

SAFETY PLAN

Augusta Technical College

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INTRODUCTION

The mission of Augusta Technical College is to promote the educational, economic, and community development of the Central Savannah River Area. One of the goals supporting this mission is to provide support services and activities to enable students to develop and achieve educational, personal, and career goals. In support of the mission and goals, the College will seek to provide every employee and student with a safe and healthy environment.

All employees and students are expected to follow, without exception, safe practices in the performance of their duties and responsibilities. Students, employees, visitors, and property are our most important assets and protection thereof must receive priority and total participation. The effectiveness of the College safety program depends upon the participation and cooperation of management, supervisors, employees, and students alike, and the coordination of their efforts in carrying out these safety procedures that have been formulated and recommended by the Safety Committee.

SAFETY

Augusta Technical College considers the safety of its employees and students a major responsibility. Its policy is to provide the safest possible work environment, the safest work tools, and prompt first aid and medical treatment in the event of an injury. This is accomplished by proper instructions in safe practices and supervision of work performance. Employees and students, therefore, are expected to accomplish their work tasks in an acceptable, safe, and efficient manner.

RESPONSIBILITIES

The Vice President of Administrative Services, through the direction of the President, is responsible for implementing the safety program. However, each employee is responsible for implementing the provisions of this manual.

Each employee has the responsibility for maintaining safe conditions of assigned equipment and materials, good housekeeping practices, and safe and healthful working conditions within his/her jurisdiction in the field, in the shop, in the office or in the school. Although personal exposure to hazards varies widely in each discipline, each employee is expected to make an unrelenting effort toward controlling injuries, accidents, and liabilities.

The following responsibilities are minimum requirements. They shall in no way be construed to limit individual initiative to implement more comprehensive procedures in order to curb losses.

President/Vice President(s)

1. Concern themselves with the ongoing health and safety policies and work with the various Deans, Directors, Department Chairpersons or Safety Committee to improve safety policies.
2. Review all safety policies and safety checks.
3. Respond to any existing or potential health hazards.
4. Provide for the investigation of accidents and injuries as well as preparation of reports.
5. Disseminate current information/philosophies adopted by the various professions as most effective in preventing injuries, occupational disease, or health problems.
6. Comply with local, state, and federal regulations.
7. Approve all policy changes.
8. Assist in the appointment of members to the College-Wide Safety Committee.

Deans/Director(s)

1. Hold each program chairperson/instructor accountable for explanation/reports of any accidents/injuries that occurred within his/her department.
2. Provide leadership and positive direction essential in the dissemination/maintaining of safety policies/practices that are necessary in providing safe classes/labs to Augusta Technical College customers.
3. Require the use of necessary safety equipment and personal protection equipment as required by each department within his/her jurisdiction.
4. Suggest that safety checks be accomplished on a monthly basis within each department. Review safety checklists and file with the safety director and Vice President of Administrative Services.
5. Ensure that prompt corrective action be taken whenever hazards are recognized or unsafe acts observed.
6. Require that instructors and students comply with the College policies concerning the use, storage and disposal of hazardous materials.
7. Comply with local, state, and federal regulations.
8. Familiarize themselves with Workers' Compensation Policy.

Instructional Staff-

(The instructional staff is responsible for the safe actions of his/her students and the safe performance of machines and equipment within his/her operating area. He/she has full authority to enforce the provisions of this safety policy to keep losses at an absolute minimum.)

1. Assume responsibility for safe and healthy working areas for his/her students while they are under his/her jurisdiction.
2. Take the initiative in recommending correction of deficiencies noted in facilities, work procedures, or attitudes that affect loss of productivity and materials.

- Ensure that each student is trained for and physically able to do the procedure he/she is assigned to do and that he/she is familiar with published work rules.
3. Inspect all tools and equipment at frequent intervals and keep these in a safe and serviceable condition.
 4. Instruct all students in the reporting of all accidents and the necessity of receiving first aid treatment, even in cases of minor injuries.
 5. Properly maintain all personal protection devices, safety equipment and first aid material.
 6. Develop, implement and integrate proper health and safety practices into his/her curriculum reflective of the College/industry safety standards.
 7. Initiate safety inspections within the class/lab area on a monthly basis and maintain these records.
 8. Maintain first aid supplies within an accessible area.
 9. Be familiar with personnel policies pertaining to Worker's Compensation.

Students

(Students play an integral part in the success of the safety program and are required, as a condition of their enrollment, to exercise due care in the course of their education to prevent injuries to themselves and their fellow students and to conserve materials.)

