



A unit of the Technical College
System of Georgia

EMERGENCY OPERATIONS AND SAFETY PLAN

MACON CAMPUS

3300 Macon Tech Drive
Macon, GA 31206
(478) 757-3400
www.centralgatech.edu

Milledgeville Campus

54 Highway 22 West
Milledgeville, GA 31061
(478) 445-2300

Crawford County Center

640 GA Highway 128
Roberta, GA 31078
(478) 836-6001

Putnam County Center

580 James Marshall Bypass
Eatonton, GA 31024
(706) 923-5000

Monroe County Center

25-A Brooklyn Avenue
Forsyth, GA 31029
(478) 992-2717

INTRODUCTION

Central Georgia Technical College desires to assure an accident-free environment and include in its programs the teaching of safe practices. The development of good safety attitudes can only take place in a safe environment. All departments must ensure proper safety precautions at all times.

The purpose of this safety manual is for use as a guide in the development of safe working conditions and positive attitudes toward safety.

Central Georgia Technical College has as the primary objective the prevention of accidents, which will result in injury to individuals and accidents which cause damage to buildings, facilities, and equipment.

"SAFETY FIRST" is an appropriate slogan for all times. Anyone who has witnessed the result of an accident realizes that there is a need for safe work habits in all activities. Not thinking before acting is the cause of most accidents. Mishandling tools or neglecting proper maintenance of tools or machinery, failing to use protective devices, and cluttered work areas are examples of poor safety practices that frequently result in accidents. Any program which requires exposure to blood-borne pathogens must enforce universal precautions.

The safety program must include for the students a safe environment in which to learn, the enforcement of safety regulations and the opportunity to develop safety attitudes, knowledge, and skills which will aid in avoiding accidents.

DISTRIBUTION

The plan is available on the CGTC Intranet with hard copies in the Library on both campuses. Staff development training is provided for all full-time employees.

MANAGEMENT SAFETY STATEMENT

Central Georgia Technical College recognizes a commitment to employees and students to provide a safe and healthy workplace; free from recognized hazards. CGTC will strive for the elimination of accident and health hazards by the establishment of a safety program.

Two of the safety program's basic responsibilities are the establishment of emergency procedures to diminish the effects of catastrophic events; and the prevention of accidents, whether they involve employee injuries, student injuries, or property damage. All employees will therefore provide full support for all safety procedures, training, and hazard elimination practices necessary to achieve these goals.

Supervisory personnel are directly responsible for the instruction of all employees under their jurisdiction in regard to proper procedures and safe methods to be utilized in performing duties in the working and instructional environment; for taking immediate corrective measures to eliminate hazardous conditions; and for implementing practices for the prevention of all accidents.

Each employee (full-time or part-time, administration, instructor or staff person) shall cooperate in every respect with this program. Some of the major points of CGTC's program are as follows:

Employees must follow recognized safe work practices as a condition of employment with CGTC. Students must abide by safe practices and procedures established for the classroom, or other instructional environment.

Hazardous conditions and other safety concerns must be reported to the responsible supervisor immediately. Supervisors will take appropriate action to initiate corrective measures.

A. Safety Advisory Council

A Safety Advisory Council is established and chaired by the Director of Campus Safety and Security. Members of the advisory council consist of representatives from the following areas:

- Vice President, Administrative Services
- Vice President, Academic Affairs
- Vice President, Student Affairs
- Vice President, Economic Development
- Vice President, Facilities and Ancillary Services
- Vice President, Information Technology
- Vice President, Satellite Operations
- Coordinator, Administrative Services – Milledgeville
- Dean of Instruction – Macon
- Dean of Curriculum and Staff Development
- Dean of Adult Education
- EMT Department Chair
- Criminal Justice Program Chair
- Director, Campus Safety and Security
- Executive Director, Advancement and Public Relations
- Director – Putnam County Center
- Human Resources Director
- GEMA Program Instructor
- Director – Crawford County Center
- Maintenance Supervisor
- Custodial Supervisor
- Facilities Director

Participants from each area should be knowledgeable of the safety and security issues found in their environment. The Safety Advisory Council serves as an advisory, planning and improvement committee to guide the CGTC safety programs and other tasks necessary to ensure a safe work and learning environment. The council should meet regularly to discuss issues related to security, safety and security issues, accident and crime prevention, regulatory issues, safety and security awareness information and feedback regarding employee and student safety concerns. The committee is also charged with the maintenance of this Plan.

Although not specifically identified in the above Council; the individual instructor, program chair and department heads occupy important roles in the safety program and the management of emergency situations, which occur on college property. It is these individuals who have the professional knowledge of the safety issues, rules, and procedures which apply to their areas of responsibility. These individuals have the immediate responsibility to ensure that written rules and procedures are disseminated and followed in their work and classroom environments.

B. EMERGENCY DIRECTION AND CONTROL

Administration Control:

To the extent each situation permits, the administration and management of emergency response decisions shall be made by the President or designee as the Administrator in Charge.

Employee Response:

Immediate response to safeguard life and property is made at the administrator, supervisor, and employee level most readily available and equipped to respond to the situation.

C. Notifications and Contacts

Emergency Telephone Numbers

| CONTACT | NUMBER |
|--------------------------------------------------------|--------------|
| President | 757-3502 |
| VP Administrative Services | 757-3414 |
| VP Academic Affairs | 757-3509 |
| VP Student Affairs | 757-3507 |
| VP Economic Development | 757-3550 |
| VP Facilities and Ancillary Services | 757-3506 |
| VP Information Technology | 757-3498 |
| Dean Adult Education | 757-6669 |
| Evening Programs Supervisor – Macon | 214-0177 |
| Executive Director, Advancement and Public Relations | 757-3467 |
| H Building Evening Supervisor | 757-3445 |
| Facility Director | 757-3579 |
| Facility Support Supervisor | 757-2516 |
| Maintenance Supervisor | 757-3441 |
| Human Resources Director | 757-3459 |
| Director, Campus Safety and Security | 757-3553 |
| Security | 757-3453 |
| VP Satellite Operations | 478-445-2301 |
| Coordinator of Administrative Services – Milledgeville | 478-445-2305 |
| Director, Putnam County Center | 706-923-5002 |
| Director, Crawford County Center | 478-836-6001 |

| | |
|----------------|-----|
| Police/Sheriff | 911 |
| Ambulance | 911 |
| Fire | 911 |

D. Emergency Evacuation Kit

The Emergency Evacuation Kit (located in Security Office in Macon, vault in Milledgeville, and the Security Office at the Putnam and Crawford County Centers) will be taken from the college to the primary emergency responder's area during an emergency evacuation. This kit will become the portable "command center" for the college President or designated representative during the first critical moments of any crisis that requires the evacuation of the facility. The information in the kit will allow the administrator to quickly integrate into the emergency response structure and provide the needed critical information to responding agencies. This kit should also be taken during drills for consistency with response protocols.

1. Contents: The Emergency Evacuation Kit will contain the following:
 - a. A copy of the college emergency operations plan, along with quick reference guides of all the protocols and emergency telephone numbers of assistance agencies.
 - b. Floor plan of each building on college property
 - c. Site plan of the grounds and surrounding areas
 - d. Copies of photographs of the facility (exterior and interior)
 - e. Current phone book
 - f. Change for pay phones
 - g. Flashlight and extra batteries
 - h. Bullhorn and appropriate batteries
 - i. Cell phone and/or portable two-way radio
 - j. Writing tablets and pencils
 - k. Basic First Aid Kit
2. The kit should quickly be taken to the area where emergency responders (fire, emergency medical, and police) will arrive. The Vice President of Facilities and Ancillary Services and the Vice President of Student Affairs should assist the Director of Campus Safety and Security which serves as the incident commander, who is designated to be in charge of the scene.

E. Evacuation Protocol

In a number of situations, it may be necessary to evacuate a college building. An evacuation should be signaled by either a fire alarm or coded phrases using the public address system. However, in a situation of a bomb threat or when there is a suspicion of possible explosives, a unique signal should be used that differentiates between a fire evacuation and one for bomb threats and explosives. (See Emergency Evacuation Guidelines in Appendix A).

1. Preparedness

Situations may arise which will require an off-campus evacuation to ensure the safety of students and staff. Procedures for an emergency off-campus evacuation should consist of the following minimum steps:

- a. Identify assembly points (for fire follow all posted evacuation signs) away from the college in the event it becomes necessary to evacuate the college campus.
- b. The public address system will be used as the primary means of notifying building occupants, when possible. Runners will be used as alternate means of announcing an evacuation in the event of public address system failure.

2. Response

The following basic steps must be followed when evacuating the college building:

- a. Instructors should bring their class record books with them, if applicable.
- b. Instructors should ensure that all students are out of their classrooms and adjoining restrooms and workrooms.
- c. Teachers should close the doors after following their students out of the building.
- d. Classes will proceed to the designated holding areas/assembly areas. Once there, teachers should make note of students who are not present and furnish those names to college administrators as soon as possible.
- e. Teachers should remain with their class until administrator sounds an "all clear" signal.

When an off-campus evacuation is called, teachers should follow the same basic steps as outlined in evacuating the college building

F. Media Protocol

While colleges are public buildings, they are not necessarily open to the general public. Generally, administrators are not under a constitutional obligation to allow media personnel on campus.

The media can serve as a great resource for information dissemination during a crisis. In order to utilize this tool, colleges must provide factual response information to the media as quickly as possible during a crisis. College Emergency/Disaster Preparedness Plans should be coordinated in advance of an incident with local media representatives to facilitate an efficient community response during a college-related crisis.

1. Advance Preparation

- a. The Executive Director of Advancement and Public Relations is designated as the media spokesperson at the crisis site. This person should be intimately familiar with the college system Emergency/Disaster Preparedness Plan.
- b. The Executive Director of Advancement and Public Relations will respond to and facilitate inquiries and requests for interviews.
- c. Local media contact numbers should be kept in the Emergency Evacuation Kit.
- d. The Executive Director of Advancement and Public Relations in concert with the Vice President Student Affairs will determine safe and appropriate staging areas for media personnel near the college for use during a crisis. Depending upon the size of the incident, the media response may be overwhelming in numbers of people and equipment arriving on the scene.

2. Communications and Warning

Media personnel often monitor radio frequencies of local public safety agencies. It is certain that local media will have immediate knowledge that a crisis has occurred in a college and will respond quickly. The Executive Director of Advancement and Public Relations will be prepared for this response and use the media to provide updates to the public, as information becomes available.

3. Response Protocol

When a college related crisis occurs, the media spokesperson or liaison should immediately begin providing the media with factual information, preferably a written statement that needs to be transmitted to the community. Colleges should make every effort to keep the names of any injured students and/or staff protected until the families of the victims have been notified.

