

**Palm Beach Community College**  
4200 Congress Avenue  
Lake Worth, FL 33461



# **Fifth Year Follow-Up Report**

**Reaffirmation Committee Visit:** February 5-8, 2001

**Due Date:** May 7, 2007

**Prepared on:** April 26, 2007

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## Introduction

The *1998-2001 Palm Beach Community College Self-Study* Report was the culmination of more than two years of interviews, planning, involvement, and retrospection. The College conducted a broad-based, comprehensive, and analytical self-study that identified and addressed special challenges in pursuit of the activities necessary to meet the College's mission. The committee visit of February 5-8, 2001 resulted in a reaffirmation of accreditation along with 14 recommendations. These recommendations were addressed by a follow-up plan, which was reviewed by the Commission on Colleges.

In a letter to Dr. Dennis Gallon, President of Palm Beach Community College, the Commission on Colleges requested that PBCC address in its Fifth Year Report, due May 7, 2007, continued compliance with the following sections of the Criteria:

### **Section 6.4.2 (Buildings, Grounds, and Equipment Maintenance)**

Provide evidence that the evaluation of the Preventive Maintenance Program has been implemented and document that a clear relationship exists between the evaluation of the PMP's effectiveness and resulting improvements made in the program.

### **Section 6.4.3 (Physical Resources: Safety and Security)**

Provide evidence that the evaluation of the Safety and Security Plan has been implemented, and document that a clear relationship exists between the evaluation of the program's effectiveness and resulting improvements made in the area of safety and security planning.

## **Process for Implementing Continued Compliance**

Vice President of Academic Affairs and Self-Study Director Dr. Sharon A. Sass, Vice President for Administration and Business Services Richard Becker, and Director of Facilities John Wasukanis provided overall coordination for continued implementation of the follow-up plan for compliance with Section 6.4.2 and 6.4.3.

At the heart of the follow-up plan was the development and implementation of an online process for the continued involvement of all faculty, staff and administration in addressing facilities maintenance (Section 6.4.2), and safety and security needs of the college community (Section 6.4.3). Since the initial SACS Self-Study, the above areas have been viewed as priority strategic initiatives in the college's strategic plan and in its daily operating procedures.

### **Compliance with Section 6.4.2 (Buildings, Grounds, and Equipment Maintenance)**

Provide evidence that the evaluation that the evaluation of the Preventive Maintenance Program has been implemented and document that a clear relationship exists between the evaluation of the PMP's effectiveness and resulting improvements made in the program.

The SACS self-study process and the review and recommendations of the visiting team were a driving force in helping PBCC to achieve a technologically supported facilities' program that has brought about extensive building and modernization on each of the four campuses. The technologically supported, annually updated, Preventative Maintenance Program is now a strategic priority of the college to support student success.

To further support the facilities' strategic initiative, the college has developed and implemented an automated Maintenance Management System that combines a Work Order System with the Preventative Maintenance Program and a Conditional Assessment of our operating systems. The overall scope of this project was developed in detail with a consultant and reviewed by administration and the head of the College's Information Technology department. In October, 2005 the development of phase 1 of this program was implemented and included the following services:

- Development of an online Asset Management/Preventative Maintenance Program for all HVAC equipment throughout the College
- Conditional assessment of all HVAC systems and equipment throughout College
- An new online Work Order Program
- Integration of automated Inspection Request when required by the College's Building Department
- Automated Building Security Key Custody Program
- Integration of automated State Mandated Inspections and Maintenance Services provided by outside contractors

This phase of the program was tested by staff in October 2006, and it went online in November 2006 in pilot form, for full implementation college-wide by May 2007. Phase 2 of the new Asset Management/ Preventative Maintenance Program is proposed to include the following items:

- Integration of Asset Management /Preventative Maintenance for all electrical equipment and systems throughout the College
- Conditional Assessment of all electrical systems and equipment throughout College
- Integration of Asset Management/Preventative Maintenance for all College owned vehicles and operational equipment

This phase is currently being implemented and will soon be ready for testing. Throughout all of these movements toward a stronger, technology-supported program, the College continues to comply with **Section 6.4.2 of the SACS recommendation**. We continue to use our written Preventative Maintenance Program for all areas not automated until the complete program is incorporated into the new Asset Management/ Preventative Maintenance Program in the 2009/10 fiscal year. We will continue annual updates on the Preventative Maintenance Program even after the entire program is automated.

The annual evaluation of the College's Preventative Maintenance Program over the past five years has resulted in scores of improvements, additions and revisions to the Preventative Maintenance Program. Continuing this annual review process has improved the College's ability to be proactively involved in maintaining the College's operating system, resulting in longer equipment life and reduced breakdown periods, which could strengthen the College's ability to provide uninterrupted programs and classes.

**Documentation for 6.4.2 (Appendix A)**

| <b>Section</b> | <b>Recommendation</b>   |
|----------------|---|
| <b>6.4.2</b>   | <b>(Buildings, Grounds, and Equipment Maintenance)</b><br>Provide evidence that the evaluation of the Preventive Maintenance Program (PMP) has been implemented and document that a clear relationship exists between the evaluation of the PMP's effectiveness and resulting improvements made in the program. |

| <b>Section</b> | <b>Actions</b>   | <b>Status</b>                     | <b>Vice President/<br/>Administrator</b> |
|----------------|--|-----------------------------------|--|
| <b>A-1</b>     | Continue to make use of Agenda/Meeting Minutes Template to document use of data for decision-making.   | <b>Ongoing</b>                    | John Wasukanis<br>Richard Becker         |
| <b>A-2</b>     | Preventative Maintenance Program Document updated each year based on input from management, maintenance personnel, campus provosts. February of every year revised document printed and shared with all managers and staff for continuous feedback. Color code revisions for ease of identification. | <b>Ongoing with yearly update</b> | John Wasukanis<br>Richard Becker         |
| <b>A-3</b>     | Developed Facilities Web site.   | <b>Updated as needed.</b>         | John Wasukanis<br>Pat Myerscough         |
| <b>A-4</b>     | Fall of 2004 automated PMP and incorporated computerized work orders. Continued to explore additional technology to further automate Maintenance Management  | <b>Ongoing</b>                    | John Wasukanis<br>Richard Becker         |

| Section    | Actions   | Status   | Vice President/<br>Administrator |
|------------|---|--|----------------------------------|
|            | Systems, combine Work Order System, PMP, and Conditional Assessment of operating system.  |  |                                  |
| <b>A-5</b> | Developed contract June 2005 to: Development of an online Asset Management/Preventative Maintenance Program for all HVAC equipment throughout the College; Conditional Assessment of all HVAC systems and equipment throughout College; A new online Work Order Program; Integration of automated Inspection Request. Automated State Mandated Inspections. | <b>Contract awarded<br/>Fully implemented<br/>May 2007</b> | John Wasukanis<br>Richard Becker |

### **Compliance with Section 6.4.3 (Physical Resources: Safety and Security)**

Provide evidence that the evaluation of the Safety and Security Plan has been implemented, and document that a clear relationship exists between the evaluation of the program's effectiveness and resulting improvements made in the area of safety and security planning.

The SACS self-study process and the review and recommendations of the visiting team were a driving force to help PBCC achieve a technologically supported Safety and Security Program. The implementation of the program has brought about user-friendly access to appropriate materials for providing information to support decision-making and the continuous improvement of the plan and training.

The technologically supported, annually updated, Safety and Security Plan is now a strategic priority of the College to support student success. The development of the Safety and Security web site, designed with the support of Information Technology, has been recognized and incorporated into the safety and security programs of other community colleges in Florida.

To reinforce the use of data for generating recommendations and decisions to continuously improve and monitor safety and security at the College, all meetings dealing with safety and security use the uniform agenda/meeting template. All agenda/meeting minutes, including recommendations, dealing with safety and security are posted on the Safety and Security web site for easy access to all personnel while also serving as documentation for updates to the Safety Plan. To further gain input on the improvement of the process, a survey was developed and analyzed to help gather

employee input on how the safety manual could be improved; the survey will again be conducted this year through web-based tools.

As part of this strategic initiative, the College has increased its administration, staff and consulting services to provide for continuous quality and improvement, including the creation three years ago of a new position entitled "Safety Manager." This person has administrative responsibility in coordinating safety activities at the College. Many examples of this commitment to safety exist such as the development of manuals that address specific areas of concern such as Chemical Hygiene, a Critical Incident Management Plan, an Emergency Closing Plan, and a Hurricane Preparedness Plan; a recent initiative is the development of a process to ensure Environmental Protection Agency (EPA) compliance on a continuous basis.

Safety training is a vital link in the prevention of incidents. The development and implementation of a mandatory safety and security training program for all employees further supports the College's commitment to the process, while at the same time providing additional data and recommendations used to delete, modify or add to the Safety and Security Plan. The PBCC Safety & Security office has conducted many employee training workshops in such areas as automated external defibrillator use, OSHA standards and compliance, fire extinguisher training and other areas as the need arises.

The Safety & Security Office also conducts assessment of workplace safety including ergonomic assessments on employee workstations to reduce repetitive motion



injuries, assessments of indoor air quality when a concern arises, and placement of furniture to be in compliance with fire code requirements.

Of particular note is the development of a model program entitled "Documentation Procedures for Storm Preparation and Damage Assessment." This program was developed by the Safety Department of Palm Beach Community College to improve hurricane preparation and damage assessment procedures that were currently in place. Upon review of the program, the Florida Department of Education included PBCC's program, in the *Disaster Relief Guidebook for K-Universities*, published in June, 2006.

A PowerPoint presentation was developed to train employees in the assessment process. This program was presented to the Florida Community College Risk Management Consortium (FCCRMC), who formally recommended implementation of the program to each member of the FCCRMC at their annual meeting in April 2006. Such materials and procedures have proven to be invaluable to the College, which has endured three hurricanes in a two-year period. The process is under continuous improvement through suggestions from faculty and staff.

**Documentation for 6.4.3 (Appendix B)**

| <b>Section</b> | <b>Recommendation</b>   |
|----------------|---|
| <b>6.4.3</b>   | <b>(Physical Resources: Safety and Security)</b><br>Provide evidence that the evaluation of the Safety and Security Plan has been implemented, and document that a clear relationship exists between the evaluation of the program's effectiveness and resulting improvements made in the area of safety and security planning. |

| <b>Section</b> | <b>Actions</b>   | <b>Status</b>                     | <b>Vice President/<br/>Administrator</b> |
|----------------|--|-----------------------------------|--|
| <b>B-1</b>     | Continue to make use of Agenda/Meeting Minutes Template to document use of data for decision-making. | <b>Ongoing</b>                    | John Wasukanis<br>Pat Myerscough         |
| <b>B-2</b>     | Developed Safety and Security Web site   | <b>Updated as changes occur</b>   | John Wasukanis<br>Pat Myerscough         |
| <b>B-3</b>     | Developed and implemented Alcohol and Drug Plan  | <b>Ongoing</b>                    | John Wasukanis<br>Pat Myerscough         |
| <b>B-4</b>     | Developed manual and conducted training for Automated External Defibrillator at all campuses         | <b>Ongoing</b>                    | John Wasukanis<br>Pat Myerscough         |
| <b>B-5</b>     | Developed and implemented Chemical Hygiene Plan  | <b>Ongoing with yearly update</b> | John Wasukanis<br>Pat Myerscough         |
| <b>B-6</b>     | Developed and implemented a Critical Incident Management Plan  | <b>Ongoing with yearly update</b> | John Wasukanis<br>Pat Myerscough         |
| <b>B-7</b>     | Developed and implemented an Emergency Closing Plan  | <b>Ongoing with yearly update</b> | John Wasukanis<br>Pat Myerscough         |

| <b>Section</b> | <b>Actions</b>   | <b>Status</b>                                | <b>Vice President/<br/>Administrator</b>              |
|----------------|--|--|---|
| <b>B-8</b>     | Developed and implemented a continuous plan EPA compliance   | <b>Ongoing with yearly update</b>            | John Wasukanis<br>Pat Myerscough                      |
| <b>B-9</b>     | Facilities Organizational Chart  | <b>Updated as changes occur</b>              | John Wasukanis<br>Pat Myerscough                      |
| <b>B-10</b>    | Developed and implemented Hurricane Preparedness Plan  | <b>Ongoing with yearly update</b>            | John Wasukanis<br>Pat Myerscough                      |
| <b>B-11</b>    | Developed and implemented a Documentation Procedures for Storm Preparation and Damage Assessment (has been adopted as state model by the Florida Risk Consortium, Department of Education) | <b>Ongoing with yearly update</b>            | John Wasukanis<br>Pat Myerscough                      |
| <b>B-12</b>    | Safety Manual Updates for years 2002-2006  | <b>Ongoing with yearly update</b>            | John Wasukanis<br>Pat Myerscough                      |
| <b>B-13</b>    | Safety Manual User Survey Instrument   | <b>Ready for a second evaluation in 2007</b> | John Wasukanis<br>Pat Myerscough<br>Jennifer Campbell |
| <b>B-14</b>    | PBCC Safety Manual   | <b>Ongoing with yearly update</b>            | John Wasukanis<br>Pat Myerscough                      |
| <b>B-15</b>    | Sexual Predator Policy   | <b>Updated as needed</b>                     | Richard Becker<br>John Wasukanis<br>Pat Myerscough    |

| <b>Section</b> | <b>Actions</b>                             | <b>Status</b>                         | <b>Vice President/<br/>Administrator</b> |
|----------------|--|---------------------------------------|--|
| <b>B-16</b>    | Student Handbook –<br>Excerpt on Safety    | <b>Ongoing with<br/>yearly update</b> | John Wasukanis<br>Pat Myerscough         |
| <b>B-17</b>    | Bomb Threat Assessment<br>Form             | <b>Ongoing with<br/>yearly update</b> | John Wasukanis<br>Pat Myerscough         |
| <b>B-18</b>    | On-line Safety<br>Orientation Presentation | <b>Ongoing with<br/>yearly update</b> | John Wasukanis<br>Pat Myerscough         |
| <b>B-19</b>    | Training Sessions for<br>Faculty and Staff | <b>Updated as<br/>needed</b>          | John Wasukanis<br>Pat Myerscough         |

## **Summation and Conclusion**

Through a complete reassessment of policies, procedures and practices in regards to preventative maintenance and safety and security, the College has satisfied all requirements of the Criteria for Accreditation. An integral part of these systems is the continual improvement of the processes and procedures through institutional effectiveness practices. As with all the former Criteria for Accreditation and the current Principles of Accreditation, Palm Beach Community College strives to develop and implement policies and procedures that ensure compliance, and use data to continually improve each and every process. The College firmly believes that the two areas addressed in this report are in full compliance with the criteria for accreditation.



## **Appendix A**

### **Section 6.4.2**

#### **(Buildings, Grounds, and Equipment Maintenance)**

Provide evidence that the evaluation that the evaluation of the Preventive maintenance program has been implemented and document that a clear relationship exists between the evaluation of the PMP's effectiveness and resulting improvements made in the program.

| <b>Section</b> | <b>References</b>  | <b>Criteria</b> |
|----------------|--|-----------------|
| A-1            | Agenda/Meeting Minutes   | 6.4.2           |
| A-2            | District Wide Preventive Maintenance Program   | 6.4.2           |
| A-3            | Online assessment contract   | 6.4.2           |
| A-4            | Background request for Board approval contract for Online Management Preventive Maintenance System | 6.4.2           |
| A-5            | Facilities Web Site (Intranet)   | 6.4.2           |
| A-6            | Online Work Order Web Form   | 6.4.2           |
| A-7            | Facilities Organizational Chart  | 6.4.3           |





# Section A-1





## **AGENDA/MEETING MINUTES**

**[Committee / Discipline Area]**

**[Date of meeting]**

**[Time of meeting]**

**[Meeting location]**

---

**ITEM [#].    [Item Title]**

Discussion:

Data/data source: (where appropriate)

Action:

**ITEM [#].    [Item Title]**

Discussion:

Data/data source: (where appropriate)

Action:

**OTHER.**

**Attendance:**

Submitted by:

---

[name], Scribe

c. Minutes Distribution List



# Section A-2



**PALM BEACH COMMUNITY COLLEGE  
FACILITIES DEPARTMENT  
DISTRICT WIDE PREVENTIVE MAINTENANCE PROGRAM**

The following is an outline of preventive and general maintenance programs performed by college personnel district wide. It has been divided in to the following categories....

- I)     AIR CONDITIONING
  
- II)    ELECTRICAL
  
- III)   LIFE/SAFETY
  
- IV)    GENERAL BLDG. MAINTENANCE
  
- V)     PLUMBING
  
- VI)    GROUNDS

Completed January 2001  
*Revised January 2002 (Marked in Italics)*  
Revised February 2003 (Marked in Orange)  
Revised February 2004 (Marked in Red)  
Revised February 2005 (Marked in Blue)  
Revised February 2006 (Marked in Green)  
Revised February 2007 (Marked in Plum)

**PALM BEACH COMMUNITY COLLEGE  
FACILITIES DEPARTMENT  
DISTRICT WIDE PREVENTIVE MAINTENANCE PROGRAM**

**I) AIR CONDITIONING**

- A. CHILLERS
- B. COOLING TOWERS
- C. CHEMICAL WATER TREATMENT
- D. CONDENSATE & CONDENSER PUMPS
- E. AIR COMPRESSORS & AIR DRYERS
- F. AIR HANDLER UNITS
- G. BOILERS
- H. EMS
- I. *REFRIGERATION*
- J. *PNEUMATIC CONTROLS*
- K. *ICE MACHINES*
- L. EXHAUST FANS



**PALM BEACH COMMUNITY COLLEGE  
FACILITIES DEPARTMENT  
DISTRICT WIDE PREVENTIVE MAINTENANCE PROGRAM**

**A. CHILLERS**

- 1) Inspected and logged daily (M-F).
- 2) Complete chiller maintenance done by licensed A/C contractor on quarterly, semi-annually and annual basis.

Thermal scanned every other year.

**B. COOLING TOWERS**

- 1) Inspected daily (M-F)
- 2) Towers, **sumps** and strainers cleaned annually or as needed.
- 3) Tower transmission oil, bearings and hot boxes are checked monthly.

**C. CHEMICAL WATER TREATMENT**

- 1) Inspected daily.
- 2) Confirmed monthly by chemical treatment vendor

**D. CHILLED WATER & CONDENSOR PUMPS**

- 1) Inspected daily (M-F).
- 2) Quarterly inspection of **motor and pump** bearings **and seals**. (greased as needed).
- 3) **Quarterly inspection of pump coupling for tightness, wear and alignment.**
- 4) Thermal scans done every other year.

**E. AIR COMPRESSORS & AIR DRYER**

- 1) Plant compressors – checked daily (M-F).
- 2) Campus compressor – checked weekly.
- 3) **Monthly** oil change, belts adjusted or replaced as needed.
- 4) *Check air drier and auto drain - weekly*
- 5) *Check pressure regulator - monthly*

**PALM BEACH COMMUNITY COLLEGE  
FACILITIES DEPARTMENT  
DISTRICT WIDE PREVENTIVE MAINTENANCE PROGRAM**

- 6) *Check pressure relief valve – monthly*
- 7) *Check water separator – monthly*

**F. AIR HANDLER UNITS**

- 1) Filters – changed monthly or as needed.
- 2) Belts – inspected monthly at filter change, adjusted or replaced as needed.
- 3) Bearings – inspected and greased as necessary at monthly filter changes.
- 4) Condensate Lines & Pans – inspected monthly at filter changes.
- 5) Coils – inspected and cleaned annually or as needed.
- 6) Blower Wheels – inspected annually at time of coil cleaning.
- 7) Inlet guide vanes – *check and lubricate monthly*
- 8) VAV Boxes – *check damper actuator and controls – Bi-annually*

**G. BOILERS**

- 1) *Inspected quarterly for leaks and proper operation*
- 1) Inspected annually by certified boiler inspector.
- 2) Thermal scans done every other year.

**H. ENERGY MANAGEMENT SYSTEMS**

- 1) Monitored continually.
- 2) *Check and replace controller batteries yearly*
- 3) *Backup programs as modifications are made.*
- 4) *Clean dust from controllers twice yearly*
- 5) *Check HOA switches yearly*
- 6) *Check temperature sensors monthly*

**PALM BEACH COMMUNITY COLLEGE  
FACILITIES DEPARTMENT  
DISTRICT WIDE PREVENTIVE MAINTENANCE PROGRAM**

- 7) *Check status switches monthly*
- 8) *Check controller input and output connections yearly.*

**I. REFRIGERATION**

- 1) *Clean condensers - quarterly*
- 2) *Check for leaks - annually*
- 3) *Clean evaporator - annually*
- 4) *Clean pan and drain line - annually*
- 5) *Check box temperature – daily (by cafeteria personnel)*
- 6) *Check and calibrate controls - annually*
- 7) *Lubricate motors - annually*
- 8) *Check sight glass for bubbles - annually*

**J. PNEUMATIC CONTROLS**

- 1) *Check pressure regulator - monthly*
- 2) *Check pressure relief valve - monthly*
- 3) *Check and calibrate receiver controllers - annually*
- 4) *Check and calibrate thermostats - annually*
- 5) *Check and calibrate temperature transmitters - annually*

**K. ICE MACHINES**

- 1) *Clean coils - annually*
- 2) *Change filter – Bi-annually (quarterly, depending on water quality)*
- 3) *Flush annually.*
- 4) *Clean ice bins - quarterly*

**PALM BEACH COMMUNITY COLLEGE  
FACILITIES DEPARTMENT  
DISTRICT WIDE PREVENTIVE MAINTENANCE PROGRAM**

**L.     EXHAUST FANS**

- 1)     Inspected monthly for proper operation.
- 2)     Check belts, bearings, pulleys and blades – quarterly
- 3)     Clean motor, blade and housing – quarterly or as needed

**II) ELECTRICAL**

**A.     LIGHTING**

**B.     TRANSFORMERS**

**C.     SWITCHGEAR / DISTRICT PANELS**

**D.     VARIABLE SPEED DRIVES**

**E.     MOTOR / STARTERS**

**A.     LIGHTING**

- 1)     Interior – classrooms, offices, common areas etc.

Checked nightly by custodial, security and night maintenance staff.

Repaired or replaced as needed.

- 2)     Exterior – parking lot, walkway, security etc.

Checked nightly by custodial, security and night maintenance staff.

Repaired or replaced as needed.

**PALM BEACH COMMUNITY COLLEGE  
FACILITIES DEPARTMENT  
DISTRICT WIDE PREVENTIVE MAINTENANCE PROGRAM**

TIMECLOCKS, PHOTOCELLS, LIGHTING CONTACTORS

- 1) Checked twice a year at daylight savings time, time change (April & October).
- 2) Repaired or replaced as needed.

**B. DISTRIBUTION TRANSFORMERS**

- 1) Visual inspections done quarterly on pad mounts and vaults.
  - a) Insect for vegetation growth with enclosure or vegetation debris laying on the transformer housing
  - b) Check for any sign of leakage from transformer housing
  - c) Inspect housing of transformer to assure that no rusting or damage has occurred since last inspection
- 2) Thermographic scans done every other year.

**C. SWITCHGEAR AND DISTRIBUTION PANELS**

- 1) De-energized maintenance done on alternating years with thermographic scans. De-energized maintenance includes cleaning of panels, retorquing of all connections, and visual inspection to locate any discoloration or hot spots.\*

**D. VARIABLE SPEED DRIVES**

- 1) Thermographic scans done every other year.
- 2) *Check fans - monthly*
- 3) *Blow out dust – Bi-annually*

**E. MOTORS/ STARTERS**

- 1) Thermographic scans done every other year.
- 2) *Clean and inspect contacts - annually*
- 3) *Lubricate slides - annually*

**PALM BEACH COMMUNITY COLLEGE  
FACILITIES DEPARTMENT  
DISTRICT WIDE PREVENTIVE MAINTENANCE PROGRAM**

**III) LIFE/SAFETY**

- A. FIRE EXTINGUISHERS
- B. FIRE SUPPRESSION SYSTEMS (FM-200, ANSUL, SPRINKLER)
- C. FIRE PUMPS
- D. FIRE HYDRANTS, HOSES AND STAND PIPES
- E. SECURITY SYSTEMS
- F. FIRE ALARM SYSTEM
- G. GENERATOR / ATS SWITCH
- H. BATTERY BACK UP EXIT/EMERGENCY LIGHTS AND CABINETS
- I. BLEACHER INSPECTION
- J. CODE BLUE/EMERGENCY PHONES

**PALM BEACH COMMUNITY COLLEGE  
FACILITIES DEPARTMENT  
DISTRICT WIDE PREVENTIVE MAINTENANCE PROGRAM**

**A. FIRE EXTINGUISHERS**

- 1) Inspected annually by State certified company and by college UBCI Inspector.
- 2) Visually inspected and initialed monthly by maintenance and security personnel

**B. FIRE SUPPRESSION SYSTEMS**

(FM -200, Ansul and Sprinkler/Stand Pipes)

- 1) Sprinkler systems and Stand Pipes inspected quarterly by State certified company and annually by college UBCI Inspector.
- 2) Ansul and FM – 200 systems are inspected semiannually by State certified company and annually by college UBCI Inspector.
- 3) All suppression systems are visually inspected and initialed monthly by maintenance personnel

**C. FIRE PUMPS**

- 1) Inspected annually by State certified company and by college UBCI Inspector.
- 2) Visually inspected and test run weekly by maintenance personnel.

**D. FIRE HYDRANTS, HOSES AND FIRE BACKFLOWS**

- 1) Inspected annually by State certified company and by college UBCI Inspector.

**E. SECURITY SYSTEM**

- 1) Checked weekly by Security Dept., repaired as needed. Tested Annually by PBCC staff.
- 2) Check back-up batteries annually, replace as needed.

**F. FIRE ALARM SYSTEMS**

- 1) Random fire drills district wide, done during the year. Tested and certified annually by certified fire alarm contractor and by college UBCI.

**PALM BEACH COMMUNITY COLLEGE  
FACILITIES DEPARTMENT  
DISTRICT WIDE PREVENTIVE MAINTENANCE PROGRAM**

- 2) Check back-up batteries annually, replace as needed.

**G. GENERATOR / ATS SWITCHES**

- 1) Tested, inspected, and logged monthly by college maintenance personnel.
- 2) Complete generator maintenance done by a licensed generator company on quarterly and annual basis.
- 3) A T S switches operated weekly by time clock, inspected and logged monthly by college personnel and inspected/tested quarterly by generator company for proper operation
- 4) Load bank testing performed annually on our IT and ETC generator by generator company.
- 5) Generator fuel tank inspections are performed monthly on A.S.T. tanks with a fuel storage capacity over 550 gallons by college personnel. Inspections cover secondary containment, tank exterior integrity and liquid accumulation removal if any occurs. A fuel tank inspection consultant performs annual inspection and certification of interstitial alarms. Palm Beach County department of Environmental Protection annually inspects fuel tanks exceeding 550-gallon capacity.

**H. BATTERY BACK UP EXIT / EMERGENCY LIGHTS AND CABINETS**

- 1) Inspected and tested monthly by maintenance personnel and documented per NFPA.
- 2) Inspected annually by college UBCI.

**I BLEACHER INSPECTION**

- 1) Bleacher inspections performed annually by a structural engineering firm
- 2) Inspection of gymnasium bleachers
- 3) Inspection of bleachers on sports fields (fixed, mobile) types.

**J CODE BLUE/EMERGENCY PHONES**

- 1) Inspected and tested weekly by Security



**PALM BEACH COMMUNITY COLLEGE  
FACILITIES DEPARTMENT  
DISTRICT WIDE PREVENTIVE MAINTENANCE PROGRAM**

2) Back up batteries (Code Blue) checked annually and replaced as needed.

**IV) GENERAL BUILDING MAINTENANCE**

- A. ROOFS AND GUTTERS
- B. PAINTING
- C. CLOCKS
- D. EXIT DEVICES AND DOOR HARDWARE
- E. ELEVATORS, DUMB WAITERS AND CHAIR LIFTS
- F. PRESSURE CLEANING
- G. PEST CONTROL
- H. WINDOW WASHING
- I. BATTERY OPERATED EQUIPMENT
- J. INTERIOR BUILDING CLEANING
- K. AUTOMATIC DOORS

**PALM BEACH COMMUNITY COLLEGE  
FACILITIES DEPARTMENT  
DISTRICT WIDE PREVENTIVE MAINTENANCE PROGRAM**

**A. ROOFS AND GUTTERS**

- 1) Inspected semi-annually (April and November) by college maintenance personnel.
- 2) Maintenance staff inspecting roofs annually should check all of the following items:
  - a) Check that there is no area of the roof where water is ponding
  - b) Inspect all roof drains and roof sumps to assure that they are clear of debris and obstructions (including leaves and loose gravel) and that drain strainers are not damaged
  - c) Remove all accumulated foreign objects and /or vegetation from roof area and gutters
  - d) Check all metal flashings, expansion joints and gutters to assure they are tight and show not signs of separation or rusting
  - e) Walk entire roof area to check for blister, soft spots, missing gravel (on built- up systems) and split or loose felts
  - f) Check all roof top equipment, including lighting protection systems and roof hatches, to verify that they are still properly anchored, not showing signs of rusting or wear and visually is in good condition
  - g) Fill any depressed pitch pan with proper material and crown to assure moisture runoff
  - h) Check all base flashing material at parapets to assure that flashing has not cracked or separated
  - i) Check condition of any skylight(s) to assure that frame work, glazing and flashings are in good repair

Any signs of problems identified during this inspection should be discussed in detail with the Campus Facility Manager and arrangements need to be made to effect repairs as quickly as is possible.

**B. 1) PAINTING – INTERIOR**

- a) As needed.
- b) The Campus Facility Managers should have close inspection preformed annually (usually in May) of all corridor walls in all classroom and lab buildings to determine if walls need to be repainted before start of fall term.

**2) EXTERIOR**

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- a) Every 5 to 7 years as needed on a rotating district schedule.
- b) Campus Facility Managers on site should notify the District Supervisor of Maintenance if exterior of building walls are in need of pressure cleaning or repainting
- c) All paint products used on the exterior of buildings must have a minimum of a seven year written warranty against product failure.

**C. CLOCKS**

- 1) Checked twice a year during daylight savings time (April and October). Repair or replace as needed.
- 2) Batteries replaced annually during October time change.

**D. EXIT DEVICES AND DOOR HARDWARE**

- 1) Checked twice a year. Repaired or replaced as needed. Lubricated annually or as needed.

**E. ELEVATORS, DUMBWAITERS AND CHAIRLIFTS**

- 1) Inspected daily by security personnel.
- 2) Complete elevator maintenance done by licensed elevator contractor on monthly, quarterly, semi-annual and annual basis.
- 3) Annually inspected and certified by state elevator inspector

**F. PRESSURE CLEANING**

- 1) Cleaning performed by college personnel as needed.
- 2) Exterior stairways, steps and walkways pressure cleaned by college staff and custodial contractor as needed.

**G. PEST CONTROL**

- 1) Spraying done on monthly basis by license contractor or as needed.

**H. WINDOW CLEANING**

- 1) Cleaning performed as needed by college custodial personnel. Semi-annually by licensed contractor.

**I. BATTERY OPERATED EQUIPMENT**

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- 1) Battery operated equipment such flushometers, door alarms, thermostats and door combination locks shall be changed annually in October during time change.

**J. INTERIOR BUILDING CLEANING**

- 1) Building interiors are cleaned daily (M-F) by college personnel and contracted custodial service.

**AUTOMATIC DOORS**

- 1) Inspected daily for proper operation by security staff as they open buildings

**V) PLUMBING**

A. BACK FLOW PREVENTORS

B. FIRE HYDRANTS

C. WATER HEATERS

D. TRAP CLEANINGS

E. VALVES

F. WATER FOUNTAINS

G. DISTILLING UNITS

H. GREASE TRAPS

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FACILITIES DEPARTMENT  
DISTRICT WIDE PREVENTIVE MAINTENANCE PROGRAM**

**I. CIRCULATING PUMPS**

**J. LIFT STATIONS**

**A. BACK FLOW PREVENTORS**

- 1) Potable water backflows are tested and certified annually, by college plumber.
- 2) Fire backflows are tested and certified by our Life/Safety contractor annually.

**B. FIRE HYDRANTS**

- 1) Flushed monthly during summer, quarterly, spring, fall and winter.
- 2) Tested and certified by our Life/Safety contractor annually.

**C. WATER HEATERS**

- 1) Flushed and visually inspected annually.
- 2) Relief valves should be tested semiannually.
- 3) Drain pans should be checked annually for water leaks or dirt that could clog the pan.

**D. TRAP CLEANING**

- 1) Inspected and cleaned semi-annually or as needed.

**E. VALVES**

- 1) *Inspect and exercise valves – quarterly*

**F. WATER FOUNTAINS**

- 1) Annually checked for proper operation, clean coils and fan blades, check flow at bubbler.

**G. DISTILLING UNITS**

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- 1) Inspected annually for proper operation, units are cleaned, de-scaled and elements are checked

**H. GREASE TRAPS**

- 1) Inspected quarterly, cleaned annually or sooner depending on use.

**I. CIRCULATING PUMPS**

- 1) Inspected semi annually for proper operation, lubricate monthly.

**J LIFT STATIONS**

- 1) Inspected weekly for proper operation by college personnel and cleaned as needed.

**VI) GROUNDS**

A. VEHICLE MAINTENANCE

B. TURF

C. WALKWAYS

D. PARKING LOTS

E. IRRIGATION

F. PEST CONTROL

G. TREE TRIMMING

**PALM BEACH COMMUNITY COLLEGE  
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H. ORNAMENTAL CARE

I. FUEL STATION

A. VEHICLE MAINTENANCE:

1) INSPECTIONS

*Fleet Services Concern Checklist When vehicles and equipment are in for service, each mechanic will go through a checklist. If any defects are determined, they will make a notation of this. Repairs will be remedied. The form will be filled out and filed appropriately.*

- 2) More Comprehensive Inspection of vehicles is performed every three months. This includes safety equipment in vehicle, damage assessments, tire wear, all fluid check, headlamp, tail lamp, turn signal, warning flasher, drive axle service, chassis lubrication by in-house staff.
- 3) Fleet-oil and filter changes At 6 month's intervals or 3000 miles. In-house staff changes oil and filters.
- 4) Tire Rotation every 5,000 miles by in-house staff.
- 5) Wiper Blade Replacement every six months wiper blades are replaced by in-house staff.
- 6) Exhaust System Inspection is performed twice a year to inspect for leaking or deteriorating parts. Replaced as needed by in-house staff.
- 7) Brake System Inspection At 15,000 mile intervals items inspected are disc brake pads for wear, rear brake drums, wheel cylinder, calipers brake linings, parking brake adjustment, check rotors for wear or gouging. Clean and repack wheel bearings by in-house staff.
- 8) Drive Train Inspection, check transmission fluids 4 times per year, or if any mechanical problems exist (slipping, erratic shifting).
- 9) Wheel Alignment Wheel alignment of front wheels is out-sourced to a local wheel alignment facility when necessary.
- 10) Transmission Service At 30,000 miles or refer to manufacturers recommendation, drain, refill automatic transmission fluids, replace filter, and adjust bands by in-house staff.

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- 11) Other Fleet Services Criminal Justice vehicles are repaired as needed through college work order system with in-house staff. Athletic Department vehicles receive oil and filter changes every 6 months or 3,000 miles by in-house staff. Vehicles are repaired as needed through college work order system with in-house staff.
- 12) Mobile Fleet Services Vehicles and equipment off the main campus are serviced and repaired by a mobile fleet mechanic. Mechanic responds to emergency road repairs, repairs from work orders via e-mail or dispatched by mobile radio.
- 13) EMS/Fire Services Vehicles receive maintenance for minor mechanical repairs through college work order system by in-house staff.
- 14) Safety Inspections are performed during any maintenance to vehicles or equipment to assess any malfunctioning components. Inspectors will use a checklist designed within the guidelines of the equipment and vehicle manufacturer. The checklist will be filled out by the persons conducting the inspection and noted if any components pass or fail. The inspectors have the responsibility to remove the failed equipment from the fleet and will then generate a work order to be sent and filed by the facilities auto mechanic. All safety repairs will be prioritized and completed in a timely manner. When these repairs are made the mechanic will then test operate the equipment and return to the fleet if found safe to operate.

**B. TURF**

- 1) Sports Turf is mowed weekly by in-house staff. Verticutted once a year by in-house staff. Aerified twice a year by in-house staff.
- 2) Sports Fields fertilized eight times a year.
- 3) Pre-emergent Herbicides are applied twice a year by in-house staff.
- 4) Insecticide Spraying of Sports Turf is sprayed on a needed basis by in-house staff.
- 5) Selective Herbicide Treatment weeds are sprayed on Bermuda turf grass as needed using specialized equipment by in-house staff.
- 6) Baseball & Softball Clay Infields are dragged and raked daily by in-house staff.
- 7) Clay and Turf Edging is performed eight times a year by in-house staff.



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- 8) Turf Replacement around baseball infield is replaced annually due to wear and tear of the college and local and touring college teams. Local community high schools have workshops and tournament events annually. All turf is repaired and replaced in-house.
- 9) Turf Striping is striped on soccer and baseball fields weekly by in-house staff. Turf on softball field is striped eight to 10 times a year by in-house staff.

COMMON AREA TURF: St. Augustine and Bahia Turf

Turf Mowing is performed weekly during growing season. During winter season, some areas are mowed at 2-week intervals, by in-house staff.

Common Area Turf Fertilization is fertilized 5-6 times per year by in-house staff.

Common Area Turf Pest Control insecticides are sprayed or granular insecticide is applied 5-6 times per year by in-house staff.

Pre-emergent Herbicide Treatment, granular herbicides are applied twice a year by in-house staff.

Selective Herbicide Treatment, sprayable herbicides are applied on an as needed basis by in-house staff.

Turf Replacement generally occurs after a building or courtyard is re-constructed, new sidewalk installed, flooding of low-lying areas, or pest damage. Turf is replaced by in-house staff.

**C. WALKWAYS**

- 1) Weed-eated and edged on a routine basis.
- 2) Sidewalks are blown off weekly after edging.
- 3) Sidewalks are inspected weekly for slip and trip hazards.
- 4) Repairs are generally performed by an outside contractor.
- 5) Sidewalk Replacement due to construction projects or building rehabilitation is performed by an outside contractor.
- 6) Pressure Cleaned on an as needed basis by in-house staff.

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- 7) Walk Ramps to modular classrooms are cleaned and treated with waterproofing materials once

**D. PARKING LOTS**

- 1) Trash and Debris is removed daily, trashcans are emptied daily.
- 2) Parking Bumpers are replaced bi-annually by an outside contractor on a needed basis.
- 3) Striping of parking lanes is performed by in-house staff. Striping has been outsourced occasionally
- 4) Catch Basins are cleaned of debris after every rain event to prevent grate clogging.
- 5) Vacuuming of Lots during the fall and winter months lots are vacuumed as needed. During spring and summer usually once, a month in-house staff performs all work.
- 6) Resurfacing of Pavement is performed during a major construction project by outside vendor.
- 7) Pot Holes and Patching is performed during a major construction project by outside vendor. College staff repairs small potholes
- 8) Traffic Signs are replaced on a needed basis.
- 9) Sign Making DOT approved signs are manufactured by an outside contractor.
- 10) Road Striping is performed by outside contractor using specialized products and equipment on a needed basis.
- 11) Speed Humps are striped by in-house staff or contracted out once per year.

**E. IRRIGATION**

- 1) Mainline Pipe Breaks are repaired around the district as needed.
- 2) Sprinkler Heads are tested each week for clogged nozzles or broken pop ups and rotation if they are rotor heads.
- 3) Irrigation Valve Operations are inspected each week by lead workers. Work orders are generated for valve solenoid replacement, filter and screen cleaning or replacement of inoperable valve assemblies.

**PALM BEACH COMMUNITY COLLEGE  
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- 4) Pump Stations around the district are inspected weekly for proper operation. This entails filter cleaning, pressure checks, and electro-mechanical inspection for malfunctions.
- 5) Turbine Pumps are lubricated bi-monthly, all operations checked and logged.
- 6) Centrifugal Pumps are inspected weekly for priming malfunctions. Lubricated monthly, water pressure check is evaluated and logged.
- 7) Submersible Pumps operation is evaluated. Pressure from well on upstream side is tested. Pressure from pump on downstream side is tested. Adjustments are made as needed per manufacturer specifications. Work is performed monthly. Air bladder tanks pressure is inspected quarterly.
- 8) Anti-Rust Treatment – pumps are inspected weekly; rust preventative product in barrels is checked weekly. Vendors on two sites (Gardens, Boca) fill rust product Lake Worth performs this monthly.
- 9) New Irrigation Projects – Design-Build projects for courtyard, plaza projects are designed in-house. Components are ordered and installed by irrigation staff. Large projects are outsourced

**F. PEST CONTROL**

- 1) Exterior Pest Control is performed by state licensed staff at each campus.
- 2) Weed Control is performed on an as needed basis. Lake weeds outsourced.
- 3) Pre-emergent Weed Control is performed and products are applied twice annually, spring and fall months.
- 4) Flower and Ornamental Beds are sprayed every six weeks, weather permitting, otherwise weeds are removed manually.
- 5) Insecticides are applied on an as needed basis using I.P.M. (integrated pest management).
- 6) Disease Control products are applied on an as needed basis.
- 7) Fire Ant Control is performed on an as needed basis.
- 8) Wasp and Hornet Control is performed on an as needed basis.

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DISTRICT WIDE PREVENTIVE MAINTENANCE PROGRAM**

- 9) Interior Pest Control is performed by a licensed and certified pest control company with a yearly contract throughout the college district.
- 10) Termite Prevention  
Several buildings throughout the college district are under an annual contract to prevent re-infestation of dry wood and subterranean termites. Contract certifies that contractors are licensed with the state.

**G. TREE TRIMMING**

- 1) Tree Trimming Deciduous Trees  
Trees are pruned twice a year by college staff major tree work is contracted to a certified tree company through a county pricing agreement every three years.
- 2) Palm Tree Pruning is performed on an as needed basis to remove fruit or dying palm fronds usually twice a year by college staff.
- 3) Tree Installation is performed by a licensed tree company on an as needed basis. Some small palms are installed by college staff on an as needed basis.
- 4) Tree Take Downs large trees are out sourced to a licensed tree professional. College staff removes small trees.

**H. ORNAMENTAL CARE**

- 1) Ornamentals are planted and maintained by college employees on a routine basis. Plants are replaced on an as needed basis. New building construction ornamental beds are installed by a landscape contractor unless specified by others in contract documents. Plants are cared for on a monthly basis through pruning or shaping by college staff.
- 2) Annual Flowers are planted and maintained by college staff seasonally. (Usually twice a year). Not all campuses plant these.
- 3) Pruning Ornamentals every six weeks hedges and ornamentals are pruned and detailed to precise specifications by college staff.
- 4) Ornamental Fertilization Plants are fertilized 8-10 times per year with formulated fertilizers by college staff.
- 5) Ornamental Pest Control

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Ornamentals are inspected and treated on a needed basis by a licensed pesticide applicator within the college's staff.

**I. FUEL STATION**

- 1) Pump Fuel Island terminal and attached pump are inspected each month and logged into a Fuel station log manual. Inside of pump is inspected for fuel leaks and any other abnormalities. Belts are checked for any wear. Fuel dispensing hose's are checked for wear. Dispensing nozzle is inspected for leaks and trigger wear. Under pump fuel containment box is inspected for fuel spills and logged if any is present.
- 2) Fuel Tanks Tanks are inspected quarterly for paint defects. Tanks are inspected weekly for fuel leaks. Over-Flow spill containment bucket is inspected during each tanks re-fueling for abnormalities. Interstitial area between double walled steel tanks is inspected for leaks quarterly. Underground interstitial fuel piping is inspected monthly for residual fuels, water, or leaks.

**FACILITIES PREVENTATIVE MAINTENANCE MEETING**

**AGENDA/MINUTES**

**January 10, 2002**

**8AM**

**Facilities Planning Conference Room**

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**ITEM 1. Refrigeration**

Discussion: D.Ulbricht mentioned that we need a subsection on refrigeration under the Air Conditioning category that defines regular PM on all refrigeration equipment. He also mentioned adding a subsection that outlines PM for ICE Machines noting that much time is spent by the AC maintenance staff working on these items found through the College.

Data/Data source consulted: 2001 PM Program, Category 1 Air Conditioning

Action: D. Ulbricht told T. Milici that he would outline something for PM on these two items and send it to him.

**ITEM 2. Controls**

Discussion: T.Milici mentioned that D.Krulcik had submitted a list of items for the regular maintenance of pneumatic control systems. He also passed along information obtained from a vendor on additional maintenance items that need to be performed during the year on the College's EMS system.

Data/Data source consulted Input from vendor (Advanced Controls) and input from Head AC Mechanic (D. Krulcik)

Action: T.Milici will update the subsection on the energy management system and add the subsection of pneumatic controls to the College's PM program

**ITEM 3. Air Compressors**

Discussion: T. Milici suggested some additional weekly and monthly PM items that need to be added to the Air Compressor subsection of the AC category.

Data/Data source consulted School Facilities Maintenance and Operations Manual Pages 32-33.

Action: T.Milici will add these items to the appropriate subsection

**ITEM 4. Air Handler Units**

Discussion: D.Krulcik has provided T.Milici with the PM for inlet guide vanes which needs to be added to this subsection under the Air Conditioner category.

Data/Data source consulted Staff Input (D.Krulcik): suggested both monthly maintenance for inlet guide vanes and bi-annual maintenance for VAV boxes.

Action: T.Milici has already included this item in the appropriate location

#### **ITEM 5. Variable Speed Drives**

Discussion: T.Milici suggested a number of improvements himself for this subsection.

Data/Data source consulted Staff Input (T.Milici)

Action: T.Milici has already included this item in the appropriate location

#### **ITEM 6. Valves**

Discussion: T.Milici noted that the new plumber has reviewed the current PM Program and offered a new subsection for valves under the Plumbing category

Data/Data source consulted Staff Input (B. Sciullo) recommended both quarterly inspections and exercising of all valves throughout the District.

Action: T.Milici has already included this item in the appropriate location

#### **ITEM 5. Inspections**

Discussion: C. Ward suggested

Data/Data source consulted Staff Input (C. Ward)

Action: T.Milici has already included this item in the appropriate location

#### **ITEM 5. Inspections**

Discussion: C. Ward suggested adding a subsection to require a mechanics checklist for the College's fleet cars.

