



A Unit of the Technical College System of Georgia
An Equal Opportunity Institution

SAFETY AND SECURITY MANUAL

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Introduction

PURPOSE AND PHILOSOPHY

The security of students, faculty, and staff at Southeastern Technical College is of primary importance in providing a safe and secure environment conducive to learning. Each faculty, staff, and administrative person will follow and monitor the safety and security of the campus. Any condition deemed as potentially dangerous will be immediately reported to the proper individuals.

This publication outlines the scope of campus safety and security, emergency procedures, and the roles and responsibilities we each play to ensure a safe and secure learning environment.

Your judgment is often required to determine whether or not an incident constitutes an emergency. If you believe an incident constitutes an emergency, then the procedures in this publication should be followed. Take no chances. If in doubt, err on the side of safety.

ROLES AND RESPONSIBILITIES

The following key personnel and their safety and security responsibilities include:

President

- Communicate any new or revised safety and security policies and procedures to students, faculty, and staff
- Monitor safety and security policies and procedures for effectiveness
- Monitor adherence to current safety and security policies and procedures
- Appoint institution Director of Safety and Security to serve as chairperson of safety committee
- Appoint members to safety committee
- Communicate any safety and security concerns to Director of Safety and Security
- Make decisions regarding closing of facility for safety and security reasons
- When not on campus, appoint someone to make decisions regarding closing of facility for safety and security reasons
- Ensure safety and security training is provided to all students, staff, and faculty

Safety Committee

Director of Safety and Security

- Conduct called meetings of safety committee to review safety policies, procedures, and issues
- Forward recommendations to update/revise safety and security policies and procedures to the president and executive council
- Monitor potential safety hazards utilizing safety hazard reporting system
- Forward reports of potential safety hazards to appropriate personnel
- Track completion of correction of safety hazards
- Maintain communication with security personnel
- Serve as safety and security training resource
- Review safety and security policies and procedures with outside emergency and law enforcement agencies to ensure currency and effectiveness
- Schedule and conduct safety drills

Members

- Meet to review safety and security policies, procedures, and issues
- Make recommendations to revise/update safety and security policies and procedures

- Monitor effectiveness of safety and security policies and procedures

Administrator On Duty

- Monitor and maintain safe and secure policies, practices, and conditions
- Manage any emergency situations as prescribed
- Contact President or appointed administrator about any conditions which may warrant closing of the facility
- Work cooperatively with security staff to maintain safe and secure conditions
- Contact emergency agencies as required by an emergency situation

Faculty and Staff

- Maintain safe and secure practices in classrooms, laboratories, on live-work projects, and in auxiliary spaces
- Ensure all safety equipment is available and in proper working condition
- Immediately relay any safety and security concerns to appropriate personnel
- Develop regular schedule of inspecting classrooms, laboratories, live-work projects, and auxiliary spaces for safe and secure conditions
- Conduct necessary safety inspections as required
- Update lab safety procedures as necessary
- Provide specific safety and security training to students and additional staff members

Security Personnel

- Report any safety and security hazards or concerns to Director of Safety and Security or administrator on duty
- Carefully monitor campus for safe and secure conditions
- Notify Director of Safety and Security or administrator on duty of any federal or state laws broken on campus
- Assist with secure opening and closing of building

Vice Presidents and Other Administrators

- Report any safety and security hazards or concerns to Director of Safety and Security or administrator on duty
- Relate revisions of safety and security policies and procedures to personnel within division
- Ensure proper training is provided to personnel within division

Safety, Security, and Emergency Procedures

CLASSROOM EMERGENCY

Note: In the event of any emergency or security situation, the instructor must immediately contact the Director of Safety and Security, his or her supervising Director, Dean, Vice President, and/or other member of the executive council. This applies to all campuses and centers of Southeastern Technical College.

To report a classroom emergency:

- 1) For the Vidalia and Swainsboro Campuses, report the emergency to the main office in each building to call for Security.
- 2) If no answer, call the receptionist from the nearest phone (Vidalia: 912-538-3100 or Swainsboro: 478-289-2200) **and** send a student to the receptionist's desk to explain the situation.
- 3) If someone is injured, follow first aid procedures. Do not move the person. Notify the main office to contact 911 and Security. (See the First Aid Procedures section of this manual.)
- 4) Wait for assistance to arrive.

Procedures for Off-Site Locations:

Any work-related accident or incident involving a student must be reported immediately to the appropriate person. The following contacts should be utilized based on the location: the lead teacher for the Reidsville, Glennville, Treutlen, Mt. Vernon, Candler, Jenkins, and Johnson Counties Adult Education Centers; the Vice President for Economic Development for the Economic Development Center; or the lead teacher for the Commercial Truck Driving Training Center.

All incidents must have adequate follow-up including an incident report.

Any incident involving students engaged in criminal activity will immediately be reported to the lead teacher, the local police, and the Director of Safety and Security.

Any terrorist threat will be treated in the same manner as a fire emergency.

If a participant becomes ill, assess the situation, assist if required, and call an ambulance or 911 if needed.

REPORTING A FIRE

Vidalia and Swainsboro Campus:

- 1) The instructor will attempt to contact the front office.
- 2) The instructor will send one person to the nearest fire alarm and activate it. (Pull handle straight down and release.) Ensure the nature of the fire and its location is reported to the receptionist and Director of Safety and Security. Follow fire drill procedures:
 - a) Be sure to close all doors and windows in the area of the fire.
 - b) Turn off all power to machines and equipment.

- c) Turn off all lights (except emergency lighting).
 - d) Follow evacuation routes posted by the doors.
 - e) Remember: While evacuating the building, allow no running, pushing, or loud talking. Move as quickly and orderly as possible.
 - f) Instructors: Take roll books as you exit with students to make sure that everyone is accounted for. Designate a place outside the building at least 300 feet away from the building for students to meet.
 - g) The elevator should never be used.
- 3) If possible, the instructor should attempt to contain the fire to the area. Be sure to use the nearest extinguisher to fight the fire. (Instructors should always know where the nearest extinguisher is located.)
 - 4) Faculty and staff: Do not take any chances. If the fire is too large to contain, evacuate the building immediately.
 - 5) Designated STC personnel will notify the Fire Department by the following procedure:
 - a) Dial 911
 - b) Give name
 - c) Give location of fire to include address and specific building affected:
 - Vidalia Campus - Southeastern Technical College, 3001 East First Street, Vidalia, GA
 - Swainsboro Campus – Southeastern Technical College, 346 Kite Road, Swainsboro, GA

Procedures for Off-Site Locations:

If anyone notices smoke or fire, notify the appropriate person. The following contacts should be utilized based on the location: the lead teacher for the Reidsville, Glennville, Treutlen, Mt. Vernon, Candler, Jenkins, and Johnson Counties Adult Education Centers; the Vice President for Economic Development for the Economic Development Center; or the lead teacher for the Commercial Truck Driving Training Center and call 911/local fire department.

- 1) Notify each instructor to evacuate using posted routes.
- 2) Turn off all power to machines and equipment.
- 3) Turn off lights.
- 4) Close all doors to classrooms.
- 5) Remain outside, clear of the building and fire lanes, until you have been given the signal to re-enter. Instructors should keep their students at least 300 feet away from the building.

For emergency/ disaster information view: www.Georgia911.org.

TORNADO

Upon the forecast of severe or potentially severe weather, the administrator on duty will listen to the NWS Weather Radio or other appropriate radio to monitor the situation. The administrator on duty will make staff aware of the Watch / Warning status as is necessary to protect personnel from danger. Security and custodial personnel should serve as weather spotters during watch. Administrative staff should also monitor radio and television announcements for changes in conditions.

Emergency Tornado Plan: Vidalia and Swainsboro Campus

Watch: Weather conditions that a tornado may develop.

Upon the forecast of severe or potentially severe weather, the administrator on duty will turn on the NWS Weather Radio or other appropriate radio to monitor the situation. The college administration will make staff aware of the Watch status.

NOTE: Security and/or /Custodial/Maintenance personnel shall serve as weather spotters during watch and will relocate to the safest area of facility and remain there until the watch is suspended.

Administrative staff should also monitor radio and television announcements for changes in conditions.

Warning: A tornado has been sighted and protective measures should be taken immediately.

Either the President or designee will sound the alarm that a tornado has been sighted and that everyone will report to the assigned locations.

