OVERVIEW

This manual details how students should respond to specific emergencies in addition to detailing specific guidelines to maintain a
safe environment while attending classes and participating in laboratory activities.

Accordingly, all students and faculty should be familiar with, and are expected to follow, these procedures in the conduct of emergency operations. Deviation shall be undertaken only when the specific situation necessitates the requirement to do so. In such case, sound judgment and common sense shall be exercised in order to bring the emergency to a satisfactory conclusion.

It is imperative that good safety habits begin to develop from the first day of classes. Safety regulations regarding the use of all equipment, infection control procedures, body mechanics, and fire/emergency procedures are reviewed at the start of each semester by the instructor in the first laboratory session attended. These standards must be adhered to in order for a safe environment to be maintained in the class, in the lab and during clinical practicums.

All students are expected to conduct themselves in a safe, ethical and legal manner whether they are in a simulated laboratory activity or in a clinical setting. Any procedure that a student feels unprepared to provide, or deems contraindicated, should be discussed with his/her laboratory instructor prior to implementation.

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**Emergency Call Box Locations**

- Stairwell across from Room 143
- Stairwell at the end of hall near Room 153

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**RESPONDING TO INJURIES AND ACCIDENTS**
Core faculty, program administrators and students are encouraged to report non-emergency accidents and safety hazards to the:

Broward College will utilize a single campus safety telephone number 954-201-HELP (4357)

An Emergency Phone is located in each classroom, lab, and clinic. There are two buttons on the top of each phone, one is 911 and one is Campus Safety Office. The phone automatically dials Campus Safety, so if 911 is required the button must be pushed before picking up the receiver.
SERIOUS INJURIES OCCURING ON CAMPUS

When in doubt if a medical emergency is serious, call 911. Do not attempt to assist the victim unless you are trained in first aid procedures and know what you are doing.

If a medical emergency occurs while the student is on campus, the following steps should be followed:

1. Students should seek appropriate emergency care by calling 911. (If a College phone line is used, the call will be 9-911 to secure an outside line).
2. After calling 911, students should notify the Campus Safety Office at extension 1203 to have emergency assistance called.
3. Students should standby to direct emergency personnel to the victim and to answer questions when help arrives.
4. Keep the victim still and calm.
5. If follow-up medical care is considered, the patient is held responsible for all costs incurred.
6. The student involved as well as any College personnel that were involved or witness to the incident must complete an Incident/Accident/Exposure Report.
7. The completed form should be submitted to the Department Head or Site Coordinator within two (2) working days of the incident/accident.
8. In the event that exposure to blood or body fluids occurs, refer to the procedure under Exposure to Blood and Body Fluids.

The incident report will be permanently placed in the student’s administrative file. The Department Head will also submit a copy of the report to the Dean of Health Science, the College Attorney and the Risk Management Office.
A minor injury is one that is not considered life or limb threatening.

If a minor injury occurs while the student is on campus, the following steps should be followed:

1. If the injury does not warrant paramedic attention, appropriate first aid measures should be taken. First aid kits are wall-mounted in each of the laboratories and are clearly marked.
2. If follow-up medical care is considered, the patient is held responsible for all costs incurred.
3. The student involved as well as any College personnel that were involved or witness to the incident must complete a PTA Program Incident/Accident/Exposure Report.
4. The completed form should be submitted to the Department Head or Site Coordinator within two (2) working days of the incident/accident.
5. In the event that exposure to blood or body fluids occurs, refer to the procedure under Exposure to Blood and Body Fluids Report.

The incident report will be permanently placed in the student’s administrative file. The Department Head will also submit a copy of the report to the College attorney and to the Risk Management Office.

The First aid kit is located in the dental clinic adjacent to sterilization room 176.
EXPOSURE TO BLOOD AND BODY FLUIDS

In the event of student exposure to blood and body fluid of another individual including blood, urine, saliva, etc, the detailed procedures are to be followed.

If exposure is to intact skin, the student should:

- Wash the area thoroughly with soap and water
- Follow-up with their personal physician for prophylactic care as necessary

If the exposure is via an open skin route or mucus membrane, the student should:

- Wash the area thoroughly with soap and water
- Immediately seek medical attention by the student through a local emergency room (if available) or the student’s individual primary care physician
- The lab Instructor and the student will each complete an Incident/Accident/Exposure Report and submit both originals to the Department Head no later than two (2) working days from the incident/accident.
- The Incident/Accident/Exposure Report will be permanently placed in the student's administrative file. In addition, the Department Head will submit a copy to the College attorney and the Risk Management Office.

It is the responsibility of the patient to arrange and finance post-exposure medical follow-up and care.

Sinks are located in each dental operatory.
INCIDENT/ACCIDENT/EXPOSURE REPORTS

Following the occurrence of a minor or serious injury, the student is required to fill out and submit an incident/Accident/Exposure Report*

If the injury or accident occurs on-campus the following procedure should be followed subsequent to the individual receiving all necessary medical attention.