Data/Data source consulted Staff Input (C. Ward)

Action: C. Ward will write a proposed paragraph for this item to be added under the Inspections subsection of the Vehicle Maintenance category.

**OTHER.** Staff discussed the difficulties encountered getting staff focused on PM and finding the time to get it all done along with the normal workload.

|                    |                 |              |            |
|--------------------|-----------------|--------------|------------|
| <b>Attendance:</b> | J. T. Wasukanis | K. Stetson   | J. Storms  |
| T. Milici          | P. Myerscough   | P. Cassidy   | C. Edwards |
| D.Ulbricht         | B. Case         | T. Bernhardt | C. Ward    |

Submitted by:

**FACILITIES PREVENTATIVE MAINTENANCE MEETING  
AGENDA/MINUTES**

**January 10, 2002**

**8AM**

**Facilities Planning Conference Room**

**ITEM 1. Refrigeration**

Discussion: D.Ulbricht mentioned that we need a subsection on refrigeration under the Air Conditioning category that defines regular PM on all refrigeration equipment..

Data/Data source consulted: 2001 PM Program, Category 1 Air Conditioning

Action: D. Ulbricht told T. Milici that he would outline something for PM on these two items and send it to him.

**ITEM 2. Controls**

Discussion: T.Milici mentioned that D.Krulcik had submitted a list of items for the regular maintenance of pneumatic control systems. He also passed along information obtained from a vendor on additional maintenance items that need to be performed during the year on the College's EMS system.

Data/Data source consulted Input from vendor (Advanced Controls) and input from Head AC Mechanic (D. Krulcik)

Action: T.Milici will update the subsection on the energy management system and add the subsection of pneumatic controls to the College's PM program

**ITEM 3. Air Compressors**

Discussion: T. Milici suggested some additional weekly and monthly PM items that need to be added to the Air Compressor subsection of the AC category.

Data/Data source consulted School Facilities Maintenance and Operations Manual Pages 32-33.

Action: T.Milici will add these items to the appropriate subsection

**ITEM 4. Air Handler Units**

Discussion: D.Krulcik has provided T.Milici with the PM for inlet guide vanes which needs to be added to this subsection under the Air Conditioner category.

Data/Data source consulted Staff Input (D.Krulcik): suggested both monthly maintenance for inlet guide vanes and bi-annual maintenance for VAV boxes.



Action: T.Milici has already included this item in the appropriate location

#### **ITEM 5. Variable Speed Drives**

Discussion: T.Milici suggested a number of improvements himself for this subsection.

Data/Data source consulted Staff Input (T.Milici)

Action: T.Milici has already included this item in the appropriate location

#### **ITEM 6. Valves**

Discussion: T.Milici noted that the plumber has reviewed the current PM Program and offered a new subsection for valves under the Plumbing category

Data/Data source consulted Staff Input (B. Sciullo) recommended both quarterly inspections and exercising of all valves throughout the District.

Action: T.Milici has already included this item in the appropriate location

#### **ITEM 7. Ice Machines**

Discussion: D.Ulbricht suggested to T.Milici adding a new subsection for the PM maintenance of ice machines, noting that much time is spent by the AC maintenance staff working on these items found through the College.

Data/Data source consulted Staff Input (D. Ulbricht)

Action: T.Milici has already included this item in the appropriate section.

#### **ITEM 8. Inspections**

Discussion: C. Ward suggested adding a subsection to require a mechanics checklist for the College's fleet cars.

Data/Data source consulted Staff Input (C. Ward)

Action: C. Ward will write a proposed paragraph for this item to be added under the Inspections subsection of the Vehicle Maintenance category.

**OTHER.** Staff discussed the difficulties encountered getting staff focused on PM and finding the time to get it all done along with the normal workload. \

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|--------------------|-----------------|--------------|------------|
| <b>Attendance:</b> | J. T .Wasukanis | K. Stetson   | J. Storms  |
| T. Milici          | P. Myerscough   | P. Cassidy   | C. Edwards |
| D.Ulbricht         | B. Case         | T. Bernhardt | C. Ward    |

Submitted by:  
J.T. Wasukanis

Scribe  
c. Minutes Distribution List  
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**FACILITIES PREVENTATIVE MAINTENANCE MEETING  
AGENDA/MINUTES**

**January 9, 2003**

**8AM**

**Facilities Planning Conference Room**

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**ITEM 1. Transformers**

**Discussion:** T.Milici lead a discussion of the problems associated with not routinely inspecting pad mounted transformers. Recent problems with rusting and damage to transformers on the Palm Beach Gardens Campus could have been likely avoided if these visual inspection and removal of vegetation debris practices were in place.

**Data/Data source consulted:** 2002 PM Program, Category 2 Electrical

**Action:** T. Milici outlined the minimum inspection program for exterior pad mounted transformers and will include this language in the annual PM Program update.

**ITEM 2. Painting of Buildings**

**Discussion:** After a discussion with J.T.Wasukanis, M.Pruszynski, the College's Lead Painter, has suggested procedures for new inspection of interior corridors and exteriors of all buildings to determine when pressure cleaning and/or painting is required. He also suggested that the College should carefully review what paint products it is purchasing and require the manufacture to provide a minimum of a seven year written guarantee against product failure.

**Data/Data source consulted:** Maintenance Manager's Standard Manual, chapter 50, pp 682-684

**Action:** T.Milici will update Category IV General Building Maintenance, subsection B, Painting and add appropriate language to cover these items in the College's PM program.

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| <b>Attendance:</b> | J. T. Wasukanis | K. Stetson   | J. Storms  |
| T. Milici          | P. Myerscough   | P. Cassidy   | C. Edwards |
| D.Ulbricht         | B. Case         | T. Bernhardt | C. Ward    |

**Submitted by:**

J.T. Wasukanis  
Scribe  
c. Minutes Distribution List

**FACILITIES PREVENTATIVE MAINTENANCE MEETING  
AGENDA/MINUTES**

**January 8, 2004**

**8AM**

**Facilities Planning Conference Room**

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**ITEM 1. Fire Extinguishers**

**Discussion:** T.Milici has suggested that the Plant Managers need to assign their staff perform a required monthly inspection of all fire extinguishers on their campus.

**Data/Data source consulted:** Special Life Safety Inspections Report prepared by Simplex Grinnell, p9.

**Action:** Tags have been installed on all fire extinguishers throughout the District. Plant Managers will assign their staff perform a required monthly inspections of this equipment and signed and date the attached tag after this is completed. T.Milici will ensure that this item is added to the Life Safety Section of the PM Program under subsection A, Fire Extinguishers.

**ITEM 2. Fire Suppression Systems**

**Discussion:** T.Milici, after collaboration with Simplex Grinnell, is recommending the inclusion of the FM -200 and stand pipe fire suppression systems as part of the regular scheduled inspections that need to be performed by both certified personnel and staff.

**Data/Data source consulted:** Special Life Safety Inspections Report prepared by Simplex Grinnell, pg 3-6.

**Action:** Plant Managers will ensure that their maintenance staff visually inspects all fire suppression systems on a monthly basis. T.Milici will update the subsection B of Section III, Life Safety, of the College's PM Program to include the required inspections of fire suppressions systems by both maintenance staff and certified individuals.

**ITEM 3. Fire Pumps and Fire Backflows**

**Discussion:** P.Cassidy suggested that a section for proper testing and inspection of the various fire pumps around the College is required under the Life Safety section of the PM Program. The new District Plumber has suggested to T.Milici that we consider adding the required inspections for Fire Backflows.

**Data/Data source consulted:** Managing Physical Plant Operations, Appendix B, pp.214-215.

**Action:** J.T. Wasukanis provided data to T.Milici who will add a new subsection for Fire Pumps under the Life Safety section of the PM Program. T.Milici will also add Fire Backflows to this section.

**ITEM 4. Elevators**

Discussion: P.Cassidy has suggested that since we regularly inspect dumbwaiters and chairlifts when we inspect elevators throughout the College that these items should be added to our PM Program.

Data/Data source consulted: Staff Input (P.Cassidy): Requirement per 2003 FS. 399.061 Inspections, service maintenance contracts, corrections of deficiencies.

Action: T.Milici will include these items in the appropriate location of the College's PM Program under Section IV.

#### **ITEM 5. Backflow Preventors, Fire Hydrants and Water Heaters**

Discussion: The new District Plumber has suggested to T.Milici that we consider adding additional language to these sections regarding the inspections and testing of this equipment.

Data/Data source consulted: Staff Input (R. Sciullo) & Special Life Safety Inspections Report prepared by Simplex Grinnell, p4.

Action: T.Milici will include items for Backflow Preventors, Fire Hydrants and Water Heaters in the appropriate location of the College's PM Program.

#### **ITEM 6. Water Fountains, Distilling Units, Grease Traps and Circulating Pumps**

Discussion: The new District Plumber has suggested to T.Milici that we consider adding additional subsections for Water Fountains, Distilling Units, Grease Traps and Circulating Pumps and list the required PM inspections, maintenance and testing that is recommended for this equipment.

Data/Data source consulted: Staff Input (R. Sciullo)

Action: T.Milici has already included PM item for Water Fountains, Distilling Units, Grease Traps and Circulating Pumps in the appropriate location of the PM Program under the Plumbing, Section V.

**OTHER.** J.T.Wasukanis has appointed T.Milici as the person in charge of District-wide Life Safety Inspections. As such T.Milici has contracted with Simplex Grinnell to provide for all of these state required annual inspections. As part of this contract Simplex Grinnell has also prepared a report on the aspects of annual life safety inspections and the required PM that is required on such systems and equipment.

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|--------------------|-----------------|--------------|------------|
| <b>Attendance:</b> | J. T .Wasukanis | K. Stetson   | C. Ward    |
| T. Milici          | P. Myerscough   | P. Cassidy   | C. Edwards |
| D.Ulbricht         | B. Case         | T. Bernhardt |            |

Submitted by:  
J.T. Wasukanis  
Scribe

**FACILITIES PREVENTATIVE MAINTENANCE MEETING  
AGENDA/MINUTES**

**January 13, 2005**

**8AM**

**Facilities Planning Conference Room**

**ITEM 1. Fuel Station Pump**

**Discussion:** C.Ward discussed the need to performed certain inspections of the College's fuel pump stations as required by EPA

**Data/Data source consulted:** EPA 40CFR part 112 & Palm beach County storage tank rule 62-761, 62-762 of the Florida Administrative Code.

**Action:** T.Milici will update Category VI Grounds and add subsection I, Fuel Station and appropriate language to cover these items in the College's PM program.

**ITEM 2. Fuel Tanks**

**Discussion:** C.Ward discussed the need to performed certain inspections of the College's fuel tanks as required by EPA

**Data/Data source consulted:** EPA 40CFR part 112 & Palm beach County storage tank rule 62-761, 62-762 of the Florida Administrative Code.

**Action:** T.Milici will update Category VI Grounds and add subsection I, Fuel Station and appropriate language to cover these items in the College's PM program.

|                    |                 |              |          |
|--------------------|-----------------|--------------|----------|
| <b>Attendance:</b> | J. T .Wasukanis | T. Bernhardt | C.Hamm   |
| T. Milici          | P. Myerscough   | C. Ward      | J.Storms |
| D.Ulbricht         | K.Stetson       |              |          |

Submitted by:

J.T. Wasukanis  
Scribe  
c. Minutes Distribution List

**FACILITIES PREVENTATIVE MAINTENANCE MEETING  
AGENDA/MINUTES**

**January 12, 2006**

**8AM**

**Facilities Planning Conference Room**

**ITEM 1. Security Systems**

Discussion: T.Milici, based on information received from the College's Low Voltage Specialist, stated that there is an additional test for back-up batteries that is needed for this subsection.

Data/Data source consulted: Input from staff (R.Dugan)

Action: T.Milici will add this item to the appropriate subsection E under Section II Life Safety.

**ITEM 2. Fire Alarm Systems**

Discussion: T.Milici, based on information received from the College's Low Voltage Specialist, stated that there is a check of the back-up batteries that is needed for this subsection.

Data/Data source consulted: Input from staff (R.Dugan)

Action: T.Milici will add this item to the appropriate subsection E under Section II Life Safety.

**ITEM 3. Generator/ATS Switches**

Discussion: T. Milici suggested some additional monthly PM inspection that needs to be added to this subsection. C.Ward mentioned that EPA requires inspections of certain larger fuel tanks on emergency generators.

Data/Data source consulted: Input from staff (T.Milici and C.Ward) in accordance with EPA 40CFR part 112 & Palm beach County storage tank rule 62-761, 62-762 of the Florida Administrative Code.

Action: T.Milici will add these two items to the subsection G for Generator / ATS Switches found in Section III, Life Safety.

**ITEM 4. Battery Back-up Exit/Emergency Lights and Cabinets**

Discussion: T.Milici suggested that NFPA requires testing and documentation along with the monthly inspections of battery back-up exit and emergency lighting.

Data/Data source consulted: NFPA 2005 Edition

Action: T.Milici has already included these additional items in the appropriate subsection under the Life Safety Section.

#### **ITEM 5. Roofs and Gutters**

Discussion: J.T.Wasukanis suggested a number of improvements for regular inspections of roofs, gutters, pitch pans and flashings for this subsection.

Data/Data source consulted Staff Input (J.T.Wasukanis coupled with on repair information noted in a special Report on Roof Conditions Survey, prepared by the engineering firm of the Law-Gibb Group in 2001.)

Action: T.Milici will expand subsection A, Roofing and Gutters under Section IV General Building Maintenance of the PM Program.

#### **ITEM 6. Lift Stations**

Discussion: T.Milici noted that the plumber has reviewed the current PM Program and suggested that we add a new subsection for Lift Stations, under the Plumbing category

Data/Data source consulted Staff Input (B. Sciullo)

Action: T.Milici has already included this item in the appropriate location

**OTHER.** Staff was told about a new contract that has been issued to Morse Zehnter Associates that will include integrating and automated PM element to the updated electronic work order system. This system when implemented in the early fall of 2006 will automatically issue PM items as work orders on the different campuses.

|                    |                 |              |            |
|--------------------|-----------------|--------------|------------|
| <b>Attendance:</b> | J. T .Wasukanis | K. Stetson   | J. Storms  |
| T. Milici          | P.Close         | P. Cassidy   | C. Edwards |
| D.Ulbricht         | F.Atkins        | T. Bernhardt | C. Ward    |

Submitted by:

J.T. Wasukanis

Scribe

c. Minutes Distribution List

file:agn011206





# Section A-3



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## INTEROFFICE MEMORANDUM

---

**TO:** DR. CY SAMUELS  
**FROM:** J.T.WASUKANIS  
**SUBJECT:** PREVENTATIVE MAINTENANCE PROGRAM  
**DATE:** 5/31/2006  
**CC:** R.BECKER

---

I offer the following information in response to the Commission on Colleges letter dated 7-3-02.

The Facilities Department of Palm Beach Community College issued a written Preventative Maintenance Program in January of 2001. Every year this document is carefully reviewed and updated by the District Supervisor of Maintenance based on input that he receives from management, as well as trade and maintenance personnel within the Facilities Department. In February of every year the revised document is printed and distributed to all Facility Managers for them to share with their staff. The revisions made each year are color coded so that new or revised items in the Program can be more readily identified (attachment 1).

In the fall of 2004, I contacted the College's IT Department with a request for them to automate our Preventative Maintenance Program and have it incorporated into our computerized Work Order System. After further discussions the IT staff, they agreed to rewrite the Work Order Program and include the Preventative Maintenance Program; however they could not schedule starting this work for at least 12 months because of their current workload. At that time my staff and I began investigating other automated Maintenance Management Systems that could combine our Work Order System with our Preventative Maintenance Program as well as provide for a Conditional Assessment of our operating systems. After looking at a number of programs that were available in the marketplace we decided to publicly advertise for engineering/data management services to create a system that could best meet our needs in this area. This was done in April of 2005 and our ranking of engineering/data management firms was submitted and approved by the College's Board of Trustees at their May, 2005 meeting (attachment 2).

The overall scope of the project was developed in detail with the successful consultant and reviewed by administration and the head of the College's IT Department. In late June of 2005 an agreement was reached on the contract services and a purchase order was issued for the development of phase 1 of this program (attachment 3). The phase 1 contract included the following services:

- Development of an online Asset Management/Preventative Maintenance Program for all HVAC equipment throughout the College
- Conditional Assessment of all HVAC systems and equipment throughout College
- An new online Work Order Program

- Integration of automated Inspection Request when required by the College's Building Department
- Automated Building Security Key Custody Program
- Integration of automated State Mandated Inspections and Maintenance Services provided by outside contractors

This phase of the overall program is scheduled to be tested by staff in May and implemented College-wide in the summer of 2006. Phase 2 of the new Asset Management/ Preventative Maintenance Program is proposed to include the following items:

- Integration of Asset Management /Preventative Maintenance for all Electrical equipment and systems throughout the College
- Conditional Assessment of all Electrical systems and equipment throughout College
- Integration of Asset Management /Preventative Maintenance for all College owned Vehicles and Operational Equipment

This phase is currently included as part of the Facilities 2006/07 operational budget request. We will continue to use our written Preventative Maintenance Program for all areas not automated until the complete program is incorporated into the new Asset Management/ Preventative Maintenance Program in the 2009/10 fiscal year. We plan to continue annual updates on the Preventative Maintenance Program even after the entire Program is automated.

The annual evaluation of the College's Preventative Maintenance Program over the past five years has resulted in scores of improvements, additions and revisions to the Preventative Maintenance Program. Continuing this annual review process improves our ability to be proactively involved in maintaining the College's operating system resulting in longer equipment life and reduced breakdown periods which could impact the College's ability to provide uninterrupted programs and classes. The ultimate goal for the Facilities Department is to have an automated Asset Management/Preventative Maintenance Program incorporated with our online Work Order System and to systematically review and update this program on an annual basis. We are well along the path that will make this goal a reality.

# Section A-4



**Palm Beach Community College  
District Board of Trustees  
Agenda Transmittal Sheet**

**Date:** May 10, 2005

**To:** Members of the District Board of Trustees

**From:** Dr. Dennis P. Gallon, President

**Subject:** Approval of Agenda Item #VI-B-4, Approve Selection of Architectural/Engineering Firm for the Development of a Districtwide On-Line Asset Management/Preventive Maintenance System and authorize the President to negotiate a professional services fee.

**Summary:**

**Background/Pertinent Facts:** An advertisement was placed for an Architectural/Engineering firm to provide districtwide conditional system assessment, inspection and related data management interface services. The responding firms were invited to in-depth interviews. As a result of these interviews, the firms were ranked in order of preference as follows. The Committee recommends selection of the first ranked firm:

1. Morse Zehnter & Associates
2. FM Group

**Financial Impact:** Architectural/Engineering fee to be negotiated.

**Strategic Goal Addressed:** **Strategy 5.** We will develop and implement a facility plan to meet program and enrollment changes, and restoration of aging facilities.

**Duration of Contract:** To be determined

**RECOMMEND APPROVAL**

**Attachments:** None

Initiator/Budget Administrator: John T. Wasukanis

Initials: JTW Date: 4-26-05

Vice President/Provost Approval:

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President, Administration and Business Services  
(if financial impact):

Initials: [Signature] Date: 4/27/05

## PALM BEACH COMMUNITY COLLEGE

## PURCHASE ORDER

Send invoice in triplicate to:  
PALM BEACH COMMUNITY COLLEGE  
ATTN: ACCOUNTS PAYABLE  
561-868-3092/FX:561-868-3093  
4200 CONGRESS AVENUE  
LAKE WORTH, FL 33461-4796

PO Number : 2005 00006412  
STANDARD PURCHASE ORDER

DATE: 06/30/2005

BUYER: KAREN ROEDER  
PHONE: (561)868-3462 Ext:  
FAX.: (561)868-3460 Ext:

MORSE ZEHNTER ASSOCIATES  
ATTENTION: DEAN ZEHNTER  
SUITE 300  
2240 PALM BEACH LAKES BLVD  
WEST PALM BEACH, FL 33409

SHIP TO:  
PALM BEACH COMMUNITY COLLEGE  
CENTRAL CAMPUS RECEIVING DEPAR  
4200 CONGRESS AVENUE  
LAKE WORTH, FL 33461-4796

DELIVER BY: 07/28/2005

FEDERAL ID: 59-1216000

TAX EXEMPTION ID: 85-80-125573-72C3

PAY TERMS: NET 30 DAYS

FREIGHT TERMS: FOB DESTINATION

- 1) All correspondence/shipments must reflect the PO number.
- 2) This purchase order is void after one year.
- 3) Submit separate invoice for each purchase order to expedite payment.

| ITM  | QUANTITY | UNIT | UNIT         | TOTAL        |
|--|----------|------|--------------|--------------|
| NBR DESCRIPTION  | ORDERED  | MEAS | PRICE        | AMOUNT       |
| APPROVED BY THE DISTRICT BOARD<br>OF TRUSTEES MAY 10TH, 2005   |          |      |              |              |
| 1  | 1.0000   | LOT  | 150,400.0000 | 150,400.00   |
| DEVELOPMENT OF ONLINE ASSET MANAGEMENT/PREVENTATIVE MAINT<br>SYSTEM TO INCLUDE:<br>TASK #1, WORK ORDER PROGRAM<br>OPTION A, INSPECTION NEEDS<br>OPTION B, BLDG. SECURITY KEY SYTEM<br>OPTION E, OUTSIDE VENDOR/STATE REQUIREMENTS                |          |      |              |              |
| 2  | 1.0000   | EA   | 96,000.0000  | 96,000.00    |
| PREVENTATIVE MAINTENANCE PROGRAM<br>1) HVAC EQUIPMENT ASSET ID & MANAGEMENT AND ASSET<br>CONDITION ASSESSMENT.<br>*****<br>RFQ - DT05-100AE - PER PROPOSAL DATED 5/16/05<br>*****<br>SEE DEPT NOTES<br>*****<br>*****<br>*****<br>*****<br>***** |          |      |              |              |
| PAGE: 1  |          |      | TOTAL        | \$246,400.00 |

THE NONDISCRIMINATION CLAUSE CONTAINED IN SECTION 202 OF EXECUTIVE ORDER 11246, AS AMENDED BY EXECUTIVE ORDER 11375, RELATIVE TO EQUAL EMPLOYMENT OPPORTUNITY FOR ALL PERSONS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, OR NATIONAL ORIGIN, AND THE IMPLEMENTING RULES AND REGULATIONS PRESCRIBED BY THE SECRETARY OF LABOR ARE INCORPORATED HEREIN.

PURCHASING DIRECTOR



# Section A-5



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> [Facilities Planning](#) [Home](#) > Facilities

> [PBCC Building Standards](#)

> [Structured Cabling Guidelines](#)

> [Contact Us](#)

Facilities Request For Qualifications (RFQ)

**ARCHITECTURAL SERVICES FOR A SINGLE CONSTRUCTION PROJECT  
and  
CONSTRUCTION MANAGER SERVICES FOR A SINGLE CONSTRUCTION PROJECT**  
Joint Public Safety Training Center

The District Board of Trustees for Palm Beach Community College is interested in entering into a contract with an architectural firm and a construction manager at risk firm for the construction of a new Joint Public Safety Training Center located near 20-Mile Bend in central Palm Beach County, Florida.

Final RFQ information responses shall be submitted no later than 4:00 p.m. on April 24, 2007 to the Screening Committee, c/o Mr. Kirk Stetson, Manager of Facilities Planning, Palm Beach Community College, 4200 Congress Avenue, Lake Worth, Florida 33461.

For a copy of the Architectural advertisement, click here: [AD-PublicSafety-AE-4-5-07](#)  
For a copy of the Architectural RFQ package, click here: [PublicSafety-AE-RFQ-4-5-07](#)

For a copy of the Construction Manager advertisement, click here: [Ad-PublicSafety-CM-4-5-07](#)  
For a copy of the Construction Manager RFQ package, click here: [PublicSafety-CM-RFQ-4-5-07](#)

If you have any questions please contact Kathy Miteff at 561-868-3482 or [miteffk@pbcc.edu](mailto:miteffk@pbcc.edu).

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Palm Beach Community College is an equal opportunity/affirmative action institution.  
Please read the [PBCC Internet Privacy Statement](#).

Palm Beach Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award the associate in arts, associate in science and associate in applied science degrees.

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# Section A-6





## Palm Beach Community College Facilities Work Order Form

### Work Order Forms

- Please fill out a work order form for **ALL** maintenance requests.
- Complete the form in its entirety and be sure to include additional contact person information.
- Fill out your department chairperson, director or supervisor's name in the "**APPROVED BY**" section. (This must be included on **ALL** work orders.)
- **PLEASE NOTE:** If you feel that the maintenance need is an emergency situation, please call the facilities department for assistance.

**ALL OTHER MAINTENANCE NEEDS MUST BE SUBMITTED VIA WORK ORDER FORM.**

☒ Lake Worth    ☐ Palm Beach Gardens    ☐ Boca Raton    ☐ Belle Glade

### From :

Last Name:  First Name:

Email: @pbcc.edu Department:

### Approved By:

**IMPORTANT: Supervisor email MUST be different than the submitters email. If they are the same your form will not be sent.**

Supervisors Name:  Supervisors Email: @pbcc.edu

### Contact person if additional information is needed:

Contact Name:

Contact Phone:

### Work Requested:

### Location:

Room:  Building:  Floor:

### When would you like this work completed?

Requested Date:  Requested Time:

Submit Request



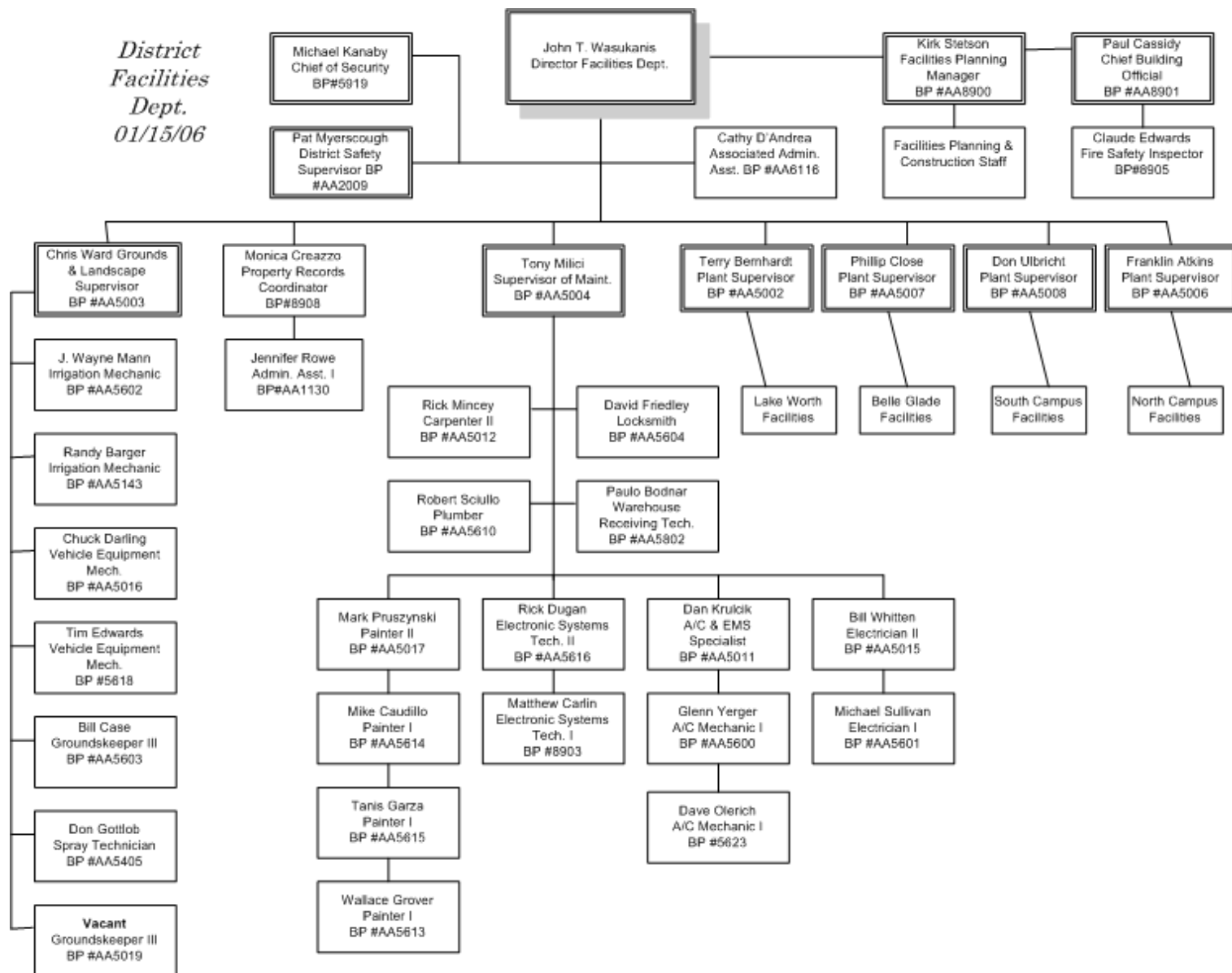


# Section A-7



## DistrictFacilitiesOrgChart

- [Page-1](#)





## Appendix B

### Section 6.4.3

#### (Physical Resources: Safety and Security)

Provide evidence that the evaluation of the Safety and Security Plan has been implemented, and document that a clear relationship exists between the evaluation of the program's effectiveness and resulting improvements made in the area of safety and security planning.

| Section                       | References   | Criteria |
|-------------------------------|--|----------|
| <b>Web Site Information</b>   |  |          |
| B-1                           | Agenda/Minutes Template  | 6.4.3    |
| B-2                           | Safety and Security Web Site<br>Security Office Locations & Phone Numbers<br>Traffic & Parking<br>Lost and Found<br>Crime Reporting and Daily Crime Log<br>Safety & Security Tips<br>Crime Statistics<br>Animal Policy<br>Timely Warnings/Crime Alerts<br>Sexual Assault & Prevention Information<br>RAD Class Information<br>Employee Health & Safety<br>Automated External Defibrillators (AED)<br>Blue Light Phones<br>Campus Safety Committees<br>Safety & Security Tips<br>Hurricane Preparedness | 6.4.3    |
| <b>Manuals &amp; Policies</b> |  |          |
| B-3                           | Alcohol and Drug Policy  | 6.4.3    |
| B-4                           | Automated External Defibrillator Plan  | 6.4.3    |
| B-5                           | Chemical Hygiene Plan  | 6.4.3    |
| B-6                           | Critical Incident Management Plan  | 6.4.3    |
| B-7                           | Emergency Closing Plan   | 6.4.3    |
| B-8                           | EPA Compliance Procedures  | 6.4.3    |
| B-9                           | Facilities Organizational Chart  | 6.4.3    |

| <b>Section</b>  | <b>References</b>                               | <b>Criteria</b> |
|-----------------|---|-----------------|
| B-10            | Hurricane Preparedness Plan                     | 6.4.3           |
| B-11            | Hurricane Preparation and Assessment Procedures | 6.4.3           |
| B-12            | Safety Manual Update Documentation              | 6.4.3           |
| B-13            | Safety Manual User Survey                       | 6.4.3           |
| B-14            | Safety Manual                                   | 6.4.3           |
| B-15            | Sexual Predator Policy                          | 6.4.3           |
| B-16            | Student Handbook – Safety and Security          | 6.4.3           |
| <b>Forms</b>    |   |                 |
| B-17            | Bomb Threat Assessment Form                     | 6.4.3           |
| B-18            | On-line Safety Orientation Power Point          | 6.4.3           |
| <b>Training</b> |   |                 |
| B-19            | Safety Training for faculty and staff           | 6.4.3           |

# Section B-1







## **AGENDA/MEETING MINUTES**

**[Committee / Discipline Area]**

**[Date of meeting]**

**[Time of meeting]**

**[Meeting location]**

---

**ITEM [#].    [Item Title]**

Discussion:

Data/data source: (where appropriate)

Action:

**ITEM [#].    [Item Title]**

Discussion:

Data/data source: (where appropriate)

Action:

**OTHER.**

**Attendance:**

Submitted by:

---

[name], Scribe

c. Minutes Distribution List



# Section B-2



[Printer Friendly Page](#)

Security Tip of the Month

[April's Security Tip](#)

> [Safety](#)

[Home](#) > [Security](#) > Safety & Security Tips

> [Security Office Locations & Phone Numbers](#)

## Safety & Security Tips

> [Traffic & Parking](#)

PBCC has an excellent record of providing a safe and secure environment for students, personnel and visitors, however, each individual should take every precaution to prevent crime against themselves or others. Lack of vulnerability is the key.

> [Lost & Found](#)

> [Crime Reporting & Daily Crime Log](#)

Follow these tips to help make your visit safe.

> [Safety & Security Tips](#)

- Park your vehicle in a well-lighted area, have your door key in your hand.

> [Crime Statistics](#)

- Don't Walk Alone - When walking to your car use the buddy system.

> [Policy on Use of Drugs and Alcohol](#)

- When approaching your car, use the "long view" angle to glance beneath the vehicle; take a few seconds to look around; and before getting in, look in the front and back areas.

> [Animal Policy](#)

- When you are in your car lock your doors immediately.
- If you are being followed, go to the nearest area where there are other people or where you can receive help or call Security.

> [Timely Warnings/Crime Alerts](#)

- Don't wait until the next day to report suspicious or dangerous situations - report them immediately.

> [Sexual Assault & Prevention Information](#)

- Be sure to always lock your car.

> [RAD Class Information](#)

- Don't leave valuable items laying on the seat or floorboard.
- If you are in doubt - call campus Security.

Palm Beach Community College has a reputation for providing quality education in a friendly atmosphere with comfortable surroundings. Our combined efforts in crime prevention will help to ensure this tradition.

**SECURITY WILL PROVIDE YOU WITH AN ESCORT TO YOUR CAR UPON REQUEST.**

[Printer Friendly Page](#)

> [Security](#)

[Home](#) > Safety

> [Employee Health & Safety](#)

Safety

> [Automated External Defibrillators \(AEDs\)](#)

The college's safety initiative is one shared by Human Resources, Security, and Safety. Beyond these participants all of the College employees are asked to share safety concerns or problems with appropriate personnel. For conditions which are a clear hazard and need to be reported immediately contact the Security Department. Security will facilitate the correction and forward your request to appropriate personnel. For other issues contact a member of your campus safety committee or email the concern to [safety@pbcc.edu](mailto:safety@pbcc.edu).

> [Blue Light Phones](#)

> [Campus Safety Committees](#)

> [Safety & Security Tips](#)

A SAFE COLLEGE IS NO ACCIDENT.

> [Hurricane Preparedness](#)

> [Animal Policy](#)

Safety Resources

[Faculty Safety Checklist](#)

[Bomb Threat Assessment Form](#)

[Critical Incident Management Plan](#)

[Chemical Hygiene Plan](#)

[Hurricane Preparedness Plan](#)

[Emergency Closing Plan](#)

[Safety Manual](#)

[Automated External Defibrillator Program](#)

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> [Security Office Locations & Phone Numbers](#)

Security Office Locations & Phone Numbers

> [Traffic & Parking](#)

> [Lost & Found](#)

> [Crime Reporting & Daily Crime Log](#)

> [Safety & Security Tips](#)

> [Crime Statistics](#)

> [Policy on Use of Drugs and Alcohol](#)

> [Animal Policy](#)

> [Timely Warnings/Crime Alerts](#)

> [Sexual Assault & Prevention Information](#)

> [RAD Class Information](#)

**Lake Worth**

BK109

4200 Congress Ave

Lake Worth, FL 33461

(561) 868-3600

(561) 324-3531 Cell

**Palm Beach Gardens**

AD123

3160 PGA Blvd.

Palm Beach Gardens, FL 33410

(561) 207-5600

(561) 876-1081 Cell

**Belle Glade**

1977 College Drive

Belle Glade, FL, 33430

(561) 993-1120

(561) 261-0596 Cell

**Boca Raton**

3000 St. Lucie Ave

Boca Raton, FL, 33431

(561) 862-4600

(561) 703-1287 Cell

Please take a few moments to program your cell phone with the security office phone numbers at the campus where you attend class.

[Belle Glade](#) | [Boca Raton](#) | [Lake Worth](#) | [Palm Beach Gardens](#) | [Satellite Locations](#)

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Traffic & Parking  
Resources

[Parking Ticket Appeals Form](#)

[Parking Decal Request Form](#)

[FAU's Parking Regulations](#)

> [Safety](#)

[Home](#) > [Security](#) > Traffic & Parking

> [Security Office Locations & Phone Numbers](#)

Traffic & Parking

> [Traffic & Parking](#)

### **Important Parking Information (Lake Worth Campus)**

The College has started construction on a new Biology/Science building in the parking lot next to Allied Health (AH), Dental Health (DH), and the Technical Laboratory (TL) buildings. This construction site has removed from availability approximately 32 Reserved spaces and over 200 student parking spaces. Parking will be less convenient as a result of the project. Please plan for extra time to accomodate the finding of an appropriate parking space and a longer walk to campus buildings. The project is estimated to be completed during the Fall semester in 2007.

> [Lost & Found](#)

> [Crime Reporting & Daily Crime Log](#)

> [Safety & Security Tips](#)

Additional parking can be found in the northeast section of the Blue Lot and on the east side of campus near the modular classrooms and tennis courts.

> [Crime Statistics](#)

> [Policy on Use of Drugs and Alcohol](#)

### **Important Parking Information (Eissey Campus)**

The College has started construction on a new Biology/Science building west of the Burt Reynolds Student Center. The construction site has removed from availability approximately 100 student parking spaces in the Gray Lot. Parking will be less convenient as a result of the project. Please plan for extra time to accomodate the finding of an appropriate parking space. The project is estimated to be completed during the Fall semester in 2007.

> [Animal Policy](#)

> [Timely Warnings/Crime Alerts](#)

> [Sexual Assault & Prevention Information](#)

There are still approximately 25 parking spaces available in the Gray Lot which are available to students.

> [RAD Class Information](#)

### **Motor Vehicle Registration**

Students driving a motor vehicle on campus must obtain a PBCC parking permit. These permits are available at the Security offices at the Lake Worth and Palm Beach Gardens campus. At the Boca Raton and Belle Glade campus they can be requested at the cashier's office. Please bring your paid receipt and vehicle registration when requesting a permit. They can be The PBCC campus at Boca Raton is under FAU police jurisdiction and a copy of FAU regulations with the schedule of fines may be obtained at the PBCC cashier's office or by clicking on the FAU link to the



right.

The parking decal shall be adhered to the outside of the left rear window or left rear bumper.

A decal is not transferable between students or vehicles.

Remove the decal upon transferring ownership of the vehicle.

Notify Campus Security of vehicle title transfer.

PBCC decals will be honored only at Boca Raton campus of FAU.

Reserved decals are restricted to full-time and regular part-time employees and will not be issued to temporary or student employees.

Students can park at any unmarked space and may **not** park in Reserved or Visitor spaces.

### **Handicapped Parking**

These spaces are clearly marked with handicapped parking signs and are monitored by law enforcement agencies.

### **Permits**

Temporary Permits: This dashboard pass will be issued for classes less than six weeks in duration by the host division.

Short Term Permits: The Security Office will issue a pass for unregistered vehicles, valid for up to three days. These passes must be displayed on the dashboard with expiration dates clearly visible.

### **Parking Violations**

Student parking is allowed only in parking spaces with unmarked wheel-stops. Parking anywhere else on a PBCC location could result in a citation.

No overnight parking is permitted.

Licensed motorcycles must display a parking decal and are subject to four-wheel vehicle regulations. Motorcycles not displaying a decal will be cited.

Vehicles utilizing more than one parking space will be cited.

Reproduction or defacing a decal is prohibited. Evidence of this activity will result in a citation.

Fines:

Registration, transcripts and final grades will be withheld until fines are resolved.

Parking violation.....\$10.00

Handicapped violation.....\$250.00

### **Citation Appeals**

If you receive a parking citation that you feel is unjust, you may initiate an appeal at the Security Office. For the Boca Raton Campus please process appeals at the FAU traffic and parking office.

### **Towing Policy**

Disabled/Abandoned vehicle: After five workdays the vehicle will be towed from campus at the owners expense. Extended vehicle repair on campus is prohibited. Vehicle hazard: Vehicles creating a hazard by parking in roadways, fire lanes or loading zones maybe towed at the owners expense.

### **Traffic Regulations**

Maximum speed on campus is 20 miles per hour.

It is a violation of state law and PBCC traffic regulations not to obey posted signs, arrows, control devices or lines displayed for traffic safety.

It is a violation to drive or park vehicles on planted areas and sidewalks.

Driver and vehicle must be registered in accordance with state law.

Pedestrians have the right of way at all campus crosswalks.

Vehicles must come to a complete stop when a pedestrian is in the cross walk

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[Home](#) > [Security](#) > Lost & Found

> [Security Office Locations & Phone Numbers](#)

Lost & Found

> [Traffic & Parking](#)

> [Lost & Found](#)

### **Purpose**

To provide for proper safeguarding, control and disposition of property that has been turned over to College authorities. Lost and Found is located in each campus Security Office except the Boca Raton campus where it is found in the Instructional Support Center, BK 106. Contact any security officer or staff member for location information.

> [Crime Reporting & Daily Crime Log](#)

### **Procedure**

All items reported lost or found will be entered into the Lost and Found Log, this information includes the date, description, contact information (if known), and location where the item will be stored. and inventoried.

> [Safety & Security Tips](#)

Debit and credit cards will be reported lost to the issuing bank and destroyed.

> [Crime Statistics](#)

Panthercards will be returned to the Panthercard office at the Lake Worth campus.

> [Policy on Use of Drugs and Alcohol](#)

State-issued driver licenses and identification will be mailed to the person at the address on the face of the identification.

> [Animal Policy](#)

Items of suspected contraband will be turned over to local authorities immediately.

> [Timely Warnings/Crime Alerts](#)

Found items are stored for a minimum of 2 months. Items not claimed are sold at the College auction in accordance with state statute.

> [Sexual Assault & Prevention Information](#)

> [RAD Class Information](#)

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Safety & Security

### Crime Reporting & Daily Crime Log

> [Traffic & Parking](#)

All students and employees of the campus community are to report criminal acts known to them. The proper reporting procedure for everyone in the event of any concern is to contact the Security Office on their particular campus.

> [Lost & Found](#)

> [Crime Reporting & Daily Crime Log](#)

In the event of immediate threat, danger, injury or criminal occurrence, call the local authorities by dialing 911.

> [Safety & Security Tips](#)

Help us help you!  
Your information could be the missing link.

> [Crime Statistics](#)

What happened?  
Where did it happen?  
When did it happen?  
Was anyone hurt?  
What campus?

> [Policy on Use of Drugs and Alcohol](#)

> [Animal Policy](#)

Also, if you are aware of an unsafe situation that would require building maintenance, please make us aware by emailing us at [safety @ pbcc.edu](mailto:safety@pbcc.edu)

> [Timely Warnings/Crime Alerts](#)

> [Sexual Assault & Prevention Information](#)

> [RAD Class Information](#)

Daily Crime Logs

[2006 Daily Crime Log](#)

[Belle Glade](#)

[Boca Raton](#)

[Lake Worth](#)

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Security Tip of the Month

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> [Security Office Locations & Phone Numbers](#)

## Safety & Security Tips

> [Traffic & Parking](#)

PBCC has an excellent record of providing a safe and secure environment for students, personnel and visitors, however, each individual should take every precaution to prevent crime against themselves or others. Lack of vulnerability is the key.

> [Lost & Found](#)

> [Crime Reporting & Daily Crime Log](#)

Follow these tips to help make your visit safe.

> [Safety & Security Tips](#)

- Park your vehicle in a well-lighted area, have your door key in your hand.

> [Crime Statistics](#)

- Don't Walk Alone - When walking to your car use the buddy system.

> [Policy on Use of Drugs and Alcohol](#)

- When approaching your car, use the "long view" angle to glance beneath the vehicle; take a few seconds to look around; and before getting in, look in the front and back areas.

> [Animal Policy](#)

- When you are in your car lock your doors immediately.
- If you are being followed, go to the nearest area where there are other people or where you can receive help or call Security.

> [Timely Warnings/Crime Alerts](#)

- Don't wait until the next day to report suspicious or dangerous situations - report them immediately.

> [Sexual Assault & Prevention Information](#)

- Be sure to always lock your car.

> [RAD Class Information](#)

- Don't leave valuable items laying on the seat or floorboard.
- If you are in doubt - call campus Security.

Palm Beach Community College has a reputation for providing quality education in a friendly atmosphere with comfortable surroundings. Our combined efforts in crime prevention will help to ensure this tradition.

**SECURITY WILL PROVIDE YOU WITH AN ESCORT TO YOUR CAR UPON REQUEST.**

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## CAMPUS CRIME STATISTICS

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> [Animal Policy](#)

> [Timely Warnings/Crime Alerts](#)

> [Sexual Assault & Prevention Information](#)

[Home](#) > [Security](#) > Crime Statistics

### Crime Statistics

#### District-Wide Totals

Offense Type

**Murder**

Manslaughter

**Forcible Sex Offense**

Non-Forcible Sex Offenses

**Robbery**

Aggravated Assaults

**Burglary**

Arson

**Motor Vehicle Theft**

Hate Crimes

| On Campus |      |      | Non-Campus |      |      | Public Property |      |      | Total Crimes Reported |      |      |
|-----------|------|------|------------|------|------|-----------------|------|------|-----------------------|------|------|
| 2004      | 2005 | 2006 | 2004       | 2005 | 2006 | 2004            | 2005 | 2006 | 2004                  | 2005 | 2006 |
| 0         | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    | 0                     | 0    | 0    |
| 0         | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    | 0                     | 0    | 0    |
| 0         | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    | 0                     | 0    | 0    |
| 0         | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    | 0                     | 0    | 0    |
| 0         | 0    | 0    | 0          | 0    | 0    | 0               | 2    | 1    | 0                     | 2    | 1    |
| 0         | 1    | 1    | 0          | 0    | 0    | 0               | 0    | 0    | 0                     | 1    | 1    |
| 4         | 0    | 3    | 0          | 0    | 0    | 0               | 0    | 0    | 4                     | 0    | 3    |
| 0         | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    | 0                     | 0    | 0    |
| 2         | 6    | 4    | 0          | 0    | 0    | 0               | 0    | 0    | 2                     | 6    | 4    |
| 0         | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    | 0                     | 0    | 0    |

Number of Arrests/Referrals - Selected Offenses

| 2004 | 2005 | 2006 | 2004 | 2005 | 2006 | 2004 | 2005 | 2006 | 2004 | 2005 | 2006 |
|------|------|------|------|------|------|------|------|------|------|------|------|
|------|------|------|------|------|------|------|------|------|------|------|------|

Liquor Law Violations

Arrest

Referral

Drug Law Violations

Arrest

Referral

Weapons Law Violations

Arrest

|   |   |   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

|   |   |   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 2 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

|   |   |   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|---|---|---|

[Belle Glade Campus Statistics](#)

[Boca Raton Campus Statistics](#)

[Lake Worth Campus Statistics](#)

[Palm Beach Gardens Campus Statistics](#)

> [RAD Class Information](#)

Referral

|   |   |   |   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|

PBCC has no residential housing. No hate crimes were reported during 2004, 2005, and 2006.

