I. B. 1. CGTC Non-Discrimination Policy

Central Georgia Technical College (CGTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

Central Georgia Technical College shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director of Conduct, Appeals & Compliance; A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone: (478) 218-3309; Fax: (478) 471-5197; Email: cajohnson@centralgatech.edu.
I. A. 1. Central Georgia Technical College
Mission Statement

Mission

Central Georgia Technical College, a unit of the Technical College System of Georgia, provides traditional and distance learning educational programs and services. Through credit instruction, adult education, and customized business and industry workforce training, the College contributes to economic and workforce development within its eleven-county service area and throughout the State of Georgia.

Philosophy

Consistent with its Mission, as presented by its faculty and staff, Central Georgia Technical College affirms the following Philosophy that it is the College's responsibility:

- To provide quality academic and technical instruction leading to career preparation at the associate degree level and below through traditional and distance education modes of delivery.
- To provide appropriate adult educational opportunities to promote literacy among the general public and workforce personnel.
- To design and staff programs that will meet the needs of business and industry by training, retraining, and upgrading skills and work habits that promote maximum productivity.
- To establish a foundation for lifelong learning that will enhance the potential of the individuals in the greater Central Georgia region to become more productive, responsible, and upwardly mobile members of society.
- To promote public awareness of the value of academic and technical education.
- To collaborate with other postsecondary and secondary institutions to provide a seamless educational system.

Vision

Central Georgia Technical College's vision is that the College will be an integral part of a dynamic, unified system of technical education, adult education, and customized business and industry training, using current technology with access to education and training for citizens in its eleven-county service area and the State of Georgia. As a member of this system, the College will be a part of a seamless educational continuum which students can efficiently transition from secondary education to technical college and beyond.

Central Georgia Technical College's vision is that the College will be an integral part of a dynamic, unified system of technical education, adult education, and customized business and industry training, using current technology with access to education and training for citizens in its eleven-county service area and the State of Georgia. As a member of this system, the College will be a part of a seamless educational continuum which students can efficiently transition from secondary education to technical college and beyond.
I. F. 3. a. Central Georgia Technical College Strategic Planning

References

- Central Georgia Technical College Institutional Effectiveness

Organization Chart

- Consolidated CGTC Organization Chart
Central Georgia Technical College’s **strategic planning** process focuses on answering the "what" questions related to future goals and directions for the College’s programs and services. The Strategic Plan is aligned with the Technical College System of Georgia Policy I.F.3. Strategic Planning. The CGTC President is responsible for the development and maintenance of the college’s strategic plan. The Office of Institutional Effectiveness coordinates the College’s efforts toward planning and assessment.

**The CGTC Strategic Planning Five-Year Process**

The CGTC Strategic Plan describes the mission, vision, and long-range goals and objectives of Central Georgia Technical College. The process used in creating the document is designed to be participatory and inclusive of all segments of the institutional faculty and staff. The institutional mission is at the heart of the plan and is the departure point for the creation of goals and objectives. The mission, and the derived institutional vision and goals, are reviewed annually to determine its continued viability and applicability to the changing environment. Recommended revisions are sent to the Local Board of Directors for concurrence and approval of changes when necessary. Every five years, the Strategic Planning Steering Committee conducts an in-depth internal/external analysis using the institutional "Strategic Planning Process". The product of the processes is an updated Strategic Plan.

The major objectives of the process are:

1. Identification of key internal and external trends and issues.
2. Assessment of the magnitude of changes in the environment through SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis.
3. Validation of or development of strategies to achieve goals.

The information gained from the five year review is used to make decisions and adjustments about the long-term direction of CGTC. The five-year review involves three major activities:

1. Data collection and analysis,
2. Evaluation of alternatives, and
3. Long-range decision making.

Critical decision areas include CGTC's mission, constituencies (students, employers, and the community at large), program goals and outcomes, and facility and equipment priorities. Focal points for analysis include the external environment, internal strengths and weaknesses, and resource constraints and/or opportunities. Demographic data, legislative actions, student enrollment, retention, licensure, community issues, and labor market changes (acquired as the result of occupational survey data and input from advisory team members) are analyzed to develop trends and planning assumptions in order to develop and review goals and review existing priorities within the Institution.
The Annual Review of Strategic Goals

Every fiscal year the College's Strategic Plan Goals are reviewed. Previous year data are documented and distributed to all Divisions by the Office of Institutional Effectiveness. The President and each Division Vice President are responsible for taking the data and establishing improvement plans where needed. An assessment of the expected results and each associated means of measurement are also reviewed.
I. E. 3. a. Central Georgia Technical College
Accreditation

CGTC is accredited by the Southern Association of Colleges and Schools Commission on Colleges. Accreditation processes are coordinated by the Vice President for Institutional Effectiveness who may be reached by calling (478) 757-3424. The Commission on Colleges is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

Statement of Accreditation:

Central Georgia Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Central Georgia Technical College.
I. E. 3. b. Central Georgia Technical College Substantive Change Policy: SACSCOC

I. POLICY

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accredits an entire institution and its programs and services, wherever they are located or however they are delivered.

The Southern Association of Colleges and Schools Commission on Colleges is recognized by the U.S. Department of Education as an agency whose accreditation enables its member institutions to seek eligibility to participate in Title IV programs. To maintain its recognition with the U.S. Department of Education, SACSCOC has incorporated federal requirements into its substantive change policy and procedures. An institution is expected to seek and receive approval prior to the initiation of a substantive change so that the change can be included in the institution’s scope of accreditation. SACSCOC serves as the point of contact for the U.S. Department of Education on accreditation matters and programs offered by Central Georgia Technical College and must be notified of new programs, modifications, or terminations.

In order to maintain accreditation with SACSCOC, the College is required to demonstrate compliance with the Principles of Accreditation: Foundations for Quality Enhancement and to follow SACSCOC policies which are required courses of action to be followed by SACSCOC and its member institutions.

Central Georgia Technical College notifies SACSCOC of changes in accordance with the SACSCOC Substantive Change for Accredited Institutions of the Commission on Colleges Policy and, when required, seeks approval prior to the initiation of changes. SACSCOC is responsible for reviewing and when appropriate, approving all substantive changes that occur between the College’s decennial reviews.

II. APPLICABILITY

This policy applies to Central Georgia Technical College.

III. DEFINITIONS

According to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) a substantive change is defined as a significant modification or expansion of the nature and scope of an accredited institution.
Under federal regulations, substantive change includes institutional activities such as (1) changing the established institutional mission or objectives, (2) changing the institution’s legal status, form of control, or ownership, (3) adding courses/programs that represent a significant departure in content or in method of delivery, (4) adding courses/programs at a degree or credential level above the institution’s current accreditation, (5) changing from clock hours to credit hours, (6) substantially increasing the number of clock or credit hours for completion of a program, (6) adding an off-campus location at which the institution offers at least 50 percent of an educational program, or (7) establishing a branch campus.

IV. ATTACHMENTS
Program Development, Analysis, and Termination Plan.

V. PROCEDURE

VI. RECORD RETENTION
All substantive change documentation will be maintained in the Office of Institutional Effectiveness.

July 1, 2013

References

TCSG State Board Policy I.E.3. Technical College Accreditation

Local College Policy: I.E.3.a. Central Georgia Technical College Accreditation

Southern Association of Colleges and Schools Commission on Colleges Substantive Change Policy and Comprehensive Standard 3.13.1. Policy Compliance

Local College Procedure: I.E.3.b. Central Georgia Technical College SACSCOC Substantive Change Procedure
I. D. 1. a. Central Georgia Technical College Responsibilities and Authority

The State Board of the Technical College System of Georgia is the legally constituted governing board of the Central Georgia Technical College.

The State Board of the Technical College System of Georgia has, by authority of State law O.C.G.A. 20-4-11, established the Board of Directors of Central Georgia Technical College and has delegated certain authority and responsibility to the local board.

The Local Board of Directors for the consolidated Central Georgia Technical College was established in July 2013. The 19-member board is representative of the College's eleven county service area. The members are appointed by the State Board of the Technical College System of Georgia.

The Board's role is to interpret State policies and provide supplemental policies to ensure that the needs of the citizenry, business, and industry in the College's service area are met to the highest possible degree and in the most effective and efficient manner, within the guidelines of the policies, goals, and objectives of the State Board of the Technical College System of Georgia.

The Local Board of Directors meets a minimum of eight times each year. Regular meetings are held on the third Tuesday of the month at an agreed upon time set by the Board's chairperson.
By-laws of the Board of Directors of Central Georgia Technical College

ARTICLE I. NAME

The name of this organization shall be the Local Board of Directors of Central Georgia Technical College.

ARTICLE II. PURPOSE

Local Boards were created by Georgia State Statute (O.C.G.A. 20-4-11) to assist the TCSG State Board in carrying out its mission. The primary purpose of the local boards and its members is to:

(1) Advise on program direction via their personal subject matter expertise and awareness of area business needs for program decisions and priorities;

(2) Serve as a check and balance for the development and implementation of college goals and objectives as well as operations policies and procedures; and

(3) Advocate within the community and in the state legislature on issues of importance in support of the technical college system and Georgia's workforce development efforts.

ARTICLE III. MEMBERS AND MEMBERSHIP

Section 1. Membership

Each member of the Local Board of Directors of Central Georgia Technical College shall be appointed by the State Board of the Technical College System of Georgia. The Local Board shall have at least seven and not more than seventeen members.

Members shall reside or be employed within Central Georgia Technical College's designated service area. Overall county representation shall generally reflect the relative populations of the counties in the service area. One member may represent up to two contiguous counties.

Members shall reflect the diversity of business, industry and economic development interests in the service area and no more than one member shall concurrently serve on any other Local Board of Education.

Local Board of Directors of Central Georgia Technical College shall reflect the gender, racial, ethnic and cultural diversity of the State of Georgia and Central Georgia Technical College's service area.

Employees of the Technical College System of Georgia shall not serve as members of the Local Board of Directors.
Section 2. Terms

At designated meetings by June of each year, the State Board should appoint or reappoint Local Board members to fill expiring terms and to serve three-year terms beginning July 1st, provided however, that this shall not prohibit the appointment of Local Board members after June at designated times during the year.

No member may serve more than three consecutive three-year terms, but a former member may be appointed for a term to begin following a one-year break in service. A member whose term is scheduled to expire may continue to occupy his or her seat on the Local Board until their replacement is appointed for a maximum of three meetings into the new fiscal year.

Section 3. Vacancies

Local Board of Directors of Central Georgia Technical College shall notify the State Board immediately of any vacancies that occur in unexpired terms and, based on the recommendation of the college president, the State Board shall appoint a new member to serve the remainder of the term as soon as practicable. A new member who fills an unexpired term is eligible to serve three consecutive three-year terms on his/her own.

Section 4. Resignations and Removal

(1) Any Local Board member may resign at any time by notifying the college president who serves as the Executive Secretary of the Local Board. The President shall inform the TCSG System Office (via TCDA) of the resignation. Using the local board appointment process, the college president may recommend a replacement to complete the Local Board member’s term.

(2) Any Local Board member may be removed from office by the State Board after a majority vote of the Local Board members then in office whenever, in their judgment, the best interests of the college and/or the Local Board of Directors is affected. Written request for removal with a supporting statement of concern must be forwarded to the State Board by the college president for their action. Notice of the date, time, place, and purposes of the meeting at which the removal is to be acted upon shall be given to such Local Board member intended to be removed at least ten (10) days prior to the date of such meeting and must state the reason for the proposed removal, consistent with the approved By-Laws. Disciplinary issues shall be conducted in accordance with Georgia’s Open and Public Meeting Statutes O.C.G.A. § 50-14-3 and § 50-14-4.

Section 5. Ethics

Members of the local boards must safeguard their ability to make objective, fair, and impartial decisions and, therefore, should not accept any benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision or to reward a past decision. Members of the local board must hold themselves to the ethical standards mandated by O.C.G.A. 45-10-3. Further, members of the local advisory boards shall electronically file a Public Officer Affidavit with the Georgia Government Transparency & Campaign Finance Commission by January 31st of each calendar year and shall be subject to the same general business transaction disclosure requirements as state employees pursuant to O.C.G.A. 45-10-26.
ARTICLE IV. OFFICERS AND THEIR DUTIES

Section 1. Officers

The officers of the Local Board of Directors shall be the Chairperson, the Vice Chairperson, and the Executive Secretary.

Section 2. Election and Terms of Office

(1) Chairperson and Vice Chairperson. The Chairperson and Vice Chairperson shall be elected by the Local Board of Directors of Central Georgia Technical College from its membership at its last regularly scheduled meeting prior to July 1 of said year. The term of office for the Chairperson and Vice Chairperson shall be one year. The Chairperson and Vice Chairperson shall assume their respective positions on July 1 following election; no person shall hold more than one of these offices concurrently.

(2) Executive Secretary. The President of Central Georgia Technical College, who shall not be a member of the Local Board of Directors, shall be the Executive Secretary.

Section 3. Removal of Officers

The Chairperson and the Vice Chairperson may be removed at any time by two-thirds vote of the Local Board.

Section 4. Vacancies

Vacancies in the offices of Chairperson and Vice Chairperson shall be filled by the Local Board of Directors of Central Georgia Technical College as soon as practicable.

Section 5. Duties of Chairperson

The Chairperson shall be a member of the Local Board of Directors of Central Georgia Technical College, shall preside at the meetings of the Local Board with the authority to vote, and shall appoint the members of any and all such committees as necessary for the Local Board to perform its assigned duties.

The chairperson shall be an ex officio member of all committees with the authority to vote.

Section 6. Duties of Vice Chairperson

The Vice Chairperson shall be a member of the Local Board and shall perform the duties and have the powers of the Chairperson during the absence or disability of the Chairperson.

Section 7. Duties of the Executive Secretary

As Executive Secretary, the President shall schedule and arrange for meetings of the Local Board and furnish meeting notices and materials, as needed, to members in advance of such meetings. The Executive Secretary shall normally be present at all meetings of the Local Board and shall
provide that an accurate record be kept of the proceedings of the meetings of Local Board and its committees.

The President shall be responsible for implementing recommendations of the Local Board and for the day-to-day operations of the Local Board.

**Section 8. Committees.**

(1) Local Boards may have standing committees to serve as college VP/Director-specific liaisons whose role is to advise and support on college events/activities.

(2) Local Boards may appoint Ad Hoc or special committees to handle specific events, situations or problems and dissolve when the task is completed.

**ARTICLE V. MEETINGS OF THE LOCAL BOARD**

**Section 1. Place of Meetings**

Meetings shall be held at such places as determined by the Local Board. The public shall be made aware of such regular meetings through a public posting stating the time, place and dates of all regular meetings at least one week in advance of the meeting and maintained in a conspicuous place available to the public.

**Section 2. Teleconferencing**

Each board member may participate in a local board meeting via teleconference no more than twice in one calendar year (including committee meetings), provided arrangements have been made with the Executive Secretary or board chair to ensure a physical quorum is present at the meeting location. A member may also participate by teleconference if necessary due to reasons of health provided a written opinion of a physician or other health professional has been provided stating that reasons of health prevents a member’s physical presence. Such member shall be counted as present for the meeting if the presiding officer is assured of the continued presence and participation of such member during the course of the meeting, including, but not limited to an individual roll call vote.

Under special circumstances necessitated by emergency conditions involving public safety, board meetings by means of teleconferencing is permissible so long as the public has been made aware of the meeting and a designated means to participate has been posted in advance. “Special circumstances” can be declared by the “agency” (TCSG), board, office, commission, public corporation and authority.

Teleconferencing devices are to include inter-active video, mobile applications and other social media platforms providing for live voice communications.

**Section 3. Attendance at all Meetings**

Local Board members shall attend all meetings unless prevented from doing so by disability or other causes beyond their control. Members who are unable to attend at least 75% of the regularly scheduled meetings during a fiscal year should consider resignation from the Local Board.
Board. No person may attend any meeting of the Local Board as a substitute for any Local Board member; and no person except a regular member of the Local Board shall be entitled to vote in determining the action of the Local Board at any time.

Section 4. Regular Meetings

The Local Board shall meet at least eight times per year, and at each meeting it shall schedule one or more future meetings at such time and place as appropriate.

Section 5. Special Meetings

Special meetings of the Local Board may be called by the Chairperson. A notice of the special meeting must be made available to the public in accordance with Open and Public Meetings Law, O.C.GA. § 50-14-1. Business transacted at a special meeting shall be confined to the purposes stated in the call for the meeting and shall in all other ways be conducted in conformance with the law.

Section 6. Committee Meetings

Committees shall meet at the direction of the Chairperson of the Local Board or on call of the committee chairperson. Members participating via teleconference will not be counted towards the physical quorum.

Section 7. Quorum.

At all meetings of the Local Board, a majority of the full membership of the Local Board shall constitute a quorum for the transaction of business. The action of a majority of the members of the Local Board present at any meeting shall be the action of the Local Board, except as may be otherwise provided by these by-laws. Members participating via teleconference are to be counted present but will not contribute to the physical quorum.

Section 8. Public Meetings and Executive Session

All meetings of the Local Board shall be open to the public except as provided for in Section 9 of this Article.

Section 9. Closed Sessions

(a) When any meeting of an agency is closed to the public based on majority vote of a quorum present for the meeting, the specific reasons for such closure shall be entered upon the official minutes. The minutes shall reflect the names of the members present and the names of those voting for closure, and that part of the minutes shall be made available to the public as any other minutes. Where a meeting of an agency is devoted in part to matters within the exceptions provided by law, any portion of the meeting not subject to any such exception, privilege, or confidentiality shall be open to the public, and the minutes of such portions not subject to any such exception shall be taken, recorded, and open to public inspection as provided in subsection (e) of Code Section 50-14-1.
(b) When any meeting of an agency is closed to the public pursuant to subsection (a) of O.C.G.A. 50-14-4, the person presiding over such meeting and each member of the governing body of the agency attending such meeting, shall execute and file with the official minutes of the meeting a notarized affidavit stating under oath that the subject matter of the meeting or the closed portion thereof was devoted to matters within the exceptions provided by law and identifying the specific relevant exception.

(c) Executive sessions may be called by the board respecting confidential information, such as authorization of a settlement; authorization of the purchase, dispose or lease of property; personnel matters and other exceptions as defined in O.C.G.A. 50-14-3 and O.C.G.A. 50-18-72.

ARTICLE VI. OPERATION OF THE LOCAL BOARD

Section 1. Rules

The rules contained in Roberts' Rules of Order (Latest Revised edition) shall govern in all cases to which they are applicable and in which they are not inconsistent with the by-laws or any special rule of the Local Board.

Section 2. Agenda

A prepared agenda with appropriate information shall be sent to each member of the Local Board by the Executive Secretary in advance of any regular meeting of the Local Board. This agenda, as approved or amended at each meeting, shall govern the order of business for the meeting. Additions, deletions, or reordering of agenda items shall be by majority vote. The agenda shall also be made available to the public upon request and shall be posted at the meeting site as far in advance of the meeting as reasonably possible, but, as a minimum, five days prior to the meeting. (O.C.G.A. 50-14-1)

Section 3. Minutes

The Executive Secretary shall have prepared minutes of the proceedings of the Local Board meetings. A copy of the minutes of each meeting of the Local Board shall be mailed to each Local Board member for review prior to approval at the succeeding meeting. The minutes shall not be considered official unless and until approved by the Local Board. Minutes are subject to public review and should be made available after official approval by the board. Minutes shall include the names of the members present at the meeting, a description of each motion or other proposal made, the identity of the persons making and seconding the motion or other proposal, and a record of all votes. The name of each person voting for or against a proposal shall be recorded.

Minutes of executive sessions shall be recorded but shall not be open to the public as defined by lawful exceptions stated in O.C.G.A. 50-18-72. Such minutes shall specify each issue discussed in executive session by the board and comply in all aspects with subsection (e) of O.C.G.A. 50-14-1.
Section 4. Local Board Actions

The Local Board shall generally consider action on matters brought to its attention only after referring such matters to technical college staff for appropriate analysis and recommendations. Such staff analyses shall be brief, with supporting information appended as necessary. The staff analyses shall include a statement of the issue and its implications, a description of the practical alternatives with associated advantages and disadvantages, and a recommendation. Whenever possible, such staff analyses shall accompany the agenda for the meeting at which the matter is to be considered.

ARTICLE VII. APPEARANCE BEFORE THE LOCAL BOARD

Individuals or groups wishing to appear before the Local Board shall make their request in writing to the President at least ten days in advance of the meeting. The Chairperson at his or her discretion may approve the request and allot a reasonable time for presentation. At any meeting, the Chairperson, without opposition, or the Local Board, by majority vote, may recognize unscheduled appearances before the Local Board by individuals or groups. The Chairperson shall limit citizens' presentations as necessary to maintain the timely conduct of business by the Local Board.

ARTICLE VIII. METHOD OF AMENDING THE BY-LAWS

Section 1. Method

These by-laws may be amended by the Local Board with the concurrence of the State Board. Proposed amendments shall be distributed to each member of the Local Board and to the TCSG System Office via the TCDA Director no later than the regular meeting immediately preceding the regular or special meeting at which action is proposed to be taken.

Amendments to the by-laws shall require approval by at least a two-thirds vote of the local board’s members. The adopted amendment shall immediately be forwarded to the State Board, which shall normally consider concurrence at its next meeting. State Board action shall be by majority vote, and its action shall be immediately communicated to the Local Board.

Section 2. Effective Date

Amendments shall go into effect immediately upon concurrence by the State Board.
II. A. 2. g. ii. Central Georgia Technical College
Petty Cash Funds

The Business Office maintains a petty cash fund for emergency purchases of not more than $25. Prior approval for the purchase must be obtained from the immediate supervisor.

To use petty cash funds, obtain a petty cash voucher form and a sales tax exempt form from the Business Office and complete the top half of the form, including a signature from your supervisor.

After you purchase the items costing less than $25, obtain a receipt from the purchase. The receipt must have the vendor’s name and dollar amount spent. Attach the receipt to the back of a petty cash voucher and submit the paperwork to the Business Office for immediate reimbursement of funds.
The State Board of the Technical College System of Georgia gives Central Georgia Technical College authority to associate with non-profit foundations or cooperative organizations that are established for the exclusive purpose of supporting the college. Financial and operational arrangements between Central Georgia Technical College and non-profit foundations shall be consistent with state requirements for use of public resources. Each arrangement will be documented in writing through a Memorandum of Understanding based on the TCSG system approved template.

Memorandum of Understandings shall be reviewed periodically by all parties and presented with updated signatures to ensure the context of the MOU is in the best interest of the College and its mission.
IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed by their duly authorized officers as of the day and date first above written.

FOR THE CENTRAL GEORGIA TECHNICAL COLLEGE FOUNDATION

Brad Collins, Chair

FOR CENTRAL GEORGIA TECHNICAL COLLEGE

Dr. Ivan H. Allen, President
apply if the damage, loss, etc. resulted solely from the College’s own negligence. If the College’s negligence was partially responsible for the damage or other loss, the indemnities above from the Foundation shall be reduced proportionally.

VII. Foundation Funding and Administration

A. The Foundation is responsible for establishing a financial plan to underwrite a portion of its programs and activities.

B. The Foundation has the right to use a reasonable percentage of annual contributions, earnings on endowments (by donor agreement), and earned interest on investments to support its operations and programs.

C. The Chief Advancement Officer and the President are allowed to authorize and utilize the Foundation’s credit card for expenditures that are outlined in the annual budget and approved by the Board of Trustees. These expenditures must be in accordance with the organization’s expense procedures.

D. The Foundation will provide access to data and records to the College as needed and in accordance with applicable laws, policies and guidelines.

E. The Foundation will issue to the College, donors, and the community an annual report of its revenue, expenditures, programs, and activities. Donors to the Foundation shall be acknowledged and recognized in the same manner and afforded the same privileges as donors to the College.

VIII. Terms of the Memorandum of Understanding

A. This Memorandum of Understanding has a term of one year and is renewable for successive one year terms upon written consent of the authorized representatives of both parties. The MOU shall be submitted together with the audit or financial review and the annual IRS Form I-990 to the TCSG Office of Resource Development in the TCSG system office prior to start of each fiscal year. Either party may, upon 90 days prior written notice to the other, terminate this agreement. Notwithstanding the foregoing, either party may terminate this MOU in the event the other party defaults in the performance of its obligations and fails to cure the default within a reasonable time after receiving written show cause notice. The College’s ability to perform its responsibilities under the MOU is subject to annual appropriations from the General Assembly and revenues from student tuition. Should funds be insufficient to fulfill its responsibilities, the College may terminate the MOU immediately and shall have no further obligations thereunder.

B. In the event that the Foundation is dissolved or ceases to exist, in accordance with federal and state laws, all monies and items of value received by or held by the Foundation must be transferred to another non-profit that is similar in mission. Assets may be transferred to a merger partner that fits the same description.
C. The Foundation will receive, hold, manage, invest, and disburse contributions, including immediately vesting gifts and deferred gifts that are contributed in the form of planned and deferred gift instruments.

D. The Foundation shall not accept any gift, donation, or grant which creates a future liability for the Technical College System of Georgia or the College without the advance and written approval of the TCSG Commissioner and the College President.

E. The Foundation shall use generally-accepted accounting principles in its financial record-keeping/reporting and will engage an independent accounting firm to conduct an audit of the Foundation's financial statements, including a management letter and an audit opinion, every three years with a financial review conducted the other two years. Foundations that have more than $500,000 in annual revenue are strongly encouraged to have annual audits of the Foundation’s financial statements, including management letter and an audit opinion. The final report of the audit, financials reviews and the annual IRS Form I-990 shall be delivered to the Foundation’s Board of Trustees and the College each year by the date as specified by the College in order to meet its audit requirements. The final report of the audit or financial review and the annual IRS Form I-990 shall also be delivered to the Office of Resource Development in the TCSG office in order to comply with GASB requirements.

F. The Foundation will engage the services of legal counsel for the review of contracts and other legal issues as necessary.

G. The Foundation will maintain general liability insurance, directors’ and officers’ insurance and such other insurance coverage as may be necessary or appropriate for liabilities which may arise in connection with its operations.

H. When distributing funds to the College, the Foundation will disclose any terms, conditions, or limitations imposed by the donor or legal determination of the gift. The College will abide by such restrictions and provide appropriate documentation to the Foundation when required.

I. The Foundation is the primary depository of private gifts and will transfer funds to the College in compliance with donor intent, TCSG and College procedures as well as policies established by the State Board of the Technical College System of Georgia and applicable state and federal laws.

J. The Foundation’s disbursements on behalf of the College must be reasonable expenses that support the College and its mission, are consistent with donor intent, and do not conflict with the law.

K. Neither the Foundation nor the College shall have any liability for the obligations, acts or omissions of the other party. The Foundation shall indemnify and hold harmless the Technical College System of Georgia and the College from and against any third-party liability, losses, claims, demands, costs, and expenses, including without limitation attorneys’ fees and litigation expenses, arising out of any personal injury or property damage arising in connection with the activities of the Foundation. None of the foregoing indemnities shall
D. The Foundation shall lead and bear major responsibility for fundraising. The College representatives will support fundraising initiatives in conjunction with the Foundation including annual fund, major gifts and planned giving.

E. The President and Chief Advancement Officer will work in conjunction with the leadership of the Foundation and will participate in public awareness activities and advocacy efforts to assist with the identification, cultivation, and solicitation of prospects for private gifts.

F. The Foundation shall operate as an entity separate and independent from the College in accordance with the IRS regulations and institute all policies and procedures required for a 501(c) (3) organization. The Foundation shall operate in accordance with state laws that apply to non-profits, including annual registration with the Office of the Secretary of State. The Foundation shall adhere to the Donor Bill of Rights adopted by the Council for Advancement and Support of Education (CASE) and the Association of Fundraising Professionals (AFP).