- The student involved as well as any College personnel that were involved or witness to the incident must complete an Incident/Accident/Exposure Report.
- The completed form should be submitted to the Department Head or Site Coordinator within two (2) working days of the incident/accident.

In all cases the Incident/Accident/Exposure Report will be permanently placed in the student’s administrative file. The Department Head will also submit a copy of the report to the College attorney and the Risk Management Office.

*The form can be found in the infection control plan.
In the event of an unconscious individual, use of the Automatic External Defibrillator (AED) may be indicated.

The AED is located:

- Building 8: To the left of the patient restrooms in the dental clinic.

If you are by yourself:
1. Obtain and use the AED
2. Then 9-911

If you are not by yourself:
1. One person call 9-911
2. The other person obtain use the AED

To operate the AED:
- Remove the AED from the storage box —NOTE an alarm will sound to indicate it has been removed.
- The following instructions are located inside the device to be followed if the patient is unconscious and not breathing:
INFECTION CONTROL

Students are required to wash their hands at the start of the laboratory session and between sessions of working with different students and patients.

Disposable gloves should be worn if there are unhealed skin lesions on a student’s hands or any lesions on the skin of the simulated patient.

Gloves are located in each dental operatory in the cabinets above the sinks.

Students who suspect that they have a communicable disease, such as the flu, should notify the instructor and limit lab participation to observation only.

In the event of contamination of a piece of equipment or other surface with body fluids, the student is to:

- Place the yellow ‘Caution’ sign in the area to ensure avoidance of the area by other individuals and limit additional contamination.
- Immediately, inform the instructor of the location and type of contamination.
- The instructor will contact the janitor who will follow specific College protocol for cleaning the equipment or surface.

The yellow ‘Caution’ signs are located in the dental clinic storage room 169.
DEBRIS

If any minor debris should be noted on the floor or elsewhere, the student should sweep it up and dispose of in the garbage pail. Handheld brooms and dust pans are located in room 169 in the dental clinic.

If any major debris or sharp objects are noted, the student should not touch the items and:

- Place the yellow ‘Caution’ sign in the area to ensure avoidance of the area by other individuals.
- Immediately, inform the instructor of the location and type of debris.
- The instructor will contact the janitor who will follow specific College protocol for removal of debris and sharp objects.

The yellow ‘Caution’ signs are located in the dental clinic storage room 169.
SPILLS

If any minor spill of a substance other than blood or body fluid occurs, the student should utilize the paper towels and cleaning supplies located in the laboratory.

- Cleaning supplies – Cleaning wipes/sprays, under sink in the laboratory.
- Paper towels – Above sink in the laboratory and bathroom.

If any major spills are noted including blood and body fluid, the student should move away from the area and:

- Place the yellow ‘Caution’ sign in the area to ensure avoidance of the area by other individuals.
- Immediately, inform the instructor of the location and type of spill.
- The instructor will contact the janitor who will follow specific College protocol for cleaning spills.

The yellow ‘Caution’ signs are located in the dental clinic storage room 169.
1. Never eat, drink, or smoke while working in the laboratory/Clinic.
2. Read labels carefully.
3. Do not use any equipment unless you are trained and supervised by your lab instructor.
4. Wear safety glasses or face shields when working with lab equipment.
5. Wear gloves when using any tinting agent.
6. Clothing: When handling dangerous substances, wear gloves, laboratory coats, and safety shield or glasses. Shorts and sandals should not be worn in the lab at any time. Shoes are required when working in the machine shops.
7. **If you have long hair or loose clothes, make sure it is tied back or confined.**
8. Keep the work area clear of all materials except those needed for your work. Coats should be hung in the hall or placed in a locker. Extra books, purses, etc. should be kept away from equipment that requires air flow or ventilation to prevent overheating.
9. Disposal - Students are responsible for the proper disposal of used material if any in appropriate containers.
10. Equipment Failure - If a piece of equipment fails while being used, report it immediately to your dental clinician or instructor. Never try to fix the problem yourself because you could harm yourself and others.
11. If leaving a lab unattended, turn off all ignition sources and lock the doors.
12. Clean up your work area before leaving.
13. Wash hands before leaving the lab/clinic and before eating.
EQUIPMENT SAFETY

Safety regulations regarding the use of all equipment are reviewed at the start of each semester in addition to being located in the Syllabus for each Laboratory Course. These standards must be adhered to in order for a safe environment to be maintained in the class, in the lab and at the clinical facilities.

Any piece of non-electrical equipment that fails to meet inspection standards for safe use will be marked, via red sticker and immediately removed from the laboratory area. Subsequently measures will be taken to repair or replace the piece of equipment.

Students are instructed to inform the faculty of any hazard such related to equipment including frayed electrical wires and accidental damage during use so that appropriate repairs can be made.

During any laboratory or classroom activity, instructors will instruct students in proper use of equipment. If a student is demonstrating improper use of any equipment which may result in injury to themselves or others, the instructor will ask the student to terminate the operation. Subsequent remediation on proper technique will occur.

