Workplace Injury and Illness Prevention Program

PURPOSE
To provide a campus community that is safe, secure and injury free.

OVERVIEW
It is the intent of Vanguard University to provide a safe environment through the effective use of precautionary and appropriate response measures to mitigate or prevent injuries or deaths. In order to carry out the mission of Vanguard University, which is to pursue knowledge, cultivate character, deepen faith, and equip each student for a life of leadership and service, it is essential that an Injury Illness and Prevention Program be in place to mitigate injuries or deaths on the campus.

APPROVAL
This policy was approved by the University Administration on August 18, 2010. The Campus Public Safety Department is charged with implementing this policy, which is applicable to all of Vanguard University.

SCOPE
This plan encompasses all of the students, employees, faculty, contractors, visitors, volunteers and departments associated with Vanguard University. This plan is also applicable to the family members of employees who reside on the campus. This Workplace Injury Illness and Prevention Program sets the ground work for all other specific safety plans, such as but not limited to: Life Safety, Emergency Management, Physical Security, Hazardous Materials and Driver Safety.

GENERAL
In an effort to improve a safe and secure environment at Vanguard University, the following plan has been developed. It is the responsibility of all community members to be aware of campus hazards and to conform to safety measures.

COMPONENTS OF THE VANGUARD UNIVERSITY INJURY ILLNESS AND PREVENTION PROGRAM

I. Management Policy Statement
II. Extent of Authority
III. Compliance
IV. Roles and Responsibilities/Sanctions and Enforcement
V. Communication
VI. Hazard Assessment-Inspection Process and Follow up Procedure
VII. Job Safety Analysis
VIII. Plan for Incident/Accident Investigations
IX. Safety Committee/Department Safety Teams
X. Emergency Preparedness Program
XI. Life Safety Program (Fire Prevention and Response)
XII. Physical Security Program

I. MANAGEMENT POLICY STATEMENT

Vanguard University is committed to maintaining an effective safety management program that is based on a culture of safety throughout the University. Key elements in this culture are:

a. Active Management Involvement

b. High Program Visibility

c. Assertive Accident Investigation and Analysis

d. Physical Hazard Elimination

e. Appropriate Employee Orientation and Department Focused Safety Education

f. Regulatory Compliance

g. Prioritized, Appropriate, and Proactive Risk Assessments

h. Proper Engineering Controls

i. Performance Measures with a Safety Component

II. EXTENT OF AUTHORITY

The President of the University has ultimate authority over the well-being of the campus. In an effort to make the campus a safe environment, the President's authority has been extended to:

a. The Vice President for Business and Finance as the institution's Risk Manager

b. Other members of the President's Cabinet

c. Director of Campus Public Safety

d. Campus Public Safety Officers

e. Campus Safety Committee/Sub-Committees

f. Campus Department Directors/Managers/Supervisors

g. Resident Directors/Resident Coordinators/Resident Assistants

h. Employees/Faculty/Students/Contractors/Volunteers/Visitors

III. COMPLIANCE

All faculty, staff, and students are responsible for complying with safe and healthful work practices. Our system of ensuring that all persons comply with these practices includes one or more of the following practices:

a. Informing employees, faculty and students of the provisions of our IIP Program

b. Evaluating the safety performance of all employees and faculty

c. Recognizing employees and faculty who perform safe and healthful work practices

d. Providing training to employees and faculty whose safety performance is deficient

e. Disciplining employees and faculty for failure to comply with safe and healthful work practices

Safety is the responsibility of <u>everyone</u>!

IV. ROLES AND RESPONSIBILITIES/SANCTIONS AND ENFORCEMENT

A General Statement About Enforcement Many if not all of the areas that fall under Campus Public Safety have broader implications to OSHA, EPA, the City, County and/or other regulatory Agencies. With that in mind, safety on Campus becomes all our responsibility, especially as we see things that could be violations. Certain violations discussed within the IIP could result in sanctions for Vanguard. Further, due to the serious nature of possible sanctions, injury or worse, individuals deemed to have willfully or knowingly withheld information about safety hazards or compliance with IIP may be disciplined, up to and including termination.

a. *Campus Public Safety*

The Campus Public Safety Department is responsible for all phases of Life Safety, Emergency Preparedness, Physical Security and Environmental Health and Safety. The Director of Campus Public Safety is the Chair of the Campus Safety Committee and is responsible to enforce compliance. The Director of Campus Public Safety has the ability to delegate his/her authority to the Campus Public Safety Officers.

b. *Directors/Supervisors*

Every employee is entitled to an injury free work place, and all directors, supervisors, and managers are responsible to provide a safe and injury free workplace as prescribed by Cal/OSHA. Directors/Supervisors are responsible for compliance to all regulatory codes and guidelines. If an area is found to be noncompliant, it is the responsibility of the director/supervisor to correct the deficiency. They will be provided training and then held accountable for violation of the campus Injury Illness and Prevention Program. Failure to comply with guidelines may result in disciplinary action up to and including termination.

c. *Staff*

Any employee who is found at fault for not following proper safety guidelines, department safety rules or for violating the Injury Illness and Prevention Program will be provided training and then held accountable for their actions according to the Staff Handbook.. . Failure to comply with guidelines may result in disciplinary action up to and including termination.

d. *Faculty*

Any faculty member who is found at fault for not following proper safety guidelines, department safety rules or for violating the university's Injury Illness and Prevention Program will be provided training and then held accountable according to the Faculty Handbook. . Failure to comply with guidelines may result in disciplinary action up to and including termination.

e. *Students*

Any student who is found at fault for not following proper safety guidelines or violating the university's Injury Illness and Prevention Program will be provided training and may be disciplined according to the guidelines of the Student Handbook..

f. *Visitors*

Any visitor who is found at fault for not following proper safety guidelines will be held accountable and may be banned from returning to the campus.

V. COMMUNICATION

All managers and supervisors are responsible for communicating with their staff/faculty regarding occupational safety and health in a form readily understandable by their team members. This policy encourages all members of the University to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes one or more of the following checked items:

a. New worker orientation including a discussion of safety and health policies and procedures

b. Review of our IIP Program

c. Training programs

d. Regularly scheduled safety meetings

e. Posted or distributed safety information

f. A system for members of the university to anonymously inform management about workplace hazards

Since the University has more than ten employees, the State of California requires clear communication regarding hazards and instruction regarding safe work practices and hazards unique to each employee's job assignment.

