



EMERGENCY OPERATIONS AND SAFETY PLAN

2018-2019

# EMERGENCY OPERATIONS AND SAFETY PLAN

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EMERGENCY OPERATIONS AND SAFETY PLAN

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EMERGENCY OPERATIONS AND SAFETY PLAN  
2018-2019

REVIEWED: \_\_\_\_\_ DATE: \_\_\_\_\_  
CHIEF OF POLICE  
CENTRAL GEORGIA TECHNICAL COLLEGE

REVIEWED: \_\_\_\_\_ DATE: \_\_\_\_\_  
ASSISTANT VICE PRESIDENT, FACILITIES AND ANCILLARY SERVICES  
CENTRAL GEORGIA TECHNICAL COLLEGE

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
PRESIDENT  
CENTRAL GEORGIA TECHNICAL COLLEGE

REVIEWED: \_\_\_\_\_ DATE: \_\_\_\_\_  
EMERGENCY MANAGER  
TECHNICAL COLLEGE SYSTEM OF GEORGIA

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
DIRECTOR OF CAMPUS SAFETY  
TECHNICAL COLLEGE SYSTEM OF GEORGIA

# EMERGENCY OPERATIONS AND SAFETY PLAN

## APPROVAL AND IMPLEMENTATION

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This plan supersedes all other Central Georgia Technical College Emergency Operations and Safety Plans.

The transfer of management authority for actions during an incident is done through the execution of written delegation of authority from an agency to the incident commander. This procedure facilitates the transition between incident management levels. The delegation of authority is a part of the briefing package provided to an incoming incident management team. It should contain both the delegation of authority and specific limitations to that authority.

The Central Georgia Technical College Emergency Operations and Safety Plan delegates the authority to specific individuals in the event that the president is unavailable. The chain of succession in a major emergency is as follows:

1. President
2. Executive Vice President
3. Assistant Vice President for Facilities and Ancillary Services
4. Chief of Police
5. (Other key leadership personnel as determined by the president)

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President  
Central Georgia Technical College

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Date

# EMERGENCY OPERATIONS AND SAFETY PLAN

## INTRODUCTION

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One of two basic responsibilities contained in the CGTC Management Safety Statement is the establishment of emergency procedures to lessen the impact of emergencies and potentially disastrous events to our college campus. Emergency plans are developed for the purpose of establishing Central Georgia Technical College's response to emergencies. These procedures will become a "plan of response" for general emergency situations that may threaten CGTC buildings and inhabitants.

The second responsibility is the prevention of accidents. Incorporated into this safety plan are recommendations and procedures to aid in establishing a safe work environment. The guidelines and measures to be taken to preserve and protect the lives of personnel and students and the assets within the buildings will be identified.

It is anticipated that adhering to the steps developed in these plans in the event of an emergency will maximize the opportunity for the safe protection and, if necessary, orderly evacuation or relocation of all occupants. Safety of building occupants is the primary concern of any emergency plan. The preservation of the building and contents is secondary.

The success of our efforts to prevent or respond to accidents requires a team effort by administration, faculty, staff, and students. Certain portions of our plan are presented as being generic to the school as a whole, with standard guidelines applying to all of our sites. Other sections must be developed to be specific to the particular environment in which they are applied. With this in mind, the manual is presented as an aid in structuring our emergency action and safety programs.

The following sections are presented as a framework around which safety plans are developed at each site and/or facility location. These should be expanded to be location-specific to the environments and circumstances found at our various facilities.

# EMERGENCY OPERATIONS AND SAFETY PLAN

## MANAGEMENT SAFETY STATEMENT

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In fulfilling its educational mission, Central Georgia Technical College recognizes a commitment to employees and students to provide a safe and healthy workplace; free from recognized hazards. Since injuries and property loss through accidents are needless, costly, and preventable, CGTC will strive for the elimination of all accident and health hazards by the establishment of a safety and health program based fundamental safety concepts.

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 with regard to proper procedures and safe methods to be utilize in performing duties in the working and instructional environment; for taking immediate corrective measures to eliminate hazardous conditions; and or implementing practices for the prevention of all accidents.

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

1. Employees must follow recognized safe work practices as a condition of employment with CGTC.
2. Students must abide by safe practices and procedures established for the classroom, or other instructional environment.
3. Hazardous conditions and other safety concerns must be reported to the responsible supervisor immediately.
4. Supervisors will take appropriate action to initiate corrective measures.

## EMERGENCY OPERATIONS AND SAFETY PLAN

### INCIDENT COMMAND STRUCTURE

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The Central Georgia Technical College Police Department's primary role in emergencies is to save lives. As such, we will respond directly to the threat as first responders on our campuses and grounds. The senior CGTC police officer on scene will direct our response to the incident until parent agencies arrive. We will provide as much information to forces responding behind us as possible and understand that a City, County, State, or Federal unit will likely assume Incident Command as soon as the first supervisor from a parent agency (the host city, county, state, or federal agency) arrives. This might be a unit of the police, sheriff, or fire departments and/or the respective county's EMA. Once they have established Incident Command and other CGTC officers arrive, we will provide support and assist the Incident Commander at his/her direction. Additionally, we will coordinate and act as a liaison between the Incident Commander and the President and/or his designees.



# EMERGENCY OPERATIONS AND SAFETY PLAN

## SECTION I: SAFETY AND SECURITY PLANNING

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### A: SAFETY ADVISORY COUNCIL

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A Safety Advisory Council is established and chaired by the CGTC CAMPUS POLICE CHIEF. Members of the advisory council consist of representatives from the following areas:

- Academic Affairs
- Administrative Services
- Adult Literacy
- Economic Development
- Evening Programs
- Satellite Campuses
- Industrial Systems
- Institutional Effectiveness
- Library
- Maintenance
- Police/Security
- Student Affairs

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 will meet at the call of the chairperson to discuss issues related to security, safety, 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 director, and program chair 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.

### EMERGENCY DIRECTION AND CONTROL

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ADMINISTRATION CONTROL: To the extent each situation permits the administration and management of emergency response decisions shall be made by the President or in his absence the senior Vice President.

## EMERGENCY OPERATIONS AND SAFETY PLAN

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.

PLEASE BE SURE SECURITY IS AWARE OF ANY EMERGENCIES ON CAMPUS SO THEY CAN ASSIST DIRECTLY WITH THE EMERGENCY OR HELP OTHER EMERGENCY RESPONDERS ON THE SCENE.

### C: NOTIFICATIONS AND CONTACTS

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Other sites and facilities shall list in their "site specific" plans those numbers which may be needed for notification during emergencies. This listing will provide a ready reference of important numbers, and as a reminder of the individuals and offices we may need to notify concerning emergencies. This information should also be included on the "Emergency Procedures Checklist".

### D: EMERGENCY TELEPHONE NUMBERS

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(See Appendix "A" Quick Reference Phone Listing, Page 31)

### E: EMERGENCY EVACUATION KIT

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The Emergency Evacuation Kit will be taken from the school 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 Chief of Police is responsible for transporting the kit whenever the building is evacuated. 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. THE EMERGENCY EVACUATION KIT CONTENTS:
  - 1.1 A copy of the school emergency operations plan, along with quick reference guides of all the protocols and emergency telephone numbers of assistance agencies.
  - 1.2 Floor plan of each building on school property.
  - 1.3 Site plan of the grounds and surrounding areas.
  - 1.4 Flashlight and extra batteries
  - 1.5 Bullhorn and appropriate batteries.
  - 1.6 Writing tablets and pencils.
  - 1.7 Basic First Aid Kit.
2. The kit should quickly be taken to the area where emergency responders (fire, emergency medical, and police) will arrive.
3. A properly assembled kit that contains updated information can help school officials and emergency response personnel dramatically improve the way in which a crisis situation is handled.

## EMERGENCY OPERATIONS AND SAFETY PLAN

### F: EVACUATION PROTOCOL

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In a number of situations, it may be necessary to evacuate a school 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:

- 1.1 Identify at least three (3) assembly points (a minimum of 300 feet for fire and 1,000 feet for bomb threat) away from the school in the event it becomes necessary to evacuate the school campus.
- 1.2 A copy of the evacuation plan checklist is located in all administration offices and with all instructors.
- 1.3 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 school building:

- 2.1 Instructors should bring their class record books with them.
- 2.2 Instructors should ensure that all students are out of their classrooms and adjoining restrooms and workrooms. (If evacuating because of a Bomb threat, make sure students take personal belongings with them).
- 2.3 The first student in line should be instructed to hold open exit door(s) until all persons in the class have evacuated. (This procedure is to be continued until the building is cleared).
- 2.4 Classes will proceed to the designated holding areas/assembly areas. Once there, instructors should make note of students who are not present and furnish those names to school administrators as soon as possible.
- 2.5 Instructors should remain with their class until administrator sounds an "all clear" signal.
- 2.6 When an off-campus evacuation is called, instructors should follow the same basic steps as outlined in evacuating the school building.