1. Report all unsafe conditions and or acts to his/her instructor.
2. Be responsible for using proper procedures while performing tasks such as using proper lifting methods/refraining from horseplay, etc.
3. Keep work areas clean and orderly at all times.
4. Follow prescribed policies and procedures during an emergency.
5. Report all accidents/injuries immediately no matter how minor to his/her instructor.
6. Be certain that he/she understands instructions before starting work.
7. Know how medical attention may be obtained.
8. Obey all safety rules and follow established work instructions.
9. Properly use only prescribed equipment for a job.
10. Wear required dress/personal protection equipment when working in hazardous operational areas.

Non-Instructional Staff

1. Familiarize themselves with personnel policies.
2. Report all unsafe conditions and unsafe acts to their supervisor.
3. Keep work/storage areas clean and orderly at all times.
4. Follow prescribed policies and procedures during an emergency, injury, or accident.
5. Follow prescribed policies pertaining to material handling and other job tasks.
6. Avoid engaging in horseplay or distracting behavior while working.
7. Be certain that instructions are understood completely before starting work.

8. Keep all equipment clean and properly operating at all times with all safety warnings/devices intact.
9. Obey all safety rules and follow published work instructions
10. Operate only machines and equipment that he/she has been authorized to operate by his/her supervisor.
11. Use only prescribed equipment for the job.
12. Wear required dress and personal protection equipment when working.
13. Participate in ongoing safety checks in service programs as required by job.

CLASSROOM/LABORATORY/OFFICE PROCEDURES

Students and employees must follow all safety rules. Safety guards, protective devices or danger warnings tags should never be removed from equipment.

Areas should not be left unlocked for an extended period of time. All cabinets, files and equipment should be secured. Office areas, labs, and classrooms should be cleaned daily and all tools or equipment should be in their proper place.

Any losses or damage to equipment should be reported immediately to the Vice President of Administrative Services.

Students conducting laboratory or shop procedures shall be under the supervision of an authorized person at all times.

Students and employees will not be allowed to perform procedures without the proper use of personal safety equipment.

SAFETY COMMITTEE

The Safety Committee includes a representative from each building on the Augusta Campus and a representative from the Burke and McDuffie Campuses. A maintenance staff member serves as chairman. The Vice President of Administrative Services serves in an ex-officio capacity. The function of the Safety Committee is to encourage and implement compliance with federal, state and local safety regulations by Augusta Technical College employees and students. The committee meets, at a minimum, on a quarterly basis, to discuss issues, review safety procedures and recommend corrective measures. The committee members are also responsible for monthly inspections of fire extinguishers, emergency drills for their assigned building, and monitoring actions and procedures in buildings and on campus for safety violations.

SAFETY INSPECTIONS

A checklist to assure that all safety factors are checked during safety inspections should be used. Program safety inspections should be completed on a monthly basis by an instructor and/or student safety committee.

COLLEGE SAFETY ZONE

School Safety Zones are defined as “in, on, or within 1,000 feet of the campus of any public or private technical college”.

Incidents that occur in, on, or within 1000 feet of campus will be handled according to the type of incident that occurs and as prescribed in this plan if on campus.

Augusta Technical College is not designated as an evacuation shelter for the community. However, if this should occur, a plan will be developed for cancellation and/or dismissal of classes.

CAMPUS SECURITY

It is the obligation of the College to ensure orderly operation, to protect the rights of all members of the college community, to prohibit acts which materially and substantially interfere with legitimate educational objectives or interfere with the rights of others, and to institute disciplinary action where conduct adversely affects the College’s pursuit of its educational objectives.

Augusta Technical College employs security officers to enforce security rules and regulations including the Code of Conduct and parking regulations. The special duty officers are employees of Augusta Technical College when on assignment.

Uniformed officers provide police protection for safety and protection. Questions, problems, or special needs, should be directed to the Vice President of Administrative Services. Faculty, staff, and students are expected to provide assistance and cooperation to the officers.

Faculty, staff and students should have their college identification card visible and available for verification at all times.

Faculty, staff and students shall not interfere with the special duty officers in the performance of their duties. If there is a concern regarding enforcement of rules, the Vice President of Administrative Services should be contacted.

On the Augusta campus report all emergencies, thefts, vehicle accidents, injuries, suspicious persons, suspicious activities, solicitors, etc. to the Vice President of Administrative Services, Building 100, (706) 771 -4009. After 4:30 p.m., contact Continuing Education, Building 100, (706) 771-4025. On the McDuffie and Burke campuses, contact the Vice President of Operations (706) 595-0166 McDuffie or (706) 437-6801 Burke. After 4:30 p.m., contact the evening administrator.

