SOUTHERN UNIVERSITY LAND-GRANT CAMPUS
EMERGENCY RESPONSE PLAN
&
SAFETY MANUAL

SOUTHERN UNIVERSITY
AGRICULTURAL
RESEARCH & EXTENSION
CENTER

~ July 2019 ~

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"Linking Citizens of Louisiana with Opportunities for Success"

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Memorandum

To: Southern University Agricultural Research and Extension Center and the College of Agricultural, Family and Consumer Science Personnel and Students

From: James Mahomes
Facilities Emergency Coordinator

Re: Contingency Plan (Evacuation Procedures)

Date: July 1, 2019

This communication is to inform you that I have been designated as the Building Emergency Coordinator for the Southern University Agricultural Research and Extension Center. This represents the following facilities: A. O. Williams Hall, M.A. Edmond Livestock Arena, Finance Building, Headhouse, Horticulture Building, Research Laboratory Station, Poultry Building, Child Care Development Center, Dairy Station, Machine Storage Building, Meat Processing Laboratory, Thrift Hall, Fisher Hall, Multipurpose Building and the Southwest Center for Rural Initiatives. A building emergency coordinator has the following responsibilities:

Whenever there is an emergency situation such as a hazardous substance release, fire, explosion, bomb threat, hurricane, tornado, flooding, armed intruder / assailant or terrorist attack; the Facilities Emergency Coordinator needs to identify the character, exact source, amount or extent of the emergency. This may be done by observation, review of facility records, and/or if necessary, by chemical analysis.

- Determine the need for outside resources and off-site notifications and make, or have someone make, the necessary calls.
- Advise building occupants of the nature and location of the emergency, what action is required, and where to assemble.
- Notify the Campus Emergency Coordinator (CEC) as to who is in the building.
- If evacuation is required, see that all occupants have safely left the building.
- Turn off, or direct someone to turn off, the building HVAC System and close all doors and windows in case an external gas leak is involved.
- Direct and control personnel in Emergency Assembly Area. Coordinate with the CEC to obtain a head count of all personnel and coordinate on-the-scene emergency response activities and work with the off-site response personnel to control or contain the emergency.
- Remain on the scene until relieved by a senior member of the Emergency Response Team.

Along with the above responsibilities, I will coordinate scheduled and unscheduled drills (Fire, Active Shooter, Etc.). Please refer to SECTION XIII. EVACUATION PROCEDURES and SECTION XIV.

PROCEDURES FOR SPECIFIC TYPES OF EMERGENCIES of the SU Agricultural Land-Grant Campus EMERGENCY RESPONSE PLAN and the EVACUATION PLAN FOR A. O. Williams Hall and other facilities listed above. After reading the information provided, if there are any questions concerning evacuation procedures, please contact my office.

Please note the designated emergency assembly area for the above mentioned buildings in APPENDIX D, Item 4. It is strongly suggested that you read all referenced information at your earliest convenience.

Xc: Chancellor-Dean Calvin R. Walker, Ph.D.

SECTION XIII
EVACUATION PROCEDURES

Notice to evacuate any building will be received via an audible, visual alarm, telephonic or text message (Jag APP) messaging system. In an emergency situation, the public address system may also be activated to provide oral instructions. If the alarm systems and public address system are disabled, University Police officials will provide the notice to evacuate by verbal commands.

When an Evacuation Notice is given, occupants of the building must evacuate observing the procedures listed below:

A. Emergency Evacuation of the A.O. Williams Hall

1. Evacuate whenever a fire alarm sounds, the Building Emergency Coordinator or senior staff member on site will inform you to evacuate. Personnel should ensure other building occupants are aware of the evacuation request and help all building occupants to leave.
2. Stop what you are doing and walk, do not run, to the nearest stairwell and proceed down the stairwell to the first floor, and from the first floor to the designated safe area for your group. If you are working in an area away from your regular work station, follow the instructions of the coordinator for the area in which you are working when you learn of the emergency. Do not attempt to return to your regular work area if an emergency is announced.
3. If the coordinator is absent, follow the posted emergency exit diagram.
4. Do not use elevators in any emergency situation.
5. Take personal belongings, such as purse, coat, and car keys if they are within easy reach and can be collected quickly.
6. Office doors should be closed but not locked when personnel exit.
7. Listen to instructions from work area leaders and area coordinators or those provided via the public address system. Follow these instructions.
8. Regroup with your co-workers in the designated safe area for accountability. Because of the possibility of flammables, do not smoke in designated safe areas until the "All Clear" notice is received.
    a. Emergency assembly area is the area 500 feet north, between the Main entrance of A.O. Williams hall and the flag poles on B. A. Little Drive.
9. Do not re-enter the building until the "All Clear" signal is announced by Fire or law enforcement officials. Return to your work area via stairwells.

B. Emergency Evacuation of M. A. Edmond Livestock Arena:

1. Evacuate whenever a fire alarm sounds.
2. Stop what you are doing and walk to the nearest exit leading outside.
3. Take personal belongings within easy reach and move quickly.
4. If you are exiting the office, close but do not lock doors.
5. Follow the emergency exit posted instructions.
6. Regroup with co- workers in front of building for accountability.
7. Do not re- enter the building until "all clear" signal is announced by the fire or law enforcement officials.
8. Return to your work area.

C. Emergency Evacuation of Meat Processing Laboratory

1. Evacuate whenever a fire alarm sounds.
2. Stop what you are doing and walk to the nearest exit leading outside.
3. Take personal belongings within easy reach and move quickly.
4. If you are exiting the office, close but do not lock doors.
5. Follow the emergency exit posted instructions.
6. Regroup with co- workers in front of building for accountability.
7. Do not re- enter the building until "all clear" signal is announced by the fire or law enforcement officials.
8. Return to your work area.

D. Emergency Evacuation of the Farm Office and Research Station

Same as Section B, page 5

E. Emergency Evacuation of Poultry Building

Same as Section B, page 5

F. Emergency Evacuation of Dairy Station

Same as Section B, page 5

G. Emergency Evacuation of Machine Storage Building

Same as Section B, page 5

H. Emergency Evacuation of Machine Storage Building

Same as Section B, page 5

I. Emergency Evacuation of Finance Admin Building

Same as Section B, page 5

J. Emergency Evacuation of Southwest Center for Rural Initiatives

Same as Section B, page 5

K. Emergency Evacuation of Pinkie Thrift Hall

Same as Section B, page 5

L. Emergency Evacuation of Fisher Hall

Same as Section B, page 5

M. Emergency Evacuation of Child Care Development Center

Same as Section B, page 5

N. Evacuation of Persons with Disabilities

If a disabled occupant is unable to exit a building unassisted, building personnel should assist the individual(s) to the nearest fire exit landing. Transporting of disabled individuals Should be avoided until emergency personnel arrive unless imminent life- threatening Conditions exist in close proximity.

O. Procedures for Non - Ambulatory Persons (in wheelchairs)

Most ambulatory persons will be able to exit from the ground floor safely without assistance. However, assistance may be necessary in the event that elevators have stopped working from upper and lower floors or in the case of fires, when elevators should never be used.

If assistance is needed and not life threatening to the carriers, allow the person to instruct the carrier(s) as to the safest method of lifting and/or carrying the person. This may include removing the person from the chair or carrying the person in the chair. (Battery operated chairs are extremely heavy.)

As conditions allow, ask the person's preference with regard to:

- Method(s) of being removed from the chair.
- The number of persons necessary for assistance (in the event the person must be carried, a relay team concept may be necessary.)
- Whether it is necessary to bring along a seat cushion or pad for the person to rest upon.
- Whether the person should be carried forward or backward.
- Whether after care is necessary if the person is removed from the chair, and whether a stretcher, chair with cushion or pad, car seat, or medical/ambulance assistance is necessary.
- Some persons have no upper body strength. If a seat belt is available on the wheelchair, secure the person in the chair.

P. EVACUATION ROUTES

Maps showing evacuation routes should be posted in all Southern University Agricultural Land-grant building's hallways, stairways, and laboratories.

The University Police will determine the evacuation route for all individuals using personally owned vehicles. Instructions will be given by visual alarm, telephonic or text message (Jag APP) messaging systems relative to the emergencies.

Individuals without personal vehicles will be provided for through organized transportation. Instructions will be given to gather at a particular location for an immediate and orderly pickup and evacuation from the above mentioned buildings.

Evacuation routes for departing the campus will most likely be as follows:

Primary Route is Mills Avenue. It is the closest street and it offers access to Scenic (North and South) Highway, Interstate 110 (total access to the city and other highways, Plank Road (North and South), and all other streets and communities to the East.

Secondary Route is Swan Street. It is three block South of Mills Avenue. Swan Street has an East and West direction, but it is limited to only one block off the campus before it stops at Scenic Highway. A right turn on Scenic will connect with Harding Boulevard. A left turn at Scenic Highway will connect with Interstate 110 or follow Scenic Highway, North to a less industrialized area including Baker, Zachary, Port Hudson or St. Francisville.

Q. EMERGENCY ASSEMBLY AREAS

Emergency assembly area is the area 500 feet away from the main entrance of the designated entrance or the closest exit of the emergency.

Through discussions with each other, it should be determined if anyone is unaccounted for and may need assistance. Roll calls and other evacuation results or questions should be presented to the Building Emergency Coordinator for each building or department. Building Emergency Coordinators will provide status reports and updates from their assembly area to the Campus Emergency Coordinator.

SECTION XIV
PROCEDURES FOR SPECIFIC TYPES OF EMERGENCIES

This section provides more specific information regarding what to do in case of different types of emergencies. The evacuation and assembly procedures described previously should be used for all types of emergencies when the evacuation of buildings is necessary. Staff and members of the Emergency Operations Team and Emergency Response Team should also consult Section II and III for descriptions of their specific responsibilities.

A. FIRE OR EXPLOSION

Vice Chancellor, directors, and/or Fire Safety Coordinator will conduct an annual review of fire emergency plans. An evacuation diagram, including pre-designated outside assembly area, should be prepared, posted, and reviewed with staff. The location of fire alarm pull stations should also be reviewed.

In preparation for such a disaster as a fire, the following measures should be taken:

1. Maintain all fire extinguishers in a fully charged condition and have them inspected annually.
2. Update evacuation diagram and post it; include an outside assembly area for faculty and staff.
3. Maintain back-up computer data and copies of difficult-to-replace information in fireproof safe or other secure location.
4. Maintain employee phone and address list.
5. Conduct a supervised fire drill as appropriate.

6. Discuss any special arrangements for handicapped evacuation.

1. Fire Emergency Activities

a. Protect the safety of staff. Make sure handicapped individuals are assisted out of the building.
b. Notify Fire Department with pertinent information or activate fire alarm pull station.
c. Notify immediate supervisor.
d. Attempt to contain or extinguish fire if fire is small.
e. Evacuate building if fire is not immediately extinguished.

~ NOTICE: DO NOT USE ELEVATOR DURING A FIRE EMERGENCY ~

f. Do not allow re-entry into the building until cleared by authorities at the scene.
g. If possible, safely secure all valuable records.
h. Keep all doors and windows surrounding the fire area closed in order to contain the fire.
i. If conditions permit, move equipment or furnishings out of fire vicinity to minimize damage.
j. Execute notification plan after emergency is under control or as time permits.

2. Salvage and Restoration

a. Secure building and/or property from further damage or loss. Arrange for temporary protection such as boarding up windows, rigging tarpaulin, and so forth.
b. Arrange security if needed to prevent looting or vandalism.
c. Risk Management must be notified of every fire, regardless of size, even if it is already extinguished.
d. Do not throw away any damaged material until you are authorized to do so by Risk Management or until after they have seen them. This does not prohibit you from removing burned or damaged material to the outside of the building. Place this material in a "hold area" until adjuster has seen it.

B. SEVERE WEATHER / STORMS

Although tornadoes are not frequent in the Baton Rouge area, severe thunderstorms which can create conditions susceptible for the formation of tornadoes are common. The following precautions should be taken in such an event. Generally there will be a brief warning period, which is insufficient to take major emergency protection measures for the facility, but hopefully sufficient time for last minute survival efforts.

1. Thunderstorms / Tornadoes

Severe Thunderstorm Warning means a thunderstorm producing lightning and damaging winds may be moving toward the immediate vicinity.

a. If you receive notification of a Severe Thunderstorm Warning stay away from windows and areas with a large expanse of glass.

b. Notification may be received via local media, public address system, weather alert radio or designed mobile APP or text messaging system.

TORNADO WATCH *means atmospheric conditions favor the development of storm in which a tornado may develop. Keep your radio, TV or NOAA weather radio tuned to a local station for information and advice from Weather Service.*

Be prepared to take emergency action if situation changes to a TORNADO WARNING. Tornado Warning means a tornado has been spotted in East Baton Rouge Parish or the immediate area.

c. If you receive notification of a tornado warning or sight a tornado, move to the lowest level in the interior hallway of the building as quickly as possible. Notification may be received via East Baton Rouge Warning Siren, public address system, or weather alert radio.

d. Stay away from windows and areas with a large expanse of glass.

e. Avoid auditoriums, gymnasiums, and other large rooms with free-span roofs.

~ NOTICE: DO NOT USE ELEVATOR DURING A TORNADO/HURRICANE ~

f. If disabled cannot safely move to the lowest level, direct or assist them to an interior hallway away from windows and areas with a large expanse of glass.

g. Protect your head and face. If possible, get under a sturdy table or other structure.

h. After the tornado, stay alert! Take extreme care when moving about in an area damaged by a tornado. Watch for downed power lines, shattered glass, splintered wood, or other sharp protruding objects.

2. Tropical Storms and Hurricanes

Hurricane season is usually from June 1 through November 30. The Southern University Ag Center Campus Emergency Coordinator will track tropical storm development by monitoring the local radio station, NOAA website and other external information sources. The Command Team and Emergency Operations Team shall be immediately notified if there is any indication of a storm tracking toward the Baton Rouge area. As a Level III (major emergency) under this Plan, all personnel will be instructed to evacuate the campus except those assigned duties in this plan. The activation of the Emergency Operations Center and those assigned responsibilities will be carried out in accordance with this Plan for

major emergencies.

When a hurricane or other disaster occurs, time for preparation may not be available. Therefore, each unit of the Ag Center should do advance preparation with periodic backup of data and contingencies for destruction by fire, flood or other cause.

PRE-HURRICANE / STORM

Senior leadership (i.e. Chancellor-Dean, Vice Chancellors and directors are required to take appropriate measures to ensure the preservation of Land-grant campus property and safety of personnel. Below is a list of those actions, which include but are not limited to the following:

a. Review campus Emergency Response Plans, updating as necessary any of the following: Names, addresses, and telephone numbers of all personnel.

b. Distribute Department Emergency Response Plans to all personnel (especially new hires) and review it to ensure that the staff is familiar with its contents.

c. Make arrangements for appropriate remote storage of critical computer disks, back-up files, and archival records.

d. Identify and inspect all areas and equipment which may cause or be subject to a disaster. e.g. wiring systems, electrical appliances, lab equipment, etc.

e. Designate essential personnel who shall remain on campus during a disaster and/or to report back as soon as possible after a disaster.

f. Ensure that the "Emergency Contact Telephone Number(s) for the Land-grant Campus" are known by all employees and who to contact once a disaster is over so their status can be communicated to Land-grant Campus administration and any special needs of employees can be determined.

~ PRIOR TO A HURRICANE STRIKING and EVACUATION ~

g. Turn off (preferably disconnect) all electrical equipment including typewriters, computers, lights, window air conditioners, microwaves, etc. Refrigerators should be left on at the coldest setting and covered with a blanket, if available.

h. If practical, move desks, file cabinets and equipment away from windows and off the floor; store as much equipment as possible in closets or in windowless rooms away from external walls.

i. Clear desk tops completely of paper and other articles. Protect books and equipment by covering with plastic sheeting and using masking tape to secure.

j. Remove any food and perishable supplies from the office area.

k. In locations where flooding is a possibility, to the extent practical, relocate critical equipment from the ground floor to a higher floor or a higher off-site location.

l. Lock all file cabinets and desk drawers. Lock and secure all doors and windows.

m. Remove all loose items (garbage receptacles, chairs, tables, plants, etc.) from outside of buildings. Remove all items from window ledges.

~ EVACUATE! ~

NO AGRICULTURAL BUILDING IS DESIGNATED AS AN OFFICIAL HURRICANE SHELTER. *Non-essential employees are discouraged from seeking shelter in the Ag facilities. They should remain at home, stay with friends, or go to a public shelter. Essential employees are likely to be expected to stay in an Agriculture Facility.*

DURING HURRICANE / TROPICAL STORM

The Emergency Operations Center will be in operation and will remain in communication with the East Baton Rouge Parish EOC and other critical staffed areas on campus and will coordinate appropriate support as feasible.

The Southern University Agricultural Research and Extension Center Emergency Coordinator will fully activate the Emergency Operations Center and will immediately implement the following:

a. Continue communication with the East Baton Rouge Emergency Operations Center.

b. Establish an emergency communications network

c. Maintain contact with the Chancellor, members of the Emergency Operations Team and other personnel assigned duties in this plan.

d. Instruct staff advisors to evacuate and do not lock each building.

Some Personal Advice

During a Hurricane:

If a hurricane is likely in your area, you should:

- Listen to the radio or TV for information.
- Turn off utilities if instructed to do so. Otherwise, turn the refrigerator thermostat to its coldest setting and keep its doors closed.
- Turn off propane tanks. Avoid using the phone, except for serious emergencies.

You should evacuate under the following conditions:

- If you are directed by local authorities to do so. Be sure to follow their instructions.
- If you feel you are in danger.