VI. HAZARD ASSESSMENT-INSPECTION PROCESS AND FOLLOW UP PROCEDURE

Periodic inspections to identify and evaluate workplace hazards shall be performed by the Director of Campus Public Safety, managers having oversight of workers and workers' safety, or a competent observer in the following areas of our workplace. Periodic inspections are performed according to the following schedule:

a. When we initially establish our IIP Program.

b. When new substances, processes, procedures or equipment that present potential new hazards are introduced into our workplace.

c. When new, previously unidentified hazards are recognized.

d. When occupational injuries and illnesses occur, and whenever workplace conditions warrant an inspection.

e. When the Director of Campus Public Safety deems that a random Inspection, known as environmental rounds, is needed to be proactive.

There are two types of environmental rounds, informal and formal. These may be performed by the Director of Campus Public Safety, his/her staff, managers with responsibility for the area, or by members of the Safety Committee. The Environmental Rounds are described below.

a. *Informal Environmental Rounds*

Informal Environmental Rounds are the tours/patrols that the Campus Public Safety officers conduct while on their shift. Campus Public Safety Officers will be trained to identify general risk and hazards. Any discrepancies they note during their tours around the campus will be documented and forwarded to the Director of Campus Public Safety. The Director of Campus Public Safety will then address the director/supervisor of the area of the discrepancy. It is the responsibility of the director/supervisor to address any safety concern. If the deficiency is an immediate threat to life, the Campus Public Safety Officer will intervene immediately and take action.

b. *Formal Environmental Rounds*

Formal Environmental Rounds will be conducted once annually in all buildings belonging to Vanguard University. Buildings classified as residential dwellings will be inspected bi-annually. The purpose for the inspections is to provide a proactive approach to safety. The inspections will be conducted by a multi-disciplinary team who will address issues such as housekeeping, life safety, chemical hygiene, building maintenance, emergency preparedness and physical security/safety. The Director of Campus Public Safety will conduct annual formal reviews and report the findings to the Campus Safety Committee and the Vice President for Business and Finance. (*see Appendix E)*

c. Calendar

A calendar will be developed by Campus Public Safety to identify the inspection cycle and be made available to all directors/supervisors having oversight of a campus building. This will allow the directors/supervisors ample time to prepare their areas for the inspection.

d. *Discrepancies-Hazard Correction*

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures: when observed or discovered and when an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed members of the University from the area except those necessary to correct the existing condition. Members of the University who are required to correct the hazardous condition shall be provided with the necessary protection.

All discrepancies found during the inspection will be noted. *(see Appendix F)* Any discrepancies involving imminent danger to life will be addressed immediately. Discrepancies will be logged for follow up action plan. The director/supervisor of the area being inspected will be provided a copy of the findings. A copy will also be forwarded to

his or her supervisor. Discrepancies will be tracked for trending and to make certain process improvement measures enacted are successful.

e. Action Plans

Actions plans are used to identify a known discrepancy or hazard and to develop a mechanism to reduce or remove that hazard. Action plans are the responsibility of the director/supervisor of the area experiencing the hazard. For example, if a burning candle is discovered during an inspection or environmental rounds, it will be extinguished by the inspection team or Patrol Officer; the hazard will be documented by the Officer, and the director/supervisor of that area will need to develop an action plan to ensure no more candles are used in his or her area. Items included in an action plan could include training, inspections and enforcement. Action plans must be developed and presented to the Campus Safety Committee within 30 days of notice of discrepancy in non-emergent cases.

f. Follow Up

Follow up inspections will be conducted by Campus Public Safety to make sure all discrepancies are corrected and within compliance as described in the developed action plan.

g. Non-Compliance

Failure to become compliant will result in a violation of the Campus Injury Illness and Prevention Program and a letter of non-compliance will be forwarded, from the Director of Campus Public Safety to the Vice President for Business and Finance. A copy of the letter will be presented to the Campus Safety Committee. If the issue involves Life Safety, it is possible that the building may be deemed uninhabitable by the Costa Mesa Fire Department until all deficiencies are corrected.

VII. JOB SAFETY ANALYSIS

A job safety analysis is performed for any task, procedure or equipment operation that could pose a risk to someone's safety. The objectives of the process are to prevent harm or injury by correcting hazards. The analysis includes

a. Breaking down the job

b. Identifying Hazards

c. Evaluating the Hazards

d. Implementing Safe Job Procedures

e. Revising the Job Hazard Analysis

VIII. PLAN FOR INCIDENT/ACCIDENT INVESTIGATIONS

The purpose of an incident/accident investigation is to identify procedural errors and hazards that contributed to an incident/accident. An investigation focuses on primary and contributing factors.

The investigation process should include the following tasks:

a. Determine the person(s) involved in the accident, their status or job description and the supervisor responsible for the area or task.

b. Document the exact date, time, location and witnesses to the event.

c. Identify all objects, equipment, hazards or other casual factors that could have contributed to the accident.

d. Obtain a detailed description of what happened, including as many witness statements as possible.

e. Evaluate only after all available evidence and information has been collected.

f. Determine appropriate corrective actions or countermeasures.

IX. SAFETY COMMITTEE/DEPARTMENT SAFETY TEAMS

a. Campus Safety Committee

The Campus Safety Committee will meet quarterly. This committee is the vehicle by which safety is integrated into Vanguard's operating culture. The Campus Safety committee is responsible for identifying, classifying, and reporting workplace hazards and for assisting the Director of Campus Public Safety in the formulation of safety policies. The Director of Public Safety, reporting to the Vice President of Business and Finance serves as the executive with overall executive responsibility of the safety program. The Safety Committee will review the following for adequacy:

1. Emergency Management
2. Safety Education and Training
3. Employees/Faculty Incident Reviews and Risk Identification
4. Student Incident Reviews and Risk Identification
5. Hazard Surveillance
6. Fire Safety
7. Security
8. Hazardous Materials and Waste Management

b. Campus Safety Committee Structure

The following individuals (or their designee) and department representatives will make up the membership of the Campus Safety Committee:

Director of Campus Public Safety, Chair

Executive Sponsor (Vice President of Business and Finance) or designee (ad hoc)

Chemical Hygiene Officer (CHO)

Administrative Assistant

Provost

College of Arts and Sciences

Facilities Services

Athletics

Registrar

Student Affairs

Business Services

Information Technology

Event and Auxiliary Services

Human Resources

Enrollment Management

Student Government

c. *Department Safety Teams*

Each department must develop a department level safety team. This team will be the avenue by which items are disseminated to and from the Campus Safety Committee. The members of the department safety team are the people who represent their department on the Campus Safety Committee and bring to the committee the concerns of their department. They are then to take the information from the committee to their departments during employee meetings or general discussion.

d. *Safety Meetings*

The Campus Safety Committee is to meet quarterly.

