



**EMERGENCY PREPAREDNESS
AND OPERATIONS PLAN
for SAFETY, ILLNESS AND
INJURY PREVENTION**

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MANUAL OVERVIEW

Purpose

1. To publish policies, organizational structure, and appropriate administrative practices for the protection of students and employees while promoting injury and illness presentation practices.
2. To ensure compliance with the requirements for safety and security, Daytona College provides a healthy, safe and secure environment for all members of the College community.
3. To provide prompt response in the event of a fire, severe weather, medical or another emergency.
4. To provide all building occupants proper emergency evacuation procedures.
5. To assure compliance with Federal and State legislation, including the Federal Occupational Safety and Health Act (OSHA).

Policy

The ultimate responsibility for establishing and maintaining the policy rests with the Campus Director. Although, the responsibility to provide and maintain a healthy and safe campus on a day-to-day basis remains with the corporate department level (owners of the College). Everyone on campus is responsible for compliance outlined in this manual for their department, clinic, lab or workspace. Noting that all requirements shall take precedence over any conflicting instructions.

Accident reports and written complaints regarding unsafe practices or conditions should be directed to the College Safety Officer (Bill Bradley, Vice President) or another administrator with the authority to act upon the report / complaint. The College Safety Office or his designee is responsible for recording and investigating all safety issues, injuries or occupational illness and complaints in a timely manner.

If it is not feasible to correct a safety hazard, or if someone refuses for to correct a safety hazard after having been notified to do so in writing. Daytona College's Safety Officer will write a letter of noncompliance to be used within the investigation process. The letter of noncompliance will describe all the details, including the personnel, space, equipment, and any other relevant details regarding the noncompliance. The Safety Officer will make recommendations for reprimand or dismissal from the College.

Roles and Responsibilities of the Safety Committee

Safety Officer / Vice President

1. Directing compliance with the requirements of the policies and procedures in this manual
2. Provide support for required safety improvements
3. Provide final authority on all safety issues related to the College and personnel.

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Campus Director

1. Assist the administration, faculty, and students in the avoidance, control and reduce of risk exposures.
2. Initiate safety recommendations to expedite corrective action for safety and health hazards that are immediate problems. Make recommendations to the Safety Officer and follow-up on recommendations to assure all situations are investigated and remedied
3. Prepare reports of safety discrepancies and recommendations for corrective actions, routing all reports to responsible administrators.
4. Maintain the system of accident/incident investigation and reporting.

Director Of Education and/or Compliance Director

1. Provide detailed training for employees prior to assignment of duties
2. Explain to employees safety procedures relevant to their specific duties and enforce compliance with the standards in this manual.
3. Instruct personnel under their direction in the procedures required to ensure facilities and equipment are maintained in a safe condition.
4. Conduct regular scheduled training reviews to ensure safe operation of equipment.
5. Control unsafe practices and actions of employees.
6. Inspect work areas for hazardous conditions and initiate prompt corrective actions.
7. Report unsafe conditions, equipment, and practices observed.
8. Seek prompt medical treatment and transportation, if necessary, for employees who are injured.
9. Ensure employees are familiar with police and fire emergency procedures.
10. Provide and explain location of Safety Data Sheets (SDS) to all employees who may potentially be exposed to hazardous materials.
11. Encourage recommendations from employees to the department for improving safety and require employees to maintain a safe environment and accident-free workspace.
12. Distribute safety information as appropriate and necessary to students under their supervision.
13. Inspect instructional areas for identification of, and prompt elimination of unsafe practices and conditions.
14. Ensure students are familiar with police and fire emergency procedures and any work procedures and policies unique to each student's academic activities.
15. Maintain and monitor the chemical inventories and properly label and protect from hazardous exposure to students.
16. Ensure a copy of the Daytona College Emergency Plan is located within each classroom, clinic or lab.

Employees

1. Understand and comply with Daytona College instructions, whether written or oral, when performing assigned duties.
2. Use safety Data Sheets (SDS) provided to all persons who may potentially be exposed to hazardous materials.
3. Report unsafe conditions, practices, or faulty equipment to their immediate supervisor when such deficiencies are observed.
4. Inform their immediate supervisor immediately of injuries or accidents.
5. Enforce all Daytona College policies and procedures.

Distribution of Reports and Prevention Documentation

All disclosures are located on the College website under consumer information. Students entering the programs at Daytona College are provided with the following documents:

1. Campus Security Annual Report in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and Violence Against Women Reauthorization Act of 2013 Booklet. (also distributed annually no later than October 1st)
2. Drug Prevention Program
3. Drug Use Penalties
4. Emergency Preparedness and Operations Plan for Safety, Illness and Injury Prevention

New employees are also provided with the following documents:

1. Campus Security Annual Report in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and Violence Against Women Reauthorization Act of 2013 Booklet. (also distributed annually no later than October 1st)
2. Drug Prevention Program
3. Drug Use Penalties
4. Emergency Preparedness and Operations Plan for Safety, Illness and Injury Prevention
5. Employee Handbooks

Emergency Preparedness Plan

All Daytona College employees must be notified of the elements of the Emergency Procedures contained in Emergency Operation Plan. All Daytona College employees are required to fulfill those elements.

