TABLE OF CONTENTS

I. Health and Safety Program
II. Safety Standards & Expectations
III. Clery Act
IV. Expected Standards of Conduct /Title IX Compliance
V. Criminal Reporting
VI. Background Checks
VII. Emergency Mass Notification
VIII. Shelter in Place
IX. Fire Prevention
X. Hot Work Operation
XI. Parking on Campus
XII. Medical Emergencies
XIII. Smoking
XIV. Work Zone Safety
XV. Lockout/Tagout
XVI. Hazardous Materials
XVII. Storm and Sanitary Sewer
XVIII. Excavation/Digging
XIX. Hard Hats
XX. College Grounds
XXI. Borrowing campus Equipment
XXII. Dining Services
XXIII. Campus Contacts
XXIV. Campus Map

Adopted 2012
Amended Mar 2016
I. Health and Safety Program

Introduction

This manual establishes campus workplace safety requirements for vendors and contractors while on Gettysburg College property. It also serves as our "game plan" to avoid workplace injuries and illnesses and reach required loss control objectives. The philosophy of Gettysburg College dictates that loss control be incorporated as a significant part of the education structure and is essential to the protection of our employees, students, guests and property.

Gettysburg College has attempted to provide a simple yet comprehensive guide that offers the most modern and effective loss prevention tools. Through experience, it is evident that loss control procedures must be carried out in a consistent manner to be successful, and will not be successful unless the procedures are accomplished by working with and through all levels of our educational institution.

These procedures are considered to be our foundation and meet our minimum safety standards. Campus departments may also develop workplace specific assessments and practices to address unique hazards. Where department-specific procedures are already in place, they are incorporated by reference.

Policy Statement

All contractors and vendors shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of their contract with the College. All contractors and vendors shall take reasonable precautions for the safety of, and shall provide reasonable protection to prevent damage, injury or loss to: (1) all students, employees and visitors of the College; (2) employees on the work site and other persons who may be affected hereby; (3) the work and materials and equipment to be incorporated therein; and (4) other property at the site or adjacent thereto. All contractor and vendors shall give notice and comply with the applicable laws, ordinances, rules, regulations and lawful orders of public authorities bearing on the safety of persons and property and their protection from damage, injury or loss, including, but not limited to OHSA. It is up to the contractor and vendor to ensure that the performance of its work is in full compliance with all such safety requirements.

II. Safety Standards & Expectations

Gettysburg College expects all work to be perform in a safe manner. This means that all employees, vendors, and contractors must think and act safety at all times while on Campus.

Every person working for a vendor or contractor on the college property must know, understand and comply with ALL safety rules, policies and procedures as outlined, including all federal, provincial and local regulations that apply to the work being performed. Each company, person(s) is/are expected to have their own OSHA written programs and trained employee(s) to perform the 1910 and 1926 of the Federal Code of Regulations. Changes and/or additions may be made to those rules as it is necessary for the health and safety of our employees, contractors, visitors, and students.

All person(s) must be supplied appropriate personal protective equipment and have the proper training according to the standard. All equipment must meet the standard and be maintained as such. All contractors and vendors shall have on file with the College a current written Certification of Compliance prior to the commencement of any work. The Department of Public Safety may request documentation of policies, training and inspections upon a filing of a complaint or violation. Any work injury or death needs to be reported to the Department of Public Safety (DPS) immediately. An accident investigation must be performed by the responsible party and a copy provided to DPS.
Each contractor and vendor will assign a representative to coordinate with Gettysburg College's Project Manager on a specific project. It is this person(s) responsibility to ensure compliance of all recognized safety standards, including but not limited to this manual. All sub-contractors are the responsibility of the General Contractor.

Any violations of this manual or recognized OSHA safety standard may result in a verbal warning from the College. The contractor or vendor found to be in violation will be required to correct the violation immediately or be subject to contract termination, removal from property and be placed on the Unsafe Contractor List. If the violation is a serious hazard that causes imminent danger, or a second repeat violation, or if there is an injury there will be an investigation by DPS and the College Safety Committee in conjunction with the contractor’s safety officer.

