

PROSPECT COLLEGE HEALTH AND SAFETY PLANS

Health and Safety Policy Statement

It is the policy of Prospect College to provide and maintain a safe environment free of injuries and other impairments to the health of the students and employees.

In the interest of accident prevention, Prospect College supports a formal safety program designed to reduce accidents and injuries.

Each student or employee is responsible for taking a serious interest in the safety of himself/herself and those around him/her, cooperating with school officials, complying with safety regulations of the institution, reporting immediately any injury incurred or unsafe condition observed, and complying with safety procedures at all times. Students who fail to follow safety regulations may be withdrawn from the school. Employees are expected to review these policies and procedures carefully as part of their acclimation with the organization.

FIRE PREVENTION PLAN

The following fire prevention plan is provided as a guide to assist employers and employees in complying with the requirements of the Occupational Safety and Health Administration's (OSHA) Fire Prevention Plan Standard, 29 Code of Federal Regulations (CFR) 1910.39, as well as to provide other helpful information. It is not intended to supersede the requirements of the standard. An employer should review the standard for particular requirements that are applicable to their individual situation, and make adjustments to this program that are specific to their company. An employer will need to add information relevant to their particular facility in order to develop an effective, comprehensive program.

Objective

The purpose of this Fire Prevention Plan is to eliminate the causes of fire, prevent loss of life and property by fire, and to comply with the Occupational Safety and Health Administration's (OSHA) standard on fire prevention, 29 CFR 1910.39. It provides employees with information and guidelines that will assist them in recognizing, reporting, and controlling fire hazards.

Background

Prospect College is committed to minimizing the threat of fire to employees, visitors, and property.

Prospect College complies with all applicable laws, regulations, codes, and good practices pertaining to fire prevention. This Fire Prevention Plan serves to reduce the risk of fires at Prospect College facilities in the following ways:

- A. identifies materials that are potential fire hazards and their proper handling and storage procedures;
- B. distinguishes potential ignition sources and the proper control procedures of those materials;
- C. describes fire protection equipment and/or systems used to control fire hazards;
- D. identifies persons responsible for maintaining the equipment and systems installed to prevent or control ignition of fires;
- E. identifies persons responsible for the control and accumulation of flammable or combustible material;
- F. describes good housekeeping procedures necessary to insure the control of accumulated flammable and combustible waste material and residues to avoid a fire emergency; and
- G. provides training to employees with regard to fire hazards to which they may be exposed.

Assignment of Responsibility

Fire safety is everyone's responsibility. All employees should know how to prevent and respond to fires, and are responsible for adhering to company policy regarding fire emergencies.

A. Management

Management determines the Prospect College fire prevention and protection policies.

Management will provide adequate controls to provide a safe workplace, and will provide adequate resources and training to its employees to encourage fire prevention and the safest possible response in the event of a fire emergency.

B. Plan Administrator

A staff member designated by the CEO shall manage the Fire Prevention Plan for Prospect College, and shall maintain all records pertaining to the plan. The Plan Administrator shall also:

- **Develop and administer the Prospect College fire prevention training program.**
- **Ensure that fire control equipment and systems are properly maintained.**

Employees

All employees shall:

- **Complete all required training before working without supervision.**
- **Conduct operations safely to limit the risk of fire.**
- **Report potential fire hazards to their supervisors.**
- **Follow fire emergency procedures.**

Plan Implementation

C. Good Housekeeping

To limit the risk of fires, employees shall take the following precautions:

1. Minimize the storage of combustible materials.
2. Make sure that doors, hallways, stairs, and other exit routes are kept free of obstructions.
3. Dispose of combustible waste in covered, airtight, metal containers.
4. Use and store flammable materials in well-ventilated areas away from ignition sources.
5. Use only nonflammable cleaning products.
6. Keep incompatible (i.e., chemically reactive) substances away from each other.
7. Perform "hot work" (i.e., welding or working with an open flame or other ignition sources) in controlled and well-ventilated areas.
8. Keep equipment in good working order (i.e., inspect electrical wiring and appliances regularly and keep motors and machine tools free of dust and grease.
9. Ensure that heating units are safeguarded.
10. Report all gas leaks immediately. The staff member designated by the CEO shall ensure that all gas leaks are repaired immediately upon notification.
11. Repair and clean up flammable liquid leaks immediately.
12. Keep work areas free of dust, lint, sawdust, scraps, and similar material.
13. Do not rely on extension cords if wiring improvements are needed, and take care not to overload circuits with multiple pieces of equipment.
14. Ensure that required hot work permits are obtained.
15. Turn off electrical equipment when not in use.

B. Maintenance

A staff member designated by the CEO will ensure that equipment is maintained according to manufacturers' specifications. *Prospect College* will also comply with requirements of the National Fire Protection Association (NFPA) codes for specific equipment. Only properly trained individuals shall perform maintenance work.

