



# FINE Mortuary College

A Private Two Year College

## **SAFETY HANDBOOK**

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150 Kerry Place  
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## Introduction

This Safety Handbook should be read carefully before you begin classes or begin employment at FINE Mortuary College, LLC: A Private Two Year College (FMC). The handbook contains information that will help to ensure your safety while you are at the College.

The College has been approved as a safe building by the Norwood, Massachusetts (MA) Building Inspector and fire officials. All materials used in the building meet or exceed the building codes of the Commonwealth of Massachusetts and the Town of Norwood, Massachusetts. The building has been approved for occupancy. There is an alarm system, which protects the site.

## Emergency Numbers: Locations on Campus

Emergency numbers for Norwood, Massachusetts are located in the following locations:

- On the main bulletin board in the kitchen.
- In the Faculty Office of the College.

## Local Hospital

Local hospital address and telephone number:

**Newton-Wellesley Hospital**  
2014 Washington Street  
Newton, MA 02161  
<http://www.nwh.org/>  
(617) 243-6000

## Health & Counseling Services

FMC does not provide health or counseling services, but does keep a list of local physicians and counselors. FMC neither recommends nor endorses any of the persons or places listed.

## Responding to an Injury

What to do when an injury occurs:

- If the lesion is not severe but is open, wash the affected area thoroughly and apply a bandage from the First Aid Kit if necessary.
- Application of a cold pack from the refrigerator in the kitchen is recommended in the case of a bump, bruise and/or sprain.
- If the lesion is severe and bleeding, apply pressure to reduce the bleeding and call 911 yourself or have someone else call the number.
- In the event of any other serious condition or illness, call 911.
- Report any injuries immediately to College personnel in the Main Office.

## Emergency Egress Procedures

Following are the procedures to be followed in the event of an emergency at FINE Mortuary College, LLC (FMC) when the building must be evacuated:

- When the alarm is sounded or verbal instructions given to leave the building, all staff, faculty, and students are to leave IMMEDIATELY.
- Egress routes are displayed in each classroom, office, and common area at the College.
- Egress should be orderly but quick. Do NOT go to another room to retrieve belongings or find a friend.
- Faculty should take their attendance sheet with them. Attendance should be taken at the gathering site so a determination can be made that no student has been left in the building.
- All staff, faculty, and students then proceed across the parking lot to the far side of Kerry Place. The instructor and the students in his/her class should remain together and the teacher should take attendance. All classes should stay in class groups until approval is given to leave the group and return to the building.
- Emergency Coordinators will take control of the situation, will take attendance of staff and other administrators, will address any concerns, and will issue information on the situation, as appropriate. NO ONE is to leave the premises/area until given authority to do so.

**EMERGENCY COORDINATORS:** The primary Emergency Coordinator at FMC is Kevin Koch, the College's President. Secondary Coordinators are faculty members at FMC at the time. Emergency Coordinators are responsible for getting everyone out of the building and taking control of the situation. They will take attendance of students, faculty, staff, and administrators. They will form a liaison with emergency personnel and the building owner, if appropriate. They will address any concerns and issue information on the situation, as appropriate.

## Emergency Drills

FMC will periodically conduct emergency drills and will keep a file of documentation on all drill and emergency activity.

### **Fire Drills & Alarms**

Students are required to exit the building immediately any time the fire alarm sounds.

# EMERGENCY EGRESS FINE MORTUARY COLLEGE - 150 KERRY PLACE

