



Student Safety Guide

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As you prepare yourself for the course there are a few administrative items that you should familiarize yourself with. The safety considerations were developed for the safety of all personnel involved in training. These few simple safety rules apply to instructors as well as students in any training class conducted by Lynden Training Center.

Safety Rules:

1. Instructors are in charge. Although there are multiple ways of accomplishing tasks, the instructors have the final say as to the method that will be used during training activities.
2. Anyone involved in the class can **STOP** an evolution at any time.
3. The term **STOP** or **EMERGENCY** will be used to identify actual emergencies. If you hear these terms, stop what you are doing and await further information.
4. Everyone is responsible for the safety of classmates, instructors, and visitors. If you observe an unsafe condition or act **SPEAK UP!**
5. If you are not sure, **ASK!**
6. Be alert at all times for hazards and unsafe conditions or behavior.
7. Know your equipment by its proper name.
8. No smoking will be permitted inside the classroom facility. Smoking should only occur in designated locations.
9. Maintain your equipment; keep it clean and in proper working order, problems with equipment should be brought to the instructor's attention immediately.
10. Protective equipment must be worn during all hands-on evolutions.
11. If the course requires it, mounting or dismounting the equipment/props should be done safely. Be sure you maintain three-points of contact at all times – keep both hands and one foot, or both feet and one hand always in contact with the prop, railcar, cargo tank, ladder, or intermodal tank when getting on or off the equipment.
12. As required, ropes and buckets will be provided for lifting and lowering tools and equipment on and off of the props. **DO NOT THROW** items from the props.
13. Horseplay is prohibited!

It is the policy of the Lynden Training Center that no individual will, on the basis of race, color, sex, religion, national origin, age, or disability, be excluded from participation in, or be denied the benefit of, or be subjected to discrimination under any system program or activity. If you feel you are being discriminated against, please contact the Alaska West Express, Inc. Human Resources Office at 907-328-4335 or email them at rfoster@lynden.com.