All employees are expected to read and understand the information presented in the Emergency Preparedness Plan, particularly their responsibilities regarding identifying building exits, know when to activate a fire alarm and what action to take following activation of an alarm, i.e. identifying to the responding emergency personnel the location of the alarm activated and the location of the fire/smoke.

The following individuals are responsible for the execution of this plan.

Primary: William (Bill) Bradley, Safety Officer / Vice President
Secondary: Justin Berkowitz, Campus Director / Vice President of Operations
Training: Dr. Kal Ali, Director of Education or his designee

Campus Emergencies

General Statements of Policy regarding Emergency Response and Evacuation Procedures

In the event of an emergency or dangerous situation involving an immediate threat to the health or safety of students, employees or visitors immediately notify the campus director or Vice President.

The institution will, without delay, and considering the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The campus official will immediately notify the safety organization (911) and once all persons are accounted for in the building begin to disseminate emergency information to the campus and non-campus community via telephone calls, texts or any means appropriate for the situation. Order of notification will include owners, administrators, instructors (who then will notify students).

The school official will confirm that there is a significant emergency by a visual inspection or smell, immediately follow the evaluation and notification procedures of removing everyone from the building, contacting 911 and then once everyone is safe, begin to initiate the notification system of the campus and non-campus community.

Emergency Evacuation

In the event of an emergency, evacuation may become necessary. The following are basic guidelines if an evacuation order is given:

- Leave the facility immediately using the nearest exit route and proceed to outdoor assembly areas.
- Instructors and the Leadership team will secure their areas of responsibility.
- Assist disabled students and employees if necessary.
- Take your personal belongings with you both only if they are easily accessible. Do not go back to a classroom or office to secure personal items.

Daytona College campus location will test the emergency response and evacuation procedures on, at least, an annual basis, including publicizing its procedures in conjunction with at least one test per calendar year, and documenting a description of the exercise as well as the date and time of the exercise and whether it was announced or unannounced. This exercise is for fire safety education and training for students and employees.

The emergency notification requirement does not replace the timely warning requirement. This institution is not required to issue a timely warning based on some

circumstances but will provide adequate follow-up information to the community as needed.

Severe Weather

Weather/Hazard Alerts are monitored by administration. When an authorized management representative has determined shelter is warranted or the local weather siren sounds, the Emergency Alert System will be activated. Students and all Daytona College personnel are to seek shelter in their designated safe area.

1. Stay away from windows.
2. Go to an interior room (restrooms, room 6, break room, library, interior halls, interior offices).
3. Get on your knees and put your head on the floor facing an interior wall. Fold your arms over the back of your head.

When the severe weather warnings have been canceled or have expired, an “All Clear” message will be broadcast. If able, all students and staff should return to normal operations. In the event of significant damage, students and staff are to await instructions from the leadership team and public safety representatives.

If you are caught outside or in your car when severe weather approaches, do not attempt to “outrun” a tornado. First, try to find shelter in a solid building. If not, shelter is available, lie on the ground in a low area. Do not lie in a drainage ditch or stream bed as flash floods frequently accompany tornados.

There is the possibility that students, employees or visitors may be asked to evacuate the area because of a hurricane threat. In this event, additional information, updates and, if necessary, the order to evacuate will be disseminated by the administration of the school. If evacuation is necessary, all students, employees and/or clients will be required to depart the campus building.

Ormond Beach official emergency public information stations: WNDB 1150 AM, WVYB 103.3 FM, WHOG 95.7 FM, US93 93.1 FM, and WCEU TV 15. Ormond Beach and Volusia County also distribute public information to other major radio media outlets as well.

<http://www.volusia.org/services/public-protection/emergency-management//>
Volusia County / Daytona Beach Emergency Management

<http://www.ormondbeach.org/index.aspx?NID=253> Register for emergency alerts.

During a declared disaster, some sheltering may be open to the public. Hours of shelter operation are determined by the severity of the disaster, the length of time the shelter is needed and the availability of supplies and managers to support the building.

Depending upon the type of disaster there may be other response and recovery resources available to the public. In order to determine what and where items are needed, we

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encourage anyone seeking shelter, sandbags, tarps or other assistance to call the Government Information Line 3-1-1.

Preparation for Hurricane

1. Unplug all computers and other electrical appliances.
2. Clear outside areas of personal gear.
3. Clean the refrigerator of perishables, unplug it and leave the doors open. All food should be removed.
4. Empty trash cans.
5. Lock all doors and windows.

Evacuation Procedures

The associated evacuation diagrams should be used to locate your primary and secondary exit in the event of a fire or other emergency situation. Daytona College - campus has 5 exits, Daytona College – non-campus has one exit. Remember that your closest exit may not be the way in which you entered the building.

