

## **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.

## **BREWTON-PARKER COLLEGE**

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

#### **RESULTS & RESPONSES—2005-06**

##### **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 are observed.

##### **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 experienced three (3) workers' compensation claims during the year, none of which were caused by hazardous conditions. No chemical contamination incidents were reported.

The annual review did uncover some safety omissions. It was learned that no policy was in effect to guide the college's response in the event of a child abuse case occurring on campus. With deliberate speed, the Safety Administration office wrote a *Child Safety Policy* proposal, which was approved by the Board of Trustees (see Safety attachment #1). It was also discovered that there existed no written protocol for response to a medical emergency occurring on campus. Accordingly, a *Protocol for Medical Emergencies* policy was written, approved, and enacted (see Safety attachment #2).

##### **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 CHILD PROTECTION POLICY**

### **I. Brewton-Parker College Child Protection Policy**

- A. Brewton-Parker College (BPC) is committed to protecting preschoolers, children and youth from sexual and physical abuse. Brewton-Parker has a **Zero-Tolerance Policy (see definition)** prohibiting any act of sexual or physical abuse. The zero-tolerance policy applies to all Brewton-Parker paid employees / “event personnel” (see definitions) for events scheduled at Brewton-Parker.
- B. Any BPC **paid employee or “event personnel”** who works with children (age 17 or under) will be given the definition of child abuse in writing, which includes the **procedures for reporting child abuse**.
- C. Outside the classroom, Brewton-Parker practices the **“two adult”** rule. A reasonable number of adult workers should be maintained in each situation involving the supervision of children and youth, but with a minimum of two workers.
- D. **All BPC paid employees** should have an application on file that includes a legal release statement allowing Brewton-Parker to conduct criminal background checks.
- E. A **criminal background check** will be conducted on **all paid employees**.
- F. Churches, organizations and/or individuals who utilize Brewton-Parker facilities for children and/or youth events will be given a copy of this policy and asked to give an authorized signature signifying acceptance and adherence to this policy.

### **II. Definitions**

- A. Defining Child Abuse
  - 1. **Physical Abuse:** Occurs when someone inflicts visible or invisible bodily harm.
  - 2. **Sexual Abuse:** Involves direct or indirect sexual acts or behavior.
- B. Defining Key Terms with this Policy
  - 1. **Zero Tolerance Policy** – this means that an individual’s first documented offense of child abuse will result in appropriate action up to and including job termination. Law enforcement officials will be notified.
  - 2. **Paid Personnel** – all salaried and hourly wage employees of BPC and/or groups permanently contracted to BPC (e.g. Aramark).
  - 3. **Event Personnel** – those who work or volunteer with groups utilizing BPC facilities.

**III. Procedures for Reporting Suspected Child Abuse.**

A. If possible, remove the child from the abusive situation.

B. Notify Security personnel.

**(if during normal business hours)** Call Student Affairs office: **912-583-3206**

**(if sometime after business hours)** Call the BPC security office: **912-253-9280**  
**or 912-583-3282**

C. Notify leader of event.

D. Notify local law enforcement. **912-583-2321**

## **PROTOCOL FOR MEDICAL EMERGENCIES ON CAMPUS**

The Student Affairs office has suggested the following procedures when EMT services are required on campus.

For Emergencies occurring between 8:00am and 5:00pm:

1. Call 911
2. Contact Plant operations so that they can quickly direct the ambulance to the scene once they arrive on campus.
3. Contact our on-campus first responder, Karen Mock at ext. 298
4. The person who calls 911 is also responsible for completing an incident report and returning it to the office of Student Affairs.

For emergencies occurring after 6:00pm:

1. Call Security (cell # 912-253-9280)
2. In the case that Security cannot be reached follow steps 1 and 4 from above.

## **BREWTON-PARKER COLLEGE**

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

#### **RESULTS & RESPONSES—2006-07**

##### **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 are observed.

##### **RESULTS**

College officials conducted a walk through of the main campus and each external site to monitor and documented any hazardous conditions that existed. The College experienced eight (8) workers' compensation claims during the year, none of which were caused by hazardous conditions. 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.

The recent tragedy on the campus of a major American university has caused all colleges and universities to review their crisis plans. Brewton-Parker College has dedicated many man hours over the last four months to the task of evaluating, upgrading, and fine tuning our emergency plan. During this academic year a new crisis response team will be named and trained; a student notification system will be identified (and plans will be made to purchase it); and evacuation procedures will be reviewed and clearly marked for all buildings.

## **BREWTON-PARKER COLLEGE**

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

#### **RESULTS & RESPONSES—2007-08**

##### **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 are observed.

##### **RESULTS**

College officials conducted a walk through of the main campus and each external site to monitor and documented any hazardous conditions that existed.

##### **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**

#### **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**

### **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 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.

## **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 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.

## **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 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.

## **BREWTON-PARKER COLLEGE**

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

#### **RESULTS & RESPONSES—2005-06**

##### **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 two fire drills in the fall semester and two in the spring semester 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. Additionally, all residence staff received training in first aid and CPR. New outdoor lighting was installed at points across the campus recommended by the Student Government Association.

The College developed an agreement with the American Red Cross to use one of the campus facilities (Parker gymnasium) as a tier 3 emergency evacuation shelter. An inventory and assessment of the designated building was conducted and a response list prepared (see Safety attachment #3).

##### **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.

## **Brewton-Parker College Disaster Preparedness Information**

Brewton-Parker College has been designated as a potential site for disaster relief for evacuees. The following information should be helpful in the event of an evacuation:

### Parker Gymnasium (Shelter)

- 8 showers
- 8 toilets
- Open gym floor and several smaller segregated rooms for sleeping
- One or more rooms could be used for securing personal medicines; Red Cross medical supplies; BPC supply room for mattresses, blankets; etc.

### Brewton-Parker College Contacts:

Dean Sherrie Helms

Dean of Student Affairs

Work: 912-583-3206

Home: 912-537-8154

Dr. Charles D. Strickland

Executive Assistant to the President

Work: 912-583-3190

Cell: 912-253-9290

Security Office

Office 912-583-3282

Cell 912-253-9280

### American Red Cross contact:

Cindy Nevil

Work: 912-764-4668

## **BREWTON-PARKER COLLEGE**

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

#### **RESULTS & RESPONSES—2006-07**

##### **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 two fire drills in the fall semester and two in the spring semester 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. Additionally, all residence staff received training in first aid and CPR. New outdoor lighting was installed at points across the campus recommended by the Student Government Association.

The College developed an agreement with the American Red Cross to use one of the campus facilities (Parker gymnasium) as a tier 3 emergency evacuation shelter. An inventory and assessment of the designated building was conducted and a response list prepared (see Safety attachment #3).

##### **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.

## **Brewton-Parker College Disaster Preparedness Information**

Brewton-Parker College has been designated as a potential site for disaster relief for evacuees. The following information should be helpful in the event of an evacuation:

### Parker Gymnasium (Shelter)

- 8 showers
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Security Office

Office 912-583-3282

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### American Red Cross contact:

Cindy Nevil

Work: 912-764-4668

## **BREWTON-PARKER COLLEGE**

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

#### **RESULTS & RESPONSES—2007-08**

##### **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 fire drills in 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.

##### **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 and new strategic planning process, a new form of assessment will be developed to measure the effectiveness of the work of Safety Administration.