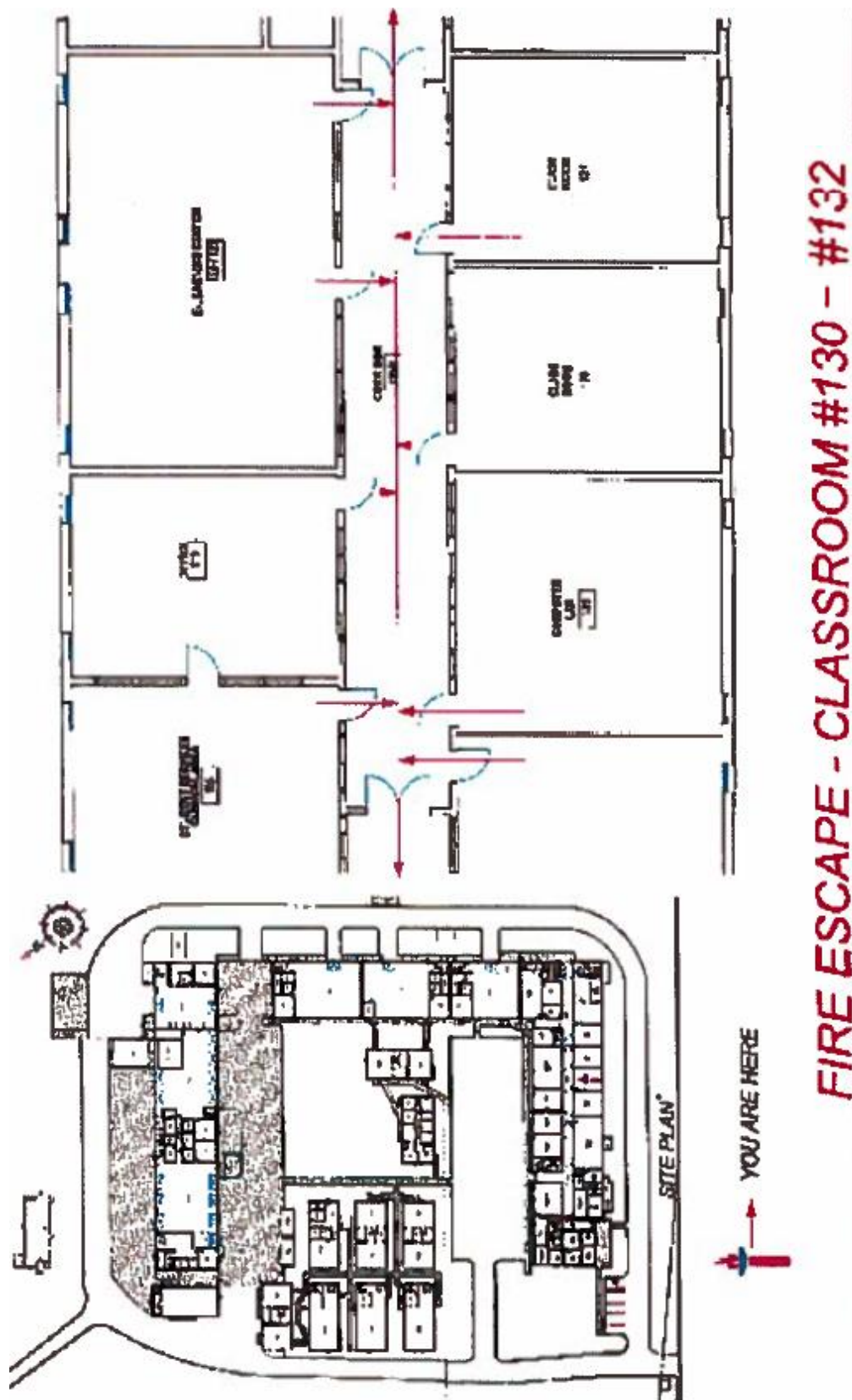




D-S Student Services - Clerical Emergency Evacuation Plan

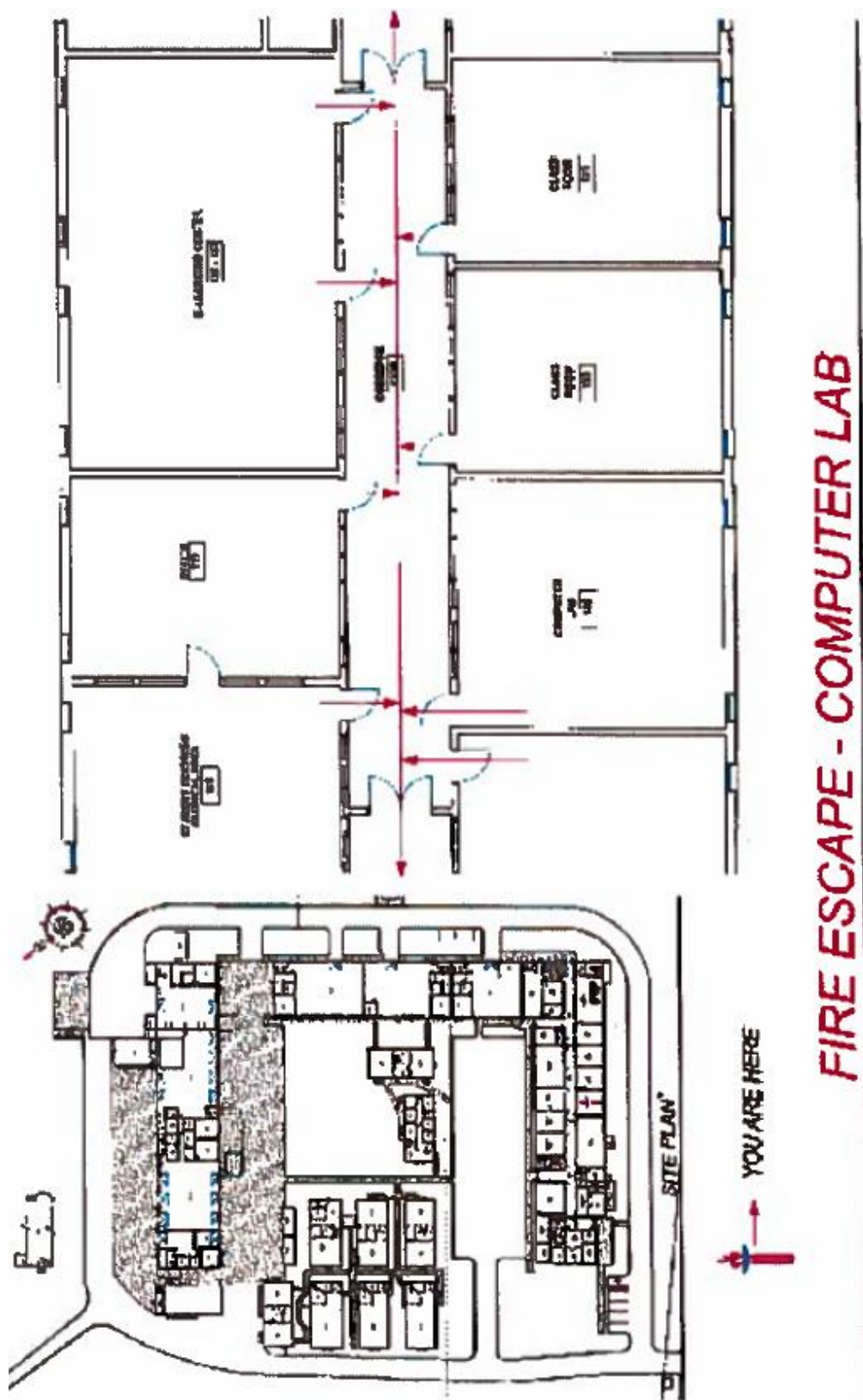


D-S Academic Classrooms (130-132) Emergency Evacuation Plan





D-S Computer Lab Emergency Evacuation Plan

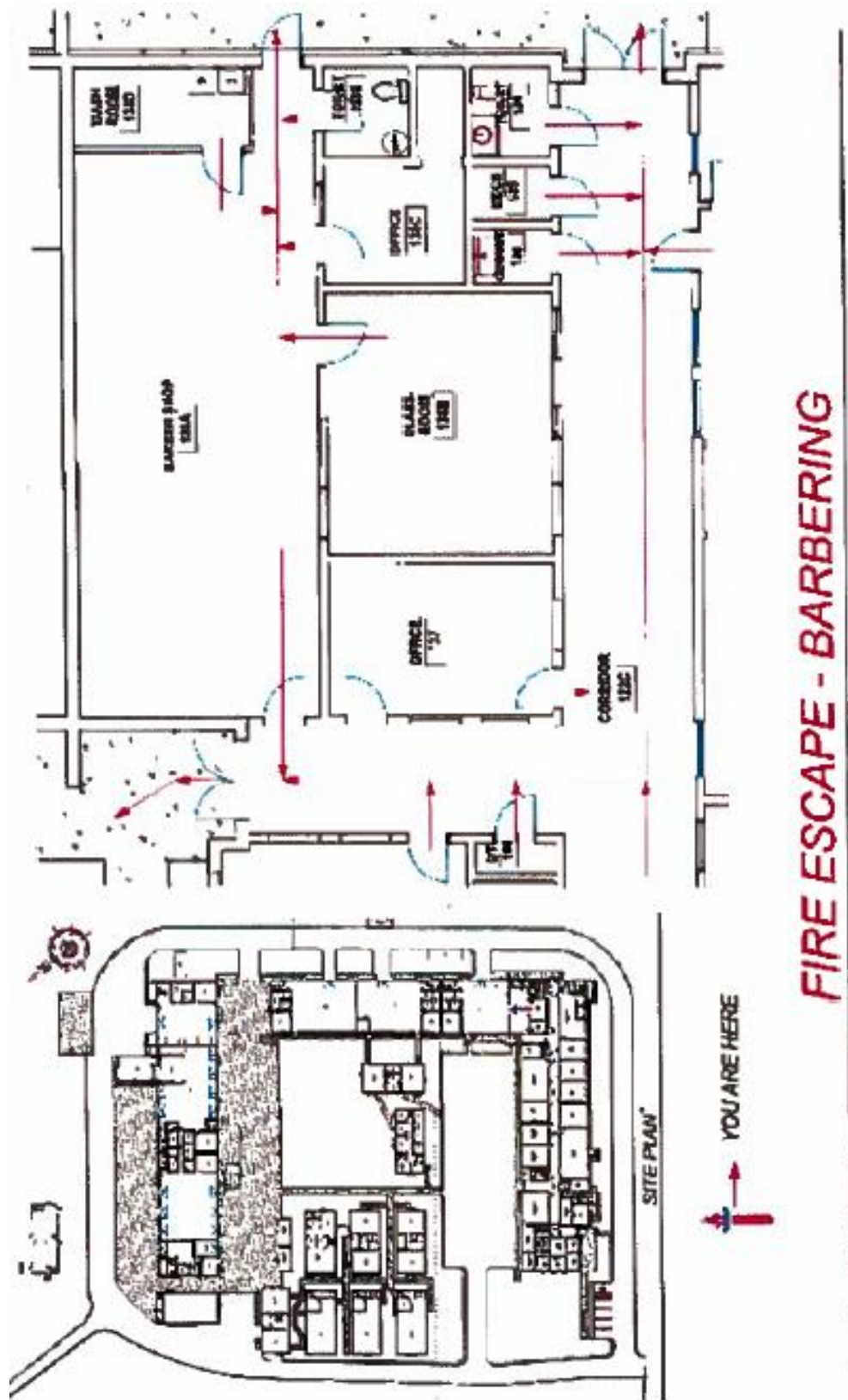




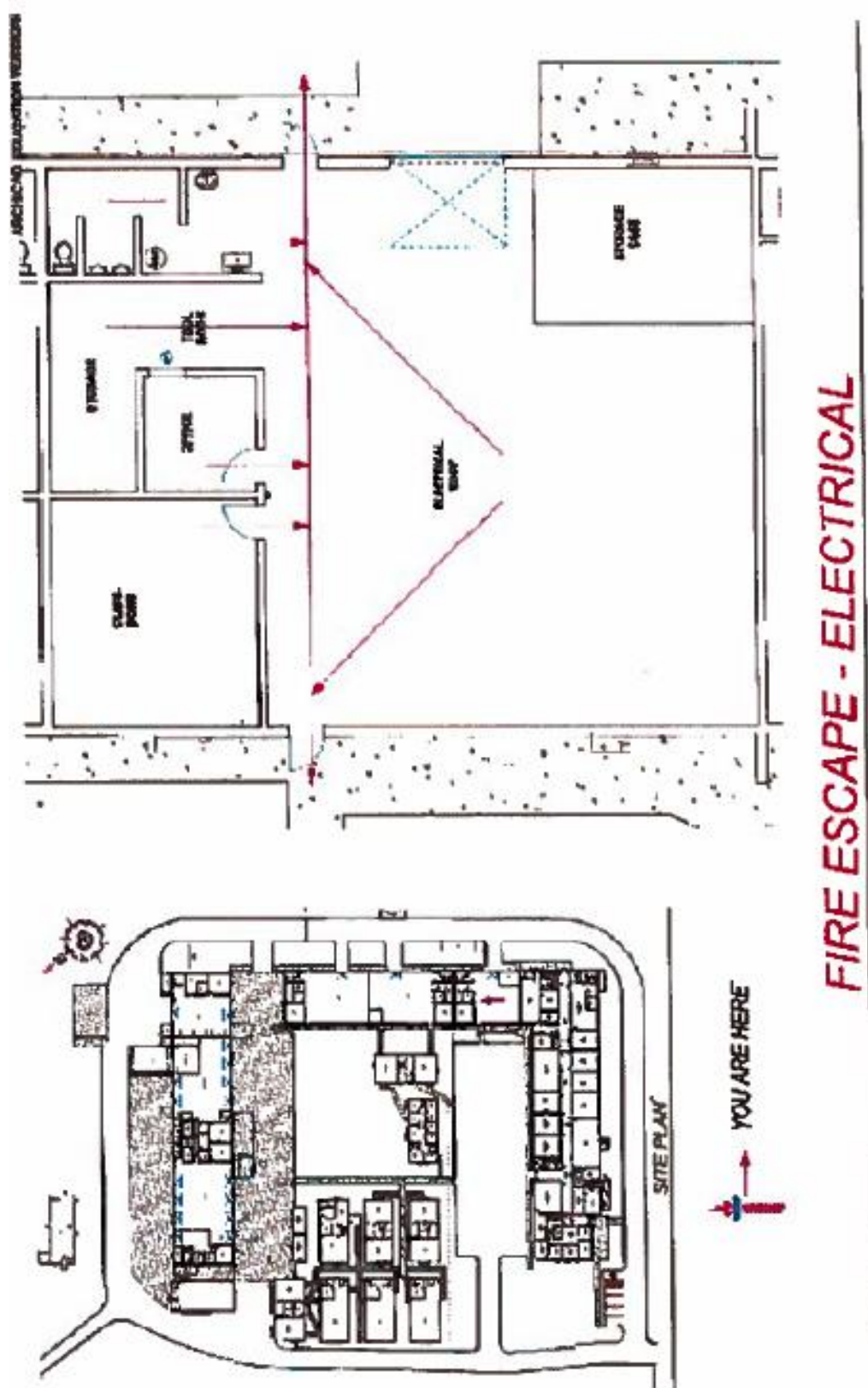




D-S Barbering Lab and Classroom Emergency Evacuation Plan

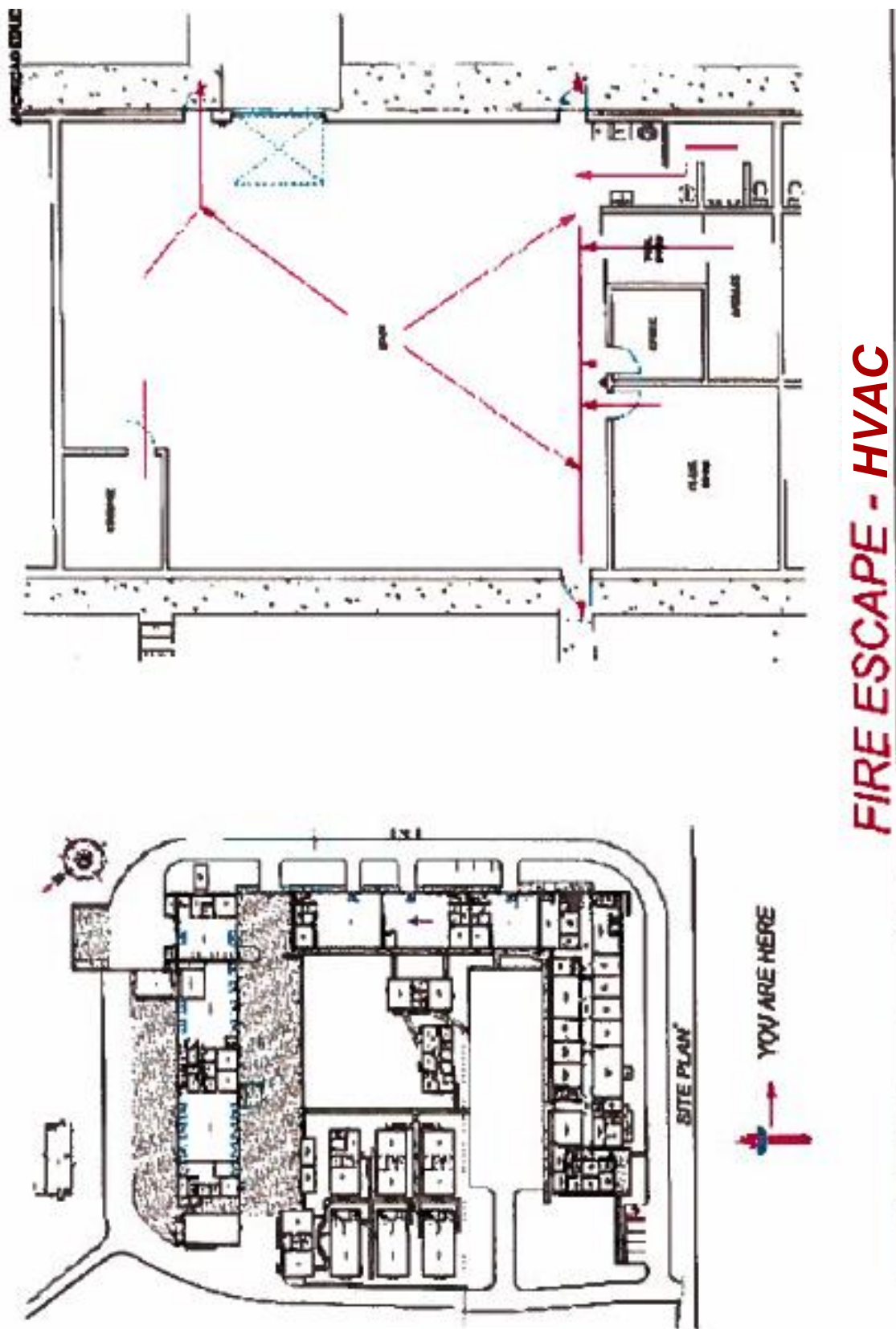


D-S Electrical Emergency Evacuation Plan

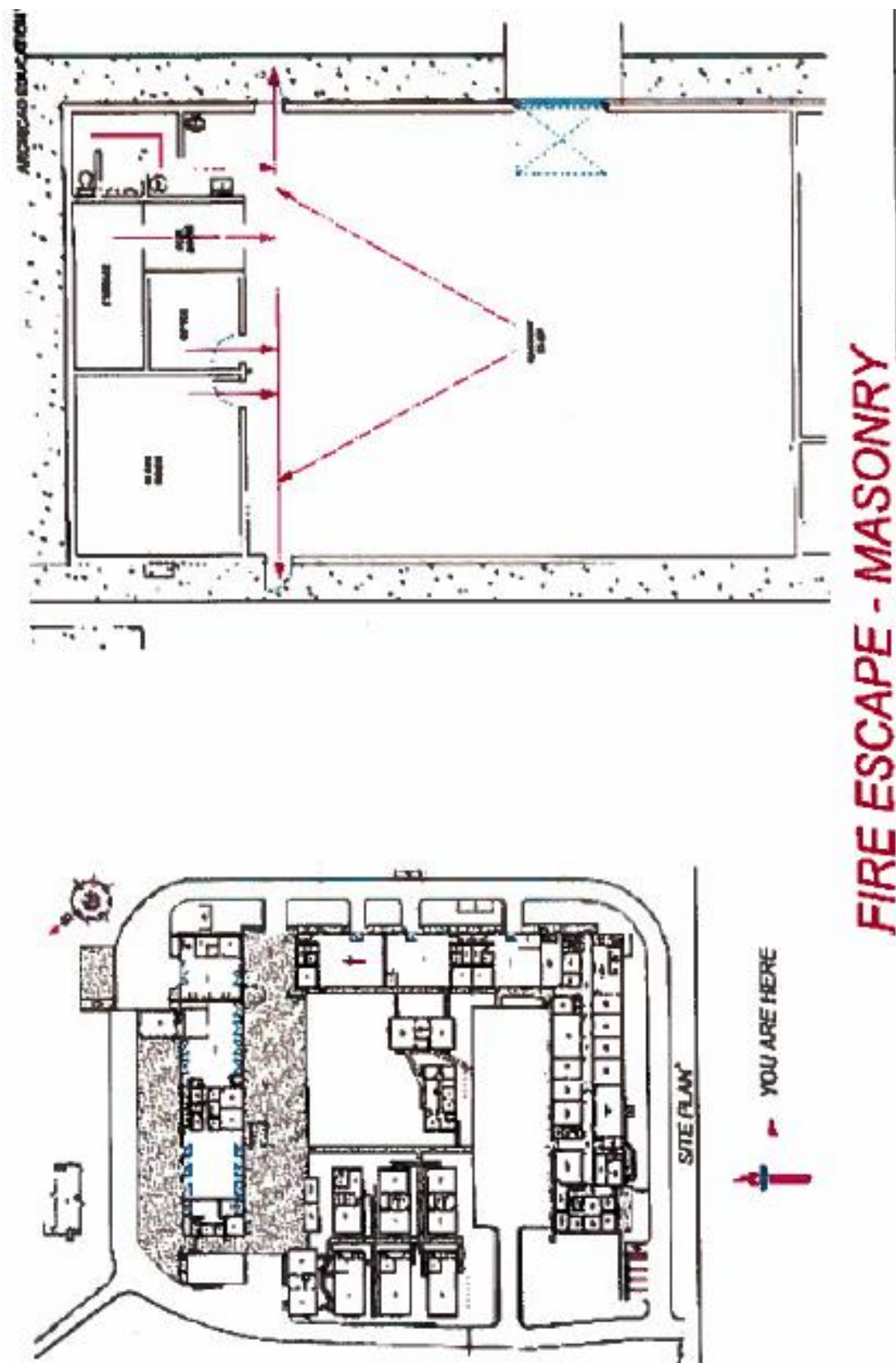




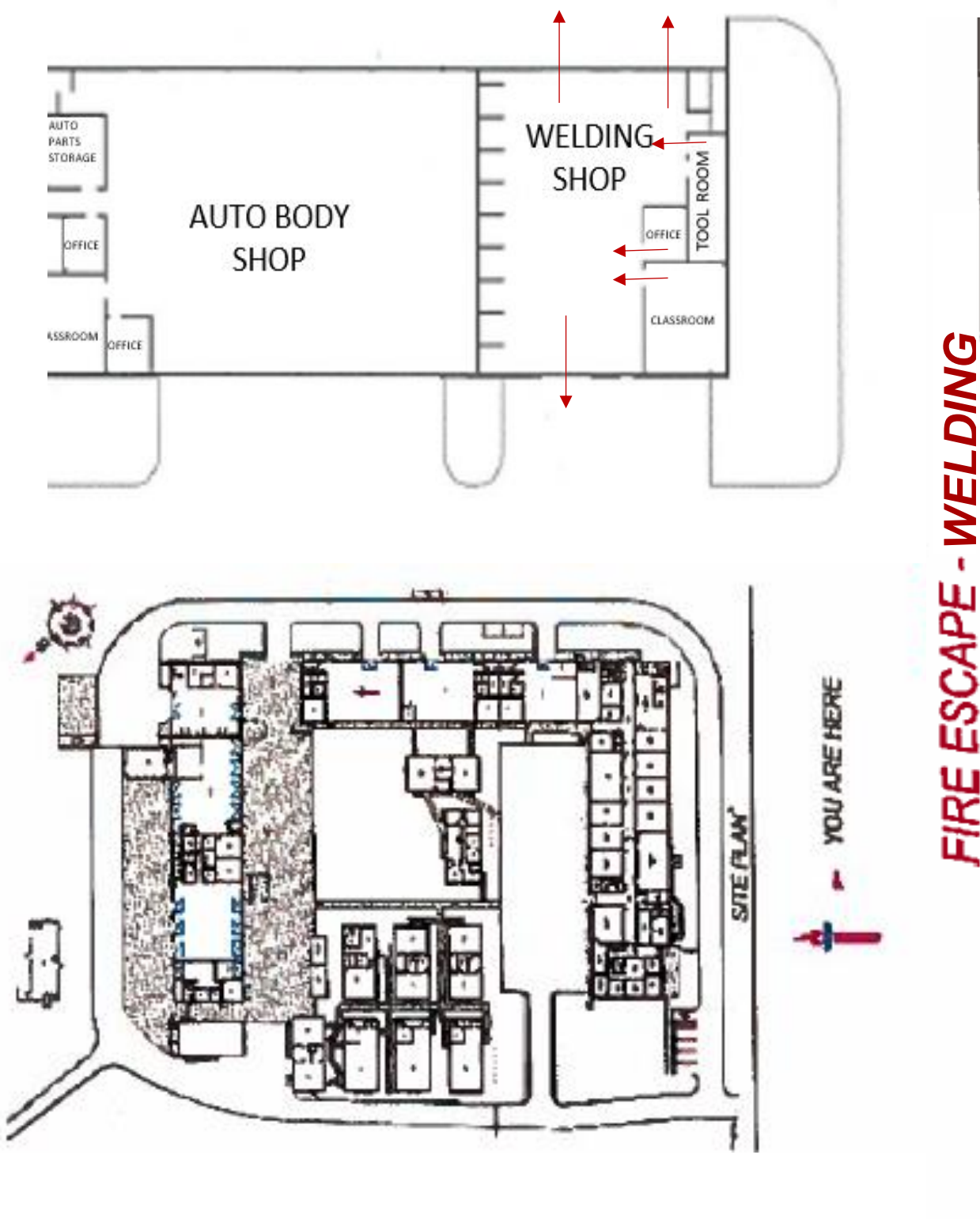
