Rocky Mountain University of Health Professions (RMUoHP) is accredited by the Northwest Commission on Colleges and Universities (8060 165th Avenue NE Ste. 100, Redmond, WA 98052-3981), an institutional accrediting body recognized by the Secretary of the US Department of Education.
Risk management, including the safety of students, is a major priority at RMUoHP. This handbook is designed to identify and communicate information related to the operations of the University, particularly in terms of who to contact, how to respond, and other vital information in case of emergencies or situations that would otherwise alter normal operations.

RMUoHP occupies two buildings. Building 561 East 1860 South has one floor, and Building C located at 122 East 1700 South has two floors.

All students have access to this document through the University website under Forms and Information. In addition, hard copies are located at the reception desk, Learning Resource Center and the office of the Campus Operations Manager (COM) in Building C, and the Registrar’s Office in building 561 East.
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1000 Continuity of Operations

1010 Purpose
The purpose of the Student Risk Management Handbook (RMH) is to improve campus safety and provide a contingency plan in case of an emergency.

The RMH is administered under the direction of the Risk Management Committee which is chaired by the Director of Operations (DoO), with input from all administrative officers and academic program directors.

1020 Risk Management Committee
The purpose of the Risk Management Committee (RMC) is to develop and monitor a comprehensive plan for assuring the continued University operations and safety of students and employees, and ensure that policies and procedures are in place and communicated to all University personnel.

Members of the RMC are assigned by the DoO. The RMC shall meet as necessary, but no less than every quarter.

1030 Campus Safety Officer
The Campus Operations Manager (COM) is designated as the Campus Safety Officer, and in this handbook is always referred to as the COM.

1040 Continuity
Students Records
The Registrar maintains electronic copies of student records. The University adheres to the policies set forth in the Family Educational Rights and Privacy Act (FERPA), and all University employees receive semi-annual FERPA training. The University respects the right to privacy by ensuring the confidentiality of all student records.

Data Protection, Storage and Recovery
RMUoHP takes many duplicative measures for recovery in the event of a disaster, including hard copy back up, network back-up, and off-site back-up storage (every 15 minutes).

Physical records are maintained within locked workspaces, and electronic records are maintained via secure servers and web-based environments requiring authentication, including independent usernames and passwords.
The University’s network has a frequently updated firewall that is maintained by the IT Department. Student wireless internet access is partitioned from the University’s internal network to provide added security to electronic records. The student information system is password protected, and confidential file folders are password protected for authorized users.

Internal Personnel Resources
Internal personnel resources that might be needed in case of an emergency have been identified and Program Directors and faculty have access to this information.

Internal Facility Resources
Internal facility resources that might be needed in case of an emergency have been identified and Program Directors and faculty have access to this information.

1100 Safety

1110 General Safety Rules
1. Report unsafe conditions, defective equipment, and accidents to either a faculty member or Program Director (PD).
2. Don't block doorways or emergency exits, lift or move heavy objects without assistance, or pick up broken glass.
3. Turn off equipment before unplugging.
4. Use a stepladder or stool to reach high objects; do not stand on chairs or desks.
5. Do not cause trip hazards with extension cords, telephone lines, power cords, boxes, or trash cans.
6. Be familiar with the location of all fire extinguishers and Automated External Defibrillators (AEDs). Refer to Appendices A, B and C.
7. Be familiar with the posted evacuation routes. Refer to Appendices A, B and C.
8. Report any suspicious objects to a faculty member or PD.
9. Never operate or tamper with the electrical main switch or breakers.

1120 Reporting an Injury

Injury Reporting
All student injuries that occur at the University must be reported to either a faculty member or the Student Services Manager. The DoO will request completion of an Incident Form (Appendix D: Student, Employee, Visitor Incident Report) within 24 hours.

1130 First Aid

If a student is injured (cut, abrasion, bruise, sprain, etc.), on the premises then either a faculty member or the appropriate PD should be contacted. The DoO will request completion of an Incident Form (Appendix D: Student, Employee, Visitor Incident Report) within 24 hours.
In Building C small portable first aid kits are located in the COM’s office (room 166) and the Storage Room 105, and in Building 561 East in the Supply Room 202. In addition, larger first aid kits are located in Building C in the storage room 105 and in Building 561 East in the Supply room 202.

**Serious Medical Injury and Emergency**
1. Call "911."
2. Do not move the person if there is a possibility of a fracture or if the individual is complaining of severe pain.
3. If indicated administer emergency care, such as, CPR.
4. Notify either a faculty member or the Student Services Manager when able.