G. The Foundation, in partnership with the President and Chief Advancement Officer, shall identify support needs of the Foundation which shall in no way conflict with the rules, regulations and guidelines of the State Board, TCSG, the College or the Foundation.

H. The Foundation may earmark a portion of its unrestricted funds to a discretionary fund for the President. Those funds may be used for reimbursement for approved expenses in accordance with the Foundation’s procedure referencing expenses, reimbursements, allowances, and advances, and in accordance with the Foundation’s approved annual budget. The Foundation may not provide to the President or any other personnel employed by the College any bonuses, pay supplements or any other items of value that could be construed as imputed income under the regulations of the Internal Revenue Service. All College employees are subject to State Board policies and TCSG procedures governing standards of conduct and ethics relating to acceptance of gifts and payment of expenses by third-parties.

I. The Foundation and the College shall avoid any potential conflict of interest or appearance of impropriety in the operations and transactions between the Foundation and the College.

VI. Asset Management and Risk Management

A. The Foundation will establish asset allocation, disbursement, and spending policies that adhere to applicable federal and state laws including the Uniform Prudent Investor Act (UPIA) and the Uniform Prudent Management of Institutional Funds Act (UPMIFA).

B. The Foundation shall solicit, receive, hold and invest funds, administer property, and make expenditures to support the programs, activities, vision and mission of the college. The Foundation may not engage in activities contrary to this objective. In addition, the acts, deeds, functions, and activities of the Foundation shall in no way conflict with the authority of the College. Nor shall the Foundation solicit or accept gifts for any use specified by a donor that is inconsistent with the mission, goals, and objectives of the College.
F. The College shall provide in-kind support for the general operation of the Foundation including the services of a development officer, administrative support, office and meeting space, office furniture, technology equipment and support, utilities and telephone service, and other support and services as the College may deem appropriate. This support shall be provided by the College in consideration for the significant fiscal support and services provided by the Foundation to the College and its students. The College’s support will be recognized as an in-kind contribution in the Foundation’s annual audit.

G. The College shall assign the appropriate staff members, including the Chief Advancement Officer, to serve as liaisons between the College and the Foundation and to support the activities associated with this Memorandum of Understanding. College personnel serving in these roles are subject to the policies and procedures of the State Board of the Technical College System of Georgia and the Technical College System of Georgia.

H. The College is subject to the provision of Georgia’s Open Records Act (O.C.G.A § 50-18-70 et al) and as such any information or records received and maintained by the College will be subject to public disclosure unless specifically exempted by law. The College shall maintain the confidentiality of any records containing the personal information of donors or potential donors to the Foundation to the extent provided for in O.C.G.A. § 50-18-72 (a)(29) which states that records maintained by public postsecondary educational institutions in Georgia and associated foundations of such institutions that contain personal information concerning donors or potential donors to such institutions or foundations; provided, however, that the name of any donor and the amount of donation made by such donor shall be subject to disclosure if such donor or any entity in which such donor has a substantial interest transacts business with the public postsecondary educational institution to which the donation is made within three years of the date of such donation. As used in this paragraph, the term "transact business" means to sell or lease any personal property, real property, or services on behalf of oneself or on behalf of any third party as an agent, broker, dealer, or representative in an amount in excess of $10,000.00 in the aggregate in a calendar year; and the term "substantial interest" means the direct or indirect ownership of more than 25 percent of the assets or stock of an entity.

V. The Foundation’s Responsibilities to the College

A. The Foundation shall create an environment conducive to increasing levels of private support for the mission and priorities of the College.

B. The Foundation, in consultation with the college President and supported by the Chief Advancement Officer, is responsible for planning and executing a comprehensive fund-raising and donor-acquisition program in support of the College’s mission.

C. The Foundation will establish, adhere to, and periodically assess its gift-management and acceptance policies. It will promptly acknowledge and issue receipts for all gifts and provide appropriate recognition and stewardship of such gifts.
technical colleges and programs to ensure that the needs of the citizenry, business, and industry are met to the highest possible degree.

B. The President of the College exercises the overall supervision and management of the College under the direction of the Commissioner of the TCSG. The Technical College System and Commissioner have delegated to technical college Presidents the authority to solicit and receive funds from the general public, corporate underwriters, and foundations and to contract with local entities for the provision of programmatic or administrative services or activities within parameters established by State Board Policy and TCSG Procedures.

III. The Foundation Governance

A. The Foundation is a separately incorporated 501(c)(3) organization created to solicit, manage, distribute, and steward private resources to support the mission of the College.

B. The Foundation Board of Trustees is responsible for the control and management of all assets of the Foundation including the prudent management of all gifts consistent with donor intent. The Foundation Board is further responsible for the performance and oversight of all aspects of its operations based upon a comprehensive set of bylaws addressing fiduciary responsibilities and ethical expectations for individual Board of Trustee members.

C. The Foundation may not abdicate to the College personnel its fiduciary responsibility for the management of its funds.

IV. The College’s Relationship and Responsibilities to the Foundation

A. The College shall create an environment that encourages the appropriate independence of the Foundation consistent with its standing as an independent public trust and with IRS guidelines for non-profit organizations.

B. The President is responsible for communicating the College’s strategic plans and funding priorities to the Foundation.

C. The College and the Foundation shall not enter into any property lease agreement without advance written approval of the Technical College System of Georgia State Board. The College will not encourage the Foundation to purchase property in anticipation of future financial gain facilitated by TCSG or the state of Georgia.

D. The College recognizes that the Foundation is a non-profit corporation with the responsibility to protect the confidentiality of its donors to the fullest extent of the law.

E. The President and Chief Advancement Officer of the College shall serve as non-voting ex-officio members of the Foundation Board of Trustees and shall assume prominent roles in fund-raising activities.
Memorandum of Understanding

Central Georgia Technical College and
Central Georgia Technical College Foundation

This agreement, entered into as of the 13th day of May, 2014, is by and between the Central Georgia Technical College ("College") and the Central Georgia Technical College Foundation ("Foundation").

The purpose of this Memorandum of Understanding is to guide and direct the parties respecting their affiliation, cooperation, working relationship and respective authorities, inclusive of anticipated future arrangements in furtherance thereof.

The Foundation was organized and incorporated in 1991 under the laws of the state of Georgia and Section 501(c)(3) of the Internal Revenue Code for the purpose of stimulating voluntary private support from individuals, corporations, foundations, and others for the benefit of the College in carrying out its programs and activities.

The Foundation exists to raise and manage private resources that support the mission and priorities of the College, provide educational opportunities for students, and enhance institutional excellence in ways that would not be possible with state funds.

The Foundation is dedicated to assisting the College in the building of an endowment and in addressing, through financial support, the long-term academic and strategic priorities of the College. The Foundation shall not engage in any activities, programs and services that are in conflict with or inconsistent with the policies, mission and goals of the TCSG State Board, the TCSG System Office, the College or the Foundation.

In consideration of the mutual commitments herein contained, and other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

I. Foundation Name, Seal and Logotype

   Consistent with its mission to advance the plans and objectives of the College, the Foundation shall be entitled to use the name, symbols and trademarks of the College in the promotion of its business and activities. The Foundation Board may also select and approve a logo as its own identifying mark.

II. Governance

   A. The Technical College System of Georgia (TCSG) is governed by the State Board of the Technical College System of Georgia which is empowered by O.C.G.A. § 20-4-11 to establish and promulgate standards, rules, regulations, and policies for the orderly and efficient operation of the Technical College System of Georgia and of postsecondary
II. B. Central Georgia Technical College Purchasing

CGTC Employees must use the Online Purchase Requisition System located on the CGTC Intranet for purchase requests:
Central Georgia Technical College
Purchasing Levels Update – 07/28/06

$5,000 or less: No bids required
$5,001 to $10,000: Six phone bids – three must be Minority (unless SWC or mandatory source)
>$10,000: Must be bid through State Purchasing (unless SWC or mandatory source)
>$75,000: Must have prior approval from the DTAE State Board

Reminder: Any item on “mandatory source” list or on “statewide contract” (SWC) must be purchased from those sources. The above guidelines do not apply to purchases from these two areas. However, the requirement for DTAE State Board approval for purchases over $75,000 must always be followed. All applicable State purchasing laws, rules and regulations must always be referred to and applied.

THE SUBMISSION OF AN INVOICE WITHOUT A REQUISITION OR AT THE SAME TIME OF THE REQUISITION IS AGAINST STATE PURCHASING REGULATIONS AND GENERALLY ACCEPTED ACCOUNTING PRACTICES. A CGTC purchase order should be processed before any funds are committed in any manner. Failure to follow these prescribed procedures puts both CGTC and the employee at financial risk.

The use of “sole source” and “sole brand” is rarely defendable. Placing these notations on a requisition usually only delays the purchase you want to make by weeks or months, due to having to backtrack and handle the purchase correctly. Please work with the purchasing officer in the business office to decide if a purchase meets one or both of these deviations from the purchase requirements.

The only exceptions are professional architects/consultants meeting the State regulation definition. These must be approved by the President.

Central Georgia Technical College

Revised August 2004
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General Information

CONTRACTING OFFICE
This office is responsible for both administering the contract with Bank of America and dealing with the day-to-day operations of the Bank of America Statewide Purchasing Card Program. Any questions or comments regarding the contract terms and conditions, or day-to-day program operations should be directed as follows:

State of Georgia
Department of Administrative Services
Statewide Business Services
State Purchasing Office
200 Piedmont Avenue, S.E.
Suite 1308, West Tower
Atlanta, Georgia 30334

CONTRACT ADMINISTRATOR
State Purchasing Card Program Manager: Steve LePage 404-657-6000

FOR COPIES OF THIS CONTRACT GUIDE
Call or write to the Contracting Office listed above.

CONTRACT INFORMATION
Department of Administrative Services (DOAS) State Purchasing awarded a contract for Statewide Purchasing Card services to Bank of America (BOA), successor to NationsBank (NB), on June 17, 1996.

The Contract Number is SWC 60695.

The address of Bank of America is:

Bank of America
Attn: Commercial Card Services
600 Peachtree Street, N.E.
Atlanta, Georgia 30308

TYPE OF CONTRACT
DOAS State Purchasing has awarded Bank of America a Statewide Contract.

TERM OF CONTRACT
The contract is a one year contract with seven 1-year renewal periods. The effective date of the contract is June 17, 1996 through June 30, 1997. If DOAS elects to exercise an option, the contract will be modified to reflect this action and Agency and Institution Purchasing Card Program Coordinators (PPCs) will be notified at least 30 days prior to the expiration of the contract.
PURPOSE
The 2001 revision of OCGA 50-5-69 effectively eliminated the requirement for competitive bidding on purchases of supplies, materials, and equipment under $5,000 not available on state contracts or through statutorily required sources. This revised statute authorized the Department of Administrative Services (DOAS) to establish a procurement card to pay for and monitor such purchases. This contract provides for use of the Bank of America Visa Purchasing Cards and associated services to support official State Government purchases. The Bank of America Visa Purchasing Card is intended to streamline payment procedures and reduce the administrative burden associated with traditional and emergency purchasing of supplies, materials, equipment, and services under the current small value purchases.

MANDATORY USERS
The use of the Bank of America Visa Purchasing Card as provided for in the terms of this contract is a mandatory source for any "Agency" as defined by OCGA 50-4-1 or Institution in the State of Georgia.

NON-MANDATORY USERS
The use of the Bank of America Visa Purchasing Card is available on a non-mandatory basis to all Authorities, Commissions, local governments and municipalities.

ORDERING INFORMATION
To initiate Agency or Institution use of this contract a zero dollar Purchase Order (PO) must be issued to Bank of America. Description should read as follows: "To authorize Agency or Institution name to participate in the purchasing card program as specified in Contract No. SWC 60695." Contact the State Purchasing Card Program Manager for more information.

AGENCY AND INSTITUTION PROGRAM COORDINATOR RESPONSIBILITIES
Agency and Institution Purchasing Card Program Coordinators (PPCs) should maintain up-to-date list of cardholder names, addresses, account numbers, and telephone numbers. PPCs shall also perform contract administration within the limits of their delegated authority. PPCs will have overall responsibility for the Bank of America Visa Purchasing Card for their Agency or Institution.

PURCHASING CARD PROGRAM COORDINATOR MEETINGS
Periodically, DOAS State Purchasing will host PPC meetings to give Agency and Institution representatives the opportunity to discuss any issues or problems associated with this program. PPCs will be notified of the time and place of these meetings in sufficient time to schedule attendance. Periodically, Bank of America will be invited to attend these meetings to facilitate resolution of issues, problems, and/or concerns related to this contract.
DEFINITIONS

ACCOUNT SETUP INFORMATION
Specific information required by Bank of America for each cardholder so that an active account can be established for that cardholder. This information is supplied to each PPC who then submits it to Bank of America.

APPROVING OFFICIAL
An individual who has under his/her purview a number of cardholders. The Approving Official is responsible for, at a minimum, reviewing his/her cardholder's monthly statements and verifying that transactions were made for necessary government purchases and in accordance with internal policies and procedures. The State uses the Approving Official concept in the Purchasing Card Program for internal control purposes. The Approving Official provides a critical checkpoint by reviewing the cardholder's transactions to ensure that they are necessary and for official purposes only. The Approving Official is usually the cardholder's immediate supervisor.

AUTHORIZATION
The process of verifying that a purchase being made is within the established cardholder limits. Authorization is done electronically by merchant at point of sale.

AUTOMATED CLEARING HOUSE (ACH)
A type of electronic funds transfer. The ACH is a central distribution point for transferring funds electronically for participating depository financial institutions. Rather than each payment being sent separately, ACH transactions are accumulated and sorted by destination for transmission during a predetermined period.

CARDHOLDER
Any individual designated by an Agency to be issued a card. The card bears the individual’s name and can be used to pay for official purchases in compliance with Agency and Institution internal procedures.

CARD CONTROLS
Controls coded to each card by the PPC as required by issuing Agency.

Controls available as follows:

1. Number of transactions per day/month/cycle.
2. Dollar limit per transaction/day/month/cycle.
3. SIC/MCC/MCCG codes blocked.
4. SIC/MCC/MCCG codes allowed (only).

DECLINED TRANSACTIONS
Those transactions where authorization has been refused by the Bank of America/Visa transaction authorization system.

DELEGATION OF AUTHORITY
A document, issued by authorized Agency or Institution personnel, that establishes the individual as an authorized cardholder. This delegation of authority shall specify spending and usage limitations unique to the cardholder. Each Agency or Institution, in their internal procedures, must delegate who shall be responsible for issuance of these delegations.
ELECTRONIC
A method of communication whereby information is disseminated by floppy disk, optically stored media, magnetic tape, computer disk, microfiche, microfilm, computer to computer communications via modem, networks, facsimile, or other electronic method of dissemination.

ELECTRONIC CONTACT
The individual designated by an Agency or Institution to receive the electronic billing and reporting transmissions.

ELECTRONIC FUNDS TRANSFER (EFT)
A term which identifies delivery systems used to transfer payments of funds electronically. These systems are a faster, more secure way of transferring funds in contrast to transfers authorized by paper check.

FEDWIRE
One of the major wire transfer systems directly connected to the Federal Reserve Bank. Wire transfers of funds are executed through the Fedwire network, which is tied to all Federal Reserve branches, depository financial institutions, the financial Management Service and other government agencies/organizations. It is a method of electronic funds transfer.

GEORGIA COMMODITY CODE (GCC)
A standardized code assigned to products or services by the State of Georgia based on their commodity types.

MERCHANT CATEGORY CODE (MCC)
Bank of America shall categorize each merchant according to the type of business the merchant is engaged in and the kinds of goods and services provided. Bank of America shall assign to each merchant a corresponding Merchant Category Code. These codes shall be used as a means of analyzing card usage data as well as assigning card controls.

MERCHANT CATEGORY CODE GROUP (MCCG)
A group of MCC’s as designated by a PPC.

PURCHASING CARD PROGRAM COORDINATOR (PPC)
An individual designated by the ordering Agency or Institution to perform contract administration within the limits of delegated authority. This individual shall have overall responsibility for the Purchasing Card Program within his/her Agency or Institution and may determine who the approving officials and cardholders shall be.

SETTLEMENT CONTACT
The individual designated by an Agency or Institution to receive the official invoice and, in some instances, make payments against the official invoice.

STANDARD INDUSTRIAL CODE (SIC)
A standardized code assigned to products or services based on their commodity types.
USES OF THE CARD

AUTHORIZED PURCHASES
The card may be used to pay for all commercially available goods, supplies and services under the State required single transaction limit of $5,000 or not otherwise affected by State imposed limitations and Agency or Institution imposed card controls as discussed in those sections of this contract guide.

LIMITATIONS
The Bank of America Visa Purchasing Card may not be used for the following items:

a) Cash Advances.
b) Travel and Entertainment Expenses.
c) Motor Vehicle Fuel
d) Professional Services
e) Personal Purchases.

**Airline tickets may only be purchased after approval by the President and written authorization is received.

TO BEGIN USING THE CARD

State Agencies or Institutions interested in participating in the Bank of America Visa Purchasing Card Program must first consult their internal procedures, regulations, policy provisions, and then proceed accordingly. The provisions included herein are intended to provide some guidance, but it is each respective Agency's or Institution's responsibility to establish and implement its own internal procedures concerning the program.

CARDHOLDER QUALIFICATIONS
Personnel designated to become cardholders should be government employees, who have knowledge of, or are trained in, small value purchase procedures. Agencies or Institutions will develop adequate training for non-procurement personnel to acquaint them with small value purchase requirements and procedures.

AGENCY OR INSTITUTION PROGRAM COORDINATOR
Each Agency or Institution must designate a Purchasing Card Program Coordinator (PPC) who shall function as the Agency's or Institution's primary liaison to Bank of America and DOAS. The PPC will be the Agency's or Institution's representative on technical matters relating to this contract and may be called upon by Bank of America or the State Purchasing Card Program Manager for technical or administrative consultations. The PPC responsibilities include, but are not limited to:

1) Processes authorized requests for procurement cards, maintains control over active cards, and closes accounts in accordance with operating procedures.

2) Establishes and maintains accounting code and usage controls for each card.

3) Periodically reviews listing of cardholders and summary reports to identify unauthorized use.

4) Exercises control over the program by using statistical sampling techniques to select and audit the activity logs and monthly bank memo statements maintained by the cardholder.
IMPLEMENTATION
Bank of America's implementation team will, in conjunction with the State Purchasing Card Program Manager, access the needs and functionality of interested Agencies and Institutions. Upon gathering data from questionnaires and meetings with Agency and Institution personnel, Bank of America will provide a detailed implementation plan with step by step tasks to be performed as well as anticipated time for completion of each task. A detailed implementation manual will be provided to the PPC with implementation forms and instructions. This will allow the PPC to design the Agency's or Institution's customized program. A sample user manual is included as a guide to Agencies and Institutions for developing policy and procedures mandates for usage. Sample statements, reports, and electronic file layouts are also included in the implementation manual.

USING THE CARD
There are two ways the Purchasing Card can be used: (1) Over the counter: or (2) By telephone, fax, or computer (where the account number is conveyed to the merchant).

When making any purchase with the card, the cardholder should inform the merchant that it is for Official State of Georgia purposes, and therefore, may not be subject to state or local sales tax.

The card number should under no circumstances be displayed on any packing slips, etc. when purchases are made by telephone, fax or computer.

RECONCILIATION DOCUMENT
Any time a payment is authorized for a purchase, whether it is done over the counter or by telephone, fax or computer, a document must be retained as proof of purchase. These documents will later be used to verify the purchases shown on the cardholder memo statement issued at the end of the monthly billing cycle. When payment is authorized for a purchase that is made over the counter, the cardholder should obtain a customer copy of the receipt, which will become the accountable document. When authorizing payment for purchases by telephone, fax, or computer, the cardholder must obtain a packing list or similar document as the accountable document. The accountable document must contain line item description and line item pricing for the purchase. For items such as subscriptions and registrations, where a receipt or packing list is not normally generated by the merchant, a copy of the ordering document may be used as the accountable document so long as it contains a description and price for the purchase.

IMPROPER USE OF PURCHASING CARD
If for any reason the approving official questions a purchase on a cardholder statement, the cardholder must explain to the approving official the nature of the purchase. If the cardholder can not substantiate that the purchase was necessary and for official use, the Agency or Institution must address this situation in accordance with its internal procedures. Resolution of situations involving improper use of the Purchasing Card and the formulation of disciplinary actions to be taken will be the responsibility of the Agency or Institution.

DEFECTIVE MERCHANDISE PURCHASED WITH PURCHASING CARD
For items purchased and found to be defective or faulty, the cardholder can return the item to the merchant, who will initiate a credit to appear on a subsequent month's cardholder memo statement. If the cardholder cannot resolve the dispute with the vendor a Purchasing Card Dispute Form should be completed and forwarded to Bank of America in accordance with that Agency’s or Institution’s internal procedures. (The Purchasing Card Dispute Form should be forwarded to Bank of America as soon as the discrepancy occurs, but not later than 60 days after the appearance of the item on the memo statement.)
**MERCHANT BILLING**
Visa's Merchant Regulations mandate that merchants delay the processing of a transaction until the purchased merchandise has been shipped. If a cardholder receives a statement that lists a transaction for merchandise that has not been received, the cardholder should notify Bank of America through a Purchasing Card Dispute form. (The Purchasing Card Dispute form should be forwarded to Bank of America as soon as the discrepancy occurs, but not later than within 60 days after the appearance of the item on the memo statement.) Additional accompanying documentation may be required in accordance with Agency and Institution procedures or by Bank of America to resolve the dispute. Once supporting documentation is received, Bank of America will credit the transaction until the dispute is resolved.

**DISPUTES**
When a cardholder discovers an incorrect amount has been charged for goods or materials received, or a questionable purchase or transaction appears on a cardholder's memo statement, the cardholder must immediately seek to resolve the problem with the vendor. If no resolution can be made, a Purchasing Card Dispute form should be completed by the cardholder and forwarded to Bank of America. Disputes can occur for various reasons; however, if the disputed charge involves sales tax charged erroneously by the vendor, the amount of the tax cannot be disputed through Visa charge back regulations. Cardholders should make every effort to obtain a credit from the vendor for the amount of the tax. If a credit is not obtained, ordering agencies must pay the tax.

Bank of America will provide immediate credit to a cardholder's account upon receipt of a completed Purchasing Card Dispute Form. Upon resolution of the dispute, Bank of America will remove the credit and rebill the transaction if the Agency or Institution agrees that the purchase should be paid. If a valid reason exists under Visa's charge back rules, Bank of America will charge back the amount of the item to the supplier. Within Visa's defined rules, the supplier's bank has the right to return the charge back. The final resolution between Bank of America and the supplier's bank may occur up to 60 to 90 days later. If the disputed item is resolved before the payment due date, the resolution shall appear on the cardholder's following month's memo statement.

**PAYMENT INFORMATION**

**ADMINISTRATIVE FEE**
There is no Administrative Fee associated with this contract.

**AGENCY AND INSTITUTION BILLING**
The Bank of America Visa Purchasing Card Program will direct a consolidated monthly cycle statement of charges (the Official Invoice) to a designated State Agency or Institution employee (the Settlement contact) for payment. At the same time, individual "memo" statements can be mailed to each Purchasing Card user within the State Agency or Institution to be used only for purposes of internal transaction validation, tracking, and reconciliation. The cycle date for billing can be the 4th, 15th, or 27th of each month. Agencies and Institutions with over $3,000 in total dollar transactions may use the Statement Billing file or EDI file as an invoice. These files are transmitted daily. Bank of America will provide annual accounting reports that could be utilized by the State to obtain account billing information as of the State's fiscal year end. State Agencies and Institutions may choose the Official Invoice and/or one of these two electronic reporting files for billing purposes.

**PAYMENT**
Preferred settlement options include ACH debit or credit, or Fed Wire.
DELINQUENT ACCOUNTS
All Purchasing Card account balances roll up to the Agency’s or Institution’s Corporate account and are centrally billed, therefore, if the Agency or Institution account is past due all cardholders within that Agency or Institution are past due. In the event of non-sufficient funds for the ACH debit, or non-receipt of wire payment, Bank of America will mail a past due letter to an Agency or Institution when they become 5 days past due. If payment is not received within 31 days of the original due date, all card usage for that Agency or Institution will be suspended until payment is received.

CONTRACTOR RESPONSIBILITIES

IMPLEMENTATION
The following topics highlight those functions that are the responsibility of Bank of America. They are provided only to supplement the scope of work, not to replace it, and should provide a clear, concise description of the events that are required throughout the contract period in order to have a successful program.

Bank of America will work in conjunction with DOAS’ State Purchasing Card Program Manager and each Agency’s or Institution’s Purchasing Card Program Coordinator to develop an implementation plan for the Purchasing Card Program as follows:

I. Organizational
   - Establish cross-functional team
   - Create “high level” goals and work plan
   - Develop introductory materials on program
   - Present concept to affected groups and get buy in

II. Design Program
    - Select target purchases
    - Identify suppliers
    - Select cardholders
    - Develop Agency or Institution policies
    - Establish card controls (Slimits, MCC blocking)
    - Determine Reporting (which reports, receiving, hierarchies)

III. Develop Training
     - Determine who is to be trained
     - Develop training materials
     - Supervisory, PPC, and cardholder training

IV. Recruit Suppliers
    - Identify targeted suppliers
    - Develop letter campaign
    - Hold supplier fair
    - Produce approved/preferred listings
    - On-going recruitment

V. Communicate Plan and Results
   - Initial launch (goals, benefits, guidelines)
   - Newsletters, e-mail, presentations
   - Establish link w/ department levels (communicate results)
VI. Pilot Program
Determine pilot area and participants
Set goals, time frame, define success
Order cards, monitor usage, measure program impact against goals
Audit compliance with policy & procedures

VII. Roll-Out
Survey participating users, managers, and suppliers
Interview provider
Analyze pilot results, survey and interview
Modify policies and procedures as needed
Conform support for expanded program
Plan roll-out
Monitor results

Bank of America will provide a detailed implementation manual to assist State Agencies and Institutions in the development of their Purchasing Card Program.

TRAINING
Bank of America will provide training and materials to each Agency or Institution at no cost to the State. Working in conjunction with the State Purchasing Card Program Manager and Agency's or Institution's PPC, Bank of America will develop a training program using a "train the trainer" approach. Initial training will be provided to the Purchasing Card Coordinators. This approach empowers and equips the PPCs to become knowledgeable local experts who will champion the program within their Agency or Institution to ensure usage and a more successful program.

Training can then be performed in mass to the cardholders, approving officials, and managers utilizing the expertise of the Bank of America marketing and bankcard services staff, as well as the trained Coordinators who would be knowledgeable of internal practices, policies, and constraints. Where needed, Bank of America will provide expertise at centralized training sessions for agencies and institutions. The number of centralized training sessions and the locations per Agency or Institution will be determined on an individual basis.

Bank of America will provide a sample training session outline, sample cardholder user manual, and training videotapes to assist State Agencies and Institutions in their training efforts.

PROGRAM FORMS
Bank of America will provide to each participating Agency or Institution, at no cost, sufficient copies of all account set-up, account maintenance, account cancellation, dispute, and any other forms required to perform this contract.

CARD STOCK REQUIREMENTS
Bank of America is responsible for furnishing card stock, free of charge, with the following information:

- the name and seal of the State of Georgia
- the name of the State Agency or Institution, State employee and/or work unit and account number will be embossed on the face
- a Unique Account Number (22-digit accounting code) can be assigned to each card
- the phrase FOR OFFICIAL USE ONLY shall be printed on the face
- the phrase TAX EXEMPT shall be printed on the face
- the bank's "help" number shall be printed on the back
- there shall be no reference to ATMs on the card
GENERIC CARD REQUIREMENTS
Bank of America will also provide a generic card for use by state and local governments, commissions, and authorities. This card will include all above information with the exception of the name and seal of the State of Georgia.