D-S HVAC Emergency Evacuation Plan



## D-S Masonry Emergency Evacuation Plan



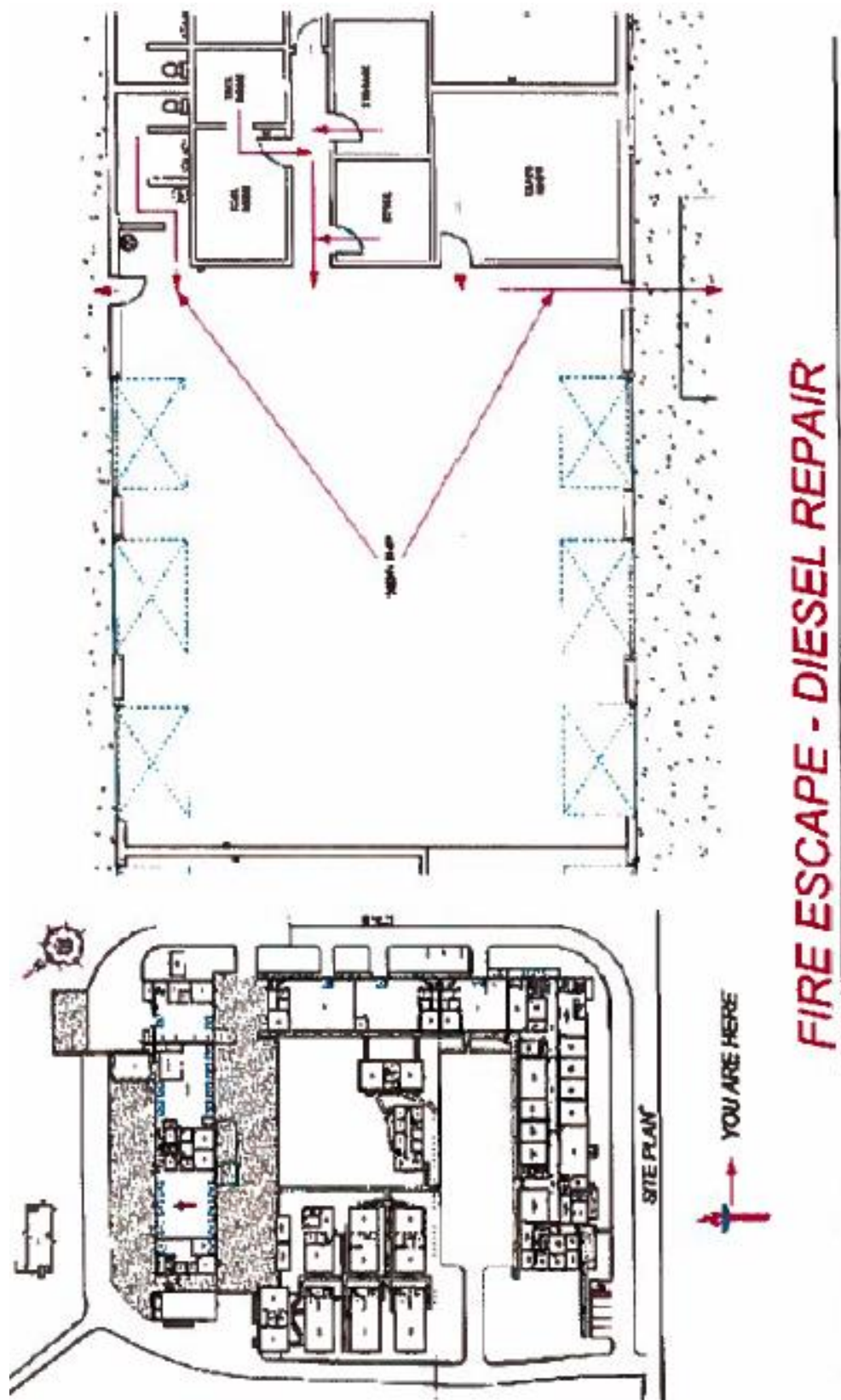
D-S Welding Emergency Evacuation Plan



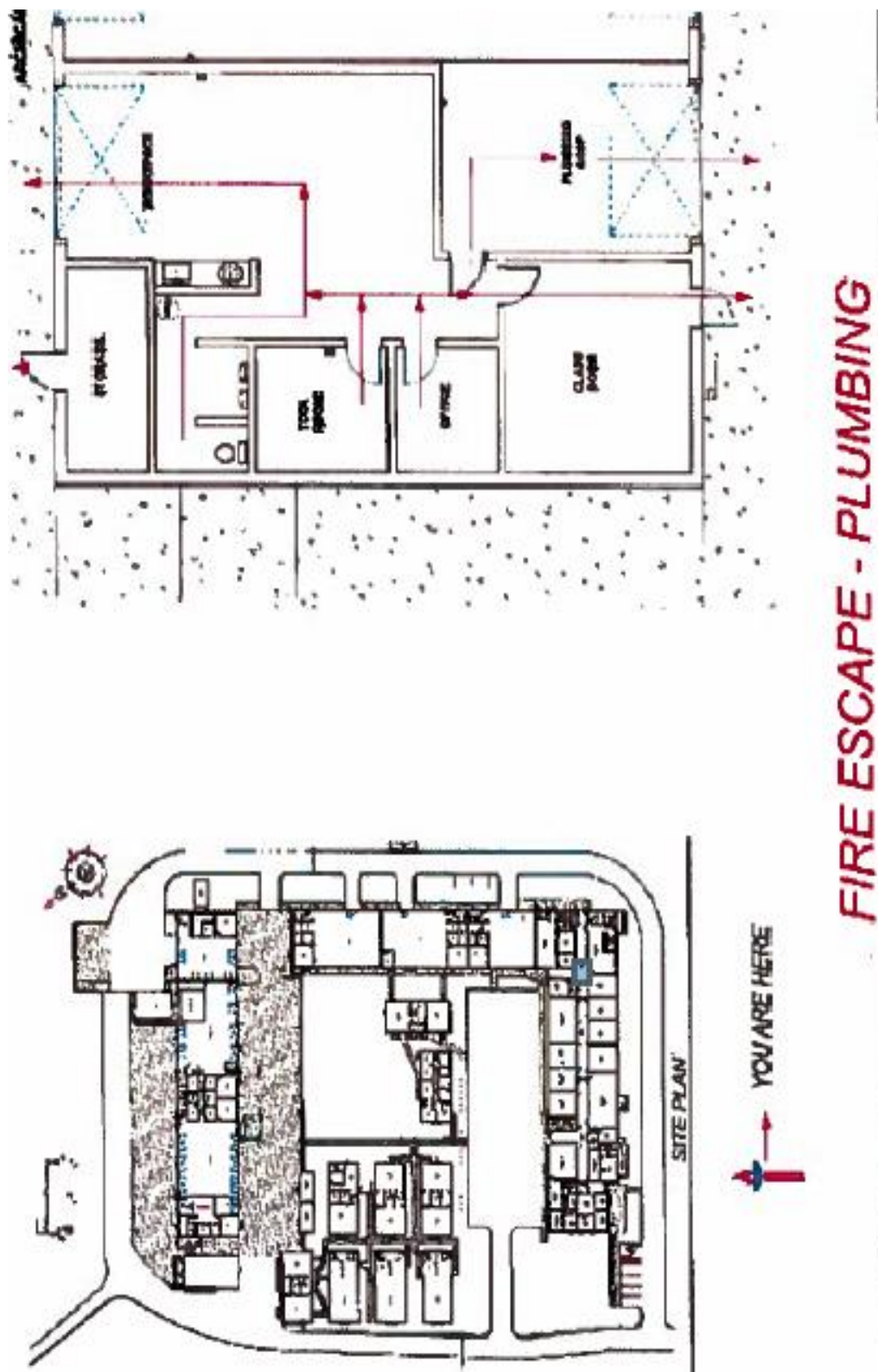




D-S Diesel Mechanics Emergency Evacuation Plan

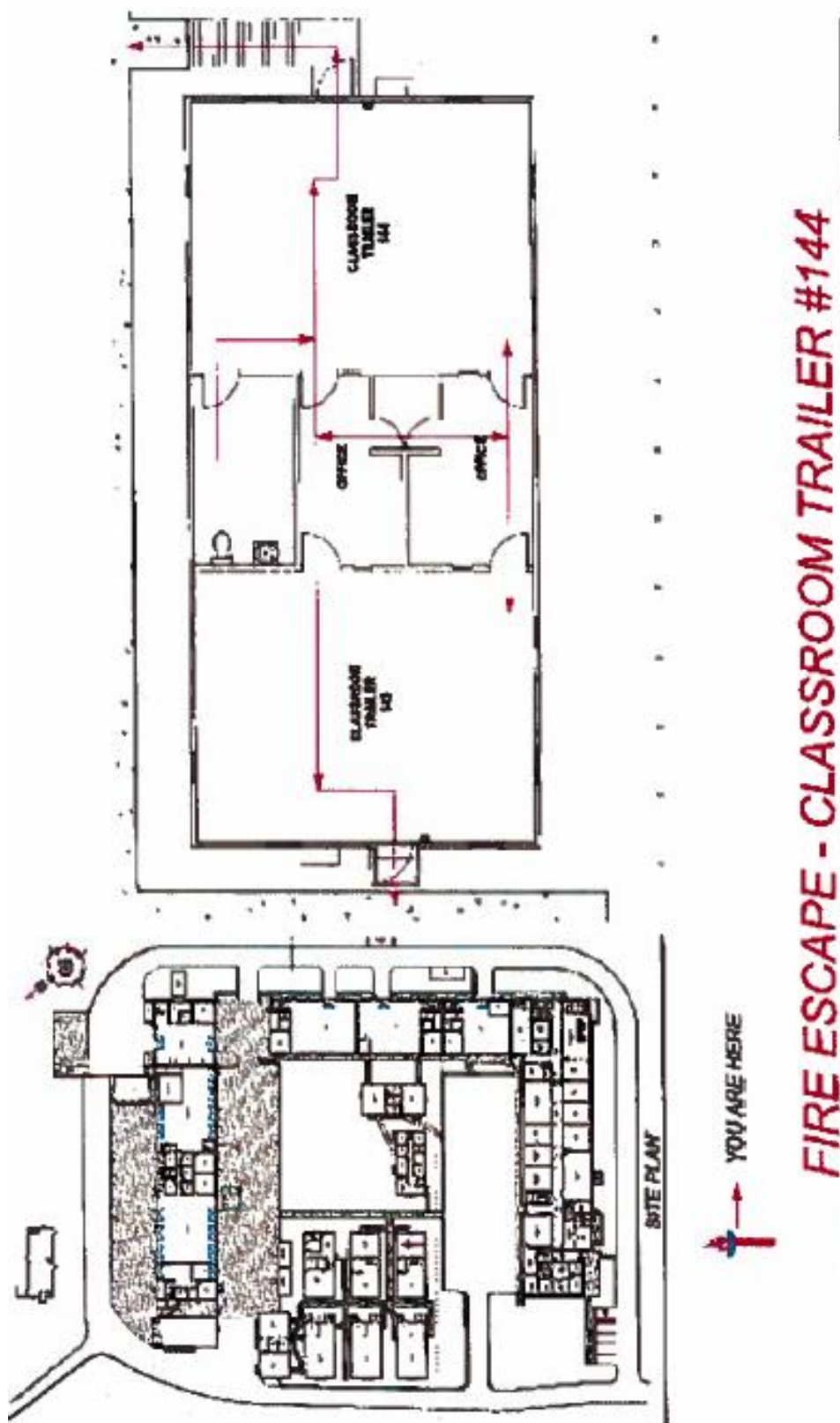


D-S Plumbing Emergency Evacuation Plan

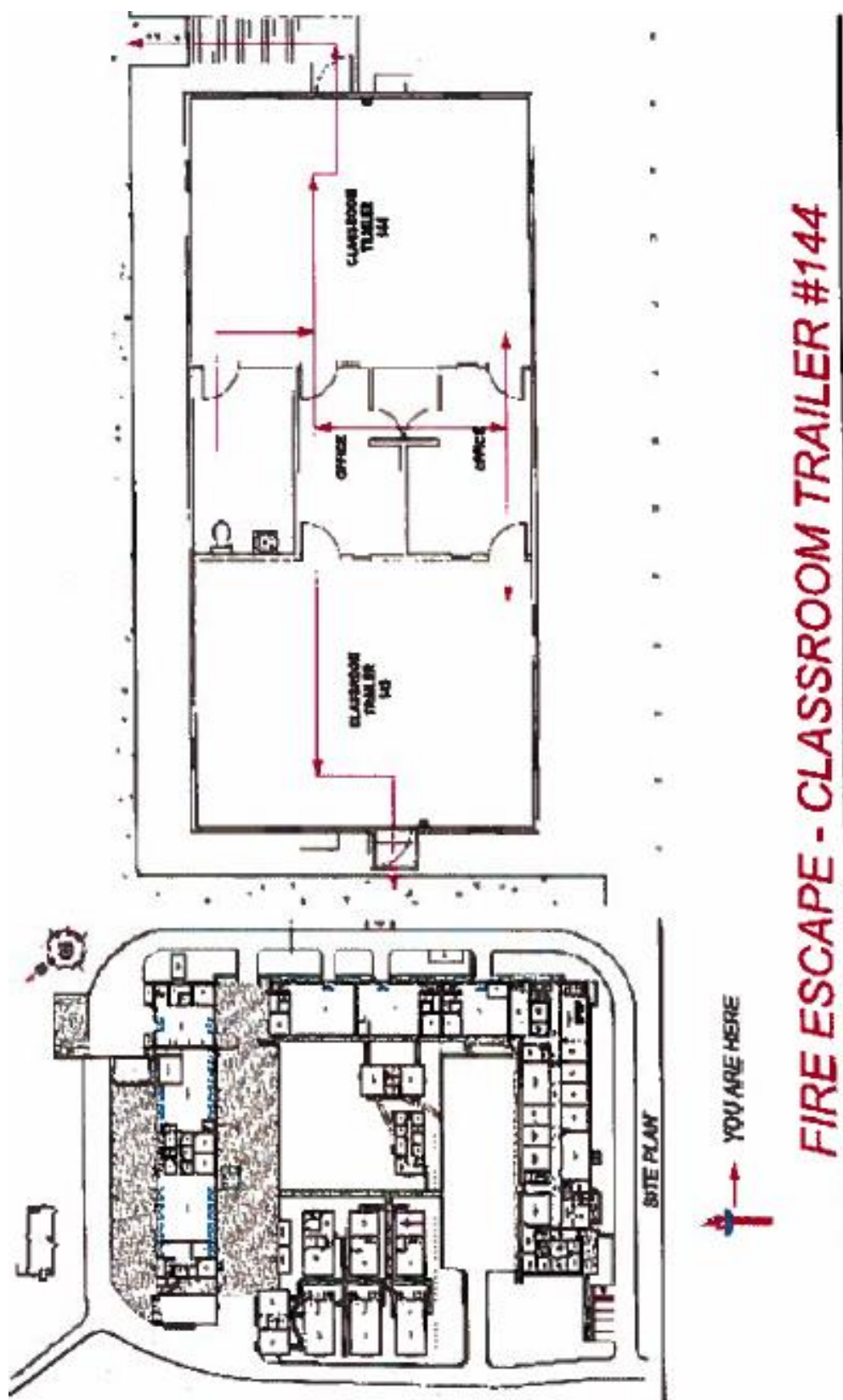




D-S Special Education Services Classrooms 144 Emergency Evacuation Plan

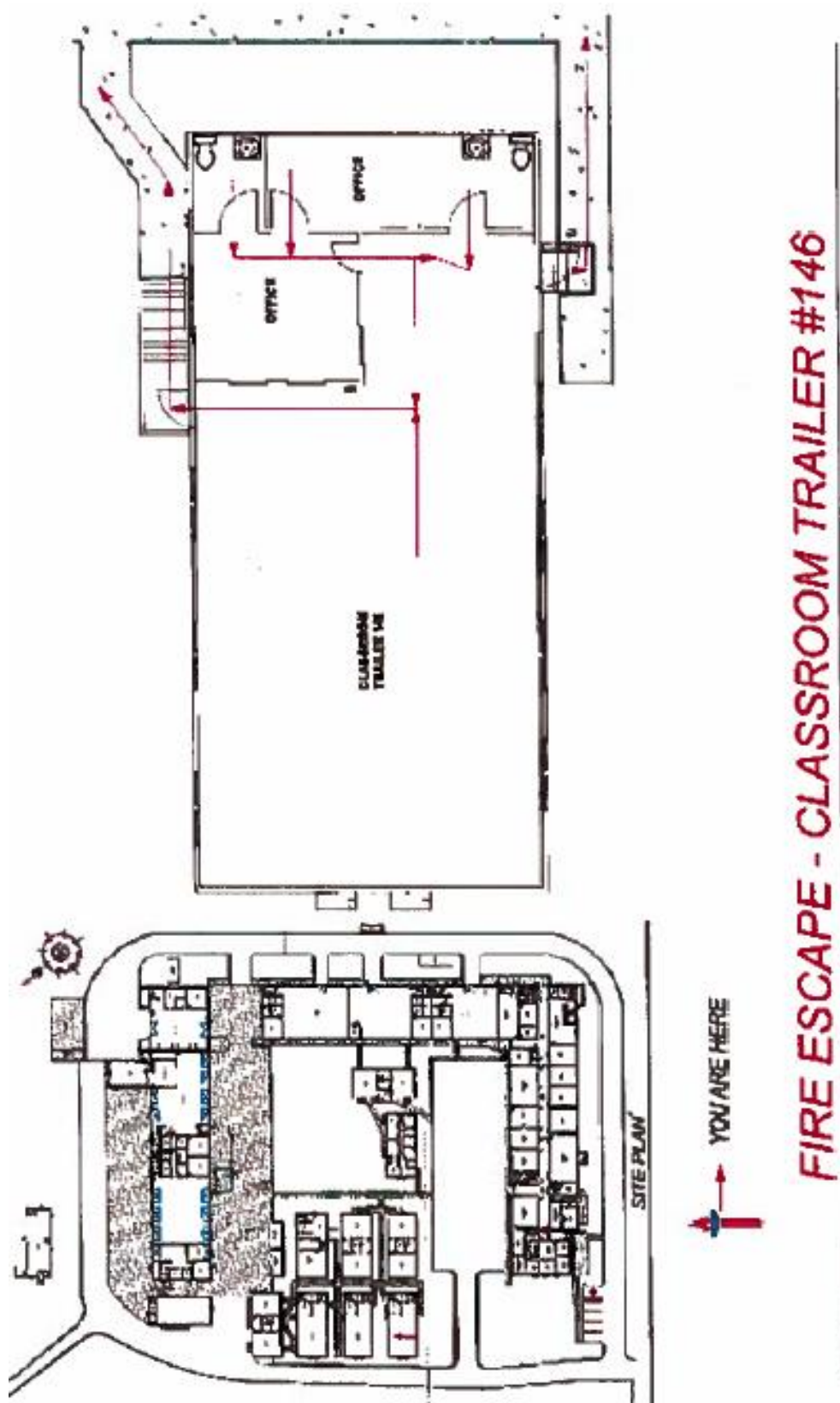


D-S Special Education Services Classrooms 145 Emergency Evacuation Plan

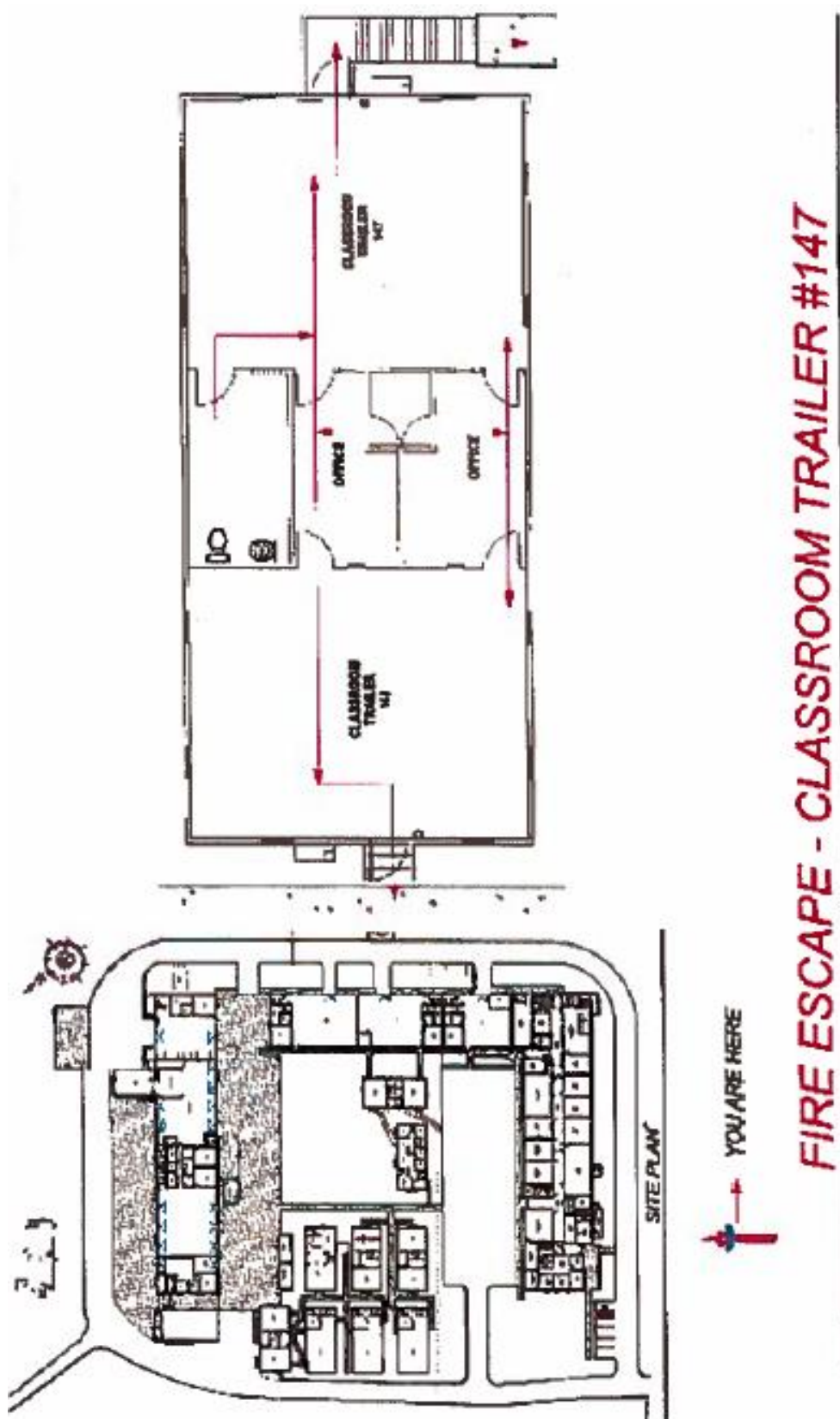




