



NASSAU COMMUNITY COLLEGE  
FEDERATION OF TEACHERS

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## NCCFT Health & Safety Newsletter

The NCCFT Health & Safety committee works to ensure all members of the union have the information and support they need to work in a comfortable and safe environment. We can advise you on how to get situations resolved, and be the liaison to help facilitate solutions when things are not resolved in a timely manner. Call any member of the committee when in need of information or assistance. We will publish the most requested information in periodic newsletters. Look for updates in your email and postings in each department's main office on campus.

### What to do if you have a Medical Emergency or Suffer an Injury While on Campus

*Reported by Ed Boyden*

Student Health Services provides urgent and emergency care to the college community at large. Health Services is located on the lower level of the Administrative Tower. The telephone number is (516) 572-7123.

In the event you or someone near you suffers an injury and/or has a medical emergency, use the following protocol:

- **Call Public Safety at (516) 572-7111 and provide your name, location/building, floor and room number.**
- **State nature of the injury or emergency situation and location.**
- **An EMT will respond. All medical emergencies will be handled at the nearest medical facility.**

If emergency medical treatment is required on campus, students, faculty, staff, administrators and visitors can be referred to the Student Health Services offices for proper care.

Anyone who is injured or becomes ill on campus because of work related activity should report the incident to their immediate supervisor and complete Workers' Compensation forms. The forms can be obtained on LionNet or in the Environmental Health and Safety office (572-7781). (See the Worker's Compensation article.)

- **If no medical treatment is required, it is not necessary to file a report with Student Health Services.**

The Workers' Compensation Accident and Illness form needs to be filled out and returned to Environmental Health and Safety as soon as possible. Forms completed after the initial incident should be forwarded to Environmental Health and Safety.

### Emergency at NCC! – Will You Get The Call?

*Reported by Anne Comiskey*

If and when there is a need to disseminate critical information to the entire NCC community, the SUNY

Emergency Alert system will be activated. You MUST be registered with the system to receive this vital information. All information is kept secure and confidential, and is not given out to third parties.

The Emergency Alert allows the College to instantly notify the entire NCC community with a pre-recorded message, via multiple communication devices such as pagers, cell phones, landlines, PDAs, e-mail, etc., of a crisis or impending emergency situation on campus. To register several contact devices, go to [www.suny.edu/sunyalert](http://www.suny.edu/sunyalert)

After you register your numbers and/or e-mail addresses, you will be sent a confirmation via the first e-mail you provide.

**IMPORTANT:** When this system is activated, the number that will appear on phones has a 518 area code – it is important that you recognize this number and possibly program your cell phone to recognize this as an emergency number. Utilization of this system will provide timely information and minimize campus disruptions.

Most faculty announce to their students that cell phone usage during class is prohibited. If an alert is broadcast during classes, students would not pick up the message. Therefore, all faculty are strongly encouraged to register with the SUNY Alert system so the messages are distributed in a timely manner.

Further information regarding this program may be found at the above website or by contacting Martin Roddini, Director of Public Safety at 516-572-7100.

### Worker's Compensation

In the event of a work related injury, you should report your injury to your immediate supervisor as soon as possible. **Complete the *Employer's Report of Work-Related Injury/Illness (C-2 form)* which can be found on the Environmental Health and Safety page of LionNet.** In LionNet, click on the *Campus Services* tab, then the *Environmental Health & Safety* link. There you will find the *Workers' Compensation Packet 2009* link.

These form(s) **MUST BE SUBMITTED WITHIN 10 DAYS OF THE INCIDENT**, or notice of incident given to: Tina Wynder, The Office of Environmental Health and Safety

(EH&S), 358 Davis Avenue, 2nd Floor. The form(s) can be faxed to EH&S at 572-7841 with the hard copies to follow in the mail. You will also need to sign a medical release form (Claimant's Authorization to Disclose Health Information) and if you are seeking treatment, list the name and contact information of the medical provider. Please remember that the Workers' Compensation law requires medical reports for every day of disability. If any days off are required due to a job injury, please be sure to tell your timekeeper to **indicate W/C on your timecard/sheet**. When you return to work, you should indicate regular time on your timecard/sheet and immediately notify Tina Wynder in Environmental Health & Safety at 2-7781 the date of your return.

