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3.1 Campus Access

All students/participants, visitors and vendors are required to enter the main entrance of the Education Center. Instructors/contractors may enter through alternative exits as identified by the Executive Director. Visitors and vendors are not permitted to enter outside of business hours without specific approval of the Executive Director or their qualified designee. Access to the campus is controlled via electronic or manual gates, both of which are locked at all times.

3.2 Adverse Weather

NIPSTA’s resilience is strengthened through the systematic preparation for and response to adverse weather or a weather emergency. The *Adverse Weather Policy* establishes a contingency plan to ensure that organizational, administrative and instructional operations safely continue with minimal impact to the mission of NIPSTA. See **EOP FA 5.11.3: ADVERSE WEATHER RESPONSE PLAN**.

ATTACHMENT “H” is the *Adverse Weather Policy*.

3.3 Injury Minimization Program; Campus Facilities

NIPSTA strives to ensure a safe working and learning environment through the implementation of an injury minimization program.

3.3.1 Eye Wash Stations

Emergency eye flushing facilities are located in both the Education Center and the Field Training Facility. Fixed emergency eye flushing facilities are capable of providing a minimum of fifteen (15) minutes of continuous water flow. Some emergency eye flushing facilities may be manual and portable for mobile use. All facilities are located within ten (10) seconds but no greater than one hundred (100) feet from the location of a potential hazard. Eye wash stations are fully evaluated and inspected during monthly facility inspections; the system is visually inspected on a weekly basis.

3.3.2 Personal Protection

3.3.2.1 Fall Protection

NIPSTA employees, instructors/contractors, students/participants, and vendors are required to comply with Occupational Health and Safety Administration (“OSHA”) standards for fall arrest, fall restraint, work positioning, and confined space entry/retrieval.

NIPSTA will regularly assess fall protection hazards, particularly through the observation of recommendations made during loss control evaluations or regulatory visits by outside agencies or professional service vendors. Instructors/contractors, students/participants, employees and vendors will be notified of hazards via posted signage indicating where hazards exist and the fall protection methods that are required.

Additional information regarding fall protection is in **ATTACHMENT “I: NIPSTA Fall Protection Plan**.

3.3.2.2 Personal Protective Equipment

NIPSTA employees, instructors/contractors, students/participants, and vendors are required to comply with Occupational Health and Safety Administration (“OSHA”) standards for personal protective equipment (“PPE”).

NIPSTA will regularly assess hazards requiring personal protective equipment, particularly through the observation of recommendations made during loss control evaluations or regulatory visits by outside agencies or professional service vendors. Instructors/contractors, students/participants, employees and vendors will be notified of hazards via posted signage indicating where hazards exist and the personal protective equipment that is required.

Additional information regarding fall protection is in **ATTACHMENT “J”**: *NIPSTA Personal Protective Equipment Plan*

3.3.2.3 Respiratory Protection

NIPSTA employees, instructors/contractors, students/participants, and vendors are required to comply with Occupational Health and Safety Administration (“OSHA”) standards for respiratory protection.

NIPSTA will regularly assess respiratory hazards, particularly through the observation of recommendations made during loss control evaluations or regulatory visits by outside agencies or professional service vendors. Instructors/contractors, students/participants, employees and vendors will be notified of hazards via posted signage indicating where hazards exist and the respiratory protection methods that are required.

Additional information regarding fall protection is in **ATTACHMENT “K”**: *NIPSTA Respiratory Protection Plan*.

3.3.3 Lock-Out/Tag-Out

Lock-out/tag-out procedures are meant to ensure a zero mechanical state for energy systems, including mechanical devices and equipment that has the potential for causing injury/death. These procedures apply to all individuals who work in or may enter an area where servicing and maintenance of equipment takes place.

- The Executive Director will identify a qualified designee who shall determine which employees or contractors are authorized to perform repair/maintenance of machines and equipment that shall be locked and/or tagged out.
- Lockout is the preferred method of isolating machines or equipment from energy sources.
- The Executive Director’s qualified designee shall inspect the area to ensure proper procedures are being used prior to actual scheduled repairs. Periodic inspections shall also take place to make sure lock-out/tag-out is maintained when necessary.
- Authorized outside contractors shall follow procedures and notify the Executive Director’s qualified designee prior to de-energizing equipment. They shall also provide their own equipment. NIPSTA personnel should be notified that certain equipment is locked/tagged out.