### III. Clery Act (College Crime Reporting Law)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. **THE CAMPUS REQUESTS THE COOPERATION OF ALL VENDORS AND CONTRACTORS IN REPORTING CRIMES THAT THEY BECOME AWARE OF WHILE ON OR NEAR CAMPUS SO THAT THE COLLEGE CAN COMPLY WITH THE MANDATES OF THIS LAW.**

**Annual Report**

The College is required to publish an annual report every year by October 1st that contains 3-years’ worth of campus crime statistics and certain security policy statements including sexual assault policies which assure basic victims' rights, the law enforcement authority of campus public safety, and where students should go to report crimes. The report is to be made available automatically to all current students and employees while prospective students and employees are to be notified of its existence and afforded an opportunity to request a copy.

**Crime Statistics**

The College must disclose crime statistics for the campus, unobstructed public areas immediately adjacent to or running through the campus, and certain non-campus facilities including Greek housing and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other school officials who have "significant responsibility for student and campus activities" such as student judicial affairs directors. Professional mental health and religious counselors are exempt from reporting obligations, but may refer patients to a confidential reporting system.

**Access to Timely Information**

The College is also required to provide timely warnings and a separate more extensive public crime log. It is these requirements which are most likely to affect the day to day lives of students, faculty, and staff. The timely warning requirement is somewhat subjective and is only triggered when a crime is considered to pose an ongoing "threat to students and employees" while the log records all incidents reported to Public Safety.

The Department of Public Safety responds to all reports of crimes and/or emergencies that occur on-campus or within a campus controlled, owned, operated, and/or recognized facility, building, residence hall, or area. Public Safety personnel also have the ability to notify Adams County emergency dispatchers of emergency situations occurring on-campus via portable, mobile, and fixed two-way radio communications systems and transferring telephone calls to the 911 emergency center. This system allows Public Safety to summon assistance from emergency responders if deemed necessary and appropriate. This direct radio link and communications interoperability with the Adams County Communications Center and responding emergency services personnel also affords officers the ability to communicate directly with emergency responders and police personnel without unnecessary delay.
Incidents occurring on-campus, within residence halls or non-campus buildings, or on recognized private property adjacent to or contiguous to College owned, controlled, operated, or recognized facilities, buildings, or areas are documented and processed for further investigation by college officials and/or the local Gettysburg Borough Police depending upon the nature of the crime or emergency and the involvement of the local Gettysburg Borough Police.

**Gettysburg College and its Department of Public Safety strongly encourage all vendors and contractors to report emergencies or criminal incidents accurately and promptly to the Department of Public Safety (717-337-6911) and the Gettysburg Borough Police (334-1168)**

**IV. Expected Standards of Conduct /Title IX Compliance**

All members of the Gettysburg College Community and their guests, including vendors and contractors, have the right to work and study in an environment free of discrimination, including freedom from sexual harassment, sexual misconduct and other sexually inappropriate behavior. Gettysburg College strives to foster responsible behavior in a working and academic environment free from discrimination and harassment. Thus, Gettysburg College strongly disapproves of and forbids the sexual harassment of employees, students, or guests, and will not tolerate sexual assault, sexual misconduct and other sexually inappropriate behavior.

Sexual harassment, sexual misconduct and other sexually inappropriate behavior can include unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Gettysburg College will not tolerate harassment or discrimination on the basis of race, ethnicity, color, religion, national origin, disability, veteran status, marital/familial status, possession of a General Education Development Certificate (GED) as compared to a high school diploma, sexual orientation, gender identity, gender expression, sex, age, genetic information or any trait or characteristic protected by any applicable federal, state, or local law or ordinance. Pursuant to Title IX of the Education Amendment of 1972, Gettysburg College prohibits discrimination on the basis of sex in all of its educational programs and activities. Harassment or discrimination on the basis of any protected trait or characteristic is contrary to the values of Gettysburg College. Any contractor who has been found to engage in such behavior will be asked to leave campus immediately.

If vendors or contractors have direct information regarding or are witness to any form of sexual harassment, sexual misconduct and/or inappropriate sexual behavior involving students, employees, or visitors to campus, they should contact Department of Public Safety (DPS) at 717-337-6911. DPS can assist in determining next steps including contact with the Gettysburg Police and referral to appropriate College departments.