EMERGENCY INFORMATION

FIRE & EMS

UNIVERSITY FIRE DEPARTMENT
EMERGENCY: 9-1-1

LAW ENFORCEMENT

ALASKA STATE TROOPERS
EMERGENCY: 9-1-1

HOSPITAL

FAIRBANKS MEMORIAL HOSPITAL
1650 COWLES STREET
FAIRBANKS, AK 99701
(907) 452-8181

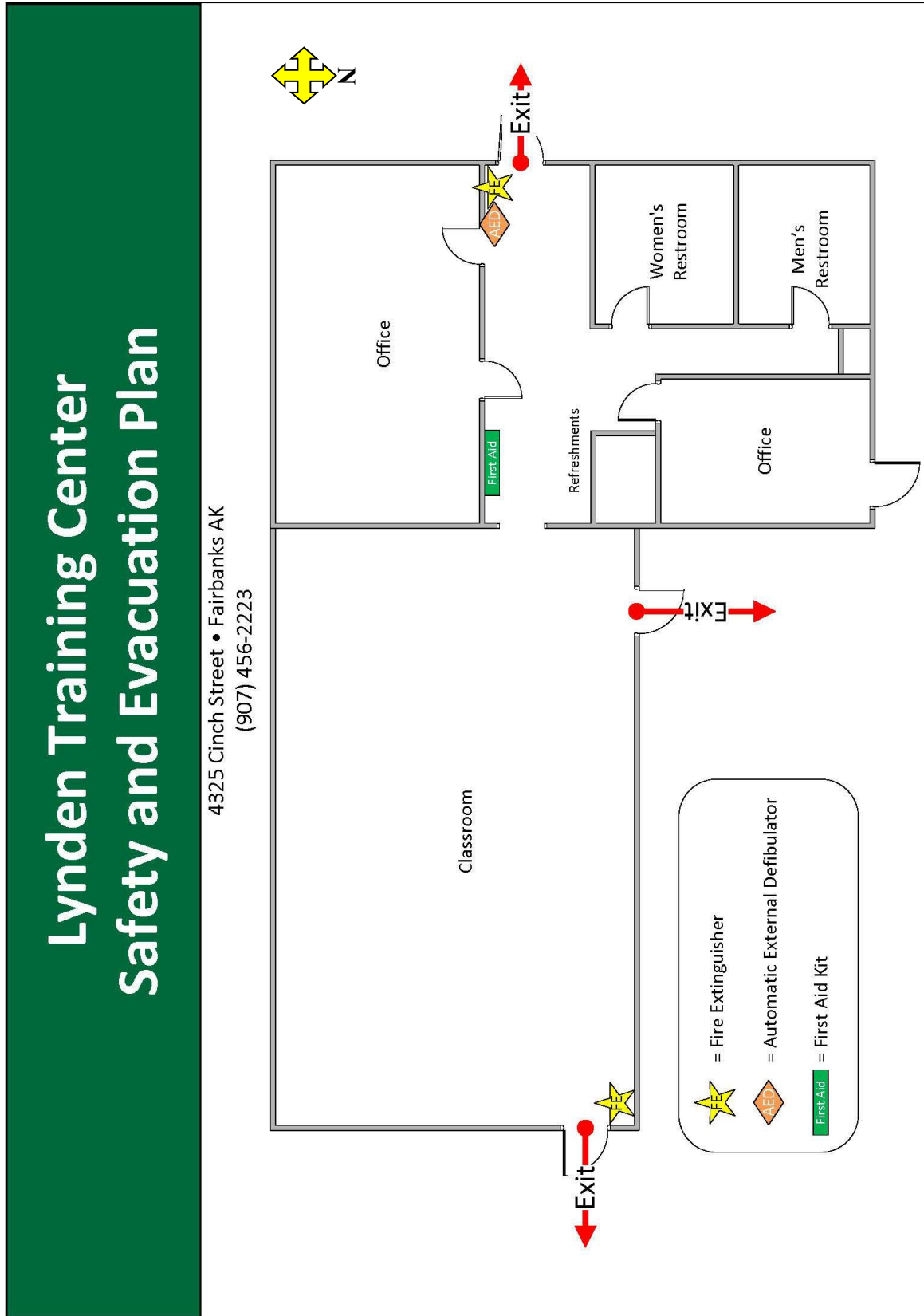
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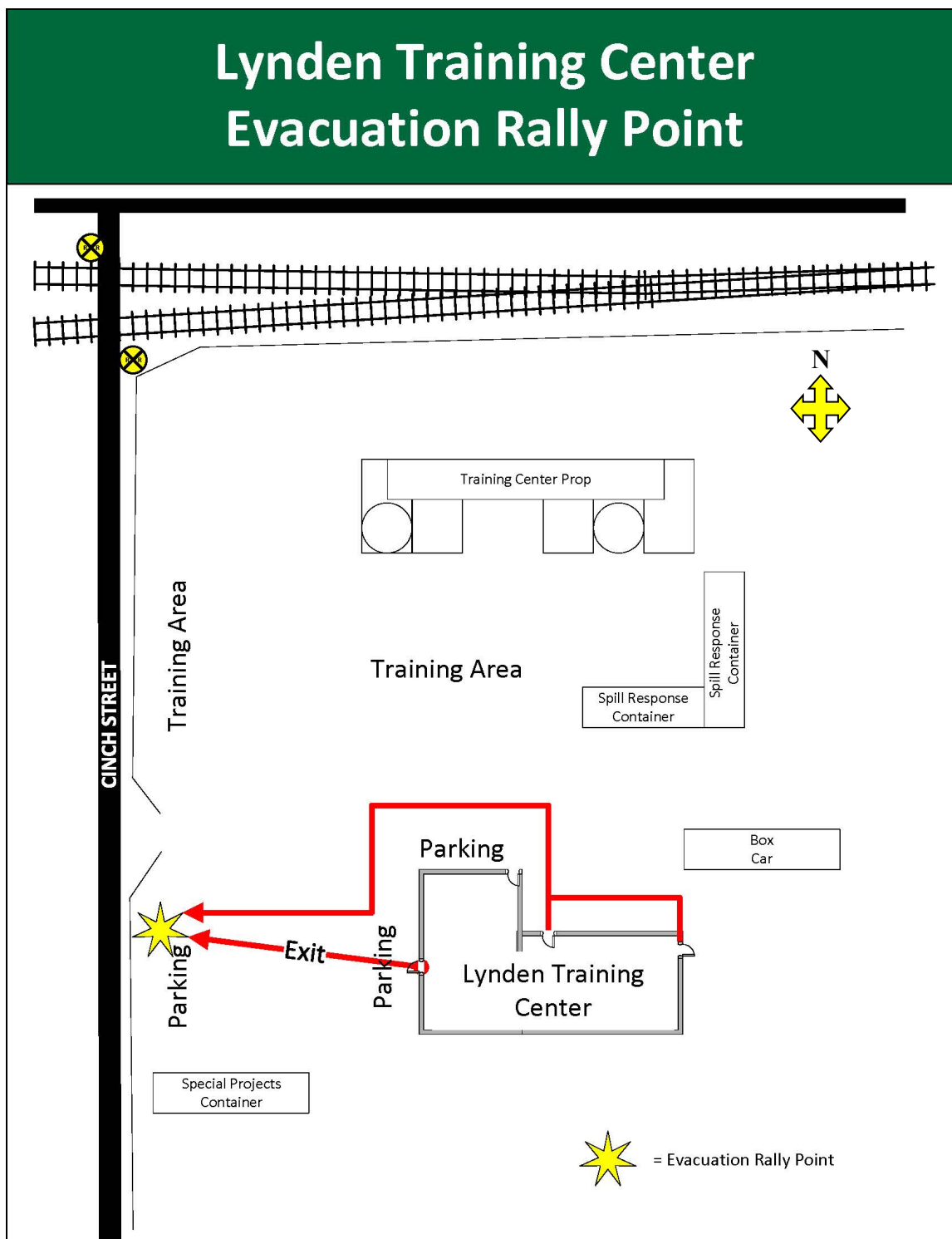
LYNDEN TRAINING CENTER
4325 CINCH STREET
FAIRBANKS AK 99701
(907) 456-2223

