



THE CITADEL

THE MILITARY COLLEGE
OF SOUTH CAROLINA

PUBLIC SAFETY DEPARTMENT & ENVIRONMENTAL HEALTH & SAFETY NEWSLETTER

Safety Office: (843) 953-4816
(843) 953-6945

Radio: #98 or #99



April 26, 2024

Safety Counter (2024)

117

Days Since Without a Recordable

No recordables in 2024

First Aids – Contusion/Fall – Chemistry Dept
03/18/2024

Safety Stats

0	YTD Campus Recordable Injuries
0.0	RIR Rate (Target: 0.00)
4	YTD First Aids & Report Only
1.9	NCAIS Educational Institution Avg.
Days Since Last OSHA Recordable	
251	Zone Maintenance
1,075	HVAC
1.026	Grounds
431	Machine/Plumbing Shop
1,447	Electrical Shop
>1,200	Motor Pool
270	All Other Campus Departments



The current class of PSAF interns recently attended a First Aid/CPR/AED class and received their two-year certification from the American Red Cross. Training was provided through the EHS Department, David Orr, MS-EHS Director of EHS/Emergency Management and intern advisor Officer Chelsea Sitarik. Two weeks after the CPR training, the class completed the training course “Stop the Bleed” and learned more advanced skills on life saving techniques, including the application of a tourniquet. Congratulations to everyone on their certification!



Link to Safety Alerts <http://www.citadel.edu/root/safety-alerts>

Link to Safety Newsletters <http://www.citadel.edu/root/citadel-safety-newsletters>

Campus AED Locations: http://www.citadel.edu/root/images/environmental_health-safety/campus-aed-map.pdf

Upcoming Events Provided Through EHS

Note: The EHS/Risk Management and Fire Marshal's Office are now located at 207 Richardson - 2nd floor.

- **First Aid, CPR, AED training** – UPDATE: We now have six certified First Aid/CPR/AED instructors on Campus. Contact the EHS offices to schedule a class. This class will allow a two-year certification through The American Red Cross. (With over 400 individuals trained.)
- **Defensive Driving Classes** – Anyone who utilizes a Citadel vehicle needs to attend a defensive driver course through the National Safety Council. This training is provided through the EHS department. Please contact the EHS Director to schedule training. (Certificate Class 3-year cycle)
- **SAFETY DAYS** – The EHS Director and campus Fire Marshal are in the process of developing continued and makeup sessions for EHS/Life Safety training. This training will provide required regulatory training along with fire extinguisher training utilizing the school's fire extinguisher simulator. (Certificate of Completion)

For more information, you can contact the EHS Department or Campus Fire Marshal at (843) 953-4816, (843) 953-6945. Email: horr@citadel.edu or jsoares1@citadel.edu



Do's & Don'ts In Case of Fire

- **DON'T** Break windows!
- **DON'T** Open hot doors!
- **DO** Use an appropriate fire extinguisher!
- **DON'T** Return for your belongings!
- **DO** Call emergency services!
- **DON'T** Hide!
- **DON'T** Use lifts!
- **DO** Make a quick escape!

An acronym that can help you remember what to do in case of a fire: **RACE**

- Remove
 - Alarm
 - Confine
 - Extinguish or Evacuate
- **Remove** – remove everyone from the area.
 - **Alarm** – the fire alarm pull station should be activated to alert emergency services and call 911.
 - **Confine** – confine the fire if possible.
 - **Extinguish or Evacuate** – remember to leave yourself a path of safe retreat and you are not a fire fighter, but if you are properly trained, you are able to extinguish a fire.

Contact the Safety Department if you would like additional training on the use of fire extinguishers and what to do in case of a fire.

Director of EHS (843) 953-4816
Campus Fire Marshal (843) 953-6945

Link to Safety Alerts <http://www.citadel.edu/root/safety-alerts>

Link to Safety Newsletters <http://www.citadel.edu/root/citadel-safety-newsletters>

Campus AED Locations: http://www.citadel.edu/root/images/environmental_health-safety/campus-aed-map.pdf

SAFETY PICTURE OF THE DAY



WHO CAN TELL US WHAT IS WRONG WITH THIS PICTURE?