If you are unable to evacuate, go to your safe room. If you do not have one, follow these guidelines:

- Stay indoors during the hurricane and away from windows and glass doors.
- Close all interior doors- secure and brace external doors
- Keep blinds closed. Do not be fooled if there is a lull: it could be the eye of the storm- winds will pick up again.
- Take refuge in a small interior room, closet, or hallway on the lowest level.
- Lie on the floor under a table or another sturdy object.

Hurricane Hazards

- Hurricane Winds
- Rainfall and Flooding
- Storm Surge
- Tornadoes
- Hazard Forecast Updates

One of the most dramatic, damaging, and potentially deadly events that occur in this country is a hurricane.

Hurricanes are products of the Tropical Ocean and atmosphere. Powered by heat from the sea, they are steered erratically by the easterly trade winds and the temperate westerly winds, as well as by their own energy. As they move ashore, they bring with them a storm surge of ocean water along the coastline, high winds, tornadoes, torrential rains, and flooding.

Each year on average, ten tropical storms develop over the Atlantic Ocean, Caribbean Sea, or Gulf of Mexico. About six of these typically strengthen enough to become hurricanes. Many of these remain over the ocean with little or no impact on the continental United States. However, about five hurricanes strike the United States coastline every 3 years. Of these five, two will be major hurricanes measuring a category 3 or higher (defined as having winds above 111 miles per hour) on the Saffir-Simpson Scale. These storms can end up costing our nation millions, if not billions, of dollars in damages.

During a hurricane, homes, businesses, public buildings, and infrastructure may be damaged or destroyed by many different storm hazards. Debris can break windows and doors, allowing high winds and rain inside the home. In extreme storms (such as Hurricanes Hugo, Andrew and Katrina), the force of the wind alone can cause tremendous devastation, as trees and power lines topple and weak elements of homes and buildings fail. Roads and bridges can be washed away and homes saturated by flooding. Destructive tornadoes can also be present well away from the storms center during landfall. Yet, storm surge alone poses the highest threat to life and destruction in many coastal areas throughout the United States and territories. And these threats are not limited to the coastline -- they can extend hundreds of miles inland, under the right conditions.

Hazard Forecast Updates

- National Hurricane Center
- National Weather Service
- Storm Predication Center
- River Forecast Centers

- Hydro meteorological Prediction Center
- Climate Prediction Centers

Health and Safety Guidelines

Your first concern after a disaster is your family's health and safety. You need to consider possible safety issues and monitor family health and well-being.

Aiding the Injured:

Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of death or further injury. If you must move an unconscious person, first stabilize the neck and back, then call for help immediately.

- If the victim is not breathing, carefully position the victim for artificial respiration, clear the airway, and commence mouth-to-mouth resuscitation.
- Maintain body temperature with blankets. Be sure the victim does not become overheated.
- Never try to feed liquids to an unconscious person.

Health:

- Be aware of exhaustion. Don't try to do too much at once. Set priorities and pace yourself. Get enough rest.
- Drink plenty of clean water. Eat well. Wear sturdy work boots and gloves.
- Wash your hands thoroughly with soap and clean water often when working in debris.

Safety Issues:

- Be aware of new safety issues created by the disaster. Watch for washed out roads, contaminated buildings, contaminated water, gas leaks, broken glass, damaged electrical wiring, and slippery floors.
- Inform local authorities about health and safety issues, including chemical spills, downed power lines, washed out roads, smoldering insulation, and dead animals.

The Southern University Physical Plant will be responsible for coordination of pre-season preparations. This includes procuring emergency supplies, boards, tools, batteries and other provisions needed, before, during, and after a hurricane disaster. The Southern University – Baton Rouge Campus, Director of Physical Plant shall coordinate appropriate personnel to implement the following:

a. Ensure functioning of emergency generator power source to the Emergency Operations Center and other areas based upon pre-established priority list.
b. Provide appropriate stand -by personnel for emergency work in each Physical Plan department.
c. Provide personnel and equipment necessary to keep access to the University roads and driveways clear by removing limbs, fallen trees, and debris.

d. Secure all Physical Plant Division material and equipment subject to damage or potential hazard.

e. Maintain contact with Emergency Operations Center.

f. Secure refuse containers and other objects on campus grounds that would be potential hazards.

g. Every effort will be made by the Physical Plant Division to maintain campus utilities, and respond to the need for emergency repairs as they occur.

POST HURRICANE / TROPICAL STORM

As soon as it is safe to do so, the Building Emergency Coordinator should return to above mentioned Southern University Agricultural Research and Extension Center building, make a damage survey and report the conditions of the building to the Emergency Operations Center or appropriate work management center as directed.

The Southern University – Baton Rouge Campus, Director of Physical Plant will be responsible for post-hurricane clean-up operations and will provide maximum support with available resources. Physical Plant Division will provide interim repairs to facilities, boarding of damaged doors and windows to reduce subsequent damage and erecting barricades to provide protection from hazards.

The Southern University Agricultural Research and Extension Center Office of the Chancellor and Technology Services will continue providing coordination and dissemination of information regarding the event and recovery through appropriate means.

The University will coordinate, as appropriate, with representatives of FEMA, state and local authorities.

Damage Assessment Forms

The timely collection of storm related damage is critical to the ability to recover eligible funds from insurances and where insurance coverage does not exist, under FEMA. A photographic record of the damage is an important part of the process. One should always place a location indicator within the field of the photograph such as building and room number written on a pad placed in the photo. The following forms provide a vehicle for collecting the required information.

(See APPENDIX, DAMAGE ASSESSMENT FORMS)

C. FLOODING

Flooding in the agricultural area will typically be the result of torrential rains or mechanical problems. Water damage will probably be confined to ground floor area; and for short periods of time. Accomplishment of shutdown procedures of the areas that may be affected by flooding is of primary consideration to prevent fire, explosion, and electrical hazards.

Concurrently, pumping will begin as soon as water levels threaten. Any area flooded or evacuated will be sealed off by barricades to prevent injury to employees; and to prevent pilferage and interference with

emergency operations.

Once the dangerous conditions to employees have been reduced, immediate attention will be turned to minimizing the damage or loss to property and equipment by water. Sand bags will be used where feasible to protect against flood waters. Teams will be organized to remove records and other Southern University Agricultural Research and Extension Center vital documents to safety. Damage assessment will be continually reported to the Campus Emergency Coordinator or the Emergency Operations Center.

1. Flooding caused by pipe break, sink overflow, or other plumbing problem:

a. Try to identify the source of the water and turn it off if this can be done safely.
b. If flooding is caused by pipe break, sink overflow, or other plumbing problem notify Facilities Operations. Do not leave a voice mail message; make sure you talk with Facilities Operations staff.
c. After hours notify University Police.
d. Provide sufficient information (building, floor, room, degree of flooding, or potential damage due to the flooding).

2. Flooding caused by heavy rain:

a. If the flooding is caused by heavy rains, notify Facilities Operations. Do not leave a voice mail message; make sure you talk with Facilities Operations staff.
b. After business hours notify University Police.
c. Attempt to close doors and windows to prevent water from entering, if possible and safe to do so.
d. Focus resources on minimizing the spread of water into other areas of the building.
e. Do not enter a flooded area until staff electricians have deactivated all electrical circuits.

3. Protect property and equipment:

a. Protect property and records by removing items from floors and / or covering with water resistant coverings.
b. Unplug electrical equipment such as computers and printers, etc.
c. After business hours, the department head or responsible individual(s) for the area affected should be notified.
d. The department head or other responsible party should make necessary arrangements to salvage damaged movable equipment, supplies and other materials.

4. Evacuate personnel and report additional problems:

a. Evacuate personnel as needed. Notify University Police or utilize the fire alarm system if an immediate evacuation is required.

b. Post a staff member at the entrance to the flooded area to keep out unauthorized personnel.

c. Complete Damage Assessment Forms as required.

D. BOMB THREATS

Most bomb threats are hoaxes and are primarily made to disrupt business operations. However, the possibility that a threat may be authentic requires action on the part of the University for the safety of personnel and property. In the event a threat is received during normal business hours, NOTIFY UNIVERSITY POLICE IMMEDIATELY and evacuate immediately. If a threat is received during non-business hours NOTIFY UNIVERSITY POLICE IMMEDIATELY, but it will be the responsibility of the Vice Chancellors to notify employees that evacuation is necessary. What to do:

> ***General Threat:*** *This type of caller will generally only indicate there is a bomb, but will not give any other information.*
>
> ***Specific Threats:*** *This caller will generally indicate a specific location, time, and often the reason for making the call.*

1. Individual Actions

Get as much information as you can, asking them to repeat what they have said, and remembering all details of the conversation. Record this information on the BOMB THREAT CHECKLIST / TELEPHONE PROCEDURES located at APPENDIX G Listen for background noises, foreign accents, speech impediments, gender, etc., that may help identify the caller. Immediately report the incident to your supervisor.

If a bomb is discovered prior to local authorities arriving, evacuate all remaining individuals immediately. Do not touch, move or cover the object. Make note of its description and exact location. Do not use walkie-talkie devices or cell phones in the area. Restrict all access to the building(s) to authorized personnel only. Following an evacuation, do not let anyone re-enter building(s) until authorized. The Director of Physical Plant or his designee will determine if gas or fuel lines should be shut off.

2. Supervisor Actions

Immediately report the incident to University Police. They will contact other units (i.e., bomb squad, emergency services, etc.). Start building evacuation, and be sure each person is out of building. Arrange to have members of staff or qualified personnel available to accompany emergency services on inspection.

3. Conducting the Search

The search for and dismantling of a bomb or explosive device should be conducted by a trained professional. However, university personnel may be required to assist in the search. If a suspicious

object is found, DO NOT TOUCH IT. Report it to emergency services and clear the area.

E. ARMED INTRUDER / ASSAILANT

Recently, armed intruders have resulted in an alarming number of injuries and deaths on college, university and high school campuses. Usually an intruder is an angry student or employee or someone from off-campus who is extremely upset with a specific student, faculty or staff member. However, armed intruders can also include several individuals, such as members of a gang or persons who are bound together by a common cause or grudge.

Although the motive of the intruder(s) might be to kill or injure single individual, events involving armed intruders often escalate to include large numbers of people, including the taking of hostages.

The University Police will notify the Chancellor-Dean or the highest ranking person available in the Chancellor-Dean's Office in any cases involving known or suspected armed intruders. Depending on the circumstances and time of the event, it may be determined by the Chancellor-Dean or his representative to be necessary and feasible to convene the Emergency Operations Team to assist with response activities, including making a decision to initiate lock-down procedures. Under circumstances where a delay in seeking direction from the Chancellor-Dean or the EOT would result in significant risks to the lives of the Ag community, lock -down procedures will be initiated immediately by the University Police. However, in any cases involving the need to initiate lock-down procedures, the Chancellor-Dean's Office will be notified immediately and the EOT will be asked to convene in the Emergency Operations Center to provide further direction with regards to University response activities.

Lock down procedures will include: calling the notification of Building Emergency Coordinators to begin the lock down process, physical securing of Agricultural Land-grant Campus buildings by the BEC's and campus security and posting signs indicating that a lock-down is in place.

If armed intruders are present on campus, the Baton Rouge Police Department and other local and state law enforcement agencies will be contacted immediately by the University Police **(or through a 911 call from an individual)**. The University Police will serve as the liaison with off campus law enforcement officials and assist with the coordination with other University units and the EOT.

1. What to do if you suspect an event involving an armed intruder may possibly occur on campus:

    a. Notify the University Police if you are aware of any threats or have other information that makes you suspect an event involving an armed intruder might be possible.

    b. Trust your instincts. Better to be wrong than to ignore warning signs of possible tragic events.

2. What to do if you know or suspect an armed intruder is present on campus:

    a. Call University Police and/or 911 and provide the information requested. Stay on the line until being told that it is okay to disconnect.

    b. If indoors, remain in your office, behind a locked door (if possible) and away from windows. If you suspect an armed intruder is in close proximity, try to find a safe hiding

place.

c. If outdoors, find refuge nearby building.

d. Remain calm and quiet.

e. Wait for police to arrive.

f. If instructed by authorities to evacuate a building or the campus grounds, follow directions exactly.

g. If you should witness any injuries or deaths, identify yourself to authorities as soon as it is safe to do so.

3. **What not to do if you know or suspect an armed intruder is on campus:**

a. Do not leave your office to try to "see what's happening".

b. Do not confront or try to apprehend the intruder.

c. Do not assume that someone else has called the University Police and/or 911.

4. What to do after an armed intruder has been apprehended:

a. Contact the Office of University Police if you have any information to share about the incident.

b. Contact your friends and families to let them know you are okay.

c. Check the Southern University Ag Center's (www.suagcenter.com) homepage for information and announcements regarding possible changes to safety and security provisions.

d. Contact the Southern University – Baton Rouge Campus Office of Academic Support if you are in the need of counseling.

After an immediate crisis involving an armed intruder, the Emergency Operations Team will meet to discuss the event and determine if anything needs to be done to improve campus safety and security. The Office of Media Relations will meet to determine how news of the event and related issues involving campus safety and security should be communicated to the University community, media, parents of students, alumni, donors and other external groups.

F. HAZARDOUS MATERIAL INCIDENT

The Baton Rouge metropolitan area is highly industrialized where multiple risks of hazardous material exist. The University is bordered on by the Mississippi River on the west, a major petrochemical plant on the south, a major highway which serves as a main thoroughfare for the transportation of chemical and petroleum products, and two (2) major railroad routes on the east. More petrochemicals plants, a municipal landfill, a hazardous waste disposal company and a nuclear power plant are located further north of the campus.

1. Off-Campus Release

A major off-campus release could require sheltering or evacuation of all or part of the campus. The implementation of this protective action on the campus will be closely coordinated with the Parish EOC to ensure the timely integration of the traffic flow from the University campus into the routing designated by the Parish.

2. On-Campus Incident

If you create or discover a spill or release and are unable to control or clean up the spill, someone is injured or ill, or there is fire or an explosion this is an emergency and you should:

a. Close off area to prevent further contamination, and restrict access to the area.

b. Activate fire alarm.

c. Evacuate building or area.

d. Follow Building Evacuation Procedures.

e. Immediately report any spill or release of a hazardous chemical, from a safe location using the Hazardous Material Release/Spill Report.

Call University Police and provide:

- Your name
- Name of material spilled, if known
- Estimated amount
- Exact location of spill
  Report injuries
- Actions you have taken

a. Once outside, move to an area that is at least 300 feet away from the affected building, and not downwind. Keep streets and walkways clear for emergency vehicles and crews.

DO NOT RETURN TO AN EVACUATED BUILDING unless authorized by responding emergency personnel.

f. If the release or spill of hazardous material is "minor" and capable of being cleaned up without the assistance of emergency personnel, the following steps should be taken:

g. Wear respiratory protection and other appropriate personal protective equipment. Check the Material Safety Data Sheet for specific instructions.
If a flammable material, eliminate all sources of ignition in the area. This may involve shutting off electrical power and vehicular or motorized equipment in the area.

h. Clean spill area with appropriate cleaning solution. (Check MSDS).

i. Should decontamination be required for employees or other personnel exposed to hazardous

materials, contact the University Chemical and Hazardous Material safety Officer for assistance.

3. Radioactive Spill Response

If a spill of radioactive material cannot be controlled or cleaned up with available resources, results in a person being injured and/or there is a fire or explosion, the Emergency Response Plan should be activated:

Immediate Actions:

- Close off the area
- Pull fire alarm and evacuate building
- Call University Police or 9 -911 (from a Campus phone) or 911

4. Response to Minor Radioactive Spills

Minor spills are those spills of a few micro-curies of activity where the radionuclide does not become airborne and emergencies where there is no personal injury. Lab personnel can utilize a spill response kit to handle most minor spills.

A. Prevent Spread of Contamination

a. Immediately notify all persons in room or area about the spill.

b. Limit access to the area of the spill to those persons needed for cleanup purposes. Do not let other persons into the area until spill is decontaminated.

c. Confine spill and prevent spread of contamination, (i.e., cover the spill with absorbent materials). If a liquid spilled from an intact container, return container to the upright using gloves or a lever.

d. If volatile (dusts, fumes, gases) materials are involved, turn off all fans and shut off room ventilation system, but keep fume hood on to keep the room under negative pressure.

e. Limit the movement of persons involved who may be contaminated, and do not allow them leave area until they are surveyed for contamination.

f. Survey potentially contaminated personnel. If the spill is on clothing, remove / cut contaminated clothing, and package it separately as radioactive. If skin is contaminated, immediately wash it with water and soap.

g. Survey the entire area and mark contaminated areas using magic markers.

B. Pre-Decontamination Procedures

a. Wear protective attire (heavy-duty rubber gloves, lab coat, safety
b. glasses, footwear).

c. Re-evaluate (i.e., monitor) the extent of the contamination, survey the entire lab/area. Make sure all contaminated areas are identified and marked.

d. Make a decontamination plan. What to clean first, how many people need to be involved, who should remain in clean area to bring supplies... etc.

C. Decontamination

a. Clean wet spills or wet contamination using absorbent paper/towels by wiping it. Start at the outside edge of the spill and work inward. After the liquid is cleaned, treat the residue as dry contamination (see next item).

b. For dry contamination, dampen absorbent paper towel and/or the contaminated surface. (Generally, water may be used, except where a chemical reaction with the water could generate an air contaminant or a chemical or physical hazard. Mineral oil or another predetermined organic solvent should then be used.)

c. Wipe down area starting at the outside edge of the contaminated area
d. and working inward.

e. Powder or resin bead spills, do not dry mop it. If dusts are possible, wear appropriate respiratory protection, and decontaminate using a high efficiency HEPA filter vacuum. If HEPA-filtered vacuum is not available, carefully dampen the contaminated area making sure the solution used (e.g., water, vinegar, etc.) does not react with the spill.

f. Once moistened, clean using the procedures for a wet spill.

g. Dispose of the absorbent paper into yellow plastic radioactive waste bags after each use; mark the waste with "Caution Radioactive Material" tape. Decontamination solutions must not be allowed to drip onto other surfaces.