- a. Be even handed and be certain every media member receives the same information.
- b. Be accurate. If uncertain of the facts, do not release information. If necessary, refer media to appropriate sources.
- c. Set limits for time and location of media briefings.
- d. When handling interviews:
 1. Ask in advance what specific questions will be asked.
 2. Do not say "no comment." If an answer is not known, offer to get information and get back with them.
 3. Do not speak "off the record."
 4. Keep answers brief and to the point.
- e. Emphasize positive actions being taken. Turn negative questions into simple, positive statements.
- f. Ensure that the sensitivities of those who are touched by the crisis are respected.
- g. Before agreeing to have staff members interviewed, obtain their consent.
- h. Students under the age of 18 should not be interviewed on campus without parental permission.
- i. Let law enforcement handle any questions regarding criminal investigations. The college spokesperson should focus on what the college administration is doing.

4. Sample Press Release

FOR IMMEDIATE RELEASE

(PLEASE REVIEW THE FOLLOWING INFORMATION EVERY FIVE TO TEN MINUTES DURING THE FIRST HOUR OF THE CRISIS)

There has been a _____ incident involving _____
_____ College. The [Law Enforcement Agency or
College] has asked us to advise you of the following information for the
safety of the students, faculty and staff at that location.

PLEASE DO NOT ATTEMPT TO GO TO THE COLLEGE. Emergency responders cannot properly deliver medical services if parents and loved ones rush to the scene. Students and employees are being evacuated to a preplanned family reunification site located at _____. People going to the incident scene will block emergency vehicles that need access. Although it may be your normal impulse, please do not attempt to go to the college.

[Law Enforcement Agency or College] has requested that you do not attempt to call their office at this time to get information. They need to keep the lines clear so they can coordinate response efforts. Unnecessary calls will clog emergency phone lines. Please listen to area radio and television stations and the [Law Enforcement Agency] will provide information through these outlets as quickly as reliable facts become available.

[Law Enforcement Agency or College] has also requested that everyone avoid the use of cellular telephones during the next two hours. Public safety responders need the use of cellular communications. Heavy use of cellular phones in other communities during college crisis situations have shut down cellular communications in those areas. Please do not use your cellular phone at this time if at all possible.

The only specific information available at this time is _____.

SECTION II

SYSTEM RESPONSE PROTOCOLS

A. Security-Related Incidents

1. Bomb Threats/Suspicious Packages

Unfortunately, bombings and the threat of bombings have become commonplace weapons of foreign and domestic terrorists and others who have, for any number of reasons, real or perceived grievances against established authority for which they feel compelled to act. Colleges have not escaped this phenomenon.

If the threatening calls are not taken seriously, the administrator runs the risk that a device may explode after a warning was discounted. Students may die or suffer injuries, and the administrator may appear negligent. On the other hand, if the college administrator becomes too reactive, then every threat may lead to a college evacuation, thereby disrupting the educational process.

a. Daily Precautions

1. Cleaning and maintenance personnel should lock all doors after cleaning of rooms.
2. Persons who handle mail and packages should be trained on the recognition and handling of suspicious packages.

b. Phone Call: In the event you are contacted by phone regarding a bomb threat, these steps should be followed:

- ❑ Remain calm, listen and take notes.
- ❑ Remember what you hear!
- ❑ Keep the caller talking while you notify someone near you that you are on a bomb threat call and to reach the president's office.
- ❑ If the call is received on a telephone instrument with caller ID display - RECORD THE DISPLAYED NUMBER.
- ❑ Try to get as much information as possible - questions could include:
 - Where is the bomb?
 - What does it look like?
 - Building in question?
 - Why did you choose this building?
 - Time of setting?
 - Location of bomb?
 - Why would you want to hurt innocent people?
 - Could you repeat the message?
 - Can you tell me the reason you are doing this?
- ❑ Record a description of the caller's voice:
 - Male, female,
 - Juvenile, adult,
 - Local, foreign, southern,
 - Impediment, slurred,
 - Excited, quiet, calm,
 - Education level

- ❑ Listen for background noises such as railroad, streets, aircraft, etc.
- ❑ Immediately call 911
- ❑ Do not discuss the call with anyone but appropriate authority-in-charge to prevent alarming others.
- ❑ Response to be implemented will be based on the content of the bomb threat and course of action selected by the President or senior administrator present.
 - Do not sound an alarm
 - Decision for the type of response procedures will be made by college authorities or police
 - If evacuation plan is implemented, procedures outlined in APPENDIX A. – Evacuation Guidelines *will* be followed.
- ❑ If the evacuation is due to a bomb threat, be alert to make a note of any unusual packages that may be in or near your office area.
- ❑ Do not touch the package but report it to authorities immediately.

c. Bomb Threat Response Considerations

This material is condensed from *Bomb Threats and Physical Security Planning* published by the U.S. Department of the Treasury, Bureau of Alcohol, Tobacco and Firearms, and adapted for use in the Central Georgia Technical College Safety Manual.

This information is designed to help prepare for the potential threat of explosives related violence. While the ideas set forth herein are applicable in most cases, they are intended only as a guide. The information provided is compiled from a wide range of sources, including the actual experiences of special agents of the Bureau of Alcohol, Tobacco and Firearms (ATF).

If there is one point that cannot be overemphasized, it is the value of being prepared. Do not allow a bomb incident to catch you by surprise. By developing a bomb incident plan and considering possible bomb incidents in your physical security plan, you can reduce the potential for personal injury and property damage.

In making this information available to you, we hope to help you better prepare to deal with bomb threats and the illegal use of explosives.

i. Bombs

Bombs can be constructed to look like almost anything and can be placed or delivered in any number of ways. The probability of finding a bomb that looks like the stereotypical bomb is almost nonexistent. The only common denominator that exists among bombs is that they are designed or intended to explode.

Most bombs are homemade and are limited in their design only by the imagination of, and resources available to, the bomber. Remember, when searching for a bomb, suspect anything that

looks unusual. Let the trained bomb technician determine what is or is not a bomb.

ii. Bomb threats

Bomb threats are delivered in a variety of ways. The majority of threats are called in to the target. Occasionally these calls are through a third party. Sometimes a threat is communicated in writing or by a recording.

Two logical explanations for reporting a bomb threat are:

- a) The caller has definite knowledge or believes that an explosive or incendiary bomb has been or will be placed and he/she wants to minimize personal injury or property damage. The caller may be the person who placed the device or someone who has become aware of such information.
- b) The caller wants to create an atmosphere of anxiety and panic which will, in turn, result in a disruption of the normal activities at the facility where the device is purportedly placed.

Whatever the reason for the report, there will certainly be a reaction to it. Through proper planning, the wide variety of potentially uncontrollable reactions can be greatly reduced.

Security and maintenance personnel should be alert for people who act in a suspicious manner, as well as objects, items, or parcels which look out of place or suspicious. Surveillance should be established to include potential hiding places (e.g., stairwells, rest rooms, and any vacant office space) for unwanted individuals.

Doors or access ways to such areas as boiler rooms, mail rooms, computer areas, switchboards, and elevator control rooms should remain locked when not in use. It is important to establish a procedure for the accountability of keys. If keys cannot be accounted for, locks should be changed.

Good housekeeping is also vital. Trash or dumpster areas should remain free of debris. A bomb or device can easily be concealed in the trash. Combustible materials should be properly disposed of, or protected if further use is anticipated.

iii. Written threats

When a written threat is received, save all materials, including any

envelope or container. Once the message is recognized as a bomb threat, further unnecessary handling should be avoided. Every possible effort must be made to retain evidence such as fingerprints, handwriting or typewriting, paper, and postal marks. These will prove essential in tracing the threat and identifying the writer.

While written messages are usually associated with generalized threats and extortion attempts, a written warning of a specific device may occasionally be received. It should never be ignored.

iv. Decisions

Ignoring the threat completely can result in some problems. While a statistical argument can be made that very few bomb threats are real, it cannot be overlooked that bombs have been located in connection with threats. If employees learn that bomb threats have been received and ignored, it could result in morale problems and have a long-term adverse effect on your business. Also, there is the possibility that if the bomb threat caller feels that he/she is being ignored, he/she may go beyond the threat and actually plant a bomb.

Evacuating immediately on every bomb threat is an alternative that on face value appears to be the preferred approach. However, the negative factors inherent in this approach must be considered. The obvious result of immediate evacuation is the disruptive effect on your business. If the bomb threat caller knows that your policy is to evacuate each time a call is made, he/she can continually call and force your business to a standstill. An employee, knowing that the policy is to evacuate immediately, may make a threat in order to get out of work. A student may use a bomb threat to avoid a class or miss a test. Also, a bomber wishing to cause personal injuries could place a bomb near an exit normally used to evacuate and then call in the threat.

Initiating a search after a threat is received and evacuating a building after a suspicious package or device is found is the third, and perhaps most desired, approach. It is certainly not as disruptive as an immediate evacuation and will satisfy the requirement to do something when a threat is received. If a device is found, the evacuation can be accomplished expeditiously while at the same time avoiding the potential danger areas of the bomb.

v. Search terms

It is advisable to use more than one individual to search any area or room, no matter how small. Searches can be conducted by supervisory personnel, area occupants or trained explosive search

teams. There are advantages and disadvantages to each method of staffing the search teams.

Using supervisory personnel to search is a rapid approach and causes little disturbance. There will be little loss of employee working time, but a morale problem may develop if it is discovered that a bomb threat has been received and workers were left unaware. Using a supervisor to search will usually not be as thorough because of his/her unfamiliarity with many areas and his/her desire to get on with business.

Using area occupants to search their own areas is the best method for a rapid search. The occupants' concern for their own safety will contribute toward a more thorough search. Furthermore, the personnel conducting the search are familiar with what does or does not belong in a particular area. Using occupants to search will result in a shorter loss of work time than if all were evacuated prior to search by trained teams. Using the occupants to search can have a positive effect on morale, given a good training program to develop confidence. Of course, this would require the training of an entire work force, and ideally the performance of several practical training exercises. One drawback of this search method is the increased danger to unevacuated workers.

The search conducted by a trained team is the best for safety, morale and thoroughness, though it does take the most time. Using a trained team will result in a significant loss of production time. It is a slow operation that requires comprehensive training and practice. Without the probability of a creditable threat the availability of trained teams for bomb threat searches may be limited.

The decision as to who should conduct searches lies with management, and should be considered and incorporated into the bomb incident plan.

vi. Suspicious object located

It is imperative that personnel involved in a search be instructed that their only mission is to search for and report suspicious objects. Under no circumstances should anyone move, jar or touch a suspicious object or anything attached to it. The removal or disarming of a bomb must be left to the professionals in explosive ordnance disposal. When a suspicious object is discovered report the location and an accurate description of the object to the police/security officer.

vii. Handling of the news media

It is of paramount importance that all inquiries from the news media be directed to one individual appointed as spokesperson. All other persons should be instructed not to discuss the situation with outsiders, especially the news media.