FACILITY EMERGENCY & EVACUATION PLAN

The Lynden Training Center (LTC) has multiple exits out of the training center building. The facility is equipped with fire extinguishers, a first aid kit, an Automatic External Defibrillator (AED), and a fire detection/security system.

The first priority is always personnel safety. Students are encouraged to evacuate immediately when a fire is detected or as requested by LTC staff. At no time should a student perform an emergency function or activity that is beyond their level of training and experience. Students shall evacuate to the evacuation rally point and stay there until accounted for by LTC staff and provided additional directions. The lead instructor will conduct a headcount at the evacuation rally point, by utilizing the course roster.





STUDENT SAFETY GUIDE

The Lynden Training Center's policy is to provide and maintain a learning environment that is fun, educational, and respectful to all students. Discriminating and harassing actions or comments will not be tolerated. These behaviors could lead to the offender(s) being dismissed from the course, class, or activity.

Bring any offensive behavior to the attention of the instructors immediately so that appropriate action can be taken.

Housekeeping is important to maintaining a safe learning environment. Please practice proper housekeeping in the classroom, training fields, and other facilities. Take a few moments at the end of each day to clean up your work area and equipment.

Drills, exercises, and practical skills are intended to be as close to the real thing as possible so that the students can practice skills and techniques in the presence of instructors. This reinforces good behaviors, techniques, and practices. Students are expected to use proper equipment, including personal protective equipment when it is required. Simulations should only be done at the instruction of the instructors. We believe that you should train as you are expected to perform during a real-world event. With that said, participation is required. You will get out what you put in, so apply your best at all that you do.

This guide covers the basic requirements for students to follow. Specific requirements are available in the Alaska West Express, Inc. Industrial Health & Safety Manual, which may be viewed upon request.

Any questions concerning the procedures in this guide should be directed to the Alaska West Express, Inc. Health, Safety, Security, and Environmental (HSSE) Department.

Safety and clothing requirements for courses will be provided to students before the first day of the course. The requirements can also be found on the Lynden Training Center webpage. All students and instructors are required to follow this guide at all times.

ACKNOWLEDGEMENT

By registering for courses provided by the Lynden Training Center, the students signify that:

- They have read the LTC Student Safety Manual,

- They agree to abide by the requirements of the LTC Student Safety Guideline at all times, and
- They will make arrangements to bring the proper PPE with them to the course.