D. Decontamination Supplies

a. Yellow plastic bags, "Caution Radioactive Material" tape, absorbent materials (e.g., absorbent paper, "floor dry"), decontamination detergents (e.g., mild soap, lava, vinegar), and rope or tape, bucket of water, decontamination solutions, scrubbers, brushes, mops... .etc.

b. Protective clothing, heavy duty plastic gloves or a box of disposable gloves, lab coat, footwear, and safety glasses.

c. Portable radiation survey meter, swipes and alcohol (to moisten wipes).

G. TERRORIST ATTACK

Terrorism is “the unlawful act of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives” [28CFR0.85(l)]. What makes terrorist acts so dangerous is that they are systematic, unpredictable and indiscriminate criminal acts intended to cause damage, to inflict harm, and to kill. The purpose is to achieve maximum disruption of normal activity and to create extreme anxiety and paralyze the target population. Its success depends upon the fear it creates.

The nature of hazards resulting from terrorist attacks or other off-campus disasters range from chemical,

biological, nuclear/radiological and/or explosive. The initial detection of a terrorist attack will likely occur through responses to 911 calls where unusual multiple injuries and deaths have occurred or unusual symptoms have been noticed. In the case of chemical attacks, general indicators of a terrorist attack include unexplained casualties and an unusual liquid, spay or vapor. In the case of a biological attack, hospitals and health centers may notice an unusual illness and a definite pattern inconsistent with natural disease.

It is important to recognize that terrorism is a criminal act and effort should be made to coordinate with law enforcement agencies to preserve physical evidence where feasible without compromising medical care to the victims.

1. Suspicious Packages/Envelopes

Although a package could contain a biological, chemical or explosive agent, the likelihood is remote. Experience demonstrates that most are a hoax. We must use common sense. The fact that you receive a package without a return address is no reason in itself to be alarmed, particularly if you are accustomed to getting those types of package from a known sender. However, it is our responsibility to remain vigilant and treat packages that you find suspicious as if there is a real threat. ***Staff responsible for incoming mail should be especially vigilant.***

2. What is a suspicious package?

A good rule of thumb to use when evaluating a package would be "Is it unusual, considering normal incoming mail and packages?" The following are some indicators that may help you in this evaluation:

- Grease stains or discoloration on paper
- Strange odors
- Lopsided or uneven envelope
- Protruding wires or tinfoil
- Excessive securing material, such as masking tape, string, etc.
- Excessive weight
- Wrapped in brown paper with twine
- No return address
- Insufficient or excessive postage
- Return address and postmark are not from same area
- Foreign mail
- Restrictive markings such as Confidential, Personal, or Hand Deliver
- Hand -written or poorly typed addresses
- Incorrect titles
- Titles but no names
- Misspellings of common words
- Is addressee familiar with name and address of sender?
- Is addressee expecting package/letter?

3. Opened Package

If you have opened a package containing a threat, powder, or unknown substance or have handled an unopened package with a substance spilling out of or bleeding through:

- Place it down gently at the location where you opened or touched it. Try to keep the substance from becoming airborne. Do not shake or empty the contents of the package.
- You may place the package and contents in a zip-lock style plastic bag if available.
- Do not move the package from its current location.
- Leave the room and close the windows and doors behind you. Move to an
- area that will minimize you exposing others.
- If possible, wash your hands with soap and water to prevent spreading any
- powder to your face.
- Immediately contact University Police.
- Do not allow others to enter the area.
- University Police will notify the appropriate agencies depending on the situation.
- List the names and telephone numbers of all the people present in the room or area when this suspicious letter or package was opened. Give this list to the law enforcement officers when they arrive.
- Remain calm. Exposure does not mean that you will become sick.
  Depending on your situation, responding emergency personnel may ask you to shower and change clothes. It is important to place contaminated clothing
  in a sealable plastic bag for analysis and evidence.
- Testing of individual exposed to an unknown substance for an infectious agent by use of nasal swabs or blood tests is usually not appropriate until Health Department test results are available.

4. Unopened Package

If the suspicious package is unopened with no leakage, spillage or bleeding:

- You may place the package and contents in a zip-lock style sealable plastic bag if one is available.
- Immediately contact University Police.
- University Police will notify the appropriate agencies depending on the situation.
- Individuals that may have been exposed will be contacted as soon as any test results are known.

H. COMMUNICABLE DISEASES

A communicable disease is an infectious disease that is spread from person-to person through casual contact or respiratory droplet, to include, but not exclusively, the following: Tuberculosis (TB), measles (Rubella), German measles (Rubella), hepatitis, and meningitis. Included in this category is the avian influenza or bird flu which continues to spread worldwide. This type of disease can have a devastating impact on the health and welfare of the employees, and the surrounding community.

Communicable Diseases which can potentially threaten the health of the campus community as an epidemic include:

- measles (Rubella)
- German measles (Rubella)
  Tuberculosis (TB)
- hepatitis
- meningitis

1. Procedures

After receiving this information, the Director will convey only the necessary information to the Campus Emergency Coordinator and/or the Chancellor.

The Director will also contact the East Baton Rouge Public Health Department to obtain the latest recommendations about the management and prevention of the spread of the specific strain of communicable microbe, requesting appropriate vaccines and/or medications, as well as requesting additional professional and clerical assistance, if deemed necessary.

All available health professionals will monitor the index cases, look for linked cases, and provide appropriate diagnostic, prophylactic, and therapeutic measures to the affected individual(s). Although the route of transmission and degree of infection varies depending on the specific infectious disease, individuals with the following relationships to the index case will be educated about the disease in question to the extent possible respecting confidentiality.

Staff will be told to report any signs and symptoms of the illness to their private physician where they can be seen, to receive a confidential medical consultation, appropriate treatment, and/or referral to community health organizations, as medically indicated.

General hand washing: (In addition to respiratory hygiene, always wash your hands after):

- Going to the bathroom.
- Before and after eating.
- After contact with or being near someone who is ill.
- Before and after handling and preparing food
- After touching animals.

IMPORTANT: Become informed about the signs and symptoms of acute respiratory illnesses that might pose a public health threat. Visit the web site of the Centers for Disease Control and Prevention at www.cdc.gov for detailed information on many illnesses. If you are ill, stay home to avoid infecting others. See a health care professional for evaluation if you are concerned.

The Workplace Safety Plan

At work, you may want to:

- Save any threatening emails or voicemail messages. You can use these to take legal action in the future, if you choose to. If you already have a restraining order, the messages can serve as evidence in court that the order was violated.
- Park close to the entrance of your building, and talk with security, the police, or a manager if you fear an assault at work.
- Have your calls screened, transfer harassing calls to security, or remove your name and number from automated phone directories.
- Relocate your workspace to a more secure area.
- Obtain a restraining order and make sure that it is current and on hand at all times. Include the workplace on the order. A copy should be provided to the police, the employee's supervisor, Human Resources, the reception area, the Legal department, and Security.
- Provide a picture of the perpetrator to reception areas and/or Security.
- Identify an emergency contact person should the employer be unable to contact you.
- Ask Security to escort you to and from your car or public transportation.
- Look into alternate hours or work locations.
- Review the safety of your childcare arrangements, whether it is on-site childcare at the company or off-site elsewhere. If you have a restraining order, it can usually be extended to the childcare center.

The Personal Safety Plan

In case you have to flee, have the following available:

- Important papers such as birth certificates, social security cards, insurance information, school and health records, welfare and immigration documents, and divorce or other court documents
- Credit cards, bank account number, and ATM cards.
- Some money
- An extra set of keys
- Medications and prescriptions

- Phone numbers and addresses for family, friends, doctors, lawyers, and community agencies.
- Clothing and comfort items for you and the children.

If you had the perpetrator evicted or are living alone, you may want to:

- Change locks on doors and windows.
- Install a better security system -- window bars, locks, better lighting, smoke detectors and fire extinguishers.
- Teach the children to call the police or family and friends if they are snatched.
- Talk to schools and childcare providers about who has permission to pick up the children.
- Find a lawyer knowledgeable about family violence to explore custody, visitation and divorce provisions that protect you and your children.
- Obtain a restraining order.

If you are leaving your abuser, ask yourself the following questions:

- How and when can you most safely leave? Where will you go?
- Are you comfortable calling the police if you need them?
- Who can you trust to tell that you are leaving?
- How will you travel safely to and from work or school or to pick up children?
- What community and legal resources will help you feel safer? Write down their addresses and phone numbers, and keep them handy.
- Do you know the number of the local shelter?
- What custody and visitation provisions will keep you and your children safe?
- Is a restraining order a viable option?

If you are staying with your batterer, think about:

- What works best to keep you safe in an emergency?
- Who you can call in a crisis?
- If you would call the police if the violence starts again. Can you work out a signal with the children or the neighbors to call the police when you need help?
- If you need to flee temporarily, where would you go? Think though several places where you can go in a crisis. Write down the addresses and phone numbers, and keep them with you.
- If you need to flee your home, know the escape routes in advance.

WHAT IS DOMESTIC VIOLENCE?

Domestic violence is about one person getting and keeping power and control over another person in an intimate relationship. The abusive person might be your current or former spouse, live-in lover or dating partner. A psychologist and law school professor who is an expert in domestic violence has described it as "a pattern of behavior in which one intimate partner uses physical violence, coercion, threats, intimidation, isolation and emotional, sexual or economic abuse to control and change the behavior of the other partner." (Mary Ann Dutton)

Domestic violence happens to people of all ages, races, ethnicities, and religions. It occurs in both opposite-sex and same-sex relationships. Economic or professional status does not indicate domestic violence - abusers and victims can be laborers or college professors, judges or janitors, doctors or orderlies, schoolteachers, truck drivers, homemakers or store clerks. Domestic violence occurs in the poorest ghettos, the fanciest mansions and white-picket-fence neighborhoods.

About 95% of victims of domestic violence are women. Over 50% of all women will experience physical violence in an intimate relationship, and for 24-30% of those women, the battering will be regular and on-going. Every 15 seconds the crime of battering occurs. (National Coalition Against Domestic Violence General Information Packet). Most abusers are men. They may seem gentle, mean, quiet or loud, and may be big or small. There is some evidence that shows boys who grow up with domestic violence often become abusers as adults, however, many abusers are from non-violent homes, and many boys from violent homes do not grow up to be abusive.

The law defines domestic violence in very specific ways. Every state and U.S. territory has laws that allow its courts to issue protection orders, as do many Indian tribes. Each state, territory or tribe decides for itself how to define domestic violence and how its laws will help and protect victims, so the laws are different from one jurisdiction to another. Although you may be a victim of domestic violence, the laws in your jurisdiction may be written in a way that does not include or protect you. This does not mean that you are not a victim, and it does not mean that you should not seek help.

The law is a useful and important tool for increasing safety and independence, but it is not the only tool. In addition to legal assistance, you might benefit from safety planning, medical care, counseling, economic assistance and planning, job placement, childcare, eldercare or pet care assistance, or many

other types of practical help and advice. You can seek assistance from advocates, shelters, support groups, the National Domestic Violence Hotline, and perhaps even your religious leader or doctor.

- ***DOMESTIC VIOLENCE****: is a pattern of abusive behavior which keeps one partner in a position of power over the other partner through the use of fear, intimidation and control.*
- ***PHYSICAL ABUSE:*** *Grabbing, pinching, shoving, slapping, hitting, hair pulling, biting, etc. Denying medical care or forcing alcohol and/or drug use.*
- ***SEXUAL ABUSE:*** *Coercing or attempting to coerce any sexual contact without consent, e.g., marital rape, forcing sex after physical beating, attacks on sexual parts of the body or treating another in a sexually demeaning manner.*
- ***ECONOMIC ABUSE:*** *Making or attempting to make a person financially dependent, e.g., maintaining total control over financial resources, withholding access to money, forbidding attendance at school or employment.*
- ***EMOTIONAL ABUSE:*** *Undermining a person's sense of self-worth, e.g., constant criticism, belittling one's abilities, name calling, damaging a partner's relationship with the children.*
- ***PSYCHOLOGICAL ABUSE:*** *Causing fear by intimidation, threatening physical harm to self, partner or children, destruction of pets and property, mind games or forcing isolation from friends, family, school and/or work.*

WHAT IS A PROTECTIVE OR RESTRAINING ORDER?

A protective order is a legal order issued by a state court which requires one person to stop harming another person. It is also sometimes called a protection order, a restraining order, a TPO or TRO ("temporary protection order" or "temporary restraining order"), or some other similar name. All protective order laws are state laws, not federal laws, and each state has a different law (also called a statute). You can get specific information on the laws in your state by using the pull down menu on the top, left-hand side of this page.

In general, domestic violence protective order laws establish who can file for an order, what protection or relief a person can get from such an order, and how the order will be enforced. While there are differences from state to state, all protective order statutes permit the court to order the abuser to stay away from you, your home, your workplace or your school ("stay away" provisions) and to stop contacting you. You generally also can ask the court to order that all contact, whether by telephone,

notes, mail, fax, email or delivery of flowers or gifts, is prohibited ("no contact" provisions). Courts can also order the abuser to stop hurting or threatening you ("cease abuse" provisions).

Some statutes also allow the court to order the abuser to pay you temporary support or continue to make mortgage payments on a home owned by both of you ("support" provisions), to award you sole use of a home or car owned by both of you ("exclusive use" provisions), or to pay you for medical costs or property damage caused by the abuser ("restitution" provisions).

Some courts might also be able to order the abuser to turn over any guns, rifles and ammunition he has ("relinquish firearms" provisions), attend a batterers' treatment program, appear for regular drug tests, or start alcohol or drug abuse counseling.

Many jurisdictions also allow the court to make decisions about the care and safety of your children. Courts can order the abuser to stay away from and have no contact with your children's doctors, daycare, school or after-school job. Most courts can make temporary custody decisions, although many courts are very reluctant to do so. Some can issue visitation or child support orders. You can also ask the court to order supervised visitation, or to specify a safe arrangement for transferring the children back and forth between you and the abuser ("custody, visitation and child support" provisions).
When the abuser does something that the court has ordered him not to do, or fails to do something the court has ordered him to do, he has violated the order. The victim can ask the police or the court, or both, depending on the violation, to enforce the order. The police can generally enforce the stay away, no contact, cease abuse, exclusive use, and custody provisions - those that need immediate response. If you are unable to call them when the violation occurs, they should take a report if you call them soon afterwards. These types of violations can also later be addressed by the court, and it is often a good idea to bring them to the court's attention.

Other violations are not easily enforced by the police, such as failure to pay support or attend treatment programs - those are better enforced by the court. If you file a "motion for contempt" explaining how the abuser violated the order, the court will hold a hearing to determine if the facts prove that the abuser violated the order. If the court finds a violation did occur, it will determine a penalty. Depending upon the laws of your jurisdiction and the nature of the violation, the penalty might be a finding of civil or criminal contempt, which could result in a fine, jail time or both. In some cases, it might result in a misdemeanor or felony criminal conviction and punishment.

TABLE OF APPENDIXES

APPENDIX A: SOUTHERN UNIVERSITY AGRICULTURAL RESEARCH AND EXTENSION CENTER COMMAND TEAM

Zone I
~ Command Team ~

Contact	Southern University Ag Center Title/ Position	Telephone Number	Home/Cell Telephone
Calvin R. Walker	Interim Chancellor-Dean	(225) 771-2815 o. (337)344-8634c.	(337) 344-8634
Andra Johnson	Vice Chancellor of Research	(225) 771-2244 o. (225) 223-8889 c.	225-223-8889 c.
Dawn Mellion-Patin	Vice Chancellor Extension	(225) 771-3532	225-931-2786 c.
LaKeeshia Lusk	Communications Coordinator	(225) 771-2160	
James Mahomes	Building Emergency Coordinator	(225) 771-3696	225-766- 6722 h. 225-964-8184 c.
Christopher J. Rogers	Director of Technology	(225) 771-5669	225-603-7080 h/c.
Eual Hall	Business Development Specialist	(225) 771-4105	225-937-5992 c.
Eugene Runles	Farm Superintendent	(225) 771-5882	225-354-6934 c.
Belinda Mack	Coordinator of Fiscal Affairs	(225) 771-0249	
Antonio Harris	Director, SCRI	(337) 943-2410	

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APPENDIX B: SOUTHERN UNIVERSITY AG CENTER OPERATION TEAM

Zone II
~ Operational Team ~

Contact	Southern University Ag Center Title/ Position	Telephone Number	Home Telephone
James Mahomes	Building Emergency Coordinator	(225) 771-3696	225-766- 6722 h. 225-964-8184 c.
LaKeeshia Lusk	Communications Coordinator	(225) 771-2160	
xxx	xxxxx	(225) 771-2173	
Sanjay Palle	Network/Database/Web Admin Specialist	(225) 771-3340	

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APPENDIX C: SOUTHERN UNIVERSITY AGRICULTURAL RESEARCH AND EXTENSION CENTER

ESSENTIAL EMPLOYEES

Contact	Southern University Ag Center Title/ Position	Telephone Number	Home Telephone
Calvin R. Walker	Interim Chancellor-Dean	(225) 771-2815 o. (337)344-8634c.	(337) 344-8634
Andra Johnson	Vice Chancellor of Research	(225) 771-2244 o. (225) 223-8889 c.	225-223-8889 c.
James Mahomes	Building Emergency Coordinator	(225) 771-3696	225-766- 6722 h. 225-964-8184 c.
Dawn Mellion-Patin	Vice Chancellor Extension	(225) 771-3532	225-931-2786 c.
LaKeeshia Lusk	Communications Coordinator	(225) 771-2160	
Sanjay Palle	Network/Database/Web Admin Specialist	(225) 771-3340	

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APPENDIX D: SOUTHERN UNIVERSITY AGCENTER DESIGNATED EVACULATION ASSEMBLY

Number	Building	Location
	A.O. Williams Hall	Lawn area near adjacent to Hunt Street and B. A. Little Drive
173	Swine Farm	Open area north of building near Hunt
	Dairy Cottage	Dairy Creamery parking lot
	Dairy Creamery	Dairy Creamery parking lot
169	Meat Processing Plant	Parking Lot near Little drive

APPENDIX E: DAMAGE - ROOM ASSESSMENT FORM

Storm/Event:	**Date:**	**Room Number:**
Building Name:	**Building Number:**	**Mark if update to previous form: _____**
Name of Assessor:	**Control Number:**	

CAUSE OF DAMAGE: (CHECK ONE)

IMPACT (Wind or Debris) ___
Water Damage (Rain or Leak) ___
Water Damage (Flooding) ___
WIND (hit by tree or limb) ____
Power Surge or Lightning ____
Other (describe) ____

DAMAGE DETAIL:

Contents/Items	Description of Damages:
Carpet/Flooring	
Walls	
Ceiling Tile	
Windows	
Furniture	
Built-in Furniture	
Lighting	
HVAC	

(Additional Items)

Emergency Repairs or Preventive Actions (Leave blank if no actions taken)

Action Taken:

Name of Person:	**Date of Repair:**	**Labor Time (hrs):**

Photograph: (Please attach)

Take digital photograph(s) of damages. Include building name and room number on a piece of paper or dry board that is visible in photograph.