- Certain equipment requires multiple isolating devices. Appropriate NIPSTA personnel should be notified that all shut down procedures are being followed. Such equipment may have written shut-down procedures that shall be followed.
- Upon restoration of equipment that has been locked-out or tagged-out by the individual performing the lock-out/tag-out action:
 - Check the area around the machine/equipment to ensure that no one is exposed.
 - Ensure all tools and braces/blocks have been removed and guards have been reinstated.
 - Remove all lock-out/tag-out devices.
 - Operate the energy isolating devices to restore energy to the machine or equipment.
 - Test run the machine or equipment.

3.3.4 Maintaining Clear Walkways

Employees and instructors/contractors are urged to be mindful of placing any boxes, equipment, tools or other items in hallways or other areas on campus which may be utilized as walkways. Questions regarding such items should be directed to the Executive Director or their qualified designee.

3.3.5 Rehabilitation during Training

NIPSTA employs the Rehab/Reset function to promote the safe physical and mental well-being of all participants operating on campus. The goal is to preclude a participant's physical and mental condition from deteriorating to the point that it affects personal safety, the safety of others, and the overall operation.

The *NIPSTA Rehabilitation during Training Policy* is considered herein as **ATTACHMENT "L"**.

3.3.5.1 Medical Supplies

NIPSTA maintains basic medical supplies for minor injuries. Supplies are located in both the Education Center and the Field Training Facility. All injuries must be reported. See the *NIPSTA Incident/Accident Reporting and Investigation Policy*, **ATTACHMENT "F"**.

Additional information can be found within **EOP FA 5.11.6: MEDICAL RESPONSE PLAN**.

3.3.6 Fire Extinguishers

Fire extinguishers are maintained in multiple locations across the NIPSTA campus. Locations of fire extinguishers are noted on the emergency information poster located inside each classroom. Fire extinguishers are inventoried monthly and inspected by an outside vendor on an annual basis. NIPSTA employees receive annual training on the use of fire extinguishers.

NIPSTA ensures that portable fire extinguishers are maintained in a fully charged and operable condition and kept in their designated places at all times except during use. See **EOP FA 5.11.1: FIRE RESPONSE AND EVACUATION PLAN** for additional information.

3.4 Environmental Hazards and Controls

3.4.1 Hazard Communication, “Right-To-Know”

The Executive Director or their qualified designee shall have responsibility for the oversight of the Hazard Communication process.

Training regarding Hazard Communication shall be provided to employees annually. Training shall minimally include the following: location of potentially hazardous materials; understanding the Hazard Communication Safety Data Sheets (“SDS”); initial steps in maintaining a safe environment and activating an emergency response following a potential incident; and, maintaining a safe distance in order to minimize impact to human health. Additional training may be available or individually requested based upon the employee’s position within the organization.

Hazard Communication Safety Data Sheets (“SDS”) list the adverse effects of hazardous chemical products. In accordance with the Occupational Safety and Health Administration (“OSHA”), NIPSTA maintains a readily accessible binder to ensure that employees have open access to all potentially hazardous chemical products utilized on the NIPSTA campus.

3.4.2 Flammable and Combustible Liquids

It is the responsibility of the Executive Director or their qualified designee to ensure the proper control of flammable and combustible liquids. The following guidelines shall be observed:

3.4.2.1 Basic Safety

- Use only listed or labeled containers in good condition and keep them closed when not in use.
- Never use a container for any liquid other than that for which it was intended and so marked.
- Keep only the quantity of liquid needed during the task at the job site; when task is completed, return any unused liquid to the designated storage area.
- Clean up liquid spills immediately. Dispose of cleanup rags into listed or labeled containers. Never use sawdust to absorb a spill.
- Never smoke, use open flames, or create sparks where there is a possibility of igniting a flammable or combustible liquid.
- Check bonding and grounding connections for electrical continuity.
- Use approved metal receptacles for disposal of waste materials and remove daily.
- Maintain good housekeeping at all times.
- Clearly label containers to identify the material by chemical name and mark them ‘FLAMMABLE’.
- Store incompatible materials separately from flammable materials.
- Ensure personnel handling flammable materials have received adequate training.