**Incident Reports**
1. Any incident involving a visitor, student, or employee should be documented on the Incident Report form (Appendix D, Student, Employee, Visitor Incident Report Form) within 24 hours.
2. The signed report is submitted to the HR Manager.

**1140 Laboratory Safety and Emergency Procedures**

**Equipment**
If any piece of medical equipment malfunctions, it should be unplugged and reported to the lab instructor.

**Liquid Spill**
In the event of a liquid spill it should be cleaned as soon as possible.
1. In the event of a large liquid spill a faculty member should be notified.
2. Students in the immediate area should be notified to avoid the spill.

**General Guidelines for Hazardous Materials**
Students working with potentially hazardous materials shall be instructed how to handle the material safely and what action to take in case of contamination.

Material Safety Data Sheets (MSDS) are documents provided by the supplier of chemicals. MSDS detail the chemical contents, associated hazards, and general safe handling guidelines. The MSDS collection for RMUoHP is located in the COM’s office. Individual departments that use chemicals maintain their own sheets.

In the case of a chemical spill, the MSDS for that chemical should be quickly obtained, and the proper procedure followed. If a student is transported to an emergency room, then the MSDS for that chemical should be taken to the ER physician.
If blood contaminates the surfaces of table tops or floors during a procedure, it must be removed and then the surface disinfected with either alcohol wipes or a suitable germicide, such as 1:9 sodium hypochlorite solution (household bleach).

General rules for handling chemicals in an office environment are:
1. Read all label warnings and instructions before using.
2. Minimize contact with chemicals and always wear protective gloves.
3. Wash hands after use.
4. If a chemical enters the eye immediately wash with clean cold water and seek medical attention. An eye wash station is located in the Cadaver Lab, room 202.

Needles
Used needles are to be discarded in a red biohazards or “sharps” disposal containers which are located in appropriate lab rooms. The COM ensures that once a year the containers are collected by a local company for disposal.

Tissue Puncture and Blood Exposure Protocol:
1. If either stuck with a contaminated needle or cut with a contaminated instrument the student shall seek medical consultation with a physician. Details of the incident need to be reported to the DoO within 24 hours (See Appendix E: Employee and Student Exposure Report).
2. If a student is exposed to human blood and blood products, the area should be cleaned thoroughly with soap and water.

Infection Control Plan
1. The purpose of an infection control plan is to protect the health and safety of the persons directly involved in handling the materials by ensuring the safe handling, storage, use, processing, and disposal of infectious medical waste. This plan complies with OSHA requirement proposed for 29 CFR 1910.1030, Blood Borne Pathogens.
2. Universal precautions refer to a system of infectious disease control which assumes that every direct contact with body fluids is infectious and requires anyone exposed to be protected as though such body fluids were infected with blood borne pathogens. All infectious/medical material must be handled according to Universal Precautions (OSHA Instruction CPL 2-2.44A).
3. The following Universal Precautions must be followed.
   a. Gloves must be made of appropriate disposable material, usually intact latex or vinyl. They must be used when:
      i. A student has cuts, abraded skin, chapped hands, dermatitis, or the like and has the potential to touch a person.
      ii. Examining abraded or non-intact skin of a person with active bleeding.
      iii. Handling blood, blood products or other body secretions during routine procedures including the performance of needle sticks.
   b. Gowns, aprons, or lab coats must be worn when contamination with body fluid on skin or clothing is possible.
c. Resuscitation equipment, pocket masks, resuscitation bags, or other ventilation equipment should be used during CPR.

1150 Crime Prevention and Security

1. When leaving valuables in a vehicle always lock them in the trunk or glove compartment and lock all doors.
2. If riding a bicycle lock it in a bike rack.
3. Never leave valuables in an unattended classroom or study area.
4. Always lock office door when exiting.
5. Immediately report any suspicious behavior and/or suspicious-looking individuals to either a faculty member or receptionist.
6. Do not enter an elevator if concerned about other riders.
7. Do not either open an exterior door or hold an exterior door open for strangers and individuals without a plastic RMUoHP ID card.
8. Avoid studying alone in the building; however, if unavoidable, then keep classroom and study area doors locked, and be sure that someone knows that you are at the campus and is expecting you to check in by a specified time.
9. When in the parking lot stay alert and tuned into the surroundings. Trust your instincts, and if uncomfortable in a place or situation, leave.
10. Do not walk alone at night. A security officer employed by the property manager of Building C will walk students and employees to cars at night if requested. The security officer’s phone number is listed on the backside of all employee and student RMUoHP ID cards.
11. Do not accept unsolicited help from strangers.

