

BREWTON-PARKER COLLEGE

SAFETY ADMINISTRATION SIX-YEAR STRATEGIC PLAN 2002-03 THROUGH 2007-08

DEPARTMENT PURPOSE

The purpose of the Safety Administration department is to assist the college and the division of Finance and Administration in its goal of providing a nurturing Christian environment by maintaining a safe and healthy environment for all students, faculty and staff.

OBJECTIVE 1

Assist the college in its goal of improving enrollment by providing a safe and healthy environment for all students, which will support the retention processes.

ACTION PLAN 1

At least annually conduct a walking tour of the campus and off-campus site in an effort to discover any hazardous conditions. Promptly correct any hazardous conditions that come to light.

ASSESSMENT

To experience on an annual basis less than 10 accidents resulting from a hazardous condition.

RESPONSIBILITY

Vice President for Finance and Administration, Director of Plant Operations and Dean of Students

TIME FRAME

Annually

RESOURCES REQUIRED

Time

RELATED TO

Institutional Goal No. 3

BREWTON-PARKER COLLEGE

SAFETY ADMINISTRATION SIX-YEAR STRATEGIC PLAN 2002-03 THROUGH 2007-08

RESULTS & RESPONSES—2002-03

OBJECTIVE 1

Assist the college in its goal of improving enrollment by providing a safe and healthy environment for all students, which will support the retention processes.

ACTION PLAN 1

At least annually conduct a walking tour of the campus and off-campus site in an effort to discover any hazardous conditions. Promptly correct any hazardous conditions that come to light.

RESULTS

All hazardous conditions discovered on campus were promptly corrected. During the year the college experienced 12 workmen's compensation claims none of which were the result of a hazardous condition. There were no student accidents during the year, which were the result of a hazardous condition. One chemical contamination incident occurred which was cleaned up without serious employee or student illness.

RESPONSE

The Safety and Security Administration will continue to monitor conditions around campus and the external sites to ensure a safe and secure environment is maintained.

BREWTON-PARKER COLLEGE

SAFETY ADMINISTRATION SIX-YEAR STRATEGIC PLAN 2002-03 THROUGH 2007-08

RESULTS & RESPONSES—2003-04

OBJECTIVE 1

Assist the college in its goal of improving enrollment by providing a safe and healthy environment for all students, which will support the retention processes.

ACTION PLAN 1

At least annually conduct a walking tour of the campus and off-campus site in an effort to discover any hazardous conditions. Promptly correct any hazardous conditions that come to light.

RESULTS

College officials conducted a walk through of the main campus and each external site to monitor and document any hazardous conditions that existed. The College experience 10 worker's compensation claims during the year, none of which were caused by hazardous conditions. One student died while on campus from an undetected heart condition. No chemical contamination incidents were reported.

RESPONSE

The Safety and Security Administration will continue to monitor conditions at the main campus and each external site to ensure a safe and secure environment for all College constituencies.

BREWTON-PARKER COLLEGE

SAFETY ADMINISTRATION SIX-YEAR STRATEGIC PLAN 2002-03 THROUGH 2007-08

RESULTS & RESPONSES 2004-05

OBJECTIVE 1

Assist the college in its goal of improving enrollment by providing a safe and healthy environment for all students, which will support the retention processes.

ACTION PLAN 1

Conduct a walking tour of the campus and off-campus site at least annually in an effort to discover any hazardous conditions. Promptly correct any hazardous conditions that come to light.

RESULTS

College officials conducted a walkthrough of the main campus and each external site to monitor and document any hazardous conditions that existed. The College experienced four (4) worker's compensation claims through the year, none of which were caused by hazardous conditions. No students died while on campus, although one (1) student died as a result of an automobile accident.

RESPONSE

The administration of the Safety and Security Administration will be transferred to the Executive Assistant to the President who will continue to monitor conditions at the main campus and each external site to ensure a safe and secure environment for all College constituencies. Additionally, all students will receive printed driving safety instructions and reminders for driving safety before school holidays and major class breaks.

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OBJECTIVE 1

Assist the college in its goal of improving enrollment by providing a safe and healthy environment for all students, which will support the retention processes.