3.4.2.2 Storage

- The maximum sizes and storage quantity limits, as regulated by OSHA Standard 29 CFR 1910.106, or National Fire Protection Association (“NFPA”) guidelines, shall not be exceeded.
- Flammable and combustible liquids shall be returned to approved storage cabinets when not being used.

- Containers of thirty (30) gallon capacity or larger shall not be stacked more than one (1) layer high.
- Additional stored chemicals stored in the same cabinet should be kept to a minimum.
- Water reactive chemicals shall not be stored in the solvent storage cabinets. Water reactive chemicals shall be stored where there is no potential contact with water.
- No flammable or combustible liquids shall be stored in a refrigerator.

3.4.2.3 Ventilation

- Ventilation shall be used where appropriate to confine, dilute with air and safely remove the maximum normal amount of vapor released from a flammable liquid process.
- The ventilation required depends on the degree of confinement of the flammable liquid and floor area. In most rooms or buildings, one (1) cubic foot per minute of air per square foot of solid floor area is adequate.
- Abnormal conditions, such as a broken pipe, cannot be safeguarded with ventilation, and shall be responded to with adequate respiratory protection.

3.4.2.4 Ignition Prevention

- Electrical equipment specifically designed for service in hazardous areas shall be used to prevent sparks, short circuits, or hot surfaces from causing ignition.
- Heated flammable liquids shall have high-temperature-limiting switches to prevent overheating.
- Static sparks shall be eliminated by bonding and grounding equipment or through the use of static eliminators.
- Smoking, cutting or welding shall be prohibited. If a torch or other potential source of ignition must be used on a flammable-liquid container, the equipment and its piping shall be drained, cleaned and purged with an inert gas.

3.4.3 Occupational Noise Program

The main sources of noise during public safety training programming may include, but are not limited to: sirens, communication devices, audio equipment in vehicles, engine pumps, rotary and chain saws, ventilation fans, simulated firearms, driver training simulators, and pneumatic tools used in emergency ventilation and extrication. In addition, firefighters may be exposed to combustion by-products that may have ototoxic effects.

The National Institute for Occupational Safety and Health (“NIOSH”) recommended exposure limit for noise is 85 A-weighted decibels (dBA) as an eight (8)-hour time-weighted average. Exposures at or above this level are considered hazardous. In addition, NIOSH recommends that exposure to continuous, intermittent, varying, or impulsive noise not exceed 140 dBA.

NIOSH has determined the following summary of noise level measurements related to the fire service:

Source	Avg Noise Level (dBA)	Max Noise Level (dBA)
Fire Apparatus Driver	84-88	106-109
Fire Apparatus Front Seat Passenger	85-88	105-106
Ventilation (sawing/blower)	87-109	110-114
Vehicle Extrication	90-106	98-115
Fire Suppression (ladders/water pumps)	89-91	84-98

NIPSTA employees, instructors/contractors, and/or students/participants are not subjected to elevated noise levels for extended periods of time. (Noise studies are occasionally conducted in order to ensure routine safety measures are being met.) Regardless, the following measures shall be considered during training events where noise may reach an elevated level, even during short durations:

- Limit the use of sirens during training.
- Limit the extended operation of gas powered equipment or power tools, pumps, vehicles, radios, and other sources of elevated noise generation.
- Consider temporary hearing protection with the use of disposable ear plugs. (Instructions for the use of such hearing protection are identified on the container in which the items are stored).

3.5 Campus Safety; Hazards and Controls

3.5.1 Traffic Safety; Work/Training Zone

3.5.1.1 General

A traffic control plan shall be considered for the movement of vehicles in areas where there is also work or training being performed. Drivers, workers on foot, and other pedestrians must be able to see and understand the routes they are to follow. As the authority having jurisdiction, NIPSTA will determine the configuration of temporary traffic control zones for motorists and pedestrians, particularly when routine traffic patterns are temporarily altered. If actual construction is underway, the construction project manager will determine the internal traffic control plan within the construction/demolition worksite.

