



Faculty Emergency Plan

6101 Montana Ave, El Paso, TX 79925

PURPOSE OF HANDBOOK

The purpose of this plan is to consolidate the procedures and protocols that faculty and staff should follow to maintain safety during emergencies occurring on or near campus. While each emergency situation may differ in scope and impact, this plan is designed to provide guidance that supports informed decision-making to protect individuals, as well as the security and integrity of campus facilities and equipment.

This plan is reviewed and updated annually by the University and the Allied Universal Security team which oversees the daily safety of the campus. Southwest University is supported by a dedicated Administration and Security team responsible for monitoring and maintaining campus safety and operational readiness. This includes oversight of security, hazardous materials, utilities, fire and life safety systems, emergency management, medical equipment management, and housekeeping operations.

The University's Leadership Team ensures compliance with U.S. Department of Education requirements and all applicable local, state, and federal regulations governing business-occupancy facilities. Leadership also provides ongoing safety education to students, faculty, and staff and routinely reviews occurrence reports, the Daily Crime Log, and other safety data to identify trends and implement corrective actions.

Leadership and safety committees meet regularly to evaluate crime and safety reports and communicate significant findings to the campus community. All members of the University community are strongly encouraged to report safety concerns to on-campus security or any department director. Reports are promptly reviewed, investigated, and addressed to maintain a safe and secure learning environment.

IMPORTANT NUMBERS	
Local Authority	911
Suicide Prevention	988
Front Desk	915-778-4001
Campus Security	915-977-4630
On-Campus Emergency Line	1111
HR Coordinator	915-778-4001 EXT: 5001
IMPORTANT EMAILS	
Human Resources	humanresources@southwestuniversity.edu
Title IX	TitleIX@southwestuniversity.edu.

For life threatening emergencies always dial 911.

Should an incident occur on campus 1111 may be dialed on any University landline to access the communications’ Hub emergency line. When reporting an emergency have the following information ready:

- The type of emergency that is occurring ex: fire, medical emergency, security threat, hazardous material spill ect.
- The area/building in which the emergency is occurring including rooms numbers, floors, or landmarks.
- Number of people injured or in danger. Be ready to describe the condition of those injured or afflicted.
- Describe any actions that have already been taken to help the situation and parties involved.
- If the vicinity itself is posing any immediate danger such as live wire, gas leaks, structural damage, ect. Be sure to let the operator know.
- Try to remain calm when relaying information to both internal emergency lines and police departments as this will allow for quicker response and eliminate error.

Media Response

All faculty and staff should refer media questions to University leadership and refrain from speaking with the media themselves. They should also discourage students from speaking about the event. This ensures all information being reported on is accurate and timely.

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INCIDENT AND ACCIDENT REPORTING PROTOCOL

In the event of a life-threatening emergency please dial 911.
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Incident

An incident is any unplanned event that disrupts normal operations, which may or may not cause harm.

Accident

An accident is a specific type of incident that results in injury, illness, or property damage.

Please adhere to the following procedure concerning an injury or accident during class, externship, or on campus, including but not limited to needle stick injuries, slips, falls, equipment-related incidents, etc.

EMPLOYEE INJURY REPORTING PROTOCOL

Immediate Reporting

- If an employee is injured, they must immediately notify their direct supervisor (Program Director, School Director, Coordinator, VP, or President).
- If the injury occurs at an externship site, the externship supervisor must immediately contact the Externship Coordinator.

Initial Response

The supervisor will:

- Provide **basic first aid**, if needed
- Ensure the situation is safe
- Begin **incident documentation process**

Medical Treatment

If medical attention is required:

- Employees must visit an approved medical facility the same day.
- HR will provide the [Employee Medical Treatment Request Form](#)
- If care is refused, the employee must sign an [Employee Injury Treatment Refusal Form](#)

Approved Medical Facilities

- **Southwest Urgent Care**
2030 N. Mesa St., El Paso, TX
(915) 532-7100
- **Concentra Urgent Care**
6320 Gateway Blvd E., El Paso, TX
(915) 772-2111

If outside operating hours or location, seek care at the nearest facility and follow reporting procedures.

Documentation Process

The supervisor must:

- Complete the [Incident Report Form](#)
 - Collect information from all witnesses involved including a first-hand account of the incident.

- Submit documentation to:
incidentreporting@southwestuniversity.edu
- The HR department will provide any additional documents to fill out if necessary.

Submission Requirements:

- Submit within **24–48 hours**
- Email subject line must include:
Employee Name – Date of Incident

Delayed Reporting

Employees are encouraged to report incidents even if delayed

All reports will be:

- Reviewed promptly
- Handled confidentially
- Free from retaliation

Follow-Up & Confidentiality

Employees must:

- Follow all medical recommendations
- Attend follow-up appointments

All records are handled in compliance with privacy regulations.

EMPLOYEE REPORTING PROTOCOL FOR STUDENTS

Immediate Response

If a student is injured an employee must:

- Ensure safety and provide basic first aid if needed.
- Immediately notify appropriate personnel (Program Director, Externship Coordinator)

Medical Treatment for Students

If medical attention is needed:

- Refer the student to one of the approved medical facilities listed on the incident report form.
- Provide the student with an **SU Referral Letter** from their Program Director to present upon arrival at the facility. This referral ensures the university—not the student—is billed for medical services.

Approved Medical Facilities

- **Southwest Urgent Care**
2030 N. Mesa St., El Paso, TX
(915) 532-7100
- **Concentra Urgent Care**
6320 Gateway Blvd E., El Paso, TX
(915) 772-2111

If outside operating hours or location, seek care at the nearest facility and follow reporting procedures.

Documentation

The Program Director/ Externship Coordinator must:

- Complete the [Incident Report Form](#). Collect information from all witnesses involved including a first-hand account of the incident.
- Submit to: **incidentreporting@southwestuniversity.edu**

Submission Requirements:

- Within **24–48 hours**
- Subject line format:
Student Name – Date of Incident

Follow-Up & Confidentiality

Encourage the student to:

- Follow all medical instructions
- Attend follow-up appointments
- Maintain communication with:
 - Program Director
 - Externship Coordinator

All records are handled in compliance with privacy regulations.

WORKPLACE ACCIDENT

A workplace accident is any unplanned or unexpected event occurring on campus or during the course of University-related activities that results in, or has the potential to result in, injury, illness, property damage, or unsafe conditions. This includes incidents such as slips, trips, and falls; equipment-related injuries; exposure to hazardous materials; vehicle collisions on campus; or any other event arising out of or in the course of employment.

If you are in a Work Place Accident

1. If you have been injured stay where you are unless this would place you in more danger. Moving or getting up quickly could cause more bodily harm.
2. Immediately call 911 if you suspect that you are severely injured. Call Campus security 915-977-4630 and explain the situation, your location, and any injuries you have.
3. Let your immediate supervisor know.
4. Campus Security will direct EMS to your location.
5. Fill out an Employee Medical Treatment Request Form and a Division of Workers' Compensation form as soon as possible. Your supervisor will provide you with both forms.