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## G: MEDIA PROTOCOL

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While schools 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. Schools should consult with an appropriate representative of the school board or its attorney to determine rules or policies applicable to your particular schools.

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

### 1. ADVANCE PREPARATION

- 1.1 The Director of Marketing and Public Relations is designated as a media spokesperson at the crisis site. This person should be intimately familiar with the school system Emergency/Disaster Preparedness Plan.
- 1.2 The Director of Marketing and Public Relations will respond to and facilitate inquiries and requests for interviews.
- 1.3 Local media contact numbers should be kept in the Emergency Evacuation Kit.
- 1.4 The Director of Marketing and Public Relations will determine safe and appropriate staging areas for media personnel near the school 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 Security agencies. It is certain that local media will have immediate knowledge that a crisis has occurred in a school and will respond quickly. The Director of Marketing and Public Relations will be prepared for this response and coordinate with the Incident Commander to use the media to provide updates to the public, as information becomes available. All media contact shall be coordinated through Incident Command prior to any statements being issued.

### 3. RESPONSE PROTOCOL

If a school related crisis occurs the media spokesperson or liaison should immediately begin providing the media with factual information, preferably a written statement, which needs to be transmitted to the community. Schools 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.

- 3.1 Be even handed and be certain every media member receives the same information.
- 3.2 Be accurate. If uncertain of the facts, do not release information. If necessary, refer media to appropriate sources.

## EMERGENCY OPERATIONS AND SAFETY PLAN

- 3.3 Set limits for time and location of media briefings.
- 3.4 When handling interviews:
  - 3.4.1 Ask in advance what specific questions will be asked.
  - 3.4.2 Do not say “no comment”. If an answer is not known, offer to get information and get back with them.
  - 3.4.3 Do not speak “off the record”.
  - 3.4.4 Keep answers brief and to the point.
- 3.5 Emphasize positive actions being taken. Turn negative questions into simple, positive statements.
- 3.6 Ensure that the sensitivities of those who are touched by the crisis are respected.
- 3.7 Before agreeing to have staff members interviewed, obtain their consent.
- 3.8 Students under the age of 18 should not be interviewed on campus without parental permission.
- 3.9 Let law enforcement handle any questions regarding criminal investigations. The school spokesperson should focus on what the school 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 FOR 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 EMERGENCY 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 SITE WILL BLOCK EMERGENCY VEHICLES THAT NEED ACCESS. ALTHOUGH IT MAY BE YOUR NORMAL IMPULSE, PLEASE DO NOT ATTEMPT TO GO TO THE SCHOOL.

(LAW ENFORCEMENT AGENCY OR COLLEGE) HAS REQUESTED THAT YOU DO NOT ATTEMPT TO CALL THEIR OFFICE FOR INFORMATION AT THIS TIME. 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 OR COLLEGE) HAS ALSO REQUESTED THAT EVERYONE AVOID THE USE OF CELLULAR TELEPHONES DURING THE NEXT TWO HOURS. SECURITY RESPONDERS NEED THE USE OF CELLULAR COMMUNICATIONS. HEAVY USE OF CELLULAR PHONES IN OTHER COMMUNITIES DURING SCHOOL CRISIS SITUATIONS

## EMERGENCY OPERATIONS AND SAFETY PLAN

HAS 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:

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THE (LAW ENFORCEMENT AGENCY OR COLLEGE) WILL PROVIDE US WITH PERIODIC UPDATES AS NEW INFORMATION BECOMES AVAILABLE.

AGAIN, (LAW ENFORCEMENT AGENCY OR COLLEGE) HAS INITIATED ITS RESPONSE PLAN AND ASKS THE COMMUNITY TO SUPPORT THE SCHOOL AND SECURITY EFFORTS TO PROVIDE CARE AND PROTECTION FOR STUDENTS AND EMPLOYEES BY:

NOT GOING TO THE SCHOOL

AVOIDING THE USE OF CELLULAR PHONES UNTIL OTHERWISE ADVISED

NOT CALLING THE (LAW ENFORCEMENT AGENCY) OR THE COLLEGE OFFICE FOR INFORMATION

THIS STATION WILL PROVIDE YOU WITH UPDATED INFORMATION AS QUICKLY AS IT BECOMES AVAILABLE. YOUR BEST SOURCE OF INFORMATION RELATING TO THIS INCIDENT IS THROUGH THE MEDIA AS (LAW ENFORCEMENT AGENCY) WILL BE PROVIDING UPDATES AS QUICKLY AS INFORMATION BECOMES AVAILABLE.

INFORMATION REGARDING INDIVIDUAL STUDENTS WILL BE PROVIDED AT THE FAMILY REUNIFICATION SITE AT \_\_\_\_\_.

THE FAMILY OF THE INJURED STUDENTS HAS BEEN NOTIFIED. (ONLY STATE THIS IF THE NOTIFICATION HAS OCCURRED. DO NOT RELEASE THE NAMES OF INJURED PERSONS UNTIL THE FAMILIES HAVE BEEN NOTIFIED.)

WE THANK YOU FOR YOUR COOPERATION AND FOR YOUR PATIENCE DURING THIS DIFFICULT TIME.

REPORTERS WILL BE ABLE TO PROVIDE GENERAL CRISIS RESPONSE INFORMATION FROM ATTACHED INFORMATION SHEET WHILE WAITING FOR UPDATES ON THE SITUATION.

## SECTION II: SYSTEM RESPONSE PROTOCOLS

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### A: MAN-MADE INCIDENTS

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#### 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. Schools have not escaped this phenomenon.

Bomb threats create a dilemma for school administrators. The callers can range from pranksters who are attempting to avoid a test, with no intention of setting off an explosive, to the “terrorist” who is bent on creating mayhem.

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 school administrator becomes too reactive, then every threat may lead to a school evacuation, thereby disrupting the educational process.

##### 1.1 ADDRESSING THE DILEMMA

It is critical that an administrator collect as much factual information as possible during the limited amount of time available before he/she has to make a decision to evacuate or not.

Prior planning and training of key personnel will enhance the credibility of that decision.

##### 1.2 DAILY PRECAUTIONS

- 1.2.1 Each morning, all school personnel should check their areas for any suspicious packages or items. Suspicious items should never be moved or touched. School administrators should be immediately notified of a suspicious item and the area isolated until law enforcement personnel have made an assessment of the suspicious package.
- 1.2.2 All rooms should be locked when not in use.
- 1.2.3 Cleaning and maintenance personnel should lock all doors after cleaning of rooms.
- 1.2.4 Persons who handle mail and packages should be trained on the recognition and handling of suspicious packages. (Post Office training brochures)

## EMERGENCY OPERATIONS AND SAFETY PLAN

### 1.3 PHONE CALL

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

- 1.3.1 Remain calm, listen and take notes.
- 1.3.2 Remember what you hear!
- 1.3.3 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.
- 1.3.4 If the call is received on a telephone instrument with caller ID display – RECORD THE DISPLAYED NUMBER.
- 1.3.5 Try to get as much information as possible-questions could include:
  - 1.3.5.1 Where is the bomb?
  - 1.3.5.2 What does it look like?
  - 1.3.5.3 Building in question?
  - 1.3.5.4 Why did you choose this building?
  - 1.3.5.5 Time of setting.
  - 1.3.5.6 Location of bomb?
  - 1.3.5.7 Why would you want to hurt innocent people?
  - 1.3.5.8 Could you repeat the message?
  - 1.3.5.9 Can you tell me the reason you are doing this?
- 1.3.6 Record a description of the caller's voice:
  - 1.3.6.1 male, female,
  - 1.3.6.2 juvenile, adult,
  - 1.3.6.3 local, foreign, southern,
  - 1.3.6.4 impediment, slurred,
  - 1.3.6.5 excited, quiet calm,
  - 1.3.6.6 education level
- 1.3.7 Listen for background noises such as railroad, streets, aircraft, etc.
- 1.3.8 Immediately call 911.
- 1.3.9 Do not discuss the call with anyone but appropriate authority-in-charge to prevent alarming others.
- 1.3.10 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.
  - 1.3.10.1 Do not sound an alarm.
  - 1.3.10.2 Decision for the type of response procedures will be made by college authorities or police.
  - 1.3.10.3 If evacuation plan is implemented, procedures outlined in APENDIX A- EVACUATION GUIDELINES will be followed.
- 1.3.11 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.
- 1.3.12 Do not touch the package but report it to authorities immediately.

### 1.4 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, Firearms and Explosives, and adapted for use in the Central Georgia Technical College Safety Manual.



## EMERGENCY OPERATIONS AND SAFETY PLAN

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 experience of special agents of the Bureau of Alcohol, Tobacco, Firearms and Explosives (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 illegal use of explosives.

### 1.4.1 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.

### 1.4.2 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:

1.4.2.1 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.

1.4.2.2 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.