Personal Protective Equipment (PPE) Requirements

To ensure the safety of the students and instructors during training, the following PPE policy has been adopted by the Lynden Training Center. This policy address' varying levels of PPE dependent upon the type of course being taken.

Level 1

This level is for courses that are completely based in the classroom with no hands-on training activities. This level allows for casual clothing suitable for an office environment. There is no PPE required for a Level 1.

Level 2

This is the lowest level of protection for training outside of the classroom. Level 2 is for courses where students are not directly involved with hands-on training but require a slightly higher level of protection based on the environment and surroundings. Examples include conducting field walkthroughs or observing training scenarios, work activities, or hands-on demonstrations. This level is comprised of normal, everyday outdoor work attire:

- Full-length pants are required for all participants; shorts are **prohibited** for any type of training outside of the classroom.
- Short sleeves are allowed, but sleeveless shirts are prohibited.
- Closed-toed shoes **must be worn at all times**, regardless of classroom or exterior training exercises.
- Hearing protection as the conditions warrant.

Additional PPE maybe required on a case-by-case situation.

Level 3

This level of protection is the minimum requirement for any hands-on training activities that involve chemicals in the classroom and is comprised of all Level 2 requirements plus the following:

- ANSI Z87 eye protection or goggles depending upon the hands-on activity.
- Chemical resistant gloves.

Level 4

At this level personnel will be participating in hands-on activities that does not place the student in specialized equipment. This level of protection is the next level of protection required for hands-on activities and is comprised of all Level 2 requirements plus the following:

- Safety-toed footwear.
- ANSI Z87 eye protection or goggles depending upon the hands-on activity.
- ANSI Z.89-approved hardhat.
- Hearing protection as required.

NOTE:	It is recommended that loose jewelry, such as necklaces, hoop earrings, and dangling earrings not be worn during Level 4 activities.
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Level 5

Students will be required to wear specialized PPE. The specialized training and requirements are listed below:

Hazardous Materials (HazMat)

The Lynden Training Center is equipped to provide all of the specialized PPE required for HazMat courses. Students are allowed to use their own PPE during courses as long as the PPE meets the manufacturer and regulatory requirements. Students are always encouraged to bring their own respiratory protection face piece if they have a Scott mask.

- **Hazardous Material courses:**
 - Leather work gloves
 - Safety-toed footwear with ankle support
 - Full body protection like coveralls or long sleeve shirt and pants

Rescue

Students participating in the following courses are required to have at least the following safety equipment:

- **Rope rescue, confined space rescue, and trench rescue courses:**

- NFPA 1971-, 1977-, or 1951-approved helmet with chin strap, or
- Occupational Safety and Health Administration (OSHA) compliant hard hat with chin strap

Note: The chin strap must be worn securely underneath the chin.

- Approved eye protection (at a minimum the approved eye protection shall be ANSI Z87 rated or higher)
- Leather work gloves or rope rescue gloves
- Safety-toed footwear with ankle support
- Full body protection like coveralls or long sleeve shirt and pants

- **Urban Search and Rescue (US&R) operations and wilderness search and rescue courses:**

- NFPA 1971-, 1977-, or 1951-approved helmet with chin strap, or
- Occupational Safety and Health Administration (OSHA) compliant hard hat with chin strap

Note: The chin strap must be worn securely underneath the chin.

- Approved eye protection (at a minimum the approved eye protection shall be ANSI Z87 rated or higher)
- Leather work gloves or rope rescue gloves
- Safety-toed footwear with ankle support
- Long-sleeve shirt and pants

Wilderness Medical Courses

Specialized PPE for our wilderness medical courses consist of terrain and weather condition protection. Students who participate in our wilderness medical courses should be prepared for extended work outside in the elements. Students

are encouraged to prepare for the weather conditions by choosing clothing that allows for layering.