If You Witness a Workplace Accident

1. **Ensure the area is safe.**
Before taking any action, confirm that there is no ongoing hazard that could cause additional injury.
2. **Call for Emergency Assistance if Needed.**
If there is serious injury or immediate danger, call **911** immediately.
Then notify Campus Security at **(915) 977-4630** or dial **1111** from a campus phone. Be prepared to provide:
 - o Exact location
 - o Nature of the injury
 - o Number of individuals involved
 - o Any ongoing hazards
3. **Provide First Aid if Qualified.**
If you are trained and able, provide appropriate first aid.
Do **not** move an injured person unless a life-threatening hazard (such as fire) requires immediate relocation.
4. **Secure the Area.**
Individuals at the scene should remain available to provide information.
Do not attempt to detain anyone who chooses to leave the area.
If the accident involves a spill or ongoing hazard:
 - o Warn others to avoid the area.
 - o Assist Campus Security in restricting access until the hazard is removed.
5. **Medical Transport.**
If emergency medical services (EMS) are required, Campus Security will meet and escort EMS to the location. If the injury is not life-threatening but medical attention is requested, arrangements may be made to contact a family member or seek medical care as appropriate.
6. **Notification and Reporting.**
Campus Security will notify the University's HR Coordinator.
If the incident occurs after normal business hours, the designated campus administrator on duty will be notified.

7. **Work-Related Injury Procedures.**

Employees injured on campus must follow established procedures for work-related injuries, including required documentation and HR notification.

8. **Hazard Correction.**

If the accident was caused by a facility or building hazard, the HR Coordinator will initiate a work order for necessary repairs. After hours, Campus Security will coordinate temporary safety measures and notify appropriate personnel.

9. **Documentation.**

Within 24 hours, any involved employee must complete an incident report. Campus Security will also complete its internal security report as required.

GENERAL FIRST AID TRAINING

Any individual who witnesses a medical emergency should immediately contact 911 and notify Campus Security (915) 977-4630.

Members of Southwest University maintain current CPR and basic first aid certification and receive ongoing training in emergency response procedures. While trained personnel may provide assistance within the scope of their certification and training, they are not medical professionals and do not replace emergency medical services. Individuals who voluntarily render aid in good faith are expected to act within the scope of their knowledge, training, and abilities.

University personnel will provide only such aid as is reasonable and appropriate under the circumstances and within the limits of their training until professional emergency responders arrive. Emergency medical services must always be contacted in the event of serious injury, loss of consciousness, chest pain, severe bleeding, or any life-threatening condition.

Nothing in this section shall be interpreted as authorizing University personnel to provide medical treatment beyond their certification level. The University's role is to stabilize, assist, and coordinate with emergency responders—not to substitute for professional medical care.

LOSS OF CONSCIOUSNESS

If an individual loses consciousness immediately call 911. Assess the scene to ensure it is safe to provide assistance. Check for responsiveness, breathing, and pulse.

If the Person Is Breathing

- Carefully position the person on their back if no spinal injury is suspected.
- Elevate the legs approximately 12 inches above heart level, if possible.
- Loosen tight clothing such as belts or collars.
- Do not allow the person to stand up quickly once consciousness returns.
- Monitor breathing and responsiveness until emergency personnel arrive.

If the individual does not regain consciousness within one minute, ensure emergency services have been contacted.

If the Person Is **Not** Breathing

- Check for a Pulse
- Immediately begin CPR. If there is a person trained in CPR have them take over this action; however, if there is no trained person present follow the guidance of a 911 dispatcher to perform the action.
- Continue CPR until emergency medical personnel arrive or the individual resumes breathing.

If Injury Is Suspected

If the loss of consciousness resulted from a fall or injury:

- Do not move the person if a head, neck, or spinal injury is suspected unless necessary for safety.
- Control visible bleeding using direct pressure.
- Monitor for changes in breathing or responsiveness.

BODILY INJURY

General Response

Except for minor injuries (e.g., small cuts, scrapes, minor burns) that, in the judgment of trained staff, do not pose a significant health risk, all employee injuries, illnesses, or physical trauma must be reported immediately to the their Direct Supervisor.

This includes:

- Any visible injury
- Sudden illness
- Physical trauma that may result in delayed or unobservable injury

Whenever possible, the University's staff member will determine whether the injury, illness or trauma is serious enough to warrant calling 911. If emergency services are not warranted, the staff member will provide appropriate first aid consistent with his or her training.

In the situation that an injury is deemed to be serious by a school's staff member, Emergency Medical Services (EMS) may be called immediately, and the individual will be transported to the hospital by EMS. Individuals with uncontrolled bleeding and those who have suffered temporary suffocation, cardiac arrest, fractures, head, neck, eye, ear or spinal injuries will only be moved and transported by EMS.

When the emergency has been resolved request an Employee Incident Report from a direct supervisor or directly from HR. The Accident/Incident Report will record details identifying the date and location of the incident as well as the employee who was injured, a description of the injuries sustained, and a brief factual account of how the accident/incident occurred. The report

should also include information on how any hazards have been controlled to prevent further injuries/incidents.

School's staff members should obtain witness statements from any person, including a student, and/or externship site personnel who have direct knowledge of the accident/incident. When there are large numbers of witnesses to an event, 3 witness statements may be obtained from a representative sample of witnesses with the names and contact details of remaining witnesses' record.

Needle Stick

A needle stick injury involves accidental puncture by a needle or sharp instrument, potentially exposing an individual to bloodborne pathogens.

If a needle stick occurs:

1. Wash the area immediately with soap and warm water.
2. Do not squeeze or scrub the wound.
3. Report the incident immediately to a supervisor.
4. Seek prompt medical evaluation for exposure assessment.

An Incident Report must be completed by the affected employee and their supervisor. All follow-up testing and treatment will comply with institutional protocol and public health guidelines.

Mucous Membrane Splash

If blood, bodily fluids, or hazardous substances contact the eyes, nose, or mouth:

1. Flush the affected area with water or sterile saline for at least 15 minutes.
2. Remove contact lenses during flushing.
3. Report the incident immediately.
4. Seek medical evaluation.

Eyewash stations are located in rooms 240, 250, 260, lab 440, 640, 807, 860, 870, and in the Culinary Institute kitchen 1. All exposures must be documented and managed in accordance with institutional safety procedures.

Burns

Burns may result from heat, chemicals, electricity, or radiation.

Thermal Burns:

- Cool the area with cool (not cold) running water.
- Remove restrictive jewelry if swelling is expected.
- Do not apply ice, ointments, or break blisters.

Chemical Burns:

- Remove contaminated clothing.
- Flush with copious amounts of water.