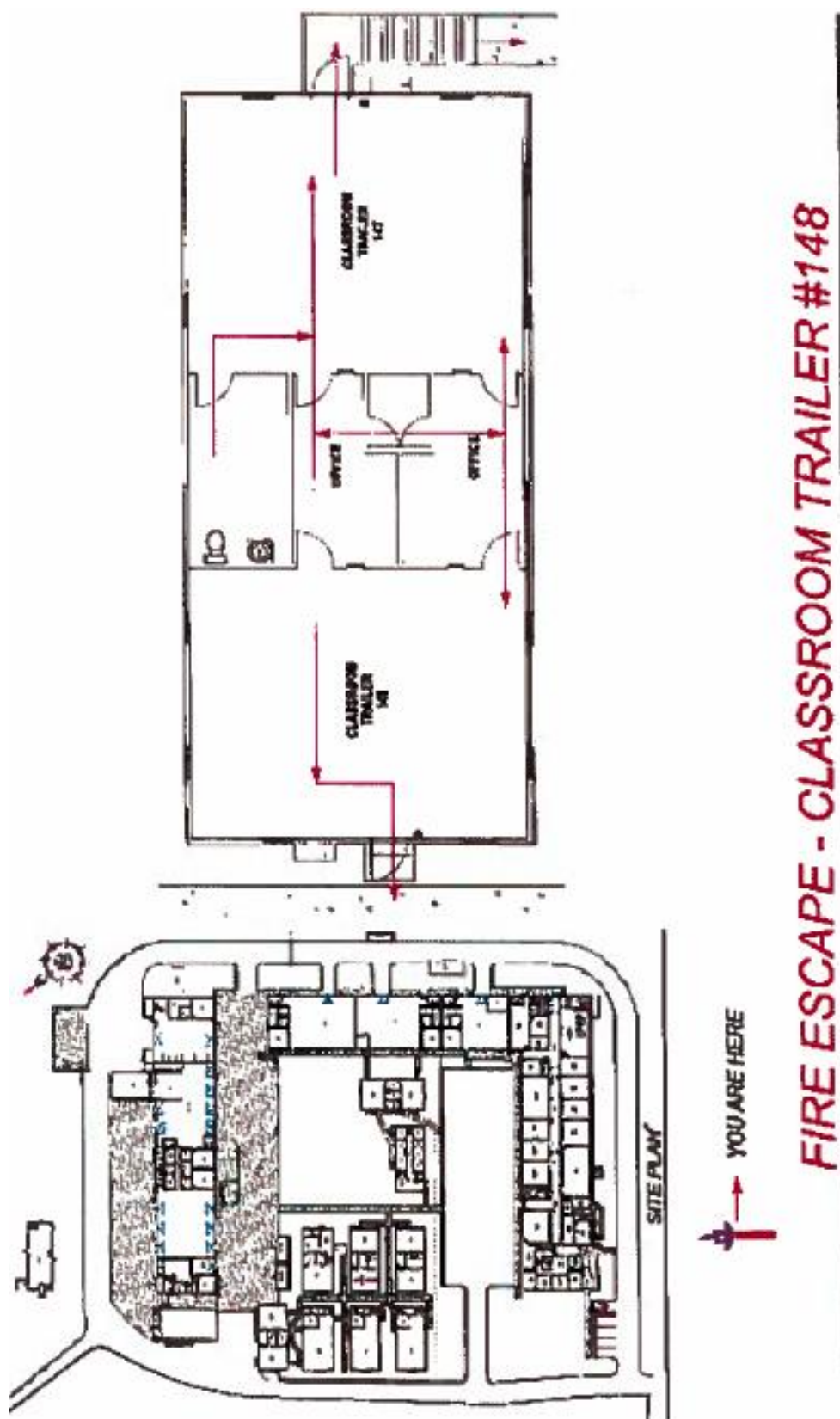
D-S Special Education Services Classrooms 146 Emergency Evacuation Plan



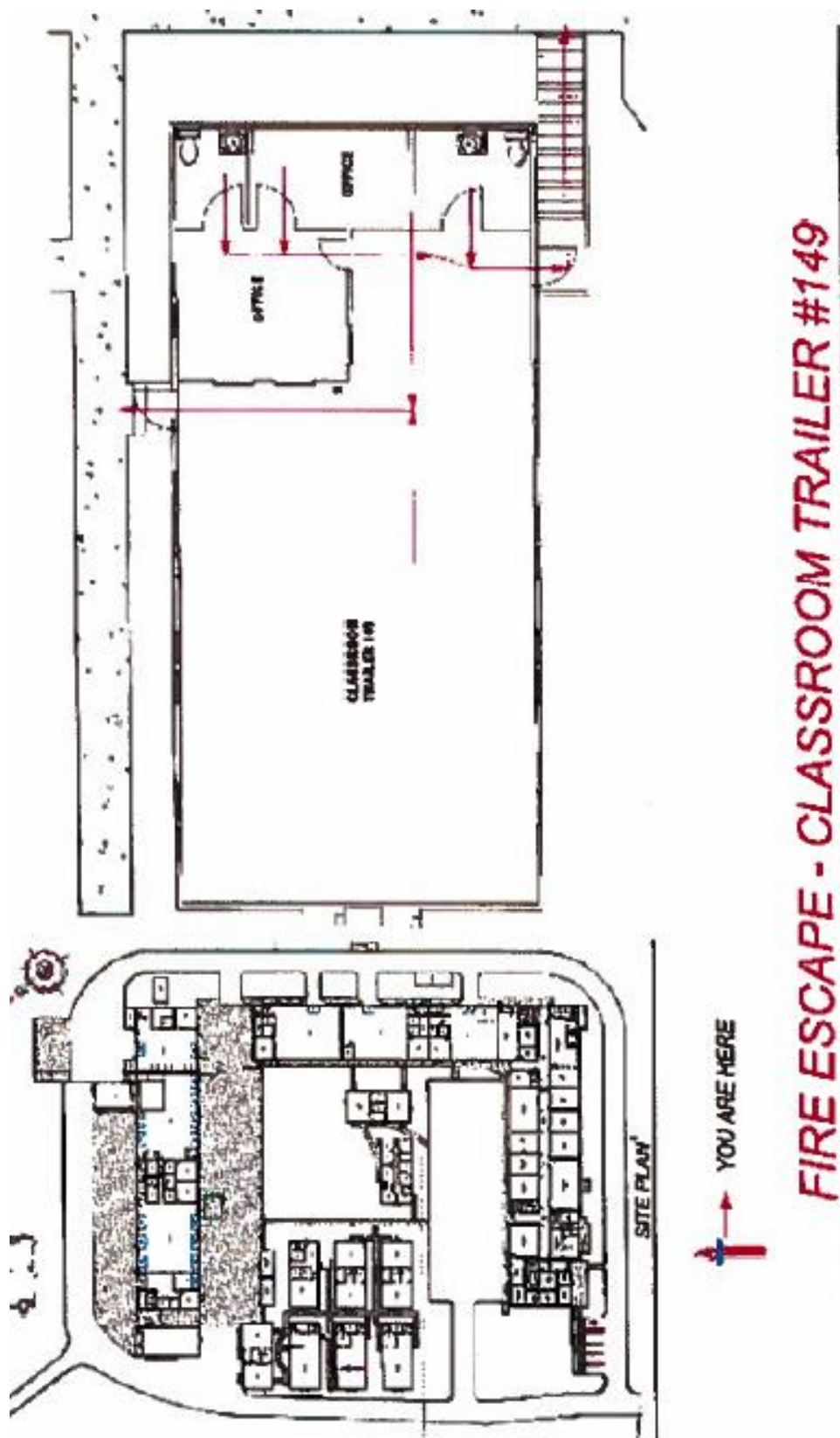
D-S Special Education Services Classrooms 147 Emergency Evacuation Plan



D-S Special Education Services Classrooms 148 Emergency Evacuation Plan

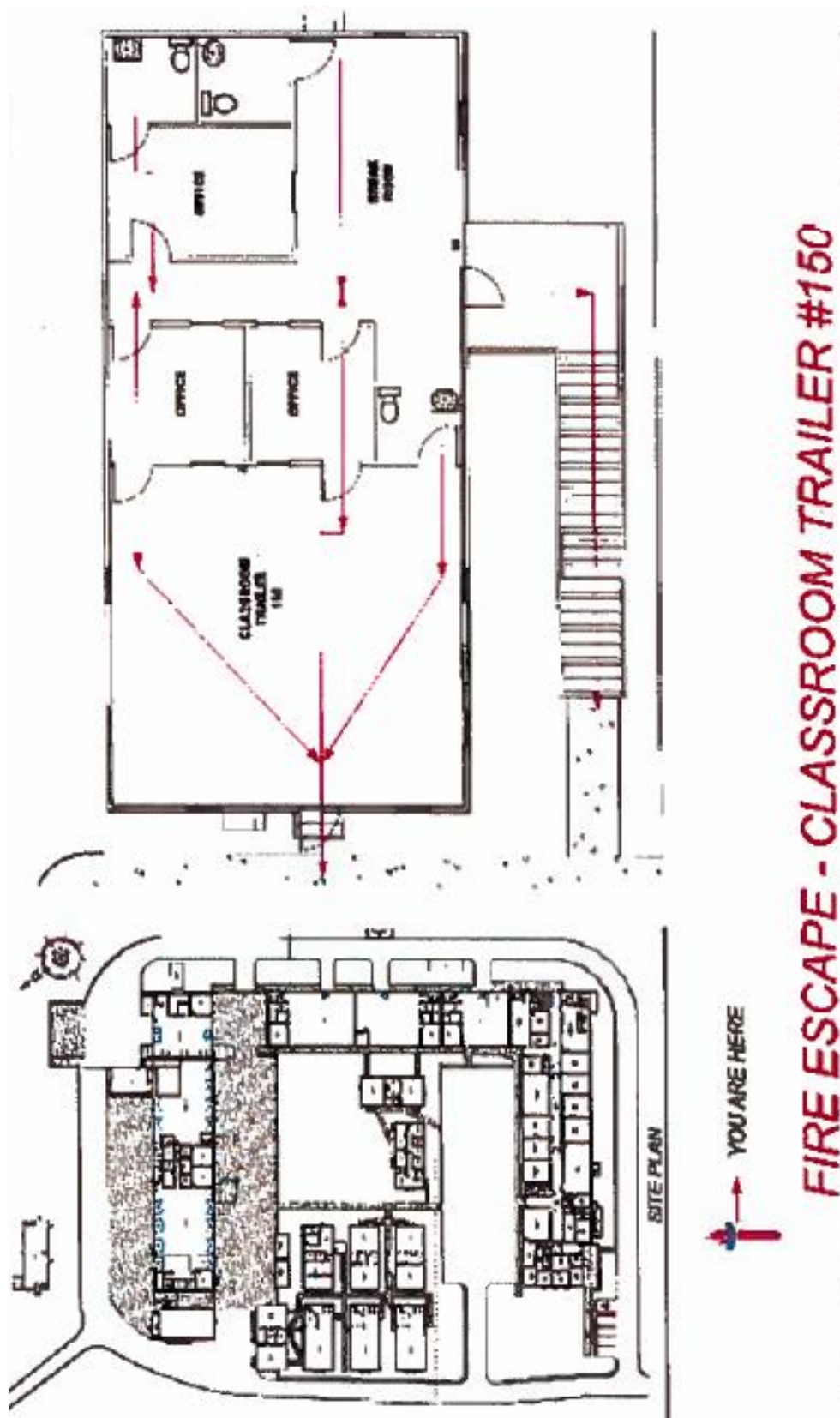


D-S Special Education Services Classrooms 149 Emergency Evacuation Plan



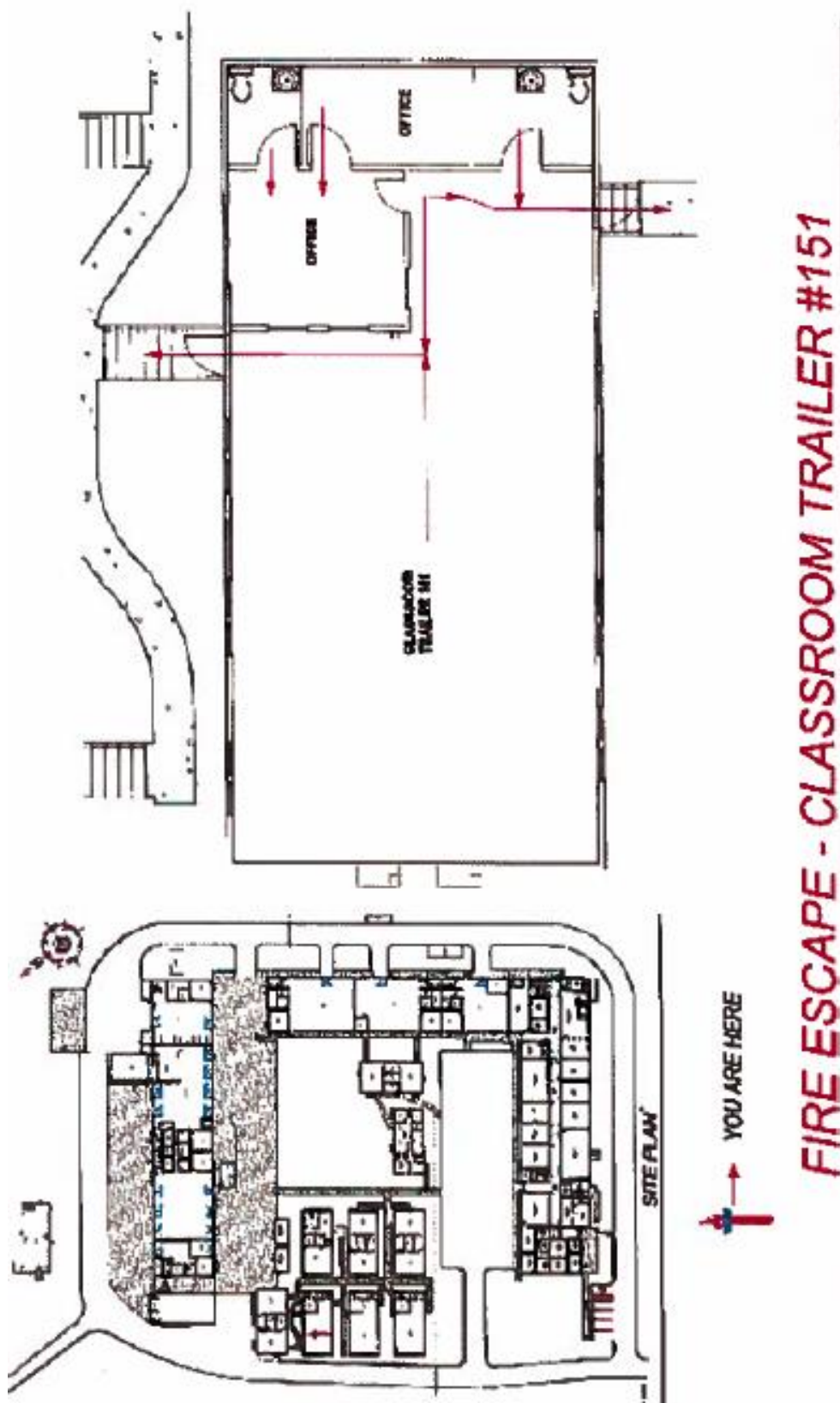


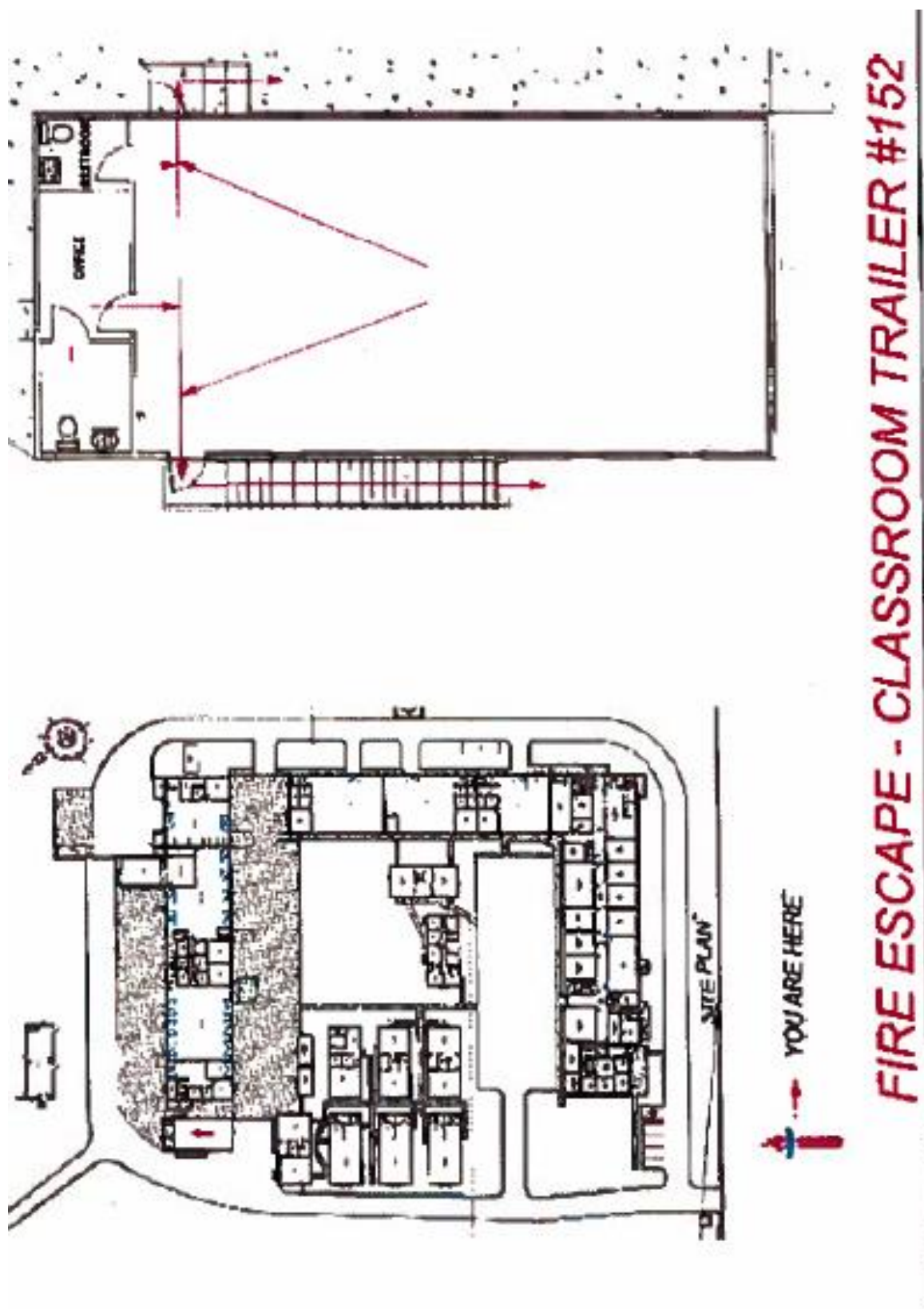
D-S Special Education Services Classrooms 150 Emergency Evacuation Plan



