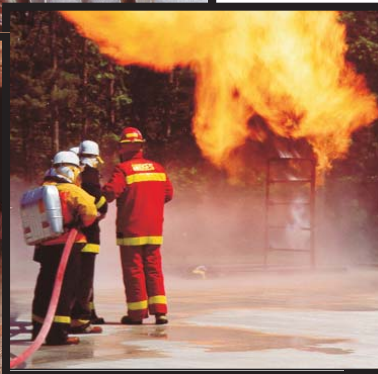


# Student Handbook

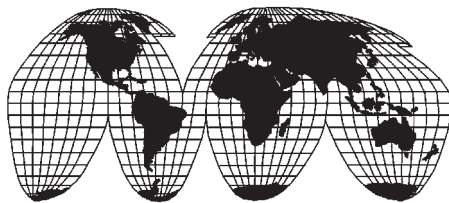


U.S. Department of Labor  
Mine Safety and Health Administration  
National Mine Health and Safety Academy

2005



Visit the Mine Safety and Health Administration  
website at [www.msha.gov](http://www.msha.gov)



# Student Handbook



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U.S. Department of Labor  
Elaine L. Chao  
Secretary

Mine Safety and Health Administration  
Assistant Secretary

2005



## WELCOME

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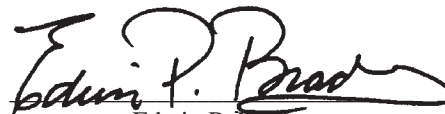


On behalf of the administration, faculty, and staff, I wish to welcome you to the National Mine Health and Safety Academy.

This Student Handbook is provided to assist you as you move into a new and perhaps at times unfamiliar environment. This handbook will serve as a guide to services, facilities, social and recreational activities, and basic Academy policies regarding student conduct and rights.

We sincerely hope that your stay at the National Mine Health and Safety Academy will be an enjoyable and rewarding educational experience. Please feel free to stop by the Manager's office for any assistance you may need.

In the meantime, best of luck in your new educational venture.



Edwin P. Brady  
Manager of National  
Mine Academy Operations



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## INTRODUCTION

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Great strides have been made in recent years in the improvement of the health and safety conditions in U.S. mines. Further improvements must be made, however, before mining is removed from the list of high risk industries. These improvements can only come about through the establishment of effective accident prevention programs throughout the industry.

The National Mine Health and Safety Academy was established to provide an academic background in mine health and safety to those appointed to inspect mines, to render technical assistance, and to train the Nation's miners. The resident programs, the seminars, and the continuing education courses have all been developed with one idea in mind — the improvement of health and safety conditions in mines through education and training.

This is our goal. Our success will be measured by the extent to which mine accidents and unhealthful conditions are reduced in future years.



## BECKLEY'S WEATHER AND WHAT TO WEAR

---

The weather in Beckley is very changeable. There's a fair amount of rain during the spring, summer, and fall, and winters can be cold and snowy, so be sure to bring clothing appropriate for the season.

## ARRIVAL AT THE ACADEMY

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Uniformed security personnel are on duty at all times. Visitors to the Academy must present photo identification to the security guard at the entry gate in order to enter the Academy grounds. At all times while at the Academy, government employees must wear the identification issued by their Agency, and other students/visitors must wear the visitors pass they are given by the security guard.

The security guard will also give you a color coded **parking permit**. Place this card on the dashboard of your vehicle and park in the area designated on the permit. (See map on next page for color coded parking lots.) There is ample, well-lighted, and secure parking. For your safety and the safety of others, please observe posted speed limits and all traffic and parking signs. Thanks for your cooperation.

If you're staying in our residence hall, follow the signs to the residence hall entrance (near the swimming pool) for check-in.

