



North Central Kansas Technical College

Emergency Operations Plan

2018-2019

Emergency Operations Plan
North Central Kansas Technical College
2018 - 2019

REVIEWED: _____ DATE: _____
EMERGENCY OPERATIONS COORDINATOR
NCK Tech

APPROVED: _____ DATE: _____
PRESIDENT
NCK Tech

APPROVED: _____ DATE: _____
BOARD PRESIDENT
NCK Tech

Approval Statement

The NCK Tech Emergency Operations Plan (EOP) provides a comprehensive framework for college-wide emergency management. It addresses the roles and responsibilities of government organizations and provides a link to local, state, federal, and private organizations and resources that may be activated to address emergencies at or near *NCK Tech* campuses in Beloit and Hays.

The NCK Tech EOP ensures consistency with current policy guidance and describes the interrelationship with other levels of government. This plan will continue to evolve, responding to lessons learned from actual emergency experiences, ongoing planning efforts, training and exercise activities, and Federal guidance.

Therefore, in recognition of the emergency management responsibilities of *NCK Tech* and with the authority vested in me as the President of NCK Tech, I hereby approve the *NCK Tech* Emergency Operations Plan.

President

North Central Kansas Technical College

Date

Approval and Implementation

This plan supersedes the NCK Tech Crisis Management Plan dated 2016-2017

The transfer of management authority for actions during an incident is done through the execution of delegation of authority from an agency to the incident commander. This procedure facilitates the transition between incident management levels. The delegation of authority is a part of the briefing package provided to an incoming incident management team.

The NCK Tech Emergency Operations Plan delegates the authority to specific individuals in the event that the president is unavailable. The chain of succession in a major emergency is as follows:

Rank	Position
1	Eric Burks (Both Campuses)
2	Corey Isbell (Beloit) Sandy Gottschalk (Hays)
3	Angel Prescott (Beloit) Richard Cox (Hays)
4	Brandi Zimmer (Beloit) Michelle Unrein (Hays)
5	Leah Bergmann (Hays/Beloit) Amy George (Hays)

President

North Central Kansas Technical College

Date

Record of Changes

Record of Distribution

NCK Tech Emergency Operations Plan

revised July. 2018

PURPOSE

North Central Kansas Technical College's greatest concern is the safety of its faculty, staff, and students. Focused on that goal, the following policies and protocols have been designed to respond to crisis situations of all types, and prevent crises whenever possible. The procedures outlined in this plan will be used to ensure the safety of employees, students, and property by using College and local resources.

This plan is designed to assist the College community to cope with the anticipated needs generated by an emergency situation and to assist with communication of those events and needs. The effectiveness of this plan relies on every member of the College community to be familiar with and follow these policies and procedures in the event of an emergency.

This plan should be reviewed on an annual basis and distributed to appropriate members of the College community (faculty, staff, and students).

INTRODUCTION

From a public perspective, a "crisis" can be defined as any out-of-the-ordinary event that creates community/media interest in the College. Effective communication is essential in responding to our communities and to the media in case of a crisis of any kind.

The College must be adequately prepared for that out-of-the-ordinary event, and to advise, effectively and promptly, the College community and the public as required on issues and developments.

The Emergency Operations Plan will also apply in the event of a crisis at an off-campus event for which North Central Kansas Technical College has some responsibility or where a significant number of its community are involved, e.g., evening activities and outreach centers.

SCOPE

These procedures apply to all members of the North Central Kansas Technical College community.

TYPES OF EMERGENCIES IDENTIFIED

A crisis is any event that involves death, serious injury, property damage or destruction, disruption of normal operations, compromise of data or information, harm to financial assets, damage to the image or goodwill of the College, or any other event which is deemed to be a crisis by the College, or the imminent threat, fear or possibility of any such results.

While there is no way to anticipate all possible emergency situations or types of crises, the following examples represent categories of emergencies that **may** necessitate the deployment of the Emergency Operations Team:

1. Medical Emergency – epidemic or poisoning
2. Violent Crime/Behavior-Active Shooter – robbery, murder, suicide, personal injury (existing or potential), etc.
3. Political Situations – riots, demonstrations, etc.

4. Deaths or Incidents Involving Students, Faculty and/or Staff
5. Fire/Evacuation – fires, floods, chemical spills or leaks, explosions, etc.
6. Tornado/Severe Weather—tornadoes, wind storms
7. Severe Winter Weather—blizzards, snow storms
8. Bomb Threats
9. Active Shooter

EMERGENCY OPERATIONS TEAM

The Emergency Operations Team is created under the authority of the President of the College. The EOP team has the authority to initiate the Emergency Operation Plan. The Emergency Operations Team must be available to respond and react as a team in emergency or crisis situations. The team will meet annually to review the plan and update information. A written report will be provided to the President after each review; updates to the plan will be presented to the Board of Trustees.

The College Emergency Operations Team consists of the following positions:

Rank	Position
1	Eric Burks (Both Campuses)
2	Corey Isbell (Beloit) Sandy Gottschalk (Hays)
3	Angel Prescott (Beloit) Richard Cox (Hays)
4	Brandi Zimmer (Beloit) Michelle Unrein (Hays)
5	Leah Bergmann (Hays/Beloit) Amy George (Hays)

Once convened, the Emergency Operations Team will generally take the following actions:

- Share information with all members of the Team and attempt to assess the nature of the event and the probable harm that may result.
- Brief and advise the President and other members of College administration.
- Identify other individuals outside of the Team who may be needed to assist with the response to the event.
- Determine initial actions of the Team and by whom these actions will be taken.
- Outline long term or continued responses of the College to the event.
- Arrange for communications with off-campus officials if necessary.

Incident Commander

The Incident Commander is the highest ranking available individual from the Emergency Operations Team. The Incident Commander is responsible for taking command of an emergency situation and leading the Emergency Operations Team. While the Emergency Operations Team is expected to collaborate on decisions, the Incident Commander is responsible for the final decision.

Responsibility for this activity should not be delegated because it is important that all members of the Emergency Operations Team be familiar with each other and fully aware of their responsibilities

with regard to Emergency Operations. In the event of an emergency situation the Emergency Operations Team will work with the Incident Commander to lead the College community through the situation and determine the best course of action.

The Incident Commander is automatically authorized to assume leadership of the situation; however he/she is not automatically designated as the Official Spokesperson. Before speaking with the media, the President shall be informed of the incident and he/she will designate an Official Spokesperson

Official Spokesperson

The President is expected to serve as the Official Spokesperson for the College and is responsible for articulating the College's position to the media or outside agencies. If the President is unavailable, he/she is otherwise responsible for designating an Official Spokesperson. The Official Spokesperson must be designated by the President and may or may not be the Incident Commander.

The Official Spokesperson will be selected from the following:

1. Dean of Instructional Services/Dean of Hays Campus
2. Dean of Student Services
3. Dean of Administrative Service
4. Director of Marketing

Authority

- The Emergency Operations Team shall inform the President of any crisis that has occurred or that is threatening life, health, or College property, and give periodic status reports as information is available.
- When immediate action is required to react to an emergency situation, the Incident Commander (highest ranking member of the Emergency Operations Team on scene) has the authority to declare a state of emergency. If time allows the President should be notified prior to the declaration.
- Once a crisis/emergency has been identified, the Emergency Operations Team will have the authority to limit access to the affected area and any other areas of campus designated for use for use in responding to the crisis.
- Except for emergency services personnel, only the President or his/her designated Official Spokesperson will be authorized to provide direction to the media.
- The College President through consultation with local law enforcement and the Board of Trustees may allow media photographers and camera operators to tour the emergency site; they must be escorted.

Following appropriate first-response activities, the Emergency Operations Team will develop an action plan based on knowledge of the event that will be guided by any established procedures or protocols developed in this plan or traditionally utilized by the College in the event of such a crisis.

COMMUNICATION GUIDELINES

The College will make every effort to be open and timely in its communications with the College community, the media and its communities during a crisis or emergency. Concern for the right to privacy, personal health and safety, legal liability and the public's legitimate need to be informed will guide decisions with regard to all communications internally and externally.

During a declared state of emergency, communications – both internal and external – will be under the direction of the President of the College in cooperation with the Emergency Operations Team.

- Communications shall be from the President or his/her Official Spokesperson with respect to crises affecting the College.
- Appropriate information shall be provided routinely to College employees and students to enable their cooperation in a potential crisis.

Good communications policy and practice will:

- assist in the actual management of the crisis;
- provide direction to faculty, staff, and students;
- reduce rumor and uncertainty;
- disseminate clear and accurate information to interested constituencies and the public at large;
- maintain the institution's credibility and minimize damage to its reputation

COMMUNICATION PROCEDURES

Alerting Responsibilities

1. Cabinet level members of the Emergency Operations Team may trigger the Rave Alert system to immediately respond to an emergency situation or declare a state of emergency.
2. The President or his/her designated Official Spokesperson is responsible for:
 - a. Meeting with the Emergency Operations Team to determine level of crisis and members of the College community affected.
 - b. Maintaining regular contact with the Emergency Operations Team and/or Incident Commander.
 - c. Preparing and disseminating statements or information to the College community, interested constituencies, the media, and other groups as identified.
 - d. Handling public inquiries regarding the crisis.
 - e. Responding to media inquiries regarding the crisis.
 - f. Maintaining regular contact with communications officials of other agencies or organizations responding to the emergency for the purpose of coordinating the preparation and dissemination of public statements of information.
 - g. Managing the media's presence during the crisis and enforcing the guidelines for media behavior during a crisis.
 - h. Monitoring media coverage and public response to the crisis.
 - i. Providing post crisis follow-up releases and news, as appropriate, to the media.
 - j. Evaluating the communications process, providing full media documentation to the Emergency Operations Team, and participating in a debriefing session with members of the Emergency Operations Team.