All lab equipment must be kept clean and treated with respect:

- Be sure that all model parts are put back together after you use them. Never take anything apart unless it was designed to take apart and you have permission to do so.
- Always unplug equipment by the plug, not the cord.
- Clean and put away all models and equipment after each use or lab period.
- Be sure all microscopes are in the "off" position when not in use.
- Remember to adhere to universal precautions.
- No food or drink is permitted in the laboratory/clinic.
- Restore the lab/clinic to its original state of "neat and clean" after each session. Clean up all trash, and put away all papers, books, charts, etc.
- Use equipment only for its intended purpose.
Students are instructed to inform the faculty of any hazard such as water on the floor, frayed electrical wires, etc. so that the problem(s) can be corrected.

Students are to practice only those techniques presented in lecture and/or demonstrated in the laboratory setting.

Students may experience challenges such as medical, psychological or physical difficulties which could negatively impact participation in designated activities. It is the student’s responsibility to inform the program in any such problem arise with might interfere with planned activities in the class or lab or if such activities might exacerbate the problem.

Students must notify the laboratory instructor if taking any over-the-counter or prescribed medications as such medications may potentially alter the student’s ability to function safely or have an untoward effect on the student’s level of alertness.

During any laboratory or classroom activity, students are expected to demonstrate safe and proper performance of interventions and use of equipment.

If a student is performing any activity which may result in injury to themselves or their patient, the instructor will ask the student to terminate the intervention. Subsequent remediation on the technique will occur.
**FIRE**

**KEEP CALM! KEEP OTHERS CALM!**

Locations of fire alarms and extinguishers in the area adjacent to each of the laboratories will be pointed out by the instructor at the start of each semester.

If you discover a fire, activate the fire alarm. Fire alarm pull boxes, which are bright red in color, are in the halls of the building. **Push the black button and then pulling down on the white handle activates the alarm.** After pulling the alarm, notify those in immediate danger and evacuate the building.

To locate Fire Alarm Pull Boxes:

- The fire alarm pulls are located at the east and west entrance to building 8.
- If you hear the fire alarm, **this is a real emergency**. Students should remain calm and evacuate the building in an orderly fashion according to the Fire Evacuation Route posted in each laboratory and proceed to the designated assembly area as indicated by the instructor.

- The Fire Evacuation Route is mounted on the left wall inside the lab adjacent to the entrance door

While evacuating the building:

- If there is smoke, stay low, it will be easier to breathe.
- Use the stairways indicated by Evacuation Route. **NEVER USE AN ELEVATOR TO EVACUATE UNLESS DIRECTED TO DO SO BY THE FIRE DEPARTMENT.**
- Before opening any door, touch the door with the back of your hand. Do not open a door that is warm or hot.
- Close doors behind you to prevent fire spread, but make sure that you can reopen them if you need to retreat.
Do not go back to retrieve belongings and do not return to the evacuated building until specifically instructed to do so by a College official.

Notice:

- Smoke is the greatest danger. Stay near the floor where the air is less toxic.
- If trapped and a window is available, hang an article of clothing in the window as a marker.
- If trapped and no window is available, stay near the floor and shout at regular intervals to alert emergency crews.

Fire extinguishers are to be used to fight small, containable fires if, in the user’s opinion, a reasonable chance of success exists and no undue risk of personal injury will be encountered. Under no circumstances shall sounding the alarm, building evacuation or proper notification be delayed to fight the fire!

To utilize the fire extinguisher:

1. Remove extinguisher from hook
2. Hold extinguisher upright, pull ring pin.
3. Start about 8 feet back aim at base of fire
4. Squeeze lever and sweep side to side.

Fire extinguishers are located on the right wall inside the lab adjacent to the entrance door in a glass case. Fire extinguishers are located in the dental clinic adjacent to student entrance on the right, in front of room 170, and adjacent to patient restrooms in glass cases.
If the threat is phoned in, the student should attempt to keep the caller on the line as long as possible by asking pertinent questions (when will it explode, where is it located, time of call, note gender/accent/background noises, etc).

The student should ask someone to notify the Campus Safety Office at extension 2229 or make the call when the bomb threat call has ended. Once in contact with the Public Safety Office, the student should standby for evacuation instructions.

If a suspicious object (letter, package, etc.) is observed, the student should not handle the object. All students should evacuate the immediate area and post a 'guard' to ensure no one inadvertently enters the area and/or handles the object.

**Bomb Threat Assessment Form**

1. **Ask:**
   - When will it explode?
   - Where is it located?
   - What kind of bomb is it?
   - What does it look like?
   - Why did you do it?

2. **Note:**
   - Male?  
   - Female?  
   - Adult?  
   - Child?  
   - Teenager?  
   - Approximate age?  
   - Accent/Nationality?  