## EMERGENCY OPERATIONS AND SAFETY PLAN

Public Safety 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.

### 1.4.3 RESPONDING TO BOMB THREATS

Instruct all personnel, especially those at the telephone switchboard and or receptionist duties, in what to do if a bomb threat call is received.

A calm response to the bomb threat caller could result in obtaining additional information. This is especially true if the caller wishes to avoid injuries or deaths. If told that the building is occupied or cannot be evacuated in time, the bomber may be willing to give more specific information on the bomb's location, components, or method of initiation.

The bomb threat caller is the best source of information about the bomb. When a bomb threat is called in:

- 1.4.3.1 Keep the caller on the line as long as possible. Ask him/her to repeat the message. Record every word spoken by the person.
- 1.4.3.2 If the caller does not indicate the location of the bomb or the time to possible detonation, ask him/her for this information.
- 1.4.3.3 Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
- 1.4.3.4 Pay particular attention to background noises, such as motors running, music playing, and any other noise which may give a clue as to the location to the caller.

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- 1.4.3.5 Listen closely to the voice (male, female), voice quality (calm, excited), accents, and speech impediments. Immediately after the caller hangs up, report the treat to the person designated by management to receive such information.
- 1.4.3.6 Report the information immediately to the police department, fire department, ATF, FBI, and other appropriate agencies. The sequence of notification should be established in the bomb incident plan.
- 1.4.3.7 Remain available, as law enforcement personnel will want to interview you.

### 1.4.4 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.

### 1.4.5 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.

## EMERGENCY OPERATIONS AND SAFETY PLAN

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.

### 1.4.6 SEARCH TEAMS

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. 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 or 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 un-evacuated 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. When possible and as soon as possible, seek the services of the city, county, state, and federal agency K-9 teams. Although the wait is a little longer when getting started, they can efficiently and accurately search buildings much faster and safely than human search teams.

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

## EMERGENCY OPERATIONS AND SAFETY PLAN

### 1.4.7 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 CGTC Police.

### 1.4.8 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, Firearms and Explosives 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 school 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:

- 2.1 Immediately notify:
  - 2.1.1 All employees
  - 2.1.2 Notify emergency/911 communications, if necessary.
- 2.2 When practical, request that law enforcement handle outsiders causing disturbances.
- 2.3 Avoid verbal exchanges or arguments when a disturbance is escalating.
- 2.4 Clearly communicate to all students the location to which they should proceed.
- 2.5 If school staff approaches the disturbance area, do so at least in pairs. Do not touch students.
- 2.6 Attempt to isolate and contain the situation.

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- 2.7 Remove “layers” in order to isolate students from the proximity of the disturbance and return them to classrooms.
- 2.8 Do not allow students removed from the disturbance area access to areas where weapons may be available.
- 2.9 Render first aid to injured students or staff. Record and report the names of all students and outsiders, if known, involved in the disturbance.
- 2.10 Record and report details of the incident to Public Safety personnel/local police.
- 2.11 If necessary, initiate the evacuation.
- 2.12 Initiate Media Response Protocol, if appropriate.
- 2.13 Consider designating a person to videotape the incident for the purposes of identify the participants afterward.

### 3 INTRUDER/SUSPICIOUS PERSON/ACTIVE SHOOTER

- 3.1 Anyone having knowledge that an armed person is on campus should immediately call 911 or 8-911 and/or the CGTC Police.
- 3.2 Be prepared to supply the following information:
  - 3.2.1 Location of armed person
  - 3.2.2 How is person armed, i.e. pistol, rifle, knife
  - 3.2.3 Actions (and if known purpose) of armed individual
  - 3.2.4 A complete description of the individual
  - 3.2.5 Whether or not any shots have been fired
  - 3.2.6 Your name and where you can be located if needed
- 3.3 Take Action.
  - 3.3.1 If there is danger of shots being fired or if shots have been fired, all persons should evacuate the area immediately if it is safe to do so.
  - 3.3.2 If it is not possible to safely escape, individuals should remain in a place of safety until assured that any danger has been resolved or it becomes safe to escape/evacuate. Hide in a room with the lights off, door locked, and stay out of sight. Do not scream and cry or otherwise make any intruders aware of your location. If the door won't lock, barricade the door with heavy objects and keep the offender out.
  - 3.3.3 If you are confronted by an active shooter or someone attempting to cause great bodily harm or death to others and you can't escape, you must fight. Use books, fire extinguishers, scissors, laptops, chairs; whatever you can get to disable and disarm the suspect.
  - 3.3.4 During any phase of these scenarios, when you evacuate, keep your hands up and visible to first responders. Move quickly to the areas where they are directing you and do not engage them. Beware that you do not run into the path or otherwise obstruct emergency vehicles.

## EMERGENCY OPERATIONS AND SAFETY PLAN

### 4 HOSTAGE/BARRICADE

A hostage/barricade situation is a critical even 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:

#### 4.1 Notification

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

- 4.1.1 Law Enforcement (CGTC, 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.
- 4.1.2 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.
- 4.1.3 Emergency Medical Services (EMS): EMS must be on scene to provide emergency medical attention for injuries and illnesses.
- 4.1.4 School Staff: School staff must be immediately notified via runner so that they can begin implementing protection procedures as required.
- 4.1.5 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.
- 4.1.6 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.

### 5 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 GGTC Campus Police and local law enforcement, will greatly reduce the potential of injury to students and staff not directly involved in the crisis.

A lockdown should be considered or may be needed when a perpetrator(s) is not confined to or isolated in a specific area of the school 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.

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

## EMERGENCY OPERATIONS AND SAFETY PLAN

- 5.1 Assembly areas, similar to bomb threat evacuation points, must be established.
- 5.2 Conduct head counts at assembly areas to determine who is missing.
- 5.3 Establish a perimeter of at least 1,000 feet from the scene of the incident for the safety of staff and students.
- 5.4 All staff members must be familiar with all evacuation points and perimeters.
- 5.5 Schools should request that law enforcement dispatch resources to assembly areas.

### 6 REPORT OF A WEAPON ON CAMPUS

Georgia law requires that all schools 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 weapons on school grounds.

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

#### 6.1 NOTIFICATION

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

- 6.1.1 Public Safety/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.
- 6.1.2 School Staff: School staff must be immediately notified so that they can take the appropriate steps and initiate any protocols required by the situation.
- 6.1.3 Emergency Medical Services (EMS): If necessary, notify EMS to provide emergency medical attention for illness or injury.

#### 6.2 RESPONSE

- 6.2.1 CGTC Police Officers should proceed to the classroom or area where the weapon is reported to be.
- 6.2.2 In accordance with Georgia Law, CGTC Police will verify that the individual actually has a weapon and if so, verify whether the subject has the proper credentials to carry a weapon on campus.
- 6.2.3 If the weapon is legally carried, no further action is necessary. This will be documented and reported monthly to TCSG.
- 6.2.4 If it is determined that an individual is illegally carrying a weapon on campus, CGTC Police will follow proper police procedures which includes officer discretion when making a determination whether to proceed from a law enforcement or administrative standpoint.
- 6.2.5 Administrators or school staff should not confront or attempt to disarm anyone who is possession of weapon due to the risk of grave bodily injury or death. Disarming a person who is armed is the responsibility of law enforcement.



# EMERGENCY OPERATIONS AND SAFETY PLAN

## B: ACCIDENTS

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### 1. EMERGENCY PLAN FOR FIRE

#### 1.1. NOTIFICATION IN THE EVENT OF FIRE:

1.1.1. Activate the Fire Alarm System.

1.1.2. Call 911 (or 8911) and be prepared to relay the exact physical street address:  
(example) "There is a fire at Central Georgia Technical College located at: (give your campus address)."

1.1.3. Also, give specific location within a building: (example) "The fire is in B Building on the second floor in room 209"

1.1.4. Initiate voice notification if no alarm available.

## EMERGENCY OPERATIONS AND SAFETY PLAN

### 1.2. IF YOU ENCOUNTER SMOKE OR FLAMES:

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

### 1.3. SEE SECTION I-C: Notifications and Contacts

SECTION I-E: Evacuation Protocol

SECTION II-B-1-d: Fire Safety

SECTION II-B-1-e: Emergencies Involving Fire

### 1.4. 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.

#### 1.4.1. 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 firefighting measures. The successful performance of a fire extinguisher in a fire situation largely depends on its proper selection, inspection, maintenance, and distribution.

#### 1.4.2. 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.

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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.

### 1.4.3.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 exit. 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.

### 1.4.4.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.

### 1.4.5.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 3.5 feet above the floor. Extinguishers mounted in cabinets or wall recesses will be spaced so that the extinguisher operating instructions face outward.