Department Safety Teams meet in conjunction with their already scheduled department meetings or at the discretion of their director/supervisor.

Informal safety meetings or "tool box training" can be scheduled at any time by the director/supervisor to introduce new safety information in a timely and effective manner.

e. *Department Specific Safety Rules*

The director/supervisor of a department or work area is responsible to make certain safety rules are developed and enforced. The Campus Public Safety Director is a resource to the director/supervisor to assist them in developing safety plans and ways to increase compliance.

X. EMERGENCY PREPAREDNESS PROGRAM ***To Be Added****

The University will develop a comprehensive Emergency Operations Plan that ensures a coordinated response to disaster events both manmade and natural based upon an annual risk assessment. *(see Appendix C)* The Emergency Operations Plan will include the following components:

a. Standardized Emergency Management System (SEMS)

b. Incident Command System (ICS)

c. National Incident Management System (NIMS)

d. Campus Emergency Incident Action Plans examples include:

- Infectious Disease Plan
- Evacuation Plan

e. Department Specific Emergency Incident Action Plans

XI. LIFE SAFETY PROGRAM (Fire Prevention and Response) *To Be Added**

The University will have in place a comprehensive life safety program (fire prevention) designed to prevent and mitigate fire hazards, plans to provide an appropriate response to an event, and the measures in place to recover from such an event. Several items in the plan will include:

a. Fire Safety and Prevention

b. Smoking Policy

c. Materials and Furnishings

d. Decorations

e. Storage

f. Regulations/Codes

g. Jurisdiction

h. Building Occupancies

i. Non-Compliance/Enforcement

XII. PHYSICAL SECURITY PROGRAM

In an effort to provide a secure and safe environment, Vanguard University will have policies in place that enhance physical security. A number of components will comprise the Physical Security Program. Policies will include but not be limited to:

a. Parking/Traffic Plan

b. Building Security

c. Key Control Policy

d. Access Control

e. Personal Security

f. Escorts

g. Welfare Checks

h. Violence in the Workplace-Threat Assessment-Management

i. Data Security

j. Computer Access

XIII. HOUSEKEEPING PLAN *To Be Added**

A general written housekeeping plan will be provided to the Campus Safety Committee for review and referenced as needed. This plan will be updated as needed.

XIV. HAZARDOUS MATERIALS PROGRAM (Hazardous Communications Plan)

In an effort to provide a safe environment, Vanguard University will have policies in place to manage the hazardous materials on campus. The following components will comprise the Hazardous Materials Program:

a. Written Plan-Chemical Hygiene Plan *To Be Added**

b. OSHA-Hazardous Communications

c. Right to Know

d. Training

e. Labeling

f. Storage

g. Material Safety Data Sheets (MSDS) Available

h. Spill Response

i. Exposure Procedures

XV. DRIVER SAFETY PROGRAM

All employees who drive University owned/leased vehicles, rental vehicles, or electronic carts/Segways, or who transport students at any time, must complete a driver's training course. All employees must maintain an accident free, good driving record. The Human Resources Office will administer this program

XVI. TRAINING AND INSTRUCTION

In order to have a fully functioning Work Place Injury Prevention plan, the University must have an on-going, robust training program to educate and train employees, faculty, students and business partners. The type and amount of training required is displayed in the attached Employees Training Grid. (*see Appendix B*)

All employees, faculty, students, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

a. When the IIP Program is first established.

b. To all new members of the University, except for construction members of the University who are provided training through a construction industry occupational safety and health training program approved by Cal/OSHA.

c. To all members of the University given new job assignments for which training has not been previously provided.

d. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.

e. Whenever the employer is made aware of a new or previously unrecognized hazard.

f. To supervisors to familiarize them with the safety and health hazards to which members of the University under their immediate direction and control may be exposed.

g. To all members of the University with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

a. Emergency action and fire prevention plan.

b. Provisions for medical services and first aid including emergency procedures.

c. Prevention of musculoskeletal disorders, including proper lifting techniques.

d. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.

e. Prohibiting horseplay, scuffling, or other acts that tends to adversely influence safety.

f. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.

g. Proper reporting of hazards and accidents to supervisors.

h. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.

i. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

XVII. FIRST AID

Knowledge of First Aid and CPR in the workplace are vital components for responding to and resolving a potentially life threatening situation. While not required of all employees, it is highly encouraged to have employees in each department trained to respond in a medical emergency. In an effort to provide a response to such incidents, the following departments must have their employees training in First Aid and CPR:

a. Campus Public Safety

b. Resident Life to include Resident Assistants

c. Athletic Trainers

d. Natural Sciences (see Employees Training Grid)

XVIII. RECORD KEEPING

All required record keeping for faculty, employees, and student labor training will be in compliance with Cal/OSHA regulations and is the responsibility of each employee's Manager/Director to ensure compliance. (*see Appendix D*) A record of this training will be kept in

a department training file for review. All incident report keeping is the responsibility of Campus Public Safety.

The University has twenty or more employees but has a compensation experience modification rate of less than 1.1 and is not on a designated low hazard industry list. We have taken the following steps to implement and maintain our IIP Program:

a. Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form; and

b. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on a worker training and instruction form.

Inspection records and training documentation will be maintained according to the following checked schedule:

a. For one year, except for training records of employees who have worked for less than one year which are provided to the employee upon termination of employment.