In the event of the National Weather Service issuing a tornado warning, an alert message will be issued from the Southeastern Technical College Alertus/Alert Aware Mass Alert Notification System and everyone on the campus will report to the locations listed in the posted plan. The following "All Clear" message will be issued by the designated STC personnel that it is safe to return to the regularly scheduled classroom areas. ("All Clear" message: **The emergency condition has been cleared. Please resume to normal operations.**)

WATCH / SEVERE THUNDERSTORM WARNING

- 1) When a tornado watch / severe thunderstorm warning stating that inclement weather is possible is received:
 - a) Instructors and employees will continue regular classroom/shop and work activities.
 - b) Following issuance of a severe thunderstorm warning by the National Weather Service, an alert message will be issued from the Southeastern Technical College Blackboard Connect Alert System informing all employees and students of possible danger.

WARNING

- 1) When a tornado warning stating that a tornado has actually been sighted is received:
 - a) An announcement will be issued utilizing the on-campus mass alert notification system and Southeastern Technical College Alertus/Alert Aware Mass Alert Notification System informing all employees and students of a tornado warning. (Tornado Warning message: A TORNADO WARNING has been issued for the Toombs County Area. SEEK SHELTER - Go immediately to the closest designated tornado shelter room. Once safely sheltered, await further instructions. Remain in the tornado shelter room until an all clear message is given.)
 - b) Designated STC personnel will decide if and when to release students early from class and will announce best routes for traveling and avoiding danger. All students will be strongly encouraged to remain in the building until dismissed.
 - c) Should a tornado be imminent, faculty, staff, and students will find positions in the inner offices, hallways, and bathrooms away from glass windows (refer to posted escape maps). Instructors should take roll books with them to ensure all students are accounted for.

1. Close windows in the exterior wall as practical, lower blinds and/or drapes.
2. Close class or lab doors leading into halls (corridors).
3. Coats and jackets should be used to cover heads, arms and legs.
4. All persons remain in the designated areas until notified that it is safe to resume operations by designated personnel. Evacuate students in portable classrooms to a permanent structure immediately.

2) Faculty: Verify that all students are accounted for during and after the event.

Designated STC personnel will decide when the emergency situation is over and will make announcement to all personnel. An “all clear” message will be given over the Alertus/Alert Aware Mass Alert Notification System. (“All Clear” message: **The emergency condition has been cleared. Please resume to normal operations.**)

Procedures for Off-Site Locations:

During severe weather, employees will listen to the radio for potential tornado activity in the area. In the event of a tornado, the following contacts should be utilized based on the location: the lead teacher for the Reidsville, Glennville, Treutlen, Candler, Jenkins, and Johnson Counties Adult Education Centers; the Vice President for Economic Development for the Economic Development Center; or the lead teacher for the Commercial Truck Driving Training Center. The responsible person will direct participants to a safe area and give them safety instructions. In the event of a tornado watch and following consultation with the Administrator on duty, the lead teacher for the Commercial Truck Driving Training Center will direct students and staff to one of the main campus buildings.

Procedures for STC Auditoriums:

Toombs Auditorium

Participants will be instructed to kneel between the seats. Handicapped participants will be escorted to the green room which is located between the Toombs and the Tattnall Auditorium.

Tattnall Auditorium

Participants will be instructed to kneel between the seats. Any handicapped participants will be instructed to move as close to the wall as possible.

Procedures for Student Center and Lobby:

Student Center and Lobby

Participants will be instructed to go to the restrooms in the Student Center.

In case of severe weather, participants will be notified of the changing environment outside, such as ice storms, flood, or any condition that may impair driving ability. The decision to cancel any event or special activity will be made by the sponsor and the administrator on duty in conjunction with the President.

FLOOD WARNING

When notified that a flood warning is in effect, follow the procedure below:

- 1) Following the issuance of a flood warning by the National Weather Service, an alert message will be issued from the Southeastern Technical College Blackboard Connect Alert System informing all employees and students of the flood warning.

- 2) Students and STC employees will remain at the College until further instruction. Designated STC personnel will decide if and when to release students early.
- 3) Designated STC personnel will announce best routes for traveling and for avoiding danger.
- 4) If necessary, students will be relocated to higher elevations.
- 5) Instructors will use roll books to make sure everyone in class is accounted for.

Designated STC personnel will decide when the emergency is over and will make the necessary announcement. An “All Clear” message will be issued from the Alertus/Alert Aware Mass Alert Notification System. (“All Clear” message: **The emergency condition has been cleared. Please resume to normal operations.**)

Procedures for STC Auditoriums:

In case of severe weather, participants will be notified of the changing environment outside, such as ice storms, flood, or any condition that may impair driving ability. The decision to cancel any event or special activity will be made by the sponsor and the administrator on duty in conjunction with the President.

HURRICANE

- 1) Following the issuance of a hurricane warning by the National Weather Service, an alert message will be issued from the Southeastern Technical College Blackboard Connect Alert System informing all employees and students of the hurricane warning. Designated STC personnel will monitor weather and civil defense radio channels, will contact local sheriff or police department, and will announce to faculty and staff hurricane procedures specific to the situation.
- 2) Designated STC personnel will decide if and when to release students early from class and will announce best routes for traveling and avoiding dangerous situations.
- 3) Should a hurricane be imminent, faculty, staff, and students will find positions in the inner offices, hallways, and bathrooms away from glass windows (refer to posted escape maps).

Designated STC personnel will decide when the emergency is over and will make the necessary announcement. An “All Clear” message will be issued from the Alertus/Alert Aware Mass Alert Notification System. (“All Clear” message: **The emergency condition has been cleared. Please resume to normal operations.**)

Procedures for STC Auditoriums:

In case of severe weather, participants will be notified of the changing environment outside, such as ice storms, flood, or any condition that may impair driving ability. The decision to cancel any event or special activity will be made by the sponsor and the administrator on duty in conjunction with the President.

SNOW/ICE

- 1) Following the issuance of a snow/ice warning by the National Weather Service, an alert message will be issued from the Southeastern Technical College Blackboard Connect Alert System informing all employees and students of the snow/ice warning. Designated STC personnel will monitor weather and civil defense radio channels, will contact local sheriff or police department, and will announce to faculty and staff snow/ice procedures specific to the situation.
- 2) Designated STC personnel will decide if and when to release students early from class and will announce best routes for traveling and avoiding danger.

Procedures for STC Auditoriums:

In case of severe weather, participants will be notified of the changing environment outside, such as ice storms, flood, or any condition that may impair driving ability. The decision to cancel any event or special activity will be made by the sponsor and the administrator on duty in conjunction with the President.

CHEMICAL EMERGENCY / RAILROAD ACCIDENTS

- 1) Designated STC personnel will announce to faculty and staff procedures specific to the situation whether the emergency is within the building, on campus or in the community.
- 2) Report emergency to local Emergency Management Agency (numbers in back of manual).
- 3) Designated STC personnel will decide if and when to release students early from class and will announce best routes for traveling and avoiding danger.
- 4) The direction of any evacuation will be determined by winds, direction of spill, type of chemical and other factors.

NUCLEAR EMERGENCY

- 1) A nuclear emergency alert may be received by radio, telephone, or other means.
- 2) The recipient of the nuclear emergency will notify the receptionist or designated STC personnel.
- 3) All administrators will be notified.
- 4) If there is not sufficient time to send students home, instructors will instruct students to:
 - a) Use the posted tornado plan to seek shelter.
 - b) Take shelter under heavy pieces of furniture (if applicable).
 - c) Follow any instructions issued by the nuclear plant.

BOMB THREAT

- 1) A bomb threat may be received by various means but will usually be received by telephone.
- 2) The recipient of the call will use the following checklist to gather as much information as possible relative to the threat and to the caller.

Bomb Threat Checklist

When is the bomb going to explode?
Where did you place the bomb?
What does the bomb look like?
What kind of bomb is it?
What will cause the bomb to explode?
Did you place the bomb?
What's your name?
What is your address and telephone number?
Language used?

Identifying Caller Information

Gender of the caller and accent (If detectable)
Time of call
Did the caller sound like an adult?
Did the caller sound like a child?
Background sounds heard during the call

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

Nationality of caller

Mood / Balance of caller

- 3) DO NOT HANG THE PHONE UP. Lay the receiver by the phone and follow the next steps.
- 4) The recipient of the call will notify the receptionist who will contact designated STC personnel.
- 5) The receptionist will notify the administrator on duty immediately of bomb threat.
- 6) The administrator on duty will consult with 911 officials, and make a decision regarding evacuation. If the decision is made to evacuate the building, it will be evacuated as with a fire drill for the Vidalia campus. For both the Swainsboro and Vidalia Campus, an evacuation announcement will be made utilizing the Alertus/Alert Aware Mass Alert Notification System. (Bomb Threat message: This is an evacuation emergency for the SWAINSBORO CAMPUS. Everyone is asked to exit the building through the nearest exit. Please remain at least 1000 feet away from the building. Remain outside until an all clear message is given.)
- 7)
 - a) Everyone will be evacuated to at least 1000 feet from the building or instructed to leave campus.
 - b) Students should take personal belongings (keys, wallet, pocket book, etc.) in case the evacuation requires leaving the campus.
 - c) Instructors will ensure everyone has evacuated each classroom.
 - d) Everyone will remain outside until designated STC personnel announce that the emergency is over. An "All Clear" message will be issued from the Alertus/Alert Aware Mass Notification System. ("All Clear" message: **The emergency condition has been cleared. Please resume to normal operations.**)
- 8) Use of cell phones and two-way radios should be discouraged during any evacuation. As staff evacuate, they should carefully note any strange objects in their respective spaces. No object should be touched or disturbed, only reported to administrative personnel.