RAVE ALERT-EMERGENCY NOTIFICATION SYSTEM

A key component of the NCK Tech's Emergency Operations Plan is the NCK Tech Rave Alert system. This alert system serves as the primary means for which crisis situations will be communicated to faculty, staff, and students who may be on campus and potentially at-risk during a crisis. Therefore it is essential for all faculty, staff, and students to keep their contact information current so they can be notified in the event of an emergency. Once students register, they will receive NCK Tech weather related closings and emergency notifications via cell phone text/voice messages and emails with NCK Tech Rave Alerts. All students enrolled the first day of classes will be automatically entered into the system. All faculty and staff will be entered into the system automatically.

*NCK Tech provides email addresses to all students. This email address will be uploaded into the RAVE Alert system.

RAVE GUARDIAN APP

All students, parents and employees are encouraged to download the Rave Guardian App. The Rave Guardian App allows for campus community members to report any safety concerns or submit anonymous tips. The App also allows for users to create a safety network that allows them connect with other campus community members.

RELEASING STATEMENTS/INFORMATION

- All information released by the College will be done in cooperation with the appropriate external law enforcement authorities.
- All written or oral statements to campus groups, the media and the public will require the authorization of the College President or designated Incident Commander.
- The legal aspects of releasing information will be governed by the appropriate legal guidelines or referred to legal counsel.
- All public and media inquiries that are received by other offices and departments will be forwarded to the President or his/her Official Spokesperson and:
 - Under no circumstances will any representative of the College reveal victim/s name in any case.
 - Under no circumstances will any representative of the College other than the President or his/her designee volunteer any information (names, dates, times, locations, nature of an incident) about an on or off-campus incident.
 - The President or his/her Official Spokesperson should be notified of any off-campus incidents that could potentially impact the College community.

GENERAL RESPONSE PLAN:

Assumptions:

- In any situation where the First Responders are involved, they will secure the situation and take jurisdiction of all activities.
- The President will designate a spokesperson if he/she is absent.
- The President, or his/her designated spokesperson, will coordinate all College communications including those with the media. Any required College notifications or cancellations should be cleared by the President or his/her designated spokesperson.
- Under no circumstances will any representative of the College reveal a victim's name in any case, unless authorized to do so by the victim or the victim's agents.

Emergency Operations Team Meeting Place

- In the event of a crisis or emergency, the Emergency Operations Team will meet at a predetermined command post. The Administrative Office will be the primary meeting place in Beloit and the Business Operations Center will be the primary meeting place in Hays.

Emergency Shelter

Beloit:

- The racquetball court inside the Wellness Center will be the on-campus emergency shelter (to be used in case a residence hall is uninhabitable or others on campus require temporary housing). If the racquetball court inside the Wellness Center is unavailable, alternative accommodations will be determined by the Emergency Operations Team.
- The FEMA approved storm shelter will be the emergency shelter for Heavy Equipment
- Outside the instructional day, dormitory students should evacuate to the basement of the Housing Director. The basement is accessible at all times entering through the laundry room.

Hays:

- Go to an interior hallway or smallest interior room in the building you are in avoiding areas with windows. If possible get under a table or solid structure.
- The Big Creek Technology Center emergency shelter is in the safe.
- The Hadley Center (Culinary Arts) will use the basement

EMERGENCY OPERATIONS TEAM RESPONSIBILITIES

Advance Warning (If applicable)

- The Emergency Operations Team meets and plans based on anticipated situations, and prepare a worst-case scenario plan.
- Communication decisions made and implemented.
- Key College personnel who need to be involved are notified.
- Precautionary evacuations are done if needed.
- Essential service personnel are called if required.
- City services (Police, Fire) are notified when necessary.
- Precautionary quarantine initiated by County Health Services.
- Complete incident report if required.
- Debriefing.

Emergency in Progress or Immediate Aftermath

- Local Emergency First Response team (police, fire, medical depending on need) will be notified.
- City services are called if required and not already on scene
- Communication decisions are made and implemented
- Initiate College emergency notification alert, contact key personnel
- Set up command post
- Evacuate bystanders away from the scene.
- React and coordinate activities for campus security, evacuations, shelter, counseling, etc.
- Coordinate restoration of lost or damaged utility services
- Control traffic
- Initiate damage control
- Complete incident report(s)

- Complete a log of activity
- Debriefing
- Implement the Business Continuity Plan if necessary

Post Emergency

- Debrief and continue communications as required to the College community, general community and the media.
- Implement the Business Continuity Plan if necessary
- Ensure arrangements are made for counseling to be provided to those who need it.
- Record events and prepare permanent records to be maintained.
- Assess any required changes or additions to the Emergency Operations plan.
- Complete incident report(s).

COLLEGE FUNCTIONAL RESPONSIBILITIES

Administrative Cabinet

1. Ensure the safety of employees, students, and property.
2. Secure and control the emergency site.
3. Establish an Incident Commander for the College in the absence of the President following hierarchy established in the EOP.
4. Initiate crisis plan and contact appropriate outside agencies.
5. Coordinate all activities with campus and City services (e.g.: call emergency services – Emergency First Response Team, ambulance etc.)
6. Handle emergency closing notifications and coordinate special notifications as required.
7. Coordinate and maintain command post.
8. Maintain public order on campus.
9. Assist proper authorities (Police, Fire, EMS, etc.) whenever necessary.
10. Handle or clear all media activities.
11. Provide clear, continuous and timely communication to faculty, staff and students and external publics as required.
12. Record the event and action taken.

Physical Plant/Maintenance Staff

1. Monitor actual safety hazards.
2. Inform President, or Incident Commander, of any known hazards.
3. Advise on measures to maintain safety.
4. Control traffic.
5. Record the event and action taken for liability and risk management.

Student Affairs/Administration

1. Assist with or make arrangements for temporary or alternate accommodations.
2. Contact students or families when appropriate.
3. Advise faculty about situations involving students.
4. Provide counseling as required to victims and affected individuals.
5. Ensure victims are aware of available services via College and County resources.

Record of Executed Drills

EMERGENCY MANAGEMENT PROTOCOL

A. Medical Emergency

- The person identifying the situation should notify 911 and indicate there is a medical emergency. 911 will contact necessary Emergency Responders.
- Secure the victim from further injury due to unsafe conditions if possible.
- Begin First Aid/CPR if necessary
- Be available to provide information to Emergency Responders about the situation.
- Contact and notify the Administrative Office/Emergency Operations Team of incident.
- Prevent unauthorized access to the incident site.
- Set up crisis command post.
- Arrange for temporary accommodations and relocations if necessary.
- Prepare for appropriate communication.

B. Violent Crime/Behavior-Active Shooter

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

1. RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

3. FIGHT

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters

- Number of potential victims at the location

C. Discovery of Violent Crimes

DISCOVERY OF VIOLENT CRIME (POST- OCCURRENCE)

- Person experiencing situation should notify 911 and indicate situation immediately.
- Go to a safe place and wait for Emergency First Responders. Report everything noted, of relevance, to the authorities.
- As soon as possible, contact Administrative Office/Emergency Operations Team.
- Emergency Operations Team will secure the area and prevent anyone else from entering an unsafe area.
- The Emergency Operations Team will contact other required personnel.
- Arrange for counseling or victim services for those affected.
- Prepare media response as required.
- Notify student's emergency contact if appropriate.

D. Political Situations (Riots, Protests, Demonstrations)

- The person identifying the situation should notify Administrative Office/Crisis Management Team and they will notify Emergency Responders as appropriate.
- Move to a safe environment.
- Emergency Operations Team will assist local authorities with securing the area if required.
- Initiate communication plan and utilize emergency notification alert if appropriate.
- Set up crisis command post if required.
- Arrange counseling or victim services for affected individuals.
- Coordinate media communications.

E. Death or Incidents Involving Students, Faculty, and/or Staff

- The Emergency Operations Team will assess the potential impact on College community.
- The Emergency Operations Team will communicate with those impacted.
- The Emergency Operations Team will develop and execute a response plan.
- Prepare press release if appropriate.
- Arrange counseling if appropriate.

F. Fire/Evacuation

- The person discovering the situation should pull fire alarm and initiate procedures to evacuate the area.
- Whenever an alarm is sounded everyone in the building should follow procedures to evacuate the building via the nearest available exit.
- Evacuate adjacent buildings if appropriate.
- Call 911.
- As soon as possible, contact Administrative Office/Emergency Operations Team.
- Emergency Operations Team will help protect human lives and preserve College assets whenever possible.
- Emergency Operations Team will secure the area and prevent unauthorized access to unsafe area.
- Assist Emergency Responders with any required actions deemed necessary.
- Initiate communication plan and/or emergency notification alert (if required).
- Arrange for temporary accommodations and relocations if necessary.
- Press release will be prepared if necessary.

G. Tornado/Severe Weather

- Emergency Operations Team will monitor weather stations and/or radio for weather advisories when applicable and consult with County Sheriff's Department.
- Alert faculty and staff of potential severe weather.
- A severe weather watch means conditions are favorable for a tornado or severe weather; A warning means severe weather conditions are imminent...Take Shelter!
- If severe weather warnings are issued or severe weather seems imminent the Incident Commander will initiate communication plan and emergency notification alert.
- Students, staff, and visitors on campus should evacuate to the designated tornado shelter if time allows, otherwise go to interior hallways or smallest interior room avoiding areas with windows.
- Following the weather event, the Emergency Operations Team will assist Emergency Responders with any required actions deemed necessary.
- Arrange for temporary accommodations and relocations if necessary.
- Press release will be prepared if required.