## EMERGENCY OPERATIONS AND SAFETY PLAN

### 1.4.6. INSPECTION AND MAINTENANCE

Fire extinguishers must be inspected monthly by the building manager or his/her designee. This inspection should include a visual check of the:

- 1.4.6.1. Hose (not cracked)
- 1.4.6.2. Pressure gauge (in the green area)
- 1.4.6.3. Container (not damaged or dented)
- 1.4.6.4. Location (is the unit missing)
- 1.4.6.5. Proper mounting
- 1.4.6.6. Accessibility of the extinguisher
- 1.4.6.7. Current annual inspection tag

This requires an inventory of the extinguishers, assigned to the building, to be used as a check list. A form listing all fire extinguishers by location for the purpose of conducting the monthly inspection will be provided. Once an extinguisher is selected, purchased, and installed, an inventory sheet for that extinguisher will be established. Copies of this documentation should be retained at the facility by the college operations officer or person in charge of the building or site.

### 1.4.7 FIRE SAFETY INSPECTIONS/HOUSEKEEPING

The CGTC Director of Facilities and 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.

### 1.4.8 EMERGENCY EXIT

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. 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.

### 1.4.9 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 classroom/work location, type of disability, assistance needed, and the availability of 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.

## EMERGENCY OPERATIONS AND SAFETY PLAN

### 1.5 EMERGENCIES INVOLVING FIRE

#### 1.5.1 FIRE ALARMS

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

## EMERGENCY OPERATIONS AND SAFETY PLAN

### 1.5.2 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.

### 1.5.3 GENERALLY

Should evacuation be necessary, go to the nearest exit or stairway and proceed to a pre-designated meeting area (assembly points) outside of 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.

### 1.5.4 FIRE EMERGENCY PROCEDURES

If you discover a fire:

- 1.5.4.1 Activate the nearest fire alarm.
- 1.5.4.2 Notify the emergency responders by dialing 911 or 8911. Give your location, the nature of the fire, the location of the fires, and your name.
- 1.5.4.3 Fight the fire with a fire extinguisher ONLY IF
- 1.5.4.4 The fire department has been notified of the fire, AND
- 1.5.4.5 The fire is small and confined to its area of origin, AND
- 1.5.4.6 You have a way out and can fight the fire with your back to the exit, AND
- 1.5.4.7 You have the proper extinguisher, in good working order, AND
- 1.5.4.8 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 firefighting to the experts.

If you hear a fire alarm or call to evacuate:

- 1.5.4.9 Evacuate the area. Close windows, turn off gas jets, and close doors as you leave.
- 1.5.4.10 Leave the building and move away from exits and out of the way of emergency operations.
- 1.5.4.11 Assemble in a designated area or an area at least 300 ft. away.
- 1.5.4.12 Report to the instructor/supervisor so he/she can determine that all personnel have evacuated your area.
- 1.5.4.13 Remain outside until competent authority (CGTC Staff/faculty or fire department personnel) states that it is safe to re-enter.

### 1.5.5 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.

## EMERGENCY OPERATIONS AND SAFETY PLAN

### 1.6 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:

- 1.6.1 Loose storage (paper, books, or files must be kept off floors and either put into boxes or stacked in an organized manner on shelves.
- 1.6.2 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.
- 1.6.3 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.

### 1.7 ELECTRICAL SAFETY

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

- 1.7.1 All electrical appliances/equipment must be in good repair and cords and exterior cases must be free of damage.
- 1.7.2 All appliances/equipment must be directly plugged into wall outlets or power strips equipped with either a fuse or circuit breaker.
- 1.7.3 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.
- 1.7.4 All wiring must be routed above the ceiling or housed in conduit below the ceiling.
- 1.7.5 Multi-plug adapters should not be used.
- 1.7.6 Extension cords may only be used on a temporary basis.

### 1.8 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.

### 1.9 EXITS

- 1.9.1 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.
- 1.9.2 All main building corridors must have a minimum 44" clear width maintained at all times.
- 1.9.3 Storage may not be located in corridors, even temporarily.

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### 1.10 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)

### 2.1 MAJOR MEDICAL EMERGENCIES

2.1.1 Action should be taken in cases of life threatening situation such as:

- 2.1.1.1 a person being unconscious
- 2.1.1.2 having cardiac arrest
- 2.1.1.3 severe bleeding or choking

2.1.2 Attempts should be made to assist the victim. Upon observation of the medical emergency, take the following actions:

- 2.1.2.1 If you are able, render first aid/CPR or obtain assistance of someone who is accessible and willing to manage the situation.
- 2.1.2.2 Contact the Nursing Department or the EMS department and ask for assistance
- 2.1.2.3 Call or have someone call 911 or 8911 from a campus phone for EMS.
- 2.1.2.4 State the nature or type of emergency.
- 2.1.2.5 Give the location of the building, floor, and room.
- 2.1.2.6 Have someone contact Admissions (for a student) to gain information from the student's file or Human Resources (for an employee) to get information from the employee's personnel file.

2.1.3 Identify the person and any other pertinent information which will help prepare responders

- 2.1.3.1 Age
- 2.1.3.2 Sex
- 2.1.3.3 Symptoms the victim is exhibiting
- 2.1.3.4 Pre-existing health condition
- 2.1.3.5 Medication the victim may be taking
- 2.1.3.6 Stay with the victim until emergency personnel arrive

2.1.4 Have Public Safety meet the emergency personnel upon their arrival to expedite their locating the victim inside the building.

2.1.5 When time permits, contact the Executive Director of Human Resources so that he/she can assist as needed.

2.1.6 Following the medical emergency, a CGTC Campus Police Officer should prepare an incident report and forward to the appropriate Administrative Staff.



## EMERGENCY OPERATIONS AND SAFETY PLAN

### 2.2 MEDICAL EMERGENCIES AND INJURIES (GENERAL)

- 2.2.1 Injuries which are not life threatening, but which have occurred on college property.
  - 2.2.1.1 First aid should be provided within the scope of knowledge and skill by anyone who is readily accessible and willing to manage the situation.
  - 2.2.1.2 Contact the Nursing Department.
  - 2.2.1.3 Contact the Executive Director of Human Resources to report the incident.
  - 2.2.1.4 If necessary, assist the injured person in arranging transportation to a hospital. Remember a conscious person should always make the choice of going to the hospital and/or calling 911.
- 2.2.2 College personnel will not, as college representatives, provide personal transportation for injured or ill persons. Call EMS 911.
- 2.2.3 If deemed appropriate, the President may assign an employee to conduct a preliminary investigation into the accident or incident occurring on college property.
- 2.2.4 Instructors shall submit a report to their department chair and the Executive Director of Human Resources concerning circumstances of student injuries occurring in class activities.
- 2.2.5 Initial reports should also be forwarded to the appropriate administrative staff.
- 2.2.6 Supervisors remain responsible for reporting employee injuries.
- 2.2.7 The CGTC's Worker's Compensation carrier provides a Manage Care organization consisting of Hospitals, Physicians, Urgent Care Centers, and other services of numerous specialties.

### 2.3 IN CRITICAL SITUATIONS:

- 2.3.1 Notify emergency medical services and emergency/911 communications.
- 2.3.2 Administer first aid to the extent possible (contact the nursing department).
- 2.3.3 Limit activity in the vicinity of the affected student(s).
- 2.3.4 Keep a record of procedures administered (first aid, CPR, etc.), times and actions.
- 2.3.5 If violence was involved, keep the incident scene secure, do not disturb possible evidence, identify witnesses and keep them separated.

### 2.4 IN THE EVENT OF DEATH:

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

## EMERGENCY OPERATIONS AND SAFETY PLAN

### 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.

#### 3.1 PREPAREDNESS

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

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

#### 3.2 NOTIFICATION

- 3.2.1 Upon notification that a transportation accident has occurred, school administration should immediately 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. (See Section I-C: Notification and Contacts)
- 3.2.2 Emergency notification will be made in accordance with student/employee emergency notification information forms on file.
- 3.2.3 School administration should implement the Medical Emergencies Checklist as required.

#### 3.3 RESPONSE

- 3.3.1 At the scene, first aid should be administered, if necessary.
- 3.3.2 In case of serious injuries, activity in the vicinity of affected students/employees should be limited.
- 3.3.3 If any student(s)/employee(s) are transported to a hospital, a staff member should accompany if possible.
- 3.3.4 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.
- 3.3.5 Designated administration officials should establish an incident command post near the accident site if multiple injuries are reported.
- 3.3.6 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]).
- 3.3.7 A school administration official should be designated as liaison with the hospital and should proceed to the medical facility where students and staff have been transported.

# EMERGENCY OPERATIONS AND SAFETY PLAN

## C: NATURAL DISASTERS

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### 1. SCHOOL CLOSURE

A decision to dismiss classes or close a campus will be made by the college President when weather or other conditions pose a potentially serious threat to the health or safety of the college's students and/or employees.

#### 1.1. DURING NON-BUSINESS HOURS

The decision to close the college for day classes will be made as much before 8 a.m. as possible and will automatically extend through noon. The decision to extend the college closing beyond noon will be made as much before the time as possible and will include canceling all scheduled evening activities.

