

# Section 7

## Campus Health and Safety

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The health and safety of employees and others on Kirkwood's property are of the utmost concern. The college strives constantly for the highest possible level of safety in all activities and operations.

To carry out our commitment of compliance with all health and safety laws applicable to our college, we have enlisted a college-wide Safety Committee that meets regularly to address issues related to safety, health and security. Employees, students or others who have a safety concern may go online to the facilities webpage to complete a Safe-T-Gram to communicate their concern or observance of a potential safety hazard.

The college will make every effort to provide working conditions that are as healthy and safe as reasonably possible. Employees are expected to be equally conscientious about workplace safety, including proper work methods, reporting potential hazards and abating known hazards. Unsafe conditions in any work area, or other areas on campus that might result in an accident, should be reported to a supervisor immediately or Facilities at 398-5561.

**Campus Security**

In an effort to provide the safest possible environment, Kirkwood provides full-time security officers and outside lighting on all roads, parking lots and walkways on campus, 24-hours a day every day of the year.

Campus security is available to assist employees and students in the event of a crime or other emergency. Additional services provided by campus security for employees and students include:

- starting stalled vehicles;
- unlocking vehicles;
- providing escort from campus buildings to parking lots upon request.

Campus security is authorized to ticket illegally parked vehicles, direct traffic and detain persons involved in any criminal activities on campus until local law enforcement agencies can be notified.

**Campus Health Office**

Campus Health, located on first floor in Iowa Hall, employs a full-time registered nurse. The office is open 8 a.m. to 4:30 p.m., Monday through Friday, with extended evening hours from September through May. Employees may contact the nurse for blood pressure screening, illness or injury assessment, emergency first aid, counseling, over-the-counter medications, reference materials on health-related topics and referrals to health care practitioners. Campus Health can be reached at 398-5588.

**First-Aid Kits**

First-aid kits are located throughout the college campus. Employees may use first-aid kits for minor injuries that do not require medical treatment or lost work hours. Employees should ask where the nearest first-aid kit in their area is located. Contact Campus Health at 398-5588 when items in the first-aid kit need to be restocked or replaced.

## **Individual Emergencies**

**7.4**

In case of an individual life-threatening medical emergency, call 9-911 immediately. Then call the Campus Health office at ext. 5588 and provide them with the following information:

- Nature of the emergency (for example: chest pain, shortness of breath, seizure).
- Location of emergency (building and room number).
- Phone number where you can be reached.

If there is no answer in the Campus Health office, contact campus security at 9-389-1774 (which is available 24 hours a day) and provide them with this same information. Campus Security will meet emergency vehicles at the main entrance and escort them to the scene of the emergency. If the call to Campus Health or security is not made, it will take emergency vehicles additional time to find the emergency location on such a large campus.

There are ten Automated External Defibrillators (AEDs) on campus for use in case of a cardiac emergency. According to Iowa law, an emergency responder must be trained to use an AED when providing assistance in an emergency. Campus Health, security and various volunteer employees are certified to use the AEDs at Kirkwood. AED locations include: Campus Health, Johnson Hall lobby, The Iowa Equestrian Center main entrance, Linn Hall lobby, Mansfield Center Class Act area, Recreation Center main entrance, East Campus Continuing Education building, CTRC, the Iowa City Credit Center lobby, and KTOS main lobby.

## **Tornadoes and Severe Weather Conditions**

**7.5**

All locations have a designated shelter area in the event of life-threatening weather. Employees are expected to cooperate when they are instructed to take shelter. Supervisors should provide employees with information regarding violent weather procedures in their area so that the employee will be prepared to take cover in the event of life-threatening weather.

An Iowa Department of Public Safety ordinance requires public buildings to conduct at least four tornado drills per year. Tornado drills will be scheduled at the beginning of each academic year and employees will be notified of dates and times of drills. All employees are asked to cooperate with the drills and follow proper drill procedures.

## **Fire Drills**

**7.6**

An Iowa Department of Public Safety ordinance requires public buildings to conduct at least four fire drills per year. Fire drills, like tornado drills, will be scheduled at the beginning of each academic year and employees will be notified of dates and times of drills. All employees are asked to cooperate with the drills and follow proper drill procedures.