1. After you see or hear the fire alarm in your area, proceed to the closest exit indicated by the highlighted areas on the evacuation map.
2. Exit the building and walk 500 feet from the building. This distance is necessary to protect you against potential structural collapse in the event of a fire.
3. Meet with other people from your team, work area or class so that the supervisor may take a head count.
4. If someone is missing, immediately report their name and last location to the authorities.
5. If you are mobility-limited ask a manager for assistance.
6. NO ONE is to re-enter the building until cleared by authorities

Items to be removed from the building upon evacuation (if safe to do so)

1. A designated administrative staff member will exit the building with the Emergency Response Go- Kit that contains emergency information for all students and staff members, faculty and staff rosters, and visitor sign-in sheets.
2. Each teacher's daily records
3. Students' and employees' medications

Post-Storm Procedures

- Listen for announcements. The media will be asked to announce both the cancellation and the resumption of classes. If not, then an administrator of the school will try to contact the students.
- Once back on campus you should be aware of potential hazards that may exist. Remain aware of your surroundings. Snakes and wild animals are likely to be present.

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Remember DUCK

D = Duck down to the lowest level to an interior part of the building. Interior hallways are good. Get as many walls between your group and the outside of the building as possible. After you have done this, be prepared to account for everyone!

U = Under something sturdy.

C = Cover your head. Many people are injured by falling debris. Use whatever is available, blankets, pads, or dup your hands over your head.

K = Keep in shelter until you are advised that the storm has passed.

Know the Difference

Tornado Watch: Be Prepared! Tornadoes are possible in and near the watch area. Review and discuss your emergency plans and check supplies and your safe room. Be ready to act quickly if a warning is issued or you suspect a tornado is approaching. Acting early helps to save lives! Watches are issued by the [Storm Prediction Center](#) for counties where tornadoes may occur. The watch area is typically large, covering numerous counties or even states.

Tornado Warning: Take Action! A tornado has been sighted or indicated by weather radar. There is imminent danger to life and property. Move to an interior room on the lowest floor of a sturdy building. Avoid windows. If in a mobile home, a vehicle, or outdoors, move to the closest substantial shelter and protect yourself from flying debris. Warnings are issued by your [local forecast office](#). Warnings typically encompass a much smaller area (around the size of a city or small county) that may be impacted by a tornado identified by a forecaster on [Radar](#) or by a [trained spotter](#)/law enforcement who is watching the storm.

Severe Thunderstorm Watch: Be Prepared! Severe thunderstorms are possible in and near the watch area. Stay informed and be ready to act if a severe thunderstorm warning is issued. Watches are issued by the [Storm Prediction Center](#) for counties where severe thunderstorms may occur. The watch area is typically large, covering numerous counties or even states.

Severe Thunderstorm Warning: Take Action! Severe weather has been reported by spotters or indicated by radar. Warnings indicate imminent danger to life and property. Take shelter in a substantial building. Get out of mobile homes that can blow over in high winds. Warnings are issued by your [local forecast office](#). Warnings typically encompass a much smaller area (around the size of a city or county) that may be impacted by an on-going severe thunderstorm.

Hurricane Warning: An announcement that sustained winds of 64 knots (74 mph or 119 km/hr.) or higher are *expected* somewhere within the specified area in association with a [tropical](#), [subtropical](#), or [post-tropical](#) cyclone. Because hurricane preparedness activities become difficult once winds reach [tropical storm](#) force, the warning is issued 36 hours in advance of the anticipated

onset of tropical-storm-force winds. The warning can remain in effect when dangerously high water or a combination of dangerously high water and waves continue, even though winds may be less than [hurricane](#) force.

Hurricane Watch: An announcement that sustained winds of 64 knots (74 mph or 119 km/hr.) or higher are *possible* within the specified area in association with a [tropical](#), [subtropical](#), or [post-tropical](#) cyclone. Because hurricane preparedness activities become difficult once winds reach [tropical storm](#) force, the hurricane watch is issued 48 hours in advance of the anticipated onset of tropical storm force winds.

Tropical Storm Warning: An announcement that sustained winds of 34 to 63 knots (39 to 73 mph or 63 to 118 km/hr.) are *expected* somewhere within the specified area within 36 hours in association with a [tropical](#), [subtropical](#), or [post-tropical](#) cyclone.

Tropical Storm Watch: An announcement that sustained winds of 34 to 63 knots (39 to 73 mph or 63 to 118 km/hr.) are *possible* within the specified area within 48 hours in association with a [tropical](#), [subtropical](#), or [post-tropical](#) cyclone.

1. Listen for city or campus tornado warnings, monitor weather conditions.
2. If time allows, move to a designated tornado-safe area in the building or move to an interior room or windowless corridor. Take cover and stay low. (Designated shelter areas: break room, room 6, massage clinic, library, education office, financial aid office)
3. If possible, stay away from doors and windows, Try to put a heavy barrier between you and the window or doorway.
4. Do not go outdoors to get shelter
5. Remain sheltered until given the ALL CLEAR signal.
6. Report injuries according to campus procedures and refer to first aid section for more information.