H. Severe Winter Weather

- Emergency Operations Team will monitor weather stations and/or radio for weather advisories when applicable and consult with County Sheriff's Department.
- Emergency Operations Team will develop a plan to react to the predicted weather event.
- Alert faculty and staff of potential severe weather if present on campus.
- If Incident Commander deems weather or road conditions to be hazardous enough to warrant suspending classes, he/she will initiate communication plan and emergency notification alert.
- Notify appropriate media outlets of cancellations and postponements.
- Following the weather event, the Emergency Operations Team will work with Physical Plant/Maintenance staff to allow for classes to resume as soon as possible.

I. Bomb Threats

- The person receiving the threat should try to gather as much information as possible from the caller while using another phone to notify authorities. Refer to Bomb Threat Call Procedures
- Call 911.
- As soon as possible, contact Administrative Office/Emergency Operations Team in order to determine the urgency of the threat. A level 1, level 2 lockdown, or evacuation may be initiated.
- Initiate communication plan and emergency notification alert.
- Treat all threats as a life threatening situation.
- Emergency Operations Team will secure the area and prevent unauthorized access to threatened area.
- Assist Emergency Responders with any required actions deemed necessary.
- Arrange for temporary accommodations and relocations if necessary.
- Press release will be prepared if necessary.

J. Shelter in Place Procedures

If you are told to Shelter-in-Place, immediately do the following:

- Bring everyone into the building or room.
- Shut and lock the door(s).
- Ask students and visitors to stay, not leave.
- Unless there is an imminent threat, ask everyone to call or text their emergency contact to let them know where they are and that they are safe.
- If possible, change outgoing telephone messages to say that the college is currently closed, and employees, students and visitors are remaining on campus until authorities advise it is safe to leave.
- Check to ensure that all windows, exterior doors, and other openings to the outside are closed.
- Close window shades, blinds or curtains.
- Choose an interior room or rooms large enough to comfortably hold everyone in the immediate area. Avoid rooms with mechanical equipment such as ventilation pipes.
- If possible, select a room that contains a land-line telephone.
- Use duct tape and plastic sheeting if available to seal all cracks around the door(s) and any vents into the room.
- Write down the names of everyone in the room in case you are asked to report it.
- Monitor emergency communication channels (LCC website, Twitter Alert, RAVE alert, radio, television, etc.) for further instructions.
- Do not come out until you are told it is safe to do so.

K. General Evacuation Procedures

These procedures should be used as protocol for a total evacuation of campus buildings, not for fire evacuations.

- If an evacuation is ordered in Beloit, instructors should stay calm and escort all students in an orderly fashion to the NCK Wellness Center gym.
- If an evacuation is ordered in Hays, instructors should stay calm and escort all students in an orderly fashion to the open field west of the Dreiling Building.
- In the event of a main campus evacuation, occupants of NCK Tech additional locations, such as, Hadley Center (Hays), Big Creek (Hays), Welding (Hays), and Heavy Equipment (Beloit) should remain at their facility until further notice.

L. Hazardous Materials Emergency Contingency Plan

Any material known to you to be hazardous OR any material that is unknown to you and you are not sure whether it is hazardous.

1. Possible danger?

- Contact NCK Tech Administration using a (785)738-2276 using a cell phone or outside line.
- Warn all people in the immediate area of the hazard.
- Evacuate if necessary.

2. Do not attempt to clean up a spill unless

- The spill is incidental; and
- You have been trained on the proper procedure and have the proper personal protective equipment (PPE).

3. Be aware of offensive or irritating odors or fumes resulting from spills.

- Be prepared to evacuate buildings and/or areas in order to avoid potentially dangerous fumes.

All laboratory and maintenance personnel should be prepared to assist in the assessment of spills within their areas but only if requested by local emergency personnel. Consult the Safety Data Sheet (SDS) of the spilled substance for proper PPE and clean-up procedures

M. Utility Emergencies

If a utility problem is discovered, such as a gas leak, call 911 and NCK Tech Administration.

GAS LEAK

- ACTIVATE EMERGENCY SHUT-OFF VALVE.
 - o Only personnel specifically trained in emergency shut-off, (if there is one) procedures should attempt to shut off the gas in the building.
- DO NOT
 - o Light matches;
 - o Turn on or off lights.
 - o Plug or unplug electrical.
- EVACUATE the building.
- FOLLOW DIRECTIONS given by first responders and NCK Tech administration.
- If possible, OPEN windows to allow ventilation.

CRISIS PREPARATION CHECKLIST

1. Maintain telephone listings for all people who need to be notified through the Rave Alert system.
2. Maintain and update communication plans
3. Fire/Evacuation Procedures
4. Maintain current telephone listings, including fax, cellular and home numbers for all key personnel for Emergency Operations
5. Plans for reaching those who are not easily accessible
6. Evacuation Plans
7. Campus Maps
8. Inventory of emergency supplies and equipment
9. Cellular phones and two-way radios
10. Emergency vehicles
11. Hard Copy of student phone numbers
12. Floor Plans

Business Continuity Plan

NCK Tech Business Continuity Plan Beloit and Hays Campuses

This plan focuses on procedures to ensure essential functions continue during an emergency and its immediate aftermath.

DAMAGE ASSESSMENT AND RELOCATION

A. General - Critical Functions:

- The Emergency Operations Team will assist in the decision as to whether the Recovery Plan should be activated. If the plan is activated, college administration will have been trained and prepared to secure temporary facilities as needed, replace equipment and materials, and facilitate in the relocation of key business operations.

B. Damage Assessment Responsibilities:

- The names and locations of all NCK Tech personnel will be provided to both management and employee's that will be involved in damage assessment responsibilities.
- Identify the employees, resources, and functions affected by the emergency condition.
- Estimate the extent of the damage.
- Estimate the duration of impairment.
- Identify equipment and materials that need to be made available for the back-up location.
- Recommend acquisition of additional or replacement equipment and personnel required for contingent operations.
- Determine the operational capability, if any, remaining at our existing local Beloit and Hays offices or capacity at other NCK Tech offices.
- Determine the status of the city's infrastructure, in an area-wide emergency, such as highways, access, and utilities, for both local offices and potential relocation sites.
- Arrange for transportation of equipment and supplies to the back-up site.
- Arrange for telephones, hook-ups, and support for computer operations.

C. Relocation Responsibilities:

- The Emergency Operations Team will communicate with employees and give them information about the relocation site.
- Locate and prepare the back-up site.
- Contact and inform couriers and mail operations of new delivery locations.

D. NCK Tech recovery plan covers the following areas:

- NCK Tech will keep copies of important documents off site, electronically in a cloud based storage system or in a safe deposit box. These include lease agreements, contracts, financial records, insurance policies, etc.
- NCK Tech has developed emergency financial procedures.
- NCK Tech will arrange for alternative office facilities before the occurrence of a disaster.

- NCK Tech has developed methods for communicating with federal, state and local services agencies and/or organizations.
- NCK Tech will obtain agreements with vendors and customers for post-disaster operations as needed.

BUSINESS RECOVERY LOCATION

- A.** NCK Tech will have a list of potential business recovery locations. This is where we will conduct business operations following a disaster. Potential Beloit campus locations are the Hays campus, the City of Beloit Municipal Building, USD 273, Mitchell County Hospital Health Systems, North Central Regional Planning Commission or the old school buildings in Jewell or Glen Elder. Potential Hays campus locations are the Beloit Campus, Big Creek Campus, the N.E.W Building, St. Johns in Victoria.
- B.** The recovery location could be at an alternate site, at a similar business through an MOU, employee's own homes, or at our primary place of business.
- C.** College administration will select the recovery location based on the accessibility to critical infrastructure.

EMPLOYEE RECOVERY

Since NCK Tech cannot resume operations unless employees are able to return to work we will consider the immediate needs of employees and continue payroll operations for when feasible and appropriate.

- A.** NCK Tech will meet with our employees at least once a year to review emergency plans and to share information on disaster preparedness.
- B.** NCK Tech will keep a list of all employees that have certification for first aid, CPR or as an Emergency Medical Technician (EMT), or if anyone is a ham radio operator.

BUSINESS KEY CONTACTS

A list of key contacts will be kept in the office of the Dean of Administrative Services. Key contacts consist of those relied on for administration of our business, such as bank, creditors, insurance agent, accountant, etc.

- A.** NCK Tech will need to determine:
- What happened to students/employees/customers?
 - Were they affected by the disaster?
- B.** After a disaster, it is important for NCK Tech to keep students/employees/customers informed about the status of classes, projects or service, or to develop mutually agreeable alternative arrangements.
- C.** NCK Tech may choose various ways to communicate with students/employees/customers after a disaster, depending on what modes of communication are available. These include, but are not limited to, RAVE alerts, direct telephone calls, a pre-arranged 800 number for people to call, e-mail, or purchase announcements by radio or through a newspaper.

BUSINESS VITAL RECORDS FORM

- A.** Examples of vital records include employee data, payroll, financial records, strategic plans, customer/client lists, inventory lists, building plans/blueprints, leases and insurance records.
- B.** NCK Tech will store a copy of all vital information on site and a second in a safe off-site location. Critical files will be backed up regularly and inventory lists will be kept current.
- C.** NCK Tech will convert all vital records into electronic form by scanning them into Trenero or another online system.

COMPUTER EQUIPMENT AND SOFTWARE FORM

- A.** Access to data and information is a critical part of NCK Tech's business operations. Recovery and/or maintenance of these systems will be a priority in the event of a disaster.
- B.** Computer and network security will remain current at all times.
- C.** If an alternative site is needed, computer equipment and services may be leased or rented from an outside source.
- D.** When there is sufficient warning about a disaster, such as a tornado, critical equipment or software may be secured so that it could be utilized at our recovery location.
- E.** Employees that have a college issued laptop should take it home with them nightly in the event that they must work from home.
- F.** In the event of a sudden disaster, NCK Tech employees will:
 - Keep a backup copy of computer basic operating system, boot files, and critical software, and be sure we have copies of our operations manuals.
 - Maintain an up-to-date copy of computer and Internet login credentials and passwords.
 - Make arrangements with computer vendors to quickly replace damaged vital hardware and software.
 - Request written estimates for rental or purchase, shipping costs and delivery times, if relevant.
 - Elevate computer equipment normally stored on the floor, e.g. CPU's, and secure in place where flooding is a possibility.
- G.** NCK Tech will keep computer hardware and software licenses up to date.
- H.** If NCK Tech currently owns/leases the item; it is advisable to have an alternative vendor.