ACTION PLAN 2

Coordinate with local disaster relief personnel on action to be taken in the event of a natural disaster. Each fall and spring semester conduct at least one fire drill in each dorm.

ASSESSMENT

Annually survey the faculty, staff and students to determine if policies and procedures are adequate.

RESPONSIBILITY

Vice President for Finance and Administration, Director of Plant Operations, and Dean of Students

TIME FRAME

Annually

RESOURCES REQUIRED

Time

RELATED TO

Institutional Goal No. 3

BREWTON-PARKER COLLEGE

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RESULTS & RESPONSES—2002-03

OBJECTIVE 1

Assist the college in its goal of improving enrollment by providing a safe and healthy environment for all students, which will support the retention processes.

ACTION PLAN 2

Coordinate with local disaster relief personnel on action to be taken in the event of a natural disaster. Each fall and spring semester conduct at least one fire drill in each dorm.

RESULTS

The college is coordinating with local disaster relief personnel on action to be taken in the event of a natural disaster. During Fall 2002 and Spring 2003 semesters fire drills were conducted in each student residence. The annual Spring 2003 semester survey indicated a high satisfaction level with the safety of the campus and external sites.

RESPONSE

The annual Spring 2003 semester survey indicated a need for better outdoor lighting on campus in several locations. The administration has approved improving the lighting where needed during the next year. In addition emergency telephone numbers need to be posted on the announcement boards of each building. This will be done during the next year.

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RESULTS & RESPONSES—2003-04

OBJECTIVE 1

Assist the college in its goal of improving enrollment by providing a safe and healthy environment for all students, which will support the retention processes.

ACTION PLAN 2

Coordinate with local disaster relief personnel on action to be taken in the event of a natural disaster. Each fall and spring semester conduct at least one fire drill in each dorm.

RESULTS

In coordination with the Student Affairs Office, Safety Administration conducted three fire drills in each of the fall and spring semesters in each student residence hall. Additionally, the residence staff members were provided a health and safety manual that explained procedures to follow in case of a fire. The American Red Cross conducted a workshop for residence staff explaining evacuation procedures and protocols for fire drills.

New outdoor lighting was installed at points across the campus recommended by the Student Government Association, and the College developed an agreement with the American Red Cross to use one of the campus facilities as a tier 3 emergency evacuation shelter.

During the year, it was discovered that persons could not obtain the emergency telephone number for security after working hours through the College's automated voice mail systems, so changes were enacted that makes this number accessible through the automated system even when the switchboard has closed.

Given the administrative reconfiguration that occurred during the year, it became apparent that a survey was not a reliable instrument for measuring the effectiveness of a policy. The need for a new approach has been taken under advisement as assessment plans for the coming year are formed.

RESPONSE

The residence staff will be trained on the location and operation of fire safety equipment in each residence hall, and the security personnel will be trained on the location and operation of fire alarms, fire extinguishers, and other fire safety equipment.

Within the coming year, a new form of assessment will be developed to measure the effectiveness of the work of Safety Administration.

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RESULTS & RESPONSES 2004-05

OBJECTIVE 1

Assist the college in its goal of improving enrollment by providing a safe and healthy environment for all students, which will support the retention processes.

ACTION PLAN 2

Coordinate with local disaster relief personnel on action to be taken in the event of a natural disaster. Each fall and spring semester conduct at least one (1) fire drill in each dorm.

RESULTS

In coordination with the Student Affairs Office, Safety Administration conducted three (3) fire drills in each of the fall and spring semesters in each student residence hall. Additionally, the residence staff members were provided a health and safety manual that explained procedures to follow in case of fire. The American Red Cross conducted a workshop for residence staff explaining evacuation procedures and protocols for fire drills. Parker Gymnasium has been officially designated an American Red Cross emergency shelter.

RESPONSE

The residence staff will continue to be trained on the location and operation of fire safety equipment in each residence hall, and the security personnel will be trained on the location and operation of fire alarms, fire extinguishers, and other fire safety equipment.

The Safety Administration, working closely with the Student Affairs Office, will evaluate the current condition of Parker Gymnasium to serve as an American Red Cross emergency shelter. This evaluation will include a layout of the facility, an inventory of supplies, and recommendations to upgrade the facility to American Red Cross standards.