   **Speech Pattern:**
   - Slow  
   - Rapid  
   - Normal  
   - Calm  
   - Excited  
   - Loud  
   - Foul  
   - Intoxicate  
   - Angry  
   - Broken  
   - Impediment  
   - Deep  
   - Soft  
   - Other  
   - Background noises

3. **Time of call:**  
   **Date:**

**Note:** During an emergency lockdown, students are not to leave the classroom until further instructions are given by the Incident Command Team.
VIOLENT OR CRIMINAL BEHAVIOR

Should a student witness any breach of peace or other violations of safety including threats, intimidation, violence, assault, sexual battery or other disruptive behavior, the student should contact the Campus Safety Office at extension 2229.

Information reported should include the nature and location of the incident, description of the persona and or property involved.
PASSENGER TRAPPED IN ELEVATOR

In the event of passenger trapped in an elevator, notify the Campus Safety Office at extension 2229.

The Campus Safety Office will initiate appropriate procedures to ensure safe rescue.
Medical emergencies happen in dental offices. The Broward Dental Research Clinic sees over 500 patients a year and faculty, staff, dentists, and students must be ready to react and respond. The importance of the medical history cannot be overemphasized. All patients who request appointments at the Broward Dental Research Clinic are required to complete a medical history questionnaire for inclusion in their dental patient records. It is the responsibility of the faculty, staff, dentist, and student to review and update the medical history prior to initiation of treatment. In addition, vital signs (blood pressure and pulse) must be taken and recorded.
911 emergency response is always the first choice. An acronym that assists with remembering the many emergencies along with the emergency drugs that could potentially be used to treat them is “CANAL.”

C = Cardiac
- Chest pain: oxygen, nitroglycerin
- Myocardial infarction: oxygen, aspirin
- Dysrhythmias: ACLS drugs
- Sudden Cardiac Arrest: AED
- Ventricular Fibrillation: ACLS drugs

A = Airway
- Foreign body obstruction: airway techniques
- Bronchospasm: albuterol, oxygen, epinephrine
- Laryngospasm: oxygen, succinylcholine
- Hyperventilation: paper bag
- Aspiration/Emesis: airway techniques

N = Neurological
- Seizures: anticonvulsant
- Transient ischemic attack
- Stroke
- Panic attack: antianxiety agent
- Anxiety: antianxiety agent

A = Allergic and drug reaction
- Latex allergy: diphenhydramine
- Anaphylaxis: epinephrine, diphenhydramine, albuterol, dexamethasone
- Allergic reaction: diphenhydramine
- Epinephrine Overdose:
- Benzodiazepine Overdose: flumazenil
- Local anesthetic overdose: oxygen
- Narcotic Overdose: Narcan

L = Loss of consciousness
- Syncope: ammonia
- Sudden Cardiac Arrest: AED
- Hypoglycemia: glucose
Modified Material Safety Data Sheets (MSDS)

Contained on the following pages are abridged versions of the Material Safety Data Sheets for potentially harmful products located in the lab. They should be referenced in the event of exposure to or spills of one of these substances the sheet should be consulted for the appropriate action based on the substance and exposure type.

- Windex
- Pledge
- Lysol Sanitizing Wipes
- Isopropyl Alcohol
- Alcohol Prep Pads
- Clorox Bleach
- Ammonia Inhalant
- Adhesive Tape Remover Pad
- WD-40
- Aquasonic Gel

The complete MSDS for each product which additionally details safe storage of these products is located in the Materials Safety Data Sheet Manual in the lab. The manual can be found on the shelf above the computer stations.
Windex with Ammonia-D

Hazards Identification:
May cause eye or skin irritation. Avoid contact with eyes. Wash hands after each use. KEEP OUT OF REACH OF CHILDREN.

First Aid Measures

| Eye Contact | In case of eye contact, immediately rinse eyes thoroughly with plenty of water. Remove any contact lenses. Continue to rinse for at least 15 minutes. If irritation persists, contact a physician |
| Skin Contact | Wash exposed areas thoroughly with soap and water. If irritation develops, contact a physician. |
| Inhalation | Remove to fresh air. |
| Ingestion | NEVER give an unconscious person anything to ingest. Seek medical attention. |

Accidental Spill/Disposal Procedure

Eliminate all ignition sources. Contain large spills. Absorb with oil-dri or similar inert material. Sweep or scrape up and containerize.

Exposure Controls/Personal Protection

| Ventilation Requirements | General room ventilation is adequate. |
| Eye Protection | None required under normal use conditions. |
| Skin Protection | None required under normal use conditions. |
| Respiratory Protection | None required under normal use conditions. |
| Other Protection | If major exposure is possible to eyes/skin, wear/use appropriate protective equipment. |
Pledge Aerosol Furniture Polish

Hazards Identification:
May cause eye or skin irritation. Avoid contact with eyes. Wash hands after each use. Aspiration into lungs may cause severe health effects. KEEP OUT OF REACH OF CHILDREN.

First Aid Measures

| Eye Contact | In case of eye contact, immediately rinse eyes thoroughly with plenty of water. Remove any contact lenses. Continue to rinse for at least 15 minutes. If irritation persists, contact a physician |
| Skin Contact | Wash exposed areas thoroughly with soap and water. If irritation develops, contact a physician. |
| Inhalation | Remove to fresh air. |
| Ingestion | Immediately drink 1-2 glasses of water or milk. Seek immediate medical attention. |

Accidental Spill/Disposal Procedure
Eliminate all ignition sources. Contain large spills. Absorb with oil-dri or similar inert material. Sweep or scrape up and containerize. Rinse affected area thoroughly with water.