XIX. ANNUAL SAFETY REPORTS

The Director of Campus Public Safety must provide an annual report of the following:

a. Clery Report

b. Fire Safety Report

c. Hazard Assessment-Inspection Results

XX. APPENDENCES

A. Injury Illness and Prevention Program Flow Chart

B. Employees Training Grid

C. Risk Assessment

D. Worker Training and Instruction Form

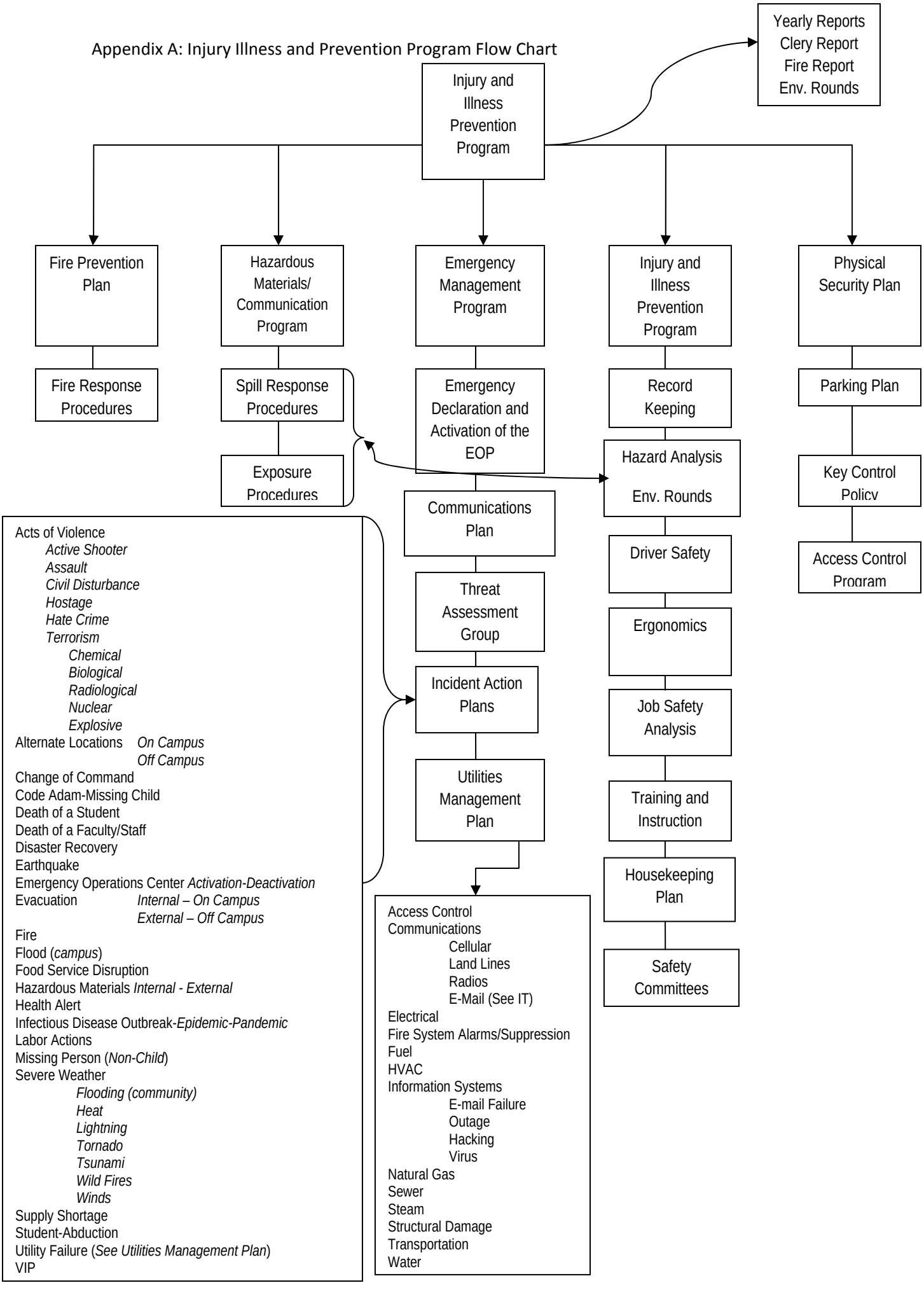
E. Hazard Assessment-Inspection Rounds Checklist

F. Hazard Assessment and Correction Record

G. Definitions

To Be Added* = ***Denotes program/policy is being developed and reviewed by the Campus Safety Committee.***

Appendix A: Injury Illness and Prevention Program Flow Chart



Appendix B: Job Safety Training Grid

Training Grid	Basic-Safety	Violence in the Workplace	Workplace Security	OSHA 30	Advanced Fire Prevention	Fire Ext.	C.E.R.T.	1st Aid-CPR	Haz-Comm	Hazmat	Lifting and Ergonomics	Foot Protection	Hand Protection	Head Protection	Eye Protection	Materials Handling Equipment	Welding Cutting and Brazing	Tool Safety	Machine Guarding	Electrical Safety	Respiratory Program	Lockout/Blockout	Safety Process Mgmt.	Confined Space	Bloodborne Pathogens	Hearing Conservation	P.O.S.T Certification	IS-100-200-700	IS-300-400	IS-800	Advanced Emergency Management
Academic Services Facilitator																															
Academic Services Facilitator																															
Accounting Technician																															
Accounts Payable Purchasing																															
Administrative Assistant																															
Administrative Associate																															
Admissions Coordinator																															
Admissions Counselor																															
Admissions Data Coordinator																															
Assistant Athletic Trainer																															
Assistant Director of Financial																															
Assistant Director of UG																															
Assistant Professor																															
Assistant Registrar																															
Associate Athletic Director																															
Associate Director																															
Associate Professor																															
Associate Registrar																															
Campus Pastor																															
Cashier																															
Chief Information Officer																															
Coach																															
Conference Services																															
Coordinator																															
Coordinator of Child																															
Coord of Concert Operations /																															
Coordinator/ Staff Therapist																															
Copy Services Specialist																															
Credential Analyst/Student																															
Database Recorder																															

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Dean,Arts and Sciences,																															
Development Database																															
Director																															
Programming																															
Executive Administrative																															
Executive Director of the Legacy																															
Faculty Services Coordinator																															
Financial Aid Counselor																															
Financial Reporting Accountant																															
Funding Facilitator																															
Grad Admissions Counselor																															
Graduation Analyst																															
Head Athletic Trainer																															
Housing Coordinator																															
HR/Benefits Specialist																															
Human Resources Generalist																															
Instructor																															
Interim Director Nursing																															
Laboratory Coordinator																															
LIbrary Circulation Supervisor																															
Loan Coordinator																															
Mail & Printing Services																															
Mail Services Specialist																															
Major & Planned Gift Officer																															
Manager of Student																															
Marketing and Communication																															
Network Administrator																															
Operational Coordinator																															
Patrol Officer																															
Patrol Sergeant																															