The purpose of this provision is to furnish the news media with accurate information and to see that additional bomb threat calls are not precipitated by irresponsible statements from uninformed sources.

Additional information on suspect package or bomb threats may be found from the US Treasury, Bureau of Alcohol, Tobacco and Firearms Webpage.

2. Civil Disturbance

A civil disturbance is any incident, including riot, uprising or threats of violence, which will disrupt the normal business of education in a college setting.

While the origins of campus disturbances can vary immensely from reaction to international events to personal confrontations, most can be minimized, if not avoided, through early recognition of developing problems and prompt action.

Response:

- a. Immediately Notify:
 1. Faculty and staff.
 2. Notify emergency/911 communications, if necessary.
- b. When practical, request that law enforcement handle outsiders causing disturbances.
- c) Avoid verbal exchanges or arguments when a disturbance is escalating.
- d) Clearly communicate to all students the location to which they should proceed.
- e) If college staff approaches the disturbance area, do so at least in pairs. Do not touch students.
- f) Attempt to isolate and contain the situation.
- g) Remove on-lookers in order to isolate students from the proximity of the disturbance and return them to classrooms.
- h) Do not allow students removed from the disturbance area access to areas where weapons may be available.

- i) Render first aid to injured students or staff.
- j) Record and report the names of all students and outsiders, if known, involved in the disturbance.
- k) Record and report details of the incident to College Resource Officer/local police.
- l) If necessary, initiate the Evacuation protocol.
- m) Initiate Media Response Protocol, if appropriate.
- n) Consider designating a person to videotape the incident for the purposes of identifying the participants afterward.

3. Intruder/Suspicious Person

- a. Anyone having knowledge that an armed person is on campus should immediately contact 911 and the President's Office.
- b. Be prepared to supply the following information.
 - Location of armed person
 - How is person armed, i.e. pistol, rifle, knife
 - Actions (and if known purpose) of armed individual
 - A complete description of the individual
 - Whether or not any shots have been fired
 - Your name and where you can be located if needed
- c. After notifying the police, notify the president's office of the situation.
 - Unless otherwise directed, persons on campus should remain in their office or classroom with doors closed and locked, if possible.
 - If there is danger of shots being fired or if shots have been fired, all persons should lie on the floor and remain as calm as possible.
 - Individuals should remain in a place of safety until assured that any danger has been resolved.

4. Hostage/Barricade

A hostage/barricade situation is a critical event that requires a specialized public safety response to best ensure an acceptable resolution. To manage a crisis, resources must be identified, acquired and applied with a rational, problem-solving approach. Several steps must be taken to assist emergency response agencies in resolving the crisis as quickly and as safely as possible, including:

a. Notification

When confronted with a hostage/barricade situation, the following entities must be notified and requested to respond:

- (1) Law Enforcement (city, county): If available, provide information regarding suspect(s)' description, location, type(s) of weapons and number of hostages. Law enforcement has trained/experienced negotiators and tactical personnel.
- (2) Fire Department: The fire department will be on scene to extinguish any fires that may result from the hostage/barricade situation. In addition, the fire department has trained/experienced personnel and equipment, which will be absolutely necessary in the event of an emergency rescue.
- (3) Emergency Medical Services (EMS): EMS must be on scene to provide emergency medical attention for injuries and illnesses.
- (4) College Staff: College staff must be immediately notified via the use of a simple code word or phrase so that they can begin implementing protection procedures as required. Direct language will be broadcast, e.g., "Implement Level 2 Classroom operation procedures".
- (5) Emergency/911 Communications: Emergency communications will assist with the transmission of critical information to the various responding agencies and to other concerned agencies and persons.
- (6) Local Emergency Management Agency: Local emergency management personnel can assist with response effort coordination and with requesting and introducing additional resources into the area. EMA personnel can also assist with media and family reunification facilitation.

b. Evacuation

All students and staff must simultaneously be protected and notified.

An evacuation should be considered or may be needed when a perpetrator(s) has been confined to or isolated in one specific room or area. At this time, an orderly evacuation, coordinated with law enforcement, will greatly reduce the potential of injury to students and staff not directly involved in the crisis. This is considered Level 1.

A lockdown (see A-13) should be considered or may be needed when a perpetrator(s) is not confined to or isolated in a specific area of the college but rather is roaming throughout the campus. At this time, a lockdown will greatly reduce the potential of injury to students and staff not directly involved in the crisis until such time as a safe and orderly

evacuation can be initiated in coordination with law enforcement. This type of event is considered Level 2 or 3.

The following points are to be considered during movement of students and staff:

- Assembly areas, identical to bomb threat evacuation points, should be utilized.
- Establish perimeters away from the scene of the incident for the safety of staff and students the same as bomb threat.
- All staff members must be familiar with all evacuation points and perimeters.
- Colleges should request that law enforcement dispatch resources to the assembly areas.

5. Report of a Weapon on Campus

Georgia law requires that all colleges post at least one sign in a prominent location near the main entrance advising students and visitors of O.C.G.A. § 16-11-127.1 regarding the prohibition of weapons on college grounds.

A weapon is any firearm, knife or other object capable of inflicting serious injury or death when used against another person.

Any report that any person has a weapon of any type on college property should be immediately reported to the police. If there is reasonable cause to believe that a weapon is present on college property, Georgia law requires that it be reported to law enforcement.

a. Notification

When confronted with a weapon on campus report, the following must be notified:

- Law Enforcement: If available, provide information regarding the location and type of weapon. Notification should be discreet so as not to alert the person(s) who is alleged to possess the weapon.
- College Staff: College staff must be immediately notified so that they can take the appropriate steps and initiate any protocols required by the situation.
- Emergency Medical Services (EMS): If necessary, notify EMS to provide emergency medical attention for illness or injury.

b. Response

1. Law enforcement officers should proceed to the classroom or area where the weapon is reported to be.
2. While law enforcement and an administrator escort the suspected person to a private area, another administrator or designated staff member should carry all of the person's belongings at a safe distance.
3. At no time should the person be allowed to put his/her hands in pockets or to approach his/her belongings.
4. The person should be thoroughly searched by a law enforcement officer with a reliable adult witness present.
5. An officer should also search belongings, such as book bags, purses, lockers and autos. If a weapon is found, the law enforcement officer will take control of the weapon.
6. Any weapon found should be immediately secured. If found by an administrator or teacher, the weapon must be turned over to the law enforcement officer immediately.
7. Administrators or college staff should not confront or attempt to disarm anyone who is in possession of a weapon due to the risk of grave bodily injury or death. Disarming a person who is armed is the responsibility of law enforcement.
8. All policies relating to searches and questioning of students should be followed while investigating reports of weapons on campus. The Director of Campus Safety and Security will respond and be responsible for all investigations and reports of weapons.

B. Fire/Accidents/Severe Weather

1. Emergency Plan for Fire

a. NOTIFICATION in the event of fire:

- Activate the Fire Alarm System.
- Call 911 and be prepared to relay the exact physical street address:
[example]
"There is a fire at [state location]."
Also, give specific location within a building:
"The fire is in B Building on the second floor in room 209".
- Initiate voice notification if no alarm available

b. If you encounter smoke or flames:

- Crawl low under the smoke to get to clean air
- Test doors before you open them by kneeling or crouching at the door.
- Reach up as high as you can and touch the door and knob with the back of your hand.
 - Door is hot, use another escape route.
 - Door is cool, open it cautiously and continue along your escape route.
- Isolate FIRE by closing off doors if possible
 - Evacuate using stairwells not elevators
 - Follow directions from those in authority
 - STAY CALM
 - Use fire extinguisher only if you have been trained and fire is small
- Once you are safe and immediate emergency procedures have been followed, notify appropriate administrative authority.

c. FIRE SAFETY

Fire prevention guidelines are established to reduce the incidence of fires by eliminating opportunities for ignition of flammable materials and recommending practices that are conducive to a "fire free" environment. All staff and faculty will be familiar with the location and operation of alarm systems and fire extinguishers. All equipment, such as extinguishers and sprinkler systems, will be marked and maintained in accordance with local and state regulations.

i. Fire Extinguishers

A portable fire extinguisher is a "first aid" device and is very effective when used while the fire is small. The use of fire extinguisher that matches the class of fire, by a person who is well trained, can save both lives and property. Portable fire extinguishers must be installed in workplaces regardless of other fire fighting measures. The

successful performance of a fire extinguisher in a fire situation largely

depends on its proper selection, inspection, maintenance, and distribution.

ii. Classification of Fires and Selection of Extinguishers

Fires are classified into five general categories depending on the type of material or fuel involved. The type of fire determines the type of extinguisher that should be used to extinguish it.

- Class A fires involve materials such as wood, paper, and cloth which produce glowing embers or charred material.
- Class B fires involve flammable gases, liquids, and greases, including gasoline and most hydrocarbon liquids which must be vaporized for combustion to occur.
- Class C fires involve fires in live electrical equipment or in materials near electrically powered equipment.
- Class D fires involve combustible metals, such as magnesium, zirconium, potassium, and sodium.
- Class K fires in cooking appliances that involve combustible cooking media (vegetable or animal oils and fats).

Extinguishers will be selected according to the potential fire hazard, the construction (materials) and occupancy of facilities, the asset to be protected, and other factors pertinent to the situation.

iii. Location and Marking of Extinguishers

Extinguishers will be conspicuously located, easily identified, and readily accessible for immediate use in the event of fire. They will be located along normal paths of travel and egress. Wall recesses and/or flush-mounted brackets will be used as extinguisher locations whenever possible. In most cases extinguishers will be located in hallways or in common areas and not in rooms. They shall be placed just outside of a room and allow accessibility to the room occupants as well as other occupants of the building.