Individuals can also contact directly too Jennifer McCary, Title IX Coordinator, with questions or concerns at 717-337-6900, in CUB 220 or by email at jmccary@gettysburg.edu.
V. CRIMINAL REPORTING

If the Contractor suspects, has direct information about, or witnesses child sexual abuse or assault or other crime on Gettysburg College’s campus, they are required to report this information to the Department of Public Safety (DPS) and the Gettysburg Borough Police Department. In addition to notifying the Gettysburg Police, and making any direct reports to authorities required by law (including any reports of suspected child abuse to the Child Line 1-800-932-0313), the Contractor must also immediately notify the Department of Public Safety so that the College can take steps to address the situation and to ensure accurate reporting in accordance with state and federal guidelines. To report a crime or emergency, the Contractor should call: The Department of Public Safety by dialing 337-6911 or on campus extension 6911. Crimes can also be reported in person to the Department of Public Safety at the Public Safety office located at 51 West Stevens Street.

Crimes or emergency situations can be reported to the Gettysburg Borough Police or local emergency services by dialing 911. The Department of Public Safety has been designated by Gettysburg College as the official office for campus crime reporting. Crimes or serious incidents can also be reported anonymously to the Department of Public Safety by calling the anonymous tips line; 337-8477 (TIPS) or by accessing the anonymous tips website.

VI. BACKGROUND CHECKS:

The College’s academic mission is supported by qualified employees, volunteers and contractors, working in a safe and secure environment. It is our intention to ensure that Gettysburg College is hiring employees, volunteers and contractors with the lowest risk of harm to the institution and its constituents.

All new Gettysburg College employees and volunteers are required to successfully complete a national criminal background check as well as a sex and violent offender registry check. Toward that end, Gettysburg College expects that all contractors working on our campus also have completed a successful background check through their respective companies.

From our standpoint, the existence of a criminal conviction does not automatically disqualify an individual from working on our campus. Relevant considerations may include, but are not limited to: the individual’s age at the time of the offense; the nature and seriousness of the offense; and the amount of time that has elapsed since the offense.

It is our expectation that our contractors closely evaluate and monitor their employees who are assigned to work on our campus. If the College learns of any contracted worker with a concerning background check, he/she will be asked to leave our premises immediately.

The contractor agrees that it will make the documentation of the background checks available to the College for inspection upon request.
VII. Emergency Mass Notification System

Gettysburg College maintains an emergency mass notification system. This system notifies the campus community of a possible threat to their personnel safety. There is a complete package of communications tools and methodologies used to inform the campus community of an impending threat. These tools include the following:

- an external audio alert warning siren
- cell phone text or voice messaging
- electronic and voice-mail messaging
- college cable channel # 75
- main web-page
- specially designed emergency web-page
- network alert “pop-ups”
- campus “hotline”
- campus radio station (possible – dependent upon the timing of the incident/station not always open)
- leaflets
- bull-horns and public address systems installed in Public Safety vehicles
- on foot personal notifications by Public Safety and College staff
- department phone chains

The audible siren has been installed in the bell tower of Glatfelter Hall. The siren will typically be used in conjunction with the cell-phone text messaging system and related notification processes to ensure community members are made aware of serious emergency situations occurring on or near campus that may impact their personal safety. The siren emits a very unique and distinctive alarm for a time-frame of up to four minutes that will be easy to recognize and won’t be confused with other area sirens used as part of the fire and emergency response services.

VIII. Shelter In Place

Shelter-In-Place means to take immediate shelter wherever you happen to be at the time of a shelter-in-place notification. Community members should remain in a shelter-in-place status until the all clear is communicated by emergency response personnel via an emergency rapid communications system(s).

College authorities may instruct you to shelter-in-place if a condition exists that is potentially life threatening and has an immediate threat to the health and personal safety of the campus community. Immediate threats would include but not limited to; active shooter incidents, mass violent acts, tornadoes, earthquakes, terrorist attacks, and hazardous materials incidents.

Every Shelter-in-Place notification to the campus community will be communicated by sounding the Emergency Warning Siren and activation of the Emergency Rapid Notification System, which includes voice and text messaging to cell phones, campus voicemail notifications, and electronic mail messages.