Procedures for Off-Site Locations:

In case of a bomb threat:

- 1) Call the local police and/or call 911.
- 2) Notify occupants to evacuate the building by the nearest exit. Stay at least 1000 feet from the building until you are notified that it is safe to return to the building.
- 3) Make sure that no one uses hand held radios or cell phones in the event that they may detonate the bomb.
- 4) Designated employees and law enforcement will search the building to ensure the facility is safe.

WEAPONS POLICY

Southeastern Technical College complies with HB280/O.C.G.A. 16-11.127.1 pertaining to campus carry legislation. According to Georgia Law, any weapons carry license holder when he or she is in any building or on real property owned by or leased to any public technical school, vocational school, college, or university, or other public institution of postsecondary education; provided however, that such exception shall:

Not apply to buildings or property used for athletic sporting events or student housing, including, but limited to, fraternity and sorority houses;

Not apply to any preschool or childcare center space located within such buildings or real property;

Not apply to any room or space being used for classes related to a college and career academy or specialized school as provided under Code Section 20-4-37;

Not apply to any room or space being used for classes in which high school students are enrolled through a dual enrollment program, including but not limited to, classes related to the 'Move on When Ready Act' as provided for under Code Section 20-2-161.3;

Not apply to faculty, staff, or administrative offices or rooms where disciplinary proceedings are conducted;

Only apply to the carrying of handguns which a licensee is licensed to carry pursuant to subsection (e) of Code Section 16-11-126 and pursuant to Code Section 16.11.129; and

Only apply to the carrying of handguns which are concealed. Concealed means carried in such a fashion that does not actively solicit the attention of others and in not prominently, openly, and intentionally displayed except for purposes of defense of self or others. Such term shall include, but not be limited to, carrying on one's person while such handgun is substantially, but not necessarily completely, covered by an article of clothing which is worn by such person, carrying within a bag of a nondescript nature which is being carried about by such person, or carrying in any other fashion as to not be clearly discernable by the passive observation of others.

Any weapons carry license holder who carries a handgun in a manner or in a building, property, room, or space in violation of this law shall be guilty of a misdemeanor; provided, however, that for a conviction of a first offense, such weapons carry license holder shall be punished by a fine of \$25.00 and not be sentenced to serve any term or confinement.

Any person who is not a license holder who violates this law shall be guilty of a felony and, upon conviction thereof, be punished by a fine of not more than \$10,000.00, by imprisonment for not less than two nor more than ten years, or both.

Also prohibited are other dangerous weapons:

straight razors	spring sticks	fighting chains
blackjacks	switchblade knife	metal knuckles
Bowie knife	throwing knife	numchucks
any knife having a blade of three inches or more		
any flailing instrument with two or more rigid parts hinged such that one or more parts can swing freely		
any disk having two or more points or blades which is designed to be thrown or propelled		
other objects that may reasonably pose a danger to the health and safety of students, instructors, or any individuals		

A certified deputy/police officer has the right to wear a visible or concealed weapon anywhere he/she goes in the state of Georgia. The law enforcement officer is considered on duty 24 hours a day, 7 days a week.

STC Weapons Policy is stated within the school catalog. Any infraction should be immediately reported to the administrator on duty. Punitive actions will be administered as specified in the school catalog and Georgia Law.

CIVIL DISTURBANCE

Disturbances that occur during the school day:

- 1) Receptionist or designated STC personnel will be notified of the disturbance utilizing the call buttons, telephone, or student messenger.
- 2) Key staff members will be alerted to the crisis.
- 3) Students will be isolated into small groups (classrooms) when possible.
- 4) The administrator on duty will notify local law enforcement personnel of the situation, but they will enter campus only as a last resort.
- 5) Persons responsible for the disturbance will be identified by school officials and dealt with according to policy.
- 6) Only designated STC personnel will make statements to staff and news media.
- 7) Instructors will direct and inform students as is necessary.

Disturbances that occur after regular hours:

- 1) Receptionist or designated STC personnel will be notified of the disturbance. The person(s) supervising the event will isolate the person(s) causing the disturbance if possible.
- 2) The administrator on duty will notify local law enforcement personnel of the situation, but they will enter campus only as a last resort.
- 3) Persons responsible for the disturbance will be identified by school officials and dealt with accordingly.
- 4) Only designated STC personnel will make statements to staff and news media.

EVACUATION PROCEDURES FOR DISABLED PERSONS

- 1) Evacuate disabled persons when possible. In cases of emergency, disabled individuals should follow the same evacuation procedures as any other individual.
- 2) A "Buddy System" should be established ahead of time in order to assist people with disabilities in an emergency situation. Obtain volunteers who are willing to provide assistance and have designated alternates identified as well. Ensure that volunteers are properly trained to provide assistance as required.
- 3) Only attempt an emergency evacuation of a disabled person if you have been trained to render emergency assistance or if the person is in immediate danger and cannot wait for the arrival of emergency services personnel.
- 4) Always ask someone with a disability how you can help before attempting emergency evacuation assistance. Ask specifically how he or she can best be assisted or moved, and whether there are any special considerations or items that need to accompany the individual.
- 5) Not everyone with a disability will require assistance in an emergency. Instructors and STC personnel should evaluate each situation.
- 6) If emergency assistance is required, STC personnel should relay:
 - a) Location of the individual (room, wing, etc.)
 - b) Disability and assistance required (wheelchair user, breathing difficulties, blindness, etc.)

Blindness or Visual Impairment

- 1) Provide verbal instructions to advise of the safest route or direction using simple directions, estimated distances, and directional terms.
- 2) Do not grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit the facility, especially if there are crowded exit routes, or a possibility of debris.
- 3) Give other verbal instructions or information as needed.

Deafness or Hearing Loss

- 1) Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing may be helpful, but be prepared to write in the event that the person has difficulty in understanding your message.
- 2) Offer visual instruction as to the safest route for evacuation. Use the evacuation map to illustrate routes.

Mobility Impairment

- 1) In evacuating persons who have impaired mobility, it may be necessary to enlist volunteers who can help to remove debris from the exit route.
- 2) If it is not possible to evacuate a person with a mobility impairment, evaluate the possibility of moving them to a safer area such as an office with a shut door that may help to better protect them from harm.
- 3) As soon as is possible, notify emergency personnel of anyone remaining in the building, providing clear directions as to their location.
- 4) Allow emergency personnel to make a determination as to whether individuals are safely positioned within the building or whether they need to evacuate them.
- 5) If there is immediate danger, and a safer position cannot be located proximate to the individual where they could wait for emergency assistance, it may be necessary to evacuate them.

EXTERNAL/OTHER FACTORS WITH POTENTIAL TO DISRUPT OPERATIONS

External factors including loss of electrical power, water, heat/natural gas, transportation services, communications, mail delivery and financial services, disrupted public safety, emergency medical services, 911 systems, civil unrest, and declared states of emergency may disrupt operations. Other factors may include failure of the HVAC/environmental systems, electronic access controls, security systems, fire warning and suppression systems and elevators.

Administrative personnel will assess each situation and take necessary action to safeguard all personnel.

INTERNAL DISRUPTIONS

Disturbances That Occur on School Property

Level I - Disruption is confined to one area with no threat to students or staff.

Level II – Disruptive forces are mobile or pose a direct threat or potential threat to students and staff.

Level III – Disruption is widespread with large-scale student/outsider participation and a serious threat to students and staff.

- 1) Level I disturbances are considered to be small scale civil disturbances. Refer to the “Civil Disturbance” section of the manual (page 18) for appropriate emergency and security procedures.
- 2) Level II and Level III require immediate request for assistance to 911 or law enforcement agency(s). The administrator on duty will assess the situation and notify campus security.
- 3) If deemed necessary, faculty and staff will be alerted to the crisis by broadcast over the Southeastern Technical College Blackboard Connect Alert System and the on-campus mass alert notification system.
- 4) The location and level of the disruption as well as the resources needed should be included in the alert.
- 5) Students will be isolated into small groups (classrooms) when possible. The administrator on duty will re-evaluate the situation.
- 6) If deemed necessary, the administrator on duty will notify local law enforcement personnel of the situation.
- 7) Persons responsible for the disturbance will be identified by College officials and dealt with accordingly.
- 8) The administrator on duty will make all statements to the staff and news media; faculty will inform students as instructed.