Tornado Evacuation Procedures

There is the possibility that students, employees or clients may be asked to move to another location within the school during a tornado threat. In this event, additional information, updates and, if necessary, the order to move will be disseminated by the administration of the school. If a move is necessary, all students, employees and/or clients will be required to move to areas within the campus and non-campus buildings that are not exposed to windows.

All students, staff, and clients are to proceed to the bathrooms, the break room, room 6, the massage clinic, education office, financial planning office and interior halls.

Fire Emergencies

During orientation, students are introduced safety and emergency procedures for the campus. At the start of each course, instructors redress the safety and emergency procedures and specifically identify to their students the escape routes for their classroom and/or lab area and their designated assembly area.

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Before a Fire

- Plan and practice an escape route
- Post emergency numbers near telephones
- Know where the fire extinguishers are located in the building.
- Do not store combustible materials in closed areas or near a heat source.
- Never run extension cords under carpets. Avoid overloading electrical sockets and plugging extension cords together.
- Keep all electrical appliances away from anything that can catch fire.
- Pay attention to housekeeping issues. Do not clutter exits and storage areas with wastepaper, empty boxes, and other fire hazards.

During a Fire

- If there is a smell of smoke or if a fire is seen, remain calm - do not panic.
- Activate the alarm system by pulling the handle at the alarm station located throughout the facility.
- Call 911.
- Without placing yourself at risk, rescue any person(s) in trouble and evacuate to designated assembly area.
- get out as quickly and safely as possible
- Close doors in each room after escaping to delay the spread of fire
- When evacuating, stay low to the ground. If possible, cover mouth with a wet cloth to avoid inhaling smoke and gases
- Once outside, go to a designated assembly area
- Tell your supervisor or any administrator that you are out of the building and report injured or trapped persons and any signs of building damage you observed.

If you are unable to leave the building, you should create an area of refuge:

- Seal the room. Use wet cloth to stuff around cracks in doors and seal up vent to protect against smoke. Do not break windows. Flames and smoke can come back in from the outside. If you need air, open the window a crack.
- Stay low under smoke, the freshest air is near the floor. Keep a wet cloth over your nose and mouth, breath through your nose only.
- Single for help. Use the telephone or hang something in the window.

After a fire:

- Give first aid where appropriate. Seriously injured or burned victims should be transported to professional medical help immediately.
- Stay out of damaged buildings. Return to building when local fire authorities say it is safe.
- Look for structural damage.
- Discard food that has been exposed to heat, smoke or soot.
- Do not discard damaged good until after an inventory has been taken.

What to do in case of a fire alarm

If you discover fire or smoke condition, remember “RACE”

R = Rescue anyone in

immediate danger, if possible

A = Alarm Pull the nearest fire alarm and call 911

C = Contain. Close doors and windows where possible

E = extinguish or Evacuate (Follow EXIT signs)

Do not attempt to fight a large or spreading fire with a fire extinguisher. Make sure you have activated the fire alarm before you use an extinguisher

In the Event of an Emergency

- Call 911 from any phone

Emergency conditions dictate the relocation of all building occupants to locations outside the building. For example, fires, gas leaks, hazard chemical spills and releases within the building, and bomb threats.

Conduct evacuations in an orderly manner, with no running and no talking to minimize confusion and allow orders to be heard. The School Director or the Director’s designee will be the primary point of contact for the Ormond Beach Emergency Responders.

Building Floor Plans are posted in each classroom and main office. These floor plans identify the following:

- Primary evacuation route for exiting the building from the posted classroom and/or office. A secondary evacuation route should be identified in case the primary route is blocked.
- All exits will accommodate a wheelchair.

If you hear a fire alarm:

- STOP WORK AND EVALUTATE THE BUILDING
- Follow the EXIT signs. Do not assume it is a false alarm or a fire drill!
- Evacuate and proceed until you are outside of the building.
- Walk at a normal pace. Follow the instructions of the emergency response personnel.
- Wait outside until “All Clear” is announced by Security personnel. Do not re-enter until an “All Clear” is announced.

Emergency Response Team, Supervisor or Instructor:

1. Coordinate an orderly evacuation of personnel
2. Disconnect utilities and equipment unless doing so jeopardizes safety
3. Perform an accurate head count of personnel at the designated area
4. Provide the Fire Department personnel with information about the facility
5. Ensure that all employees and student have evacuated the building
6. Report any problems to a management team member at the assembly area
7. Assist all physically challenged employees or students in emergency evaluation

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Rescue and Medical duties: Rescue and medical treatment for injured employees and students will be provided by the responding fire department and ambulance services. Daytona College personnel will provide emergency First Aid if properly trained.

Preferred means for reporting fires: The preferred means for reporting a fire is by using the first alarm system in the building. As quickly as possible after activating a fire alarm pull stations, employees are responsible for meeting responding police officers and/or fire department personnel and identifying the location of the alarm activated and the location of smoke and/or fire. Faculty should stay with their students.