The following equipment is subject to the maintenance, inspection, and testing procedures:

1. equipment installed to detect fuel leaks, control heating, and control pressurized systems;
2. portable fire extinguishers, automatic sprinkler systems, and fixed extinguishing systems;
3. detection systems for smoke, heat, or flame;
4. fire alarm systems; and
5. emergency backup systems and the equipment they support.

Types of Hazards

The following sections address the major workplace fire hazards at *Prospect College's* facilities and the procedures for controlling the hazards.

A. Electrical Fire Hazards

Electrical system failures and the misuse of electrical equipment are leading causes of workplace fires. Fires can result from loose ground connections, wiring with frayed insulation, or overloaded fuses, circuits, motors, or outlets.

To prevent electrical fires, employees shall:

1. Make sure that worn wires are replaced.
2. Use only appropriately rated fuses.
3. Never use extension cords as substitutes for wiring improvements.
4. Use only approved extension cords [i.e., those with the Underwriters Laboratory (UL) or Factory Mutual (FM) label].
5. Check wiring in hazardous locations where the risk of fire is especially high.
6. Check electrical equipment to ensure that it is either properly grounded or double insulated.
7. Ensure adequate spacing while performing maintenance.

B. Portable Heaters

All portable heaters shall be approved by *the staff member designated by the CEO*. Portable electric heaters shall have tip-over protection that automatically shuts off the unit when it is tipped over. There shall be adequate clearance between the heater and combustible furnishings or other materials at all times.

C. Office Fire Hazards

Fire risks are not limited to *Prospect College's* facilities. Fires in offices have become more likely because of the increased use of electrical equipment, such as computers and fax machines. To prevent office fires, employees shall:

1. Avoid overloading circuits with office equipment.
2. Turn off nonessential electrical equipment at the end of each workday.
3. Keep storage areas clear of rubbish.
4. Ensure that extension cords are not placed under carpets.
5. Ensure that trash and paper set aside for recycling is not allowed to accumulate.

D. Flammable and Combustible Materials

A staff member designated by the CEO shall evaluate the presence of combustible materials at *Prospect College*.

Certain types of substances can ignite at relatively low temperatures or pose a risk of catastrophic explosion if ignited. Such substances obviously require special care and handling.

1. Class A combustibles.

These include common combustible materials (wood, paper, cloth, rubber, and plastics) that can act as fuel and are found in non-specialized areas such as offices.

To handle Class A combustibles safely:

- a. Dispose of waste daily.
- b. Keep trash in metal-lined receptacles with tight-fitting covers (metal wastebaskets that are emptied every day do not need to be covered).
- c. Keep work areas clean and free of fuel paths that could allow a fire to spread.
- d. Keep combustibles away from accidental ignition sources, such as hot plates, soldering irons, or other heat- or spark-producing devices.

Water, multi-purpose dry chemical (ABC), and halon 1211 are approved fire extinguishing agents for Class A combustibles.

2. Class B combustibles.

These include flammable and combustible liquids (oils, greases, tars, oil-based paints, and lacquers), flammable gases, and flammable aerosols.

To handle Class B combustibles safely:

- a. Use only approved pumps, taking suction from the top, to dispense liquids from tanks, drums, barrels, or similar containers (or use approved self-closing valves or faucets).
- b. Do not dispense Class B flammable liquids into containers unless the nozzle and container are electrically interconnected by contact or by a bonding wire. Either the tank or container must be grounded.
- c. Store, handle, and use Class B combustibles only in approved locations where vapors are prevented from reaching ignition sources such as heating or electric equipment, open flames, or mechanical or electric sparks.
- d. Do not use a flammable liquid as a cleaning agent inside a building (the only exception is in a closed machine approved for cleaning with flammable liquids).
- e. Do not use, handle, or store Class B combustibles near exits, stairs, or any other areas normally used as exits.
- f. Do not weld, cut, grind, or use unsafe electrical appliances or equipment near Class B combustibles.
- g. Do not generate heat, allow an open flame, or smoke near Class B combustibles.
- h. Know the location of and how to use the nearest portable fire extinguisher rated for Class B fire.

Water should not be used to extinguish Class B fires caused by flammable liquids. Water can cause the burning liquid to spread, making the fire worse. To extinguish a fire caused by flammable liquids, exclude the air around the burning liquid. The following fire-extinguishing agents are approved for Class B combustibles: carbon dioxide, multi-purpose dry chemical (ABC), halon 1301, and halon 1211. (**NOTE:** Halon has been

determined to be an ozone-depleting substance and is no longer being manufactured. Existing systems using halon can be kept in place.)

F. Smoking

Smoking is prohibited in all Prospect College facilities. Certain outdoor areas may also be designated as no smoking areas. The areas in which smoking is prohibited outdoors are identified by NO SMOKING signs.

