

Community-Engaged Learning Safety Program Manual

Revised: 2021

Orange Book for Students,
Student Leaders, Staff, and Faculty

Community-Engaged Learning Safety Program Manual

Revised: 2021

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Commitment to Safety

EVMS Community-Engaged Learning

Community-Engaged Learning (CEL) is fully committed to protecting its students, staff, and faculty through developing a culture of safety. As a part of that safety culture, this handbook was developed and is intended to serve as a reference for all safety-related protocols and procedures for CEL events as well as day-to-day use of CEL facilities and vehicles. Compliance with these protocols and procedures is expected for all students, staff, and faculty. Should any questions or concerns arise, please reach out to the CEL Office Coordinator.

These protocols and procedures have been developed in accordance with existing EVMS protocols and best practices with your safety in mind. Please take the time to familiarize yourself with these protocols and to ask any clarifying questions that you may have. As you move forward in your CEL experience, please feel free to give feedback on these protocols and procedures to help us continue to grow and improve. Thank you for your commitment to safety.

Emergency Response Plan

EVMS Community-Engaged Learning

CEL leadership recognize that emergencies may occur during the course of your CEL experience. The following protocols were designed in order to act as a reference for you should an emergency occur. Your safety is our top priority at all times. Please do not hesitate to discuss any concerns with CEL leadership using the provided contact information.



Active Shooter

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1. Call 911 if safe to do so. Do not hang up.

Warehouse Address: 2409-A Bowdens Ferry Road, Norfolk VA 23508

2. Alert coworkers quickly.

3. Options:

Run: If able to safely do so, exit the building using designated escape routes. Stay low and use items such as walls and vehicles for cover. Get as far away from the building as possible. Identify any missing staff.

Hide: If unable to exit the building, prepare to shelter in place. Lock and barricade doors. Turn off lights and remain silent. Silence your cell phone. Do not unlock the door for any reason.

Fight: If unable to exit or hide, prepare to defend yourself. Find an object to use as a weapon. Commit to your action and do not hesitate. Disable your attacker.

4. Comply with all law enforcement instructions.

5. After event is resolved, contact CEL Leadership.

Contacts:

Joseph Brown
757-389-6649

EVMS Campus Security
757-446-5199

Earthquake

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1. Drop to the ground.
2. Cover your head and neck with one arm.
3. Get away from bookshelves or large items that could fall on you as well as windows and lights.
4. Get under a table or desk.
5. Hold on to the table leg so it will stay over you.
6. Wait for the quake to stop.
7. Be aware that additional aftershocks may occur.
8. When able to safely do so, exit the building.
9. Move to designated evacuation area.
10. Account for all staff.
11. Call 911 for any injuries.

Sprinklers and fire alarms may activate during an earthquake.

Fire

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1. If at warehouse, press and hold the fire button on the alarm system touchscreen. If off-campus, pull manual fire alarm and call 911.
2. If fire is small, use fire extinguisher.
 - Pull the pin**
 - Aim at the base of the fire**
 - Squeeze the trigger**
 - Sweep from side to side**
3. If fire is large or unable to be extinguished, evacuate according to posted escape routes.
4. Stay low to avoid/minimize smoke inhalation if necessary.
5. If location of fire is unknown, test the temperature of closed doors between you and your escape with the back of your hand. If hot, do not open. Seek an alternative route.
6. Close doors and windows along escape route to contain fire.
7. Proceed to designated evacuation area.
8. Account for all present staff using a headcount.
9. Notify Community-Engaged Learning leadership.

Contacts:

Joseph Brown
757-389-6649

EVMS Campus Security
757-446-5199

Flooding (External Source)

EVMS Community-Engaged Learning

1. Notify EVMS Facilities

757-446-5874

Warehouse Address: 2409-A Bowdens Ferry Road, Norfolk VA 23508

2. Notify CEL Leadership.

3. Unplug and relocate low-laying, sensitive electronics (computers, refrigerators, etc.) and potential sources of contamination (biohazardous waste containers, chemicals, etc.) to higher area (countertop, upstairs, etc.) **if able to do so safely.**

4. Evacuate if necessary. **Do not put yourself in immediate danger to secure facility.**

5. Treat floodwater as if it were contaminated – use PPE and hand hygiene.

Contacts:

Joseph Brown
757-389-6649

Flooding (Internal Source)

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1. Shut off water source if able to do so.
2. Notify EVMS Facilities
757-446-5874
Warehouse Address: 2409-A Bowdens Ferry Road,
Norfolk VA 23508
3. Notify CEL Office Coordinator.
4. Unplug and relocate low-laying, sensitive electronics (computers, refrigerators, etc.) and potential sources of contamination (biohazardous waste containers, etc.) to higher area (countertop, upstairs, etc.) if able to do so safely.
5. If water level is approaching electrical outlets, manually shut off electricity at the breaker panel.
6. Photograph flooding damage.
7. Treat floodwater as if it were contaminated – use PPE and hand hygiene during cleanup.