Safe and orderly evacuation of the building occupants: The following procedures represent acceptable guidelines for ensuring the safe and orderly evacuation of building occupants, Fire evaluation route plans are posted in various locations throughout the building.

1. Building occupants are to use the primary emergency exit whenever accessible (closest to you). Then the primary emergency exit is not accessible, building occupants are to use the secondary emergency exit. Occupants evacuating the building should go immediately to the designated meeting point away from the building. The leadership team or employees in lead positions should account, to the maximum degree possible for employees, students, and visitors.
2. Building occupants are to assist individuals with disabilities in exiting the building.
3. A faculty or staff member shall remain with building occupants who use wheelchairs until a rescue is completed or the emergency is terminated. Faculty or staff shall assign three individuals to assist in this evaluation. Obtaining information from the wheelchair person, as to the best way to assist him/her, is important.
4. Responding fire department personnel or law enforcement officers are to be informed immediately of the number and location of building occupants who use wheelchairs.
5. Building occupants are not to reenter the building until permitted to do so by the fire department personnel or by the responding law enforcement officers. Doors should be secured to keep personnel/students from reentering the building or a leadership team member may be located at each door to stop individuals from entering the building.

When faced with a fire emergency Daytona College's first concern is life safety. All employees and students are instructed to evacuate the building or area involved in the fire emergency. Each department and area have specific routes of egress and rally points once clear of danger. These specific route and procedures are present on the drawings located throughout the campus.

- Know at least two ways out of the building
- Continue evacuating even if the alarm stops before you are out of the building.
- Completely leave the building: do not gather in the lobby or entrances.
- Avoid passing through smoke if there is an alternate route available
- Make sure you feel the door before opening it.
- If there is smoke, get as close to the floor as possible, follow walls to the nearest exit and evacuate with a wet cloth over your mouth and nose, if possible.
- Close as many doors as possible between you and the fire.
- Call 911 and give them your location.

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IT IS CRUCIAL THAT ALL EMPLOYEES AND STUDENTS PROCEED TO THE DESIGNATED RALLY POINTS SO THAT FACULTY AND THE LEADERSHIP TEAM CAN ACCOUNT FOR THOSE IN THE BUILDING.

Fire Log Statistics:

Daytona College campus and Daytona College – Non-campus have not had any unintentional fires, intentional fires or undetermined fires for the previous 12 months. A fire log is maintained and is available for inspection. In April 2016, the storage facility located on campus property had a fire. All students, staff and instructors followed the evacuation procedure. The fire department was dispatched, and the fire was extinguished. No fires were reported for any other time period.

Floods

- Secure vital equipment, records and chemicals
- Shut off all electrical equipment
- Move to safer and higher ground as instructed by the Campus Safety Authority.
- Follow the evacuation procedures
- Do not return to the building unless you have been instructed to do so by Campus Authorities
- If flood water rises, do not attempt to wade or travel through the water. Even small amounts of water can be very dangerous.

Extended Power Loss

In the event of extended power loss to a facility certain precautionary measures should be taken.

- Unnecessary electrical equipment and appliances should be turned off to prevent damage to electronics and sensitive equipment when power is restored (high fidelity simulators, computers, etc.)

Violence and threats of Violence

Threats of violence may be actual or perceived; verbal or non-verbal; direct or indirect. It should be assumed that all threats are made with the intent to carry them out. Students, faculty and staff should recognize and report early warning signs of violence, which may include:

- Threats of violence
- Overheard conversations regarding violence
- Disruptive behavior
- Domestic/family issues occurring on campus
- Vandalism occurring on campus

Homeland Security Active Shooter Response Guidelines and video link

Daytona College has adopted the recommendations of the Department of Homeland Security for responding to an active shooter crisis situation.

RUN-HIDE-FIGHT

A video entitled “Run, Hide, Fight: Surviving on Active Shooter Event.” Produced and funded by the Houston Mayor’s Office of Public Safety and Homeland Security Department. Daytona College employees and students are provided with the link to the video.

<https://www.youtube.com/watch?v=5VcSwejU2D0>

Use your own discretion during an active shooter event as to whether you decide to run, hide, or fight but the guidelines provided in the video are considered by the Department of Homeland Security to be the “best practices” for surviving an active shooter event.

Remember when law enforcement arrives, remain calm and follow instructions. Keep your hands visible at all times and avoid pointing or yelling. Know that help for the injured is on its way.

Bomb Threat or Bomb Emergency

A bomb threat exists when a suspected bomb or explosive device has been reported but not located.

- Try to solicit information from the caller making the threat.
- Individual receiving the threat should immediately contact local law enforcement and the Campus Director.
- The Campus Director or designated administrator will order an evacuation, if necessary.
- DO not touch any suspicious item – report it immediately to proper authorities.