[Belle Glade](#) | [Boca Raton](#) | [Lake Worth](#) | [Palm Beach Gardens](#) | [Satellite Locations](#)



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[Local Ordinances](#)  
[Governing Animals/Pets](#)

[Palm Beach County](#)  
[Ordinance 98-22](#)

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### Animal Control on Campus

The care and feeding of stray animals on campus is prohibited. While an effort is made to protect wildlife on our campus personal contact with wild or stray domesticated animals can pose a health risk. Report stray animals to the Facilities Department who will notify Animal Control for removal if necessary.

Except outlined below, no person shall bring an animal onto campus.

### Exceptions

The administration may make exceptions to these regulations for special circumstances

These regulations do not apply to animals used as guides for the visually impaired or those used to meet the special needs of individuals with other disabilities

These regulations do not apply to animals used by law enforcement or emergency personnel in the exercise of their official duties

These regulations do not apply to animals used in academic programs for teaching or research

### Licensing and Vaccinations

If applicable, all animals brought onto campus must be vaccinated and/or licensed as required by state or local laws.

### Animals at Public Gatherings

Except as provided for above, animals are not allowed to be brought to any public gathering held on campus such as, but



> [RAD Class  
Information](#)

not limited to, sporting events, outdoor concerts, demonstrations or exhibits.

### **Impoundment**

Any animal on campus in violation of these regulations may be impounded.

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> [Security Office Locations & Phone Numbers](#)

Timely Warnings

### Timely Warnings

> [Traffic & Parking](#)

**Currently there are no timely warnings.**

> [Lost & Found](#)

### Crime Alerts

> [Crime Reporting & Daily Crime Log](#)

**Currently there are no crime alerts.**

> [Safety & Security Tips](#)

> [Crime Statistics](#)

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Search

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Predator & Offender Resources

[Sexual Offender & Predator Policy](#)

[FDLE's Searchable Database](#)

[FBI's List of State Databases](#)

[FBI's National Registry](#)

[FAU's Defense Program](#)

> [Safety](#)

[Home](#) > [Security](#) > Sexual Assault & Prevention Information

> [Security Office Locations & Phone Numbers](#)

Sexual Assault & Prevention Information  
The information provided on this page is in support of Board Policy 6Hx-18-3.49, Sexual Predator or Offender Information Notification/Publication.

> [Traffic & Parking](#)

> [Lost & Found](#)

> [Crime Reporting & Daily Crime Log](#)

The Board's policy was adopted on March 11, 2003 and is provided in its entirety at the link to the right. In addition to the adoption of this Board Policy the FDLE Link to the right will take you to the Florida Department of Law Enforcement's searchable database. The searchable database allows searches by name (first and last), by name of city, or zip code. The advance search feature allows for more complex searches.

> [Safety & Security Tips](#)

> [Crime Statistics](#)

For your convenience the zip codes for the following campuses are provided below:

> [Policy on Use of Drugs and Alcohol](#)

> [Animal Policy](#)

> [Timely Warnings/Crime Alerts](#)

|                              |       |
|------------------------------|-------|
| Lake Worth                   | 33461 |
| Palm Beach Gardens           | 33410 |
| Boca Raton                   | 33431 |
| Belle Glade                  | 33430 |
| Downtown Historical Building | 33401 |
| Fire Academy/PBIA            | 33406 |

> [Sexual Assault & Prevention Information](#)

The FBI has also made available individual state's searchable databases and a national registry which will search all state databases.

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> [RAD Class  
Information](#)

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If you are the victim of a sexual assault your first priority is to get to a safe place and obtain necessary medical attention. Victims are encouraged to make a timely report to law enforcement officials and campus security officials. The timely reporting of the incident is important for necessary evidence collection and preservation. Filing a police report does not obligate a victim to cooperate with prosecution. When a person makes the report to the Security Office, the local law enforcement agency will be contacted. An additional option for pursuing charges is through the College's disciplinary process which is detailed in the Student Success Handbook.

### Rape Aggression Defense

The Rape Aggression Defense System is a program of realistic self-defense tactics and techniques for women. The R.A.D. System is a comprehensive, women-only course that begins with awareness, prevention, risk reduction and risk avoidance, while progressing on to the basics of hands-on defense training. R.A.D. is not a Martial Arts program. The courses are taught by nationally certified R.A.D. Instructors who provide each student with a workbook/reference manual. This manual outlines the entire Physical Defense Program for reference and continuous personal growth, and is the key to their free lifetime return and practice policy for R.A.D. graduates. The program is available to FAU, PBCC, and BCC students.

For More Information Contact: Sgt. Tammy DiGrazia (561) 297-3500 or [communitypolicing@fau.edu](mailto:communitypolicing@fau.edu)

### PBCC Counseling Services

While the College is not able to provide long-term personal counseling or therapy, there are support services available to students. These services include crisis intervention, referral to local agencies and support groups. Please contact the Advising and Counseling Office on your campus. Another resource available to students is Ulifeline.org, a Web-based counseling resource for college students sponsored by the Jed Foundation.

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Quick Links

[RAD Registration Form](#)

[RAD Systems Information](#)

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> [Sexual Assault & Prevention Information](#)

[Home](#) > [Security](#) > RAD Class Information

Rape Aggression Defense (RAD) Training

**Florida Atlantic University Police Department presents and sponsors this unique training opportunity.**

No Classes Currently Scheduled. Check back often for updates and class announcements.

The Rape Aggression Defense System is a program of realistic self-defense tactics and techniques for women. The R.A.D. System is a comprehensive, women-only course that begins with awareness, prevention, risk reduction and risk avoidance, while progressing on to the basics of hands-on defense training. R.A.D. is not a Martial Arts program. Our courses are taught by nationally certified R.A.D. Instructors and provide each student with a workbook/reference manual. This manual outlines the entire Physical Defense Program for reference and continuous personal growth, and is the key to our free lifetime return and practice policy for R.A.D. graduates.

For More Information contact Sgt. Tammy DiGrazia by phone at (561) 297-3500, email her at [tdigrazia@fau.edu](mailto:tdigrazia@fau.edu), or complete and submit form to FAUPD CO69, c/o Sgt. DiGrazia, 777 Glades Rd., Boca Raton, FL 33431 prior to the start date of the event!

Class space is limited so register early! The course is open to FAU, BCC and PBCC students, faculty and staff. Women

> [RAD Class  
Information](#)

from the general public will be allowed to attend on a space available basis.

Athletic clothing and footwear (sneakers) must be worn for all 3 days.

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#### Safety Resources

[Faculty Safety Checklist](#)

[Bomb Threat Assessment Form](#)

[Critical Incident Management Plan](#)

[Chemical Hygiene Plan](#)

[Hurricane Preparedness Plan](#)

[Emergency Closing Plan](#)

[Safety Manual](#)

[Automated External Defibrillator Program](#)

> [Security](#)

[Home](#) > [Safety](#) > Employee Health & Safety

> [Employee Health & Safety](#)

Employee Health & Safety

> [Automated External Defibrillators \(AEDs\)](#)

The college is concerned about maintaining a healthy environment for its employees and students. Regular checks of air quality, safety practices, and the ergonomic design of workspaces is monitored and evaluated. The College strives to comply with fire safety standards, OSHA standards, and other federal and state legislation.

> [Blue Light Phones](#)

> [Campus Safety Committees](#)

Send along your safety concerns to [safety @ pbcc.edu](#). All concerns will be resolved immediately and shared with campus safety committees.

> [Safety & Security Tips](#)

> [Hurricane Preparedness](#)

> [Animal Policy](#)

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> [Employee Health & Safety](#)

Blue Light Phones

> [Automated External Defibrillators \(AEDs\)](#)

Blue light phones are located on three of the four main campuses. These blue light phones are located in parking lots, away from main buildings. They can be used to summon security or police in the event of an emergency or to request routine security or law enforcement services.

> [Blue Light Phones](#)

> [Campus Safety Committees](#)

> [Safety & Security Tips](#)

> [Hurricane Preparedness](#)

> [Animal Policy](#)





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Campus Safety  
Committees

[Belle Glade](#)

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[Boca Raton](#)

[Palm Beach Gardens](#)

[Palm Beach Gardens](#)

[Chemical Spill Team](#)

[Belle Glade Chemical  
Spill Team](#)

[Faculty Safety Checklist](#)

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[Home](#) > [Safety](#) > Campus Safety Committees

> [Employee Health &  
Safety](#)

Campus Safety Committees

> [Automated External  
Defibrillators  
\(AEDs\)](#)

In an effort to manage and understand accidents on campus, each campus has formed a campus safety committee. These committees set priorities for training and educating the campus community. They work in a partnership with security and facilities to identify and correct physical hazards. Each of these committees meets routinely to identify trends and develop ways to reduce safety risks.

> [Blue Light Phones](#)

> [Campus Safety  
Committees](#)

Each campus also maintains a spill team to handle the accidental release of chemicals. The members of this team are trained and equipped to handle spills which occur on the campus.

> [Safety & Security  
Tips](#)

> [Hurricane  
Preparedness](#)

> [Animal Policy](#)

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Security Tip of the Month

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> [Employee Health & Safety](#)

Safety & Security Tips

> [Automated External Defibrillators \(AEDs\)](#)

Pictured above is a blue light phone. These phones are located throughout PBCC parking lots and are used to contact security in the event of an emergency or to ask for assistance. When you park your car make a note of the nearest blue light phone.

> [Blue Light Phones](#)

> [Campus Safety Committees](#)

PBCC has an excellent record of providing a safe and secure environment for students, personnel and visitors, however, each individual should take every precaution to prevent crime against themselves or others. Lack of vulnerability is the key.

> [Safety & Security Tips](#)

Follow these tips to help make your visit safe.

> [Hurricane Preparedness](#)

- Park your vehicle in a well-lighted area, have your door key in your hand.

> [Animal Policy](#)

- Don't Walk Alone - When walking to your car use the buddy system.

- When approaching your car, use the "long view" angle to glance beneath the vehicle; take a few seconds to look around; and before getting in, look in the front and back areas.

- When you are in your car lock your doors immediately.

- If you are being followed, go to the nearest area where there are other people or where you can receive help or call Security.

- Don't wait until the next day to report suspicious or dangerous situations - report them immediately.

- Be sure to always lock your car.
- Don't leave valuable items laying on the seat or floorboard.
- If you are in doubt - call campus Security.

Palm Beach Community College has a reputation for providing quality education in a friendly atmosphere with comfortable surroundings. Our combined efforts in crime prevention will help to ensure this tradition.

**SECURITY WILL PROVIDE YOU WITH AN  
ESCORT TO YOUR CAR UPON REQUEST.**

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# Section B-3



**PALM BEACH COMMUNITY COLLEGE**  
**Policy on Use of Drugs and Alcohol**

Policy on Use of Drugs and Alcohol

The College recognizes the dangers posed by the illegal use and abuse of alcoholic beverages and drugs and is committed to strictly abiding by and enforcing all state, federal and local laws governing the possession, use and sale of alcoholic beverages and drugs, including, but not limited to, the Drug Free Workplace Act of 1989 and the Drug Free School and Community Act of 1989.

Students and employees are prohibited from possessing, selling or using alcoholic beverages or illegal drugs on campus or at any College function. Exceptions to this rule with the regard to the use of alcoholic beverages may be made by the President or designee in specific circumstances and designated campus areas.

Students who violate alcohol and drug laws are subject to prosecution by local, state and federal officials, and are subject to disciplinary action under the Student Code of Conduct.

Employees who violate alcohol and drug laws are subject to prosecution by local, state and federal officials, and are subject to disciplinary action under College personnel policies and procedures.

The College publishes detailed information pursuant to the Federal Controlled Substances Act each term in our Schedule of Classes Bulletin; also, the Student Handbook contains information on alcohol and drug laws and policies. Information on alcohol and drug-related health problems and treatment may be obtained through Student Services offices.





# Section B-4



**Palm Beach Community College  
Facilities Department  
Safety Division**

**To: All College Personnel**

**PPM Number:FS-002**

**From: Director of Facilities**

**Issue Date:2/10/06**

**Subject: Automatic External Defibrillator Program**

**Effective Date:2/10/06**

**Revision Date:2/16/07**

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**Contact Position: District Safety Manager**

**Policy:** The ownership and maintenance of Automatic External Defibrillators (AEDs) at Palm Beach Community College shall be in compliance with the following relevant legislation:

- **Cardiac Arrest Survival Act (FS768.1325)**
- **Guidelines for Automated External Defibrillators in State Owned or Leased Facilities (64E-2.039)**
- **AED Training Guidelines (FS401.2915)**
- **Good Samaritan Act (FS768.13)**

**Purpose:** To ensure that Automated External Defibrillators are available for use by persons specifically trained in use of the device.

**Procedure:**

**A. Medical Oversight**

Medical oversight of this program will be the responsibility of the Medical Director for the EMS program

**B. Maintenance**

- Maintenance and testing shall be conducted according to the manufacturer's specifications
- During operating hours Security staff will conduct daily inspections of AEDs installed for general use on the Boca, Glades, Gardens and Lake Worth campus
- During operating hours AEDs at the Historical Building, Fire Academy at Belvedere Rd. and Crimminal Justice Program at Lake Worth will be inspected daily by staff on site

- Documentation shall record the date, location of AED and initials of person performing the inspection
- Documentation of inspections will be maintained in the Security Department on each campus and next to the units at the Historical, and Belvedere Rd. sites and submitted annually by January 15 to the Safety Manager who will store the documentation for a period of three (3) years. Documentation will be reviewed by the oversight committee at the annual February meeting.
- If AED or wall mount case is malfunctioning it will be noted in the documentation and the Chief of Security, the appropriate Facility Manager or Safety Manager will be notified as soon as possible

### C. Location of AEDs

| CAMPUS                     | UNIT # | BUILDING             | SPECIFIC LOCATION  |
|----------------------------|--------|----------------------|--|
|                            |        |                      |  |
| <b>Belle Glade</b>         | 21620  | Dolly Hand Theatre   | Adjacent to the fire alarm panel in the main lobby       |
|                            | 21621  | Classroom Bldg.      | 1st floor main lobby adj. to reg. counter CRA100.1       |
|                            |        |                      |  |
| <b>Boca Raton</b>          | 21637  | Boca Tech.           | Lobby BT100  |
|                            | 21638  | Administration       | Student lounge-across from elevator AD101                |
|                            | 21639  | Classroom Bldg.      | Corridor CA101   |
|                            |        |                      |  |
| <b>Palm Beach Gardens</b>  | 21624  | BB Bldg              | Adjacent to Rescue Assistance sign in vestibule BB111.8  |
|                            | 21623  | AA Bldg              | Adjacent to Rescue Assistance sign in lobby AA100.1      |
|                            | 21625  | Burt Reynolds Bldg.  | West wall corridor outside Men's Room BR100.3            |
|                            | 21622  | Theatre              | Main lobby-west wall, north side AU100                   |
|                            |        |                      |  |
| <b>Historical Building</b> | 21640  | Historical Building  | First floor - room 109                                   |
|                            |        |                      |  |
| <b>Lake Worth</b>          | 21630  | Claude Edwards Bldg  | Kitchen-next to paper towel dispenser                    |
|                            | 21631  | Fitness Center       | Left of Fitness Center door                              |
|                            | 21632  | Cafeteria            | West wall-opposite restrooms                             |
|                            | 21633  | Information Tech.    | South entrance-second floor lobby                        |
|                            | 21627  | Tech. Center         | First floor next to TC126 lobby                          |
|                            | 21626  | Theatre              | Next to Men's room right of the lobby main entrance      |
|                            | 21628  | Allied Health        | First floor next to alarm pad at South lobby entrance    |
|                            | 23544  | Dental               | Across from DH120.5 DH121 corridor                       |
|                            | 21635  | Edu. Trng Bldg. D    | First floor North wall by fire extinguisher              |
|                            | 21629  | Edu. Trng Bldg. B    | Adjacent to room 101 lobby                               |
|                            | 21641  | Edu. Trng Bldg. C    | Adjacent to room 108 next to exterior door and fire ext. |
|                            | 21644  | Edu. Trng Bldg. A    | 2nd floor west wall adjacent to fire hose, stairs        |
|                            | 21636  | Continuing Education | Main lobby next to storeroom door in vestibule           |
|                            | 21634  | Science Bldg. A      | Next to room 110 inside north door in lobby              |
|                            |        |                      |  |
| <b>Portable Units</b>      | 21643  | Lake Worth           | Criminal Justice Dept in CJD 110 Next to the closet door |
|                            | 21642  | Belvedere Rd.        | Fire Academy-North end of Apparatus Bay                  |

#### **D. Training**

- Although training in adult CPR and AED operation is available throughout the state it is also offered at PBCC to staff and faculty members. Staff and faculty members who wish to be certified should renew their training (every two years) according to FL State Guidelines for Automated External Defibrillators (AED) in State Owned or Leased Facilities (64E-2.039)
- Training offered at PBCC will be conducted by certified trainers, according to Red Cross or American Heart Association guidelines and will include CPR training

#### **E. Precautions**

Responder should NOT use an AED in the following situations

- When responding to a trauma victim
- If there is a direct pathway for the flow of electricity between the patient and any other person at the scene
- If the patient is under ninety (90) pounds or eight (8) years of age
- If the scene conditions are such that the responders health or safety would be jeopardized by attempting to use an AED

#### **F. Response to Cardiac Emergencies**

The College will make available AEDs to monitor and render first aid to those people who may need this attention until emergency personnel respond to the scene. Based on the “Good Samaritan Act”, F.S. 768.13, persons are not civilly liable for their actions.

- Survey the scene for responder and victim safety
- Determine unresponsiveness of victim and activate Emergency Response Plan, per Red Cross or American Heart Association training
- If victim is unresponsive, call “911” for Emergency Medical Services (EMS) and obtain the AED closest to the emergency site
- Ensure that Security is notified of the location of the medical emergency
- Place the AED unit near the head of the victim, close to AED operator and push the “OPEN” button
- Prepare and use the unit as prompted by the AED speaker – following the Red Cross or American Heart Association training guidelines
- Upon arrival, EMS will take charge of the victim

#### **G. Procedures Following Use of an AED**

- Security should ensure that the Public Access Automated External Defibrillator Utilization Form, located in the AED case, is fully and correctly completed and delivered to the Safety Manager
- Security should ensure that the used AED is delivered to the Safety Manager where the information electronically stored in the unit will be downloaded and attached to the Accident/Incident Report

- The Safety Manager will ensure that the battery is functioning properly and the supply bag restocked before the unit is placed back in service
- The Safety Manager will notify the members of the oversight committee of the incident

### **Oversight and Program Review**

The following representatives constitute the Palm Beach Community College AED Oversight Committee and will have oversight of this AED program. Committee duties include incident review and an annual review of the process and program during the month of February.

- Medical Director for the EMS program
- Safety Manager
- Risk Manager
- Chief of Security

### **Attachments:**

FS-002.a Public Access Automated External Defibrillation Utilization Form

FS-002.b AED Operation Log

FS-002.c Cardiac Arrest Survival Act FS768.1325

FS-002.d Guidelines for Automated External Defibrillators (AED) in State Owned or Leased Facilities. FL Admin. Code 64E-2.039

FS-002.e Training Guidelines FS401.2915

FS-002.f Good Samaritan Act; immunity from civil liability FS768.13

**Division Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Attachment FS-002.a

**Palm Beach Community College**  
**Public Access Automated External Defibrillation Utilization Form**  
Use this form to report any event, incident or situation that resulted in the use of an AED

AED provider name and organization: **Palm Beach Community College**

Location of victim: \_\_\_\_\_

Date of incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Name and contact information for victim, if known \_\_\_\_\_

\_\_\_\_\_

Name and contact information of person(s) who found the victim: \_\_\_\_\_

\_\_\_\_\_

Name and contact information for person(s) who determined victim was unresponsive:

\_\_\_\_\_

Name of and contact information for person(s) who operated the AED: \_\_\_\_\_

\_\_\_\_\_

Did the victim have a pulse? ☐ Yes ☐ No How was the pulse checked? \_\_\_\_\_

Was the victim breathing? ☐ Yes ☐ No How was the breathing checked? \_\_\_\_\_

Was EMS (911) called? ☐ Yes ☐ No If Yes, what time did that happen? \_\_\_\_\_

Briefly describe the event, incident, or situation that resulted in the AED being used:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was the AED applied to the victim? ☐ Yes ☐ No If yes, describe what actions the AED advised and how many times the patient was defibrillated:

\_\_\_\_\_

\_\_\_\_\_

**Status of patient at the time EMS personnel arrived:**

Did the victim have a pulse ☐ Yes ☐ No How was pulse checked? \_\_\_\_\_

Was the victim breathing? ☐ Yes ☐ No How was breathing checked? \_\_\_\_\_

Name of person completing this form: \_\_\_\_\_

Date completed \_\_\_\_\_

Contact Information \_\_\_\_\_

**Return this form to: Security Office at Palm Beach Community College**



Attachment FS-002.b

**PALM BEACH GARDENS  
AED OPERATION LOG**

| Day →   | Mon | Tues | Wed | Thu | Fri | Sat | Sun |
|---|-----|------|-----|-----|-----|-----|-----|
| <b>Indicate check completed by placing date &amp; initial under appropriate day in the AED location row</b> |     |      |     |     |     |     |     |
| <b>AED Locations ↓</b>  |     |      |     |     |     |     |     |
| <b>1. BB Bldg. –</b><br>Adjacent to Rescue Assistance sign BB<br>111.8 Vestibule                            |     |      |     |     |     |     |     |
| <b>2. AA Bldg. –</b><br>Adjacent to Rescue Assistance sign AA<br>100.1 Lobby                                |     |      |     |     |     |     |     |
| <b>3. Burt Reynolds –</b><br>West wall outside Men's Room<br>BR 100.3 Corridor                              |     |      |     |     |     |     |     |
| <b>4. Theatre – Main</b><br>Lobby West wall,<br>North side AU 100   |     |      |     |     |     |     |     |
| Date of inspection  |     |      |     |     |     |     |     |
| <b>1. BB Bldg. –</b><br>Adjacent to Rescue Assistance sign BB<br>111.8 Vestibule                            |     |      |     |     |     |     |     |
| <b>2. AA Bldg. –</b><br>Adjacent to Rescue Assistance sign AA<br>100.1 Lobby                                |     |      |     |     |     |     |     |
| <b>3. Burt Reynolds –</b><br>West wall outside Men's Room<br>BR 100.3 Corridor                              |     |      |     |     |     |     |     |
| <b>4. Theatre – Main</b><br>Lobby West wall,<br>North side AU 100   |     |      |     |     |     |     |     |
| Date of inspection  |     |      |     |     |     |     |     |
| <b>♦Indicate AED number, and time and method used to report malfunction</b>                                 |     |      |     |     |     |     |     |

**♦Indicate malfunctioning AED or Wall Mount Case in the above space and notify the Chief of Security, the appropriate Facility Manager or the Safety Manager by phone and Work Order**



## The 2005 Florida Statutes

Title XLV

TORTS

Chapter 768

NEGLIGENCE

[View Entire Chapter](#)

### **§768.1325 Cardiac Arrest Survival Act; immunity from civil liability.--**

(1) This section may be cited as the "Cardiac Arrest Survival Act."

(2) As used in this section:

(a) "Perceived medical emergency" means circumstances in which the behavior of an individual leads a reasonable person to believe that the individual is experiencing a life-threatening medical condition that requires an immediate medical response regarding the heart or other cardiopulmonary functioning of the individual.

(b) "Automated external defibrillator device" means a defibrillator device that:

1. Is commercially distributed in accordance with the Federal Food, Drug, and Cosmetic Act.

2. Is capable of recognizing the presence or absence of ventricular fibrillation, and is capable of determining without intervention by the user of the device whether defibrillation should be performed.

3. Upon determining that defibrillation should be performed, is able to deliver an electrical shock to an individual.

(c) "Harm" means damage or loss of any and all types, including, but not limited to, physical, nonphysical, economic, noneconomic, actual, compensatory, consequential, incidental, and punitive damages or losses.

(3) Notwithstanding any other provision of law to the contrary, and except as provided in subsection (4), any person who uses or attempts to use an automated external defibrillator device on a victim of a perceived medical emergency, without objection of the victim of the perceived medical emergency, is immune from civil liability for any harm resulting from the use or attempted use of such device. In addition, any person who acquired the device, including, but not limited to, a community association organized under chapter 617, chapter 718, chapter 719, chapter 720, chapter 721, or chapter 723, is immune from such liability, if the harm was not due to the failure of such acquirer of the device to:

(a) Notify the local emergency medical services medical director of the most recent placement of the device within a reasonable period of time after the device was placed;

(b) Properly maintain and test the device; or

(c) Provide appropriate training in the use of the device to an employee or agent of the acquirer when the employee or agent was the person who used the device on the victim, except that such requirement of training does not apply if:

1. The employee or agent was not an employee or agent who would have been reasonably expected to use the device; or

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2. The period of time elapsing between the engagement of the person as an employee or agent and the occurrence of the harm, or between the acquisition of the device and the occurrence of the harm in any case in which the device was acquired after engagement of the employee or agent, was not a reasonably sufficient period in which to provide the training.

(4) Immunity under subsection (3) does not apply to a person if:

(a) The harm involved was caused by that person's willful or criminal misconduct, gross negligence,

reckless disregard or misconduct, or a conscious, flagrant indifference to the rights or safety of the victim who was harmed;

(b) The person is a licensed or certified health professional who used the automated external defibrillator device while acting within the scope of the license or certification of the professional

and within the scope of the employment or agency of the professional;

(c) The person is a hospital, clinic, or other entity whose primary purpose is providing health care directly to patients, and the harm was caused by an employee or agent of the entity who used the device while acting within the scope of the employment or agency of the employee or agent;

(d) The person is an acquirer of the device who leased the device to a health care entity, or who otherwise provided the device to such entity for compensation without selling the device to the entity, and the harm was caused by an employee or agent of the entity who used the device while acting within the scope of the employment or agency of the employee or agent; or (e) The person is the manufacturer of the device.

(5) This section does not establish any cause of action. This section does not require that an automated external defibrillator device be placed at any building or other location or require an acquirer to make available on its premises one or more employees or agents trained in the use of the device.

(6) An insurer may not require an acquirer of an automated external defibrillator device which is a community association organized under chapter 617, chapter 718, chapter 719, chapter 720, chapter 721, or chapter 723 to purchase medical malpractice liability coverage as a condition of issuing any other coverage carried by the association, and an insurer may not exclude damages resulting from the use of an automated external defibrillator device from coverage under a general

liability policy issued to an association.

**History.**--s. 1, ch. 2001-76; s. 3, ch. 2004-345; s. 3, ch. 2004-353.

**1Note.**--Section 4, ch. 2001-76, provides that:

"No later than January 1, 2003, the Secretary of the Department of Health shall adopt rules to establish guidelines on the appropriate placement of automated external defibrillator devices in buildings or portions of buildings owned or leased by the state, and shall establish, by rule, recommendations on procedures for the deployment of automated external defibrillator devices in such buildings in accordance with the guidelines. The Secretary of the Department of Management

Services shall assist the Secretary of the Department of Health in the development of the guidelines. The guidelines for the placement of the automated external defibrillators shall take into account the typical number of employees and visitors in the buildings, the extent of the need for security measures regarding the buildings, special circumstances in buildings or portions of buildings such as high electrical voltages or extreme heat or cold, and such other factors as the Secretaries determine to be appropriate. The Secretary of the Department of Health's recommendations for deployment of automated external defibrillators in buildings or portions of buildings owned or leased by the state shall include:

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"(a) A reference list of appropriate training courses in the use of such devices, including the role of cardiopulmonary resuscitation;

"(b) The extent to which such devices may be used by laypersons;

"(c) Manufacturer recommended maintenance and testing of the devices; and

"(d) Coordination with local emergency medical services systems regarding the incidents of use of the devices.

"In formulating these guidelines and recommendations, the Secretary may consult with all appropriate public and private entities, including national and local public health organizations that seek to improve the survival rates of individuals who experience cardiac arrest."

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**64E-2.039 Guidelines for Automated External Defibrillators (AED) in State Owned or Leased Facilities.**

(1) Management of any state owned or leased facilities considering the placement of AEDs should seek cooperation of facility personnel and local training, medical, and emergency response resources.

(2) An AED is obtained by a prescription from a licensed physician. The prescription must accompany the order for the AED.

(3) Several elements should be considered to determine the appropriate number, placement, and access system for AEDs. Facility managers should consider:

(a) Physician oversight provided by either a facility's medical staff or contracted through a designated physician. A physician should be involved as a consultant in all aspects of the program. (b) Response Time: The optimal response time is 3 minutes or less. This interval begins from the moment a person is identified as needing emergency care to when the AED is at the side of the victim. Survival rates decrease by 7 to 10 percent for every minute that defibrillation is delayed.

(c) Lay Responder or Rescuer Training.

1. Pursuant to Section 401.2915(1), F.S., all persons who use an AED shall have the required training.

2. Overall effectiveness of AEDs shall be improved as the number of trained personnel increases. Where possible, facility managers should establish in-house training programs on a routine basis.

3. Cardiopulmonary resuscitation and AED training can be obtained from a nationally recognized organization.

4. In addition to training on use of the AED, it is important for lay responders or rescuers to be trained on the maintenance and operation of the specific AED model in the facility.

5. Training is not a one-time event and formal refresher training should be conducted at least every 2 years. Computer-based programs and video teaching materials permit more frequent review. Facility management should make periodic contact with a training entity to assure that advances in techniques and care are incorporated into their program. In addition to formal annual recertification, mock drills and practice sessions are important to maintain current knowledge and a reasonable comfort level by lay responders or rescuers. The intervals for conducting these exercises should be established in consultation with the physician providing medical oversight.

(d) Demographics of the Facility's Workforce: Management should examine the make up of the resident workforce and consider the age profile of workers. Facilities hosting large numbers of visitors are more likely to experience an event, and an appraisal of the demographics of visitors should be included in an assessment. Facilities where strenuous work is conducted are more likely to experience an event. Specialty areas within facilities such as exercise and work out rooms should be considered to have a higher risk of an event than areas where there is minimal physical activity. (e) Physical Layout of Facility: Response time should be calculated based upon how long it will take for a lay responder or rescuer with an AED and walking at a rapid pace to reach a victim. Large facilities and buildings with unusual designs, elevators,

campuses with several separate buildings, and physical impediments all present unique challenges. In some larger facilities, it may be necessary to incorporate the use of properly equipped “golf cart” style conveyances to accommodate time and distance conditions.

(f) Suggestions for proper placement of AEDs:

1. A secure location that prevents or minimizes the potential for tampering, theft, and/or misuse, and precludes access by unauthorized users.
2. An easily accessible position (e.g., placed at a height so those shorter individuals can reach and remove, unobstructed access).
3. A location that is well marked, publicized, and known among trained staff. Periodic “tours” of locations are recommended.
4. A nearby telephone that can be used to call backup, security, or 911.
5. Written protocols addressing procedures for activating the local emergency medical services system. These protocols should include notification of EMS personnel of the quantity, brands, and locations of AEDs within the facility.
6. Equipment stored in a manner whereby the removal of the AED automatically notifies security, EMS, or a central control center. If such automatic notification is not possible, emphasis should be placed on notification procedures and equipment placement in close proximity to a telephone.

(g) It is recommended that additional items necessary for a successful rescue be placed in a bag and be stored with the AED.

Following are items that may be necessary for successful utilization of the AED:

1. Simplified directions for CPR and use of the AED.
2. Non-latex protective gloves.
3. Appropriate sizes of CPR face masks with detachable mouthpieces, plastic or silicone face shields, one-way valves, or other type of barrier device that can be used in mouth to mouth resuscitation.
4. Pair of medium sized bandages.
5. Spare battery and electrode pads.
6. Two biohazard or medical waste plastic bags.
7. Pad of paper and pen for writing.
8. Absorbent towel.

*Specific Authority Chapter 2001-76, L.O.F., House Bill 1429. Law Implemented Chapter 2001-76, L.O.F., House Bill 1429. History–New 11-3-02.*

Attachment FS-002.e

## The 2005 Florida Statutes

Title XXIX

PUBLIC

HEALTH

Chapter 401

MEDICAL TELECOMMUNICATIONS AND  
TRANSPORTATION

[View Entire](#)

Chapter

**401.2915 Automated external defibrillators.**--It is the intent of the Legislature that an automated external defibrillator may be used by any person for the purpose of saving the life of another person in cardiac arrest. In order to ensure public health and safety:

(1) All persons who use an automated external defibrillator must obtain appropriate training, to include completion of a course in cardiopulmonary resuscitation or successful completion of a basic

first aid course that includes cardiopulmonary resuscitation training, and demonstrated proficiency in the use of an automated external defibrillator.

(2) Any person or entity in possession of an automated external defibrillator is encouraged to register with the local emergency medical services medical director the existence and location of the automated external defibrillator.

(3) Any person who uses an automated external defibrillator shall activate the emergency medical services system as soon as possible upon use of the automated external defibrillator.

(4) Each local and state law enforcement vehicle may carry an automated external defibrillator.

**History.**--s. 1, ch. 97-34; s. 3, ch. 2001-76; s. 1, ch. 2005-109.

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## The 2005 Florida Statutes

Title XLV

TORTS

Chapter 768

NEGLIGENCE

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### **768.13 Good Samaritan Act; immunity from civil liability.--**

(1) This act shall be known and cited as the "Good Samaritan Act."

(2)(a) Any person, including those licensed to practice medicine, who gratuitously and in good faith renders emergency care or treatment either in direct response to emergency situations related to and arising out of a public health emergency declared pursuant to s. 381.00315, a state of emergency which has been declared pursuant to s. 252.36 or at the scene of an emergency outside of a hospital, doctor's office, or other place having proper medical equipment, without objection of the injured victim or victims thereof, shall not be held liable for any civil damages as a result of such care or treatment or as a result of any act or failure to act in providing or arranging

further medical treatment where the person acts as an ordinary reasonably prudent person would have acted under the same or similar circumstances.

(b)1. Any health care provider, including a hospital licensed under chapter 395, providing emergency services pursuant to obligations imposed by 42 U.S.C. s. 1395dd, s. 395.1041, s. 395.401, or s. 401.45 shall not be held liable for any civil damages as a result of such medical care

or treatment unless such damages result from providing, or failing to provide, medical care or treatment under circumstances demonstrating a reckless disregard for the consequences so as to affect the life or health of another.

2. The immunity provided by this paragraph applies to damages as a result of any act or omission of providing medical care or treatment, including diagnosis:

a. Which occurs prior to the time the patient is stabilized and is capable of receiving medical treatment as a nonemergency patient, unless surgery is required as a result of the emergency within a reasonable time after the patient is stabilized, in which case the immunity provided by this paragraph applies to any act or omission of providing medical care or treatment which occurs prior to the stabilization of the patient following the surgery.

b. Which is related to the original medical emergency.

3. For purposes of this paragraph, "reckless disregard" as it applies to a given health care provider

rendering emergency medical services shall be such conduct that a health care provider knew or should have known, at the time such services were rendered, created an unreasonable risk of injury so as to affect the life or health of another, and such risk was substantially greater than that which is necessary to make the conduct negligent.

4. Every emergency care facility granted immunity under this paragraph shall accept and treat all emergency care patients within the operational capacity of such facility without regard to ability to pay, including patients transferred from another emergency care facility or other health care provider pursuant to Pub. L. No. 99-272, s. 9121. The failure of an emergency care facility to comply with this subparagraph constitutes grounds for the department to initiate disciplinary action against the facility pursuant to chapter 395.

(c)1. Any health care practitioner as defined in s. 456.001(4) who is in a hospital attending to a patient of his or her practice or for business or personal reasons unrelated to direct patient care, and who voluntarily responds to provide care or treatment to a patient with whom at that time the

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practitioner does not have a then-existing health care patient-practitioner relationship, and when such care or treatment is necessitated by a sudden or unexpected situation or by an occurrence that demands immediate medical attention, shall not be held liable for any civil damages as a

result of any act or omission relative to that care or treatment, unless that care or treatment is proven to amount to conduct that is willful and wanton and would likely result in injury so as to affect the life or health of another.

2. The immunity provided by this paragraph does not apply to damages as a result of any act or omission of providing medical care or treatment unrelated to the original situation that demanded immediate medical attention.

3. For purposes of this paragraph, the Legislature's intent is to encourage health care practitioners

to provide necessary emergency care to all persons without fear of litigation as described in this paragraph.

(d) Any person whose acts or omissions are not otherwise covered by this section and who participates in emergency response activities under the direction of or in connection with a community emergency response team, local emergency management agencies, the Division of Emergency Management of the Department of Community Affairs, or the Federal Emergency Management Agency is not liable for any civil damages as a result of care, treatment, or services provided gratuitously in such capacity and resulting from any act or failure to act in such capacity in providing or arranging further care, treatment, or services, if such person acts as a reasonably prudent person would have acted under the same or similar circumstances.

(3) Any person, including those licensed to practice veterinary medicine, who gratuitously and in good faith renders emergency care or treatment to an injured animal at the scene of an emergency

on or adjacent to a roadway shall not be held liable for any civil damages as a result of such care or treatment or as a result of any act or failure to act in providing or arranging further medical treatment where the person acts as an ordinary reasonably prudent person would have acted under

the same or similar circumstances.

**History.**--ss. 1, 2, ch. 65-313; s. 1, ch. 78-334; s. 62, ch. 86-160; s. 46, ch. 88-1; s. 4, ch. 88-173; s.

42, ch. 88-277; s. 1, ch. 89-71; s. 37, ch. 91-110; s. 33, ch. 93-211; s. 3, ch. 97-34; s. 1164, ch. 97-

102; s. 2, ch. 2001-76; s. 3, ch. 2002-269; s. 65, ch. 2003-416; s. 1, ch. 2004-45.

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# Section B-5



# **Palm Beach Community College**

*Florida's First Public Community College*



## **CHEMICAL HYGIENE PLAN**

**2007**

# **PALM BEACH COMMUNITY COLLEGE**

## **CHEMICAL HYGIENE PLAN**

**2007**

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## **PALM BEACH COMMUNITY COLLEGE CHEMICAL HYGIENE PLAN**

### **Purpose**

- A. The purpose of the Palm Beach Community College Chemical Hygiene Plan is to provide guidance on the handling of chemicals in compliance with the Federal OSHA Occupational Exposure to Hazardous Chemicals Standard (29 CFR 1910.1450). The procedures described are those generally applicable to the safe handling of chemicals. Actual procedures shall be based on the specific hazards of the chemicals in use.
- B. Procedures for investigation of possible over exposure to chemicals or alleged health effects resulting from chemical exposures, including methods for medical evaluation and/or consultation.
- C. Criteria for implementation of control measures to reduce employee exposure to hazardous chemicals and special control measures to be implemented prior to handling extremely hazardous chemicals.
- D. Methods of compliance as they apply to Material Safety Data Sheets (MSDS). Which will include the acquiring, maintenance and availability of **MSDS**. Employee training both initial and annual will be outlined in the plan.

**1. Guidelines for working with laboratory chemicals**

- A. Institute a Chemical Hygiene Program which is available to all persons involved in the Science programs
- B. Follow posted laboratory rules and procedures
- C. Minimize all chemical exposures by using a working fume hood whenever possible
- D. Provide adequate ventilation where fume hoods are not available
- E. Acquire and maintain appropriate chemical labeling system

## **2. Laboratory Safety, Chemical Storage and Inventory**

### **A Safety Equipment**

1. All chemistry laboratories are equipped with working fume hoods, eyewash stations, fire extinguishers, fire alarms, fire blankets, first aid kits, chemical spill control equipment and automatic shut off switches for gas and electric.
2. All chemistry laboratory areas have emergency communication equipment
3. All chemistry laboratories have access to MSDS for chemicals used in that laboratory.

### **B Personal Protective Equipment**

1. Each program participant is responsible for obtaining federally regulated eye protection.
2. Each chemistry laboratory is equipped with laboratory aprons and vinyl gloves when required.
3. Where required, appropriate respiratory protection will be provided.

### **C Chemical Storage**

1. The designated chemical storage facility is equipped with a fire alarm, appropriate sprinkler system, non sparking lights and switches, appropriate fire extinguishing system, various spill control equipment and separate mechanical ventilation system. The room is inspected weekly.
2. Various acids, caustics, solvents and chemical wastes are stored in separate areas, according to their chemical properties.

## **D Chemical Inventory and Labeling**

1. The Science Department Specialist will be responsible for keeping an annual chemical inventory for their department.
2. Chemical container labeling will be the responsibility of the Science Department Specialist

## **3. Housekeeping and Maintenance**

### **A Cleaning**

1. Daily upkeep of the laboratories is maintained through the Science Department Specialist office.
2. Routine cleaning of the floors is done through the PBCC Facilities Department.

### **B Maintenance**

The Science Department Specialist routinely inspects eyewash fountains and safety showers as part of the preventative maintenance program.

## **4. Material Safety Data Sheets (MSDS)**

- A. The Science Department Specialist is responsible for acquiring and maintaining the necessary MSDS.
- B. The MSDS are filed alphabetically by common name, e.g., Acetone.
- C. The MSDS are located in an area accessible to all laboratories and chemical storage areas.



## **5. Waste Disposal**

- A. It will be the responsibility of the Science Department Specialist to collect and document materials used in the lab that require special disposal methods. Disposal information will be obtained from MSDS as well as known reference material on the safe handling, storage and disposal of hazardous chemicals.
- B. Hazardous waste will be collected and stored in appropriately constructed and labeled containers until a qualified hazardous waste transporter removes it for disposal. The Facilities Department will arrange for this Hazardous Chemical Disposal service.
- C. The Safety Manager will maintain Hazardous Waste Manifests for three (3) years from date of pick up.

## **6. Outside Contractors**

The Facilities Department will communicate with the Science Department Specialist before a project is scheduled in the area of chemical laboratories or chemical storage to ensure that the contractor is provided with hazardous chemical information pertinent to the project.

## **7. Spills and Accidents**

- A. The Palm Beach Community College Emergency Evacuation Plan will be distributed to faculty and staff as part of the Safety Manual.
- B. Spill control procedures for each chemical are detailed in the MSDS. Appropriate spill control materials are located in areas where acids, caustics and solvents are routinely used or stored.

- C. In the event a program participant is known or suspected to have been exposed to a toxic chemical:
1. Personal decontamination is to be done immediately following exposure. The decontamination procedure for each chemical is described in the MSDS.
  2. Notification is to be made to the program participant that he/she has the right to a medical consultation to determine if a medical evaluation should be performed. Documentation of the incident will be filed in the Human Resources Department.
  3. If a medical evaluation is conducted, the exposed individual shall be notified in writing of all findings, medical opinions and recommendations.

## **8. Basic Rules and Procedures for Working with Chemicals**

- DO:**
- Keep only the amount of chemical needed to do the immediate lab procedure
  - Perform lab work in the lab, not in storage or other areas
  - Store toxic substances in approved containers that are housed in ventilated, identified and locked storage areas
  - Check stored chemicals regularly for deterioration and broken containers
  - Dispose of chemicals, broken glass and other waste in approved receptacles
  - Clean up broken glass and spills immediately
  - Keep the lab clean and neat
  - Learn how to dispose of materials safely and legally
  - Know what to do in an emergency
  - Avoid using damaged glassware
  - Avoid storing chemicals near heat or sunlight, or near other substances with which they might react
  - Use a cart or chemical carrier to transport chemicals between the Lab and storeroom
  - Know where chemicals should be stored; avoid permanent storage in hoods or on bench tops
  - Store materials above the floors to avoid tripping hazards
  - Avoid keeping chemicals that are no longer needed

- Avoid leaving equipment unattended when in operation
- Be alert to unsafe conditions and seek correction when detected
- Avoid behavior, which might confuse, startle or distract others working in the lab
- Avoid working alone in the building

## 9. **Training**

### A. **Initial Awareness and Training**

Upon hire, employees shall receive information regarding occupational Exposure to Hazardous material as well as information contained in the Chemical Hygiene Program. Students receive this information as part of their laboratory curriculum.

### B **Annual Training**

Employees at risk of occupational exposure to hazardous material will receive annual training within their departments.

Training for Science Department faculty and staff will include:

1. Details of the Palm Beach Community College Chemical Hygiene Plan including an explanation of the following:
  - a. Location and availability of the Chemical Hygiene Plan
  - b. Basic Rules and Procedures for working with chemicals
  - c. Labeling system
  - d. Material Safety Data Sheets
  - e. Personal Protective Equipment
  - f. Disposal of hazardous waste
2. Safety and health hazards of the chemicals encountered in the Science Lab
3. Signs and symptoms associated with exposure to hazardous chemicals used in the lab

4. Detection and management of hazardous chemical spill
5. Required procedures following an Accident/Incident in the Lab
6. Contents of the Occupational Exposure to Hazardous Chemicals in Laboratories; Final Rule

## **10. Records**

### **A. Chemical Hygiene Plan**

Palm Beach Community College Chemical Hygiene Plan is designed to bring this facility in compliance with current knowledge and regulations. It is the responsibility of the Science Department Specialist and College Safety Manager to review and update this plan annually.

### **B. High Risk Substances**

The Science Department Specialist will maintain inventory and usage records for high-risk substances.

### **C. Accident/Incident Reports**

The Human Resources Department will maintain copies of all Accident/Incident Reports involving the Science Department personnel.

### **D. Training Records**

The Science Department Specialist will maintain safety-training records for a period of three (3) years from date of training.

## **APPENDIX A**

### **Occupational Exposure to Hazardous Chemicals in Laboratories**

OSHA Standard Part 1910.1450

Click on the link to see <http://www.osha.gov>

# Section B-6



**Palm Beach Community College**

*Florida's First Public Community College*



**CRITICAL INCIDENT MANAGEMENT PLAN**

**2007**

## **CRITICAL INCIDENT MANAGEMENT PLAN**

The Critical Incident Management Plan outlines procedures for employees and students to follow if a critical incident occurs on campus. A **critical incident** is an interruption from a normal state of functioning, producing significant reactions such as turmoil and instability in the system. It is further defined as an incident where employees, students and visitors perceive that they are in danger and there is a need for immediate action to prevent loss of life, injuries or damage to property.