Statistics concerning the occurrence on campus of criminal offenses reported by special duty officers will be published annually in September. This information is available in the Library, the Business Office, or on the College web page.

TRAFFIC SAFETY

All employees, students, and visitors are expected to follow traffic safety rules.

All motorized vehicles must be registered. Each person operating a vehicle on campus will be issued a campus parking decal. Student decals will be placed on the left rear bumper or window. Employee decals will be displayed in the front window.

Pedestrians will have the right-of-way at all times.

Traffic regulations are listed in the Student Handbook. These regulations apply to all and are in effect 24 hours a day. Violations will be enforced and are subject to penalties and fines as imposed by the College, as well as by state law.

Hazardous and improperly parked vehicles will be towed at the owner's expense.

Parking permits for students may be obtained in the Admissions Office. Permits for employees may be obtained in the Business Office.

HEALTH SERVICES

First aid supplies are available on campus. In the event of injury or other medical emergencies, the Vice President of Administrative Services or the Vice President of Operations on the McDuffie and Burke Campuses should be notified. Professional emergency care, if needed, will be secured by the appropriate personnel. As a non-residential school, Augusta Technical College expects that the student will normally secure medical services through a family physician. Employees will be referred to a Worker's Compensation panel physician. In case of a serious accident or illness, the College will refer the student or employee to the nearest hospital for emergency care and will notify next of kin. It is to be understood that the student or the student's family will be responsible for the cost of such emergency care, including ambulance service, if in the opinion of College authorities such service is necessary. If an employee is involved in an accident, Worker's Compensation procedures apply. If the employee is seriously ill, the College will secure appropriate medical treatment. The employee will be responsible for payment of medical services related to illness.

EMERGENCY PROCEDURES

It is the responsibility of each instructor and/or manager to ensure that all special needs students and employees are assigned to someone who is willing and physically able to provide assistance to the special needs student/employee when responding to all emergency drills, disasters, and other emergencies which may occur.

Accident/Illness

If an accident or sudden illness occurs with students or staff members on the Augusta Technical College campuses, the first person on the scene should assess the situation. If a life threatening situation exists and emergency personnel are needed, call for an ambulance:

1. Dial 9, then 911
2. Inform the operator of the building and/or room location
3. Have someone go outside the building to attract the attention of the emergency response personnel.
4. Stay with the injured person until help arrives.
5. Notify the Vice President of Administrative Services or the Vice President of Operations for McDuffie and Burke Campuses and the supervising dean/director as soon as possible.

School officials will make an effort to notify family/emergency contacts.

If no life threatening situation exists, notify the Vice President of Administrative Services or the Vice President for McDuffie and Burke Campuses for assistance and/or instructions.

In either situation, do not leave the person alone, do not move a victim or let him/her get up or walk about, and protect the victim from unnecessary manipulation and disturbance.

NOTE: If an accident involves an employee, and emergency attention is required, consult the Worker's Compensation posting in each building for a list of approved emergency service providers.

Accident/Illness includes exposure to infectious disease.

If an accident/illness results in death, notify the President and Vice President of Administrative Services immediately.

The President or his designee will make the death notification to the family/next of kin.

The President or his designee will provide information to staff and students and the media.

Accident Reporting

Student – If a student is injured during a class activity or on College property, a Student Accident Report and, if appropriate, an Accident Investigation Report must be completed. One copy of each should be maintained in the dean’s file and one copy sent to the Vice President of Administrative Services.

Employee-If an employee is injured, a Worker’s Compensation Information Form and a Worker’s Compensation First Report of Injury form must be filed within 24-hours of the time of the injury. Contact the Workers Compensation administrator at (706) 771-4118.

TRANSPORTATION/FIELD TRIP DISASTER

The College has an approved field trip policy for students. This policy must be followed for ALL field trips.

A list of all students and staff on each field trip must be prepared. This list must contain emergency contact information for all persons on the trip. The list should be provided to the dean responsible for the program.

In case of an accident, the Vice President of Administrative Services or the Vice President for Operations for the McDuffie and Burke Campuses must be notified.

The College provides transportation by van for some field trips or employee travel. Each van contains an insurance card with instructions for what to do in case of accident. If a large group is being transported, the College rents commercial buses for transportation.

If case of serious injury or death, the President and/or his designee will contact immediate family members. The President will communicate with the media when appropriate.

