In any situation where unsafe conditions are observed, facts concerning this condition should be brought to the attention of the appropriate supervisor without delay. All on-campus disturbances that are disruptive, abusive, and/or threatening must be reported to the Campus Police Department immediately. These incidents or disturbances may involve other staff members, students, or the public. All incidents involving an employee or observed by an employee should be reported.

The following procedures are provided for a safety/loss prevention program to minimize injury to faculty, staff, students and visitors, to minimize damage to property, and to provide a safe and healthy environment.

### Program

In support of the safety/loss prevention policy, the College establishes a safety/loss prevention program in accordance with all applicable federal, state, and local laws and regulations including, but not limited to, the following:

- SREF 1994
- Federal and State Occupational Safety and Health Administration (OSHA) standards
- F.S. 440.56, Workers Compensation
- F.S. 633, Fire Prevention and Control
- F.S. 527, Liquefied Petroleum Gas
- F.S. 442, Florida Right-to-Know Law
- Mine Safety and Health Administration Regulations (MSHA)
Safety and Security Committee

- Joint Commission on Accreditation of Healthcare Organizations Regulations (JCAHO)
- National Fire Protection Association Codes and Standards (NFPA).

Safety/Loss Prevention Committee

The Safety/Loss Prevention Committee is an advisory body established by the President. The overall function of the Committee is to develop and recommend to the President matters of policy and procedure affecting the administration of the safety/loss prevention program at the College.

The Committee membership shall be composed of, but not limited to, the following:

- Risk Management Coordinator (Chair)
- Safety/Loss Prevention Coordinator
- Director of Plant Operations
- Controller
- Director of Human Resources
- One representative from science department
- Two classified staff employees

The functions of the Committee shall include, but not be limited to, the following:

1. Coordinating and establishing goals, objectives, and regulations for safety/loss prevention
2. Developing policies and procedures concerning safety/loss prevention
3. Reviewing accident investigation reports, safety reports, and safety statistical data/records
4. Reviewing and/or performing follow-up investigations of accident and safety inspections and making recommendations of appropriate action to the President and other College officials
5. Reviewing the Emergency Response Plan on an annual basis
6. Addressing concerns regarding general/specific safety/loss prevention efforts
7. Monitoring internal safety and health inspections

Meetings will be held on a regular basis and on an "on-call basis" when deemed appropriate. Notice of meetings may be given orally or in writing. Attendance of committee members shall be mandatory.

Minutes of each meeting shall include inspections/safety recommendations and action taken on recommendations. Copies of approved minutes shall be distributed to members of the Committee, to the Administrative Council, to the FCC Risk Management Consortium, and
campus wide via internal College publications. Original minutes shall be maintained by the Risk Management Coordinator.

### Emergency Response Plan

This plan shall be maintained by the Safety/Loss Prevention Coordinator and shall address life safety hazards and the actions the employer and employees must take in an emergency. The plan shall be reviewed annually by the Safety/Loss Prevention Committee.

Employees shall be provided instruction on the Emergency Response Plan during orientation and on an annual basis thereafter.

A copy of the Emergency Response Plan shall be available in all administrative offices and the Public Safety Office.

Taking into consideration both occupied and unoccupied premises, this plan must identify the crisis management team; the evacuation procedures, assignments, and routes (primary and alternate); the rescue and first aid duties; the fire fighting procedures and assignments; and the procedures for primary and backup communications.

### Responsibilities of the President

The President, as chief executive/administrative officer of the College, has overall responsibility for implementation and administration of the safety/loss prevention program for the College.

Responsibilities of the President shall include, but not be limited to the following:

1. Maintaining and enforcing the safety/loss prevention policy and program for the College
2. Monitoring the Safety/Loss Prevention Committee, appointing a chair, and reviewing committee minutes
3. Appointing a safety/loss prevention coordinator to oversee the loss prevention program for the College