Contacts:

Joseph Brown
757-389-6649

Medical Emergency

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1. Call 911. Do not hang up.

Warehouse Address: 2409-A Bowdens Ferry Road, Norfolk VA 23508

2. Follow instructions from dispatcher.

3. Remain with injured/ill party until help arrives.

4. Notify CEL Office Coordinator.

Examples of medical emergencies:

- Loss of consciousness
- Cardiac arrest
- Chest pain
- Difficulty breathing
- Severe injury
- New seizure activity

Contacts:

Joseph Brown
757-389-6649

Robbery

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1. Cooperate: Do exactly as you are told. If you don't understand what you are being told to do, ask. Give the individual(s) what they want. If you are instructed to disarm the warehouse alarm system, enter the **duress code: 2580** (center buttons from the top down). This will disable the alarm and send a silent distress call to the police.
 2. Observe: Be able to describe involved persons (clothing and physical features) as well as their means of escape, direction of travel and description of vehicle, if present.
 3. Do not pursue the involved person(s).
 4. Call 911 once the involved person(s) is/are gone.
- Warehouse Address: 2409-A Bowdens Ferry Road, Norfolk VA 23508**
5. Protect the crime scene – avoid/minimize touching things that could be evidence.
 6. Comply with all law enforcement instructions.
 7. Notify CEL Office Coordinator.

Contacts:

Joseph Brown
757-389-6649

EVMS Campus Security
757-446-5199

Tornado

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1. Move to the lowest level of the building.
2. Move to a small interior room, away from windows.
3. Monitor local news/weather agencies for up to date information.
4. Stay low.
5. Protect yourself with padded materials or sturdy furniture.
6. Use your arms to protect your head and neck.
7. Shelter in place until threat has passed.
8. Be careful when exiting building – be aware of threats such as structural damage and downed power lines.

Urgent Response Plan

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Not all problems that may come up during your CEL experience will qualify as an emergency. The following protocols are intended to guide you through some urgent situations that you may encounter. Your safety is our top priority at all times. Please do not hesitate to discuss any concerns with CEL leadership using the provided contact information.



Inclement Weather

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1. Secure facility.

- Bring loose and lightweight items (furniture, trash cans, etc.) indoors.
- Ensure vehicles are in a sheltered area.
- Ensure doors and windows are closed.

2. If flooding is anticipated, sandbag exterior doors and move sensitive electronic equipment and documents to a higher elevation.

3. Move to an internal room away from windows.

4. Monitor local news for weather updates.

For specific weather-related SOPs (tornadoes, flooding, etc.), see additional pages.

Loss of Power

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1. Notify Dominion Power of outage.
866-366-4357
Address: 2409-A Bowdens Ferry Road, Norfolk VA 23508
2. Notify CEL Office Coordinator.
3. Monitor temperature sensors on temperature sensitive items (refrigerators, etc.). Keep refrigerators and freezers closed.
4. Periodically check Dominion Power outage site for estimated length of repair. (<https://www.dominionenergy.com/outages/report-and-check-outages>)
5. Consider relocating temperature sensitive items (medications, diagnostic equipment cartridges, etc.) to an alternate location using coolers until problem is resolved.
6. Verify that building is manually secured upon departure.

Flashlights are available in the emergency response kit. Do **NOT** use candles or an open flame as a light source.

Contacts:

Joseph Brown
757-389-6649

EVMS Campus Facilities
757-446-5903

Property Damage/Theft

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1. Notify campus security.

Warehouse Address: 2409-A Bowdens Ferry Road, Norfolk VA 23508

2. Notify CEL Leadership.

3. Photograph damage as is.

4. Generate an itemized list of damaged/missing items.

5. Submit documentation to Office Coordinator.

Contacts:

Joseph Brown

Office Coordinator, Community Engaged Learning

757-389-6649

EVMS Campus Security

757-446-5199

Biosafety Plan

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Community-Engaged Learning has recognized that biosafety is an essential component of our safety program. Through your CEL experience with your initiative, you may encounter or generate regulated medical waste including biohazardous waste and sharps waste. As a result, it is imperative that you know how to protect yourself and the public from injury and exposure at the point where waste is generated, how to appropriately transport your waste, and how to properly dispose of waste. These protocols have been drafted with input from EVMS Environmental Health and Safety as well as industry best practices. Compliance is expected and non-compliance will be subject to disciplinary action, up to and including suspension of off-campus outreach events.



How to Prepare for Biowaste

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This job aid is to be used when setting up on-site at an event that may generate biowaste. It is intended to guide you through the steps necessary to protect you and your patients from exposure to biowaste.

