

Word of Life Philippines Safety and Security Manual

INTRODUCTION

This manual, the Word of Life Philippines (WOL Phil) Safety/ Security Procedures Manual, was prepared for your specific use while employed at WOL Phil and is intended to promote, create, and maintain a healthy, safe, and secure environment. As staff of the organization, we have an obligation to the guests/campers of WOL Phil to provide a safe and secure environment. A good safety program can help reduce the number of accidents, prevent injuries, and provide a secure environment in which to learn, teach and work.

The HR Manager has the responsibility of coordinating the organization safety and security plan. The plan of the organization is not only to meet but to exceed the requirements of state and federal laws regarding safety and security. Staff and employees should become familiar with all aspects of the plan and work cooperatively to assist in making WOL Phil a secure environment.

Under the HR Manager, the Maintenance manager and Camp Director evaluate threatening situations or hazards and take measures necessary to maximize the safety and security of all concerned. As emergencies and/or potential disaster situations warrant, the Emergency Notification Procedure will be used to notify staff, students, and guests of potential threatening situations.

The goal of the Word of Life Philippines' "Safety and Security Plan" is to make the WOL Phil facility a pleasant, safe, and healthy place to work, attend classes, or gather for public meetings.

EMERGENCY TELEPHONE NUMBERS

To report a crime, in progress, a fire, a heart attack, a serious injury, or any situation where there is IMMEDIATE danger to life and property contact the Security Intercom number 212 OR phone number 09175129248.

WORD OF LIFE PHILIPPINES CONTACT NUMBERS

<u>ADMINISTRATION:</u>	<u>Intercom</u>	<u>Cellphone</u>	Radio Frequency
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HR Manager	229	0917-595-4084	
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CAMP:

Camp Director	225	0935-220-3970	
Camp Nurse	210	0977-651-9606	
Maintenance Manager	217	0917-302-1653	
Security Office	212	0917-512-9248	

BIBLE INSTITUTE:

Dean of Students	234	0917-120-5952	
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SEASIDE BIBLE CAMP:

Officer in charge		0917-593-9481	
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<u>CALAUAN LAGUNA HOTLINE</u>	0935-733-6153 / 0939-382-2840 / (049) 310-1023 / (049) 566-0911		
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WORD OF LIFE PHILIPPINES SAFETY INFORMATION

Disruptive Conduct

Any person who intentionally acts to disrupt or interfere with the daily operation of the organization will be subject to appropriate disciplinary action by organization authorities or law enforcement personnel. An Incident report should be done right after the incident. (See Incident Report page)

Disruptive conduct includes, but is not limited to, the following:

- Violence against any student, employee, or guest of the organization.
- Theft or willful destruction of organization property or of the property of members of the organization.
- Forcible interference with the freedom of movement of any student, faculty member, other personnel, or guest of the organization.
- Obstruction of the normal processes and activities essential to the functions of the organization community.

Violent or Criminal Behavior

If you are a victim of or witness to any violent or criminal behavior on campus, AVOID RISKS and take the following steps:

1. Call the security on duty for any immediate threat.
2. Report the incident to the HR Manager at 229 or 0917-595-4084 and/or Security on duty at 212 or 0917-512-9248.
 - Bible Institute, 234 or 0917-120-5952
 - Seaside Bible Camp, 0917-593-9481
3. An Incident report should be done right after the incident. Provide the following information in your report:
 - Your name, contact number, and location
 - Nature of the incident
 - Description of the person(s) involved
 - Description of the property involved, if any.
4. Should gunfire or discharged explosive present a hazard to the campus; exit the building and/or take cover immediately using all available concealment.

Psychological Crisis

A psychological crisis exists when an individual is threatening harm to him/herself or others or is out of touch with reality due to severe drug reactions or psychotic break.