Name of Person Submitting: _____	**Date:**

Contact Information:

APPENDIX F: DAMAGE - BUILDING ASSESSMENT FORM

Storm/Event:	**Date:**	**Room Number:**
Building Name:	**Building Number:**	**Mark if update to previous form: _____**
Name of Assessor:	**Control Number:**	

CAUSE OF DAMAGE: (CHECK ONE)

IMPACT (Wind or Debris) ___
Water Damage (Rain or Leak) ___
Water Damage (Flooding) ___
WIND (hit by tree or limb) ____
Power Surge or Lightning ____
Other (describe) ____

DAMAGE DETAIL:

Contents/Items	Description of Damages:
Carpet/Flooring	
Walls	
Ceiling Tile	
Windows	
Furniture	
Built-in Furniture	
Lighting	
HVAC	

(Additional Items)

Emergency Repairs or Preventive Actions (Leave blank if no actions taken)

Action Taken:

Name of Person:	**Date of Repair:**	**Labor Time (hrs):**

Photograph: (Please attach)

Take digital photograph(s) of damages. Include building name and room number on a piece of paper or dry board that is visible in photograph.

Name of Person Submitting: _____	**Date:**

Contact Information:

APPENDIX G: BOMB THREAT CHECKLIST
&
TELEPHONE NUMBERS

Upon receipt of a bomb threat remember to:

1. ***Remain Calm***
2. ***Listen - do not interrupt the caller***
3. ***Gather as much information as possible***
4. ***Notify supervision by prearranged signal when caller is on the line to contact the police.***
5. ***Inform the caller that detonation could cause injury or death***

NAME OF PERSON RECEIVING THE CALL:

DEPARTMENT: _____ **PHONE:** _____

CALLER'S IDENTITY: **SEX:** Male _____ Female_____

Juvenile_____ Approximate Age _____

ORIGIN OF CALL (Please Check):

Local ____ Long Distance____ Both ____
Internal (from within campus?) ___ Internal Calls (note the extension) ___

BOMB FACTS

PRETEND DIFFICULTY WITH HEARING -KEEP CALLER TALKING;
IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour _____
Time

Where is it located? Remaining_____

What kind of bomb? Building_____

Where are you now?

How do you know so much about the bomb?

What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

BOMB THREAT
ACTIONS TO TAKE IMMEDIATELY AFTER A CALL

Did Caller appear familiar with campus or building by his description of the bomb location?_____

Notify supervision as instructed. Talk to no one other than instructed by supervision.

Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

VOICE CHARACTERISTICS	LANGUAGE	BACKGROUND NOISES
Loud	Excellent	Factory Machines
High Pitch	Fair	Bedlam
Raspy	Foul	Music
Intoxicated	Good	Office Machines
Soft	Poor	Mixed
Deep	Other	Street Traffic
Pleasant		Trains
Other		Animals

SPEECH		MANNER
Fast		Calm
Distinct		Rational
Stutter		Coherent
Slurred		Deliberate
Slow		Righteous
Distorted		Angry
Nasal		Irrational
Lisp		Incoherent
Other		Emotional

APPENDIX H: A. O. WILLIAMS HALL FIRE WARDENS

ZONE	Contact	Southern University Ag Center Title/ Position	SUAG Telephone Number
1st floor	Eugene Runles	Farm Superintendent	771-5694
1st floor	William Augustine	Research Associate for Technology	771-2561
2nd floor	Curtis Chisley	Research Associate	771-2262
2nd floor			771-2242
1st floor	Mila Berhane	Research Associate	771-2262
2nd floor	Angela Jackson	Admin. Asst. to V Chancellor	771-2242
1st floor	Kasundra Cyrus	Associate Specialist	771-2242
2nd floor			771-2262
Poultry	Curtis Chisley	Research Associate	771-3836
Swine	C. Rueben Walker	Professor	771-3111
Dairy	Gary Simon	Veterinarian	771-3111
Goats			771-2262
Exp Station	Eugene Runles	Farm Superintendent	771- 5694
Edmond	Harold Mellieon	Director of Livestock Show	771-2242
Meat Lab	Curtis Chisley		771-2262
Machine			771-2262
Research	Alice Dyson	Admin. Asst.	771-2262
Extension			771-2242
S. Stairs			
N. Stairs	Justin Egbe	Community Develop Asst.	771-2262
Technology	Christopher J. Rogers	Director of Technology Services	771-2242
Research	Fatemeh Malekian	Ass. Professor	771-2262
Research			
Extension			
Extension	De'Shoin York Friendship	Associate Specialist	771-2242
Break Rm			

APPENDIX I:
Southern University Ag Center
EMERGENCY OPERATIONS CENTER RESOURCES

The Emergency Operations Center will contain the following:

a. 5 copies of the Emergency Response Plan
b. 5 telephones and 5 cellular phones
c. 6 computer workstations with printers and Internet and University network connections (Rm 127, A. O. Williams Hall)
d. Large campus map
e. Building plans
f. 2 flipcharts
g. Fax machine
h. 5 mobile radio units
i. 5 University phone directories, 3 Baton Rouge white pages phone directories and
j. 3 Baton Rouge yellow pages phone directories
k. List of evacuation assembly locations
l. List of media contacts
m. Multiple copies of forms that would be used during an emergency
n. Emergency food and water rations, if required.
o. First aid kits

APPENDIX J:
SOUTHERN UNIVERSITY AG CENTER
CATEGORIES OF TERRORISTS INCIDENTS

There are five categories of terrorist incidents: biological, nuclear, incendiary, chemical, and explosive.

Biological agents pose serious threats considering their fairly accessible nature and the potential for their rapid spread. These agents can be disseminated in the following ways: aerosols, oral (contaminating food or water), dermal (direct skin contact), or injection. Inhalation or ingestion is the most likely.

1. The Centers for Disease Control list approximately 20 biological agents (bacterial agents, viral agents and biological toxins) which are considered as possibilities for terrorist use. Following is a list of those considered most likely to be used.

    1. **Anthrax (Bacillus anthracis)** infection is a disease acquired following contact with infected animals or contaminated animal products or following the intentional release of anthrax spores as a biological weapon. Exposure to an aerosol of anthrax spores could cause symptoms as soon as 2 days or as late as 6 -8 weeks after exposure. Further, the early presentation of anthrax disease would resemble a fever or cough and would therefore be exceedingly difficult to diagnose without a high degree of suspicion. Once symptoms begin, death follows 1-3 days later for most people. If appropriate antibiotics are not started before development of symptoms, the mortality rate is estimated to be 90%.

    2. **Bacillus anthracis toxin (produced by Clostridia botulinum)** is the single most poisonous substance known, and poses a major bio-weapons threat because of its extreme potency and lethality; its ease of production, transport and misuse; and the potential need for prolonged intensive care in affected persons. Natural cases of botulism typically result from food contamination (food not or incompletely heated) with absorption of the toxin from the gut or a wound. The incubation period for food -borne botulism can be from 2 hours to 8 days after ingestion. Patients with botulism typically present with difficulty speaking, seeing and/or swallowing and may initially present with gastrointestinal distress, nausea, and vomiting preceding neurological symptoms.

    3. **Plague (Yersinia pestis)** is an infectious disease of animals and humans found in rodents and their fleas. Pneumonic plague occurs with infection of the lungs. The incubation period is 1 to 6 days and the first signs of illness are fever, headache, weakness, and cough productive of bloody or watery sputum. The pneumonia progresses over 2 to 4 days and may cause septic shock and, without early treatment, death. Person-to-person transmission of pneumonic plague occurs through respiratory droplets, which can only infect those who have face-to-face contact with the ill patient. Early treatment of pneumonic plague with antibiotics is essential.

    4. **Smallpox (variola major)** has an incubation period of 7 to 17 days following exposure. Initial symptoms include high fever, fatigue, and head and back aches. A characteristic rash, most prominent on the face, arms, and legs, follows in 2-3 days.

Smallpox is spread from one person to another by infected saliva droplets that expose a susceptible person having face-to-face contact with the ill person.

5. **Tularemia (Francisella tularensis)** is one of the most infectious pathogenic bacteria known, requiring inoculation or inhalation of as few as 10 organisms to cause disease. It is a zoonosis, with natural reservoirs in small mammals such as voles, mice, water rats, squirrels, rabbits and hares. Naturally acquired human infection occurs through a variety of mechanisms such as: bites of infected arthropods; handling infectious animal tissues or fluids; direct contact or ingestion of contaminated water, food, or soil; and inhalation of infective aerosols. Human to human transmission has not been documented. Aerosol dissemination by a terrorist would be expected to result in the abrupt onset of acute, non-specific febrile illness beginning 3 to 5 days later (incubation range, 1-14 days). Treatment is with antibiotics.

2. Nuclear incidents are expected to take one of two forms: threatened or actual detonation of a nuclear bomb or threatened or actual detonation of a conventional explosive incorporating nuclear materials. It is unlikely that a terrorist could acquire or build a functional nuclear weapon. Dispersal of nuclear materials with a conventional explosive would contaminate the bombsite and raise environmental decontamination and long -term health issues. Nuclear indicators, short of actual detonation or obvious involvement of radiological materials, include observation for a Department of Transportation placard or decal, and radiation detection devices.

Incendiary incidents could be any mechanical, electrical, or chemical device used to cause a fire. Indicators of incendiary devices include multiple fires, remains of incendiary device components, odors of accelerants (e.g., gasoline), and unusually heavy burning or fire volume.

- Chemical agents fall into five classes: nerve (disrupt nerve impulse transmission) ; blister (severe burns to eyes; skin; respiratory tract; blood (interfere with oxygen transport), choking ; and irritating (designed to incapacitate).

- Nerve agents are similar to organophosphate pesticides, but with higher toxicity. Early symptoms include uncontrolled salivation, lacrimation (secretion of tears, especially in excess), urination, and defecation. These agents may resemble water or light oil and possess no odor, and are best dispersed as an aerosol. Many dead animals at the scene may indicate a nerve agent.

- Blister agents are also referred to as mustard agents due to their characteristic smell. They can be absorbed through the skin, and clinical symptoms may not appear for hours or days. These agents are heavy, oily liquids, dispersed by aerosol or vaporization.

- Blood agents interfere with oxygen transport by the blood, resulting in asphyxiation. Clinical symptoms include respiratory distress, vomiting and diarrhea, and vertigo and headaches. These agents are gasses, although precursor chemicals are typically cyanide salts and acids. All have the aroma of bitter almonds or peach blossoms.

- Choking agents stress the respiratory tract by causing edema (fluid in the lungs) which can result in asphyxiation. Clinical symptoms include severe eye irritation and respiratory distress. Most people recognize the odor of chlorine; phosgene has the odor of newly cut hay. Both are gases and must be stored and transported in cylinders.

- Irritating agents, also known as riot control agents or tear gas are designed to incapacitate. Generally, they are non-lethal; however, they can result in asphyxiation. Clinical symptoms include eye and throat irritation, respiratory distress, and nausea and vomiting.

3. Explosive agents, i.e., bombs, can be 1) readily made from commonly available materials (e.g., ammonium nitrate fertilizer and diesel fuel), 2) obtained from commercial sources (e.g., blasting agents and explosives), or 3) obtained from the military. These devices account for 70 percent of terrorist attacks.

APPENDIX K: SOUTHERN UNIVERSITY AG CENTER EVACUATION ZONES

Zone 1/Wing 2

Location: Chancellor's Office Chancellor's Administrative Secretary
Assembly Room (191) Chancellor's Reception Area

Primary Exit: Use front entrance, turn right proceed to designated assembly area.

S/ Exit: Exit to your left (south). Exit through double doors near J.B. Hunt street and proceed to designated assembly area.

Fire Warden: Mr. Christopher Rogers

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Zone 1/ Wing 1

Location: Family and Human Development Department

P/Exit: Exit to right. Proceed east and exit via double doors near J.B. Hunt street. Proceed to designated assembly area.

S/Exit: Exit to left. Proceed down corridor through double doors into reception area. Proceed through double front entrance doors and assemble in designated area.

Fire Warden: Ms. Kasundra Cyrus

Location: Offices 178, 179, 180, 182, & 185

P/Exit: Exit office, turn right. Proceed through corridor door into reception area. Proceed through front entrance double doors. Proceed to designated assembly area.

S/Exit Exit Office, turn left. Proceed to "Fire Exit" Door on Left, exit. Proceed around building into the designated assembly area.

Fire Warden: Mr. Sanjay Palle

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Zone 2/Wing 2

Location: Studio

P/Exit Exit from studio using fire exit door to left. Proceed around building and go to the designated assembly area.

S/Exit Exit studio using fire exit to door to right. Proceed around building and go to the designated assembly area.

Fire Warden: Mr. Dexter Newman

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Zone 3

Location: Vice Chancellor for Research
Vice Chancellor's Conference Room and Reception Office
Lobby - Administrative Secretary for Research

P/Exit: Exit office using double doors. Proceed left and an immediate right, exiting outside through the double doors into the rear of building. Proceed around building to designated assembly area.

S/Exit: Proceed down hallway inside of office, pass mail station. Exit office rear door. Proceed west down corridor and exit corner door near west stairs. Proceed from building to designated assembly area.

Fire Warden: Mr. Eugene Runles & Mrs. Alice Dyson

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Zone 4

Location: Office of Planning and Evaluation
Centrex Telephone Office, Room #138

P/Exit: Exit room using door facing east. Proceed to your right and exit double doors in rear of building. Proceed around building to designated assembly area.

S/Exit: Exit room using side door into corridor. Proceed west and go left at the first corridor. Exit building through side door facing east and proceed from rear of building to the designated assembly area.

Fire Warden: Mr. Oscar Udoh

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Zone 5

Location: Laboratories #104,103,102,101,100,126 & 131

P/Exit: Enter corridor south. Proceed in corridor pass Centrex telephone office and go right. Exit through double doors into rear of building. Proceed around building to designated assembly area.

S/Exit: Enter corridor south. Proceed in corridor pass Centrex telephone office, and go right. Exit through double doors into rear of building. Proceed around building to designated assembly area.

Fire Wardens: xxxxxx and xxxxx

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Zone 6

Location: Offices 113, 114, 117, 118, 120, 121 & 123

P/ Exit: Exit office using through double doors. Entering corridor, proceed left and an immediate right. Exit outside through the double doors into the rear of building. Proceed around building to designated assembly area.

S/Exit: Exit office via back/side door near mail boxes. Proceed west down corridor, pass lounge area and exit building through fire exit door located in corner near west staircase. Proceed to the designated assembly area.

Fire Warden: Aster Yoseph and Oscar Udoh

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Zone 8

Location: Offices 125, 127, 128, 129, 130, 132 & 133

P/Exit: Exit office into corridor going (West) to your right. Proceed through corridor, passing lounge and exit building through fire door directly in front of corridor. Proceed from building to designated assembly area.

S/Exit: Exit offices turning left. Proceed by exiting through double doors into corridor. Turn left then an immediate right. Exit building via double doors. Proceed from rear of building to the designated assemble area.

Fire Warden: Ms. Mila Berhane

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Zone A/Wing 1

Location: 2nd Floor
Reception Office, Chancellor's Conference Room, Lobby, Community Resource Development, Vice Chancellor for Extension, La. Family Farm Technical Assistant, Administrative Secretary for Extension, In-House Auditor, Vice Chancellor for Finance and Administration, Assistant Specials Human Nutrition, Health, Family & Consumer Sciences.

P/Exit: Exit office left, proceed east, exit building via stairways east end of building. Proceed from side of building to designated assembly area.

S/Exit: Exit office right, proceed west through chancellor conference room, exit reception lobby through door and enter atrium, proceed west. Exit atrium, turn left into stairway. Follow stairs downward. Take a left and exit via fire door. Proceed from rear of building to the designated assembly area.

Fire Warden: Althea Thomas and xxxxxx

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Zone A/Wing 2

Location: 2nd Floor

Livestock Show Office	Finance
Youth Development	Nutrition, Diet & Health Education
Kitchen	

P/Exit: Exit office, proceed right. Exit building via stairway through the fire exit door. Proceed from side of building to the designated assembly area.