- **Wilderness First Aid:**

- Waterproof clothing that allows for ease of movement
- Thermal clothing appropriate for the anticipated weather conditions
- Work gloves that protect against environmental conditions (weather, plants, and terrain)
- Safety-toed footwear with ankle support
- Long-sleeve shirt and pants

- **Wilderness First Responder and Wilderness EMT:**

- Waterproof clothing that allows for ease of movement
- Thermal clothing appropriate for the anticipated weather conditions
- Work gloves that protect against environmental conditions (weather, plants, and terrain)
- Safety-toed footwear with ankle support
- Long-sleeve shirt and pants
- Backpack is recommended, but not required
- Students are encouraged to have an extra set of classroom or base layer clothing in case they get wet outdoors

NOTE:

Loose jewelry, such as necklaces, hoop earrings, and dangling earrings is prohibited while participating in Level 5 courses. It is highly recommended that all piercings be removed for the duration of the training exercise/evolution for the individual's safety.

Respiratory Protection

Students required to wear respiratory protection during training exercises should have received prior training, fit testing, and a medical survey by their employer or department prior to enrolling in a LTC course. By enrolling in a course which requires the use of respiratory protection, the student implies these requirements have been met by his/her employer or department. LTC prefers a written

statement from the employer/department training coordinator that each student meets these requirements. The following guidelines will be followed for the use of respiratory equipment.

Self-Contained Breathing Apparatus (SCBA) Use

- SCBA can be supplied by LTC for all students. It is ok if an employer or department wants their student to wear their SCBA.
- LTC personnel may require the inspection of the SCBA bottle before refilling it. Bottles that are damaged or out of hydro will not be refilled.
- When wearing an SCBA, there must be no facial hair in the seal area of the face piece. OSHA and NFPA allow no more than a one-day growth of facial hair. Your LTC instructor will approve or disapprove your use of respiratory equipment.
- Students may be required to clean and sanitize SCBA components with solution provided by LTC prior to returning the SCBA to LTC. LTC instructors will inform students of the proper sanitation procedures for the brand of SCBA used during training.

NOTE:	Students should notify LTC if they are allergic to iodine prior to wearing/cleaning their face piece.
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Supplied Air Respirator (SAR) Use

Requirements for the use of SAR will be the same as that for SCBA.

Cold Stress

Personnel who are exposed to extreme cold or work in cold environments may be at risk of cold stress. Extremely cold or wet weather is a dangerous situation that can cause occupational illness and injuries such as hypothermia, frostbite, trench foot, and chilblains.

Hypothermia

A condition in which the body uses up its stored energy and can no longer produce heat. Often occurs after prolonged exposure to cold temperature.

Early symptoms

- Shivering
- Fatigue
- Loss of coordination
- Confusion and disorientation

Late symptoms

- No shivering
- Blue skin
- Dilated pupils
- Slowed pulse and breathing
- Loss of consciousness

First Aid

- Request immediate medical assistance.
- Move the victim into a warm room or shelter.
- Remove wet clothing.
- Warm the center of their body first—chest, neck, head, and groin—using an electric blanket; or use skin-to-skin contact under loose, dry layers of blankets, clothing, or towels.
- If conscious, warm beverages may help increase the body temperature. Do not give alcohol.
- Once temperature has increased keep them dry and wrapped in a warm blanket, including the head and neck.
- If no pulse, begin CPR.

Frostbite

An injury to the body that is caused by freezing, which most often affects the nose, ears, cheeks, chin, fingers, or toes.

Symptoms

- Reduced blood flow to hands and feet
- Numbness
- Aching
- Tingling or stinging
- Bluish or pale, waxy skin

First Aid

- Get into a warm room as soon as possible.
- Unless necessary, do not walk on frostbitten feet or toes.
- Immerse the affected area in warm (not hot) water, or warm the affected area using body heat. Do not use a heating pad, fireplace, or radiator for warming.
- Do not massage the frostbitten area; doing so may cause more damage.

Trench Foot

An injury of the feet resulting from prolonged exposure to wet and cold conditions that can occur at temperatures as high as 60 °F if the feet are constantly wet.

Symptoms

- Reddening of the skin
- Numbness
- Leg cramps
- Swelling
- Tingling pain
- Blisters or ulcers
- Bleeding under the skin
- Gangrene (foot may turn dark purple, blue, or gray)

First Aid

- Remove shoes/boots and wet socks.
- Dry feet.
- Avoid walking on feet, as this may cause tissue damage.

Chilblains

Ulcers formed by damaged small blood vessels in the skin, caused by the repeated exposure of skin to temperatures just above freezing to as high as 60 °F.