1.1.1. The decision will be communicated using the following process:

- 1.1.1.1. Upon notification from the President, Vice Presidents will notify the respective directors and initiate notification utilizing the Emergency Notification Network.
- 1.1.1.2. The President will notify the Director of PR/marketing who will be the first person responsible for notifying the news media of the closing decision if such notification seems necessary.
- 1.1.1.3. 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.

#### 1.2. DURING BUSINESS HOURS

- 1.2.1. If classes are in session and offices are occupied, the notification may be done in person or by telephone.
- 1.2.2. 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.
  - 1.2.2.1. Disconnect all electrical equipment-computers, etc.
  - 1.2.2.2. Move delicate or electrical equipment away from windows toward the interior walls to the extent possible.
  - 1.2.2.3. Secure (close and lock) windows and doors when leaving and turn off all lights.
  - 1.2.2.4. Ensure all outside property is properly secured; especially aircraft (secure as many as possible inside the hanger).

### 2. TORNADO/SEVERE WINDS

- 2.1. Ensure all outside property is properly secured; especially aircraft (secure as many as possible inside the buildings).
- 2.2. Seek shelter inside buildings or other secure location. Avoid glass and exposure to flying debris.
- 2.3. Occupants of buildings should move to the main or lower floor as quickly as possible.

## EMERGENCY OPERATIONS AND SAFETY PLAN

- 2.4. If time does not allow for movement, cover should be taken away from glass windows and under protective items such as tables.
  - 2.5. Once individuals have reached a shelter or “take cover” location, they should assume a seated position on the floor with their heads down and their hands over their heads; or place themselves under a desk or between fixed seating (if available) with heads lower than the backs of the seats.
  - 2.6. Hallways and stairwells away from glass are also acceptable shelters and voter areas.
  - 2.7. Fire doors in each building should be closed.
  - 2.8. Senior Staff Official will declare all-clear.
3. SEVERE THUNDERSTORMS
- 3.1. All computers and other sensitive electronics will be turned off when lightning is within three miles of the campus.
  - 3.2. Senior-Staff Official will declare the all-clear.

## APPENDIX A

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### INTRODUCTION

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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 brochure has been developed to assist school personnel in resolving major emergencies. It is to be used with the Emergency Operations and Safety Plan required by the Technical College System of Georgia, and other school policies and documents designed to assist personnel in dealing with emergencies.

**EMERGENCY OPERATIONS AND SAFETY PLAN-APPENDIX A**

**QUICK REFERENCE PHONE LISTING**

Police/Sheriff:	911	<b>Campus Police</b>		REMEMBER: to get an outside line you must first dial 8
Ambulance:	911	Warner Robins	988-6993	
Fire:	911	Macon	757-3453	
Flint EMC	987-2508	Milledgeville	445-2350	

<b>CGTC Emergency Contacts</b>			
Position	Name	Cell	Extension
President	Ivan Allen	542-4612	757-3501
Executive Vice President	Jeff Scruggs	542-4615	218-3333
Chief of Police	Bob Wilbanks	397-5224	218-3323
Police Lieutenant Macon	Steve Anderson	365-3037	476-5138
Police Officer Macon	Sarita Batiste	365-4968	757-5135
Police Officer Milledgeville	Scott English	365-4823	
Police Officer Warner Robins	Willie Brown	365-3724	
Police Officer Warner Robins (2 <sup>nd</sup> shift)	Martha Parker	951-0921	
Police Officer Macon (2 <sup>nd</sup> shift)	Jill Walters	365-3809	
Police Officer Macon	Lisa Sapp	214-7333	
Police Officer Macon (2 <sup>nd</sup> shift)	Greg Jefcoats	214-0273	
Asst. VP for Facilities and Ancillary Services	James Faircloth	550-5171	218-3385
Director of Facilities	Robert Dominy	214-0943	757-3579
Maintenance Supervisor, North	Kris Carr	365-4242	
Maintenance Supervisor, South	Kris Carr	365-4242	
Custodial Services Supervisor, North	Travis Gordon		
Custodial Services Supervisor, South	Jenny Doodnath	297-4702	218-3280
Program Chair, Commercial Truck Driving	Scott Wheeler	218-3918	
Chief Information Officer	Brian Snellgrove		218-3300
Assistant VP for Enrollment Services, Marketing & Public Relations	Janet Kelly	542-4613	218-3319
Vice President, Academic Affairs	Amy Holloway	542-4609	757-3510
Asst. VP for Academic Affairs	DeAnn Nester	273-9736	218-3366
Vice President, Student Affairs	Craig Jackson	396-6228	757-3508
Vice President, Adult Education	Brenda Brown	396-6259	218-3288
Vice President, Satellite Operations	Dana Davis	550-4023	445-2301
Director Putnam Co. Center	Carrie Dietrich	706-816-3835	706-923-5002
Director, Monroe County Center and Crawford Co. Center	Tatrabian Jackson		757-3432
Director, Hawkinsville Workforce Dev.	Marcus Early	283-0318	836-6002
Vice President, Economic Development	Andrea Griner	918-7906	218-3708
Vice President, Inst. Effectiveness	Deborah Burks	733-2647	757-3514
Executive Director Human Resources	Carol Dominy	918-4677	218-3700
Vice President, Admin. Financial Services	Michelle Siniard	542-4617	218-3330

\*Area codes are 478 unless otherwise noted

## EMERGENCY OPERATIONS AND SAFETY PLAN-APPENDIX A

### P.A. ANNOUNCEMENT

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To use the Public Address (PA) system dial 6717 from any phone on campus. At the tone speak your message and hang up when your message is complete. Any phone on campus has access to the PA System but it CAN NOT be reached from an outside line.

### AFTER-HOURS BUILDING EMERGENCY

---

Definition: An emergency occurring before or after business hours.

Signals: See specific emergency in the booklet and use appropriate signal. Evacuate building if necessary.

Actions: See specific emergency in the booklet and use those procedures.

Roles: Staff member in the building is to contact emergency people and perform the following acts:

- Follow appropriate checklist procedure.
- Notify appropriate personnel.
- Inform President at home.
- If after normal business hours groups are present, alert individuals and follow actions for the emergency.

Phone Numbers: See Quick Reference Phone Listing.



## EMERGENCY OPERATIONS AND SAFETY PLAN-APPENDIX A

### BOMB OR BOMB THREAT

---

#### Definition:

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

#### Signals:

Notification by PA System or CampusCast.

#### Actions:

- Notify the President or designated representative, call 911 or 8911. Work cooperatively with Campus Police and any outside agencies that may be assisting.
- Obtain as many details as possible if a bomb threat is made. Record identifying information.
- IF DIRECTED TO DO SO, evacuate building(s) and move to designated assembly area (Flag Poles/Main Gate).
- Have staff look for unusual or suspicious noises, devices, or disturbances while evacuating the building. Report suspicious items to responding law enforcement personnel.
- Do not use walkie talkies, cellular phones, or other electronic devices inside buildings.
- Do not turn light switches on or off; leave light switches as they are.

#### Roles:

##### President (or designated representative)

- Determine the need for evacuation and notify staff
- Gather information from staff on anything suspicious
- Assess injuries
- Assign qualified staff to first aid assistance at designated assembly area (flag poles/main gate)
- Situation stabilized – building searches complete – issue ALL CLEAR

##### Secretary (as directed)

- Call 911
- Complete bomb threat checklist

##### Maintenance

- Report to President
- Secure building by shutting off gas and electricity

##### Instructors/Staff

- Evacuate to designated areas, remain with class, take roll
- While evacuating, check for suspicious objects
- Instruct students to take possessions with them
- Report suspicious items to Campus Police/law enforcement officials
- Assist Security and law enforcement in conducting building searches

## EMERGENCY OPERATIONS AND SAFETY PLAN-APPENDIX A

### Public Safety

- Ensure building(s) are evacuated
- Close entrance gates
- Brief responding law enforcement officials
- Accompany law enforcement personnel in building(s) search
- Report to the President/designee when searches are complete
- If a suspicious object is located, secure the area and notify responding law enforcement personnel. Law enforcement will be responsible for notifying appropriate personnel to deal with the suspicious object.

EMERGENCY OPERATIONS AND SAFETY PLAN-APPENDIX A

BOMB THREAT CALL CHECKLIST

Caller's Voice:

- Calm
- Angry
- Excited
- Slow
- Rapid
- Soft
- Loud
- Laughter
- Crying
- Normal
- Slurred
- Distinct
- Disguised
- Accent
- Familiar
- Deep
- Nasal
- Stutter
- Lisp
- Raspy
- Ragged
- Clearing Throat
- Deep Breathing
- Cracking Voice

Questions to Ask:

When is the bomb going to explode?

Where is it right now?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why?

What is your address?

What is your name?

If the voice is familiar, who did it sound like?