Law enforcement personnel are responsible for conducting the accident investigation and providing direction at the scene of the accident. The Vice President of Administrative Services will communicate with law enforcement and insurance carriers.

EMERGENCY DRILLS

It is the responsibility of the Safety Committee chairperson and the Safety Committee member from each building or campus to prepare and implement emergency drills. Fire drills will be performed quarterly. Disaster drills will be performed twice per year. All fire and disaster drills must be documented. One copy should be kept in the safety committee member’s file and one copy sent to the chairman of the Safety Committee.

EMERGENCY EVACUATION

Fire, Bomb, Hazardous Materials, Power Outage, Explosion, Gas Leak

Continuous sounding of the fire alarm indicates that the buildings should be evacuated.

..Instructors and/or managers will supervise orderly evacuation as directed by designated emergency exit routes, which are posted in each classroom/lab/public area.

..Upon evacuation, instructors/managers/maintenance personnel should close, but do not lock all doors and windows and turn off all lights, utilities and electrical equipment.

..All students and employees must remain at least 300 feet from the building(s) while college officials and/or authorities assess the situation.

..Students and employees may re-enter the building upon notice by an official.

..A daytime power outage may not require the evacuation of the building. A nighttime outage of more than 30 minutes or notification of an extensive outage would require students and most employees to be sent home.

EMERGENCY LOCK DOWN

Civil Disturbance, Hostage, Terrorist, Intruder, Death and Suicide

..Employees will be notified that no one is to leave the building(s) and/or assigned area.

..The lock down will continue until notification by voice is given that it is all right to leave the area.

..Any official information will be provided by the President and/or his designee.

SEVERE WEATHER

Tornado, Thunder Storms

..The College will conduct tornado drills twice each year.

..When the drill alarm (three short blasts on an air horn) is sounded students and employees will orderly move to the designated area that is posted in each classroom/public area.

..Upon exiting the classroom/public area, the instructor/manager/maintenance personnel will close all blinds, and turn off lights and electrical equipment.

..Once in the designated area, students and employees should seat themselves on the floor with their backs to the corridor walls. They should proceed to cover themselves with coats, jackets, books, etc. to protect themselves from flying debris.

..Remain at a safe distance from all exterior walls and corridors, particularly if they contain windows or doors.

..If there is no warning, take cover where you are.

Weather Warning Definitions and Actions

Each building on each campus is equipped with a weather radio which has been provided by Emergency Management. The following storm warnings used by the Weather Bureau are defined in order of severity.

..**Severe Thunder Storm Watch** means weather conditions are such that a severe thunderstorm may develop. Continue normal operations. Monitor weather radio.

..**Severe Thunder Storm Warning** means that a severe thunderstorm has developed and will probably affect those areas stated in the weather bulletin . Continue normal operations. Monitor weather radio. Take appropriate action based on radar warnings.

..**Tornado Watch** defines an area approximately 250 miles long and 120 miles wide that has a “high probability” of receiving at least one tornado. There is no immediate cause for alarm unless there are very dark, ominous clouds; high winds and hail are present; continuous lightning and thunder are present; and there is continuous “roars” or “rumbles” in the distance. Continue normal operation. Monitor weather radio for deteriorating conditions.

..**Tornado Warning** means that a tornado has been spotted on the ground in the area, that one is moving toward the area, or weather radar indicates a high probability of a tornado existing. Implement drill procedures for tornados.

EARTHQUAKE

Earthquakes generally occur without warning. During the shaking, remain in place and assess the situation, then act. Most injuries or deaths are the direct cause of falling debris. If outdoors, move away from buildings and avoid utility lines. If indoors, take cover under desks. Cover heads with books or jackets or other available shields.

After shaking ceases, evacuate the area and move to open areas away from the buildings and gas or utility lines. Do not re-enter the buildings until officials have checked for possible structural damage, gas line leakage, and other utility disruptions. Maintenance personnel will shut off all gas valves, if possible. Do not use any open flames. Listen to portable radios, if available, for information updates.

Early or late dismissal decisions will be made depending upon damage to the college facility, adjoining areas, and road clearance.

Earthquakes generally have aftershocks which again cause shaking. The same procedure for earthquakes should be used for aftershocks .