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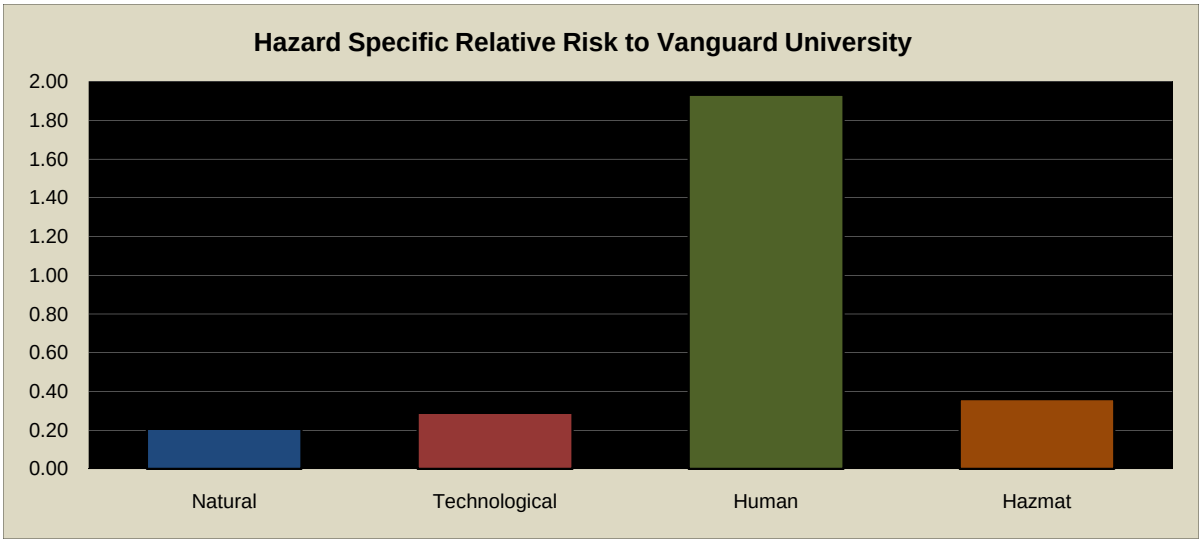
Payroll Specialist																															
Post Production Facility																															
President																															
Professor																															
Project Manager (PeopleSoft)																															
Provost																															
Records Service Facilitator																															
Recruiter																															
Registrar																															
Resident Director																															
Resident Director II																															
Scenic Designer/Tech Dir.																															
Scheduling and Event																															
Secretary II																															
Secretary III																															
Senior Account Payable																															
Secreatary																															
Senior Graphic Designer																															
Senior Support Analyst																															
Senior Systems Analyst																															
Sergeant																															
Sr Administrative Assistant																															
Sr Administrative Secretary																															
Sr Budget / Financial Analyst																															
Sr Network Administrator																															
Sr. Systems Analyst																															
Student Account Specialist																															
Student Account Specialist																															
Student Services Coordinator																															
Student Services Coord. Admin																															

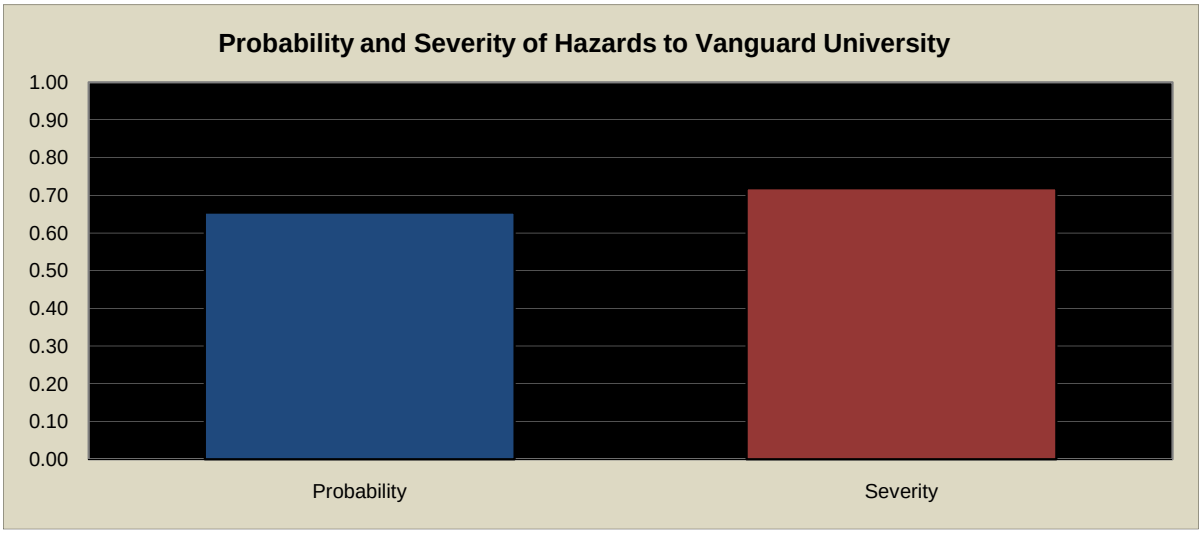
Appendix B: Job Safety Training Grid

Training Grid	Basic-Safety	Violence in the Workplace	Workplace Security	OSHA 30	Advanced Fire Prevention	Fire Ext.	C.E.R.T.	Ist Aid-CPR	Haz-Comm	Hazmat	Lifting and Ergonomics	Foot Protection	Hand Protection	Head Protection	Eye Protection	Materials Handling Equipment	Welding Cutting and Brazing	Tool Safety	Machine Guarding	Electrical Safety	Respiratory Program	Lockout/Blockout	Safety Process Mgmt.	Confined Space	Bloodborne Pathogens	Hearing Conservation	P.O.S.T Certification	IS-100	IS-300	IS-800	Advanced Emergency Management
Coord.Credential Analyst																															
Support Analyst																															
Systems Technician 2																															
Systems Technician I																															
Theatre Manager																															
Trust/Endowment Accountant																															
Vice President																															
Yearbook Advisor/ Digital Media																															