1160 Student Input and Feedback

Students wishing to make a suggestion regarding campus safety may do so through either a faculty member or the Student Services Manager.

1170 Gun Policy

Neither RMUoHP students or employees are permitted to carry a firearm into either Building C or 561 East. Those licensed to carry a firearm may store it in a locked vehicle in a parking lot. Violations of this policy will result in disciplinary action, up to and including expulsion.

1200 Facilities

1210 Parking Lots and Sidewalks

Parking lot lights are on from dusk to twilight. Snow removal, salting of parking lots and sidewalks are the responsibility of the property manager. Any concerns about service should be directed to a receptionist. All student vehicles require parking passes.
**1220 Door Security**

In Building C all exterior and several interior doors are controlled by the plastic RMUoHP ID cards issued to all students. Several internal doors are accessed by a standard key. Guests and visitors must check in with a receptionist in the lobby before being granted access to the building. ID verification of individuals identified as either a guest or visitor is required, in addition to confirmation of the appointment. In Building 561 East the main exterior door is accessed using the plastic RMUoHP ID card and all interior doors and the rear exterior door are accessed with a standard key. The receptionist in Building C can allow access to 561 East via an intercom system.

**1230 Emergency Notification System**

The University utilizes an Emergency Notification System, e2Campus (Omnilateral). E2campus is a multimodal mass notification system that allows designated University personnel to send time sensitive notifications/messages to the mobile phones, home phones, office phones, desktops/laptops, and/or email of all students. It is important that students keep the Registrar updated with their contact information.

Emergencies include bomb threats, threats of violence including shooting, hostage situations, medical emergencies, fire, earthquake, inclement weather, and chemical biological and radioactive spills. In the event of a real or potential emergency the first student on the scene should call “911” and then notify either a faculty member or PD.

**1240 Automatic External Defibrillators (AED)**

In Building C there is an AED on the first floor next to Lecture Hall A, room 107, and on the second floor there is an AED on the wall across from Classroom 216. An AED is located in 561 East in the first hallway running east and west. For a map see Appendix A: Building C First Floor, Appendix B: Building C Second Floor, and Appendix C, Building 561 East.

**1250 Fire Alarms and Extinguishers**

Fire alarms are located on both floors of Building C near the exits to the breezeways, near the reception area and near the elevator on the first floor. For a map see Appendix A: Building C, First Floor and Appendix B: Building C, Second Floor.

No alarms are located in Building 561 E.

Fire extinguishers are located in several areas on each floor of Building C (Appendix A: Building C, First Floor and Appendix B: Building C, Second Floor), and Building 561 East (Appendix C, Buildings 561 East).
1260 Fire Prevention
Smoking is not allowed in any buildings. Smoking is permitted in designated areas outside. Unauthorized flammable chemicals are not permitted inside any building.

1270 Crime Awareness and Safety Report
In compliance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, a federal law requiring that educational institutions disclose information about crime on and around their campuses, the DoO gathers this information annually, prepares and submits an annual campus safety and crime report. The report is posted on the RMUoHP website.

Both the Student Right-to-Know/Campus Security Act of 1990 and the Campus Sexual Assault Victim’s Bill of Rights Amendment to the 1992 Higher Education Reauthorization Act include protections that are intended to help survivors of sexual assault by requiring colleges to report accurate statistics about sexual assaults and rapes.

1280 Sexual Harassment and Assault
Sexual harassment is prohibited. Unwelcome sexual advancement, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made, explicitly or implicitly, as a term of a student’s enrollment or University standing.
- Submission to, or rejection of such conduct by an individual is used as a basis for enrollment or University standing affecting a student.
- Conduct unreasonably interferes with a student enrollment creates an intimidating, hostile, or offensive academic involvement.

Any student who feels that he/she has a sexual harassment complaint or matter to discuss may report the problem directly to the Title IX/ADA Compliance Officer.

If sexually assaulted, the student should immediately call 911 and seek medical attention (do not shower or bathe).

In the case of rape, the student should be transported to the Emergency Room (ER), Utah Valley Medical Center, where the victim will be examined and any evidence will be collected. If the rape occurs on campus, then the student should be accompanied to the ER by an RMUoHP employee that is a clinician.