Exact Wording of Threat:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Threat Language:

- Well Spoken
- Educated
- Foul
- Irrational
- Incoherent
- Taped
- Message Read by threat maker

Remarks: \_\_\_\_\_

Background Sounds:

- Street Noises
- House Noises
- PA System
- Music
- Office Machines
- Animal Noises
- Voices
- Static
- Phone Booth
- Local
- Long Distance
- None

Other:

Sex of Caller: \_\_\_\_\_

Race/Nationality of Caller: \_\_\_\_\_

Age of Caller: \_\_\_\_\_

Length of Call: \_\_\_\_\_

Time of Call: \_\_\_\_\_

Immediately:

Call 911, President's office or a designated representative, and Campus Police.

Give responding officers in this report including:

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## EMERGENCY OPERATIONS AND SAFETY PLAN-APPENDIX A

### ACCIDENT, SERIOUS INJURY, OR ILLNESS

---

**Definition:**

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

**Signals:**

None.

**Actions:**

- Contact Student Affairs or appropriate administrator and stay with sick/injured person.
- Disperse the crowd, if necessary.
- Contact emergency services 911.
- Contact Nursing department for assistance.
- Utilize first aid/follow universal precautions.
- Inform staff/students as needed.
- Complete accident report form and file in the Human Resources Office.

**Roles:**

**VP Student Services**

- Check student file for medical information/emergency notification.
- Supervise care of person(s).
- Communicate with parents/family.

**Student Affairs Secretary**

- Aid in communication with emergency services.
- Contact president's office, if appropriate.

**Nursing Instructors**

- Aid instructors and others in first aid.

**Instructors**

- Stay with students, assess first aid needs, and contact Student Affairs if appropriate.

**Staff**

- Help with communication to family (if necessary).
- Assist with first aid.

## INTRUDER/HOSTAGE/TERRORISM

---

**Definition:**

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

**Signals:**

CampusCast.

If the intruder is in the hall, staff will call Campus Police. If in a classroom, send an Emergency Notification to the Campus Police for help.

**Actions:**

- College staff that spot the intruder will inquire as to his/her business and will report the situation to Campus Police.
- If required, the President or his/her designee will initiate a lock-down. All classroom doors, offices, and doors to the building should be locked.
- Call 911.
- Follow police instructions.

**Roles:**

**President**

- Take charge of the situation and call police if needed. Give the all clear notification via PA system.

**Dispatcher**

- Aid in communication with law enforcement.

**Instructors**

- Take roll, lock doors, and await further instructions.

**Campus Police**

- Aid as needed, if evacuation is required.

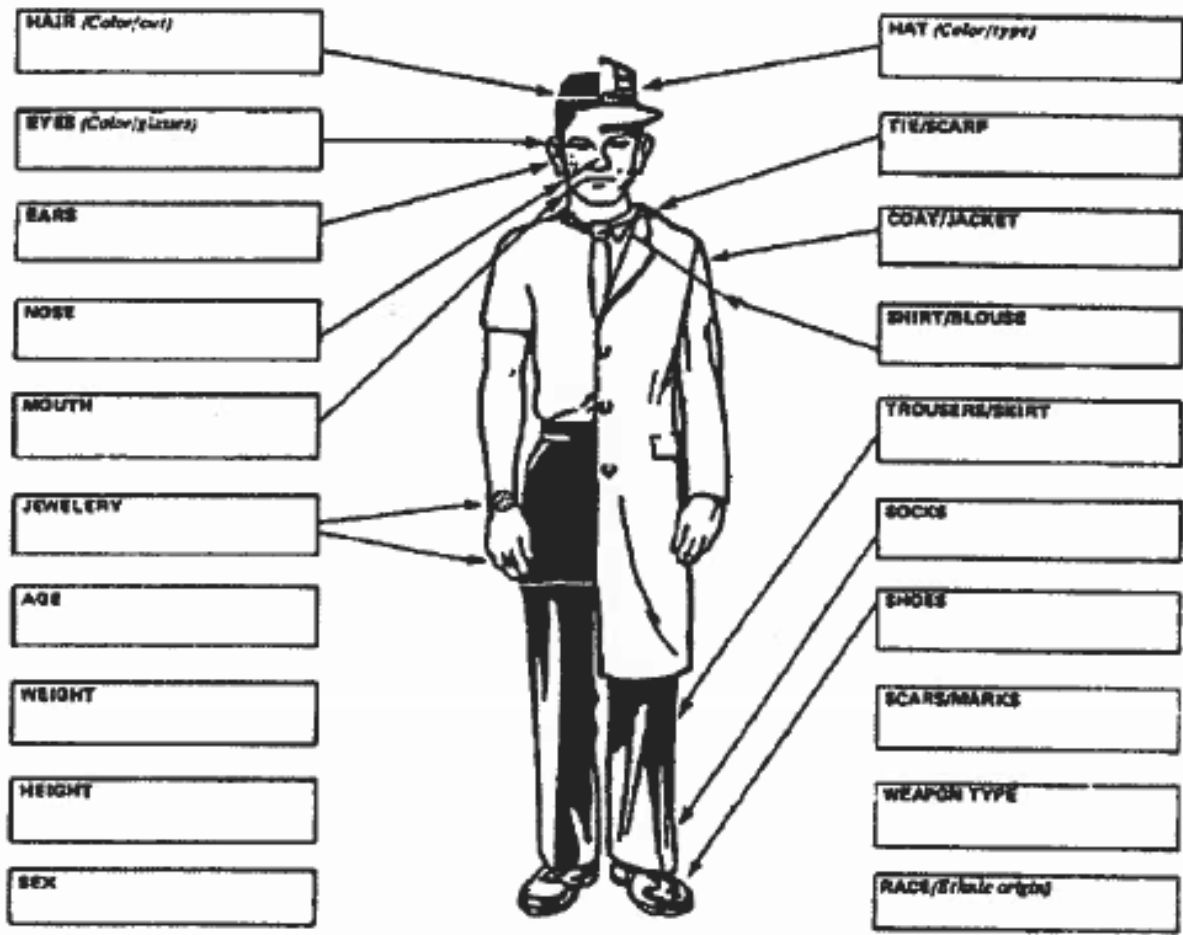
## ROBBERY PROCEDURES

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1. Remain calm, do not resist, do not excite the robber.
2. Follow the robbers instructions (comply with all demands)-give or let them take whatever they want.
3. If a robbery note is passed, comply with the demands and immediately put the note down and do not touch it again.
4. Take a good look at the robber; obtain as accurate description of the robber as possible.
5. After the robber departs the facility, inform employees of the incident.
6. Secure all doors to the facility; do not let anyone in or out.
7. Go to the door where the robber departed and attempt to obtain the following:
  - 7.1. Description of vehicle (make, model, color)
  - 7.2. License plate of vehicle
  - 7.3. Any other vehicle occupants
  - 7.4. Direction of travel
  - 7.5. Do not exit the facility, this is an unsafe act!
8. Cease all business transactions and keep customers away from the crime scene and exits. Separate all witnesses and have them remain until Campus Police arrives (secure the crime scene).
9. Protect the crime scene – secure the immediate areas where the robbery occurred to prevent evidence from being destroyed; do not let anyone enter the crime scene area.
10. Notify Campus Police while completing the robbery checklist.
11. Comply with all instructions given to you by Campus Police.

# FILL IN ALL THE BLANKS

GIVE TO THE FIRST SECURITY/POLICE OFFICER ON THE SCENE



AUTO LICENSE, MAKE, COLOR, ETC.	DIRECTION OF ESCAPE	NUMBER OF SUSPECTS
---------------------------------	---------------------	--------------------

CALL: 9-911

**BE ALERT, BE OBSERVANT** - Features and physical characteristics you can remember about suspicious persons or assailants will greatly help the Security/Police in their apprehension.

EMERGENCY OPERATIONS AND SAFETY PLAN-APPENDIX A

ROBBERY CHECKLIST

---

1. Describe the incident: Who, what, when, where, and how?					
2. Facility		3. Location		4. Floor	5. Room #
6. Perpetrators Armed? <input type="checkbox"/> Yes <input type="checkbox"/> No	7. Number and type of firearms		8. Number and type of other weapons		
9. Has anyone been injured? <input type="checkbox"/> Yes <input type="checkbox"/> No	10. Number and type of injury				
11. Other information such as sex, speech, mustache, complexion, etc.					



## INCLEMENT WEATHER

---

**Definition:**

Snow, ice, extreme cold, floods, hurricanes, etc.

**Signals:**

PA System/CampusCast

**Actions:**

During the school day:

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

Before hours or during holidays

- If severe weather is forecast and the President decides to suspend school operations, the decision will be broadcast over the following media resources:
  - Local FM Radio Stations
  - Local Television Stations

**Roles:**

**President:**

- Notify staff as needed.
- Utilize emergency telephone notification, if needed.
- Call emergency numbers, if necessary.