CARD DISTRIBUTION
Bank of America will mail the Purchasing Card to the cardholder or designated distribution point within 7 to 10 days after receipt of the cardholder's account set-up information.

REPLACEMENT OF LOST OR STOLEN CARDS
A lost or stolen card should be reported to Bank of America Card Services Customer Service 24 hours a day, 365 days a year. Lost cards reported by telephone are blocked immediately. If requested before 3:00 p.m. EST, a cardholder will receive an emergency replacement card within 24 hours.

CARD EXPIRATION AND REISSUE
Bank of America will reissue cards every 24 months to each active cardholder. Bank of America will forward to each PPC, at least 3 months prior to the expiration of each credit card, a card reissue report which lists each active card schedule for renewal. The PPC must inform Bank of America, in writing, within 30 working days of receipt of the report, which credit cards should be reissued. No credit cards will be reissued without the written approval of the ordering Agency or Institution.

TRANSACTION DATA
Bank of America will capture data for each cardholder purchase at the point of sale based on the merchant's capability and merchant's acquirer (the institution that maintains the supplier's credit card relationship and receives all transactions). Visa requires acquirers to include different criteria at Levels 1, 2, and 3.

If a merchant has Level 1 capability, the following information is captured at point of sale:
- date transaction was posted to the account
- date of transaction
- name of merchant
- city and state of merchant
- total amount of transactions
- reference number

If a merchant has Level 2 capability, the following information is captured at the point of sale:
- all Level 1 data
- sales tax amount
- 16-digit customer code (alpha-numeric)

REPORTS
If a merchant has Level 3 capability, the following information is captured at the point of sale:
- all Level 2 information
- item description
- quantity
- unit price
- freight
- discount

Once captured at the point of sale, the information is available in the form of hard copy reports, electronically in an EDI 811 format, via the Electronic Statement Billing File, or through Bank of America's InfoSpan reporting package.
POSTING TRANSACTIONS
Bank of America will generally post all transactions (both credit and debits) to the cardholder's accounts within two working days from the date the merchant submits the transaction. The posted credit will also reference the original charge.

CARDHOLDER MEMO STATEMENT
Within 5 working days after the end of each monthly billing cycle, Bank of America will send each cardholder a memo statement, which lists all transactions, made during the current billing cycle.

OFFICIAL INVOICE
Within five working days after the end of the Agency's or Institution's billing cycle, Bank of America will send an official invoice to the designated Settlement Contact as indicated by the PPC. The invoice will include all transactions during the billing cycle and include all debits and credits posted to the Agency's or Institution's account during the monthly billing cycle.

CARDHOLDER SUSPENSION PROCEDURES
It is Bank of America's responsibility to notify an Agency's or Institution's PPC by letter when that Agency's or Institution's account becomes five days past due. As stated before in the PAYMENT INFORMATION section of this manual, if payment is not received within 31 days of the original due date, all card usage for that Agency or Institution will be suspended until payment is received.

REPORTS
The Bank of America Visa Purchasing Card offers a comprehensive series of analytical, activity and summary reporting options including standard paper reports and three electronic reporting options.

All reporting options have the capability of providing:
1. Detailed cardholder transactions
2. Detailed transactions per Agency or Institution
3. Detailed transactions paperwork unit within Agency or Institution
4. Itemized purchases made by type of vendor based on MCC code
5. Itemized purchases made by minority and/or small business, when available and provided by Visa with the transaction authorization.
6. Lost or stolen card information (any card that has been reported lost or stolen will be reported closed at month end on the Cardholder Listing Report)

Standard Paper Reports
Supplier Management Reports - These reports allow the Agency or Institution to monitor the number and amount of purchases made with specific suppliers. This ensures that your cardholders are using approved vendors and arms the State with compelling data to negotiate volume discounts with these suppliers.

Accounting Reports - These reports were designed to meet the Agency's or Institution's internal reporting needs by providing cardholder transaction data. Information can be provided in detail or summary form and can be rolled up to higher reporting units and finally to the corporate reporting level. Reports are available on a cycle, monthly, annual, or fiscal year end. In addition, sales tax reporting, and reporting on minority/women owned businesses and 1099 supplier spending is available.
Control and Audit - Spending analysis reports are designed to support control of the entire purchasing program and they allow review of individual cardholder spending by category. These reports contain detail on up to nine spending categories based on Merchant Category Code groupings defined by the Agency or Institution. The names for the nine spending category headings are custom defined as well. Category 10 is defined as "all other." Debits and credits are tracked separately, and the Agency or Institution may change or create a new category upon request. In addition, sales tax reports can be used to identify occasions when sales tax has not been collected or when use tax is owed.

Exception Reports - The Agency or Institution can define a maximum spending limit and a percentage of spending limit parameter for each of the nine spending categories. Cardholder transactions that violate either of these parameters will appear on the exception reports. The Agency or Institution can also receive a report which can be used to review cardholder accounts that are over a certain percentage (defined by the Agency or Institution) of their credit limits, have zero balances for a certain number of months, or are inactive for a number of months. Furthermore, the Agency or Institution can define and review cardholder activity, which takes place in exception Merchant Category Code categories defined by the Agency or Institution.

Program Administration - The timely access to a variety of data is necessary to help the Agency or Institution effectively manage its Purchasing Card Program. Administrative reports have been developed to provide listings of cardholders, hierarchical configurations, and details about account limits. These reports enable overall account maintenance to occur more easily.

Bank of America InfoSpan Reporting

For those Agencies or Institutions which desire a desktop solution to reporting, Bank of America offers the InfoSpan reporting. This windows-based software reporting package was developed with the assistance of purchasing, accounting, audit, and tax managers.

Utilizing a mainframe or PC, an Agency or Institution may dial into Bank of America during a specified window of time to retrieve the file. Alternatively, Bank of America could send the file directly to a mainframe or specified VAN. The Agency or Institution will load this file into the Bank of America InfoSpan software residing on its PC. With this software, the Agency or Institution can tailor the data into reports that meet its specific internal reporting needs and frequency requirements. In addition, standard reports available through the software include:

Supplier Management - explanation of this type of report may be seen under Standard Paper Reports section.

Program Administration - explanation of this type of report may be seen under Standard Paper Reports section.

Exception Conditions - explanation of this type of report may be seen under Standard Paper Reports section.

Tax Accounting - The Tax Accounting report category provides sales tax and use tax assessments at both a summary and a detailed transaction level for a client-specified period of time.

Cost Allocation - This report category is designed to assist the Agency or Institution in assigning charges made on Purchasing Cards to the proper general ledger accounts for reconciliation. The Cost Allocation report functionality provides table-based rules for assigning cost allocation codes on a transaction by transaction basis, and a facility for the on-line user to review and over-ride system-assigned codes for individual transactions. The InfoSpan software can have an editing and mapping function which will allow the Agency or Institution to allocate and upload transactions to accounting systems utilizing the 22 digit account code, the merchant category code or the 16 digit alphanumeric unique purchase identifier code. The Agency or Institution will also be able to use this file to distribute reports through the mail, LAN, or WAN, to cardholders who can validate and reconcile the transactions before they are entered into the Agency’s or Institution’s accounts systems.
Bank of America InfoSpan Reporting has the following additional functionality:

1. Up to 7 hierarchical levels for reporting
2. On-line access to view and edit reporting database
3. Batch reporting allows for selection and scheduling of standard reports
4. Format options include tabular data view and graphs suitable for selection and scheduling of standard reports.
5. Print capability
6. Preferred supplier database
7. Detailed sales tax, European value added tax (VAT), and Canadian GST and PST reporting
8. 1099 and minority reporting
9. Data on top suppliers by spending category
10. Interface to standard software such as Microsoft Word, Microsoft Excel or Lotus 1-2-3 for additional customized reporting.

Electronic Data Interchange (EDI)
For those entities which prefer to communicate via EDI formatted records and wish to customize the reporting information to meet their specific reporting needs, Bank of America also makes available daily an 811 formatted EDI transaction record file which contains transactions detail of those purchases made. The Agency or Institution can elect for this file to be generated on a daily, weekly, monthly, or at cycle frequency. Utilizing its mainframe or PC, the Agency or Institution may dial into Bank of America during a specified window of time to retrieve the file. Alternatively, Bank of America could send the file directly to a mainframe or specified VAN.

Again, an Agency or Institution can use this file to build its own reports and then distribute those reports internally through the mail, LAN, WAN, to cardholders who can validate and reconcile their transactions before they are entered into the accounting system.

Statement Billing File
For those entities which have internal systems resources available and wish to customize the reporting information to meet their specific reporting needs, Bank of America makes available an EBCDIC file which contains transactions detail. An Agency or Institution can elect for this file to be generated on a daily, weekly, monthly, or at cycle frequency. Utilizing a mainframe or PC, the Agency or Institution may dial into Bank of America during a specific window of time to retrieve the file. Alternatively, Bank of America could send the file directly to a mainframe or specified VAN.

Again, an Agency or Institution can use this file to build its own reports and then distribute those reports internally through the mail, LAN, WAN, to cardholders who can validate and reconcile their transactions. The file can then be used to allocate and upload Purchasing Card activity directly to the Agency's or Institution's accounting systems utilizing the 22 digit account code, Merchant Category Code, and/or the 16 digit unique purchase identifier code.

Electronic File Hardware/Software/Communication Requirements:

A) Statement Billing File - For bisync communications, Bank of America supports 2780, or 3780 protocol, as well as SNA communications. Modem options include Bell 201C 2400 baud or Bell 208-b 4800 baud or 9600 V.32 Hayes compatible.

If utilizing a PC, the Agency or Institution will need an IBM compatible PC, a Hayes compatible modem (2400-9600) and a communication package (e.g. Procomm Plus).
B) Electronic Data Interchange (EDI) - The Agency or Institution must have access to a translator and platform which is EDI capable. For bisync communications, Bank of America supports 2780, or 3780 protocol, as well as SNA communications. Modem options include Bell 201C 2400 baud or Bell 208-b 4800 Baud or 9600 V.32 Hayes compatible.

If utilizing a PC, the Agency or Institution will need an IBM compatible PC, a Hayes compatible modem (2400-9600) and a communication package (e.g. Procomm Plus).

C) Bank of America Visa InfoSpan Software.

The following is the minimum hardware and software configuration for optimum performance:

**Hardware:**
IBM compatible PC, 486/66 MHZ Processor-Pentium recommended, 32 Mb RAM, 100 MB of free hard drive space for InfoSpan, 3.5" Disk Drive, C-D ROM, 28.8 modem, standard mechanism for backing up data and software.

Future hard drive space should be based on 25,000 card transaction per 50MB of hard drive space.

**Software:**
DOS version 6.1 or better, MS Windows 95 or Windows NT, MS Office version 4.2 or better (if interface to EXCEL and WORD is desired).

**CUSTOMER SERVICE**
One Credit/Customer Service team leader and two Commercial Card customer service representatives will be assigned to each Agency or Institution. These representatives will be the daily contact persons for the Agency’s or Institution’s PPC and will be responsible for the ongoing maintenance of the cardholder database entry and customer service issues. One of these two representatives will be the primary contact and the other will serve as back up. These representatives will be available 8:00 AM - 6:00 PM EST Monday - Friday. Bank of America will provide an updated listing of each Agency’s or Institution’s representatives on a quarterly basis.

**SINGLE PURCHASE LIMITS**
Bank of America will provide during the transaction verification process a means of limiting the cardholder’s purchases. Agencies and Institutions may allow single purchase limits up to $5,000.

**Required Authorization Controls,** Bank of America will provide the below listed purchase control limitations for each cardholder:
1. Single purchase dollar limit
2. Number of transactions per day, month, and cycle
3. Amount of dollars spent per day, month, and cycle
4. Merchant type (MCC)
   - include or exclude
   - number of transactions
   - dollars spent per day
   - single purchase dollar limit

**TRANSACTION AUTHORIZATION**
Bank of America will adhere to the authorization procedures established itself or the Visa Network. Transactions exceeding the purchase limits identified in the Required Authorization Controls Section shall be denied at the point-of-sale. Bank of America provides authorization support 24 hours a day, every day of the year.
CASH ADVANCES
The Bank of America Visa State Purchasing Card shall not be used by any cardholder for cash advances. Cash advances from banks and automated teller machines are prohibited under the Purchasing Card Program.

RELEASE OF INFORMATION
Bank of America may not release, sell or make available to any third party the names, addresses or any other cardholder information, except as otherwise specifically provided in the contract.

FRAUD PROTECTION
In addition to the cardholder controls, a system for the early detection of fraudulent activity is also used. Bank of America utilizes the Falcon Neural Detection System developed by HNC. The system analyzes several factors including:

- city and state of the cardholder
- types and locations of suppliers the cardholder typically purchases from
- historical spending patterns of the cardholder

In the event there is a deviation from the norm, the account is systematically sent to a queue and reviewed by a fraud analyst.

MISUSE PROTECTION
When the employee whose name appears on the card uses the card outside the Agency's or Institution's established guidelines, it is not considered fraud, but rather misuse. Bank of America will provide corporate liability protection for employee misuse up to $15,000 under Visa's Liability Protection Coverage; however, certain conditions apply. The principal condition is that the employee has been terminated and Bank of America is notified of the termination within two days of its occurrence. Bank of America will rely on and shall be protected in acting on issuance requests or other requests or instructions which the bank believes to be genuine and to have been signed by a State of Georgia Purchasing Card Coordinator.

LIABILITY FOR PURCHASES MADE WITH LOST OR STOLEN CARDS
The State incurs $0.00 liability for purchases made with cards that are lost or stolen. Bank of America assumes this responsibility. It is each cardholders responsibility acting on behalf of the State to report lost or stolen cards to Bank of America as soon as they are discovered missing.

PROJECT MANAGEMENT
Bank of America will assign project management responsibilities for implementation, administration, supervision, and coordination of the contract to a dedicated, full-time staff member who shall be readily accessible to all PPCs. Bank of America will also assign a dedicated point of contact to handle disputes, finance, and administration for each participating Agency or Institution.

VENDOR RECRUITMENT
Bank of America and First Data Corp., which is the largest merchant acquirer in the U.S. will utilize a partner marketing approach with the State of Georgia in the development of a marketing plan to encourage Purchasing Card acceptance among key suppliers. (Note: Any supplier that currently accepts Visa can accept the Bank of America Purchasing Card.) First Data Corp. will solicit, set-up, service, and support these suppliers in accepting Bank of America Visa Purchasing Card transactions.
AGENCY AND INSTITUTION RESPONSIBILITIES

GENERAL PROCESS DESCRIPTION
Interested Agencies and Institutions should contact the State Purchasing Card Program Manager to engage use of this contract. Each Agency and Institution is responsible for establishing its own internal procedures for use of this contract. All Agency and Institution procedures must be within the scope of the terms and conditions of this contract. At a minimum, the internal procedures should address the following issues:

1. Designate an Agency or Institution Program Coordinator, Electronic Contact, and Settlement Contact.

2. Define role of the PPC and ensure that all cardholders and approving officials realize a liaison to the contractor exists within their Agency or Institution and that frequent calls to the contractor made at the cardholder level are unnecessary and undesirable.

3. Develop coordination procedures between the PPC, Electronic and Settlement Contacts. Each contact’s functions and responsibilities as they relate to the contract should be delineated.

4. Establish the responsible office(s) for determining qualified cardholders, granting delegations of authority, spending limits and authorization activity codes. Determine who will approve changes to cardholder purchase limits and other exceptions.

5. Establish coordination procedures between cardholders, their approving officials and the finance office.

6. Determine reporting hierarchy, what form of media will be used for reports, type and frequency of reports; formulate procedures outlining use of the chosen media.

7. Determine what form of media will be used for receipt of invoices and payment option; formulate Procedures outlining use of the chosen media.

8. Complete all contact forms for Bank of America designating all persons within each Agency or Institution that will be involved with the Purchasing Card Program. This includes PPC, Electronic Contact, Settlement Contact, and approving officials.

9. Establish purchase procedures, including telephone, fax and computer orders. The content of, and the retention of, accountable documentation for each purchase must be addressed.

10. Formulate resolution and disciplinary procedures for situations involving improper usage of the card.

11. Establish payment procedures, including attention to statement reconciliation at the cardholder and approving official levels and subsequent involvement by the Settlement Contact.

12. Establish billing discrepancy procedures.

13. Establish security measures for the cards in order to prevent unauthorized use and to limit the potential for fraud.

14. Establish procedures to be followed in the event of lost or stolen cards, the termination or transfer of an employee who is a cardholder, and other such situations that may arise.

15. Establish procedures for the retaining of accountable documentation for a period of no less than three years.
The Agency or Institution must identify cardholders, approving officials, PPC, Electronic Contact, and Settlement Contact. The PPC will serve as the Agency's or Institution's primary liaison to Bank of America and DOAS.

Account set up forms must be completed by each Agency and Institution. In establishing each cardholder's purchase limits, Agencies and Institutions are cautioned to impose realistic spending limits. The established limits should reflect actual spending history and budgetary trends.

All transactions made must be within each cardholder's purchase limits and an accountable document must be retained for each purchase.

When the cardholder or appropriate level of reconciliation receives the monthly memo statement, it must be reviewed and reconciled against the accountable documents retained from each transaction. The reconciliation process should be completed within the time frame required in the Agency's or Institution's internal procedures in order to provide sufficient time to allow for subsequent approving official review and payment by the settlement office within the time constraints established. The statement should then be sent to the approving official accompanied by sales draft copies or other accountable documentation in accordance with the Agency's or Institution's internal procedures.

Procedures should be in place in the event that a cardholder or appropriate level of reconciliation will not be available to reconcile and forward the monthly memo statement because of leave or travel. This will ensure that an Agency's or Institution's account standing does not become past due.

The approving officials must then review each of their cardholder's statements and verify that all transactions were in the interest of the State Government and that purchases were made in accordance with internal procedures and State requirements. The approving official then forwards the necessary information according to Agency or Institution procedures to the Settlement Contact for reconciliation of the Official Invoice. If the approving official does not receive all of the cardholder's statements, it should be the approving official's responsibility to contact the cardholder and have the statement furnished at once.

The Settlement Contact must make sure funds are available for payment on the due date.

If a cardholder becomes aware that his/her card has been lost or stolen, he/she must immediately inform the PPC and Bank of America. A replacement card will be made available per contract requirements.

If a cardholder or appropriate level of reconciliation thinks a transaction listed on the monthly memo statement is incorrect, a completed Purchasing Card Dispute Form must be sent to Bank of America. Bank of America will immediately credit the purchase until resolution procedures show whether or not the purchase should be paid for by the State.

Due to the variance in definitions of small and minority businesses, accurate data by the State's definition cannot be obtained from Visa. If this information is required by the Agency or Institution it will be the responsibility of that Agency or Institution to develop procedures for tracking this data. State Purchasing will continue to track small and minority purchases as provided for in OCGA.

The purchasing card may be used to purchase small value services under $5,000 provided that each agency or institution follows all federal laws applicable to the reporting of spending with 1099 vendors. InfoSpan reporting software allows for the tracking of Purchasing Card spending with 1099 vendors. This data would have to be merged with accounts payable data to determine the applicability of 1099 reporting to the IRS. It is the responsibility of any agency or institution wishing to use the State of Georgia Visa Purchasing Card for the purchase of services under $5,000 to put into place procedures to comply with any federal tax laws regarding 1099 reporting. Please consult your Agency's or Institution's tax department for 1099 reporting requirements.

The State of Georgia Bank of America Purchasing Card may be used to procure items from statewide, state agency, and agency contracts.
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PURCHASING CARD LOST/STOLEN REPORT

GENERAL INFORMATION

Account #

Name

Division

Phone Number       SS#

DESCRIPTION OF INCIDENT (date, merchant name and amount of last authorized purchase)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

AUTHORIZATION FOR CARD REPLACEMENT

Cardholder Signature       Date

DTAE Director of Purchasing Date

INTERNAL USE ONLY

Received By       Date

Status of Card

Replacement Card Ordered
STATE OF GEORGIA
DEPARTMENT OF REVENUE
SALES AND USE TAX CERTIFICATE OF EXEMPTION
GEORGIA PURCHASER OR DEALER
EFFECTIVE JULY 1, 2000

To:

(SUPPLIER) (DATE)

ENDORSEMENTS

THE UNDERSIGNED HEREBY CERTIFIES that all tangible personal property purchased or leased after this date will be for the purpose indicated below, unless otherwise specified on a particular order, and that this certificate shall remain in effect until revoked in writing. Any tangible personal property obtained under this certificate of exemption is subject to the sales use tax if it is used or consumed by the purchaser in any manner other than indicated on this certificate.

1. Real, rental or lease only, including ten limited to the purpose for which the goods and other assets were selected.

2. Materials for further processing, manufacture or conversion into articles of tangible personal property for resale which will become a component part of the property for sale, or be used upon or incorporated into the product at any stage of its processing, manufacturing or conversion, and inextricably attached materials used for packaging tangible personal property for shipment or sale. Containers or other packaging materials purchased for resale are not exempt.

3. Machinery used directly in the manufacture of tangible personal property for sale purchased as additional replacement or trade machinery to be placed into an existing plant in this State.

4. Direct Pay Permit authorized under Regulation 560-12-1-.16. The holder of a Direct Pay Permit must pay the 3% Second Motor Fuel Tax to a supplier on purchases of products.

5. For use by Federal Government, any county, municipality, or any public school system of this State, when required by the terms of the purchase agreement or by statute. All equipment purchased for use exclusively outside this State, or delivery of the goods for the sale purpose of removing same to any place where it does not require more than minor repairs by the supplier.

6. Aircraft, watercraft, motor vehicles and other transportation equipment manufactured or assembled, sold and delivered by the manufacturer or assembler for use exclusively outside this State, or delivery of the goods for the sale purpose of removing same to any place where it does not require more than minor repairs by the supplier.

7. Aircraft, watercraft, railroad locomotives and rolling stock, motor vehicles and major components of each, which will be used principally for the purpose for which the goods and other assets were selected.

Technical School
(TYPE OF BUSINESS CHARGED TO BY THE PURCHASER)

Central Georgia Technical College

3300 Macon Tech Drive
Macon, GA 31206

ENDORSEMENTS

By: Suzanne Murnard

The Accountable Person

A supplier is required to have only one certificate of exemption form on file for each purchase buying tax exempt. A supplier must exercise ordinary care to determine that the tangible personal property obtained under this certificate is for the purpose indicated. Suppliers failing to exercise such care will be held liable for the sales tax due on such purchases. For example, a supplier cannot accept a Certificate of Registration number bearing "214" prefix since there are issued to a Contractor which has been deemed to be the consumer and is required to pay the tax at the time of purchase.
**Central Georgia Technical College**

**PURCHASING CARD ACTIVITY LOG**

<table>
<thead>
<tr>
<th>Packing Slip ID</th>
<th>ORDER DATE</th>
<th>VENDOR</th>
<th>CONTACT</th>
<th>PHONE</th>
<th>QUANTITY/DESCRIPTION</th>
<th>COST (REFUND)</th>
<th>FREIGHT AMOUNT</th>
<th>DATE RECEIVED</th>
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</thead>
<tbody>
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</tbody>
</table>

Reminder: All listed purchases on behalf of CGTC must comply with the established procedures for using a purchasing card.

A check (♂) mark indicates item has appeared on statement.

_____________________________  _______________________________
Cardholder Signature and Date  Reviewing Supervisor Signature and Date
Central Georgia Technical College
ACTIVITY LOG PROCEDURES

The Activity Log is the key to managing and controlling the purchase account. All purchases must be recorded on the Activity Log. When the monthly Bank Memo Billing Statement is received, each charge is to be verified with the Activity Log. The employee's immediate supervisor must review the Activity Log, Bank Memo Billing Statement and the Purchasing Card Account Summary. To document this review, the reviewer is to sign and date the Activity Log, Bank Memo Billing Statement and the Purchasing Card Account Summary.

Activity Logs, Bank Memo Billing Statements and the Purchasing Card Account Summary all have the same retention requirements as other accounts payable records, presently five (5) years. The Activity Log must be retained by the employee during the fiscal year and forwarded to the Accounting Department shortly after the end of the fiscal year. The Bank Memo Billing Statement and Purchasing Account Summary along with the matching purchasing receipts should be forwarded to the CGTC Purchasing Technician each month.

Shown below is a sample log

Central Georgia Technical College.
PURCHASING CARD ACTIVITY LOG

Division: Office of Public Library Services/Strategic Planning          Month: April 2002
Cardholder Name: Roger Smith

Reminder: All listed purchases on behalf of CGTC must comply with the established procedures for using a purchasing card.

<table>
<thead>
<tr>
<th>Packing Slip ID</th>
<th>ORDER DATE</th>
<th>VENDOR</th>
<th>CONTACT</th>
<th>PHONE</th>
<th>QUANTITY/DESCRIPTION</th>
<th>COST (REFUND)</th>
<th>FREIGHT AMOUNT</th>
<th>DATE RECEIVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPLS-061-1</td>
<td>2/2/99</td>
<td>Office Depot</td>
<td>Sue Jones</td>
<td>1-800-555-5555</td>
<td>3 Staplers</td>
<td>$15.00</td>
<td>$3.00</td>
<td>2/5/99</td>
</tr>
<tr>
<td>OPLS-061-2</td>
<td>2/3/99</td>
<td>Graphic Control</td>
<td>Andy White</td>
<td>770-555-5555 (Picked-up)</td>
<td>1 Case Chart Paper/234567</td>
<td>$98.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPLS-061-3</td>
<td>1/5/99</td>
<td>Ace Hardware</td>
<td>Frank Johnson</td>
<td>770-444-4444</td>
<td>6 Hammers/169000 (Defective-Ret'd on 2/9/99)</td>
<td>($90.00)</td>
<td></td>
<td>1/5/99</td>
</tr>
</tbody>
</table>
# Bank of America Purchasing Card Cardholder Activity

**Activity Date:** 03-27-02  
**Credit Limit:** $5,000  
**Cash Advance Balance:** $0  
**Available Credit:** $5,000  
**Total Activity:** $3,327.0

---

**Cardholder Activity**

<table>
<thead>
<tr>
<th>Posting Date</th>
<th>Tran Date</th>
<th>Reference Number</th>
<th>Transactions</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-01</td>
<td>03-01</td>
<td>24445742602415680713805</td>
<td>OFFICE DEPOT #1083 800-957-5600 GA</td>
<td>$0.00</td>
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<tr>
<td>03-11</td>
<td>03-07</td>
<td>2439800236618008903070</td>
<td>OFFICE MAX 00000862 MILLEDGEVILLE GA</td>
<td>$12.99</td>
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<td>03-13</td>
<td>03-12</td>
<td>2423243267219897171800048</td>
<td>ACE HARDWARE #4518 MILLEDGEVILLE GA</td>
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<td>2408813827200204040200</td>
<td>LEARNTOSUBNET.COM 455-844-5287 WA</td>
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<tr>
<td>03-20</td>
<td>03-19</td>
<td>24224424678198971000010</td>
<td>OFFICE DEPOT #1083 800-957-5600 GA</td>
<td>$42.81</td>
</tr>
<tr>
<td>03-21</td>
<td>03-19</td>
<td>2444574267842161910412</td>
<td>ACT INC. 6307845320 R</td>
<td>$42.81</td>
</tr>
<tr>
<td>03-22</td>
<td>03-19</td>
<td>2433298269909000000148</td>
<td></td>
<td>$42.81</td>
</tr>
</tbody>
</table>

---

**Customer Service**  
1.888.449.2273, 24 hours  
Outside the U.S.  
1.802.927.4139, 24 hours  
For Lost or Stolen Card:  
1.888.449.2273, 24 hours  
Send Inquiries to:  
BANK OF AMERICA  
PO BOX 62101  
PHOENIX AZ 85072-3101

---

**Account Summary**

<table>
<thead>
<tr>
<th>Previous Balance</th>
<th>Purchases &amp; Other</th>
<th>Cash Advance Fees</th>
<th>Cash Advance Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
<td>+ $3,327.0</td>
<td>$0.00</td>
<td>+ $0.00</td>
</tr>
</tbody>
</table>

---

**Purchasing Card**  
Check box and indicate address change on reverse.

---

**Bank of America**

Cardholder Signature  
Date

Manager Signature  
Date

---

**Central GA Tech Coll**  
2380 MACON TECH DRIVE  
MACON GA 31206-3628

---
**Attachment F**

**Voucher Entry Form**

**Vendor:** Bank of America

**Voucher#**

**Gross Amount:**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
<th>Office Supplies</th>
<th>Acct Code</th>
<th>Sub Cl</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Description</td>
<td>Org</td>
<td>614003</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Description</td>
<td>Dues/Subscriptions</td>
<td>627002</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Description</td>
<td>Registration</td>
<td>627003</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Description</td>
<td>Printing/Media</td>
<td>613002</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Description</td>
<td>Advertising/Promotions</td>
<td>627004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Description</td>
<td>Custodial Supplies</td>
<td>614001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Description</td>
<td>Equip-Non Inv.</td>
<td>616001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Description</td>
<td>Bldg/Maint.</td>
<td>614004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Description</td>
<td>Postage</td>
<td>614009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Description</td>
<td>Instruct. Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

---

Address: 26
Instructions: Your company should first make good-faith efforts to settle a claim or dispute for purchases directly with the merchant. If assistance from Bank of America is required, please complete this form, and mail or fax with required documentation within 60 days of the billing date to:

Card Services Operations
P.O. Box 53142
Phoenix, AZ 85072-3142
Phone (800) 352-4027 Fax (888) 671-6046

Company Name: ___________________________
Account Number: __________________________
Cardholder Name: __________________________

Billing date: __________________________
Transaction date: __________________________
Reference Number: _________________________
Merchant Name: ____________________________
Merchant Location: __________________________
Posted Amount: ____________________________
Disputed Amount: __________________________

***Please check only ONE of the following***

☐ Unauthorized Transaction
I did not authorize, nor did I authorize anyone else to engage in this transaction. No goods or services represent the above charge were received by me or anyone I authorized. The card was in my possession at the time of the transaction.