Workplace Violence

General

Southeastern Technical College (STC) is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting free of intimidating, threatening, or violent behavior. To this end, it is the policy of STC that any violent act or threatening or disruptive behavior, language, or communication in any form (including telephone, facsimile, electronic mail or written communication) shall not be tolerated.

No employee, student, volunteer, visitor, vendor or contractor shall engage in prohibited behavior or conduct against another individual in any technical college worksite (including a satellite campus/location) or at any sanctioned off-site function. This prohibition for employees extends to any off-duty setting when the act is directed to a work-related contact or otherwise bears a relationship to work.

An employee who believes that he/she has been subject to workplace violence should report the matter to their supervisor immediately. A student, volunteer, visitor, vendor or contractor who believes that he/she has been subject to workplace violence should report the matter immediately to a STC employee or, as soon as possible after the incident, via an electronic version of the STC Campus Crime/Accident/Incident Report Form located on the STC website.

Any employee who violates the provisions of this policy shall be subject to disciplinary action up to and including dismissal from employment. Any STC student who engages in prohibited behavior shall be subject to disciplinary action up to and including expulsion consistent with the provisions/guidelines of STC’s Student Code of Conduct. Any visitor or volunteer who engages in prohibited behavior shall be subject to exclusion from all STC worksites. Any vendor or

contractor who engages in prohibited behavior shall be subject to exclusion from all STC worksites and the termination of his/her business relationship.

Applicability

All STC work units and locations.

Definitions

Contractor: an independent contractor, business, or corporation which provides goods and/or services to STC under the terms specified in a contract. For the purposes of this policy, the term also includes all employees of a business or corporation working on any STC worksite or workplace including any sponsored/sanctioned event.

Employee Assistance Program: a confidential counseling program designed to assist employees and family members who have personal problems that could reasonably interfere with their job performance and/or family life.

Intimidation: includes, but is not limited to, stalking or engaging in actions reasonably intended to frighten, coerce, or induce distress.

Physical Attack/Physical Assault: unwanted or hostile physical contact such as hitting, pushing, kicking, shoving, throwing of objects, or fighting.

Property Damage: intentional damage to property owned by STC or, an employee, student, volunteer, visitor, vendor, or contractor.

Reviewing Manager: a manager charged with reviewing the performance plans and evaluations prepared by lower level supervisor(s) in his/her direct line of supervision.

Safety and Security Manual: a manual developed by STC to cover such safety and security-related matters as emergency evacuation procedures; health and safety issues; campus violence; and, weather-related emergencies

Stalking: a pattern of offensive behavior involving repeated harassment or other forms of invasion of an individual's privacy in a manner that would be expected to cause fear to the recipient.

Threat: is an expression of intent to cause physical or mental harm/distress. Such an expression constitutes a threat without regard to whether the person communicating the threat has the ability to carry it out, and without regard to whether the threat is made on a present condition or future basis. In determining whether the conduct constitutes a threat, including whether the action was intended as a threat, the totality of the circumstance(s) will be considered.

Weapon: any object referenced in O.C.G.A. 16-11-127.1 (or a reasonable facsimile thereof) which is used to attack or intimidate another person. A pistol, rifle, etc., need not be operable to constitute a direct threat to others.

Workplace: any STC campus, a satellite campus/location, or the site of any function sanctioned by STC.

Procedures

All employees are expected to maintain a professional and businesslike relationship with fellow employees, students, volunteers, vendors, visitors and contractors. Students are expected to conduct themselves in a responsible manner in accordance with STC's Student Code of Conduct. Everyone shall place safety as their highest concern and shall report all acts of violence and

threats of violence. All reports of violence will be managed in a confidential manner, with accompanying information released only on a need-to-know basis. STC officials shall be sensitive and responsive to a reporting individual's fear of reprisal/retaliation.

- 1) STC will not tolerate acts or threatened acts of violence in the workplace or at any event sanctioned by STC or, while an employee is off duty when the act is directed to a work-related contact or otherwise bears a relationship to work. Threats of violence will not be excused on the grounds that they were made in a "joking" fashion.
- 2) Examples of prohibited behavior include, but are not limited to:
 - a) Physically menacing/threatening behavior or gestures which convey a threat;
 - b) Unlawful harassment, including ethnic, racial, or sexual epithets;
 - c) Physical attack/assault with or without a weapon;
 - d) Stalking;
 - e) Direct or implied verbal threats or abusive, intimidating, or obscene language;
 - f) Intentional damage to personal or STC property;
 - g) Intentional damage to the personal property of an employee, student, volunteer, visitor, vendor, or contractor; or,
 - h) Possession of a weapon on STC property or at any sanctioned event when such possession is contrary to the provisions of O.C.G.A. 16-11-127.1 and State Board Policy II. C. 10.
- 3) Fighting and/or physical altercations among employees or students is strictly prohibited. Included is any "fighting" that may be characterized as "horseplay".
- 4) STC reserves the right to inspect of any type of state property including, but not limited to, desks, work areas, computers, and other assigned equipment. Employees are expected to cooperate in any search and failure to cooperate will result in disciplinary action up to and including dismissal from employment.
- 5) All files, records, and information stored on any STC computer are the property of STC and may be inspected at any time, with or without prior notice or permission. Consistent with the provisions of State Board Policy II. C. 4., STC computers are provided for business purposes and should not be used for non-work-related matters.
- 6) Employees should expect that electronic mail messages, internet usage and all information created, transmitted, downloaded, received or stored on STC computers may be accessed by the System or technical college at any time without prior notice. Employees should not assume that they have an expectation of privacy or confidentiality in such messages, data, or information, whether or not such information is password protected or that deleted messages, data, information, or previous internet use have been removed from the computer's hard drive.

(Note: it is an express violation of policy for a STC employee to use a commercial software product to permanently erase/wipe all data (e.g., images, e-mails, documents, etc.) from a STC computer's hard drive(s), partition(s), and/or removable media, and to overwrite all deleted data to ensure that the data becomes unrecoverable. Note: this does not pertain to STC Information Technology (IT) staff performing computer repairs, maintenance, or upgrades.)

- 7) Employees should remain alert to and be familiar with their surroundings to better recognize potentially serious situations. Many acts of targeted workplace violence are preceded by direct or indirect threats; therefore, all threats must be taken seriously and should be reported as soon as possible.
- 8) All STC employees and students are advised of the Emergency Operation Plan and notified of the procedures to be followed should violent incident(s) or other emergencies occur in the workplace.
- 9) Any complaint registered against a STC student regarding a potential violation of this policy will be investigated consistent with the provisions of STC's Student Disciplinary Procedure.

Preventative Measures – Pre-Employment Initiatives

One of the most effective measures to reduce or prevent workplace violence is to avoid hiring individuals who are likely to be perpetrators of such violence. Effective measures include:

- 1) Applications for employment should be carefully reviewed. An explanation of gap(s) in employment history should be requested. Clarification on any other unclear area(s) should be sought;
- 2) Dates of previous and current employment should be verified;
- 3) Reasons given for leaving previous employer(s) should be reviewed;
- 4) Personal and professional references, including the current or most recent employer, should be reviewed;
- 5) A thorough background investigation, including a criminal history records check and, as applicable, a driver's history records check should be conducted pursuant to State Board Policy III. W.
- 6) When appropriate, a pre-employment test for the presence of illegal drugs should be conducted; and,
- 7) If the recommended candidate for employment will be driving a state vehicle or his/her personal vehicle for work-related purposes, verification of a valid driver's license and appropriate vehicle insurance is required.

Warning Signs

Individuals may exhibit certain behaviors that may be warning signs of potential violent behavior. The presence of these behaviors, however, should not always be interpreted as a precursor of violent behavior given that others may not exhibit any unusual behavior prior to committing acts or threatened acts of violence. All employees should be aware of circumstances or behaviors, including but not limited to:

- 1) Direct or veiled threats of harm;
- 2) Intimidating, belligerent, harassing, bullying, or other inappropriate and aggressive behavior;
- 3) Numerous conflicts with supervisors, managers, and other employees;
- 4) Bringing a weapon into the workplace contrary to established policy;
- 5) Statements indicating a fascination with weapons or with past incidents of workplace violence;

- 6) Statements showing desperation (e.g., family, financial, and other personal problems) to the point of contemplating suicide;
- 7) Substance/alcohol abuse;
- 8) Extreme changes in behavior;
- 9) Destruction of STC property or the property of other employees;
- 10) Limited outside interests and socially isolated (i.e., a “loner”);
- 11) Excessive tardiness or absences, reduced productivity, increased need for supervision; and,
- 12) Increased stress in the workplace, fear of losing his/her job, believes he/she has been treated unfairly, etc.