### **Strategies**

A. Maintain a plan to deal with critical incidents which includes the following:

1. Identify source of threat
  - Student, visitor or unknown others
  - Employees
  - Natural phenomena
2. Identify level of disruption
  - Mildly disruptive
  - Moderately disruptive
  - Severely disruptive
3. Identify critical incident management procedures

B. Educate faculty, staff and students on policies and procedures for critical incident management.

The offices of Human Resources and Student Services will be responsible for training faculty, staff and students on crisis resolution as outlined in the plan. This training will include recognition, intervention, resolution and documentation pertaining to critical incidents.



### C. Implementation of the Critical Incident Management Plan

#### 1. **Identify participants of Critical Incident Management Team**

The Supervisor of Safety & Security and/or the Vice President of Administration and Business Services and/or the President will appoint members of the Critical Incident Management Team. Appointed members will be determined by the nature and severity of the incident as outlined on the Critical Incident Management Team Chart.

#### 2. **Identify duties of the Critical Incident Management Team**

##### Immediate Action

- Determine who is in charge
- Notify the members of the Critical Incident Management Team
- Conduct initial assessment

##### Subsequent Action

- Determine resources that might be needed to manage the incident including additional staff and equipment
- Advise appropriate members of Administration of incident status
- Determine if evacuation or relocation is required
- Advise College Relations and Marketing of notification necessary to manage incident

##### Follow Up

- Continuation of operations
- Support to students, staff and faculty affected by incident
- Critique of response

## CRITICAL INCIDENT MANAGEMENT CHART

### Threat: Student, Visitor or Unknown Others

| Level of Disruption   | Immediate Action   | Subsequent Action   | Follow Up   |
|-----------------------|--|---|---|
| Mildly Disruptive     | Discussion between student/visitor and faculty or staff at the scene   | Contact Security  | Contact Student Services for follow up as required  |
| Moderately Disruptive | <ul style="list-style-type: none"> <li>• Ensure there is no immediate danger to persons in the area</li> <li>• Advise student or visitor to cease disruptive activity immediately</li> </ul> | <ul style="list-style-type: none"> <li>• Contact Student Services for incidents involving students</li> <li>• Contact Security</li> </ul> | <ul style="list-style-type: none"> <li>• Student Services will follow up on incidents involving students.</li> <li>• Security will follow up with incidents involving visitors/unknown others as required.</li> </ul> |
| Severely Disruptive   | <ul style="list-style-type: none"> <li>• Take appropriate action to protect persons at the scene</li> <li>• Contact Security and/or call 911</li> </ul>                                      | Contact Student Services  | <ul style="list-style-type: none"> <li>• Student: Contact Student Services</li> <li>• Visitor/Unknown Other: Security will contact local authorities</li> </ul>   |

## CRITICAL INCIDENT MANAGEMENT CHART

### Threat: Employee

| Level of Disruption   | Immediate Action   | Subsequent Action   | Follow Up                            |
|-----------------------|--|---|--------------------------------------|
| Mildly Disruptive     | Discussion between employee and supervisor   | Documentation at department level for incidents beyond first occurrence                         | As determined by supervisor          |
| Moderately Disruptive | <ul style="list-style-type: none"><li>• Discussion between employee and supervisor</li><li>• Contact Security</li></ul>                              | Supervisor contact Department Chair/Head and Human Resources                                    | Human Resources to monitor situation |
| Severely Disruptive   | <ul style="list-style-type: none"><li>• Take appropriate action to protect persons at the scene</li><li>• Contact Security and/or call 911</li></ul> | Supervisor and Department Chair/Head discuss situation with Human Resources as soon as possible | Human Resources to manage resolution |

## CRITICAL INCIDENT MANAGEMENT CHART

### Threat: Natural Phenomena

| Level of Disruption   | Immediate Action   | Subsequent Action  | Follow Up  |
|-----------------------|--|--|--|
| Mildly Disruptive     | Take appropriate action to protect persons at the scene  | Secure incident area and notify supervisor                           | Submit Facilities work order for maintenance and custodial needs if required |
| Moderately Disruptive | <ul style="list-style-type: none"><li>• Take appropriate action to protect persons at the scene</li><li>• Contact Security and department Chair/Head</li></ul> | Advise Plant Supervisor of immediate maintenance and custodial needs | Advise supervisor of any ongoing impact                                      |
| Severely Disruptive   | <ul style="list-style-type: none"><li>• Take appropriate action to protect persons at the scene</li><li>• Contact Security<br/>And/or call 911</li></ul>       | Advise supervisor of any ongoing impact                              | Take appropriate measures to resume business                                 |

#### Chemical Spills

- [http://www.pbcc.edu/documents/Safety\\_and\\_Security/Safety%20Manuel%20BLACK.doc#\\_Toc158093338](http://www.pbcc.edu/documents/Safety_and_Security/Safety%20Manuel%20BLACK.doc#_Toc158093338)

#### Animal Control Procedures

- <http://www.pbcc.edu/x5955.xml>

#### Exposure Control Plan

- [http://www.pbcc.edu/documents/Safety\\_and\\_Security/Safety%20Manuel%20BLACK.doc#\\_Toc158093337](http://www.pbcc.edu/documents/Safety_and_Security/Safety%20Manuel%20BLACK.doc#_Toc158093337)

#### Alarm Response (fire alarms, bomb threats or other similar life threatening emergencies)

- [http://www.pbcc.edu/documents/Safety\\_and\\_Security/Safety%20Manuel%20BLACK.doc#\\_Toc158093341](http://www.pbcc.edu/documents/Safety_and_Security/Safety%20Manuel%20BLACK.doc#_Toc158093341)

#### Procedures for Persons with Disabilities

- [http://www.pbcc.edu/documents/Safety\\_and\\_Security/Safety%20Manuel%20BLACK.doc#\\_Toc158093343](http://www.pbcc.edu/documents/Safety_and_Security/Safety%20Manuel%20BLACK.doc#_Toc158093343)



# Section B-7





# **Palm Beach Community College**

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## **EMERGENCY CLOSING PLAN**

**2007**

## **Emergency Closing Procedures**

An emergency closing is an organized event that is the result of a natural or industrial incident. Upon notification of emergency closing the Administration or Director of Facilities will identify those who are to remain on campus as long as is necessary to complete required business associated with the closing.

### **A. Notification of emergency closing**

The President or Vice President of Administration and Business Services will notify the following of an emergency closing.

- Vice Presidents
- Director of College Relations and Marketing
- Director of Facilities
- Campus Provost's
- Safety Manager

Vice President's will contact:

- College Division Staff

Director of College Relations and Marketing will contact:

- Media
- College Information Center

Director of Facilities will contact:

- Safety Manager
- Facilities Department
- Risk Management Department
- Information Technology

Campus Provost's will contact:

- Deans
- Faculty and Staff

## **B. Emergency closing procedures**

### **ADMINISTRATION:**

- Establish command center
- Identify members of Administration that will stay on site as long as is necessary to complete required business associated with the closing
- If possible determine when normal business will resume
- Authorize Information Technology Department to install college closing message on each college phone
- Authorize College Relations and Marketing to coordinate media announcement

### **FACILITIES:**

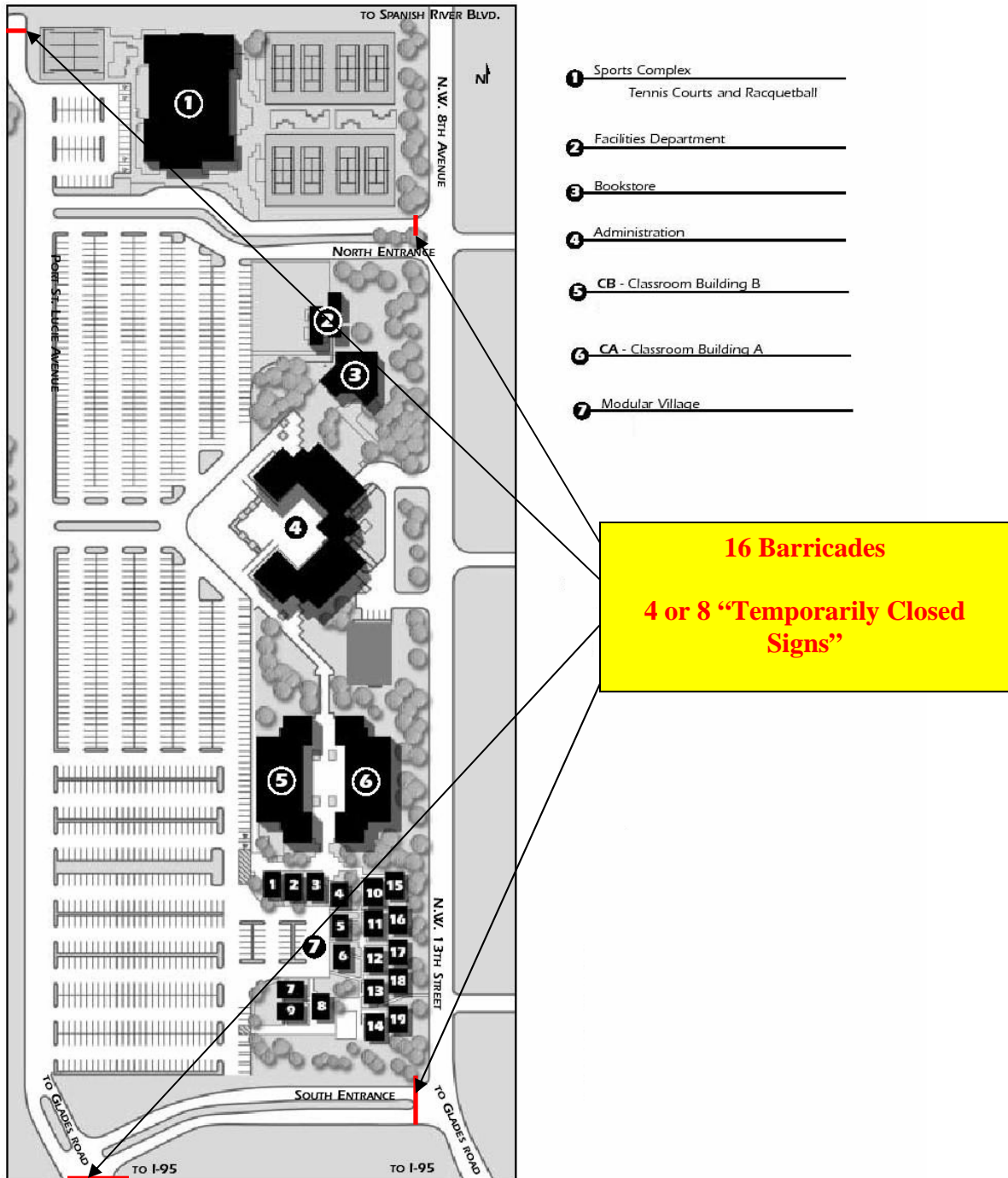
- Security and members of Administration notify faculty and staff of closing
- Assist Theatre staff/Information Technology in changing LED sign to indicate college closing
- Install barricades and closing signs as indicated on Emergency Closing Plan maps
- Security- direct outgoing traffic and deflect incoming traffic
- Security- secure campus buildings

# Boca Emergency Closing Map

## PBCC AT BOCA RATON

3000 SAINT LUCIE AVENUE, BOCA RATON, FL 33431-6490

561-393-PBCC



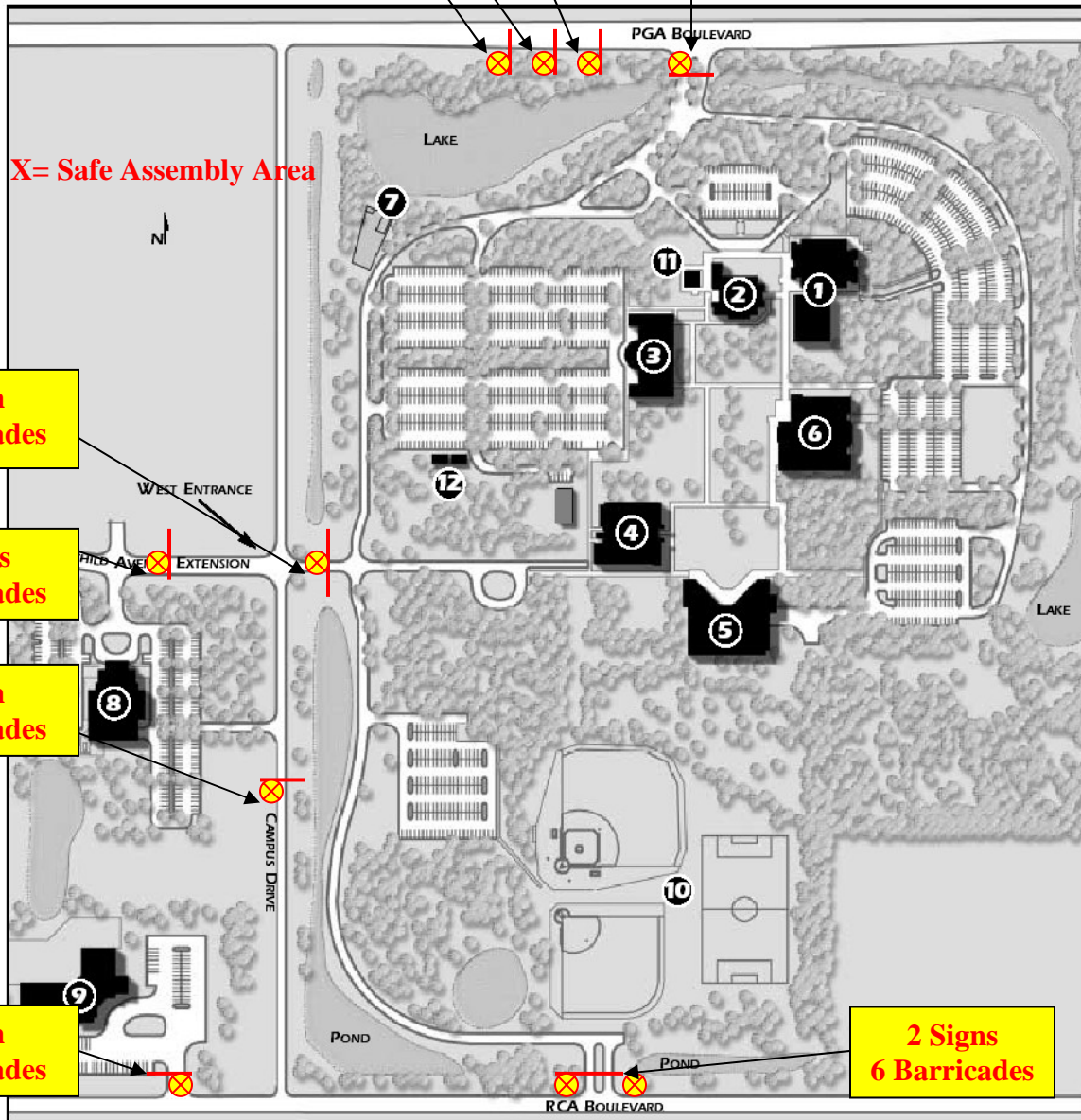
# Gardens Emergency Closing Map

## PBCC AT PALM BEACH GARDENS

3160 PGA BLVD, PALM BEACH GARDENS, FL 33410-2893

561-624-PBCC

X= Safe Assembly Area



**1** AA Classroom Building  
Faculty Offices  
Campus Service Center

**2** Administration  
1st Floor:  
Student Services  
Admissions  
Registration  
Financial Aid  
Cashier  
Security  
2nd Floor:  
Provost  
Academic Dean  
Associate Dean  
Early Learning Services

**3** BB Classroom Building  
Meldon Lecture Hall  
Art Gallery  
Art Lab  
CPI - Math Lab  
Career & Technical  
Education

**4** Phillip D. Lewis Center  
Radiography  
Respiratory Care  
EMT  
Computer Science

**5** Burt Reynolds Student Center  
Advisement  
Career Resources  
Disabled Students  
Student Activities  
Bookstore  
Cafeteria

**6** LLRC Building  
Library  
Law Library  
Media Services  
Science Lab  
Film Technology  
CPI-English/Reading Lab

**7** Greenhouse

**8** Eissey Campus Theatre

**9** Center for Early Learning

**10** Sports Fields  
Baseball, Softball,  
Soccer

**11** Security

**12** Facilities

[illegible]

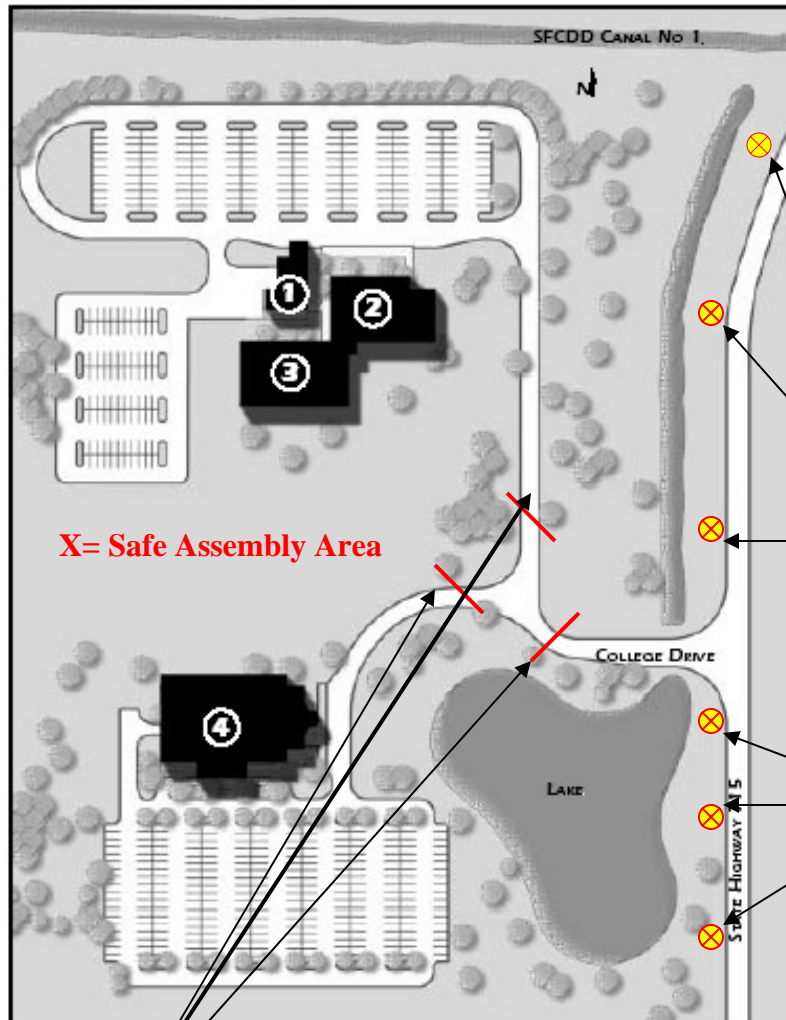


# PBCC AT BELLE GLADE

1977 COLLEGE DRIVE, BELLE GLADE, FL 33430-3699

## Belle Glade Emergency Closing Map

561-996-PBCC



X= Safe Assembly Area

3 Barricades

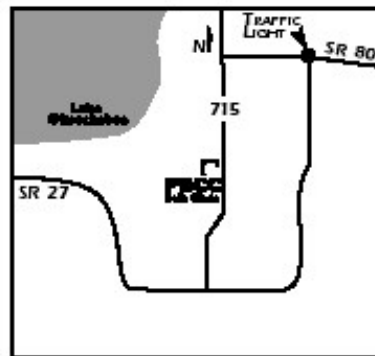
- 1 Facilities
- 2 Classrooms  
Library Learning Resource Center  
Bookstore
- 3 Registration  
Classrooms  
Administration  
Testing Center  
Computer Center  
Financial Aid  
Cashier
- 4 Dolly Hand Cultural Arts Center

6 "Temporarily Closed" Signs

### DIRECTIONS

From I-95:  
Proceed west on Southern Blvd. (State Road 80) approximately 40 miles until you reach Belle Glade. At the first traffic light continue straight ahead. Turn left onto Highway 715 and continue through the business area. PBCC is on the right.

From the Florida Turnpike:  
Exit at Okeechobee Blvd. go west to State Road 7. Proceed south on State Road 7 and turn west on Southern Blvd. (State Road 80). 40 miles until you reach Belle Glade. At the first traffic light continue straight ahead. Turn left onto Highway 715 and continue through the business area. PBCC is on the right.

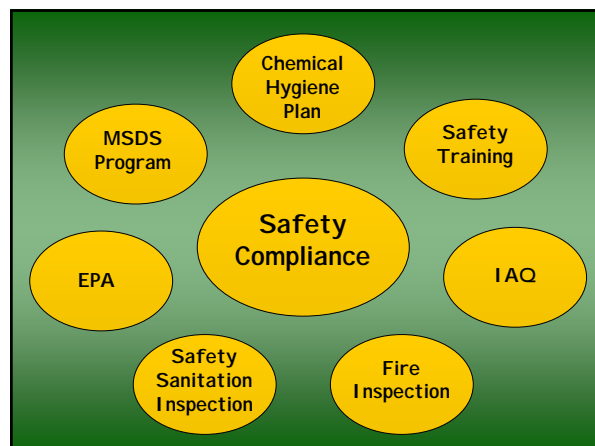


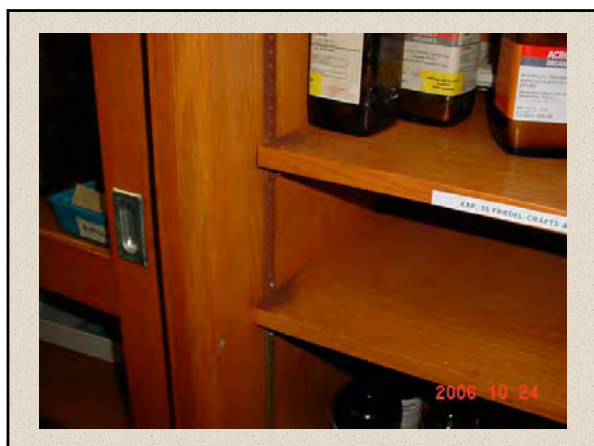




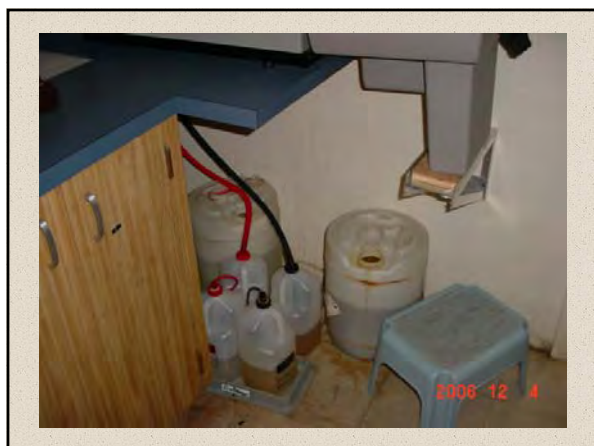
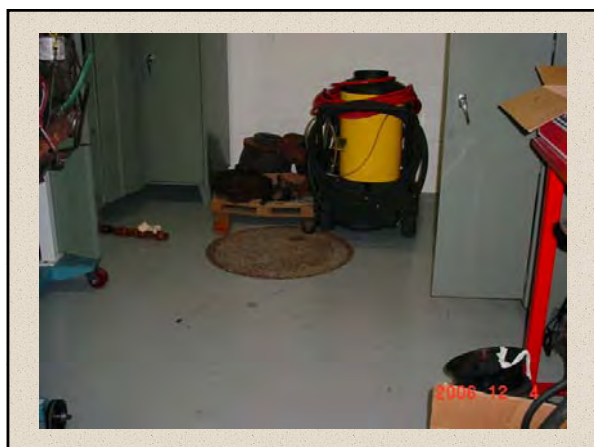
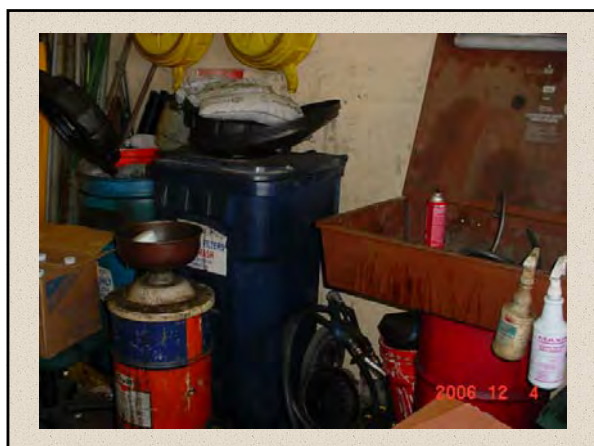
# Section B-8

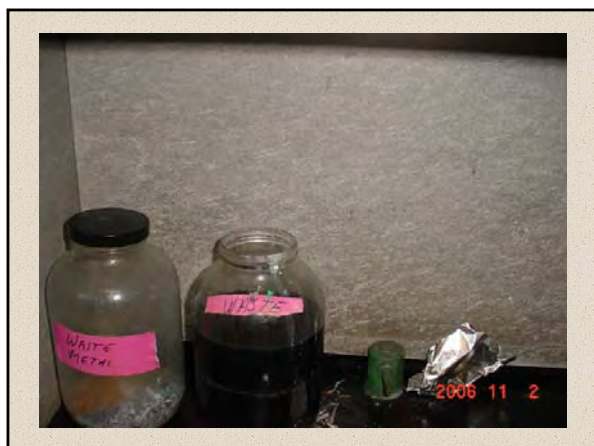
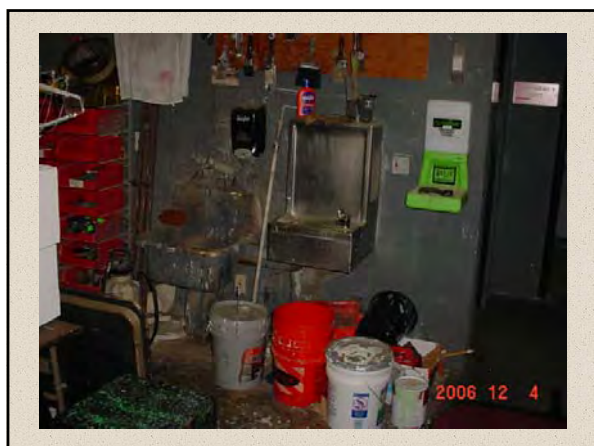




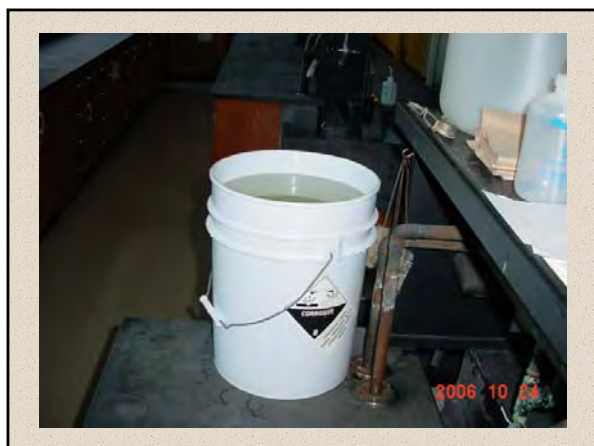












Department: \_\_\_\_\_ Building /Room: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Inspection Date: \_\_\_\_\_ Inspection Performed by: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_

| OK NA X Program Materials Utilized |                          |                          |   | OK NA X Laboratory Waste          |                          |                          |                                       |
|------------------------------------|--------------------------|--------------------------|---|-----------------------------------|--------------------------|--------------------------|---------------------------------------|
| <input type="checkbox"/>           | <input type="checkbox"/> | <input type="checkbox"/> | Preserved/unused preserved specimens      | <input type="checkbox"/>          | <input type="checkbox"/> | <input type="checkbox"/> | Waste materials properly stored       |
| <input type="checkbox"/>           | <input type="checkbox"/> | <input type="checkbox"/> | Chemical/Hazardous materials              | <input type="checkbox"/>          | <input type="checkbox"/> | <input type="checkbox"/> | Waste containers properly labeled     |
| <input type="checkbox"/>           | <input type="checkbox"/> | <input type="checkbox"/> | Other (specify below)                     |                                   |                          |                          |                                       |
|                                    |                          |                          |   | <b>Classroom/Lab. Facilities</b>  |                          |                          |                                       |
| <b>Laboratory Equipment</b>        |                          |                          |   | <input type="checkbox"/>          | <input type="checkbox"/> | <input type="checkbox"/> | No overhead hazards observed          |
| <input type="checkbox"/>           | <input type="checkbox"/> | <input type="checkbox"/> | Vacuum pumps operable                     | <input type="checkbox"/>          | <input type="checkbox"/> | <input type="checkbox"/> | Emergency exit unobstructed           |
| <input type="checkbox"/>           | <input type="checkbox"/> | <input type="checkbox"/> | Centrifuge operable                       | <input type="checkbox"/>          | <input type="checkbox"/> | <input type="checkbox"/> | Emergency procedures/contacts posted  |
| <input type="checkbox"/>           | <input type="checkbox"/> | <input type="checkbox"/> | Gas cylinders labeled, secured, capped    | <input type="checkbox"/>          | <input type="checkbox"/> | <input type="checkbox"/> | Emergency exit posted                 |
| <input type="checkbox"/>           | <input type="checkbox"/> | <input type="checkbox"/> | Freezer/refrigerator approved for content | <input type="checkbox"/>          | <input type="checkbox"/> | <input type="checkbox"/> | No eating/food policy observed        |
| <input type="checkbox"/>           | <input type="checkbox"/> | <input type="checkbox"/> | Fume hood working                         | <b>Biological/Chemical Safety</b> |                          |                          |                                       |
| <input type="checkbox"/>           | <input type="checkbox"/> | <input type="checkbox"/> | Fume hood used as designed                | <input type="checkbox"/>          | <input type="checkbox"/> | <input type="checkbox"/> | Current chemical inventory maintained |

Department: \_\_\_\_\_ Building /Room: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Inspection Date: \_\_\_\_\_ Inspection Performed by: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_

|   |                          |                          |                          |                                   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|--------------------------|
| OK NA X Program Materials Utilized  |                          |                          |                          | OK NA X Laboratory Waste          |                          |                          |                          |
| <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Preserved/not preserved specimens   |                          |                          |                          | Waste materials properly stored   |                          |                          |                          |
| <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Chemical/Hazardous materials  |                          |                          |                          | Waste containers properly labeled |                          |                          |                          |
| <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                                   |                          |                          |                          |
| Other (specify below)   |                          |                          |                          | Classroom/Lab. Facilities         |                          |                          |                          |
| Comments  |                          |                          |                          |                                   |                          |                          |                          |
|   |                          |                          |                          |                                   |                          |                          |                          |
|   |                          |                          |                          |                                   |                          |                          |                          |
| It is recommended that inspections be conducted monthly at a <i>minimum</i> or more often |                          |                          |                          |                                   |                          |                          |                          |
| Forward completed form to supervisor for review   |                          |                          |                          |                                   |                          |                          |                          |





# **Environmental Management System**

## **Purpose**

Safety inspections are performed at Palm Beach Community College as part of the Environmental Management System to achieve a number of goals. The Safety Compliance Inspection Checklist is one important tool for identifying potentially hazardous situations and communicating safety and compliance information to staff and faculty. Safety Compliance Inspections are essential to maintaining a safe work place by identifying and mitigating hazards to avoid injuries, hazardous materials exposures or accidents.

## **Safety and Compliance Inspection – Procedures**

Department level - Those identified to conduct departmental self-inspections will forward completed Safety and Compliance Inspection Checklist (Appendix A or B) to the supervisor for review. Where relevant, information should be communicated to Department Head to assist them in remedial actions.

District level – annual Safety and Compliance inspections will be conducted by a District team composed of the Fire Inspector and Safety Manager. Departments are not notified of upcoming inspection dates however, the inspections will be scheduled in a manner that will not interfere with normal business or classes. Results of annual Safety and Compliance inspections will be forwarded to department chairs.

Data from inspections may be used to identify concerns specific to one area or college wide.

## **Record Maintenance**

Inspection checklists conducted by the department will be maintained by the Department Head. Inspection checklists conducted by the District will be maintained in the office of the Safety Manager. All inspection documentation will be maintained for a period of three years.

Program Inspection procedures will be reviewed by the District Safety Council periodically and updated as needed.

## **References**

Occupational Health and Safety Administration (OSHA) 1910.1450 (The Laboratory Standard)  
Occupational Health and Safety Administration (OSHA) 1910.1200 (General Industry)  
Occupational Health and Safety Administration (OSHA) 19.10.1030 Bloodborne Pathogen Standard  
Florida Administrative Code 64E-16 (Biomedical Waste)

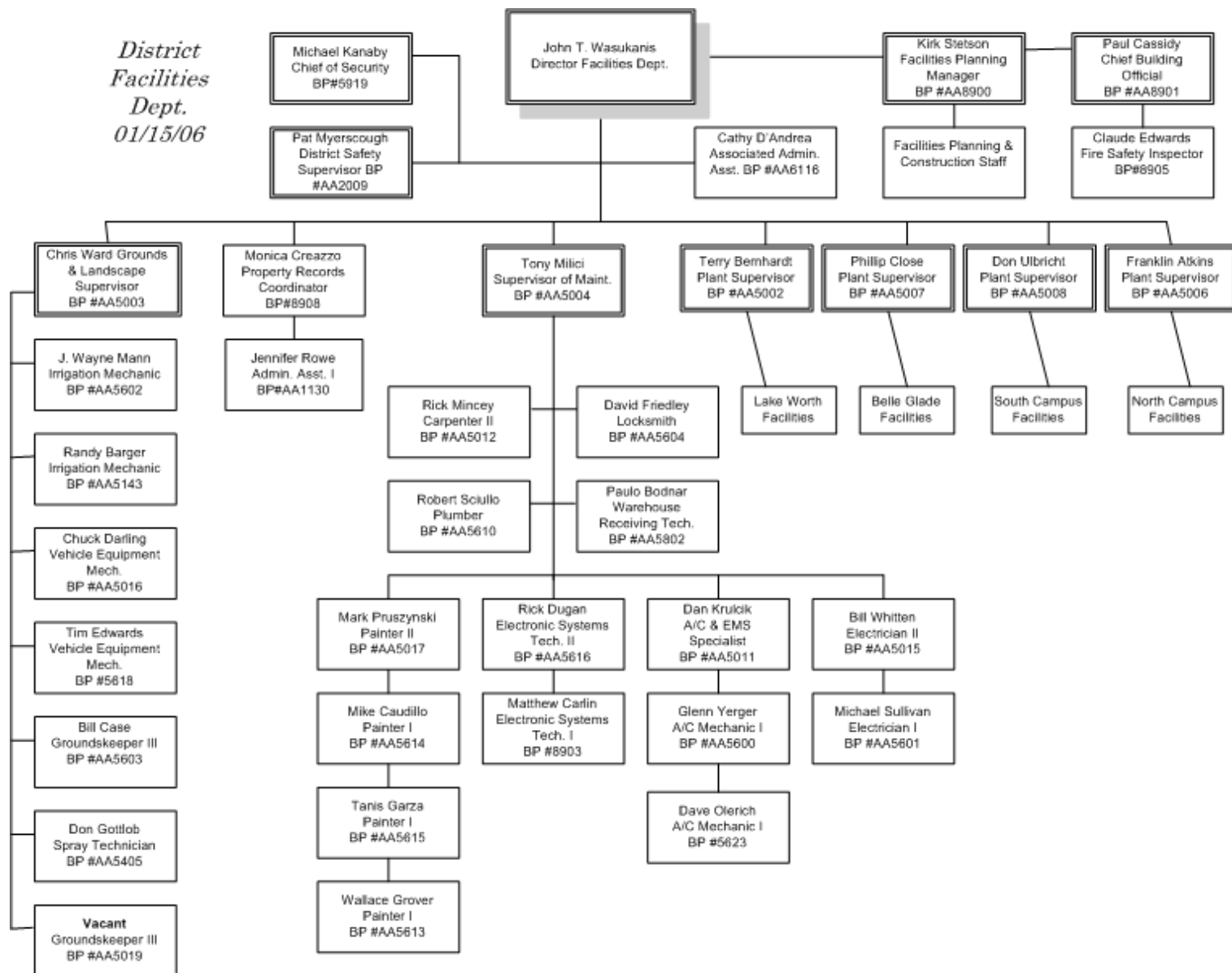


# Section B-9



## DistrictFacilitiesOrgChart

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# Section B-10





# **Palm Beach Community College**

*Florida's First Public Community College*



## **HURRICANE PREPAREDNESS PLAN**

**2007**

# **PALM BEACH COMMUNITY COLLEGE HURRICANE PREPAREDNESS PLAN**

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## **Palm Beach Community College Hurricane Preparedness Plan**

### **1. Purpose and Introduction**

The Palm Beach Community College administration and staff recognize their responsibility for the life safety of individuals associated with the college as well as the protection of college property in the even of a major storm. This Hurricane Preparedness Plan is in Place to provide direction for those involved in these efforts. The plan is not all-inclusive, however, and may be supplemented by additional actions.

### **2. Authority**

Federal Civil Defense Act of 1950 as amended  
Federal Disaster Relief Act of 1974 (Public Law 93-28)  
State Legislation specified for post secondary educational institutions

### **3. Basic Hurricane Information**

Hurricane season extends from June 1 through November 30. That is the period when climatic conditions are optimum for the formation and sustained movement of hurricane winds.

The stages of hurricane announcements given by the National Hurricane Center are as follows:

#### **Tropical Storm**

Winds in excess of 39 mph can be expected

#### **Hurricane Watch**

Winds of at least 74 mph may affect the area within 24-36 hours

#### **Hurricane Warning**

Winds of at lease 74 mph are expected in the area within 24 hours

#### 4. Storm Preparation

At the hurricane watch level, the Supervisor of Safety and Security will be stationed in the office of Vice President of Administration and Business Services to assist with implementation of the plan, coordinating communication as well as monitoring storm progress.

To allow adequate time, all preparations should be made at the HURRICANE WATCH level. Since the college may be closed at the issuance of a Hurricane Warning, all preparations except for executing the call list need to be done at the Hurricane Watch level.

Upon leaving the building cover and unplug computer *from electrical outlet only*, close window treatments, remove personal items, and turn off lights.

Once the order to close the college has been issued, the Facilities Department will be installing shutters, powering down A/C units, placing trash and paper bins inside, securing building, placing sandbags, locking elevators and doing other duties related to storm preparation. **Non-Faculty personnel should no longer be present on the campus during this phase of preparation.**

#### 5. Decision to Close

The decision to close the College will be based upon the projection of a threatening situation. Bulletins issued by the National Hurricane Center, the Palm Beach County Office of Emergency Management as well as the Palm Beach County School Board will be considered in determining the implementation of emergency procedures. The President or Vice President of Administration and Business Services may close the college in advance of a hurricane warning depending on local conditions, however, classes will be canceled once a hurricane warning has been issued by the National Hurricane Center. The college Centers for Early Learning will close upon the announcement of closure by the School Board. **All facilities in the district will be closed upon announcement of the decision to close the college.**

## **6. Notification of Emergency Closing**

The President or Vice President of Administration and Business Services will notify the following administrators relative to college closing:

- Vice Presidents
- Director of College Relations and Marketing
- Director of Facilities
- Campus Provosts

Vice Presidents will contact:

- College Division staff

Director of College Relations and Marketing will contact:

- Media
- Web Master for the college
- Human Resources
- College Information Center
- Telecommunications

Director of Facilities will contact:

- Facilities Department
- Payroll
- Controller
- Information Technology
- Risk Manager or their designee
  - Outside Agencies
  - Bookstore
  - Cafeteria

Campus Provosts will contact:

- Deans
- Campus Managers
  - Faculty and Staff

Closing announcement information may be found in the following areas:

- Web Page
- All-User E-mail
- Student E-mail
- Phone Messages
- LED Signs
- News Media (TV and radio)
- College Department Meetings
- E2Campus – instant messaging system

**7. Notification of Emergency Closing Cont'd**

Should the President or Vice President, Administration and Business Services, be unavailable, administrators among those listed below may make this determination:

| <b><u>Individual</u></b>         | <b><u>Office Phone</u></b> |
|----------------------------------|----------------------------|
| Vice President, Student Services | 868-3142                   |
| Vice President, Academic Affairs | 868-3147                   |
| Provost, Belle Glade             | 993-1128                   |
| Provost, Boca Raton              | 862-4400                   |
| Provost, Lake Worth              | 868-3400                   |
| Provost, Palm Beach Gardens      | 207-5400                   |

**8. Post Storm Recovery**

Authorized college personnel will conduct damage assessment and debris removal during the first daylight hours following the cessation of storm winds. Employees not authorized to be on campus during this damage assessment should monitor local media sources for information about re-opening.

The President or Vice President will issue a directive to reopen after conferring with the Director of Facilities regarding damage assessment and debris removal. Information regarding reopening will be available through the media but should be confirmed to employees within each department by utilizing the call list.

Upon returning to the college, employees are to reverse preparations completed during the Hurricane Watch. Report damage or requests for assistance to the Facilities Department.

## **Storm Preparation Procedures - All Departments**

### **Annually by May 1**

- Develop systematic notification list
- Verify and duplicate vendor phone and address list
- Distribute copy of this plan to staff
- Meet with staff to discuss specific duties and procedures

### **Hurricane Watch**

- Relocate personal, privacy sensitive, perishable and critical items from offices/work areas to predetermined alternate location
- Back-up computer files
- Remove food from offices and refrigerators to dumpsters  
DO NOT UNPLUG REFRIGERATORS
- Relocate items placed near windows

### **Hurricane Warning**

- Upon closure directive from the President or designee – Execute notification list
- Verify that all items listed under Hurricane Watch have been completed
- Turn off office machines, electrical appliances and lights
  - Cover and unplug computer *from electrical outlet only*
  - Do not move computers
- Close and lock windows and doors
- Leave campus

### **Post Storm Recovery**

- Follow public broadcast instructions regarding passing of the storm
- Activate notification list
- Reverse preparations completed during Hurricane Watch
- Report damage building or building contents to Facilities Department

## **Storm Preparation Procedures – Department Specific**

In addition to following Storm Preparation Procedures – All Departments, found on page 5, the departments listed below have specific procedures pertaining to storm preparation:

- A Central Receiving
- B Education and Training Complex
- C Facilities
- D Finance
- E Information Technology
- F Library Learning Resource Center
- G Media Technology and Instructional Services
- H Purchasing
- I Student Learning Center
- J Science
- K Theatre

### **A Central Receiving**

#### **Hurricane Watch**

- Clear loading dock of all material and cancel scheduled deliveries

### **B Education and Training Complex**

#### **Hurricane Watch**

- Suspend what is not necessary and begin to secure identified areas with minimal disruption to students

#### **Hurricane Warning**

- Coordinate with ETC to relocate equipment and furniture in preparation for use of the building as a Red Cross command post
- Dispose of loose debris outside the building and within the retaining wall
- Complete debris check of building exteriors
- Secure building doors
- Secure ETC outside gate in the open position



## **C Facilities Department**

### **Hurricane Watch**

Upon the announcement of a Hurricane Watch by the National Weather Service, Facilities personnel are to make arrangements for protection of their families and personal property in case employees are needed at the College. The issuing of a Hurricane Watch automatically places employees on 24-hour call to duty.

The Facility Managers (or their designee) assumes responsibility as the duty coordinator for all Facilities personnel on their campus. Under direction of the Facility Manager, personnel will begin preparation for the expected storm event in accordance with the prepared plan. Staff will remain on site, continuing these preparations until they are complete at which time they will be discharged by the Facility Manager. In the absence of the Facility Manager the District supervisor will assume these responsibilities.

- Suspend what is not necessary and begin to secure identified areas with minimal disruption to students
- Remove debris from campus grounds and building roofs
- Check trees for necessary trimming
- Remove banners and letters on marquees
- Check gutters, remove obstructions
- Remove wind screens and inspect light poles for tightness on tennis courts
- Place trash and ash receptacles and newspaper bins in secure area
- Verify generator and vehicle fuel tanks are full
- Install shutters on designated areas
- Secure moveable bleachers
- Evaluate construction areas and request contractors secure items on their sites
- Chain smoke hatches to structure and lock down roof hatch

### **Hurricane Warning**

Upon the announcement of a Hurricane Warning by the National Weather Service and/or the College is officially closed, Full Time employees requested by the Facility Manager or District Supervisor to report to work will be compensated at two and one half times their normal wages. Part Time employees requested to report to work and Exempt employees approved by Administration will be compensated at two times their normal wages.

For storms that are minor in nature, staff should contact supervisors before reporting as prearranged by their supervisor. For major storms where wind or flood damage has occurred, Facilities staff including administrative assistants should report to work for a minimum of three hours.