☐ Charge Amount Does Not Agree With Order Authorizing The Charge
The amount entered on the sales slip was charged from $_______ to $_______ I have enclosed a copy of the unauthorized sales slip.

☐ Merchandise or Services Not Received
I have not received the merchandise or services represented by the above transaction. The expected date of delivery or services was _________. (On your business letterhead, please describe your attempt to resolve this matter with the merchant, the date(s) you contacted them and their response).

☐ Disputed Transaction
I did engage in the above transaction, which I am now disputing. I have contacted the merchant, but I have been unable to return the merchandise and/or I have been unsuccessful in reaching an acceptable resolution with them. (On your business letterhead, please describe your attempt to resolve this matter with the merchant, the date(s) you contacted them and their response).

☐ Defective or Wrong Merchandise
I returned the merchandise on (date) _______ because it was: (please choose one):

☐ defective
☐ wrong size
☐ wrong color
☐ wrong quantity

☐ Recurring Charges After Cancellation
On _______ (date), I notified the above merchant to cancel our monthly/yearly agreement. Since then, my account has been charged ________ time(s). (Please enclose a copy of the merchant's response to confirmation of your cancellation).

☐ Items Charged Already Paid by Other Means
I have already paid for the goods and services represented by the above charge by means other than my card. (We must have a copy of the front and back of the canceled check, money order, cash receipt, credit card statement, or other documentation as proof of purchase/pay. On your business letterhead, please describe your attempt to resolve this matter with the merchant, the date(s) you contacted them and their response).

☐ Credit Appears as a Charge
The enclosed Credit Voucher appeared as a charge on my card account.

☐ Credit From Merchant Not Received
Issued to me by the merchant shown above.

☐ Hotel Reservation Canceled
I did make a reservation with the above hotel which I then canceled on _______ (date) at _______ (time). At that time, I asked for a cancellation number which is _______. (Please check one if applies):

☐ I was not given a cancellation number
☐ I was not told at the time that I made the reservation that my account would be charged for a "No Show"

☐ Double or Multiple Charges
My account has been double charged. The first charge appeared on my _______ (date) billing.

Cardholder's Name (Printed) ____________________________ Cardholder's Signature ____________________________ Date ____________ Phone Number ____________

Fax to 802-597-2980: Commercial Card Services

3/99
II. E. 1. a. Development and Use of Intellectual Property

It is the policy of the College that its faculty, staff, and students carry out their work in an open and free atmosphere that encourages publication and creation of intellectual works and other products without constraint but consistent with applicable laws and College policy. Accordingly College Policy governing ownership of intellectual property created at the direction of the College, for the use of the College, or if made through exceptional use of College resources is that ownership will reside with the College, whether a member of the faculty, a member of the staff, or a student, unless: at the time when the work originates, the President, Vice President of Instruction and the faculty, staff and/or student creator determine ownership and negotiate a written agreement concerning that property. These determinations will be made on a case-by-case basis. Exceptional Use of College Resources is defined as the provision of resources or support by the College for the creation of a work that is of a degree or nature not routinely made available to students or in addition to faculty/staff normal responsibilities and access.
II. C. 1. a. Central Georgia Technical College
Maintenance

Maintenance/Custodial Work Requests

Requests for maintenance and custodial work should be routed through an employee's supervisor, and then through appropriate budget authority personnel. A maintenance request form is located on the Central Georgia Technical College intranet. Requests will be prioritized and completed as soon as possible according to staff available. The following circumstances should be considered when requesting services:

1. Maintenance and custodial personnel should not be approached directly unless the following conditions are present:
   - The request is for services which are not being completed but that should be part of the everyday maintenance/custodial functions for the area affected, or the routine maintenance/custodial functions are not being performed satisfactorily.
   - A situation is present that could possibly endanger staff or students. In this case, please advise the Maintenance Supervisor or Assistant Vice President for Facilities and Ancillary Services immediately.

2. For any other situation, please complete the form as described above.

Housekeeping

Learning Environment/Housekeeping

An attractive, neat and uncluttered department facilitates learning. Good housekeeping practices should be an integral part of each program. Students are required to participate in clean-up as a part of their regular assignments.

Instructors should establish a written plan for daily clean-up. The plan should include all tasks that are required to maintain a clean, uncluttered department. The tasks should be evenly divided among students, with a rotation of students through each task.

Adequate, but not excessive, time should be scheduled for the performance of clean-up duties. Instructors should ensure that all clean-up duties have been performed; all tools, equipment and supplies are in the proper place; and the area is clean. No student should be allowed to leave for the day until dismissed by the instructor.

Instructors should see that their areas are properly secured before leaving school. This includes turning off lights and equipment and locking the doors.
In order that Central Georgia Technical College's building equipment operates at its best commensurate with its quality and age, one maintenance supervisor, one senior maintenance mechanic, one maintenance mechanic, and two maintenance helpers are assigned to maintain and repair the equipment.

Preventive maintenance is performed on a regular basis with items being checked daily, monthly, quarterly, semi-annually, and annually. The frequency of inspection depends on variable factors, such as weather, time of year, cost of repair/replacement, etc.

Equipment is to be checked daily for proper operation. Equipment is to be checked for: leakage, worn parts, drive belts, faulty electrical equipment, loss of power, etc.

Equipment will be refurbished when needed by cleaning, draining and replacing operating fluids and gases, lubricating moving parts such as bearings and drive pulleys, and replacing worn and bad parts.

When an item of equipment fails or otherwise goes out of service, the Supervisor of Maintenance will assess the situation and make the decision for repair or replacement. If the failure can be repaired by the supervisor or helper, a purchase order for parts, if approved by the Vice President for Administrative Services, will be obtained form the business office. If the failure cannot be fixed by the supervisor or helper, contracts with the necessary source of expertise and equipment to effect the repair or replacement are solicited. Depending on the cost of the repair or replacement, a quotation or a bid is required from three suppliers or contractors.

The supplier or contractor with the lowest bid will be awarded the contract to make the repair or replacement. A short-term warranty is solicited in the event of immediate failure after the equipment is returned to service.

Maintenance and repair of the buildings and building equipment is effected by request forms with approval from the President and the Vice President of Administration that are given to the Supervisor or Maintenance.

Deferred maintenance is only used when work cannot be performed because of students using the building and/or when non-budgeted funds are needed.

Central Georgia Technical College's vehicles are to be kept in good working condition. When a problem occurs with vehicle the Supervisor of Maintenance is to be advised so that the problem (such as oil change, filter, tune-up, etc.) can be taken care of.

Central Georgia Technical College's Supervisor of Maintenance will also be over all day and night custodial personnel. He will assign one Head Custodian for day and night.
Central Georgia Technical College

Routine Maintenance and Preventive Maintenance
(Daily)

1. Centrovac Water Chiller
   (1) Check for proper functioning
   (2) Gauges inspected visually
   (3) Monitor temperature of chiller
        (Several times a day when on)
   (4) Check for water or Freon leaks

2. Air compressor Systems
   (1) Check for proper operation
   (2) Drain tank

3. Domestic Hot Water Boilers
   (1) Check for proper operation
   (2) Check temperature

4. Hot Water Boilers
   (1) Check for proper operation when on
   (2) Check temperature several times a day when on
   (3) Check all controls visually
   (4) Open blow down on low water cut-off to flush

5. Air Handler Units
   (1) Check for proper functioning

6. Cooling Tower
   (1) Check water level
   (2) Check for proper operation

7. Lights and Doors
   (1) Check to make sure lights and doors are in proper working order
   (2) Open some outside doors
H. Building “H” - (2) York Chiller

(1) Check daily operation of chiller through computer in maintenance office

1. Request Forms

   (1) Complete all requests
   (2) Emergency requests are handled verbally and immediately

10. Restrooms

   (1) Check and repair any drain stoppage
   (2) Check for leaks and proper operation (visually)

11. Pumps

   (1) Check for proper operation
   (2) Check for leaks

12. Landscaping and Grounds

   (1) Maintenance with outside contractor
   (2) Trash cans emptied daily by custodian
Central Georgia Technical College

Preventive Maintenance
(Monthly)

1. Cooling Tower
   (1) Lubricate pump bearings
   (2) Oil fan motor

2. Domestic Hot Water Boilers
   (1) Lubricate water circulator pumps
   (2) Visually inspect for leaks
   (3) Check controls

3. Air Compressors
   (1) Check belts
   (2) Check proper operation

4. Air Handler Units
   (1) Check and change roller filters if needed
   (2) Check operation

5. Air Conditioning in Computer Room, Bldg. “B"
   (1) Check operation
   (2) Check belt
   (3) Check filters

F. Emergency Battery Power Lights
   (1) Inspect monthly
   (2) Service as required

7. Fire Extinguishers
   (1) Check visually
   (2) Have recharged when needed

8. Parking Lot Lights
(1) Inspect  
(2) Call Georgia Power when needed to fix  
   (Lights belong to Georgia Power)

1. Outside Lights Under Breezeways and/or Sides of Buildings  
   (1) Inspect  
   (2) Maintenance as needed

10. Exit Lights  
    (1) Inspect  
    (2) Maintenance as needed

11. Elevators  
    (1) Inspect  
    (2) Service monthly  
    (3) By outside contractor, check with maintenance supervisor

12. Outside Sprinkler  
    (1) Inspect  
    (2) Make repairs if needed

13. Lighting Inside  
    (1) Inspect for burned out lights or ballasts  
    (2) Repair if needed

14. Eye Wash Stations  
    (1) Inspect  
    (2) Maintenance as needed

15. Water Treatment for Boilers and Chillers  
    (1) Test monthly  
    (2) By Anderson Chemical Company
Central Georgia Technical College

Preventive Maintenance
(Quarterly)

1. Fire Sprinkler System
   (1) Test for ability to activate fire alarm system conducted by Maintenance Supervisor

2. Fire Alarm System and Drills
   (1) Test by Maintenance Supervisor
   (2) Logs are kept by the Vice President of Administrative Services

3. Air Handler Units
   (1) Change roll filter (quarterly and as needed)
   (2) Check drive belts
   (3) Lubricate bearings

4. Roof Top Vent Fans
   (1) Inspect
   (2) Change belt if needed

5. Air Compressors
   (1) Change oil
   (2) Drain tank
   (3) Change belts if needed
Preventive Maintenance
(Annually)

A. Trane Chillers - Building B, York Chillers - Building H
   (1) Inspect and service annually such as change oil, filter, clean oil sum, clean condenser, and evaporative tubes. Check all controls by outside contractor. File is kept in Maintenance Office. This is usually right before spring.

2. Boilers - Building B & Building H
   (1) Service fire side of boiler
   (2) Open water side of boiler and wash clean
   (3) Boiler controls safety tested
   (4) Service by outside contractor (see file in Maintenance Office)
       This will be done before heating season

3. Fire Sprinkler System
   (1) Service by outside contractor
   (2) Repair as needed

D. Sump Pump in Elevator Sump
   (1) Inspected annually
   (2) Repair as needed

5. Exhaust System in Welding and Automotive
   (1) Clean and inspect
   (2) Grease Motor
   (3) Inspect belt to see if loose or worn

6. Pneumatic Controls
   (1) Calibrate controls
   (2) Repair or replace when needed

7. All Unit Ventilators
   (1) Clear
   (2) Inspect proper operation

H. Fan Coil Heaters
   (1) Clean and service
(2) Repair as needed

1. Infra-red Heater
   (1) Clean and test
   (2) Repair as needed

10. Electrical Panels
    (1) Inspect
    (2) Check for loose connections

11. Plumbing, Hot Water Tanks, Buildings B, G, H, Milledgeville Campus
    (1) Drain annually
    (2) Lubricate circulating pumps

12. Drain, Waste, and Vent
    (1) Maintain as necessary

13. All Other Plumbing Problems
    (1) Maintain as necessary

N. Dust Collectors, Auto Body
    (1) Service and Clean Filters

---

Full-Time Custodial Duties
Macon Campus

<table>
<thead>
<tr>
<th>Name</th>
<th>Hours</th>
<th>Duties</th>
</tr>
</thead>
</table>


<table>
<thead>
<tr>
<th>Name</th>
<th>Position #</th>
<th>Start Time</th>
<th>End Time</th>
<th>Lunch Time</th>
<th>Area of Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christine Daniels</td>
<td>#87</td>
<td>6:30</td>
<td>3:00</td>
<td>1:00 - 2:00 Lunch</td>
<td>1st Floor &amp; 2nd Floor - A Bldg, Business Office, Prep Room, Hallway, Restrooms. (Sweep, vacuum, mop, dustmop, clean windows, pull trash, etc.)</td>
</tr>
<tr>
<td>Deborah Denmark</td>
<td>#93</td>
<td>7:00</td>
<td>4:00</td>
<td>10:00 - 10:15 Break 1:00 - 2:00 Lunch 2:00 - 2:15 Break</td>
<td>3rd Floor &amp; 4th Floor - A Bldg, Information Center, Restrooms, Hallway, F Wing, (Sweep, dust, mop, clean windows, stairway, pull trash, etc.)</td>
</tr>
<tr>
<td>Audrey King</td>
<td>#90</td>
<td>7:00</td>
<td>4:00</td>
<td>10:00 - 10:15 Break 12:00 - 1:00 Lunch 2:00 - 2:15 Break</td>
<td>Elevator, Stairway, Faculty Lounge, Auditorium, Restroom, Office, Conference Room, 1st Floor - H Bldg. (Sweep, mop, clean windows, pull trash vacuum etc.)</td>
</tr>
<tr>
<td>Johnny Slocumb</td>
<td>#88</td>
<td>7:00</td>
<td>4:00</td>
<td>10:00 - 10:15 Break 12:00 - 1:00 Lunch 2:00 - 2:15 Break</td>
<td>H-Bldg. Conference Room, Classrooms, Labs, Offices, Hospital, Stairway, Restrooms, Snack Bar (Sweep, vacuum, dust, dustmop, mop, pull trash, etc.)</td>
</tr>
<tr>
<td>Johnnie Mae Crocker</td>
<td>#89</td>
<td>7:00</td>
<td>4:00</td>
<td>10:00 - 10:15 Break 1:00 - 2:00 Lunch 2:00 - 2:15 Break</td>
<td>Cosmetology, Barbering, Childcare, Restrooms (Sweep, mop, dustmop, pull trash, clean windows, stairway, etc.)</td>
</tr>
<tr>
<td>Wilburn Andrews</td>
<td>#85</td>
<td>2:30</td>
<td>10:00 M - Th 2:30 - 10:30 F 30 min. Lunch 7:00 - 11:00 S</td>
<td>Childcare, Restrooms, E &amp; F Wing, Restrooms, One Stop Service, pull all trash</td>
<td></td>
</tr>
<tr>
<td>Raymond Jones</td>
<td>#86</td>
<td>7:00</td>
<td>4:00</td>
<td>10:00 - 10:15 Break 12:00 - 1:00 Lunch 2:00 - 2:15 Break</td>
<td>C &amp; D Wings, Big Hallway, Restrooms, Right side of small hall, Breezeways, Pull big trash (dust, dustmop, vacuum, pull trash, clean windows, etc.)</td>
</tr>
<tr>
<td>Marty Stupack</td>
<td>#92</td>
<td>7:00</td>
<td>4:00</td>
<td>10:00 - 10:15 Break 12:00 - 1:00 Lunch 2:00 - 2:15 Break</td>
<td>E &amp; F Wings, Breezeways, Restrooms, Left side of small hall and mop small hallway, Pull big trash (sweep, dust, dustmop, vacuum, pull trash, clean windows, etc.)</td>
</tr>
</tbody>
</table>

**Part-Time Custodial Duties**

**Macon Campus**
<table>
<thead>
<tr>
<th>Name</th>
<th>Hours</th>
<th>Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rorary Warren</td>
<td>Mon - Thurs</td>
<td>H Bldg. 1st &amp; 2nd floor, Restrooms, Hallway, Stairway, Classrooms, Snack Bar (sweep, dust, mop, pull trash, vacuum, clean windows, set up if needed, etc.)</td>
</tr>
<tr>
<td></td>
<td>5:00 - 9:00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7:00 - 7:15 Break</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mon - Thurs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5:00 - 9:00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7:00 - 7:15 Break</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>McKeyva Jones</td>
<td>Mon - Fri</td>
<td>A Bldg. 1st &amp; 2nd floor, Restrooms, Office, Classrooms (sweep, vacuum, dustmop, mop, clean windows, pull trash, etc.)</td>
</tr>
<tr>
<td></td>
<td>5:00 - 10:00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7:00 - 7:15 Break</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percy Hill</td>
<td>Mon &amp; Fri</td>
<td>H Bldg., 3rd &amp; 4th floor A Bldg., Restrooms (sweep, mop, dustmop, vacuum, clean windows, pull trash, etc.)</td>
</tr>
<tr>
<td></td>
<td>5:30 - 11:30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7:00 - 7:15 Break</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8:00 - 12:00 Sat</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Terry Adair</td>
<td>Tues - Fri</td>
<td>A Bldg. 3rd &amp; 4th floor, Restrooms (vacuum, clean windows, pull trash, sweep, mop, dustmop, etc.)</td>
</tr>
<tr>
<td></td>
<td>5:30 - 11:30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7:00 - 7:15 Break</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charles Tharpe</td>
<td>5:00 - 11:00</td>
<td>Snack Bar, Restrooms, Big Hallway, Cosmetology, East wing stairway, C Wing restroom, Small hall - B Bldg. (Sweep, dustmop, mop, pull trash, etc.)</td>
</tr>
<tr>
<td></td>
<td>7:00 - 7:15 Break</td>
<td></td>
</tr>
</tbody>
</table>

**Custodial Duties**  
**Milledgeville Campus**

<table>
<thead>
<tr>
<th>Name</th>
<th>Hours</th>
<th>Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>----------------</td>
<td>-----------------------------------------------------------------</td>
</tr>
<tr>
<td>Sharon Lee</td>
<td>Full-Time Pos. #160 Custodian</td>
<td>7:00 - 4:00 1 hour Lunch Bathrooms, Cosmetology and Nursing, Teachers Lounge, clean doors &amp; windows, pull trash, clean front office, dust/damp mop Cosmetology and Nursing wing, window seals, etc.</td>
</tr>
<tr>
<td>Vacant</td>
<td>Full-Time Pos. #161 Custodian</td>
<td>7:30 - 4:00 30 min. Lunch Bathrooms, Bus. &amp; Ind. Wing, Student lounge, dust &amp; damp mop, pull trash, vacuum B-Wing classrooms, dust and damp mop B-Wing classes and Ind. Wing doorways, windows and seals, etc.</td>
</tr>
<tr>
<td>Part-time</td>
<td>Custodian</td>
<td>6:00 - 11:00 p.m. Bathrooms - Cosmetology and Nursing side of Bldg., dry and damp mop A-Hall classrooms, Nursing lab, pull trash in all rooms, touch up floors, teachers lounge.</td>
</tr>
<tr>
<td>Part-time</td>
<td>Custodian</td>
<td>7:00 - 11:00 p.m. Bathrooms - Bus. &amp; Ind. Side of Bldg., dry and damp mop student lounge - B-wing classrooms, vacuum B-Hall classrooms wipe down tables, touch up floors, dry and damp mop Ind. wing.</td>
</tr>
</tbody>
</table>

Central Georgia Technical College Square Footage of Buildings

<table>
<thead>
<tr>
<th>Building</th>
<th>Square Footage</th>
<th>Year Building Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building A</td>
<td>31,800</td>
<td>1976</td>
</tr>
<tr>
<td>Building/Location</td>
<td>Square Footage</td>
<td>Date/Information</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>----------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Building B</td>
<td>31,300</td>
<td>1976</td>
</tr>
<tr>
<td>Building C</td>
<td>19,300</td>
<td>1976</td>
</tr>
<tr>
<td>Building C Addition</td>
<td>3,000</td>
<td>October, 1977</td>
</tr>
<tr>
<td>Building D</td>
<td>13,900</td>
<td>1976</td>
</tr>
<tr>
<td>Building D Addition</td>
<td>3,000</td>
<td>October, 1977</td>
</tr>
<tr>
<td>Building E</td>
<td>13,900</td>
<td>1976</td>
</tr>
<tr>
<td>Building E Hanger</td>
<td>4,800</td>
<td>October, 1995</td>
</tr>
<tr>
<td>Building F</td>
<td>18,100</td>
<td>1979</td>
</tr>
<tr>
<td>Building G</td>
<td>3,700</td>
<td>1979</td>
</tr>
<tr>
<td>Building H</td>
<td>51,379</td>
<td>October, 1995</td>
</tr>
<tr>
<td>Building I Trailers (3)</td>
<td>4,140</td>
<td>September, 1998</td>
</tr>
<tr>
<td>Information Center</td>
<td>325</td>
<td>1997</td>
</tr>
<tr>
<td>Warehouse</td>
<td>3,000</td>
<td>1979</td>
</tr>
<tr>
<td>Warehouse Add-On</td>
<td>2,000</td>
<td>1997</td>
</tr>
<tr>
<td>Brick Storage House</td>
<td>400</td>
<td>1980</td>
</tr>
<tr>
<td>Milledgeville Campus</td>
<td>52,000</td>
<td>October, 1997</td>
</tr>
<tr>
<td>Milledgeville Trailer</td>
<td>1,440</td>
<td>January, 1999</td>
</tr>
<tr>
<td>Milledgeville Trailer Bookstore</td>
<td>1,440</td>
<td>September, 2001</td>
</tr>
<tr>
<td>Milledgeville Office Building</td>
<td>575</td>
<td>1992</td>
</tr>
<tr>
<td>Security Building</td>
<td>168</td>
<td>1999</td>
</tr>
<tr>
<td>Adult Learning Center</td>
<td>10,000</td>
<td>2002 (LEASE)</td>
</tr>
</tbody>
</table>

**The Macon CGTC Campus has 64 Acres**

**The Milledgeville CGTC Campus has 69.621 Acres**

<table>
<thead>
<tr>
<th>Macon Campus Covered Walkways</th>
<th>Square Footage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walkway between F &amp; G</td>
<td>2,800</td>
</tr>
<tr>
<td>Walkway between F &amp; B</td>
<td>1,600</td>
</tr>
<tr>
<td>Walkway between C &amp; D</td>
<td>4,300</td>
</tr>
</tbody>
</table>

Central Georgia Technical College
Parking Spaces – Macon Campus
<table>
<thead>
<tr>
<th>Location</th>
<th>Spaces Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front of Building A</td>
<td>8 Regular Spaces, 1 Handicap Space</td>
</tr>
<tr>
<td>Information Center</td>
<td>12 Regular Spaces, 1 Handicap Space</td>
</tr>
<tr>
<td>Beside Security Building</td>
<td>15 Regular Spaces, 0 Handicap Spaces</td>
</tr>
<tr>
<td>Adult Learning Center</td>
<td>173 Regular Spaces, 4 Handicap Spaces</td>
</tr>
<tr>
<td>Front of Building B</td>
<td>71 Regular Spaces, 3 Handicap Spaces</td>
</tr>
<tr>
<td>East Side of Building B – Down by Leased Trailers</td>
<td>89 Regular Spaces, 3 Handicap Spaces</td>
</tr>
<tr>
<td>Back Parking Lot (Behind Buildings C, D, E, &amp; F)</td>
<td>600 Regular Spaces, 8 Handicap Spaces</td>
</tr>
<tr>
<td>Parking Lot between Building C and Maintenance Office</td>
<td>91 Regular Spaces</td>
</tr>
<tr>
<td>Building H</td>
<td>204 Regular Spaces, 6 Handicap Spaces</td>
</tr>
</tbody>
</table>

**TOTAL:**  
Regular Spaces – 1,263  
Handicap Spaces – 25  

**TOTAL SPACES – 1,288**

<table>
<thead>
<tr>
<th>Location</th>
<th>Spaces Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front of School</td>
<td>39 Regular Spaces, 2 Handicap Spaces</td>
</tr>
<tr>
<td>East Side of School</td>
<td>143 Regular Spaces, 5 Handicap Spaces</td>
</tr>
<tr>
<td>West Side of School</td>
<td>159 Regular Spaces, 6 Handicap Spaces</td>
</tr>
</tbody>
</table>

**TOTAL:**  
Regular Spaces – 341  
Handicap Spaces – 13  

**TOTAL SPACES - 354**
II. C. 2. a. Central Georgia Technical College

Use of Vehicles

Vehicles should be reserved in advance with the Office of Facilities and Ancillary Services. Vehicle use may be prioritized as to cost to CGTC, and in some cases reservations changed. There is a trip log in each of the CGTC vehicles. This log must be completed and signed by each person using the CGTC vehicle for each trip.

**Reserving a Vehicle**

Only CGTC employees on official approved CGTC business are allowed to drive CGTC vehicles. This includes vehicles rented by CGTC. Rental vehicles may only be driven by the person whose driver's license was provided. The Business Office is the only office authorized to reserve a rental vehicle.

Only CGTC employees on official CGTC business are allowed to be passengers in CGTC vehicles. No family members or friends should be in CGTC vehicles at any time for any reason. This includes rental vehicles.

Macon Campus: A copy of a current driver's license must be presented each time a CGTC vehicle is checked out. A certification form must also be completed. Keys may be picked up from the Office of Facilities and Ancillary Services (A317) prior to departing. If keys need to be picked up before 7:30am and after 4:45pm Monday – Thursday and 7:30am and 4:00pm on Fridays, the Security Office will have the keys and paperwork. Please return keys immediately upon returning to campus. If returning outside normal business hours, return keys to the Security Building. A lockbox will be available outside next to the back door in case the Security Office door is locked.