All serious burns, particularly those affecting the face, hands, feet, genitals, or large body areas, require immediate medical evaluation.

An Incident Report must be completed and documentation maintained.

Cuts & Lacerations

For minor cuts:

1. Apply firm pressure to control bleeding.
2. Clean the wound with water.
3. Clean surrounding skin with soap (do not place soap directly in wound).
4. Apply sterile dressing.

For deep or severe lacerations:

- Apply continuous pressure.
- Call 911 immediately.
- Notify Campus Security (915) 977-4630.

First Aid Kits

First aid kits containing basic first aid supplies, such as adhesive bandages and alcohol wipes, are located in rooms 240, 250, 260, building 400 lab 440, 640, building 700 lab 1, 807, 860, 870, Culinary Institute kitchen 1, Trade Center front desk, Trade center handwash station 1 and 2, and the front desk of the Main building on Montana Ave. Security may be called upon to assist with emergency first aid and other health care personnel on campus may be called upon to assist. If the injured party needs or requests transport to medical care, whoever is available may contact either a family member or other personal contact, or 911 if appropriate or necessary. If Emergency Medical Services (EMS) is being summoned, On-campus security will escort them to the injury location. Employees who are injured on campus will follow the SU procedure for work-related employee accidents.

INSTITUTIONAL HAZARDS

Power Outage

A power outage may result from weather events, utility failure, or infrastructure disruption.

Immediate Actions

1. Remain calm and stay in place unless otherwise directed.

2. Move to areas with natural light or emergency lighting if necessary.
3. Do not use elevators.
4. Campus Security will conduct a building check to ensure occupant safety.

Assessment & Notification

- The HR Coordinator or Campus Security will contact property management to determine the estimated duration of the outage based on information from El Paso Electric.
- Access to campus may be restricted during extended outages.
- Essential safety systems (emergency lighting, fire alarms) will be monitored.

Operational Decisions

Authorized Personnel will determine whether to:

- Continue operations
- Implement early dismissal
- Cancel classes

Notification of class cancellation or operational changes will be communicated:

- In person, as appropriate
- Through Microsoft Teams – Emergency Notice

Upon cancellation, students and employees must exit the building in an orderly manner and depart campus promptly. Off-site clinical or online activities not affected by the outage may continue as scheduled.

Water outage

In the event of a water outage caused by a planned utility event, the property management team will notify the university's HR Coordinator. Such events are generally planned for a short duration (less than an hour) or after school hours.

1. An unplanned event or a planned event of long enough duration to negatively impact campus activity may be cause for cancellation of classes.
2. The school's Vice President, in coordination with administration will make the decision to cancel classes. If the decision is to cancel classes, such notice will be delivered in person throughout the building and by Microsoft Teams. Upon the decision to cancel classes, students and employees will exit the building and depart campus as soon as reasonably possible. Off-site clinical activities or online activities that are unaffected by a campus water outage may continue as scheduled.
3. The HR Coordinator will monitor the water systems as necessary. In the event the incident results in damages, the HR Coordinator will arrange for necessary support to make repairs alongside the maintenance team.

EMERGENCY RESPONSE PROCEDURES

EVACUATION

There are some emergencies for which evacuating the building during the school day is advisable. Examples include scenarios that would trigger the fire alert system (fire, smoke), a bomb threat, or an environmental hazard (flooding within the building, pervasive odor from an unknown source).

Evacuation will be automatic in the case of a fire alert. Building occupants will be notified by a room-to-room in-person notice and Microsoft Teams message. Other than fire alerts, the university's Vice President (or designee) will make the decision to evacuate. If the incident occurs after school hours or during the weekend, any available school leader may stand in.

There are some scenarios for which evacuation is not advisable. Examples include an active shooter on campus, shots fired or police actions near campus, and any perceived safety issue of an unknown cause, for which leaving the building may place occupants in greater danger. Specific information related to gathering places, communication, support, and follow up are included in the following sections; Fire/Smoke -Evacuation, Administrative and Security Response, Active Shooter in the Building -What to do When Police Arrive, and Reporting Protocol.

FIRE/ SMOKE

In the event of smoke, fire, or extreme heat, the fire alarm system — consisting of audible alarms and visual strobes — will automatically activate. The system may also be activated by manually pulling a fire alarm station. The fire alert system will automatically contact the University's monitoring company as well as the El Paso Fire Department (EPFD). Unannounced fire drills are conducted at least annually.

Immediate Actions

1. Activate Alarm (if not already sounding)
2. Call 911
3. Evacuate the building

Evacuation

1. Leave all belongings behind and make your way to the nearest exit
2. If safe to do so, close doors behind you to help contain smoke and fire. Do not lock doors.
3. If there is smoke in the air stay low to the ground.
4. Always use stair wells. Never use elevators.
5. If you have to pass through multiple doors to evacuate feel doors/ door handles with the back of you hand for heat.
 - a. If the door is hot use a different exit
 - b. If there is not other exit keep the door closed. Seal any gaps that could allow in fire or smoke.

- c. Stay on the opposite end of the room from the door.
6. Once out of the building get as far away from the building as possible. Assembly locations will be at either the front or back of the building. Keep all emergency vehicle access routes clear. Should it be necessary to move further from the building or to an alternate location Campus security and administrative leadership will provide direction.
7. Never re-enter the building.

All administrative leadership will be expected to direct those in their respective buildings and rooms in the event of an evacuation whether they be students or fellow faculty. Be sure to inform all campus security if any occupants were unable to evacuate. If security is at the building when the fire occurs they will lead evacuation and check all rooms for occupants. Campus security will report evacuation status to the university's executive leadership.

Putting out a Fire

Only attempt to extinguish a fire if the fire is small, you have been trained, the fire is contained, and there is a safe exit route. Otherwise alert others of the fire and evacuate the building.

To put out a fire locate the fire extinguisher in the building. Fire extinguishers are located in the corridors in each building. You may consult the Fire Safety plan posted at every entrance of the building for the exact location of a fire extinguisher.

P = Pull the pin from the fire extinguisher.

A = Aim the nozzle at the base of the fire.

S = Squeeze the handle.

S = Sweep back and forth along the base of the fire.

El Paso Fire Department

- Campus Security or designated administrator will establish communication with emergency responders.
- El Paso Fire Department assumes operational control upon arrival.
- All University personnel must comply with EPFD and/or law enforcement authority until formally released.

Reporting

- Employees injured during the incident must follow the University's work-related injury procedures.
- Within 24 hours, all involved personnel must complete an Incident Report.
- Security will complete any required internal security documentation.
- The HR Coordinator and Maintenance will coordinate repair of any facility damage.

After-Hours Authority

If the incident occurs outside normal operating hours, the highest-ranking available administrator assumes authority until executive leadership is notified.