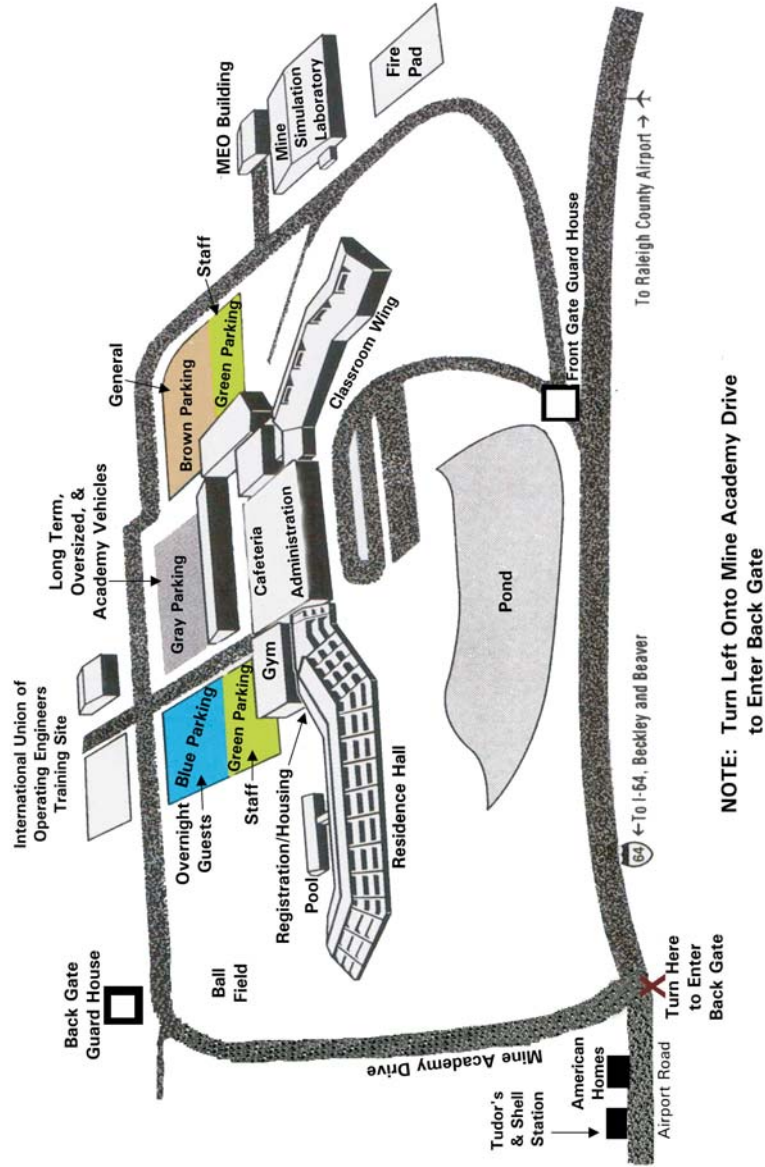
If you have a physical impairment and have special needs, please contact Student Services prior to your arrival.

## WHAT'S ON OUR CAMPUS

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There are nine buildings at the Academy. Seven of them are connected by enclosed walkways.

# CAMPUS MAP



The 174-room Residence Hall is constructed on four levels.

The Administration Building has offices, the auditorium, student store, gymnasium, and the cafeteria.



The Classroom Building houses classrooms, laboratories, and the Technical Information Center and Library (TICL).

The facilities in the Mine Machinery Laboratory give students the opportunity for hands-on health and safety training on a variety of mining equipment and electrical systems.

You'll find the Department of Instructional Materials and print shop in the same building as the Publications Distribution Center, which includes Academy supply service and mail service.

Our Mine Simulation Laboratory is a unique facility. There's nothing like it anywhere else in the world. In the above-ground simulated mine, you'll learn about mine ventilation, mine rescue, mine emergency preparedness, and firefighting through a combination of classroom work and hands-on activities.





## SOME THINGS YOU SHOULD KNOW ABOUT OUR RESIDENCE HALL

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We're glad that you're here with us. Take a few minutes to look around your room, note where the **exits** are and familiarize yourself with the fire **evacuation plan**.



Rooms in the residence hall have either twin beds or a queen bed, a private bath, telephone, storage area, desk, television, coffee pot, iron, and ironing board. You can make and receive local and official long distance calls from your room. To make a call, follow the directions on the telephone. Persons can reach you by calling 304-256-3 (Plus your room extension), or by calling the Academy switchboard at 304-256-3100 and leaving a message for you. Smoking is prohibited in the dorm rooms. (See Page 8).