Milledgeville Campus: A copy of a current driver's license must be presented each time a CGTC vehicle is checked out. A certification form must also be completed. Keys may be picked up from the Administrative Assistant to Satellite Operations (478-445-2302) prior to departing.

In the event a state vehicle is needed the day before due to early departure, Presidential or his designee's approval is required. The driver must email the President directly with the specifics of the trip and the need for the prior evening pickup. This approval must be submitted to the Office of Facilities and Ancillary Services.

**Fuel Purchases**

State gas cards are in each vehicle and must be used for the purchase of fuel. Vehicles should be returned with a minimum of at least a 1/2 tank of gas. Personal belongings and trash should be removed. If a car wash is available with gas purchase, please take advantage of the free car wash if possible. If a vehicle becomes unusually dirty either inside or outside, please notify the person to whom you return the vehicle as appropriate action can be taken. Reminder, there is no smoking in state vehicles.

**In Case of Mechanical Failure or Emergency**
Employees/drivers should notify any problems with a CGTC vehicle, whether cosmetic or mechanical, when returning the vehicle. A maintenance request will be submitted by the Facilities and Ancillary Services Department.

If a CGTC vehicle should break down during the day, please call the Vice President of Facilities and Ancillary Services (757-3505/3506) or the Director of Facilities (757-3579) or Maintenance Supervisor (757-3441) in Macon, or Administrative Assistant to Satellite Operations (478-445-2302) in Milledgeville. If the breakdown occurs after hours, you are permitted to take any reasonable actions necessary to get yourself to an appropriate destination, and the vehicle towed to a location out of harm’s way. Another technical college or a local dealer is the first choice if towing to a location is needed. If a charge is incurred that requires payment, reimbursement would be provided upon return. Personal safety should always be your first priority.

Insurance cards are placed in all CGTC vehicles. When a personal vehicle is used, and the employee is in the operation of approved duties, and with prior approval to use their personal vehicle, they are covered by this policy. Please print out the following information to provide to law enforcement officials:

   Insurer: State of Georgia DOAS/RMS Self Insured Program
   Policy Number: TCP-401-14-03

This policy is for liability insurance only, and does not cover physical damage to the employee's vehicle. Medical costs of the employee are a Worker’s Comp issue and should be reported to Human Resources.

Please call ASAP to either the Director of Facilities or the Vice President of Facilities and Ancillary Services to report an accident. In the event you cannot reach one of these two personnel the same business day, please call 1-877-656-7475 and report the accident. Then relay any information given to the Vice President of Facilities and Ancillary Services the next business day.
Smoking is prohibited inside all Central Georgia Technical College facilities. Smoking is discouraged on the grounds of Central Georgia Technical College. However, there are clearly designated areas where smoking is allowed outside each Central Georgia Technical College building. The prohibition of smoking outside of these designated areas is strictly enforced.
II. C. 9. a. Central Georgia Technical College Inventory

The State of Georgia requires that a physical inventory of the College be conducted at least every two years. A departmental inventory will be provided to each department of items that were purchased or transferred. It is the department's responsibility to maintain their respective inventories and account for each item listed.

At any time a need to dispose of or transfer property exists, notify the Business Office to complete a surplus property inventory or transfer form. Equipment, supplies or items owned by the state of federal government which are no longer needed by Central Georgia Technical College are required to be transferred to a Surplus Property Distribution Center or other state agencies. Items cannot be sold or transferred to non-state agencies or individuals. An item listed on the Asset Management inventory records cannot be moved without a Central Georgia Technical College Inventory Transfer form complete. This form may be obtained from the business office or may be obtained electronically, and coordinated with the business office personnel responsible for these records.

All employees are responsible for all inventory under their control, and recorded on the Central Georgia Technical College Asset Management system. Employees are required to maintain adequate safeguards to ensure the proper protection from theft, vandalism, or misuse. Any employee terminating employment for any reason will be required to verify all inventory on the inventory records for their area as a part of the personnel exiting process. A determination of the employee's liability for any missing inventory will be evaluated at that time.
II. C. 11. a. Central Georgia Technical College
Severe Inclement Weather

The Central Georgia Technical College procedures for Weather-related emergencies and closings can be found in the Central Georgia Technical College Safety and Emergency Plan.

References

- Central Georgia Technical College Safety and Emergency Plan
3.4.1.a.p. (Formerly II. D. 1. a.) Central Georgia Technical College Emergency Operations and Safety Plan

In compliance with Technical College System of Georgia Policy, Central Georgia Technical College shall maintain an Emergency Operations and Safety Plan meeting or exceeding all requirements.

References

- Central Georgia Technical College Emergency Operations and Safety Plan
II. D. 3. a. i. Central Georgia Technical College
Occupational Exposure to Blood Borne Pathogens

References

Exposure Control Plan - Occupational Exposure to Blood and Airborne Pathogens Standard
Current job descriptions for all positions must be maintained. An inventory of all current job
descriptions are in the Human Resources office.

Employees will be furnished by their supervisor a written general description which outlines the
duties and responsibilities associated with their particular position. They will also be provided a
list of the most important job duties to be carried out. Every effort will be made to avoid role
ambiguity and to determine exactly what each individual is expected to do. Specific duties will
be assigned in such a way that each employee has role clarity and understands precisely what
functions they are to perform. Employees are responsible for informing their supervisor if
anything about their duties is unclear or questionable from their point of view. It is extremely
important that employees understand, without reservation, what is expected of them because it
is on these duties that their annual evaluation will be based.

All employees are expected to adhere to the policies and procedures as set forth by the
College President, Local Board, and the State Board of the Technical College System of
Georgia.

References:

- Department Head Job Description
- Program Chair Job Description
- Instructor, Adjunct Description
- Instructor/Program Evaluation - Phase I Assessment
- Instructor/Program Evaluation - Phase II Assessment
III. R. CENTRAL GEORGIA TECHNICAL COLLEGE TEACHING LOAD
PROCEDURE

All instructional staff assignments and schedules at CGTC are made for the purpose of providing an instructional program designed to meet the variety of education and training needs in our service area.

In accordance with Technical College System of Georgia policy, the obligation of the college for a full-time instructor is 40 hours per week, exclusive of lunches/dinners.

Instructional schedules are approved by the respective Vice President. Instructional schedules will be based on the needs of the students. Effort will be made to ensure that staff schedules are continuous hours. However, split schedules may be necessary to accommodate student demand. Teaching assignment location may also be off-campus.

Consistent with Technical College System of Georgia policy, the optimal number of direct student contact instructional hours for a normal teaching assignment is 25 hours per week, accompanied by a minimum of 15 hours of indirect instructional activities to comprise a total work week. Teaching load will not normally exceed 30 instructional contact hours per week.

The optimal number of direct student instructional hours for a multi-instructor program chairperson is 20 hours per week, accompanied by a minimum of 20 hours of indirect administrative and instructional activities to comprise a total work week.

The optimal number of direct student instructional hours for a department head is 15 hours per week, accompanied by 25 hours of indirect administrative and instructional activities to comprise a total work week.

Full-time faculty may be permitted to teach an additional course for extra pay if approved by the respective Vice President or Dean of Instruction.

References
CGTC utilizes an online request and approval system for all types of eligible leave. The system is accessed through the CGTC intranet. All eligible employees must use this system. All employees have a designated supervisor to whom leave is requested and may be required to copy certain other supervisors. A grid is provided to allow employees to find the designated supervisor with authority to approve leave requests. However, this system is thoroughly demonstrated in HR orientation. It is also mandatory that all employees eligible for leave confirm their leave activity for each month within the first five calendar days of the following month. Failure to confirm the prior month's leave activity within the stated period of time could result in incorrect reporting of leave and result in negative personnel actions.

In the event an approved leave request needs to be revised or deleted, an employee should request the approving supervisor send an email to the Director of Human Resources detailing the leave change with an explanation.
III. U. 8. a. Central Georgia Technical College
Professional Development

Compliance Statement

The Professional Development program of Central Georgia Technical College meets and exceeds the requirements set forth in the State Board of The Technical College System of Georgia.

Annual Plan

Each instructional and administrative staff member at Central Georgia Technical College is required to complete a Professional Development Plan annually. Individual plans are developed based on the individual's assessment of professional development needs. A minimum of 24 hours of professional development credit annually is required of faculty and 20 hours required for staff. These hours include mandatory training sessions such as Bloodborne Pathogens, FERPA, and Sexual Harassment, etc. Additional activities acceptable for professional development credits include business and/or industrial work experience, formal professional training for administrators and faculty, schools, seminars, workshops, college courses, visits to other technical colleges and others. Faculty and staff are encouraged to join professional organizations which promote their respective fields of expertise.

Documentation

The approving agent/supervisor maintains the necessary documentation of professional development including individual staff plans, activities completed and verification of the completion of activities.

Professional Development for Support Staff

The support staff is provided appropriate professional development to enable them to experience growth in their job effectiveness.

New Faculty Professional Development

New full-time and part-time faculty are provided with professional development (orientation) to facilitate effective instructional delivery.

Annual Evaluation of Professional Development Process

An annual evaluation of the professional development process is conducted by the College's Director for Professional Development and results are used as a basis for implementing any necessary changes.

College Attendance

Employees enrolling in Central Georgia Technical College courses will not pay tuition and/or supply fee, but are required to pay for textbooks. Enrollment is on a space available basis and
must be approved by the immediate supervisor.

Employees should first discuss their intent with their immediate supervisor who then informs the Vice President of the Division. The Employee should contact the Office of Human Resources to obtain pertinent information on fee waivers. (added 1/7/15)

**Specialized Training**

1. Participation in training requirements for operation of equipment or for performance of specific functions which are a principal part of an employee’s assigned duties is considered an official part of the employee’s job.

2. At the President's discretion an employee must enter into a written agreement for continued employment at CGTC for pre-specified number of months following completion of the training based on the following schedule:

<table>
<thead>
<tr>
<th>Cost of Training</th>
<th>Length of Continued Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $1,000</td>
<td>6 months</td>
</tr>
<tr>
<td>greater than $1,000</td>
<td>12 months</td>
</tr>
</tbody>
</table>

If the agreement for continued employment is not met, the employee must refund the cost of such training, including all related expenses to CGTC prorated for the remaining months based on the above schedule. If such refund is not made, the balance will be deducted from any and all monies owed the employee including salary and leave balances. Any remaining balance will not be relieved if costs still remain outstanding.
Whereas, Central Georgia Technical College has a need for staff specially trained as identified below; and

Whereas, __________________________, has the desire to improve his or her skills and receive the benefit of such special training; and

Whereas the cost of this special training is substantial; and

Whereas, the parties want a clear understanding of the terms, conditions, and consequences of the valuable and unique training opportunity in the central Georgia Technical College is providing to ____________________;

Wherefore, the Central Georgia Technical College and___________________ hereby agree as follows:

The Central Georgia Technical College will allow __________________ to attend the special training described below during normal work hours and shall pay the associated expenses, including tuition, meals and travel.

[Description of specialized training]

The total cost for this specialized training is estimated to be approximately $______.

___________________ agrees to apply their full attention, skills and time to the training in order to receive the most benefit, including any certification, from this course.

___________________ agrees that upon returning from this specialized training he or she will continue to work at the Central Georgia Technical College for at least six months, if the expense to the College for the specialized training is $1000 or less, or for a period of at least 12 months if the expense to the College for the specialized training is more than $1000.

If ________________ leaves the employ of Central Georgia Technical College prior to the expiration of the agreed-upon time, ________________ understands and agrees that he or she must refund the full cost of the above-referenced specialized training, including all related expenses. Any such sums due the College may be deducted from any monies otherwise due ________________ by way of salary for work performed or accrued leave. In the event that a set off of salary is insufficient to retire ________________ obligation to the College the amount still owing shall be a lawful debt.

Only the president of the College is authorized to excuse_________________ from the obligations set forth herein.
President, Central Georgia Technical College
Central Georgia Technical College (CGTC), in accordance with the Technical College System of Georgia (TCSG) Policy IV.1, guarantees that graduates of the College have demonstrated proficiency in competencies identified in the State Curriculum Standards for their awarded program. Any program graduate within two years of graduation who is determined to lack such competence shall be retrained at no cost to the employer or the graduate for tuition or instructional fees. Written notice of CGTC’s Warranty is published on course syllabi and in the CGTC catalog.

A warranty claim may be filed by either an employer in conjunction with a graduate or a graduate if the individual is unable to perform one or more of the competencies contained in the industry-validated Standard or Program Guide, including failure to pass a State of Georgia required licensing examination.

Implementation of a claim shall follow the procedure outlined below:

1. The employer, in conjunction with a graduate, or the graduate, shall contact the College to discuss the need for retraining. The employer or graduate requesting the warranty claim may be asked to produce documentation to justify the need for retraining (i.e., licensure results).

2. The appropriate CGTC program faculty shall analyze the claim request, and make the recommendation in writing to the Dean and VPAA of the action to be taken.

3. The VPAA Office will notify the requestor and other involved parties of the claim decision. If the claim is approved, the faculty member in charge of training will complete and review with the student the Warranty Claim MOU (included below). The signed MOU will be forwarded to the VPAA for file.

4. If the warranty claim involves coursework, the student will be enrolled in the agreed upon course(s). Registration code = KW. A copy of the MOU will be forwarded to the Business Office for tuition and fee waiver and to the Registrar for grade (AU) processing upon successful completion of the course.

5. During the respective term, a Warranty Claim shall be completed by the program faculty in (i-Net) and notification sent to the Office of the Vice President for Academic Affairs (VPAA)

6. The VPAA Office will complete the Warranty Claims report on the KMS website at the end of each term. If the College has no warranty claim students for the term, the “No Warranty Claim Students” report will be completed.

Responsibility
The Vice President for Academic Affairs has the overall responsibility for ensuring this procedure is implemented

Reference:
SBTCSG Policy IV.1. Warranty of Degree Diploma, and Technical Certificate of Credit Graduates
Central Georgia Technical College (CGTC) has received a warranty claim for _______________________.

Following review, CGTC has found validity in this claim and will provide additional education to this student at no additional charge, except for the provisions allowed within this document.

Under this warranty claim, the following training/course(s) will be provided for the student:

______________________________________________________
______________________________________________________
______________________________________________________
______________________________________________________
______________________________________________________

Completion of all warranty-related course work/training must be completed by _______________________.

The warranty claim will follow CGTC’s procedural guidelines outlined above. The student will bear responsibility for meeting all course requirements, including academic progress and acceptable attendance as defined in the course syllabus. Tuition and related college fees will be waived for all approved coursework. The warranty claim does not cover repeated attempts. The student will be responsible for all transportation, textbooks, supplies, and/or clinical uniform costs. The student will also be responsible for adhering to behavior guidelines as outlined in the student manual.

Student printed name_____________________________________
Student signature ________________________________________ Date _________________
Program Instructor or Chair ________________________________ Date _________________
Dean signature __________________________________________ Date _________________
VPAA ________________________________________________ Date _________________

Cc: Office of Vice President for Academic Affairs
    Business Office
    Registrar Office
III. D. 3. Faculty Role

I. Academic Affairs and Instructional Programs

The primary responsibility for the quality, content, assessment, and improvement of the College's educational programs resides with the faculty. The college recognizes the following:

1. Faculty lead in the establishment and review of educational program missions, desired student learning outcomes, and general program outcomes; the assessment of the achievement of those outcomes; and the planning and implementation of educational program improvements based on assessments.

2. Faculty collaborate with program advisory committees to ensure continued program relevance and effectiveness in meeting community employment needs, and use the recommendations of the program advisory committees to improve the educational program.

3. Faculty participates in the curriculum development and revision process through active involvement in Instructional Faculty Curriculum Consortium (IFCC) activities; statewide program reviews (Probe Reports), statewide technical curriculum advisory committees, and the College's internal Program and Curriculum Review process.

II. Governance

The College is committed to ensuring that the faculty can communicate input and advice on the governance of the institution. The President and senior administration are receptive to input from faculty and use faculty input to guide their decision-making. To facilitate the flow of input and advice, the College employs the use of the following:

1. The Faculty Advisory Council (FAC) exists to enhance the participation and jurisdiction of the faculty in academic affairs. In relation to governance matters, the scope of the FAC is advisory in nature and serves to give the faculty a forum for formally providing input to and receiving information from the Office of the President and senior administration. The FAC may employ the use of committees and subcommittees to complete its work.

2. Faculty, Program Chairs, Division Heads, and Deans may provide input to the Vice President for Academic Affairs during regularly scheduled meetings, ad hoc meetings, or in writing.

3. The faculty shall be represented by a Faculty Liaison to the Local Board of Directors. This individual is typically the College's teacher of the year and shall represent the faculty at meetings of the Local Board. The Faculty Liaison to the Board is not a voting member of the Board, but serves to provide input to and collect information from the Local Board. The Faculty Liaison's presence supplements the representation of the faculty provided by the Vice President for Academic Affairs.

III. Applicability
IV. Definitions

None.

V. Attachments

None.

VI. Procedure

Faculty Advisory Committee (FAC) shall consist of members elected by faculty and one (1) chairperson selected by FAC members.

Revised July 1, 2013
II. D. 5. Professional Appearance

Central Georgia Technical College conducts educational programs to prepare students for employment. Working in the dynamic environment of higher education involves constant interaction with students, business and industry representatives, and the general public. Faculty and staff are expected to project professionalism in their dress and appearance as an example for students in CGTC's learning and workforce preparation environment and as a means of enhancing the image of CGTC in the community.

No procedure on professional appearance can adequately cover every possible combination of acceptable clothing, but this document provides a general framework to help guide employees in making decisions. Employees are encouraged to use good judgment about what is appropriate and to consult with their supervisors or HR regarding specific questions about the application of this procedure.

**Daily Business Attire**

Business attire should be worn daily (Monday-Thursday) and should reflect positively on the college and the employee. Proper business attire guidelines will be observed regardless of whether or not classes are in session.

Guidelines for acceptable daily business attire:

**Women:** skirts, blouses, sweaters, slacks, khaki pants, dresses, dress shoes or work appropriate shoes, blazers and jackets as appropriate for meetings with customers, community partners, or stakeholders

**Men:** dress pants, dress shirts, collared shirts, khaki pants, sweaters, dress shoes or work appropriate shoes, suit/jacket and tie as appropriate for meetings with customers, community partners, or stakeholders.

*Note: Employees issued CGTC uniforms (i.e. Police/Security and Maintenance/Custodial Staff) and employees following uniform requirements prescribed by CGTC clinical partners for clinical classes are exempt from the above guidelines. Additionally, employees working in industrial laboratory environments and employees working to install or repair college equipment (i.e. Information Technology Staff) are exempt from the above guidelines when the supervisor deems that such an exemption is appropriate.*

**Casual Friday Attire**

Casual attire may be worn each Friday, unless the occasion/schedule calls for business attire.

Guidelines for acceptable casual Friday attire:

- Denim jeans that are not ripped or torn
- Shirts and tops (CGTC apparel is encouraged)
- Capri pants, denim skirts (use fingertip rule)
- More formal attire as your schedule requires

**Inappropriate Attire**
• Mini dresses or skirts (use fingertip rule)
• Shorts of any length (unless participating in outdoor industrial training or approved/sponsored athletic instruction or activities)
• Muscle shirts, tube tops, tank tops without an over-shirt
• Athletic clothing and athletic shoes (unless participating in CGTC sponsored athletic training and/or activities)
• Sagging pants
• Tattered or ripped jeans
• Tights as pants
• Leggings
• Exposed skin in the midriff area
• Flip-flops
• Any article of clothing that has wording offensive to others based upon race, color, religion, national origin, sex or age

**Monitoring**

The Vice President of each division is responsible for monitoring and enforcing this procedure. The procedure will be administered according to the following action steps:

1. If questionable attire is worn by an employee, the immediate supervisor will hold a private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.

2. If an obvious procedure violation occurs, the Vice President or his/her designee will hold a private discussion with the employee and ask the employee to go home and change his/her attire immediately.

3. Repeated procedure violations will result in disciplinary action.

To request an accommodation to this procedure, refer to TCSG Procedure III.V.13, Reasonable Accommodations.

*Revised August 2015*
Central Georgia Technical College Budget Planning and Implementation Procedures

1. Central Georgia Technical College receives funding for and manages three complementary Budget Planning and Execution Cycles.

   a. Capital Improvement and Major Equipment Budget Planning begins with the development of the college's long range Strategic Plan and its Facilities Master Plan. Annual objectives identified in these plans are supplemented by collegiate operational improvement requests by division managers in their budget development cycles. Each year, College needs for succeeding years (two years in the future) are sent to DTAE and to the State OPB through the Performance Accountability System (PAS), and Capitol Outlay Budget Request System.

   b. Federal Carl Perkins funds are provided to states to improve vocational education and are managed by the Department of Technical and Adult Education. The college's annual Local Application for the funds is developed by and for the use of the Instructional Services and Student Services Divisions with the staff assistance and post-approval management of the Institutional Effectiveness Director.

   c. The General Operating budget of Central Georgia Technical College consists of State funds, appropriated to the institution by the Department of Technical and Adult Education, and local funds from tuition, fees, and other operational sources. These funds are used for salaries, facility operations and maintenance, and program supplies and equipment needs. These funds are distributed to the College's operating entities (divisions, directorates, departments) based on annual budget requests developed in a bottom-up approach within each division. The Vice President of Administrative Services, acting as the college's Chief Financial Officer, reviews the budget requests, and asks for any additional information or clarification. The Vice President of Administrative Services then compares the budget requests with available funds and presents the budget requests to the President. The President reviews the proposed budget and after discussion with the Vice President of Administrative Services approves the operating budget. Divisions are notified by the Vice President of Administration of original budget awards and any additions or reductions.

2. Additional federal, state, and local grants may be obtained for specific operational purposes by each division upon approval of the President and review by the Vice President of Administrative Services for compliance with all state and federal budgetary, financial, and audit requirements.

3. All budgets, grants, and awards are submitted to the CGTC Board of Directors for approval prior to the beginning of each fiscal year. Monthly budget execution is tracked and reports are provided to the President and the Local Board noting budget adjustments, additions and reductions, and any new contracts and/or grants. The board is also presented with information regarding the percentage of funds expended and remaining for each budget item.
Central Georgia Technical College
Development and Approval of Policies and Procedures at the College Level

Central Georgia Technical College (CGTC) and the Local Board of Directors follow, adhere to, and support the policies and procedures of the State Board of The Technical College System of Georgia (TCSG) except in cases where the State Policy and Procedures Manual is silent.

The President is the principal designated official for the implementation of the Technical College System of Georgia policies and procedures.

The primary responsibility for proposing College level policies rests with the President; however, policies may be proposed by any member of the Board, by a faculty or staff member with the approval of the President.

The President, or a designee, shall regularly review the policies and make recommendations, in writing, for new policies or changes.

When the Board and College leadership adopts any new policy statement, the new policy preempts and covers all previous statements appertaining thereto.

The President, or a designee, communicates the new or revised policy/procedure to the College community.

State Board of TCSG Policy Manuals and Central Georgia Technical College Policy Manuals are on the websites of the Technical College System of Georgia and Central Georgia Technical College.

Technical College System of Georgia
https://tcsg.edu/tcsgpolicy/;

Policy: Development, Approval and Review of TCSG Policies and Procedures
https://tcsg.edu/tcsgpolicy/docs/policy_enactment_of_state_board_policies.htm
Central Georgia Technical College Hazardous Materials Procedure

CGTC shall maintain a properly approved Hazard Communications Program Plan per TCSG policy.

References

- CGTC Hazard Chemical Protection (Right-to-Know) Plan
Central Georgia Technical College Mileage Reimbursement Procedure

Employees must contact the Business Office at their home campus or center to request a state vehicle. If a state vehicle is not available, the Business Office will email the employee stating that a vehicle is not available. The employee must then use the rental car comparison tool located on the web at http://ssl.doas.state.ga.us/vehcostcomp/ to determine if a rental car is the most efficient method of travel. If it is determined that a rental car is the most efficient method of travel, the employee should contact the Purchasing Office at 478-757-3415 to request a rental vehicle. If it is determined that a personal vehicle is the most efficient method of travel, the employee must attach the email from the Business Office along with the rental car comparison to their travel reimbursement form in order to receive the maximum mileage reimbursement rate. The maximum reimbursement rate is currently .51 cents per mile. However, this rate is subject to change based on the federal travel regulations and notification by the State Accounting Office (SAO).

If a state vehicle is available, or if a rental car is shown to be the most efficient method of travel and the employee chooses to drive their personal vehicle, the employee will be reimbursed at the standard state reimbursement rate. The standard reimbursement rate is currently .19 cents per mile.

When a government-owned vehicle is assigned directly to an employee, but that employee utilizes a personal vehicle, the employee will be reimbursed for business miles traveled at $0.125/mile.
EMERGENCY OPERATIONS AND SAFETY PLAN
2016-2017
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EMERGENCY OPERATIONS AND SAFETY PLAN

2016-2017

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

APPROVED: __________________________________ DATE: __________
EMERGENCY MANAGER
TECHNICAL COLLEGE SYSTEM OF GEORGIA

APPROVED: __________________________________ DATE: __________
OFFICE OF LEGAL SERVICES
TECHNICAL COLLEGE SYSTEM OF GEORGIA
EMERGENCY OPERATIONS AND SAFETY PLAN

APPROVAL AND IMPLEMENTATION

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)

_______________________________ __________________
President    Date
Central Georgia Technical College

05-31-2016
INTRODUCTION

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.
MANAGEMENT SAFETY STATEMENT

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.
INCIDENT COMMAND STRUCTURE

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.
SECTION I: SAFETY AND SECURITY PLANNING

A: SAFETY ADVISORY COUNCIL

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

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

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

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

E: EMERGENCY EVACUATION KIT

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 Current phone book.
   1.5 Flashlight and extra batteries
   1.6 Bullhorn and appropriate batteries.
   1.7 Cell phone and/or portable two-way radio.
   1.8 Writing tablets and pencils.
   1.9 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

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.
G: MEDIA PROTOCOL

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
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:

________________________________________________________________
________________________________________________________________
________________________________________________________________

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 THENAMES 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

A: MAN-MADE INCIDENCES

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)
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,
EMERGENCY OPERATIONS AND SAFETY PLAN

Firearms and Explosives, and adapted for use in the Central Georgia Technical College Safety Manual.
This information is designed to help prepare for the potential threat of explosives-related violence. While the ideas set forth herein are applicable in most cases, they are intended only as a guide. The information provided is compiled from a wide range of sources, including the actual 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.
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.
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 threat 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.
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.
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 Faculty and staff
   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.
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.

2.10 Record and report the names of all students and outsiders, if known, involved in the disturbance.

2.11 Record and report details of the incident to Public Safety personnel/local police.

2.12 If necessary, initiate the evacuation.

2.13 Initiate Media Response Protocol, if appropriate.

2.14 Consider designating a person to videotape the incident for the purposes of identifying 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.
HOSTAGE/BARRICADE

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

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.

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:
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 the prohibition of 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.
Any report that any person has a weapon of any type on school property should be immediately reported to the CGTC Police. If there is a reasonable cause to believe that a weapon is present on school property or within the school’s safety zone, Georgia law requires that it be reported to CGTC Police.

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.
B: ACCIDENTS

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.
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.

      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. The location of such extinguishers will be made conspicuous by marking the cabinet or wall recess in a contrasting color which will distinguish it from the normal décor.
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.
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.
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.
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.
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 Administrative Services (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 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.
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 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 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 Preferred Provider Organization (PPO) 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.
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 an 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.
C: NATURAL DISASTERS

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.