If you are Indoors:

- Stay in a safe location, close windows and lock doors
- Do not use elevators
- Stay low in the room
- Remain in your location until advised otherwise

If you are Outdoors:

- If possible, seek indoor shelter
- If an indoor shelter is not available and there is not time for escape, seek cover.
I. Fire Prevention

Tampering with Fire Safety Equipment
No person shall render any portable or fixed fire extinguishing system or device or any fire warning system inoperative or inaccessible without prior notification to the Department of Public Safety in advance. No person shall remove, unlock, destroy, or tamper with in any manner any locked gate, door, or barricade; chain; enclosure; sign; tag or seal that has been required to be in place for the purpose of public safety. Any person involved with the tampering of fire safety equipment is subject to prosecution, and/or being placed on the Unsafe Contractor List.

Permits and Approvals
The Department of Public Safety shall be authorized to establish and issue permits, certificates, notices and approvals, or orders pertaining to fire control and fire hazards pursuant to this plan. They may revoke a permit or approval issued if any violation of this plan is found upon inspection or in case of false statements or misrepresentation submitted in the application or plans on which the permit or approval was based.

The following conditions will require a permit or approval from Department of Public Safety, Environmental Health and Fire Safety Services:

- Cutting and Welding (Fixed sites require a yearly permit)
- Fire Alarm and Detection Systems and related Equipment
- Fire Pumps and related Equipment
- Fireworks
- Temporary Portable Grandstands
- Tents
- Portable Stages
- Scaffolding over 8 feet
- LP Gas Storage and Use
- Pesticides and Herbicides Storage
- Private Fire Hydrants to include installation, modifications or removal.
- Standpipe Systems
- Special Outdoor Events such as carnivals and fairs.
- Construction of new buildings.
- Renovation projects of existing buildings.
- Demolition Projects
- Changes to fire lanes or access ways to buildings.

Flammables
The College's Project Manager must be informed when contractor or vendor intends to bring flammable materials onto the site, and advised of quantities and intended use of same. Only as much of the material that is needed for the day shall be stored on site, and it should be removed at the end of the day. Where this is not practical, special arrangements must be made with the Project Manager.

Housekeeping
Housekeeping in general is everyone’s responsibility. Hazardous or unclean areas need to be corrected immediately. Contractors, and vendors must work together to keep a clean and healthy environment. It is each person(s) responsibility to clean their work area at the end of the working day. Good general housekeeping rules apply for good fire safety practices.

Means of Egress
A means of egress is a continuous and unobstructed way of travel from a point in a building or structure to a safe area of refuge outside of the building or structure. A means of egress consists of three separate parts.

1. The way of exit access
2. The exit
3. The way of exit discharge

A means of egress comprises the vertical and horizontal ways of travel and includes intervening room spaces, doorways, hallways, corridors, passageways, balconies, ramps, stairs, enclosures, lobbies, escalators, horizontal exits, courts and yards.
Contractors, and vendors are responsible for maintaining the means of egress in all projects at all times. The College’s Project Manager should be advised before altering means of egress of any building.

**Portable Extinguishers**
The installation, maintenance, selection, and distribution of portable fire extinguishers shall be in accordance to this section and NFPA 10. Ansul-Sentry dry chemical extinguishers is the standard required extinguisher that is provided in all college buildings. Any new construction or major renovation of campus buildings will require the general contractor to install the necessary number of extinguishers as described above. The Department of Public Safety can also provide extinguishers for small renovations projects. Contractors, visitors, and vendors must provide their own extinguishers during the construction period for fire suppression. In cases of renovations they should contact the College’s Project Manager to remove existing college owned fire extinguishers and life safety equipment to avoid damages and missing items during the construction period. Once the construction is completed the contractor can contact the College’s Project Manager to return all extinguishers and life safety equipment that was moved.

**New Alarm System Requirements**
A complete operational test of the system and all individual components shall be performed under the supervision of the manufacturers’ representative. Final test and checks shall be completed in the presence of the College’s Project Manager and/or a representative from The Department of Public Safety, Environmental, Health and Fire Safety Services. Each device will be identified and labeled on a master list. This list will be made available to the College. All documentation of the alarm system to include the testing certification and the system manual must be supplied to the College. The College will file all testing and certifications of all building fire protection systems as well as maps and plans in a master filing system within the Public Safety Office.