Appendix C1: Summary of Vanguard University Hazards Analysis

Largest Risk Pandemic/Epidemic 61% Internal Flooding 56% Fire Alarm Failures 50% Burglary 50% Petty Theft 50% Sexual Assault 41%	**Natural**	**Technological**	**Human**	**Hazmat**	**Total for Facility**
Probability	**0.52**	**0.54**	**1.23**	**0.48**	**0.65**
Severity	**0.40**	**0.53**	**1.57**	**0.75**	**0.72**
Hazard Specific Relative Risk:	**0.21**	**0.29**	**1.93**	**0.36**	**0.47**





This document is a sample Hazard Vulnerability Analysis tool. It is not a substitute for a comprehensive emergency preparedness program. Individuals or organizations using this tool are solely responsible for any hazard assessment and compliance with applicable laws and regulations.

Appendix C2: Hazard and Vulnerability Assessment Tool - Naturally Occurring Events

EVENT	PROBABILITY	SEVERITY = (MAGNITUDE - MITIGATION)						RISK
		HUMAN IMPACT	PROPERTY IMPACT	BUSINESS IMPACT	PREPARED-NESS	INTERNAL RESPONSE	EXTERNAL RESPONSE	
	Likelihood this will occur	*Possibility of death or injury*	*Physical losses and damages*	*Interruption of services*	*Preplanning*	*Time, effectiveness, resources*	*Community/ Mutual Aid staff and supplies*	*Relative threat**
SCORE	*0 = N/A 1 = Low 2 = Moderate 3 = High*	*0 = N/A 1 = Low 2 = Moderate 3 = High*	*0 = N/A 1 = Low 2 = Moderate 3 = High*	*0 = N/A 1 = Low 2 = Moderate 3 = High*	*0 = N/A 1 = High 2 = Moderate 3 = Low or none*	*0 = N/A 1 = High 2 = Moderate 3 = Low or none*	*0 = N/A 1 = High 2 = Moderate 3 = Low or none*	*0 - 100%*
Dam Inundation	1	0	0	1	0	0	0	**2%**
Drought	3	0	1	0	0	0	0	**6%**
Earthquake	3	2	1	2	1	1	1	**44%**
Epidemic	3	2	1	2	2	2	2	**61%**
Flood, External	1	1	1	1	1	1	1	**11%**
Hurricane	1	1	1	1	2	2	2	**17%**
Flood, Internal	3	1	3	1	1	2	2	**56%**
Pandemic	3	2	1	2	2	2	2	**61%**
Severe Thunderstorm	1	1	1	1	3	3	3	**22%**
Temperature Extremes	1	1	1	1	3	3	3	**22%**
Tidal Wave	1	1	1	1	3	3	3	**22%**
Tornado	2	1	1	1	2	2	2	**33%**
Wild Fire	2	2	1	3	2	2	2	**44%**
AVERAGE SCORE	**1.56**	**0.94**	**0.88**	**1.06**	**1.38**	**1.44**	**1.44**	**31%**

**Threat increases with percentage.*

RISK = PROBABILITY * SEVERITY		
0.21	**0.52**	**0.40**

Appendix C3: Hazard and Vulnerability Assessment Tool - Technologic Events

EVENT	PROBABILITY	SEVERITY = (MAGNITUDE - MITIGATION)						RISK
		HUMAN IMPACT	PROPERTY IMPACT	BUSINESS IMPACT	PREPARED-NESS	INTERNAL RESPONSE	EXTERNAL RESPONSE	
	Likelihood this will occur	*Possibility of death or injury*	*Physical losses and damages*	*Interruption of services*	*Preplanning*	*Time, effectiveness, resources*	*Community/ Mutual Aid staff and supplies*	*Relative threat**
SCORE	*0 = N/A 1 = Low 2 = Moderate 3 = High*	*0 = N/A 1 = Low 2 = Moderate 3 = High*	*0 = N/A 1 = Low 2 = Moderate 3 = High*	*0 = N/A 1 = Low 2 = Moderate 3 = High*	*0 = N/A 1 = High 2 = Moderate 3 = Low or none*	*0 = N/A 1 = High 2 = Moderate 3 = Low or none*	*0 = N/A 1 = High 2 = Moderate 3 = Low or none*	*0 - 100%*
Access Control System Failure (Heath Bldg)	1	0	1	1	3	3	3	**20%**
Access Control System Failure (Cards)	0	0	0	0	0	0	0	**0%**
Cellular Telephone Failure	1	0	0	3	2	3	2	**19%**
Communications Failure (Landlines)	2	1	1	3	2	3	2	**44%**
DATATEL Failure	2	0	0	2	2	1	2	**26%**
Disruptive Computer System Hacking/ Virus/ Outage Event	2	0	1	3	2	1	2	**33%**
Electrical Failure	1	0	1	3	2	3	2	**20%**
Email Communication Failure	2	0	0	2	2	2	2	**30%**
Fire Alarm Failure	3	1	1	1	2	2	2	**50%**
Fire, Internal	2	1	2	1	1	1	1	**26%**
Flood, Internal	3	1	3	1	1	2	2	**56%**
Fuel Shortage	1	0	0	1	0	0	1	**4%**
Generator Failure	0	0	0	0	0	0	0	**0%**
Hazmat Exposure, Internal	1	2	1	2	2	2	2	**20%**
HVAC Failure	2	0	1	1	2	2	2	**30%**
Network Infrastructure	1	0	0	3	1	2	1	**13%**
Natural Gas Failure	1	0	1	1	3	3	2	**19%**
Radio Failure	1	0	0	1	3	3	2	**17%**
Sewer Failure	1	1	1	1	2	2	2	**17%**
Steam Failure	0	0	0	0	0	0	0	**0%**
Structural Damage	1	1	1	2	3	2	2	**20%**
Supply Shortage	1	0	0	1	2	2	2	**13%**
Transportation Failure	1	1	1	1	0	0	0	**6%**
Water Failure	1	1	1	1	3	3	2	**20%**
AVERAGE SCORE	**1.63**	**0.53**	**0.89**	**1.84**	**2.11**	**2.21**	**2.00**	**21%**