COMPUTER SYSTEMS

Restoration of computer operations will require essentially the same activities regardless of the type or extent of the disaster. NCK Tech will maintain the following:

A. Lists of Equipment and Service Contracts-Kept in the IT Department

- Hardware (Computer Inventory)
- Devices (Server, back-up unit, etc.)

- Manufacturers for each piece of equipment
- Model/serial numbers
- Wiring specifications

B. Software Programs

- Name of the program and date of purchase
- Vendors with phone numbers, e-mail address
- Specifications for data backup- Nightly backup of all computer systems must be stored offsite.
- Business-generated modifications to software

C. Passwords (Supervisor and Server) & Vendor and Support Desk Phone Numbers

- Administration passwords should be kept in a safe and secure place.
- Only the system administrator and manager should have access to these passwords.

D. Back-Up & Verify Computer Data at Regular Intervals

- This is the responsibility of each individual employee user to back up computer hard drives to an external hard drive or flash drive.
- Wherever possible, NCK Tech will have all important documents scanned and put into electronic form. These documents include but are not limited to employment records, student records, financial/payroll records and current student information system data.
- NCK Tech has the student information system, account software, email system and learning management system hosted offsite.

CRITICAL TELEPHONE NUMBERS

- A. Seamless communications with employees, suppliers/vendors, students, key contacts and customers following a disaster will be a priority.
- B. Telephone, fax lines, RAVE Guardian and RAVE alerts are means of maintaining this communication.
- C. NCK Tech will have telephone, fax, and internet connections rerouted to the alternative site in the event of a disaster.
- D. In the case of a break in all phone service, including cell phones, NCK Tech will invest in two-way radios to assist with communication.
- E. Efforts to restore the main phone line, perhaps at the alternative site, will be made.

VOICE/DATA COMMUNICATION

Examples of voice communications include modem, voice mail, RAVE alerts, and standard telephone.

Examples of data communications include cable, DSL or dial-up for our Internet and e-mail access.

- A. NCK Tech's communication with employees, vendors/suppliers, students, customers, emergency officials and other key contacts will be a priority.
- B. If NCK Tech goes to a recovery location, rent, lease or purchase of new equipment may be necessary.
- C. Internal and external communication will be restored as soon as possible to inform all constituents of the status of business operations.
- D. The following should be considered in the event of a disaster:

- Designate one remote voice mail number on which messages can be for employees and other constituents.
- Arrange for programmable call forwarding for the main business line.
- NCK Tech will work with telecommunications engineers with requests to redirect phones, faxes and data lines to backup locations.
- NCK Tech will consider alternative forms of communication should phones not be working.
- NCK Tech will communicate by email, postings on our website, social media, or RAVE alerts.
- Cell phones communications will be used as long as tower usage isn't excessive.
- NCK Tech will invest in battery backups for critical computers and servers. Surge protection for all computer and phone equipment will be implemented.

Medical Emergency Plan

A medical emergency includes any serious injury or illness that requires immediate medical attention. If a major medical emergency/illness occurs:

- **CALL** 911 for paramedic/ambulance assistance and, if possible, contact College Administration.
- **STAY**, or have someone else stay, with the patient until help arrives.
- **DO NOT** move the patient: keep the patient still and comfortable.
- **PROTECT** the patient from injury by removing any potential safety threat, if possible.
- **PROVIDE** first aid until help arrives, if you have appropriate training and equipment and it is safe to do so.
- **SEND** someone outside to escort Emergency Responders to the appropriate location, if possible.
- **STAY** out of the way unless assistance is requested once help arrives.
- **INFORM** Emergency Responders of the following information:
 - Building or location where assistance is needed.
 - Specific location within the building.
 - Type of problem, individuals condition.
 - Medical history, if known.
 - Sequence of events.

If a minor injury/illness occurs:

- Assess the need for medical attention. If immediate medical attention or medical transport is required, then follow the procedures outlined above.
- Provide first aid as appropriate. Each College department should have a first aid kit in accordance with the College's First Aid Kit Program.
- Notify families, if possible, and request that a family member/college administrator transport student/employee to home, dorm or health care provider.

If a serious injury/illness occurs:

- Call 911 or have someone else call 911 for an ambulance: State the specific location and the name and telephone number of the person placing the call.
- Call or have someone else call the President's Office.
- Remain with the victim, make the victim comfortable, and provide appropriate first aid.
- Keep the victim still.
- Loosen tight-fitting clothing.
- Avoid or overcome shivering by using blankets or covers, if available.
- Make sure the victim has adequate air. Give artificial respiration if necessary and get an AED.

- Control severe bleeding by applying pressure.
- If first aid is needed – apply only that which is essential before the arrival of medical assistance. Know the limits of your capabilities and make every effort to avoid further injury to the victim.
- If the injury resulted from exposure to a chemical in the workplace or classroom, have someone locate the Safety Data Sheet (SDS). Follow instructions, and have a copy available for emergency personnel.
- Seek additional information about the incident and the victim.
- Find out exactly what happened. Information may be obtained from the victim and from persons who were present and saw the accident, or saw the individual collapse in the case of sudden illness.
- Look for an emergency medical identification, such as a card or bracelet, which may provide a clue to the victim's condition.
- If the victim is conscious, obtain the name and contact information for a family member who should be contacted.
- If the victim is unconscious and has no sign of external injury, and if the above methods fail to provide identity, try to obtain identification either from bystanders, so that relatives can be notified. (It is advisable to have a witness when searching for identification).
- Provide all available information to emergency personnel when they arrive.
- The President's Office will arrange to contact the victim's family member.

In the event of a death:

- Notify 911 and the President's Office.
- Personnel who are designated to make the death notification to the family should be provided pertinent information as to what occurred, what actions were taken in response, and where the student was taken. Initiate insurance documentation.
- Initiate media response protocol and statements in conjunction with the college policy.
- Provide information to staff, faculty and students as available.
- Prepare a statement to send home with students explaining the situation.

A NCK Tech Accident Report must be filled as soon as possible for all injuries/illness that occur to employees, students and visitors.

Location of AED's and First Aid Kits at NCK Tech

Beloit Campus	Building/Department	Location of AED	Location of First Aid Kit	Faculty or Staff CRP Certified
	Heavy Equipment	Common's Area	Outside of Men's Restroom	

	Diesel Technology	Common's Area	Outside of Tool Room	
	Plumbing Heating and Air Conditioning		Outside of Classroom	
	Carpentry and Cabinetmaking		By the Hand Sinks	
	General Education	Common's Area		
	Automotive Technology		Shop area by the Water Fountain	
	Automotive Collision Repair Technology		Between the Restrooms	
	Welding		Outside of the Classroom	
	Agricultural Equipment Technology I	Common's Area	Student Computer Room	
	Agricultural Equipment Technology II		Between the Restrooms	
	CDL		Between the Restrooms	
	Nursing		Common's Area	
	Telecommunications		Classroom	
	Digital Marketing		Common's Area	
	Advanced Computer Information Technology	Common's Area	Classroom	
	Mears – Administration Building	Common's Area	Faculty Break Room	
	Electrical Technology & Automated Controls Technology		East wall in the Northwest Lab	
	Student Union	Common's Area in Wellness Center	Kitchen Restroom	
	Student Union	By Conference Room Door	Kitchen Restroom	
	Maintenance		Restroom	
	Campus Dorms	Laundry Room		
Hays Campus	Health Science Building	Common's Area	Allied Health Lab & Pharmacy Tech Classroom	
	Dreiling Business Occupations Building	Common's Area	Copy Room	
	Automotive Technology I	Common's Area	Shop Scrub Sink	

	Automotive Technology II	Common's Area	Shop Scrub Sink	
	Big Creek Technology Center	Common's Area	Shop Area	
	Nursing	Common's Area	Common's Area	
	Culinary Kitchen at the Hadley Center	First Floor Veteran's Association Clinic	Kitchen Scrub Sink	
	Welding – FHSU Campus – Center for Applied Technology & Sculpture	Social Café – Common's Area	Shop Area	

There are monthly AED Safety Checks conducted by Maintenance on both campuses. The document includes:

- Location
- Pad Expiration Date
- Extra Pad Expiration Date
- Green Light ON Defibrillator
- Door Alarm Working when Opened
- Monthly initials of who is conducted the assessment

Annually in August, AED Pads are ordered to replace the pads that will be expiring prior to the next August. Kelly Roberts, Beloit Campus Administrative Assistant, is in charge of placing the order. First Aid Kits are checked periodically every semester with a safety supply company.

Emergency Preparedness Kit

Background:

The Emergency Preparedness Kit is kept in the receptionist area at the Beloit and Hays Campuses. These kits are updated during the first week of each semester.

These kits will become the portable “command center” for the designated Administrator during the first critical minutes of any crisis, which requires the evacuation of the facility. The designated administrator shall take the kit wherever the building is evacuated. The information in the kit will allow the administrator to quickly integrate in the public safety response structure and provide critical information needed by responding agencies. These kits should also be utilized during drill for consistency with response protocols.

The **Emergency Preparedness Kit** should contain the Following:

- A copy of the College floor plan for each building on College property
- Copy of the Emergency Operations Plan

- Flashlight and extra batteries
- Bullhorn and appropriate batteries
- Current list of college employee phone numbers and emergency response phone numbers
- Writing tablets and pencils
- Basic First Aid kit
- Gloves and masks
- Wrench and pliers to turn off utilities

Emergency Preparedness Kit Procedures:

- The kit should quickly be taken to the area where first responders will arrive.
- The President should assist the public safety incident scene commander, who is designated to be in charge of the scene.
- For legal, technical, and practical reasons, College officials should never attempt to assume the role of the public safety incident commander.