Exposure Controls/Personal Protection

| Ventilation Requirements | General room ventilation is adequate. |
| Eye Protection | None required under normal use conditions. |
| Skin Protection | None required under normal use conditions. |
| Respiratory Protection | None required under normal use conditions. |
| Other Protection | None required under normal use conditions. |
Sanitizing Wipes

Hazards Identification:
May cause eye irritation. Avoid contact with eyes. Wash hands after each use.
KEEP OUT OF REACH OF CHILDREN.

First Aid Measures

| Eye Contact | In case of eye contact, immediately rinse eyes thoroughly with plenty of water. Remove any contact lenses. Continue to rinse for at least 15 minutes. If irritation persists, contact a physician |
| Skin Contact | In keeping with good hygienic practices, wash exposed areas thoroughly with soap and water. |
| Inhalation | None required under recommended use conditions. Remove to fresh air. |
| Ingestion | Rinse mouth with water. Contact a physician or poison control center if symptoms develop. NEVER give an unconscious person anything to ingest. |

Accidental Spill/Disposal Procedure

Pick up spilled towelettes and place in trash. Absorb spilled liquid from container with paper towels or an inert material and place in an appropriate waste disposal container. Discard empty canister in trash or rinse and recycle as appropriate.

Exposure Controls/Personal Protection

| Ventilation Requirements | None required |
| Eye Protection | Avoid contact with eyes. Emergency responders should wear full eye and face protection. |
| Skin Protection | Wash hands after use. |
| Respiratory Protection | None required |
| Other Protection | None required |
| Work/Hygienic Practices | Washing with soap and water after use is recommended a good hygienic practice to prevent possible skin irritation and/or eye irritation from hand contact. |
**Isopropyl Alcohol**

**Hazards Identification:**
Burns and injury due to fire and explosion, direct liquid, or concentrated vapor in contact with eyes. Inhalation of excessive vapor or aerosol concentration is dangerous.

**First Aid Measures**

<table>
<thead>
<tr>
<th>Eye Contact</th>
<th>In case of eye contact, immediately flush eyes with low pressure water for 15 minutes. If irritation persists, contact a physician.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skin Contact</td>
<td>None</td>
</tr>
<tr>
<td>Inhalation</td>
<td>Remove to fresh air.</td>
</tr>
<tr>
<td>Ingestion</td>
<td>Give one (1) pint warm water. If completely unconscious, seek medical attention.</td>
</tr>
</tbody>
</table>

**Accidental Spill/Disposal Procedure**
Release may cause fire or explosion. Extinguish all ignition sources. Contain spill with blankets/towels.

**Exposure Controls/Personal Protection**

<table>
<thead>
<tr>
<th>Ventilation Requirements</th>
<th>General room ventilation is adequate.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eye Protection</td>
<td>Chemical splash goggles.</td>
</tr>
<tr>
<td>Skin Protection</td>
<td>Chemically resistant gloves.</td>
</tr>
<tr>
<td>Respiratory Protection</td>
<td>None required under normal use conditions.</td>
</tr>
<tr>
<td>Other Protection</td>
<td>N/A</td>
</tr>
</tbody>
</table>
**Alcohol Prep Pads**

**Hazards Identification:**
May cause eye and skin irritation. Exposure to vapor may cause irritation of nose and throat. Ingestion should be avoided.

**First Aid Measures**

<table>
<thead>
<tr>
<th>Condition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Eye Contact</strong></td>
<td>Rinse with eye open for at least 15 minutes. Seek medical attention if soreness or redness persists</td>
</tr>
<tr>
<td><strong>Skin Contact</strong></td>
<td>Large exposure rinse with water.</td>
</tr>
<tr>
<td><strong>Inhalation</strong></td>
<td>Remove from exposure</td>
</tr>
<tr>
<td><strong>Ingestion</strong></td>
<td>Do not induce vomiting. Drink 1-3 glasses of water.</td>
</tr>
</tbody>
</table>

**Accidental Spill/Disposal Procedure**

Eliminate sources of ignition.

**Exposure Controls/Personal Protection**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ventilation Requirements</strong></td>
<td>Use in well ventilated area.</td>
</tr>
<tr>
<td><strong>Eye Protection</strong></td>
<td>Chemical splash goggles.</td>
</tr>
<tr>
<td><strong>Skin Protection</strong></td>
<td>If danger of splashing wear overall/apron.</td>
</tr>
<tr>
<td><strong>Respiratory Protection</strong></td>
<td>Mask if risk of high vapor concentrations</td>
</tr>
<tr>
<td><strong>Other Protection</strong></td>
<td>N/A</td>
</tr>
</tbody>
</table>
Clorox Bleach

Hazards Identification:
May cause severe irritation or damage to eyes and skin. Harmful if swallowed. Protect eyes when handling. For prolonged use, wear gloves. Wash after contact with product. Avoid breathing vapors and use only in a well-ventilated area.