S/Exit: Exit office left, proceed west and exit reception lobby and enter atrium. Proceed west, exit atrium turn left into stairway. Follow stairs downward and take a left and exit via fire door. Proceed from rear of building to the designated assembly area.

Fire Warden: Harold Mellieon and xxxxxx

Zone B

Location: Atrium (2nd Floor)

P/Exit: Exit west. Take an immediate left into the stairway, proceed downward. Take a left and exit via fire door. Proceed from rear of building to the designated assembly area.

S/Exit: Exit east. Proceed through double doors into the extension reception lobby, proceed east to the rear of building, exit via stairway through the fire exit door. Proceed from side of building to he designated assembly area.

Fire Warden: Mr. Dexter Newman

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Zone C/Wing 2 - 2nd Floor

Location: Human Performance Laboratory
Microbiology Laboratory
Clinical Laboratory, Body Composition Laboratory

P/Exit: Exit into corridor east. Continue east through double doors, take a turn, continue down the stairway to the 1st floor, turn left and proceed through the fire exit. Proceed from rear of building to the designated assembly area.

S/Exit: Exit into corridor west. Continue down corridor west until the first corridor, turn left or north. Follow corridor to rear of building. Exit 2nd floor via stairway via fire door. Proceed from rear of building to the designated assembly area.

Fire Warden: Mr. William Augustine

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Zone C/Wing 1

Location: Small Business Office
Metabolic Kitchen, Dining Area

P/Exit: Exit into corridor east, continue east through double doors, take a right turn and Follow the stairs to the first floor. Turn left and proceed through the fire exit door. Proceed from rear of building to the designated assembly area.

S/Exit: Exit into corridor west. Turn left (north) into next corridor. Follow corridor to rear wall. Turn left and immediately turn right into stairway. Follow stairway to first floor and exit through fire exit door. Proceed from rear of building and proceed to the designated assembly area.

Fire Warden: Eual Hall and xxxxxx

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Zone C/Wing 3

Location: Plant Pathology Ecology
Air Quality Animal Physiology
Offices 207 A-D, 225, 227, 229 A-B, 232, 234

P/Exit: Exit offices, turn north, go to rear of floor. Exit north stairways. Follow stairways to first floor and exit rear of building. Proceed to designated assembly area.

S/Exit: Exit offices, turn south. Go to first corridor, go west, and then south. Exit through west stairway. Proceed to the designated assembly area.

Fire Warden: xxxxxxx and xxxxxx

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Zone C/Wing 4

Location: Offices 224, 226, 228, 231, 223, 236

P/Exit: Enter corridor go east. Pass bathroom area and proceed left. Exit through the double doors, turn right into stairway. Follow stairway to first floor, turn left and exit building through fire exit door. Proceed from rear of building to the designated assembly area.

Fire Warden: xxxxx and xxxxx

APPENDIX L: SOUTHERN UNIVERSITY AG CENTER
RESEARCH LAB SAFETY AND EMERGENCY RESPONSE GUIDELINES
Source: http://www.practicingsafescience.org

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(225) 771-2242 / (225) 771-2262

Fire

Notes and Precautions
Small fires can be extinguished without evacuation. However, an immediate readiness to evacuate is essential in the event the fire cannot be controlled. Fire extinguishers should be used only by trained personnel. Never enter a room that is smoke filled. Never enter a room containing a fire without a backup person. Never enter a room if the top half of the door is warm to touch.

Small Fire

1. Alert people in laboratory and activate alarm.
2. Smother fire or use correct fire extinguisher.
3. Aim extinguisher at base of fire.
4. Always maintain accessible exit.
5. Avoid smoke or fumes.

Major Fire

1. Alert people in area to evacuate.
2. Activate nearest fire alarm or call **Fire Emergency Response** number.
3. Close doors to confine fire.
4. Evacuate to safe area or exit building through stairwell; **do not use elevator.**
5. Have person knowledgeable of incident and laboratory assist emergency personnel.

Chemical Spill

Notes and Precautions
The range and quantity of hazardous substances used in laboratories require preplanning to respond safely to chemical spills. The cleanup of a chemical spill should only be done by knowledgeable and experienced personnel. Spill kits with instructions, absorbents, reactants, and protective equipment should be available to clean up minor spills. A minor chemical spill is one that the laboratory staff is capable of handling safely without the assistance of safety and emergency personnel. All other chemical spills are considered major.

Minor Chemical Spill

1. Alert people in immediate area of spill.
2. Wear protective equipment, including safety goggles, gloves, and long-sleeve lab coat.
3. Avoid breathing vapors from spill.
4. Confine spill to small area.
5. Use appropriate kit to neutralize and absorb inorganic acids and bases.

6. Collect residue, place in container, and dispose as chemical waste.
7. For other chemicals, use appropriate kit or absorb spill with vermiculite, dry sand, or diatomaceous earth. Collect residue, place in container and dispose as chemical waste.
8. Clean spill area with water.

Major Chemical Spill

1. Attend to injured or contaminated persons and remove them from exposure.
2. Alert people in the laboratory to evacuate.
3. If spilled material is flammable, turn off ignition and heat sources.
4. Close doors to affected area.
5. Have person knowledgeable of incident and laboratory assist emergency personnel.

Radiation Spill

Notes and Precautions
Spreading of radiation beyond the spill area can easily occur by the movement of personnel involved in the spill or cleanup effort. Prevent spread by confining movement of personnel until they have been monitored and found free of contamination. A minor radiation spill is one that the laboratory staff is capable of handling safely without the assistance of safety and emergency personnel. All other radiation spills are considered major.

Minor Radiation Spill

1. Alert people in immediate area of spill.
2. Notify Radiation Safety Officer.
3. Wear protective equipment, including safety goggles, disposable gloves, shoe covers, and long-sleeve lab coat.
4. Place absorbent paper towels over liquid spill. Place towels dampened with water over spills of solid materials.
5. Using forceps, place towels in plastic bag. Dispose in radiation waste container.
6. Monitor area, hands, and shoes for contamination with an appropriate survey meter or method. Repeat cleanup until contamination is no longer detected.

Major Radiation Spill

1. Attend to injured or contaminated persons and remove them from exposure.
2. Alert people in the laboratory to evacuate.
3. Have potentially contaminated personnel stay in one area until they have been monitored and shown to be free of contamination.

4. Close doors and prevent entrance into affected area.
5. Have person knowledgeable of incident and laboratory assist emergency personnel.

Biological Spill

Notes and Precautions
Biological spills outside biological safety cabinets will generate aerosols that can be dispersed in the air throughout the laboratory. These spills are very serious if they involve microorganisms that require Biosafety Level (BSL) 3 containment, since most of these agents have the potential for transmitting disease by infectious aerosols. To reduce the risk of inhalation exposure in such an incident, occupants should hold their breath and leave the laboratory **immediately.** The laboratory **should not** be reentered to decontaminate and clean up the spill for at least 30 minutes. During this time the aerosol will be removed from the laboratory by the exhaust air ventilation system. Appropriate protective equipment is particularly important in decontaminating spills involving microorganisms that require BSL2 or BSL3 containment. This equipment includes lab coat with long sleeves, back-fastening gown or jumpsuit, disposable gloves, disposable shoe covers, and safety goggles and mask or full face shield. Use of this equipment will prevent contact with contaminated surfaces and protect eyes and mucous membranes from exposure to splattered materials.

BSL1 Lab Spill

1. Wear disposable gloves.
2. Soak paper towels in disinfectant and place over spill area.
3. Place towels in plastic bag for disposal.
4. Clean spill area with fresh towels soaked in disinfectant.

BSL2 Lab Spill

1. Alert people in immediate area of spill.
2. Put on protective equipment.
3. Cover spill with paper towels or other absorbent materials.
4. Carefully pour a freshly prepared 1 in 10 dilution of household bleach around the edges of the spill and then into the spill. Avoid splashing.
5. Allow a 20-minute contact period.
6. Use paper towels to wipe up the spill, working from the edges into the center.
7. Clean spill area with fresh towels soaked in disinfectant.
8. Place towels in a plastic bag and decontaminate in an autoclave.

BSL3 Lab Spill

1. Attend to injured or contaminated persons and remove them from exposure.
2. Alert people in the laboratory to evacuate.
3. Close doors to affected area.
4. Have person knowledgeable of incident and laboratory assist emergency personnel.

Personal Injury

Emergencies Involving Clothing on Fire

1. Roll person around on floor to smother flame, or drench with water if safety shower is immediately available.
2. Obtain medical attention, if necessary.
3. Report incident to supervisor.

Radiological Spill on Body

1. Remove contaminated clothing.
2. Rinse exposed area thoroughly with water.
3. Obtain medical attention, if necessary.
4. Report incident to supervisor and Radiation Safety Officer.

Chemical Spill on Body

1. Flood exposed area with running water from faucet or safety shower for at least 5 minutes.
2. Remove contaminated clothing at once.
3. Make sure chemical has not accumulated in shoes.
4. Obtain medical attention, if necessary.
5. Report incident to supervisor.

Biological Spill on Body

1. Remove contaminated clothing.
2. Vigorously wash exposed area with soap and water for 1 minute.
3. Obtain medical attention, if necessary.
4. Report incident to supervisor.

Hazardous Material Splashed in Eye

1. Immediately rinse eyeball and inner surface of eyelid with water continuously for 15 minutes.
2. Forcibly hold eye open to ensure effective wash behind eyelids.
3. Obtain medical attention.
4. Report incident to supervisor.

Minor Cuts and Puncture Wounds

1. Vigorously wash injury with soap and water for several minutes.
2. Obtain medical attention.
3. Report incident to supervisor.

Compressed Gas Cylinders
Use and Storage

General

Compressed gas cylinders are found in many of the laboratories and shops throughout the University. Their storage and use pose a serious potential hazard for all employees and students who may be in the vicinity of or who may handle gas cylinders.

Supervisor's Responsibility

It is the responsibility of supervisory personnel where gas cylinders are used to see that the following safety rules are observed. They are also responsible to see that all employees and students under their supervision who use gas cylinders have been trained in the safe methods for storage, handling, and use of compressed gas cylinders.

Federal and State Codes and Regulations

This Federal and State Codes and regulations. They are practical and essential if compressed gases are to be used safely.

Handling and Use of Compressed Gas Cylinders

A. All compressed gas cylinders (regardless of size) shall be secured to racks, walls, work benches, or hand trucks by a strong chain or strap, or secured by any other approved method capable of preventing the cylinder from falling or being knocked over.

B. All questionable gas cylinders or equipment shall be reported immediately to the supplier for correction or replacement.

C. All cylinders shall be clearly labeled to identify the contents.

D. Only personnel trained in the proper transportation and safe use of gas cylinders should handle cylinders.

E. Compressed gases shall be used only in areas with adequate ventilation for the gas being used.

F. Cylinders shall not be intentionally dropped, struck, or permitted to violently strike each other and shall be reasonably protected from violent impact of any kind.

G. All cylinders shall be kept far enough away or shielded while in the work area in order to prevent contact with sparks, flame, or radiant heat.

H. Valve protection caps are required on all cylinders that are threaded to accommodate a cap unless the cylinder valve is actually connected for use to a regulator or manifold.

I. All gas cylinders shall be equipped with a functioning gas regulator while in use.

J. No one shall attempt to connect a regulator and/or accessory equipment by the use of improvised hookups or adapters.

K. When personnel have finished using a compressed gas cylinder for the day, the cylinder valve shall be closed and the pressure in the regulator and associated equipment released.

L. If a compressed gas is used to maintain a static pressure on a closed system, a clearly visible warning sign shall be posted indicating the approximate pressure the system is under and the gas involved.

M. All empty cylinders shall have their valves closed.

N. All empty cylinders shall be handled with the same care as full cylinder.

O. Compressed gas or compressed air shall not be used for cleaning purposes (to blow dust and debris away) without appropriate reduction valves (30 p.s.i. maximum).

P. Under no conditions shall a person direct high pressure gas at another person.

Q. While in use, all cylinders of flammable gases shall be protected by a flashback protection device approved by the EH&S Division.

R. Cylinders of flammable gas shall not be opened more than 1-1/2 turns of the cylinder valve to allow for quick closing. If a special wrench is required, the wrench shall be left in position on the stem of the valve while the cylinder is in use. This allows the gas flow to be shut off quickly in case of an emergency.

S. All oxygen or nitrous oxide cylinders and manifolds shall be at least 20 feet away from or separated by a one-hour rated fine resistant partition from all flammable gases and materials (such as oil, grease, and all petroleum products in general) in the area of use.

T. All manifold enclosures for oxygen and nitrous oxide in excess of 2000 cubic feet of manifold capacity shall be vented to the outside and the cylinder or manifold shall be protected with check valves or alarms.

U. Due to the possibility of an explosion, all regulators and other equipment used for oxygen shall be identified as being "OXYGEN ONLY" and the equipment used for other gases shall not be used for oxygen.

V. Due to the possibility of an explosion, all oxygen regulators, tubing, etc. shall be kept clean and free of all organic materials such as oil and lint.

W. In the event a particularly hazardous gas (e.g., phosgine, hydrogen chloride, hydrogen cyanide) is used, a procedure shall be established for evacuating, sealing, and isolating the area of use. The EH&S Division shall be notified prior to procuring such hazardous gases.

X. Only personnel properly instructed in the chemical and biological hazards of a corrosive and/or toxic gas are to release or use the gas or operate any equipment using the particular gas.

Y. All supervisory personnel are to have available the necessary emergency treatment and first aid supplies and be able to administer or have administered the necessary first aid that may be required as a result of any hazardous gas being used.

Transportation of Compressed Gas Cylinders

A. Only personnel of sufficient physical stature and strength are physically to move gas cylinders so as to minimize any potential hazard resulting from the size and weight of the cylinders.

B. When cylinders are moved, they shall be disconnected from any regulators or manifolds, and where threaded to accept protective valve caps, the valve caps shall be secured in place before the cylinders are released from their securing device.

C. Cylinders shall be moved only on a hand truck or other cart designed for handling gas cylinders.

D. No more than one cylinder shall be handled at a time except on carts designed to transport more than one cylinder.

Storage of Compressed Gas Cylinders

A. Compressed gas cylinder storage areas must be in a fire resistant enclosure located away from emergency exits and must be kept well-drained, well-ventilated, cool, and protected from the weather. Regardless of size, all cylinders shall be provided with supports (straps, chains, or other similar devices) capable of preventing the cylinders from falling.

B. Under no Condition shall the temperature of gas cylinders exceed 50°(125°F). When Type E gas cylinders are being not exceed 34°C (93°F) since the relief valves of Type E cylinders are set to release above 35°C.

C. Excessive storage time shall be prevented by the use of the smallest practical size cylinder for a particular gas application.

D. Corrosive gases shall not be stored for more than six (6) months. Usually after this period of time, there is a deterioration of the gas purity which increases the possibility of cylinder valve malfunction.

E. Oxygen or nitrous oxide shall not be stored in the same area with flammable gases unless separated by at least 20 feet or by a one-hour rated fire resistant partition. Cylinders stored in an area outside a building must be a minimum distance of 20 feet from flammable gases or combustible material.

F. All storage rooms that contain in excess of 2000 cubic feet of oxygen and/or nitrous oxide

APPENDIX M: SOUTHERN UNIVERSITY AGCENTER

PROTOCOL FOR LABORATORY SAFETY
AND HAZARDOUS WASTE DISPOSAL

General Laboratory Safety Protocol

1. **Barefeet** are not permitted in the lab.
2. Absolutely **no** smoking, **drinking**, or **eating** is allowed in any Science laboratory.
3. A laboratory **safety meeting** should be held before doing all experiments.
4. All materials **must be returned** to their proper storage area at the end of the lab period.
5. Glassware and instruments **must be cleaned and dried**.
6. Keep all common work areas clean and free of clutter and dirty dishes.
7. **Safety goggles** must be worn in the lab when instructed.
8. Gloves must be worn at all times while dissecting, working with preserved specimens, or hazardous chemicals.
9. Bandage all cuts on hands before dissecting or using chemical reagents.
10. No lab material of any kind may leave the laboratory.
11. Always **wash hands** before leaving the laboratory.
12. Never wear **loose** jewelry while working in a laboratory.
13. If supplies are running low, please notify the instructor **before** the supplies are completely exhausted.

General Chemical Safety Protocol

1. Some chemicals used in this laboratory should be **vented** under the hood while in use. Check with the lab instructor. Wear safety goggles during lab exercises that will involve chemicals.
2. In the event of any accident**, notify** the instructor immediately.
   Do not attempt to clean up broken glass or spilled chemicals yourself.
3. Do not taste chemicals or pipet solutions by mouth.
4. Dispose of all chemical waste in the proper waste container.
   NEVER pour any chemical down the sink without permission from your instructor.
5. When working with chemicals, you should know where Materials Safety Data Sheets **(MSDS)** from the manufacturers are located. A file should be located in the lab. In addition, MSDS

information can be accessed on World Wide Web. You are strongly urged to make use of this information prior to using a new chemical and certainly in the case of any accidental exposure or spill.

6. Safety water showers should be **checked** on a monthly basis for operational purposes.
7. **Always** wear gloves and a lab coat when using potentially hazardous chemicals.
8. The instructor **must be notified** immediately in the case of an accident involving any potentially hazardous reagents.
9. Please do not **waste chemicals** - use only what you need.

Proper Equipment Safety Protocol

1. Care must be taken when handling and operating microscopes. Operate microscopes with **both** hands.
2. Microscopes must be stored with the **lowest magnification** lens in position on the nosepiece. The **lens** must be **cleaned** with only lens paper. Lights should be turned off and camera burners also. All fluids must be **cleaned** from the **lenses and stage** before leaving the lab.
3. Make sure that **gas nozzles** and **water faucets** are turned **OFF** before leaving the lab.
4. Be cautious when using hot plates. Assume that any hot plate on a table is still **hot** and do not pick it up.
5. When using bunsen burners, long hair must be **tied back** and extreme care taken when working around the flame. The burner should be positioned on the lab work table beyond the immediate work area.
6. Chairs should be pushed under the tables at the end of the lab period.
7. Do **not write** on charts or research posters at any time.
8. All research equipment and visual aid equipment should be **returned** to their proper storage area at the end of each lab period.
9. **Report** any equipment malfunction immediately to the instructor.