1. Assemble burn box and lid using folding instructions on burn box.
2. Line burn box with included plastic bag.
3. Place lined burn box at location where biowaste will be generated.
4. Fill burn box with biowaste. **DO NOT USE FOR SHARPS OR REGULAR WASTE.** Refer to Sharps Container Use for directions on how to properly manage sharps waste.
5. When event is completed refer to How to Transport Biowaste for safe transportation procedures.

See next page for a detailed list of items that are appropriate for burn box disposal.





Regulated Medical Waste



PUT THESE IN THE RED BAG

Bloody Gloves

Bloody Plastic Tubing

Visibly Contaminated PPE

Bloody Goggles

Bloody Bandages

Bloody Clothes
& Other Items

Closed Disposable
Sharps Containers



SPECIAL HANDLING AND MARKING
MAY BE REQUIRED FOR:

Certain Pathological Waste*
Trace-Chemotherapy



DON'T PUT THESE IN THE RED BAG



Medication*



Batteries of
Any Type



Garbage



Hazardous and
Chemical Waste



Loose
Sharps



Compressed
Gas Cylinders



Fluorescein



Fixatives and
Preservatives



Cauterizers



Radioactive
Waste

Order more red bags, liners, sharps containers and waste supplies at MyStericycle.com.

*Please check with your local state regulations.

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Sharps Container Use

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This job aid is to be used when setting up on-site at an event that may generate sharps waste. It is intended to guide you through the steps necessary to protect you and your patients from needlesticks and exposures.

1. Dispose of appropriate materials in sharps container. These include: Needles, blood vials, broken glass, scalpel blades, suture needles, lancets, tubing with needles (ex: butterfly needles), pipettes, root canal files, dental wires, syringes (with & without needles), and trauma scene waste that can cut or pierce. **Rule of thumb: if it can cut or pierce, use the sharps container.**
2. When waste reaches the fill line on the container or at the end of your event, lock the container.
3. If in a clinical setting, dispose of in accordance with on site directions. If in a community setting without such protocols, transfer the locked sharps container to the biohazard transport kit for transportation to CEL warehouse.
4. Upon return to warehouse, refer to How to Dispose of Biowaste for further instruction on waste disposal.

See next page for a detailed description of items that are appropriate for sharps bin disposal.



Regulated Medical Waste SHARPS CONTAINERS



PUT THESE IN THE SHARPS CONTAINER

Acupuncture Needles
Blood Vials
Broken Glass or Capillary Tubes
Culture Dishes and Slides
Exposed Ends of Dental Wires
Lancets
Needles, Hypodermic and Tubing
Pipettes
Root Canal Files
Scalpel Blades
Suture Needles
Syringes With and Without Needles
Trauma Scene Waste that can Cut,
Slice or Pierce
Tubing With Needles



DON'T PUT THESE IN THE SHARPS CONTAINER



Medication*



Medication
Wrappers



Aerosols
or Inhalers



Garbage



Batteries of
Any Type



Cauterizers



Liquids



Fluorescein



Hazardous and
Chemical Waste



Radioactive
Waste



Fixatives and
Preservatives



Red Bag Waste
(non-sharps regulated
medical waste)

Order more sharps containers, red bags, liners, and waste supplies at MyStericycle.com.

*Please follow all federal, state, and local regulations.

How to Transport Biowaste

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This job aid is to be used when you are preparing to depart from an event site after generating biowaste. It contains instructions on how to safely prepare and transport your biowaste and is intended to prevent contamination of the vehicle.

1. Put on gloves.
2. Replace lid on burn box and seal burn box with included tape.
3. Place sealed burn box into the biowaste transport container.
4. Secure the lid of the biowaste transport container using the blue locks on either side.
5. Place locked sharps bins in transport container.
6. Change gloves and sanitize hands. Obtain bleach wipes (yellow top container) from the decon kit. Wipe the exterior of the biowaste transport container, including handles.
7. Dispose of bleach wipes and used gloves in any trashcan and wash or sanitize hands.
8. Return bleach wipes to decon kit.
9. Load the vehicle.
10. Transport biowaste to CEL warehouse.

Address: 2409-A Bowdens Ferry Road, Norfolk VA 23508

12. Upon return to warehouse, refer to How to Dispose of Biowaste for further disposal instructions.

How to Dispose of Biowaste

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This job aid is to be used upon your return to the CEL warehouse following an outreach event. It is intended to guide you through the steps to safely dispose of biowaste.