Training

All new employees receive a copy of this Manual which includes the institution's Fire Prevention Plan. This plan includes:

- A. review of 29 CFR 1910.38, including how it can be accessed;
- B. this Fire Prevention Plan, including how it can be accessed;
- C. good housekeeping practices;
- D. proper response and notification in the event of a fire;
- E. instruction on the use of portable fire extinguishers (as determined by company policy in the Emergency Action Plan); and
- F. recognition of potential fire hazards.

Program Review

A staff member designated by the CEO shall review this Fire Prevention Plan at least annually for necessary changes.

EMERGENCY AND SAFETY PROCEDURES

Basic Laboratory Safety Rules

To ensure the safety of faculty, staff, and student body, the following rules and procedures are to be followed in laboratory areas at all times:

- No food or drink is allowed in the laboratories.
- All personal belongings which are not needed during the exercise (back-packs, jackets, umbrellas, etc.) are NOT permitted in laboratory areas and must be stored in lecture classrooms.
- Horseplay will not be tolerated.
- Open-toed shoes are not allowed in the laboratory.
- Wear the appropriate personal protection equipment at all times (Protective goggles and aprons for splash and fume hazards, protective glasses for hazards associated with flying objects, etc.) in compliance with OSHA rules and procedures.
- Do not disturb equipment which is not part of your specific exercise.
- Follow all safety procedures related to the use of each piece of equipment in the laboratory.
- Clean up all areas of the laboratory where you or your group worked.
- Become familiar with the location of all safety devices in the laboratory. These include the first aid kit, eye-wash station, fire extinguisher and fire alarm.
- Become familiar with proper evacuation procedures.
- Report all injuries to the Medical Instructor immediately.

Failure to comply with the above guidelines can result in dismissal from the school.

Campus Evacuation Plan

When evacuation of a building is necessary due to a fire, bomb threat, hazardous materials accident, or other threat to the wellbeing of building occupants, an alarm may sound or a senior member of management may give orders to evacuate. In the event that an evacuation is necessary, the following procedures are to be adhered to:

Evacuation Plan Steps:

1. **Immediately leave the building through the doorways marked by exit signs.** (Become familiar with **alternate** routes the first day of each class, in case an entrance is blocked or impassable during an evacuation).
2. **Exit the building in an orderly manner**, without running or crowding. **Do not use elevators. Evacuate the building immediately**, resisting the temptation to locate personal belongings or asking for details about the situation. Remember, things can be replaced... people can't.
3. **Assist the disabled** or others who may need help first.
4. If smoke or fire is detected, **call 911 immediately and notify the concierge desk at (202) 409-0611 (fire alarms and smoke detectors are to alert building occupants only; they are not connected to the fire department).**
5. Whenever possible, **activate the nearest fire alarm and close the door upon leaving a room.**
6. If an **exit is blocked or impassable**, be prepared to **use alternate routes.**

Severe Weather Evacuation Plan

When tornados or other severe weather threatens the institution, all persons must take shelter. The following procedures are to be followed:

1. The city where the institution is located will activate a severe weather siren. **Sound of the siren is the signal to take shelter immediately.**
2. **The safest place to take shelter from severe weather or tornados is inside a building, in a room or hallway, clear of glass doors and windows. Lie face down, head covered, along an interior wall or hallway.** When possible get under heavy furniture as protection from falling debris.
3. **Assist the disabled** as needed.
4. The **Police Department will use a public address system** to instruct people outside to take shelter immediately inside a building. Each building has diagrams posted on walls showing the exits. The highlighted areas on the diagrams indicate the safest area of the building to congregate during severe weather.
5. When **police officers or EMT's are present, follow their instructions.** No discussion is necessary during an emergency situation.

Emergency Response

In cases of **illness, accident, or medical emergency**, the following procedures are to be followed:

Life-threatening illness or accident

If the condition is **life-threatening**

1. Call an ambulance by dialing **911**.
2. Call the concierge desk at **(202) 409-0611**.

The building management will be responsible for directing emergency responders to the exact location of the victim.

Non-Life-threatening illness or accident

If the illness, accident, or medical emergency is **not Life-threatening, call** the Washington DC Customer Service Call Center at 311. The building management will also be responsible for directing emergency responders to the exact location of the victim.

Useful Information

Stay with the victim until help arrives and **do not move the victim** unless remaining at the current location is life-threatening.

Calls for assistance, both life-threatening and non-life-threatening must include the following information:

1. Name of the caller.
2. Description of the incident and the type of assistance needed. (i.e., accident, student fainted, apparent heart attack, a person fell and is unconscious and bleeding, etc.)
3. The **exact** location of the incident including the school name and classroom location.

Do not hang up until the dispatcher has all the required information. Let the dispatcher hang up first.

Life Threatening Diseases

Prospect College recognizes that students with life-threatening illnesses, including but not limited to cancer, diabetes, heart disease, and AIDS, may wish to continue participating in activities as their condition allows, including classroom attendance. When medical evidence indicates that the health status

of these students is not a threat to themselves or others, the institution and faculty will be sensitive to their conditions and ensure that they are treated in the same manner as other students.