First Aid Measures

| Eye Contact | In case of eye contact, rinse with plenty of water for 15 minutes. Get prompt medical attention. |
|Skin Contact | Remove contaminated clothing. Wash skin thoroughly with water. Contact a physician if irritation or discomfort persists. |
|Inhalation | Remove to fresh air. |
|Ingestion | Drink large amounts of water. **DO NOT** induce vomiting. Call a physician or poison control center immediately. |

Accidental Spill/Disposal Procedure

Contain the spill. Flood areas with large quantities of water. Small quantities of spilled or unusable product should be diluted with water before disposal in a sanitary sewer.

Exposure Controls/Personal Protection

| Ventilation Requirements | General room ventilation is adequate. |
|Eye Protection | Avoid contact with eyes. Wear safety goggles. |
|Skin Protection | Avoid contact with skin. Wear gloves. |
|Respiratory Protection | Do not inhale vapor or mist. Wear a safety mask if the potential to inhale vapor or mist is present. |
Ammonia Inhalant

**Hazards Identification:**
May cause irritation or burn skin. Vapors are highly irritating to the eyes. Inhalation can cause irritation to mucous membranes. Ingestion should be avoided.

**First Aid Measures**

<table>
<thead>
<tr>
<th>Eye Contact</th>
<th>In case of eye contact, rinse with cool water for 15 minutes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skin Contact</td>
<td>Flush with cold water.</td>
</tr>
<tr>
<td>Inhalation</td>
<td>Remove to fresh air.</td>
</tr>
<tr>
<td>Ingestion</td>
<td>Call Poison Control and a physician.</td>
</tr>
<tr>
<td></td>
<td><em>Poison Control:</em> Miami - 305-585-5253</td>
</tr>
<tr>
<td></td>
<td>Tampa - 813-253-4444</td>
</tr>
<tr>
<td></td>
<td>Toll Free in Florida - 800-282-3171</td>
</tr>
</tbody>
</table>

**Accidental Spill/Disposal Procedure**
Ventilate area.

**Exposure Controls/Personal Protection**

<table>
<thead>
<tr>
<th>Ventilation Requirements</th>
<th>General room ventilation is adequate.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eye Protection</td>
<td>Recommended.</td>
</tr>
<tr>
<td>Skin Protection</td>
<td>Wear gloves.</td>
</tr>
<tr>
<td>Respiratory Protection</td>
<td>Minimize inhalation of vapors by patient. Use only as needed to prevent or treat fainting.</td>
</tr>
</tbody>
</table>
Adhesive Tape Remover Pad

**Hazards Identification:**
Inhalation may cause dizziness and headache. Ingestion should be avoided.

**First Aid Measures**

<table>
<thead>
<tr>
<th><strong>Eye Contact</strong></th>
<th>In case of eye contact, rinse with cool water for 15 minutes.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Skin Contact</strong></td>
<td>Discontinue use if rash or irritation occurs.</td>
</tr>
<tr>
<td><strong>Inhalation</strong></td>
<td>Remove to fresh air.</td>
</tr>
<tr>
<td><strong>Ingestion</strong></td>
<td>Do not induce vomiting. Call physician.</td>
</tr>
</tbody>
</table>

**Accidental Spill/Disposal Procedure**

Control spill. Ventilate area.

**Exposure Controls/Personal Protection**

<table>
<thead>
<tr>
<th><strong>Ventilation Requirements</strong></th>
<th>General room ventilation is adequate.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Eye Protection</strong></td>
<td>Recommended if splashing is a potential hazard.</td>
</tr>
<tr>
<td><strong>Skin Protection</strong></td>
<td>Wear gloves.</td>
</tr>
<tr>
<td><strong>Respiratory Protection</strong></td>
<td>Minimize inhalation of vapors.</td>
</tr>
</tbody>
</table>
**Hazards Identification:**
Inhalation may cause anesthesia, headache, dizziness, nausea and upper respiratory irritation. Skin contact may cause drying of skin and/or irritation. Eye contact may cause irritation, tearing and redness. Ingestion should be avoided.

**First Aid Measures**

<table>
<thead>
<tr>
<th>Eye Contact</th>
<th>In case of eye contact, immediately flush eyes with large amounts of water for 15 minutes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skin Contact</td>
<td>Wash with warm soapy water.</td>
</tr>
<tr>
<td>Inhalation</td>
<td>Remove to fresh air.</td>
</tr>
<tr>
<td>Ingestion</td>
<td>Do not induce vomiting. Call physician.</td>
</tr>
</tbody>
</table>

**Accidental Spill/Disposal Procedure**

Leaking cans should be placed in plastic bag or open pail until pressure has dissipated.