**C Facilities Department**  
**Hurricane Watch Continued**

- Verify that all items listed under the Hurricane Watch have been completed
- Check all building to confirm evacuation has occurred
- Disconnect power to CMB and all air-handlers, VFD and/or other mechanical related devices
- Move trash from buildings to compactor
- Relocate loose/portable items from outside to inside buildings
- Adjust satellite dishes and antennas to minimize wind resistance
- Shut off gas to buildings
- Stage College vehicles in a safe zone
- Coordinate with ETC staff to relocate equipment and furniture in preparation for use of the building as a Red Cross command post
- Follow water tank operation chart located on wall next to water tank
- Document, by photograph if possible, items not properly secured by contractors
- Complete tour of building exteriors
- Lock elevators at top floor with door closed
- Secure outside gate at ETC in the open position
- Assist Theatre /Information Technology staff in changing LED sign to indicate College closing
- Secure building doors
- Sandbag identified areas
- Uninstall and properly secure traffic signs

**Post Storm Recovery**

- After conferring with Facility Managers, Director of Facilities or his designee will decide to remove none, part or all of the storm shutters after a storm
- Teams of two persons are required when conducting storm damage assessment
- Assess and photograph damage to both grounds and buildings
- Contact employees for repair and start-up effort
- Assist Theatre /Information Technology staff in changing LED sign to indicate College closed/open status
- Remove debris and perform general clean-up
- After conferring with Facility Managers, Director of Facilities or his designee will decide if storm damage documentation is necessary
- Develop accessible staging and storage areas outside damage zone
- Reverse preparations completed during Hurricane Watch
- Chief of Security will contact Facility Managers to provide them with Security scheduling information

## **D Finance**

### Post Storm Recovery

- If unable to process payroll, a duplicate of the last payroll will be taken to a nearby community college for processing as prearranged
- If unable to process accounts payable, bills will be paid by hand-typed checks with the amount being entered into the system when business resumes
- Student cashiering can take place only if there is access to the system because of the need to determine student balance before collection

## **E Information Technology**

### Hurricane Watch

- Change voice mail message to include pending changes in schedule
- Back-up PC computer files as well as selected mainframe files

### Hurricane Warning

- Assist Theatre/Facilities staff in changing LED sign to indicate College closing

### Post Storm Recovery

- Assist Theatre/Facilities staff in changing LED sign to indicate College reopen status
- Activate Information Technology disaster recovery plan as appropriate

## **F Library Learning Resource Center**

### Hurricane Watch

- Cancel scheduled deliveries

### Hurricane Warning

- Evacuate patrons
- Notify CCLA and SEFLIN of closure

## **G Media Technology and Instructional Services**

### Hurricane Watch

- Store high-end equipment and essential records and documents on upper shelves away from windows
- Back-up data on PCs and other computers then store back-up in plastic covered box or bag on upper shelf
- Broadcast Weather Chanel or local news over CCTV Ch. 11
- Review schedule log, assess service termination level necessary: CCTV, Satellite downlink, computer operations, deliveries and any action that would endanger personnel or equipment due to lightning, rain, wind, tornado, and hurricane with flooding
- Secure/retrieve equipment from Mods: OH/Ps and TVs
- Retrieve all delivered equipment orders that are complete

### Post Storm Recovery

- Restore power and reprogram office, Media Lab, Mod and CCTV distribution equipment as room availability permits
- Check secondary office/electronic equipment for operation/damage

## **H Purchasing**

### Hurricane Watch

- Identify disaster recovery agency phone numbers
- Verify safe location of Manual Purchase Orders and emergency supplies

## **I Student Learning Center**

### Hurricane Watch

- Employees will leave on a rotating basis to secure homes and obtain supplies
- Post signs to alert students of pending change in schedule
- Secure files, videotapes and other selected items to safe areas within the lab
- Back-up computer files

## **J Science**

### Hurricane Watch

- Label lab items that may be hazardous to clean up crews after a storm with a warning that includes “Danger Biohazard Material, Authorized Personnel Only”
- Lock glass cabinet doors and install protective barrier, provided by Facilities
- Relocate specimens to a secure area in the room at the discretion of Faculty and laboratory personnel
- Relocate paper items stored on the floor to a higher location
- Disconnect electronic laboratory equipment
- Relocate glassware from close proximity to windows to a more secure area
- Tear down lab set ups and clean the area
- Arrange to have Bio Waste removed

## **K Theatre**

### Hurricane Watch

- Secure Lobby, contact artists, crew and other workers
- Complete deposits to be taken to Cashier’s Office

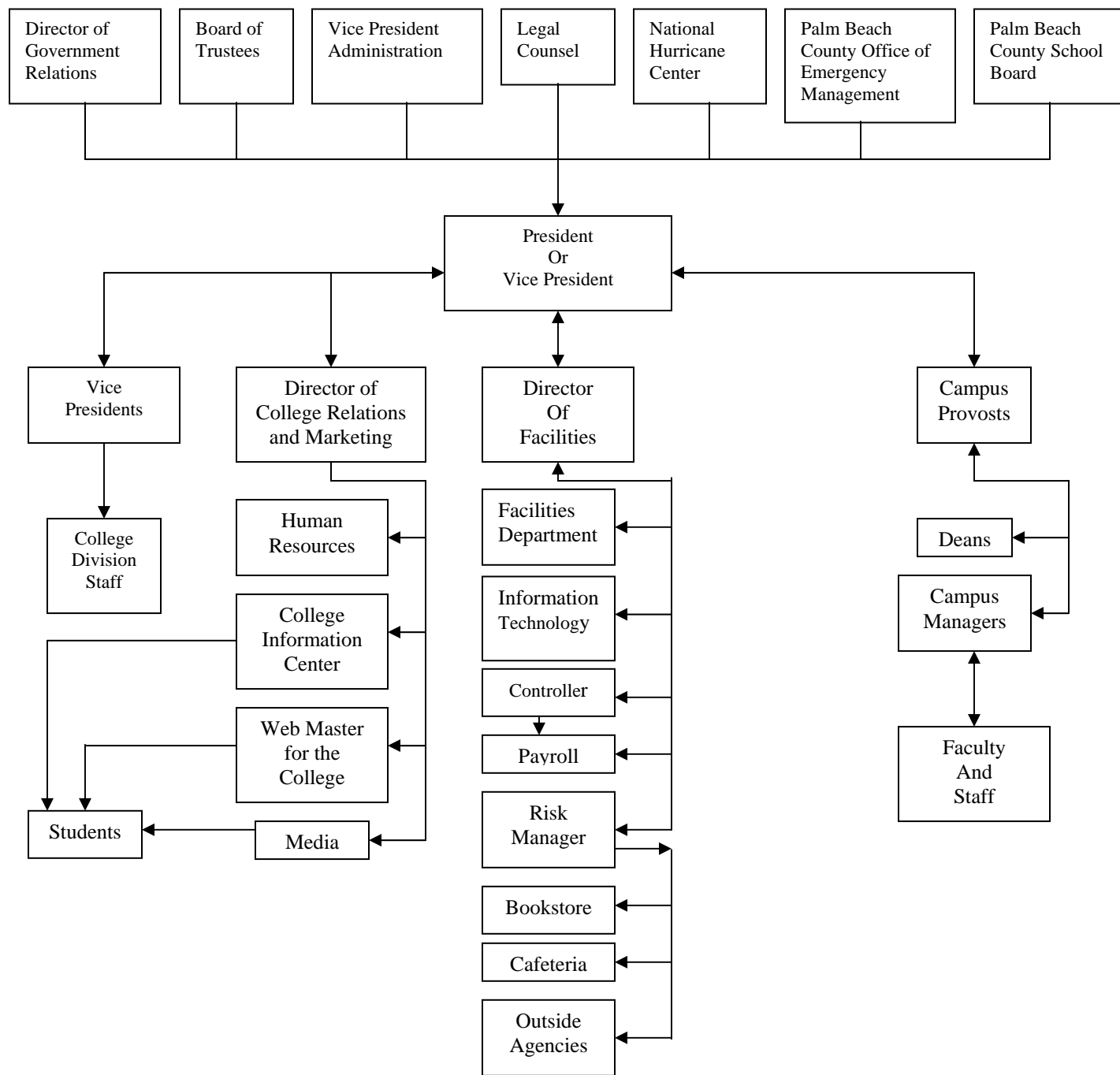
### Hurricane Warning

- Assist Information Technology/Facility staff in changing LED sign to indicate College closing

### Post Storm Recovery

- Assist Information Technology/Facility staff in changing LED sign to indicate College closed/re-open status

## Communication Flow Chart (Appendix A)



**MEDIA**  
**FOR**  
**STORM RELATED INFORMATION**  
**(Appendix B)**

**Television**

WFLX TV      29 (FOX)

WPBF TV      25 (ABC)

WPEC TV      12 (CBS)

WPTV TC      5 (NBC)

**Radio**

WBGF            93.5    FM

WBZT            1040    AM

WCLB            92.5    FM

WEAT            104.3   FM

WIRK            107.9   FM

WJNO            1290    AM

WKGR 98.7    FM

WOLL            105.5   FM

WRMF 97.9    FM

WSWN900      AM

**Newspapers**

Palm Beach Post

Sun Sentinel

Boca Raton News

**E2Campus** – Emergency Notification System

# Section B-11





2006-2007

EDUCATIONAL FACILITIES

# DISASTER & CRISIS MANAGEMENT GUIDEBOOK



# **EDUCATIONAL FACILITIES DISASTER AND CRISIS MANAGEMENT GUIDE BOOK**

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**January 2, 2007**

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## **Palm Beach Community College Damage Assessment System**

Because one of the primary objectives of schools, after a disaster has occurred, is to reopen as quickly as possible, the damage assessment process is usually started right away. It is not unusual for school staff members to start assessing their facility situation while storm winds are still blowing. School staff members should never expose themselves to sustained winds above 45 mph for any reason, especially to perform facility damage assessment.

There is no single assessment process followed by all schools systems; each district has its own particular method. The assessment process used will depend on the severity of the event, number of facilities, the number of staff members available to perform damage assessments, and distance between the facilities. Assessments vary as to level of detail; some school districts with widely disbursed campuses will perform an initial “drive-by” inspection to obtain cursory information as to the extent of exterior damage, and follow up with a more detailed inspection at a later time. Other schools will begin with a detailed assessment, performing interior as well as exterior inspections right away. Some school systems are able to, complete detailed reviews for all their campuses in short order, i.e., two days’ time, while others may take several days or even weeks.

The following facility assessment narrative is provided as a best practice and is not intended to be the know-all/end-all for all school systems across the state. The procedures, forms, and supply list can, and should be, modified to best meet the needs of the individual school or district. A complete set of forms used by Palm Beach Community College is located at the end of this appendix.

**Photo 1**  
**Facility Assessment Tool Kit**



#### Tool Kit Supplies:

- Flashlight.
- Dry erase marker.
- Dry marker eraser.
- Tape Measure.
- Pen.
- Band-aids.
- One zippered pouch to hold the items listed above.
- One clip board.
- One whiteboard (small enough to be taped to the back of the clipboard listed above).
- One camera, preferably digital.

One of the easiest and most critical items used in this assessment system is the whiteboard. By taping it to the back of the clipboard it takes up less room and is always available throughout the day. The whiteboard is used to document damage shown in pictures taken throughout the facility. It provides an easy and convenient way of identifying what is being viewed in each picture. For example, when taking a picture of destroyed ceiling tile in Room 101.2 in the Administration Building, the person taking the picture simply writes the details of what appears in the picture on the whiteboard:

PBCC Lake Worth  
Administration Building  
Room #101.2  
Water Damage  
Ceiling Tile

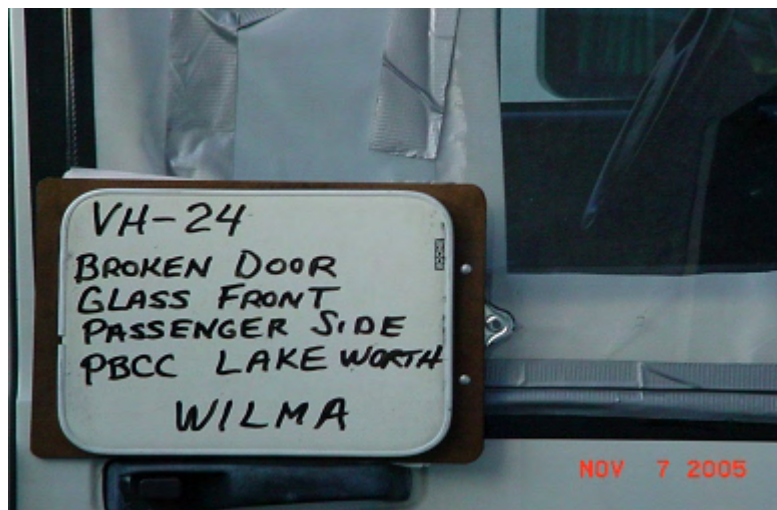
The whiteboard, with its narrative, becomes part of the scene in the picture. When the picture is viewed several days later, along with several hundred other pictures of damage, each photo tells its own story. The use of whiteboards allows the inclusion of any pertinent information as needed. School or district logos can also be placed on the whiteboard for additional identification (See Photo 1).

**Photo 2**  
**Photo Documenting Ceiling Tile Damage**



Other examples of using the whiteboard in the damage assessment process are with vehicles and roof flashing (See photos 3 and 4 below).

**Photo 3**  
**Photo Documenting Vehicle Damage**



**Photo 4**  
**Photo Documenting Roof Flashing Damage**



Three components that must be linked before third-party private insurers or FEMA will reimburse for a loss are:

- Man hours.
- Materials.
- The damaged facility.

To deal effectively with insurers and FEMA, a system must be in place to effectively document the damage and tie specific labor and materials to the repair. The following is a description of an assessment system (i.e., supplies, procedures, and forms) developed by Palm Beach Community College (PBCC) and used by it after Hurricane Wilma. As a result of its use, PBCC reported that it was not required by FEMA to transpose information it collected (i.e., provide the information in another format for FEMA at a later date).

#### **Forms 1 and 2A (front) - 2B (back)**

Forms 1 and 2, provided below, should be completed prior to a known event's occurrence. Specific information about the facility is gathered ahead of time and used in the development of these forms. Such information includes building numbers and names, building floor plans, site plans, and the location of specific items (e.g., smoke hatches, lock down roof hatches, elevators, windows that require shuttering, areas that need to be sandbagged).



Form 1, the “Pre-Storm Work Assignment Form,” is used to assign staff to specific locations. The form identifies the buildings or schools to which an individual is assigned by listing the individual’s name in the “Assign To” column. Once the individual has completed the pre-storm activity assigned, he/she submits Form 2A/B to the Plant/Facilities Supervisor.

Form 2A and B, the Pre-Storm Building Checklist and Pre-Storm Checklist Item Location, is a two-sided form. Side 2A identifies tasks that are to be performed at specific locations. Side 2B indicates the specific location for each task. For example, Form 2A indicates that smoke/roof hatches need to be locked down in the Administration Bldg. Form 2B gives the specific location of the smoke/roof hatches in the Administration Bldg.

Examples of some of the processes that West Palm Beach Community College goes through are:

- The smoke/roof hatches in Room 110.1 and Room 202 are to be secured.
- The elevator in Room 116 is to be locked at the top floor with the door closed.
- The shutters in the Cashier’s Office and the Security Office are to be installed.
- Sandbags are to be installed on the west side of Room 100, the east side of Room 101.6, at the exterior door to room 108.1, and beside the elevator in Room 116.

As work is completed, it is checked off on the front side of Form 2 and returned to the Plant/Facility Supervisor to document that all work has been completed. Additional comments may also be included on the front side of Form 2, as a reminder of any issue that needs to be further addressed.

### **Form 3A (front) – 3B (back)**

Form 3A and B, Exterior Damage Assessment, is used after an event to report specific damage to building exteriors, walkways, furniture, fencing, lighting, signs, parking lots and roadways, vehicles, and landscaping. This form captures specific measurements to quantify the extent of damage.

The date, storm name, campus, building or area name, and staff member name should be filled in at the top of the form. The form is divided by specified areas such as wall and window damage, roof damage, covered walkways, furniture, etc. When filling in the form, the type of damage is checked in the appropriate check box and a measure of the width and height are given. For example, if there is exterior damage to the north side of a wall to report, the second box under “Wall-Windows-Doors” would be checked and the approximate length and height of the damage would be completed by the letter “N,” designating north. The same procedure would be followed for each of the other

sections on this form.

The top right-hand side of the form indicates that there is to be no writing in the shaded section at the bottom of the form. The designations “GSF” and “NSF” at the bottom of the form are for “Gross Square Footage” and “Net Square Footage.” Once the completed form is turned in to the Plant/Facility Supervisor, the administrative staff will complete this part of the form based on the information provided.

#### **Form 4**

Form 4, titled “Room Number Sheet,” provides room numbers for each room within each building within a facility, along with a room description. The form also indicates whether damage has occurred or not and whether a photo has been taken of the damage. The initials of the individual providing this information must be supplied.

The date, event name, and staff member’s name are provided at the top of the form. Summary information is provided for each room regarding any damage found. If damage is noted on this form, then more detailed information is provided on Form 5. A floor plan of the facility follows this form to aid the assessor in locating all rooms in case he/she is unfamiliar with the building.

#### **Form 5A (front) – 5B (back)**

Form 5A, titled “Interior Damage Assessment,” is used to document damage to ceiling, walls, windows, doors, and flooring. The date, storm name, campus, building/area name, room number, and staff member name are provided at the top of the form. At the top right-hand corner of the form is the instruction, “Do not write in shaded areas.” (As with Form 3A, the shaded areas will be completed by administrative staff at a later time.) A photo will accompany each Interior Damage Assessment form to provide clearer evidence of the damage sustained in the area described on the form.

Specific detail about the damage is identified on the form. For instance, if drywall damage is being documented, the appropriate box under “Walls-Windows-Doors” is checked. The area of damage is provided by indicating width and height of the damage, as well as which direction the damaged wall faces; “N 12 x 5” for “North wall with 12’ wide by 5’ high.” At the bottom of the first page of the form is an area for additional comments, where the assessor can provide further detail as required. The summary of the amount of width, length, height, offset, closet space, and other information is completed by administrative staff at a later time.

Form 5B is used to list damage to the contents of the building. Examples include furniture, fixtures, equipment, and supplies. The cost and total loss is entered at a later time by administrative staff in the grayed area of the form.

## **Form 6**

Form 6, titled “Building Damage Repair/Replacement and Occupancy Assessment,” is a summary document used to provide information on whether individual buildings can be occupied, and if there is damage, to provide a rough estimate of the cost to repair. Information for completing this form is obtained from Forms 3 through 5. Not all damage is attributable to a specific building, but zones are identified so damage assessments can be established for areas that are not related to a specific building. Areas are identified and defined when the system is established, so assessment information on the areas can be recorded.

## **Form 7**

As mentioned previously, the three components of man hours, materials, and damaged building or facility must be linked before third-party insurers, or FEMA, will provide reimbursement for damages suffered. Form 7, titled “Facilities Work Assignment Form,” is used to document this relationship. Information on date, campus, employee name, and event are provided at the top of the form. The columns on the bottom half of the form call for information on the building/room number, a description of the work completed, materials used, the work order number related to the specific task, and the hours spent by the employee on this job. The information provided on this form documents the building the employee worked on, the hours spent on the task, and the materials used to complete the task.

Mold is a primary concern for schools as they go through the assessment process. This assessment system provides a means to rapidly identify areas where water damage exists, to prioritize where resources should be directed, and to expeditiously implement temporary repairs and drying out of interior spaces.

For more information on this assessment system, forms, and processes, call Ms. Pat Myerscough or Mr. Claude Edwards at Palm Beach Community College, 561-868-3487.

# FORM 1

## PRE-STORM WORK ASSIGNMENT FORM

Event: \_\_\_\_\_ Campus: \_\_\_\_\_

Directions:

Forward completed form to director of Facilities

| BLDG# | BLDG NAME | ASSIGN TO | COMPLETED FORM<br>RETURNED BY | DATE | TIME |
|-------|-----------|-----------|-------------------------------|------|------|
|       |           |           |                               |      |      |
|       |           |           |                               |      |      |
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|       |           |           |                               |      |      |

# **FORM 2A** **PRE-STORM** **BUILDING CHECKLIST**

Date\_\_\_\_\_ Storm Name\_\_\_\_\_ Campus **PALM BEACH GARDENS**

Building Name/Number \_\_\_\_\_

Staff Name\_\_\_\_\_

|   |                         | Initial When Completed |
|---|-------------------------|------------------------|
| 1. Check gutters, remove obstructions from roofs    | All Buildings           |                        |
| 2. Ensure all windows are shut and latched          | All Buildings           |                        |
| 3. Secure all building doors, interior and exterior | All Buildings           |                        |
| ✓ Secure smoke hatches & lock down roof hatches     | AD LL LC AU<br>BB BR AA |                        |
| ✓ Lock elevators at top floor with door closed      | AA AU LC<br>AD BB LL    |                        |
| ✓ Install shutters on designated areas              | AD                      |                        |
| ✓ Sandbag identified areas                          | AU AD                   |                        |

## **Additional Comments**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

✓ Item location listed on reverse side

**SUBMIT COMPLETED CHECKLIST TO PLANT SUPERVISOR**

**FORM 2B**  
**PRE-STORM CHECKLIST**  
**ITEM LOCATION**

Smoke/Roof Hatches

| <u>Building#</u> | <u>Location</u>                  |
|------------------|----------------------------------|
| 1. AD101         | Rm 110.1                         |
| 2. AD101         | Rm 202                           |
| 3. AA102         | Rm 203                           |
| 4. LL104         | Rm 226.1                         |
| 5. BB111         | Rm 324                           |
| 6. BR106         | Rm 106                           |
| 7. LC107         | Rm 209                           |
| 8. AU108         | Machine Rm 3 <sup>rd</sup> floor |
| 9. AU108         | Rm 112 over stage on room        |

Elevators

|           |          |
|-----------|----------|
| 1. AD101  | Rm 116   |
| 2. AA102  | Rm 203.1 |
| 3. LL104  | Rm 106.2 |
| 4. LL 104 | Rm 204   |
| 5. BB111  | Rm 121.1 |
| 6. AU108  | Rm 126   |
| 7. LC107  | Rm 130   |

Shutters

|          |                             |
|----------|-----------------------------|
| 1. AD101 | Cashier's Office            |
| 2. AD101 | Cashier's Office – old #122 |
| 3. AD101 | Security Office             |

Sandbag

|           |                                |
|-----------|--------------------------------|
| 1. AU108  | 124A E Side                    |
| 2. AU108  | 114A W Side                    |
| 3. AU108  | 003B Pit                       |
| 4. AU108  | 001A Pit                       |
| 5. AU108  | 119A N Side                    |
| 6. AU108  | 120A N Side                    |
| 7. AD101  | 100 W Side                     |
| 8. AD101  | 101.6 E Side                   |
| 9. AD101  | Rm 108.1 Exterior door to room |
| 10. AD101 | Rm 116 Elevator                |

# FORM 3 A

## EXTERIOR DAMAGE ASSESSMENT

Date \_\_\_\_\_ Storm Name \_\_\_\_\_ Campus \_\_\_\_\_

Do not write in  
shaded areas

Building/Area Name \_\_\_\_\_

Staff Name \_\_\_\_\_ [Electronic photo required for all damage]

### Walls-Windows-Doors

- ☐ Exterior wall collapsed/destroyed N \_\_\_\_\_ S \_\_\_\_\_ E \_\_\_\_\_ W \_\_\_\_\_
- ☐ Exterior wall damaged - N \_\_\_\_\_'x\_\_\_\_\_' S \_\_\_\_\_'x\_\_\_\_\_' E \_\_\_\_\_'x\_\_\_\_\_' W \_\_\_\_\_'x\_\_\_\_\_'
- ☐ Exterior awning damaged - N \_\_\_\_\_'x\_\_\_\_\_' S \_\_\_\_\_'x\_\_\_\_\_' E \_\_\_\_\_'x\_\_\_\_\_' W \_\_\_\_\_'x\_\_\_\_\_'
- ☐ Exterior sunscreen damaged - N \_\_\_\_\_'x\_\_\_\_\_' S \_\_\_\_\_'x\_\_\_\_\_' E \_\_\_\_\_'x\_\_\_\_\_' W \_\_\_\_\_'x\_\_\_\_\_'
- ☐ Exterior screen/fencing damaged \_\_\_\_\_'x\_\_\_\_\_'
- ☐ Exterior wall mounted equipment damaged \_\_\_\_\_
- ☐ Window/Frame destroyed - N \_\_\_\_\_'x\_\_\_\_\_' S \_\_\_\_\_'x\_\_\_\_\_' E \_\_\_\_\_'x\_\_\_\_\_' W \_\_\_\_\_'x\_\_\_\_\_'
- ☐ Window/Frame broken/damaged - N \_\_\_\_\_'x\_\_\_\_\_' S \_\_\_\_\_'x\_\_\_\_\_' E \_\_\_\_\_'x\_\_\_\_\_' W \_\_\_\_\_'x\_\_\_\_\_'
- ☐ Door/Frame destroyed - N \_\_\_\_\_'x\_\_\_\_\_' S \_\_\_\_\_'x\_\_\_\_\_' E \_\_\_\_\_'x\_\_\_\_\_' W \_\_\_\_\_'x\_\_\_\_\_'
- ☐ Door/Frame broken/damaged - N \_\_\_\_\_'x\_\_\_\_\_' S \_\_\_\_\_'x\_\_\_\_\_' E \_\_\_\_\_'x\_\_\_\_\_' W \_\_\_\_\_'x\_\_\_\_\_'
- ☐ Wall-mounted exterior lights damaged N \_\_\_\_\_ S \_\_\_\_\_ E \_\_\_\_\_ W \_\_\_\_\_

Notes \_\_\_\_\_

### Building Roof

- ☐ Entire roof destroyed (Flat Tar & Gravel/Flat Modified Bitumen/Sloped metal/\_\_\_\_\_)
- ☐ Roof structurally damaged \_\_\_\_\_% \_\_\_\_\_'x\_\_\_\_\_'
- ☐ Roof overhang damaged - N \_\_\_\_\_'x\_\_\_\_\_' S \_\_\_\_\_'x\_\_\_\_\_' E \_\_\_\_\_'x\_\_\_\_\_' W \_\_\_\_\_'x\_\_\_\_\_'
- ☐ Metal rf fascia/gutter/dripedge destroyed N \_\_\_\_\_'x\_\_\_\_\_' S \_\_\_\_\_'x\_\_\_\_\_' E \_\_\_\_\_'x\_\_\_\_\_' W \_\_\_\_\_'x\_\_\_\_\_'
- ☐ Metal roof fascia/gutter/dripedge damaged -N \_\_\_\_\_'x\_\_\_\_\_' S \_\_\_\_\_'x\_\_\_\_\_' E \_\_\_\_\_'x\_\_\_\_\_' W \_\_\_\_\_'x\_\_\_\_\_'
- ☐ Roof parapet wall damaged - N \_\_\_\_\_'x\_\_\_\_\_' S \_\_\_\_\_'x\_\_\_\_\_' E \_\_\_\_\_'x\_\_\_\_\_' W \_\_\_\_\_'x\_\_\_\_\_'
- ☐ Flat Tar &Gravel/ModBit roof flooded
- ☐ Flat Tar &Gravel/ModBit roof standing water \_\_\_\_\_'x\_\_\_\_\_'
- ☐ Flat Tar &Gravel/ModBit roof damaged/leaking \_\_\_\_\_'x\_\_\_\_\_'
- ☐ Flat Tar &Gravel/ModBit roof bubbled \_\_\_\_\_'x\_\_\_\_\_'
- ☐ Sloped metal roof damaged/leaking \_\_\_\_\_'x\_\_\_\_\_'
- ☐ Sloped shingle roof damaged/destroyed \_\_\_\_\_'x\_\_\_\_\_'
- ☐ Sloped barrel tile roof damaged/destroyed \_\_\_\_\_'x\_\_\_\_\_'
- ☐ Rooftop equipment Fans/Vents/Ductwork/HVAC damaged

Notes \_\_\_\_\_

### Covered Walkway/Building Covered Overhang

- ☐ Entire walkway roof destroyed (Flat Tar &Gravel/Flat Modified Bitumen/Metal)
- ☐ Walkway roof damaged \_\_\_\_\_'x\_\_\_\_\_'
- ☐ Walkway metal rf fascia/gutter/dripedge dmged N \_\_\_\_\_'x\_\_\_\_\_' S \_\_\_\_\_'x\_\_\_\_\_' E \_\_\_\_\_'x\_\_\_\_\_' W \_\_\_\_\_'x\_\_\_\_\_'
- ☐ Underside Paraline ceiling damaged \_\_\_\_\_'x\_\_\_\_\_'
- ☐ Underside Stucco ceiling damaged \_\_\_\_\_'x\_\_\_\_\_'
- ☐ Underside walkway lights damaged \_\_\_\_\_ lights

Notes \_\_\_\_\_

GSF \_\_\_\_\_

NSF \_\_\_\_\_

# FORM 3B

## GROUNDS DAMAGE ASSESSMENT

*Electronic photo required for all damage*

(Circle appropriate item)

### **Exterior Furniture - Bleachers - Flag Pole - Playground Equipment**

Damaged/Destroyed \_\_\_\_\_ Description of damage \_\_\_\_\_

\_\_\_\_\_

Notes \_\_\_\_\_

### **Fence**

Type \_\_\_\_\_ Length/Quantity \_\_\_\_\_ Size/Height \_\_\_\_\_

Type \_\_\_\_\_ Length/Quantity \_\_\_\_\_ Size/Height \_\_\_\_\_

Type \_\_\_\_\_ Length/Quantity \_\_\_\_\_ Size/Height \_\_\_\_\_

Notes \_\_\_\_\_

### **Lighting**

Parking Lot Lights \_\_\_\_\_ Damaged/Destroyed \_\_\_\_\_ Number of lights \_\_\_\_\_

Decorative Lights \_\_\_\_\_ Damaged/Destroyed \_\_\_\_\_ Number of lights \_\_\_\_\_

Other Lights \_\_\_\_\_ Damaged/Destroyed \_\_\_\_\_ Number of lights \_\_\_\_\_

Notes \_\_\_\_\_

### **Signs/Sign Post**

Damaged/Destroyed \_\_\_\_\_ Type \_\_\_\_\_ Size/Height \_\_\_\_\_ Number \_\_\_\_\_

Damaged/Destroyed \_\_\_\_\_ Type \_\_\_\_\_ Size/Height \_\_\_\_\_ Number \_\_\_\_\_

Damaged/Destroyed \_\_\_\_\_ Type \_\_\_\_\_ Size/Height \_\_\_\_\_ Number \_\_\_\_\_

Notes \_\_\_\_\_

### **Parking Lot/Roadways**

Damage Description \_\_\_\_\_

\_\_\_\_\_

Notes \_\_\_\_\_

### **Trees/Shrubs**

Damaged/Destroyed \_\_\_\_\_ Type \_\_\_\_\_ Size/Height \_\_\_\_\_ Number \_\_\_\_\_

Damaged/Destroyed \_\_\_\_\_ Type \_\_\_\_\_ Size/Height \_\_\_\_\_ Number \_\_\_\_\_

Damaged/Destroyed \_\_\_\_\_ Type \_\_\_\_\_ Size/Height \_\_\_\_\_ Number \_\_\_\_\_

Notes \_\_\_\_\_

### **VEHICLES/EQUIPMENT**

Vehicle # - Equipment type

Damage Description

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |



**FORM 4**  
**ROOM NUMBER SHEET**  
 ADMINISTRATION  
 AD101 – 1<sup>ST</sup> Floor

Date \_\_\_\_\_

Event Name \_\_\_\_\_

Staff Name \_\_\_\_\_

**IF INTERIOR DAMAGE NOTED: COMPLETE FORM 5A & 5B.**

| Room Number | Room Description | Damage Occurred?                |                                | Photo                    | Initial when Complete |
|-------------|------------------|---------------------------------|--------------------------------|--------------------------|-----------------------|
| AD109       | INFO CENTER      | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | <input type="checkbox"/> |                       |
| AD110       | ADMISSIONS       | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | <input type="checkbox"/> |                       |
| AD110.1     | DATA/TELECOM     | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | <input type="checkbox"/> |                       |
| AD111       | SECRETARY        | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | <input type="checkbox"/> |                       |
| AD111.1     | OFFICE           | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | <input type="checkbox"/> |                       |
| AD112       | ELECTRICAL       | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | <input type="checkbox"/> |                       |
| AD113       | W. RESTROOM      | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | <input type="checkbox"/> |                       |
| AD113.1     | VESTIBULE        | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | <input type="checkbox"/> |                       |
| AU114       | M. RESTROOM      | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | <input type="checkbox"/> |                       |
| AD114.1     | VESTIBULE        | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | <input type="checkbox"/> |                       |
| AD115       | CUSTODIAL        | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | <input type="checkbox"/> |                       |
| AD116       | ELEVATOR         | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | <input type="checkbox"/> |                       |
| AD117       | CENTRAL RECEIV   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | <input type="checkbox"/> |                       |
| AD118       | MECHANICAL       | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | <input type="checkbox"/> |                       |
| AD118.1     | ELEV. EQUIP RM   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | <input type="checkbox"/> |                       |
| AD119       | WAITING RM       | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | <input type="checkbox"/> |                       |

# FORM 5A

## INTERIOR DAMAGE ASSESSMENT

Do not write in

Date \_\_\_\_\_ Storm Name \_\_\_\_\_ Campus \_\_\_\_\_ **shaded areas**

Building/Area Name \_\_\_\_\_ Area/Room # \_\_\_\_\_

Staff Name \_\_\_\_\_ **[Electronic photo required for all damage]**

### **Ceiling**

- ☐ Entire ceiling collapsed/destroyed
- ☐ 2x2 lay-in ceiling tiles water damaged - N \_\_\_ S \_\_\_ E \_\_\_ W \_\_\_ Center \_\_\_ x tiles
- ☐ 2x4 lay-in ceiling tiles water damaged - N \_\_\_ S \_\_\_ E \_\_\_ W \_\_\_ Center \_\_\_ x tiles
- ☐ Drywall ceiling water damaged - N \_\_\_ S \_\_\_ E \_\_\_ W \_\_\_ Center \_\_\_ x sections
- ☐ Ceiling lights damaged \_\_\_ lights (2x4 lay-in Fluorescent/Incandescent)
- ☐ Equipment above ceiling is exposed and appears to be damaged

Notes \_\_\_\_\_

### **Walls-Windows-Doors**

- ☐ Drywall wet/damaged ceiling down - N \_\_\_'x\_\_\_' S \_\_\_x\_\_\_' E \_\_\_'x\_\_\_ W \_\_\_'x\_\_\_'
- ☐ Drywall wet/damaged floor up - N \_\_\_'x\_\_\_' S \_\_\_x\_\_\_' E \_\_\_'x\_\_\_ W \_\_\_'x\_\_\_'
- ☐ Drywall wet/damaged below window - N \_\_\_'x\_\_\_' S \_\_\_x\_\_\_' E \_\_\_'x\_\_\_ W \_\_\_'x\_\_\_'
- ☐ Window/Frame destroyed - N \_\_\_'x\_\_\_' S \_\_\_x\_\_\_' E \_\_\_'x\_\_\_ W \_\_\_'x\_\_\_'
- ☐ Window/Frame broken/damaged - N \_\_\_'x\_\_\_' S \_\_\_x\_\_\_' E \_\_\_'x\_\_\_ W \_\_\_'x\_\_\_'
- ☐ Door/Frame destroyed - N \_\_\_'x\_\_\_' S \_\_\_x\_\_\_' E \_\_\_'x\_\_\_ W \_\_\_'x\_\_\_'
- ☐ Door/Frame broken/damaged - N \_\_\_'x\_\_\_' S \_\_\_x\_\_\_' E \_\_\_'x\_\_\_ W \_\_\_'x\_\_\_'

Notes \_\_\_\_\_

### **Flooring**

- ☐ Carpet wet/damaged at door \_\_\_'x\_\_\_'
- ☐ Carpet wet/damaged below window - N \_\_\_'x\_\_\_' S \_\_\_x\_\_\_' E \_\_\_'x\_\_\_ W \_\_\_'x\_\_\_'
- ☐ Carpet wet/damaged at room interior \_\_\_'x\_\_\_'
- ☐ Vinyl tile wet/damaged - N \_\_\_'x\_\_\_' S \_\_\_x\_\_\_' E \_\_\_'x\_\_\_ W \_\_\_'x\_\_\_'

Notes \_\_\_\_\_

### **Comments**

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Width: \_\_\_\_\_ Length: \_\_\_\_\_ Height: \_\_\_\_\_  
 Offset: \_\_\_\_\_ Closet: \_\_\_\_\_ Other: \_\_\_\_\_

**FORM 5B**  
**CONTENT DAMAGE ASSESSMENT**

[Description & electronic photo of damage required]

Do not write in  
shaded areas

| Item / Description | Qty | Office Use Only |       |
|--------------------|-----|-----------------|-------|
|                    |     | Cost            | Total |
|                    |     |                 |       |
|                    |     |                 |       |
|                    |     |                 |       |
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# Section B-12



MINUTES  
Safety Committee Meeting  
2/14/2003  
3:00 pm  
Lake Worth

---

**ITEM 1. Safety Issues - Employee Sub-committees**

Discussion: Form five sub-committees to study safety related topics

Data/data source: Statement located in the Safety/Security Committee section of the 2003 Safety Manual issued by Vice President R. Becker:  
For the purpose of reevaluating the mission and objectives of the Safety & Security Committee the Vice President of Administration and Business Services has formed a representative membership of staff, faculty and students to further develop specific areas of focus for the purpose of drafting a revised strategic approach to security at PBCC. The formal restructuring of the committee is scheduled to be completed in the fall of 2003.

Committees:

- |                       |                       |
|-----------------------|-----------------------|
| • Classroom Safety    | Chair – Mickey Rudick |
| • Crisis Management   | Chair – Duke Keller   |
| • Employee Safety     | Chair – Ellen Grace   |
| • Service Area Safety | Chair – Ken Ray       |
| • Communication       | Chair – Carol Zuccaro |

Action: Committees will evaluate and make recommendations related to their topic at next Safety Committee meeting

**ITEM 2. Safety Manual update**

Discussion: Review of items recommended for update in the Safety Manual

Data/data source: Recommended changes to Safety Manual from following sources:

Bruce Malone, Community College Insurance Consortium inspector  
Dr. P. Haney, Associate Dean of Academic Affairs  
S. Verse, Associate Dean of Academic Affairs  
E. Grace, Director of Human Resources at PBCC  
P. Cassidy, Construction Project Coordinator/Inspector  
S. Lang, District Coordinator of Disability Support Services  
PBCC Plant Supervisors  
G. Truman, Coordinator of Marketing  
S. Hill, Manager of Benefits and Records  
B. Peters, Palm Beach Co. Fire/Rescue

Action: Safety Manual updated based on input received from those listed above

**ITEM 3. Security Manual Update**

Discussion: Changes previously submitted were given to the staff for review

Data/data source: Security Manual, updated maps

Action: Conference calls involving all of the Sergeants will be held on a predetermined continual basis. Sections of the Manual will be discussed during these calls with recommendations being submitted to Myerscough for review.

**Staff Reports:**

- Crisis management contacts were identified for each campus
- Boca – to address the skateboard problem the Security vehicle will be stationed around campus as a deterrent. The weekend custodian will periodically move the vehicle. We will assess the situation during the week of March 10<sup>th</sup> to determine if a Security presence is necessary on Sundays
- The Plant Supervisor will be asked to schedule a Hazardous Spill Management Team meeting to include
  1. members of the Science Dept.
  2. Security

3. District Grounds Supervisor
4. Safety & Security Supervisor

- Glades – a situation involving unsupervised children will be addressed by the Provost, Security, Plant Supervisor and Myerscough. The procedure for managing this type of situation will be clarified in the Security Manual.

Present P.Myerscough J. Wasukanis D. Jones R. Becker Mickey Rudick v. Lazzara R. Freeman S. Lang  
Duke Keller Ellen Grace Ken Ray Carol Zuccaro T. Kozyra S. Burton M. Faquir A. Morrow  
C. Policy C. Noles S. Rathbone B. Mancuso V. Haley N. Dibisceglie C. Voils D. Dickinson L. Lambing  
L. Lemita J. Schmiederer H. Franke M. Mansour C. Courtney S. Sass



## Safety Manual Review and Update

Portions of the last twelve sections of the Manual were sent to College personnel as well as appropriate outside agencies that are familiar with the identified topics. The following changes reflect the responses received.

Portions of the twelve sections were sent to:

- Bruce Malone, Community College Insurance Consortium inspector
- Dr. P. Haney, Associate Dean of Academic Affairs
- S. Verse, Associate Dean of Academic Affairs
- E. Grace, Director of Human Resources at PBCC
- P. Cassidy, Construction Project Coordinator/Inspector
- S. Lang, District Coordinator of Disability Support Services
- Plant Supervisors
- G. Truman, Coordinator of Marketing
- S. Hill, Manager of Benefits and Records
- B. Peters, Palm Beach Co. Fire/Rescue

With approval of the Committee I will revise the Manual to include these changes.

## EMERGENCY EVACUATION PROCEDURES

The Palm Beach Community College administration and staff recognize their <sup>the following information</sup> responsibility for the life safety of individuals associated with the College. ~~This plan will be used in the event of an emergency evacuation of specified buildings and/or designated quadrants when required because of Fire alarms, Bomb Threats or other similar life threatening emergencies. These procedures are not all-inclusive, however, and may be supplemented by additional actions.~~

### Notification Guidelines

Once a serious emergency situation has been identified, the following individual(s) will be called in the following order of availability to be apprised of the situation and for determination relative to the evacuation/cancellation of classes:

President, Dr. Gallon  
Vice-President, Mr. Becker  
Vice-President, Mr. Haley  
Vice-President, Dr. Sass  
Vice-President, Mr. Schmiederer  
Provost, Dr. Anderson  
Provost, Dr. Beck  
Provost, Dr. Franke  
Provost, Dr. Vallejo

## FIRE ALARM ACTIVATION

In the event of a fire alarm and/or reported fire, Faculty and Staff Members should use the following guidelines to assure the organized evacuation of all students, faculty and staff in the building:

- All faculty, staff and students will evacuate the building in the event of a fire alarm
- Students are to be informed of evacuation procedures during the first class session
- Avoiding areas of obvious danger - proceed to the nearest exit
- NOTE: If no safe option for exit exists, those involved in the emergency should crawl on "hands and knees" past and/or under dangerous conditions. Upon exit, immediately advise authorities at the scene of any dangerous situation.
- Close doors upon exiting
- Faculty/Staff should check all rooms to assure everyone is aware of the evacuation process
- Faculty/Staff will verify that those in their areas are accounted for and report this to authorities at the scene
- Return to the building only after the "ALL CLEAR" has been issued by authorities at the scene

## EMERGENCY PROCEDURES FOR PERSONS WITH DISABILITIES

Prior to an emergency evacuation, persons with disabilities should determine what adaptations to PBCC's evacuation plan would be needed for them. This process extends, as well, to individuals who may be temporarily disabled.

### Prior to an Emergency

Faculty and staff have the responsibility to be prepared for evacuation prior to an emergency. This preparation includes the following measures:

- Brief students during the first class session on evacuation procedures and routes of exit, including alternate routes in case the nearest exit is obstructed
- Identify fire-rated emergency exits to be used as refuge areas for non-ambulatory persons
- Identify individuals who will need assistance and discuss with them privately what their needs will be for evacuation and other emergencies
- Designate assistants who will escort disabled persons to the identified safe assembly or refuge area

### During an Emergency

- Communicate the nature of the emergency to everyone involved
- Supervise the orderly movement of persons with disabilities from the building to the identified refuge or safe assembly area
- Move those in wheelchairs **immediately** to the elevators for exit to the ground floor
- Notify emergency personnel and campus Security of the location and needs of persons with disabilities
- If it is not safe for a person with a disability to leave the building (as determined through communication with a professional rescue and response team), one person who does not have a disability should remain with the individual while another person notifies safety personnel of their location
- Only when there is imminent life-threatening danger and evacuation cannot be delayed, should a person be carried or helped from the building in the most expedient but safe manner

### Following an Emergency

- Check with the assembled group to verify that all individuals have been evacuated
- Inform emergency personnel of individuals with special needs
- Review and evaluate effectiveness of emergency evacuation procedures

Who is your audience?  
Who would read this

If this is for students, would they understand what this means

particularly second language what plan?

## EMERGENCY EVACUATION PROCEDURES

The Palm Beach Community College administration and staff recognize their responsibility for the life safety of individuals associated with the college. This plan will be used in the event of an emergency evacuation of specified buildings and/or designated quadrants when required because of Fire alarms, Bomb Threats or other similar life threatening emergencies. These procedures are not all-inclusive, however, and may be supplemented by additional actions.