We provide **linen and maid service** Monday through Friday from 8:00 a.m. to 4:00 p.m. Bath linens are changed every day and bed linens weekly. Contact the registration desk if you need service outside of these hours.

As you walk around the corridor, you'll find **vending machines, ice machines, television lounges and a laundry facility**. These facilities are available 24 hours a day. Contact the Student Store if you lose money in the vending machines.

A non-denominational **devotional area** is located at Corridor "P" in the Residence Hall and is open for worship at any time. Check the Beckley area yellow pages for a complete listing of Beckley area churches, synagogues, and religious services.

## MAIL SERVICE

---

You can send or receive mail at the Residence Hall registration desk. Each day we post a list of people who receive mail.

Our mailing address is:

*(Your Name)*

National Mine Health and Safety Academy

1301 Airport Road

Beaver, WV 25813-9426

Mail is picked up and delivered Monday through Friday. There's no service on Saturday and Sunday.

## **IF YOU'RE A SMOKER . . .**

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The Academy is a smoke-free facility; however, smoking areas are provided in accordance with a memorandum of understanding with the National Council of Field Labor Locals.

## **GUESTS**

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Your spouse and immediate family are welcome to stay at the Academy as guests. They'll need to make reservations and there is an additional fee, payable on arrival. Your guests will also need to register with the guard at the main gate. For more information, ask at the check-in desk in the Residence Hall.

Remember that while we'll be happy to have your guests stay with us, there are times when the Residence Hall is fully booked for MSHA classes. We regret that at such times we won't be able to honor your request. Thanks for your understanding.

## **WELLNESS AND PHYSICAL FITNESS FACILITIES**

---

You and your registered guests are welcome to use the Academy's wellness and physical fitness facilities when they are not scheduled for a class. Inside, you'll find a fully equipped gymnasium, up-to-date conditioning room, racquetball court, sauna, whirlpools, game room, and a swimming pool. Outside, you'll find a large sports field, tennis courts, and a jogging trail.

The gymnasium is open Monday through Friday from 12:00 noon until 9:00 p.m. The pool is open Monday through Friday from 3:00 p.m. until 9:00 p.m. Trained wellness specialists and lifeguards are on duty for your safety.



Children must be accompanied in the Wellness Facilities in accordance with the Academy's Wellness Policy.



You're staying in an area that is famous for its state parks and outdoor sports. In addition, the Academy is near the New River Gorge National River, an internationally-known scenic area noted for hiking, rock climbing, fishing, and white water rafting. Take a look at the chart in the back of this booklet to find out more about off-campus recreation opportunities. Brochures that provide more detailed information are available in various locations throughout the Academy.

## FOOD SERVICE

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Our food service offers complete sit-down meals in a cafeteria setting. Choose from a selection of freshly-prepared entrees and desserts, with a full range of beverages available to complement your meal. Try the salad bar or short-order deli if you want something a bit lighter. We'll be glad to help you if you have **special dietary needs**, too. Contact the cafeteria manager or the Facilities Support Services if you need assistance.

If you're an MSHA employee, you'll receive a **meal card** when you check in. Present this card to the cashier before you go through the serving line. Your card can be used once during each meal, but you can have unlimited seconds on all items (except prime entrees). Just tell the cashier that you're going back for seconds.

**Non-MSHA students** who are in residence **must pay for lodging and meals**. If this is not satisfactory, then lodging can't be reserved for the program. Our Student Services Branch will be glad to answer any questions about this.

You can visit the **cafeteria** at these times:

**MONDAY through FRIDAY**

Breakfast 6:15 a.m. - 8:00 a.m.  
Lunch 11:30 a.m. - 1:00 p.m.  
Dinner 5:30 p.m. - 7:15 p.m.

**SATURDAY and SUNDAY**

Breakfast 7:30 a.m. - 9:00 a.m.  
Lunch 12:00 noon - 1:30 p.m.  
Dinner 5:30 p.m. - 7:00 p.m.