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### Physical Plant Maintenance Information

*Reported by Irene Carley*

Physical Plant maintains and operates the physical facilities here at Nassau Community College. They are responsible for the cleanliness and operation of the buildings and grounds throughout the NCC campus. As such, they have set up a link on LionNet for placing a work order request. In LionNet, go to the *Campus Services* tab. From there, click on the *Facilities Management* link, then the *Facilities Maintenance Requests* link. Follow the instructions for submitting a work request. Be sure to record your request number for future reference. There is also a Customer Service Center phone number as a central point of contact.

**572-7677**

#### Available 24 Hours a Day

All employees may report issues directly to this number. You do not need to route requests through supervisors or department chairs. Use this phone number to report emergency situations such as heating and air conditioning problems, icy or otherwise dangerous pathways, problems with a restroom facility, water leaks, etc. When making a report, be sure to ask for and record your work order number. This will make it easier for you or the Health & Safety committee in the event we need to follow up on an incident. Any incidences or work orders not settled in a timely manner should be brought to the attention of the H & S committee. During off hours, Public Safety answers this number, and will radio Physical Plant with all emergencies requiring immediate attention.

Employees should recognize their responsibility in keeping their immediate work area clutter free. This enables the custodial and physical plant staff to perform their part in the cleaning and scheduled maintenance of the facilities.

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### H1N1 Flu Information

*Reported by Irene Carley & Jeanette Madsen*

The Environmental Health & Safety department (EHS) here on campus has met with and is in regular communication with the Nassau County Department of Health and is watching intently for any illnesses on campus among walk-in patients at Student Health Services. Any suspected case of H1N1 influenza on the NCC Campus should be reported immediately to the attention of Ms. Cynthia Stoudmire, Director of the NCC Student Health Services Office, at (516) 572-7767. She is our liaison with the Nassau County

Department of Health H1N1 Coordinator, and will notify the Vice President/Academic Student Services and the Nassau Community College Emergency Response Committee.

All faculty are encouraged to have a plan for student absences due to illnesses. Guidelines can be found at [www.cdc.gov/h1n1flu/institutions](http://www.cdc.gov/h1n1flu/institutions). NCC guidelines can be found on the Environmental Health and Safety page of LionNet. In LionNet, click on the *Campus Services* tab, then the *Environmental Health & Safety* link. From there, look for the *NCC H1N1 Guidelines* link.

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### Project P.I.N. (Presenting Identification @ Nassau)

*Reported by Jeanette Madsen*

Project P.I.N. was started in 2003 to identify authorized NCC members and quickly determine if someone is an authorized campus visitor. The focus of the project is to have all members of Nassau Community College display and wear their NCC ID. All college members; students, faculty, staff and administrators are required to wear a valid NCC ID.

Your valid NCC ID will allow you to be able to conduct business on campus, receive information from other departments, utilize and withdraw from the library, use the athletic facilities, receive discount ticket prices for the NCC Theatre, pick up your payroll check, and access campus events.

If you have any further concerns or questions regarding Project P.I.N. you can contact the **Human Resources Office @ 2-7214**.

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### Fire Warden Program

*Reported by Christopher R. Merlo*

The Nassau Community College Office of Public Safety is currently seeking volunteers to take part in a new Fire Warden program. The program's aim is to improve overall safety on campus by training volunteers to report information to the Public Safety office and to members of the College community.

According to Lt. William McDermott, fire wardens may be asked to help Public Safety deal with emergency response situations such as assisting with building evacuations during a fire drill or giving aid to a person with a disability during an emergency. Fire wardens may also be involved in directing people away from buildings and toward evacuation points, and communicate information provided by emergency personnel to the people gathered at an evacuation point.

At no time will any fire warden be asked or directed to enter or remain in a dangerous area, or to perform any task that a Public Safety Officer would not perform himself or herself. Public Safety will train fire wardens so that they can be safe, calm, and knowledgeable during an emergency situation.

If you are interested in volunteering to serve in the Fire Warden program, contact Lt. McDermott at [fire.safety@ncc.edu](mailto:fire.safety@ncc.edu) or at extension 2-7165.