FIRE WATCH PROCEDURES

A Fire Watch is implemented when the fire alarm or fire monitoring system is temporarily out of service for repair, maintenance, or due to an unplanned emergency. When the outage is expected to exceed one hour Campus Security will monitor the campus facilities to ensure safety.

Notification & System Status

1. The Maintenance Team shall immediately notify the HR Coordinator and on-campus security of any planned or unplanned fire alarm outage.
2. The HR Coordinator shall notify the El Paso Fire Department (EPFD) and the fire alarm monitoring company to place the system in the appropriate status.
3. Faculty and staff will be informed of the outage and the anticipated duration.

Security Monitoring Responsibilities

1. The HR Coordinator will assign trained personnel to conduct hourly inspections of all buildings for the duration of the outage.
2. Inspections shall include:
 - Classrooms
 - Offices
 - Common areas
 - Mechanical rooms
 - Unoccupied spaces
3. Inspection Actions
 - Identify and remove potential fire hazards where possible.
 - Ensure exit pathways remain unobstructed.
 - Monitor for smoke, unusual odors, heat sources, or other fire indicators.
 - Immediately report unsafe conditions to administration.
4. Complete written documentation during each hourly inspection.

During after-hours or weekend outages other non-essential duties may be suspended during this period.

Fire Response During Fire Watch

If a fire is discovered during the outage:

1. Activate the nearest fire alarm pull station.
2. Call 911 immediately.

3. Notify on-campus security (915) 977-4630.
4. Initiate evacuation procedures.

If the fire is small and it is safe to do so, trained personnel may follow the **RACE** protocol:

- **R** – Rescue anyone in immediate danger
- **A** – Alarm (activate alarm and call 911)
- **C** – Contain the fire by closing doors
- **E** – Extinguish if safe; Evacuate if the fire grows

Restoration of Service

1. Once repairs are completed, the HR Coordinator will notify EPFD and the monitoring company that the system has been restored.
2. The HR Coordinator and Maintenance will confirm system functionality.
3. Security will be formally released of their Fire Watch duty.
4. Faculty and staff will be notified that normal operations have resumed.

Documentation & Reporting

- All Fire Watch logs shall be submitted to the HR Coordinator.
- A summary report shall be prepared and maintained for institutional records.
- If the outage resulted from an incident, a formal Incident Report shall be completed within 24 hours.

GUN SAFETY AND WEAPONS POLICY

Southwest University is committed to providing a safe and secure learning and working environment for all students, faculty, staff, and visitors. This policy establishes clear guidelines regarding the possession, use, and reporting of firearms and other weapons on university property in order to promote campus safety and comply with applicable state and federal laws.

Section 10.07 WEAPONS POLICY Southwest University strictly prohibits the possession, sale, or use of handguns, knives, or any other weapons on university premises, including parking lots. Employees found in violation of this policy will be subject to disciplinary action, up to and including termination. For this policy, weapons are generally defined as firearms, knives, and other objects widely recognized as weapons. Additionally, any object that could be used to harm another person may be considered a weapon at the discretion of Southwest University. Possession of weapons is prohibited on university property and while on duty conducting university business at any location. Any employee found in possession of a weapon while on duty or university premises will face appropriate disciplinary action, up to and including termination. Employees are required to report any instance of weapon possession immediately to their supervisor or the Human Resources Department.

Policy Statement

Except as expressly permitted by law, **firearms and other weapons are prohibited on Southwest University property**, including all university-owned or leased buildings, classrooms, laboratories, offices, clinical sites, and campus grounds. This policy applies to all students, employees, contractors, and visitors.

Prohibited Items

The following items are prohibited on campus and at any university-sponsored activity, whether on or off campus, unless specifically authorized by law:

- Firearms of any kind (including handguns, rifles, shotguns)
- Ammunition
- BB guns, airsoft guns, and pellet guns
- Tasers or stun guns
- Explosive devices or materials
- Any object used or intended to be used as a weapon that could cause bodily harm

Lawful Exceptions

This policy does not apply to:

- Certified law enforcement officers acting in the course and scope of their official duties
- Individuals specifically authorized by law to carry a firearm, **provided such carry is lawful and does not violate institutional policy or posted restrictions**
- Authorized university security personnel

Any individual claiming a lawful exception must comply with all applicable state laws and university procedures.

Reporting and Response

Any individual who observes or becomes aware of:

- A firearm or weapon on campus
- Unsafe handling or display of a weapon
- Threatening behavior involving a weapon

must report the situation immediately to:

- **Campus Security (915) 977-4630**, or
- **Local law enforcement (911)** in the event of an immediate threat

ACTIVE SHOOTER INSIDE THE BUILDING

An active shooter is an individual who is actively engaged in killing or attempting to kill people in a confined or populated area. In most cases, active shooters use firearms, and their actions are unpredictable and evolve quickly. Because these situations often unfold rapidly and without warning, immediate response measures and clear emergency procedures are essential to help protect the safety of students, employees, and visitors on campus. While every situation is inherently unpredictable, individuals may need to rely on their own judgment to ensure their safety. The following guidelines are intended to provide the campus community with recommended best practices to follow in the event of an active shooter incident.

Run, Hide, Fight (FBI Model) -----Avoid, Deny, Defend (Texas Model)

1. **Report the incident:**
 - a. If Possible, call **911** or the Southwest University Security (915-977-4630)
 - b. Initiate LOCKDOWN procedures.
 - c. If outside on the campus grounds, find cover to protect yourself.
 - d. Move quickly to the nearest shelter (building)
2. **RUN/AVOID if possible**
 - a. Pay attention to your surroundings.
 - b. Have an exit plan.
 - c. Move away from the source of the threat as quickly as possible.
 - d. The more distance and barriers between you and the threat, the better.
 - e. Leave your belongings behind. Always keep your hands empty and visible.
 - f. Help others evacuate, if possible, but do not attempt to move the wounded.
 - g. Evacuate even if others do not agree to follow.
 - h. Remain calm. Avoid screaming or yelling as you evacuate.
 - i. Follow all instructions of arriving law enforcement
3. **HIDE/DENY if Necessary.**
 - a. Keep the distance between you and the source.
 - b. Go to the nearest room or office and lock the door(s). If the door does not lock, wedge it shut or use heavy furniture to barricade it.
 - c. Close blinds, turn off lights and cover windows.
 - d. Remain out of sight and quiet by hiding behind large objects and silencing your phone.
 - e. Wait to open the door until someone can provide an identification badge.
 - f. Identify an escape route based on the fire safety plan in your building in the event you are directed to evacuate.
4. **FIGHT/DEFEND if you must**
 - a. If there is no opportunity for escape or hiding, as a last resort, and only when your life is in imminent danger, attempt to disrupt and incapacitate the active shooter.
 - b. Be prepared to defend yourself.