Extinguishers should not be stored in locked rooms or offices where other extinguishers are not provided. Extinguishers will be clearly visible. In locations where visual obstruction cannot be completely avoided, directional arrows will be provided to indicate the location of extinguishers. Extinguisher classification markings will be located on the front of the shell above or below the extinguisher nameplate.

iv. Condition

Portable extinguishers will be maintained in a fully charged and operable condition. They will be kept in their designated locations at all times when not being used. When extinguishers are removed for maintenance or testing, a fully charged and operable replacement unit will be provided. Discharged extinguishers will not be allowed to remain in an area where it might be mistaken for a fully charged and serviceable extinguisher.

v. Mounting and Distribution of Extinguishers

Extinguishers will be installed on hangers, brackets, or in cabinets. Extinguishers having a gross weight not exceeding 40 pounds will be so installed that the top of the extinguisher is not more than 3-1/2 feet above the floor. Extinguishers mounted in cabinets or wall recesses will be placed so that the extinguisher operating instructions face outward. The location of such extinguishers will be made conspicuous by marking the cabinet or wall recess in a contrasting color which will distinguish it from the normal decor.

vi. Inspection and Maintenance

Fire extinguishers must be inspected annually by a certified, qualified fire equipment specialist.

vii. Fire Safety Inspections/Housekeeping

The Safety Advisory Council [or designees] are responsible for conducting general work site surveys on a basis established by agreement; not less than quarterly. These surveys should include observations of work site safety and housekeeping issues and should specifically address proper storage of chemicals and supplies, unobstructed access to fire extinguishers, and emergency evacuation routes. Also, they should determine if an emergency evacuation plan is present in work areas and that personnel are familiar with the plan.

viii. Emergency Egress

Every exit will be clearly visible, or the route to it conspicuously identified in such a manner that every occupant of the building will readily know the direction of escape from any point. At no time will exits be blocked. Stairwells shall not be used to store chairs, desk, supplies or any other materials. Fire doors in all stairwells are to remain closed when not in use. Exits and accesses to exits will be marked by a readily visible sign. Each exit sign (other than internally illuminated signs) will be illuminated by a reliable light source. No exits shall be chained during periods the building is occupied.

ix. Occupant Emergency Plan for Persons with Disabilities

Each instructor/supervisor is assigned the responsibility of developing a plan to assist persons with disabilities under their supervision. This plan should enlist the input of the disabled person. The plan should take into consideration the building, the class room/work location, type of disability, assistance needed, and the availability of assistance. No one is required to endanger him/herself in order to effect or assist with the evacuation of others, but everyone has the duty to ensure that other occupants are aware of the emergency. Similarly, it is expected that individuals will aid anyone requiring assistance to safely evacuate. Supervisors, volunteers, and the person with a disability should practice the plan using available escape routes and methods of extraction.

d. Emergencies Involving Fire

i. Fire Alarms

In the event of a fire emergency, a fire alarm will sound for the building.

ii. Evacuation Routes and Assembly Points

Evacuation routes and assembly points are identified in the Emergency Procedures Checklist. Assembly points for fire are to be at least 300 feet from the evacuated building and away from emergency operations or support resources. Information and instruction should be made available at the assembly points concerning the emergency situation and what steps should be taken by employees and students.

iii. GENERALLY

Should evacuation be necessary, go to the nearest exit or stairway and proceed to a predesignated meeting area (assembly points) outside the building. Most stairways are fire resistant and present barriers to smoke if the doors are kept closed. Do not use elevators. Should the fire involve the control panel of the elevator or the electrical system of the building, power in the building may be cut and you could be trapped between floors. Also, the elevator shaft can become a flue, lending itself to the passage and accumulation of hot gases and smoke generated by the fire.

iv. Fire Emergency Procedures

If you discover a fire:

- Activate the nearest fire alarm.

- Notify the emergency responders by dialing 911. Give your location, the nature of the fire, the location of the fire, and your name.
- Fight the fire with a fire extinguisher ONLY if
 - The fire department has been notified of the fire, AND
 - The fire is small and confined to its area of origin, AND
 - You have a way out and can fight the fire with your back to the exit, AND
 - You have the proper extinguisher, in good working order, AND
 - You know how to use it.

If you are not sure of your ability or the fire extinguisher's capacity to contain the fire, get out and leave the fire fighting to the experts.

If you hear a fire alarm or call to evacuate:

- Evacuate the area. Close windows, turn off gas jets, and close doors as you leave.
- Leave the building and move away from exits and out of the way of emergency operations.
- Assemble in a designated area.
- Report to the instructor/supervisor so he/she can determine that all personnel have evacuated your area.
- Remain outside until competent authority (CGTC Staff/faculty or fire department personnel) states that it is safe to re-enter.

v. Evacuation Routes

Learn at least two escape routes, and emergency exits from your area. Never use an elevator as part of your escape route. Learn to activate a fire alarm. Learn to recognize alarm sounds. Take an active part in fire evacuation drills.

vi. Storage

All storage rooms must be maintained in an orderly manner. Stored combustible materials should be kept to a minimum. This means the following good housekeeping practices must be employed:

- Loose storage (paper, books, or files) must be kept off floors and either put into boxes or stacked in an organized manner on shelves.
- Aisles, at least 24" wide, must be maintained to access storage and must be clear and free of tripping hazards at all times. These aisles will also act a route of escape in an emergency.
- Storage may not be stacked within 18" of a sprinkler head in areas that are protected by an automatic sprinkler system. In areas not protected by sprinklers storage must be 24 inches from the ceiling.

vii. Electrical Safety

The following good practices must be applied to all electrical appliances/equipment:

- All electrical appliances/equipment must be in good repair and cords and exterior cases must be free of damage.
- All appliances/equipment must be directly plugged into wall outlets or power strips equipped with either a fuse or circuit breaker.
- All building electrical equipment (e.g., circuit breakers, distribution panels, outlets, lights, etc.) must be free from damage and appropriately covered (e.g., wall plates or junction box covers in place, circuit breaker panel doors in place, etc.) and must be accessible (not blocked) at all times.
- All wiring must be routed above the ceiling or housed in conduit below the ceiling.
- Multi-plug adapters should not be used.
- Extension cords may only be used on a temporary basis.

viii. Space Heaters

Only space heaters that are approved by Underwriter Laboratories (UL) or Factory Mutual (FM) can be used in offices, labs, or other enclosed areas. No fuel-supported heaters can be used. Heaters should have ceramic elements and a tilt switch. The heaters must be in good condition (no frayed cords, etc.). Areas where heaters are used must be open and free from combustible materials (i.e., paper, wood, cloth, etc.). Heaters must be turned off when the area is unoccupied.

ix. Exits

- Exits, including main corridors, stairways and stairwells, shall not be obstructed in any manner and shall remain free of any material that would obstruct the exit or render the exit hazardous.
- All main building corridors must have a minimum 44" clear width maintained at all times.
- Storage may not be located in corridors, even temporarily.

x. Mechanical Rooms

Mechanical and electrical rooms are not storage rooms. They are only intended to house equipment that supplies services to the building (heating, cooling, electrical distribution, communications, etc.). Access to all equipment must be unimpeded and the spaces

must be free of any extraneous material. Mechanical rooms must be locked at all times.

2. Medical Emergencies (Injury/Illness/Death)

a. Major Medical Emergencies

1. Action should be taken in cases of life threatening situations such as:
 - a. a person being unconscious;
 - b. having cardiac arrest;
 - c. severe bleeding or choking.
2. Attempts should be made to assist the victim. Upon observation of the medical emergency, take the following actions:
 - a. If you are able, render first aid/CPR or obtain assistance of someone who is accessible and willing to manage the situation
 - b. Contact the Allied Health Department and ask for assistance
 - c. Call or have someone call 911 for EMS
 - d. State the nature or type of emergency
 - e. Give the location of building, floor, and room
 - f. Have someone contact Admissions (for a student) to gain information from the student file or Administrative Services (for an employee) to get information from employee personnel file.

See [Appendix A-7](#)

3. Identify the person and any other pertinent information which will help prepare responders
 - a. Age
 - b. Sex
 - c. Symptoms victim is exhibiting
 - d. Pre-existing health condition
 - e. Medication the victim may be taking
 - f. Stay with victim until emergency personnel arrive
4. Have another individual in the area meet the emergency personnel upon their arrival to expedite their locating the victim inside a building.
5. Following the medical emergency, prepare an Anecdotal Report regarding the actions taken in response to the emergency. Copies of this report should be sent to the Director of Campus Safety and Security.

b. Medical Emergencies and Injuries (general)

1. Injuries which are not life threatening, but which have occurred on college property.

Follow posted emergency medical procedures - See Appendix A-7

2. College personnel will not, as college representatives, provide personal transportation for injured or ill persons. Call EMS 911.
3. The Director of Campus Safety and Security will conduct a preliminary investigation into the accident or incident occurring on college property.
4. Instructors shall submit a report to the Dean of Instruction concerning circumstances of student injuries occurring in class activities.
5. Employees should submit a report to the Director of Campus Safety and Security concerning circumstances of visitor's injuries occurring during visit on campus.
6. Initial reports should also be forwarded to the Chairman of the Safety Advisory Council.
7. Supervisors remain responsible for reporting employee injuries.
8. The CGTC's Worker's Compensation carrier provides a Preferred Provider Organization (PPO) consisting of Hospitals, Physicians, Urgent Care Centers and other services of numerous specialties. This MANAGED CARE service is coordinated by the Human Resources Director.
9. In critical situations:
 - a. Notify emergency medical services and emergency/911 communications.
 - b. Administer first aid to the extent possible (contact the nursing department).
 - c. Limit activity in the vicinity of the affected student(s).
 - d. Keep a record of procedures administered (first aid, CPR, etc.), times and actions.
 - e. If violence was involved, keep the incident scene secure, do not disturb possible evidence, identify witnesses and keep them separated.

See Appendix A-7

10. In the event of death:

- a. Call 911 to report. Notify President and other key staff.
- b. If violence was involved, keep the incident scene secure, do not disturb possible evidence, identify witnesses and keep them separated.
- c. Limit college activity around the affected area.
- d. Provide available information to staff, faculty and students.
- e. Initiate Media Response Protocol if appropriate.
- f. Inventory and control personal items of the deceased from desks, class room, etc

3. Transportation Accidents

Transportation accidents may occur at any time, especially during the transportation of students/employees to and from the campus and during field trips relative to extracurricular activities. Basic steps should be taken to facilitate the immediate and efficient handling of such an accident.

a. Preparedness

In preparation for activity requiring use of College transportation, the following steps should be considered:

1. Prepare and maintain a Field Trip Request Form, Instructor Certification Checklist and a completed student release, waiver of liability form.
2. Make sure the vehicle has an up-to-date vehicle emergency packet with appropriate emergency notification information.

b. Notification

1. Upon notification that a transportation accident has occurred, contact emergency (911) communications so that police and emergency medical services (EMS) are dispatched to the scene as quickly as possible. Even if there are no visible injuries, all occupants of the vehicle should be examined by EMS.
2. Emergency notification will be made in accordance with student/employee emergency notification information forms on file.
3. College administration should implement the Medical Emergencies Checklist as required.

c. Response

1. At the scene, first aid should be administered, if necessary.
2. In case of serious injuries, activity in the vicinity of affected students/employees should be limited.
3. If any student(s)/employee(s) are transported to a hospital, a staff member should accompany if possible.
4. Compile a list of those who have been injured and those who have not. Ensure that all persons present on the vehicle at the time of the accident have been accounted for in some way.
5. Designated administration officials should establish an incident command post near the accident site if multiple injuries are reported.
6. The local emergency management agency should be contacted for whatever assistance in coordination of response efforts they can provide. (1-800-TRY-GEMA [879-4362]).
7. A college administration official should be designated as liaison with the hospital and should proceed to the medical facility where students and staff have been transported.

