Visit the Mine Safety and Health Administration Web site at www.msha.gov
Welcome

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

This Guide is designed to help familiarize you with Academy facilities, services, and policies regarding student rights and responsibilities.

We sincerely hope that your time at the Academy will be an enjoyable and rewarding experience.

We wish you best of luck in your new educational venture.

Dr. Michael Faughnan
Superintendent
National Mine Health and Safety Academy
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Introduction

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

The National Mine Health and Safety Academy was established to provide an academic and practical background in mine health and safety to those appointed to inspect mines, render technical assistance, and to train the Nation’s miners.

Our classroom programs, seminars, conferences, and other activities 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.
Travel to the Academy

Located on a plateau in southern West Virginia, the Academy blends into its Appalachian mountain setting.

Available travel options include:

**By Air**

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

Charleston, West Virginia — Yeager Airport is located 65 miles northwest of the Academy.

Lewisburg, West Virginia — Greenbrier Valley Airport is located 47 miles east of the Academy.

**By Train**

Amtrak’s “Cardinal” operates tri-weekly round-trip (Sunday, Wednesday, and Friday) service between Chicago and New York City. Prince, West Virginia, located 16 miles from the Academy, is the local station stop. (Information and schedules are available at www.Amtrak.com)

**By Bus**

Daily Greyhound service is available in Beckley (located 8 miles from the Academy). Information and schedules are available at www.Greyhound.com.

**By Car**

See the Route Map to the Academy on the next page for directions.

**Raleigh Express and Dial-A-Ride**

Raleigh Express and Dial-A-Ride public transportation services are available for a nominal fee through the Raleigh County Community Action Association. Call (304) 252-6696 or visit http:\\www.rccaa.org for additional information.
Route Map to the Academy

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
Arrival at the Academy

Uniformed security personnel are on duty at all times. Visitors to the Academy must present photo identification to the security guard at the front entry gate in order to enter the Academy grounds.

The security guard will give you a color-coded parking permit. Place the permit on the dashboard of your vehicle and park in the area designated on the permit. See the campus map on next page for parking location(s). Please observe posted speed limits and all traffic and parking signs.

At all times while at the Academy, government employees must wear the identification issued by their agency and other students must wear the visitor’s pass. All other visitors must wear their pass given to them at the Reception Desk at the main entrance.

Many of the doors throughout the facility are equipped with proximity card readers. Please keep your ID and proximity card on you at all times to prevent accidental lock-outs. The most current door lock schedule for all areas of the Academy is available for review at the Residence Hall registration desk.
Residence Hall Check-In

Handicapped parking as well as short-term parking for loading and unloading only is available immediately adjacent to the Residence Hall’s entry doors.

Meal/proximity (door lock) cards are issued at the Residence Hall Registration Desk during check-in.

If you take medication by injection or test your blood, a sharps disposal container is available at the registration desk. Upon your departure, please leave the container in your room for disposal.

The Residence Hall has 174 single-occupancy rooms. Each room is equipped with a queen-size bed, private bath, TV, coffee pot, refrigerator, iron and ironing board, desk, storage area, and a telephone.

Residents may receive and make local and official long-distance calls from their room phones. 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.

The Residence Hall has linen and maid service Monday through Friday between 8:00 a.m. and 4:30 p.m. Bath linens are changed daily and bed linens weekly. You may contact the registration desk if you need assistance outside of scheduled hours.

Vending machines, ice machines, TV lounges, and a laundry are all in the Residence Hall. All of these facilities are available 24 hours a day. Contact the Food Services Director if you have any
issues with vending machines. See the Housekeeping Supervisor (x-464) for refunds of money lost in laundry machines.

A non-denominational devotional area is located at Corridor “P” in the residence hall. It is open for worship at any time. Check the Beckley telephone directory for a listing of nearby places of worship.

**Mail Service**

You can send and receive mail at the Residence Hall registration desk. Stamps are available for purchase in the Student Store.

Mail is picked up and delivered on weekdays. There is no mail service on weekends and holidays.

A list of people receiving mail is posted every day.

The Academy’s mailing address is:

(Your name)
National Mine Health and Safety Academy
1301 Airport Rd.
Beaver, WV 25813-9426
**Guests in the Residence Hall**

Your spouse and immediate family are welcome to stay at the Academy as guests, provided all appropriate fees are paid on arrival. Advance reservations are required. Your guests will need to register at the Reception Desk at the main entrance.

Guests under 18 years of age must be accompanied by an adult at all times. 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 will not be able to honor your request. Thank you for your understanding.

Guests must pay for lodging and meals.

We accept Visa, MasterCard, American Express and Discover cards as well as personal checks or money orders as payment for lodging. **Note:** Cash is not accepted at the registration desk for lodging.

Registration issues meal cards only to MSHA and waived persons. All others pay for meals in the cafeteria. Cash is accepted in the cafeteria.
The Academy Campus

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

All indoor Academy areas are smoke-free. However, outside smoking areas are provided.

The Residence Hall is constructed on four levels.