What to Do When the Police Arrive:

1. Remain calm and follow officers' instructions.
2. Raise your hands, spread your fingers, and always keep your hands visible.

3. Do not move quickly toward officers or hold on to them for safety.
4. Avoid pointing, waving your arms, screaming, or yelling.
5. Do not stop and ask officers for help or directions. Evacuate the building in the direction the officers arrived while keeping your hands above your head.

Assist the Police with the Following Information:

1. Account for full-time, part-time, and contract employees
2. Obtain the visitor log (if available)
3. Identify employees and students who are on site.
4. Provide site and building maps to emergency responders (if available)
5. Provide facility access to emergency responders.
6. Ensure incoming emergency response personnel know where to stage.

LOCKDOWN

A lockdown may be instituted in the case of an event outside the building or in the immediate campus vicinity that may be a threat to the safety of faculty, staff, and students already on campus. Generally, examples include events in which leaving the building or allowing outsiders to come into the building may place campus occupants in greater danger than building evacuation or dismissal from campus (a shooter or other police action nearby).

The school's authorized personnel will make the decision to lock down. An announcement may come through the school's campus alert system or by a room-to-room in-person notice.

Individuals receiving such a notice off campus will be advised to stay away. If the incident occurs after office hours or during the weekend, any available school leader may take charge.

Lock Down Procedure

If a lock down is announced please take the following actions quickly and quietly.

1. Immediately enter the nearest room.
2. Make sure hallways are devoid of students and other staff members before proceeding to the next step.
3. Lock doors
4. Close and secure windows. Pull blinds or covers over windows.
5. Turn off lights
6. Silence all phones
7. Move away from doors and windows
8. Remain quiet
9. Do not open doors for anyone unless they are verified law enforcement. If a person knocks on a door claiming to be law enforcement always ask them to slide their badge under the door for verification before unlocking and opening the door.

An all clear will be sent via Teams message to the whole school. Do not leave your rooms until law enforcement has come to your room and released you. Staff and faculty should focus on

remaining calm and keeping those around them calm whether they be fellow coworkers or students.

Security will be monitoring entrances to maintain the safety of all those on campus, and authorized personnel will be in communication with Law Enforcement and coordinating with first responders. Authorized Personnel will also be in charge of documenting the incident once the event is over.

BOMB THREATS/ SUSPICIOUS PACKAGE

A bomb threat is any verbal, written, electronic, or implied communication indicating that an explosive device has been placed or will be placed in or near campus property. Threats may be communicated by phone, email, text message, social media, handwritten note, or in person and must always be treated as credible until evaluated by law enforcement.

A suspicious package is any item that appears unusual, out of place, or potentially dangerous. Indicators may include, but are not limited to: no return address, excessive postage, irregular shape or weight, visible wires, ticking sounds, chemical or fuel odors, leaking substances, excessive tape or wrapping, threatening language, or packages left unattended in high-traffic or restricted areas.

Bomb Threat Call Procedure

1. Remain calm and do not interrupt the caller.
2. Attempt to keep the caller on the line as long as possible.
3. Note the following:
 - Caller ID (if available)
 - Voice characteristics (gender, accent, tone, emotional state)
 - Exact wording of the threat
 - Background noises
4. Write down all information immediately after the call.
5. Do not hang up the phone.

From a separate landline, immediately call:

- 911
- The University emergency number 1111.
- Campus Security 915-977-4630

Do not use a cell phone inside the building to report the threat unless directed by law enforcement.

If You Discover/Receive a Suspicious Package

1. Do not touch, move, or attempt to open the item.
2. Clear the immediate area.
3. If safe to do so, isolate the area by preventing others from approaching.

4. Immediately call 911 and campus security.
5. If you have come into contact with a suspicious substance, wash hands thoroughly with soap and water and notify emergency personnel.

El Paso Police Department on Campus

Campus security will be in communication with the El Paso Police Department when they arrive on campus. EPPD will assume full operational control of the campus upon arrival. On-campus security will notify the El Paso Police Department (EPPD). All University personnel must comply with law enforcement instructions until released. If the incident occurs after hours, the highest-ranking available administrator will assume authority until executive leadership arrives. This will include class dismissals.

Evacuation Procedures

If evacuation is directed:

1. Follow instructions calmly and immediately.
2. Proceed to the designated assembly area:
 - o Faculty/Staff Parking Area (front of building)
3. Do not stand in driveways or emergency access routes.
4. Remain available for further instructions.
5. Do not attempt to detain individuals leaving campus.

Additional relocation may be required at the direction of law enforcement.

Search Procedures

University employees are not responsible for conducting formal searches unless specifically trained and directed by law enforcement. Personnel may be asked to report items that appear out of place in their assigned areas.

All-Clear & Recovery

- The all-clear will be issued by law enforcement. University leadership will send out the all-clear message through Microsoft Teams.
- Everyone may return to operations or be released for the day as directed.

Documentation & Reporting

- An Occurrence Report must be submitted within 24 hours by involved personnel.
- On-campus security will complete internal security documentation.
- A summary report will be maintained for institutional records.

HOSTAGE SITUATION

If you find yourself being held hostage, remain calm, be patient and avoid drastic action. The first 45 minutes are the most dangerous.

If You Are Being Held Hostage

1. Be alert and follow instructions.
2. Do not speak unless spoken to and then only when necessary. Avoid arguments or appearing hostile. Treat the captor with respect. If you can, establish rapport with the captor.
3. Try to rest. Avoid speculating, but expect the unexpected.
4. If medications, first aid, or restroom privileges are needed by anyone, say so.
5. Be observant. You may be released or able to escape. You can help others with your observations.
6. Be prepared to speak with law enforcement personnel on the telephone.
7. If you have not been taken hostage or have been able to escape, sound the alarm by dialing (1111) from any internal facility phone. This is a dedicated number that connects to the University's Communications Hub or Front desk. In the event neither phone is answered, after several rings the call will roll to an operator offsite. Quietly give as much information as possible: location of situation, type of weapons, number of hostages, number and description of hostage takers, state of hostages (injuries), etc. After disconnecting from the call, if possible dial 911, providing the same information to police dispatch.
8. If possible, second and subsequent callers should also dial 911.

Institutional & Security Response

If an alert is not already in effect the highest-ranking administrator available will assume leadership and initiate the campus emergency notification system (Microsoft Teams-Emergency notice). Administration will be subject to the El Paso Police Department's (EPPD) instruction both over the phone and upon their arrival. All university personnel must comply with law enforcement instructions until formally released.

If the incident occurs after office hours or during the weekend, any available school leader may take charge until campus security or higher rank administration is made aware and is able to take on the role.

Recovery & All-Clear

When EPPD has successfully taken hold of the hostage situation they will advise when the school can give the all clear. The security team or other administration will announce the all-clear via the "Microsoft Teams-Emergency notice" campus alert system. Room-to-room notice may also be implemented to be certain all parties have been notified and to make note of any injuries or other adverse effects. Students and employees will be allowed to return to classrooms or work stations or may be released for the day.

