

## **Procedure V.5001.D.a, Safety in the Teaching/Learning Environment**

### **Associated Policy**

Policy V.5001.D, Safety in the Teaching/Learning Environment

### **Procedures**

In those cases where action is required concerning safety in the teaching and learning environment, the Safety, Health, Environment, and Risk Management (SHERM) office, the Office of Emergency Management (OEM), the San Jacinto College Police Department, Facilities Services, faculty, or other leaders who take action shall follow the guidelines below:

SHERM - Provide division and Department Chairs and other leaders with appropriate information regarding safety risks in instructional and office areas and follow-up on all accident- or safety-incident reports. If the SHERM Director believes that employees in a particular area need additional or specialized staff development training regarding safety, the Director shall recommend this training to the appropriate Vice Chancellor, Dean, or Provost, who will be responsible for scheduling the training.

OEM - Provide assistance as outlined in Policy III.3008.C, Emergency Incidents, and the associated procedure to encompass the five phases of emergency management: prevention, mitigation, preparedness, response, and recovery.

San Jacinto College Police Department - Provide division and Department Chairs and other leaders with appropriate information regarding campus emergencies or risks in respective areas.

Facilities Services - Aid assistance as outlined in Procedure III.3004.A.a, Remodeling and Renovation of College Facilities to ensure appropriate spaces are provided. Operational and custodial support of appropriate learning spaces is provided under guidance of Policy III.3004.C and its associated procedure. Responsible access guidance is provided under Policy III.3004.D and its associated procedure.

Faculty - Provide assistance by reporting classroom needs such as climate, disrepair, malfunctioning equipment, cleanliness, general safety concerns, etc. to the appropriate administrative assistant, division operations coordinator, or Department Chair per division practice.

Other Leaders - Provide assistance by reporting concerns of safety in the teaching and learning environment through their chain of command or to the appropriate Vice Chancellor, Dean, or Provost.

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Date of SLT Approval	September 7, 2021
Effective Date	October 5, 2021
Associated Policy	Policy V.5001.D, Safety in the Teaching/Learning Environment

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Primary Owner of Policy    Deputy Chancellor & President  
Associated with the  
Procedure

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Secondary Owner of        Provosts  
Policy Associated with  
the Procedure

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