All evidence gathered by law enforcement personnel and the sexual assault investigator will be used in the court process if the student wishes to press charges.
1290 Law Enforcement
The property manager of Building C provides an unarmed security officer 24 hours each day of
the week, and some campus sites are monitored by TV. The phone number for the security
officer is listed on the back of all employee and student ID cards.

A security officer is not provided for the 561 East building; however, a security company checks
the interior of the building around 10:30 PM and the exterior building around 2 AM to ensure
that all exterior doors are locked.

RMUoHP depends on the assistance of the Provo City Police Department and 911 services to
effectively manage campus safety and emergency issues. Employees should call 911 if it is an
emergency or (801) 852-6000, the Provo City Police Department, for non-emergencies.

The Provo City Police Department will gather evidence and investigate a crime if a victim
requests their services. For evidence-gathering purposes, it is important that the police are
contacted as soon as possible after an incident.

1295 Alcohol and Illegal Drugs
Possession, consumption and distribution of alcoholic beverages in Buildings C and 561 East and
the adjoining parking lots is prohibited. Students in violation of this policy are subject to
disciplinary action which may include expulsion.

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions
receiving federal financial assistance to implement and enforce drug abuse prevention policies
and programs.

Manufacture, use, or distribution of illicit drugs is prohibited. Violation of this policy will result
in appropriate disciplinary actions, up to and including expulsion, and notification of law
enforcement authorities.

1300 Emergencies

1310 Risks and Hazards
In 2015 the RMC completed a vulnerability assessment of Risks and Hazards, and determined
that the highest risks were for a severe storm > earthquake > violent act > power outage >
Bomb threat > email/network outage> plane crash> epidemic/flu> medical accident> fire.
Included within the violent act would be a campus shooter and hostage situation.

1320 Severe Storm
Students are not expected to endanger their safety to attend class. Every effort will be made to
broadcast decisions pertaining to University closure via the ENS. Either the President or Provost
will determine whether the situation requires classes to be cancelled, and whether employees and students will be dismissed. If external conditions threaten human safety, appropriate arrangements for shelter in place will be implemented.

If the decision to cancel classes is made, then the following procedures will be followed:

1. Students will be notified through the ENS.
2. If the closure is expected to last more than 48 hours the University administration will make an effort to notify the public via notice though local and regional media sources (University web page, local television, radio, and the Daily Herald online) at the earliest time reasonably possible.
3. The University’s webpage will be updated by the Web Administrator as required.

**1330 Earthquake**

The following procedures and guidelines shall be followed by students that experience an earthquake while indoors:

1. Keep calm, seek refuge either under a desk or in a doorway, and cover head.
2. Stay away from windows. Most injuries and deaths are caused by falling or flying debris.
3. After shaking subsides, evacuate the building. For students in Building C, gather near the flag poles in front of Building C, and report to either a faculty member or PD. Students in Building 561 East should gather near the sign on 1860 South and report to either a faculty member or PD.

The following procedures and guidelines shall be followed by students that experience an earthquake while outdoors:

1. Move away from any building, trees, utility poles, masonry walls, overhead wires, and gas lines.
2. Drop to the ground.
3. For students in Building C, gather near the flag poles in front of Building C, and report to either a faculty member or PD. Students in Building 561 East should gather near the sign on 1860 South and report to either a faculty member or PD.
4. Do not try to re-enter the building until so directed.

**1340 Violent Act**

1. Students should report any concern of potential violence to either a faculty member or Student Services.
2. If a person is observed exhibiting threatening behavior, a student should immediately call 911, and then notify either a faculty member, or Student Services, or a receptionist.
3. Students should never attempt to confront a person exhibiting threatening behavior.
4. An Incident Report Form (Appendix D: Student, Employee, Visitor Incident Report) is to be completed following the incident and filed with either the DoO or COM. The HR Manager may assist in the completion of this form.
1350 Campus Shooter

If shooting occurs, students should try to escape if possible and leave the campus. If escape is not possible students should go into the nearest office or room, either lock or place a barricade of furniture against the door, lie on the floor, and hide under a piece of furniture. If possible call “911” and notify either a faculty member, Student Services personnel, or a receptionist.

1360 Hostage Situation

If a hostage situation occurs students that are able should move away from the scene quickly, warn others, call “911,” and notify either a faculty member, Student Services Manager, or a receptionist.