Reporting Acts or Threatened Acts of Workplace Violence

- 1) In an emergency or potentially life-threatening situation, STC employees should contact their immediate supervisor or call 911.
- 2) In a non-emergency situation, an employee should notify his/her immediate supervisor, reviewing manager, human resources director/coordinator or, for STC staff, other contact(s) referenced in the college’s Emergency Operations Plan.
- 3) Any employee witnessing or receiving a report of prohibited behavior should notify his/her immediate supervisor, reviewing manager, human resources director/coordinator or, for STC staff, other contact(s) referenced in the college’s Safety and Security Plan.
- 4) Any STC employee observing another individual’s possession, display, or use of a weapon on college property or at a sanctioned event should immediately notify an appropriate contact referenced in the college’s Safety and Security Plan.
- 5) Any student, volunteer, visitor, vendor or contractor who believes that he/she has been subject to workplace violence should report the matter immediately to a STC employee. Any employee, supervisor, or manager who fails to report behavior/actions prohibited by this policy will be subject to disciplinary action.
- 6) Employees must notify their immediate supervisor or reviewing manager when any restraining/protective order has been initiated by or against them. This includes issues of a personal nature (e.g., domestic disputes, stalking, etc.) when the order includes any STC worksite or campus location.
- 7) The Workplace Violence Incident Reporting Form (Attachment A) must be completed by the employee, supervisor, or other authorized official as appropriate. The form must also be completed by the receiver of any anonymous report.
- 8) Anyone who, in good faith, reports acts or threatened acts of violence is protected from retaliation. Every effort will be made to protect the safety and anonymity of an individual who brings forward concern(s) about an act or threat of violence. Any retaliatory actions should be reported as soon as possible to the STC human resources director/coordinator.

Investigating Complaints of Workplace Violence

- 1) Any alleged act or threat of violence will be reviewed by the appropriate STC officials to determine if a further investigation is warranted. Staff in the System’s Office of Legal Services or Office of Human Resources are available to assist STC in any review and/or investigation.
- 2) Any subsequent investigation should begin as soon as possible after a complaint is initiated.

- 3) Witness(es) may be interviewed in person or, if appropriate, by telephone and written statements should be obtained. Written statements should be as detailed as possible regarding exactly what transpired in the incident (e.g., “what was said”, “who hit who first”, etc.) and should be signed by each witness.
- 4) In a non-emergency situation, the accused employee/individual should be interviewed and provided the opportunity to offer information regarding the alleged incident(s).

(Note: if the complaint involves a volunteer, visitor, vendor, or contractor, The STC President or his/her designee may contact the System’s General Counsel or Director of Human Resources regarding available investigative options.)
- 5) When an investigation of an alleged act or threat of workplace violence is conducted, a written report containing the findings and recommended action should be completed within fifteen (15) calendar days following the date of the reported incident(s).
- 6) The completed investigative report will be forwarded to the STC President for his/her review and necessary action.
- 7) Only those employees with a “need-to-know” will be informed of the findings and subsequent action.
- 8) The employee(s)/individual(s) who reported an act or threatened act of violence will be informed of the findings and subsequent action. These employee(s)/individual(s) should be advised to report any reoccurrence(s) of an act or threatened act of violence to their immediate supervisor, reviewing manager, or human resources director/coordinator

Corrective Action

- 1) When an employee has or may have engaged in prohibited behavior or conduct contrary to the provisions of this policy and whose action(s) have been determined to be a potential threat to the safety and well-being of others, he/she should be immediately removed from the workplace and verbally notified that he/she will be placed on suspension with pay pending investigation for alleged misconduct. Written notification of this decision using Attachment B should follow with instructions that the employee is not to return to any STC worksite or attend any sanctioned event until notified by the STC President (or their designee) in writing or, when appropriate, by telephone.
- 2) Any employee who engages in substantiated acts of physical violence in the workplace (e.g., a physical attack/assault, fighting, etc.) shall be dismissed from employment.
- 3) Absent mitigating circumstances/evidence, any employee whose threatening behavior, actions, or language have been determined to have violated the provisions of this policy (e.g., stalking, property damage, verbal threats, abusive language, etc.) or, who has possessed a weapon on a technical college campus/worksite or sanctioned event in violation of the provisions of O.C.G.A. 16-11-127.1 and State Board Policy II. C. 10, shall be dismissed from employment.
- 4) Where there is no overt violent or seriously threatening act (i.e., no direct threat), but rather a single incident or pattern of disruptive, peculiar, or potentially alarming behavior or conduct on the part of an employee and/or if mitigating circumstances/evidence referenced in Section V. Paragraph F. 2. are present and the employee is to be retained, a mandatory referral may be made to the System’s Employee Assistance Program (EAP) as a condition of continued employment. This referral may include a fitness-for-duty examination.

- 5) Any employee who refuses to participate in a mandatory EAP referral or a fitness-for-duty examination will be subject to disciplinary action up to and including dismissal from employment.
- 6) If a dismissal of a violent/potentially violent employee is to occur, the following actions should be taken:
 - a. if possible, wait until the end of the workday to dismiss/propose the dismissal of the employee;
 - b. have the Director of Safety and Security or security; multiple staff members present when the meeting is conducted.
 - c. all items and equipment belonging to STC (e.g. keys, identification badge, laptop computers, etc.) should be collected;
 - d. the employee's access to the STC computer system should be deactivated;
 - e. consider having local law enforcement officers or, as applicable, campus security nearby but not as participants in the meeting with the employee;
 - f. the employee should be escorted out of the building at the conclusion of the meeting and verbally directed to leave the STC property;
 - g. if possible, pack and send the employee's personal items/effects to his/her home address; and,
 - h. consider having additional security personnel, local law enforcement officers or, as applicable, campus security present at the worksite for the next few days.
 - i. Post-dismissal monitoring should occur to ensure the safety of those involved.
 - j. If action involving a non-technical college employee (e.g., volunteer, visitor, vendor, or contractor) is necessary, the STC President or his/her designee may contact the System's Office of Legal Services or Office of Human Resources for assistance.

Employee/Victim Support

STC shall make every reasonable effort to support and protect a victim of workplace violence (including domestic violence) through the following measures:

- 1) offering appropriate safety and security measures;
- 2) when appropriate, accommodating an employee's request for a work schedule adjustment or temporary modification to working conditions or assigned work location;
- 3) encouraging participation/utilization of available EAP services; and,
- 4) approving an employee's leave requests for medical, court, and counseling/EAP services.

Records Retention

Documents associated with a workplace violence investigation and any associated disciplinary action should be maintained for a period of seven (7) years after an employee's departure from state employment.

OFF CAMPUS DISTURBANCES

There may be situations when the safety of students and personnel may be threatened or potentially threatened by disturbances occurring off-property.

Threat Assessment

- 1) The administrator on duty will determine the potential threat or level of threat to students and staff as well as property. This assessment should be made in consultation with campus security, law enforcement, EMA, other agencies, or by direct observation.
- 2) If the threat is immediate or in close proximity, designated STC personnel will call 911 and request law enforcement assistance. If there is clear and present danger, the campus will be locked down, and no one will be allowed to enter or leave the facility until directed by law enforcement or security.
Students and staff will be provided with updates as necessary.
- 3) Students or staff will not be released into a clear and present danger.
- 4) If the threat-level is minimal, the determination will be made by the designated STC personnel in consultation with law enforcement, to close the facility or to remain open.
- 5) The determination to resume normal operations will be made by the designated STC personnel in consultation with law enforcement.

Dangerous Intruder/Suspicious Person

Vidalia and Swainsboro Campuses

If the intruder is in a hall, staff will call office or escort intruder to administrative or security office. If in a classroom, the instructor will send student or someone else to the receptionist for help or use the intercom. If the intruder presents a threat, the on-campus mass alert notification system will be used to evacuate students and others to a safe location away from the intruder.