4. First Aid Kits

CGTC utilizes a standardized first aid kit. The kits and refill items are purchased by the Office of Facilities and Ancillary Services. All instructional programs and identified support divisions should have a kit in a designated space for that area. For example, one kit should be available for the Cosmetology Program, it is not necessary that each room in the program have a kit. For support area examples of where one kit would be necessary for the area is business office, one-stop, etc. Kits should be checked on a quarterly basis and any expired or missing items replaced. Each division/unit is responsible for determining the location and number of required kits needed for areas under their supervision.

5. Biohazard Spill Kits

CGTC utilizes a standardized biohazard clean-up kit, and one kit should be maintained in the same area as described in the First Aid Kit section. In addition one of these kits is also maintained in all custodial closets.

C. Natural Disasters

1. College Closure

- a. A decision to dismiss classes or close a campus will be made by the College President or designee when weather or other conditions pose a potentially serious threat to the health or safety of the College's students and/or employees.
- b. DURING NON-BUSINESS HOURS - The decision to close the college for classes will be made before 7 a.m. with instructions for students and employees detailing the time period and campuses affected by the closing.
- c. The decision will be communicated using the following process:
 1. Upon notification from the President; Vice Presidents will notify the respective directors and initiate notification utilizing the Emergency Notification Network.
 2. The president will notify the Executive Director of Advancement and Public Relations, who will be the first person responsible for notifying the news media of the closing decision, if such notification seems necessary.
 3. Radio stations and local television stations will be notified and should be monitored to serve as the principal source of information when a potential widespread emergency condition is present.
 - a. Television:
 - WMAZ-TV Channel 13: (478) 781-1063
 - WXGA-TV Channel 24: (478) 745-2424
 - b. FM Radio stations:
 - WQBZ 106.3: (478) 781-1063
 - WDEN 99.1: (478) 746-6286
 - WFXM FM Power 107.1: (478) 745-3301
- d. DURING BUSINESS HOURS
 1. If classes are in session and offices occupied the notification may be done in person or by telephone.
 2. Should the decision be made to close the college, employees should prepare work and classroom areas as necessary to lessen potential property loss from the adverse event.

SUCH AS:

- ❑ Disconnect all electrical equipment - computer, TV, VCR, typewriter, calculator, electronic equipment.
 - ❑ Move delicate or electrical equipment away from windows toward the interior walls to the extent possible.
 - ❑ Secure (close and lock) windows and doors when leaving and turn off all lights.
- e. Ensure all outside property is properly secured; especially aircraft (secure as many as possible inside the hanger).

2. Tornado/Severe Winds

- a. Ensure all outside property is properly secured.
- b. Seek shelter inside buildings or other secure location by following posted evacuation signage. Avoid glass and exposure to flying debris.
- c. Occupants of buildings should move to the main or lower floor as quickly as possible.
- d. If time does not allow for movement, cover should be taken away from glass windows and under protective items such as tables.
- e. Once individuals have reached a safe area they should take cover.
- f. Hallways and stairwells away from glass and doors are also acceptable shelters and cover areas.

3. Severe Thunderstorms

- a. All computers and other sensitive will be turned off if notified by safety personnel.
- b. Senior Staff Official will declare the all-clear.

APPENDIX A

INTRODUCTION

The College must provide a safe and orderly environment for its faculty, staff, and students. Even in the face of emergency, the need to maintain this environment is essential.

Although it is not possible to think of every type of school disturbance that could threaten the safety of faculty, staff, and students, this section has been developed to assist school personnel in resolving major emergencies.

QUICK REFERENCE PHONE LISTING

| AGENCY | PHONE # |
|--------------------------------------------------------|----------------|
| President | 757-3502 |
| VP Administrative Services | 757-3414 |
| VP Academic Affairs | 757-3509 |
| VP Student Affairs | 757-3507 |
| VP Economic Development | 757-3550 |
| VP Facilities and Ancillary Services | 757-3506 |
| VP Information Technology | 757-3498 |
| Dean Adult Learning Center | 757-6669 |
| Dean of Instruction | 757-3429 |
| Dean of Curriculum and Staff Development | 757-3430 |
| Evening Programs Supervisor – Macon | 214-0177 |
| Executive Director, Advancement and Public Relations | 757-3467 |
| H Building Evening Supervisor | 757-3445 |
| Facility Director | 757-3579 |
| Facility Support Supervisor | 757-2516 |
| Maintenance Supervisor | 757-3441 |
| Human Resources Director | 757-3459 |
| Director, Campus Safety and Security | 757-3553 |
| Security | 757-3453 |
| VP Satellite Operations | 478-445-2301 |
| Coordinator of Administrative Services – Milledgeville | 478-445-2305 |
| Director, Putnam County Center | 706-923-5002 |
| Director, Monroe County Center | 478-992-2717 |

| | |
|----------------|-----|
| Police/Sheriff | 911 |
| Ambulance | 911 |
| Fire | 911 |

BOMB OR BOMB THREAT

DEFINITION:

A device present in the school or on the premises which may or may not have exploded.

SIGNALS:

Notified by PA System/messenger.

ACTIONS:

1. Notify or designated representative, Call 911; Work cooperatively with law enforcement agency responding to call.
2. Obtain as many details as possible if a bomb threat is made. Record identifying information (see next page).
3. Evacuate the building and move to designated assembly area.
4. Have staff look for unusual or suspicious noises, devices or disturbances while evacuating the building. Report suspicious items to the bomb squad.
5. Protect face and head with arms, books, coats, etc. from flying debris.
6. Leave door open; do not use switches.
7. Do not use walkie talkies, cellular phones, car phones, other electronic devices.

ROLES:

VP, Institutional Effectiveness and Facilities:

1. Determine the need for evacuation and notify staff.

VP, Student Affairs:

1. Gather information from staff on anything suspicious
2. Assess injuries.
3. Assign qualified staff to first aid assistance at designated assembly area.
4. Call emergency numbers listed.
5. Take emergency information folder to evacuation site.

Maintenance Supervisor:

1. Report to President
2. Secure building by shutting off gas and electricity

Instructors:

1. Evacuate to designated area; remain with class if possible.

PHONE NUMBERS:

| | |
|--------------------|----------|
| President | 757-3502 |
| Emergency | 911 |
| Security | 757-3453 |
| Director, Security | 757-3553 |

BOMB OR BOMB THREAT

Try to keep the caller on the line and ask the following questions:

1. When is the bomb going to explode?
2. Where did you place the bomb?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb?
7. What is your name?
8. What is your address?

IDENTIFYING INFORMATION:

Sex of the caller _____

Accent (if detectable) _____

Time of call _____

Did voice sound like an adult? _____

Child? _____

Record as many of caller's exact words as possible _____

ACCIDENT, SERIOUS INJURY OR ILLNESS

DEFINITION:

Emergency where one may be sick or injured. Immediate concern is to aid the sick or injured person.

SIGNALS:

None

ACTIONS:

1. Call for help at earliest possible moment
2. Keep individual still and make him/her comfortable
3. Make sure individual has adequate air
4. Control Bleeding
5. If first aid is needed – apply only that which is essential before arrival of medical assistance.
6. While you are administering first aid, have someone notify the instructional office in Macon, or the VP-Operations office in Milledgeville.
7. These offices will take the steps necessary to ensure that additional medical assistance is provided if needed.
8. Instructors must report all injuries or illnesses, both major or minor, to the instructional office on an anecdotal form.

TELEPHONE NUMBERS - MACON:

| | |
|-----------------------------------|-------|
| Academic Affairs Office | 3429 |
| Dean of Instruction | 3430 |
| Dean of Curriculum and Staff Dev. | 3510 |
| Director, Safety & Security | 3553 |
| Health Technology Department | 3563 |
| Emergency Ambulance Service | 9-911 |
| Facilities & Ancillary Services | 3506 |

TELEPHONE NUMBERS – MILLEDGEVILLE:

| | |
|--------------------------------------|-------|
| Vice President, Satellite Operations | 2301 |
| Administrative Services Office | 2305 |
| Nursing Department | 2330 |
| Emergency Ambulance Service | 9-911 |

INTRUDER/HOSTAGE/TERRORISM

DEFINITION:

Unauthorized person(s) on the school premises. Intruder situation could evolve into hostage, terrorist, or abduction incident.

SIGNALS:

Messenger

If intruder is in hall, staff will call Director of Campus Safety and Security. If in classroom, send a messenger to Security for help by a safe route. If the intruder presents a threat, notify the Vice President of Academic Affairs.

ACTIONS:

1. Staff who spots intruder will inquire as to his-her business and will report situation to Security and the President.
2. VP Student Affairs will assess the situation and direct action.
3. If required, the Director of Campus Safety and Security or VP Student Affairs will give the intruder alert signal to initiate a lock-down (if necessary). All classroom doors, offices and doors to the building should be locked.
4. Call 911 (if necessary).
5. Follow police instructions.

ROLES:

Director of Campus Safety and Security

1. Take charge of the situation and call police, if needed. Give the all clear signal.

VP Student Affairs

1. Aid in communication with law enforcement.

Instructors

1. Take roll, lock doors and await further instructions.
2. Aid as needed, if evacuation is required.

PHONE NUMBERS:

| | |
|------------------------------------|----------|
| Emergency | 9-911 |
| President | 3501 |
| Security | 3453 |
| Director, Campus Safety & Security | 757-3553 |

INCLEMENT WEATHER

DEFINITION:

Snow, ice or extremely cold weather, floods, hurricanes, etc.

SIGNALS:

PA System/Messenger

ACTIONS:

During the school day:

1. NOAA Weather radio will alert to weather situation.
2. Evaluate actions to be taken.
3. Students will remain in rooms until advised about school operation
4. President decides to suspend class-will advise faculty and students.
5. Personnel will depart the campus.

Before the school day or school not in session.