3.5.1.2 Signs

Standard highway signs for information, speed limits, and work zones will assist drivers in identifying, in designated traffic paths, such directives as: DO NOT ENTER, REDUCED SPEED AHEAD; ROAD CLOSED; and NO OUTLET. Using standard highway signs for internal construction worksite and training area traffic control will assist workers in recognizing the route they are to use at the construction site.

3.5.1.3 Traffic Control Devices

Standard traffic controls devices, signals, and message boards will instruct drivers to follow a path away from where work or training is being done. As the authority having

jurisdiction, NIPSTA will determine the approved traffic control devices, which may include cones, barrels, barricades or other items.

3.5.1.4 Work/Training Zone Protections

Various styles of concrete, water, sand, collapsible barriers, or crash cushions will be considered as means to limit motorist intrusions into the work or training zone.

Areas of potential hazard may also be identified through the use of barricade tape. Barricade tape shall remain in place until the hazard has been removed or the work/training has been completed. Unauthorized persons shall not enter the areas marked with barricade tape.

3.5.2 Pedestrian Safety

Efforts are necessary to separate pedestrian movement from both work site activity and training venues. Whenever possible, signs should be placed that directly address pedestrian needs. Movement of work and training vehicles across designated pedestrian paths should be minimized. Pedestrians are required to comply with the following:

3.5.2.1 Roadways

- Watch for vehicular and heavy machinery traffic
- Watch for uneven surfaces
- Walk along the side of roadways so as not to impede vehicular traffic

3.5.2.2 Training Grounds

- Watch for uneven surfaces (rocks, curbs, piping, etc.)
- Watch for heavy machinery traffic
- Be aware of fire hose layout
- Watch for slippery areas (particularly while training in cold temperatures)

3.5.3 Driver Training Pad

High-speed vehicle training, such as law enforcement driver training, shall not be conducted on the NIPSTA driver training pad when other training is taking place near the perimeter of the area. For additional information regarding the NIPSTA Driver Training Pad, see **PROP FA 7.2.22OT: DRIVER TRAINING PAD** for specific information.

3.5.4 Permit Required Confined Space Program

NIPSTA employees, instructors/contractors/contractors, students/participants/participants and vendors are required to comply with OSHA standards for permit required confined space entry and retrieval where posted.

The following areas of the NIPSTA campus are considered confined spaces:

- Below grade confined space training prop (**PROP FA 7.2.10TR**)
- Industrial confined space training prop (**PROP FA 7.2.21TR**)
- Trench training prop (**PROP FA 7.2.12TR**)
- Concrete rubble pile training area (**PROP FA 7.2.17TR; PROP FA 7.2.18TR**)
- Rail cars (**PROP FA 7.2.15TR; PROP FA 7.2.16TR**)

As part of the Campus Safety Plan, NIPSTA will regularly assess confined space hazards. Instructors/contractors, students/participants, employees and vendors will be notified of confined space requirements and procedures, including necessary equipment, via specific prop guidelines. See individual prop policies (**Section VII: TRAINING PROPS**) for specific information.

3.5.5 Ladder Safety

The following guidelines apply to the use of ladders on the NIPSTA campus:

- All ladders must meet the requirements set forth in applicable OSHA 1910 and 1926 standards.
- Ladders must be maintained in good condition. All ladders must be visually inspected prior to their use. Ladders must never be loaded beyond their maximum intended load or beyond the manufacturer's rated capacity.
- Users must check that ladder rungs are uniformly spaced and meet requirements set forth in OSHA 1926.1053 and applicable ANSI standards.
- Ladders may only be used for their designated purpose.
- Ladders may not be placed in front of doors opening towards the ladder unless the door is blocked open, locked or guarded.
- The base of ladders must be secured in order to prevent slipping.
- Metal ladders must be marked with signs that read "CAUTION: DO NOT USE AROUND ELECTRICAL EQUIPMENT".
- The height/angle of the ladder must be set at a 4:1 ratio from the front to the top support.
- Ladders must only be used on stable and level surfaces, unless properly secured.
- When portable ladders are used for access to an upper landing surface, the side rails must extend at least three (3) feet above the upper landing surface.
- Users must face the ladder when moving up or down, along with maintaining three (3) points of contact whenever moving up or down the ladder.
- Users may not stand on the top step of a ladder as a step.
- All defective ladders must be taken out of service and tagged appropriately
- Students/participants utilizing ladders during training are required to follow the specific directions for use provided by their instructors/contractors.