Procedure:

- 1) Notify receptionist and Director of Safety and Security.
- 2) An announcement will be issued utilizing the Alertus/Alert Aware Mass Alert Notification System. (Intruder/Suspicious Person message: This is a lockdown emergency for the Vidalia/Swainsboro Campus. Proceed to a secure location immediately and follow lockdown procedures. The school will remain in lockdown until an all clear announcement is given.) In the event an announcement cannot be issued by the alert system, the notification may have to be by word-of-mouth. Follow police instructions.
- 3) Secure immediate area to confine and isolate the problem.
- 4) Secure building by locking appropriate doors (classrooms, offices, and entrances). Lock down facility when indicated.
- 5) Evacuate students and faculty if needed.

In the event of an active shooter situation, STC faculty, staff and students should take one of the following actions to best protect himself/herself from immediate danger.

1. **Run** – if there is an escape route, evacuate immediately
Leave your belongings behind
Do not try to move wounded people
Prevent others from entering the area

2. **Hide** – If you cannot evacuate, find a place to hide that is out of the shooter’s view, protected from shots fired and non-confining
Silence your cell phone/pager
3. **Fight** –if you cannot run or hide, fight back
Be aggressive: throw items, yell and improvise weapons
Commit to your actions
4. **Comply – When Law Enforcement Arrives**
Remain calm and follow instructions
Drop items in your hands
Raise your hands and keep them visible at all times
Do not yell, scream or point

CAMPUS SECURITY

The safety of students, visitors, faculty and staff is a top priority of Southeastern Technical College and is the goal of a combined effort of the school administration and local law enforcement officials.

Southeastern Technical College is committed to providing a safe environment for organized learning in all technical programs and activities.

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

Campus security officers will provide assistance in both external and internal disruptions. In such incidents, the security officer’s directions are to be followed explicitly by students and staff. Any disruption or criminal act observed by the security officer on duty will be reported to the Director of Safety and Security in order for law enforcement to be notified in necessary.

Campus security officers will maintain a presence on campus during all STC campus operation hours. If there are questions, problems, or special needs, faculty and staff are encouraged to call the administrator on duty or Director of Safety and Security. Our purpose is to serve our students and provide a safe and pleasant atmosphere on campus. All personnel should provide assistance and cooperation to security officers.

Students and Faculty/Staff shall not interfere with the campus security officer in the performance of duty.

If there is a concern regarding enforcement of the Code of Conduct, Traffic and Parking Regulations, and/or security procedures, the administrator on duty should be contacted. Officers are not to be interfered with in the performance of their duties nor are their actions to be questioned.

All emergencies, thefts, vehicle accidents, injuries, suspicious persons, suspicious activities, weapons, drugs, or solicitors are to be reported to security personnel or administrators.

Statistics concerning the occurrence of on-campus criminal offenses are available in the Student Affairs area and will be published annually by October 1st. This information is also available in the library.

In the event of an accident, a Campus Crime/Accident/Incident Report Form must be completed immediately following the accident and turned in to the Director of Safety and Security. The form is reviewed by the Director of Safety and Security and forwarded to the appropriate Vice President to determine if corrective action is needed.

In the event that a security alarm is activated after normal hours of operation, the security monitoring company will call the STC employees on the call list that has been provided to the security monitoring company until an employee is reached. The security monitoring company will also call 911 in order for local law enforcement to respond to the campus where the alarm has been activated.

The responding STC employee will make contact with local law enforcement, either in-person or by telephone, in order to determine whether or not the campus has been damaged in any manner. Local law enforcement will conduct a walk-through of the campus and if necessary a walk-through of the interior of the building(s). If necessary, the STC employee should respond to the campus in order to allow law enforcement entry into the building(s).

The Director of Safety and Security will be notified the next business day of any alarm calls received from the security monitoring company.

ADMINISTRATOR ON DUTY

Southeastern Technical College (STC) is committed not only to the safety and security of all of our students and employees, but to the smooth and efficient operation of all of its campuses and buildings. To facilitate safety and efficiency, STC has designated an Administrator on Duty for each campus to be responsible for the management of emergency situations.

The Administrator on Duty for each campus should take a pro-active approach in dealing with any potential emergency situations and implement steps to minimize the likelihood of their occurrence. Each situation is unique, but the Safety and Security Committee has established procedures that should be followed (for each campus) when certain events occur. The Safety and Security manual is revised and updated on an ongoing basis detailing established procedures to follow.

All STC employees should be familiar with the procedures contained within the Safety and Security Manual. In the event of an emergency, this will provide our students and employees with the greatest opportunity to ensure that correct procedure is followed, thereby ensuring the best chance for safety.

In nearly every case involving emergencies, the Receptionist or Campus Security will be the point of first contact. These offices should notify the appropriate individual or office designated as Administrator on Duty and notify the Director of Safety and Security. The following individuals are designated as Administrators on Duty. If they are not present on a particular day, they should ensure they have designated a replacement and that the designee is familiar with the procedures contained within the Safety and Security Manual. On a daily basis, the Administrator on Duty (or designee) for the Vidalia and Swainsboro campuses is posted in the STC Today. Listed below are the individuals assigned on a permanent basis as administrators for their respective campuses:

	Day	Lunch	Evening
Main Campus & Commercial Truck Driving Training Center	Vice President for Student Affairs	Student Affairs	Evening Security/Administrator
	Barry Dotson 538-3141 or 538-3100	Rotating Coverage Announced Daily in STC Today	Barry Dotson 538-3141 or 538-3100
	Day	Lunch	Evening
Economic Development Center	Susan Rustin Director of Economic Development 912-538-3197	Continuing Education Coordinator 538-3111 or 538-3258	CTC Coordinator Madaline Jenkins 538-3200 or 538-3258
	Day	Lunch	Evening
Swainsboro Campus	Mitchell Fagler Vice President for Institutional Effectiveness 478-289-2272	Rotating Coverage Announced Daily in STC Today	Travis Akridge Director of Safety and Security 478-299-3530
	Day	Lunch	Evening
Adult Education Center - Metter	Adult Education Instructor Susan Cross 478-289-2257	Adult Education Instructor Susan Cross 478-289-2257	
	Day	Lunch	Evening
Adult Education Center - Millen	Adult Education Instructor Annette Cobb 478-982-1303	Adult Education Instructor Annette Cobb 478-982-1303	
	Day	Lunch	Evening
Adult Education Center – Wrightsville	Adult Education Instructor Enola Proctor 478-864-4908	Adult Education Instructor Enola Proctor 478-864-4908	
	Day	Lunch	Evening
Adult Education Center – Glennville	Adult Education Instructor Sara Mercer 912-654-5227	Adult Education Instructor Sara Mercer 912-654-5227	Adult Education Instructor Sara Mercer 912-654-5227
	Day	Lunch	Evening
Adult Education Center – Reidsville	Adult Education Instructor Eleanor Surrency 912-557-7769	Adult Education Instructor Eleanor Surrency 912-557-7769	Adult Education Instructor Eleanor Surrency 912-557-7769

If a major institutional crisis occurs, the Vice President for Student Affairs will notify the other members of the Executive Council including the President. In matters that involve the institution as a whole, whether emergency or non-emergency, all calls from the media should be forwarded to the Public Relations office. In certain situations, the President may designate an “official spokesperson” for a particular event.

SCHOOL CLOSURE

Should the College be forced to close due to inclement weather or other circumstances, faculty, staff, and students should consult the Catalog and Student Handbook for the list of media outlets that will be contacted:

<http://www.southeasterntech.edu/student-affairs/catalog-handbook.php#other>

Any school closure will be announced by utilizing the Southeastern Technical College Blackboard Connect Mass Alert Notification System.

DEALING WITH MEDIA AND PRESS

Dealing with the media/press:

- a) The administrator on duty, president, Director of Marketing/Public Relations or member of the executive council will greet the reporter/television crew politely.
- b) Refer them to the media liaison.
- c) Ask them to wait in a specified area, usually away from the building or where the activity is going on.
- d) Allow no students or staff to be interviewed during a crisis, controversy, commercial, or political situation.
- e) Alert Security that media personnel will sometimes attempt to enter the area of activity.

FIRST AID PROCEDURES

STC employees and students should immediately get first aid treatment for all injuries occurring on campus, no matter how small they may be.

- 1) Report all injuries and sickness to the receptionist or to an instructor.
- 2) While help is being summoned, give immediate attention to the following first aid priorities:
 - a) Do not attempt to move the person until medical help arrives. Do not leave the individual alone.
 - b) Ensure that victim has an open airway.
 - c) Control severe bleeding by applying pressure.
 - d) Loosen constricting clothing.
 - e) Avoid shock by covering the victim with blankets or jackets.
 - f) Give CPR if necessary.
- 3) After immediate problems are under control:
 - a) Find out exactly what happened. Obtain information from the victim or persons who were present.
 - b) Look for emergency medical identification, such as a card or bracelet.
 - c) If the victim is unconscious, try to obtain proper identification. (Have a witness when searching for identification.)
 - d) Any first aid treatment incident should be documented on the Southeastern Technical College Campus Crime/Accident/Incident Report.
- 4) Other points:
 - a) To avoid further injury to the victim, first aid should be administered only by qualified personnel.
 - b) Diagnosing illness and/or prescribing/administering medication of any sort should be done only by a qualified physician.