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## **STUDENT STORE**

Did you forget to bring something, or need something to take back home? The student store, next to the cafeteria, has a wide selection of sundries, souvenirs, and gifts.

Student Store hours of operation are:

**MONDAY - THURSDAY**

7:30 a.m. - 4:00 p.m.

**FRIDAY**

7:30 a.m. - 1:00 p.m.

**WEEKENDS and HOLIDAYS**

Closed

## HEALTH AND SAFETY CONCERNS

---

We want you to be safe while you're staying with us, so we're asking for your help in observing a few safety rules.

For your health and safety, **pets** of any kind are prohibited on all academy grounds, except for certified service animals accompanying an individual with a disability.

Persons under age 16 must be supervised at all times.

**Firearms** are not permitted on Academy property.

**Illegal drugs** and **gambling** are prohibited on government property.

People turning in **false fire alarms** will be dismissed from the Academy and prosecuted.

Students need to be sensitive to the ways in which their actions may be interpreted by others. This is why **sexual harassment** is prohibited. Remember, whether behavior constitutes sexual harassment or not depends not just on the intent behind the behavior but also on the perceptions of those affected.

The following are examples of uninvited and unwanted sexual attention: Actual or attempted rape or sexual assault; unwanted pressure for sexual favors; unwanted deliberate touching, leaning over, cornering or pinching; unwanted sexual looks or gestures; unwanted letters, telephone calls, or materials of a sexual nature; unwanted pressure for dates; and unwanted sexual teasing, jokes, remarks, or questions.

We have an **accident prevention program** at the Academy and you play an important part in this activity. If you see an actual or potential safety hazard, please report it to your instructor, class coordinator, or any Academy staff person.

We appreciate your help and cooperation. If you have any questions, please contact your class coordinator.

## EMERGENCY MEDICAL ASSISTANCE

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**If you need emergency medical attention, please dial “0” or ext. 555** and request medical assistance. We'll take you to a medical facility in an Academy vehicle or arrange for an ambulance. If there is no answer, dial 9-911 (Raleigh County Emergency Operations Center) and request medical assistance.

**Assistance in completing accident or health insurance claim forms** (i.e., CA-1, CA-16, and HCFA-1500, etc.) for Federal students may be obtained from your class coordinator.

During your stay, please report all accidents to your class coordinator.

## CLASSES

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**Academy classes are informal so dress casually, but professionally.** Some of our laboratory classes include outside field work, so you'll need to bring appropriate clothing. A business suit is suggested for class pictures and any other formal activities. You'll also need to bring appropriate clothing for wellness and physical fitness activities.

Your **typical class day** begins at 8:00 a.m. and ends at 4:00 p.m. All other day classes end by 5:00 p.m., unless otherwise scheduled.

## TECHNICAL INFORMATION CENTER AND LIBRARY

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The Technical Information Center and Library, located in the classroom wing, is the largest library in the United States devoted to mine health and safety. You'll find books, journals, maps, government publications, technical reports and audiovisual materials

on mine health and safety, engineering, training and many other subjects. The experienced library staff will be happy to help with whatever you need, from a document to a computer-assisted information search.

You are welcome to visit the library from 7:00 a.m. to 6:00 p.m. Monday through Thursday, and 7:00 a.m. to 4:30 p.m. on Friday. Also visit us on the Internet at:

<http://www.MSHA.gov/TRAINING/LIBRARY/library.HTM>.

Materials borrowed during your stay need to be returned when you leave unless you make special arrangements with the library staff.

## **FEES, FINANCES, AND RECORDS**

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We will accept VISA, MasterCard, personal check, or a money order as payment for fees and meals.

We regret that we **cannot cash personal checks** for students. Local banks generally have service charges and limits for cashing out-of-town checks. Similar service charges may apply to ATM cards. You may want to bring enough cash with you to cover expenses or open a local checking account if you expect to be at the Academy often.

**Your Academy records** are maintained in accordance with the Privacy Act. You can, of course, review your records. See Student Services if you have questions.