A bomb emergency exists if the bomb has been located or if an explosion has occurred. For a bomb emergency:

- Do not panic – immediately call 911
- Follow all evacuation procedures as described herein
- All individuals should withdraw from the campus a minimum of 300 feet

Suspicious Packages

The FBI and U.S. Postal service authorities have issued tips for handling and reporting suspicious mail. Characteristics of a suspicious package include:

- No return addresses

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- Possibly mailed from a foreign country
- Excessive postage
- Misspellings in the address
- Addressed to a title rather than an individual
- Badly typed or written
- Uneven in shape
- Ridge or bulky packaging
- Strange odor
- Oily stains, discoloration, or crystallization on the packaging
- Excessive tape or string
- Arrives unexpectedly from someone unfamiliar to you
- Protruding wires
- The city or state in the postmark does not match the return address

If you receive a suspicious package or envelope or see an unattended package that appears suspicious, here is what you should do:

- Do not move it
- Do not open, smell, or taste it
- Don't shake or bump the item
- Isolate the package. Stay away and keep others away from the suspicious package
- Call Daytona College senior management who will determine if authorities should be contacted
- Wash your hands vigorously for five minutes with soap and water if you handled the package at all

Chemical/Hazardous Materials

Employees and instructors should be aware of the dangers involved in handling chemical, solvents and other hazardous materials and should follow the guidelines below when dealing with hazardous materials:

- Follow industry safe-practices and label instructions
- Notify the local fire department in the event of a hazardous material spill or leak
- Do not mix chemicals without authorization
- Use approved respirators or work in well-ventilated areas when dealing with toxic fumes

Blood-Borne Pathogens

According to the American National Red Cross: "Bloodborne pathogens, such as bacteria and viruses, are present in blood and body fluids and can cause disease in humans. The bloodborne pathogens of primary concern are hepatitis B, hepatitis C and HIV. These and other bloodborne pathogens are spread primarily through:

- Direct contact. Infected blood or body fluid from one person enters another person's body at a correct entry site, such as infected blood splashing in the eye.

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- Indirect contact. A person’s skin touches an object that contains the blood or body fluid of an infected person, such as picking up soiled dressings contaminated with an infected person’s blood or body fluid.
- Respiratory droplet transmission. A person inhales droplet from an infected person, such as through a cough or sneeze.

Follow standard precautions to help prevent the spread of bloodborne pathogens and other diseases whenever there is a risk of exposure to blood or other body fluids. These precautions require that all blood and other body fluids be treated as if they are infectious. Standard precautions include maintaining personal hygiene and using personal protective equipment (PPE), engineering controls, work practice controls, and proper equipment cleaning and spill cleanup procedures.”

Certain infectious diseases are transmitted through contact with blood and other secretions from a person with the illness. When a person is injured, those who render aid should avoid direct contact with blood. If you do contact human blood, please remember the following:

- Personal Protection Equipment is provided in medical labs on campus
 - Wash hands and face with disinfectant soap immediately after contact
 - Infected surfaces would be washed with bleach or an approved germicidal.
- The following guidelines offer protection from potential transmission of blood-borne pathogens:
- Sharps (needles and other pricking devices) must be placed in approved containers
 - Contaminated materials must be discarded in specially designed trash bags or containers
 - Never pick up broken glass by hand
 - Cover cuts and open sores with bandages to avoid transmission of pathogens to others or to prevent leaving potentially harmful substances on surfaces.
 - Using disposable gloves and other protective barriers while examining all patients and while handling needles, and other sharp instruments
 - Washing hands and other skin surfaces that are contaminated with blood or body fluids immediately after a procedure or examination
 - Changing gloves between use and never reusing gloves

Medical Emergencies

In many cases of medical emergencies, appropriate actions taken within the first few moments can help mitigate further injury. The following information about bleeding, burns, breathing, and heart failure should serve as a quick – reference guide to help you respond to the more common medical situations. Your fast action is more important and may save a life.

ALL SERIOUS MEDICAL EMERGENCIES: DO NOT MOVE VICTIM UNLESS ABSOLUTELY NECESSARY.

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1. CALL 911 TO REQUEST EMERGENCY MEDICAL RESPONSE.
 - a. Provide the following information
 - i. Nature of the medical emergency
 - ii. Your name and phone number from which you are calling
 - iii. Location of the emergency (425 South Nova Road, Ormond Beach)

First Aid

The following treatments are meant to provide you with emergency procedures to apply until qualified medical help arrives.

Bleeding – Deep / Extensive Wounds – Life Threatening

1. Always use non-latex rubber gloves (in accounting office and all medical labs). Latex gloves are not permitted on Daytona College premises due to the danger of allergic reaction.
2. Apply direct pressure, using a clean thick pad or cloth to stop bleeding.
3. If there are no indications of a fractured bone and it does not cause pain, elevate the wound while you attempt to stop the bleeding.
4. Firmly apply bandage to further stop or control the bleeding. Do not remove this bandage and apply additional dressings.
5. Squeeze artery against the bone.
6. If bleeding is from the leg, press with the heel of your hand where the leg bends at the hip.
7. If the victim has been impaled, DO NOT remove the object.
8. Keep injured person lying down with the injured parts elevated. Cover with a blanket or coat only to keep the person from losing body heat.
9. Obtain immediate professional medical care.