FIRE ALARMS/REPORTING

Fire evacuation plans are posted in each classroom, lab, office, and public areas. Alarms will be sounded on the fire alarm system. If the system is inoperative, a continuous sounding of an air horn will be used. When the alarm is sounded, all activity will cease and evacuation of the building will begin immediately. During an alarm, employees and students should close, but do not lock, doors when leaving rooms, corridors and exit doors. When a fire occurs, the following procedures should be followed:

- ..One person should go to the nearest fire alarm and activate it.
- ..One person should notify the fire department by dialing “9” then “911”. Give the exact location of the fire.
- ..One person should report the nature of the fire and its location to the Vice President of Administrative Services or the Vice President for Operations on the McDuffie and Burke Campuses.
- ..Do not take any chances. Evacuate immediately by following fire drill procedures. Be sure to close all doors and windows in the area of the fire.

The fighting of fires is normally left to the professional fire fighters such as the local fire department, but employees should know how to use fire extinguishers.

FIRE SAFETY

Approved fire extinguishers are required in all laboratory areas. Multipurpose dry chemical units are most effective for general use.

Flammable liquids should be stored in an approved safety container or cabinet .

Inspecting and testing of fire extinguishers will be completed at regular intervals by a contracted fire extinguisher service. The safety committee members will be responsible for monthly inspections. Any irregularities in extinguishers should be reported immediately to the safety committee chairperson .

Familiarize yourself with posted fire escape plans.

Bulk storage of flammable materials should be in approved areas.

Oxidizers and oily materials should not be stored together

Familiarize yourself with remote shut-off valve or switch locations for gas or oil-fired equipment and know how to de-energize electrical equipment in an emergency.

Use only approved liquids for cleaning purposes.

Fire Drill Procedure

1. Close all windows in labs and classrooms.
2. Turn off all power to industrial machines and equipment.
3. Turn off all lights (except emergency lighting and exit lights).
4. Last person out should close all doors in lab or classroom.
5. Follow the posted escape route to the nearest exit. Instructor should check classroom/lab/restrooms.
6. Once outside, go to the area designated by the fire escape plan posted for the area.
7. Remain outside until the "all clear" signal is given (the silencing of the alarm).
8. Remember, evacuating the building should be done as quickly and orderly as possible.
9. Instructors should be sure everyone is accounted for and take roll books. Do not allow anyone to return to any involved building until the all-clear signal is given.

FLOOD WARNING

When a flood warning is in effect students and employees should relocate to higher elevations. It is advisable to remain inside a building. Remain there until further instructions are given. Instructors should account for all students who were in the classroom.

Maintenance, if possible, will turn off utilities at main switches. Avoid downed power lines. Do not drink tap water.

Employees and students should not be allowed to leave campus due to possible flash flooding conditions. Motorists will be advised of open routes as information becomes available from law enforcement.

HURRICANES

The College is not located in a hurricane area. However, tornadoes and flooding can occur as a result of a hurricane. Weather radios will be monitored when a hurricane threatens surrounding areas. Tornado and flood procedures should be followed if one of these disasters should occur as a result of a hurricane.

HAZARDOUS MATERIALS

Many types of hazardous materials are shipped daily through Georgia. Two Campuses of Augusta Technical College are located near an interstate highway and have the potential of being affected by hazardous material spills.

Warning of a hazardous materials incident will usually be received from the Fire Department or local Emergency Management Agency when it affects the campus. If the incident occurs on campus, the College will relay the warning to appropriate emergency response agencies.

The need to evacuate will be determined by emergency response personnel. Since Augusta Technical College is a commuter campus, all evacuees will leave by personal automobile.

Until the situation has been assessed, College personnel will:

1. Determine the need to evacuate and move crosswind with the wind carrying the fumes.
2. Ensure that all staff and students are inside and for those outside, have them move inside as quickly as possible. Close all doors and windows, place towels under the doors and remain inside until public official have given the "all clear".
3. Maintenance personnel will turn off ventilation systems, fans and heating/air conditioning units.
4. If evacuated, do not allow anyone to re turn to campus until the area is declared safe.
5. Initiate early/late dismissal as necessary.

BIOLOGICAL THREAT

If Augusta Technical College is threatened or exposed to biological materials, the Health Department will be contacted to implement the correct procedures to be followed.

RADIOLOGICAL EMERGENCY

During use, processing, or transporting of radioactive materials, accidents may occur that will expose the College to the dangers of contaminants. Emergency Management personnel will be contacted for appropriate actions. No evacuation will take place until emergency personnel have assessed wind, weather, etc.

College personnel will require that all students and personnel remain indoors. Windows and doors should be closed. Towels, clothing or other accessible material should be placed under the doors. Maintenance personnel will shut off heating and air handling equipment. If evacuation is deemed safe and appropriate, the fire drill evacuation procedure will be used.

If the campus is to be evacuated, staff and students will evacuate through use of personal vehicle.