The Administration Building houses a variety of facilities including: offices, the auditorium, gymnasium, cafeteria, and the student store. Offices for the Instructional Services Department and the Mining Technology Department are on the second level of the Administration Building.

The Classroom Building contains classrooms, laboratories, and the Academy’s Technical Information Center and Library.

The Publications Distribution Center has the Academy’s Print Shop and Training Materials Distribution Center on the first level. The Instructional Materials Department is on the Center’s second level.

The Mine Simulation Laboratory is located on the north side of the Academy grounds. This unique facility is used to conduct practical, hands-on training in areas such as mine ventilation, mine rescue, emergency preparedness, and firefighting.
Campus Map

NOTE: Turn Left Onto Mine Academy Drive to Enter Back Gate
Wellness, Physical Fitness, and Recreation

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

The Wellness Center is open 24 hours a day, seven (7) days a week but is only staffed with Wellness Specialists Monday through Friday 12:00 noon until 9:00 p.m. The pool is open and staffed with a lifeguard Monday through Friday from 3:00 p.m. until 8:00 p.m. NOTE: Check with Wellness Staff for current pool availability and hours of operation.

Guests under the age of 18 must be accompanied by an adult at all times while in the wellness facilities.

Southern West Virginia is world famous for its outdoor recreation opportunities.

For information on West Virginia State Parks, go to: http://wvstateparks.com

Google whitewater rafting West Virginia New River Gorge to find out about whitewater rafting on the New River.

To find out about the New River Gorge National River, visit www.nps.gov/neri/
Food Service

Academy food service offers complete meals in a cafeteria setting. You may choose from a selection of freshly prepared entrees and desserts with a full range of beverages available to complement your meal. There is also a made-to-order deli and a salad bar. Heart-healthy and vegetarian selections are also available. Food service personnel can assist anyone who has special dietary needs.

If you are an MSHA employee, you will receive a meal/proximity card when you check in. Present this card to the cashier upon entering the cafeteria serving line. Non-MSHA students who are in residence must pay for lodging and meals.

We accept Visa, MasterCard, American Express and Discover cards as well as cash, personal checks, or money orders as payment for meals in the cafeteria.

Our Student Services Branch will be glad to answer any questions you may have.
**Cafeteria**

You can visit the cafeteria during hours shown below:

**Cafeteria Hours**

**Monday through Friday**

<table>
<thead>
<tr>
<th>Time</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:15 a.m.</td>
<td>8:00 a.m.</td>
<td>11:30 a.m.</td>
<td>5:30 p.m.</td>
</tr>
<tr>
<td>11:30 a.m.</td>
<td>1:00 p.m.</td>
<td>5:30 p.m.</td>
<td>7:00 p.m.*</td>
</tr>
</tbody>
</table>

*The cafeteria closes at 2:00 p.m. on Friday. Occasionally, the cafeteria is open on weekends.

**Saturday and Sunday**

<table>
<thead>
<tr>
<th>Time</th>
<th>Breakfast</th>
<th>Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30 a.m.</td>
<td>8:30 a.m.</td>
<td>12:00 p.m.</td>
</tr>
<tr>
<td>6:30 a.m.</td>
<td>8:30 a.m.</td>
<td>12:00 p.m.</td>
</tr>
</tbody>
</table>

The cafeteria is open for breaks between serving periods on a cash basis.

**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**

**Monday through Friday**

6:15 a.m. - 7:00 p.m.

**Saturday and Sunday**

6:30 a.m. - 2:00 p.m.

**Note:** Student Store is open only when Cafeteria is open.
Standards of Conduct

It is important that we act with dignity and integrity in all areas of academic and social behavior because our behavior reflects directly on the Federal government, Department of Labor, the Mine Safety and Health Administration, and the National Mine Health and Safety Academy.

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

Harassment

Students need to be sensitive to the ways in which their actions may be interpreted by others. 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 harassment: 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.

For information on Harassing Conduct in the Workplace go to: http://labornet.dol.gov/me/hr/harassing-conduct-in-the-workplace.htm
Disciplinary Actions or Dismissal

Students can be disciplined or dismissed for engaging in any of the following activities.

• 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. NOTE: 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.

**Code of Ethics**

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

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 Academy Superintendent or their designee.

**Health and Safety Concerns**

You are an important part of the Academy’s health and safety program. If you see an actual or potential safety or health hazard, please report it to your instructor, class coordinator, or any member of the Academy staff immediately.

Pets of any kind are prohibited on all Academy grounds, except for certified service animals accompanying people with impairments.

Firearms are not permitted on Academy property.

Propane tanks, slow cookers, hotplates, and barbecue grills are not permitted on Academy property.

Illegal drugs are prohibited on government property.

Gambling is prohibited on government property.

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

Contact your class coordinator if you have any questions.
Emergency Medical Assistance

During your stay, report immediately all accidents to your class coordinator who can assist you in submitting documents for notification of an accident, injury, or illness.

If you need emergency medical attention, please dial ext. 555 or “0” to request medical assistance.

If there is no answer, dial 9-911 (Raleigh County Emergency Operations Center) from any campus phone.