3.5.6 Use of Drones on Campus

Prior to conducting any drone or other type of unmanned aircraft training on the NIPSTA campus, the training vendor must provide NIPSTA with a copy of their Flight Operations Manual for review and approval. A safety briefing is required to be provided by the vendor to all participants prior to any field operations. A Visual Observer ("VO"), provided by the vendor, must be tasked with continually scanning the airspace where the unmanned aircraft is operating for any potential collision hazard. The VO must also maintain awareness of the position of the aircraft at all times through direct visual observation.

The vendor must provide equipment which is suitable for the purposes of flight training and functionally representative of commonly available Unmanned Aircraft Systems ("UAS"). A thorough pre-flight inspection must be performed and documented by the vendor. The vendor must inspect the proposed training area at NIPSTA and approve it for its suitability for the event. The flight area must be clearly demarcated from unused areas of the facility and should be free of personnel or operations unrelated to the UAS activity. The sterile cockpit of the

flight crew's operating area shall be clearly marked; no person unrelated to the UAS operations shall enter the area while the UAS is in operations with explicit permission from the person in charge. Takeoff and landing areas shall be clearly marked, free from debris, level, and of a reasonable size for the UAS to be operated for training. Emergency landing areas must be identified before operations; each lead instructor/contractor shall identify the emergency landing area to be used if the UAS experiences an inflight emergency, or the original takeoff and landing areas are no longer useable. Regarding weather, the ambient temperature shall be in the safely operable range of the UAS as specified by the manufacturer. The ceilings at the location where training is conducted shall be no less than six hundred (600) feet calculated above ground level. At no times shall training operations be conducted in conditions where the inflight visibility of the UAS control station is less than three (3) statute miles. No UAS shall be operated for the purpose of training in any amount of precipitation unless all components of the flight equipment have been rated by the manufacturer to perform in such conditions.

It is the responsibility of the vendor to determine the status of the airspace to be used and to act according to all applicable guidelines of the Federal Aviation Administration ("FAA").

3.5.7 Weapons on Campus / Concealed Carry

See **ATTACHMENT "M"**.

3.5.8 Workplace Violence

Any employee, instructor/contractor, student/participant, visitor and/or vendor who threatens or attempts to intimidate or commit an act of violence toward any other instructor/contractor, student/participant, member of the public, or other third party on NIPSTA premises or in the performance of NIPSTA duties will be subject to discipline, up to and including immediate termination of applicable offers of employment or contractual agreements. Any employee or stakeholder who is subject to or witnesses such conduct by another employee, stakeholder or third party should report the incident immediately to the Executive Director or their qualified designee.

See the *NIPSTA Personnel Policy Manual*; *NIPSTA Candidate Policy Manual*; *NIPSTA Participant/Student Policy Manual*; *NIPSTA Instructor/Contractor Orientation Manual*.

3.5.9 Smoke-Free Campus

State law prohibits smoking in all public facilities. The use of tobacco products is not allowed during training at NIPSTA. On January 1, 2008, the Illinois legislature passed the Smoke Free Illinois Act, (410 ILCS 82/ 1, *et seq.*), which repeals the Illinois Clean Indoor Air Act and creates new state-wide smoking regulations. NIPSTA has adopted the Illinois state smoking regulations contained in the Smoke Free Illinois Act.

"Smoke" or "smoking" means the carrying, smoking, burning, exhaling of any kind of lighted pipe, cigar, cigarette, hookah (e.g., shisha or sheesha), marijuana, herbs, or any other lighted smoking equipment.

No person shall smoke in a public place or in any place of employment or within fifteen (15) feet of any entrance to a public place or place of employment. No person may smoke in any vehicle owned, leased, or operated by the State or a political subdivision of the State. Smoking

is prohibited in indoor public places and workplaces unless specifically exempted by Section 35 of the Act.