## **How to Report a Crime**

**7.7**

If a crime or other emergency should occur on campus, the person assaulted or person having knowledge of the crime should immediately call 911 and then notify the following:

On Campus/Day Hours 7 a.m. - 5 p.m., Monday - Friday  
Security personnel through Facilities office at 398-5561.

A registered nurse is available in Campus Health at 398-5588 until 4:30 p.m., Monday-Friday.

On Campus/Evening Hours 5 p.m. - 9 p.m., Monday - Thursday

Security can be contacted by calling the Evening Supervisor, Student Development at 398-5471.

A registered nurse is available in Campus Health at 398-5588 until 4:30 p.m., Monday-Friday.

On Campus/After 5 p.m. Friday, evening hours after 9 p.m., Weekends

Security can be contacted by calling Central Security at 389-1774.

Off Campus

911 for law enforcement agencies.

Emergency Phones Located Outside

Six outside phones are located on campus for use in case of an emergency when the buildings are locked. Calls to 911 or campus numbers can be made at no charge from these phones. Outside emergency phones are located in the areas shown below.

- West end of Linn Hall
- East end of Linn Hall
- West end of Auto Collision building
- Behind Iowa Hall
- In front of Washington Hall
- In front of Continuing Education building

### **Alcohol/Drug Dependency and Emotional Disorders (Board-Approved Employees) 7.8**

The Board of Trustees of Kirkwood Community College recognizes that a wide range of problems not directly associated with one's job function can have an effect on an employee's job performance. The Board regards alcohol and/or drug dependency, as well as stresses caused by personal problems, as illnesses and encourages employees suffering from such maladies to seek professional care and treatment.

Assistance in arranging for care/treatment can be obtained through Mercy EAP Services at 398-6694 or 800-383-6694. Employees are assured that all information regarding such illness will be treated in a highly confidential manner.

Job security, salary or promotional opportunity will not be jeopardized by an employee's request for, or participation in, treatment for alcoholism/drug dependency or emotional disorders. The same financial benefits, sick leave and insurance coverage are provided for these types of disorders as for any other illness provided that the employee participates in a recognized treatment program.

Supervisors suspecting such dependency in their employees should closely observe the employee's work habits, behavioral patterns and attendance records. Any problems appearing from these observations should be discussed as it pertains to the apparent work or attendance problem only.

At no time will the supervisor allow employees suspected of alcohol or drug dependency to continue in their work schedule when such employee is obviously incapable of providing quality student or community services. When this situation arises, the employee may be directed to the Human Resources office for determination of ability to work.

Continuous unsatisfactory job performance and/or attendance must be brought to the attention of the department head and the Human Resources office. Further conferences may necessitate the need for medical diagnosis of the suspected problem. Failure to seek or accept treatment for a confirmed dependency may result in disciplinary action and/or ultimate dismissal.

## **Bloodborne Pathogens Standard**

**7.9**

In March 1992, the Occupational Health and Safety Administration (OSHA) passed the Bloodborne Pathogens Training and Hepatitis B Standard which requires that information and training regarding the potential exposure risk to blood or body fluids in the workplace be provided to employees. All employees who have a potential exposure risk to blood or body fluids must satisfactorily complete Kirkwood's Bloodborne Pathogens training when hired and an annual training session for each subsequent year of employment. This includes employees in the departments listed below. Employees will be trained on how to protect themselves from bloodborne viruses and on Kirkwood's Exposure Control Plan. In addition, all employees who have the potential exposure risk to blood and body fluids will be offered the Hepatitis B immunization at no cost. Employees who choose not to receive the immunization must sign a waiver.

### **Clean-up of Bio-Hazardous Materials**

In the event of a spill of bio-hazardous materials, employees should contact the departments listed below.

Monday -Friday, 7 a.m. – 5 p.m.  
Facilities at ext. 5561

Monday - Friday, 5 p.m. - 9 p.m.  
Facilities at ext. 5670 (pager)  
Evening supervisor at ext. 5471

Nights and Weekends  
Campus Security at 389-1774

Universal precautions should be followed and proper cleaning and disinfection procedures are required when removing and handling blood and other body fluids. All spilled blood and body fluids are to be treated as contaminated and potentially harmful to health and Universal Precautions should be practiced.