UTILITY FAILURE

Utility failures or incidents are common occurrences and may happen anytime. If a utility failure occurs, administration and maintenance personnel will:

1. Identify possible effects utility loss could have on the College and implement emergency shutdown if necessary.
2. If necessary, the campus will be evacuated.
3. The President or his designee will make decisions about opening and reopening campus. Announcements will be made through the media.

INCLEMENT WEATHER

The President or his designee will make decisions concerning opening and reopening during inclement weather or disasters. Announcement will be made through the media.

BOMB OR BOMB THREAT

All College personnel should check their areas for any suspicious packages or items. Suspicious items should never be moved or touched.

DO NOT PANIC. Remain calm and try to reassure students as much as possible to avoid possible panic.

Procedures

1. Person receiving bomb threat phone call should alert the President and/or Vice President of Administrative Service. The Vice President for Operations should be notified at the McDuffie and Burke Campuses. The Presidents/Vice Presidents will, with the assistance of public safety agencies, assess the situation to determine if the building should be evacuated. If evacuation is deemed appropriate, occupants of the building will be notified by maintenance personnel and College officials to evacuate the building using the same procedure as a fire drill. All students, staff and faculty should be evacuated to a designated site that has been checked for suspicious objects, etc. which is at least 300 feet from the building in order to be protected from flying objects. Maintenance personnel should shut off both power and natural gas to the building as soon as the building is evacuated. The response team (maintenance personnel) will report to the evacuated area and check for suspicious items.

2. Staff and faculty should quickly look for suspicious objects, devices, noises or disturbances while evacuating the building. Report anything unusual to the response team.
3. If a device is found, do not approach it, touch it, or disturb it in any way. You should be especially aware of the possibility of secondary devices also being planted.
4. The President and/or the Vice President of Administrative Services or the Vice Presidents for Operations at the McDuffie and Burke Campuses will notify security and the fire department.
5. Instructors should account for everyone in their class. Instructors and staff should not allow anyone to return to the building until it is cleared by law enforcement officials and/or administration.
6. Remain at the 300 foot location until the all clear signal is given.
7. Under no condition should cell phones, portable radios, etc. be used while within the 300 foot perimeter of the building.
8. If possible, the evacuation route from the building should avoid parked vehicles, dumpsters, etc.

Do not release any information to callers or media. All information will be released by the President and/or law enforcement agencies.

CAUTION

Instructors and administration should supervise evacuation; check for injuries; and account for personnel/students by identifying those who are present/injured/missing.

Bomb Threat Call Checklist

The person taking the threat call should use the following checklist to gather as much information as possible relative to the threat and to the caller.

Questions to ask:

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? Why?
7. What is your telephone number?
8. What is your address?
9. What is your name?

Identifying call information

Voice (circle one)

calm	disguised	nasal	angry	broken
stutter	slow	sincere	lisp	rapid
giggling	deep	crying	squeaky	excited
stressed	accent	loud	slurred	normal

If voice is familiar, whom did it sound like _____

Person receiving call _____

Sex of the caller _____

Type of accent _____

Time of Call _____

Did voice sound like an adult/child _____

Background sounds heard during the call _____

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

SUSPICIOUS PACKAGES

Suspicious packages may be received in the mail or via hand delivery. Upon receipt of a suspicious package, College personnel should not handle the package and should isolate persons from the immediate area. Immediately dial “9 ” + “911” and provide a description of the package. Notify the Vice President of Administrative Services or the Vice President of Operations on the McDuffie and Burke Campuses and/or security. Characteristics of a suspicious package may include some of the following:

1. If delivered by carrier, inspect for lumps, bulges, or protrusions, without applying pressure.
2. If delivered by carrier, balance check if lopsided or heavy sided.
3. Handwritten addresses or labels from companies depicting incorrect information or address components. Check to see if the company exists and if they sent a package or letter to your facility.
4. Packages wrapped in string are automatically suspicious, as modern packaging has eliminated the need for twine or string.
5. Excess postage on small package or letters indicates that the object was not weighed by the Post Office.
6. No postage or non-canceled postage.
7. A foreign address, foreign writing or foreign postage.
8. Handwritten notes, such as “Your Lucky Day Is Here”.
9. Improper spelling of common names, places, or titles.
10. Generic or Incorrect titles.
11. If the package has leaks, stains, or protruding wires, string, tape, etc.
12. No return address.
13. Any letters or packages arriving before or after a phone call asking if the item was received.

If a suspicious package is received, evacuate the building/area according to bomb threat procedures.

