BLINN COLLEGE ADMINISTRATIVE PROCEDURES MANUAL

SUBJECT: Safety Program - Emergency and Safety Overview

EFFECTIVE DATE: January 4, 2011

REVISION DATE: New procedure

Procedure Statement
The safety of all Blinn College students, faculty/staff, and visitors is of utmost importance. Blinn College will help ensure the safety of all individuals on our campuses through means of policies and procedures that encompass both emergency situations and daily activities. Our goal is to provide a multi-hazard approach that encompasses the four phases of emergency management: mitigation, preparedness, response, and recovery.

Scope of Authority
Blinn College will establish person(s) and/or position(s) responsible for making sure all appropriate compliance, emergency, safety, and other related issues are met.

Communication
All communications regarding status of emergency and safety issues and/or policies and procedures should be directed to the Blinn Emergency Management/Safety Coordinator or appropriate Blinn Executive Council member.

Accountability
It will be the responsibility of the Blinn Emergency Management/Safety Coordinator to work with the Blinn Executive Administrator of External Affairs to ensure appropriate policies and procedures are developed, implemented, reviewed, and revised. Additionally, the Blinn Emergency Management/Safety Coordinator will have the authority to enforce and follow up on any discrepancies. It is expected that all faculty, staff, and students will adhere to all emergency and safety policies and procedures.

Emergency Response
Blinn College has several trained, certified, and licensed faculty and staff in a variety of emergency and health fields. However, during an emergency, scene command and control must be maintained. Therefore, the only Blinn College groups and/or individuals that have authority to respond to any emergency scene are: Police, Emergency Management/Safety, and Campus Health Clinic RNs. At their discretion, they may use the skills and expertise of other Blinn personnel, but these individuals will fall under the command and control of the authorized responders. During an emergency, all personnel other than emergency personnel or those who have been asked to respond or assist, must clear the area.

Procedures

General Safety
Safety is everyone’s responsibility at Blinn College. Therefore, if anyone sees or is involved in an action or work that they feel is unsafe, they have the authority to stop the job. If this occurs, the following takes place.

• Notification
  o Blinn Maintenance Supervisor and/or
  o Blinn Emergency Management/Safety Coordinator

• Review
  o Concerns and/or
  o Policy/procedure and/or
  o Task

• Evaluation
  o Discuss situation
  o Make corrections if required

• Resume tasks/ action

IT IS UNDERSTOOD THAT STOPPAGE OF WORK FOR SAFETY CONCERNS IS WITHOUT CONSEQUENCE.