Hostages need to remember:
1. Do not be a hero, and do not try to escape unless it appears safe.
2. Be prepared to wait and be patient; however, if it appears that the captor is going to inflict injury then hostages should consider fighting.
3. The longer the hostage and captor are together, the less likely the captor will hurt a hostage.
4. Do not speak unless spoken to and only if necessary. Try to be friendly and do not be argumentative.
5. Be observant and try to memorize the number of captors, conversations, and physical characteristics; such as, size, distinguishing features, accents, etc.
6. If a rescue is taking place and shooting starts, lie on the floor and stay down.

1370 Power, Email and Network Outage

Every effort will be made to broadcast decisions pertaining to University closure to students via the Emergency Notification System (ENS). If the closure is expected to last more than 48 hours the University administration will make an effort to notify the public via notice through local and regional media sources (University web page, local television, radio, and the Daily Herald online) at the earliest time reasonably possible.

1380 Phone and Bomb Threat

1. Remain calm and speak slowly.
2. Be alert for background noises such as music, aircraft, or any sound which might give a clue as to the origin of the call.
3. Note distinguishing voice characteristics; such as, male or female, age, accent, and voice characteristics.
4. Prolong the conversation as long as possible by asking questions.
5. Ask questions about the bomb; such as, when will it explode, where is it, what does it look like, and where are you calling from?
6. Note the exact time when the call was both received and terminated.
7. As soon as possible call 911 and then notify either a faculty member, Student Services or receptionist.
1385 Fire

In the event of a fire a student should activate a fire alarm immediately, call “911” and notify either a PD, faculty member, Student Services Manager, or a receptionist.

In Building C alarms are typically located near the breezeways, elevator and next to the bookstore. There are four (4) fire alarms on the first floor and two (2) on the second floor. No alarms are located in Building 561 East (Appendix A: Building C, First Floor, Appendix B: Building C, Second Floor).

In Building C there are four (4) fire extinguishers on the first floor and five (5) on the second floor. There are four (4) fire extinguishers in Building 561 E (Appendix A: Building C, First Floor, Appendix B: Building C, Second Floor, and Appendix C: Building 561 East).

Students are not expected to place themselves in danger by fighting a fire. However, if a small fire can be extinguished with a fire extinguisher then these guidelines should be followed:

1. Attempt to extinguish or control the fire by using the nearest fire extinguisher. The extinguishers are in wall-mounted metal boxes with glass doors. The locations of the fire extinguishers are on maps posted around the building.
2. To use an extinguisher, hold it upright and do the following:
   - P—Pull the pin.
   - A—Aim the nozzle at the base of the fire.
   - S—Squeeze the trigger.
   - S—Sweep from side to side at the base of the fire.
3. If it is impossible to subdue the fire, doors should be closed to confine the fire to one area and the building evacuated.
4. If there is time, place wet linens or blankets at the base of the doors to help confine the smoke and fire.
5. If the smoke is too thick to see, crawl on hands and knees beneath the smoke to safety. Never open a door that feels hot to the touch.

Fire Evacuation Building C

In the event of a fire alarm all students will have a maximum of 4 minutes to evacuate the building and report to a faculty member or PD in the front of building C near the flagpoles.

Fire Evacuation Building 561 East

In the event of a fire notification all students will have a maximum of 4 minutes to evacuate the building and report to a faculty member or PD in the front of building 561 East near the frontal street (1860 South).

1390 Major Medical Disaster

A major medical disaster is one that critically impacts the services of the University and local hospitals, and requires assistance from University personnel. Examples of a major medical disaster could include a large industrial explosion, leaking gas or chemical from a train accident,
and a plane crash. Local authorities may request assistance from RMUoHP employees, and if so, classes may be suspended.

Students are encouraged to have personal emergency plans and maintain communication with significant family members. Guides to develop such plans are located at:

- The American Red Cross website  
  http://www.redcross.org/services/prepare/0,1082,0,77,00.html
- The Federal Emergency Management Agency website  
  http://www.fema.gov/plan/index.shtm

1395 Chemical, Biological and Radioactive Emergencies
A toxic spill from a train accident is a possibility. A significant spill may require that students shelter in place until the air quality is safe (refer to Section 1410 for shelter in place information).

1400 Shelter in Place

1410 Shelter in Place (Short Term)
During certain emergency situations; such as, and active shooter, students may be advised to shelter in place rather than evacuate the building. (See sections 1340 Violent Act, 1350 Campus Shooter and 1360 Hostage Situation).