Symptoms

- Redness
- Itching
- Possible blistering
- Inflammation
- Possible ulceration in severe cases

First Aid

- Avoid scratching.
- Slowly warm the skin.
- Use corticosteroid creams to relieve itching and swelling
- Keep blisters and ulcers clean and covered.

Protect Yourself

- Monitor your physical condition and that of your classmates and instructors.
- Wear appropriate clothing.
 - Wear several layers of loose clothing for insulation.
 - Tight clothing reduces blood circulation to the extremities.
- Be aware that some clothing may restrict movement resulting in a hazardous situation.
- Protect the ears, face, hands and feet in extremely cold or wet weather.
 - Boots should be waterproof and insulated.

- Wear a hat to reduce the loss of body heat from your head.
- Move into warm locations during breaks; limit the amount of time outside.
- Carry extra socks, gloves, hats, jacket, blankets, a change of clothes and a thermos of hot liquid.
- Include chemical hot packs in your first aid kit.
- Avoid touching cold metal surfaces with bare skin.

Heat Stress

Heat stress is most prevalent during the warmer months of the year, but can be a concern anytime of the year depending upon the PPE being worn and the activities being performed. Staff and students should monitor for signs of heat stress throughout strenuous exercises. To prevent heat stress, students and staff should remove their impervious PPE, helmet, coat, gloves etc. during critiques, breaks, and when moving between exercises. Increased cool down periods, shortened exercises, and regular re-hydration will also help prevent heat stress. The following hydration guidelines should be followed to reduce the risk of heat stress:

- Drink ample water throughout the day:
 - Drink a cup of water before and after each exercise.
 - Limit the electrolyte consumption (too much could cause nausea).
 - Limit your caffeine intake.
 - Do not drink the prop water used in training.
 - Limit alcohol consumption at night.
 - Do not eat a large lunch.
 - Notify your instructor at the first sign of heat stress.

Anyone exhibiting the signs/symptoms of heat stress should be removed immediately from the training activity and taken to a shaded location for cool down. Heat stress is a true medical emergency and can progress rapidly to heat stroke. Students and staff should closely monitor each other for the following signs/symptoms of heat stress.

Heat Cramps

- Muscle cramps in the extremities and abdomen
- Respiration rate increase
- Pale and moist skin
- Normal body temperature
- General weakness

Heat Exhaustion

- Heavy/Profuse sweating
- Rapid and weak pulse rate
- Rapid and shallow respiratory rate

- Pale and clammy skin
- Normal or decreased body temperature
- Irritability and restlessness

Heat Stroke

- Hot, dry, flushed skin
- Strong and pounding pulse
- Headache, dizziness, and dry mouth
- Seizures and coma
- Loss of consciousness and airway problems can occur

General Requirements

The following guidelines apply to all training activities conducted by LTC. It is the expectation of LTC that locations hosting LTC-sponsored training events comply with these guidelines where applicable, and implement equivalent safety guidelines for those items that are LTC specific.

Injuries

It is our expectation that all students have a safe, informative, and enjoyable training experience. Should a student have an injury of any type, an LTC instructor should be immediately notified. All injuries will be evaluated by an LTC medic or other equivalent medical personnel. The medic will ultimately advise the instructor if the injuries warrant the student being removed from the hands-on training evolutions or the class altogether.

Lightning Protection

Alaska receives lightning frequently during the summer months. If there is lightning within 5 miles of the outdoor training activities, the outdoor portion of the course will be suspended until the threat has passed.

Smoking Policy

State of Alaska law prohibits smoking in a number of public places. LTC's policy is that smoking is not allowed inside any buildings or props, in locations outdoors where students are meeting or training, or any other location where classes/lectures are being conducted, or inside of LTC / AWE vehicles. Smoking will be permitted only in designated areas during authorized class breaks. All cigarette butts are to be extinguished and properly disposed of in the receptacles provided.

Pedestrian Safety

Due to the large volume of vehicle traffic around the LTC buildings and props, all pedestrians are to comply with the following guidelines:

- Watch for vehicle traffic.
- Watch for uneven surfaces.
- Walk along the side of roadways so as not to impede vehicular traffic.
- Watch for tripping hazards.
- Watch for slippery areas.