Biohazard and Chemical Waste Protocol

1. **Always** dispose of chemical waste as instructed.
2. Place chemical waste in **properly labeled** storage containers.
3. **Never** pour any chemical down sink drains unless instructed to do so by your laboratory instructor.
4. Always place only **solid biohazard waste** in the orange-bag lined **Biohazard Waste**.
5. Dispose of broken slides, glassware, or any other small sharp objects (razors) into the proper disposal **Containers**.

APPENDIX N:

Southern University
AGRICULTURAL RESEARCH AND EXTENSION CENTER
AND
COLLEGE OF AGRICULTURE, FAMILY AND CONSUMER SCIENCE
Baton Rouge, Louisiana

Meat Technology Laboratory Occupational Safety Plan

TABLE OF CONTENTS

Southern University Agricultural Research and Extension Center
Baton Rouge, Louisiana

The Southern University Agricultural Research and Extension Center is committed to the belief that employees and students should be afforded a safe and orderly working and learning environment. This environment includes all facilities and operational equipment used indoor and outdoor to meet the needs of the operations.

Every effort shall be made to provide all reasonable precautions to protect the safety of all students, employees, visitors, and those present on University property or at University sponsored events.

The operation of the Meat Technology Laboratory (MTL) is under the auspices of the Dean of the College of Agricultural, Family and Consumer Sciences and the Vice-Chancellor for Research whom has deemed the development of the Occupational Safety Plan as the responsibility of the Faculty Advisor and AgCenter Safety Officer. The plan developed shall include but not be limited to the following:

1. Assessment of building and grounds.
2. Current and proposed safety procedures.
3. List of agencies and contact persons who can provide assistance when a crisis situation occurs.
4. Staff training.

The plan shall be reviewed and updated annually prior to the beginning of the fiscal year. The Faculty Advisor, or designee, shall make a report to the Dean and the Ag Center's Vice Chancellor for Research, on an annual basis, regarding the implementation of the plan.

MEAT TECHNOLOGY LABORATORY

OCCUPATIONAL SAFETY PLAN

Southern University
AGRICULTURAL RESEARCH AND EXTENSION CENTER
AND
COLLEGE OF AGRICULTURE, FAMILY AND CONSUMER SCIENCE
Baton Rouge, Louisiana

Components

The Meat Technology Laboratory Safety Plan is part of a multi step process to ensure the safety of the employees and the public we serve. There are four components to a comprehensive abattoir safety plan. Those components are:

1. Policies and procedures that afford a safe working environment.
2. Programs that promote a safe working environment.
3. Sanitation Standard Operating Procedures
4. Hazard Analysis, Critical Control Point

Responsibilities of Meat Technology Laboratory Personnel

Faculty Advisor

The Faculty Advisor advises the staff, and Plant Manager who are responsible for the Meat Technology Laboratory (MTL) safety plan. The Faculty Advisor monitors the implementation of the safety plan and tracks measurable improvements.

General responsibilities of the Faculty Advisor are as follows:

- Establish a structure and process for administering the safety plan.
- Advise the Plant Manager and staff.
- Assist Plant Manager in establishing and implementing safety plan.
- Review incident investigation reports for content. Assist the investigation process, if necessary, in complicated cases.
- Assist in developing an appropriate corrective action plan indicated by the incident investigation.
- Attend incident investigations as required.
- Monitor incident reports and records. Provide timely reports to the Dean and the Vice Chancellor of Research and the AgCenter safety committee.
- Establish routine, periodic inspections to monitor the MTL safety program effectiveness. Ensure that MTL employees receive the necessary training to conduct their job safely.
- Conduct site safety assessment.
- Provide training for first aid providers for minor injuries not requiring the services of a doctor.
-

Plant Manager

While the Faculty Advisor is accountable for the success of the safety plan, it is the responsibility of the Plant Manger to implement the program at his or her location. The Plant Manager is the most knowledgeable about the employees' attitudes, work habits, and equipment use. The Plant Manager will monitor the application of the safety plan.

The Plant Manager will:

- Track incidents.
- Make recommendations to the Faculty Advisor.
- Hold safety meetings.
- Develop safety objectives.
- Develop and implement a training program including drills.
- Schedule training.
- Schedule safety/housekeeping inspections.
- Ensure that all full-time and part-time employees, including students, receive a safety orientation prior to assuming the duties of the job.

- Complete accident reports, workers compensation reports, and accident investigation reports.
- Conduct site safety assessment.
- Ensure full participation of the laboratory in drills and training.
- Maintain effective liaison with local emergency services and law enforcement.
- Inspect equipment, grounds and building to determine safety needs.
- Identify hazards and take corrective action.
- Review incidents and ensure that the first report of injury, the accident investigation report, the physician of choice form and the medical authorization form have been properly completed and filed with the personnel department.
- Contact and provide encouragement to injured employees.
- Develop a process for tracking safety work orders.
- Ensure that policies and procedures are in place for efficient handling of incidents.
- Provide safety information to each employee. Conduct a safety orientation program for new employees.
- Ensure medical supplies for minor injuries are available.
- Implement recommendations from the Faculty Advisor and University safety committee.
- Listen to employees and follow up on suggestions.
- Review and update fire prevention and emergency procedures.

Employees

Each employee is expected, as a condition of employment, to work in a safe manner. He/she is also expected to exercise maximum responsibility for the prevention of accidents and the safe use of machinery and equipment entrusted to his or her care.

Employee responsibilities include the following:

- Attend training sessions to learn safe work procedures.
- Maintain good housekeeping in work area.
- Wear proper dress and use equipment as required by the job.
- Keep machine guards in place.
- Report unsafe conditions to supervisor.
- Report all accidents and injuries to immediate supervisor at once.
- Know fire prevention and emergency procedures designed for your area.
- Obey the rules. Obey established rules of conduct and adhere to the safety plan.
- Be concerned about the safety of others. Refrain from horseplay or pranks while on the job.

Safety Procedures

Inspection

- The Faculty Advisor will conduct periodic inspections of MTL facilities using the MTL Safety Assessment Instrument (Appendix C) as an interim guide to detect and correct unsafe conditions and practices before injuries occur.
- After each inspection, a copy of the safety checklist will be reviewed with the Plant Manager, and corrective action, if necessary, will be taken to correct any hazards as identified.
- The Faculty Advisor will review the result of safety and housekeeping inspections with the Plant Manager to determine corrective follow-up action.
- Results of safety and housekeeping inspections, reports of unsafe act and safety policies and procedures will be communicated to all employees.

Techniques

- Regular safety and housekeeping inspections will serve to encourage employees to inspect their own work areas.
- The Faculty Advisor will determine the frequency for holding inspections, but will schedule at least two annually.
- The University safety committee will determine means of securing employee and student interest and encouraging cooperation in the University's safety program.

Procedures

Inspection procedures will vary in accordance with the type of inspection required. The responsibility of the University is to ensure that all inspectors are familiar with federal standards, state laws and local ordinances affecting the safety and health of workers.

A safety checklist will be developed around the avoidance of the following eleven basic work hazards:

- Pinch points, shear points
- Flying objects
- Falling objects
- Electricity
- Gas/vapors
- Chemical/flammable
- Heavy objects
- Hot/cold objects
- Sharp and pointed objects
- Slippery surfaces
- Trip/fall hazards

Safety Inspections

The AgCenter Safety Officer is authorized to enter, inspect, and investigate at any time, any work site or establishment to insure that all safety rules and regulations are being followed. The Faculty Advisor and Plant Manager are expected to cooperate.

Regular site inspections are the responsibility of the Faculty Advisor. Inspections may vary in type and frequency. Inspections may be conducted on an area basis, or an entire facility basis, or on a specific operation basis. They may be conducted with or without advance notice by the Faculty Advisor or AgCenter Safety Officer.

Safety citations may be issued to the Plant Manager or employees for unsafe acts or for allowing unsafe conditions to exist. Recipients of safety citations are subject to disciplinary action which shall be determined and assessed by the University.

Scheduled inspections are conducted no less than twice yearly by the AgCenter Safety Officer and Faculty Advisor. Equipment such as fire extinguishers will be inspected at required intervals as required by state law. Results should be submitted to the University safety committee. Personal protective equipment will be inspected constantly to make certain that it is in safe working condition. Intermittent inspections are conducted by the Plant Manager and are held on irregular intervals. These inspections serve to determine the need for regularly scheduled inspections in a particular department or work area.

Monitoring inspections are designed to observe equipment that is in continuous operation and are conducted by Plant Manager.

Special inspections are held when new equipment is installed, or during construction of new buildings or during the remodeling of old buildings, or because some change has created new hazards. Special inspections are the responsibility of the Plant Manager.

Accident Investigation

The first step in preventing a recurrence of an accident is to investigate and analyze one that has happened and take positive action to remove its causes. Each accident should be investigated by the injured employee's immediate supervisor. These findings should constitute a portion of the complete accident report. The investigator should:

- Determine the act or condition that triggered the accident.
- Cite any procedure or action that was not in accordance with standard safety policies.
- Indicate any corrective or disciplinary action that would prevent another accident of this type.

Accident Reports

Accident reports are required for any accident occurring on University property or during MTL operation. This report is to be completed and submitted to the Plant Manager within 24 hours of accident. The same report may be used to report incidents where hazards exist but where no injury or damage has occurred. Accident reports involving employees should be filed in the personnel office and accident reports involving students should be filed in the student's record. There are a number of forms which may be used to report accidents (Appendix I-A is recommended), but the items listed below should be considered minimum information:

- Name, age, sex of the injured person.
- Occupation at time of accident-What he or she was actually doing.
- Nature and exact description of injury.
- Date and time of accident.
- Estimate of number of days that will be lost as a result of accident.
- Description of accident: Identify objects, operation, or substances most closely associated with the occurrence of the accident.
- Unsafe acts or conditions that contributed to the accident.
- Corrective action proposed in order to prevent the re-occurrence of a similar accident.
- Remarks, comments, or sketches.
- Date report was completed.
- Signature of supervisor.
- Signature of safety coordinator.

Employee Orientation

The MTL will seek to avoid or lower the rate of injury to its employees by providing each new employee with instruction regarding University safety methods and procedures. These instructions will include:

- An overall orientation program to familiarize the employee with the function or his or her job.
- A training period to ascertain the capabilities of the employee.
- An orientation period to familiarize the employee with safety practices and procedures.
- Testing and observing to ascertain the employee has mastered safety work habits.

First Aid

The Plant Manager will:

- Maintain a list of first aid providers for his or her building.
- Ensure the providers obtain first aid training from a certified body such as the American Red Cross.
- Obtain an approved first aid kit.
- Obtain an infection control kit.
- Ensure that ambulance and hospital emergency room telephone numbers are posted in an observable location.

- Maintain an adequate employee record that identifies family members and next of kin.

Responsibilities of the first aid providers will include the following:
- Provide for medical treatment of minor injuries not requiring the services of a doctor.
- Obtain first aid training from a certified body such as the American Red Cross.

Safety and Rule Book Requirements

The following are considered basic safety rules for all employees:
- Follow instructions. If you do not understand, ask for additional explanation.
- Correct unsafe conditions and report them promptly.
- Keep your work area clean.
- Use the proper tools or equipment for each job.
- Operate only the equipment you are authorized and qualified to use.
- Immediately report all accidents.
- If injured even slightly, get prompt first aid.
- If personal protective equipment is required by your job, wear it.
- Avoid fighting, horseplay, or other situations that could cause unnecessary injuries and distractions.
- Obey all safety rules and practices.
- Never run even during emergencies.
- Always be safety conscious when on MTL grounds.
- Do not use defective tools.

Safety awareness and a proper attitude will save lives, prevent disabling injuries, increase job effectiveness, and reduce costs.

Harvesting, Processing and Refrigerated Rooms Safety Rules

The following MTL rules should be adhered to at all times:
- Wear cut resistant gloves when using or cleaning machines and knives.
- Wear appropriate clothing and footwear for the working condition.
- Keep floors clean and free of grease residue. Excessive water, liquid or solid debri should be cleaned up promptly.
- Report any item of equipment that appears defective or unsafe, or any unsafe act observed.
- Wet floors must be posted with "WET FLOOR" signs.
- High traffic areas must be cleaned in such a fashion that provides a dry walk surface at all times.
- Report any accident, no matter how slight.
- Safety guards should never be removed or modified.
- Use proper lifting techniques.
- Horseplay, running, and practical jokes are not permitted.
- Machinery and tools must be used only for their intended purposes.
- Fire extinguishers are not to be removed from their location or used for any purpose other

than control of a threatening fire.
- ❖ Wear only approved non-slip safety shoes.

PERSONNEL and FOOD PROTECTION
All practices detailed in the MTL Sanitation Standard Operating Procedures and Hazard Analysis Critical Control Points (HACCP) plan will govern the safe handling of products produced at the facility. These procedures and plans must be followed at all time to avoid contamination of products.

Smoking is not allowed.
Eating and drinking allowed in designated areas only.

STANDARD ROOM REQUIREMENTS
Lighting provided as required: fixtures shielded, endcaps.
Proper ventilation of rooms and equipment.
Clean and or soiled clothing and linen properly stored.
Complete separation from laundry.
Overall well-organized, clean, litter free environment.

MTL Building Safety Rules

The following safety rules should be observed in the office and classroom areas:
- ❖ Desk and cabinet drawers should be kept closed.
- ❖ All chairs should be used as designed to avoid unsafe conditions.
- ❖ Exercise caution when using sharp pointed objects such as shears, knives, and pencils to avoid injuries.
- ❖ Broken furniture and equipment should be removed and repaired promptly.
- ❖ Stairwells should be maintained with secure handrails and level, no-slip tread surfaces on the steps.
- ❖ Restrooms should be clean and well maintained.
- ❖ Wet floors must be posted with "WET FLOOR" signs.
- ❖ Horseplay, running, and practical jokes are not permitted.
- ❖ The Plant Manager will assure that all containers of hazardous products are appropriately marked and labeled. The label should identify the product and provide appropriate information and warnings.
- ❖ The Plant Manager will ensure that all containers of hazardous products are appropriately stored out of the reach of students.
- ❖ Keep walkways and exits clear.

Face and Eye Protection

Face and eye protection will be used for any task where there is reasonable probability of injury. Employees assigned to perform tasks which require eye protection must wear the protector provided. The consequences of failure to use eye protection at appropriate times are so serious that no exception to this policy is permitted.

Lifting and Material Movement

- Lift, push or pull only reasonable amounts of weight.
- Do not lift over 50 pounds without help.
- Lift correctly to prevent injury.

Hot Surfaces and Items and Energized Electrical Equipment

- Exercise caution when working around hot surfaces or items. Use insulating protective equipment (gloves, aprons, etc.) to prevent burns.
- Do not touch or work on any equipment which you suspect is energized (electrical shock hazard). De-energize first.
- Place lock-up warning tags on designated switches and panels.
- Any electrical repairs beyond resetting or replacing fuses should be performed by qualified maintenance personnel only.

Equipment Usage

- Check to be sure equipment you are using is in safe condition.
- Ladders should be properly secured (i.e. use on level surface, tie off extension ladders).
- Dollies or hand-trucks should be used to move heavy loads-do not use make-shift equipment.

Report Any Unsafe Condition Immediately

- Notify Plant Manager as soon as possible of unsafe conditions.
- Remain on-site at the unsafe location if needed to prevent accidents, or barricade the area if necessary to leave the unsafe location.
- File a Safe-Work Report signed by injured employee and you immediate manager.
- In an emergency, notify the Plant Manager or Faculty Advisor as soon as possible by phone.

General Rule

If you think or suspect an unsafe condition or equipment may reasonably cause bodily injury, call your immediate supervisor or Faculty Advisor. Do not perform any task that may cause personal harm without supervisory direction. Be prudent. Think about the safe way to do a task before starting. Get help when needed. Do not improvise just to get the job done.

Managers/Supervisors

Managers and supervisors are personnel assigned responsibilities to assess and make decisions about safety. Failure to comply or perform in accordance with a manager's directive regarding safe practice constitutes cause for termination of employment. If a manager's judgment is questioned, an employee must (1) explain concerns to the manager, and (2) if a solution is not identified, request an immediate review by the manager's supervisor.

Reports and Investigation:

If an employee is injured in any way, it is the responsibility of the employee to immediately notify the Plant Manager who will complete an Incident/Accident Report. The Plant Manager will file the report with the Faculty Advisor or AgCenter Safety Officer. Violation of this requirement constitutes cause for termination of employment. An investigation of each incident, even if suspected and not reported, shall be conducted by the Plant Manager responsible for the area of work where the incident occurred or suspected to have occurred. Procedures are listed below:

- The Plant Manager shall, within two working days after an incident or receipt of report, interview the person who was injured and others who may provide information.
- The Plant Manager shall complete an Incident/Accident Report citing summary statement(s) of testimony by name(s), findings and recommendations.
- The Plant Manager shall submit the Incident/Accident Report to the AgCenter Safety Officer within one working day after completion of the investigation.
- The Plant Manager will notify the AgCenter Safety Officer by phone as soon as possible.
- The AgCenter Safety Officer will at his or her discretion direct another investigation to obtain additional information or verify the report.
- The AgCenter Safety Officer will review the manager's recommendations and information regarding an incident and prescribe appropriate corrective action and/or penalties.