1420 Shelter in Place (Long Term)
During certain emergency situations, particularly chemical, biological, and radioactive material releases, students may be advised to shelter in place rather than evacuate the buildings. Rooms without windows and exterior doors, such as, bathrooms, classrooms and lounges may serve as shelters.

The University has Emergency Teams that will seal doors and windows with duct tape and plastic sheeting, cover the cracks under doors with damp towels, and locate needed supplies, e.g., food, water, radio, and disaster supply kits. The Emergency Teams will monitor for additional information via radio or television for further instructions.

Procedure for Shelter in Place:
1. Stay inside building.
2. If possible, go to a room or corridor where there are no windows.
3. Report to a faculty member or PD.
4. Do not call 911 unless you are reporting a life-threatening situation.
5. When the “all clear” is announced, go outside.
6. Do not reenter the building until directed to do so.
In Building C, the first aid supplies are located in a red and orange duffle bag stored in the Supply Room (105). In Building 561 East the first aid supplies are located in a brown duffle bag which is stored in the Supply Room (202). The disaster supply kit and emergency supplies are located in the Supply Room (105) in Building C and the Supply Room (202) in Building 561 East. Towels, sheets, and pillows are located in the DPT and PA labs in Building C. The COM will ensure that the first aid kit contents are inventoried monthly.

**1430 Medication**

Students should consider having a 2 to 3-day supply of medication stored in the event shelter in place in a University building for a few days.
Appendix A: Building C First Floor
Appendix B: Building C Second Floor
Appendix C: Building 561 East
Appendix D: Student, Employee, Visitor Incident Report

Employee / Student / Visitor Incident Report Form

INSTRUCTIONS: This form is to be completed for any injury, incident, or unusual occurrence involving a student, employee, or visitor on the University premises or on an assigned clinical rotation site. All incidences MUST be reported with 24 hours.

Note: All lines in this form are fields to click on and enter text (excluding the Medical Waiver and Signature lines). Fields will expand as necessary to accommodate text entered. Date offers a drop down calendar.

Time and Place of Occurrence

Place: __________________________________________________________

Department: ______________________________________________________

Date: ________________   Time: ________________   ☐ AM   ☐ PM

Person Involved

☐ Student       ☐ Employee       ☐ Visitor

Full Name: _______________________________________________________

Address: _________________________________________________________

Attending Physician: ____________________________________________   ☐ N/A

Witnesses to Incident

IMPORTANT: Give full name and address of every individual who witnessed incident.

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Description of Incident/Injury
Describe incident clearly and concisely mentioning contributing factors.

First Aid and/or Medical Treatment

Was first aid provided? ☐ Yes ☐ No

If Yes, provide description: ____________________________________________

Was person involved seen by physician? ☐ Yes ☐ No

If Yes, provide description: ____________________________________________

If Yes, date of medical examination: __________________

Was lab work required? ☐ Yes ☐ No

Follow-up treatment

Is follow-up treatment required? ☐ Yes ☐ No

If Yes, provide description: ____________________________________________

<table>
<thead>
<tr>
<th>Waiver of Medical Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>I, the undersigned, choose to waive follow-up medical care which has been recommended in connection to the above detailed incident.</td>
</tr>
<tr>
<td>I acknowledge that I have been counseled by an instructor or program director to seek the treatment detailed above, but decline to do so at this time.</td>
</tr>
</tbody>
</table>

Name (please print): ____________________________________________________

Signature: _____________________________________________________________

Date: _________________________________________________________________

Witness: ______________________________________________________________
Appendix E: Employee and Student Exposure Report

TO: _______________________________ Date ____________

FROM: Campus Safety Officer

SUBJ: Medical Consent for Blood-Borne Pathogens Testing

A fellow employee or student was exposed to your blood or other body fluids. Following the regulations of the U. S. Department of Labor - Occupational Safety and Health Administration (OSHA), we request that you submit to blood tests for infectious blood-borne pathogens (HIV, HAV and HBV). This request is not mandatory and will not affect your employment. All information gathered will be kept confidential.

Affidavit

I _____ consent _____ do not consent to having blood sample(s) taken to test for infectious blood-borne pathogens (Human Immunodeficiency Virus, Hepatitis A Virus and Hepatitis B Virus) following an exposure to a health care provider.

I understand that all tests and customary expenses will be paid by RMUoHP, that I will be informed of the test results and that I will be counseled regarding any further necessary evaluations and treatment if the results are "positive".

_________________________     ___________
Signature                                               Date

_________________________     ___________
Witness Signature                                Date