**Preventing False Fire Alarms**
During construction/demolition operations it is expected that the contractor will in advance contact the College’s Project Manager to develop a plan to shut down, remove, relocate and protect smoke detectors, sprinklers and other devices from being damaged from excessive dust, vibration and other damages. Any person(s) who fails to protect systems, prevent false alarms and damages to the alarm system will be held responsible.

**X. Hot Work Operation**

**General**
Welding and Hot Work, such as brazing or grinding present a significant opportunity for fire and injury. All precautions described in this program must be applied prior to commencing any welding or hot works project. Welding, cutting and use of torches shall comply with this section and all applicable laws, rules and regulations governing such Hot Work.

Examples of Hot Works: cutting, brazing, soldering, thawing pipes, torch applied roofing, grinding and welding.

**Fire Prevention Precautions**
Hot work shall be performed in either designated areas or permit required areas. A designated area shall be a specific area designed or approved for such work, such as maintenance shop or a detached outside location that is of noncombustible or fire resistant construction. All designated areas for welding must display a copy of the permit in the approved area at all times as well as warning signs to alert others of the activities and dangers associated in these areas. A permit required area shall be an area that is made fire safe by removing or protecting combustibles from ignition sources. Hot work permits shall not be allowed in the following areas:

- Areas not authorized by the College.
- College buildings when the sprinkler system is not operational.
- Areas with the presence of explosive atmospheres. (Flammable Liquids Storage Areas)
XI. Parking On Campus

All contractors and vendors must have a company identified vehicle. The College Project Manager is responsible to inform them of this program, where to park to complete their tasks and to coordinate any special needs with the Department of Public Safety, Environmental, Health and Fire Safety Services in advance.

If a contractor or vendor is illegally parked and receives a parking ticket they should contact the College’s Project Manager. Any contractor or vendor that creates a disturbance over being issued a parking citation is subject to being restricted from parking on campus.

Certain areas may be deemed as a construction site where general and sub contractors have exclusive rights to park and control for their needs. These areas may be generally fenced off or segregated in some manner.

Parking on the grass and sidewalks is strictly prohibited unless prior arrangements have been made in advance by the Project manager or College representative with approval from the Department of Public Safety and the Facilities Services Department.

Grass and Seeded Area: Driving and parking on any College lawn or seeded areas by motorized street legal vehicles is strictly prohibited and enforced at all times. Certain projects may be assigned areas for construction vehicles to enter to perform job tasks. Such areas will be fenced and supervised by the College’s Project Manager.

Sidewalks: Driving and parking on any College sidewalk is prohibited by any motorized street legal vehicle except for emergency situations, unless prior authorization if given by the College’s Project Manager.

Handicapped Parking Areas: Parking in any handicapped parking area is strictly prohibited, except when the driver or an occupant has a physical disability.

Fire Lanes and Roadways: All designated campus roadways are also designated at fire lanes. Any motorized street legal vehicle parked on a roadway is in violation of blocking or restricting a Fire Lane. The driver of a vehicle may park in a roadway temporarily, provided that the vehicle remains running and the driver remains within control of the vehicle at all times, or other temporary controls are made by the College Project Manager and/or the Department of Public Safety.

Fire Hydrants

Fire Hydrants must be kept clear at all times for access by emergency apparatus. Blocking a hydrant by a vehicle will result in towing immediately to ensure access to the hydrant.

Service Vehicle Parking Spaces

Service vehicle spaces are provided for service providers to park their service vehicles for the purpose of using their vehicle to deliver equipment or goods to a designated location on campus except for emergency responses. These spaces are identified with either a posted vertical sign or a painted sign on the pavement surface. Some spaces are located very close to the buildings to provide service providers a place to load, unload or access to needed equipment. Other spaces are located in parking lots to aid service provider’s access but without equipment or load needs

XII. Medical Emergencies

Adams County 911 Center handles all medical emergencies by dialing 911. The Department of Public Safety monitors this information by radio and will also dispatch Public Safety Officers to the scene to assist in emergency care until ambulance crews arrive. Public Safety Officers are trained as First Responders and certified in CPR. They also carry a full complement of equipment including oxygen and an Automatic External Defibrillator (AED) in their vehicle. In case of minor injuries, contact Public Safety at extension # 6911. A Public Safety Officer will respond to assess the situation and render proper medical assistance. In some cases Public Safety can assist in transporting persons with minor injuries and illnesses to the local emergency room. They do not provide transport to doctors office visits, pharmacies, or out-patient care services.
XIII. Smoking

The College's Project Managers will designate a smoking area at the project site; this shall be the only place where individuals can smoke. The designated area should be away from any combustible or flammable materials and must have a five gallon bucket filled with water for cigarette butts.