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

INTRODUCTION

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

Although it is not possible to think of every type of school disturbance that could threaten the safety of faculty, staff, and students; this 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.
### QUICK REFERENCE PHONE LISTING

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

#### CGTC Emergency Contacts

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Cell</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Ivan Allen</td>
<td>542-4612</td>
<td>757-3501</td>
</tr>
<tr>
<td>Executive Vice President</td>
<td>Jeff Scruggs</td>
<td>542-4615</td>
<td>218-3333</td>
</tr>
<tr>
<td>Chief of Police</td>
<td>Bob Wilbanks</td>
<td>397-5224</td>
<td>218-3323</td>
</tr>
<tr>
<td>Police Lieutenant Macon</td>
<td>Steve Anderson</td>
<td>365-3037</td>
<td>476-5138</td>
</tr>
<tr>
<td>Police Officer Macon</td>
<td>Sarita Batiste</td>
<td>365-4968</td>
<td>757-5135</td>
</tr>
<tr>
<td>Police Officer Milledgeville</td>
<td>Scott English</td>
<td>365-4823</td>
<td></td>
</tr>
<tr>
<td>Police Officer Warner Robins</td>
<td>Carl Pergerson</td>
<td>365-3724</td>
<td></td>
</tr>
<tr>
<td>Police Officer Warner Robins (2(^{nd}) shift)</td>
<td>Ty Matthews</td>
<td>365-3739</td>
<td></td>
</tr>
<tr>
<td>Police Officer Macon (2(^{nd}) shift)</td>
<td>Jill Walters</td>
<td>365-3809</td>
<td></td>
</tr>
<tr>
<td>Police Officer Macon</td>
<td>Lisa Sapp</td>
<td>214-7333</td>
<td></td>
</tr>
<tr>
<td>Police Officer Macon (2(^{nd}) shift)</td>
<td>Greg Jefcoats</td>
<td>214-0273</td>
<td></td>
</tr>
<tr>
<td>Asst. VP for Facilities and Ancillary Services</td>
<td>James Faircloth</td>
<td>550-5171</td>
<td>218-3385</td>
</tr>
<tr>
<td>Program Assistant Facilities</td>
<td>Sonya White</td>
<td>954-1108</td>
<td>757-2506</td>
</tr>
<tr>
<td>Director of Facilities</td>
<td>Robert Dominy</td>
<td>214-0943</td>
<td>757-3579</td>
</tr>
<tr>
<td>Maintenance Supervisor, North</td>
<td>Kris Carr</td>
<td>365-4242</td>
<td></td>
</tr>
<tr>
<td>Maintenance Supervisor, South</td>
<td>Kris Carr</td>
<td>365-4242</td>
<td></td>
</tr>
<tr>
<td>Custodial Services Supervisor, North</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custodial Services Supervisor, South</td>
<td>Jenny Doodnath</td>
<td>297-4702</td>
<td>218-3280</td>
</tr>
<tr>
<td>Vice President Information Technology</td>
<td>Gardner Long</td>
<td>731-8289</td>
<td>757-3498</td>
</tr>
<tr>
<td>Director of Information Technology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asst. VP for Knowledge Management</td>
<td>Brian Snelgrove</td>
<td>919-1443</td>
<td>218-3300</td>
</tr>
<tr>
<td>Asst. VP for Marketing/PR</td>
<td>Janet Kelly</td>
<td>542-4613</td>
<td>218-3319</td>
</tr>
<tr>
<td>Vice President, Academic Affairs</td>
<td>Amy Holloway</td>
<td>542-4609</td>
<td>757-3510</td>
</tr>
<tr>
<td>Asst. VP for AA North</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asst. VP for AA South</td>
<td>DeAnn Nester</td>
<td>273-9736</td>
<td>218-3366</td>
</tr>
<tr>
<td>Vice President, Student Affairs</td>
<td>Craig Jackson</td>
<td>396-6228</td>
<td>757-3508</td>
</tr>
<tr>
<td>Asst. VP Student Affairs</td>
<td>Julia Nell Shaw</td>
<td>396-3067</td>
<td>218-3316</td>
</tr>
<tr>
<td>Vice President Adult Education</td>
<td>Brenda Brown</td>
<td>396-6259</td>
<td>218-3288</td>
</tr>
<tr>
<td>Vice President Satellite Operations North</td>
<td>Dana Davis</td>
<td>550-4023</td>
<td>445-2301</td>
</tr>
<tr>
<td>Vice President Satellite Operations South</td>
<td>Joan Thompson</td>
<td>733-4874</td>
<td>757-3429</td>
</tr>
<tr>
<td>Director Putnam Co. Center</td>
<td>Carrie Dietrich</td>
<td>706-816-3835</td>
<td>706-923-5002</td>
</tr>
<tr>
<td>Director Crawford Co. Center</td>
<td>Marcus Early</td>
<td>283-0318</td>
<td>836-6002</td>
</tr>
<tr>
<td>Director Hawkinsville Workforce Dev. Center</td>
<td>Brittany Lucas</td>
<td>365-3268</td>
<td>3192</td>
</tr>
<tr>
<td>Vice President Economic Development</td>
<td>Andrea Griner</td>
<td>918-7906</td>
<td>218-3708</td>
</tr>
<tr>
<td>Vice President Inst. Effectiveness</td>
<td>Deborah Burks</td>
<td>733-2647</td>
<td>757-3514</td>
</tr>
<tr>
<td>Executive Director Human Resources</td>
<td>Carol Jones</td>
<td>918-4677</td>
<td>218-3700</td>
</tr>
<tr>
<td>Vice President Admin. Financial Services</td>
<td>Michelle Siniard</td>
<td>542-4617</td>
<td>218-3330</td>
</tr>
</tbody>
</table>
P.A. ANNOUNCEMENT

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.
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 messenger.

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
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.
BOMB THREAT CALL CHECKLIST

Caller’s Voice:  

___Calm  ___Disguised  
___Angry  ___Accent  
___Excited  ___Familiar  
___Slow  ___Deep  
___Rapid  ___Nasal  
___Soft  ___Stutter  
___Loud  ___Lisp  
___Laughter  ___Raspy  
___Crying  ___Ragged  
___Normal  ___Clearing Throat  
___Slurred  ___Deep Breathing  
___Distinct  ___Cracking Voice

Threat Language:  

___Well Spoken  ___Incoherent  
___Educated  ___Taped  
___Foul  ___Message Read  
___Irrational  by threat maker

Remarks: _______________________

Background Sounds:  

___Street Noises  ___Voices  
___House Noises  ___Static  
___PA System  ___Phone Booth  
___Music  ___Local  
___Office Machines  ___Long Distance  
___Animal Noises  ___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: __________________
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/TERORISM

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

Signals:
Messenger.

If the intruder is in the hall, staff will call Campus Police or escort stranger to Public Safety. If in a classroom, send a messenger 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.
### Homeland Security “Threat Level” System

The “Threat Level” system established minimum precautionary measures to be taken in response to an actual or threatened terrorist attack. Two defined threat levels exist: Elevated and Imminent. Elevated threat indicates a credible terrorist threat while Imminent indicates a credible, specific, and impending threat.

CGTC staff will complete the following general protective measures.

#### Normal—No Elevated Threat Level

<table>
<thead>
<tr>
<th>#</th>
<th>Protective Measure</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>N-1</td>
<td>Refining and exercising as appropriate preplanned Protective Measures.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N-2</td>
<td>The CGTC Staff will ensure everyone is trained on the Homeland Security Advisory System.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N-3</td>
<td>Instructed to increase vigilance in observing buildings and parking lots for suspicious persons, vehicles, and objects.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Elevated Threat Level

<table>
<thead>
<tr>
<th>#</th>
<th>Protective Measure</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-1</td>
<td>CGTC staff will be notified that threat Elevated Level has been established.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-2</td>
<td>Other measures as indicated in Normal.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-3</td>
<td>The Director of Technology and Planning will review the impact on operations if Imminent Level is established</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-4</td>
<td>Test the alert warning system.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-5</td>
<td>Ensure that all elements of each facility evacuation plan are up to date and review actions to be taken if an order to evacuate is issued.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Imminent Threat Level

<table>
<thead>
<tr>
<th>#</th>
<th>Protective Measure</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>I-1</td>
<td>Other measures as indicated in Normal and Elevated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I-2</td>
<td>The President or his designee will ensure that all personnel are notified, that the level has been implemented, and provide general information regarding the basis for implementation.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I-3</td>
<td>The CGTC staff and faculty will instruct all employees and students to report the following to Campus Police as soon as possible:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I-3a</td>
<td>Vehicles operating or parked in a suspicious manner.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I-3b</td>
<td>Abandoned back packs, brief cases, and suspicious packages.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I-4</td>
<td>The maintenance supervisor will:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I-4a</td>
<td>Have building floor plans and emergency evacuation plans readily available for responding law enforcement and emergency personnel.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I-4b</td>
<td>Check air-conditioning/heating ducts to buildings and secure same.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I-4c</td>
<td>Assist Campus Police personnel on frequent inspections of buildings and rooms that are not being utilized.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1-4d</strong></td>
<td>Assist Campus Police personnel in inspecting delivery trucks.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1-5</strong></td>
<td>The VP of Student Affairs will assign personnel to the main entrance of each building to check identification of personnel entering the buildings.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1-6</strong></td>
<td>The Police Chief or his/her designee will:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1-6a</strong></td>
<td>Secure all gates except the main entrance gate.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1-6b</strong></td>
<td>Secure and alarm all doors to buildings that are not being utilized</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1-6c</strong></td>
<td>Close off traffic around the circle.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1-6d</strong></td>
<td>Assign one officer to man the main entrance gate for checking suspicious and large vehicles.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1-6e</strong></td>
<td>Patrol parking lots to be observant for suspicious vehicles and activities.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1-6f</strong></td>
<td>Close off parking area that is within 50 feet of buildings or critical equipment.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1-6g</strong></td>
<td>Maintain contact with local law enforcement officials for new information and assistance.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1-6h</strong></td>
<td>Keep the President and staff abreast of any new terror developments received from other agencies.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1-6i</strong></td>
<td>Along with maintenance personnel periodically inspect the roofs and buildings for any security deficiencies.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1-6j</strong></td>
<td>The Director of Public Relations will publicize terrorist threat information to the staff, faculty, and students through use of campus TV monitors and through any other means deemed necessary.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1-7</strong></td>
<td>The VP of Administrative Services will implement procedures to inspect suspicious packages.</td>
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</tbody>
</table>
ROBBERY PROCEDURES

1. Remain calm, do no 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 were 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

HAIR (Color/crest)
EYES (Color/Glasses)
EARS
NOSE
MOUTH
JEWELRY
AGE
WEIGHT
HEIGHT
SEX

HAT (Color/Type)
TIE/SCARF
COAT/JACKET
SHIRT/SWEATSHIRT
TROUSERS/SKIRT
BOOTS
SHOES
SCARS/MARKS
WEAPON TYPE
RACE/ETHNIC ORIG

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.
# ROBBERY CHECKLIST

1. **Describe the incident:** Who, what, when, where, and how?

2. **Facility**

3. **Location**

4. **Floor**

5. **Room #**

6. **Perpetrators Armed?**
   - Yes
   - No

7. **Number and type of firearms**

8. **Number and type of other weapons**

9. **Has anyone been injured?**
   - Yes
   - 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/messenger

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
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 – signal will be one steady blast on the emergency air horn.
- 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.
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.
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
• 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 polices for hazardous waste disposal. Until cleanup is complete, the accident area should be roped off quickly.
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 messenger
   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
      3.1.1.1. Return to the classroom or work area
EVACUATION GUIDELINES

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 for 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.
ACCIDENT PREVENTION AND INSPECTION PLAN

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:
A. SYSTEM SAFETY INSPECTIONS

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.
B. FOLLOW-UP INSPECTIONS

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.
C. COLLEGE SAFETY INSPECTIONS

1. Personal safety and work-site type safety training should be provided to all employees within an appropriate time following employment. This basic safety training should include the Hazard Communication Standard and safety 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:

<table>
<thead>
<tr>
<th>OFFICE AND CLASSROOM</th>
<th>SHIPPING AND RECEIVING</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAB AND VOCATIONAL AREAS</td>
<td>PLANT MAINTENANCE AREA</td>
</tr>
<tr>
<td>SPRAY PAINT AREA</td>
<td>FORK LIFTS</td>
</tr>
<tr>
<td>VEHICLE MAINTENANCE AREA</td>
<td>COMPRESSED GAS USE AND STORAGE AREA</td>
</tr>
<tr>
<td>WAREHOUSING</td>
<td>WELDING AREA</td>
</tr>
<tr>
<td>BUILDING C PARKING AREA</td>
<td>STORAGE TANKS AND CONTROL SYSTEMS</td>
</tr>
<tr>
<td>STORAGE AREA</td>
<td>ELECTRICAL/H/V/ELEVATOR CONTROL ROOMS</td>
</tr>
</tbody>
</table>
D. SAFETY SURVEY GUIDE (SELF-INSPECTION)

1. This list is intended as a reminder, but should not be considered complete. Safety tours and inspections are 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:
E. CHECKLIST GUIDE

1. GENERAL WORK ENVIRONMENT
   - Are all work areas clean, sanitary, orderly, and adequately illuminated?
   - Is trash removed daily; not accumulated?
   - Are MSDSs available for work/classroom area chemicals?
   - Are aisles and passageways kept clear? Properly illuminated?
   - Are materials or equipment stored in such a way that sharp objects will not interfere with the walkway?
   - Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant in good condition?

2. EMERGENCY PRECAUTIONS AND FIRST AID
   - Are emergency phone numbers posted where they can be readily found in case of an emergency?
   - Are fire evacuation routes posted?
   - Are first-aid kits readily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?
   - Do you have emergency eyewash within the immediate work area where employees are exposed to injurious corrosive materials?

3. FIRE PROTECTION
   - Is the fire alarm system certified as required?
   - Tested at least annually?
   - Are fire door and shutters in good operating condition?
   - Are automatic sprinkler system water control valves, air and water pressure checked weekly/periodically as required?
   - Is proper clearance maintained below sprinkler heads?
   - Are portable fire extinguishers provided in adequate number and type?
   - Are fire extinguishers mounted in readily accessible locations? Recharged regularly?
   - Is 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?
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.
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?
o Is protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids?
o Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?
o Are all spilled materials or liquids cleaned up immediately?
o 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
   o Is adequate ventilation assured before spray operations are started?
   o Is mechanical ventilation provided when spraying operations are done in enclosed areas?
   o When mechanical ventilation is provided during spraying operations, is it so arranged that it will not circulate the contaminated air?
   o Is the spray booth completely ventilated before using the drying apparatus?
   o Do all drying spaces have adequate ventilation?
   o Is the electric drying apparatus properly grounded?
   o Are lighting fixtures for spray booths located outside of the booth and the interior lighted through sealed clear panels?
   o Are electric motors for exhaust fans placed outside booths or ducts?
   o Are belts and pulleys inside the booth fully enclosed?
   o Do ducts have access doors to allow cleaning?
   o Is the spray area free of hot surfaces?
   o Is the spray area at least 20 feet from flames, sparks, operating electrical motors, or other ignition sources?
   o Are portable lamps used to illuminate spray areas suitable for use in hazardous locations?
   o Is approved respiratory equipment provided and used when appropriate during spray conditions?
   o Are spray painting operations done in spray rooms or booths equipped with an appropriate exhaust system?

9. PERSONAL PROTECTIVE EQUIPMENT
   o Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?
   o 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?
   o Are protective gloves, aprons, shields, or other means provided against cuts, corrosive liquids, and chemicals?
   o Is electrical protective equipment maintained in a safe and reliable condition?
   o Are hard hats provided an worn where there is danger of falling objects?
   o Is it required that eye protection helmets, hand shields, and goggles meet appropriate standards?
   o Are employees and students exposed to the hazards created by welding, cutting, or brazing operations protected with personal protective equipment and clothing?
10. AIR EMISSIONS
   o If carbon monoxide is present, due to fork lifts, heaters, or idling vehicles; are signs posted warning of its presence?
   o Are exhaust stacks and air intakes located so that contaminated air will not be recirculated within the building?
   o If welding creates hazardous air emissions, is the welding area appropriately marked to indicate this?

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

12. MACHINE GUARDING
   o Is all machinery and equipment kept clean, properly adjusted and maintained?
   o Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling, and waste removal?
   o Is equipment and machinery securely placed and anchored, when necessary to prevent tipping or other movement that could result in personal injury?
   o Are all moving chains and gears properly guarded?
   o Are machinery guards secure and so arranged that they do not offer a hazard in their use?
   o Are pulleys and belts that are within 7 feet of the floor or working level properly guarded?
   o Are saws used for ripping equipped with anti-kick back devices and spreaders?
   o 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
   o Are grinders, saws, and similar equipment provided with appropriate safety guards?
   o Are power tools used with the correct shield, guard, or attachment recommended by the manufacturer?
   o Are rotating or moving parts of equipment guarded to prevent physical contact?
   o Are all cord-connected, electrically operated tools used by employees or students in good condition?
   o Are appropriate safety glasses, face shields, etc. used while using hand tools or equipment which might produce flying materials or be subject to breakage?
   o Are portable electrical tools and equipment grounded or of the double insulated type?
   o Do extension cords being used have a grounding conductor?

14. LADDERS
   o Are there any fixed ladders being used that require cages or walls?
   o Are ladders used without safety feet?
   o Are ladders free from sharp edges and splinters?
   o Are step ladders over 20' long in use?
15. MATERIAL HANDLING
- Are motorized vehicles and mechanized equipment inspected daily or prior to use?
- Are containers stored stacked, blocked, and limited in height so they are stable and secure?
- 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. EMERGENCY RESPONSE
- Is emergency information posted in every area where you store hazardous waste?
- Is the necessary emergency equipment available (fire extinguishers, spill control supplies, absorbents, MSDSs)?

17. HAZARDOUS CHEMICAL EXPOSURE
- Are all chemical containers marked with contents name and hazards?
- Do you have containers that you use to store waste temporarily (accumulate) before transport?
- Does each accumulation container meet the hazardous waste container requirements?
- Is each accumulation container marked with the words “Hazardous Waste”?
- Is each accumulation container marked with the date accumulation 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)?
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?
F. GENERAL SAFETY RULES

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

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

1. GENERAL SAFETY RULES
   - Do not wear loose clothing or jewelry around moving machinery.
   - Wear the right kind of shoes. High heels, slippers, thongs, or open toe sandals are not safe.
   - Wear suitable closed toe work shoes in the work place.
   - Work areas have many machines which are extremely dangerous if not used properly.
   - 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.
   - 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.
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.
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

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.
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.
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.

V.1.FY2016
Dear President Allen:

Enclosed is the approved and signed copy of the 2015-2016 Exposure Control Plan for Occupational Exposure to Bloodborne and Airborne Pathogens for your college.

Please contact me directly at lbeck@tcs.g.edu or 404-679-1666 if I can be of service to you or your college in any way with concerns you may have in these areas. We wish you a safe and secure academic year.

Sincerely,

Lisa Anne Beck
Emergency Manager

(Please send a copy to your College Exposure Control Coordinator for College distribution.)
Exposure Control Plan
2015-2016

REVIEWS: 4/13/15
CENTRAL GEORGIA TECHNICAL COLLEGE
Exposure Control Plan Coordinator

APPROVED: 4/21/15
President/Executive

REVIEWS: 6/13/15
Technical College System of Georgia
Exposure Control Plan Officer

APPROVED: 6/17/15
Technical College System of Georgia
Assistant Commissioner
Data, Planning and Research
Exposure Control Plan
For Occupational Exposure to Bloodborne Pathogens and Airborne Pathogens/Tuberculosis

INTRODUCTION

The State Board of the Technical College System of Georgia (SBTCSG), along with its work units and technical colleges, is committed to providing a safe and healthful environment for its employees, students, volunteers, visitors, vendors and contractors. SBTCSG Policy II.D. Emergency Preparedness, Health, Safety and Security compels technical colleges and work units to eliminate or minimize exposure to bloodborne and airborne pathogens in accordance with OSHA Standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens" as well as Centers for Disease Control (CDC) "Guidelines for Preventing the Transmission of Mycobacterium tuberculosis in Health-Care Facilities, 2005." In pursuit of this goal, the Exposure Control Plan (ECP) is maintained, reviewed and updated at least annually to ensure compliance and protection for employees and students.

This Exposure Control Plan includes:

- clarification of program administration
- determination of employee and student exposure
- implementation of various methods of exposure control
  - standard precautions
  - engineering and work practice controls
  - personal protective equipment (PPE)
  - housekeeping
  - laundry
  - labeling
- vaccination for hepatitis B
- evaluation and follow-up following exposure to bloodborne/airborne pathogens (tuberculosis)
- evaluation of circumstances surrounding exposure incidents
- communication of hazards and training and
- recordkeeping
I. PROGRAM ADMINISTRATION

A. Stephen Hutto serves as the Exposure Control Coordinator (ECC) and is responsible for the implementation, maintenance, review, and updating of the Exposure Control Plan (ECP). The ECC will be responsible for ensuring that all required medical actions are performed and that appropriate health records are maintained. Further, the ECC will be responsible for training, documentation of training as well as making the written ECP available to employees, students, and any compliance representatives.

Contact Information for Exposure Control Coordinator:
Macon Campus
Office: (478) 757-3436
Cell: (478) 733-2796
Fax: (478) 757-2567

B. Those employees and students who are determined to be at risk for occupational exposure to blood, other potentially infectious materials (OPIM) as well as at risk for exposure to airborne pathogens/tuberculosis must comply with the procedures and work practices outlined in this ECP.

C. Central Georgia Technical College is responsible for the implementation, documentation, review, and training/record keeping of standard precautions with respect to the areas of personal protective equipment (PPE), decontamination, engineering controls (e.g., sharps containers), administrative controls, housekeeping, laundry, and labeling and containers as required. Further, adequate supplies of the aforementioned equipment will be available in the appropriate sizes/fit.

Contact Information for Responsible Person(s) or Department(s):

SEE APPENDIX A

II. EXPOSURE DETERMINATION

Employees and/or students are identified as having occupational exposure to bloodborne/airborne pathogens based on the tasks or activities in which they engage. These tasks or activities are placed into categories as defined by the 1987 joint advisory notice by the U.S. Department of Labor and the U.S. Department of Health and Human Services. The relative risk posed by these tasks or activities, as well as the measures taken to reduce or eliminate risk of occupational exposure are also determined by the category.
Category I: A task or activity in which direct contact or exposure to blood, other potentially infectious materials, or airborne pathogens (tuberculosis) is expected and to which standard precautions apply.

Category II: A task or activity performed without exposure to blood or other potentially infectious materials, or airborne pathogens (tuberculosis) and to which standard precautions apply, but exposure to another person’s blood or to OPIM might occur as an abnormal event or an emergency or may be required to perform unplanned Category I tasks or activities.

Category III: A task or activity that does not entail normal or abnormal exposure to blood or other potentially infectious materials, or airborne pathogens (tuberculosis) and to which standard precautions do not apply.

Employees or students who engage in tasks or activities which are designated as Category I or II, as well as their occupational area, are considered to be “covered” by the parameters of the ECP, including part-time, temporary, contract and per-diem employees.

The following is a list of job and/or student program classifications which have Category I or II occupational exposure. Included is a list of the tasks or activities or groups of closely related tasks or activities in which occupational exposure may occur for these individuals.

SEE APPENDIX B

III. IMPLEMENTATION OF METHODS OF EXPOSURE CONTROL

A. Standard precautions: All covered employees and students will use Standard precautions as indicated by the task or activity.

B. Exposure Control Plan:
   1. All covered employees and students will receive an explanation of this ECP during their initial training or academic experience, as well as a review on an annual basis. All covered employees and students can review this ECP at any time while performing these tasks or activities by contacting Stephen Hutto, Exposure Control Coordinator. If requested, a hard copy of this ECP will be provided free of charge within 15 business days of request.
   2. The ECC will review and update the ECP annually, or more frequently if necessary to reflect any new or modified tasks or activities that affect occupational exposure and to reflect new or revised employee classifications or academic programs with potential for occupational exposure.
IV. Personal Protective Equipment:

Follow standard precautions with regard to personal protective equipment for identified category I and II tasks. The individuals APPENDIX A are responsible for implementing and documenting the following:

1. Appropriate personal protective equipment (PPE) is provided to covered employees at no cost and available to covered students at the student's expense. Training/recording keeping in the use of PPE for specific tasks is provided by the program chair or his/her designee.

2. All covered employees and students using PPE must observe the following precautions:
   a. Wash hands immediately or as soon as feasible after removing gloves or other PPE.
   b. Remove PPE after it becomes contaminated and before leaving the work area.
   c. Contaminated PPE must be disposed of in red trash bags marked as Bio-Hazard material.
   d. Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
   e. Utility gloves may be decontaminated for reuse if their integrity is not compromised. Utility gloves should be discarded if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
   f. Never wash or decontaminate disposable gloves for reuse.
   g. Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
   h. Remove immediately, or as soon as feasible, any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

V. Decontamination:

Follow standard precautions with regard to decontamination for identified category I and II tasks. The individuals identified in APPENDIX A are responsible for implementing and documenting the decontamination methods used for the specific program/job area that is identified as category I or II.

VI. Engineering and Administrative Controls:

Follow standard precautions with regard to engineering and administrative controls for identified category I and II tasks. The individuals identified in APPENDIX A are responsible for implementing and documenting the following:

1. Engineering and administrative controls are developed and implemented to reduce or eliminate occupational exposure. Specific engineering and administrative controls for specified tasks or activities are to be discussed and put into place by academic program and are the responsibility of the Program Chair or his/her designee.
2. Protocol and documentation of the inspection, maintenance and replacement of sharps disposal containers is the responsibility of the Program Chair or his/her designee.

3. The processes for assessing the need for revising engineering and administrative controls, procedures, or products, and the individuals/groups involved are to be discussed by each Academic Program Advisory Group and the recommendations discussed with the ECC by the Dean of the program division.

VII. Housekeeping:
Follow standard precautions with regard to housekeeping for identified category I and II tasks. The individuals identified in I. C. are responsible for implementing and documenting the following:

1. Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded, and closed prior to removal to prevent spillage or protrusion of contents during handling.

2. The protocol for handling sharps disposal containers is: Place used containers in box provided with red trash bag liner. Contact the program chair or his/her designee for pick-up by contracted disposal company.

3. The protocol for handling other regulated waste is: SAME AS VII. 2.

4. Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color-coded. Sharps disposal containers are available within each program area where sharps containers are used.

5. Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.

6. Broken glassware that may be contaminated is only picked up using mechanical means, such as a brush and dustpan.

VIII. Laundry:
Follow standard precautions with regard to laundry for identified category I and II tasks. The individuals identified in APPENDIX A are responsible for implementing and documenting the following:

A. The following laundering requirements must be met (document procedures):
   1. Handle contaminated laundry as little as possible, with minimal agitation.
   2. Place wet contaminated laundry in leak-proof, labeled or color-coded containers before transport. Use (specify either red bags or bags marked with the biohazard symbol) for this purpose.
   3. Wear the following PPE when handling and/or sorting contaminated laundry: (List appropriate PPE).
IX. Labeling and Containers:

Follow standard precautions with regard to labeling and containers for identified category I and II tasks. The individuals identified in APPENDIX A are responsible for implementing and documenting the following:

A. The Program Chair or his/her designee is responsible for ensuring that warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into or out of the facility. Employees and students are to notify the classroom instructor or Program Chair if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc., without proper labels.

IV. VACCINATION FOR HEPATITIS B

A. The Director of Human Resources will ensure training is provided to covered employees on hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration, and availability. Program Chairs will ensure that the same content training is provided to covered students.

B. The hepatitis B vaccination series is available at no cost after initial covered employee training and within 10 days of initial assignment to all covered employees identified in the exposure determination section of this plan. The hepatitis B vaccination series is available to covered students at cost after initial covered student training and within 10 days of initial assignment to all covered students identified in the exposure determination section of this plan.

C. Vaccination may be preclude in the following circumstances: 1) documentation exists that the covered employee or covered student has previously received the series; 2) antibody testing reveals that the employee is immune; 3) medical evaluation shows that vaccination is contraindicated.