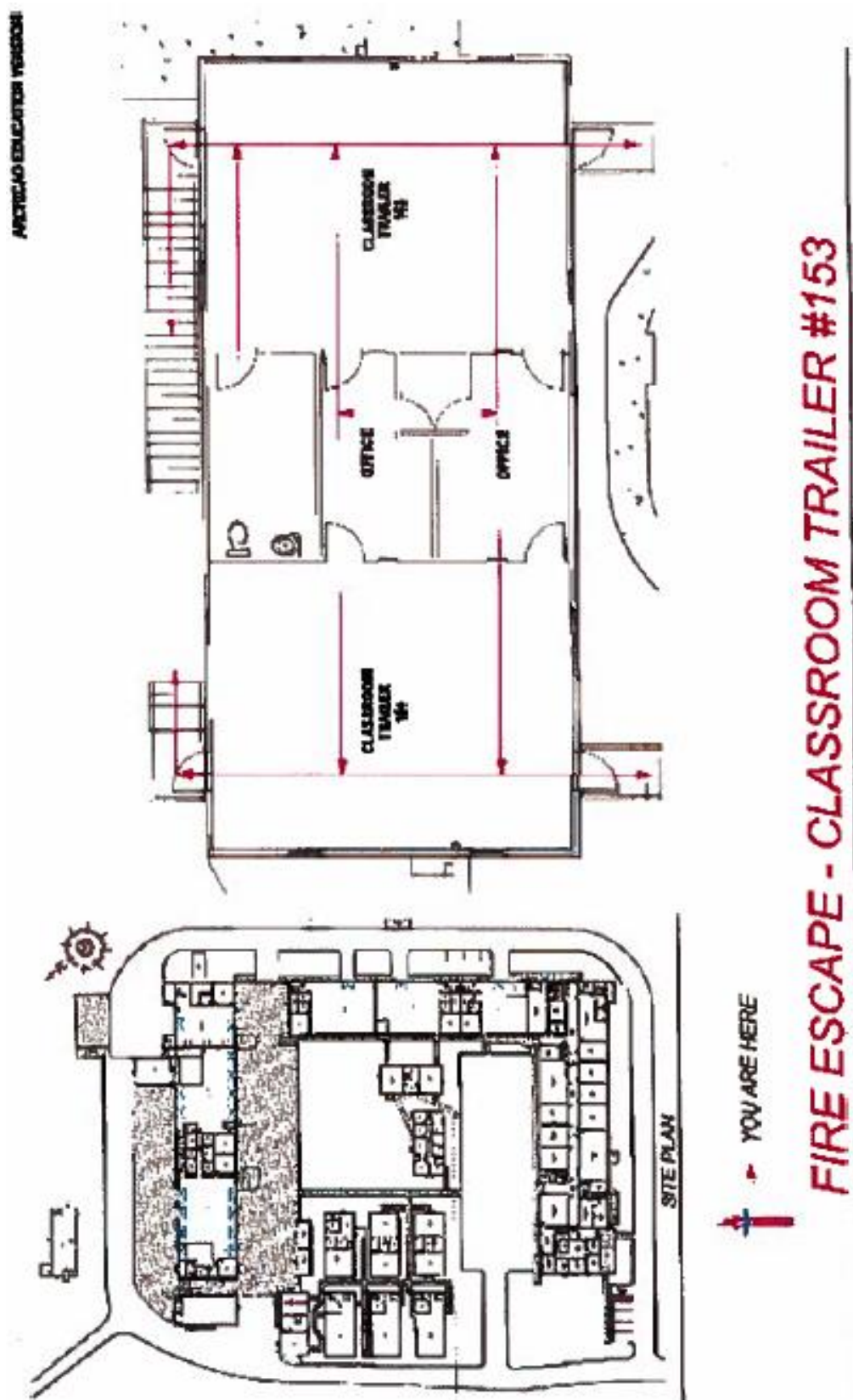


D-S Special Education Services Classrooms 151 Emergency Evacuation Plan



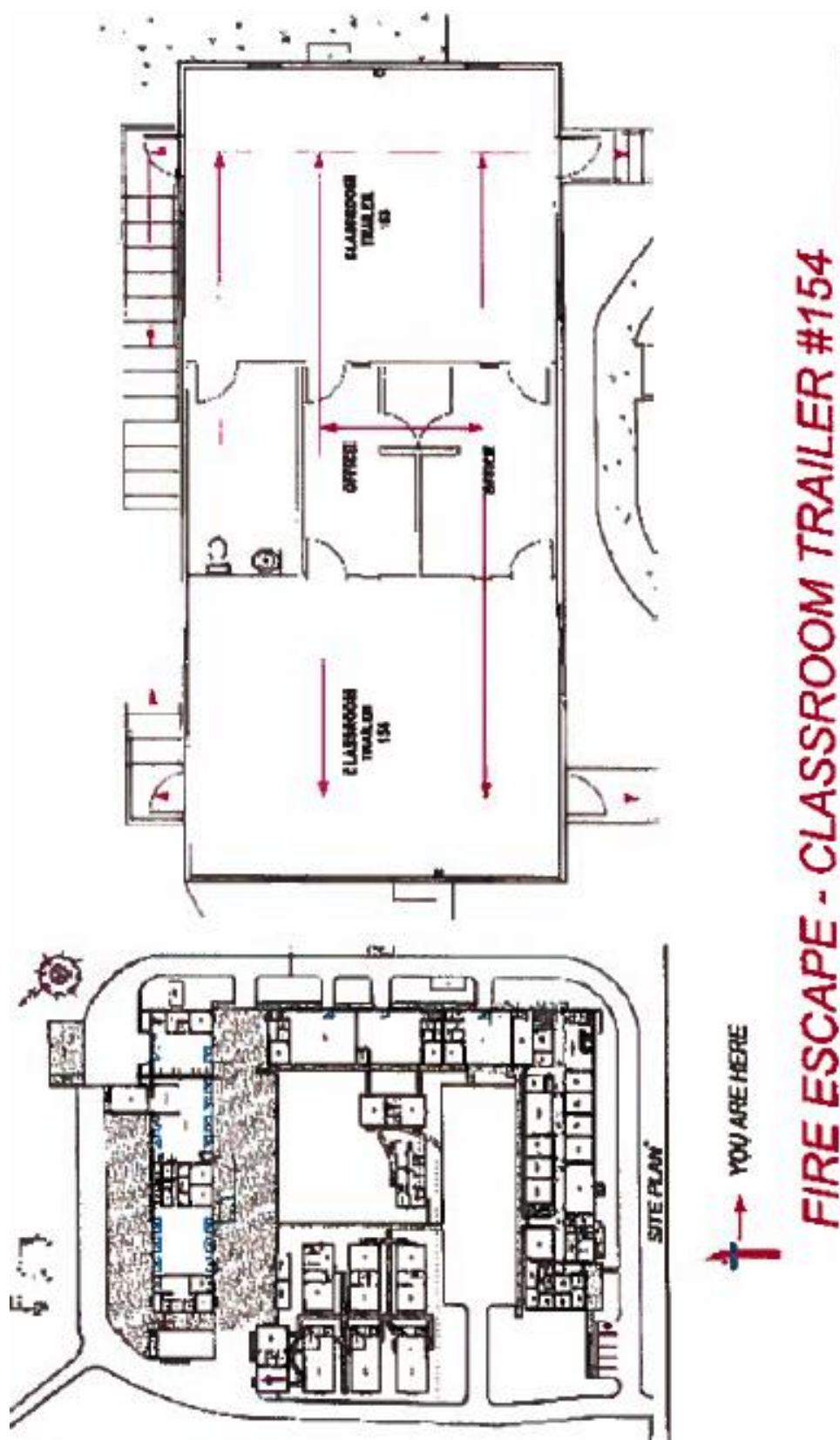


D-S Special Education Services Classrooms 153 Emergency Evacuation Plan

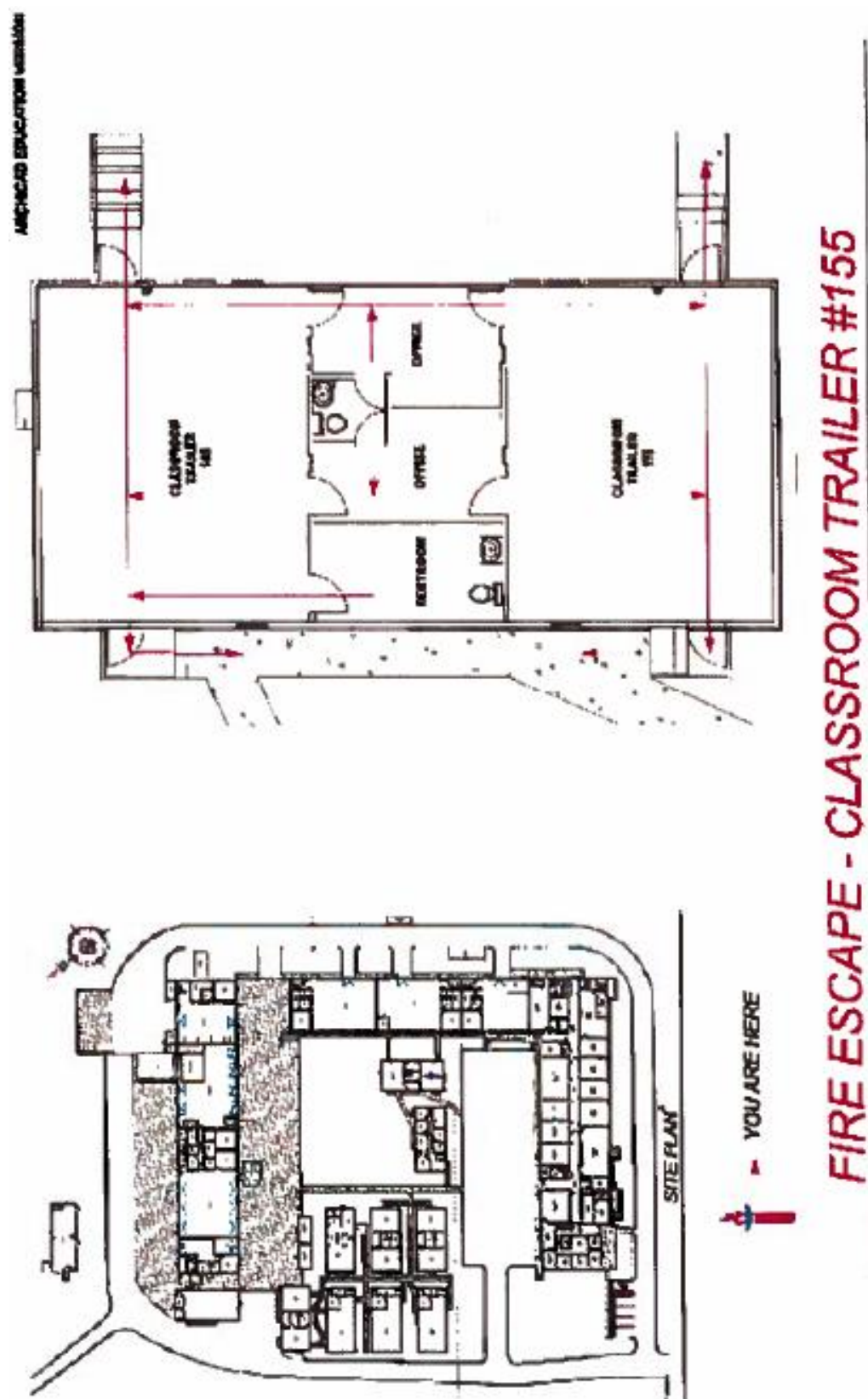




D-S Special Education Services Classrooms 154 Emergency Evacuation Plan

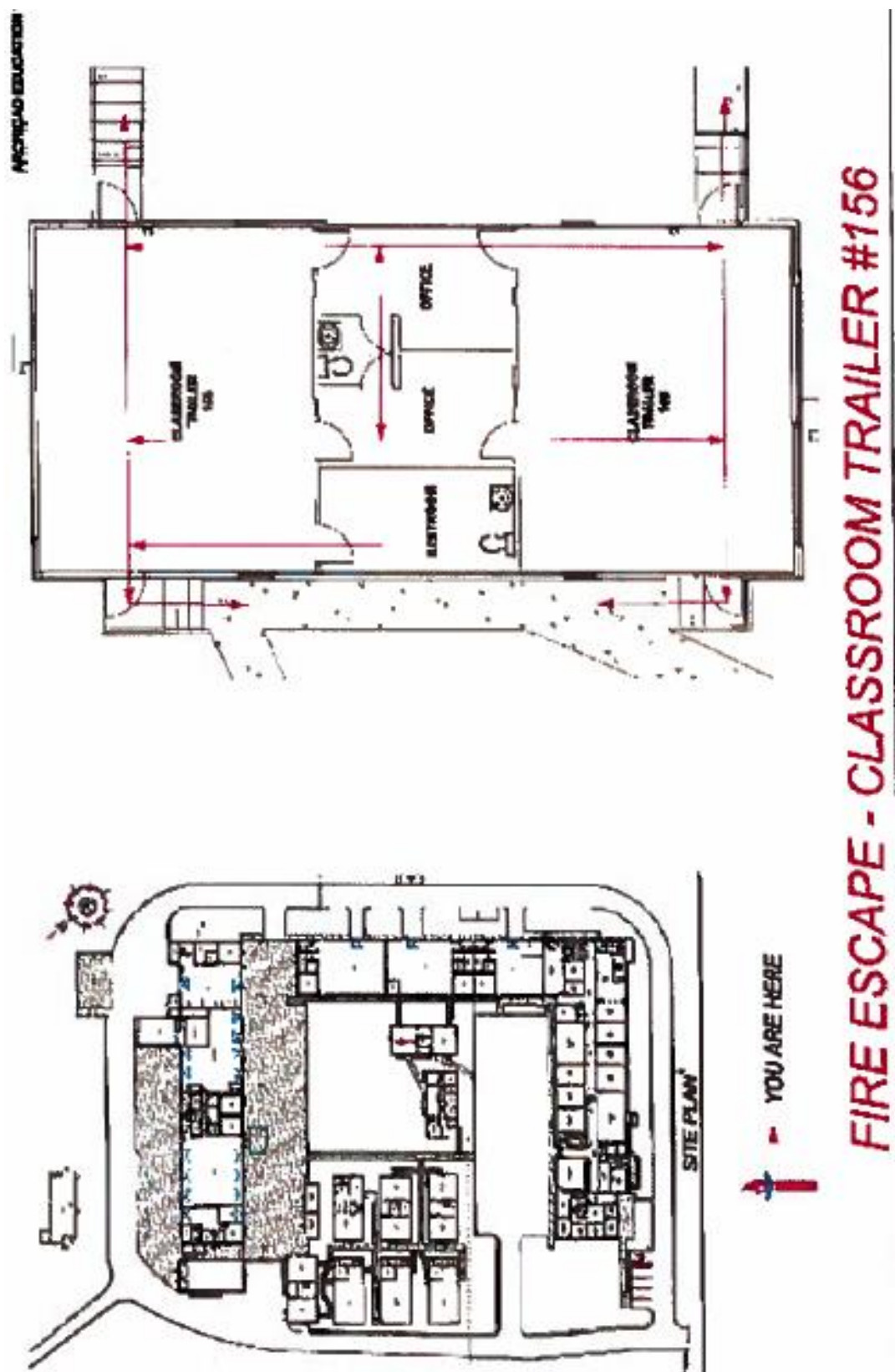


D-S Special Education Services Classrooms 155 Emergency Evacuation Plan

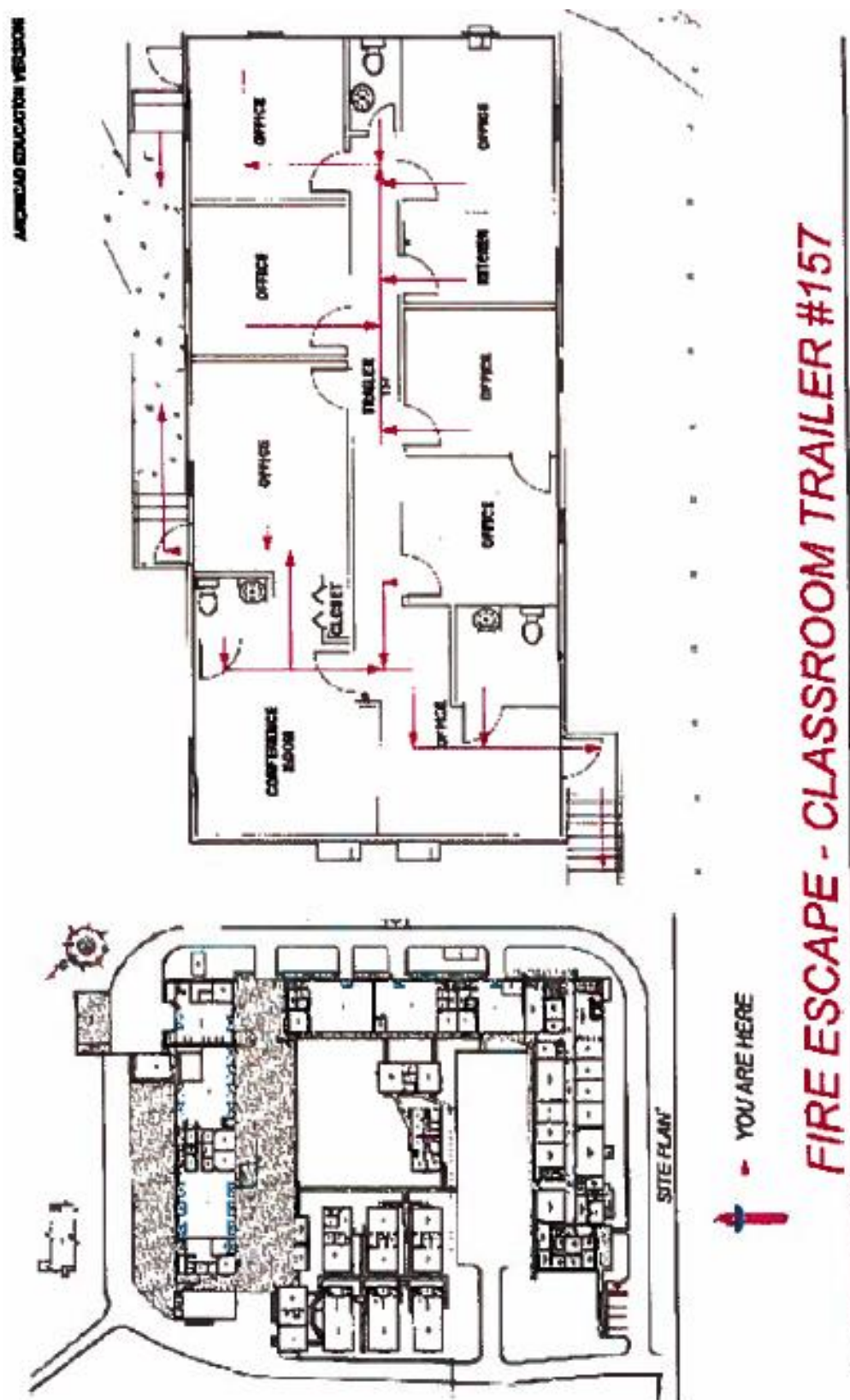




D-S Special Education Services Classrooms 156 Emergency Evacuation Plan



D-S Special Education Services Classrooms 157 Emergency Evacuation Plan

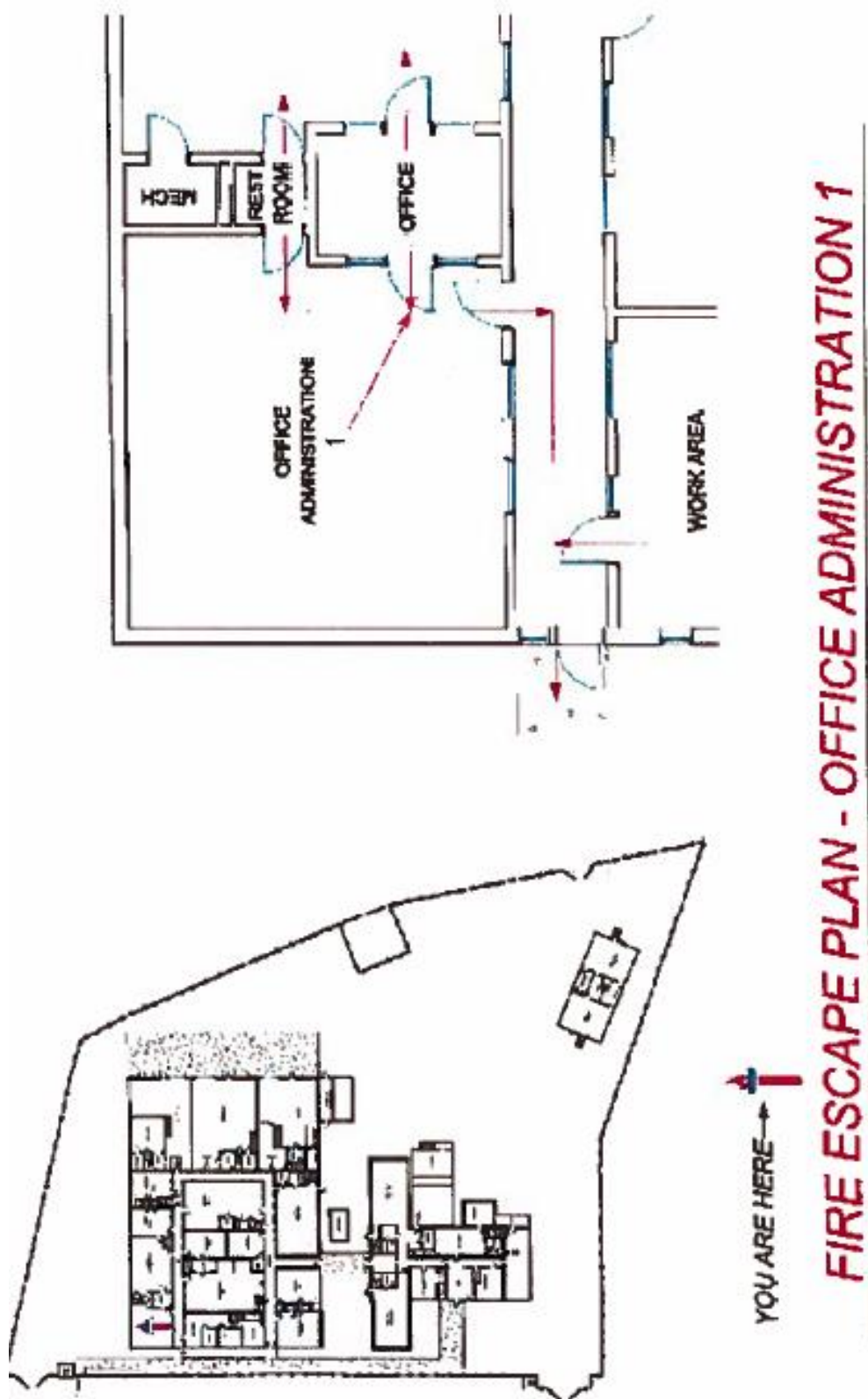


Emergency Evacuation Plans-Tutwiler Center

*Plan Index*

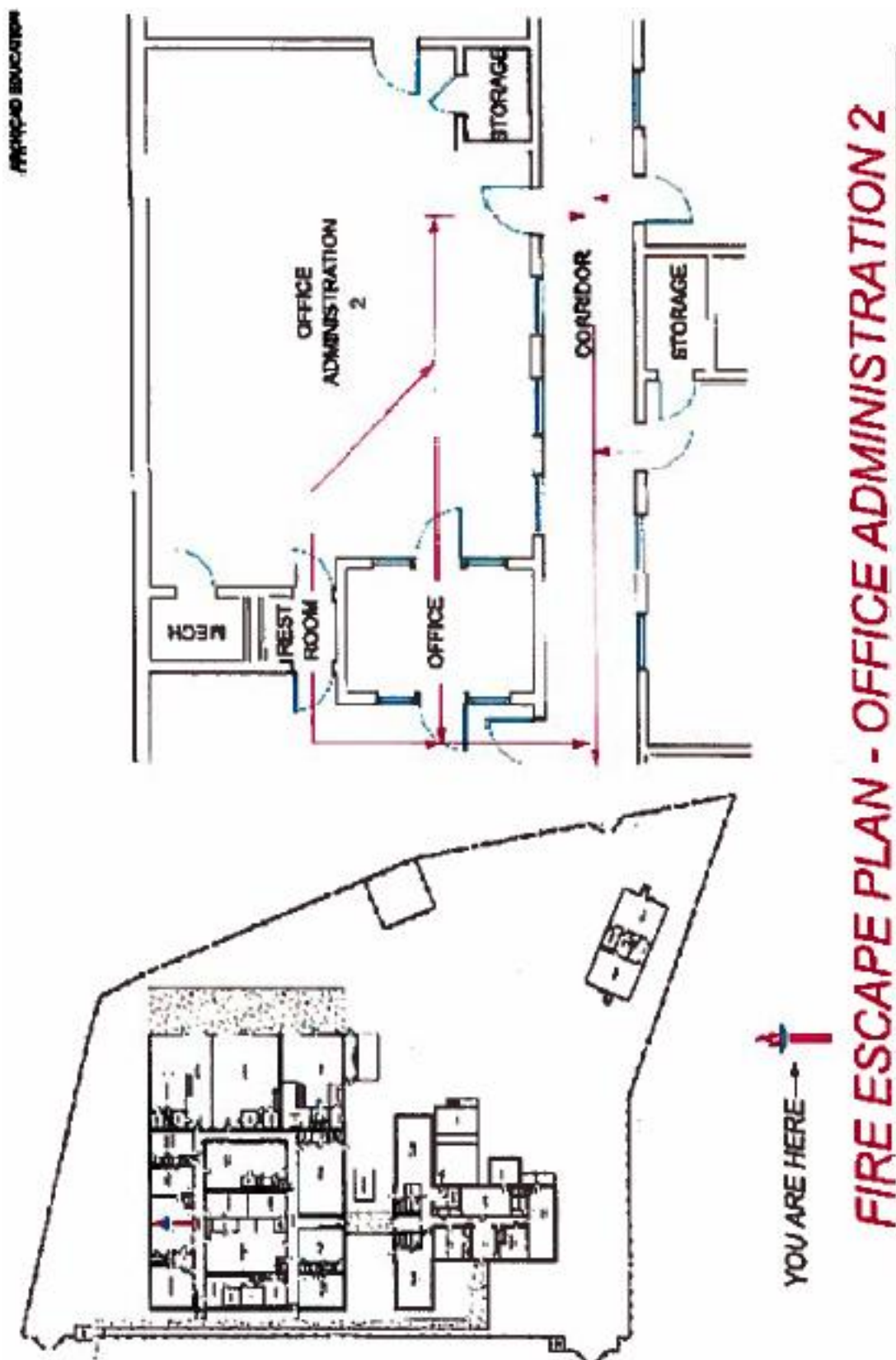
- 1) Office Administrations 1
- 2) Office Administrations 2
- 3) Utility (A.B.E./G.E.D.) Classroom