- If the weather forecast is for some type of severe weather and the president decides to suspend classes and/or school operations, the decision will be broadcast over the following media resources:
 - a. Television:
 - WMAZ-TV Channel 13: (478) 781-1063
 - WXGA-TV Channel 24: (478) 745-2424
 - b. FM Radio stations:
 - WQBZ 106.3: (478) 781-1063
 - WDEN 99.1: (478) 746-6286
 - WFXM FM Power 107.1: (478) 745-3301

ROLES:

President

1. Notify staff as needed
2. Utilize Emergency Telephone Notification, if needed

Maintenance

1. Call emergency numbers if necessary
2. Check on building as weather permits
3. Come in early on the first day back and check steps, stairs and sidewalks

Executive Director of Advancement and Public Relations

1. Place caution signs as needed
2. Inform media

HAZARDOUS MATERIALS/RADIOLOGICAL INCIDENT

DEFINITION:

Incident involving hazardous materials that pose a threat to faculty, staff, and students and possibly the local community.

SIGNALS:

Inform staff/students:

1. What is going on and why. OR
2. Send a note (e-mail) to all staff explaining the emergency, give specific instructions.

ACTIONS:

- Restrict access to area of hazardous materials (spill).
- One (1) gallon or less.
 1. Refer to the chemicals Material Safety Data Sheet (MSDS) for spill clean-up
 2. MSDS Section Seven (7), "Precautions for Safe Handling and Use"
 3. Use recommended Personal Protective Equipment (PPE)
 4. Use appropriate neutralizer and absorbent medium
 5. Most solids can be swept up
 6. Transfer material into appropriate container
 7. Contact Maintenance Department for proper disposal
- Over one (1) gallon
 1. Cordon area off within 250 ft of spill
 2. Evacuate personnel upwind.
 3. Utilize Hazardous Spill Kit
 4. Notify Fire Department/Police 911
 5. Obtain MSDS sheet and provide to responders

ROLES:

Director of Campus Safety and Security

- Oversee response activities

Secretary

- Coordinate communication

Instructors

- Maintain normal routine unless otherwise instructed.

Security

- Assist in traffic control into and out of school site.

PHONE NUMBERS:

| | |
|-----------------------------------------|----------|
| Emergency | 9-911 |
| President's Office | 3501 |
| Director, Campus Safety & Security | 757-3553 |
| Evening Program Supervisor | 214-0177 |
| Evening Program Supervisor – H Building | 3445 |
| Facility Director | 3579 |
| Maintenance Supervisor | 3441 |

TORNADO WATCH OR WARNING

DEFINITIONS:

Tornado Watch:

Conditions are favorable for a tornado or severe weather. Make staff aware, review plan and monitor weather conditions. Be prepared to take shelter.

Tornado Warning:

Tornado has been sighted; take shelter immediately.

SIGNALS: (See ***EMERGENCY SIGNALS***)

PA System/Emergency Air Horn

- *TAKE COVER* signal will be a series of short blasts on the emergency air horn/bell system. (Short blasts will be about 3 sec each for approximately 30 second duration)
- *ALL CLEAR* signal will be one steady blast of the emergency air horn/bell system. (Steady blast will be about 10 sec)

ACTIONS:

1. Agency receives the Tornado Warning via NOAA emergency radio.
2. Notify president's office/evening manager immediately.
3. President's /evening manager to issue take cover signal.
4. *TAKE COVER* signal is sounded.
5. Instructors, staff, and students
 - Proceed to posted evacuation areas.
 - DO NOT USE ELEVATORS. (HANDICAP USE ONLY)
 - Stay clear of windows and skylights.
 - Close fire doors.
6. Students should not be permitted to leave the school during a TORNADO WARNING.
7. Instructors are to close windows and doors upon leaving with their students.
8. Instructors should keep their class rosters and verify student classroom count.
9. When the all clear signal is sounded, return to classroom/work area.

ROLES:

VP Student Affairs

1. Maintain contact with student body and staff

Director of Campus Safety and Security

1. Sound alarm as necessary
2. Use megaphone for crowd control, if necessary.
3. Give the all-clear signal.
4. Man phones and monitor weather radios.

PHONE NUMBERS:

| | |
|-----------------------------------------|----------|
| Emergency | 9-911 |
| President's Office | 3501 |
| Evening Program Supervisor | 214-0177 |
| Director, Campus Safety & Security | 757-3553 |
| Evening Program Supervisor – H Building | 3445 |
| Facility Director | 3579 |
| Maintenance Supervisor | 3441 |

NOTE: Tornado watches may last from two to six hours.

FIRE

DEFINITION:

A fire in the building or on the premises requiring the evacuation of the building(s).

SIGNALS:

Sounding of the fire alarm. (Alternate by Messenger)

Flashing Strobe lights.

ACTIONS:

1. Activate fire alarm by pulling nearest pull-station
2. Notify Fire Department & Police by dialing 911.
 - Give location
 - Location of fire
 - Your Name
3. Fight the fire with a fire extinguisher ONLY if:
 - The fire department has been notified, AND
 - The fire is small and confined to its area of origin, AND
 - You have a way out and can fight the fire with your back to the exit, AND
 - You have the proper extinguisher, in good working order, AND
 - You know how to use it.
 - If you're not sure of your ability or the fire extinguisher's capability to contain the fire, GET OUT AND LEAVE THE FIRE FIGHTING TO THE EXPERTS.
4. Close all doors and windows to confine fire.
5. Evacuate the building and proceed to designated assembly area.
6. Instructors keep with students and perform roll.
7. Remain in assembly area until you receive the "ALL CLEAR" from the Fire Department.

ROLES:

VP Student Affairs

- Supervise evacuation and check for injuries

VP Institutional Effectiveness and Facilities

- Assign roles to auxiliary persons as needed
- Keep access roads open
- Administer first aid/see Universal Precautions, back of checklist

Instructors

- Evacuate
- Take roll
- Check restrooms and other areas for students and faculty
- Make sure evacuation is complete
- Check with president when area is clear

PHONE NUMBERS:

| | |
|-----------------------------------------|----------|
| Emergency | 9-911 |
| President's Office | 3501 |
| Director, Campus Safety & Security | 757-3553 |
| Evening Program Supervisor | 214-0177 |
| Evening Program Supervisor – H Building | 3445 |
| Facility Director | 3579 |
| Maintenance Supervisor | 3440 |

STUDENT DISRUPTIONS/CIVIL DISTURBANCES

DEFINITION:

An incident that disrupts or has the potential to disrupt the orderly functions -of the school.

Level 1: Disruption is confined to one area, but no threat to students or staff.

Level 2: Disruptive forces are mobile or pose a direct threat to students and/or staff.

Level 3: Disruption is widespread with large-scale student participation and is a serious threat to students and staff.

SIGNALS:

Use intercom to signal level and location of disruption (e.g., "level 3-Bldg B second floor"). Specific instructions should follow. If staff person is reporting disruption to Student Services, send messenger to office by safe route indicating description and location of disruption.

ACTIONS:

1. Isolate disruption. Keep students in classrooms. Initiate building lock-down if necessary by locking classroom doors, offices and entrances.
2. Clear the immediate area, including restrooms and hallways. Use megaphone for crowd control.
3. Use intercom to signal level, location and specific instructions.
4. If disruption is Level 2 or 3, call 911, and institute "Lockdown" of classroom.
5. If disruption is Level 2 or 3, staff members trained in CPR and first aid (if they

- are not supervising students) should go to the area.
6. Specific language will be utilized instead of a code phrase, e.g., "Please conduct Level 2 classroom operation procedures."
 7. Instructors should not leave students unsupervised.
 8. Use intercom to signal that disruption is over.

ROLES:

VP Student Affairs

- Assess level of disruption

Director of Campus Safety and Security

- Supervise response to disruption
- Give intercom signals. Give directions using megaphone, if necessary.
- Contact Emergency Services

Instructors

- Stay with students

Security

- Keep visitors and outsiders from entering the building

FOLLOW-UP:

1. Activate Leadership Team if necessary
2. Hold staff meeting to discuss disruption
3. Prepare Press Release (if necessary)

PHONE NUMBERS:

| | |
|------------------------------------|----------|
| Emergency | 9-911 |
| President's Office | 757-3501 |
| Student Affairs | 757-3507 |
| Director, Campus Safety & Security | 757-3553 |
| Facility Director | 757-3579 |
| Security | 757-3453 |

EXPOSURE CONTROL (UNIVERSAL PRECAUTIONS)

Most approaches to infection control are based on a concept called Universal Precautions. It requires that persons administering aid consider every person, all blood and body fluids to be a potential carrier of infectious disease. When administering first aid the following standards of practice should be followed:

1. Wash hands with antiseptic towelettes if there is any possibility of contact with blood, body fluids or human tissue from an injured worker. Wash hands with soap and water as soon as possible.
2. Wear gloves when anticipating contact with blood, body fluids, tissues, mucous membranes or contaminated surfaces, or if breaks in the skin are present.
3. Wear an impervious gown or apron if splattering of clothing is likely.
4. Wear a mask if there is to be contact with an infectious disease spread by splatter droplets.
5. Wear appropriate protective equipment at all times including a mask and eye protection if aerosolization or splattering is likely to occur when attending to an injured person.
6. Make mouthpieces, resuscitation bags and other resuscitation devices readily available for use in areas where the need for resuscitation is likely and carry appropriate devices in emergency response kits.
7. Handle sharp objects carefully.
 - Do not cut, bend, break or reinsert used needles into original sheath by hand.
 - Discard sharp objects intact, immediately after use into an impervious sharps disposal box which should be carried whenever needles are in the emergency response kit.
 - Report immediately all needle stick accidents, mucosal splashes or contamination of open wounds with blood or body fluids.
8. Dispose of all spills which contain or may contain biological contaminants in accordance with policies for hazardous waste disposal. Until clean up is complete, the accident area should be roped off to other workers.

*** * * EMERGENCY SIGNALS * * ***

The following emergency signals will be used to direct emergency actions of employees and students.

1. EMERGENCY EVACUATION *

- a. Bomb Threat:
 - PA System/Messenger
- b. Fire:
 - Sounding of the fire alarm
 - Flashing fire alarm strobe lights
- c. INSTRUCTIONS:
 - Depart the building via nearest exit.
 - Use stairs: DO NOT USE ELEVATORS.
 - Evacuate to designated assembly area.
 - Stay clear of roadways and responding emergency vehicles.
 - Stay clear of all parking lots and vehicles.

2. TAKE COVER * (TORNADO WARNING)

- a. Via PA System or a series of short blasts on the emergency air horn/bell system.
- b. (Short blasts will be about 3 sec each for approximately 30 second duration)
- c. INSTRUCTIONS:
 - Proceed to locations posted on evacuation routes.
 - Use stairs: DO NOT USE ELEVATORS. (HANDICAP USE ONLY)
 - Stay clear of windows and skylights.
 - Close fire doors.

3. ALL CLEAR *

- a. PA System/Messenger OR one steady blast of the emergency air horn/bell system.
- b. (Steady blast will be about 5 sec)
- c. INSTRUCTIONS:
 - Return to classroom/work area.