## STANDARDS OF CONDUCT

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The way we behave reflects directly on the Federal Government, the Department of Labor, MSHA, and the Academy. It is important that **we act with dignity and integrity in all areas of academic and social behavior.**

Please review the following activities for which students can be disciplined or dismissed:

Falsification, alteration, or misuse of Academy documents, records, or identification cards.

Failure to comply with Academy officials who are acting in the performance of their duties.

Threats or acts of physical violence against any member of the Academy community or a visitor.

Commission of acts harmful or potentially dangerous to others.

Unauthorized entry to or use of Academy facilities.

Disruption of Academy activities such as administration of the Academy, Academy programs, social functions, or studying.

Cheating, dishonesty, plagiarism, or knowingly furnishing false information to the Academy.

Willful misconduct, abusive or obscene language, or violent, excessively noisy or drunken behavior on campus or in Academy facilities.

Violation of smoking policy.

Violation of rules governing the use of Academy-owned or controlled property including government vehicles.

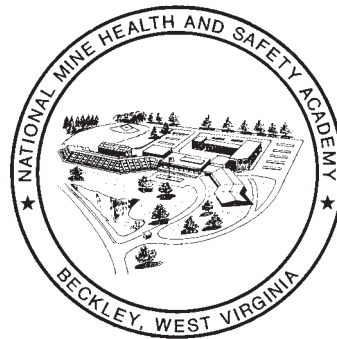
Damage or theft of Academy-owned property or personal property of any member of the Academy community.

Damage to Academy facilities or property as a result of misconduct will be handled as follows: (1) The damaged facility or property is to be replaced or repaired by the offender(s) within 24 hours (if possible); and (2) those responsible for damage to rooms or public areas are to immediately report the problem to Academy authorities. The persons responsible for the damage will be charged for the actual cost to the Academy for labor, repair, and/or replacement.

If you are a Federal employee, you need to be mindful of the Code of Ethics for Government Service.

Finally, no person, agency, or corporation that is not an authorized agent of the Department of Labor, the Mine Safety and Health Administration, or the National Mine Health and Safety Academy may take orders for any item or service, or solicit funds in any Academy facility or at any Academy event without specific authorization from the Manager of National Mine Academy Operations or an authorized agent.

We appreciate your understanding and cooperation. Feel free to ask your class coordinator any questions you have about these standards of conduct.





## TRAVEL TO THE ACADEMY

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Located on a plateau in southern West Virginia, the Academy blends into its Appalachian mountain setting. Scenic vistas and wildlife greet travelers to the Academy and students experience a restful environment.

Several travel options are available:

### **BY AIR**

**Beckley, West Virginia** — The Raleigh County Memorial Airport is located 1 mile from the Academy.

**Charleston, West Virginia** — The Yeager Airport is located 65 miles north of the Academy. Rental cars are available.

**Lewisburg, West Virginia** — The Greenbrier Valley Airport is located 47 miles east of the Academy. Rental cars, taxis, and limousines are available.

### **BY TRAIN**

Amtrak provides tri-weekly service to and from Prince, West Virginia, located 16 miles from the Academy. Taxi service meets all trains.