Medical & Post Incident Response

- Emergency Medical Services (EMS) will be contacted immediately if injuries were reported.
- On-campus security will escort EMS to the affected area.
- Injured employees must follow work-related injury procedures.
- Incident Reports must be submitted within 24 hours.
- Security will complete required internal documentation.

UNIVERSITY THREATS / VIOLENCE

This protocol applies to all Southwest University students, faculty, staff, and administration. This protocol outlines the steps for reporting and addressing any threats that may arise within our campus. The most crucial element to remember when reviewing this protocol is the importance of immediate reporting. The moment you become aware of a threat, it is your responsibility to report it without delay and regardless of its perceived validity.

Remember, there is no reason to hesitate when it comes to the safety and well-being of our campus.

IMMINENT THREATS OF VIOLENCE

An imminent threat of violence includes any behavior, statement, or action indicating an immediate intent to cause physical harm. Examples may include:

- Verbal threats of harm
- Aggressive or escalating behavior
- Possession or display of a weapon

If Immediate Danger Exists:

1. Call 911 immediately or dial 1111 on a campus phone.
2. Notify Campus Security (915) 977-4630
3. Seek shelter or take protective action as appropriate.
4. Notify administrative leadership as soon as safely possible.

Upon notification, Campus Security and authorized personnel will assume responsibility for managing the response in coordination with law enforcement. Individuals should follow all instructions provided by emergency personnel.

If a person at risk is unable to report the threat, any witness has the responsibility to notify University leadership immediately.

CHAIN OF COMMAND FOR HANDLING NON-IMMINENT THREATS

This procedure applies to threats that do not present an immediate danger but raise concerns regarding potential harm to individuals or the campus community.

Reporting Procedures

Faculty and Staff members who become aware of a non-imminent threat must report the information immediately to their direct supervisor. If the supervisor is unavailable, the report must be made to a senior-level administrator or Campus Security without delay.

The report should include, to the extent known:

- Name of the individual involved
- Nature of the threat (e.g., violence, self-harm, harassment)
- Date, time, and location
- Context in which the threat was made
- Supporting information (e.g., social media posts, written messages, witnesses, prior incidents)

Timely reporting is required regardless of perceived seriousness.

Security Assessment and Investigation

Upon receipt of a report:

- Campus Security will conduct a preliminary assessment to determine credibility and potential risk level.
- If appropriate, local law enforcement will be notified.
- Preventive safety measures may be implemented, including increased monitoring or temporary access restrictions.
- Relevant evidence will be documented and preserved, including witness statements and digital communications.

The University reserves the right to escalate the matter to law enforcement if the situation warrants further investigation.

Institutional Action

If the investigation determines that a credible threat exists, appropriate disciplinary or corrective action will be taken in accordance with institutional policy.

Possible actions may include:

- Behavioral intervention measures

- Suspension or removal from campus
- Expulsion or termination, as applicable
- Issuance of campus restrictions or no-trespass directives

If law enforcement determines that the conduct violates local, state, or federal law, criminal charges may be pursued independently of University disciplinary action.

All reported threats and subsequent actions shall be documented and maintained in accordance with institutional recordkeeping procedures.

MENTAL HEALTH SUPPORT

Situations involving high emotion, psychological stress, multiple injuries, and/or death may warrant the assistance of crisis or grief counselors. The university's HR Coordinator and other authorized personnel will make the decision to arrange for such counseling.

THREATS OF SELF HARM OR SUICIDE

A suicide threat or threat of self-harm includes any verbal, written, or behavioral indication that an individual intends to harm themselves. These situations must always be treated as urgent and potentially life-threatening.

Threat Response

If individuals is actively harming or attempting to harm themselves 911 should be called first then campus security. If an individual is not actively in the process of causing themselves harm then campus security should be dialed immediately followed by or at the same time as 988.

- Dial the Emergency Lifeline number 988
- Campus Security (915) 977-4630.
- Immediately Dial 911

The safety of the individual and anyone involved is of the upmost priority of the school. Dialing the 988 Lifeline number ensures that a trained professional is there to assist the individual while campus security make their way to the building, and EPPD make their way to the University campus.

If you are able to notify your immediate supervisor after making the emergency calls do so immediately. If an immediate supervisor is unavailable, senior-level management must be notified without delay. Once the report is made, Campus Security and school officials will manage the situation moving forward. Campus Security will coordinate with the El Paso Crisis & Emergency Services Department to provide the appropriate emergency and mental health response.

Post Incident Procedures

- An Incident Report must be submitted within 24 hours by involved employees.
- Campus Security will complete required internal documentation.
- Counseling or support services will be offered as appropriate.

incidentreporting@southwestuniversity.edu

humanresources@southwestuniversity.edu

DOMESTIC VIOLENCE/STALKING

Southwest University is committed to supporting students, faculty, and staff who may be impacted by domestic violence or stalking. Any individual who believes such a situation may affect their safety on campus is strongly encouraged to notify their Program Director, Department Director, or Campus Security.

Individuals are encouraged to provide:

- A physical description of the alleged aggressor
- Relevant documentation, such as a court-issued protective order
- An EPPD case number, if applicable

This information assists the University in implementing appropriate protective measures.

Confidentiality and Information Protection

Under no circumstances will the University disclose the location or schedule of students, faculty, or staff to outside parties.

If an outside individual requests such information:

- The request will be denied.
- The individual may be asked to leave campus.
- Campus Security will be notified if necessary.

Threat Response

Should any sort of violence occur after precautions have been taken then 911 will immediately be called. Upon arrival, the El Paso Police Department (EPPD) assumes operational control. All University personnel must comply with law enforcement directives until formally released. EPPD and/or Campus Security may escort the aggressor from campus when appropriate and under law enforcement guidance.

Post-Incident Procedures

- An Incident Report must be submitted within 24 hours by involved employees.

- Campus Security will complete required internal documentation.
- Counseling or support services will be offered as appropriate.
- Safety plans may be reviewed and adjusted in collaboration with the affected individual.

PERSONAL VIOLENCE/HATE CRIMES

This section refers to personal violence against any individual and can take the form of written, cyber (email, social media, discussion board postings), verbal, or physical abuse; sexual harassment; sexual assault; date or acquaintance rape; stalking; or any other sex offense directed against another person, forcibly and/or against that person's will where the victim is incapable of giving consent.

- The university strongly encourages timely reporting, particularly in cases of rape or physical assault, because evidence collection and preservation are time-sensitive.
- All investigations are confidential.
- Records of investigations are confidential.
- Any employee found guilty of committing personal violence against a student, employee, patient, or family member during any clinical experience may be suspended or dismissed from the university.