- c) Crowds should be dispersed and the area kept as quiet as possible.
- d) Family of the injured person will be notified. If transportation is necessary, Emergency Medical Technicians or family will make arrangements.

STC provides First Aid Kits on its premises. The kits are for use in the treatment of minor emergencies. When a supply is taken out of the first aid kit it is the instructor's responsibility to notify the Director of Safety and Security so that the supplies can be replaced. No medications will be kept in the first aid kits or dispensed to the students by any employee of STC. Students may purchase over the counter medications such as Tylenol from the bookstore.

Naloxone (Nasal Narcan Spray) is available for use for the emergency treatment of a known or suspected opioid overdose. Some signs of an opioid overdose include: blue lips, nails, and skin; body very limp, face very pale, pulse (heartbeat) is slow, erratic; throwing up, passing out, choking, gurgling, snoring, breathing is very slow, irregular; and awake but unable to respond.

The Nasal Narcan Spray is located in the offices of the following STC employees:

- Travis Akridge – Swainsboro/Vidalia Campuses
- Mike Lewis – Vidalia Campus
- Treshan Salem – Vidalia Campus
- Larry Wade – Vidalia Campus
- Jennifer Gramiak – Dental Building
- Stephannie Waters – Gillis Building
- Donna Jean Braddy – Gillis Building
- Erin Rollins – Gillis Building
- Jennifer Gunter – Gillis Building
- Dana Roessler – Gillis Building
- Rachel Sikes – Gillis Building
- Helen Thomas – Main Building
- Amanda Lively – Main Building
- Melissa Rowell – Main Building
- David Standard – Main Building
- Brad Hart – Main Building
- Sarah Gross Payne – Main Building
- Mike Young – Health Sciences Annex West
- Phillip Easterling – Swainsboro Campus
- Sonya Wilson – Building 2
- Linda Hairr – Building 2
- James Yearty – Building 6
- Beth Hendrix – Building 8

Automated External Defibrillators (AEDs) have been placed on both the Vidalia and Swainsboro campuses for use in situations where someone is experiencing sudden cardiac arrest. Also, Bleeding Control Kits have been placed on each AED storage box.

The AEDs are in the following locations:

- Gillis Building – Student area going out the door toward the bridge
- Main Building – Auditorium hallway close to the water fountains
- Main Building – Cosmetology hallway next to the fire extinguisher outside the salon entrance
- Main Building – 400 Hallway next to the personal protection supply kit next to room 411

(Welding lab)

- SECCA Building – Main entrance hallway next to the fire extinguisher alongside room 108
- Commercial Truck Driving – On the left side of the main entrance hallway
- Building 1 – Outside Student Affairs top floor
- Building 1 – Snack Area bottom floor
- Building 2 – Main hallway near Early Childhood Education Classroom
- Building 3 – New Childcare Area back entrance
- Building 4 – Main Hallway
- Building 6 – Top floor outside Room 6215
- Building 6 – Bottom floor main hallway near restrooms
- Building 8 – Center hallway in LPN area
- Building 8 – End of hallway near Teal classroom
- Building 10 – Office area of shop

ACCIDENT/INCIDENT REPORTING

On the following page is a copy of the Campus Crime/Incident Report form. This form can be found on the employee Intranet and should be completed when there is any type of accident or incident.

- 1) Complete the Campus Crime/Incident Report form.
- 2) Immediately after the form is completed, make copies for the following:
 - a) Your records
 - b) Appropriate Vice President
 - c) The Director of Safety and Security

If there are any questions regarding this form, please direct them to the Director of Safety and Security.

STUDENT IDENTIFICATION/STUDENT IDS

Students will be required to wear the issued student ID card at all times while on any campus of Southeastern Technical College. The student ID card must be displayed on a breakaway lanyard provided by STC and worn around the student's neck. The displayed student ID card will allow students to use any STC facility, to include computer labs and libraries. Any individual who does not possess a student ID card while on campus must report to the receptionist area in the following locations to receive a visitor's pass (visitors must log in with name and address and show a photo ID card to receive a pass, they must also log out upon departure):

Vidalia Campus

- Main Building - Student Services Area
- Gillis Building – Receptionist Desk

Swainsboro Campus

- Building #1 – Student Services Area
- Building #2 – Academic Affairs Office

Instructors will require a visible student ID card for entrance into the classroom on a daily basis. Students who do not possess their student ID card will be required to go to the receptionist area in one of the above listed locations and receive a visitor's pass for the day or leave campus to retrieve the student ID card.

Students may be exempt from wearing his/her student ID card in some instances. For example, students who are participating in lab activities where the instructor determines the displayed student ID card will present a hazard may remove the student ID card while performing the lab activity.

Students will be required to pay a \$10.00 fee for replacement student ID cards and a \$2.00 fee for replacement lanyards.



Campus Crime/Accident/Incident Report

Case Number: *Internal Use Only*

Name of Person Involved: *Click or tap here to enter text.*
Student ID Number: *Click or tap here to enter text.*
Program of Study: *Click or tap here to enter text.*
Address: *Click or tap here to enter text.*
Phone: *Click or tap here to enter text.*
Additional Identification Information: *Click or tap here to enter text.*
Date of Incident: *Click or tap here to choose Date:*
Time of Incident: *Click or tap here to enter text.*
Time Incident Reported: *Click or tap here to enter text.*

Location:

Vidalia Campus Swainsboro Campus Health Science Annex West
 Commercial Truck Driving Training Center
 Other: *Click or tap here to enter text.*

Relationship to College:

Student STC Employee Visitor Board Member Applicant

Witnesses:

Name: *Click or tap here to enter text.*
Student ID Number: *Click or tap here to enter text.*
Address: *Click or tap here to enter text.*
Phone: *Click or tap here to enter text.*
Additional Identification Information: *Click or tap here to enter text.*
Name: *Click or tap here to enter text.*
Student ID Number: *Click or tap here to enter text.*
Address: *Click or tap here to enter text.*
Phone: *Click or tap here to enter text.*
Additional Identification Information: *Click or tap here to enter text.*

Classification of the Incident: *Choose an item.*

Description if Other was selected: *Click or tap here to enter text.*

Check box if Hate Crime

Description of the Incident: (Include Location and Time)

Click here to enter text.

Action Taken By Security Department:

Click here to enter text.

Reported to Campus Security:

- Yes** **Date:** *Click or tap here to choose date.*
 Time: *Click or tap here to choose date.*
- No, Not Applicable**

Reported to Local Law Enforcement:

- Yes** **Date:** *Click here to choose date.*
 Time: *Click or tap here to enter text.*
- No, Not Applicable**

If a safety incident occurred in classroom or lab, reported to Vice President for Academic Affairs:

- Yes** **Date:** *Click here to choose date.*
- No, Not Applicable**

If a safety incident occurred in the general campus grounds or area, reported to Director of Safety and Security:

- Yes** **Date:** *Click here to choose date.*
- No**

Person Completing Report: *Click or tap here to enter text.*
Date: *Click here to choose date.*

Submit copies of this report to:

- **Immediate Supervisor**
 - **Appropriate Vice President**
 - **Director of Safety and Security**
 - **Vice President for Institutional Effectiveness**
-

Other Involved Party(ies) Information (If Applicable):

Name of Person: *Click or tap here to enter text.*
Student ID Number: *Click or tap here to enter text.*
Address: *Click or tap here to enter text.*
Phone: *Click or tap here to enter text.*
Additional Identification Information: *Click or tap here to enter text.*

Other Involved Party(ies) Information (If Applicable):

Name of Person: *Click or tap here to enter text.*
Student ID Number: *Click or tap here to enter text.*
Address: *Click or tap here to enter text.*
Phone: *Click or tap here to enter text.*
Additional Identification Information: *Click or tap here to enter text.*

WORKPLACE VIOLENCE INCIDENT REPORTING FORM

Date Reported: _____

Name of Person Making Report: _____

Telephone Number: _____

If anonymous, indicate method of notification:

Telephone call Written document Other; specify: _____

Name/Location of the affected System Work Unit/ Technical College : _____

Name of Alleged Threat Maker/Perpetrator: _____

Relationship to the System/ Technical College:

Employee Student Visitor Vendor Contractor

Relationship to Victim/Potential Victim (if any): _____

Name of Victim/Potential Victim: _____

Additional information or documents may be attached if necessary

When (date) and where (physical location) did alleged threat or act of violence occur?