XIV. Work Zone Safety

When the nature of the work represents a hazard to those that may pass by the work site or project site, fences for long term work sites must be installed to protect the public. The need, size, construction, and location of the fence must be agreed up in writing before the project begins. Temporary work sites must have barricade tape, barricades or other harden materials that will safety keep people out of the work zone. Orange cones can be used to direct or redirect vehicle traffic, but not pedestrian traffic as cones do not allow a harden fixed line of safety to keep pedestrian from crossing.

XV. Lockout/Tagout

The contractor or vendor must discuss lockout/tagout with the College's Project Manager to determine if the contractor or vendor will be using its company lockout-tagout policy or the College's lockout/tagout policy. Regardless of contractor's or vendor's choice, all contractors and vendors must enforce a lockout/tagout policy in compliance with OSHA and all other applicable laws, ordinances, rules and regulations.

XVI. Hazardous Materials

Chemicals brought onto the site must be handled in accordance with OSHA and all other applicable laws, ordinances, rules and regulations. Contractors and vendors shall maintain MSDS sheets for all chemicals brought onto the site. Proper labels must be maintained on all containers of chemicals.

XVII. Storm and Sanitary Sewer

Chemical materials other than water must not be placed into the sanitary or storm sewers without the written permission of the College's Project Manager.

XVIII. Excavation/Digging

Contractor and vendors must notify the College's Project Manager before digging anywhere on campus. Contractor and vendors are further responsible for contacting the PA One Call System at 1-800-242-1776 three working days before digging.

XIX. Hardhats

The contractor and the College's Project Manager must agree in writing when a project becomes a hardhat area. Signage must be posted onsite informing of the hard hat requirement. All personnel must wear hardhats in hardhat areas to include college employees.

XX. Grounds

The following specifications are intended as rules for each contractor and vendor to follow in carrying out the task agreed upon with the College.

Grounds Protection

The grounds at Gettysburg College are to be protected from damage and any damages that do occur must be reported and repaired at the contractor, visitor, or vendor’s expense. Grounds include trees, landscape beds and plants, turf, and any hardscape features (sidewalks, pavers, light poles, benches, sculptures, etc.).

It is almost impossible to replace many of the mature trees on campus and even driving across the tree protect area can do substantial damage.

Tree and Shrub Protection

The protection of trees and shrubs includes both the above ground portions (root flares, trunk, branches, leaves, buds, etc.) and the below
ground portion (root system). The root system of a tree or shrub lies horizontally near the surface and extends out way beyond the drip line (outer extent of the canopy) of the tree or shrub. Roots can be damaged by soil compaction, chemicals (liquids or gases), or by cutting or filling.

In addition to the following sections, Above Ground Protection and Below Ground Protection, the College may at its discretion put up fencing to protect trees from project operations. If tree protect fencing is put up the contractor cannot enter, move, or otherwise use the fenced area. If the contractor or vendor must use the protection area to fulfill its obligation, it must contact the College’s Project Manager to consult on methods and obtain approval.

Trunk and Branch Protection
Care should be taken to avoid hitting branches or the trunk of a tree with equipment, tools, or otherwise. The contractor may not prune any portion of the tree or shrub without approval of the College’s Project Manager. If pruning needs to be done to complete a task the contractor or vendor shall notify the College’s Project Manager who shall make the necessary arrangements or give approval.

Root Protection
The below ground portion of a tree consists of the entire root system. For clarity, the area of protection will be the portion of the root system beneath the canopy of the tree or a radius from the trunk equal to one foot for every inch of trunk diameter measured four and one half feet above the ground (DBH), whichever is greater. The contractor or vendor shall not damage the below ground portion of a tree in any way. This includes driving vehicles under or parking on the area of protection. If any vehicle, equipment, tools, supplies, or any other contractor material must use a portion of the tree protection area in the performance of its task, the College’s Project Manager must be alerted and approval granted prior to the use of the area.