Evacuation Guidelines:

Evacuation of Campus Building(s) required because of Fire/Bomb Threat:

Evacuate building(s) – Follow all posted evacuation routes.

CAUTION: Be alert to responding Emergency vehicles. Bomb Threat: Stay clear of vehicles in the parking lot.

ASSEMBLY AREAS

(post map)

A. SYSTEM SAFETY INSPECTIONS:

1. The Facility Director will direct the conduct of or coordinate random safety inspections of a general or specific nature.
2. Safety inspections will be coordinated with the individual charged with management responsibility for the facility being inspected. If a specific area or program is to be inspected, coordination will be with the department head/chair.
3. Members of the Safety Advisory Council may be asked to participate on an inspection team as a member, observer or advisor.
4. Participants during an inspection should include individuals familiar with the area to be inspected. Instructors or other personnel may participate as members of the inspection team when general facility inspections are conducted.
5. Any hazardous conditions that are identified during the inspections should be documented utilizing the appropriate form or format.
6. Hazards identified during the inspection will be given one of the three below listed classifications:
 - "CRITICAL" (C) - Hazards have a clear possibility of causing serious injury or property damage and need immediate correction.
 - "IMPORTANT" (I) - Hazards are somewhat less serious, but should be corrected as soon as possible.
 - "DESIRABLE" (D) - Conditions are not in accordance with safe practices.
7. The person responsible for an inspected facility/area shall provide a written response to the Facilities Director within ten working days of receipt of any inspection report which identified conditions as outlined in Item 6 above.
8. The response should indicate the action taken by providing:
 - a. The date, or expected date the hazard is to be corrected or if not corrected;
 - b. The action planned to resolve the identified hazard, or
 - c. A statement of reason(s) for disagreement with the condition being identified as a hazard, or
 - d. Other resolution of identified hazard.
9. Inspections conducted do not negate the need for supervisors or instructors to monitor, and perform regular safety inspections of their respective areas of responsibility.

B. FOLLOW-UP INSPECTIONS:

1. The Director of Campus Safety and Security will direct the conduct of follow-up inspections.
 - a. Conducted within 15 working days for all hazards classified as "CRITICAL". Obvious safety hazards which present immediate exposure to potential injury must be corrected immediately. (example: spilled oil, water, or chemicals on a floor).
 - b. Conditions classified as "IMPORTANT" will be subject to being re-visited after 30 days.
 - c. Conditions for which corrective action is recommended as being "DESIRABLE" will be included in the next inspection.
2. Report Distribution will be to:
 - a. The President.
 - b. The Vice President for the area inspected. The Vice President will make further distribution as she/he deems appropriate.
 - c. The Director of Campus Safety and Security is responsible for the documentation and correct routing of the safety inspection report.

C. COLLEGE SAFETY INSPECTIONS:

1. Personal safety and work-site type safety training should be provided to all employees within an appropriate time following employment. This basic safety training should include the Hazard Communication Standard and safety issues related to the specific job tasks. Other training or orientation commensurate with employee exposure may include facility environment, first aid and CPR training, and pre-planned emergency action issues.
2. A general facility inspection of the campus and will be conducted at least once every quarter.
3. Documentation of college safety inspections shall be maintained by the Facilities Director.
4. Each department or program area which has identifiable hazards within its operations, shall develop an appropriate inspection process to ensure safe conditions and procedures are established and maintained. Training will be conducted on hazardous materials by the Director of Campus Safety and Security.
5. The material in the following guide may be utilized as "focus areas" that may be included in safety surveys, and are provided as a reference.

SUGGESTED AREAS TO INCLUDE INSPECTIONS:

| | |
|--------------------------|---------------------------------------|
| OFFICE AND CLASSROOM | SHIPPING AND RECEIVING |
| LAB AND VOCATIONAL AREAS | PLANT MAINTENANCE AREA |
| SPRAY PAINT AREA | FORK LIFTS |
| VEHICLE MAINTENANCE AREA | COMPRESSED GAS USE AND STORAGE AREA |
| WAREHOUSING | WELDING AREA |
| BUILDING C PARKING AREA | STORAGE TANKS AND CONTROL SYSTEMS |
| STORAGE AREA | ELECTRICAL/H/V/ELEVATOR CONTROL ROOMS |

D. SAFETY SURVEY GUIDE (Self-inspection)

1. This list is intended as a reminder, but should not be considered complete. Safety tours and inspections are a visible demonstration of the college commitment to its safety program. Tours and inspections should produce realistic recommendations where practices or conditions are not in accord with recognized standards.
2. Specialized checklist and written procedures should be developed for those areas with unique safety exposures which have the potential to adversely affect the health and safety of employees or students.
3. Suggested conditions / factors to be considered when making inspections:

CHECKLIST GUIDE

1. GENERAL WORK ENVIRONMENT
 - Are all work areas clean, sanitary, orderly and adequately illuminated
 - Is trash removed daily; not accumulated?
 - Are MSDSs available for work/classroom area chemicals?
 - Are aisles and passageways kept clear? Properly illuminated?
 - Are materials or equipment stored in such a way that sharp objects will not interfere with the walkway?
 - Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant in good condition?
2. EMERGENCY PRECAUTIONS AND FIRST AID
 - Are emergency phone numbers posted where they can be readily found in case of an emergency?
 - Are fire evacuation routes posted?
 - Are first-aid kits readily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?
 - Do you have emergency eyewash within the immediate work area where employees are exposed to injurious corrosive materials?
3. FIRE PROTECTION
 - Is the fire alarm system certified as required?
 - Tested at least annually?
 - Are fire door and shutters in good operating condition?
 - Are automatic sprinkler system water control valves, air and water pressure checked weekly/periodically as required?
 - Is proper clearance maintained below sprinkler heads?
 - Are portable fire extinguishers provided in adequate number and type?
 - Are fire extinguishers mounted in readily accessible locations? Recharged Regularly?
 - Is fire extinguisher recharging noted on the inspection tag?
 - Do solvents used for cleaning have a flash point of 100° F or more?
 - Are "NO SMOKING" signs posted in spray areas, paint rooms, paint booths, and paint storage areas?
 - Is any paint or refinishing spray area kept clean of combustible residue?

- Are spray booths constructed metal, masonry, or other substantial non-combustible material?
- Are spray booth floors and baffles non-combustible and easily cleaned?

4. EXITS

- Are all exits kept free of obstruction? Marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are special precautions taken to protect employees and students during construction and repair operations?
- Can exit doors be opened from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?
- Sufficient emergency lighting is provided for safe exit in event of power failure.

5. WORKSTATION ERGONOMICS

- Are wrist supports present at computer workstations'?
- Is the workstation equipped with an anti-glare computer screen if necessary?
- Does the working space allow for a full range of work movements?
- Is the work surface height proper and adjustable?
- Is the workstation designed to minimize or eliminate twisting at the waist, reaching above the shoulder, bending at the waist, static muscle loading, extension of the arms, bending or twisting of the wrist, and elevation of elbows?
- Are the employees' hands or arms subjected to pressure from sharp edges on work surfaces?
- Are armrests and footrests provided where needed?
- Are cushioned floor mats provided for workers who are required to stand for long periods?
- Where chairs or stools are provided are they easily adjustable and suited to the task?
- Are all task requirements visible from comfortable positions?

6. ELECTRICAL AND POWERED EQUIPMENT

- Are electrical appliances such as computers, other office equipment, vending machines, extension cords, etc., grounded?
- Are multiple plug adapters prohibited?
- Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?
- Are flexible cords and cables free of splices or tape?
- Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?
- Is sufficient access working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?
- Are switches, receptacles, etc., provided with tight-fitting covers or plates?

- Is each motor disconnecting switch or circuit breaker located within sight of the motor control devices?
- Do circuit breakers clearly indicate whether they are in the "on" or "off" position?
- Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?
- Are all emergency stop buttons colored red?

7. SPECIAL ENVIRONMENTS

- Are all exposures from dust, fumes, etc., controlled?
- Is local ventilation good?
- Is personal protective equipment provided and used?
- Is the correct type of respirator being worn by personnel?
- Are all chemicals used in spray painting operations correctly labeled?
- Are storage cabinets used to hold flammable liquids, labeled "FLAMMABLE - KEEP FIRE AWAY"?
- Are flammable liquids, such as gasoline, kept in a safety can?
- Is protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids?
- Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?
- Are all spilled materials or liquids cleaned up immediately?
- Do you have emergency eye wash and shower facilities within the work area where employees or students are exposed to injurious corrosive materials?

8. VENTILATION

- Is adequate ventilation assured before spray operations are started?
- Is mechanical ventilation provided when spraying operations are done in enclosed areas?
- When mechanical ventilation is provided during spraying operations, is it so arranged that it will not circulate the contaminated air?
- Is spray booth completely ventilated before using the drying apparatus?
- Do all drying spaces have adequate ventilation?
- Is the electric drying apparatus properly grounded?
- Are lighting fixtures for spray booths located outside of the booth and the interior lighted through sealed clear panels?
- Are electric motors for exhaust fans placed outside booths or ducts?
- Are belts and pulleys inside the booth fully enclosed?
- Do ducts have access doors to allow cleaning?
- Is the spray area free of hot surfaces?
- Is the spray area at least 20 feet from flames, sparks, operating electrical motors, and other ignition sources?
- Are portable lamps used to illuminate spray areas suitable for use in hazardous location?
- Is approved respiratory equipment provided and used when appropriate during spray conditions?
- Are spray painting operations done in spray rooms or booths equipped with an appropriate exhaust system?

9. PERSONAL PROTECTIVE EQUIPMENT

- Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?
- Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions, or burns?
- Are protective gloves, aprons, shields, or other means provided against cuts, corrosive liquids, and chemicals?
- Is electrical protective equipment maintained in a safe and reliable condition?
- Are hard hats provided and worn where danger of falling objects exists?
- Is it required that eye protection helmets, hand shields, and goggles meet appropriate standards?
- Are employees and students exposed to the hazards created by welding, cutting, or brazing operations protected with personal protective equipment and clothing?

10. AIR EMISSIONS

- If carbon monoxide is present, due to fork lifts, heaters, or idling vehicles, are signs posted warning of its presence?
- Are exhaust stacks and air intakes so located that contaminated air will not be re-circulated within the building?
- If welding creates hazardous air emissions, is the welding area appropriately marked to indicate this?

11. BATTERY

- Are batteries charged in a properly vented room?
- Is smoking prohibited in battery charging room?
- Are facilities provided for flushing spilled electrolyte?
- Do you prevent open flames, sparks in immediate area?
- Is local ventilation sufficient to disperse fumes?