Link to Safety Alerts <http://www.citadel.edu/root/safety-alerts>

Link to Safety Newsletters <http://www.citadel.edu/root/citadel-safety-newsletters>

Campus AED Locations: http://www.citadel.edu/root/images/environmental_health-safety/campus-aed-map.pdf

WHAT TO DO IN CASE OF FIRE OR EMERGENCY IN A CAMPUS BUILDING

. Numbers to call in case of a fire or emergency:

A. From a campus (VOIP) phone
- 953-5114 (Citadel Public Safety)
-811 (Citadel Public Safety)

B. From a cell phone
-911 (Charleston 911 Dispatch Center)
-843-953-5114 (Citadel Public Safety)

2. Give the following information:

A. Name
B. Phone Number (Preferably a cell #)
C. Location (Bldg, Room #)

D. Nature of emergency (What is the situation?)
E. Number of Injured
F. Nature of Injuries (How/what is injured?)

DO NOT hang up until told to do so.

3. **ALL PERSONNEL MUST EVACUATE** the building when a fire alarm is sounding. **NO EXCEPTIONS!**

4. Know multiple routes out of your building. **DO NOT** use an elevator in the event of a fire or emergency.

5. Know where your fire extinguishers are located and what types of extinguishers are available.

6. Only attempt to extinguish a fire if you deem it safe enough and small enough. If in doubt, evacuate.

7. Know where the closest fire alarm pull station is located. Most are located near an exit or door to a stairwell.

8. Consider your co-workers. Provide additional help evacuating to those in need, i.e. injured, handicapped, and elderly.

9. Know where your muster points are located. All facilities should have a primary and alternate muster point to assemble and complete accountability of all faculty, staff, and students. Muster points should be far enough away from the building to avoid impeding emergency response vehicles. Primary and alternate muster points should be located away from each other in case one is impacted by smoke, gases, etc.

10. Notify emergency responders of anyone that may still be left in the building and where they may be located.

11. **DO NOT RE-ENTER THE BUILDING** for any reason. Only re-enter the building after being given the **"ALL CLEAR"** by Public Safety and alarms have been silenced.

12. Close all doors in office, administrative and educational buildings after rooms have been evacuated. This is especially important if the room is on fire. Closed doors will help to compartmentalize the building and reduce the spread of fire.

13. Barracks doors will be left open with lights on after evacuation unless the room in question is on fire. That door will be closed. Barracks doors left open are to help assist in the evacuation and accountability process.

Link to Safety Alerts <http://www.citadel.edu/root/safety-alerts>

Link to Safety Newsletters <http://www.citadel.edu/root/citadel-safety-newsletters>

Campus AED Locations: http://www.citadel.edu/root/images/environmental_health-safety/campus-aed-map.pdf

THINK SAFETY



THE CITADEL FIRE MARSHAL'S OFFICE

APRIL 2024

As Spring advances and Summer is on the horizon, many are preparing to travel, stay in hotels/motels, and do short-term rentals.

FIRE SAFETY IN YOUR HOME AWAY FROM HOME

With the increased popularity of privately owned, short-term rental properties, it is essential to know that many rentals are unregulated. It is up to you to keep your family and friends safe during their stay.

Most hotels/motels in the U.S. must provide fire safety features, like fire escape plans, fire doors, fire extinguishers, sprinklers, and smoke alarms; the same regulations don't apply to short-term rentals in private residences.

Most rooms and homes rented through short-term rentals have smoke detectors, only about half have carbon monoxide detectors, and even fewer have fire extinguishers or first aid kits.

WHAT SHOULD YOU DO?

- Ask questions about fire safety before renting a property.
- Bring your own fire extinguisher to have while staying.
- Bring your own Carbon Monoxide Detector with you if staying in a hotel/motel or any short-term rental.

Once you arrive, you should also conduct a fire escape drill with all occupants, making sure that you having a meeting place in a safe area outside where emergency responders will know everyone is out of the building.



A Message from the Fire Marshal:

As we enter the time of year when we spend time with friends and family away from home on vacation, staying in hotel/motels or short-term rentals, it is essential to consider the safety of all occupants.

The local fire department inspects many short-term rentals for safety compliance, but many do not.

It is up to you to be aware of safety issues to keep your vacation safe. I always carry my own Carbon Monoxide Detector; whether I am staying in a motel/hotel or short-term rental, it makes it part of my packing list. Doing this provides a higher level of safety no matter where you stay.