The following info

### Notification Guidelines

Once a serious emergency situation has been identified, the following individual(s) will be called in the following order of availability to be apprised of the situation and for determination relative to the evacuation/cancellation of classes:

- President, Dr. Gallon
- Vice-President, Mr. Becker
- Vice-President, Mr. Haley
- Vice-President, Dr. Sass
- Vice-President, Mr. Schmiederer
- Provost, Dr. Anderson
- Provost, Dr. Beck
- Provost, Dr. Franke
- Provost, Dr. Vallejo

List of procedures before breakdown

This looks like a new section not a procedure

Building

## FIRE ALARM ACTIVATION

In the event of a fire alarm and/or reported fire, Faculty and Staff Members should use the following guidelines to assure the organized evacuation of all students, faculty and staff in the building:

- All faculty, staff and students will evacuate the building in the event of a fire alarm
- Students are to be informed of evacuation procedures during the first class session
- Avoiding areas of obvious danger - proceed to the nearest exit
- NOTE: If no safe option for exit exists, those involved in the emergency should crawl on "hands and knees" past and/or under dangerous conditions. Upon exit, immediately advise authorities at the scene of any dangerous situation.
- Close doors upon exiting
- Faculty/Staff should check all rooms to assure everyone is aware of the evacuation process
- Faculty/Staff will verify that those in their areas are accounted for and report this to authorities at the scene
- Return to the building only after the "ALL CLEAR" has been issued by authorities at the scene

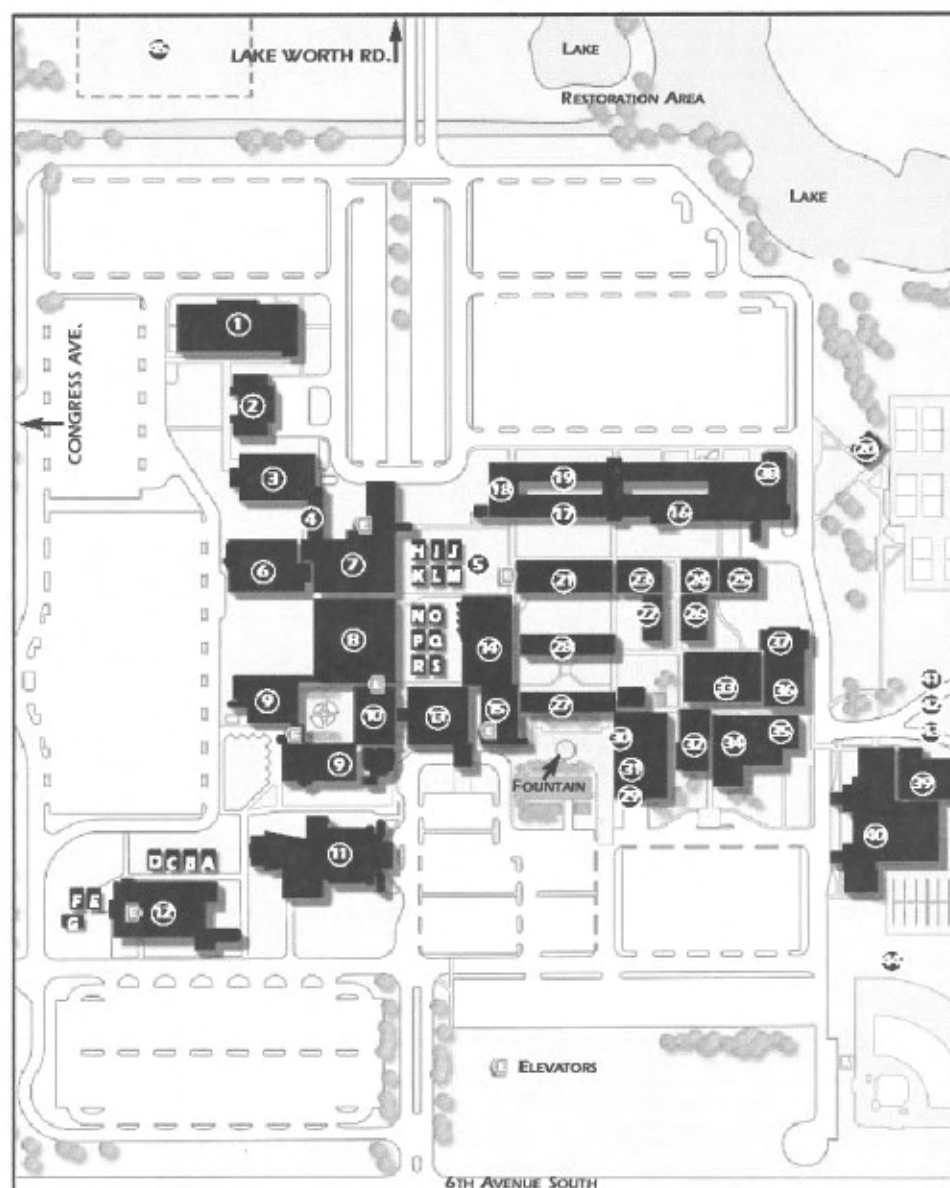
Syllabus

# Lake Worth Map

## PBCC AT LAKE WORTH

4200 CONGRESS AVENUE, LAKE WORTH, FL 33461-4796

561-967-PBCC



- 1 DH - Dental Health
- 2 TL - Technical Laboratory
- 3 TE - Technical Education  
Electronics Lab  
Physics Lab
- 4 HO - Health Occupations  
Modules
- 5 H MD11 L MD09 P MD17  
I MD12 M MD08 Q MD16  
J MD13 N MD15 R MD19  
K MD10 O MD14 S MD18

- 6 AH - Allied Health  
PHILIP O. EICHBLAU
- 7 BA - Business Administration
- 8 LR/LC - Library  
HAROLD C. MANOR
- 9 TC - Technology Center  
COUNT AND COUNTESS DE HORNE  
Reading, Math, Multi-media,  
Computer, Academic Support  
Lab, CAD/Drafting Lab
- 10 IT - Information Technology

- 11 AU - Theatre  
WATSON B. DUNCAN III & STAGE WEST
- 12 HU - Humanities  
A MD01 E MD05  
B MD02 F MD06  
C MD03 G MD07  
D MD04
- 13 District Offices  
G. TONY TATE  
Human Resources  
College Relations and Marketing  
Office of the President  
Vice Presidents Offices

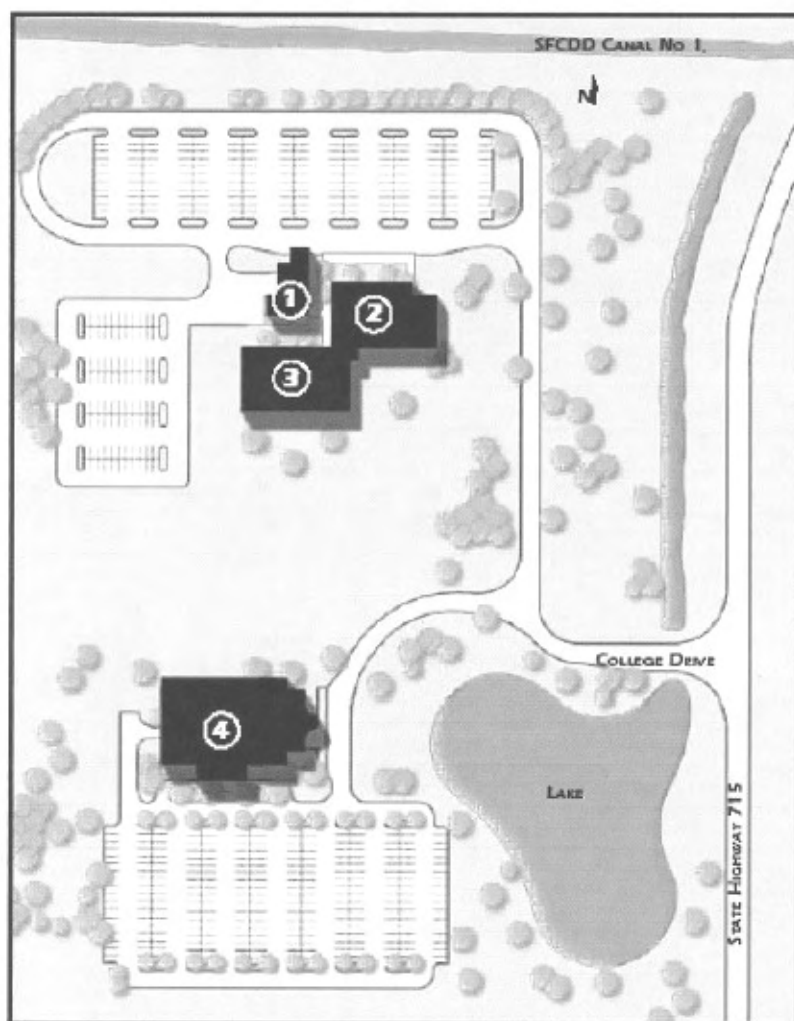
- 14 CE - Continuing Education  
PAUL W. GONZALEZ  
Etta Ross Institute
- 15 Cashier's Office/Finance
- 16 SCA - Science A
- 17 SCB - Science B
- 18 SCC - Science C
- 19 SCD - Science D
- 20 SCE - Science E
- 21 SS - Social Science  
BURTON G. SMITH
- 22 CIA - Criminal Justice A
- 23 CJB - Criminal Justice B
- 24 CJC - Criminal Justice C
- 25 CJD - Criminal Justice D
- 26 CJE - Criminal Justice E
- 27 CRA - General Classrooms A
- 28 CRB - General Classrooms B
- 29 Security Office
- 30 Bookstore
- 31 Institutional Effectiveness
- 32 Financial Aid
- 33 Student Services Center  
PAUL J. GONZALEZ  
Admissions  
Advising  
Career Center  
Counseling  
Disabled Services  
Student Nurse  
Registrar
- 34 Cafeteria  
Upward Bound
- 35 Faculty Dining Room
- 36 SAC - Student Activities  
Center
- 37 Testing Center
- 38 President's Dining Room
- 39 Fitness Center
- 40 PE/GYM - Gymnasium  
ELIZABETH W. ERLING
- 41 District Facilities Office  
CLAUDIE A. EDWARDS  
Central Receiving
- 42 District Warehouse
- 43 Sports Area  
Racquetball Courts  
Baseball Field  
Soccer Field
- 44 Educational Training Center  
FUTURE SITE

# Glades Map

## PBCC AT BELLE GLADE

1977 COLLEGE DRIVE, BELLE GLADE, FL 33430-3699

561-996-PBCC

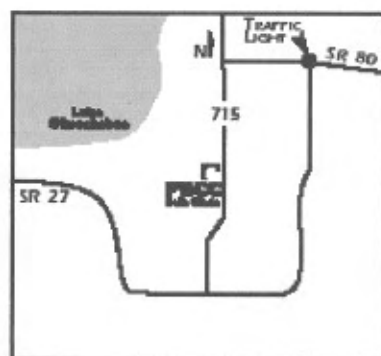


- ① Facilities
- ② Classrooms  
Library Learning Resource Center  
Bookstore
- ③ Registration  
Classrooms  
Administration  
Testing Center  
Computer Center  
Financial Aid  
Cashier
- ④ Dolly Hand Cultural Arts Center

## DIRECTIONS

**From I-95:**  
Proceed west on Southern Blvd. (State Road 80) approximately 40 miles until you reach Belle Glade. At the first traffic light continue straight ahead. Turn left onto Highway 715 and continue through the business area. PBCC is on the right.

**From the Florida Turnpike:**  
Exit at Okeechobee Blvd. go west to State Road 7. Proceed south on State Road 7 and turn west on Southern Blvd. (State Road 80). 40 miles until you reach Belle Glade. At the first traffic light continue straight ahead. Turn left onto Highway 715 and continue through the business area. PBCC is on the right.

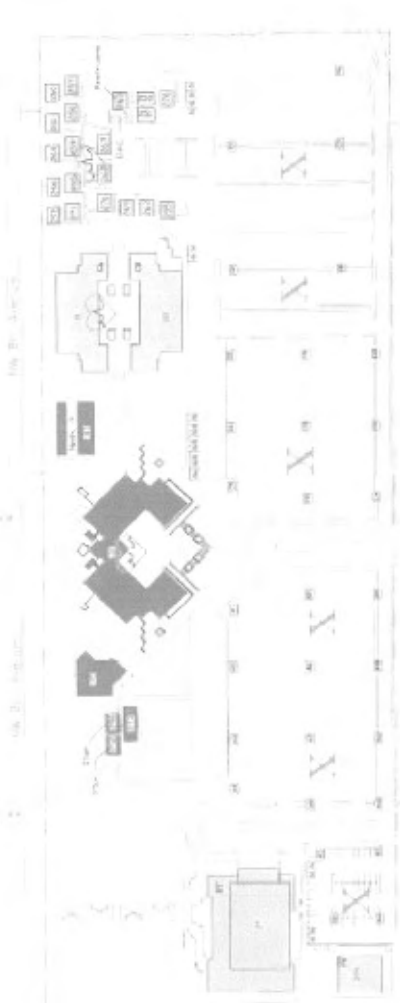


# Boca Map

REVISED 10/20/00  
11/1/00 2702

## BUILDING LEGEND

|     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |    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| 120 | 121 | 122 | 123 | 124 | 125 | 126 | 127 | 128 | 129 | 130 | 131 | 132 | 133 | 134 | 135 | 136 | 137 | 138 | 139 | 140 | 141 | 142 | 143 | 144 | 145 | 146 | 147 | 148 | 149 | 150 | 151 | 152 | 153 | 154 | 155 | 156 | 157 | 158 | 159 | 160 | 161 | 162 | 163 | 164 | 165 | 166 | 167 | 168 | 169 | 170 | 171 | 172 | 173 | 174 | 175 | 176 | 177 | 178 | 179 | 180 | 181 | 182 | 183 | 184 | 185 | 186 | 187 | 188 | 189 | 190 | 191 | 192 | 193 | 194 | 195 | 196 | 197 | 198 | 199 | 200 | 201 | 202 | 203 | 204 | 205 | 206 | 207 | 208 | 209 | 210 | 211 | 212 | 213 | 214 | 215 | 216 | 217 | 218 | 219 | 220 | 221 | 222 | 223 | 224 | 225 | 226 | 227 | 228 | 229 | 230 | 231 | 232 | 233 | 234 | 235 | 236 | 237 | 238 | 239 | 240 | 241 | 242 | 243 | 244 | 245 | 246 | 247 | 248 | 249 | 250 | 251 | 252 | 253 | 254 | 255 | 256 | 257 | 258 | 259 | 260 | 261 | 262 | 263 | 264 | 265 | 266 | 267 | 268 | 269 | 270 | 271 | 272 | 273 | 274 | 275 | 276 | 277 | 278 | 279 | 280 | 281 | 282 | 283 | 284 | 285 | 286 | 287 | 288 | 289 | 290 | 291 | 292 | 293 | 294 | 295 | 296 | 297 | 298 | 299 | 300 | 301 | 302 | 303 | 304 | 305 | 306 | 307 | 308 | 309 | 310 | 311 | 312 | 313 | 314 | 315 | 316 | 317 | 318 | 319 | 320 | 321 | 322 | 323 | 324 | 325 | 326 | 327 | 328 | 329 | 330 | 331 | 332 | 333 | 334 | 335 | 336 | 337 | 338 | 339 | 340 | 341 | 342 | 343 | 344 | 345 | 346 | 347 | 348 | 349 | 350 | 351 | 352 | 353 | 354 | 355 | 356 | 357 | 358 | 359 | 360 | 361 | 362 | 363 | 364 | 365 | 366 | 367 | 368 | 369 | 370 | 371 | 372 | 373 | 374 | 375 | 376 | 377 | 378 | 379 | 380 | 381 | 382 | 383 | 384 | 385 | 386 | 387 | 388 | 389 | 390 | 391 | 392 | 393 | 394 | 395 | 396 | 397 | 398 | 399 | 400 | 401 | 402 | 403 | 404 | 405 | 406 | 407 | 408 | 409 | 410 | 411 | 412 | 413 | 414 | 415 | 416 | 417 | 418 | 419 | 420 | 421 | 422 | 423 | 424 | 425 | 426 | 427 | 428 | 429 | 430 | 431 | 432 | 433 | 434 | 435 | 436 | 437 | 438 | 439 | 440 | 441 | 442 | 443 | 444 | 445 | 446 | 447 | 448 | 449 | 450 | 451 | 452 | 453 | 454 | 455 | 456 | 457 | 458 | 459 | 460 | 461 | 462 | 463 | 464 | 465 | 466 | 467 | 468 | 469 | 470 | 471 | 472 | 473 | 474 | 475 | 476 | 477 | 478 | 479 | 480 | 481 | 482 | 483 | 484 | 485 | 486 | 487 | 488 | 489 | 490 | 491 | 492 | 493 | 494 | 495 | 496 | 497 | 498 | 499 | 500 | 501 | 502 | 503 | 504 | 505 | 506 | 507 | 508 | 509 | 510 | 511 | 512 | 513 | 514 | 515 | 516 | 517 | 518 | 519 | 520 | 521 | 522 | 523 | 524 | 525 | 526 | 527 | 528 | 529 | 530 | 531 | 532 | 533 | 534 | 535 | 536 | 537 | 538 | 539 | 540 | 541 | 542 | 543 | 544 | 545 | 546 | 547 | 548 | 549 | 550 | 551 | 552 | 553 | 554 | 555 | 556 | 557 | 558 | 559 | 560 | 561 | 562 | 563 | 564 | 565 | 566 | 567 | 568 | 569 | 570 | 571 | 572 | 573 | 574 | 575 | 576 | 577 | 578 | 579 | 580 | 581 | 582 | 583 | 584 | 585 | 586 | 587 | 588 | 589 | 590 | 591 | 592 | 593 | 594 | 595 | 596 | 597 | 598 | 599 | 600 | 601 | 602 | 603 | 604 | 605 | 606 | 607 | 608 | 609 | 610 | 611 | 612 | 613 | 614 | 615 | 616 | 617 | 618 | 619 | 620 | 621 | 622 | 623 | 624 | 625 | 626 | 627 | 628 | 629 | 630 | 631 | 632 | 633 | 634 | 635 | 636 | 637 | 638 | 639 | 640 | 641 | 642 | 643 | 644 | 645 | 646 | 647 | 648 | 649 | 650 | 651 | 652 | 653 | 654 | 655 | 656 | 657 | 658 | 659 | 660 | 661 | 662 | 663 | 664 | 665 | 666 | 667 | 668 | 669 | 670 | 671 | 672 | 673 | 674 | 675 | 676 | 677 | 678 | 679 | 680 | 681 | 682 | 683 | 684 | 685 | 686 | 687 | 688 | 689 | 690 | 691 | 692 | 693 | 694 | 695 | 696 | 697 | 698 | 699 | 700 | 701 | 702 | 703 | 704 | 705 | 706 | 707 | 708 | 709 | 710 | 711 | 712 | 713 | 714 | 715 | 716 | 717 | 718 | 719 | 720 | 721 | 722 | 723 | 724 | 725 | 726 | 727 | 728 | 729 | 730 | 731 | 732 | 733 | 734 | 735 | 736 | 737 | 738 | 739 | 740 | 741 | 742 | 743 | 744 | 745 | 746 | 747 | 748 | 749 | 750 | 751 | 752 | 753 | 754 | 755 | 756 | 757 | 758 | 759 | 760 | 761 | 762 | 763 | 764 | 765 | 766 | 767 | 768 | 769 | 770 | 771 | 772 | 773 | 774 | 775 | 776 | 777 | 778 | 779 | 780 | 781 | 782 | 783 | 784 | 785 | 786 | 787 | 788 | 789 | 790 | 791 | 792 | 793 | 794 | 795 | 796 | 797 | 798 | 799 | 800 | 801 | 802 | 803 | 804 | 805 | 806 | 807 | 808 | 809 | 810 | 811 | 812 | 813 | 814 | 815 | 816 | 817 | 818 | 819 | 820 | 821 | 822 | 823 | 824 | 825 | 826 | 827 | 828 | 829 | 830 | 831 | 832 | 833 | 834 | 835 | 836 | 837 | 838 | 839 | 840 | 841 | 842 | 843 | 844 | 845 | 846 | 847 | 848 | 849 | 850 | 851 | 852 | 853 | 854 | 855 | 856 | 857 | 858 | 859 | 860 | 861 | 862 | 863 | 864 | 865 | 866 | 867 | 868 | 869 | 870 | 871 | 872 | 873 | 874 | 875 | 876 | 877 | 878 | 879 | 880 | 881 | 882 | 883 | 884 | 885 | 886 | 887 | 888 | 889 | 890 | 891 | 892 | 893 | 894 | 895 | 896 | 897 | 898 | 899 | 900 | 901 | 902 | 903 | 904 | 905 | 906 | 907 | 908 | 909 | 910 | 911 | 912 | 913 | 914 | 915 | 916 | 917 | 918 | 919 | 920 | 921 | 922 | 923 | 924 | 925 | 926 | 927 | 928 | 929 | 930 | 931 | 932 | 933 | 934 | 935 | 936 | 937 | 938 | 939 | 940 | 941 | 942 | 943 | 944 | 945 | 946 | 947 | 948 | 949 | 950 | 951 | 952 | 953 | 954 | 955 | 956 | 957 | 958 | 959 | 960 | 961 | 962 | 963 | 964 | 965 | 966 | 967 | 968 | 969 | 970 | 971 | 972 | 973 | 974 | 975 | 976 | 977 | 978 | 979 | 980 | 981 | 982 | 983 | 984 | 985 | 986 | 987 | 988 | 989 | 990 | 991 | 992 | 993 | 994 | 995 | 996 | 997 | 998 | 999 | 1000 |
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FARM BEACH COMMUNITY COLLEGE  
SOUTH CAMPUS BOCA RATON

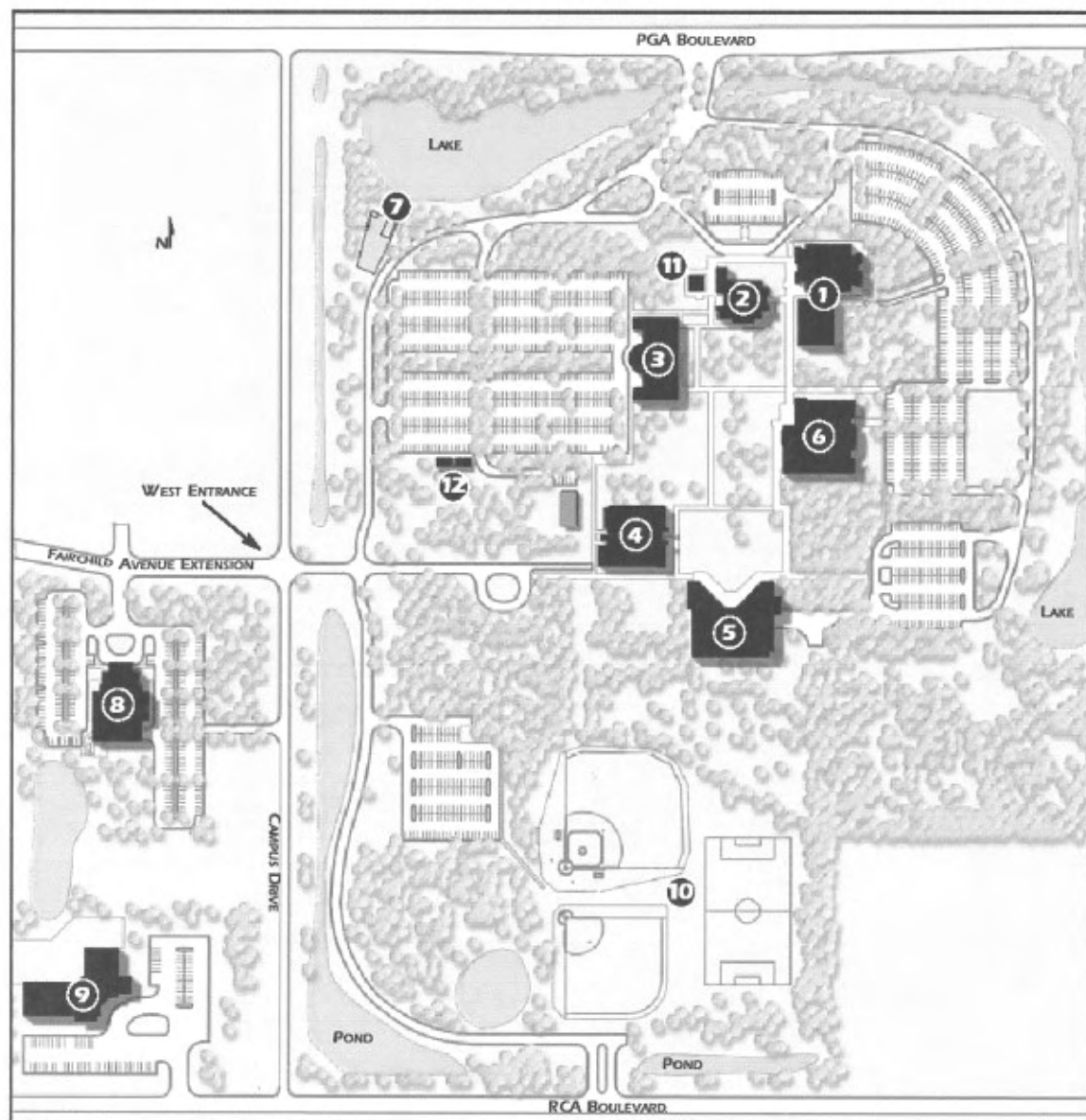


# Gardens Map

## PBCC AT PALM BEACH GARDENS

3160 PGA BLVD, PALM BEACH GARDENS, FL 33410-2893

561-624-PBCC



- |   |   |  |  |
|---|---|--|--|
| <p><b>1 AA Classroom Building</b><br/>Faculty Offices<br/>Campus Service Center</p> <p><b>2 Administration</b><br/>1st Floor:<br/>Student Services<br/>Admissions<br/>Registration<br/>Financial Aid<br/>Cashier<br/>Security<br/>2nd Floor:<br/>Provost<br/>Academic Dean<br/>Associate Dean<br/>Early Learning Services</p> | <p><b>3 BB Classroom Building</b><br/>Meldon Lecture Hall<br/>Art Gallery<br/>Art Lab<br/>CPI - Math Lab<br/>Career &amp; Technical<br/>Education</p> <p><b>4 Phillip D. Lewis Center</b><br/>Radiography<br/>Respiratory Care<br/>EMT<br/>Computer Science</p> | <p><b>5 Burt Reynolds Student Center</b><br/>Advisement<br/>Career Resources<br/>Disabled Students<br/>Student Activities<br/>Bookstore<br/>Cafeteria</p> <p><b>6 LLRC Building</b><br/>Library<br/>Law Library<br/>Media Services<br/>Science Lab<br/>Film Technology<br/>CPI-English/Reading Lab</p> | <p><b>7 Greenhouse</b></p> <p><b>8 Eissey Campus Theatre</b></p> <p><b>9 Center for Early Learning</b></p> <p><b>10 Sports Fields</b><br/>Baseball, Softball,<br/>Soccer</p> <p><b>11 Security</b></p> <p><b>12 Facilities</b></p> |
|---|---|--|--|



MINUTES  
Safety Committee Meeting  
1/5/2004  
3:00 pm  
Lake Worth

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**ITEM 1. Safety and Security Recommendations**

Discussion: Recommendations submitted by Safety and Security Committees

Data/data source: Minutes submitted by the following committees:

- Classroom Safety Chair – Mickey Rudick
- Crisis Management Chair – Duke Keller
- Employee Safety Chair – Ellen Grace
- Service Area Safety Chair – Ken Ray
- Communication Chair – Carol Zuccaro

Action: 1. Conduct Crisis Prevention training offered on an ongoing basis  
2. Implement a Crisis Management Plan  
3. Provide conflict resolution training for employees through our EAP or another source  
4. Conduct additional CPR and AED training  
5. Establish Safe Assembly Areas on each campus

**ITEM 2. Security Manual Update**

Discussion: Changes previously submitted were given to the staff for review

Data/data source: Security Manual

Action: Conference calls involving all of the Sergeants will be held on a predetermined continual basis. Sections of the Manual will be discussed during these calls with recommendations being submitted to Myerscough for review

**Staff Reports:**

Present:  
P. Myerscough, J. Wasukanis D. Jones

## Myerscough, Pat

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**From:** Becker, Richard

**Sent:** Monday, February 17, 2003 2:53 PM

**To:** Kozyra, Timothy; Burton, Shirley; Faquir, Max; Morrow, Annaleah; Lazzara, Valerie; Myerscough, Pat; Freeman, Rickey; Lang, Susan; Policy, Carole; Noles, Carol; Rathbone, Sue; Zuccaro, Carol; Mancuso, Beryl; Haley, Vernon; Rudick, Mickey; Keller, Donald; Dibisceglie, Natalie; Voils, Connie; Dickinson, Dianne; Grace, Ellen; Lambing, Lois; Lubin, Lemita; Schmiederer, John; Wasukanis, John; Franke, Helen; Mansour, Mohamed; Courtney, Colleen; Ray, Ken; Sass, Sharon

**Cc:** Gallon, Dennis

**Subject:** Safety & Security Committee

On Friday, February 14<sup>th</sup> we had our second meeting of the safety and security committee. At this meeting five subcommittees were identified to evaluate and make recommendations related to their "topic" and then to report back to the large committee in Mid-April. These subcommittees are as follows with the chair of each subcommittee in parentheses.

Classroom Safety (Mickey Rudick)

Crisis Management (Duke Keller)

Employee Safety (Ellen Grace)

Service Area Safety (Ken Ray)

This area includes Financial Aid, Admissions, Cashiers, Testing, Libraries, etc

Communication (Carol Zuccaro)

Please volunteer to serve on one or more of these subcommittees and invite others are not copied on this email to serve on these committees as well.

**Myerscough, Pat**

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**From:** Myerscough, Pat  
**Sent:** Friday, March 21, 2003 1:30 PM  
**To:** Zuccaro, Carol  
**Cc:** Wasukanis, John; Becker, Richard  
**Subject:** RE: security numbers

Carol,

I know the committee may propose this action but please consider the concerns I expressed at the meeting related to Safe Assembly Areas. The first issue is to advise people how to exit the building safely – this is done by required exit route signs. Once outside the building, Security or the authorities on the scene will direct individuals to safe assembly areas based on the location and type of emergency. The maps you are referring to were given to staff during fire drills. We wanted to ensure that people gather safely beyond the fire lanes in the parking lot and not attempt to gather in the courtyard. Because safe assembly areas are event specific I have concerns about directing people to a predetermined location. I know the goal you are trying to accomplish but maybe we can find a different solution. Pat

-----Original Message-----

**From:** Zuccaro, Carol  
**Sent:** Friday, March 21, 2003 11:00 AM  
**To:** Myerscough, Pat  
**Cc:** Becker, Richard  
**Subject:** security numbers

Hi Pat, our committee met today and made a decision to post on each campus a campus safe assembly map remember this was something we talked about when you were at our last meeting. We felt that the most efficient way for it to be handled was to have it done by security and what we would like to be done is this; remove the address on top of the map and replace it with the security telephone number for that campus in red if possible then post in each classroom and office. It would be a good idea if security made periodic checks perhaps every 6 months to make sure they are still posted. Please let me know if you have any questions.

Thanks, Carol

**Carol Zuccaro**  
College Information Center, Specialist  
561 868-3529

## PALM BEACH COMMUNITY COLLEGE



Home | Areas of Study | Site Map | Contact Us | People Finder | Search

PantherWeb | Academic Calendar | Jobs | Catalog | Distance Learning | Student Services | Library | PBCC News & Events

- [Safety Home](#)
- [Crime Reporting](#)
- [Safety Manual](#)
- [Lost and Found / Security Office Phone Numbers](#)
- [Chemical Hygiene Plan](#)
- [Motor Vehicle Regulations](#)
- [Hurricane Preparation](#)
- [Emergency Closing Plan](#)

### Safety



### Safety Links

- [Crime Stats](#)
- [Safety Tips](#)
- [Hurricane Preparedness Plan](#)
- [Bomb Threat Assessment Form](#)
- [Critical Incident Management Plan](#)
- [Alcohol and Drug Policy](#)
- [PBCC Sexual Predator Policy](#)

### A SAFE COLLEGE IS NO ACCIDENT

[Safety@pbcc.edu](mailto:Safety@pbcc.edu) to e-mail any questions or suggestions you might have.

**Myerscough, Pat**

**From:** Grace, Ellen  
**Sent:** Friday, March 21, 2003 12:28 PM  
**To:** Grace, Ellen; Faquir, Max; Vitrano, Mary; Grimm, Carol; Burton, Shirley; Voils, Connie; Proctor, Roberta; Findley, Brian; Dibisceglie, Natalie; Abdelgadir, Mohyeldin; Mansour, Mohamed; Kozyra, Timothy; Myerscough, Pat; Reid, Jim; Mcisaac, Penny  
**Cc:** Becker, Richard  
**Subject:** Next Meeting - Friday, March 28th, 11:00 a.m. -Conference Room B  
**Importance:** High

**Employee Issues Subcommittee - Hello!** Our next meeting will be Friday, March 28th at 11:00 a.m. in Conference Room B at Lake Worth.

We had a very productive first meeting and I appreciate the great turnout and your great input. At our next meeting we will continue to discuss employee issues regarding safety and security and will come up with recommendations that we would like for the college to address.

SUMMARY OF MEETING OF MARCH 14th (Please e-mail me if I have forgotten anything that needs to be included or if I have misrepresented anything.)

What the College has done regarding employee safety and security

Hurricane Preparedness  
Employee Assistance Program (EAP)  
Current Safety Training  
Procedures to Follow for faculty in case of disturbances in the classroom (This has been done at the Lake Worth Campus, and Penny McIssac will bring a copy for the Committee to review with the idea that this would be good information for all faculty.)  
Photo ID  
Code Blue Phones  
Facility Uniforms  
Locator Information on Phones  
Emergency Procedures for Injured Employees  
Stickers on phones  
Have replaced lighting on the North Campus  
Will purchasing 26 fibulators and will provide training for security staff and others  
Training of employees on Right to Know and Blood Borne Pathogens  
Training of Maintenance Staff on chemicals  
Training of Maintenance Staff on safe procedures for lifting  
First Response Training

Ideas of What the College Could Do To Enhance Employee Safety and Security

- ✓ Training - safety awareness- how to recognize violent employees and students; how to diffuse conflict or potentially violent situations
- ✓ Crisis Management Training (Pat Myerscough mentioned a training program that the School Board uses and which we are looking to implement.)
- ✓ Conflict resolution training for everyone
- Clear communication to employees on what to do about safety concerns
- ✓ On-going team to look at safety and security issues
- ✓ Escort service to car
- Workplace violence policy
- Anonymous tips program
- Survey to address safety concerns

3/21/2003

Concern that not all offices are in radio range  
More CPR training

Address issues of adjuncts who may feel that they are isolated and helpless. (A concern here is that there is no understanding of what to do in the evening when there is a crisis or a decision needs to be made. There is difficulty in communicating with adjuncts. A suggestion was made to capture home e-mail addresses of adjuncts since few adjuncts use the college e-mail. Another suggestion was made to establish a "Dean of Darkness" whereby college personnel would rotate being in charge in the evening so that there would be a person in charge to handle crises.)

Although there is an organizational structure in place of what to do to handle a crisis, there needs to be more communication with employees so that they are aware of the procedures.

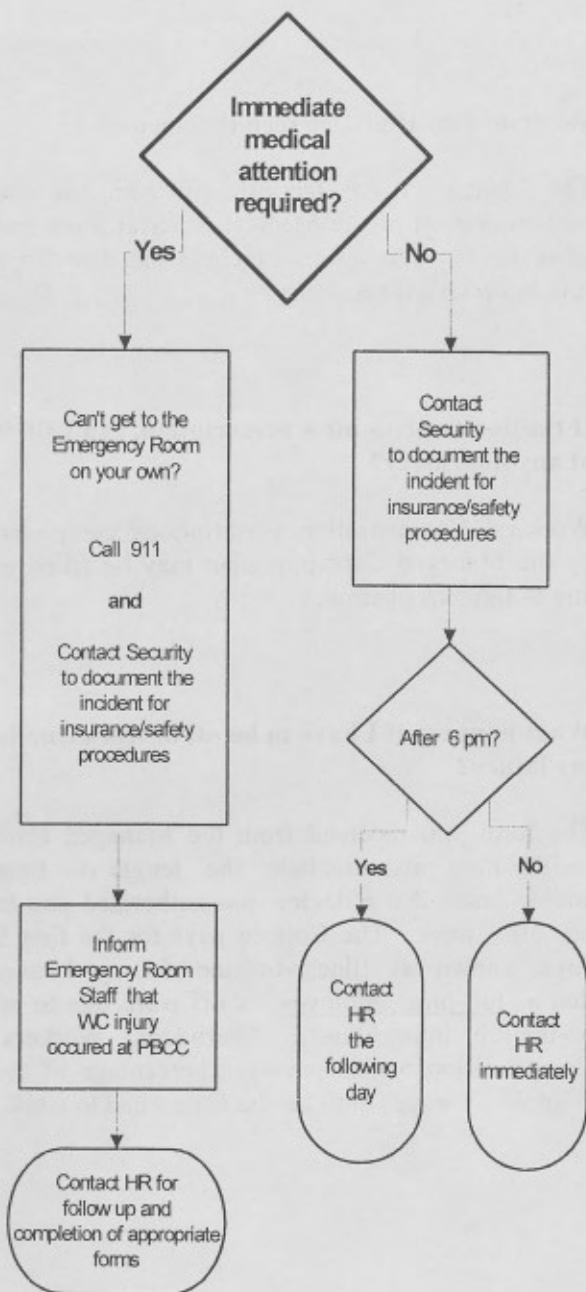
Communication is a major general concern. A suggestion was made to have all safety and security information on the Security website and to provide more information for employees.

Educate employees as to precautionary safety measures.

Procedures of what to do when employees are affected by drugs and alcohol

If I missed anything, please let me know. We have a good start at coming up with some good recommendations. See you at our next meeting.

## Your Contacts for Assistance with Workers' Compensation



### *Benefits Team*

|                    |          |
|--------------------|----------|
| Donna Agard-Harvey | 868-3133 |
| Shelley Hill       | 868-3134 |
| Shirley Sullivan   | 868-3132 |
| Bawani Subramoney  | 868-3889 |

### *Managed Care Coordinator:*

|                                    |                |
|------------------------------------|----------------|
| CorVel                             | 1-800-755-7501 |
| (Handles referrals to specialists) |                |

### *Workers' Compensation Adjuster:*

|  |                |
|--|----------------|
| Gallagher-Bassett Services                                       | 1-800-851-5663 |
| (Handles payment of wages to injured employees who are off work) |                |

### *Security Services:*

|                    |          |
|--------------------|----------|
| Belle Glade        | 261-0847 |
| Boca Raton         | 703-1287 |
| Lake Worth         | 868-3600 |
| Palm Beach Gardens | 207-5600 |

## WORKERS' COMPENSATION

### Information & Procedures

**PALM BEACH  
COMMUNITY COLLEGE**



### **What is Workers' Compensation?**

Workers' Compensation provides payment for medical expenses for employees who incur an injury/illness on the job and must see an authorized physician or go to a medical facility. It also pays 66 ⅔ percent of wages to an employee who has been placed off work by an authorized physician due to a workplace injury/illness. Full-time employees may supplement the remaining percentage of their wages with their accrued leave time.

### **Who is eligible for Workers' Compensation?**

Any employee of Palm Beach Community College is eligible for Workers' Compensation if he/she sustains an injury/illness while performing duties within the course and scope of his/her employment.

### **Who administers the College's Workers' Compensation?**

The program is administered by the Florida Community College Risk Management Consortium (FCCRMC).

### **What do I do if I need immediate attention?**

Call 911 and follow up with Human Resources.

### **What procedures do I follow?**

The step-by-step procedures are outlined on the flow chart in this brochure.

### **What do I do if my injury occurs after Human Resources is closed?**

If you do not need immediate attention, contact the office of Human Resources the following business day.

If you need immediate medical attention, go to the nearest emergency room and inform the emergency room staff of a workers' compensation injury. If you need immediate medical attention and are not able to get to the emergency room on your own, call 911 for assistance and the College's Security Services.

The next procedure is to contact the Office of Human Resources for follow up instructions.

Advise your supervisor of the outcome of your visit and send copies of the hospital documentation to Human Resources.

It is the responsibility of each injured employee to notify his/her supervisor as soon as the incident occurs or after medical attention has been received.

**DO NOT GO TO YOUR PERSONAL PHYSICIAN.**

### **What do I do after I've seen the doctor?**

The Managed Care facility will complete the bottom portion of the Medical Referral form and work status. It may also include the date for a follow-up visit if necessary.

### **If the doctor gives me a prescription, can I fill it at any pharmacy?**

Workers' Compensation prescriptions completed by the Managed Care physician may be filled at any Walgreens pharmacy.

### **What happens if I have to be off of work due to my injury?**

The form you received from the Managed Care facility may also include the length of time and/or dates that a doctor has authorized you to be off work. The College pays for the first 5 days, known as Illness-In-Line-of-Duty Leave, that a full-time employee is off work due to an on-the-job injury/illness. Afterwards, Workers' Compensation begins paying a percentage of the employee's wages until he/she is returned to work.



**Myerscough, Pat**

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**From:** Grace, Ellen**Sent:** Monday, April 14, 2003 6:24 PM**To:** Grace, Ellen; Faquir, Max; Vitrano, Mary; Grimm, Carol; Burton, Shirley; Voils, Connie; Proctor, Roberta; Findley, Brian; Dibisceglie, Natalie; Abdelgadir, Mohyeldin; Mansour, Mohamed; Kozyra, Timothy; Myerscough, Pat; Reid, Jim; Mcisaac, Penny; Becker, Richard**Subject:** Recommendations to Dick Becker from the Employee Issues Subcommittee**TO:** Dick Becker**FROM:** The Employee Issues Subcommittee of the Security and Safety Committee**RE:** Recommendations

Below are the recommendations from the Employee Issues Subcommittee that we would like to bring forward to the Safety and Security Committee:

Development of a Crisis Management Plan

Develop an employee crisis management plan which would include flow charts to help guide employees and faculty in dealing with conflict and/or violent situations with students, employees and the public .

Develop an outline for employees of what to do when they work with someone who is troubled. The outline would include various degrees of trouble and what to do in these instances.

Develop a Survival Guide to aid employees in the even of an emergency situation (tornados, hurricanes, act of terrorism, etc)

Brochure for Employees in Crisis

Develop a brochure of contact information for employees in crisis. This should also be posted on the web. It would include anonymous tips, security numbers of each campus, sexual predator information, various phone numbers of crisis centers, Employee Assistance Program information (EAP), etc.

Training for All Employees

Establish ongoing training for employees on classroom and employee crisis management. Excellent training is offered by the Palm Beach County School Police who performs the training throughout the State. These sessions would be tailored to PBCC needs to include training to recognize and to verbally diffuse conflict situations. .

Provide conflict resolution training for employees through our EAP or another source.

Inform and educate employees (including adjuncts) of all services, including the escort service.

Conduct CPR and Automatic Electronic Difibular Training (AED).

Placement of All Information in the Same Place

Place all information regarding safety and security in one place on the website so that employees will have an easy referral.

"Coordinator of Darkness" at Each Campus Location

Establish the position of "Coordinator of Darkness, where administrators or other employees, on a rotational basis, would be available at night to provide leadership in case of crisis or problems.

If there are any questions about any of these recommendations, the Committee would be happy to respond. Thank you.

Dr. Ellen Grace, SPHR  
Director of Human Resources  
Palm Beach Community College  
4200 Congress Avenue  
Lake Worth, FL 33461  
Phone 561-868-3135 Fax 561-868-3131

**Grace, Ellen**

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**From:** Grace, Ellen  
**Sent:** Wednesday, April 02, 2003 4:57 PM  
**To:** Grace, Ellen; Faquir, Max; Vitrano, Mary; Grimm, Carol; Burton, Shirley; Voils, Connie; Proctor, Roberta; Findley, Brian; Dibisceglie, Natalie; Abdelgadir, Mohyeldin; Mansour, Mohamed; Kozyra, Timothy; Myerscough, Pat; Reid, Jim; Mcisaac, Penny  
**Cc:** Becker, Richard  
**Subject:** Next Meeting - Friday, April 11th, 11:00 a.m. -Conference Room B  
**Importance:** High

We will have our next meeting on Friday, April 11th at 11:00 a.m. in Conference B. We should be able to finalize our recommendations to submit to the larger Committee at this meeting.

Our last meeting was very productive. The recommendations discussed were:

Develop an employee crisis management plan which would include flow charts to help guide employees.

Develop an outline for employees of what to do when they work with someone who is troubled. The outline would include various degrees of trouble and what to do in these instances.

Develop a Survival Guide to aid employees in the even of an emergency situation (tornados, hurricanes, act of terrorism.)

Develop a brochure of contact information for employees in crisis. This should also be posted on the web. It would include anonymous tips, security numbers of each campus, sexual predator information, various phone numbers of crisis centers, Employee Assistance Program information (EAP), etc.

Establish ongoing training for employees on classroom and employee crisis management. This training is offered by the Palm Beach County School Police. Pat has seen the training and Pat and Ellen are meeting with them on Friday, April 4th to discuss possible training.

Provide conflict resolution training for employees through our EAP or another source.

Place all information regarding safety and security in one place on the website so that employees will have an easy referral.

Inform and educate employees (including adjuncts) of all services, including the escort service.

Conduct CPR and Automatic Electronic Difibular Training (AED).

Establish an ombudsperson who can advise an employee when an employee does not want to contact human resources or security.

Establish the position of Dean of Darkness, where administrators or other employees, on a rotational basis, would be available at night to provide leadership in case of crisis or problems.

Please review and come with some final recommendations next Friday. I believe we have an excellent start and should be able to finalize next time. If I have missed anything, please let me know.

Dr. Ellen Grace, SPHR  
Director of Human Resources  
Palm Beach Community College  
4200 Congress Avenue

4/2/2003



MINUTES  
Safety Committee Meeting  
4/5/2005  
3:00 pm  
Lake Worth

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**ITEM 1. Safety Manual Update**

Discussion: Recommended changes to the Safety Manual

Data/data source: Florida Community College Risk Management Consortium  
PBCC Crime Statistics 2001-2004  
Safety Manual 2004

Action: Update pertinent sections of the Safety Manual based on the above data sources

**ITEM 2. Security Manual Update**

Discussion: Changes previously submitted were given to the staff for review

Data/data source: Security Manual

Action: Chief Myerscough and Sgt. Stanford make changes to the Security Manual as recommended by Security Sergeants on each campus

**Staff Reports:**

**Present:**

P. Myerscough, J. Wasukanis D. Jones

# District Annual Crime Statistics

2001, 2002, 2003, 2004

## Crimes Against Persons

|                                       | 2001 | 2002 | 2003 | 2004 |
|---------------------------------------|------|------|------|------|
| Murder and Non-Negligent Manslaughter | 0    | 0    | 0    | 0    |
| Forcible Sex Offense                  | 0    | 0    | 0    | 0    |
| Robbery                               | 1    | 2    | 0    | 0    |
| Aggravated Assault                    | 0    | 1    | 6    | 0    |
| Manslaughter                          | 0    | 0    | 0    | 0    |
| *Hate Crimes                          | 0    | 1-E  | 0    | 0    |

## Crimes Against Property

|                     | 2001 | 2002 | 2003 | 2004 |
|---------------------|------|------|------|------|
| Burglary            | 4    | 2    | 2    | 4    |
| Larceny             | 58   | 65   | 37   | 23   |
| Motor Vehicle Theft | 7    | 5    | 9    | 2    |
| Arson               | 1    | 1    | 0    | 0    |

## Liquor, Drug & Weapons Violations

|                   | 2001 | 2002 | 2003 | 2004 |
|-------------------|------|------|------|------|
| Liquor Violation  | 0    | 0    | 0    | 0    |
| Drug Violation    | 1    | 0    | 0    | 1    |
| Weapons Violation | 1    | 0    | 1    | 0    |

\* **HATE CRIMES** will be defined in the above categories by use of the following letters in the number column:

- R. Race
- G. Gender
- RL. Religion
- SO. Sexual Orientation
- E. Ethnicity
- D. Disability

[Safety@pbcc.edu](mailto:Safety@pbcc.edu) to e-mail any questions or suggestions you might have.



MINUTES  
ANNUAL MEETING  
District Safety and Security Council  
And  
Campus Based Safety and Security Committee Leaders  
4/10/07  
8:30am  
Lake Worth

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The annual meeting of the Palm Beach Community College District Safety and Security Council and the campus based Safety and Security Committee chairpersons was held at the Lake Worth campus on April 10, 2007.

John Wasukanis provided opening remarks on behalf of the District Safety and Security Council. Following the opening remarks and introductions each chairperson shared a summary of Committee activities for their campus. Details of these activities can be found in the Safety and Security Committee minutes on the web.

Shelley Hill outlined the worker's compensation process as part of a discussion about informing adjunct faculty of safety related issues at the College. HR will be invited to each campus to present this information at a Committee meeting.

Pat Myerscough gave a summary of safety related activity that was either the result of campus Committee projects or supported those efforts.

Concerns voiced by the chairpersons included lack of participation on the part of Committee membership and time conflicts for those serving in leadership positions.