Chocking

- If a victim can speak or cough effectively, DO NOT interfere with his/her attempt to expel foreign objects.
- Check victim's mouth and clear any foreign matter.
- Use abdominal thrusts.
- Call for a nurse immediately!

Electronic Shock

- Do not touch the person who has been in contact with the electrical current until you are certain that the electricity has been turned off. This must be done at a plug, circuit breaker, or fuse box.
- Check for breathing. If the victim's breathing has stopped or is very weak, start mouth-to-mouth resuscitation immediately (if certified).
- Call for help.
- While you are waiting for help to arrive:
 - Keep victim warm, covered with a blanket or coat

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- Do not give the victim anything to eat or drink until he/she has seen a doctor
- Give the victim assurance that help is on the way

Fainting, Unconsciousness, and Shock

- Have the victim lie or sit down and rest
- Keep the victim comfortable, not too hot or too cold, until help arrives
- Treat other injuries as necessary
- Call for a nurse immediately!

Fractures and Sprains

- Keep the victim still
- Keep injured area immobile

CAUTION: If a victim is suspected of having head, neck, or back injuries, keep him/her still. Treat for shock, as necessary, and keep warm.

Head Injuries

- If there is bleeding from an ear, it might mean there is a skull fracture.
- Special care must be taken when trying to stop any scalp bleeding if a skull fracture is suspected. Bleeding from the scalp can be very heavy, even when the injury is not serious.
- Do not press too hard. Be extremely careful when applying pressure over the wound so that bone chips from the potential fracture will not be pressed into the brain.
- Try not to move the injured person or bend his/her neck, because it may be fractured.
- Call 911.
- Call a nurse immediately!!

Heart Attack

- If the victim is conscious, he/she may be more comfortable sitting up.
- Place the victim lying on his/her back.
- Give resuscitation or CPR as necessary, if trained
- Keep the victim comfortable, not too hot or too cold, until help arrives.
- Treat for shock
- Call for a nurse immediately!!

Internal Bleeding

- If the victim is coughing or vomiting blood or “coffee ground” material, he/she may have internal bleeding.
- Have the victim lie flat and breathe deeply.
- Call 911. Do not let the victim take any medication until a medical professional arrives.
- Call for a nurse immediately!!

Seizures

- During the seizure
 - Let the seizure run its course
 - Help the victim lie down to avoid injury
 - Loosen restrictive clothing
 - Do not try to restrain a seizure victim
 - Call for a nurse immediately!!
- After the seizure
 - Check to see if the victim is breathing. If not, give mouth to mouth resuscitation (if certified)
 - Check to see if the victim is wearing a medical emergency alert or similar communication of medical emergency requirement
 - Check to see if the victim. The victim of a seizure or convulsion may be conscious but not talkative when the intense movement stops
 - Be certain that breathing continues
 - When the victim seems able to move, get help

Close Medical Facilities

Advent Hospital 301 Memorial Medical Parkway, Daytona Beach, FL 32117 Phone 386-231-6000 Open 24 hours adventhealth.com

Advent Health Urgent Care 126 S. Nova Road, Ormond Beach, FL 32174 386-673-9949 Hours: 8 am to 6pm

Infectious Disease / Epidemic / Pandemic

In the event the College or community becomes exposed to a pandemic or epidemic, the College leadership team will determine appropriate steps to respond based on the severity, location of the outbreak and recommendations by local, state and federal agencies.

Infectious Diseases

The following information is part of the Emergency Preparedness and Operations Plan (EOP) document. In the event the College or community becomes exposed to an infectious disease or epidemic, the College leadership team will determine appropriate steps to respond based on the severity, location of the outbreak and recommendations by local, state and federal health agencies.

The following minimum measures will be taken:

- The College will follow local, state, national and CDC guidelines.
- Student/staff communications will be completed through email, text, Blackboard, Daytona College website or telephone call. Updates will continue as appropriate.
- Increased sanitation and clearing of high-touch surfaces and restrooms will be performed in the College.
- Disbursement of additional supplies such as antibacterial hand gels or wipes.

Further actions that may be required depending on the severity of outbreak

- Group activities and events may be cancelled
- Incoming student health screening
- Incoming student start delays
- College based travel may be cancelled or suspended
- Classes cancelled or moved to an online only delivery method (Blackboard)
- Any further measures deemed appropriate to protect the health and safety of College students and staff.

Preventative actions for students and staff:

- Wash your hands often with soap and water for at least 20 seconds
- Avoid touching your eyes, nose, and mouth
- Avoid close contact with people who are sick
- Stay home when you are sick
- Use antibacterial wipes to clean Mobil phones
- Cover your cough or sneeze with a tissue, then discard tissue
- Clean and disinfect frequently touched objects and surfaces

Cleaning and Disinfection for the College

- Clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, grab bars, hand railings, bathroom stalls, dining hall tables) within the facilities at least daily or between use as much as possible. Use of shared objects (e.g., lab equipment, computer equipment, desks) will be limited when possible, or cleaned between use.
- Develop a schedule for increased, routine cleaning and disinfection.
- Ensure safe and correct use and storage of cleaning supplies, including storing products securely. The College uses products that meet EPA guidelines.
- Encourage students, faculty, and staff to keep their personal items (e.g., cell phones, other electronics) and personal work and living spaces clean. Encourage students, faculty, and staff to use disinfectant wipes to wipe down shared desks, lab equipment, and other shared objects and surfaces before use.