12. MACHINE GUARDING

- Is all machinery and equipment kept clean, properly adjusted and maintained?
- Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling, and waste removal?
- Is equipment and machinery securely placed and anchored, when necessary to prevent tipping or other movement that could result in personal injury?
- Are all moving chains and gears properly guarded?
- Are machinery guards secure and so arranged that they do not offer a hazard in their use?
- Are all pulleys and belts that are within 7 feet of the floor or working level properly guarded?
- Are saws used for ripping, equipped with anti-kick back devices and spreaders?

- Are radial arm saws so arranged that the cutting head will gently return to the back of the table when released?
13. PORTABLE (POWER OPERATED) TOOLS AND EQUIPMENT
- Are grinders, saws, and similar equipment provided with appropriate safety guards?
 - Are power tools used with the correct shield, guard, or attachment recommended by the manufacturer?
 - Are rotating or moving parts of equipment guarded to prevent physical contact?
 - Are all cord connected, electrically operated tools used by employees or students in good condition?
 - Are appropriate safety glasses, face shields, etc. used while using hand tools or equipment which might produce flying materials or be subject to breakage?
 - Are portable electrical tools and equipment grounded or of the double insulated type?
 - Do extension cords being used have a grounding conductor?
14. LADDERS
- Are there any fixed ladders being used that require cages or walls?
 - Are ladders used without safety feet?
 - Are ladders free from sharp edges and splinters?
 - Are step ladders over 20' in length in use?
15. MATERIAL HANDLING
- Are motorized vehicles and mechanized equipment inspected daily or prior to use?
 - Are containers stored stacked, blocked, and limited in height so they are stable and secure?
 - Forklift operating rules posted and enforced.
 - Trucks and forklifts equipped with back up alarm.
 - Only trained and authorized employees operate forklift.
 - Forklift use does not create harmful concentration of dangerous gases or fumes.
16. EMERGENCY RESPONSE
- Is emergency information posted in every area where you store hazardous waste?
 - Is the necessary emergency equipment available (fire extinguishers, spill control supplies, absorbents, MSDSs)?
17. HAZARDOUS CHEMICAL EXPOSURE
- Are all chemical containers marked with contents name and hazards?
 - Do you have containers that you use to store waste temporarily (accumulate) before transport?
 - Does each accumulation container meet the hazardous waste container requirements?

- Is each accumulation container marked with the words "Hazardous Waste"?
- Is each accumulation container marked with the date accumulation began?
- Is each container kept closed, except when adding or removing waste?
- Are areas where containers are stored inspected for leaks at least weekly?

18. FLAMMABLE AND COMBUSTIBLE MATERIALS

- Are all solvent wastes and flammable liquids kept in fire-resistant, covered containers?
- Are combustible scrap, debris, and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the work site promptly?
- Is proper storage practiced to minimize the risk of fire, including spontaneous combustion?
- Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?
- Are all flammable liquids kept in closed containers when not in use (e.g. parts cleaning tanks, pans, etc.)?
- Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?
- Are safety cans used for dispensing flammable or combustible liquids at a point of use?
- Are all spills of flammable or combustible liquids cleaned up promptly?
- Are "NO SMOKING" rules enforced in areas involving storage and use of hazardous materials?

19. BLOODBORNE PATHOGENS

- Is a container provided for reusable sharps that are puncture resistant, properly labeled, and leak proof?
- If you have a refrigerator where blood or other infectious materials are kept, do you restrict the use to those type items (no food or drink permitted)?

20. WELDING AND COMPRESSED GAS

- Are only authorized and trained personnel permitted to use welding, cutting, or brazing equipment?
- Are compressed gas cylinders regularly examined for obvious signs of defects, deep rusting, or leakage?
- Is care used in handling and storage of cylinders, safety valves, relief valves, etc., to prevent damage?
- Are precautions taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a standard torch?
- Are signs reading "DANGER NO SMOKING, MATCHES, OR OPEN LIGHTS" or the equivalent, posted?
- Are liquefied gases stored and shipped valve end up with valve covers in place?

- Before a regulator is removed, is the valve closed and gas released from the regulator?
- Is red used to identify the acetylene (and other fuel-gas) hose, green for oxygen hose, and black for inert gas and air hose?
- Are pressure-reducing regulators used only for the gas and pressures for which they are intended?
- Are only approved apparatus (torches, regulators, pressure-reducing valves, acetylene generators, manifolds) used?
- Are the cylinders kept away from elevators, stairs, or gangways?
- Is it prohibited to use cylinders as rollers or supports?
- Are empty cylinders appropriately marked and their valves closed?
- Is a check made for adequate ventilation in and where welding or cutting is performed?
- Are compressed gas cylinders stored in areas away from heat sources?
- Are cylinders stored in a manner to prevent them creating a hazard by tipping, falling, or rolling?
- Is liquefied petroleum gas stored, handled, and used in accordance with safe practices and standards?

E. GENERAL SAFETY RULES

These safety rules are for the protection of all Central Georgia Technical College students and employees. They are generic in nature, however, valid in application.

Individual departments and work areas may have additional and specific Safety Rules for hazards or exposures which are found in the work area.

1. GENERAL SAFETY RULES

- Do not wear loose clothing or jewelry around moving machinery.
- Wear the right kind of shoes. High heels, slippers, thongs or open toe sandals are not safe. Wear suitable closed toe work shoes in the work place.
- Work areas have many machines which are extremely dangerous if not used properly. Machines have guards and safety switches which are there for your protection. Do not remove guards; and if there is something wrong with a machine, report it and get it fixed. Do not try to fix it yourself.
- Wear safety glasses or a face shield when you do any job that produces chips or sparks that could injure your eyes, such as welding or grinding.
- Never RUN. Always walk. Use the aisles and walkways and watch for operating equipment. Do not take shortcuts through dangerous places.
- Wear hearing protection in high noise areas.
- Smoking is not permitted in any of the college buildings.
- Safety signs are posted to remind you about hazards. Be sure that you read them and understand their meaning. If you do not understand, ask your supervisor.
- Only authorized workers may operate the forklifts. Do not ride on the forks; they are not meant to carry passengers.
- Alcohol and drugs are not allowed. Do not come to work under the influence or use them at work. Failure to comply with this rule can result in immediate discharge.
- You should eat only in the eating places provided.
- Report every accident. If you become ill or injure yourself at work, report it to your supervisor immediately.
- Unless you are an electrician, do not tamper with electrical circuits or switches.
- Horseplay, throwing things and fighting at work can cause injury to yourself or others.
- Never stand or walk under an elevated crane or hoisted load.
- Use compressed air only on the job for which it is intended. Do not clean your clothes with it. And do not fool with it.
- Before you use a ladder, check to see that it has good safety feet and is free from cracks, broken rungs and other defects. Have another worker hold the bottom of the ladder if there is a danger of slipping.
- Do not attempt to lift or push objects that may be too heavy for you. Ask for help when you need it. Learn to lift the correct way by bending your knees.

- Keep our workstation clean and neat. Put all rubbish and scrap in the containers provided. Keep the floors clean and wipe up any spills.
- Make safety part of your job every day. Report any unsafe conditions or hazards to your supervisor immediately.

2. OFFICE SAFETY

- Falls are the most common office injury - pay attention to slip, trip and fall hazards.
- Pick up or clean up anything dropped on the floor.
- Keep cords and wires out of the walkways.
- When using stairs, hold on to the handrails.
- When it is necessary to access high shelves, use a ladder or step stool. Do not use chairs or boxes to stand on.
- Do not overload electrical circuits with double or triple plugs. If there is a need for more electrical service, an electrician should add a circuit and outlets.
- Insure that everyone is familiar with emergency procedures and rules for evacuation.
- Do not attempt to operate or make repairs to office equipment unless you have been trained to do so.
- Report any frayed or damaged electrical cords.
- When lifting anything heavy or awkward, ask for help or use appropriate carts or hand trucks.
- Use chemicals carefully and be sure to read the labels. Hazardous chemicals that may be found in our workplace include cleaning fluids, photocopier inks and rubber cement.

3. FORKLIFTS

- Forklift drivers should read and understand the posted operation rules. If you do not understand the rules, ask your supervisor.
- Stunt driving and horseplay are prohibited.
- No passengers are allowed on forklifts.
- Do not pass the forks, attachments or loads over anyone's head or allow anyone to get beneath them.
- Do not use a forklift to elevate a person unless it is equipped with a personnel cage.
- Retraining is required annually.

4. WAREHOUSE OPERATIONS

- Only use box cutters that have blade covers; razor blades and knives are not to be used for slitting cartons.
- Do not climb on racks; use the ladders provided.
- Aisles are to be kept clear; do not stack materials on front of electrical panel boxes, fire equipment or exits.

5. HAND TOOLS AND EQUIPMENT

- Inspect tools for defects before you use them.

- Never use defective chisels, sledge hammers, punches, wrenches or other tools. Flying chips from tools with mushroomed or split heads can cause injuries. Exchange or see that defective tools are repaired.
- Keep cutting edges sharp so the tool will move smoothly without binding or skipping.
- Store tools in dry, secure locations where they cannot be tampered with.
- Use safety glasses or a face shield while using hand tools or equipment which might produce flying materials.

6. PORTABLE TOOLS AND EQUIPMENT

- Be sure that grinders, saws and similar equipment is provided with the appropriate safety guards and shields.
- All cord-connected electrical tools and equipment must be effectively grounded or be of the approved double insulated type.
- Rotating and moving parts of equipment such as belts, pulley, chains and sprockets should be guarded to prevent physical contact.
- All pneumatic and hydraulic hoses on power-operated tools should be checked regularly for deterioration or damage.

7. MACHINE OPERATIONS

- Shut down machinery before cleaning, adjusting, unjamming or repairing. Lock out the power source to prevent accidental movement. Use lockout/tagout procedures.
- Do not attempt to use any machinery or equipment until you have been trained in the safe operating procedures.
- Never oil machines while they are in motion except when there is an oiling port located away from the moving parts.
- Never use your fingers for removing chips from machines. Use a brush or hook.
- Be sure that the power shut-off switch is visible and within reach of the operator's position at each machine and that emergency stop buttons are colored red.
- Be sure that foot operated switches are guarded or arranged to prevent accidental actuation by falling objects.
- All nip point (belts, pulleys, moving chains and gears) within seven feet of the floor or working level should be properly enclosed.

8. FLAMMABLE AND COMBUSTIBLE MATERIALS

- Oily rags and combustible scrap should be stored in covered metal receptacles.
- All flammable liquids must be kept in closed containers when not in use.
- Utilize grounding and bonding techniques when transferring gasoline from one container to another.
- Portable gasoline containers must be of an approved "safety can" design.
- Smoking is not permitted inside CGTC facilities.
- Establish safety precautions where open flames are in use.
- Become familiar with the type, use and location of fire extinguishers in the facility.