### **Universal Precautions**

Universal Precautions means that you treat all blood and other potentially infectious body fluids as if they are infected. Always use personal protective equipment, such as gloves, gown, goggles and masks when handling blood or body fluids. Wash hands and exposed skin with soap and water immediately after an exposure and after removing personal protective equipment. Dispose of the contaminated waste in red biohazard bags and contaminated sharps in biohazard labeled puncture-resistant, leak-proof containers. Contact Campus Health for biohazard bags or sharps containers and for Universal Precaution signs to post in your work area.

### **Departments with Bloodborne Pathogen Exposure Risk**

Anatomy, Biology and Physiology  
Athletics  
Campus Health  
Child Care  
Community Education/Nurse Aide  
EMS Education

Health Science  
Main Campus Skills Center  
Kirkwood Outreach Centers  
Tipton/Cedar County Skills Center  
Facilities

On November 25, 1983, the Occupational Safety and Health Administration (OSHA) published the Hazard Communication Standard (HCS). The purpose of the HCS is to ensure that hazardous chemicals produced and imported by chemical manufacturers/importers are evaluated and that information regarding potential chemical hazards is transmitted to employers and employees.

Employees have an inherent “right-to-know” about the characteristics and risks associated with chemicals in the workplace. All employees who have a potential exposure to hazardous chemicals must satisfactorily complete Kirkwood’s “Right-to-Know” Hazard Communication Program training when hired. This information provides employees with data to make better decisions when working with these substances. Departments that require this training include those listed below.

#### Chemical Spill Response

In the event of a major spill or a spill with injuries, call 911, then contract the departments below. Additionally, in the event of a minor spill of hazardous material on campus, individuals should contact the departments listed below.

Monday - Friday, 7 a.m. - 5 p.m.

Facilities at ext. 5561

Environmental Training Center at ext. 5678

Campus Health (if needed) at ext. 5588, 8 a.m. – 4:00 p.m., Monday-Friday

Monday - Friday, 5 p.m. - 9 p.m.

Facilities at ext. 5670 (pager)

Evening Supervisor at ext. 5471

Nights and Weekends

Campus Security at 389-1774

The staff member discovering the spill should clear the area of students and visitors. First aid should be given to anyone injured. Staff should notify the areas listed above if there is any question to the degree of hazard, proper methods of clean-up or proper disposal procedures.

Staff making the call for assistance should make every effort to inform the person they contact as to the degree of hazard associated with the spill. If there is any potential danger to personnel entering the spill area, this should be communicated. When applicable, instructions will be given to staff responsible for the spill area on proper clean-up and disposal procedures.

#### Departments That Require Training

Anatomy, Biology and Physiology

Athletics

Campus Health

Child Care

Community Education/Nurse Aide

EMS Education

Health Science

Main Campus Skills Center

Kirkwood Outreach Centers

Tipton/Cedar County Skills Center

Facilities

Only upon official word from the Cedar Rapids Main Campus will any Kirkwood center close due to inclement weather in the winter. It is possible that during a winter closing, some Kirkwood facilities may close while others remain open.

If on-campus classes are cancelled, classes at the Iowa City campus and all off-campus locations will also be cancelled. This will apply to both credit and continuing education courses and programs. All announcements will indicate whether the cancellations apply to day or evening classes. If the college is closed, Kirkwood Kids will also close. If the college closes during the day, Kirkwood Kids will also be closed and parents will be contacted and asked to pick up their children as soon as possible.

The decision to cancel classes will be made by the President in coordination with the Executive Director of Facilities. The Public Information Services Director or Director, Marketing Services, will notify radio and television stations. Notification of cancellations will be available on the Kirkwood web site and provided to the following stations:

KZIA-FM Z102.9 (Cedar Rapids)  
WMT-AM 600  
KFMW-FM 107.9 (Waterloo)  
KCCK-FM 88.3  
KXIC-AM 800 (Iowa City)  
KGAN-TV2  
KCJJ-AM 1630 (Iowa City)  
KCRG-TV9  
KWWL-TV7  
KHAK-FM 98.1  
KDAT-FM 104.5  
KCII (Washington)  
KRNA-FM 94.1 (Iowa City)  
KMRY-AM 1450  
KOKZ-FM 105.7 (Waterloo)

If classes are cancelled during the day, the Administration office will contact members of President's Cabinet, whose responsibility it will be to notify their respective departments.