Penalties of Unsafe Work Practices:

For unsafe work practices, an employee will be issued a warning for the first offense. For the second offense, a three-day suspension without pay will be issued, and for the third offense, termination of employment or extended suspension will be issued at the discretion of the Superintendent**. <u>A flagrant violation of a written regulation constitutes cause for immediate suspension or termination without a warning</u>**.

Safety Events

Building Evacuation

The Plant Manager will update and post evacuation plans in each room of the building. This plan will be used for fire, bomb threat, explosion, loss of a building's structural integrity, hazardous materials and other crises requiring evacuation.

Emergency Procedure:

- Employees and students will move to assigned evacuation locations.
- Plant Manager or instructors will follow employee and students out.
- Plant Manager and instructors will call ensure all employees and students accounted for.
- Plant Manager or instructor will report missing employees or students to Faculty Advisor.
- Plant Manager will ensure no one re-enters the facility until the safety has been restored.

Fire

Definition: A fire occurs when combustible materials ignite in the presence of oxygen and heat.

Emergency Procedure:

- Call 9-911. Make sure the 911 operator understands the nature of the emergency. If possible, stay on the line until you are instructed to disconnect by the emergency operator.
- Evacuate immediately. Exit through the nearest safe exit using all available doors.
- Employees and students should not return to the building until Fire Department officials declare the area safe.
- All fires must be reported to the Fire Department, even if it is a very small fire or the fire has already been extinguished.
- The Faculty Advisor will update and post evacuation routes in each room annually.
- Extinguish small fires if it is possible to do so without endangering lives, but notification of the Fire Department is mandatory for all fires.
- Render first aid, if necessary.
- The Plant Manager will be responsible for conducting one fire drill quarterly.
- The Faculty Advisor will document actions and decisions concerning fire incident.

Medical Emergency

Definition: A medical emergency exists anytime a school incident exceeds the need for basic first aid.

Emergency Procedure:

- Call 9-911. Make sure the 911 operator understands that there is a medical emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operator.
- Be prepared to state the nature of the emergency and location. Provide emergency medical personnel with any known information about the health concerns of the individual, medications, allergies, health care provider, etc.
- Administer first aid.
- Do not give medication by mouth unless specifically ordered to do so by the physician and appropriately signed authorizations from the parent and physician are on file.
- First aid provider will stay with the person until fully recovered or family member is present.
- In the event that an employee is transported to a health-care facility, the Faculty Advisor will designate a person to stay with the employee until a family member is present.
- All medical incidents should be documented.

Natural Gas Emergency

Definition: A natural gas emergency occurs when natural gas escapes from its controlled environment.

Emergency Procedure:

- Call 9-911. Make sure the 911 operator understands that there is a natural gas emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operator.
- Call the Physical Plant.
- Authorized maintenance employee will shut-off gas and electricity.
- No smoking.
- The Plant Manger will initiate evacuation plan, if necessary.
- The Plant Manager will notify the Faculty Advisor's office who will immediately notify the proper departments.
- If evacuation becomes necessary, the Plant Manager will be responsible for ensuring all persons are accounted for.
- First aid providers will render first aid if necessary.
- The Faculty Advisor or designee will document actions and decisions concerning natural gas incident.

Appendix 0

Supervisors' Accident Investigation Report

NOTE TO SUPERVISOR
REMEMBER, AN ACCIDENT INVESTIGATION IS NOT DESIGNATED TO FIND FAULT OR BLAME. IT IS AN ANALYSIS TO DETERMINE CAUSES THAT CAN BE CONTROLLED OR ELIMINATED.

WHEN COMPLETING THE INVESTIGATION, TRY TO ANSWER THESE QUESTIONS

How did the accident occur?

Where did it happen?

What materials, machines, equipment, or conditions were involved?

Who was injured?

When did it happen?

MAKE RECOMMENDATIONS

NO INVESTIGATION IS COMPLETE UNLESS CORRECTIVE ACTION IS SUGGESTED.

FOLLOW-UP

Determine what action is being taken on your recommendations.

Supervisor's Accident Investigation Report

DATE _____ TIME _____

EMPLOYEE INVOLVED _____ AGE _____

POSITION _____ DATE EMPLOYED _____

SUPERVISOR _____ DEPARTMENT _____

HOW LONG WAS EMPLOYEE PERFORMING THIS OPERATION? _____

WAS THE EMPLOYEE INSTRUCTED? _____

DID THE ACCIDENT RESULT IN INJURY? _____

NATURE AND EXTENT OF INJURY _____

_____

DATE INJURY REPORTED _____ LOSS OF WORK DAYS _____
Yes or No

IF SO, WHEN, AND BY WHOM? _____

HOW DID ACCIDENT OCCUR? _____

_____

_____

_____

CAUSE OF ACCIDENT _____

_____

_____

RECOMMENDATIONS TO PREVENT A RECURRENCE _____

_____

_____

WHAT ACTION HAS BEEN TAKEN? _____

_____

_____

SIGNED _____ DEPT. _____

FACULTY ADVISOR COMMENTS

RECOMMENDATIONS _____

_____

SIGNED _____ DATE _____

SAFETY OFFICER COMMENTS

SPECIAL ORDERS _____

SIGNED _____ DATE _____

SUPERVISOR′S ACCIDENT INVESTIGATION REPORT (continued)

CAUSES	DEFINITION OF CAUSE	SUGGESTED CORRECTIVE MEASURES
ENVIRONMENTAL 1. Unsafe procedure	Hazardous process; management failed to make adequate plans for safety.	A. Job analysis B. Formulation of safe procedure
2. Equipment Defective Through Use	Machines or equipment that have become rough, slippery, sharp-edged, worn, cracked, broken, or otherwise defective through use or abuse.	A. Inspection B. Proper maintenance.
3. Improperly Guarded Equipment	Machines or equipment that are unguarded or inadequately guarded.	A. Inspection. B. Checking plans, blueprints, purchase orders, contracts, and materials for safety. C. Include guards in original design, order, and contract. D. Provide guards for existing hazards.
4. Equipment Defective Through Design	Failure to provide for safety in the design, construction, and installation of building, machinery, and equipment, too large, too small, not strong enough.	A. Source of supply must be reliable. B. Checking plans, blueprints, purchase orders, contracts, and materials for safety. C. Correction of defects.
5. Unsafe Dress or Apparel	Management′s failure to provide or specify the use of goggles, respirators, safety shoes, hard hats, and other articles of safe dress or apparel.	A. Provide safe dress or apparel or personal protective equipment if management could reasonaby be expected to provide it. B. Specify the use or non-use of certain dress or apparel or protective equipment on certain jobs.
6. Unsafe Housekeeping Facilities	No suitable layout or equipment that are necessary for good housekeeping-shelves, boxes, bins, aisle markers, etc.	A. Provide suitable layout and equipment necessary for good housekeeping.
7. Improper Ventilation	Poorly ventilated or not ventilated at all.	A. Improve the ventilation.
8. Improper Illumination	Poorly illuminated or no illumination at all.	A. Improve the illumination.
BEHAVIORISTIC 9. Lack of Knowledge or Skill	Unaware of safe practice, unpracticed, unskilled, not properly instructed or trained.	A. Job training.
10. Improper Attitude	Worker was properly trained and instructed, but s/he failed to follow instruction because s/he was willful, reckless, absentminded, excitable, or angry.	A. Supervision. B. Discipline. C. Personnel work.
11. Health Impairments (physical)	Worker has poor eyesight, defective hearing, heart trouble, hernia, etc.	A. Pre-placement physical examinations. B. Periodic physical examinations. C. Appropriate job assignment of employees. D. Identification of workers with temporary health impairments.

APPENDIX P

Accident Report

Southern University Agricultural Research and Extension Center
Meat Technology Laboratory

EMPLOYEE ACCIDENT REPORT

Name of Employee	Sex	Grade	Student/Visitor
Date of Accident	**Time of Day**	**Location on Campus of Accident**	
Description of Activity at Time of Accident:			
Supervisor:		**Witness(es):**	
Nature of Injury and Action Taken:			
Suggestions for Preventing a Similar Accident:			

Signatures required	Signature	Date
Signature of Supervisor		
Signature of Employee:		

APPENDIX Q

SAFETY ASSESSMENT INSTRUMENT

Southern University Agricultural Research and Extension Center
Meat Technology Laboratory

SAFETY ASSESSMENT INSTRUMENT

Name of Recorder _____Date_____

These guidelines are in the form of checklists for Bi-Annual Safety Inspections.

Mark each item below as follows:

-
- S (or checkmark) for Satisfactory
- R for Requires follow-up (within 10 days)
- U for Urgent response needed (within 1 day)

If all items in a category are satisfactory, circle `Satisfactory' in the category heading.

Satisfactory GENERAL

_____Are all exits and aisles unobstructed?
_____Are work areas clear and?
_____Do any potential tripping hazards exist?
_____Are equipment and materials stored safely?
_____Are waste containers labeled and in good condition?
_____Is glassware stored safely?
_____Are any unusual noises or odors present?
_____Is overall housekeeping good?
_____Supply of visitors' safety glasses is adequate
_____Machine guards are in place
_____Belts are in good condition
_____Safety shields are in place
_____Safety shield windows are clean and clear
_____Machines are free of debris
_____Power switches are unobstructed
_____Unobstructed access to emergency power disconnects
_____Machines have adequate working area and room to allow operator to step back in an emergency
_____Clamping mechanisms are in good operating condition
_____All special tools for machine operation are properly stored at machine
_____Machines are operating within manufacturers safety specifications
_____Aisles to exit doors are unobstructed
_____No tripping hazards are present
_____Power cords are properly secured
_____Intact insulation on power cords
_____Lighting is adequate
_____Machines are anchored to floor

_____Neat and orderly shop (general housekeeping)

_____Other:

Satisfactory **SAFEGUARDS AND SAFE PRACTICES**

_____Are off-hours instructions for unattended operation posted?
_____Is safety handbook available?
_____Are protective shields in place if needed?
_____Are machine guards in place if needed?
_____Are emergency shutdown procedures posted?
_____Are emergency shutoffs for house utilities unobstructed?
_____Have you observed any unsafe acts or noncompliance with safety rules?
_____Do any potential overhead hazards exist?
_____Do any illumination problems exist?
_____Is general ventilation acceptable?
_____Is emergency door unobstructed?
_____Is emergency door unlocked?
_____Other:

Satisfactory **PROTECTIVE EQUIPMENT**

_____Is the safety cabinet stocked appropriately with applicable items from the following list?
_____Safety glasses
_____Gloves
_____Thermal gloves
_____Splash goggles
_____Other:_____

Satisfactory **EMERGENCY EQUIPMENT**

_____Is access to fire extinguisher unobstructed?
_____Is fire extinguisher seal intact?
_____Other:

Satisfactory **GENERAL LABELING**

_____Are chemicals properly labeled and tagged?
_____If required, are "Hot" signs properly worded and clearly visible?
_____If required, are other signs properly worded and clearly visible?
_____Are electrical panels and other electrical shut-off switches properly labeled?
_____ Other:

Satisfactory **MECHANICAL**

_____Are all devices mechanically stable (suitable base for height and weight and anchored to floor, if appropriate)?
_____Are there any stored energy hazards?
_____Pressure
_____Other :
_____If required, are overpressure alarms installed?
On which units? __
_____Are equipment/shelves/cabinets secured properly?
_____Are cabinet tops free of stored items?
_____Are any sharp edges present?
_____Are there any unmarked or unprotected protruding objects?
_____ Hazard removed
_____ Safety guard recommended
_____
Other recommendations: _____

Satisfactory **ELECTRICAL**

_____Are power strips secured?
_____Are any faulty or frayed wires present?
_____Are any electrical boxes open?
_____Are any electrical terminals exposed on instrumentation?
_____Is electrical equipment properly grounded?
_____Are any electrical circuits overloaded?
_____Are any ignition sources present?
_____Are GFCIs installed at appropriate locations?
_____Are posted signs adequate?
_____Are all the instruments/circuits adequately labeled?
_____Is access to electrical panels and other electrical shut-off switches unobstructed?
_____Do any lighting problems exist?

Satisfactory **PIPING PRACTICES**

_____Are any inspections of regulators or relief valves out of date?
_____Are proper size catch pans in use?
_____Are house utility systems protected?

Satisfactory **HAZARDOUS MATERIALS**

(Acids, Bases, Oxidizers, Toxics, Carcinogens, etc.)

_____Are chemicals properly stored and labeled?
_____Are incompatible chemicals properly segregated?
_____Are peroxide formers and other compounds subject to hazardous decomposition labeled to show date received?
_____Is chemical tag system properly used?
_____Is chemical inventory list available and up to date?
_____Other:

Satisfactory **FLAMMABLE AND COMBUSTIBLE LIQUIDS**

_____Are all aerosol sprays with flammable propellants
stored in flammable-liquid storage cabinets?
_____Is the storage cabinet inventory up to date?
_____Other:

ADDITIONAL COMMENTS:

Appendix R

EMERGENCY CONTACTS

Southern University Agricultural Research and Extension Center
Meat Technology Laboratory

EMERGENCY CONTACTS

Position	Name	Home	Cell	Office
Chancellor, AgCenter				
Vice Chancellor for Research				
Faculty Advisor				
Personnel Director				
AgCenter Safety Officer				
Plant Manager				
University Maintenance Supervisor				

Emergency Telephone Numbers

Department	Phone Number	Department	Phone
Sheriff's Office		**SU Police Department**	
Fire Department		**Baton Rouge Police Department**	
Poison Control			

APPENDIX S:
MEMORANDUM OF UNDERSTANDING BETWEEN
Louisiana Society for the Prevention of Cruelty to Animals
And the
Southern University Agricultural Research and Extension Center

APPENDIX T:
AMERICANS WITH DISABILITIES ACT
and
SOUTHERN UNIVERSITY – BATON ROUGE CAMPUS
DISCRIMINATION GRIEVANCE PROCEDURES

APPENDIX U:
HAZARD ANALYSIS CRITCAL CONTROL POINTS (HACCP) PLAN
FOR SAMPLING FOR GENERIC E. COLI

APPENDIX V:
MEAT TECHNOLOGY LABORATORY
CARCASS INSPECTION LOG

APPENDIX W:
HAZARD ANALYSIS CRITCAL CONTROL POINTS (HACCP) PLAN
FOR:

- **BOVINE SPONGIFORM ENCEPHALOPATHY**
- **PORK SLAUGHTERING**
- **BEEF SLAUGHTERING**
- **GOAT AND LAMB SLAUGHTERING**

APPENDIX X:
REASSESSMENT OF HACCP PLAN FOR NON-RUMINATING VEAL CALVES

APPENDIX Y:
SANITATION STANDARD OPERATING PROCEDURES (SSOP) FOR SLAUGHTER AND FABRICATION IN LOUISIANA

ESTABLISHED – LA 305

APPENDIX Z:
PRE-OPERATIONAL INSPECTION REPORT

APPENDIX A1:
DISPOSAL OF ANIMAL BLOOD POLICY
and
ANIMAL DISPOSAL FORM

APPENDIX B1:
FIRST AID KIT CONTENTS REQUIREMENTS

APPENDIX C1:
LABORATORY GENERAL SAFETY PRINCIPLES AND PRACTICES

Laboratory safety in the Food and Nutrition laboratories

LABORATORY GENERAL SAFETY PRINCIPLES AND PRACTICES

Laboratory safety in the Food and Nutrition laboratories at SU Agcenter will adhere to OSHA (Occupational Safety & Health Administration) Laboratory Standards**.** *Please see www.osha.gov for a complete list of these guidelines.*

A Quick Guide to Laboratory Safety

Safety Awareness
The most important rule is that everyone involved in laboratory operations - from the highest administrative level to the individual workers - must be safety minded. Every laboratory worker has a basic responsibility to himself/herself and colleagues to plan and execute laboratory operations in a safe manner.

Working Alone
Generally, it is prudent to avoid working in a laboratory building alone. Experiments known to be hazardous are not to be undertaken by a worker who is alone in a laboratory. Under normal working conditions, arrangements are to be made between individuals working in separate laboratories outside of working hours to cross check periodically.
.

Eating, Drinking and Smoking
Contamination of food, drink, tobacco products, and cosmetics is a potential route for ingestion of a hazardous substance.

- Food is stored, handled and consumed in an area free of hazardous substances.
- Non-laboratory areas, such as nearby lounges are designated as food storage and eating areas for laboratory personnel.
- A warning sign (e.g., DESIGNATED FOOD AREA – HAZARDOUS MATERIALS NOT PERMITTED) is posted in the lounge area.

Housekeeping
Work areas are to be kept clean, and chemicals and equipment must be properly labeled and stored.

- Cleanup follows the completion of any operation or at the end of each day.
- Wastes are deposited in appropriately labeled receptacles.
- Chemicals that are no longer needed are permitted to accumulate in the laboratory.
- Stairways and hallways are not permitted as storage areas.
- Access to exits and emergency equipment, such as eye wash stations and emergency showers are free from obstructions.

Warning Signs and Placards

- Standard signs and symbols have been established and posted in designated areas for a number of special situations, such as radioactive materials, radiation hazards, biological hazards and fire hazards.
- Other signs are posted to show the locations of safety showers, eyewash stations, exits and fire extinguishers.

- Green on white placards is posted to designate emergency eyewash and shower facilities.
- Waste containers are labeled for the type of waste for which they are intended

Emergency Showers and Eyewash stations

Immediate washing of the eye and skin with a generous amount of water is the most effective first aid treatment for chemical burns in the library. Emergency showers and eyewash stations are available in case accidental chemical splashes occur. Emergency showers and eyewash stations are tested on a regular basis and a record is kept of such tests.

Laboratory Clothing, Protective Apparel, Boots, Eyewear

The clothing worn by laboratory workers can be important to their safety.