1. Bring used biowaste transport kit to biowaste storage area in CEL warehouse.
2. Put on gloves and ensure boxes and sharps containers remained sealed during transportation.
3. Transfer sealed burn boxes and sharps containers to large red biowaste trashcan.
4. Dispose of any loose waste in the red trashcan and any sharps in the wall-mounted sharps bin.
5. Change gloves, disposing of dirty gloves in the red trashcan.
6. Sanitize hands using wall-mounted hand sanitizer dispenser.
7. Obtain bleach wipes (yellow top container) from the biowaste restocking shelves and wipe the interior and exterior of the biowaste transport kit, including the handles and lid.
8. Dispose of wipes in trashcan and return yellow top container to its original location on the shelf.
9. Allow to dry (approx. 5 minutes).
10. Sanitize hands.
11. Restock transport kit with 2 burn boxes, 2 plastic bags, and 2 empty sharps containers.
12. Replace lid on kit and place restocked transport kit on shelf with corresponding decon kit.

How to Use Decon Kit

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The decon kit is to be used to safely decontaminate any surfaces that are contaminated with blood or bodily fluids during the course of an event. These contaminations can occur in many ways, but this job aid will cover the two routes you are most likely to encounter.

Spill:

1. Wear appropriate PPE (splash risk): gloves, eye protection, mask.
2. Use paper towels to soak up spill. Gather contaminated material and place into burn box.
3. Change gloves and disinfect spill area using bleach wipes (yellow top container).
4. Allow to sit for 4 minutes.
5. Dispose of gloves and wash hands.

Dried Bodily Fluids:

1. Wear appropriate PPE (low/no splash risk): gloves, eye protection.
2. Wipe spill area using bleach wipes (yellow top container).
3. Allow to sit for 4 minutes.
4. Change gloves and disinfect spill area with new bleach wipes.
5. Allow to dry.
6. Dispose of gloves and wash hands.

Following event, refer to [How to Return Decon Kit](#) for return instructions.

How to Return Decon Kit

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This job aid is to be used upon return to the CEL warehouse following an event. It is intended to guide you through cleaning and restocking procedures to ensure the kit is ready for the next event.

1. Examine exterior of kit for any contamination. If contaminated, put on gloves and glasses and sanitize exterior of kit using bleach wipes (yellow top container).
2. Dispose of gloves and wipes in trash can and sanitize hands using wall-mounted hand sanitizer dispenser while allowing decon kit to dry (approx. 5 minutes).
3. If kit was unused during event, return decon kit to shelf. You are finished!
4. If kit was used during event, put on clean gloves.
5. Open kit and examine kit and contents for any contamination with blood or bodily fluids. Dispose of contaminated items in red trashcan.
6. Examine bin for any contamination with blood or bodily fluids. If present, wipe away using bleach wipes (yellow top container). Dispose of bleach wipes and gloves in any trashcan.
7. Sanitize hands using wall-mounted hand sanitizer dispenser and allow kit to dry (approx. 5 minutes).
8. Return uncontaminated items to kit.

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How to Return Decon Kit

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9. Replace any items that were disposed of and restock any items that are low from the restocking shelves. Each kit should contain the following items:

- 1 box each of small, medium, and large gloves
- 1 container of alcohol based wipes (purple top)
- 1 container of bleach wipes (yellow top)
- 1 box of masks
- 1 roll of paper towels
- 4 pairs of plastic glasses

10. Place the lid on the bin and store the bin with its corresponding biowaste transport kit on the bottom shelf.

Body Fluid Exposure

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1. Follow first aid guidelines.

- Wash exposure site thoroughly with soap and water.
- Flush splashes to the nose, mouth, or skin with water.
- Irrigate eyes with clean water, saline, or sterile irrigant.
- Control any bleeding with direct pressure.

2. Notify EVMS Occupational Health immediately.

During business hours:

Occupational Health staff pager 757-584-0550

After business hours/weekends:

EVMS Exposure Pager at 757-669-1157

3. Complete exposure documentation packet (red folder in Decon Kit).

4. Follow the instructions given to you by your medical provider

- Seek medical treatment promptly
- Complete all necessary documentation
- Take your full course of post-exposure prophylaxis
- Keep all follow-up appointments
- Complete scheduled follow-up testing

5. Report the incident to CEL Leadership.

Contacts:

Joseph Brown
757-389-6649

Needlestick

EVMS Community-Engaged Learning

1. Retract or secure needle immediately to prevent further injury.
2. Wash injury thoroughly with soap and water.
3. Notify EVMS Occupational Health immediately.

During business hours:

Occupational Health staff pager 757-584-0550

After business hours/weekends:

EVMS Exposure Pager at 757-669-1157

4. Follow the instructions given to you by the medical provider.
 - Seek medical treatment promptly
 - Complete all necessary documentation
 - Take your full course of post-exposure prophylaxis
 - Keep all follow-up appointments
 - Complete scheduled follow-up testing
5. Report the incident to CEL Office Coordinator.