- 4) Academic Classroom
- 5) Logistics Lab
- 6) Logistics Classroom
- 7) Automotive Mechanics
- 8) Welding
- 9) E-Learning Center
- 10) Cosmetology Lab and Classroom
- 11) Tutor Classroom
- 12) Computer Lab / G.E.D. Testing Center
- 13) Administrative & Counseling Office 1 & 2 / Kitchen
- 14) Conference Room / Storage
- 15) Reception Area
- 16) Center Director's Office
- 17) A.B.E./G.E.D. Classroom 1
- 18) A.B.E./G.E.D. Classroom 2
- 19) Special Services Portable Classrooms 1 & 2

Tutwiler Office Administration 1 Emergency Evacuation Plan



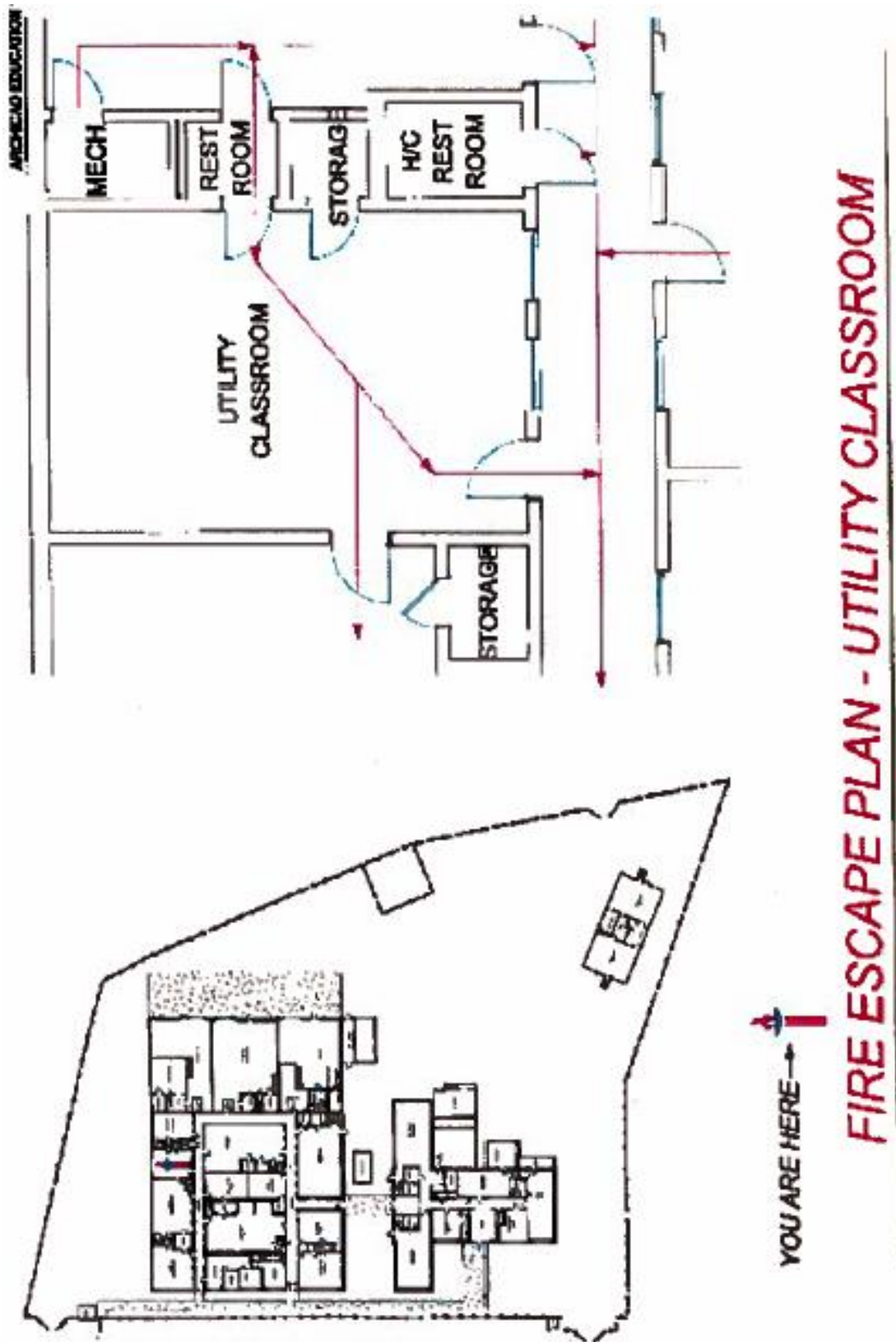


Tutwiler Office Administration 2 Emergency Evacuation Plan

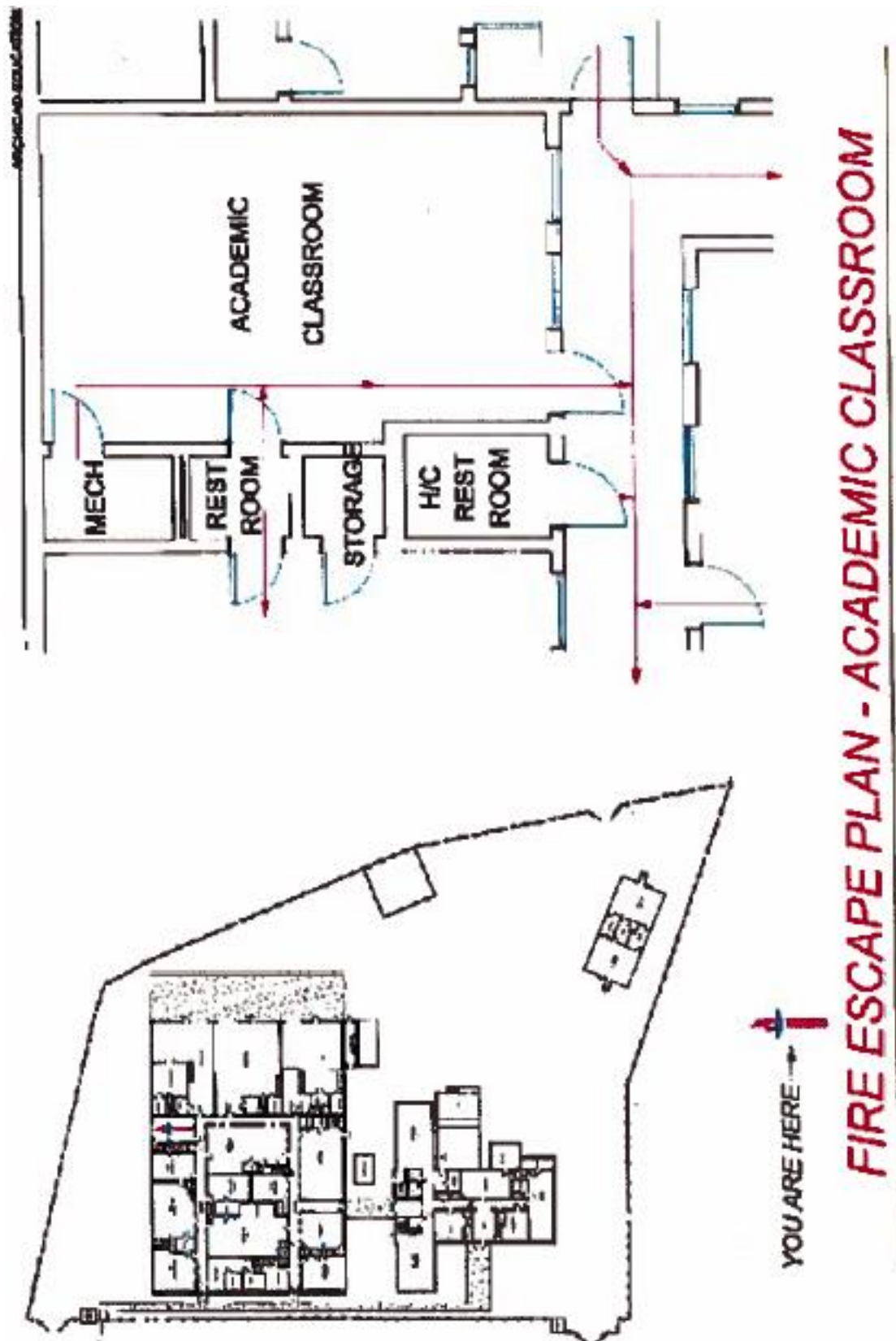




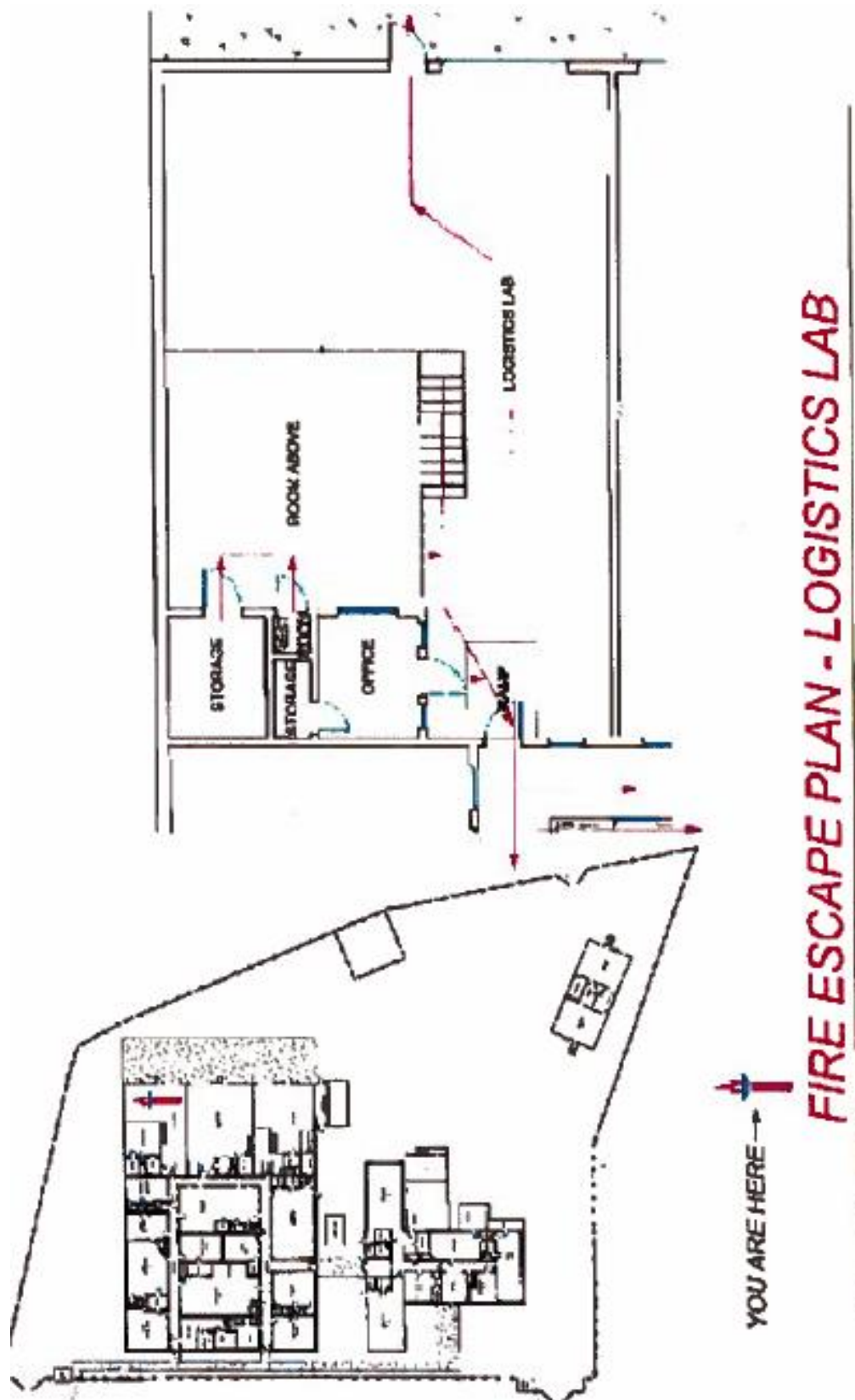
Tutwiler Utility (A.B.E. / G.E.D.) Classroom Emergency Evacuation Plan



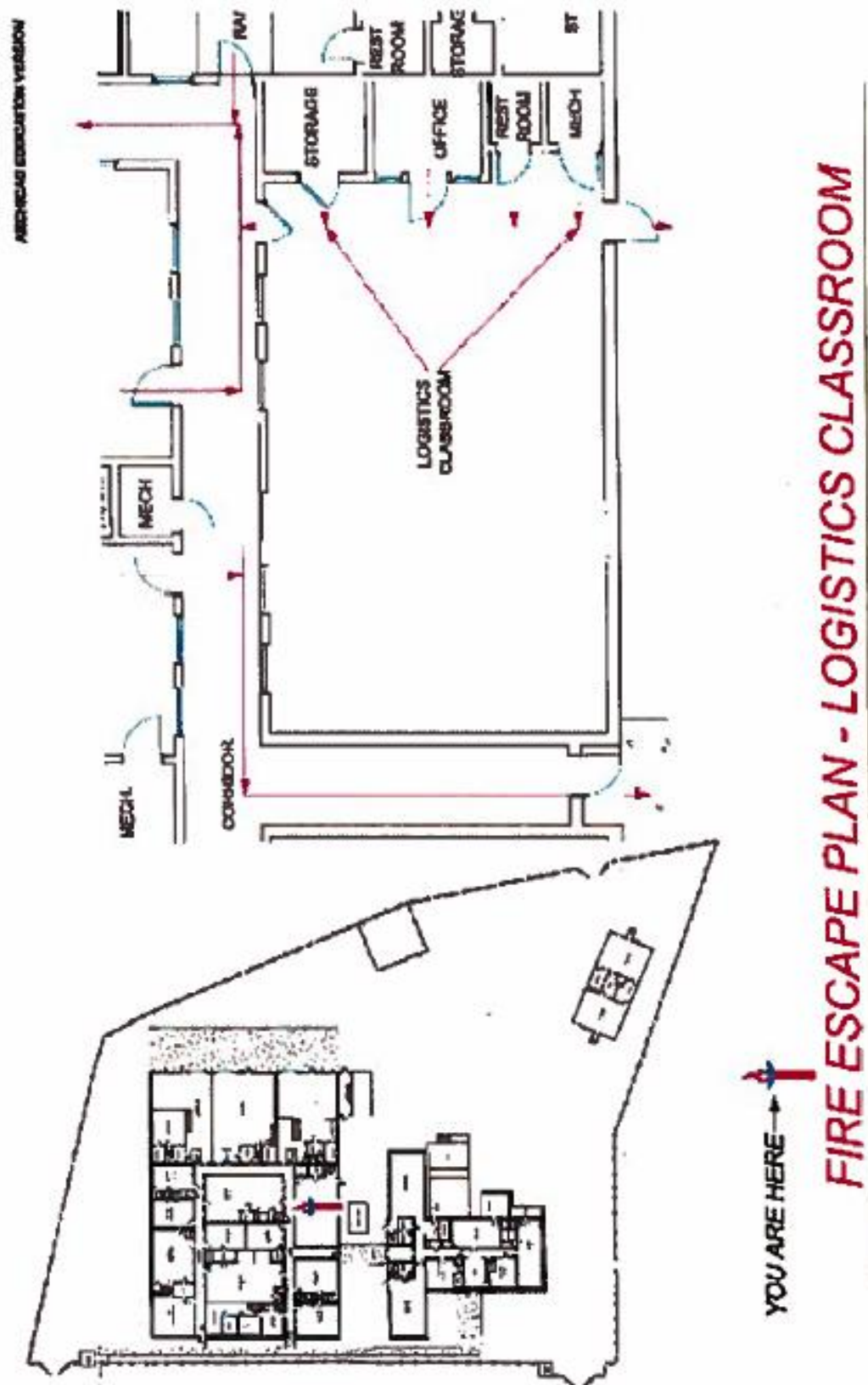
Tutwiler Academic Classroom Emergency Evacuation Plan