- Loose (e.g., dangling neckties and overlarge or ragged laboratory coats), skimpy (e.g., shorts and/or halter tops), or torn clothing are not to be worn in the laboratory. Loose or torn clothing and unrestrained long hair can easily catch fire, dip into chemicals or become ensnared in apparatus and moving machinery; skimpy clothing offers little protection to the skin in the event of chemical splash.
- If the possibility of chemical contamination exists, personal clothing that will be worn home is to be covered by protective apparel.
- Finger rings can react with chemicals and also should be avoided around equipment that has moving parts.
- Appropriate protective apparel such as laboratory coats is required for most laboratory work (Laboratory coats are intended to prevent contact with dirt and the minor chemical splashes or spills encountered in laboratory-scale work).
- Shoes are to be worn at all times in laboratories or other areas where chemicals are used or stored (Safety shoes are used to protect the feet against injuries from heavy falling objects, against crushing by rolling objects or against lacerations from sharp edges).
- Eye protection (safety glasses with clear eye shields, goggles) should be provided in the lab to prevent injuries or blindness from accidents

Fume Hoods

Lab operations where flammable gas, toxic vapors or noxious odors are given off should only be performed in fume hoods.

Fire Prevention

Before using an open flame or spark-producing equipment, all laboratory personnel shall assure that no flammable vapors are in the area.

Storage

Safe storage and transport of chemicals, particularly liquid glass bottles of one liter or more shall be provided, and incompatible chemicals shall not be stored in close proximity to each other or allowed to react accidentally.

Disposal
Disposal shall follow EPA rules or other generally accepted practices. Only water-soluble neutral substances may be flushed down the drain.

Disposal of Broken Glass
Non-contaminated and/or sterilized glassware and sharps are to be placed in a plastic bag within a cardboard box. It is recommended that all glass items be disposed of in this manner. The box will be picked up by custodian if it is sealed and identified with a label as described below:

'CAUTION GLASS
Non-Hazardous
Material Only'

Broken glass and other sharps contaminated with carcinogens or radioactive material are to be placed in the containers provided for those waste streams.

Labels on Chemical Containers

- All chemical in the laboratory have an MSDS (Material safety data sheet) on file in the laboratory.
- Chemicals in laboratory that are not labeled will be assumed to be hazardous

- All containers of hazardous materials must be labeled to show the identity of the contents.
- The name of the chemical must be spelled out clearly on the label. Molecular formulas cannot be used. For example, HCl cannot be written on a label to identify the contents as hydrochloric acid. The label must read "Hydrochloric Acid".
- Incoming containers of hazardous chemicals are to be inspected to ensure that labels are affixed to the containers and that they are legible.

Compressed Gases
Basic guidelines for the use and storage of compressed gases:

- All compressed gas cylinders must be labeled to clearly identify the contents.
- Compressed gas cylinders must be supported at all times, whether full or empty.
- Acceptable methods of support include: (1) wall-mounted or bench-mounted gas cylinder brackets.
- Gas cylinders must have the valve protection cap in place except when in use. A cylinder connected to a piece of equipment and properly supported is considered to be in use. The pressure regulators must be removed and valve protection caps replaced before moving cylinders, even though the cylinders are secured to a dolly or hand truck, e.g., acetylene and oxygen cylinders used for cutting, brazing,

etc., may not be transported with any regulators attached to the cylinders except in the cylinder cart.

- All hydrogen/acetylene storage and usage locations shall be posted with permanent placards as follows: "HYDROGEN/ACETYLENE - FLAMMABLE GAS – NO SMOKING - NO OPEN FLAMES."
- Gas cylinders must be used in an upright position and clamped securely at all times.
- Appropriate dollies or hand trucks are to be used to move cylinders weighing more than 50 pounds. Movement by spinning, sliding, rolling, etc., is prohibited.
- Piping systems for flammable gases, toxic gases and oxygen must be installed in accordance with OSHA, NFPA and ANSI standards and approved by the Safety Office.

CLEAN UP OF LABORATORY CHEMICAL SPILLS

- Many laboratory spills are of limited hazard potential and can be safely cleaned up by laboratory personnel.
- Each laboratory should be equipped to handle small low hazard spills.
- Safety Officer should be called if the spill presents a respiratory hazard, or otherwise poses a threat of fire or explosion.

Safety Officer should be called if the spill is more than:

- 100 ml of an OSHA regulated chemical carcinogen or a highly toxic chemical;
- 1 liter of a volatile or flammable solvent
- 1 liter of a corrosive (acid or base) liquid

In the event of major uncontrolled incidents such as fire, major releases of hazardous chemicals to the environment, or life threatening injuries, 911 should be called immediately.

- The Principal Investigator and other laboratory personnel who are knowledgeable of the hazardous materials involved and the particular circumstances of the accident must be present at the incident command site.
- Material safety data sheets for the chemicals involved should be obtained and brought to the site.

Response Steps for Chemical Spills

Step 1: Leave and Control Spill Area

- Evacuate personnel from the immediate spill area.
- Block off immediate spill area- close corridor doors, use lab carts, wastebaskets, etc.
- Eliminate any fire hazard especially if spill is flammable or combustible- turn off burners, electrical equipment, etc.
- Post sign, “Spill Area - Keep Out”
- Alert other personnel in laboratory and adjacent areas of a chemical spill including the PI or Instructor.

Step 2: Help Injured Personnel

- Take care of injured personnel- move from spill, remove contaminated clothing, flush skin with water, use eyewash and/or safety shower, etc. Seek medical attention if chemical is splashed in eyes, and/or there are burns or respiratory problems.

Step 3: Evaluate Hazard

- Make preliminary evaluation of hazard and identification of risks and decide whether the Safety Officer should be called. If it can be handled without respiratory protection by the lab continues with clean up.

Step 4: Clean Up Spill

- Contain the spill using absorbent clay to stop spill from spreading under refrigerators, cabinets, equipment, drains, or corridors. Then spread clay around the perimeter, damming the spill.
- Use the clay to absorb the rest of the liquid.
- Scoop the clay/absorbed chemical mixture into a plastic pail lined with a plastic bag.
- Seal plastic bag and containerize for disposal.
- Wash and deactivate the spill surfaces of trace amounts of the spilled chemical. Contact Safety Officer for advice.

Step 5: Evaluate the Incident

- Evaluate the incident to prevent further spills and improve response procedures.

Chemical Spill Response Kit

Laboratories should be equipped with protective clothing and spill cleanup materials to respond to small low hazard chemical spills.

Chemical Spill Response Kit should include:

- Safety Goggles
- Plastic Pails with labels
- Gloves
- Coveralls
- Oil Dri,
- Bentonite Clay
- Black trash bags
- Dust Pan with Brush
- Ziplock bags
- Tags with Ties for Trash Bags
- Disposable Shoe Covers,
- Sign “Spill Area - Keep Out”
- Instruction sheet “Clean up of Laboratory Spills”

APPENDIX D1:
METABOLIC KITCHEN SAFETY AND SANITATION GUIDELINES

Evacuation Plan…… from SU AgCenter Metabolic Kitchen

1. Exit through doors on West side of dining room.

2. Continue straight down the hallway, passing the lounge area.

3. Make a left and proceed down the staircase.

4. Turn left and exit through glass door on the left.

5. Meet at the flagpole in front of SUAREC building.

Metabolic Kitchen Safety and Sanitation Guidelines

SAFETY PROCEDURES

TO PREVENT FIRES AND BURNS . . .

1. Use salt or baking soda, not water, to put out a grease fire.
2. Keep flammable materials away from the top of the range and away from portable appliances that produce heat.
3. Use a dry potholder to remove pans from the range.
4. Store flammable substances such as aerosol sprays away from heat sources.
5. Use a metal trashcan when disposing of hot or smoldering items.
6. Keep the range exhaust hood and ducts clean.
7. Keep pan handles turned inward on the range.
8. When removing a pan lid, tilt the lid away from you and do not hold your face directly over the pan.
9. When removing a pan from the oven, pull the rack out. Don't reach into a hot oven.
10. Wear an oven mitt on each hand and use both hands to remove pans from the oven.
11. Check to be sure all appliances are turned off when you are finished with them.
12. Use a spoon or tongs, not your fingers, to remove food from hot liquid.

TO PREVENT FALLS . . .

1. Wipe up all spills at once.

2. To reach items stored in high places, use a sturdy step stool or ladder.

3. Close cabinet doors and drawers.

TO PREVENT CUTS. . .

1. Keep sharp knives sharp. They are less likely to cause an accident than dull ones.

2. Use a cutting board.

3. Cut away from you with the knife blade slanted.

4. For peeling vegetables such as carrots or potatoes, use a peeler instead of a knife.

5. If a knife, kitchen scissors, or ice pick starts to fall, get out of the way. Do not try to catch it in mid-air.

6. Wash, dry and store knives separately from other dishes and utensils.

7. Keep your fingers away from beaters and blades in appliances.

8. Use knives and other sharp tools only for their intended purpose.

9. Sweep up broken glass immediately.

10. Wrap your hand in a towel to pick up broken glass.

11. When opening cans, cut the lids completely off.

12. Don't leave sharp knives in a sink full of water.

TO PREVENT ELECTRIC SHOCK . . .

1. Read appliance booklets before using appliances.
2. Keep electrical cords away from water and hot objects.
3. Do not plug several cords into an electrical outlet at one time.
4. Unplug portable appliances after you have used them.
5. Disconnect appliances before cleaning them. Do not put them in water unless the appliance is labeled "immersible."
6. Before using an appliance, make sure your hands are dry and that you are standing on a dry surface.
7. Unplug appliances before bringing metal objects in contact with any working parts.
8. Plug the cord of portable appliances into the appliances first, then into the wall.

TO PREVENT MICROWAVE ACCIDENTS . . .

1. Never use a microwave if the door appears damaged.
2. Never turn on the microwave if there is no food inside.
3. Do not heat sealed jars, cans, or bottles in the microwave.
4. Do not heat home-canned foods in a microwave. Use a conventional range.
5. Use potholders to remove food containers from the microwave.
6. Remove lids and plastic wrap carefully to avoid steam burns.
7. Distribute the heat by stirring microwaved foods before serving them.

SANITATION PROCEDURES

1. Always wear appropriate, clean clothing to prepare foods

2. Avoid wearing clothing with loose sleeves or sashes.
3. No dangling jewelry is allowed.

4. Wear a clean apron or lab coat.

5. Pull hair back and secure it so that it stays away from your face and shoulders.

6. Avoid working with food if you have an open wound on your hands.
7. Wash your hands with soap before beginning the lab. Dry your hands with paper towels or on cloth towels not used for drying dishes.

8. While working with food, avoid touching your hair, skin, face, or other unclean objects.

9. Repeat hand washing when necessary - especially after coughing, sneezing, or using the restroom.

10. Be sure you have clean dishtowels, dishcloths, potholders, and oven mitts before beginning the lab. Obtain additional clean items as they are needed but NOT in excess.

11. Wipe all counter tops and tables at the beginning and end of each lab. Use hot, soapy water for washing dishes.

12. Wash and dry dishes, pans, and utensils as you use them.

13. When tasting foods, use a spoon other than the one used for stirring. Use a clean spoon for each person tasting and for each time food is tasted.

14. After working with raw meat, scrub all areas and utensils used with hot soapy water.

15. When possible use a kitchen tool, not your hands, to complete tasks.

16. Thoroughly cook foods to be served hot. Keep them hot until they are served.

17. Cover leftover foods and store them in the refrigerator immediately.

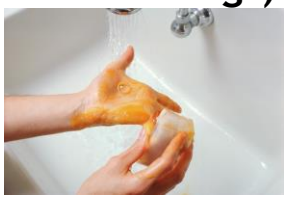
Personal Cleanliness Guidelines

Wash hands before food preparation and after visiting the toilet

Avoid touching your face or hair while working in the kitchen.

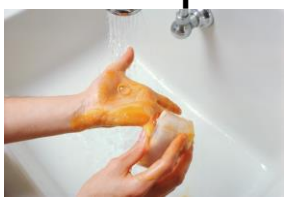
Always cover your hair while working in the kitchen!

Remove jewelry (rings, watches, dangling earrings) before food preparation.

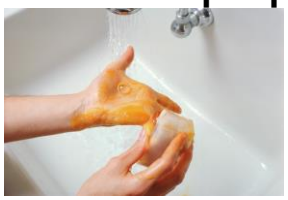


Use separate towels for drying your hands and for wiping the dishes.

If you have an open cut or sore on your hands, use plastic gloves for handling food.



If suffering from an illness involving one of the following: Jaundice, Diarrhea, Vomiting, Fever, Skin Rash, Boils, Cuts, Sore Throat, Discharge from ear, eyes and nose, report to the employer or instructor before food preparation.



Turn away from food and cover your nose and mouth when sneezing/coughing!

Wear clean clothes. Avoid loose items. Roll up long sleeves.

Wear an apron, smock, or lab coat.

If a dish towel or utensil falls on the floor, do not use it again until it has been washed.

Always use a separate spoon for tasting—NEVER the same one you are using for stirring.

Kitchen Cleanliness Guidelines

Make sure you follow the guidelines for kitchen cleanliness to avoid food-borne illnesses and to make your food preparation environment a pleasant place to work.

Wash counter tops, tables and other work surfaces before you begin cooking.

Keep work surfaces and utensils clean as you work.
-Wipe up spills right away. -Thoroughly clean utensils—and the cutting board—after each use.

Wash pots, pans, and dishes in hot soapy water as soon as possible after using them. -Wash tools and utensils that have been used on raw foods before you use them on cooked foods.

Change dish towels and hand towels often.

Dispose of all food wastes properly.
-Remove garbage from the kitchen often— at least once a day— and clean the garbage can often.

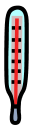
Clean up well after food preparation.
-Be sure work surfaces have been washed and dried. -Have the custodian clean the floor after each food preparation.

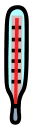
Protect kitchen and storage areas from insects and rodents

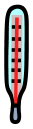
Keep dangerous poisonous substances (detergents, disinfectants, insecticides) outside the kitchen areas in labeled and closed containers.

HYGIENIC HANDLING OF FOODS

- **Perishable foods should be promptly refrigerated (4ºC)**
- **Keep cooked food hot –at a temperature no lower than 60ºC.**
- **Refrigerate cooked food in shallow containers.**
- **Keep cooked food separate from raw food.**
- **Cooked food should not be touched by hand.**

 **Reheat cooked food to no lower than 70 ºC.**

 **Do not cross-contaminate foods!**

 **Thaw foods at refrigerated temperature!**

General Safety Guidelines

- Do not let hair, jewelry, sleeves dangle – catch fire or get tangled in appliances.
- Keep your mind on what you're doing.
- Prevent clutter – Clean up as you go and put things away.
- Close drawers and doors.
- Use the right tool for the job.
- Store heavy or bulky items on low shelves.

Falls:

Keep floors clean and free of clutter. Wipe up spills, spatters and peelings.
Eliminate other hazards, slippery throw rugs and damaged or worn flooring.
Tie shoe laces, avoid long clothes, floppy slippers.
Use a firm stepstool or ladder instead of a chair.
Use a bib-skid backing on rugs.

First aid for falls –

Don't move a person with broken bones unless necessary.
Call medical help if head aches, dizziness, vomiting, or speech impairment results from head injury.
Mild bruises/sprains need ice bag or cold water/cloths and elevation.

Cuts:

Keep knives sharp and use properly.
Use a drawer divider or knife rack for sharp cutting tools.
Don't try to catch a falling knife.
Don't soak knives in sink or dishpan or water.
Sweep up broken glass from the floor using broom and dustpan.
Use wet paper towel instead of bare fingers.

First aid for cuts -

Stop severe bleeding with the pressure of a thick cloth; get medical help.
Minor cuts – wash with soap and water, blot dry and bandage.

Consumer product safety commission estimates over 137,000 people receive hospital treatment for injuries from kitchen knives each year.

Electrical Safety:

Appliances save both time and work in the kitchen. But, they are a source of shock, burns and other injuries.
Read owner's manual.
Water and electricity don't mix – cords
Avoid damage to electrical cords – tugging on cord, stapling, or burn them.
Use outlets properly – overloading polarized plugs 9one blade wider than other)
Use care with any plugged in appliance.
Watch for problems.

First aid for electrical shock –

Don't touch person connected to electricity.
Turn off power, pull plug or pull person away with cloth loop.
Administer CPR if qualified and call medical help.

Hazardous Chemicals:

Cause burns, breathing difficulties and poisoning.
Read labels.
Never transfer hazardous products to another container.
Never mix different chemical products.
Never mix compounds such as bleach/ammonia.
Use charcoal/hibachi outside ONLY – gives off carbon monoxide.
Follow antidote directions in well ventilated area if poisoning occurs.

First aid for Poisons –

Call medical help and if possible use antidote on label.
If fumes, get person to well ventilated area.
Flush eyes with water if irritated.

Fires:

Every kitchen should have a fire extinguisher.
Turn off heat, cover pan or pour salt or baking soda on flames.
Never use water – grease will spatter and burn.
Never attempt to carry a pan with burning contents – Fire Dept. – go outside.

In case of fire:

Turn off appliance.
Use baking soda instead of water.
Use a fire extinguisher.
If clothing catches on fire, drop to the ground and roll. **STOP. DROP. ROLL.**
Crawl on the ground to get out of smoke filled room.

First aid for Burns –

Cool it with cold water/prolonged ice will freeze tissue.

Avoid ointments, grease and oil (contributes to the cooking process of the burn).

Choking:

Heimlich maneuver
CPR – If person has stopped breathing and heartbeat have stopped.

First aid for Choking –

If person can speak, cough or breathe, do nothing.
Do the Heimlich maneuver procedure.