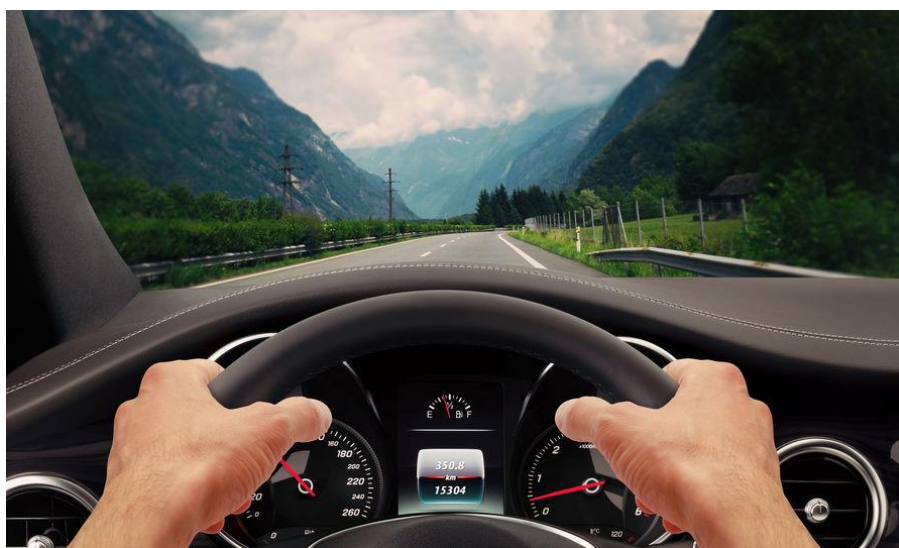
Contacts:

Joseph Brown
757-389-6649

Vehicle Safety Plan

EVMS Community-Engaged Learning

The Community-Engaged Learning program has acquired several vehicles to be used by students, staff, and faculty in the course of their work. These include a Ford F-150XL pick-up truck and a Ford Transit 12 passenger van. These vehicles are valuable assets that will expand our ability to serve our community. They are likely larger than your typical vehicle, and as a result will require some additional knowledge and care to operate safely. These protocols were drafted in order to familiarize you with EVMS institutional policies regarding safe driving and with the procedures that are in place within the CEL department. Your safety is our top priority at all times. Please do not hesitate to discuss any concerns with CEL leadership using the provided contact information.



Vehicle Protocols

EVMS Community-Engaged Learning

Goals

The goal of the EVMS Community-Engaged Learning (CEL) Vehicle Safety Plan is to prevent the loss of life, injury, or property damage to all students, staff, and members of the public.

Responsibilities

Safety and loss prevention are responsibilities that must be shared by everyone.

1. Risk Management

- Assume responsibility for the driving record of students & staff.
- Review accidents and take all steps necessary to reduce the likelihood of a recurrence.

2. CEL Leadership

- Establish and enforce protocols related to vehicle use.

3. CEL Office Coordinator

- Coordinate with EVMS Facilities to ensure vehicles are properly maintained and safe to operate.
- Periodically inspect vehicles for malfunctions, signs of abuse, unreported damage and cleanliness.
- Coordinate driver training program to encourage defensive driving and emphasize required safety behaviors such as wearing a seatbelt and the use of hands-free devices.
- Review accidents and reports with involved students and staff.

Vehicle Protocols

EVMS Community-Engaged Learning

4. Vehicle Operators

- Ensure that only authorized personnel be allowed to operate CEL vehicles while they are off-campus.
- Safely operate vehicles.
- Have a valid driver's license in their possession.
- Complete pre-trip inspection and vehicle orientation prior to departure.
- Report any incidents in a timely manner in accordance with CEL protocols.
- Complete a pre-trip inspection of the vehicle and a vehicle orientation with the CEL Office Coordinator prior to borrowing the vehicle.

The CEL Office Coordinator will furnish vehicles with inspection checklists. If any defects are noted that affect the safety of the vehicle, they must be repaired prior to use of the vehicle.

1. Vehicle Abuse: No student or staff member will use a vehicle for any purpose for which it was not designed, operate it beyond its designed limits, operate it in areas or locations for which it was not designed, or cause damage through neglect, misuse, improper driving techniques, or improper handling.

2. Transporting Students & Staff in CEL Vehicles: No more than 12 students or staff members will ride in the CEL van. No more than 3 students or staff members will ride in the CEL truck. Each position

Vehicle Protocols

EVMS Community-Engaged Learning

will be equipped with a seat belt, and each person will use the seat belt provided. No student or staff member may ride or work from the bed or rear of a vehicle while it is in motion.

3. Traffic Laws: Students and staff will adhere to all traffic laws and regulations when operating CEL vehicles. A student or staff member will at all times operate CEL vehicles in such a manner as to avoid injury to persons or damage to property.

4. Unauthorized Use of Vehicles: CEL vehicles are to be used for CEL business only. Mileage is calculated upon vehicle return. Any significant discrepancies may result in a loss of driving privileges.