HOSTAGE OR TERRORIST

A hostage or terrorist situation exists when a person(s) enters the College and apprehends a student or staff member and threatens violence.

A lock down should take place immediately. Do not allow students or staff to enter hallways or the hostage/terrorist area until clearance is given to do so.

Action To Be Taken

1. Dial “9” + “911”. Provide the dispatcher with all available information such as physical description, exact location, type of weapon(s), method of travel, direction taken, and any other critical information available which helps to identify the individual.
2. Invoke intruder alarm announcement by word of mouth.
3. Secure immediate area to confine problem.
4. Secure building by locking appropriate doors.
5. Notify the Vice President of Administrative Services or the Vice President for Operations on the McDuffie and Burke Campuses and the supervisor if possible.
6. Await assistance from law enforcement/administration.
7. Remain in secured room until notified that the lock down has ended or that evacuation is necessary.
8. Do not undertake to handle the situation. Once law enforcement personnel have arrived, they are in command.

If the situation requires, a family reunification center will be established in the administrative office. All family members, law enforcement, media, etc. should report to this area. A supervisor will be assigned to check identification of all persons arriving at the site to insure that no unauthorized persons enter the site.

College officials will make every effort to maintain a calm situation until law enforcement arrives. The College recognizes that Law Enforcement personnel are trained to handle hostage situations. Therefore, they will be in full control of the situation.

The President and/or the Vice President of Administrative Services or Vice President for Operations on the McDuffie and Burke Campuses will work with law enforcement to provide information and access to areas.

Do not release any information to callers or agencies. All released information will come from law enforcement and/or the President or his designee.

INTRUDER

Because Augusta Technical College is an open campus, many incidents can cause the presence of an intruder or suspicious person on college property. These situations can be generated by activities within the building or in the surrounding area.

Everyone on the campus should be vigilant in identifying suspicious persons on college property. Anyone who feels that a person does not belong on campus shall immediately report the situation to the Vice President of Administrative Services or the Vice President for Operations on the McDuffie and Burke Campuses and/or the security officer. The description of the suspicious person, their location, and any unusual or disruptive behavior should be reported.

If contact cannot be made with the Vice President of Administrative Services or the Vice President for Operations on the McDuffie and Burke Campuses or security, approach the individual(s) to determine the nature of their presence on campus. Ask for identification and calmly advise that no one is permitted on campus without proper authorization. If identification cannot be provided, ask the person(s) to leave the premises. Notify the Vice President of Administrative Services or the Vice President for Operations on the McDuffie and Burke Campuses.

Monitor where the person(s) goes after being instructed to leave. Obtain a complete description (including tag number) of the vehicle. Note what the person had in their possession.

If the intruder seems hostile or uncooperative, do not continue conversation. Take note of any identifying traits and contact security immediately.

DISRUPTIVE BEHAVIOR/CIVIL DISTURBANCE

The President and the administrative staff will maintain an “open door” policy with students, employees, and members of the community. Administration will take steps to ensure that all persons understand the behavior expected of them during college hours and sponsored events. Administration will alleviate crowded conditions as much as possible and disburse crowds which have disruptive potential into smaller groups.

Disruptive behavior/civil disturbance are considered to be any incident that disrupts or has the potential to disrupt the orderly functions of the College. When observing or approaching these types of incidents, it is advisable to have another employee with you. If the situation allows, the media center should be notified to video tape the incident.

If the problem has escalated to riot, mass uprisings, or mass threats of violence, notify the Vice President of Administrative Services or the Vice President for Operations on the McDuffie and Burke Campuses and/or security immediately. Law enforcement will be notified to respond. Avoid verbal exchanges or arguments when a disturbance is escalating. Refrain from touching the participants. If possible, record and report the names of all students and outsiders involved in the disturbance. Report details of all incidents. Initiate a lockdown of the campus.

If the problem does not appear to be reaching mass disruption, the situation will be assessed by a manager and the person(s) disbursed to their proper location. Since the problem has the potential for affecting the operation of the campus, the Vice President of Administrative Services and/or security should be contacted. After assessing the volatility of the situation, appropriate administrative action will be taken. Repeat offenders of disorderly conduct will be suspended and banned from the campus.

Any action of civil disturbance will be considered a violation of College policy and participants will be dealt with accordingly.

All communications with the media will be released by the President or his designee and/or law enforcement.

WEAPONS VIOLATIONS

It is a criminal offense and violation of College policy for any person to possess a weapon on campus. Signs are posted at each entrance of all campuses. Students and staff should be periodically reminded of this law.