What to Do If You Are Violently Assaulted on Campus

1. Get to safety immediately by leaving the area and going to a secure, populated place (call 911 if you are in immediate danger). Preserve evidence when possible by not cleaning up, not deleting messages, and keeping any clothing or items related to the incident.
2. Report the incident to your immediate supervisor and school administration so the university can begin its required response and support process. If you are not comfortable reporting to your direct supervisor or reporting in person you may contact Human Resources directly through this email: **humanresources@southwestuniversity.edu**
3. Follow instructions from EPPD or other emergency authorities if they respond on campus. All parties must comply with EPPD until authorities release them.
4. Meet with the HR Coordinator to review available options for assistance, support, and counseling, including referral to a crisis center if desired.
5. Request reasonable work accommodations if needed while the investigation is ongoing through your immediate supervisor or HR personnel.
6. Participate in the university's confidential investigation process as applicable. Records will be kept confidential.

Supervisor Response to a Report of Assault

1. Ensure the employee's immediate safety. If they remain in danger, move them to a secure location as quickly as possible.
2. Call 911 immediately to report the incident.

3. Notify Campus Security (915) 977-4630, providing the exact location of the incident and any details the employee can recall, including names, physical descriptions, vehicle information, or other identifying features.
4. If the employee is injured, inform both 911 and Campus Security. Arrange for prompt medical evaluation and treatment.
5. Notify Human Resources immediately and initiate an incident report. The report should include factual, detailed information outlining the nature of the assault and the individuals involved.
6. Human Resources and the Title IX Coordinator **TitleIX@southwestuniversity.edu**. (if applicable) will initiate a thorough and private investigation. You may be asked to provide a statement or additional documentation.
7. Direct the employee to Human Resources for information regarding available support resources and reasonable workplace accommodations.

CIVIL DISTURBANCE

Southwest University recognizes the right to lawful expression and peaceful assembly. Demonstrations are expected to be conducted in a peaceful, non-obstructive manner that does not interfere with campus operations, safety, or access to facilities. If a demonstration becomes disruptive, unsafe, or impacts campus operations, the following procedures will apply.

Reporting

Any student, faculty, or staff member who becomes aware of a campus demonstration—whether planned or spontaneous—should notify Campus Security (915) 977-4630. The University reserves the right to regulate the time, place, and manner of demonstrations to ensure safety and continuity of operations.

Community Demonstrations Affecting Campus

If a demonstration occurring in the surrounding community impacts campus access, safety, or operations:

- Campus Security will monitor the situation.
- Local law enforcement (EPPD) will be contacted if assistance is required to maintain access or ensure safety.

Disruptive or Unsafe Activity

If a demonstration becomes disruptive, obstructive, or presents a safety concern:

1. Campus Security will assess the situation.
2. The authorized personnel will be notified.
3. Participants may be directed to disperse if conduct violates University policy or creates safety risks.
4. If non-compliance persists or safety is threatened, EPPD will be contacted for assistance.

Law enforcement may take appropriate action, including crowd management or enforcement of applicable laws.

Law Enforcement Authority

If EPPD responds to campus, law enforcement assumes operational control. All University personnel and participants must comply with directives issued by responding authorities until formally released.

CAMPUS VEHICLE ACCIDENTS

Vehicle Accident on Campus

A vehicle accident on campus is any collision or incident involving a motor vehicle that occurs on University property, including parking lots, roadways, driveways, loading zones, or other campus-controlled areas. This includes accidents involving two or more vehicles, a vehicle and a pedestrian, a vehicle and a bicycle, or a vehicle striking University property or other fixed objects. A vehicle accident may result in personal injury, property damage, or both.

Any individual involved in or witnessing a vehicle accident on campus – in a parking lot, driveway, or elsewhere – should follow these steps.

1. First and foremost, be certain the area is safe.
2. If you are qualified and able to administer first aid, do so. Never attempt to move an injured person, unless a life-threatening situation, such as fire, exists.
3. Notify on-campus security at (915) 977-4630 and be prepared to provide as many details as possible, including location, number of vehicles involved, and any injuries you are aware of.
5. All involved individuals should remain on the scene; however, individuals should not attempt to detain other individuals who attempt to leave the scene. Remaining individuals should make note of any identifying characteristics of those leaving, including vehicle information, and in particular the license plate number of the departing vehicle.
4. On-campus security will alert the El Paso Police Department (EPPD), if necessary. The campus security will alert the school's authorized personnel. If the accident occurs after daytime office hours or during the weekend, the highest-ranking school official will take leadership.
6. If the accident is minor, EPPD may not come to campus but instead may initiate a telephone report. In the event of a minor accident that does not involve injuries, involved individuals may elect to not contact EPPD.
7. If EPPD or other emergency authorities come to campus, all parties will be subject to that authority and appropriate follow up as the authority may require. This includes all involved parties, on-campus security, and University personnel who may have been called upon to assist – until such time as the authority releases all parties.

8. At the conclusion of the event (preferably within 24 hours), occurrence report will be submitted by any involved employee. In addition, on-campus security will complete the security company's own internal security report for distribution as needed.

Note: The University is not responsible for damage to vehicles or injury to individuals because of a vehicle accident. Students, faculty, staff, visitors, contractors, and others are responsible for carrying appropriate and adequate vehicle insurance.

Towing

Employees are expected to park only in designated and authorized Southwest University parking areas. Parking in unauthorized areas, blocking driveways, emergency access routes, loading zones, or other restricted spaces may result in a vehicle being towed at the owner's expense.

Towing may occur at any time and without prior notice. Employees should be aware that several private businesses operate near the University campus. These businesses manage their own parking areas and may ticket or Tow vehicles at their discretion if individuals park on their property without authorization.

Employees are responsible for ensuring their vehicles are parked legally and in approved campus areas at all times. If a university employee notices parking violations that could impact the operations of the school they may notify campus security (915) 977- 4630.

ENVIRONMENTAL HAZARDS

Inclement weather – heavy rain, flooding, ice, snow

The University prioritizes the safety of students, faculty, staff, and visitors during inclement weather events. Official communications regarding delays, closures, or emergency instructions will be issued through:

- SU Learning
- Microsoft Teams – Emergency Notice
- University email

Monitoring & Decision-Making

University leadership will monitor conditions through:

- The National Weather Service
- Local emergency management authorities
- Local public-school district decisions
- Local media outlets

The Program leadership and executive administration, will determine whether to:

- Delay classes

- Cancel classes
- Dismiss early
- Continue operations

Severe Weather During the School Day

If severe weather develops while campus is in session:

- A campus alert will be issued identifying the threat and providing protective instructions.
- Occupants must follow all directions immediately.

Tornadoes, High Winds, or Large Hail

- Move immediately away from windows.
- Campus security and Maintenance will secure exterior doors and windows.
- Seek shelter in interior corridors, restrooms, storage rooms, or enclosed interior offices.
- Avoid exterior walls whenever possible.
- Remain in place until an official all-clear is issued. Do not attempt to leave the building.