5. Operation and Occupancy of CEL Vehicle by Unauthorized Persons: Students and staff will not permit individuals to ride in CEL vehicles, except when authorized by CEL leadership.

6. Parking Vehicles: All students and staff will park their vehicles in a legal and proper manner. Students and staff will remove the keys and lock the vehicles upon exiting. Students and staff will not park on the wrong side of a street or highway. All cones, lights, and warning devices as required by law will be used when vehicles are parked or in use in a public travel lane. Students and staff will use all safety brakes, lockout devices, and other parking safety methods when parking equipment.

Vehicle Protocols

EVMS Community-Engaged Learning

7. Transporting Equipment: Students and staff using CEL vehicles will exercise caution when transporting equipment, packages or other materials in the driver/passenger compartment that would become flying projectiles in the event of an accident. Such items as briefcases, laptop computers, tools, etc. need to be transported in the trunk of passenger vehicles. The provided stretchable cargo net will be used at all times for transportation of items in the bed of the truck. It is always important to keep the driver/passenger as free as possible of objects that could distract their attention or could shift in transit.

Driver Selection

It is important to establish qualification standards for students and staff that have driving duties. To enforce these standards, CEL has implemented the following driver qualification procedures.

1. Application for Driver Authorization: All driver applicants shall complete an Application to Become an Authorized Driver.

2. License: CEL will obtain a legible front and back copy of the license of all driver applicants. A review of the license will be conducted to be certain it is valid and has not expired. Whenever driving CEL vehicles, students and staff must have a valid driver's license in their possession. Students and staff will notify the CEL Office Coordinator if their license is suspended, revoked, or

Vehicle Protocols

EVMS Community-Engaged Learning

expired. Risk Management will maintain a system that ensures all students and staff operating vehicles have the proper license and will check licenses for current status at frequent intervals.

3. Driving Record Check and Evaluation: Risk Management will request a DMV driving record for driver applicants being considered driving eligibility. A driving record will be requested from every state the applicant has lived in during the past 5 years. Risk Management will review the driving record to determine if driver applicant meets institutional qualification standards.

Driver Training and Reviews

In order to keep drivers well trained and informed, CEL has instituted a number of protocols regarding driver training including driver orientation, periodic safety notifications and as-needed incident reviews.

Driver Training: CEL has established a vehicle training which all new drivers are required to complete. The program consists of three parts: an in-person training that will orient the student or staff member to the vehicle and documentation procedures, a short defensive driving training program that covers important safety measures and defensive driving techniques (17 minute video and accompanying quiz), and a brief driving test.

Incident Reviews: Reviews will be held on an as-needed basis and will only relate to specific vehicle-related incidents.

Vehicle Protocols

EVMS Community-Engaged Learning

Accident Investigation

- All accidents involving CEL vehicles regardless of the severity must be reported immediately. The investigation of minor accidents involving CEL property only is the responsibility of the driver and CEL Office Coordinator.
- EVMS Risk Management will investigate accidents in which serious property damage or death to a student or staff member has occurred.
- EVMS Risk Management will also be in charge of accident investigations in which a third party is involved and may initiate any other investigations deemed appropriate.

Driver Responsibility in Accident Investigation: Certain driver responsibilities must be carried out at the scene of an accident.

At the scene of the accident, there are two main concerns:

- 1) to deal with immediate problems and
 - 2) to gather and report pertinent accident information promptly.
- See section entitled Accident Procedures for further information.

Vehicle Accident Review

EVMS Risk Management will review all vehicle accidents. Risk Management responsibilities in reviewing vehicle collisions are as follows:

1. Objectively consider the evidence presented, including any information given by the driver, CEL leadership, and the police report of the accident.

Vehicle Protocols

EVMS Community-Engaged Learning

2. Determine the true cause of the collision and whether it was preventable or non-preventable.
3. Review the driver's driving record.
4. Report in writing to CEL their findings, and any recommendations for corrective action.

Vehicle Maintenance

CEL vehicles will be well-maintained and kept in safe operating condition. CEL vehicles will be given Preventive Maintenance according to manufacturer guidelines and the current fleet maintenance schedule.

Driver Pre-trip Inspection: Each driver must be satisfied that his/her vehicle is in proper working condition prior to operating the vehicle. Each driver must also ensure that any cargo is properly secured prior to transit. Any defects should be notated on the inspection sheet prior to using the vehicle. When a driver reports safety related problems or vehicle damage, the vehicle inspection report should be submitted to the CEL Office Coordinator. The CEL Office Coordinator will coordinate the necessary repairs with EVMS Facilities. The original inspection report and certification of repairs will be retained in the Vehicle Maintenance File. The original inspection reports and repair records will be retained in the Vehicle Maintenance File.