Individual faculty & staff are not authorized to cancel classes due to inclement weather.

Employees at work, but scheduled to be off for the purpose of vacation, sick leave or personal leave later on the day of the closing, will not be required to use the leave credits if they have not already left campus. Employees not at work due to vacation, illness or personal leave will not be affected by the closing. Leave credits will be deducted as usual.

### **LOCAL SCHOOL DISTRICTS**

Courses offered in other locations throughout Area Ten including Cedar Rapids Community School District will be cancelled when the school district in which the courses are being offered is closed. If the school district is closed for the day, the classes to be offered during the evening hours in that school district will be cancelled.

Administrative staff is to insure that all instructors advise students of this administrative regulation.

### **WEEKEND CLASSES**

In the case of weekend class cancellations, the President in coordination with the Executive Director of Facilities will contact the Public Information Services Director or Director, Marketing Services, who will then notify radio and television stations. If assistance is needed, the President in coordination with the Executive Director of Facilities will involve the Executive Director, Enrollment and Communication Services for off-campus centers, Executive Dean for Iowa City campus and Dean, Distance Learning, for telecommunications classes. The President will be involved in decisions relating to on-campus credit classes and Vice President, Continuing Education, in decisions affecting on-campus continuing education classes.

### **DELAYED START**

When the college declares a delayed start, all employees are expected to report to work at the announced opening time. Kirkwood Kids will open 15 minutes prior to the opening of the college. If Kirkwood Community College is scheduled to open at 10:00 a.m., the center will open at 9:45 a.m.

If the delayed start time falls part way through a two or three hour class, faculty should conduct the remaining portion of the class. The above applies to delayed start only.

When the college is declared closed, only emergency personnel are expected to report to work.

### **ANNOUNCEMENT ON KCCK**

KCCK will make weather-related announcements 4 times each hour, at: 05, :20, :35 and :50. The announcements will be in two parts. First will always be what is going on with the metro CR, Marion, IC districts and the Kirkwood campus. That will be followed by the full alphabetical list of all districts in our coverage area, with the local information repeated in their alphabetical slot.

So, for instance, if you miss the Linn-Mar announcement at the top, you can catch it in the full list following.

KCCK will include information about the Kirkwood campus EVERY TIME—even if the campus is open. On the air, it would sound like this: “School announcements this morning: In the metro districts, Cedar Rapids and Marion Independent have a 2 hour delay, Linn-Mar classes are cancelled. The Kirkwood campus is open. Here’s the full alphabetical list...”.

The Public Information Services Director will inform all media outlets of Kirkwood’s status, as necessary. The aforementioned approach is KCCK’s effort to keep the Kirkwood campus community aware of our status on questionable weather days.

### **Pay for Work Performed During Campus Closing**

Board-approved hourly, non-exempt employees who perform critical functions and who are required to continue working in a closed facility or are required to report to work during a delayed start will be paid straight time for work hours affected by the campus closing, plus one and one-half their regular rate of pay for the hours worked after the official closing time. Additionally, employees should only remain working by the requirement of the job or when specifically requested to by the supervisor.

Supervisors are responsible to determine continuation of personnel needs during the period of time the college is closed. It is not permissible for employees to continue working at their own discretion while the college is closed.

### **Part-Time Benefits Eligible Employees**

For snow-related campus closings, Kirkwood will guarantee up to four hours of pay (assuming the employee is scheduled to work at least four hours that day) for any benefits eligible part-time employee who begins work, and whose shift begins, prior to the closing of the college.

Example 1: A benefits eligible part-time employee is scheduled to work six hours. After they have worked one hour, the campus is closed due to snow-related inclement weather. They will be guaranteed a total of four hours paid. In this case, the employee would get paid for the one hour they worked and three additional hours for the closing for a total of four hours.

Example 2: A benefits eligible part-time employee is scheduled to work six hours. After they have worked four hours, the campus is closed due to snow-related inclement weather. The employee has already earned four hours of pay, so no additional pay will be granted.

In the event of a delayed start due to snow-related inclement weather, part-time employees are not to report to work until the time the college is declared open, unless specifically required to by the immediate supervisor for the purposes of assisting with snow removal or other critical functions.