Pandemic Influenza

A local or regional outbreak of a pandemic influenza will be closely monitored by College Administration. Information and directions provided by county, state, and federal agencies will determine the College's response to the outbreak. If warranted, the College will implement a pandemic education and prevention program which will include the action items.

- Provide student and employees with education and prevention information.
- Post centers for Disease Control and Prevention (CDC) posters in buildings.
- Provide hand sanitizer dispensers in building common areas.
- Increase frequencies of cleaning building entry door handles and push plates; restroom fixtures; handrails; computer keyboards and student desks.
- Expand monitoring of restroom cleanliness and supplies.
- Track College wide use of sick leave.
- Plan for possible cancellation of large public gatherings.

If the College, in consultation with the county's health department, determines operational changes need to be made, the College will use a Rave Alert to notify the College community.

General Influenza Information

- Influenza virus is contagious and is spread from human to human through coughing, sneezing, and sometimes by touching something with the flu viruses on it and then touching mouth or nose.
- Tamiflu, an antiviral medication, is effective in treating the symptoms. It will not prevent or cure the flu.

- Symptoms include fever, cough, sore throat, body aches, headache, chills and fatigue. Other symptoms may include nausea, vomiting, or diarrhea.
- Studies have shown that people may be contagious from one day before they develop symptoms to up to 7 days after they get sick.
- The county's Health Department regularly monitors hospitals, pharmacies, and other agencies for trends.
- According to CDC guidelines, persons with flu-like symptoms should stay home until at least 24 hours after you are fever free (without the use of fever-reducing medications).

Tips for Preventing the Flu

- Cover your nose and mouth with a tissue when you cough or sneeze.
- Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water (for at least 15 seconds), especially after you cough and sneeze.
- Alcohol-based hand cleaners are also effective, but only if they are at least 60% alcohol. Rub hand cleaner into hands until hands are dry. Apply more hand cleaner if hands dry in less than 15 seconds.
- Avoid close contact with sick people.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- If you get flu-like symptoms, stay home from work or school, except to seek medical care, and limit contact with others to keep from infection them.
- The Center for Disease Control recommends preventing seasonal flu with a seasonal flu shot.

Mental Health Counseling Resources

Campus	Facility	Address
Beloit	Pawnee Mental Health Services	207-5 North Mill Street Beloit, KS 67420
Hays	High Plains Mental Center	208 E. 7 th Street Hays, KS 67601 785-628-2871
	Kelly Center – FHSU Campus	600 Park Street Hays, KS 67601 785-628-4412

Cyber Security Plan

Multiple layers of security will be utilized to reduce possible threats. This will be accomplished by the following.

- ✓ Only give out appropriate rights to systems. Limit access to only business hours when possible.
- ✓ Don't share accounts to access systems when possible. Never share personal login information with co-workers.
- ✓ When employees resign, retire or are disciplined, access to systems will be limited or removed.
- ✓ Physically secure computer assets behind locked doors or cabinets, so that only staff with appropriate needs can have access.

All users of the network must review and agree to NCK Tech's Information Systems Use Policy.

Policy. User accounts on company computer systems are to be used only for business of NCK Tech and are not to be used for personal activities. Unauthorized use of the system may be in violation of the law, constitutes theft and can be punishable by law. Therefore, unauthorized use of NCK Tech computing system and facilities may constitute grounds for either civil or criminal prosecution. Users are personally responsible for protecting all confidential information used and/or stored on their accounts. This includes their login IDs and passwords and the backup of their data files to a secure or offline location. Furthermore they are prohibited from making unauthorized copies of such confidential information and/or distributing it to unauthorized persons outside of NCK Tech. Users shall not purposely engage in activity with the intent to: harass other users; degrade the performance of the system; divert system resources to their own use; or gain access to company systems for which they do not have authorization. Users shall not attach unauthorized devices on their PCs or workstations, unless they have received specific authorization from NCK Tech's IT department. Users shall not download unauthorized software from the Internet onto their PCs or workstations. Users are required to report any weaknesses in NCK Tech computer security, any incidents of misuse or violation of this policy to NCK Tech's IT department. The use of the Internet and local area network by employees, students and guests of North Central Kansas Technical College is permitted and encouraged where such use supports the business and educational goals, objectives and policies of the North Central Kansas Technical College. Failure to comply may result in the interruption or termination of Information Systems use privileges and/or legal action without prior notification.

NCK Tech will provide Internet access to employees, students and contractors who are connected to the internal network **and** who have a business need for this access. Employees, students and contractors must first review, agree and sign NCK Tech's Information Systems Use Policy prior to access. This signed policy will be kept on file in the IT department. The Internet is a business tool for NCK Tech. It is to be used for business-related purposes such as: communicating via electronic

mail with suppliers and business partners, obtaining useful business information, educational resources and relevant technical and business topics.

The Internet service may not be used for transmitting, retrieving or storing any communications of a discriminatory or harassing nature or which are derogatory to any individual or group, obscene or pornographic, or defamatory or threatening in nature for “chain letters” or any other purpose which is illegal or for personal gain. NCK Tech has the right and capability to monitor electronic information created and/or communicated by persons using company computer systems and networks, including e-mail messages and usage of the Internet. It is not NCK Tech policy or intent to continuously monitor all computer usage by employees or other users of NCK Tech computer systems and network. However, users of the systems should be aware that NCK Tech may monitor usage without notice, including, but not limited to, patterns of usage of the Internet (e.g. site accessed, on-line length, time of day access), and employees’ electronic files and messages to the extent necessary to ensure that the Internet and other electronic communications are being used in compliance with the law and with company policy.

A fundamental component of our Cyber Security Policy is controlling access to the critical information resources that require protection from unauthorized disclosure or modification. The fundamental meaning of access control is that permissions are assigned to individuals or systems that are authorized to access specific resources. Access controls exist at various layers of the system, including the network. Access control is implemented by login ID and password. At the application and database level, other access control methods can be implemented to further restrict access. The application and database systems can limit the number of applications and databases available to users based on their job requirements. All users will be required to have a unique login ID and password for access to systems. The user’s password should be kept confidential and MUST NOT be shared with management or supervisory personnel and/or any other employees. All users must comply with the following rules regarding the creation and maintenance of passwords:

- Password must not be found in any English or foreign dictionary. That is, do not use any common name, noun, verb, adverb, or adjective. These can be easily cracked using standard “hacker tools”.
- Passwords should not be posted on or near computer systems or otherwise be readily accessible in the area of the computer systems.
- Passwords should be changed at minimum every 180 days.
- User accounts will be suspended after 3 to 5 failed logon attempts for a minimum of 5 minutes.
- Login IDs and passwords will be suspended without use or after termination of employment.

Users are not allowed to access password files on any network infrastructure component. Password files on servers will be monitored for access by unauthorized users. Copying, reading, deleting or modifying a password file on any computer system is prohibited. Users will not be allowed to login as a System Administrator. Users who need this level of access to production systems must request a Special Access account as outlined elsewhere in this document. Employee Login IDs and passwords will be deactivated as soon as possible if the employee is terminated, suspended, placed on leave, or otherwise leaves the employment of NCK Tech. Supervisors / Managers shall immediately and

directly contact NCK Tech IT Manager to report change in employee status that requires terminating or modifying employee logon access privileges.

Employees who forget their password must call the IT department to have it reset or a new password assigned to their account. The employee must identify himself/herself by name and their department to the IT department. Employees will be responsible for all transactions occurring during Login sessions initiated by use of the employee's ID and password. Employees shall not login to a computer with their personal account ID and password and then allow another individual to use the computer.

System Administrators, network administrators, and security administrators will have full access to host systems, routers, hubs, and firewalls as required to fulfill the duties of their job.

All system administrator passwords will be changed after any employee who has access to such passwords is terminated, or otherwise leaves the employment of NCK Tech. Special access accounts are provided to individuals requiring temporary system administrator privileges in order to perform their job. These accounts are monitored by NCK Tech and require the permission of the college's IT department. Monitoring of the special access accounts is done by the college's IT department.

"Third-party" refers to vendors, consultants and business partners doing business with NCK Tech, and other partners that have a need to exchange information with NCK Tech. Third-party network connections are to be used only by the employees of the third-party, only for the business purposes of NCK Tech. The third-party company will ensure that only authorized users will be allowed to access information on NCK Tech network. The third-party will not allow Internet traffic or other private network traffic to flow into the network. The network connection will terminate on completion and the third-party will be subject to standard company authentication rules.

This policy applies to all third-party connection requests and any existing third-party connections. In cases where the existing third-party network connections do not meet the requirements outlined in this document, they will be re-designed as needed. All requests for third-party connections must be made by submitting a written request and be approved by the College's IT department.

Only authorized devices may be connected to NCK Tech private network(s). Authorized devices include PCs and workstations owned by NCK Tech that comply with the configuration guidelines of NCK Tech. Other authorized devices include network infrastructure devices used for network management and monitoring. Users shall not attach to the private network(s) with any computers not controlled or managed by NCK Tech IT. Users are specifically prohibited from attaching personal devices to NCK Tech's private network. All non-company, personal computers or devices are ONLY permitted to connect to NCK Tech's public network.

NOTE: Users are not permitted to attach any device that would alter the topology characteristics of the Network or add any unauthorized access points, routers, switches or other network devices.

Only authorized employees may remotely access NCK Tech's networks. Remote access is provided to those employees, contractors and business partners of NCK Tech that have a legitimate business need to exchange information, copy files or programs, or access computer applications. Authorized

connection can be remote PC to the network or a remote network to company network connection. The only acceptable method of remotely connecting into the internal network is using a secure ID.