1. Do not try to handle a situation you feel is dangerous alone.
2. Report the incident to the HR Manager at 229 or 0917-595-4084 and/or Security on duty at 212 or 0917-512-9248.
 - Bible Institute, 234 or 0917-120-5952
 - Seaside Bible Camp, 0917-593-9481
3. Clearly state that you need immediate assistance giving your name, location, and the area involved.
4. In extreme instances, call the Emergency hotlines:
 - Calauan Laguna Hotline: 0935-733-6153 OR 0939-382-2840.
 - Barra, Opol Hotline: 850-2976
5. An Incident report should be done right after the incident. (See Incident Report page)

Bomb Threat

If you observe a suspicious object or potential bomb on the facility, **DO NOT ATTEMPT TO HANDLE THE OBJECT.**

Any person receiving a phone call concerning a bomb threat should solicit as much information as possible from the caller by asking:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?

Continue talking to the caller as long as possible and record the following:

- Time of the call
 - Age and sex of the caller
 - Speech pattern, accent, possible nationality, etc.
 - Emotional state of the caller
 - Background noise
1. Contact the HR Manager HR Manager at 229 or 0917-595-4084 and/or Security on duty at 212 or 0917-512-9248.
 - Bible Institute, 234 or 0917-120-5952
 - Seaside Bible Camp, 0917-593-9481
 2. After reporting a bomb threat, walk quickly to the nearest marked exit and alert others to do the same.
 3. ASSIST THE HANIDCAPED IN EXITING THE BUILDING.
 4. Once outside, move to a clear area at least 500 feet away from the affected area.
 5. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
 6. Do not return to the building until instructed to do so by a staff official.
 7. An Incident report should be done right after the incident. (See Incident Report page)

Thunderstorms and Lightning

1. When a thunderstorm threatens, seek protection from lightning in a large building.
2. Avoid use of plug-in electrical equipment during a storm.
3. Avoid use of the telephone, except for emergencies.
4. If you feel your hair stand on end, lightning may be about to strike you. Drop to your knees and bend forward, putting your hands on your knees. Do not lie flat on the ground.
5. If you are in a group in the open, spread out and keep people several yards apart.
6. Stay away from open doors and windows, wire fences, metal pipes and rails.
7. Keep calm. Thunderstorms usually pass in a short time; be cautious, but do not panic.
8. Remember, stay indoors and keep informed.
9. If you are caught outside and cannot reach a building:
 - a. Seek shelter in a low area under a thick growth of small trees
 - b. Do not stand underneath a tall, isolated tree or utility pole
 - c. In open areas, go to a low place, such as a ditch.
10. An Incident report should be done right after the incident. (See Incident Report page)

Extreme Heat

1. Limit your heat exposure by wearing loose-fitting, lightweight, light colored clothing.
2. Wear a hat with a wide brim to protect your head and neck.
3. Pace yourself while working. Pace yourself to achieve a normal pulse and breathing rate. Do not exceed this pace.
4. Do not wait until you are thirsty to drink.
5. Rest regularly to allow your natural "cooling system" to work.
6. Watch for these signs of heat impairment:

If any of these signals occur, stop, and relax in the shade and wait for help. Drink plenty of water, SLOWLY. Fan or drench your body to avoid possible heat stroke. If the condition persists for any length of time, call the nurse in charge.

Accident or Injury

1. Contact Camp Nurse or Security Office (See page 1 contacts)
2. If necessary, assist in contacting the injured person's spouse, parent, or guardian as soon as possible. (For employee information, call HR Manager)
3. If injuries are not serious after checked by Staff Nurse but may require medical treatment, notify your supervisor or department head and assist the injured person in arranging for medical treatment.
4. A first aid kit is available in the Camp Infirmary, Kitchen, and Students office for cuts, stings, or other minor injuries. **Medication should only be administered under a doctor's direction.**
5. Report all accidents immediately to your supervisor and the HR Manager if during normal business hours of operations. If an accident occurs in the evening, report it immediately the next morning.

Other Medical Assistance – Seizures

The following information is provided to assist in meeting the immediate need of the person who may be experiencing a seizure.