A person who smokes in an area where smoking is prohibited under the Smoke Free Illinois Act shall be fined in an amount that is not less than \$100 and not more than \$250. A person who owns, operates, or otherwise controls a public place or place of employment that violates the Smoke Free Illinois Act shall be fined (i) not less than \$250 for the first violation, (ii) not less than \$500 for the second violation within one year after the first violation, and (iii) not less than \$2,500 for each additional violation within one year after the first violation.

3.6 Facility Safety; Hazards and Controls

3.6.1 Required Safety Postings

NIPSTA minimally maintains and posts the following information which is located in a common area and continually available for review:

- Occupational Safety and Health Act (“OSHA”) – Workplace Poster
- Equal Employment
- Minimum Wager-Overtime-Child Labor
- Employee Polygraph Protection Act
- Family and Medical Leave Act (“FMLA”)
- Uniformed Services Employment and Reemployment Rights Act (“USERRA”)
- Employee Rights for Workers with Disabilities Paid at Special Minimum Wages
- Illinois Notice to Employers and Employees
- Illinois Equal Pay Act
- Illinois Victims Economic Security and Safety Act
- Illinois Workers’ Compensation Notice
- Illinois Notice to Workers’ about Unemployment Insurance Benefits
- Illinois Safety Poster for Public Employees
- Smoke-Free Illinois Act
- Illinois Emergency Care for Choking
- Pregnancy and Your Rights in the Workplace
- First Aid/CPR/AED
- IRMA Medical Network Program Poster

See the *NIPSTA Personnel Policy Manual*.

3.6.2 Emergency Exits

Emergency escape routes are strategically posted throughout the facility; an adequate number are available to permit a prompt escape in the event of an emergency. Emergency exits are identified with an exit sign and illuminated by a reliable light source. All exit signs are labeled with the word “EXIT” in lettering at least five (5) inches high and one half (1/2) inches wide. All exit doors are kept free of obstructions at all times.

Each classroom contains a layout of the facility and clearly identifies primary and alternate escape routes. In the event that an alarm sounds or if a NIPSTA staff member or instructor/contractor orders the evacuation of a building, individuals should remain calm, walk to the nearest exit and leave the building immediately. After leaving the building, individuals

should proceed to the south side of the building and meet at the front of the Glenview Fire Department Station #14 located adjacent to the NIPSTA campus. Individuals should not leave the area and may not return to the building without specific direction. See **EOP FA 5.11.1: FIRE RESPONSE AND EVACUATION PLAN** for additional information.

3.6.3 Emergency Lighting

Emergency lighting shall be inspected monthly by a member of the NIPSTA administrative staff or their qualified designee. Inspection records are maintained and available for review.

In the event of a power outage, emergency lighting will light the hallways and illuminate a path for safe walkways. All persons affected by a power outage should report to the cafeteria unless an alternative direction is provided by the Executive Director or their qualified designee.

3.6.4 Electrical Safety / High Voltage Areas

All electrical switch gear must be permanently marked with the proper Arc Flash/Arc Blast warning.

All electrical boxes, switchgear, motor control centers and disconnects must be marked with the proper nominal voltage ratings.

See **Section 3.3.3: Lock-out/Tag-out**

3.7 Incident Action Plans (“IAP”)

According to the National Incident Management System (“NIMS”), the incident action planning process provides a tool to synchronize operations at the training level and ensures that incident operations are conducted in support of incident objectives. Given its mission, NIPSTA embraces the use of an Incident Action Plan (“IAP”) to support those training programs that may require an advanced, generally field-based planning process.

At a minimum, the following types of programs require the completion and review of IAP forms prior to the beginning of training operations:

- Live Fire training
- Confined Space training
- Technical Rescue training
- Campus-based training conducted by both member and non-member organizations independent of NIPSTA-sponsored programming

The NIPSTA IAP forms may be found on the NIPSTA website via the following link: www.nipsta.org/450/Fire-TRT-Prop-Usage or by contacting the NIPSTA administrative team at 847-998-8090.

3.8 Campus Tours

NIPSTA welcomes requests from local community groups for tours, meeting space and other types of events. Tours of the NIPSTA campus may only be conducted by the Executive Director or their qualified designee. Participants of the tour remain the responsibility of the sponsoring agency or organization; direct supervision is required throughout the event.