The attachment of networking equipment, repeaters, etc. to a user's PC or workstation that is connected to NCK Tech LAN is not allowed, NCK Tech's IT staff are the only users allowed to alter NCK Tech's networks. Additionally, users may not install personal software designed to provide remote control of the PC or workstation. This type of remote access bypasses the authorized highly secure methods of remote access and poses a threat to the security of the entire network.

The term "security incident" is defined as any irregular or adverse event that threatens the security, integrity, or availability of the information resources on any part of NCK Tech network. Some examples of security incidents are:

- Illegal access of an NCK Tech computer system. For example, an unauthorized user logs onto a production server and copies the password file.
- Damage to an NCK Tech computer system or network caused by illegal access. Releasing a virus or worm would be an example.
- Denial of service attack against an NCK Tech web server. For example, an unauthorized user initiates a flood of packets against a Web server designed to cause the system to crash.
- Malicious use of system resources to launch an attack against other computer outside of NCK Tech network. For example, the system administrator notices a connection to an unknown network and a strange process accumulating a lot of server time.
 - These security incidents will be reported to the college's IT department for further investigation and may be reported to the college's President for possible disciplinary actions.
- Ransomware, malware, spyware, Trojan or virus infections that compromise NCK Tech's networks or connected systems.
 - Compromised system(s) will be removed from NCK Tech's network and repaired if possible or securely erased by NCK Tech's IT department. If the compromised system is securely erased and re-loaded, all attempts to restore an employee's personal data files from backups will be taken. However, since it is the individual employee's responsibility to make regular backups of their personal data files to a safe, secure and if possible offline storage source, their data files will then be restored to the newly loaded system if available. If the employee has neglected to make regular backups of their data, no data will be restored.

Any employees, who believe their computer system(s) may have been subjected to a security incident, or has otherwise been improperly accessed or used, should report the situation to the NCK Tech's IT department immediately. The employee shall not turn off the affected computer or delete suspicious files. The employee will promptly disconnect the computer from the college's network and then leave the computer in the condition it was in when the security incident was discovered which will assist in identifying the source of the problem and in determining the steps that should be taken by the IT department to remedy the problem.

NCK Tech takes the issue of security seriously.

NCK Tech will establish basic security practices and policies for employees, such as requiring strong passwords, and establish appropriate Internet use guidelines that detail penalties for violating

college cyber security policies. NCK Tech will establish rules of behavior describing how to handle and protect college information. All policies, trainings and practices are posted on our Intranet.

NCK Tech will keep clean machines: having the latest security software, web browser, and operating system are the best defenses against viruses, malware, and other online threats. The College will set antivirus software to run scans automatically and install other key software updates as soon as they are available.

A firewall is a set of related hardware and software programs that prevent outsiders from accessing data on a private network. The College will make sure the operating system's firewall is enabled. If employees work from home, they are to ensure that their home systems are protected by a firewall.

Mobile devices can create significant security and management challenges, especially if they hold confidential information or can access the corporate network. The College will require users to password-protect their devices, encrypt their data, and install security apps to prevent criminals from stealing information while the phone is on public networks. Employees are required to report any lost or stolen equipment.

Employees should regularly backup the data on computers. Critical data includes word processing documents, electronic spreadsheets, databases, financial files, human resources files, PowerPoint presentations, and accounts receivable/payable files. Users should backup data automatically if possible, or at least weekly and store the copies either offsite or on a portable hard drive.

The College will try to prevent access or use of business computers by unauthorized individuals. Laptops can be particularly easy targets for theft or can be lost, so employees should lock them up when unattended. A user account is created for each employee and strong passwords are required. Administrative privileges should only be given to trusted IT staff and key personnel only.

All networks, wired and wireless are to be managed by NCK Tech's IT staff and the Wireless keys should be changed regularly.

The College will limit employee's online college purchases to authorized personnel only.

Employees are given access to the specific data systems that they need for their jobs. Employees are required to use unique and strong passwords that require changing a minimum of every 180 days. Students or guests should not be able to install any software on college computers.

Those people who use the technology and information resources of NCK Tech must be aware that they can be disciplined if they violate this policy. The specific discipline imposed will be determined by the college's President on a case-by-case basis, taking into consideration the nature and severity of the violation of the Cyber Security Policy, prior violations of the policy committed by the individual, state and federal laws and all other relevant information. Discipline which may be taken against an employee shall be administrated in accordance with any appropriate rules or policies of NCK Tech. In a case where the accused person is not an employee of NCK Tech (student or visitor) the matter shall be submitted to the college's President. The college's President may refer the information to law enforcement agencies and/or prosecutors for consideration as to whether criminal charges should be filed against the alleged violator(s). **Upon violation of this policy, an**

employee or student of NCK Tech may be subject to discipline up to and including termination and/or possible legal action.

General Safety Plan

NCK Tech GENERAL SHOP & WORK AREA SAFETY PLAN

A. GENERAL SHOP & WORK AREA SAFETY PLAN

- Accepted safety and health precautions will be practiced by North Central Kansas Technical College in the use of general shop machines, fixed and portable power tools, and other hand held equipment so that all employees using such equipment will be protected against personal injury.
- It is also North Central Kansas Technical College's policy to institute practices that will minimize the danger of injury to non-operators or user personnel who will be in the area and to minimize the risk to visitors.

B. EMPLOYEE RESPONSIBILITIES

- North Central Kansas Technical College's supervisors will recognize those factors in the workplace with accident potential.
- The supervisor will provide frequent inspections of job sites, work methods, and materials/equipment used.
- Any unsafe equipment/material will be tagged and rendered inoperative or physically removed from its place of operation.
- The supervisor will permit only qualified personnel to operate equipment and machinery according to safe work practices.

C. INSTRUCTORS RESPONSIBILITIES

- Ensuring safe working conditions
 - Providing necessary protective equipment
 - Ensuring that required guards and protective equipment are provided, used, and properly maintained.
 - Ensuring that tools and equipment are properly maintained and used.
 - Planning the workload and assigning students to jobs that they are qualified to perform.
- North Central Kansas Technical College ensures that the students understand the work to be done, the hazards that will be encountered, and the proper procedure for doing the work safely.

- Taking immediate action to correct any violation of safety rules observed or reported to them.
- Ensuring students, employees and guests that are exposed or potentially exposed to hazardous chemicals/materials have access to appropriate Safety Data Sheets (SDS).
- Of a shop or any area where fixed or portable powered or non-powered machines and tools are located, is responsible for being familiar with all procedures for safe use and guarding of machines, personal protective equipment required, shielding against possible injury to other students, employees or visitors. North Central Kansas Technical College enforces safe practices.
- Trains new students by providing and requiring manuals to be studied, personally instructing and requesting the assistance of veteran employees already familiar with required safety precautions.
- Posts signs indicating the use of powered machines by "Authorized Personnel Only" and requires the employees under his/her supervision to assist in the enforcement of this policy.
- Ensures that no one can use fixed or portable powered shop machines or welding equipment without sufficient training to the instructor's satisfaction.
- Is the person responsible for general management of the shop area and identifies his/her name in the course syllabus.
- Is the qualified person to be responsible for each major fixed, powered machine or tool, posts the name in the course syllabus.
- Coordinates, plans and conducts safety meetings with students as often as needed and warranted.
- Provides appropriate marking of shop floor areas to identify restricted work areas or "approved operator only" yellow floor lines.
- Makes periodic inspections of shop areas and other industrial areas. Notes all deficiencies and initiates corrective actions.
- Ensures that all painting, wood finishing or other operations are conducted in ventilated areas. Instructors determine what protective equipment and respirators are appropriate based on OSHA requirements.

D. Staff Responsibilities:

- North Central Kansas Technical College employees will be thoroughly trained in the use of protective equipment, guards, and safeguards for chemicals and safe operation of equipment, machines, and tools they use or operate. This training will be provided by the instructors of the department the equipment is housed.
- Only employees who have been trained and those undergoing supervised on-the-job training (OJT) will be allowed to use shop equipment, machines, and tools.

- Complies with OSHA standards, North Central Kansas Technical College policies and good safe practices when using fixed and portable power tools, equipment and hand held equipment.
- Cleans up when finished using equipment.
- Maintains the tools, equipment and work area in an orderly and safe manner.
- Properly trains new users of equipment for that he/she is responsible.
- Shares responsibility with the supervisor for identifying and marking shop floor areas.
- Will not use or permit use of defective equipment or tools in disrepair. Malfunctioning equipment and damaged hand tools will be reported and repair made before using the equipment or tools. If repairs are not possible the equipment or tools will be discarded.

E. SAFETY AND HEALTH MANAGER:

- Ensures OSHA standards, North Central Kansas Technical College policies and good safe practices are carried out.
- Assists instructors and staff in defining hazards and designating safe practices.
- Conducts routine and periodic inspection of shop areas for compliance to OSHA standards and NIEHS policies.
- Conducts periodic inspections of employee's hand tools and portable power tools.
- Assists the instructors in planning and conducting safety training and assessments.

F. SHOP PROCEDURES WORK AREA SAFETY

- All portable and fixed powered shop machines and tools will be equipped with approved guarding devices. Guards are to be in place while using the machine. Equipment will also be properly electrically grounded before use.
- Proper personal protective equipment will be provided by North Central Kansas Technical College or will be an expectation for the student to provide (safety glasses, goggles, and shields) and used during grinding or other work that will produce flying particles (e.g. drill press, power saws, etc.).
- North Central Kansas Technical College approved dust respirators will be used for work that produces airborne dust particles. Eye protection is required during electrical or electronic hardware repair, installation and/or open front operation.
- Approved face, eye and body protection will be used during any burning or welding operation. Also, sufficient shielding that provides protection to others in the immediate area will be used.
- Flammable materials (paints, solvents, chemicals, etc.) will not be stored by North Central Kansas Technical College within the immediate area of any burning or welding operation. Flammable materials will be stored in OSHA and North Central Kansas Technical College approved cabinets.