D. However, if a covered employee or student declines the vaccination, the covered employee or student must sign a declination form. Covered employees or students who decline may request and obtain the vaccination at a later date at no cost to covered employees or at cost to covered students. Documentation of refusal of the vaccination is kept in the medical records of the individual.

E. Vaccination will be provided by Macon Occupational Medicine for all covered employees. The Business Office will be notified and a purchase order number will be generated as needed. All covered students will be referred to their local Health Departments.
V. POST-EXPOSURE FOLLOW-UP

A. Should an exposure incident occur, contact Stephen Hutto at the following telephone number (478) 733-2796.

B. An immediate available confidential medical evaluation and follow-up will be conducted and documented by a licensed health care professional. Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:
   1. Document the routes of exposure and how the exposure occurred.
   2. Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
   3. For blood or OPIM exposure:
      a. Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual’s test results were conveyed to the employee’s/student’s health care provider.
      b. If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
      c. Exposure involving a known HIV positive source should be considered a medical emergency and post-exposure prophylaxis (PEP) should be initiated within 2 hours of exposure, per CDC recommendations.
      d. Assure that the exposed employee/student is provided with the source individual’s test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
      e. After obtaining consent, collect exposed employee’s/student’s blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status.
      f. If the employee/student does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

4. For airborne pathogen (tuberculosis):
   a. Immediately after the exposure of covered employee or student, the responsible supervisor, the work unit or technical college Exposure Control Coordinator (ECC) and the authorized contact person at the clinical or work site shall be notified and should receive documentation in writing. Documentation of the incident is to be prepared the day of the exposure; on an Exposure Incident Report and Follow-Up Form for Exposure to Bloodborne/Airborne Pathogens (Tuberculosis); promulgated within 24 hours of the incident; and recorded in the Exposure Log.
   b. The exposed covered employee or student is to be counseled immediately after the incident and referred to his or her family physician or health department to begin follow-up and appropriate therapy. Baseline testing should be performed as soon as
possible after the incident. The work unit or technical college is responsible for the cost of a post-exposure follow-up for both covered employees and students.

c. Any covered employee or student with a positive tuberculin skin test upon repeat testing, or post-exposure should be clinically evaluated for active tuberculosis. If active tuberculosis is diagnosed, appropriate therapy should be initiated according to CDC Guidelines or established medical protocol.

VI. ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

A. Stephen Hutto ECC ensures that the health care professional evaluating a covered employee or student after an exposure incident receives the following:
   1. a description of the covered employee’s or student’s tasks or activities relevant to the exposure incident.
   2. route(s) of exposure
   3. circumstances of exposure
   4. if possible, results of the source individual’s blood test.
   5. relevant covered employee or student medical records, including vaccination status.

VII. PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

A. Stephen Hutto ECC will review the circumstances of all exposure incidents to determine:
   1. engineering controls in use at the time
   2. administrative practices followed
   3. a description of the device being used (including type and brand)
   4. protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
   5. location of the incident (O.R., E.R., patient room, etc.)
   6. procedure being performed when the incident occurred
   7. training records of covered employee or student

B. Stephen Hutto ECC will record all percutaneous injuries from contaminated sharps in a Sharps Injury Log.

C. If revisions to this ECP are necessary Stephen Hutto, ECC will ensure that appropriate changes are made. (Changes may include an evaluation of safer devices, adding individuals/occupational areas to the exposure determination list, etc.)

VIII. COMMUNICATION OF HAZARDS AND TRAINING
A. All employees and students who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

1. a copy and explanation of the Central Georgia Technical College’s blood borne pathogen standard
2. an explanation of our ECP and how to obtain a copy
3. an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
4. an explanation of the use and limitations of engineering controls, work practices, and PPE
5. an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
6. an explanation of the basis for PPE selection
7. information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge to covered employees and at cost to covered students
8. information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
9. an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
10. information on the post-exposure evaluation and follow-up that the employer/college is required to provide for the covered employee or covered student following an exposure incident

11. an explanation of the signs and labels and/or color coding required by the standard and used at this facility
12. and an opportunity for interactive questions and answers with the person conducting the training session.

B. Training materials are available, through an open records request, from Michelle Siniard VPAA. (478) 218-3330

IX. RECORDKEEPING

A. Training Records

1. Training records are completed for each covered employee and student upon completion of training. These documents will be kept for at least three years. Employee’s records will be kept with employee personnel files. Student records will be kept with student records.

2. The training records include:
   a. the dates of the training sessions
   b. the contents or a summary of the training sessions
   c. the names and qualifications of persons conducting the training
   d. the names and job titles/department of all persons attending the training sessions
3. Training records are provided upon request to the covered employee or student or the authorized representative of the employee or student within 15 working days. Such requests should be addressed to Michelle Siniard, VPAA. All open records request laws will apply to this request.

B. Medical Records
1. Medical records are maintained for each covered employee or student in accordance with 29 CFR 1910.1020, “Access to Employee Exposure and Medical Records.”
2. The Director of Human Resources is responsible for maintenance of the required medical records. These confidential records are kept in the covered employee’s personnel file for at least the duration of employment or attendance plus 30 years.
3. Covered employee or student medical records are provided upon request of the employee or student or to anyone having written consent of the employee or student within 15 working days. Such requests should be sent to Michelle Siniard, VPAA.

C. Recordkeeping
An exposure incident is evaluated to determine if the case meets OSHA’s Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by Stephen Hutto, ECC.

D. Sharps Injury Log
1. In addition to the 29 CFR 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in a Sharps Injury Log. All incidences must include at least:
   a. date of the injury
   b. type and brand of the device involved (syringe, suture needle)
   c. department or work area where the incident occurred explanation of how the incident occurred.
2. The Sharps Injury Log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers removed from the report.
Exposure Control Plan
For Occupational Exposure to Blood borne Pathogens
And Airborne Pathogens/Tuberculosis
2015-2016

APPENDIX A
Responsible person for plan administration per program area/job area

<table>
<thead>
<tr>
<th>Program/Job Area</th>
<th>Contact Name</th>
<th>Contact Number</th>
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<tbody>
<tr>
<td>Maintenance/Custodian</td>
<td>Robert Dominy</td>
<td>(478) 757-3597</td>
</tr>
<tr>
<td>Police/Public Safety/Security</td>
<td>Steve Anderson</td>
<td>(478) 757-3453</td>
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<tr>
<td>Biotechnology</td>
<td>Eric Wessinger</td>
<td>(478) 757-2521</td>
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<tr>
<td>Automotive Technology</td>
<td>Danny Lyles</td>
<td>(478) 757-3477</td>
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<tr>
<td>Air Conditioning Technology</td>
<td>Danny Lyles</td>
<td>(478) 757-3477</td>
</tr>
<tr>
<td>Aircraft Structural Technology</td>
<td>Shane Walden</td>
<td>(478) 218-3276</td>
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<tr>
<td>Aviation Maintenance Technology</td>
<td>Shane Walden</td>
<td>(478) 218-3276</td>
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<tr>
<td>Welding Technology</td>
<td>Danny Lyles</td>
<td>(478) 757-3477</td>
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<tr>
<td>Industrial Systems Technology</td>
<td>Randy Rynders</td>
<td>(478) 218-3264</td>
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<tr>
<td>Gas Metal Arc Welding</td>
<td>Danny Lyles</td>
<td>(478) 757-3477</td>
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<td>Auto Collision Technology</td>
<td>Danny Lyles</td>
<td>(478) 757-3477</td>
</tr>
<tr>
<td>Cabinet Making/Carpentry Technology</td>
<td>Otis Lucas</td>
<td>(478) 757-3472</td>
</tr>
<tr>
<td>Shielded Metal Arc Welding Technology</td>
<td>Leonard Partain</td>
<td>(478) 757-3479</td>
</tr>
<tr>
<td>Cardiovascular Technology</td>
<td>Tiffini Strickland</td>
<td>(478) 757-3667</td>
</tr>
<tr>
<td>Clinical Laboratory Technology</td>
<td>Tony Dugan</td>
<td>(478) 757-3571</td>
</tr>
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## Exposure Control Plan

For Occupational Exposure to Blood borne Pathogens And Airborne Pathogens/Tuberculosis

2015-2016

### APPENDIX A

Responsible person for plan administration per program area/job area

<table>
<thead>
<tr>
<th>Program Area</th>
<th>Responsible Person</th>
<th>Contact Number</th>
</tr>
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<tbody>
<tr>
<td>Dental Hygiene Macon</td>
<td>April Catlett</td>
<td>(478) 757-3487</td>
</tr>
<tr>
<td>Dental Hygiene Warner Robins</td>
<td>Barbara Jansen</td>
<td>(478) 218-3244</td>
</tr>
<tr>
<td>Gerontology</td>
<td>Terry Wilkins</td>
<td>(478) 757-3585</td>
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<tr>
<td>Hemodialysis</td>
<td>Terry Wilkins</td>
<td>(478) 757-3585</td>
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<tr>
<td>Radiologic Technology</td>
<td>Terry Wilkins</td>
<td>(478) 757-3585</td>
</tr>
<tr>
<td>Barbering</td>
<td>Terrance Shinholster</td>
<td>(478) 757-3486</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>Jody Martin</td>
<td>(478) 218-3251</td>
</tr>
<tr>
<td>Early Childhood Care and Ed.</td>
<td>Anita Dailey</td>
<td>(478) 757-3491</td>
</tr>
<tr>
<td>Childcare Center Macon</td>
<td>Mitzi Love</td>
<td>(478) 757-3492</td>
</tr>
<tr>
<td>Childcare Center Warner Robins</td>
<td>Michelle Cutler-Irvin</td>
<td>(478) 218-3346</td>
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Exposure Control Plan
For Occupational Exposure to Bloodborne Pathogens and Airborne Pathogens/Tuberculosis

APPENDIX B

<table>
<thead>
<tr>
<th>Job/Program Title</th>
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<tbody>
<tr>
<td>Maintenance/Custodial</td>
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<td>Police/Public Safety/Security</td>
<td>Facilities Department</td>
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<tr>
<td>Biotechnology</td>
<td>Health Sciences</td>
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<tr>
<td>Cardiovascular Technology</td>
<td>Health Sciences</td>
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<tr>
<td>Clinical Laboratory Technology</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>Dental Assisting</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>Health Sciences</td>
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<tr>
<td>Gerontology</td>
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<td>Hemodialysis</td>
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<td>Medical Assisting</td>
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<td>Orthopedic Technology</td>
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<td>Paramedicine</td>
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<td>Pharmacy Technology</td>
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<tr>
<td>Polysomnography</td>
<td>Health Sciences</td>
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<tr>
<td>Practical Nursing</td>
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<td>Radiologic Technology</td>
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<tr>
<td>Surgical Technology</td>
<td>Health Sciences</td>
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</table>
Job Title: Department Head
Job Code:  
Last Update: 08/10/2011

Job Description, Responsibilities, Standards, and Qualifications

Department Head’s will work under direct supervision of the Associate Vice President of Academic Affairs to foster effective cooperation, coordination, and communication across multiple campuses with regards to academic programs and services in the area of supervision. The primary responsibility of the Department Head is to coordinate academic processes and supervise faculty in the assigned area.

Job Duties:

1. General knowledge of each program
2. Classroom observations (full-time and adjunct)
3. Do performance evaluation of all full-time employees
4. Complete positive discipline form when necessary
5. Review and meet with instructors about semester course evaluations by students
6. Review semester schedule for each program
7. Review book orders for division
8. Process absence request for full-time instructors
9. Report and work with student complaints
10. Assist faculty with IE functions including program learning outcomes (review, revision, measurement, and analysis of said outcomes)
11. Approve and monitor faculty work schedule and office hours
12. Assist faculty in attainment and continuance of program-specific accreditation
13. Review program advisory committee activities
14. Coordinate catalog reviews for all programs in division
15. Participate in program enrollment process including registration, drop/add and withdrawals
16. Review program statistics such as enrollment in quarter and between quarter retention rate, graduation rate, and placement rate to ensure program viability
17. Be visible in the classrooms of division
18. Teach courses as assigned
19. Be involved in the hiring process for full-time faculty in division
20. Represent faculty concerns to upper management by establishing the chain of command

Technical Competencies:

1) Leadership skills
2) Budget management skills
3) Knowledge of technology applications
4) Interpersonal relations
5) Organizational skills
6) Written and oral presentation skills
PROGRAM CHAIR Job Description

Additional Responsibilities to Faculty Job Description

DEFINITION

A faculty member appointed by the Vice President for Academic Affairs in conjunction with recommendation of the Associate VP for Academic Affairs on an annual basis to plan and organize the activities of an assigned program; to provide highly responsible staff support to the Department Head; to manage the activities of faculty and staff; and to teach an instructional load based on a release time formula for program chair duties.

SUPERVISION RECEIVED AND EXERCISED

Receives and implements directions that are provided by the Department Head. Monitors faculty and staff and provides feedback to the Department Head.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

• Models effective teaching techniques for other faculty.

• Initiates and assists the Department Head in developing, planning, implementing, and administering goals and objectives related to the assigned area.

• Initiates and assists the Department Head in recruiting and interviewing, and helps orient faculty for assigned area; makes part-time hiring recommendations to the Department Head; organizes observation of part-time instructors; conducts evaluation, if assigned, of part-time faculty/staff; provides information to the Department Head to aid in the evaluation process.

• Assists the Department Head with scheduling of classes; inputs class schedule into the computer, assigns part-time teaching schedules, coordinates full-time instructor schedules; recommends to Department Head on class cancellations; coordinates room scheduling; proofreads the schedule.

• Coordinates the updating of syllabi/course objectives; coordinates textbook selection, supplementary instructional materials, and changes in curriculum; determines prerequisite equivalence.

• Assists with updating the Catalog.
• Supervises lab facilities, if assigned, for proper use, safety, security and maintenance.

• Reviews need for equipment, supplies and instructional materials and recommends purchase; verifies equipment inventories.

• Helps to ensure quality teaching within the assigned area; arranges for class coverage when appropriate.

• Provides staff assistance to the Department Head. For example, develops, prepares and presents recommendations and reports as requested.

• Coordinates the preparation of class records regarding attendance and grades.

• Initiates course substitutions, waivers, and credit by examination forms; deals initially with student grievances for assigned area.

• Provides consistent monitoring and guidance in aiding faculty to accomplish day-to-day tasks.

• Monitors course offerings and recommends changes to keep the program current; coordinates the development of course outlines and materials within the assigned area; coordinates and supervises internships/co-op experiences.

• Attends the division’s program chair meetings and shares information from these meetings with faculty.

• Markets assigned program; recruits students; prepares marketing materials and for potential students; represents the program and the college at professional organizations; makes presentations to internal and external groups to promote the program.

• Coordinates assigned activities with those of others programs/area.

• Advises students on a variety of academic and administrative matters and career opportunities; assesses students’ standing and needs for assigned program; suggests alternative courses of action; takes leadership role in advising students concerning admissions and graduation requirements and procedures.

• Coordinates web page management with web ambassador.

• Identifies qualified individuals willing to serve on advisory committees and recommends to Department Head. Meets with advisory committees, participates and follow up on recommendations; submits advisory committee minutes to Department Head.
• Coordinates program accreditation, program reviews, certifications, and licensure procedures as appropriate.

• Assists students, employers, and placement office with job placement.

• Takes leadership roles in special projects involving the program such as pursuing grants, working with potential donors, etc.

• Provides input into budget preparation.

• Performs other duties as requested.

WORKLOAD

Department Heads may allocate 3 credit hours per semester for performing the regular duties of a program chair.

This range recognizes that 3 credit hour reassigned time is necessary to adequately perform the duties of program chair. This range also recognizes that the role of the program chair should be at least 50% instructional in order for the individual to adequately remain current in the teaching discipline and stay in touch with the day-to-day instructional activities.

The 3 credit hours of reassigned time is for regular area duties, and does not include any additional time assigned individually on a term by term basis for special projects, new course development, institutional assignments, etc. Additional reassigned time allocations require approval of the Department Head and the Associate Vice President of Academic Affairs.

The Program Chair Agreement Form shall be completed annually.
JOB DESCRIPTION

TITLE: Instructor, Adjunct

JOB DESCRIPTION: Under general supervision, perform classroom instruction for credited technical/occupational courses at a technical college. Develop course syllabi, lesson plans, and presentation materials. Evaluate students’ progress in attaining goals and objectives. Ensure safety and security requirements are met in the training area.

QUALIFICATIONS: As defined by the currently approved terms and conditions for employment of the State Board of Technical and Adult Education

REPORTS TO: Program Chair or Department Head

JOB GOALS: To provide quality instructional activities in line with the TCSG standards and guidelines.

PERFORMANCE RESPONSIBILITIES:

1. Course Planning: Develop instructional materials needed to provide students with the opportunity to develop appropriate skills, technical knowledge, and the ability to interpret and use the knowledge in successful and gainful employment. These materials should include:
   A. Formal instructional plans (lesson plans/flow chart)
   B. Measurable student objectives.
   C. Course organizational plan.
   D. Valid course content.
   E. Supplementary instructional materials.

2. Instruction: Provide the valid up-to-date instruction needed to prepare students for employment or upgrading in the occupation, including:
   A. Efficient use of class time.
   B. Maintaining discipline.
   C. Effective rapport with students.
   D. Organized instructional presentations.
   E. Appropriate teaching methods, materials, and learning opportunities.
   F. Motivating students.
   G. Problem solving/troubleshooting instruction.
   H. Providing for individual differences.
   I. Providing employability skills training.

3. Student Evaluation: Maintain an equitable system of student evaluation based on sound practices and the standards of the occupation including:
   A. Procedures for monitoring progress.
   B. Evaluation instruments.
   C. Reporting student grades.

4. Professional/Personal Department: Project an appropriate professional image by:
   A. Regular attendance and punctuality.
   B. Professionalism and ethical conduct.
   C. Enforcement of school rules.
   D. Compliance with school rules
   E. Participation in staff development activities (optional).

Assigned Duties: Perform other related duties as assigned by the program chair or department head.

TERMS OF EMPLOYMENT: Semester Contract Renewal
CENTRAL GEORGIA TECHNICAL COLLEGE

Instructor Evaluation

Instructor: __________________________ Program: __________________________

Evaluation Period from: __________________ to: __________________________

C-O-N-F-I-D-E-N-T-I-A-L

Performance Criteria

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<tr>
<td>1</td>
<td>Needs Improvement--Improvement is needed to meet requirements</td>
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<tr>
<td>3</td>
<td>Meets Requirements--Performance consistently meets requirements</td>
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<tr>
<td>5</td>
<td>Exceeds Requirements--Performance consistently exceeds requirements</td>
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Revised March 2000
I. PROGRAM PLANNING

____ A. Program State Standards & Guidelines

0. Program Standards & Guide Materials are not up to date.
1. Improvement is needed in the area(s) circled in indicator 3.
3. There is evidence that the Program Guides and Standard Materials are up to date and all student competencies are being presented as indicated by appropriate syllabi and course outlines.
5. Same as #3, plus-Additional competencies have been added based on documented local training needs.

____ B. Program/Course Materials

0. Valid, up-to-date program/course materials are not available.
1. Improvement is needed in the area(s) circled in indicator 3.
3. Program/course materials are maintained and updated on a regular basis to include catalog program listings and course descriptions, student advisement sheets, program brochures, etc.
5. Same as #3, plus-Additional program/course promotional materials have been created with attractive, neat, presentable, creative, appropriate design.

____ C. Occupational Advisory Committee

0. The Occupational Advisory Committee is inactive.
1. Improvement is needed in the area(s) circled in indicator 3.
3. At least five advisory committee members, representative of the occupation, are active as shown by regular attendance at meetings. The instructor meets with the committee at least 2 times a year with a minimum of 3 members in attendance at each meeting. The committee provides input for program improvement, motivational assistance, and evaluation. The committee approves a program of work on an annual basis. The meetings are appropriately scheduled, planned, and documented.
5. Same as #3, plus-The committee actively promotes the program. There is evidence of continuous involvement in program operations. Well-planned, well-organized meetings are evidenced through accurate minutes and agendas.
II. COURSE PLANNING

A. Course Syllabi

0. Individual course syllabi do not exist or are not utilized.

1. Improvement is needed in the area(s) circled in Indicator 3.

3. Course syllabi contain the following components: course overview, specific competencies required, course outline, instructional delivery method, course requirements, course materials, grading and exam policy, instructor availability, and supplementary assistance. Course syllabi are reviewed quarterly and updated as needed. Each student receives a copy of a clear, concise, and correct course syllabus for each course taught.

5. Same as #3, plus-Syllabi are unique and innovative in the way information is presented to student (graphics, charts, color, etc. are used).

B. Instructional Plans

0. No objectives exist or broad-term and/or questionable objectives are used. Instructional plans are incomplete or inaccurate.

1. Improvement is needed in the area(s) circled in Indicator 3.

3. Instructional plans include basic components of an organized lesson (preparation, presentation, application, evaluation) and utilize appropriate media. Measurable performance objectives are established for each lesson, are included on each lesson plan or flow chart, are logically sequenced, and are communicated to each student.

5. Same as #3, plus-Instructional plans are exemplary. There is an indication of ongoing review and updating of instructional plans showing changes and revisions over the academic year.

C. Course Content

0. Course Content of each course taught has not been reviewed and/or changed in the last year.

1. Improvement is needed in the area(s) circled by Indicator 3.

3. Course content is kept up-to-date, including the standards and methods used in industry. Plans for improvement are based on feedback from the advisory committee, students, graduates, staff development experiences, program evaluations, State standards and guides, occupational surveys, etc. There is evidence of interaction with IFCC.

5. Same as #3, plus-There is evidence that multiple course improvements have been implemented or appropriate requests have been submitted to make the improvements within the last fiscal year.
III. INSTRUCTION

_____ A. Instructional Presentations

0. Instructional presentations are delivered in an unorganized, ineffective manner.

1. Improvement is needed in the area(s) circled in Indicator 3.

3. Instructional presentations are organized to meet objectives, as stated in each course syllabus, utilizing instructional plans and media. A variety of media is used to enhance learning. Active student participation and effective communications with students are evident. The instructor communicates enthusiasm through eye contact with students, facial expression, and voice inflections. Problem solving and/or troubleshooting techniques are incorporated as an integral part of instruction.

5. Same as #3, plus-Instructional presentations utilize a variety of multi-media, computer aided instruction and other methods in an organized manner to assist students in meeting unit objectives. The instructor displays enthusiasm, warmth, patience, as appropriate in dealing with students while controlling a professional classroom atmosphere.

_____ B. Providing for Individual Differences

0. Planning does not take into consideration individual differences in student learning ability and rates of learning.

1. Improvement is needed in the area(s) circled in Indicator 3.

3. Planning for meeting course objectives and standards includes activities, materials, and/or assignments that allow for different abilities, rates of learning, and learning styles among students. Minimum course standards are the same for all students.

5. Same as #3, plus-Planned activities are supplemented by review and advanced materials and/or assignments for those students who are above or below average. These activities are included in lesson plans or flowcharts.

_____ C. Discipline

0. Instructor does not maintain appropriate student discipline.

1. Improvement is needed in the area(s) circled in Indicator 3.

3. Student discipline is maintained by instructor as evidenced by students= remaining on the assigned tasks. Students are required to follow school rules and regulations constantly, and disciplinary actions are handled according to school guidelines. Professional rapport with students is maintained. The instructor is obviously in control of the learning taking place and demonstrate awareness of where each student is in the learning process.

5. Same as #3, plus-Class and lab activities are conducted in a businesslike atmosphere. Instructor counsels students on a one-to-one basis regarding discipline problems. Instructor arranges counseling sessions as needed with students and others including student services and other professionals outside regular class hours.
IV. MANAGING THE INSTRUCTIONAL PROGRAM

_____A. Monitoring Student Progress

0. There is no evidence of appropriate, effective and various evaluation instruments and/or system of evaluating student progress.

1. Improvement is needed in the area(s) circled in Indicator 3.

3. A system for evaluating student progress is clear, evident, utilized, and documented. The instructor has appropriate, effective, and various evaluation instruments (written and/or performance) in place and utilizes them for periodic and prompt feedback to the student. These instruments address all State Standards competencies for each course or program and are used to establish official student grades. Course requirements and grading procedures are clear and are in writing on the course syllabus and/or individual lesson sheets. There is evidence of work ethics grading, where applicable.

5. Same as #3, plus-A system is made available for students to monitor their own progress. Student grades are used as counseling tools for helping students to improve performance, identify strengths and weaknesses, and clarify career goals. Students are counseled individually concerning their progress. The evaluation system and instruments are reviewed at least quarterly and revised, if necessary.

_____B. Maintaining Records and Reports

0. An organized system of maintaining required records and reports is not in place and/or reports are not submitted on time in the correct form.

1. Improvements are needed in the area(s) circled in Indicator 3.

3. An organized method of filing, maintaining and submitting records and reports is evident. All required documentation is organized within the department to substantiate student grades, to indicate progress of advisory committee, and to indicate instructional organization. Records and reports, including student grades and enrollment status, are accurate, complete, and submitted on time.

5. A well-organized, neat departmental filing system is used following a plan for retention and disposal of materials. Records and reports are neat, correct, orderly, and supported by easily accessible documentation or computerized data.
V. MANAGING EQUIPMENT AND SUPPLIES

_____ A. Equipment

0. No system for equipment care, maintenance, and need forecasting is evident.

1. Improvement is needed in the area(s) circled in Indicator 3.

3. Equipment is adequate and up-to-date to support the instructional program. It is maintained in efficient working order and is arranged for safety and efficiency. No students are allowed to operate equipment without proper instruction and/or safety protection. Care of equipment is stressed and included in instruction, if applicable. Plans have been made for repair or removal of unused or inoperable equipment. Requests for identified equipment needs are submitted in the IES annually.

5. Same as #3, plus-A preventive maintenance schedule has been developed and is practiced. Daily checks are made to ensure safety, efficiency, and proper use of equipment. A review of equipment needs is completed yearly with the assistance of the advisory committee. Equipment needs have been prioritized, and long-range plans have been developed for the equipment needed to implement program improvements.

_____ B. Inventory Control

0. A formal inventory of equipment, furniture, and tools does not exist.

1. Improvement is needed in the area(s) circled in Indicator 3.

3. A departmental inventory of equipment, tools, and furniture is maintained with daily routine checks, and a formal written inventory is conducted at least annually. A system of supplies inventory control exists. A formal, written procedure is utilized for loans and tracking of equipment to other departments.

5. Same as #3, plus-An up-to-date, quarterly inventory of all instructional tools, equipment, and furniture is maintained for both State inventory items as well as locally purchased equipment. Supply requisitions are based on supply inventory on a quarterly bases.

_____ C. Learning Environment

0. The instructional environment is cluttered, unattractive, needs cleaning, and/or is not organized efficiently.

1. Improvement is needed in the area(s) circled in Indicator 3.

3. The classroom(s) lab, office(s), and tool or supply rooms are effectively arranged, safe, clean, attractive, uncluttered, and neat. Space, equipment, tools, and supplies are organized for effective instruction. An effective clean-up procedure is evident. The learning environment is arranged for effective management of the instructional program and student flow. Adequate safety materials, posters, bulletin boards, equipment, tools, and first aid kits-appropriate to the occupation-are available and utilized in the department. Safety is practiced constantly and incorporated within the course content, as appropriate.

5. Same as #3, plus-The department is arranged to provide students with a positive work and learning experience. The departmental environment is inviting and conducive to learning, as evidenced by exceptional displays, bulletin boards, posters, and occupationally-realistic decor. Displays are renewed on a quarterly basis. Innovative methods of stressing safety are utilized. Students and instructors are safety conscious and look for and correct safety hazards.
VI. ADVISING AND COUNSELING STUDENTS

_____ A. Counseling

0. Insufficient or no counseling is done with students.

1. Improvements are needed in the area(s) circled in Indicator 3.

3. Students are oriented to the course or program and are advised and counseled on matters relating to the school, academic program, and/or the occupational employment. Consistent work ethics counseling and feedback are evident. The instructor assists and helps individual students who are below average or in need of extra help. Reprimands and personal counseling are handled in private and treated confidentially. The instructor conveys a sincere concern for their students and treats the students with respect.