**Maintenance**

- Check on buildings as weather permits.
- Come in early on the first day back and check steps, stairs, and sidewalks.
- Place caution signs as needed

**PR/Marketing**

- Inform media

## EMERGENCY OPERATIONS AND SAFETY PLAN-APPENDIX A

### HAZARDOUS MATERIALS/RADIOLOGICAL INCIDENT

---

#### Definition:

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

#### Signals:

Inform staff/students about what is going on and why, OR send email explaining the emergency giving specific instructions.

#### Actions:

- Restrict access to area of hazardous materials (spill)
- One gallon or less
  - Refer to Material Safety Data Sheet (MSDS) for spill clean up
    - Contact Maintenance to oversee cleanup
    - MSDS section seven – “Precautions for safe handling and use”
    - Use recommended Personal Protective Equipment (PPE)
    - Use appropriate neutralizer and absorbent medium
    - Most solids can be swept up
    - Transfer material into appropriate container
    - Contact the maintenance department for proper disposal
- Over one gallon
  - Contact Maintenance
  - Cordon area off within 250 feet of spill
  - Evacuate personnel upwind
  - Utilize hazardous spill kit (contact Maintenance)
  - Notify Fire/Police Department
  - Obtain MSDS sheet and provide to responders

#### Roles:

##### President

- Oversee response activities

##### Secretary

Coordinate communication

##### Instructors

- Maintain normal routine unless otherwise instructed

##### Campus Police

- Assist in traffic control into and out of school site

##### Maintenance Superintendent

- Provide hazardous spill kit, supervise cleanup

## TORNADO WATCH OR WARNING

---

### Definition:

#### Tornado Watch

- Conditions are favorable for a tornado or severe weather. Make staff aware but take no action.

#### Tornado Warning

- A tornado has been sighted or indicated on radar; take shelter immediately.

### Signals:

#### PA System/Emergency Air Horn

- Take Cover – will be announced by an official of CGTC or local agency.
- All Clear – will be announced by an official of CGTC or local agency.

### Actions

- Agency receives the Tornado Warning via NOAA emergency radio.
- Notify the President's office or Evening Manager to issue take cover signal.
- Take cover signal is sounded.
- Instructors, staff, and students:
  - Proceed to hallway or windowless rooms on ground floor.
  - Do not use elevators (handicap use only).
  - Stay clear of windows and skylights.
  - Close fire doors.
- Students should not be permitted to leave the school during a tornado warning.
- Instructors are to close windows and doors upon leaving with their students.
- Instructors should keep their class rosters and student classroom count.
- When the all-clear signal has sounded, return to classroom/work area.

### Roles:

#### President

- Maintain contact with student body and staff.
- Sound alarm as necessary.
- Use megaphone for crowd control, if necessary.
- Give the all-clear signal.

## EARTHQUAKE

---

### Definition:

A sudden and violent shaking of the ground, sometimes causing a great destruction, as a result of movements within the earth's crust or volcanic action.

### Signals:

#### PA System/Emergency Air Horn

- Take Cover – will be announced by an official of CGTC or local agency.
- All Clear – will be announced by an official of CGTC or local agency.

### Actions

- Notify the President's office or Evening Manager to issue take cover signal.
- Take cover signal is sounded.
- Instructors, staff, and students:
  - Drop to the ground fast, otherwise the earthquake shaking may knock you down.
  - Cover yourself below a strong table or desk. Cover your head and face to protect them from broken glass and falling objects.
  - Hold onto the table or desk and be prepared to move with it. Holding your position until the shaking stops.
  - Do NOT run outside or use stairways or the elevators.
- Students should not be permitted to leave the school during an earthquake.
- Instructors are to close doors upon leaving with their students.
- Instructors should keep their class rosters and student classroom count.
- When the all-clear signal has sounded, vacate premises immediately until it is deemed safe to return.

### Roles:

#### President (Chief of Police and Leadership)

- Maintain contact with student body and staff.
- Sound alarm as necessary.
- Use megaphone for crowd control, if necessary.
- Give the all-clear signal.

## EMERGENCY OPERATIONS AND SAFETY PLAN-APPENDIX A

### FIRE

---

#### Definition:

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

#### Signals:

- Sounding off the fire alarm or by messenger.
- Flashing strobe lights.

#### Actions:

- Activate fire alarm by pulling nearest pull-station.
- Notify fire department and police.
  - Give location
  - Location of fire
  - Your name
- 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 or origin AND
  - You have a way out and 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 capability to contain the fire, GET OUT AND LEAVE THE FIRE FIGHTING TO THE EXPERTS.
- Close all doors and windows to contain the fire.
- Evacuate the building and proceed to the designated assembly area.
- Remain in the assembly area until you receive the "ALL CLEAR" from the fire department.

#### Roles:

##### President (Chief of Police and Leadership)

- Supervise evacuation and check for injuries.
- Assign roles to auxiliary persons as needed.
- Keep access roads open.
- Administer first aid.

##### Instructors

- Evacuate
- Take roll

##### Floor Marshalls

- Check restrooms and other areas for students and faculty.
- Make sure evacuation is complete.
- Check with President when area is clear.

## EMERGENCY OPERATIONS AND SAFETY PLAN-APPENDIX A

### GENERAL PROCEDURES

---

#### PROCEDURES FOR INSTRUCTORS TO COMMUNICATE WITH THE PRESIDENT'S OFFICE AND/OR STUDENT AFFAIRS

At times, an emergency will occur in the classroom or in the hallway near classroom. The instructor will need to communicate to the President's office and/or the Student Affairs office that an emergency situation has occurred. There are a few suggestions on reporting:

- Send a student messenger to Student Affairs by safe route.
- Call Student Affairs by telephone if possible.
- Ask another instructor or staff member for assistance in getting the message to Student Affairs.
- Other

Where to find other emergency information not listed in this appendix may be listed in The Emergency Operations and Safety Plan.

Communication with student body in crisis situations such as bomb threats, fire, or student disruptions:

- Use megaphone (located in Emergency Preparedness Kit) and use intercom when giving direction for the entire student body.
- Use walkie talkie, if available, to communicate with administrative personnel and campus supervisors. Do not use electronic devices inside of the building in case of a bomb threat.

How to deal with the press:

All matters dealing with the media should be immediately referred to the President or Director of PR and Marketing.

- Greet the reporter/television crew politely. Tell them to wait in the designated area.
- Call the President's office and advise the President on the whereabouts of the media personnel.
- No students should be interviewed and photographed during a crisis, controversy, commercial, or political situation.

## STUDENT DISRUPTION/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 not a 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. Specific instructions should follow. If a staff person is reporting disruption to Student Affairs, send a messenger to the office by a safe route indicating a description and location of disruption.

### Actions:

- Isolate disruption. Keep students in classrooms. Initiate building lock-down, if necessary, by locking classroom doors, offices, and entrances.
- Clear the immediate area, including restrooms and hallways. Use megaphone for crowd control.
- Use intercom to signal level, location, and specific instructions.
- If disruption is Level 1, 2 or 3, call CGTC Police. If Level 2 or 3, call 911 (8911)
- If disruption is Level 2 or 3, staff members trained in CPR and first aid should go to the area if they are not already supervising students.
- Instructors should not leave students unsupervised.
- Use the intercom to signal that the disruption is over.

### Roles:

#### President

- Assess level of disruption
- Supervise response to disruption
- Give intercom signals or give directions using a megaphone if necessary

#### Secretary

- Contact emergency services

#### Instructors

- Stay with students

#### Security

- Keep visitors and outsiders from entering the building

### Follow up:

- Activate Senior Staff if necessary
- Hold staff meeting to discuss disruption

## EMERGENCY OPERATIONS AND SAFETY PLAN-APPENDIX A

- Prepare press release if necessary

### 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 are potential carriers 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 anticipated 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 need for resuscitation is likely and carry appropriate devices in emergency response kits.
7. Handle sharp objects carefully
  - 7.1. Do not cut, bend, break, or reinsert needles into original sheath by hand.
  - 7.2. 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.
  - 7.3. Report immediately all needle stick accidents, mucosal splashes, or contamination of open wounds with blood or body fluids.
8. Dispose of spills which contain or may contain biological contaminants in accordance with policies for hazardous waste disposal. Until cleanup is complete, the accident area should be roped off quickly.



# EMERGENCY OPERATIONS AND SAFETY PLAN-APPENDIX A

## EMERGENCY SIGNALS

---

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

### 1. Emergency Evacuation

Bomb Threat:	PA system or CampusCast
Fire:	Sounding of the fire alarm and strobe lights

#### 1.1. Instructions

- 1.1.1. Depart the building via the nearest exit
- 1.1.2. Use stairs, do not use elevators
- 1.1.3. Evacuate to designated assembly area
- 1.1.4. Stay clear of roadways and responding emergency vehicles
- 1.1.5. Stay clear of all parking lots and vehicles

### 2. Take Cover (tornado warning)

PA system or a long blast on the emergency air horn (at least 20 seconds)

#### 2.1. Instructions

- 2.1.1. Proceed to hallway or windowless room on ground floor
- 2.1.2. Use stairs, do not use elevators
- 2.1.3. Stay clear of windows and skylights
- 2.1.4. Close fire doors

### 3. All Clear

PA system or messenger.