Vehicle Protocols

EVMS Community-Engaged Learning

Vehicle Maintenance File

A complete record on each vehicle in the fleet will be kept. It will include basic vehicle information and information indicating the nature and due date of any inspection and maintenance operations to be performed on the vehicle, and a record of any inspections, repairs and maintenance performed on the vehicle in question.

Becoming a Driver

EVMS Community-Engaged Learning

1. Complete Application to Become an Approved Driver.
2. Obtain copy of your DMV driving record.
3. Photocopy your driver's license front and back.
4. Deliver all three items to the CEL Office Coordinator in person or by email.
5. Once approved by Risk Management, you will be scheduled for driver training.
6. Complete driver training.

Borrowing CEL Vehicles

EVMS Community-Engaged Learning

Prior to borrowing any CEL vehicle, you must be approved as a driver by Risk Management and have completed driver training.

1. Coordinate vehicle use with CEL Office Coordinator. Required notice: 2 days minimum, 1 week preferred to ensure vehicle is ready and available.

Email: brownjt@evms.edu

2. Arrive at CEL warehouse at scheduled pick-up time.

Address: 2409-A Bowdens Ferry Road, Norfolk VA 23508

3. Drive vehicle to intended location.

Use of CEL vehicles is a privilege. Your ability to drive a CEL vehicle can be rescinded at any time for unsafe driving behavior, failure to return vehicle in good condition, unauthorized use, or an unsatisfactory driving record.

Returning CEL Vehicles

EVMS Community-Engaged Learning

1. Coordinate vehicle return with CEL Office Coordinator.
Email: brownjt@evms.edu
2. Arrive at CEL warehouse at scheduled return time.
Address: 2409-A Bowdens Ferry Road, Norfolk VA 23508
3. Notify Office Coordinator of any issues (damage, low on gas, etc.).
4. Ensure vehicle is free from trash and personal items.
5. If necessary, vacuum truck/van using shop vac.
6. Return neatly-folded cargo net to front passenger side door bin of truck if used.
7. Return keys to Office Coordinator.

Accident Procedures

EVMS Community-Engaged Learning

Only CEL Vehicle Involved

1. Stop the vehicle safely and remain calm.
2. Turn on hazard lights.
3. Contact EVMS Police dispatch and the CEL Office Coordinator.

EVMS Police: 757-446-5199

CEL Office Coordinator: 757-389-6649 or brownjt@evms.edu

4. Document the situation with photographs from various angles.
5. Write a statement in your own words that describes the accident as soon as possible, while details are still fresh in your mind. If possible, draw a simple diagram of the accident scene.

Accident Procedures

EVMS Community-Engaged Learning

CEL Vehicle & Other Vehicles/Pedestrians/Property Involved

1. Stop the vehicle safely and remain calm.
2. Turn on hazard lights.
3. Quickly check for accident victims, if any, and provide assistance.
4. Set out emergency warning devices on the roadway.
5. On campus:

Contact EVMS Police dispatch and the CEL Office Coordinator.

EVMS Police: 757-446-5199

CEL Office Coordinator: 757-389-6649 or brownjt@evms.edu

Off campus:

Contact local police, EVMS police dispatch, and the CEL Office Coordinator.

If non-EVMS authorities respond, obtain contact information and a report number.

6. Record names, license numbers and other information regarding the accident and the persons involved using the Accident Information Exchange Sheet.
7. Document the situation with photographs from various angles.
8. If the vehicle is not able to be safely operated:
 - Call for a tow truck.
Metro Towing 757-499-1189
 - Have vehicle towed to EVMS Facilities.
Address: 154 Colley Ave, Norfolk, VA 23510
 - Notify Facilities of accident and towing to garage.
EVMS Fleet Manager: 757-446-5269
 - Remove all personal items and CEL property from vehicle prior to departing from Facilities.
 - Coordinate with initiative members if necessary.

Never admit guilt or liability at the scene of an accident. Never leave the scene of an accident.

Accident Procedures

EVMS Community-Engaged Learning

Write a statement in your own words that describes the accident as soon as possible, while details are still fresh in your mind. If possible, draw a simple diagram of the accident scene.

Never admit guilt or liability at the scene of an accident.
Never leave the scene of an accident.