**Threat increases with percentage.*

RISK = PROBABILITY * SEVERITY		
0.29	**0.54**	**0.53**

Appendix C4: Hazard and Vulnerability Assessment Tool - Human Related Events

EVENT	PROBABILITY	SEVERITY = (MAGNITUDE - MITIGATION)						RISK
		HUMAN IMPACT	PROPERTY IMPACT	BUSINESS IMPACT	PREPARED-NESS	INTERNAL RESPONSE	EXTERNAL RESPONSE	
	Likelihood this will occur	*Possibility of death or injury*	*Physical losses and damages*	*Interruption of services*	*Preplanning*	*Time, effectiveness, resources*	*Community/ Mutual Aid staff and supplies*	*Relative threat**
SCORE	*0 = N/A 1 = Low 2 = Moderate 3 = High*	*0 = N/A 1 = Low 2 = Moderate 3 = High*	*0 = N/A 1 = Low 2 = Moderate 3 = High*	*0 = N/A 1 = Low 2 = Moderate 3 = High*	*0 = N/A 1 = High 2 = Moderate 3 = Low or none*	*0 = N/A 1 = High 2 = Moderate 3 = Low or none*	*0 = N/A 1 = High 2 = Moderate 3 = Low or none*	*0 - 100%*
Active Shooter	1	3	1	3	3	2	1	**24%**
Bomb Threat	2	1	1	1	2	2	1	**30%**
Burglary	3	1	1	1	2	2	2	**50%**
Civil Disturbance	1	1	1	1	2	2	2	**17%**
Death of a Student	1	1	1	1	2	2	2	**17%**
Death of a Staff/Faculty or Board Member	1	1	1	1	2	2	2	**17%**
Hate Crime	1	1	1	1	2	2	2	**17%**
Hazmat Exposure, External	1	1	1	1	3	3	2	**20%**
Helicopter-Emergency Landing	1	1	1	1	3	3	2	**20%**
Homicide	1	1	1	1	2	2	2	**17%**
Hostage Situation	1	1	1	1	2	2	2	**17%**
Increased Homeland Security Alerts	1	1	1	1	2	3	2	**19%**
Labor Action	1	1	1	3	3	3	3	**26%**
Mass Casualty Incident (Medical) e.g. food poisonings, flu epidemic, SARs-like agents	1	1	1	1	2	2	2	**17%**
Mass Casualty Incident (Trauma) e.g. due to building collapse, van accident, etc.	1	2	2	2	2	2	2	**22%**
Missing Person	2	1	1	2	2	2	2	**37%**
Petty Theft	3	0	1	2	2	2	2	**50%**
Sexual Assault	2	2	1	2	2	2	2	**41%**
Stalking	2	2	1	2	2	2	2	**41%**
Student Abduction	1	2	1	2	2	2	2	**20%**
Suspicious Letter	1	1	1	2	2	2	2	**19%**
Suspicious Powder	1	1	1	2	2	2	2	**19%**
Terrorism, Biological	1	1	1	2	2	2	2	**19%**
Terrorism, Chemical	1	1	1	2	2	2	2	**19%**
Terrorism, Explosive Device or weapons (bmc)	1	1	1	2	2	2	2	**19%**
Terrorism, Radioactive	1	1	1	2	2	2	2	**19%**
VIP Situation	1	1	1	1	2	2	2	**17%**
Workplace Violence (to include threatening situations involving students)	2	1	1	2	2	2	2	**37%**
AVERAGE	**3.70**	**3.30**	**2.90**	**4.50**	**6.00**	**6.00**	**5.50**	**24%**

**Threat increases with percentage.*

RISK = PROBABILITY * SEVERITY		
1.93	**1.23**	**1.57**

Appendix C5: Hazard and Vulnerability Assessment Tool - Events Involving Hazardous Materials

EVENT	PROBABILITY	SEVERITY = (MAGNITUDE - MITIGATION)						RISK
		HUMAN IMPACT	PROPERTY IMPACT	BUSINESS IMPACT	PREPARED-NESS	INTERNAL RESPONSE	EXTERNAL RESPONSE	
	Likelihood this will occur	*Possibility of death or injury*	*Physical losses and damages*	*Interruption of services*	*Preplanning*	*Time, effectiveness, resources*	*Community/ Mutual Aid staff and supplies*	*Relative threat**
SCORE	*0 = N/A 1 = Low 2 = Moderate 3 = High*	*0 = N/A 1 = Low 2 = Moderate 3 = High*	*0 = N/A 1 = Low 2 = Moderate 3 = High*	*0 = N/A 1 = Low 2 = Moderate 3 = High*	*0 = N/A 1 = High 2 = Moderate 3 = Low or none*	*0 = N/A 1 = High 2 = Moderate 3 = Low or none*	*0 = N/A 1 = High 2 = Moderate 3 = Low or none*	*0 - 100%*
Biological Exposure External	1	2	1	1	2	2	2	**19%**
Biological Exposure Internal	1	2	1	1	2	2	2	**19%**
Chemical Exposure, External	1	2	1	1	2	2	2	**19%**
Chemical Exposure Internal	2	2	1	1	2	2	2	**37%**
Large External Spill	1	2	1	1	2	2	2	**19%**
Large Internal Spill	1	2	1	1	2	2	2	**19%**
Nuclear Power Plant Event	1	2	1	1	2	2	2	**19%**
Radiologic Exposure, External	1	2	1	1	2	2	2	**19%**
Radiologic Exposure, Internal	0	0	0	0	0	0	0	**0%**
Small-Medium Sized External Spill	1	2	1	1	2	2	2	**19%**
Small-Medium Sized Internal Spill	1	2	1	2	2	2	2	**20%**
Terrorism, Chemical	1	2	1	1	2	2	2	**19%**
Terrorism, Radiologic	1	2	1	1	2	2	2	**19%**
AVERAGE	**1.44**	**2.67**	**1.33**	**1.44**	**2.67**	**2.67**	**2.67**	**19%**