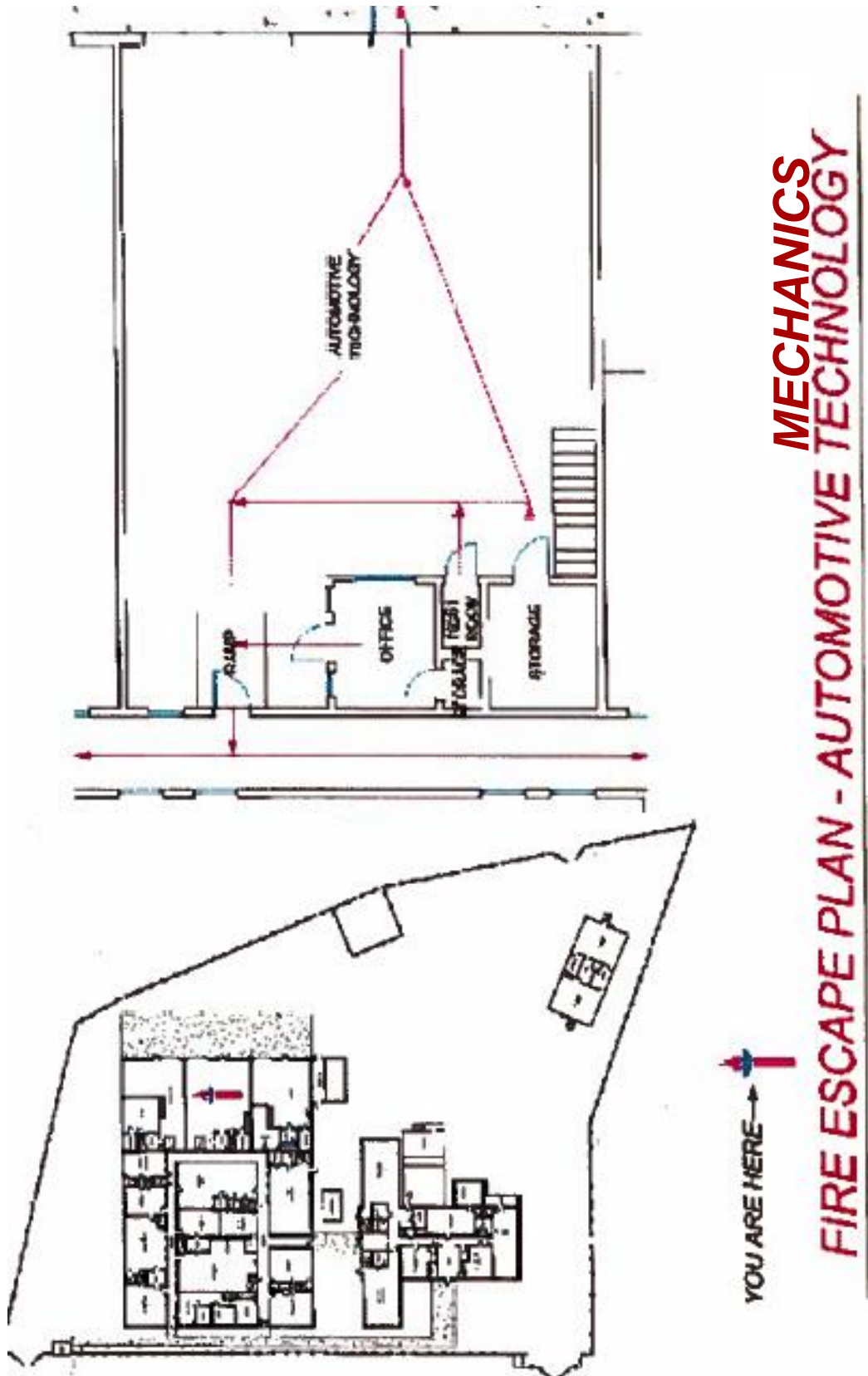
Tutwiler Logistics Lab Emergency Evacuation Plan