All in attendance were asked to consider standardizing the Safety and Security Committee agenda. Input on this topic will be discussed at the next meeting on each campus. Also, examples of various types of safety related handouts were displayed at the meeting for consideration as material to be published by PBCC which would inform the entire College community, staff, faculty and students of pertinent safety information.

In closing John Wasukanis informed the attendees that information from this meeting would be reviewed by the District Safety and Security Council.

**Attendance:** L. Best                      D. DeBuvitz                      J. Duffie                      M. Kanaby  
                    S. Hill                                  J. Kirk                              M. Mansour                  P. Myerscough  
                    T. Wagnac                      J. Wasukanis                      S. Yeats



### **Safety & Security Committee - mission, duties and authority**

The mission of the campus based Safety and Security Committees of Palm Beach Community College is to provide a safe and secure environment for all members of the College community through awareness, communication and appropriate action.

Duties of Committee members include:

- Attend monthly committee meetings
- Review Accident/Incident Reports pertaining to the campus and submit recommendations for preventative action relating to unsafe conditions identified in the reports
- Address safety and security issues submitted to the Committee from members of the College community. Gather additional information if necessary in an effort to find appropriate solutions
- Submit records of meeting activity to the Safety Manager
- Members will be asked to commit to a minimum one year term, renewable at the end of one year
- Make safety/security awareness a priority in all areas of College life
- Be available for Safety/Security sub committee projects

### **Committee Function**

The Campus Safety and Security Committee has been authorized by Administration to research safety/security related issues and submit recommendations to the appropriate office including the District Safety Council and the Facilities Department

### **District Safety Council - mission, duties and authority**

The mission of the District Safety Council is to promote a safe and secure environment for everyone utilizing Palm Beach Community College services and facilities.

Duties and authority of Council members include but are not limited to:

- Facilitate recommendations from campus based committees
- Initiate safety/security related projects and raise awareness of College wide concerns
- Work with Human Resources to implement on-line safety training
- Support Campus Committees in their efforts to communicate Committee activities safety awareness

### **Council Function**

- The Council will meet quarterly to review campus Committee activity
- Safety Manager will attend each campus based meeting – additionally, other members of the District Council may attend these meetings throughout the year
- Council meetings may be called to address major emergency situations, critical incidents or safety issues requiring immediate attention as determined by any member of the Council
- The Council will meet with the leaders of the campus Committees annually to review Committee activity and address concerns

## MINUTES FROM LAKE WORTH CAMPUS SAFETY AND SECURITY COMMITTEE MEETING

Dated: November 1, 2006

### ITEM 1. Review and discussion of Incident/accident reports

#### Discussion:

The Campus Safety and Security Committee was informed by Pat Myerscough that written procedures have already been put in place for review of these reports and CSSC is no longer needed to review and complete appropriate form for this process.. Mary Ellen Hahl stated the CSSC should have an opportunity to review the reports and recommend possible options for follow-up. Pat Myerscough stated that she will speak with John Wasukanis about permission to review the reports. After reviewing the written procedures, the following change was suggested: by the CSSC: The procedures should be changed to include the Security Chief's responsibilities. Tom Lewis asked the question about how this process is working, at present? There seems to have been some confusion prior to now as to specifically what should be done step by step. It was reiterated how important security is in the entire process in order for all reporting to be accurate and timely.

Tom Lewis suggested that VISIO could be used for flowcharting the entire process for follow-up. According to the procedures there are differences depending upon whether or not the accident/incident victim is an employee or a student. The reporting lines for an employee differ from that of a student in the following way: If an employee is injured, Human Resources should be contacted at the **first opportunity**. The **contact person** in Human Resources is **Donna Agard-Harvey**. Of course, security is responsible for completing reports for student incidents/accidents.

### ITEM 2. Recap of fire extinguisher training from summer 2006

#### Discussion:

Jelesia Kirk recapped the fire extinguisher training from the summer and stated that it was successful. Additionally, asked if we should try to arrange training for next semester, if possible. Mary Ellen Hahl suggested that we should try. Pat Myerscough stated that she will speak with Val Williams, Fire Academy Program Manager, to determine when we can appropriately make arrangements for this training, again.

### ITEM 3. New Business for spring 2007-2

#### Discussion:

The **next two meeting dates** for the CSSC will be **12/05/06** and **01/10/07** at **8AM**.

There was some discussion about training or at least awareness of **AEDs (automated external defibrillators)**. In conjunction with this training, hopefully, **CPR** will be available. This will be further discussed at the next meeting. We were informed by Pat Myerscough that AEDs are located throughout the campus, however most staff are not aware of where they are in their respective areas. This awareness training will be considered for the spring semester, The Boca Raton campus has already had this training.

Attendance: Jelesia Kirk    Mary Ellen Hahl    Tom Lewis    Terry Bernhardt  
Pat Myerscough





**AGENDA/MEETING MINUTES**  
**Safety Committee Meeting**  
**10/24/06**  
**1:30 pm to 2:30pm**  
**Smith Conference Room, Eissey Campus**

**ITEM 1**

Discussion: Introduced and welcomed each other  
Elected a scribe – Catherine Stefano

**ITEM 2      Power Point Presentation**

Discussion: Where are we and where are we going?

Data/data source: Florida Community Colleges Risk Management Consortium  
Overview of Facts and figures

Action: We discussed coming up with our own PBG Safety Committee Mission Statement, where and what we will focus on, topics to communicate and the means in which to communicate.

*Palm Beach Gardens Eissey Campus Mission Statement:*

*To create a safe environment in which to work, teach and learn by promoting safety awareness.*

**OTHER. Next meeting is scheduled for November 28, 2006**

**Attendance: Patty Anderson**  
**Latsy Best**  
**Michelle Balik**  
**Sue Hutz**  
**Mike Kanaby**  
**Catherine Stefano**  
**Susan Yeats**

Submitted by:

Catherine Stefano

Scribe

c. Minutes Distribution List

Frank Atkins, Susan Adamski, Patti Anderson, Latsy Best, Sue Hutz, Mike Kanaby, Ron Long, Catherine Stefano, Susan Yeats  
Rebecca Baylor, Jelesia Kirk, Mansour Mohamed, Pat Myerscough, Trina Wagnac



**AGENDA/MEETING MINUTES**  
**Belle Glade Safety Committee Meeting**  
**November 1, 2006**  
**2:30 p.m.**  
**Room 125**

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**ITEM 1. Review of Last Month's Minutes**

Discussion: All members

Data/data source: Minutes from October 4, 2006 meeting

Action: NA

**ITEM 2. Visitor's Parking and Direction Signs**

Discussion: Parking lot changes are scheduled during Christmas break.

Data/data source: Phil Close

Action: NA

**ITEM 3. Safety and Security Measures for the Campus**

Discussion: Mr. Close is working on a proposal with Rick Dugan regarding the 14 digital cameras. John Wasukanis has agreed to fund them.

Data/data source: Phil Close

Action: NA

**ITEM 4. Suggested Trainings**

Discussion: Two trainings were suggested: AED Awareness and First Aid Awareness. Boca will do the trainings first, and Ms. Myerscough will send Boca's ad to Mr. Stanford for Belle Glade to use. Each training will last for thirty minutes. We could have the training after our normally scheduled Safety Committee meeting, or we could schedule for a different day. Ms. Myerscough needs three dates from Belle Glade to offer the training.

Data/data source: Ms. Myerscough and David Stanford

Action: Ms. Myerscough will give Boca's ads to Mr. Stanford. Mr. Stanford will speak to Dr. Bennett about setting up dates for the training.

**AGENDA/MEETING MINUTES**  
**Campus Safety & Security Committee**  
**November 7, 2006 at 2:00 PM**  
**Boca Campus – BT 144**

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**ITEM 1. Minutes from October meeting were reviewed and approved.**

**ITEM 2. Campus Incident Reports and Safety Concerns**

**Discussion:** Campus accident/incident report information was shared by Bally. Two accident reports were discussed. Willie brought up concern over solicitation materials that continue to be spread near classroom buildings and along stairways. Maria addressed the issue of “blood donation” flyers distributed on blood drive days is also a concern b/c it creates a pollution problem as people drop them on the ground. Elizabeth questioned whether disruptive activity (skaters) outside of the classroom can be addressed as a safety concern. She also brought up the air quality problems in CA109. Trina reported concerns with students in the Wellness Center that are using the equipment without proper shoes (barefoot/flip-flops). There is no clear signage to indicate rules/regulations for the use of the Wellness Center. Pat noted the need for a remote control to the elevated TV in BT144 due to safety issues of standing on a chair to operate the TV/VCR.

**Action:** Bally has been reporting the solicitation issues to Dean Ray for formal follow-up. Trina will follow-up with Brian to find out how the distribution of these flyers could cease. Bally confirmed that disruptive behavior in or out of the classroom should be reported to security immediately. He reviewed the incident/accident report procedures. Bally stated that the chillers in the classroom buildings are being changed, which may contribute to temporary air quality issues. Pat will find out how safety rules and usage signage can be implemented college-wide for all Wellness Centers to avoid liability issues. Willie will requests a remote control for the TV/VCR in BT144.

**ITEM 3. Updates – Campus Safety Issues**

**Discussion:** Due to labor costs to the College, hurricane shutters will remain on the wall of windows in classroom BT148 through the end of November. This is a high occupancy classroom, where students have repeatedly voiced concerns for learning environment and work orders submitted for shutter removal. Additional traffic signage has not been placed in areas of concern mentioned at the October meeting.

**Action:** Pat will look into the possibility of having the consortium address this concern at the next district meeting. Trina will follow-up with Mike regarding traffic signage.

**ITEM 4. AED Training – Faculty & Staff**

**Activity:** Two half-hour AED Training overview sessions were held for faculty and staff. There were approximately 25 participants. Pat shared a video and provided a demonstration of the operating procedures for the AED unit. Maps of AED unit locations on campus were distributed. Some people are interested in the complete 4-hour AED/CPR training. Trina will coordinate a full training, via Human Resources, in the Spring for those interested.

**Next meeting tentatively 1/17/07 at 2:00 – 3:00pm; location TBA**

|  |  |  |   |
|--|--|--|---|
| <b>Attendance:</b> <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> Maria Castillo | <input checked="" type="checkbox"/> Quan Cao     | <input checked="" type="checkbox"/> Kissoondath Soorajbally |
| <input checked="" type="checkbox"/> Willie Ford        | Brian Findley                                      | Don Ulbricht                                     | <input checked="" type="checkbox"/> Elizabeth Fletcher      |
| Susan Mills  | <input checked="" type="checkbox"/> Pat Myerscough | <input checked="" type="checkbox"/> Trina Wagnac | Diane Hydes   |

Submitted by: Trina Wagnac

## **ITEM 5. Name Tags**

Discussion: Mr. Stanford reported to the committee that there are non-students using the weight room in the evenings. Enforcing student-only access in the weight room would be much easier if students are required to have their PantherCards with them while on campus. Ms. Baylor mentioned that the students are already required to have their ID's to gain access to the SLC labs, the testing center, and to print. The committee will take this to the District Safety Council, but the administration does not want to enforce this requirement. The PantherCards are recommended but not required. Bob Voelker is able to create employee PantherCards, but it is up to individual supervisors to enforce a name tag policy.

Data/data source: Mr. Standford and Ms. Baylor

Action: See above

## **ITEM 6. Review of Incident/Accident Reports**

Discussion: No Incident/Accident Reports for October. In the future, Mr. Close will fill out any necessary follow-up reports within 24 hours of receiving an Incident/Accident Report.

Data/data source: David Stanford

Action: See above

## **OTHER.**

Discussion: The science lab has been inspected and was found to be in great order.

First Aid Mitts are no longer available. All departments should have a first aid kit in their area for employees, but no one is really able to use many of the items in the kit. All items should be replaced every two years. Departments are able to use Band-Aids, so all departments should have those available. The ordering information for the first aid kits has been emailed to those with access to purchasing. Each department is responsible for ordering their own kit; the kits will not be automatically ordered.

Data/data source: Ms. Myerscough

Action: NA

### **Attendance:**

David Stanford

Phil Close

Dr. Edward Brecker

Rebecca Baylor

Pat Myerscough

Submitted by:

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Rebecca Baylor, Scribe

c. Committee members, other campus committee chairs, and Dr. Beverly Robinson



# Section B-13





**Palm Beach Community College**  
**Institutional Effectiveness Summary Evaluation Form**

|                            |                            |                       |                       |
|----------------------------|----------------------------|-----------------------|-----------------------|
| <b>Unit:</b>               | <u>Business Services</u>   | <b>Academic Year:</b> | <u>2000-2001</u>      |
| <b>Discipline:</b>         | <u>Facilities</u>          | <b>Date:</b>          | <u>May 2001</u>       |
| <b>Cluster/Department:</b> | <u>Safety and Security</u> | <b>Submitted By:</b>  | <u>Pat Myerscough</u> |

**Objective 3:**

To expand roles and responsibilities of the Safety and Security Committee.

**Measurement Results:**

Roles and responsibilities have been included in the safety manual.

E-mail survey responses from committee members.

See attached

**Use of Results:**

Please indicate the decisions you made as a result of the measuring outcome.

**1. Planning:**

Since this year has been the start of the expanded role, we need to make sure that there is broad-based involvement to provide feedback to the committee. The committee plans to continue to visit all campuses to encourage involvement.

**2. Structuring:**

The committee will develop procedures to investigate and record personal injuries.

**3. Implementing:**

The committee will develop recommendations for staff development and awareness.

They will follow through to see if recommended programs are implemented and or what supports are needed for implementation.

**4. Recycling:**

This is an on-going College initiative and will continue. All modifications will relate to the expanded role of the committee.

## Safety Committee Member Questionnaire

We are presently updating our responses to SACS. Please respond ASAP.

1. Describe the roles and responsibilities of committee members.

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2. Should the committee expand their role? If yes, how?

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3. How would you evaluate the safety manual?

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4. What would you add?

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5. What would you delete?

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6. What would you modify?

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**AGENDA/MEETING MINUTES**  
**Safety Committee**  
**Special Session to review Safety Manual Survey**  
**March 27, 2002**  
**2:00pm**  
**Lake Worth Location, Facilities Conference Room**

The following 14 items are from question #1 of the survey

**ITEM 1.**

*Job Safety Training (1-1 & 1-2) Manual page 6*

| <i>Level of Importance</i> | <i>Number</i> | <i>Percent</i> | <i>Level of Satisfaction</i> | <i>Number</i> | <i>Percent</i> |
|----------------------------|---------------|----------------|------------------------------|---------------|----------------|
| <b>1</b>                   | <b>7</b>      | <b>9.3%</b>    | <b>1</b>                     | <b>7</b>      | <b>9.3%</b>    |
| <b>2</b>                   | <b>4</b>      | <b>5.3%</b>    | <b>2</b>                     | <b>3</b>      | <b>4.0%</b>    |
| <b>3</b>                   | <b>15</b>     | <b>20.0%</b>   | <b>3</b>                     | <b>19</b>     | <b>25.3%</b>   |
| <b>4</b>                   | <b>13</b>     | <b>17.3%</b>   | <b>4</b>                     | <b>16</b>     | <b>21.3%</b>   |
| <b>5</b>                   | <b>36</b>     | <b>48.0%</b>   | <b>5</b>                     | <b>30</b>     | <b>40.0%</b>   |

Discussion: Safety training needs of various departments throughout the College and methods to address these needs.

Data/data source: Safety Manual Survey **Job Safety Training (1-1 & 1-2)**

Action: Conduct continuous assessment through the web site to gather recommendations College-wide that would help clarify training needs.

**ITEM 2.**

*Record Keeping Procedures (1-3 & 1-4) Manual page 6*

| <i>Level of Importance</i> | <i>Number</i> | <i>Percent</i> | <i>Level of Satisfaction</i> | <i>Number</i> | <i>Percent</i> |
|----------------------------|---------------|----------------|------------------------------|---------------|----------------|
| <b>1</b>                   | <b>3</b>      | <b>4.1%</b>    | <b>1</b>                     | <b>5</b>      | <b>6.8%</b>    |
| <b>2</b>                   | <b>9</b>      | <b>12.2%</b>   | <b>2</b>                     | <b>8</b>      | <b>10.8%</b>   |
| <b>3</b>                   | <b>27</b>     | <b>36.5%</b>   | <b>3</b>                     | <b>14</b>     | <b>18.9%</b>   |
| <b>4</b>                   | <b>16</b>     | <b>21.6%</b>   | <b>4</b>                     | <b>15</b>     | <b>20.3%</b>   |
| <b>5</b>                   | <b>19</b>     | <b>25.7%</b>   | <b>5</b>                     | <b>32</b>     | <b>43.2%</b>   |

Discussion: Awareness of personnel record keeping process used by the College.

Data/data source: Safety Manual Survey **Record Keeping Procedures (1-3 & 1-4)**

Action: Committee will recommend that information be included in the Safety Manual that outlines where records are housed and which department is responsible for the maintenance of records.

### ITEM 3.

*Lost & Found Property (1-5 & 1-6) Manual page 7*

| Level of Importance | Number | Percent | Level of Satisfaction | Number | Percent |
|---------------------|--------|---------|-----------------------|--------|---------|
| 1                   | 6      | 8.1%    | 1                     | 4      | 5.4%    |
| 2                   | 12     | 16.2%   | 2                     | 8      | 10.8%   |
| 3                   | 27     | 36.5%   | 3                     | 14     | 18.9%   |
| 4                   | 12     | 16.2%   | 4                     | 19     | 25.7%   |
| 5                   | 17     | 23.0%   | 5                     | 29     | 39.2%   |

Discussion: Total process for documentation, storage and disposal of lost & found items.

Data/data source: Safety Manual Survey **Lost & Found Property (1-5 & 1-6)**

Action: Include clear, established procedures for managing lost and found items in the Safety Manual. This information will include the location and length of time these items are stored as well as the method of disposal.

### ITEM 4.

*Chemical Hygiene Plan (1-7 & 1-8) Manual page 7*

| Level of Importance | Number | Percent | Level of Satisfaction | Number | Percent |
|---------------------|--------|---------|-----------------------|--------|---------|
| 1                   | 5      | 6.7%    | 1                     | 6      | 8.1%    |
| 2                   | 5      | 6.7%    | 2                     | 4      | 5.4%    |
| 3                   | 9      | 12.0%   | 3                     | 7      | 9.5%    |
| 4                   | 22     | 29.3%   | 4                     | 11     | 14.9%   |
| 5                   | 34     | 45.3%   | 5                     | 46     | 62.2%   |

Discussion: This plan is extensive and has been approved by the insurance consortium, and the Dept. of Education's team that was assigned to assist PBCC with the Chemical Hygiene Plan development.

Data/data source: Safety Manual Survey **Chemical Hygiene Plan (1-7 & 1-8)**

Action: The level of satisfaction indicates that no action is necessary at this time.

*to annual college  
for safety hygiene  
protocol in accordance  
with state statute*

**ITEM 5.***Animal Control on Campus (1-9 & 1-10) Manual page 8*

| <i>Level of Importance</i> | <i>Number</i> | <i>Percent</i> | <i>Level of Satisfaction</i> | <i>Number</i> | <i>Percent</i> |
|----------------------------|---------------|----------------|------------------------------|---------------|----------------|
| <b>1</b>                   | <b>7</b>      | <b>9.3%</b>    | <b>1</b>                     | <b>6</b>      | <b>8.0%</b>    |
| <b>2</b>                   | <b>4</b>      | <b>5.3%</b>    | <b>2</b>                     | <b>3</b>      | <b>4.0%</b>    |
| <b>3</b>                   | <b>13</b>     | <b>17.3%</b>   | <b>3</b>                     | <b>9</b>      | <b>12.0%</b>   |
| <b>4</b>                   | <b>13</b>     | <b>17.3%</b>   | <b>4</b>                     | <b>11</b>     | <b>14.7%</b>   |
| <b>5</b>                   | <b>38</b>     | <b>50.7%</b>   | <b>5</b>                     | <b>46</b>     | <b>61.3%</b>   |

Discussion: Included in the discussion was reference to the comment submitted in response to question #3 of the survey. The comment stated that the Manual seems unfriendly to animals.

Data/data source: Safety Manual Survey **Animal Control on Campus (1-9 & 1-10)**

Action: The current Animal Control Policy is based on the recommendations from the insurance consortium. The Safety & Security Committee has reviewed the policy as well as information published by the Animal Care and Control Division of Palm Beach County. Based on this review there is no recommendation for change at this time.

**ITEM 6.***Exposure Control Plan (1-11 & 1-12) Manual page 9*

| <i>Level of Importance</i> | <i>Number</i> | <i>Percent</i> | <i>Level of Satisfaction</i> | <i>Number</i> | <i>Percent</i> |
|----------------------------|---------------|----------------|------------------------------|---------------|----------------|
| <b>1</b>                   | <b>6</b>      | <b>8.2%</b>    | <b>1</b>                     | <b>6</b>      | <b>8.3%</b>    |
| <b>2</b>                   | <b>4</b>      | <b>5.5%</b>    | <b>2</b>                     | <b>4</b>      | <b>5.6%</b>    |
| <b>3</b>                   | <b>20</b>     | <b>27.4%</b>   | <b>3</b>                     | <b>13</b>     | <b>18.1%</b>   |
| <b>4</b>                   | <b>14</b>     | <b>19.2%</b>   | <b>4</b>                     | <b>16</b>     | <b>22.2%</b>   |
| <b>5</b>                   | <b>29</b>     | <b>39.7%</b>   | <b>5</b>                     | <b>33</b>     | <b>45.8%</b>   |

Discussion: The method used to inform staff of this policy was discussed. This information is covered at every new hire orientation and at Faculty and staff meetings depending on department needs.

Data/data source: Safety Manual Survey **Exposure Control Plan (1-11 & 1-12)**

Action: The Safety & Security Committee and Human Resources Dept. are continually assessing training opportunities such as cluster meetings, handouts, interactive CD and staff development day presentations to disseminate this information. NO REC.

**ITEM 7.***Right to Know (1-13 & 1-14) Manual page 10*

| <i>Level of Importance</i> | <i>Number</i> | <i>Percent</i> | <i>Level of Satisfaction</i> | <i>Number</i> | <i>Percent</i> |
|----------------------------|---------------|----------------|------------------------------|---------------|----------------|
| <b>1</b>                   | <b>4</b>      | <b>5.5%</b>    | <b>1</b>                     | <b>5</b>      | <b>6.8%</b>    |
| <b>2</b>                   | <b>5</b>      | <b>6.8%</b>    | <b>2</b>                     | <b>5</b>      | <b>6.8%</b>    |
| <b>3</b>                   | <b>19</b>     | <b>26.0%</b>   | <b>3</b>                     | <b>16</b>     | <b>21.9%</b>   |
| <b>4</b>                   | <b>20</b>     | <b>27.4%</b>   | <b>4</b>                     | <b>16</b>     | <b>21.9%</b>   |
| <b>5</b>                   | <b>25</b>     | <b>34.2%</b>   | <b>5</b>                     | <b>31</b>     | <b>42.5%</b>   |

Discussion: OSHA requires that this information be given to all employees on an annual basis. Employees receive this information at the time of new hire orientation and annually through handouts provided by OSHA.

Data/data source: Safety Manual Survey **Right to Know (1-13 & 1-14)**

Action: The level of satisfaction reflected in the survey indicates that the current process is satisfactory, therefore, no additional action is recommended at this time.

**ITEM 8.***Emergency Evacuation Procedures (1-15 & 1-16) Manual page 11*

| <i>Level of Importance</i> | <i>Number</i> | <i>Percent</i> | <i>Level of Satisfaction</i> | <i>Number</i> | <i>Percent</i> |
|----------------------------|---------------|----------------|------------------------------|---------------|----------------|
| <b>1</b>                   | <b>8</b>      | <b>10.7%</b>   | <b>1</b>                     | <b>7</b>      | <b>9.9%</b>    |
| <b>2</b>                   | <b>3</b>      | <b>4.0%</b>    | <b>2</b>                     | <b>5</b>      | <b>7.0%</b>    |
| <b>3</b>                   | <b>15</b>     | <b>20.0%</b>   | <b>3</b>                     | <b>24</b>     | <b>33.8%</b>   |
| <b>4</b>                   | <b>17</b>     | <b>22.7%</b>   | <b>4</b>                     | <b>16</b>     | <b>22.5%</b>   |
| <b>5</b>                   | <b>32</b>     | <b>42.7%</b>   | <b>5</b>                     | <b>19</b>     | <b>26.8%</b>   |

Discussion: The consensus of the group reviewing this item was that concerns expressed through this survey warrant careful investigation of current evacuation procedures.

Data/data source: Safety Manual Survey **Emergency Evacuation Procedures (1-15 & 1-16)**

Action: This topic will be presented as a special item at a Safety & Security Committee meeting when the general membership is present and can effectively address the issue.

**ITEM 9.****Emergency Procedures for People w/Disabilities (1-17 & 1-18) Manual page 13**

| <i>Level of Importance</i> | <i>Number</i> | <i>Percent</i> | <i>Level of Satisfaction</i> | <i>Number</i> | <i>Percent</i> |
|----------------------------|---------------|----------------|------------------------------|---------------|----------------|
| <b>1</b>                   | <b>8</b>      | <b>11.3%</b>   | <b>1</b>                     | <b>3</b>      | <b>4.2%</b>    |
| <b>2</b>                   | <b>9</b>      | <b>12.7%</b>   | <b>2</b>                     | <b>4</b>      | <b>5.6%</b>    |
| <b>3</b>                   | <b>16</b>     | <b>22.5%</b>   | <b>3</b>                     | <b>29</b>     | <b>40.3%</b>   |
| <b>4</b>                   | <b>25</b>     | <b>35.2%</b>   | <b>4</b>                     | <b>20</b>     | <b>27.8%</b>   |
| <b>5</b>                   | <b>13</b>     | <b>18.3%</b>   | <b>5</b>                     | <b>16</b>     | <b>22.2%</b>   |

Discussion: Comments submitted in question #3 of the survey on the issue of evacuating people with disabilities indicate that elevator problems are a special concern.

Data/data source: Safety Manual Survey **Emergency Procedures for People w/Disabilities (1-17 & 1-18)**

Action: The Safety & Security Committee will request a report from the Facilities Dept. outlining the dates and times of interrupted elevator service for the period of one year to determine the extent of the problem and evaluate the need for equipment or maintenance routine changes.

The Committee will recommend that this be an item for continuous assessment through the intranet to insure that specific concerns are addressed promptly.

**ITEM 10.****Hurricane Preparedness Plan (1-19 & 1-20) Manual page 14**

| <i>Level of Importance</i> | <i>Number</i> | <i>Percent</i> | <i>Level of Satisfaction</i> | <i>Number</i> | <i>Percent</i> |
|----------------------------|---------------|----------------|------------------------------|---------------|----------------|
| <b>1</b>                   | <b>9</b>      | <b>12.7%</b>   | <b>1</b>                     | <b>7</b>      | <b>10.0%</b>   |
| <b>2</b>                   | <b>4</b>      | <b>5.6%</b>    | <b>2</b>                     | <b>8</b>      | <b>11.4%</b>   |
| <b>3</b>                   | <b>22</b>     | <b>31.0%</b>   | <b>3</b>                     | <b>16</b>     | <b>22.9%</b>   |
| <b>4</b>                   | <b>17</b>     | <b>23.9%</b>   | <b>4</b>                     | <b>19</b>     | <b>27.1%</b>   |
| <b>5</b>                   | <b>19</b>     | <b>26.8%</b>   | <b>5</b>                     | <b>20</b>     | <b>28.6%</b>   |

Discussion: The survey indicates that Faculty and staff are generally satisfied with the current plan although comments from question #3 suggest that the notification of closing process is still somewhat confusing. The comments reflect that staff is using the abbreviated version of the Plan that is posted on the web; this version does not provide department details.

Data/data source: Safety Manual Survey **Hurricane Preparedness Plan (1-19 & 1-20)**

Action: No changes are indicated to the plan at this time.



**ITEM 11.****Emergency Management Organizational Chart (1-21 & 1-22) Manual page 18**

| <i>Level of Importance</i> | <i>Number</i> | <i>Percent</i> | <i>Level of Satisfaction</i> | <i>Number</i> | <i>Percent</i> |
|----------------------------|---------------|----------------|------------------------------|---------------|----------------|
| <b>1</b>                   | <b>6</b>      | <b>8.5%</b>    | <b>1</b>                     | <b>7</b>      | <b>9.7%</b>    |
| <b>2</b>                   | <b>3</b>      | <b>4.2%</b>    | <b>2</b>                     | <b>4</b>      | <b>5.6%</b>    |
| <b>3</b>                   | <b>21</b>     | <b>29.6%</b>   | <b>3</b>                     | <b>22</b>     | <b>30.6%</b>   |
| <b>4</b>                   | <b>22</b>     | <b>31.0%</b>   | <b>4</b>                     | <b>19</b>     | <b>26.4%</b>   |
| <b>5</b>                   | <b>19</b>     | <b>26.8%</b>   | <b>5</b>                     | <b>20</b>     | <b>27.8%</b>   |

**Discussion:** The Committee reviewed the chart and found it to be complete and correct. No comments were submitted in question #3 of the survey that would clarify possible concerns about the chart.

**Data/data source:** Safety Manual Survey **Emergency Management Organizational Chart (1-21 & 1-22)**

**Action:** The Committee is not recommending changes to the Emergency Management Organizational Chart at this time.

**ITEM 12.****Media Contacts for Storm Related Information (1-23 & 1-24) Manual page 19**

*\* TAKEN TO DISCUSS  
REL. on 5-31-02*

| <i>Level of Importance</i> | <i>Number</i> | <i>Percent</i> | <i>Level of Satisfaction</i> | <i>Number</i> | <i>Percent</i> |
|----------------------------|---------------|----------------|------------------------------|---------------|----------------|
| <b>1</b>                   | <b>7</b>      | <b>9.7%</b>    | <b>1</b>                     | <b>7</b>      | <b>9.7%</b>    |
| <b>2</b>                   | <b>9</b>      | <b>12.5%</b>   | <b>2</b>                     | <b>8</b>      | <b>11.1%</b>   |
| <b>3</b>                   | <b>11</b>     | <b>15.3%</b>   | <b>3</b>                     | <b>20</b>     | <b>27.8%</b>   |
| <b>4</b>                   | <b>20</b>     | <b>27.8%</b>   | <b>4</b>                     | <b>16</b>     | <b>22.2%</b>   |
| <b>5</b>                   | <b>25</b>     | <b>34.7%</b>   | <b>5</b>                     | <b>21</b>     | <b>29.2%</b>   |

**Discussion:** The current procedure for contacting the media to request broadcast information concerning College closing and reopening during a hurricane was reviewed.

**Data/data source:** Safety Manual Survey **Media Contacts for Storm Related Information (1-23 & 1-24)**

**Action:** The Safety & Security Committee will forward the survey results concerning media contact to those in the College Relations and Marketing Department who manage this aspect of the storm preparedness process.



**ITEM 13.***Safety Inspections (1-25 & 1-26) Manual page 20*

| <i>Level of Importance</i> | <i>Number</i> | <i>Percent</i> | <i>Level of Satisfaction</i> | <i>Number</i> | <i>Percent</i> |
|----------------------------|---------------|----------------|------------------------------|---------------|----------------|
| <b>1</b>                   | <b>5</b>      | <b>6.9%</b>    | <b>1</b>                     | <b>7</b>      | <b>10.0%</b>   |
| <b>2</b>                   | <b>6</b>      | <b>8.3%</b>    | <b>2</b>                     | <b>6</b>      | <b>8.6%</b>    |
| <b>3</b>                   | <b>17</b>     | <b>23.6%</b>   | <b>3</b>                     | <b>23</b>     | <b>32.9%</b>   |
| <b>4</b>                   | <b>16</b>     | <b>22.2%</b>   | <b>4</b>                     | <b>16</b>     | <b>22.9%</b>   |
| <b>5</b>                   | <b>28</b>     | <b>38.9%</b>   | <b>5</b>                     | <b>18</b>     | <b>25.7%</b>   |

Discussion: While safety inspections required for physical plant maintenance are properly documented the Committee felt that the survey results reflect a need for continuous safety inspections within each department.

Data/data source: Safety Manual Survey **Safety Inspections (1-24 & 1-26)**

Action: The Safety & Security Committee will make a formal recommendation that safety inspections be performed on a regular basis within each department. This addition to the Manual will help address the issue of infractions itemized in the fire/safety inspection that are the result of improper housekeeping.

**ITEM 14.***Maintenance (1-27 & 1-28) Manual page 22*

| <i>Level of Importance</i> | <i>Number</i> | <i>Percent</i> | <i>Level of Satisfaction</i> | <i>Number</i> | <i>Percent</i> |
|----------------------------|---------------|----------------|------------------------------|---------------|----------------|
| <b>1</b>                   | <b>5</b>      | <b>7.2%</b>    | <b>1</b>                     | <b>5</b>      | <b>7.1%</b>    |
| <b>2</b>                   | <b>4</b>      | <b>5.8%</b>    | <b>2</b>                     | <b>6</b>      | <b>8.6%</b>    |
| <b>3</b>                   | <b>12</b>     | <b>17.4%</b>   | <b>3</b>                     | <b>20</b>     | <b>28.6%</b>   |
| <b>4</b>                   | <b>21</b>     | <b>30.4%</b>   | <b>4</b>                     | <b>24</b>     | <b>34.3%</b>   |
| <b>5</b>                   | <b>27</b>     | <b>39.1%</b>   | <b>5</b>                     | <b>15</b>     | <b>21.4%</b>   |

Discussion: The discussion included reviewing the comment in question #3 concerning air quality in a building at the Lake Worth Location. The environmental testing in that area, performed by the DOE, indicated that the problem may have been due to printed material, which was stored in areas that did not have proper ventilation for that type of storage rather than inadequate maintenance.

Data/data source: Safety Manual Survey **Maintenance (1-27 & 1-28)**

Action: The Committee has no specific recommendations concerning maintenance at this time.

**ITEM 15.****Accident/Incident Reporting (1-29 & 1-30) Manual page 23**

| <i>Level of Importance</i> | <i>Number</i> | <i>Percent</i> | <i>Level of Satisfaction</i> | <i>Number</i> | <i>Percent</i> |
|----------------------------|---------------|----------------|------------------------------|---------------|----------------|
| <b>1</b>                   | <b>12</b>     | <b>16.9%</b>   | <b>1</b>                     | <b>8</b>      | <b>11.4%</b>   |
| <b>2</b>                   | <b>9</b>      | <b>12.7%</b>   | <b>2</b>                     | <b>1</b>      | <b>1.4%</b>    |
| <b>3</b>                   | <b>12</b>     | <b>16.9%</b>   | <b>3</b>                     | <b>17</b>     | <b>24.3%</b>   |
| <b>4</b>                   | <b>22</b>     | <b>31.0%</b>   | <b>4</b>                     | <b>22</b>     | <b>31.4%</b>   |
| <b>5</b>                   | <b>16</b>     | <b>22.5%</b>   | <b>5</b>                     | <b>22</b>     | <b>31.4%</b>   |

**Discussion:** The procedure for reporting Accidents/Incidents as recommended by the insurance consortium is followed by the Human Resources and Security departments.

**Data/data source:** Safety Manual Survey Accident/Incident Reporting (1-29 & 1-30)

**Action:** \* Although this information is presented in detail to new hires at orientation and is posted in the staff paper, Perspective, periodically, the Committee will recommend an all-user email to review the process.

*2. First 2 weeks of fall*

**ITEM 16.****Noel – Levitz Student Satisfaction Inventory**

A review indicates that in some cases, compared to the national average, our scores are close or in excess of student expectations with regard to Security. While it would be difficult to choose a single action that would result in students feeling more secure, there are measures the Committee will take to improve the atmosphere of safety and security on our campuses.

- The Committee will request an engineering evaluation of the lighting at all locations to insure that the lighting is adequate for all evening and night activities.
- To address the parking issues:

We are in the process of adding additional parking at the Gardens Location with a lighted sidewalk connecting the overflow parking area to the main campus

Additional parking will be installed at the Boca Location as part of the Gym project

- Security will conduct an assessment on response time from the various emergency phones and call buttons throughout our campuses. The results from this assessment along with recommendations for improvements will be presented to the Safety & Security Committee.
- The results of this survey will be reviewed at the Security staff meeting. A sub-committee will be formed to submit recommendations for improving the satisfaction of students with regard to safety and security.

*Pat Myerscough*  
*Safety Manager*  
*Phone 868-3487*  
*Fax 868-3513*

---

**From:** Campbell, Jennifer  
**Sent:** Thursday, April 19, 2007 2:19 PM  
**To:** Becker, Richard  
**Cc:** Myerscough, Pat  
**Subject:** Survey evaluating the new Safety Manual

Pt Myerscough requested that my office write an online survey evaluating the revised Safety Manual. The survey is complete--you can take a look at:

<http://www.pbcc.edu/perseus/safety.htm>

I'm pasting below a suggested text for an invitation letter to be sent via an allusers email requesting that faculty/staff read the new manual and complete the survey. Please feel free to make any changes to the letter you feel are necessary/desirable.

Text of the letter:

### **Your Assistance is Requested**

The Safety Department at PBCC is requesting your assistance in evaluating the recently revised **PBCC Safety Manual**. Specifically, we are asking that you first read the new Safety Manual available at:

[http://www.pbcc.edu/documents/Safety\\_and\\_Security/Safety%20Manuel%20BLACK.doc](http://www.pbcc.edu/documents/Safety_and_Security/Safety%20Manuel%20BLACK.doc)

Then, please respond to a brief online survey available by clicking:the link below

<http://www.pbcc.edu/perseus/safety.htm>

Thank you for your input.

**Jennifer Campbell, Ph.D**  
**Director, Office of Institutional Research and Effectiveness**  
Palm Beach Community College  
4200 Congress Avenue  
Lake Worth, FL 33461-4796  
Phone: (561) 868-3280; Fax: (561) 868-3278  
Website: [www.pbcc.edu/ire](http://www.pbcc.edu/ire)

**The Safety and Security Committee has developed this survey to help evaluate the Safety Plan as outlined in the Safety Manual.**

**1. Please rate each section of the Safety Manual by how important the area is to you and how satisfied you are with the content of that section. Assign a rating on a scale from 1 to 5, where 1 represents “not at all” and 5 represents “very”.**

|   | Level of Importance   |                       |                       |                       |                       | Level of Satisfaction |                       |                       |                       |                       |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
|   | 1                     | 2                     | 3                     | 4                     | 5                     | 1                     | 2                     | 3                     | 4                     | 5                     |
| Job Safety Training                             | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Record Keeping Procedures                       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Lost & Found Property                           | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Chemical Hygiene Plan                           | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Electrical Appliance Safety                     | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Animal Control on Campus                        | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Exposure Control Plan                           | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Chemical Spills                                 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Right to Know                                   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Emergency Evacuation Procedures                 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Alarm Response                                  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Bomb Threat                                     | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Emergency Procedures for Persons w/Disabilities | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Hurricane Preparedness Plan                     | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Emergency Management Organizational Chart       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Media Contacts for Storm Related Information    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Safety Inspection                               | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Maintenance                                     | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Accident/Incident Reporting                     | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**2. Should other sections be added to the Safety manual?**

☐ No

☐ Yes (please specify)

**3. Please provide comments or suggestions that may help us improve the Safety manual.**

Submit Survey



# Section B-14





# **Palm Beach Community College**

*Florida's First Public Community College*



## **SAFETY MANUAL**

**2007**

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## **PURPOSE**

Palm Beach Community College is committed to providing a safe and healthy working environment. While this plan does not outline every safety measure needed to insure safe campus life it does serve as a basis for specific safety procedures and programs that pertain to the College in general as well as those developed within individual departments. Compliance with this safety program is mandatory for all personnel.

## **STRATEGIES**

Palm Beach Community College will make every effort to comply with relevant federal and state occupational health and safety laws, and develop the best operations, procedures, technologies, and programs conducive to such an environment.

To minimize the exposure of staff, faculty, students or visitors to health or safety risks, operating departments of the College shall develop comprehensive safety plans, which cover all aspects of safety related to their programs. Each member of the College community is expected to exercise good judgment and accept a level of personal responsibility for knowing and adhering to proper operating practices and procedures designed to prevent injuries and illnesses.

Requests to improve and correct conditions not conducive to the safety and well being of the College community will be given the highest priority. The College will work diligently utilizing financial resources provided to correct such conditions.

## **AUTHORITY**

This Safety Manual is approved by the Palm Beach Community College Board of Trustees as well as President Dennis Gallon and is designed to satisfy requirements outlined in federal, state, and local safety regulations. This plan meets requirements established in Rule Chapter No. 381-17, Department of Labor and Employment Security, Division of Safety.

## **MAINTENANCE OF THE SAFETY MANUAL**

The Safety Manager is responsible for maintaining current and correct information in the Safety Manual. An update will be conducted in the spring of each year and completed by the first of April with the results published through the office of the Safety Manager. On alternating years a College wide survey to gather information and opinions on the effectiveness of the Manual will be conducted through the department of Institutional Effectiveness.

## **RESPONSIBILITIES**

### Administrative/Supervisory Personnel Responsibilities

Staff direction and administration of this plan will be accomplished by the President, with authority delegated from the Board of Trustees. Each administrative or supervisory employee will be fully responsible for implementing the provision of this plan as it pertains to operations under his/her jurisdiction.

An administrator or supervisor has responsibility for the safe actions of his/her employees in the performance of their jobs. Each administrator or supervisor has full authority to enforce the provisions of this plan to keep losses at an absolute minimum. Each administrator and supervisor will:

- Take appropriate measures to insure safe working conditions for employees under their jurisdiction
- Take the initiative in suggesting correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect loss control efforts
- Enforce safety policies and procedures by taking disciplinary action against those who fail to conform, and by being prompt to give recognition to those who perform well
- Ensure that each employee is fully trained for the jobs assigned and that each is familiar with published work rules and safety procedures
- Monitor employees to ensure proper personal protective equipment is being utilized
- Encourage employees to participate in safety training classes
- Inspect equipment at manufacturers prescribed intervals to ensure it is maintained in a safe condition
- Ensure that only properly trained employees are permitted to operate mechanical or electrical equipment
- Instruct employees on the reporting of accidents/incidents

### Individual Employee Responsibilities

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and others. Each employee is responsible for following established safety practices and for learning sufficient safety skills to avoid injury. All employees are expected to question conditions that appear unsafe and report any substandard condition to their supervisor. The responsibilities of employees of the College in this regard include:

- Exercising maximum care and good judgment at all times to prevent accidents and injuries
- Report unsafe conditions equipment, practices or injuries to supervisory personnel
- Use appropriate personal protective and safety equipment provided by the college
- Keep work areas clean and orderly at all times
- Follow prescribed procedures during an emergency
- Follow acknowledged guidelines for proper handling of materials

## **SAFETY and SECURITY COMMITTEES**

### **Campus Based Safety & Security Committee - mission**

The mission of the campus based Safety and Security Committees of Palm Beach Community College is to provide a safe and secure environment for all members of the College community through awareness, communication and appropriate action.

### **Committee Function**

The Campus Safety and Security Committee has been authorized by Administration to research safety/security related issues and submit recommendations to the appropriate office including the District Safety Council and the Facilities Department

### **District Safety Council - mission**

The mission of the District Safety Council is to promote a safe and secure environment for everyone utilizing Palm Beach Community College services and facilities.

### **Council Function**

Duties and authority of Council members include but are not limited to:

- Facilitate recommendations from campus based committees
- Initiate safety/security related projects and raise awareness of College wide concerns
- Work with Human Resources to implement on-line safety training
- Support Campus Committees in their efforts to communicate Committee activities safety awareness

## **JOB SAFETY TRAINING**

### General

Training personnel about job responsibilities and job operations is the most important element in promoting safe work habits and creating a safe work environment. Supervisory personnel are responsible for orienting new personnel with jobs so they will be prepared to exercise their responsibilities safely and efficiently. The goal of employee safety training is to reduce personal injury.

### Job –Specific Training

Supervisors will ensure that employees are trained to perform regularly assigned as well as non-routine and specialized job tasks safely. Employees will receive instructions and specific directions on how to perform their work by receiving operating instructions prior to the use and operation of new equipment Supervisors will observe employees as they perform job tasks and, if necessary, remedial instruction will be provided.

### On Line Safety Training

The Human Resources Department expects to implement on-line safety training in 2007.

## **RECORD KEEPING PROCEDURES**

Palm Beach Community College shall implement a record-keeping program consisting of the following:

### Accident/Incident Reports

These reports document the date, time, and victim's information, description of the location where the accident/incident occurred and agencies notified. Copies of Accident/Incident Reports are stored in the office of the Risk Manager and the Safety Manager.

### Log of Work Related Injury and Illnesses

The Human Resource Department maintains this information. It is posted in the Human Resources Office from February 1st to April 30th.

### Fire, Safety and Sanitation Inspections

Fire, Safety and Sanitation Inspection information is maintained at the District Facilities office at the Lake Worth location.

### Crime Statistics

Crime Statistics are maintained in the office of the Chief of Security  
Crime statistics are posted on the PBCC web site annually.

### Safety Training Documentation

The Human Resources Department maintains records related to safety training.

## **LOST & FOUND PROPERTY**

### Purpose

To provide for proper disposition of property that has been turned over to College authorities. The Lost and Found is located at various offices on each campus. Contact the Security office, for location information.

### Procedure

- All items reported lost or found will be entered into the Lost and Found Log, this information includes the date, description, contact information (if known), and location where the item will be stored.
- If the lost item is a closed envelope, a wallet or purse, the item must be opened and inventoried.
- Debit and credit cards will be reported lost to the issuing bank and destroyed.
- Panthe cards will be returned to the Panthercard office at the Lake Worth campus.
- State-issued driver licenses and identification will be mailed to the person at the address on the face of the identification.
- Items of suspected contraband will be turned over local authorities immediately.
- *Found items are stored for a minimum of 2 months. Items not claimed are sold at the College auction in accordance with state statute.*

For more information on Lost and Found click on this link: <http://www.pbcc.edu/x3719.xml>

## **CHEMICAL HYGIENE PLAN**

To provide guidance on the handling of chemicals in compliance with the Federal OSHA Occupational Exposure to Hazardous Chemicals Standard (29 CFR 1910.1450). The procedures described are those applicable to the safe handling of chemicals. Actual procedures shall be based on the specific hazards of the chemicals in use.