Turf Protection
The contractor or vendor shall not damage any turf during the completion of its task. Turf damage can occur in many ways including compaction of the soil; parking equipment or vehicles on it; or blocking sunlight or water by setting tools, materials, or other supplies on it, especially for prolonged periods.

The contractor or vendor may not drive any vehicle or park on the turf. All vehicles must remain on a paved/concrete surface at all times. If the contractor or vendor must drive off of a paved surface to complete the task, the College’s Project Manager must be notified and approval given prior to taking the action. The storage of tools, supplies, and materials shall not occur on a turf surface (even temporarily). All materials, tools and supplies shall be placed on a paved or concrete surface. If using a turf area to store items is the only way to accomplish the task, the College’s Project Manager must be notified and approval given prior to using the area.

Hardscape Protection
The contractor or vendor is responsible for damage to hardscape features. These include sidewalks, lampposts, benches, trash cans, etc.

Some equipment may be too heavy for certain sidewalks (examples are concrete trucks or JLG lifts). The contractor or vendor must coordinate routes to task sites with the College’s Project Manager and preventative measures taken to avoid damage.

Site Restoration
It is the responsibility of the contractor or vendor to repair any damages to College property in the execution of its task. This includes tire ruts; compacted soil; damaged turf, trees, or shrubs; flower beds; mulched areas; or hardscape features such as benches, trash cans, or sidewalks.

Trash and Debris Management
The management of trash and debris is the responsibility of the contractor or vendor. Trash and debris is not to be left overnight or while person(s) are not at the site. That means that trash is removed and the work site clean at the end of every day.
Outdoors
Debris of any kind is not to be left on the ground or anywhere outside, unless it is in an approved container. If working outdoors, all debris including trash, shavings, sawdust, paint chips, pieces of material, unused material, supplies, tools, etc. must not be left unattended and must be removed by the end of each day. Nothing will be placed underneath the drip line of any tree.

If in the course of a job or task, debris will fall onto a plant (as in the case of scraping paint chips), care must be taken to cover the plant with a cloth tarp to aid is site cleanup and plant protection. No debris of any kind shall be left on the leaves or branches of any plant.

Each job is different in nature and scope so any exceptions to the above must be discussed and approved by the College Project Manager.

Indoors
Disposal of trash and debris from indoors is the responsibility of the contractor, visitor, or vendor. All trash and debris will be disposed of off campus. College trash and recycling facilities are not to be used by any contractor. If an individual contract includes provisions for the use of College owned disposal facilities the College’s Project Manager must be notified prior to the use of the facility.

Clean up
Site cleanup is the responsibility of the contractor or vendor. In addition to the provisions above for managing indoor and outdoor trash and debris, the contractor or vendor must leave a dust free usable space on the completion of its task.

All outdoor areas shall be completely free of any debris. This includes mulched areas as well as turf and hardscape. If all debris is not cleaned up to the College’s satisfaction the contractor or vendor will be asked to return to complete the task. Cleanup is part of each task at the College.

XXI. Borrowing College Owned Equipment

**Borrowing of Tools and Equipment:** Gettysburg College is under no obligation to lend equipment. Contractors, and vendors are expected to furnish all necessary tools and equipment to complete the task in a safe manner. Any contractor or vendor that seeks to borrow any tools or equipment owned by Gettysburg College shall execute an Equipment Rental Agreement which may be obtained from the College's Project Manager or Department of Public Safety. Contractors and vendors using College equipment must have a current license or certification of training.

XXII. Dining Services

Contractors looking for a meal may use any open venue that the college offers. The Bullet Hole is located at the College Union Building and The Dive is located at the Athletic Recreation Complex. Dining’s busiest hours are between 12:00 and 12:45.

XXIII. Campus Contacts

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<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Public Safety Office</td>
<td>337-6911</td>
</tr>
<tr>
<td>Life Safety Manager</td>
<td>752-0400</td>
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<tr>
<td>Facilities Services</td>
<td>337-6700</td>
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<tr>
<td>Facilities Projects</td>
<td>337-6711</td>
</tr>
<tr>
<td>Information Technology</td>
<td>337-7000</td>
</tr>
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<td>Dining Services</td>
<td>337-6926</td>
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INSERT CAMPUS MAP