During a seizure, for just a minute or two, the victim's brain does not work properly and sends mixed messages to the rest of the body. Once the seizure is over, the brain is working properly again. The entire class or work area may be affected because of the strangeness of unusual behavior or the dramatic suddenness of a seizure.

If a seizure occurs, do the following:

1. Look for medical identification on the patient. Loosen ties or shirt collars. Turn the patient on their side to keep airway clear.
2. Speak calmly and reassuringly to the patient and others.
3. If there are no signs of recovery within a few minutes, call Staff nurse for medical assistance. Stay with the person until he/she is completely aware of their environment.
4. When the seizure subsides, ask if hospital evaluation is wanted.
5. Offer to obtain help in getting the person home.

Do Not:

1. Put any hard implement in the mouth or attempt to hold their tongue, it cannot be swallowed.
2. Try to give liquids during or just after seizure.
3. Restrain.
4. Shout.

5. Expect verbal instructions to be obeyed.

Reassure the employees or students that what is happening (or just had happened) is not dangerous to them or to the seizure victim. Most seizures last only a few minutes and most seizures occur in persons who have epilepsy. Some physical injuries or illnesses can cause a single seizure. Remain aware of a moral obligation to provide for the safety and security of each employee or student and to protect the rights of the victim not to become a "spectacle".

Fire Prevention Plan

The primary concern of the fire protection plan is to save lives. The protection of property is secondary. Each employee and student should become familiar with the fire alarm signal, fire extinguisher, evacuation procedures, and be prepared should a fire occur. An evacuation map is located in each building, which shows the proper exit procedures.

➤ **IN CASE OF A FIRE**

1. If a fire is known to exist, do the following:

- Contact the Maintenance Manager and the HR Manager
- USE FIRE EXTINGUISHERS to put the fire out if you can do so without risk of personal injury. CAUTION: NEVER USE A TYPE "A" FIRE EXTINGUISHER TO EXTINGUISH AN ELECTRICAL FIRE BECAUSE IT HAS A LIQUID BASE AND CAN ELECTRIFY YOU.
- Evacuate the building when told to do so or when it is obviously unsafe to remain. Do not break windows or open hot doors.
- Once outside, move to a clear area at least 500 feet away and keep streets and sidewalks clear for emergency vehicles and crews.

2. If a fire is suspected,

- Call the Maintenance Manager.

Utility Failure

In case of a utility failure, contact the Maintenance Manager or HR Manager.

ELECTRICAL:

1. Remain Calm
2. Provide assistance to visitors and staff in your immediate area. Don't let patrons go down dark stairs alone.
3. If you are in an unlit area, proceed cautiously to an area that has emergency or natural light.
4. If instructed, evacuate the building.

GAS LEAK:

1. If a gas leak is suspected at the Kitchen, please notify the Maintenance Manager or HR Manager.
2. If gas rupture is evident, evacuate the building immediately.

Procedures for reacting to some potential disasters

While this manual does not cover all situations that could possibly occur, some of the procedures to follow are standard in reacting to some disasters.

Student/Guest Responsibilities

Students and guests of the organization are to be furnished safeguards to reduce or eliminate accidents and injuries. Staff in charge per department will properly orient the students/guest to the dangers associated with their specific area as well as safety procedures in which they are expected to utilize safety devices properly.

INCIDENT REPORT SAMPLE

Reported by: _____ Date of Report: _____
Title / Role: _____ Incident No: _____

Incident Information

Incident Type: _____ Date of Incident: _____
Location: _____
Specific area of Location (if applicable): _____

Incident Description:

Name / Role / Contact of Parties Involved

1. _____
2. _____
3. _____

Name / Role / Contact of Witness

1. _____
2. _____
3. _____

Police report filed? _____

Precinct: _____

Reporting Officer: _____ Phone /

Contact: _____

Follow up Action:

Supervisor Name and / Signature: _____ Date: _____