Tutwiler Logistics Classroom Emergency Evacuation Plan

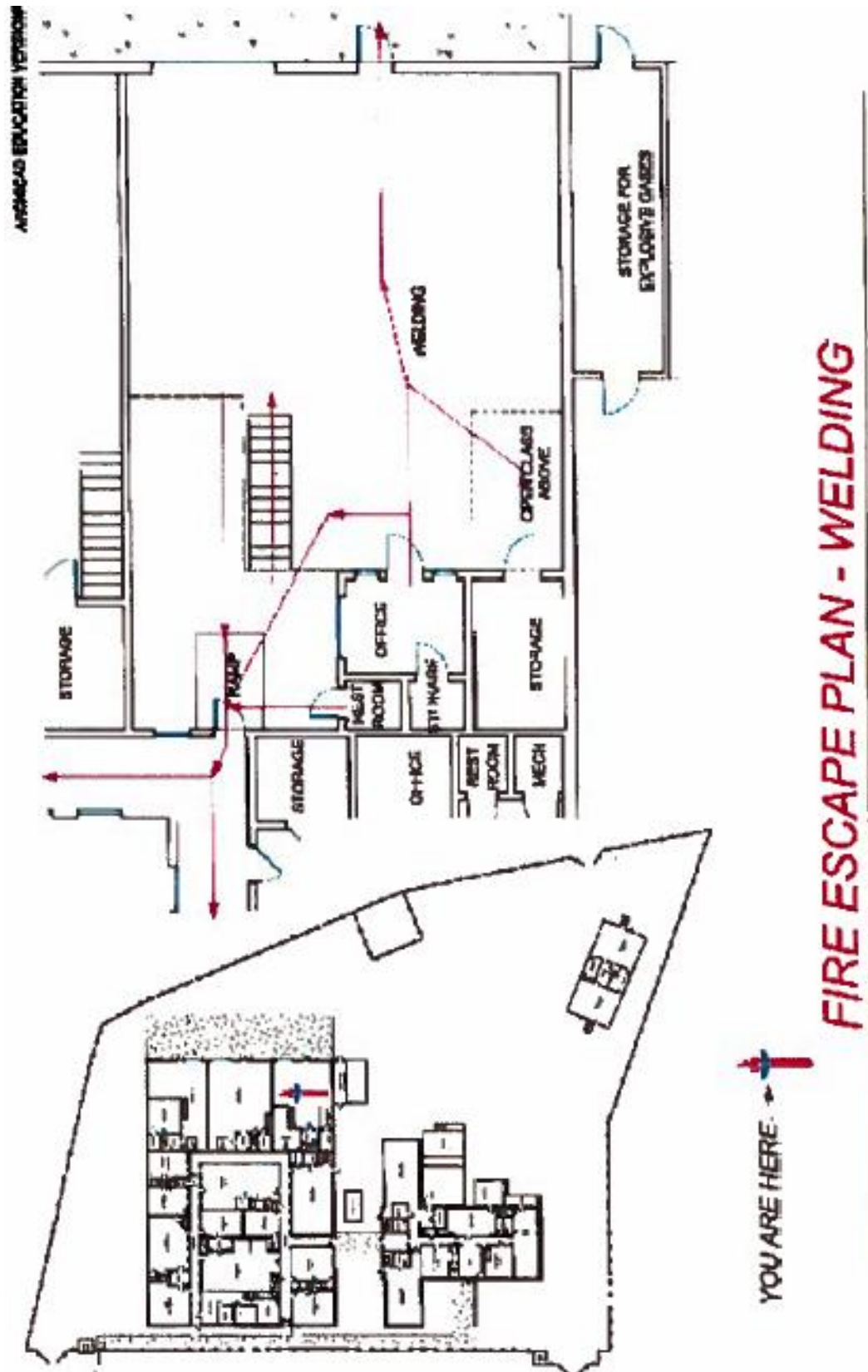






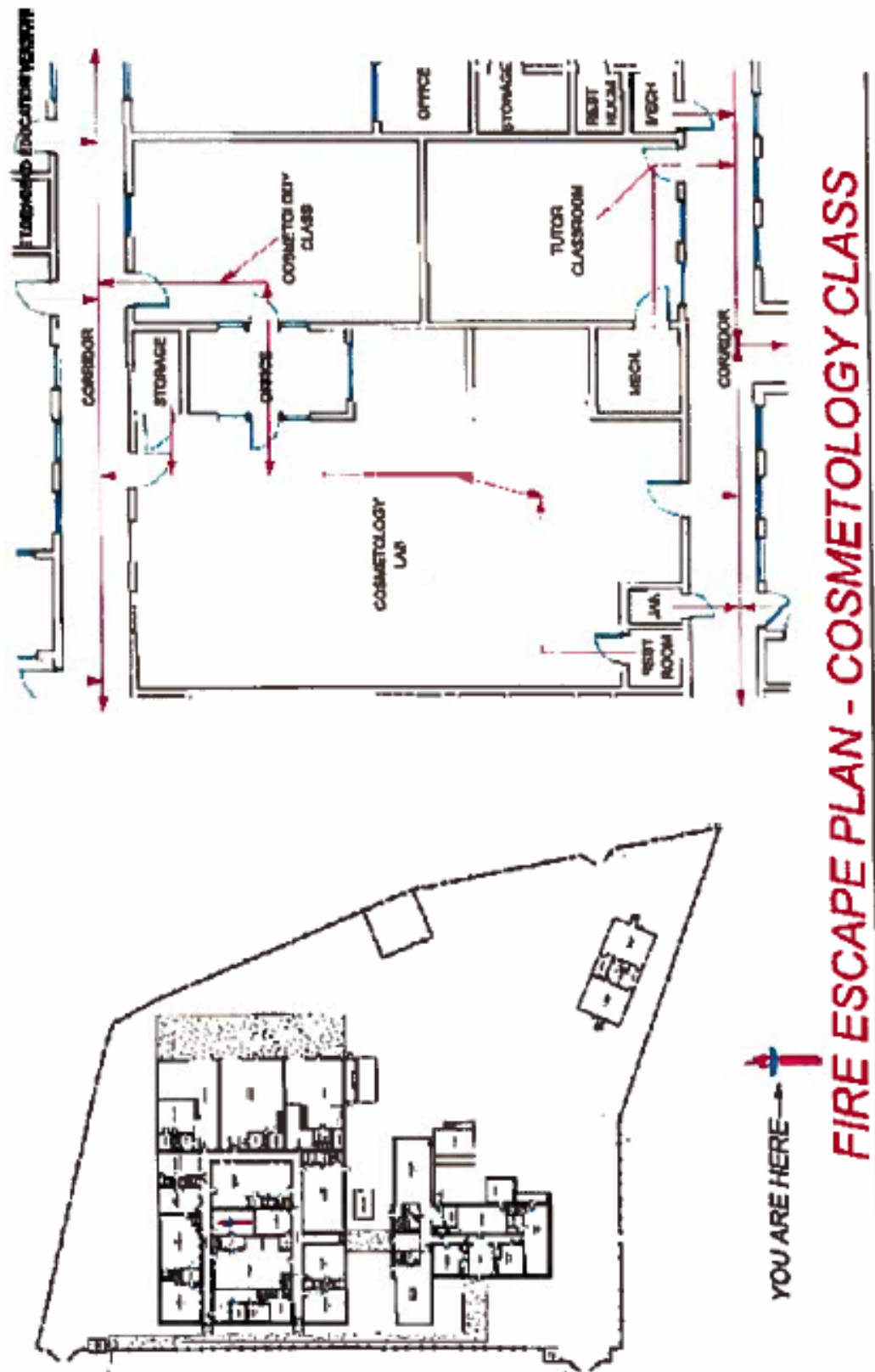


Tutwiler Welding Emergency Evacuation Plan

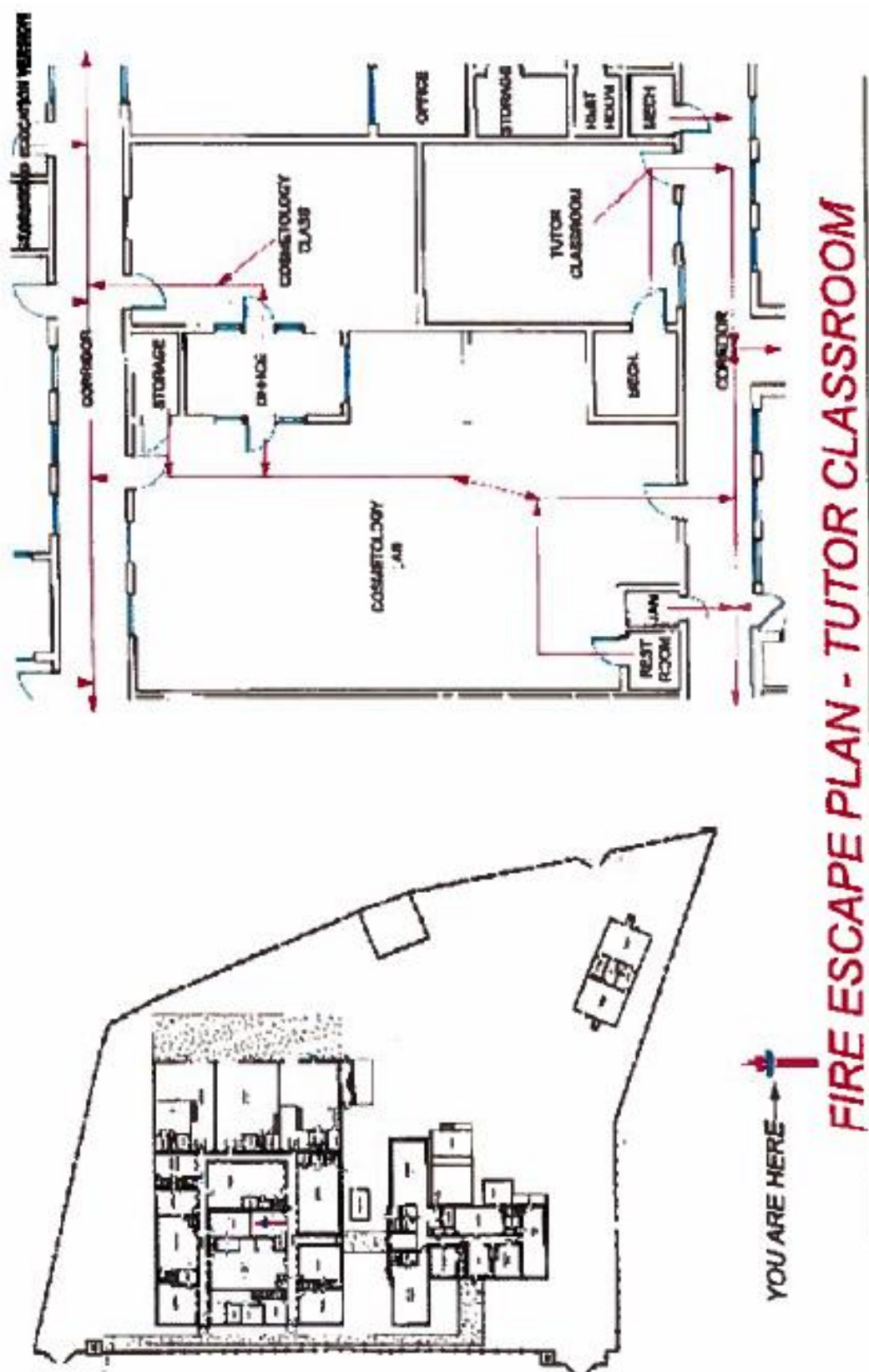




Tutwiler Cosmetology Lab and Classroom Emergency Evacuation Plan

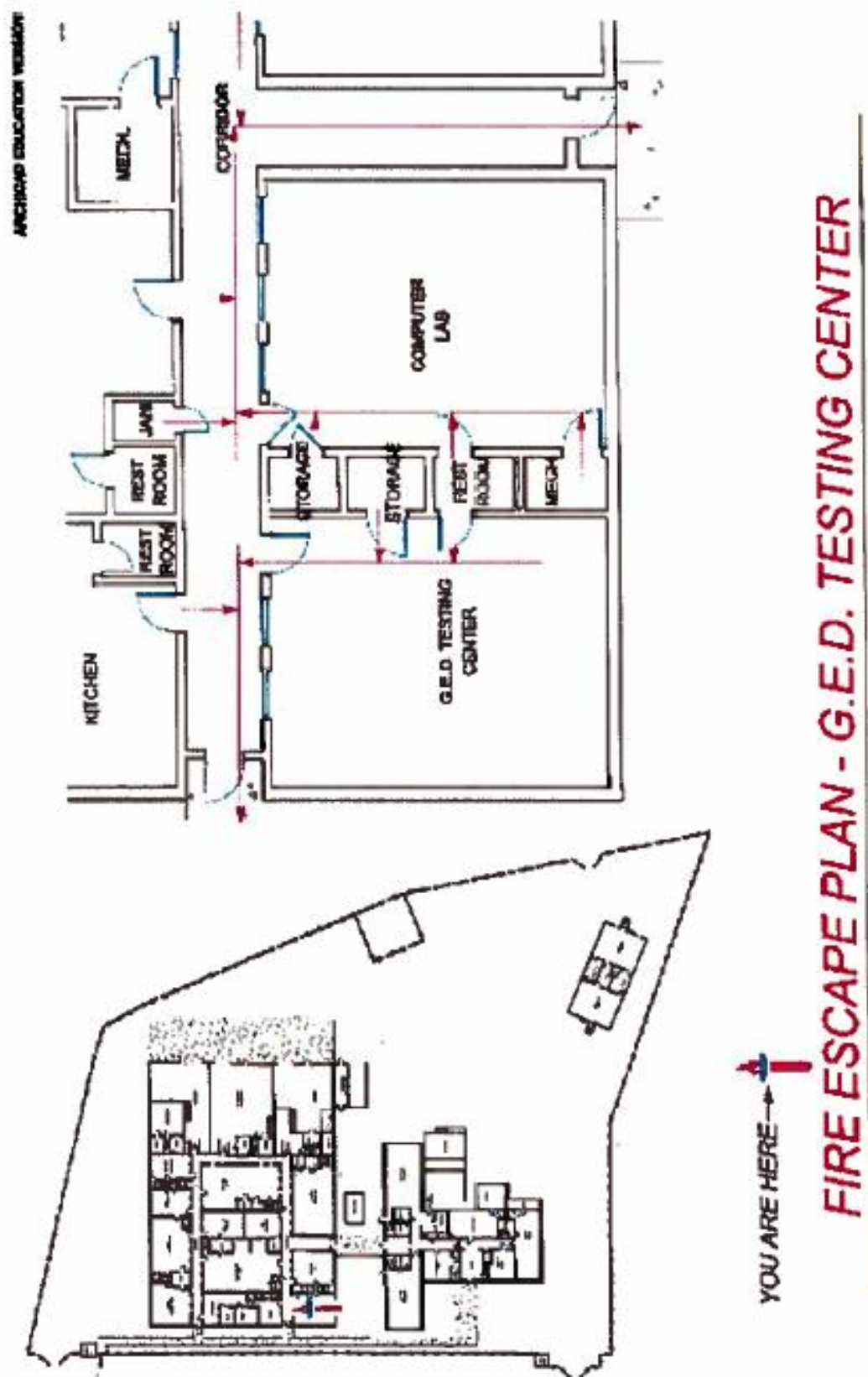


Tutwiler Tutor Classroom Emergency Evacuation Plan

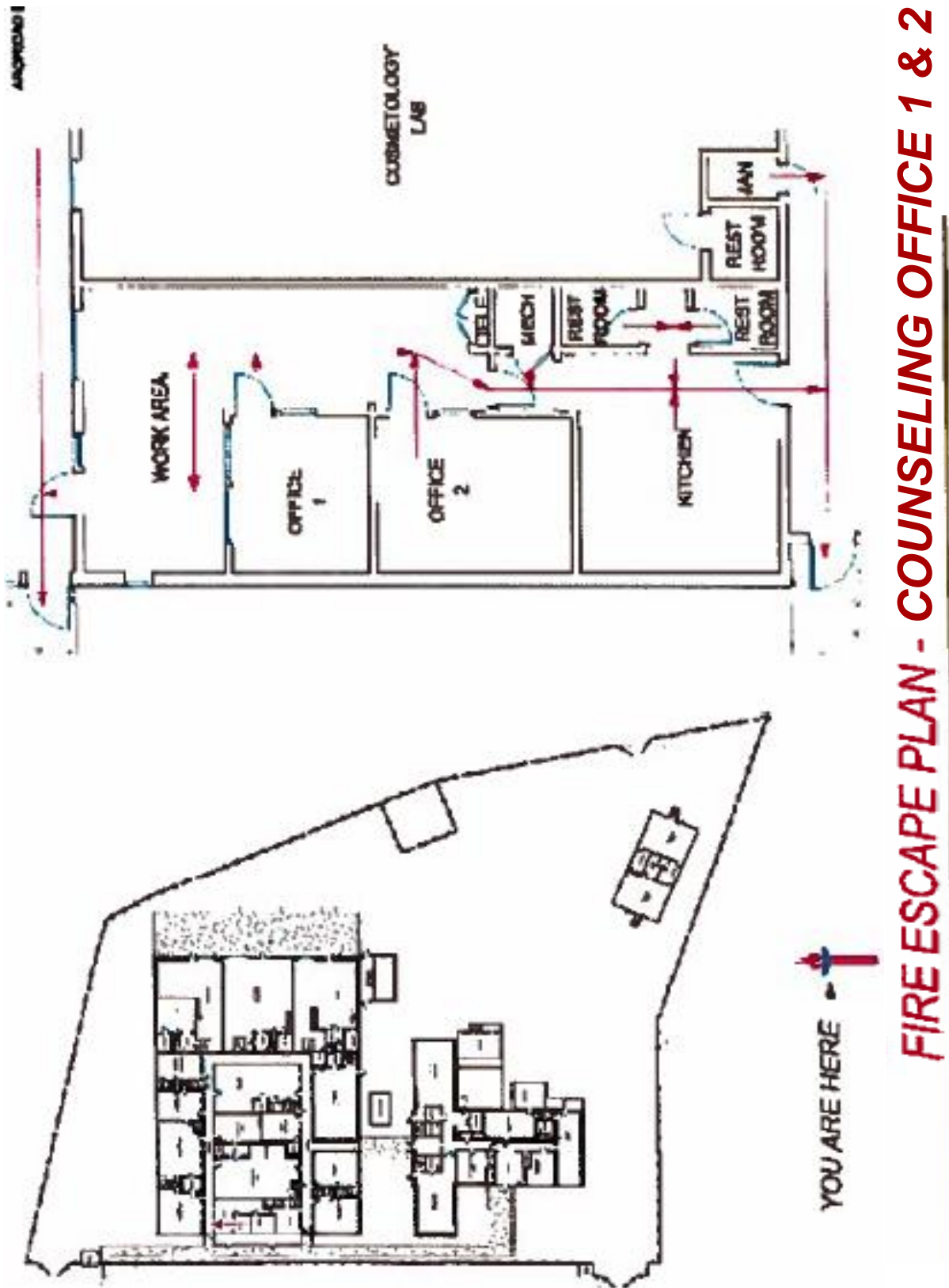




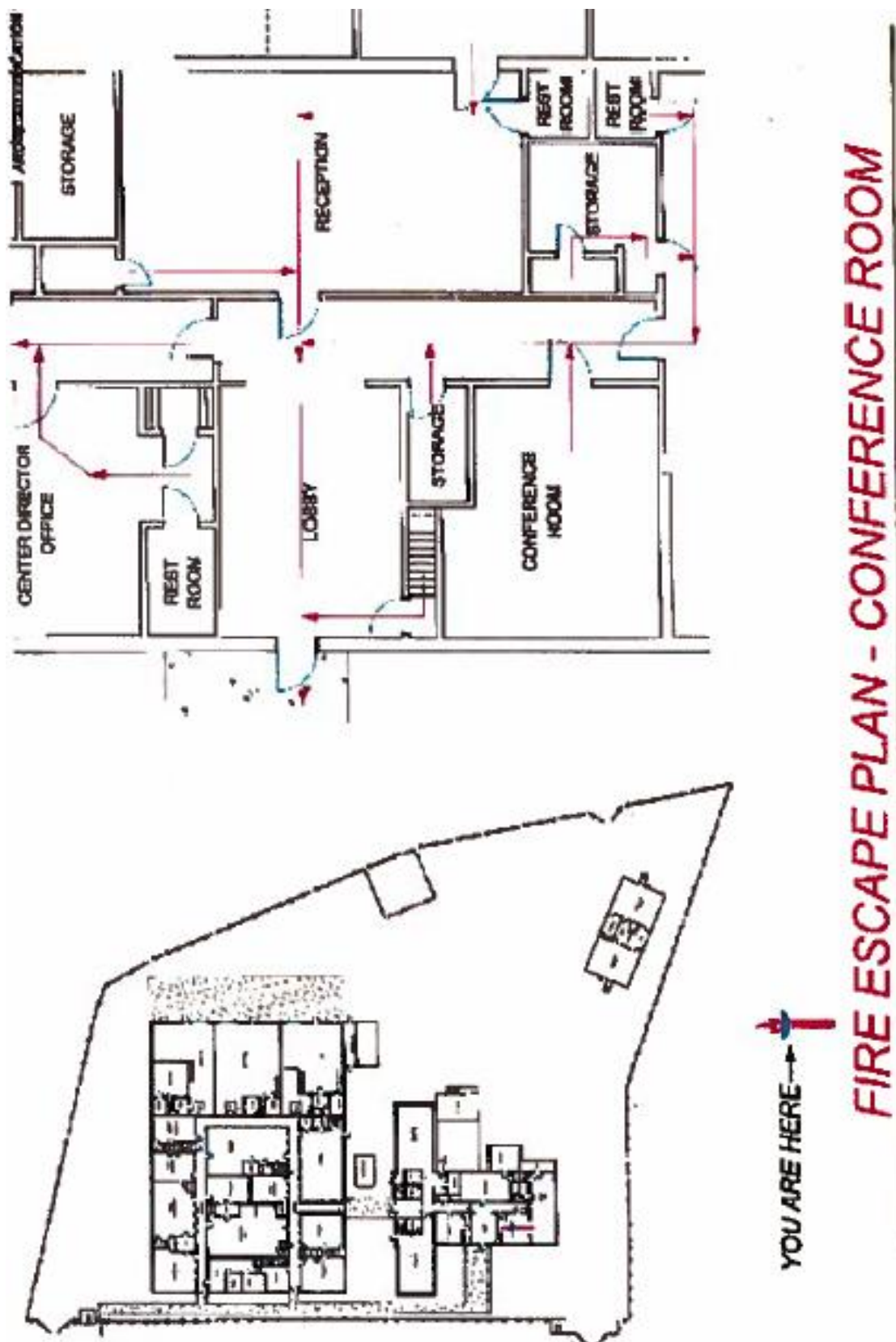
Tutwiler Computer Lab / G.E.D Testing Center Emergency Evacuation Plan



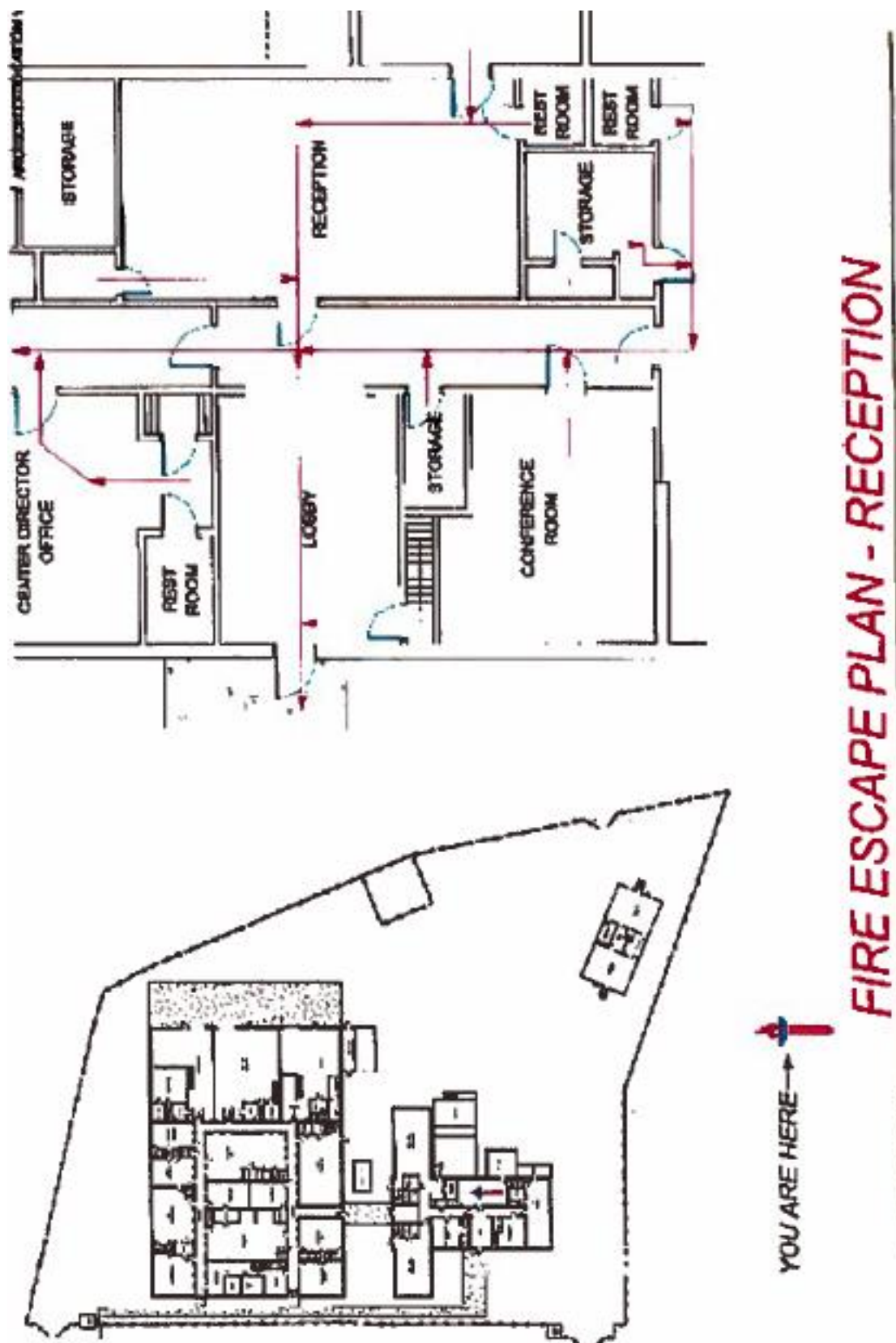




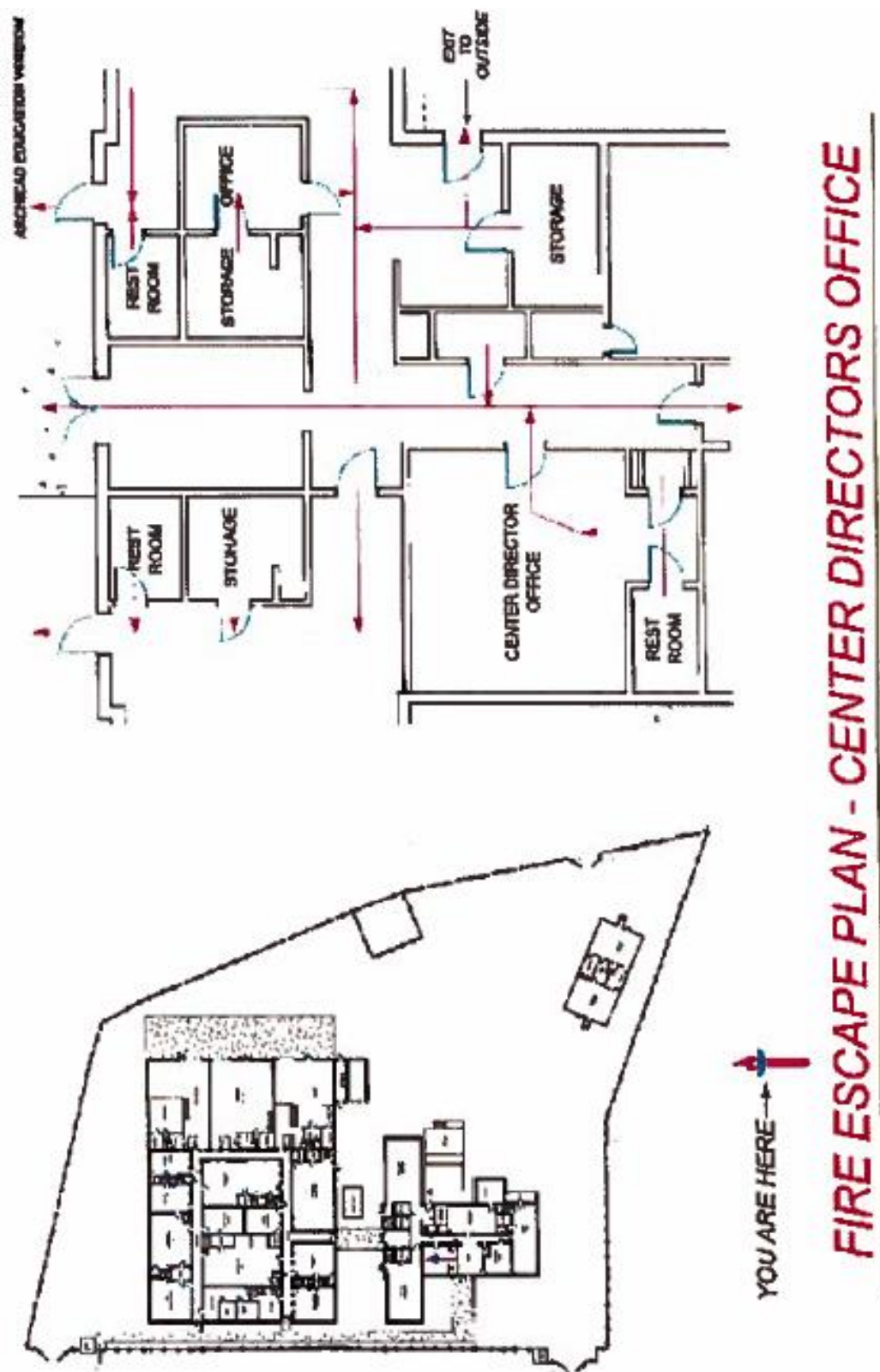
Tutwiler Conference Room / Storage Emergency Evacuation Plan



Tutwiler Reception Area Emergency Evacuation Plan

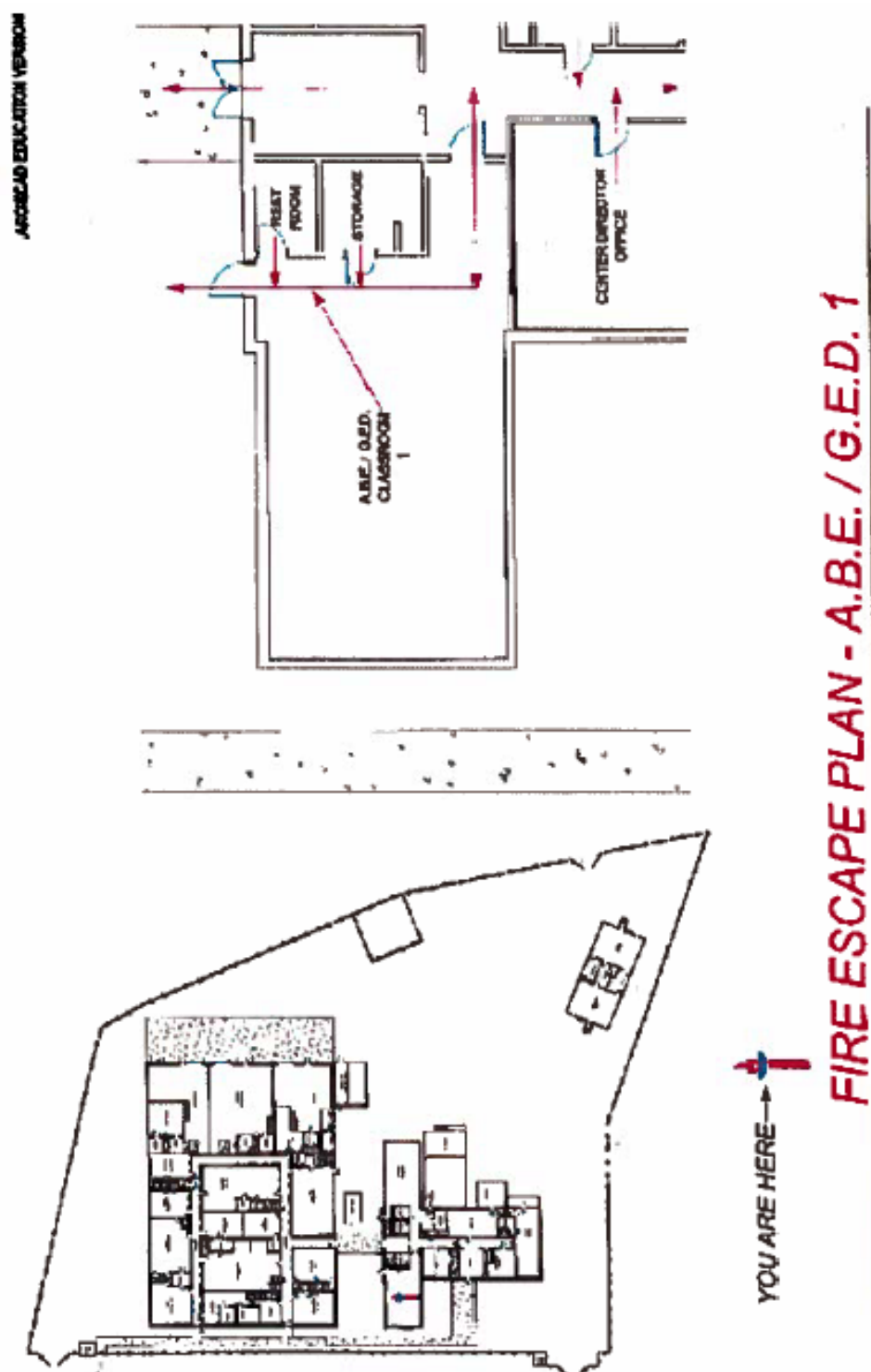


Tutwiler Center Director's Office Emergency Evacuation Plan

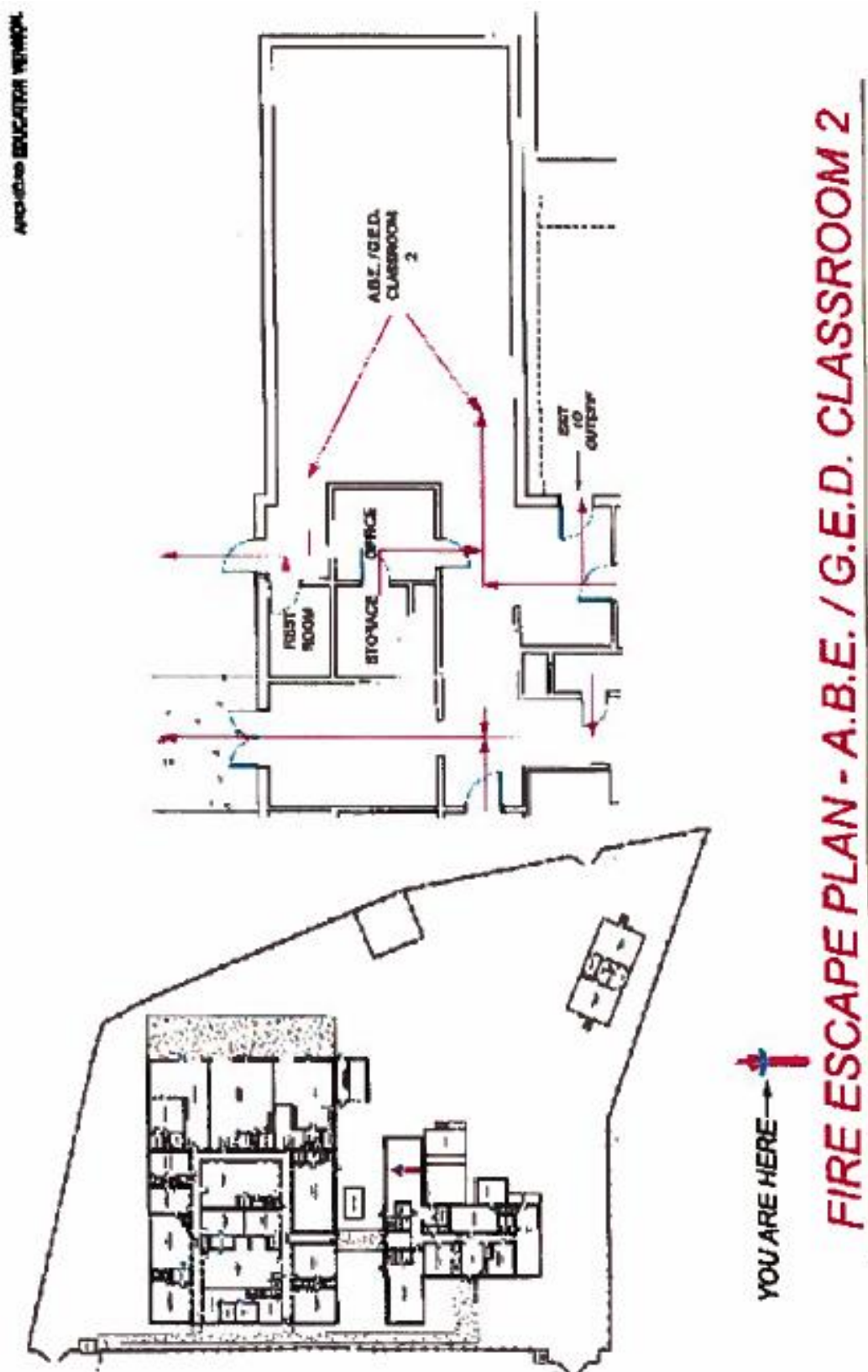




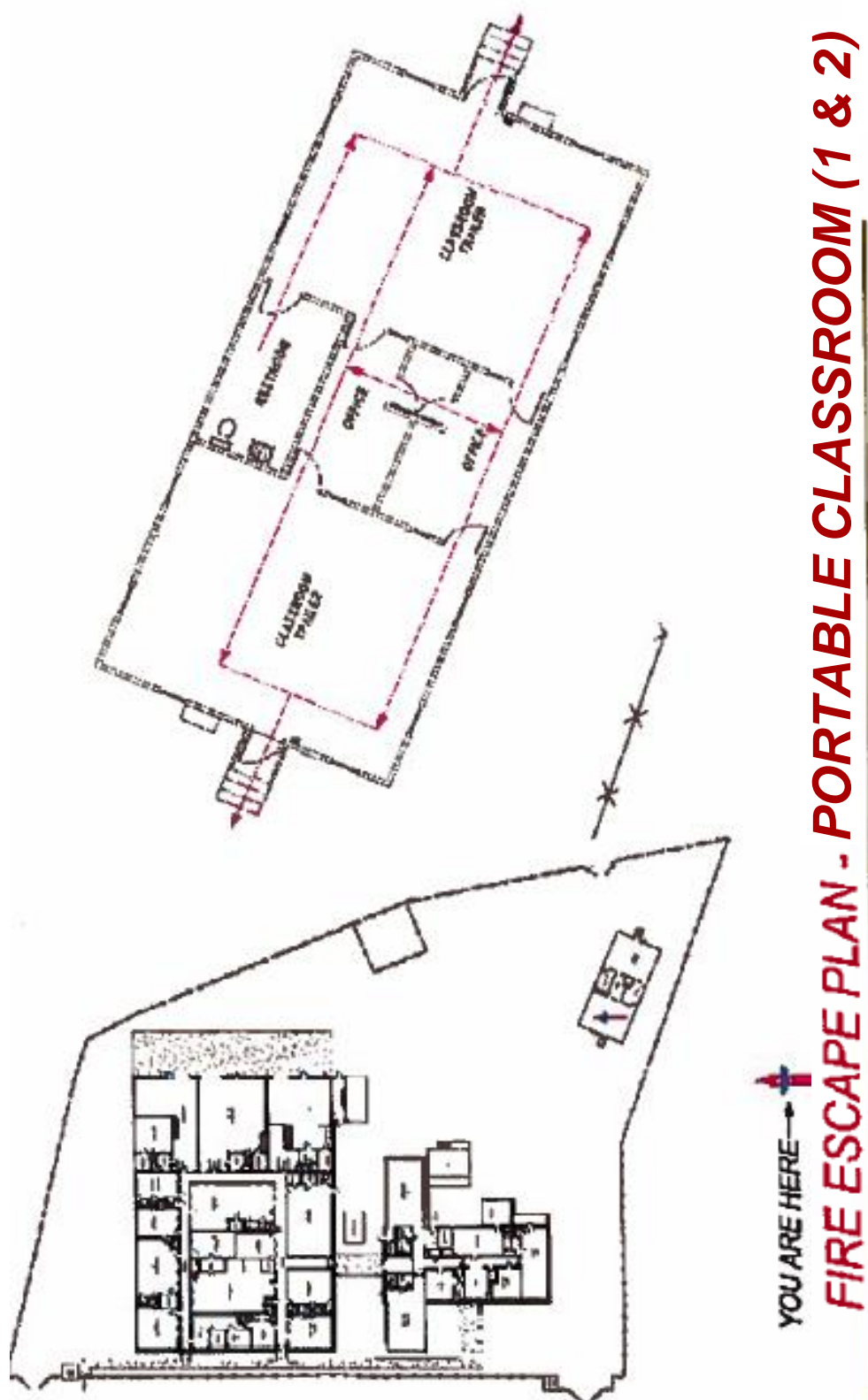
Tutwiler A.B.E. / G.E.D. Classrooms 1 Emergency Evacuation Plan







Tutwiler Special Education Portable Classrooms (1 & 2) Emergency Evacuation Plan



## Appendix A: Safety Planning Priorities

### Safety Planning Priorities

The planning considerations listed below are those agreed upon by the last ad hoc Safety Committee, and reviewed and approved by the President's Administrative Council and the President. They are listed below in the rank order achieved through the employee survey, and will serve as the starting point for this plan's annual review process. The priority listing does not imply that any single element may be omitted in effective planning.