**Threat increases with percentage.*

RISK = PROBABILITY * SEVERITY		
0.36	**0.48**	**0.75**

Appendix C6: FY10-11 Event Tracking

	07/10	08/10	09/10	10/10	11/10	12/10	01/11	02/11	03/11	04/11	05/11	06/11
Natural Events												
Dam Inundation												
Drought												
Earthquake												
Epidemic												
Flood, External												
Hurricane												
Flood, Internal												
Pandemic												
Severe Thunderstorm												
Temperature Extremes												
Tidal Wave												
Tornado												
Wild Fire												
Technological Events												
Access Control System Failure												
Card Access Control System Failure												
Cellular Telephone Failure												
Communications Failure (Landlines)												
DATATEL Failure												
Disruptive Computer System Hacking/ Virus/ Outage Event												
Electrical Failure												
Email Communication Failure												
Fire Alarm Failure												
Fire, Internal												
Flood, Internal												
Fuel Shortage												
Generator Failure												
Hazmat Exposure, Internal												
HVAC Failure												
Network Infrastructure												
Natural Gas Failure												
Radio Failure												
Sewer Failure												
Steam Failure												
Structural Damage												
Supply Shortage												
Transportation Failure												
Water Failure												
Hazardous Material Events												
Biological Exposure External												
Biological Exposure Internal												
Chemical Exposure, External												
Chemical Exposure Internal												
Large External Spill												
Large Internal Spill												
Nuclear Power Plant Event												

Appendix C6: FY10-11 Event Tracking

	07/10	08/10	09/10	10/10	11/10	12/10	01/11	02/11	03/11	04/11	05/11	06/11
Radiologic Exposure, External												
Radiologic Exposure, Internal												
Small-Medium Sized External Spill												
Small-Medium Sized Internal Spill												
Terrorism, Chemical												
Terrorism, Radiologic												
Human Hazards												
Active Shooter												
Bomb Threat												
Burglary												
Civil Disturbance												
Death of a Student												
Death of a Staff/Faculty or Board Member												
Hate Crime												
Hazmat Exposure, External												
Helicopter-Emergency Landing												
Homicide												
Hostage Situation												
Increased Homeland Security Alerts												
Labor Action												
Mass Casualty Incident (Medical) e.g. food poisonings, flu epidemic, SARs-like agents												
Mass Casualty Incident (Trauma) e.g. due to building collapse, van accident, etc.												
Missing Person												
Petty Theft												
Sexual Assault												
Stalking												
Student Abduction												
Suspicious Letter												
Suspicious Powder												
Terrorism, Biological												
Terrorism, Chemical												
Terrorism, Explosive Device or weapons (guns)												
Terrorism, Radioactive												
VIP Situation												
Workplace Violence (to include threatening situations involving students)												

Appendix D: Worker Training and Instruction Form

Employee Name	Training Date(s)	Type of Training	Trainers

Appendix E: Hazard Assessment-Inspection Rounds Checklist

Date:	Location:					Contact Person(s):			
		Yes	No	N/A	Deficiency	Action Plan	Who	Due Date	Completed
Life Safety									
Fire Extinguishers									
	Are they charged, maintained and inspected?								
	Are they easily locatable and accessible?								
	Are they unobstructed and properly marked?								
	Are they the correct type? A-B-C-D								
Egress Routes									
	Is there a fire exit route map posted?								
	Are they unobstructed?								
	Are they properly marked?								
	Are the exit lights illuminated?								
	Is the emergency lighting working?								
	Do the smoke doors, close, seal and latch?								
	Are the doors to stairwells self closing and latch?								
	Are pull station visible?								
	Do students/staff know how to evacuate?								
Storage									
	Are combustibles stored properly?								
	Are items away from electrical panels, ceiling and stairs?								
	Are doors to storage rooms self closing?								
	Are trash cans under 32 gal?								
	Are trash containers of a non-combustible material?								
Electrical									
	Are electrical outlets free of being overloaded?								
	Are outlets in good repair?								
	Are extension cords used properly?								
	Are power taps used properly?								
	Are light fixtures in good working order?								
	Are high energy lamps not in use?								
	Are cords in good working order?								
Fire Prevention									
	Are no-smoking rules being followed?								
	Is the area free of fireworks?								
	Is cooking only done in approved locations?								
	Fire retardent furniture and drapes?								
Automatic Sprinklers									
	Are the sprinkler heads free of foreign matter?								
	Are the sprinkler heads free of obstacles?								

		Yes	No	N/A	Deficiency	Action Plan	Who	Due Date	Completed
Physical Security									
	Are valuables secured and out of site?								
	Do students/staff know the 24hr CPS number?								
	Do staff/student know how to call for an escort?								
	Do the doors secure?								
	Are doors to unoccupied dorm rooms secured?								
	Do the windows secure?								
	If equipped is the access control system activated?								
Environmental Health & Safety									
Housekeeping									
	Is the area void of clutter and debris?								
	Is the garbage emptied regularly?								
	Are the carpets free of stains								
	Are refrigerators clean?								
	Are vents and light fixtures clean?								
Hazards									
	Are tiles, carpets and rugs free of trip hazards?								
	Is the sidewalk in good repair and free of hazards?								
	Are staff using approved ladders?								
Chemical Storage									
	Are MSDS's available?								
	Do staff know how to access them?								
	Are chemicals stored properly?								
	Are chemical labeled properly?								
	Are chemicals stored with compatible chemicals?								
	Do staff know how to respond to spills appropriately?								
	Are emergency eye wash up kept and recorded properly?								
	Are gas cylinders stored properly?								
Emergency Management									
	Is there a red binder and is it current?								
	Do staff know how to access the red emergency binder?								
	Are flashlights available?								
	Are maps of the campus available and up to date?								
	Is the contact information current?								
	Are emergency evacuation routes obvious?								
	If available is the AED charged and ready?								
	Do staff/students know what to do during an Earthquake?								
	Do staff/students know what to do during a Fire?								
	Do staff/students know what to do during Severe Weather?								
	Do staff/students know what to do during Acts of Violence?								
	Totals:								

Appendix F: Hazard Assessment and Correction Record

Date of Inspection: Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of Inspection: Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of Inspection: Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

***Imminent Threat to Life or Property*:** Circumstances or situations which would require an ordinary and prudent person to act instantly and leaving no choice but to intervene and correct the threat.

***Life Safety*:** Term used by the National Fire Protection Association (NFPA) to describe Fire Safety or Fire Life Safety.

***MSDS*:** Material Safety Data Sheet is a form containing data regarding the properties of a particular substance. It is intended to provide members of the university and emergency personnel with procedures for handling or working with a particular substance.