Power Outage During Weather Event

If electrical power is lost:

- Campus Security will contact property management to determine estimated restoration time.
- Leadership will assess whether to suspend operations.
- Notifications of dismissal or closure will be issued via SU Learning and Microsoft Teams.

Emergency lighting and life-safety systems will be monitored.

Campus Support & Safety Measures

Campus Security may assist with:

- Notifying classrooms
- Securing entrances
- Placing wet-floor signage for areas to avoid.
- Monitoring building conditions

Damage, Injuries & Documentation

If injuries occur:

- Call 911 immediately.

- Campus Security will assist emergency responders.
- An Incident Report must be submitted within 24 hours.

If facility damage occurs:

- Maintenance personnel will be notified promptly.
- Work orders will be initiated as soon as conditions permit.

Campus Security will complete required internal documentation.

Travel Advisory

During heavy rain or flooding conditions:

- Use extreme caution when driving.
- Avoid flooded intersections, bridges, low-water crossings, or standing water.
- If uncertain about roadway depth, turn around and seek an alternate route.

Turn around, don't drown.

HAZARD COMMUNICATION

Communications

“Microsoft Teams – Emergency notice” is the campus alert system the school uses to inform faculty, and staff of emergencies or other timely information that affects the campus. [SYSTEM TO AUTOMATICALLY SEND TXT TO STUDENTS AND/OR STAFF AND SU LEARNING]

1. The Information Technology Services team will automatically update students and staff with information.
2. Other relevant individuals, such as property management team members and security personnel, will be included and kept current by the HR Coordinator. The campus emergency notice system is available to provide updates as needed as well as the all-clear message when the danger has passed. When an event is of enough severity that on-campus classes are delayed or canceled, faculty will notify students of rescheduling details, using individual course notification procedures.

Spills

If you become aware of or encounter a spill on campus, you must immediately notify the HR Coordinator 915-778-4001. The HR Coordinator will coordinate with custodial staff to ensure the spill is properly contained and cleaned. If it is safe to do so, individuals should remain in the area to monitor the spill and direct others away to prevent accidents until custodial staff arrive.

Bodily Fluid Spills

Spills involving bodily fluids (e.g., blood, vomit, urine, etc.) present a potential health hazard and must be handled with additional precautions. If a bodily fluid spill is identified, biohazard absorbent powder “Super Absorb”, located in custodial closets in each campus building and in the closet in room 640 should be used immediately to contain the spill and reduce risk. Once contained, the incident must be reported to the HR Coordinator, and custodial staff will complete proper cleaning and sanitation procedures.

OSHA

This segment has been developed in accordance with the Occupational Safety and Health Administration (OSHA) regulations applicable to the healthcare industry. The policies and procedures outlined are designed to protect healthcare workers from occupational hazards including exposure to bloodborne pathogens, infectious diseases, hazardous chemicals, ergonomic stressors, and workplace violence.

The Culinary Institute and Trade Center adhere to separate OSHA standards and protocols that align with the unique occupational hazards and regulatory requirements of their respective disciplines.

All safety practices reflect compliance with applicable federal standards, including:

Key OSHA Regulations for Healthcare

Bloodborne Pathogens

- Requires an Exposure Control Plan, universal precautions, sharps injury prevention, proper PPE, hepatitis B vaccination, post-exposure follow-up, and training.

Hazard Communication

- Requires Safety Data Sheets (SDS), chemical labeling, and training for employees handling hazardous chemicals.

Personal Protective Equipment (PPE)

- Covers assessment, selection, training, use, and maintenance of PPE, including gloves, masks, gowns, face shields, and eye protection.

Respiratory Protection

- Applies to the use of N95 respirators and other respiratory devices. Includes fit testing, medical evaluations, and a written respiratory protection program.

Electrical Safety

- Applies to clinical and laboratory equipment and facility wiring, addressing shock, fire, and arc flash hazards.

Ergonomics & Musculoskeletal Disorders

- While there is no specific OSHA ergonomics standard, facilities must comply with the **General Duty Clause** to protect staff from preventable musculoskeletal injuries related to lifting, transferring patients, and repetitive tasks.

Walking-Working Surfaces

- Addresses fall hazards including slippery floors, wet surfaces, and stairways in healthcare environments.

Recordkeeping and Reporting

- Requires recording and reporting of occupational injuries and illnesses, including sharps injuries and needlestick incidents.

Compliance Statement

All staff, contractors, and visiting personnel are expected to comply with OSHA regulations and this facility's safety policies. Our organization is committed to providing a safe and healthful workplace by maintaining current OSHA-compliant procedures, conducting regular risk assessments, and updating training protocols.

To review the full OSHA healthcare guidelines, visit:

<https://www.osha.gov/healthcare>

Key OSHA Standards for Auto Repair Shops

Hazard Communication

- You must maintain Safety Data Sheets (SDS) for all chemicals and ensure proper labeling.

Respiratory Protection

- A written program, fit testing, and training are required if employees are exposed to paint, solvents, or welding fumes.

Personal Protective Equipment (PPE)

- Employers must provide protective clothing, safety shoes, and eye/face protection.

Machine Guarding & Lifting

- Vehicle lifts and abrasive wheels must have proper guarding to prevent entrapment or injury.

Ventilation

- Specific air exchange rates are required for paint booths and chemical storage areas.

Walking-Working Surfaces

- Floors must be clean and dry to prevent slips and falls.

Welding and Cutting Regulations

Eye Protection

- Helmets, hand shields, and goggles are mandatory for arc welding/cutting to protect against flash.

Fire Prevention

- Keep work areas clear of flammable materials and ensure fire extinguishers are available.

Fume Extraction

- Use ventilation or exhaust systems to keep welding fumes below permissible exposure limits.

Safe Handling

- Ensure cylinders are secured and hoses are in good condition.

Key OSHA Culinary Safety Standards

Walking-Working Surfaces

- Use non-slip mats, immediately clean spills, and keep walkways clear to prevent slips and falls.

Machine Guarding

- Food slicers, mixers, and cutters must have guards in place to prevent amputation or cuts.

Hazard Communication (HazCom)

- Employers must provide Safety Data Sheets (SDS) for all cleaning chemicals, sanitizers, and hazardous materials, ensuring proper labeling.

Electrical Safety

- Kitchen equipment must be properly grounded, and outlets near water must have GFCI protection.

Personal Protective Equipment (PPE)

- Employers must provide or ensure use of proper protective gear, including slip-resistant shoes, cut-resistant gloves, and oven mitts.

Ergonomics

- To prevent strains/sprains, use anti-fatigue mats and provide training on safe lifting techniques for heavy items.

Lockout/Tagout

- Procedures must be in place to ensure machines are powered down during maintenance.