- Any employee or student using portable fixed tools (drill press, jig or band saw, etc.) will not wear loose clothing.
- Anyone with long hair will tie back the hair or wear acceptable hair protection while operating equipment.
- All stock will be clamped down (attempting to hold stock with hands will not be permitted).
- Before any North Central Kansas Technical College's employee or student performs service or maintenance on a machine or equipment where the unexpected energizing, start up or release of stored energy could occur and cause injury, the machine or equipment will be made safe. This is accomplished by locking out and tagging out energy isolating devices, and otherwise disabling the machines or equipment.
- Clean up after using powered equipment or hand tools will be done immediately following use of the power tool.
- Before any work is started in an area designated as "Restricted" (e.g. high hazard, carcinogens, etc.,) the area will be inspected by the Safety and Health Manager and permission to proceed, given to the supervisor.
- Everyone burning or performing welding operations outside the shops area requires a Hot Work permit from North Central Kansas Technical College's Safety and Health Manager.
- Good housekeeping will be maintained in the shop area. Material will be stored in such a manner that there is no danger from sliding, falling or presenting a hazard by striking against or cutting.
- Scrap stock will be cleaned from floor and the workbenches following each job or at the end of each day.

G. PERSONAL PROTECTIVE EQUIPMENT

- (PPE) Personal protective equipment is not a substitute for engineering controls or feasible work or administrative procedures.
- B. While these controls are being implemented, or if it has been determined that control methods are not feasible, personal protective equipment is required whenever there are hazards that can do bodily harm through absorption, inhalation, or physical contact.
- C. This equipment includes respiratory and hearing protective devices, special clothing, and protective devices for the eyes, face, head, and extremities.
- All PPE will be of a safe design and constructed for the work to be performed and will be maintained in a sanitary and reliable condition.
- Eye protection is required when there is a possibility of injury from chemicals or flying particles. Examples of operation requiring the use of eye protection include, but are not limited to:
 - Chipping, grinding, and impact drilling.
 - Breaking concrete, brick, and plaster.
 - Welding or helping in welding of any type.

- Cleaning with compressed air.
- Tinning or soldering lugs or large joints.
- Riveting, grinding, or burning metals.
- Handling chemicals, acids, or caustics.
- Face shields will be thoroughly washed with soap and water before being worn by another person.
- Appropriate hearing protection will be used where employees are in designated hazardous noise areas with operating noise sources, or using tools or equipment that are labeled as hazardous noise producers.
- The Safety and Health Manager will be contacted for noise level surveys and guidance on the type of hearing protection required.
- Appropriate hand protection will be used where employees are in designated hazardous areas.
- Rubber protective gloves are worn by personnel working in battery shops or where acids, alkalies, organic solvents, and other harmful chemicals are handled.
- Electrical worker's gloves are designed and will be used to insulate electrical workers from shock, burns, and other electrical hazards. These gloves will NOT be the only protection provided and will never be used with voltages higher than the insulation rating of the gloves.
- Multi-use gloves will be worn to protect the hands from injuries caused by handling sharp or jagged objects, wood, or similar hazard-producing materials.
- These gloves are usually made of cloth material with chrome leather palms and fingers or synthetic coating. All-leather gloves are also acceptable.
- Foot protection non-skid shoes will be worn where floors will be wet or greasy. Where there is reasonable probability of foot or toe injury from impact and compression forces, safety footwear will be worn.
- Respiratory Protection is necessary with various airborne hazards, e.g., organic vapors, particulates, fumes, etc., that personnel will encounter and respiratory protection will be required. The Safety and Health Manager will be consulted for guidance on the type of protection required.
- All personnel or students working below other workers and in areas where sharp projections or other head hazards exist will wear head protection and/or hard hats.
- Aprons will normally be worn with acid sleeves and gloves for greater body protection against skin injuries.
- Insulated matting will be used by workers for additional resistance to shock where potential shock hazards exist, such as:
 - Areas where floor resistance is lowered due to dampness.
 - Areas where high voltage (above 600 volts) will be encountered.
 - Areas with electrical repair or test benches.

- Shop supervisors (Instructors) will ensure that students, faculty, staff and visitors use the protective clothing and equipment that will protect them from hazards of the work they perform or the work being performed around them.
- It is the responsibility of workers to keep their PPE in a clean, sanitary state of repair and use the equipment when required.
- Workers will keep their hands and face clean, change clothes when they are contaminated with solvents, lubricants, or fuels, and keep their hands and soiled objects out of their mouth.
- No food or drink will be brought into or consumed in areas exposed to toxic materials, chemicals, or shop contaminants.
- Workers will wash their hands before eating or smoking after exposure to any contaminant.
- Workers will not wear rings, earrings, bracelets, wristwatches, or necklaces in the vicinity of operating machinery and power tools.
- Additionally, long full beards, unrestrained long hair, and loose clothing can become caught in tools or machinery and cause serious personal injury.
- Highly combustible garments or coveralls made of material such as nylon will not be worn in or around high temperature equipment or operations such as boiler operations, welding, and any other work with open flame devices.

H. SHOP LAYOUT SAFETY PLAN

- North Central Kansas Technical College will provide proper layout, spacing, and arrangement of equipment, machinery, passageways, and aisles are essential to orderly operations and to avoid congestion.
- Equipment and machinery will be arranged by North Central Kansas Technical College to permit an even flow of materials. Sufficient space will be provided to handle the material with the least possible interference from or to workers or other work being performed.
- Machines will be placed so it is not necessary for an operator to stand in a passageway or aisle.
- Additionally, machine positioning will allow for easy maintenance, cleaning, and removal of scrap.
- Clear zones will be established and will be of sufficient dimensions to accommodate typical work.
- Marking of machine clear zones will be yellow or yellow and black hashmarked lines, 2 to 3 inches wide.
- Machines designed for fixed locations will be securely anchored. If pieces of stock exceed the workplace/clear zone floor markings, rope/stanchions will be used to temporarily extend the workplace.
- Machines with shock mounting pads will be securely anchored and installed per manufacturer's instructions.

- Passageways/aisles will be provided and marked to permit the free movement of employees bringing and removing material from the shop. These passageways are independent of clear zones and storage spaces. They will be clearly recognizable.
- Where powered materials handling equipment (forklift) is used, facility layout will provide enough clearance in aisles, on loading docks, and through doorways to permit safe turns.
- Aisles will be at least 3 feet wider than the widest vehicle used or most common material being transported.

I. ILLUMINATION SAFETY PLAN

- Adequate illumination will be provided to ensure safe working conditions:
- Portable lamps will have UL approved plugs, handles, sockets, guards, and cords for normal working conditions.
- For work in boilers, condensers, tanks, turbines, or other grounded locations that are wet or will cause excessive perspiration, a low voltage lighting system will be used, either from a battery system or low-voltage lighting unit. In situations where these lighting systems are not available, a vapor-proof 110-volt lighting system will be used.
- Flashlights for use near energized electrical equipment and circuitry will have insulated cases.
- At least 50 foot of illumination will be provided at all work stations. However, fine work will require 100 foot-candles or more. This can be obtained with a combination of general lighting plus supplemental lighting.

J. EXITS AND EXIT MARKINGS SAFETY PLAN

- Every exit will have "EXIT" in plain legible letters not less than 6 inches high with the strokes of the letters not less than three-quarters of an inch wide.
- Doors, passageways, or stairways that are neither exits nor ways to an exit (but will be mistaken for an exit) will be clearly marked "NOT AN EXIT" or by a sign indicating their actual use, for example: "STORAGE ROOM" or "BASEMENT."
- When the direction to the nearest exit will not be apparent to an occupant, an exit sign with an arrow indicating direction will be used.
- Exit access will be arranged so it is unnecessary to travel toward any area of high hazard potential to reach the nearest exit (unless the path of travel is effectively shielded by suitable partitions or other physical barriers).
- North Central Kansas Technical College's exit signs will be clearly visible from all directions of egress and will not be obstructed at any time. If occupancy is permitted at night, or if normal lighting levels are reduced at times during working hours, exit signs will be suitably illuminated by a reliable light source.

- A door from a room to an exit or to a way of exit access will be the side hinged swinging type. It will swing out in the direction of travel if 50 or more persons occupy the room or the exit is from an area of high hazard potential.
- Areas around exit doors and passageways will be free of obstructions. The exit route will lead to a public way.
- No lock or fastening device will be used to prevent escape from inside the building.
- There will be at least two means of exit remote from each other where occupants will be endangered by the blocking of any single exit due to fire or smoke.
- Exits, exterior steps, and ramps will be adequately lighted to prevent mishaps. Separate lighting will not be required if street or other permanent lighting gives at least one foot-candle of illumination on the exit, steps, or ramp.

K. AISLES AND PASSAGEWAYS PLAN

- North Central Kansas Technical College in all shops, yards, buildings, and mobile equipment will maintain good housekeeping. Instructors and maintenance staff are responsible for good housekeeping in or around the work they are supervising.
- Material will not be placed where anyone might stumble over it, where it might fall on someone, or on or against any support unless the support can withstand the additional weight.
- Aisles and passageways will be kept clear of tripping hazards.
- Nails will be removed from loose lumber or the points turned down.
- In areas where it is cold enough for ice to form, ice will be removed from all walkways and work areas where it will create a hazard or interfere with work to be done. If ice cannot be removed readily, sand or other approved materials will be applied.
- Trash and other waste materials will be kept in approved receptacles. Trash will not be allowed to accumulate and will be removed and disposed of as soon as practicable, at least once per shift (or more often if needed).
- Disconnect switches, distribution panels, or alarm supply boxes will not be blocked by any obstruction that will prevent ready access.
- Machinery and equipment will be kept clean of excess grease and oil and (operating conditions permitting) free of excessive dust.
- Pressure gauges and visual displays will be kept clean, visible, and serviceable at all times.
- Drip pans and wheeled or stationary containers will be cleaned and emptied at the end of each shift.