#### 3.1. Instructions

- 3.1.1. Return to the classroom or work area

## EVACUATION GUIDELINES

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Evacuations of campus buildings are required because of bomb threat.

Fire: Evacuate 300 feet from the buildings. Look for Campus Police personnel for direction to the safe assembly area.

Bomb: Evacuate 1000 feet from the buildings. Look or Campus Police personnel for direction to the safe assembly area.

Assembly areas will not necessarily be marked, as this is done for safety. People that want to cause harm with violence have been known to target assembly areas for additional victims.

CAUTION: Evacuees should be cautious crossing roadways. Be alert to emergency vehicles.

Note: Emergency preparedness kits are assigned to responders on campus and are located in the Emergency Operations Center.

WHEEL CHAIR EVACUATION DEVICES (EVACU-TRAC) ARE STORED NEAR THE TOP OF THE STAIRWELLS IN EACH MULTI-STORY BUILDING ON CAMPUS. THESE ARE USED TO TRANSPORT PERSONS WITH PHYSICAL MOBILITY ISSUES DOWN STEPS TO SAFETY. PERSONNEL THAT ARE TRAINED IN THE USE OF THESE DEVICES SHOULD ASSIST WITH THE EVACUATION OF THESE INDIVIDUALS.

## APPENDIX “B”

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### ACCIDENT PREVENTION AND INSPECTION PLAN

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I. PURPOSE – This plan provides for the development of a hazard identification and safety inspection program for CGTC. It also provides a uniform standard operating procedure, identifies the responsibilities for carrying out physical inspections, and the correction of deficiencies identified as a result of the inspections. A series of checklists and reporting formats are developed to serve as a guideline or uniformity, and assurance that potential hazards are identified. This process will be utilized as a tool to ensure that the hazardous conditions are identified and corrected. It will also specify the office and/or individual(s) responsible for the safety inspection, routing of forms, the inspection results, and follow-up procedures.

II. RESPONSIBILITY – The success of the safety program in hazard prevention, identification, and correction depends upon the cooperation and resource support of the entire staff and faculty. Division Chairs will realize their leadership responsibilities in this area, and solicit input and support from their divisions. Administrators must provide the encouragement, guidelines and leadership to insure a quality safety and hazard identification program for their areas of responsibility.

III. PROCEDURE – Initial inspections should focus on basic safety items such as location and status of fire extinguishers, exit lighting, exposed wiring, stairways, walkways, and other readily identifiable hazardous conditions. Subsequent inspections should build the “safety environment/culture” by focusing on more specific safety issues related to potential risks and exposures. To insure a thorough and effective safety inspection program for CGTC the following procedures are established:

## EMERGENCY OPERATIONS AND SAFETY PLAN-APPENDIX B

### A. SYSTEM SAFETY INSPECTIONS

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1. The Chief of Police or his designee 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 in an inspection team as a member, observer, or advisor.
4. Participants during an inspection should include individuals familiar with the area to be inspected. Plant operators 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 Asst. VP for Facilities and Ancillary Services 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 to be 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.

## EMERGENCY OPERATIONS AND SAFETY PLAN-APPENDIX B

### B. FOLLOW-UP INSPECTIONS

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1. The CGTC CAMPUS POLICE CHIEF will direct the conduct of follow-up inspections.
  - a. Conducted within 15 working days for all hazards classified as “CRITICAL”
  - 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 Assistant Vice President for Facilities and Ancillary Services
  - c. The CGTC Campus Police Chief is responsible for the documentation and correct routing of the safety inspection report.

## EMERGENCY OPERATIONS AND SAFETY PLAN-APPENDIX B

### C. COLLEGE SAFETY INSPECTIONS

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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 training issues related to the specific job tasks. Other training or orientation commensurate with employee exposure may include facility, first aid and CPR training, and pre-planned emergency action.
2. A general facility inspection for the campus will be conducted at least quarterly.
3. Documentation of college safety inspections shall be maintained by the CGTC CAMPUS POLICE CHIEF.
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.
5. The material in the following guide maybe utilize as “focus-areas” that may be included in safety surveys, and are provided as a reference.

Suggested areas to include in 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)**

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1. This list is intended as a reminder, but should not be considered complete. Safety tours and inspections are visible demonstration for 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:

## EMERGENCY OPERATIONS AND SAFETY PLAN-APPENDIX B

### E. CHECKLIST GUIDE

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#### 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 the 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 of metal, masonry, or other substantial non-combustible material?
- Are spray booth floors and baffles non-combustible and easily cleaned?



## EMERGENCY OPERATIONS AND SAFETY PLAN-APPENDIX B

### 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 the event of power failure.

## EMERGENCY OPERATIONS AND SAFETY PLAN-APPENDIX B

### 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?

## EMERGENCY OPERATIONS AND SAFETY PLAN-APPENDIX B

- 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 the 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, or other ignition sources?
- Are portable lamps used to illuminate spray areas suitable for use in hazardous locations?
- 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 there is danger of falling objects?
- 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?

## EMERGENCY OPERATIONS AND SAFETY PLAN-APPENDIX B

### 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 located so that contaminated air will not be recirculated 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 electrolytes?
- 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 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' long in use?

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### 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?
- Are forklift operating rules posted and enforced?
- Are trucks and forklifts equipped with back up alarm?
- Do only trained and authorized employees operate forklift?
- Forklift use does not create harmful concentration of dangerous gases or fumes.

### 16. EMERGENC 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 begun?
- 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 one 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 is 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 of those type items (no food or drink permitted)?

## EMERGENCY OPERATIONS AND SAFETY PLAN-APPENDIX B

### 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 and rollers or supports?
- Are empty cylinders appropriately marked and their valves closed?
- Is a check made for adequate ventilation in and where welding is cutting performed?
- Are compressed gas cylinders stored in areas away from heat sources?
- Are cylinders stored in a manner to prevent them from creating a hazard by tipping, falling, or rolling?
- Is liquefied petroleum gas stored, handled, and used in accordance with safe practices and standards?

## EMERGENCY OPERATIONS AND SAFETY PLAN-APPENDIX B

### F. GENERAL SAFETY RULES

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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 only 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 our clothes with it, and do not fool around 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 your workstation clean and neat. Pull 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.

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### 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 ladders provided.
- Aisles are to be kept clear; do not stack materials in 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.



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### 6. PORTABLE TOOLS AND EQUIPMENT

- Be sure that grinders, saws, and similar equipment are 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, pulleys, 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/tag out procedures.
- Do not attempt to use any machinery or equipment until you have been trained in 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.

## GLOSSARY

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**All Hazards:** Any incident or event, natural or human caused, that requires an organized response by a public, private, and/or governmental entity in order to protect life, public health and safety, values to be protected, and to minimize any disruption of governmental, social, and economic services.

**Assessment (Threat or Hazard):** The method for determining risk and the resources and issues to be addressed in the EOP. Assessments include but are not limited to: site assessments, culture and climate assessments, behavioral threat assessments, and capacity assessments.

**Drill:** A drill is a coordinated, supervised activity usually employed to test a single specific operation or function in a single agency.

**Exercise:** An exercise is designed to test, whether in a functional design or full scale, to evaluate individual capabilities, multiple functions or activities within a function, or interdependent groups of functions.

**Incident Command System (ICS):** A standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

**Mitigation:** The capabilities necessary to eliminate or reduce the loss of life and property damage by lessening the impact of an event or emergency.

**National Incident Management System (NIMS):** A systematic, proactive approach guiding government agencies at all levels, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

**National Response Framework (NRF):** The NRF is a guide to how the Nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities across the Nation.

**Presidential Policy Directive 8 (PPD-8):** This directive orders the strengthening of the security and resilience of the United States through systematic preparation for the threats that pose the greatest risk to the security of the nation, including acts of terrorism, cyber-attacks, pandemics, and catastrophic natural disasters.

**Prevention:** The capabilities necessary to avoid, deter, or stop an imminent crime or threatened or actual mass casualty incident.

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**Protection:** The capabilities to secure against acts of terrorism and man-made or natural disasters.

**Response:** The capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way; establish a safe and secure environment; save lives and property; and facilitate the transition to recovery.

**Recovery:** The capabilities necessary to restore a setting affected by an event or emergency.

**Train:** Training may consist of briefings, to disseminate information about policy and/or procedures or hands-on training, to provide performance-based skills.

**Vulnerabilities:** The characteristics which make a setting or individual more susceptible to identified threats or hazards.

## EMERGENCY OPERATIONS AND SAFETY PLAN-APPENDIX B

This Plan is prepared by the Chief of Police and the Safety Committee.

As approved by the Vice President for Facilities and Ancillary Services and the Leadership Team.