Local, State and Federal Health Department Sites for Updates:

- **Volusia County Health Department 386-274-0500.**
<http://volusia.floridahealth.gov/contact-us/index.html>
- **Florida Department of Health 850-245-4444** <http://www.floridahealth.gov>
- **Center for Disease Control** <https://www.usa.gov/federal-agencies/centers-for-disease-control-and-prevention>

Addendum for COVID-19 – March 2020

COVID-19

The following information is found on the Centers for Disease Control website.
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>

What is coronavirus disease 2019?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

Can I get COVID-19?

Yes. COVID-19 is spreading from person to person in parts of the world. Risk of infection from the virus that causes COVID-19 is higher for people who are close contacts of someone known to have COVID-19, for example healthcare workers, or household members. Other people at higher risk for infection are those who live in or have recently been in an area with ongoing spread of COVID-19.

Learn more about places with ongoing spread at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission>.

The current list of global locations with cases of COVID-19 is available on CDC's web page at <https://www.cdc.gov/coronavirus/2019-ncov/locations-confirmed-cases>.

How does COVID-19 spread?

The virus that causes COVID-19 probably emerged from an animal source but is now spreading from person to person. The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. Learn what is known about the spread of newly emerged coronaviruses at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission>.

What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of:

- fever
- cough
- shortness of breath

What are severe complications from this virus?

Some patients have pneumonia in both lungs, multi-organ failure and in some cases death.

What should I do if I recently traveled from an area with ongoing spread of COVID-19?

If you have traveled from an affected area, there may be restrictions of our movements for up to 2 weeks. If you develop symptoms during that period (fever, cough, trouble breathing). Seek medical advice. Call the office of our health care provider. They will provide you with instructions on how to get care without exposing other people to our illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

Is there a vaccine?

There is currently no vaccine to protect against COVID-19. The best way to prevent infection is to take everyday prevention activities, like avoiding close contact with people who are sick, washing your hands often and wearing a mask.

Additional Guidance

March 5, 2020 U.S. Department of Education:

<https://ifap.ed.gov/electronic-announcements/030520Guidance4interruptionsrelated2CoronavirusCOVID19>

March 16, 2020 White House Guidelines:

https://www.whitehouse.gov/wp-content/uploads/2020/03/03.16.20_coronavirus-guidance_8.5x11_315PM.pdf

March 20, 2020 U.S. Department of Education:

Update to March 5, 2020 electronic announcement.

Education Contingency Plan

Possible temporary program delivery due to COVID-19:

On-Campus Programs

Students enrolled in on-campus programs may be scheduled to move to remote delivery via Blackboard, the College's Learning Management System, in one of the following:

- 1. 100% online delivery with hands-on experience delayed**
- 2. Hybrid delivery with lab attendance on campus**
- 3. Hybrid delivery with lab attendance on campus and clinical at assigned location**

On-Campus Requirements

- 1. All employees and students entering the building must wear a mask**
- 2. All employees and students must enter through the front door**
- 3. All employees and students entering the building must answer health and travel related questions and have their temperature taken**
- 4. All employees and students must follow CDC requirements that include maintaining a distance of 6 feet apart**
- 5. If employees or students are showing symptoms of COVID-19, they will be required to return home**

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Daytona College CDC recommends wearing a cloth face covering as a measure to contain the wearer's respiratory droplets and help protect others. Employees should not wear a cloth face covering if they have trouble breathing, cannot tolerate wearing it, or can't remove it without help. Cloth face coverings are not considered personal protective equipment and may not protect the wearers from exposure to the virus that causes COVID-19. However, cloth face coverings may prevent workers, including those who don't know they have the virus, from spreading it to others.

People can help protect themselves from respiratory illness with everyday preventive actions.

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

If you are sick, to keep from spreading respiratory illness to others, you should

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

What should I do if I recently traveled from an area with ongoing spread of COVID-19?

If you have traveled from an affected area, there may be restrictions on your movements for up to 2 weeks. If you develop symptoms during that period (fever, cough, trouble breathing), seek medical advice. Call the office of your health care provider before you go and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

Is there a vaccine?

There is currently no vaccine to protect against COVID-19. The best way to prevent infection is to take everyday preventive actions, like avoiding close contact with people who are sick and washing your hands often.

Is there a treatment?

There is no specific antiviral treatment for COVID-19. People with COVID-19 can seek medical care to help relieve symptoms.

Additional Guidance

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<https://ifap.ed.gov/electronic-announcements/030520Guidance4interruptionsrelated2CoronavirusCOVID19>

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