- 1) Safeguarding the personal safety of employees and students.
- 2) Meeting the security needs of the correctional environment and adherence to Department of Corrections' regulations.
- 3) Assuring compliance with federal and state laws, federal regulations, and State Board policies.
- 4) Providing for curriculum development and a review that assures the integration of effective safety instruction.
- 5) Insuring the proper maintenance of a reporting and notification network.
- 6) Providing for the establishment and maintenance of evaluation requirements.
- 7) Meeting the criteria standards for COC and/or COE accreditation.

Appendix B: Safety Planning Priorities Questionnaire



## Safety Planning Priorities Questionnaire

Revised 7/07

The planning considerations or priorities listed below are those agreed upon by the last ad hoc Safety Committee, and reviewed and approved by the President's Administrative Council, and the President. Next to each item please indicate whether or not you believe current ISTC policies and operational procedures cover this area adequately. Also, rank each item from (1) highest to (6) lowest in importance. If you wish to suggest an additional priority-planning item, write in your recommendation on the lines provided at the bottom of this form. Please return your completed form to the designated person at your center within three working days. Thank you.

**Adequate procedures exist  
for:**

1. Safeguarding the person safety of employees and students;
2. Meeting the security needs of the correctional environment and adherence to Department of Corrections regulations;
3. Assuring compliance with federal and state laws, federal regulations, and State Board policies
4. Providing for curriculum development and review, which assures the integration of effective safety instruction;
5. Insuring the proper maintenance of a reporting and notification network; and
6. Meeting the criteria standards for COE accreditation.

**YES      NO      RANK**


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## Appendix C: Planning Cycle Schedule

## Planning Cycle Schedule

### Fall Semester

<b>Action</b>	<b>Start Date</b>	<b>Completion Date</b>
<b>1.</b> President appoints Ad Hoc Safety Committee.	Start of Fall Semester	Through Publication
<b>2.</b> Committee reassesses priorities; Goals and objectives; staff survey done.	Start of Fall Semester	3 <sup>rd</sup> Week of Fall Semester
<b>3.</b> Accident reports reviewed by committee and analysis made.	3 <sup>rd</sup> Week of Fall Semester	5 <sup>th</sup> Week of Fall Semester
<b>4.</b> Written procedures changes developed by committee, also any curriculum recommendations to the Dean of Instruction.	3 <sup>rd</sup> Week of Fall Semester	5 <sup>th</sup> Week of Fall Semester
<b>5.</b> Committee revisions reviewed and approved by the President.	1 <sup>st</sup> Week of the Last Month of Fall Semester	2 <sup>nd</sup> Week of the Last Month of Fall Semester
<b>6.</b> Annual Revised SPOM in-house published and distributed to employees	1 <sup>st</sup> Week of Spring Semester	No Later than the 3 <sup>rd</sup> Week of Spring Semester

Appendix D: Key ISTC Safety Personnel List

### Key ISTC Safety Personnel List

The personnel listed below all have identified responsibilities related to safety planning and evaluation or emergency coordination. Beside each position is a brief description of his/her defined role and information on how to contact that person. A full description of the responsibilities of College personnel by position appears in the ISTC SPOM Manual text. The Table of Contents will locate this material for the reader.

Employees are asked to restrict their inquiries of these named individuals to their areas of responsibility and also to respect the organizational hierarchy when seeking assistance.

**President: Annette Funderburk      Main Campus      Phone: 290-3265      Fax: 285-2521**

The President has overall authority for all ISTC activities. She has designated subordinates for DAILY operations. However, in an extreme emergency, she might choose to make final decisions at the site or allow the Emergency Coordinator to do so. Routine matters should be brought before subordinates first, who will coordinate with the President, if necessary.

**Emergency Coordinator: Mark Matthews, Coordinator of Facility Projects & Transportation** 16401 U.S. Hwy.231 Titus, AL    Home Phone: (334) 567-6481    Cell Phone: (334) 303-9440 Office Phone: (334) 514-5052 FAX: 514-4036

The person in this position has been designated to act for the President in the event of an emergency, such as a chemical spill, etc. He can declare a state of emergency in the absence of the President, if necessary, and should be contacted immediately if the situation appears to be extreme.

**Alternate Emergency Coordinator:** The person in this position has been designated to act in the absence of the Emergency Coordinator. **Dr. Brannon Lentz, Dean of Administration** 9547 Winfield Place Montgomery, AL Cell Phone: (256) 394-1712    Office Phone: (334) 514-8607 FAX: 285-2521

**Center Directors:** The following are responsible for daily operations, the handling of routine reporting of safety/maintenance needs, and coordination with ADOC officials at the facility level.

ATEF	Dr. Stanley Tippins	Phone: 514-5078
Draper-Staton	Dr. William Young	Phone: 290-3264
Tutwiler	Rick Vest	Phone: 514-4070
Bibb/Donaldson Correctional	Doug Farris	Phone: 514-1356

**Department of Corrections Liaison Person for ISTC:** These people are responsible for overall coordination with the Department of Corrections. **2023-2026**

#### **Safety Committee Members**

Chair:	Eddie Lucas	Carpentry Instructor	Phone: 514-3582
Co-Chair:	John Thompson	Plumbing Instructor	Phone: 514-3585
	Anne Gantt	Cosmetology Instructor	Phone: 514-8153
	Randy Hull	Diesel Mechanics Instructor Electrical	Phone: 514-3590
	Don Huskey	Technology Instructor Facilities	Phone: 514-3588
	Kelvin Johnson	Maintenance Technician	Phone: 799-1934
	Mark Matthews	Coord/Facility Projects & Transport.	Phone: 303-9440
	David Milledge	Masonry Instructor	Phone: 514-3583
	Shawn Moore	Tutwiler Auto Service Writer Instructor	Phone: 514-8150
	Dawn Hurst	Barbering Instructor	Phone: 514-3245

**Dean of Instruction: Dr. William Young      Phone: 290-3254**

This position has the responsibility for overall coordination of the Instructional Division at ISTC.



Appendix E: ISTC Form A-1: Accident Report

ISTC Form A-1: Accident Report

<b>JF Ingram State Technical College Employee Accident Report Form</b>	
1. Name of Employee Submitting Report:	
2. (Circle One) Main Campus Draper-Staton Center Tutwiler Center 3. Date of Report: Other Location _____	
4. Date of Accident:	5. Time of Accident:
6. Where Did Accident Occur?	
7. Details of Accident, Including Any Damage or Injury:	
8. List of Witnesses, if any:	
9. Action Taken by Employee(s) Involved in the Accident.	
10. Signature of Employee Submitting Report:	
<b>Additional Information May Be Provided on the Back of This Form.</b>	

Appendix F: Contingency Plan for Hazardous Waste Discharge (Spill) or Fire

Contingency Plan for Hazardous Waste Discharge (Spill) or Fire

Prepared by ISTC Emergency Coordinator

*Contingency Procedures for Hazardous Waste Discharge (Spill)*

At

Ingram State Technical College

5375 Ingram Road

Deatsville, AL 36022

Telephone: (334) 290-3240

I. Introduction

“INGRAM STATE TECHNICAL COLLEGE (ISTC) serves the citizens of Alabama by offering accessible, responsive, and quality postsecondary and technical education to incarcerated men and women, helping them to successfully return to their families and communities.” ISTC operates 7:00-3:00, Monday to Friday. The College is situated at 5375 Ingram Road, also known as Elmore County Road # 3, that runs between Alabama Highway # 14 North to Elmore County Road # 7. The FRANK LEE WORK RELEASE CENTER is located to the South of ISTC and Mr. Braxton Shuffert’s hay field is on the North side. The property has a 12’ chain-link fence around it and is secured at all times, therefore all traffic in or out is monitored.

The Refinishing Shop and the Cabinetmaking shop (main campus) generates small amounts of hazardous waste. ISTC wastes include solvents, paints, and paint thinners. These are ignitable or combustible as classified under the Resource Conservation and Recovery Act (RCRA).

The College’s Draper-Staton Center is located at 5578 Highway 143 North, just South of Draper Correctional Facility. The Auto Body Repair program, located at this site, generates small amounts of hazardous waste. These wastes include solvents, paints, and paint thinners. These are ignitable and combustible as classified under the Resource Conservation and Recovery Act.

II. Facility Layout:

INGRAM STATE TECHNICAL COLLEGE currently utilizes the “satellite accumulation rule.” This rule allows firms to collect hazardous waste in the work place

at the point of generation without having to immediately begin the “accumulation clock.”

To make use of this exception, the following requirements must be met.

- a. The container must not exceed 55 gallons;
- b. The container must be located at or near the point of hazardous waste generation;
- c. Management of the container must be under the control of the operator of the process that generates hazardous waste; and
- d. The container must be labeled “HAZARDOUS WASTE” with 3” high letters.

ISTC has an on-site storage area located behind the Refinishing Shop, which would be used in the event a “satellite” drum needed to be moved until the hazardous waste transporter could remove it from the facility.

This storage area is outside and consists of a chain-link fence, covered with a metal roof, mounted on a concrete slab with a sump, and locking gate that remains locked. Entry to this area is limited to authorized personnel. The Auto Body Repair Shop (Draper-Staton campus) has a storage area at the Southeast corner of the shop area that is covered and locked at all times.

III. Emergencies Planned For:

This procedure is intended to deal with the following emergencies:

**FIRE:** The hazardous wastes managed at ISTC are ignitable. A fire on the premises could become more serious or could result in an explosion.

**DISCHARGE:** A spill could present a threat of exposure or contamination to school personnel. In the event of an emergency, the local fire and police departments are located within eight miles, approximate 10-12 minutes driving time of the school.

IV. Environmental Response Team:

**Emergency Coordinator**-Is to be contacted immediately in the event of an accident.

This person will be responsible for notifying appropriate emergency response authorities, directing emergency response procedures, and determining if the facility evacuation is necessary.

Mr. Mark Matthews, Coordinator of Facility Projects & Transportation

16401 US Hwy. 231, Titus, AL 36080

Home Phone: (334) 567-6481 Cell Phone: (334) 303-9440



**Alternate Emergency Coordinator**-Will assume all the responsibilities of the Emergency Coordinator when the primary coordinator is unable to perform his duties.

Dr. Brannon Lentz, Dean of Administration

9547 Winfield Place, Montgomery, AL 36117 Home Phone: (256) 394-1712

Cell Phone: (256) 394-1712

**On-Site Emergency Responders**-The following employees shall be mobilized to carry out emergency actions as the coordinator so designates.

**Personnel**

**Job Description**

Mr. Eddie Lucas	Phone: (334) 514-3582	Carpentry Instructor, Main Campus
Mr. Eric McClellan	Phone: (334) 514-1355	Automotive Technology, Main Campus
Mr. Woody Chisum	Phone: (334) 514-3589	Auto Body Instructor, Draper/Staton

V. Emergency Response Equipment:

ISTC maintains emergency response equipment, contingency procedures, and first-aid kits in the facility that generates hazardous waste. The equipment includes the following:

- a. Fire Fighting Equipment-stored on the walls
- b. Protective Equipment-Stored in the cabinet (i.e., rubber gloves, boots, goggles, and aprons)
- c. Cleanup/Spills Equipment-in the Spill Kit and Salvage Drum
- d. Health/Safety Equipment-on hand
- e. Communication Equipment-Wireless/Cell Phones, Phones with outside access have emergency number posted at them in the event an emergency should occur.

VI. Emergency Procedures

All employees who handle, or are potentially exposed to, hazardous material/waste receive general emergency response training (see section V), which illustrates the general procedures that workers and Emergency Coordinator should follow in the event of a fire, or spill, is being developed.

VII. Reporting Obligation:

The Emergency Coordinator shall make a record of all significant emergency events, and of the actions taken in response. Within three working days of any emergency that

requires the implementation of this procedure, the Emergency Coordinator shall make a full written report describing the incident in detail, and all actions taken in response.

Within 15 days after the incident, the Emergency Coordinator shall submit a written report to the appropriate state agency and the Regional Administrator providing the following information:

- Name, address, and phone number of the facility and the owner/operator.
- Date, time, and type of incident.
- Type and quantity of material involved.
- Potential harm to human health and the environment.
- Estimated quantity and method of disposal.

VIII. Emergency Preparedness:

Inspections are standard operating procedures at ISTC. These inspections minimize the possibility of a fire, explosion, or spill of hazardous waste. The following checklist inspections will be performed on a regular basis.

**DAILY**

1. Check access clearance to fire exits.
2. Check storage room:
  - a. Are bungs tight?
  - b. Any spills?
  - c. Incompatibles kept separate.
3. Check proper use of no-smoking areas.
4. Check eye protection and respiratory devices for cleanliness.
5. Check ventilation system.
6. Check aisle to ensure that adequate space is maintained.

**WEEKLY**

1. Check drum storage:
  - a. Rust?
  - b. Dents?
  - c. Safe stacking?
2. Are all containers covered?
3. Check supply of absorbents.

4. Check communication system.

**MONTHLY**

1. Check hazardous waste labels, posting signs, and no smoking signs.
2. Check fire extinguishers.
3. Check spill control and contamination equipment.

**SEMIANNUALLY**

1. Fire drill.
2. Review emergency response procedures with the emergency response team.
3. In-house facility inspections/audit.

IX. Communication with Local Authorities

ISTC has made every effort to inform local fire, police, and medical authorities of the potential hazards that exist at the facility, and of the existence of the facility contingency plan. ISTC has invited local agencies to participate in the development of these contingency procedures, and has sent the plan to emergency response groups.

ISTC has made arrangements with SAFETY-KLEEN, INC. and PHILLIPS SERVICES CORPORATIONS (PSC) of Alabama to provide disposal service for hazardous waste.

Appendix F-1: Hazardous Material Checklist Form

Hazardous Material Checklist Form-Refinishing

HAZARDOUS MATERIAL  
CHECKLIST-MAIN CAMPUS

Carpentry Shop  
Mr. Eddie Lucas  
JF Ingram State Technical College  
Post Office Box 220350  
Deatsville, Alabama 36022-0350  
Phone: (334) 514-3582

DATE:

\_\_\_\_\_

	Mon	Tue	Wed	Thu	Fri
DAILY					
1. Fire exits clear					
2. Check storage room: Are drums tight?					
Any spills?					
Incompatibles kept separate?					
3. Check proper use of no smoking areas.					
4. Check eye protection and respiratory devices for cleanliness.					
5. Check ventilation system.					
6. Check aisles to ensure adequate space is maintained.					
WEEKLY					
1. Check drum storage: Rust? Dents? Safe stacking?					
2. Are all containers covered?					
3. Check supply of absorbents.					
4. Check communication system.					
MONTHLY					
1. Check hazardous waste labels.					
2. Check fire extinguishers.					
3. Check spill control contamination equipment.					
SEMI-ANNUALLY					
1. Fire drill.					
2. Review emergency response procedures with emergency response team.					
ANNUALLY					
1. In house inspection/audit.					



# ISTC Safety Plan and Operations Manual

## Hazardous Material Checklist Form-Cabinetmaking

HAZARDOUS MATERIAL  
CHECKLIST-MAIN CAMPUS

Cabinetmaking Shop  
Mr. Ray Albright  
JF Ingram State Technical College  
Post Office Box 220350  
Deatsville, Alabama 36022-0350  
Phone: (334) 514-1364

DATE:

\_\_\_\_\_

	Mon	Tue	Wed	Thu	Fri
<b>DAILY</b>					
1. Fire exits clear					
7. Check storage room: Are drums tight?					
Any spills?					
Incompatibles kept separate?					
8. Check proper use of no smoking areas.					
9. Check eye protection and respiratory devices for cleanliness.					
10. Check ventilation system.					
11. Check aisles to ensure adequate space is maintained.					
<b>WEEKLY</b>					
5. Check drum storage: Rust? Dents? Safe stacking?					
6. Are all containers covered?					
7. Check supply of absorbents.					
8. Check communication system.					
<b>MONTHLY</b>					
4. Check hazardous waste labels.					
5. Check fire extinguishers.					
6. Check spill control contamination equipment.					
<b>SEMI-ANNUALLY</b>					
3. Fire drill.					
4. Review emergency response procedures with emergency response team.					
<b>ANNUALLY</b>					
2. In house inspection/audit.					

# ISTC Safety Plan and Operations Manual

## Hazardous Material Checklist Form-Auto Body

HAZARDOUS MATERIAL  
CHECKLIST-DRAPER-STATON

Auto Body Shop  
Mr. Woody Chisum  
JF Ingram State Technical College  
Post Office Box 220350  
Deatsville, Alabama 36022-0350  
Phone: (334) 514-3589

DATE:

\_\_\_\_\_

	Mon	Tue	Wed	Thu	Fri
<b>DAILY</b>					
1. Fire exits clear					
12. Check storage room: Are drums tight?					
Any spills?					
Incompatibles kept separate?					
13. Check proper use of no smoking areas.					
14. Check eye protection and respiratory devices for cleanliness.					
15. Check ventilation system.					
16. Check aisles to ensure adequate space is maintained.					
<b>WEEKLY</b>					
9. Check drum storage: Rust? Dents? Safe stacking?					
10. Are all containers covered?					
11. Check supply of absorbents.					
12. Check communication system.					
<b>MONTHLY</b>					
7. Check hazardous waste labels.					
8. Check fire extinguishers.					
9. Check spill control contamination equipment.					
<b>SEMI-ANNUALLY</b>					
5. Fire drill.					
6. Review emergency response procedures with emergency response team.					
<b>ANNUALLY</b>					
3. In house inspection/audit.					

Hazardous Material Checklist Form-Auto Mechanics/Main

HAZARDOUS MATERIAL  
CHECKLIST-MAIN CAMPUS

Automotive Technology Shop  
Mr. Eric McClellan  
JF Ingram State Technical College  
Post Office Box 220350  
Deatsville, Alabama 36022-0350  
Phone: (334) 514-1358

DATE:

\_\_\_\_\_

	Mon	Tue	Wed	Thu	Fri
DAILY					
1. Fire exits clear					
17. Check storage room: Are drums tight?					
Any spills?					
Incompatibles kept separate?					
18. Check proper use of no smoking areas.					
19. Check eye protection and respiratory devices for cleanliness.					
20. Check ventilation system.					
21. Check aisles to ensure adequate space is maintained.					
WEEKLY					
13. Check drum storage: Rust? Dents? Safe stacking?					
14. Are all containers covered?					
15. Check supply of absorbents.					
16. Check communication system.					
MONTHLY					
10. Check hazardous waste labels.					
11. Check fire extinguishers.					
12. Check spill control contamination equipment.					
SEMI-ANNUALLY					
7. Fire drill.					
8. Review emergency response procedures with emergency response team.					
ANNUALLY					
4. In house inspection/audit.					

# ISTC Safety Plan and Operations Manual

## Hazardous Material Checklist Form-Auto Mechanics/Tutwiler

HAZARDOUS  
MATERIAL CHECKLIST-  
Draper/Staton

Diesel Mechanic Shop  
Mr. Randy Hull  
JF Ingram State Technical  
College Post Office Box 220350  
Deatsville, Alabama 36022-0350  
Phone: (334) 514-3590

DATE:

\_\_\_\_\_

	Mon	Tue	Wed	Thu	Fri
DAILY					
1. Fire exits clear					
22. Check storage room: Are drums tight?					
Any spills?					
Incompatibles kept separate?					
23. Check proper use of no smoking areas.					
24. Check eye protection and respiratory devices for cleanliness.					
25. Check ventilation system.					
26. Check aisles to ensure adequate space is maintained.					
WEEKLY					
17. Check drum storage: Rust? Dents? Safe stacking?					
18. Are all containers covered?					
19. Check supply of absorbents.					
20. Check communication system.					
MONTHLY					
13. Check hazardous waste labels.					
14. Check fire extinguishers.					
15. Check spill control contamination equipment.					
SEMI-ANNUALLY					
9. Fire drill.					
10. Review emergency response procedures with emergency response team.					
ANNUALLY					
5. In house inspection/audit.					

Appendix F-2: Hazardous Waste Spill Report



Hazardous Waste Spill Report

Ingram State Technical College  
5375 Ingram Road/PO Box 220350  
Deatsville, Alabama 36022-0350

To: \_\_\_\_\_

Date: \_\_\_\_\_

Program: \_\_\_\_\_

RE: Spill Report      Type of Hazardous Waste/Chemicals: \_\_\_\_\_

Date of Spill: \_\_\_\_\_ Time of Spill: \_\_\_\_\_

Where in your program area did the spill occur? \_\_\_\_\_

How did the spill occur (detail)? \_\_\_\_\_

What was the involved person doing? \_\_\_\_\_

Statement of Witnesses: \_\_\_\_\_

Experience in work in which the person was involved: \_\_\_\_\_

Action taken by instructor: \_\_\_\_\_

\_\_\_\_\_  
Signature of Instructor or Supervisor

\_\_\_\_\_  
Signature of Emergency Coordinator or Designee

Is Further Reporting action required?

Circle One-    No    Yes

Additional information on reverse side:

Circle One-    No    Yes

Appendix F-3: Floor Plans of Hazardous Material Storage Area

Floor Plans of Hazardous Material Storage Area-Auto Body/Draper

Floor Plans of Hazardous Material Storage Area-Cabinetmaking

Floor Plans of Hazardous Material Storage Area-Refinishing