It's crucial that you take the lead in following the safety steps provided. Make it a part of your arrival routine, and ensure that everyone is aware and adheres to these safety measures.

Have fun this summer, and Think Safety.



Call 911 in case of a fire.

Practice home safety in rentals just like you do at home. Be sure:

- Everyone knows the address of the rental.
- Everyone knows two ways out of every room and out of the rental if there is an emergency.
- There are working smoke alarms in every sleeping room, outside each separate sleeping area, and on every level of the rental.
- There are working carbon monoxide alarms on every level of the rental.

Link to Safety Alerts <http://www.citadel.edu/root/safety-alerts>

Link to Safety Newsletters <http://www.citadel.edu/root/citadel-safety-newsletters>

Campus AED Locations: http://www.citadel.edu/root/images/environmental_health-safety/campus-aed-map.pdf



Public Safety Officers have AED's in patrol vehicles totaling 3.

Athletics have AED's for sporting events totaling 4.

The Citadel Beach House has 1 AED.

Heartsaver® Adult CPR AED



Tap and shout
Yell for help. Send someone to phone 911 and get an AED



Look for no breathing or only gasping
Push hard and fast. Give 30 compressions



Open the airway and give 2 breaths
Repeat sets of 30 compressions and 2 breaths



When the AED arrives, turn it ON and follow the prompts



Link to Safety Alerts <http://www.citadel.edu/root/safety-alerts>

Link to Safety Newsletters <http://www.citadel.edu/root/citadel-safety-newsletters>

Campus AED Locations: http://www.citadel.edu/root/images/environmental_health-safety/campus-aed-map.pdf

Completing an Online Incident Report

Over the years, we have used a variety of injury/incident reports. It was difficult to keep track of what form or report was being used by what department. Well, we have good news to report: the HR Department, with assistance from the Environmental, Health and Safety Department, have developed an online electronic report that should be used by everyone on campus when an incident or injury occurs. Of course, our first line of defense is not to have an injury or incident, but if you do, you can complete the online report that appears in DocuSign and will progress automatically to the various levels of the organization for comment and signature(s).

If you have any questions on the electronic process, you can contact Dana Richardson, Benefits Manager in HR (843) 953-5376 or richardsond3@citadel.edu or David Orr, Director of EHS (843) 953-4816 email: horr@citadel.edu. Please communicate this to all in your respective departments.

How to access: *The forms are located on the HR Home Page. From Lesesne Gateway, choose employee then under employee spotlight, you'll choose HR Forms then HR Accessible Forms when scrolling to the bottom. Click on Benefits and Leave. It's the 3rd form from top for employees and for supervisors it is the 2nd form from top.*

THE CITADEL WORK INCIDENT REPORT			
EMPLOYEE INFORMATION			
Employee Status: <input type="checkbox"/> Covered Citadel Employee <input type="checkbox"/> Adjunct Faculty <input type="checkbox"/> Temporary (Other)			
Employee's Name: David Orr	CWID:	Cell Phone:	Work or Home Phone:
Department:		Title of person submitting this report:	
INCIDENT DETAILS			
Date of Incident:	Time of Incident:	Shift Type:	
Witness 1 Name:	Phone:		
Witness 2 Name:	Phone:		
Describe the Incident: <i>Include what, how, and where the incident happened: Please be specific.</i>			
Please list any suggestions or recommendations for how this incident could have been avoided: <i>Please be specific.</i>			

PAGE 2 – SIGNATURES AND COMMENTS			
Employee Comments:		Supervisor Comments:	
_____ Employee		_____ Supervisor	
Date		Date	
HR Representative Comments:		Risk Manager Comments:	
_____ HR Representative		_____ Risk Manager	
Date		Date	