IN CASE OF A MEDICAL OR OTHER EMERGENCY

DIAL 555

If there is no answer, dial

9-911 (Raleigh County Emergency Operations Center)

FIRST AID SUPPLIES AND AEDs
ARE LOCATED THROUGHOUT THE ACADEMY

SEE PAGE 19 OF THIS GUIDE
FOR MORE INFORMATION
Class Attendance

Classes are informal and while dress is casual, it should remain professional in nature (no shorts or flip flops). Most of our laboratory classes include hands-on activities or outside fieldwork. Due to the proximity of heavy equipment, shorts and flip flops are not authorized wear for Academy classes. You may wish to bring a business suit for the graduation ceremony or other formal activities.

A 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.

Absences from class are approved for personal illnesses, emergencies, or death in a student’s family. Students must notify their supervisor and instructors, and make up work assigned while absent.

Technical Information Center and Library

The Technical Information Center and Library is located in the classroom wing. It is the largest library in the United States devoted to mine health and safety. Collections include books, journals, maps, government publications, technical reports, and audiovisual materials on mine health and safety, engineering, training, and many other subjects.

Public computers and copiers in the library are available for your use during library hours. The experienced library staff will be happy to help with whatever you need; from searching the library online catalog to browsing the digital collections.

The library is open from 7:00 a.m. to 6:00 p.m., Monday through Thursday and from 7:00 a.m. until 4:30 p.m. on Friday. You can contact the library at (304) 256-3266 or at MSHALibrary@dol.gov

The library catalog can be accessed on the internet at http://library catalog.dol.gov/client//msha
Important Academy Telephone Numbers

If you are calling from inside the Academy, dial the last three digits of the telephone number.

Dial “0” to reach the switchboard.

Switchboard....................................................304-256-3100
Registration Desk ............................................304-256-3370
Student Services .................................304-256-3252
Maintenance ....................................................304-256-3481
Superintendent’s Office ..........................304-256-3200
Instructional Materials Department .......304-256-3356
or 304-256-3377
Printing and Training Materials Distribution .....304-256-3289
Instructional Services Department ..........304-256-3539
or 304-256-3234
Mining Technology Department .............304-256-3353
or 304-256-3471
# First Aid Equipment and Supplies Location

## AEDs (Defibrillators)

<table>
<thead>
<tr>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Wing (C Building)</td>
<td>• Outside C-106</td>
</tr>
<tr>
<td></td>
<td>• Outside C-137</td>
</tr>
<tr>
<td>G Building (2nd floor)</td>
<td>• Hallway outside EFSMS Office</td>
</tr>
<tr>
<td>Gymnasion</td>
<td>• Cardio Room</td>
</tr>
<tr>
<td></td>
<td>• Wellness Office</td>
</tr>
<tr>
<td>Switchboard</td>
<td></td>
</tr>
<tr>
<td>Swimming pool</td>
<td>• Hallway entrance (Residence Hall “K” Section)</td>
</tr>
<tr>
<td>Residence Hall (A Building)</td>
<td>• Adjacent to Registration Desk</td>
</tr>
<tr>
<td></td>
<td>• Beside exit at end of Residence Hall (“R” Section)</td>
</tr>
<tr>
<td>Mine Simulation Laboratory</td>
<td></td>
</tr>
<tr>
<td>Garage (F Building)</td>
<td>Maintenance Office Desk</td>
</tr>
</tbody>
</table>

## FIRST AID KITS by Lilly®

<table>
<thead>
<tr>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Wing (C Building)</td>
<td>• Outside C-106</td>
</tr>
<tr>
<td>G Building (2nd floor)</td>
<td>• Hallway outside EFSMS Office</td>
</tr>
<tr>
<td>Gymnasium</td>
<td>• Wellness Office</td>
</tr>
<tr>
<td>Residence Hall (A Building)</td>
<td>• On wall behind Registration Office</td>
</tr>
<tr>
<td>Kitchen</td>
<td>• Back office</td>
</tr>
</tbody>
</table>

### SAFETY MATES

(Audible First Aid Books)

<table>
<thead>
<tr>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Wing (C Building)</td>
<td>• Outside C-106</td>
</tr>
<tr>
<td>G Building (2nd floor)</td>
<td>• Hallway outside EFSMS Office</td>
</tr>
<tr>
<td>Residence Hall (A Building)</td>
<td>• Hallway adjacent to Registration Desk</td>
</tr>
<tr>
<td>Garage (F Building)</td>
<td>• On wall beside exit door</td>
</tr>
</tbody>
</table>

## BLOOD PRESSURE MONITORS

<table>
<thead>
<tr>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional Services Dept. (B Building)</td>
<td>• Secretary’s area B-102</td>
</tr>
<tr>
<td>Instructional Materials Dept. (G Building)</td>
<td>• Conference area G-226</td>
</tr>
<tr>
<td>Garage (F Building)</td>
<td></td>
</tr>
</tbody>
</table>
Visit the Department of Labor Web site at www.dol.gov