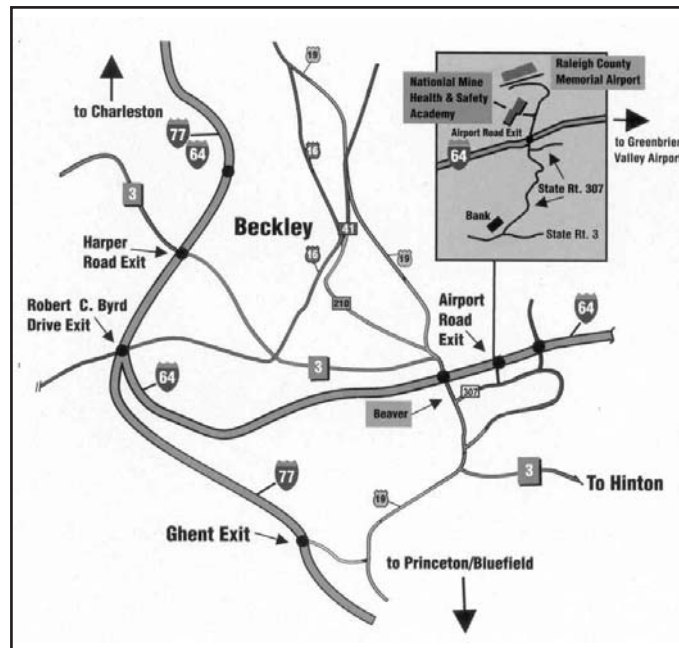
### **BY BUS**

Daily Greyhound service is available to and from Beckley, located 8 miles from the Academy. Taxi service is available.

### **BY CAR**

See Route Map to the Academy on page 18.

## ROUTE MAP



### Arriving from the NORTH

- ◆ When using U.S. 19 South, go to and follow I-77 South, exit at I-64 East
- ◆ Follow I-64 to EXIT 125B, Airport Road
- ◆ Academy is 1 mile on left

### Arriving from the EAST

- ◆ When using I-64 West, use Exit 125, Beaver/Airport Road
- ◆ Turn RIGHT at bottom of ramp
- ◆ Academy is 1 mile on left


### Arriving from the SOUTH

- ◆ When using I-77 North, exit and follow I-64 East
- ◆ Use EXIT 125B, Airport Road
- ◆ Academy is 1 mile on left

### Arriving from the WEST

- ◆ When using I-64 East, use Exit 125B, Airport Road
- ◆ Academy is 1 mile on left

## OFF-CAMPUS RECREATION OPPORTUNITIES

	Archery	Boating	Camping	Fishing	Golf	Hunting	Playgrounds	Picnicking	Swimming	Tennis	Trailer Sites	Miles from Academy
Babcock State Park	x	x	x	x			x	x	x	x		37
Beckley City Park							x	x				6
Beckley Exhibition Coal Mine			x				x	x	x	x	x	6
Bluestone State Park	x	x	x	x	x	x	x	x	x	x	x	28
Grandview National Park							x	x				6
Hawks Nest State Park	x	x	x	x			x	x	x	x		34
Lake Stephens	x	x	x	x			x	x	x	x	x	18
Little Beaver State Park		x		x			x	x	x		x	5
New River Gorge National River		x	x	x					x		x	25
New River Park			x				x	x	x	x	x	7
Pipestem State Park	x	x	x	x	x		x	x	x	x	x	36

**Call 1-800-CALL-WVA  
for information  
on activities  
in West Virginia.**



## **IMPORTANT ACADEMY TELEPHONE NUMBERS**

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**(Area Code 304)**

**Manager's Office . . . . . 256-3200**

**Facilities Support Services . . . . . 256-3534**

Student Services Branch . . . . . 256-3250

Facilities Maintenance Branch . . . . . 256-3275

Food Services . . . . . 256-3302

**Department of Instructional Materials . . . . . 256-3320**

Audiovisual Materials Development Branch . . . 256-3216

Course Development Branch . . . . . 256-3322

Printing and Training Materials  
Distribution Branch . . . . . 256-3289

**Department of Instructional Services . . . . . 256-3211**

Inspection Automation Branch . . . . . 256-3536

Safety Management Branch . . . . . 256-3347

**Department of Mining Technology . . . . . 256-3213**

**Switchboard . . . . . 256-3100**

**NOTE:** If you are calling from inside the Mine Academy, simply dial the last three digits of the telephone number; to reach the Switchboard, dial "0."

## **EMERGENCY MEDICAL ASSISTANCE**

**If you need emergency medical attention, please dial “0” or ext. 555 and request medical assistance. We'll take you to a medical facility in an Academy vehicle or arrange for an ambulance.**

**If there is no answer, dial 9-911 (Raleigh County Emergency Operations Center) and request medical assistance.**

**Assistance in completing accident health insurance claim forms (i.e., CA-1, CA-16, and HCFA-1500, etc.) for Federal students may be obtained from your class coordinator.**

Visit the Department of Labor website at  
[www.dol.gov](http://www.dol.gov)