Please list any suggestions or recommendations for how this incident could have been avoided: <i>Please be specific.</i>
List any Personal Protection Equipment (PPE) used at the time of the Incident:
Choose factor(s) which directly or indirectly caused the incident to occur:
Nature of the Incident:
<input type="checkbox"/> Fall <input type="checkbox"/> Slips/Trips <input type="checkbox"/> Temperature Extremes <input type="checkbox"/> Exposure <input type="checkbox"/> Near miss
<input type="checkbox"/> Struck by object/person <input type="checkbox"/> Caught in/under/between objects <input type="checkbox"/> Other
If other, please explain:
Medical Treatment:
<input type="checkbox"/> No treatment – Report only <input type="checkbox"/> First Aid Given <input type="checkbox"/> Requesting Treatment <input type="checkbox"/> Sought Outside Medical Treatment
If you sought outside medical treatment, where was it? (i.e. ambulance, hospital, etc.)
Body Part(s) Affected: (i.e. left toe, lower back, right arm, etc.)
CONTINUE TO PAGE 2

- **Employee completes form, insert comments, and electronically sign.**
- **Form automatically advances to supervisor – supervisor comments and electronically signs.**
- **Form automatically advances to HR – HR comments and electronically signs.**
- **Form automatically advances to Risk Manager – Risk Manager comments, inserts pictures if necessary, and signs.**
- **DocuSign makes the final copy available to all to save and/or print.**

Link to Safety Alerts <http://www.citadel.edu/root/safety-alerts>

Link to Safety Newsletters <http://www.citadel.edu/root/citadel-safety-newsletters>

Campus AED Locations: http://www.citadel.edu/root/images/environmental_health-safety/campus-aed-map.pdf

Hurricane 2024

It's hard to believe, but the 2024 hurricane season is right around the corner (June 1 to November 30, 2024). Researchers at Colorado State University (CSU) released their initial outlook for the 2024 Atlantic Hurricane Season in early April, and they are predicting a pretty busy hurricane season. The robust forecast is attributed to two major factors: record high sea surface temperatures and an anticipated La Nina. Sea surface temperatures in the eastern and central Atlantic Ocean are currently at record high levels, and that trend is expected to continue through hurricane season. The ultra-warm ocean water holds the energy that feeds tropical systems and provides a highly conductive environment for both their formation and intensification. On top of warm ocean temperatures, knowing whether we will be in an El Nino or La Nina phase greatly influences the outlook of a hurricane season. The forecast is for La Nina pattern to develop in time for the peak of hurricane season.

Of course, hurricane season is over a month away from the start; so the forecast could change. But as it stands right now, the season should be a busy one and certainly something to keep an eye on.



2024 Hurricane Season

2024 HURRICANE SEASON FORECAST COLORADO STATE UNIVERSITY		
	FORECAST	AVERAGE
Named Storms	23	14
Hurricanes	11	7
Major Hurricanes	5	3

Named 2024 Atlantic Storms

Alberto	Leslie
Beryl	Milton
Chris	Nadine
Debby	Oscar
Ernesto	Patty
Francine	Rafael
Gordon	Sara
Helene	Tony
Isaac	Valerie
Joyce	William
Kirk	

Corny Joke of the Month:

Did you hear about the claustrophobic astronaut?

He just wanted a bit more space!!



Link to Safety Alerts <http://www.citadel.edu/root/safety-alerts>

Link to Safety Newsletters <http://www.citadel.edu/root/citadel-safety-newsletters>

Campus AED Locations: http://www.citadel.edu/root/images/environmental_health-safety/campus-aed-map.pdf

Hurricane Season Awareness Terms

A L B H O J X D D I R B Q N E
W D I X L Z Y R N R U B E O N
K Q V D B E S U Z N G S I O O
D S N I P E N A C I R R U H L
T I A D S D H E F Y B L V P C
W R N Y A O L Y E G R U S Y Y
C J O T X L R E Z C C G F T C
N G I P A B N Y F X W I J B F
S O W W I G G L K V A V Z F Q
N K E O M C O N C R T J Q M B
G Y G A L O A D I O C J K O F
E L A N D F A L L N H K S A P
X L M I C Q T G H C R T S W G
G E N N E D J U I L U A V X H
M G Y B N W J U O R T F W D Q

advisory

eyewall

inundation

surge

warning

cyclone

flooding

landfall

tropical

watch

eye

hurricane

outflow

typhoon

wind

Link to Safety Alerts <http://www.citadel.edu/root/safety-alerts>

Link to Safety Newsletters <http://www.citadel.edu/root/citadel-safety-newsletters>

Campus AED Locations: http://www.citadel.edu/root/images/environmental_health-safety/campus-aed-map.pdf