5. Same as #3, plus-If assistance cannot be given to a student, that student is referred to specific individuals for help or guidance, usually after personal contact with the person the student is referred to. The instructor often provides extra help and assistance to his/her students in school, academic, and/or occupational endeavors. The instructor stresses the development and importance of work ethics in relation to the chosen occupational field.

_____ B. Office Hours

0. There is no evidence of effective use of office hours.

1. Improvement is needed in the area(s) circled in Indicator 3.

3. Instructor posts and makes effective use of office hours including providing extra help to students, revising and updating curriculum and instructional materials, and completing other administrative duties and paperwork.

5. Same as #3, plus-The instructor’s effective use of office hours and outside classroom assistance have directly led to improved and/or updated curriculum/instruction and improved student success. Student opinions of instructor assistance after normal class hours are excellent in the quarterly student opinion surveys.

_____ C. Student Advisement

0. There is no evidence of an organized student advising system.

1. Improvement is needed in the area(s) circled in Indicator 3.

3. Instructor has an organized and effective student advisement system. Instructor utilizes student advisement sheets to track advisees’ academic progress and to guide and counsel student advisees effectively in order to assist them in meeting program completion requirements. Instructor gives a copy of the student advisement sheet to all new advisees upon entry into the program. General Education and Developmental Studies instructors must insure that students are enrolled in appropriate General Education/Developmental Studies courses for the students’ program.

5. Same as #3, plus-Instructor’s advisement and advisement system have not resulted in any advising errors in last year. Student opinion surveys indicated excellent advisement. General Education and Developmental Studies instructors assist in occupational advisement.
VII. PROFESSIONAL/PERSOANL DEVELOPMENT

_____ A. Attendance and Punctuality

0. Instructor does not demonstrate regular attendance, punctuality, and/or does not follow school regulations concerning attendance.

1. Improvement is needed; however, the instructor generally complies with attendance guidelines.

3. Instructor demonstrates attendance and punctuality within the guidelines of the personal attendance regulations and follows procedures as outlined in the Central Georgia Technical College Employee Handbook.

5. Same as #3, plus-The instructor has an excellent attendance record with less than 2 absences or 3 tardies per quarter.

_____ B. Professionalism

0. The instructor does not set a professional example. There is evidence of consistent non-enforcement or non-compliance of the following departmental or school policy, the rule, or regulation: ________________________ ________________.

1. Improvement is needed in the area(s) circled in Indicator 3.

3. The instructor projects a professional image in appearance and actions, respects the rights of others, uses proper channels, is a team player and consistently works toward the good of the institution and its students, while demonstrating a positive attitude and ethical conduct. Instructor enforces and complies with departmental and school policies, rules, and regulations.

5. Same as #3, plus-The instructor maintains an excellent rapport with students, colleagues, supervisors, and administrators. The instructor sets a leadership example and encourages professionalism among colleagues and students. The instructor is cooperative with other school personnel and goes beyond the call of duty to improve the institution, its services, and support of school wide activities as demonstrated in _________________________________________________________________________.

_____ C. Participation in Staff Development

0. The instructor has not met staff development requirements on a timely basis.

1. Improvement is needed in the area(s) circled in Indicator 3.

3. The instructor has cooperated with the instructional supervisors in identifying staff development needs and resources and has completed his/her plans within the required time frame with appropriate documentation.

5. Same as #3, plus-There is evidence that participation in staff development activities beyond those required has resulted in documented improvement within the instructional program.
<table>
<thead>
<tr>
<th>Section</th>
<th>Subsections</th>
<th>Pts.</th>
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<tbody>
<tr>
<td>I. Program Planning</td>
<td>A. Program State Standards &amp; Guides</td>
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</tr>
<tr>
<td></td>
<td>B. Program Outline</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C. Occupational Advisory Committee</td>
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</tr>
<tr>
<td>II. Course Planning</td>
<td>A. Course Syllabi</td>
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<tr>
<td></td>
<td>B. Instructional Plans</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C. Course Content</td>
<td></td>
</tr>
<tr>
<td>III. Instruction</td>
<td>A. Instructional Presentations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Providing for Individual Differences</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C. Discipline</td>
<td></td>
</tr>
<tr>
<td>IV. Managing the Instructional Program</td>
<td>A. Monitoring Student Progress</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Maintaining Records and Reports</td>
<td></td>
</tr>
<tr>
<td>V. Managing Equipment and Supplies</td>
<td>A. Equipment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Inventory Control</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C. Learning Environment</td>
<td></td>
</tr>
<tr>
<td>VI. Advising and Counseling Students</td>
<td>A. Counseling</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Office Hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C. Student Advisement</td>
<td></td>
</tr>
<tr>
<td>VII. Professional/Personal Development</td>
<td>A. Attendance and Punctuality</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Professionalism</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C. Participation in Staff Development</td>
<td></td>
</tr>
</tbody>
</table>

**Total Points:**

0-45       46-59       60-74       75-89       90-100       Total Points

An overall rating of 3 - 5 indicates a satisfactory evaluation.

1 - 2 – not met expectations
3 - 4 –meets expectations
5 –exceeds expectations
Recommendations/Suggestions for Improvement: __________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Proposed Follow-up Assessment of Above: __________________________

____________________________________________________________________

Instructor Comments: (Continue on back, if needed.)

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Note: Signature indicate that the instructor and evaluator(s) have reviewed and discussed this evaluation summary. They do not necessarily indicate agreement.

_________ Satisfactory Evaluation          ________ Unsatisfactory Evaluation

Evaluator(s) comments:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Date Evaluator(s) Signature

Date Reviewer(s) Signature
<table>
<thead>
<tr>
<th>COMPETENCY</th>
<th>Satisfactory</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Planning</td>
<td></td>
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<td></td>
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<tr>
<td>Course Planning</td>
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<tr>
<td>Providing Instruction</td>
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<tr>
<td>Evaluating Students</td>
<td></td>
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<tr>
<td>Managing the Instructional Program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Managing Facilities/Equipment/Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advising Students</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Maintaining Program Standards</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Professional/Personal Development</td>
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<td></td>
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</tr>
</tbody>
</table>

*See Phase I Assessment Instrument for indicators of performance standards.

**See Reverse side for improvement plan and job targets.
August 11, 2015

President Ivan Allen
Central Georgia Technical College
3300 Macon Tech Drive
Macon, GA 31206

Dear President Allen:

Thank you for submitting the 2015-2016 Hazard Communication Program Plan for your college. Your HCPP has been approved without need for revisions. Please note that an updated Hazardous Chemical Inventory will need to be submitted for the July 1, 2015 deadline for your college. We appreciate the hard work and dedication you and your staff have shown.

If you have questions or need further information concerning applicable requirements, please contact me at (404) 679-1666 or lbeck@tcsg.edu.

Sincerely,

Lisa Anne Beck
Emergency Manager

(Please forward a copy to your College Hazard Communication Program Plan Coordinator for college distribution)
Hazard Communication Program Plan
2015-2016

REVIEWED:  
CENTRAL GEORGIA TECHNICAL COLLEGE
Hazard Communication Program Plan Coordinator

APPROVED:  
President/Executive

REVIEWED:  
Technical College System of Georgia
Hazard Communication Program Plan Officer

APPROVED:  
Technical College System of Georgia
Assistant Commissioner
Data, Planning and Research
Hazardous Communication Program Plan

INTRODUCTION

The State Board of the Technical College System of Georgia (SBTCG), along with its work units and technical colleges, is committed to providing a safe and healthful environment for its employees, students, volunteers, visitors, vendors and contractors. SBTCG Policy II.D. Emergency Preparedness, Health, Safety and Security compels technical colleges and work units to ensure that information about the dangers of all hazardous materials used are known by all affected individuals. This Hazard Communication Program Plan (HCPP) has been established to prevent the potentially injurious exposure to hazardous materials through the improper use, handling, transportation, containment, storage, or disposal of such materials under normal operating conditions or potentially during an emergency situation. This HCPP will provide guidance for training regarding the contents of the Occupational Safety and Health Administration (OSHA) Hazard Communications Standard, 29 CFR 1910.1200 (along with the Georgia Public Employee Hazardous Chemical Protection and Right to Know Act of 1988 O.C.G.A. §45-22-1 to §45-22-12 as well as the Georgia Public Employee Hazardous Chemicals Protection and Right to Know Rules, 300-3-19-01 et seq. All operations and all organizational units will participate in the HCPP.

This Hazard Communication Program Plan includes the following topics:

- program administration
- exposure determination
- implementation of methods of exposure control
  - standard hazardous materials precautions
  - engineering and administrative controls
  - personal protective equipment (PPE)
  - housekeeping
  - laundry
- container labeling
- safety data sheets
- training and information
- hazardous non-routine tasks
- informing other employers/contractors
- hazardous material inventories
evaluation and follow-up post-exposure to hazardous materials
evaluation of circumstances surrounding exposure incidents
chemicals in unlabeled pipes and
program availability

I. PROGRAM ADMINISTRATION

A. The Hazard Communication Program (HCP)/Right to Know (RTK) Coordinator, has the overall responsibility for the Hazard Communication Program. The HCP/RTK Coordinator will review and update and then subsequently submit the HCPP to the TCSG System Office annually, or more frequently if necessary to reflect any new or modified tasks or activities; new or revised employee classifications or new academic programs with potential injurious exposure to hazardous materials to ensure compliance and protection for all individuals.

Contact Information for HCP/RTK Coordinator

Stephen Hutto
Macon Campus Room 333
Office: (478) 757-3436
Cell: (478) 733-2796
Fax: (478) 757-2567
Email: shutto@centralgatech.edu

B. Those individuals who are determined to be at risk of exposure to hazardous materials must comply with the procedures and practices outlined in this HCPP.

C. The assigned designees listed below are responsible for the implementation, documentation, review, training, and record keeping with respect to the areas of implementation of methods of exposure control, container labeling, safety data sheets, training and information. (May be presented as an appended document.)

<table>
<thead>
<tr>
<th>Program or Work Area</th>
<th>Contact Name</th>
<th>Contact Information</th>
</tr>
</thead>
</table>

SEE APPENDIX A.

II. EXPOSURE DETERMINATION

Individuals are identified as having a risk of exposure to hazardous materials based on the tasks or activities in which they engage. “Covered” individuals are identified by the work unit or technical college as those employees or students who are at risk or vulnerable in the normal conduct of their tasks or activities for potentially injurious exposure to hazardous materials. A “covered” occupational task or activity is recognized as one in which risk of exposure is reasonably expected. These individuals include part-time, temporary, contract, and per-diem employees.
The following is a list of job and/or student program classifications that present the opportunity for potentially injurious exposure to hazardous materials. *(May be presented as an appended document.)*

<table>
<thead>
<tr>
<th>Job/Program Title</th>
<th>Occupational/Program Area</th>
</tr>
</thead>
</table>

**SEE APPENDIX B**

III. IMPLEMENTATION OF METHODS TO REDUCE EXPOSURE RISK

The individuals identified in APPENDIX A are responsible for implementing and documenting the following methods to reduce exposure risk:

A. **Standard Precautions:** All covered individuals will use hazardous materials standard precautions as dictated by the task or activity. These standard precautions include adhering to appropriate prescribed engineering and administrative controls, personal protective equipment, housekeeping, and laundry.

B. **Personal Protective Equipment:**
   1. Appropriate personal protective equipment (PPE), including but not limited to: respiratory, gloves, protective clothing, eye, and face protection, is provided to covered employees at no cost and available to covered students at the student’s expense.
   2. Training/record keeping in the use of PPE for specific tasks is provided and maintained.
   3. Adequate supplies of the aforementioned equipment will be available in the appropriate size/fit.
   4. All covered employees and covered students using PPE must observe the following precautions:
      a. Wear appropriate PPE when it is reasonably anticipated that there may be contact with hazardous materials; replace gloves or other protective clothing if torn or punctured, or if their ability to function as a barrier is compromised.
      b. Utility gloves or other protective clothing may be reused if their integrity is not compromised. Utility gloves or other protective clothing should be discarded if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
      c. Appropriate face and eye protection should be donned when splashes, sprays, spatters, or droplets of hazardous material pose as risk to the eye, nose, or mouth.
      d. Respiratory protection devices should be donned when the vapors of fumes pose a risk to the respiratory system.
      e. Disposable PPE should be discarded properly after each use.
IV. CONTAINER LABELING

The HCP/RTK Coordinator will review labeling procedures periodically and will update labels as required. Those individuals identified in APPENDIX A will verify that all containers received for use will be clearly labeled as to the contents, note the appropriate hazard warning, and list the manufacturer's name and address.

These same individuals will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels marked with the identity and the appropriate hazard warning. For help with labeling, see EHSEM Specialist, Stephen Hutto, at (478) 757-3436 or via email at shutto@centralgatech.edu.

Central Georgia Technical College currently operates no individual stationary process containers on any campus.

Central Georgia Technical College is using an in-house labeling system that relies on colors, graphics, and/or numeric values to convey hazard information.

A. The individuals identified in APPENDIX A are responsible for implementing and documenting the following container labeling requirements for their respective organizational areas:

1. Verify all containers received for use are clearly labeled as to contents, appropriate hazard warning (both physical and health), and manufacturer's name and address.

2. Defaced or missing labels are replaced quickly with an appropriate secondary label.

3. All secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels marked with the identity and the appropriate hazard warning(s). For assistance with labeling, contact the HCP/RTK Coordinator.

4. All labels, including secondary container labels can be printed from MSDS online. MSDS online can be access from any college owned computer by clicking the icon on the desktop.
V. SAFETY DATA SHEETS

A. The HCP/RTK Coordinator is responsible for establishing and monitoring the technical college or work unit SDS program.

B. The individuals identified in APPENDIX A are responsible for implementing and documenting the following SDS requirements for their respective organizational areas.
   1. Procedures are developed to obtain the necessary SDSs and for the review of incoming SDSs for new or significant health and safety information. Any new information is communicated to affected employees. An alternate procedure will be followed when an SDS is not received at the time of initial shipment. The identified individual can look up the SDS information in MSDS online. They can then send a request to the HCP/RTK coordinator requesting the SDS be added to the appropriate folder. The HCP/RTK coordinator can then add the SDS to the appropriate folder.
   2. Central Georgia Technical College uses MSDS online for all SDS information. All SDS documents are located online. Access is simply made by double clicking the MSDS icon that is displayed on all college computers on the college server.
   3. MSDS online is responsible for keeping the SDS sheets up to date as part of the contract with CGTC.

VI. TRAINING AND INFORMATION

A. The HCP/RTK Coordinator is responsible for the HCPP training and will ensure that all program elements are carried out. The Professional Development Training Coordinator is responsible for maintaining the Master Training Log.

B. The individuals identified in APPENDIX B are responsible for implementing and documenting the following training requirements for their respective organizational areas.
   1. All covered individuals will receive an explanation of this HCPP during their initial training or academic experience, as well as a review on an annual basis.
   2. Everyone who works with or is potentially exposed to hazardous materials will receive initial training on the hazard communication standard and this HCPP before starting work and refresher training annually. Each new covered individual will attend training that includes the following content:
      - an overview of the OSHA Hazard Communication Standard
      - the hazardous materials present
      - the physical and health risks of the hazardous materials
      - symptoms of overexposure
      - how to determine the presence or release of hazardous materials
      - how to reduce or prevent exposure to hazardous materials through use of control procedures, administrative practices and personal protective equipment
      - steps taken to reduce or prevent exposure to hazardous materials
• procedures to follow if covered individuals are overexposed to hazardous materials
• how to read labels and SDSs to obtain hazard information
• location(s) of the SDSs and written Hazard Communication Program Plan

3. Prior to introducing a new hazard into any organizational unit, each employee in that organizational unit will be given information and training as outlined above for the new hazard. The training format will be as follows: All training is done by Power Point presentations.

VII. HAZARDOUS NON-Routine TASKS

Periodically, covered individuals are required to perform non-routine tasks that are hazardous. Examples of non-routine tasks are: confined space entry, tank cleaning, and painting reactor vessels. Prior to starting such tasks, each affected covered individual will be given information by the individuals identified in APPENDIX B for their respective organizational area about the hazardous materials which may be encountered. This information includes specific chemical hazards, protective/safety measures, and steps being taken to reduce hazards, including ventilation, respirators, the presence of another employee (buddy systems), and emergency procedures.

VIII. INFORMING OTHER EMPLOYERS/CONTRACTORS

A. The HCP/RTK Coordinator is responsible for providing other employers and contractors with information about hazardous materials that their employees may be exposed to on a given work unit/technical college site as well as suggested precautions for those employees. The HCP/RTK Coordinator is also responsible for obtaining information about hazardous materials used by other employers to which employees of the work unit or technical college may be exposed.

B. Other employers and contractors will be provided with SDSs for hazardous materials generated by the operations of the work unit or technical college in the following manner: Contact the HCP/RTK for any SDS needed.

C. In addition to providing a copy of an SDS to other employers, other employers will be informed of necessary precautionary measures to protect employees exposed to operations performed by the work unit or technical college.

D. Other employers will be informed of the hazard labels used by the work unit or technical college. If symbolic or numerical labeling systems are used, the other employees will be provided with information to understand the labels used for hazardous materials for which their employees may have exposure.
IX. HAZARDOUS MATERIAL INVENTORIES

A. A biennial inventory of all known hazardous materials used by covered individuals is associated with this HCPP. This inventory includes the name of the chemical, the manufacturer, the work/study area in which the material is used, and quantity if it exceeds the Threshold Planning Quantity (TPQ). The inventory should be arranged to be able to cross-reference it with the SDS file and the labels on containers. Additional useful information, such as the manufacturer’s telephone number, and emergency number, scientific name, CAS number, the associated task, etc., can be included. ((See these links for further information on TPQ: http://www.gpo.gov/fdsys/pkg/CFR-2013-title40-vol29/pdf/CFR-2013-title40-vol29-part355-appB.pdf

B. When new materials are received, the inventory is updated (including date the materials were introduced) within 30 business days. To ensure any new material is added in a timely manner, the following procedures shall be followed: When the HCP/RTK is made aware of any new materials the SDS for that material will be added to the chemical inventory and SDS folder.

C. The Hazardous Material Inventory is compiled and maintained and submitted to the TCSG System Office by Stephen Hutto (478) 757-3436

X. EVALUATION AND FOLLOW UP POST-EXPOSURE TO HAZARDOUS MATERIALS

A. Should an exposure incident occur, contact Stephen Hutto at the following telephone number (478) 757-3436 or cell (478) 733-2796.

B. An immediate available confidential medical evaluation and follow-up will be conducted and documented by a licensed health care professional.

1. Following initial first aid the following activities will be performed:
   A. Appropriate college incident report is the filled out and sent to the HCP/RTK coordinator and a copy sent to HR.

XI. EVALUATION OF CIRCUMSTANCES SURROUNDING EXPOSURE INCIDENTS

A. Stephen Hutto will review the circumstances of all exposure incidents to determine:
   1. engineering controls in use at the time
   2. administrative practices followed
   3. a description of the material being used (including type and brand)
   4. protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
   5. location of the incident
   6. task being performed when the incident occurred
   7. training records of covered employee or student
**B.** If revisions to this HCPP are necessary Stephen Hutto will ensure that appropriate changes are made. (Changes may include an evaluation of safer practices, review of training etc.)

**XII. CHEMICALS IN UNLABELED PIPES**

Prior to starting work in areas where chemicals are transferred through unlabeled pipes, covered individuals should contact the individuals identified in APPENDIX B for their respective organizational area for information regarding the identity of the material in the pipes; potential hazards; and required safety precautions.

**XIII. PROGRAM AVAILABILITY**

Any person(s) wanting a copy of the HCP can request a copy by contacting:

Michelle Siniard VPA
80 Cohen Walker Dr.
Warner Robins, Ga. 31088
(478) 218-3330
# Hazardous Communications Control Plan

APPENDIX A

Responsible person for plan administration per program area/job area

<table>
<thead>
<tr>
<th>Program/Job Area</th>
<th>Contact Name</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance/Custodian</td>
<td>Robert Dominy</td>
<td>(478) 757-3597</td>
</tr>
<tr>
<td>Police/Public Safety/Security</td>
<td>Steve Anderson</td>
<td>(478) 757-3453</td>
</tr>
<tr>
<td>Biotechnology</td>
<td>Eric Wessinger</td>
<td>(478) 757-2521</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>Danny Lyles</td>
<td>(478) 757-3477</td>
</tr>
<tr>
<td>Air Conditioning Technology</td>
<td>Danny Lyles</td>
<td>(478) 757-3477</td>
</tr>
<tr>
<td>Aircraft Structural Technology</td>
<td>Shane Walden</td>
<td>(478) 218-3276</td>
</tr>
<tr>
<td>Aviation Maintenance Technology</td>
<td>Shane Walden</td>
<td>(478) 218-3276</td>
</tr>
<tr>
<td>Welding Technology</td>
<td>Danny Lyles</td>
<td>(478) 757-3477</td>
</tr>
<tr>
<td>Industrial Systems Technology</td>
<td>Randy Rynders</td>
<td>(478) 218-3264</td>
</tr>
<tr>
<td>Gas Metal Arc Welding</td>
<td>Danny Lyles</td>
<td>(478) 757-3477</td>
</tr>
<tr>
<td>Auto Collision Technology</td>
<td>Danny Lyles</td>
<td>(478) 757-3477</td>
</tr>
<tr>
<td>Cabinet Making/Carpentry Technology</td>
<td>Otis Lucas</td>
<td>(478) 757-3472</td>
</tr>
<tr>
<td>Shielded Metal Arc Welding Technology</td>
<td>Leonard Partain</td>
<td>(478) 757-3479</td>
</tr>
<tr>
<td>Cardiovascular Technology</td>
<td>Tiffini Strickland</td>
<td>(478) 757-3667</td>
</tr>
<tr>
<td>Clinical Laboratory Technology</td>
<td>Tony Dugan</td>
<td>(478) 757-3571</td>
</tr>
<tr>
<td>Dental Hygiene Macon</td>
<td>April Catlett</td>
<td>(478) 757-3487</td>
</tr>
</tbody>
</table>
### Hazardous Communications Control Plan

**APPENDIX A**

Responsible person for plan administration per program area/job area

<table>
<thead>
<tr>
<th>Program Area</th>
<th>Person</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Hygiene Warner Robins</td>
<td>Barbara Jansen</td>
<td>(478) 218-3244</td>
</tr>
<tr>
<td>Gerontology</td>
<td>Terry Wilkins</td>
<td>(478) 757-3585</td>
</tr>
<tr>
<td>Hemodialysis</td>
<td>Terry Wilkins</td>
<td>(478) 757-3585</td>
</tr>
<tr>
<td>Radiologic Technology</td>
<td>Terry Wilkins</td>
<td>(478) 757-3585</td>
</tr>
<tr>
<td>Barbering</td>
<td>Terrance Shinholster</td>
<td>(478) 757-3486</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>Jody Martin</td>
<td>(478) 218-3251</td>
</tr>
<tr>
<td>Early Childhood Care and Ed.</td>
<td>Anita Dailey</td>
<td>(478) 757-3491</td>
</tr>
<tr>
<td>Childcare Center Macon</td>
<td>Mitzi Love</td>
<td>(478) 757-3492</td>
</tr>
<tr>
<td>Childcare Center Warner Robins</td>
<td>Michelle Cutler-Irvin</td>
<td>(478) 218-3346</td>
</tr>
</tbody>
</table>
## Hazardous Communication Program Plan

### APPENDIX B

- **Job/program area where exposure to Hazardous Materials could occur**

<table>
<thead>
<tr>
<th>Job/Program Title</th>
<th>Occupational/Program Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance/Custodial</td>
<td>Facilities Department</td>
</tr>
<tr>
<td>Police/Public Safety/Security</td>
<td>Facilities Department</td>
</tr>
<tr>
<td>Biotechnology</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>Aero Space, Trade and Industry</td>
</tr>
<tr>
<td>Air Conditioning Technology</td>
<td>Aero Space, Trade and Industry</td>
</tr>
<tr>
<td>Aircraft Structural Technology</td>
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<td>Shielded Metal Arc Welding Technology</td>
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</tr>
<tr>
<td>Cardiovascular Technology</td>
<td>Health Sciences</td>
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<tr>
<td>Clinical Laboratory Technology</td>
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<td>Dental Hygiene</td>
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<td>Gerontology</td>
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<td>Hemodialysis</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>Radiologic Technology</td>
<td>Health Sciences</td>
</tr>
</tbody>
</table>
Timesheets and Payroll Processing

FLSA References

Policy III. U.3. – **Overtime and Compensatory Time**, clearly states CGTC compliance with the federal Fair Labor Standards Act (FLSA) and DTAE policy and procedures for work hours, overtime accrual, and FLSA compensatory time.

**General Information:**

- **FLSA** – Fair Labor Standards Act establishes minimum wage rates, maximum work hours, overtime pay requirements, etc. for employees who are covered by its provisions.

- **Exempt Employee:** An employee who is not covered by the minimum wage and maximum hour provisions of the Fair Labor Standards Act.

- **Non-Exempt Employee** – An employee who is covered by the minimum wage and maximum hour provisions of the Fair Labor Standards Act.

- **FLSA Compensatory Time** – Overtime worked by FLSA non-exempt employees will normally be credited as FLSA compensatory time at a rate of one and one-half hours of compensatory time for each hour of overtime worked. Overtime is credited only when the time the employee is actually at work exceeds forty hours in a defined work week. A holiday which falls in a defined work week shall be considered to be time at work. Any other type of paid leave, however, shall not count as time at work.

- The maximum FLSA compensatory time accrual is 240 hours. Compensatory time in excess of 240 hours must be paid in cash.

- An employee must be granted FLSA compensatory time off within a reasonable time after making the request if the use of such time off does not unduly disrupt operations.

**Authorization to Work Overtime (Compensatory Time)**

- Any deviation in hours worked that would result in the accumulation of overtime compensation must be approved in advance by the appropriate Director and/or Vice President.

- Unscheduled and unauthorized time worked by FLSA non-exempt employees will be compensated with overtime or FLSA compensatory time. Disciplinary action maybe taken against a non-exempt employee who works unscheduled or unauthorized hours.

**FLSA Compensatory Time:**

- Overtime worked by FLSA non-exempt employees will normally be credited as FLSA compensatory time.

- The hourly rate for overtime payment is calculated by dividing the total annual compensation by 2080 hours.
**Employees/Supervisors Responsibilities**

- Every employee is responsible for completing his/her timesheets on a weekly basis.
- It is the Supervisors responsibility to ensure that the timesheets are correct.
- Timesheets should be turned into the Human Resources Department on Monday for the previous week.
- Incorrect and incomplete timesheets will be returned to the supervisor.
- DO NOT send timesheets in before the end of the weekly pay period.

**Weekly Time Sheet Guidelines**

- Enter Employee Name, Employee ID Number, Employee Title, Department, Work Week Beginning Date and the Work Week Ending Date.
- Enter Date (s)
- Enter Start Time In, Meal time Out, Meal time In and Finish time for each work day.
- Enter Total Hours Worked for each work day. All time not worked should be entered in the Exception hours not worked field and coded to the appropriate absence code.
- Total all hours in the Total Hours Worked and all hours not worked in the Exception column.
- Subtract the standard work hours (40) from the Total Hours Worked field and write this amount in the Straight Time Worked field.
- FLSA Comp hours are calculated by multiplying the number of hours worked over 40 hours within a work week by 1.5 by 1.5 hours.
- Sign your weekly time report and forward it to your designated supervisor for approval.