**Exposure Controls/Personal Protection**

<table>
<thead>
<tr>
<th>Ventilation Requirements</th>
<th>General room ventilation is adequate.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eye Protection</td>
<td>To safeguard against potential eye contact, irritation or injury</td>
</tr>
<tr>
<td>Skin Protection</td>
<td>Advised to prevent possible skin irritation.</td>
</tr>
<tr>
<td>Respiratory Protection</td>
<td>Minimize inhalation of vapors.</td>
</tr>
</tbody>
</table>
Aquasonic Gel

Hazards Identification:
Burns and injury due to fire and explosion, direct liquid, or concentrated vapor in contact with eyes. Inhalation of excessive vapor or aerosol concentration is dangerous.

First Aid Measures

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Eye Contact</strong></td>
<td>Flush with water</td>
</tr>
<tr>
<td><strong>Skin Contact</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Inhalation</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Ingestion</strong></td>
<td>None</td>
</tr>
</tbody>
</table>

Accidental Spill/Disposal Procedure
Mix with sweeping compound: mop area with water

Exposure Controls/Personal Protection

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ventilation Requirements</strong></td>
<td>Not Applicable</td>
</tr>
<tr>
<td><strong>Eye Protection</strong></td>
<td>Not Applicable</td>
</tr>
<tr>
<td><strong>Skin Protection</strong></td>
<td>Not Applicable</td>
</tr>
<tr>
<td><strong>Respiratory Protection</strong></td>
<td>Not Applicable</td>
</tr>
<tr>
<td><strong>Other Protection</strong></td>
<td>Slippery if spilled on floor</td>
</tr>
</tbody>
</table>
Technical Performance Standards
Dental Assisting/Hygiene

The technical performance standards of the Health Science programs outline the expectations and abilities considered essential for student success relative to achieving the level of competency required for graduation. Potential students should carefully review all of the standards as detailed below.

Data Collection Standards

- Tactile ability sufficient for collection and assessment of data such as pulse, texture, size, shape, interpupillary distance measurement. Ability to adjust settings on equipment as needed.
- Auditory ability sufficient to monitor and assess health care needs including but not limited to hearing monitor alarms, emergency signals and verbal communication as when a patient/client calls for assistance
- Olfactory ability sufficient for patient/client assessment as in determining typical odors related to infectious agents.
- Visual ability sufficient for assessing and observing the patient/client and environment including near and far acuity, depth perception, visual fields, and color vision and all other chair side skills required for an ocular examination.

Communication Standards

- Possess sufficient communication skills to interact effectively with others verbally, non-verbally and in written form demonstrating sensitivity to individual and cultural differences
- Ability to express self verbally in a language that will be understood by a majority of patients/clients
- Ability to explain interventions, provide patient/client education, and assess/relate patient/client response to interventions
- Possess the ability to recognize, interpret and respond to non-verbal cues from patients/clients, self and others

Sensorimotor Standards

- Gross and fine motor abilities sufficient to provide safe and effective care including the ability to assist with positioning of patients.
- Standing and walking for extended periods of time and physical abilities sufficient to move from room to room, to maneuver in patient rooms and other small areas
- Ability to perform medium work (defined as lifting 60 pound maximum with frequent lifting or carrying of objects weighing up to 30 pounds).
- Fine motor coordination (manual dexterity) sufficient to calibrate and use equipment in order to provide safe and effective interventions
- Ability to perform therapeutic interventions and safely utilize equipment that requires sensory awareness, ability insert small screws, fine motor coordination to perform equipment calibration and efficient use during the performance of optical duties.
- Independent mobility including transportation to/from campus and clinical practicums

Intellectual and Conceptual Standards
• Ability to assimilate, within a reasonable amount of time, large amounts of complex, technical and detailed information from a variety of sources
• Ability to identify cause-effect relationship in order to make judgments and set priorities in clinical situations
• Recognize physiological changes in patient/client status and act appropriately
• Ability to function during stressful situations
• Ability to prioritize multiple tasks, integrate information and make decisions promptly

**Behavioral and Social Standards**

• Possess sufficient interpersonal skills to establish meaningful and effective rapport with patients/clients, families, and colleagues from a variety of different social, emotional, economic, cultural, ethnic, religious and intellectual backgrounds as well as within all age groups
• Ability to cope with heavy workload schedule and patient demands
• Function effectively during periods of high stress
• Display adaptability
• Accept responsibility for own behavior
• Engage in self-assessment activities which includes identification of learning needs

**Ethical Standards**

• Exhibit a respect for truth and a commitment to honesty in all didactic and clinical pursuits
• Adhere to ethical and legal guidelines established by applicable national organizations and governmental agencies
• Abide by all institutional regulations.
• Appreciate and respect patient/family confidentiality

**TECHNICAL PERFORMANCE STANDARDS VERIFICATION**

During orientation to the program, the Technical Performance Standards are reviewed with the students. Students will self-assess their ability to meet these standards on the Technical Performance Standards Verification form located in the Appendix Section of the Student Handbook. Each subsequent semester, the student will complete a Lab Participation Informed Consent Form on which the student updates their ability to meet the Technical Performance Standard. This form will be provided to the student at the beginning of the laboratory course each semester. Once completed, these forms are maintained in the student’s administrative file.