To see the plan in its entirety click on this link:

[http://www.pbcc.edu/documents/Safety\\_and\\_Security/ChemHygPlan.pdf](http://www.pbcc.edu/documents/Safety_and_Security/ChemHygPlan.pdf)

## **ANIMAL CONTROL ON CAMPUS**

The care and feeding of stray animals on campus is prohibited. While an effort is made to protect wildlife on our campus personal contact with wild or stray domesticated animals can pose a health risk. Report stray animals to the Facility Department who will notify Animal Control for removal if necessary.

Except outlined below, no person shall bring an animal onto campus.

### **Exceptions**

- The administration may make exceptions to these regulations for special circumstances
- These regulations do not apply to animals used as guides for the visually impaired or those used to meet the special needs of individuals with other disabilities
- These regulations do not apply to animals used by law enforcement or emergency personnel in the exercise of their official duties
- These regulations do not apply to animals used in academic programs for teaching or research

### **Licensing and Vaccinations**

If applicable, all animals brought onto campus must be vaccinated and/or licensed as required by state or local laws.

### **Animals at Public Gatherings**

Except as provided for above, animals are not allowed to be brought to any public gathering held on campus such as, but not limited to, sporting events, outdoor concerts, demonstrations or exhibits.

### **Impoundment**

Any animal on campus in violation of these regulations may be impounded by a certified animal control specialist.

For additional information: <http://www.pbcc.edu/x10606.xml>

## **EXPOSURE CONTROL PLAN**

### Program Development

In compliance with OSHA guidelines found in the Federal Register, 29 CFR 1910.1030, Palm Beach Community College will develop, implement and document a college wide Blood borne Pathogen Exposure Control Program. In addition to the college wide program, each department that has occupational exposure to blood borne pathogens will develop an individual Blood borne Pathogen Exposure Control Program. These individual programs will be designed to include, as a minimum, the elements defined in the Federal Register 29 CFR 1910.1030.

All Blood borne Pathogen Exposure Control Programs at Palm Beach Community College will be reviewed by the originating department and updated annually.

### Training

#### Employees - Initial Awareness and Training

Upon hire, employees shall receive information from Human Resources regarding Occupational Exposure to Blood borne Pathogens. This training will be in compliance with OSHA guidelines and address topics outlined in 29 CFR 1910.1030.

#### Employees - Annual Training

Departments that have occupational exposure to blood borne pathogens will provide annual training on Blood borne Pathogen Exposure Control.to employees within their departments

### Students

Students in applicable programs receive this information on an ongoing basis as part of their curriculum.

### Hepatitis B Vaccine

Hepatitis B vaccine will be made available at no charge to all employees at risk of occupational exposure to Blood borne Pathogens. This vaccine is to be offered after Blood borne Pathogen Exposure Control training and within 10 days of initial assignment. If an eligible staff member initially declines to accept this vaccine, it will be made available to them upon request at a later date.

### Documentation

Palm Beach Community College will ensure that an accurate record is established and maintained for each employee who has experienced an accidental exposure to possible Blood borne Pathogens. Employee medical records, including post-exposure reports and Hepatitis immunization/declination forms, will be maintained for a period of employment plus thirty (30) years.

Documentation of OSHA Blood borne Pathogen Exposure Control training will be



maintained for a period of three (3) years.

## **CHEMICAL SPILLS**

Contact Security immediately if you observe a chemical spill. A chemical spill is managed by the Chemical Spill Management Team on each campus. The Supervisor of Safety and/or Facility Manager will appoint members of the Critical Incident Management Team. Each team is comprised of the following:

- Facility Manager
- Member of campus Security Department
- Custodial Supervisor
- District Grounds Supervisor
- Safety Manager
- Fire Inspector

Team duties:

- Ensure spill containment supplies are available
- Ensure contact phone numbers are updated and posted
- Instruct staff working with hazardous chemicals in spill containment management procedures
- Document incidents
- Inspect areas containing hazardous chemicals and forward recommendations concerning storage and disposal to Director of Facilities

### Chemical Spill Incident Actions

Immediate Action

- Determine who is in charge
- Notify the members of the Chemical Spill Management Team
- Conduct initial assessment

Subsequent Action

- Determine resources that might be needed to manage the incident including additional staff and equipment
- Advise appropriate members of Administration of incident status
- Determine if evacuation or relocation is required
- Advise College Relations and Marketing of notification necessary to manage incident

Follow Up

- Continuation of operations
- Support to students, staff and faculty affected by incident
- Critique of response
- Document all information related to the incident

## **RIGHT TO KNOW**

### Program Development

In compliance with OSHA guidelines found in the Federal Register, 29 CFR 1910, Palm Beach Community College will develop, implement and document a college wide Hazard Communication Program. In addition to the college wide program, each department that has occupational exposure to hazardous material will develop an individual Hazard communication Program.

These Hazard Communication Programs should be designed to clearly describe methods of compliance as they apply to Material Safety Data Sheets. Methods of compliance will include acquiring, employee training and maintenance of Material Safety Data Sheets.

Material Safety Data Sheets will be evaluated and made available to employees before shelving, using and disposing of all hazardous material purchased by or donated to Palm Beach Community College.

### **Training**

#### Initial Awareness and Training

Upon hire, employees shall receive information regarding Occupational Exposure to Hazardous Material. This training will include information on Material Safety Data sheets.

#### Annual Training

Employees at risk of occupational exposure to hazardous material will receive annual training within their departments on Material Safety Data Sheets.

#### Documentation

Material Safety Data Sheets will be maintained at Palm Beach Community College for a period of thirty (30) years in compliance with OSHA guidelines found in 29 CFR 1910.1020 as well as the Florida Right To Know Law.

Documentation of hazard communication training will be maintained for a period of three (3) years.

## **EMERGENCY EVACUATION PROCEDURES**

The Palm Beach Community College administration and staff recognize their responsibility for the safety of individuals associated with the college. This plan will be used in the event of an emergency evacuation of specified buildings when required because of bomb threats or other similar life threatening emergencies. These procedures are not all-inclusive, however, and may be supplemented by additional actions.

### **ALARM RESPONSE**

In the event of a fire alarm and/or reported fire, faculty/staff members should use the following guidelines to assure the organized evacuation of all students, faculty and staff in the building:

- Upon evacuation notification faculty, staff and students will evacuate the building.
- Students are to be informed of evacuation procedures during the first class session
- Avoiding areas of obvious danger - proceed to the nearest exit
- NOTE: If no safe option for exit exists, those involved in the emergency should crawl on “hands and knees” past smoke.  
Upon exit, immediately advise authorities at the scene of any dangerous situation.
- Close doors upon exiting.
- Faculty/staff should check all rooms to ensure everyone is aware of the evacuation process
- Proceed to the nearest “Safe Assembly Area” pole
- Faculty/staff will verify that those in their area are accounted for and report this to authorities at the scene.
- Return to the building only after the “ALL CLEAR” has been issued by authorities at the scene

### **BOMB THREAT**

Notify Security upon a written, face-to-face, telephonic or electronic communication indicating that an explosive device will be detonated. Security will notify the local authorities and Administration. As directed by Administration officers will be dispatched to inform and relocate those in the affected area.

A copy of the Bomb Threat Assessment Form is available at the Security Office and on the PBCC web page. This Form is to assist anyone receiving a call or notice of a bomb threat.

Click on the link to download a copy of the form:

[http://www.pbcc.edu/documents/Safety\\_and\\_Security/bombthreat.pdf](http://www.pbcc.edu/documents/Safety_and_Security/bombthreat.pdf)

## **EMERGENCY PROCEDURES FOR PERSONS WITH DISABILITIES**

Prior to an emergency evacuation, persons with disabilities should determine what adaptations to PBCC's evacuation plan would be needed for them. This process extends, as well, to individuals who may be temporarily disabled.

### Prior to an Emergency

Faculty and staff have the responsibility to be prepared for evacuation prior to an emergency. This preparation includes the following measures:

- Brief students during the first class session on evacuation procedures and routes of exit, including alternate routes in case the nearest exit is obstructed
- Identify fire-rated emergency exits to be used as refuge areas for nonambulatory persons
- Identify individuals who will need assistance and discuss with them privately what their needs will be for evacuation and other emergencies
- Designate assistants who will escort disabled persons to the identified safe assembly or refuge area

### During an Emergency

- Communicate the nature of the emergency to everyone involved
- Since many buildings on campus are interconnected, persons with disabilities may make an effort to travel in a horizontal manner to an adjacent building by a connecting bridge when available.
- Supervise the orderly movement of persons with disabilities from the building to the identified refuge or safe assembly area
- Move those in wheelchairs **immediately** to the elevators for exit to the ground floor
- Notify emergency personnel and campus Security of the location and needs of persons with disabilities
- If it is not safe for a person with a disability to leave the building (as determined through communication with a professional rescue and response team), one person who does not have a disability should remain with the individual while another person notifies safety personnel of their location
- Only when there is imminent life-threatening danger and evacuation cannot be delayed, should a person be carried or helped from the building in the most expedient but safe manner

### Following an Emergency

- Check with the assembled group to verify that all individuals have been evacuated
- Inform emergency personnel of individuals with special needs
- Review and evaluate effectiveness of emergency evacuation procedures

## **HURRICANE PREPAREDNESS PLAN**

### **I Purpose and Introduction**

The Palm Beach Community College administration and staff recognize their responsibility for the life safety of individuals associated with the college as well as the protection of college property in the event of a major storm. This Hurricane Preparedness Plan is in place to provide direction for those involved in these efforts. The plan is not all-inclusive, however, and may be supplemented by additional actions.

### **II Authority**

Federal Civil Defense Act of 1950 as amended  
Federal Disaster Relief Act of 1974 (Public Law 93-28)  
State Legislation specified for post secondary educational institutions

### **III Basic Hurricane Information**

Hurricane season extends from June 1 through November 30. That is the period when climatic conditions are optimum for the formation and sustained movement of hurricane winds.

The stages of hurricane announcements given by the National Hurricane Center are as follows:

#### **Tropical Storm**

Winds in excess of 39 mph can be expected

#### **Hurricane Watch**

Winds of at least 74 mph may affect the area within 24-36 hours

#### **Hurricane Warning**

Winds of at least 74 mph are expected in the area within 24 hours

#### IV Storm Preparation

At the hurricane watch level, the Supervisor of Safety and Security will be stationed in the office of Vice President of Administration and Business Services to assist with implementation of the plan, coordinating communication as well as monitoring storm progress.

To allow adequate time, all preparations should be made at the HURRICANE WATCH level. Since the college may be closed at the issuance of a Hurricane Warning, all preparations except for executing the call list need to be done at the Hurricane Watch level.

Upon leaving the building cover and unplug computer *from electrical outlet only*, close window treatments, remove personal items, and turn off lights. Once the order to close the college has been issued, the Facilities Department will be installing shutters, powering down A/C units, placing trash and paper bins inside, securing buildings, placing sandbags, locking elevators and doing other duties related to storm preparation. **Non-Facility personnel should no longer be present on the campus during this phase of preparation.**

#### V Decision to Close

The decision to close the College will be based upon the projection of a threatening situation. Bulletins issued by the National Hurricane Center, the Palm Beach County Office of Emergency Management as well as the Palm Beach County School Board will be considered in determining the implementation of emergency procedures. The President or Vice President of Administration and Business Services may close the college in advance of a hurricane warning depending on local conditions, however, classes will be canceled once a hurricane warning has been issued by the National Hurricane Center. The college Centers for Early Learning will close upon the announcement of closure by the School Board. The general public will be notified through both the media and the College's LED message boards. **All facilities in the district will be closed upon announcement of the decision to close the college.**

## VI Notification of Emergency Closing

The President or Vice President of Administration and Business Services will notify the following administrators relative to college closing:

- Vice Presidents
- Director of College Relations and Marketing
- Director of Facilities
- Campus Provosts

Vice Presidents will contact:

- College Division staff

Director of College Relations and Marketing will contact:

- Media
- Web Master for the college.
- Human Resources
- College Information Center

Director of Facilities will contact:

- Facilities Department
- Comptroller
- Payroll
- Information Technology
- Risk Manager or their designee
- Book Store
- Cafeteria
- Outside Agencies

Campus Provosts will contact:

- Deans
- Campus Managers
- Faculty and Staff

Should the President or Vice President be unavailable, the following order of priority will be utilized for this purpose:

| <b>Office</b>                | <b>Office Phone</b> |
|------------------------------|---------------------|
| Vice-President, Dr. Q. Moore | 868-3142            |
| Vice-President, Dr. S. Sass  | 868-3147            |
| Provost, Boca Campus         | 862-4400            |
| Provost, Gardens Campus      | 207-5400            |
| Provost, Glades Campus       | 993-1126            |
| Provost, Lake Worth Campus   | 868-3400            |

- VII There is no shelter approved for general population occupancy during a storm at any PBCC location. The shelter located at the Lake Worth location has been identified only as an alternate administrative center for the Red Cross. Contact the Red Cross to identify an appropriate shelter in your area if needed.

VIII Post Storm Recovery

Authorized college personnel will conduct damage assessment and debris removal during the first daylight hours following the cessation of storm winds. Employees not authorized to be on the campus during this damage assessment should monitor local media sources for information about re-opening.

The President or Vice President will issue a directive to reopen after conferring with the Director of Facilities regarding damage assessment and debris removal. Information regarding re-opening will be available through the media but should be confirmed to employees within each department by utilizing the call list.

Upon returning to the college, employees are to reverse preparations completed during the Hurricane Watch. Report damage or requests for assistance to the Facilities Department.

### **MEDIA CONTACTS FOR STORM RELATED INFORMATION**

**Television**

WFLX TV 29(FOX)  
WPBF TV 25(ABC)  
WPEC TV 12(CBS)  
WPTV TV 5(NBC)

**Newspapers**

Palm Beach Post  
Sun Sentinel  
Boca Raton News

**Radio**

WBGF 93.5 FM  
WBZT 1040 AM  
WCLB 92.5 FM  
WEAT 104.3 FM  
WIRK 107.9 FM  
WJNO 1290 AM  
WKGR 98.7 FM  
WOLL 105.5 FM  
WRMF 97.9 FM  
WSWN 900 AM

**e2campus**

Emergency Notification System



## **SAFETY INSPECTIONS**

Specific inspections must be conducted on a regular basis. These inspections assist in identifying and correcting conditions that are potentially harmful to the safety and health of employees, students and visitors.

### **A. Casualty Safety and Sanitation Inspections**

These inspections are performed annually on each College campus by a person proficient with applicable rules and standards listed in SREF (State Requirements for Educational Facilities). Upon completion, this report is submitted to the College Board of Trustees for approval by June 30 of each year. Follow-up inspections are performed to ensure that the proper corrective action has been taken.

### **B. Fire Safety Inspections**

These inspections are required to be performed twice a year. One of the inspections is performed by the local fire department which has jurisdiction in the area in which the campus is located. The second is performed by the certified and licensed fire inspector on staff at the college.

### **C. Food Service Inspections**

Persons from the County Health Department conduct these inspections on each College campus. These inspections are conducted under the rules of the State Department of Health and Rehabilitative Services, and are made on a quarterly basis.

### **D. Boiler, Machinery and Equipment Inspections**

- Certified engineers representing the current insurance carriers conduct boiler inspections. Elevators are inspected daily by Security and monthly by a contracted, certified inspector. Certificates attesting to this are posted in appropriate places.
- All equipment, tools and accessories are to be visually inspected for unsafe condition before being put in service. Any unsafe conditions noted are to be reported by employees to their supervisor immediately.

### **E. Fire Extinguishing Equipment Inspections**

Certified inspectors conduct inspections on all fire extinguishing equipment including Annsul Halon Systems. Fire sprinkler systems, standpipe systems, hydrants and hoses are on annual contract for inspections.

### **F. Fire Alarm Inspections**

Certified inspectors periodically inspect fire alarm systems.

### **G. Relocatable Classrooms**

Relocatable classrooms are inspected on an annual basis with the results being posted in each classroom.

H. Emergency Generator

Generators are inspected monthly by maintenance, every other month as well as yearly by generator contractor.

I. Infra Red Thermal Scans of electrical distribution

Electrical distribution scans and switchgear cleaning is performed every other year.

J. Bleacher Inspections

All indoor and out-of-door bleachers require biannual inspection to certify their condition.

K. Eye Wash Stations

Eye Wash Stations must be tested and flushed monthly.

L. Environmental Protection Agency Compliance - self inspections

Regular compliance inspections will be conducted by departments utilizing chemicals on campus

Annual compliance inspections of these areas will be conducted by District safety inspectors.

M. Automated External Defibrillators

The display on each Automated External Defibrillator is checked daily by Security officers during operating hours to ensure proper operation is indicated on the display panel.

N. Code Blue/Emergency Phones

Phone operation is verified weekly by Security during operating hours.

O. Elevators

Operation is verified daily by Security during operating hours. Annual inspections are performed by a state Certified inspector and the elevator maintenance contractor.

P. Security Systems

Operation is verified weekly by Security as buildings are armed and disarmed. Systems are inspected annually by PBCC Maintenance.

Q. Other Inspections

Other inspections may be required upon occasion for the purpose of identifying environmental health hazards, inspecting for structural hazards or conducting inspections that may be required for insurance purposes.

## **MAINTENANCE**

The College maintains facilities in accordance with the standards outlined in the Florida State Board of Education Administrative Rules. This facilitates a safe environment and a cost effective procedure to increase longevity of property life and enhanced productivity. The Director of Facilities will supervise the organization and sustained process of a responsive and accountable system for routine, preventative and deferred maintenance.

### **Routine Maintenance**

A. This is defined in terms of emergency and non-emergency situations

- An emergency situation is any condition that disrupts normal activities, functions, or presents a hazard or danger. These conditions should be called in to the Facilities Department upon detection.
- Non-emergency maintenance is described as equipment failure or other condition that requires attention but does not present a hazard, danger or disruption of normal activities or functions. Though nonemergency in nature, these should be reported, by phone call or work order, to the Facilities Department.

B. Faculty, Staff and student population are encouraged to report emergency situations immediately. The Facilities staff receives the emergency call and dispatches, by radio, the appropriate technician to address the problem. Outside assistance will be obtained as needed.

### **Preventative Maintenance**

Director of Facilities shall have a written plan for preventative maintenance which covers the physical plant and equipment. Documentation including description, scheduled frequency, estimated cost and man-hours shall be maintained for the following:

- A. Air Conditioning
- B. Electrical
- C. Life/Safety
- D. General Bldg. Maintenance
- E. Plumbing
- F. Grounds

### **Deferred Maintenance**

Director of Facilities shall identify maintenance projects for which there are insufficient funds or existing time constraints and identify them as deferred maintenance projects. The Director of Facilities shall set project priorities and shall recommend inclusion on the State of Florida Educational Plant Survey.

## **ACCIDENT/INCIDENT REPORTING**

Proper processing of Accident/Incident documentation is an important factor in the safety of our college community.

### **What is the Accident/Incident Report...**

- Document used to link accidents and incidents that pertain to the College community with our insurance carrier

### **Who fills out the report...**

- Accidents/incidents involving employees – Human Resources will process the report
- For all other accidents/incidents – a Security Officer will process the report

### **Complete & correct reporting - how does it benefit you...**

- Prompt response from the Facilities Department to areas that require attention or repair
- Adequate and timely information supplied to our insurance carrier to facilitate prompt processing of a claim
- All parties, including witnesses, can be contacted in a timely manner
- Should there be a question concerning the report, appropriate people can be contacted for further information
- Correct accident/incident statistics bring safety issues into focus

### **Annual Crime Statistics...**

- Annual Crime Statistics are available on the PBCC website in the Safety and Security section. The Crime Statistics are also published in the student handbook.

**A SAFE COLLEGE IS NO ACCIDENT**



BOCA RATON

## HISTORIC BUILDING

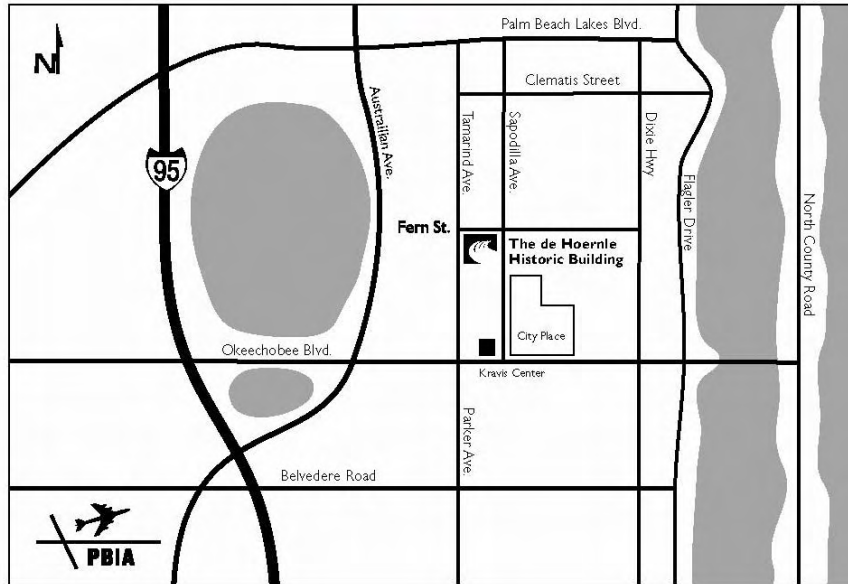
### PBCC AT WEST PALM BEACH

812 Fern Street, West Palm Beach, FL 33401



AED - Automated External Defibrillator Locations

561-967-PBCC



#### Count and Countess de Hoernle Historic Building

Classrooms  
Institute of Excellence in Early Care and Education

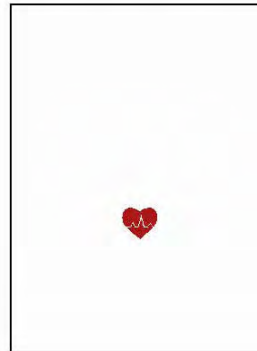
*Named after Count Adolph and Countess Henrietta de Hoernle, the de Hoernle Historic Building has been renovated for use as an educational center.*

*Located in downtown West Palm Beach at the site of the old Twin Lakes High School, the 1927 building was the original home of Palm Beach Community College.*

*The Mediterranean Revival-style building is listed on the National Register of Historic Places.*

#### DIRECTIONS

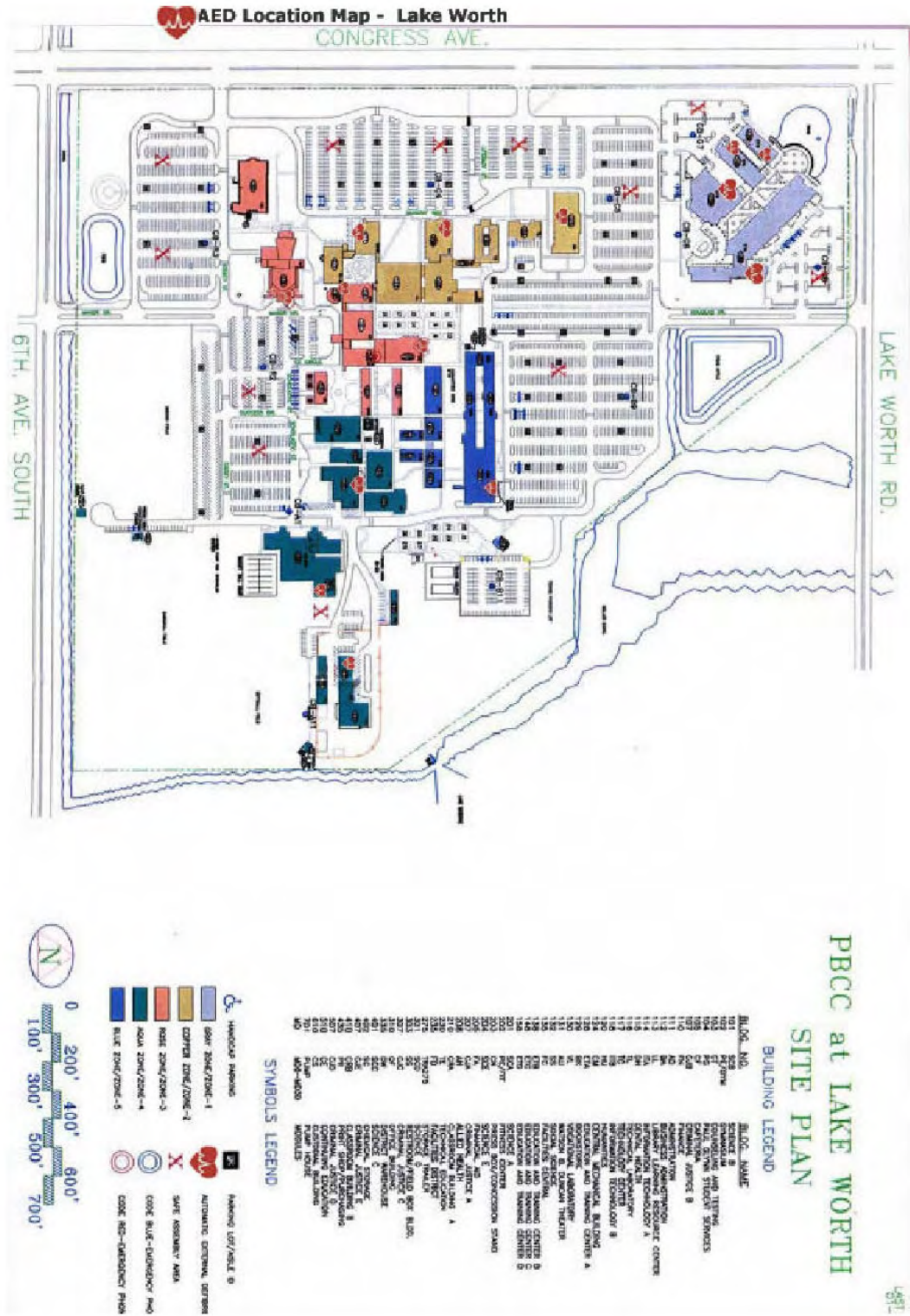
From I-95:  
Proceed east on Okeechobee Blvd. until you reach Tamarind Ave. At the traffic light turn left (north) and proceed past the Kravis Center and the School of the Arts. Turn right on Fern Street. PBCC is on the right.



2004 - 2005 | Palm Beach Community College



# LAKE WORTH





PALM BEACH GARDENS





# Section B-15



## Palm Beach Community College

## Board Policy

|                                 |  |                              |
|---------------------------------|--|------------------------------|
| <b>TITLE</b>                    | Sexual Predator or Offender Information Notification/Publication | <b>NUMBER</b><br>6Hx-18-3.49 |
| <b>LEGAL<br/>AUTHORITY</b>      | 1001.64 FS   | <b>PAGE</b><br>1 of 1        |
| <b>DATE<br/>ADOPTED/AMENDED</b> | Adopted 3/11/03  |                              |

### Policy:

1. The College shall publish resource information for those interested in contacting respective law enforcement agencies having jurisdiction for a particular PBCC campus, the FDLE hotline or the FDLE website for information concerning sexual predators or offenders.
2. When a law enforcement agency notifies the College that a sexual predator or sexual offender is enrolled, is planning to enroll, is employed by the college or it's subcontractors, or is pursuing a vocation at the College or any University partnership program, such notification shall be delivered to the attention of the Supervisor of Safety and Security or his or her designee, who shall then deliver it to the President or his designee and the Director of Human Resources. The Supervisor of Safety and Security will in turn initiate an information check on the student or employee who will advise their appropriate staff at the respective campus site(s) where the student may be attending classes or where the employee may be working. The information shall also be provided to the provost or his or her designee on the campus where the student or employee may be attending classes or may be employed. Although this information is public record, the designated staff should understand that the information provided is for safety purposes and should recognize that it is not the employee's responsibility to notify others of the offender's status. Additionally, such status should in no way affect the student's academic status/standing.
3. Upon notification by a law enforcement agency of a sexual offender or predator, a private conference will be scheduled and conducted by a Safety and Security Department representative, Student Services Dean, and/or the Human Resources Director or designee, and will be conducted in a confidential manner.
  - a. A student registrant will be advised of the appropriateness of the program in which they are enrolled, the resources available on campus to help ensure success in reaching their respective academic goals, and the need to comply with all aspects of the existing Student Code of Conduct as published in the Student Handbook. Failure to comply with the Student Code of Conduct will result in disciplinary action that may include but is not limited to dismissal, suspension, disciplinary probation, warning or loss of privileges.
  - b. An employee registrant will be advised to comply with the law and College rules and procedures. Failure to comply will result in disciplinary action that may include but is not limited to termination or other punishment as provided by the State Statutes.



# Section B-16





# Campus Safety and Security

## A Drug-Free Campus

The Federal Controlled Substances Act provides penalties of up to 15 years imprisonment and fines up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance, including alcohol, to a person under 21 years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

Under Florida law, Palm Beach County and city ordinances, it is unlawful for any person to sell, purchase, manufacture, deliver or possess with the intent to sell, purchase, manufacture or deliver a controlled substance. A person who violates this provision is guilty of a felony of the first, second or third degree, which is partially determined by the type of drug and the quantity involved. Violators may be subject to the stiffest penalties available.

The maximum penalty for trafficking specific amounts of cocaine or any mixture containing cocaine including, but not limited to, crack, under Florida law is a first-degree felony punishable by life imprisonment without the possibility of parole. Under certain circumstances, such offense is a capital felony punishable by death.

Based on the quantity involved, penalties for trafficking in illegal drugs including, but not limited to, the narcotics morphine, opium and heroin, range from a mandatory imprisonment of three years and a \$50,000 fine to 25 years and a \$500,000 fine.



Based on quantity involved, other penalties for trafficking in illegal drugs including, but not limited to, marijuana, inhalants, depressants and other stimulants, range from five years imprisonment and a \$5,000 fine to 30 years imprisonment and a \$15,000 fine.

Further, it is unlawful for any person to use or to possess with intent to use or deliver drug paraphernalia.

It is unlawful for any person to sell, purchase, manufacture or deliver, or to possess with the intent to sell, purchase, manufacture or deliver, a controlled substance on or within 200 feet of the real property comprising a public or private college, university or other postsecondary education institution.

For further information, please consult Florida Statutes, Chapter 893, and Palm Beach County and local city ordinances.

The legal age for drinking alcoholic beverages is 21 in Florida, and selling, giving or serving alcoholic beverages to persons under 21 is unlawful. Possession of alcoholic beverages by persons under age 21 is prohibited by Florida law. The minimum penalty is 60 days in jail or a \$500 fine. Alcoholic beverages include, but are not limited to, beer, wine, distilled spirits, wine coolers and liqueurs.

It is unlawful for any person to misrepresent or misstate his or her age. This includes the manufacture or use of false identification. Use of altered identification for the purpose of procuring alcoholic beverages is a felony.

It is unlawful to drive while under the influence of alcohol or other drugs. Penalties range from a mandatory suspension of a driver's license for 90 days to fines up to \$500, to hours of community service, to imprisonment for six months. Students shall be subject to appropriate disciplinary action by the College authorities.

In accordance with applicable state and federal laws, students who are under the age of 21 and are found responsible for a drug or alcohol violation may have notification regarding the violation and sanction sent to their parent(s), legal guardian and/or guarantor. Such notification will occur on the second alcohol violation and the first drug violation. Such notification may occur after the first alcohol offense if the mitigating circumstances justify parental notification. Additionally, the applicable persons will be notified if a student is provided emergency medical transport.

## Children on Campus

PBCC faculty and staff assume no responsibility for minors not officially enrolled at the College. Minors not officially enrolled at Palm Beach Community College are prohibited from using College facilities except with the permission of an instructor, supervisor or other College official.

Any unaccompanied minor who creates a disturbance or appears to be lost and unattended shall, for said unaccompanied minor's safety, health and welfare, be put in the care of the supervisor of campus security or an appropriate College administrator to locate a responsible person for said unaccompanied minor.

Faculty and staff are forbidden from entertaining on campus their own minor children or children for whom they are responsible, who are not enrolled at PBCC. This prohibition does not deny entry of minor children to campus activities to which they are officially invited.

### **Restraining Orders - Court Issued**

Students that have obtained a restraining order should provide campus security and the campus dean of student services with a copy. College personnel will assist the student providing as safe an environment as possible.

Violators of restraining orders properly filed with the College will be referred to the Palm Beach County Sheriff's Office for removal from campus.

### **Restraining Orders - College Issued**

In order to provide reasonable protection for our students, college restraining orders are issued by the dean of student services when a student provides written notification of harassment or stalking by another student. A student who receives a college restraining order is required to abide by its directions or face disciplinary action. College restraining orders do not take the place of civil or criminal restraining orders issued by the court. Students are urged to pursue this avenue of protection also. Students who receive a restraining order may discuss their options with the dean of student services.

### **Sexual Predator Policy/Procedure**

The Federal Campus Sex Crimes Prevention Act requires registered sex offenders/predators to provide to the Florida Department of Law Enforcement notice of each institution of higher education in the state at which the offender/predator is employed, carries on a vocation or is a student. Any member of the PBCC community who wishes to obtain further information regarding sexual offenders/predators in this area may refer to the FDLE Web site at: [www.fdle.state.fl.us](http://www.fdle.state.fl.us) or call 1-888-FL-PREDATOR (1-888-357-7332).

### **Firearms on Campus Policy for Police Officers attending PBCC**

Police officers in uniform may carry their weapon in view. Officers in civilian clothes are expected to carry their firearm concealed.

### **Emergencies**

#### **Fire**

In case of fire, alarm will sound (short, repeated rings). File out quickly to the red Safe Assembly Pole nearest to the building. Re-enter the building only after getting an "all clear" from the authorities in charge of the situation.

#### **Accident/Incident**

Call 911 immediately for medical emergencies. Report all incidents involving accident, illness or injury as well as those involving property damage or theft to the Security Department.

## Campus Security

All Palm Beach County ordinances and Florida laws apply to the campuses and facilities of Palm Beach Community College. The College has adopted policies, rules and regulations to provide security for the students, staff and buildings. Patrol officers are stationed at all campus locations.

|                    |           |
|--------------------|-----------|
| Belle Glade        | 993-1120  |
| Boca Raton         | 862- 4600 |
| Lake Worth         | 868-3600  |
| Palm Beach Gardens | 207-5600  |

## Campus Crime Awareness

### Palm Beach Community College Crime Statistics:

|                                       | 2002 | 2003 | 2004 | 2005 |
|---------------------------------------|------|------|------|------|
| Murder and Non-Negligent Manslaughter | 0    | 0    | 0    | 0    |
| Sex Offenses, Forcible                | 0    | 0    | 0    | 0    |
| Robbery                               | 2    | 0    | 0    | 2    |
| Aggravated Assault                    | 1    | 6    | 0    | 1    |
| Manslaughter                          | 0    | 0    | 0    | 0    |
| Hate Crimes*                          | I-E  | 0    | 0    | 0    |
| Burglary                              | 2    | 2    | 4    | 0    |
| Larceny                               | 65   | 37   | 23   | 22   |
| Motor Vehicle Theft                   | 5    | 9    | 2    | 6    |
| Arson                                 | 1    | 0    | 0    | 0    |
| Liquor Violation                      | 0    | 0    | 0    | 0    |
| Drug Violation                        | 0    | 0    | 1    | 0    |
| Weapon Violation                      | 0    | 1    | 0    | 0    |

\*Hate Crimes will be defined in the above categories by use of the following letters in the number column:

|    |                    |   |           |    |            |
|----|--------------------|---|-----------|----|------------|
| R  | Race               | G | Gender    | RL | Religion   |
| SO | Sexual Orientation | E | Ethnicity | D  | Disability |

# Section B-17



# BOMB THREAT ASSESSMENT FORM

(TO BE COMPLETED BY PERSON RECEIVING BOMB THREAT CALL OR NOTICE.)

Date and Time call received \_\_\_\_\_

Exact words of person making threat (ask caller to repeat what he or she said - "I'm sorry, could you repeat that?") \_\_\_\_\_

## Questions to Ask:

1. When is the bomb going to explode? \_\_\_\_\_
2. Did you place the bomb? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Why? \_\_\_\_\_
7. What is your name? \_\_\_\_\_

Sex of Caller \_\_\_\_\_ Age \_\_\_\_\_ Accent \_\_\_\_\_ Length of Call \_\_\_\_\_

## Caller's Voice. Check all that are appropriate:

☐ Calm

☐ Laughing

☐ Lisp

☐ Distinguished

☐ Angry

☐ Crying

☐ Raspy

☐ Accent

☐ Excited

☐ Normal

☐ Deep

☐ Whisper

☐ Slow

☐ Distinct

☐ Ragged

☐ Soft

☐ Rapid

☐ Slurred

☐ Clearing Throat

☐ Nasal

☐ Cracking

☐ Stutter

☐ Cracking Voice

☐ Loud

☐ Deep Breathing

☐ Familiar?

Whom did it sound like? \_\_\_\_\_

## Background Sounds. Check all that are appropriate:

☐ Street noises

☐ House noises

☐ Dishes banging

☐ Static

☐ Adult voices

☐ Children's Voices

☐ Local call

☐ Long distance

☐ PA systems

☐ Factory noises

☐ Airport noise

☐ Phone Booth

## Language Used. Check all that are appropriate:

☐ Educated

☐ Incoherent

☐ Irrational

☐ Foul/Swearing

☐ Message read by caller

☐ Message taped

Other. Use this space to write anything else not covered above:

Signature of person taking the call: \_\_\_\_\_

Position \_\_\_\_\_

Department \_\_\_\_\_

Work Phone \_\_\_\_\_

Date \_\_\_\_\_





# Section B-18





## Safety and Security Introduction

1

## Safety Manual Purpose

- PBCC is committed to providing a safe and healthy working environment.
- Serves as a basis for specific safety procedures and programs for the overall College and individual departments.
- Compliance with the PBCC safety program is mandatory.
- On-line Safety and Security:  
<http://www.pbcc.edu/safety>

2

## Safety Manual Strategies

- Comply with relevant federal and state occupational health and safety laws.
- Develop the best operations, procedures, technologies and programs.
- Minimize the exposure of staff, faculty, students and visitors to health and safety risks.
- PBCC to work diligently to improve and correct conditions not conducive to health and safety with the highest priority.

3

## Safety Manual Authority

- The Safety manual is approved by the PBCC Board of Trustees and the College president.
- Designed to satisfy local, state and federal regulations.
- The safety and security plan meets requirements established in Rule Chapter No. 381-17, Department of Labor and Employment Security, Division of Safety.

4

## Safety Manual Annual Updates

- The Supervisor of Safety and Security responsibility.
- Conducted in the Spring of each year.
- Completed April 1 of each year.
- Results published and put on-line.
- On alternating years a College-wide survey conducted by the Institutional Effectiveness Office.
- Results used for decision-making.

5

## Safety Manual Responsibilities

- Administrative/Supervisory Personnel – Direction established by the President with authority delegated by the Board of Trustees.
- Individual Employee – Employees are required, as a condition of employment to exercise due care in the course of their work to prevent injuries to themselves and others.
- <http://www.pbcc.edu/safety>

6

## **Safety Manual Safety and Security Committee**

- Mission – In keeping with the mission of Palm beach Community College, the mission of the Safety and Security Committee is to promote a safe and secure environment for everyone utilizing college services and facilities.

7

## **Safety Manual Safety and Security Committee Strategies**

- Develop and implement plans to minimize the exposure of our employees, students and visitors to health, safety and security risks through education, training and other supports.
- Establish compliance
- Conduct a loss prevention program - Florida Community College Risk management Consortium.

8

## **Safety Manual Job Safety Training**

- Train personnel about job responsibilities and job operations to promote safe work habits and creating a safe work climate and environment.
- Reduce personal injury.

9

## **Safety Manual Record keeping procedures**

- Accident/Incident Reports
- Log of Work Related Injury and Illness
- Fire, Safety and sanitation Inspections.
- Crime Statistics.

10

## **Safety Manual Lost and Found Property**

- To provide for the proper disposition of property that has been turned over to College authorities. The Lost and Found office is located on each campus.
- Contact the Security Office on each campus.
- Procedures - <http://www.pbcc.edu/safety>

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## **Safety Manual Chemical Hygiene Plan**

- To provide guidance on the handling of chemicals in compliance with the federal OSHA Occupational Exposure to Hazardous Chemicals Standard (29 CFR 1910.1450).
- Complete Chemical Hygiene Plan: <http://www.pbcc.edu/safety>

12

## Safety Manual Animal Control on Campus

- Care and feeding of stray animals on campus is prohibited.
- Exceptions:
  - Administration may make exceptions
  - Guides for visually impaired
  - Special needs of individuals with disabilities
  - Licensing and vaccinations
- Animals at public gatherings are not allowed (exceptions)
- Impoundment

13

## Safety Manual Exposure Control Plan

- Program development – in compliance with OSHA guidelines found in Federal register, 29 CFR 1910.1030, PBCC has developed, implemented and documented a college-wide Blood Borne Pathogen Exposure Control program. In addition Each department that has occupational exposure to blood borne pathogens will develop a program.

14

## Safety Manual Exposure Control Plan (cont'd) Training

- Employees – Initial Awareness training
- Employees – Annual training
- Students – in applicable programs in curriculum
- Hepatitis B Vaccine
- Accidental Exposure to Blood or Body Fluids
- Documentation – Employment + 30 yrs.
- OSHA BBPEC – 3 years

15

## Safety Manual Chemical Spills

- Team=Plant Supervisor, Member of campus Security Department, Custodial Supervisor, District Grounds Supervisor, and safety and security Supervisor.
- Team Duties
- Chemical Spill Incident Actions
  - Immediate action
  - Subsequent action
  - Follow-up

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## Safety Manual Right To Know

- Program Development – OSHA guidelines, Federal Register, 29 CFR 1910, PBCC adopt a Hazard Communication Program
- Training
  - Initial Awareness and Training
  - Annual Training
- Documentation – Employment + 30 yrs.
- OSHA Hazard Communication – 3 years

17

## Safety Manual Emergency Evacuation Procedures

- Authorization/Notification Chart
  - Alarm Response
  - Bomb Threat
- <http://pbcc.edu/safety/pdf/bombthreat.pdf>

18

## Safety Manual Emergencies Procedures for Persons With Disabilities

- Prior to emergency
- During Emergency
- Following an emergency
- <http://www.pbcc.edu/safety>

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## Safety Manual Hurricane Preparedness Plan

- Purpose – PBCC recognizes the responsibility for the life and safety of individuals associated with the College as well as the protection of college property in the event of a major storm.
- Authority
  - Federal Civil Defense Act of 1950 as amended
  - Federal Disaster relief Act of 1974 (PL 93-28)
  - State Legislation for post secondary institutions.

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## Safety Manual Hurricane Preparedness Plan (cont'd)

- Tropical Storm – Winds in excess of 39 mph
- Hurricane Watch-Winds at least 74 mph expected within 24-36 hours
- Hurricane Warning – Winds at least 74 mph expected within 24 hours

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## Safety Manual Hurricane Preparedness Plan (cont'd)

- <http://www.pbcc.edu/hurricane/> Hurricane Preparedness Plan
- <http://www.pbcc.edu/hurricane/decision.asp> Decision to close
- <http://www.pbcc.edu/hurricane/stormprep.asp> Storm preparation
- <http://www.pbcc.edu/hurricane/poststorm.asp> Post storm recovery
- <http://www.pbcc.edu/safety/pdf/hurricanepreparedness.pdf> Hurricane Plan

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## Safety Manual Notification of Decision to Close

- President or VP Administration and Business Services contacts:
- VPs contact:
- Director of CRM contacts:
- Director of facilities contacts:
- Campus provosts contact:
- CEO of Foundation contacts
- See complete process online Safety Manual <http://www.pbcc.edu/safety/> Safety Home Page

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## Safety Manual Safety Inspections

- Specific Inspections must be conducted on a regular basis:
  - Casualty Safety and Sanitation – annual
  - Fire Safety – twice a year
  - Food service – quarterly by County Health Dept.
  - Boiler, machinery and Equipment – certified engineers representing current insurance carriers.
  - Fire Extinguishing – certified inspectors, annual
  - Fire alarm – certified inspectors periodically

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## Safety Manual Safety Inspections (cont'd)

- Relocatable Classrooms – annual and posted in each classroom.
- Emergency generator – monthly by maintenance and every other month and annually by contract.
- Infra Red Thermal Scans of Electrical Distribution – every other year
- Bleachers – bi-annual
- Eye Wash Stations – tested and flushed monthly
- Other inspections – for insurance purposes.

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## Safety Manual Maintenance

- Routine Maintenance
  - Emergency
  - Non-emergency
- Preventive maintenance
  - Air Conditioning
  - Electrical
  - Life/safety
  - General Building
  - Plumbing
  - Grounds
- Deferred maintenance

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## Safety Manual Accident/Incident Reporting

- What is Accident/Incident Report?
- Who fills out the report?
- Complete and correct reporting-how does it benefit you?
- Annual Crime Statistics – Are available on the PBCC website in the Safety and Security section. The Crime Statistics are also published in the Student handbook.
  - <http://www.pbcc.edu/safety/stats/annual.asp>

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A SAFE COLLEGE IS NO ACCIDENT!

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# Section B-19



## **Palm Beach Community College Safety Training Workshops**

- A Bit About Risk Factors – Back Safety
- Accident Prevention
- Asbestos
- Back Safety
- Blood borne Pathogen
- Bucket Truck Training by Altec Co.
- Campus Crime Statistics
- Carpal Tunnel Syndrome
- Chemical Handling
- Chemical Preparation and Container Labeling
- Compressed Air Safety
- Dehydration
- Drug Free Workplace and EAP
- Electrical Safety - Basics
- Electrical Training by DOE part 1
- Electrical Training by DOE part 2
- Electrical Training by DOE part 3
- Ergonomics
- Employee Assistance Program
- Eye Safety
- Fire Extinguisher Training
- Forklift Safety
- Hand Safety
- Hazard Communication
- Hearing Safety
- Hearing Safety MAXMAN
- Housekeeping
- Housekeeping and teamwork in industry
- Identification and Handling of Hazardous Plants
- Kevin Baily Story - PPE
- Lead Safety
- Lockout/Tagout
- Material Safety Data Sheets
- Order – Back Order Process – Cleaning Supplies
- Powder Actuated Tools
- Proper Mixing of Chemicals Used by Custodial Staff
- Respirator Training and Fit Testing
- Right To Know
- Safety Attitude
- Safety Inspection
- Safety Situation Cards
- Slips, Trips & Falls and Spills
- Storm Preparedness (received copy of the plan)
- Toxins
- Wellness Series





# **Palm Beach Community College**

## **Fifth Year Follow-Up Report**

**April 2007**