Follow-Up Procedures

1. Notify CEL Office Coordinator within 24 hours.

CEL Office Coordinator: 757-389-6649 or

brownjt@evms.edu

2. If an injury occurred, notify Occupational Health within 24 hours of injury.

EVMS Occupational Health: 757-446-5870

3. Notify Risk Management of accident within 24 hours.

EVMS Risk Management: 757-446-6005

Breakdown Procedures

EVMS Community-Engaged Learning

1. Safely stop vehicle. If possible, pull into a parking lot or off the main road. If not possible, attempt to pull over to the right side of the road.
2. Turn on hazards.
3. Safely exit the vehicle and set out emergency warning devices on the roadway.
4. Notify CEL Office Coordinator.
Cell: 757-389-6649
Email: brownjt@evms.edu
5. Call for tow truck.
Metro Towing 757-499-1189
6. Coordinate with other initiative members to return CEL equipment to warehouse (if applicable). Remove all personal items from vehicle.
7. Have vehicle towed to EVMS Facilities location.
Address: 154 Colley Ave, Norfolk, VA 23510
8. Notify Facilities of breakdown and towing to garage.
EVMS Fleet Manager: 757-446-5269

Driver Expectations

EVMS Community-Engaged Learning

Drivers of CEL vehicles will adhere to the following expectations:

- Represent EVMS well – avoid behaviors that would reflect poorly on EMS and Community-Engaged Learning such as abrupt and unsafe maneuvers, aggressive behavior, and illegal or inappropriate parking.
- Respect the vehicle – avoid damage to both the interior and the exterior of the vehicle and try to keep the interior clean; use the vacuum at the warehouse if necessary.
- Respect the limitations of the vehicles – they are larger and heavier than your average vehicles and you will need to adjust your driving accordingly. The van will **NOT** fit in most parking garages or drive-thrus.
- Drive defensively – see Defensive Driving for further details.

Defensive Driving

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This section is intended to summarize but not replace your driver training program.

Defensive Driving Principles:

- Constantly scan for hazards around you
- Avoid distractions
- Avoid following too closely or being surrounded by other vehicles
- Avoid driving in the blind spots of other vehicles, some of which can be quite large
- Make use of headlights, turn signals, and horn
- Adjust your driving habits for the road conditions

Goals of Defensive Driving:

- Perceive the hazard early
- React in time
- Avoid accident and its consequences

Community Safety Plan

Community Safety Plan

Year 2021-2022

Revised January 2021

EVMS Community-Engaged Learning

Community-Engaged Learning is committed to meeting community members where they are – whether that is at home, at church, or in a clinical setting. As a result, your work within your initiative will take you off-campus and into the community that we serve. As a result, CEL leadership has recognized that certain protocols should be enacted to ensure your safety during these events. Your safety is our top priority at all times. Please do not hesitate to discuss any concerns with CEL leadership using the provided contact information.



Home Visit Protocols

EVMS Community-Engaged Learning

1. Upon arrival, notify your student leader of your arrival, your exact location, and your anticipated length of stay via text.
2. If your visit will exceed your anticipated length of stay, update your student leader.
3. Notify your student leader of your departure
4. If your student leader has not heard from you by the end of your anticipated length of stay, they will first text you.
5. If the text is not answered, the student leader will call you.
6. If the call is not answered, the student leader will notify police and the CEL Office Coordinator.

General Guidelines

- Never visit homes alone – always go with at least one other person.
- During your visit, attempt to remain in common areas of the residence such as the living room or kitchen. If you must enter a bedroom or other private area, leave the door open.
- If at any point during your visit you feel unsafe, leave.
- If necessary, contact appropriate authorities.

Situational Awareness

EVMS Community-Engaged Learning

Situational awareness is defined by The Personal Safety Training Group as “a frame of mind in which you are relaxed yet aware of your surroundings and also aware of whom or what could be of help to you if a problem were to arise.”

The key components of situational awareness are:

1. Perception
 - Who and what is around you?
 - Where are your possible exits?
2. Comprehension
 - How do these elements come together?
 - What patterns emerge?
3. Projection
 - What events are likely to unfold?
 - What would you do if x occurs?
4. Decision
 - What protective measures should you take?
5. Action

Tips:

- Avoid distractions such as smartphones
- Avoid using items that limit your senses such as headphones
- Avoid attracting attention – leave valuable items at home or out of sight in your locked vehicle
- Be aware of your position in a room or space – avoid positioning objects or people between yourself and your means of escape

Important Contacts

EVMS Community-Engaged Learning

Emergencies:

911

EVMS Police:

757-446-5199

CEL Director:

Maryanne Gathambo

757-446-0317

gathammc@evms.edu

Lewis Hall 1181

CEL Assistant Director:

Joshua Edwards

757-446-7966

edwardj@evms.edu

Student Affairs Suite Lobby

CEL Specialist:

Alena Stewart

757-446-7966

stewartao@evms.edu

Student Affairs Suite Lobby

CEL Office Coordinator:

Joseph Brown

757-389-6649

brownjt@evms.edu

Student Affairs Suite Lobby

Important Contacts

EVMS Community-Engaged Learning

Risk Management

Akenya Merritt

757-446-6005

merritan@evms.edu

Occupational Health

757-446-5870

Facilities – Building Maintenance

757-446-5903

Facilities – Vehicles

Royce Dreblow

757-446-5269

dreblora@EVMS.EDU

Metro Towing

757-499-1189