Report hazards to your instructor(s) immediately.

Vehicle Safety

Due to the large volume of vehicles, heavy equipment, and pedestrians at the Alaska West terminal, all LTC students shall use the Training Center Gate located off of Cinch Street. Personnel shall follow the following guidelines when on Alaska West property:

- The terminal speed limit is 12 miles per hour (mph).
- Seatbelts shall be worn at all times when in a moving vehicle.
- Passengers are not allowed to ride outside of the seats designed for occupants.

Vehicle Parking

Student vehicles are to be parked in designated areas. The area around the Training Center is an active facility roadway. To ensure the safety of pedestrians and eliminate the chance of damage, the parking areas are located along the bull rail to the west and north of the Training Center and along the fence line to the west of the Training Center. Your instructor or administrative personnel can assist with determining an approved parking location if you are unsure.

For courses at other facilities, the requirements of that facility shall be followed.

Exercise Location Safety Items

Prior to conducting hands-on training, the instructor or his/her designee shall review training location and activities that are to be performed there. A LTC JHA may be used to assess the hazards present and that unsafe conditions have been addressed prior to the start of training. The instructor shall inspect the training areas for any type environmental hazards such as:

- Wasp, hornet, yellow jacket nests.
- Dangerous animals.

- Slick walking/working conditions.
- Oxygen depletion.
- Poisonous/toxic vegetation.

Classroom Safety

Students should take the time to ensure their safety in the event of an emergency. The instructor / staff will cover the classroom safety items during the course. Safety items may include:

- Location of emergency exits
- Classroom and/or building evacuation plan
- Rally points in the event of an evacuation
- Procedures for activating alarm and/or evacuation plan as applicable
- Identity of any potential slip/trip hazards
- Housekeeping items
- Smoking areas
- Lightning procedures (as needed)
- Expectation of ensuring coffee pots and other electrical appliances are turned off and unplugged as needed at the end of each day

Earthquake Safety



- If you are indoors, DROP to the floor, COVER your head and neck with your arms while seeking shelter under a sturdy desk or table, and HOLD ON to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move. If you are in a crowded area, take cover where you are. Stay calm and encourage others to do likewise.
- If you are outside, get into the open, away from buildings and power lines.
- If you are in a mountainous area, or near unstable slopes or cliffs, be alert for falling rocks, snow, and other debris that could be loosened by the earthquake.

- If you are near the ocean, drop, cover, and hold on until the shaking stops. If severe shaking lasts twenty seconds or more, immediately evacuate to high ground as a tsunami might have been generated by the earthquake. Move inland two miles or to land that is at least 100 feet above sea level immediately. Don't wait for officials to issue a warning. Walk quickly, rather than drive, to avoid traffic, debris, and other hazards.
- If you are unable to drop, cover, and hold on: If you have difficulty getting safely to the floor on your own, get as low as possible, protect your head and neck, and move away from windows or other items that can fall on you.
- In a wheelchair, lock your wheels and remain seated until the shaking stops. Always protect your head and neck with your arms, a pillow, a book, or whatever is available.

Hygiene and Healthy Habits

Proper hand-washing, cough and sneeze protection strategies, and avoiding touching your face, eyes, and mouth should be used to maintain a healthy learning / work environment. Lynden Training Center encourages all students and expects all staff to adhere to the following recommendations.

- Clean your hands often by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water. Additional key times to clean hands include:
 - After blowing one's nose, coughing, or sneezing
 - After using the restroom
 - Before eating or preparing food
 - After contact with animals or pets

Personnel should follow normal preventive actions while at work and home including recommended hand hygiene and avoiding touching eyes, nose, or mouth with unwashed hands.

Employees and students not feeling well shall not report to class and are asked to stay at home and consult with their doctor.

Face coverings may be required to be worn by all individuals in LTC facilities and during LTC courses. The LTC staff will inform the students when face covering requirements are in acted. During non-required times students and staff may wear a face covering whenever they choose.

Classroom and common areas are disinfected regularly to reduce the likelihood of spreading pathogens.



Prepare • Respond • Manage

4325 Cinch Street
Fairbanks, AK 99701
(907) 456-2223
www.lynden.com/training