In compliance with the Americans with Disabilities Act of 1990, the Medical Assisting program has developed specific policies for students with disabilities. If a student indicates that he/she cannot meet one or more of the performance standards, the student is instructed to schedule an appointment with the Office of Disability Services in order to determine whether the student has a documented disability. The information generated from this meeting will be sent to the Department Head or Site Coordinator for review to pursue possible means of accommodation.
PHYSICIAN VERIFICATION OF TECHNICAL PERFORMANCE STANDARDS

If a student identifies a performance standard they may be unable to meet or if a student discloses any medical condition or perceived condition which may compromise the safety of themselves, a peer or patient/client, the student may be required to have a physician evaluation. The evaluation’s purpose is for the physician to verify the student’s ability to meet the technical performance standards in addition to detailing any restrictions on activities so that appropriate modifications can be made during the performance of lab or clinical practicum activities. The Physician Verification of Technical Performance Standards form is located in the Appendix section of the Student Handbook and will be maintained in the student’s administrative file once completed. Any expense involved in obtaining the physician evaluation is incurred by the student.

Students may be restricted from participating in lab or clinical activities until the Verification is received. In these cases make up hours will be conducted in accordance with program policy.
INCIDENT/ACCIDENT/EXPOSURE REPORT

Student Name_________________________________________  S.S. # ________/______/______

Class/Clinic Location: 

Date of Injury/Exposure: ___________________  Time of injury/exposure: ___________________

Date Reported: _________________________  Time reported: ___________________

**If the above dates/times conflict explain why:

____________________________________________________________________________________

Was there a witness to the incident/accident?    YES   NO
If yes, print name, title/position:

Describe type/location of injury/exposure:

Describe the specifics of the circumstances leading up to the incident/accident/exposure (add additional pages if necessary)

If the incident/accident involved exposure to blood or body fluids, describe: (add additional pages if necessary)

Procedure performed: ___________________________________________________ 

Protective equipment utilized: ______________________________________________ 

Exposure type (sharp device etc.) and amount of fluid/material involved: ______________ 

Condition of skin (intact, chapped, abraded) of student: ____________________ 

Exposure source information: ________________________________________________

Was a hospital incident report filled out? YES  NO  If yes, report # ________________

Describe follow-up treatment rendered: (e.g., examination by physician, post exposure prophylaxis, etc.)

I attest that the above information is correct. Number of additional pages added to this report ________

_________________________________________  Student Signature  ________________  Date

Date Received: _____________________  Department Head:

Follow-up Action:
EMERGENCY EQUIPMENT IN THE DENTAL CLINIC

1. **FIRE DRILL MAP**
   Location:
   - Patient reception area to the left of the door
   - Hallway to the right of the patient reception door
   - Faculty locker room to the left of the doorway

2. **FIRE EXTINGUISHER**
   Location:
   - Radiography hallway next to room 170
   - Hallway to the right of the copy room door
   - Clinic on wall adjacent to unit 9
   - Unit 2 on the back wall of clinic to the right of the EXIT door

3. **FIRST AID KIT**
   Location:
   - Clinic to the left of the sterilization door

4. **Red Emergency Cart**
   Location:
   - Clinic adjacent to unit 9

5. **AED**
   Location:
   - Clinic on wall adjacent to unit 9

6. **FIRE ALARM**
   Location:
   - Back of the clinic to the right of the EXIT door

7. **EYEWASH STATION**
   Location:
   - Sink in the radiography processing/viewing area and unit 12. There is no hot water turned on to this sink. It is used to flush eyes if accidental exposure to materials or chemicals. Turn the sink on and pull the green knob. Place eyes in direct line with the water stream and flush.

8. **EMERGENCY EXIT DOOR**
   Location:
   - Back of the clinic between units 1 and 2.

EMERGENCY EQUIPMENT IN THE DENTAL LABORATORY

1. **FIRE DRILL MAP**
   Location:
   - Front of the laboratory.

2. **FIRE EXTINGUISHER**
   Location:
3. **OXYGEN LEVERS**  
   Location:  
   - Identified levers located at each lab station.

4. **PANIC BUTTON**  
   Location:  
   - West wall of the laboratory. There is also one located at the rear of the laboratory. The large red button will turn off electrical equipment when pushed. It is used in case of an emergency related to the laboratory equipment. The student has permission to push the button. The instructor will need to get the key to turn the electricity back on.

4. **VENTILATION SWITCH**  
   Location:  
   - Light switch located in the rear of the laboratory.

**FIRST AID EQUIPMENT**

1. **FIRE BLANKET**  
   Location:  
   - Metal box on the west wall of the laboratory.

2. **EMERGENCY EYE WASH STATION**  
   Location:  
   - The east wall. There is no hot water turned on to this sink. To flush eyes if accidental exposure to materials or chemicals. Turn the sink on and pull the green knob. Place eyes in direct line with the water stream and flush.

3. **FIRST AID KIT**  
   Location:  
   - The east wall.