Prompt attention, through investigation, and accountability are critical elements in responding to reports of weapons violations. Threats are taken seriously and investigated immediately.

If a weapon is suspected to be on campus, the Vice President of Administrative Services or the Vice President for Operations on the McDuffie and Burke Campuses and/or security should be contacted immediately. Do not attempt to locate the weapon or approach the person(s) believed to possess the weapon. Do not announce to others that a weapon is suspected unless there is a concern about safety of others prior to security arriving. Security and/or law enforcement will be requested to make any searches for weapons.

If a weapon is displayed or fired, a lock down should be implemented immediately. Do not attempt to approach the violator. Staff and students should not be allowed near the situation. The Vice President of Administrative Services or the Vice President for Operations on the McDuffie and Burke Campuses and/or security should be notified immediately. Law enforcement personnel will be contacted to handle the situation. The facility shall remain locked down until an all clear has been given.

If an assault with a weapon has taken place, a lock down should take place immediately. Dial "9" + "911". Give the dispatcher details of the situation and the exact location. Notify the Vice President of Administrative Services and/or security. Maintenance personnel will be notified to cordon off the area.

If possible, try to secure the area where the victim(s) are located to protect them from further harm. Do not attempt any action which will endanger yourself or others. Try to secure names of any witnesses or suspects. Provide the information to security. Make every effort to protect the crime scene and keep others away.

College counselors will be notified to be on stand by to assist any students, employees, and/or family members.

SUICIDE/SUICIDE THREAT

A suicide occurs when a person terminates his/her own life. When this situation occurs, do not communicate with the college public (other staff and students) as to the situation.

A lock down should be implemented. All students and employees will be kept in areas away from the crime scene and should not be allowed to leave until authorized by College officials and/or law enforcement.

The President and/or the Vice President of Administrative Services or the Vice President for Operations at the McDuffie and Burke Campuses, and security should be notified immediately. The above listed will be responsible for notifying "911".

Every effort should be made to keep others away from the suicide area. Do not disturb, or allow others to disturb, the crime scene. Any tampering with the area could destroy critical evidence and result in criminal charges.

All communication with family members, authorities, students, staff, and the media will be authorized by the President or his designee.

All employees have been provided with information pertaining to the risk of exposure to blood borne pathogens, and other communicable diseases. Do not allow panic to override common sense.

If an individual threatens suicide, the Vice President of Administrative Services or the Vice President for Operations on the McDuffie and Burke Campuses and/or security should be notified immediately. The individual will be provided counseling assistance by employees of Augusta Technical College.

The individual will be referred to private counseling services if long term care is deemed appropriate by Augusta Technical College counselors. The family and/or emergency contact will be notified of the potential for suicide.

Suicide/suicide threats should be considered confidential. Information will only be discussed with those who have an official need to know.

AFTER HOURS EMERGENCIES

All after hour emergencies should be reported to the Continuing Education department who will report to the President and/or Vice President of Administrative Services or the Vice President for Operations.

When the campuses are closed, all buildings are monitored by fire and security alarms. Security and law enforcement personnel are provided with phone numbers for emergency contact.

SAFETY INSPECTION CHECK LIST

This list is intended only as a reminder. Look for other unsafe acts and conditions, and report them to the supervising deans/directors, maintenance, grounds and/or the Vice President of Administrative Services.

Indicate discrepancies with an (X) and make comments.

Building # _____ Inspected by _____ Date _____

FALL HAZARDS

Aisles, walks, floors, ladders,
Stairs, ramps, sidewalks _____

FIRE PROTECTION

Extinguishers, Flammable
Materials, sprinkler systems _____

HOUSEKEEPING

Broken items, waste disposal,
Sanitation, slip and trip
Hazards, stacking and storage _____

MATERIAL HANDLING EQUIPMENT

Fork- lifts, hand trucks, work savers _____

TOOLS

Condition, grounding, use
and storage _____

UNSAFE PRACTICES

Climbing upon and over, handling
Of acids or caustics, horseplay,
Lifting, handling, carrying _____

MISCELLANEOUS

First aid facility, personal protection
Equipment, pressure equipment and
Cylinders, signs or slogans, machinery _____

EMERGENCY PHONE NUMBERS

Law Enforcement	9 + 911
Ambulance	9 + 911
Fire Department	9 + 911
President's Office	706-771-4005
Vice President, Administrative Services	706-771-4009
Vice President Operations, Thomson	706-595-0166
Vice President Operations, Waynesboro	706-437-6801
Continuing Education, Augusta	706-771-4025