L. FIRE PREVENTION SAFETY PLAN

- All North Central Kansas Technical College's shop services personnel will receive fire prevention training as part of their general training.
- Supervisors in charge of operations where fuels, solvents, or other flammable liquids are used will be constantly alert for hazards and unsafe acts.

- Fuels such as gasoline will never be used to clean floors or clothing, and open solvent or gasoline containers will not be kept near electrical equipment.
- The use of low flashpoint petroleum solvents will be avoided whenever possible.
- Open flames, open element heaters, equipment not properly grounded, and no explosion-proof electrical equipment used in the presence of flammable or combustible liquids will be avoided.
- Fire extinguishers of at least 20 BC or greater rating will be installed in shop areas. The number of extinguishers depends upon the size and layout of the facility. Fire extinguishers will meet the following OSHA requirements:
 - Be kept fully charged and in their designated area.
 - Be located along normal paths of travel.
 - Not be obstructed or obscured from view.
 - Be visually inspected at least monthly to ensure that they:
 - *Are in their designated places.
 - *Have not been tampered with or actuated.
 - *Do not have corrosion or other impairments.
 - *Are accessible and not obstructed.
 - *Be visually inspected at least monthly to ensure that they meet OSHA requirements.
 - *Be examined at least yearly and/or recharged or repaired to ensure operability and safety.
 - *Be hydrostatically tested.
 - *Be placed so the maximum travel distance, unless there are extremely hazardous conditions, does not exceed 75 feet for Class A or 50 feet for Class B locations.
- North Central Kansas Technical College's supervisors will ensure that employees remove construction debris and rubbish from the job site upon completion of the job, or daily if extended beyond one day.
- Hazardous materials will not be left at job sites unless properly stored. Work being performed on job sites will not endanger building occupants (e.g., exits blocked, fire alarm devices disconnected, etc.).

M. MATERIAL STORAGE SAFETY PLAN

- North Central Kansas Technical College will avoid all unnecessary accumulation of materials and supplies in the shop area.
- The presence of unnecessary material in the shop could cause such incidents as tripping, falling, or slipping. This could be especially hazardous around equipment that is in operation.
- The only material in the shop area will be that used in shop work.
- The only place materials will accumulate in quantity is in storerooms and material holding areas.
- The storage of materials will not, of itself, create a hazard.
- Materials stored in tiers will be stacked, strapped, blocked or interlocked, and limited in height so they are stable and secure against sliding or collapse.
- Storage racks will have sufficient capacity to bear the loads imposed on them.
- Stored materials will not obstruct fire extinguishers, alarm boxes, sprinkler system controls, electrical switch boxes, machine operations, emergency lighting, first aid or emergency equipment, or exits.
- Heavy materials and equipment will be stored low and close to the ground or floor to reduce the possibility of injury during handling.
- All passageways and storerooms will be maintained clean, unobstructed, dry, and in sanitary condition. Spills will be promptly removed.
- Where mechanical handling equipment, such as lift trucks is used, safety clearance will be provided for aisles at loading docks, through doorways, and wherever turns or passages will be made. No obstructions that could create a hazard are permitted in aisles.

N. USE OF TOOLS SAFETY PLAN

- Incidents at the job site involving hand tools are usually the result of misuse. Hand tools are precision tools capable of performing many jobs when used properly. North Central Kansas Technical College's prevention of incidents involving hand tools on the job site becomes a matter of good instruction, adequate training, and proper use.
- Hand tool safety requires that the tools be of good quality and adequate for the job. All tools will be kept in good repair and maintained by qualified personnel.
- Racks, shelves, or toolboxes will be provided for storing tools that are not in use.
- When personnel or students use hand tools while they are working on ladders, scaffolds, platforms, or work stands, they will use carrying bags for tools that are not in use. Workers will not drop tools.
- North Central Kansas Technical College's instructors and staff will frequently inspect all hand tools used in the operation under their supervision. Defective tools will be immediately removed from service.
- When handles of hammers, axes, picks, or sledges become cracked, split, broken, or splintered, will be immediately replaced.
- Tool handles will be well fitted and securely fastened by wedges or other acceptable means.

- Wedges, always used in pairs, will be driven into the handle when repairing a sledgehammer or maul, to prevent the head from accidentally flying off if the handle shrinks.
- Files, wood chisels, and other tools with tangs will be fitted and used with suitable handles covering the end of the tang. Ends of the handles will not be used for pounding or tapping.
- Cold chisels, punches, hammers, drift pins, and other similar tools have a tendency to mushroom heads from repeated poundings. They will be dressed down as soon as they begin
- When dressing tools, a slight bevel of about three-sixteenths of an inch will be ground around the head. This will help prevent the heads from mushrooming.
- When tool heads mushroom, the material is highly crystallized and, with each blow of the hammer, fragments are likely to break off.
- Portable power tools increase mobility and convenience but are frequently more hazardous to use than their stationary counterparts.
- North Central Kansas Technical College's personnel and students who are required to use portable power tools in their work will be thoroughly trained in safe operating practices.
- Safe operating procedure will be set up for each type of tool consistent with the manufacturer's instructions.

O. USE OF COMPRESSED AIR SOURCES SAFETY PLAN

- Compressed air has the appearance of a relatively harmless gas. However, to avoid accidents, compressed air will be used correctly.
- The improper or inadvertent connection of items not designed for shop air pressure, i.e., equipment, storage vessels, or containers, to a shop air supply will cause serious personal injury and more than likely will damage the item being connected.
- The maximum air pressure approved for general use in the shops and laboratories is 30 psi (pounds per square inch). This pressure is sufficient for most shop and laboratory operations and is not significantly hazardous.
- Use discretion and good judgment when using compressed air, even at this low pressure.
- The following rules and practices are suggested to avoid personal injury, equipment damage, and potential environmental impact:

-All personnel assigned to shops with air compressors will be familiar with compressor operating and maintenance instructions.

-Compressed air is not to be used to blow dirt, chips, or dust from clothing.

-Air compressors will be maintained strictly in accordance with the manufacturer's instructions.

-Do not use compressed air to transfer materials from containers when there is a possibility of exceeding the safe maximum allowable working pressure of the container.

-The maximum working pressure of compressed air lines will be identified in psi.

-Pipeline outlets will be tagged or marked showing maximum working pressure immediately adjacent to the outlet.

-Do not use compressed air to transfer materials from standard 55gallon drums. Use a siphon with a bulk aspirator on a pump.

-Never use compressed air where particles can be accelerated by the air stream.

-Do not use compressed air to clean machinery or parts unless necessary.

- Where possible, use a brush. If necessary, use a minimum pressure and provide barriers or clean the area of personnel. Wear goggles to protect your eyes.

-Never apply compressed air to any part of a person's body.

-Do not use a compressed air line that does not have a pressure regulator for reducing the line pressure.

-Keep the hose length between tool housing and the air source as short as possible.

-Where possible, attach a short length of light chain between the hose and the housing on air-operated tools. This keeps the hose from whipping will the hose-tool coupling separate.

-Inspect air supply and tool hoses before using. Discard and label unfit hoses. Repair hoses where applicable.

-Turn valve off and vent pressure from a line before connecting or disconnecting it. Never work on a pressurized line.

-Do not connect air supply respirators or supplied-air suits to the compressed air supply system of any building. Such compressed air is unsafe to breathe.

-Do not attach pneumatic tools, process, or control instruments to breathing airlines. The potential contamination to personnel and systems is hazardous.

WARNING IT IS DANGEROUS TO PRESSURIZE ANY CONTAINER NOT DESIGNED FOR THAT PURPOSE.

P. ROOFTOP WORK AREA SAFETY PLAN

- If the rooftop is to be worked on and there is no adequate guardrail, none of North Central Kansas Technical College's employees will come within 10 feet of the roof's edge without wearing a lifebelt or harness securely attached to a securely anchored rope or line, with the entire system can support a minimum dead weight of 5,400 pounds.

- B. No employee will work on the rooftop if the wind speed exceeds 20 miles per hour.

Q. SHORING AND TRENCHING SAFETY PLAN

- The walls and faces of excavations and trenches over 5 feet, where workers will be exposed to danger, will be guarded by a shoring system, sloping of the ground, or some other equivalent means.
- Trenches less than 5 feet deep with hazardous soil conditions also will be effectively protected.
- Appropriate trench boxes and/or shields will be used in lieu of shoring or sloping.
- Tools, equipment, and excavated material will be kept 2 feet or more from the lip of the trench.
- Where North Central Kansas Technical College's employees are required to be in or work in trenches 4 feet deep or more, an adequate means of exit such as ladders or steps will be provided within 25 feet of travel and used.
- Daily inspections will be made of trenches and excavations by the supervisor in charge to ensure adequate slopes, shoring and bracing, and that there is no evidence of possible slides or cave-ins.
- More frequent inspections will be necessary as work progresses or after inclement weather conditions, such as rain, or where loose compacted or unstable materials are present.
- Workers will take extra care when hand excavating near utilities to preclude interruption of services a personnel injury and/or equipment damage that can result from breaking electrical, gas, and steam lines.

R. BARRICADES SAFETY PLAN

- Whenever a common area is disturbed by maintenance, repair, or construction operations and presents a hazard to personnel working in or near, or traveling through the area, North Central Kansas Technical College will warn these personnel and other services personnel of the potential hazard.
- Appropriate barriers will be erected around excavations, open manholes, open electrical panels, etc., whenever they are to be left unattended.