What events occurred immediately prior to the incident?

What was the specific language of the alleged threat?

Provide specific details of the alleged threat or act of violence:

Prevention and Training

TRAINING

Members of the staff development and the safety committee will plan training sessions for the general staff of Southeastern Technical College on the date in August set aside for staff development. Other training sessions will be held as needed. Designated personnel will be responsible for maintaining records of those trained.

FIRST AID and CPR TRAINING

- 1) All personnel are encouraged to have first aid and CPR training.
- 2) First aid training will be provided through new employee orientation and refresher training will be arranged between quarters yearly.
- 3) Personnel are encouraged to obtain CPR training as part of their staff development plan.

EMERGENCY PROCEDURES TRAINING

- 1) All full-time staff are required to receive training in emergency procedures (weather, bomb, fire, civil disturbance) at least once yearly.
- 2) Part time personnel will be required to receive training during orientation beginning each semester of employment.
- 3) Those not receiving the training will be required to view a video tape of the presentation.

EQUIPMENT TRAINING

- 1) Staff required to use specific equipment will be trained by his/her immediate supervisor or by someone designated by them.
- 2) Instructors required to use any type of equipment with students will be trained by someone who is proficient in its use. Notation will be made of safety points to assure the well-being of students and instructor.
- 3) All staff must be trained in the use of equipment before he /she is expected to perform assigned duties using the equipment. This training will occur when the duties are assigned.
- 4) The immediate supervisor of each staff member is responsible for seeing that equipment training is sufficient for safety concerns and for maintaining training records.

GENERAL SAFETY TRAINING

All full-time staff must receive general safety training at least annually.

PREVENTION

A general checklist for conducting inspections throughout the facility and grounds should be utilized by all personnel. A more specific safety checklist should be created by staff using specific areas.

GENERAL SAFETY INSPECTIONS

- 1) Each member of the staff is responsible for maintaining safe conditions in his or her primary working environment.

- 2) Each member of the staff is encouraged to be aware of possible safety hazards in any area of the school or grounds.
- 3) Any safety concerns should be brought to the attention of his or her supervisor.
- 4) The supervisor will forward the request for correcting the possible safety hazard(s) to the appropriate personnel.

LABORATORY INSPECTIONS

- 1) Instructors will be responsible annually for completing a safety inspection of laboratory(ies) / classroom(s) used by them.
- 2) Any safety hazard should be reported to the designated personnel for correction.
- 3) If a safety hazard becomes apparent during the semester, the instructor will notify his or her supervisor and the designated personnel for correction, immediately.

INSPECTIONS BY OUTSIDE PERSONNEL

- 1) The following areas should be inspected by outside personnel certified in the areas of security, fire safety, emergency management, and/or facility safety.
- 2) Designated staff will schedule these inspections using the guidelines below. All reports and recommendations will be kept on file.
- 3) Recommendations requiring facility or procedural changes will be forwarded to the appropriate personnel (facilities maintenance/safety committee.)
- 4) Conditions necessitating additional inspections will be decided by the appropriate staff member(s).

Location	Who	When
Outside grounds; Parking areas	Emergency Management Agency; City police	Annually
Common areas: halls, atrium, student center	EMA; City police; Fire inspectors; Insurance safety engineers	Annually
Restrooms	Facilities Safety; EMA; Insurance safety engineers	Annually
Offices, workrooms	Facilities Safety; EMA; Fire inspectors; Insurance safety engineers	Annually
Classroom labs	Facilities Safety; EMA; Fire inspectors; Insurance safety engineers	Annually
Auditoriums & adjacent areas	Facilities Safety; EMA; Fire inspectors; Insurance safety engineers	Semiannually
Storage rooms	Facilities Safety; Fire inspectors	Annually
Utility rooms	Facilities Safety; Fire inspectors	Annually
Proposed construction plans	Architectural/construction consultant	When proposals are being developed
Actual construction sites	Architectural/construction consultant	Twice weekly as construction proceeds

DRILLS

Instructors should verbally review safety, security, and evacuation policies and procedures at the beginning of each semester.

When the state of Georgia plans statewide drills, Southeastern Technical College will adhere to the same dates, if at all possible.

Weather Drills	Review beginning of each semester
Fire Drills	
Bomb Threats	

PROCEDURES FOR REPORTING SAFETY HAZARDS

- Safety hazards should be reported directly to the faculty or staff members' supervisor or the Director of Safety and Security. An email notice of the unsafe condition will document the safety hazard and provide a tracking mechanism to ensure a solution to the problem.
- If the Director of Safety and Security decides the hazard needs to be corrected, he will notify the appropriate person to make the correction.
- The Director of Safety and Security will notify the person who reported the hazard of the status of the problem, periodically, until it is corrected.
- The Director of Safety and Security will check to see that the hazard is corrected.

Protection of person(s) reporting unsafe condition

- Individuals reporting possible unsafe conditions have the protection of the College against negative repercussions resulting from this act.
- Likewise, individuals failing to comply with safety requirements are subject to possible disciplinary action under the College disciplinary policy.

Personal Health and Environment

MANUAL MATERIALS HANDLING (Lifting)

The main consideration for preventing back injury associated with lifting rests primarily with the weights being lifted rather than any particular lifting method. The total accumulated weight should also be considered due to the fact that as fatigue sets in, lifting capability for successive repetition decreases. Generally, two individuals to minimize the possibility of injury should handle weights in excess of fifty pounds. Motions, such as twisting, walking, and climbing stairs, while carrying heavy objects, may increase the probability of back injury. Keeping objects close to the body rather than extending them with the arms will help reduce injuries. Heavy objects should not be lifted over the head to be placed on high shelves, etc., without assistance.

HEAT STRESS

Although heat-related illness is generally low on this campus, heat stress can occur anywhere under adverse heat conditions. Situations of concern include strenuous outdoors-physical activities and indoor working conditions in non-air-conditioned spaces. Protective clothing, required by the activity, also requires consideration of heat conditions.

It is important, therefore, that supervisors and instructors be able to recognize potential heat stress conditions, the symptoms and proper first aid treatment for heat-related illness.

Failure to provide immediate, proper treatment to a heat stress illness may result in death of the stricken individual. A discussion of heat-related illnesses, their first aid treatment, and steps to avoid heat stress is provided below.

HEAT RASH

Heat rash can be alleviated by washing the affected areas regularly and the applying drying lotions to the skin.

TRANSIENT HEAT FATIGUE

There is no treatment indicated for this condition. The discomfort and physiologic strain can be reduced by acclimatization (discussed below) and training to increase skill levels for the tasks being performed.

HEAT SYNCOPE (FAINTING)

Fainting is caused by insufficient blood flow to the head. An insufficient amount of blood is pumped through the circulatory system and the brain does not receive adequate oxygen. By fainting, the head is brought lower, to the level of the feet, and circulation to the brain is restored. Persons who have fainted respond well to lying down in a cool area (shade, air conditioning, etc.). Preventative measures include acclimatization and intermittent activity to aid in the circulation of the blood in the lower portions of the body.

FETAL RISK

Southeastern Technical College recognizes that decisions about the welfare of unborn children are the responsibility of the parent(s). It is essential for the student or the employee to notify their advisor, instructor, or supervisor of a pregnancy so that a review of the individual's planned activities for the term of the pregnancy can be conducted to determine if any potentially hazardous exposures are anticipated.

Southeastern Technical College recognizes that the decision to consult a physician is left to the individual. However, the College strongly recommends that a physician be consulted. This policy

is written under the assumption that most individuals will have a physician. If no physician is consulted, then any decisions as to how to proceed are up to the individual.

A student may choose to sit out of school for a period of time during or after the pregnancy. Students must refer to the student handbook when withdrawing from classes.

Employees should consult with their supervisor on issues regarding leave in cases of fetal risk.

BIOLOGICAL SAFETY

Faculty and staff must report all accidents which may result in personal or environmental exposure to bio-hazardous materials to the hazardous materials coordinator. If uncertain how to categorize, handle, store, treat or discard any biologically derived material contact the hazardous materials coordinator.

Instructors are responsible for the implementation of safe practices and procedures in their classrooms.

All employees are responsible for complying with safety guidelines and procedures required for the task(s) performed, and for reporting all unsafe conditions to the hazardous materials coordinator.

NOISE/HEARING

Continued exposure to noise of sufficient intensity can result in permanent hearing impairment. If an individual must shout to communicate with another close by because of noise, it is likely that the level of noise is of excessive amplitude. Persons being exposed to noise levels exceeding 85dBA time-weighted-average (TWA) for an eight-hour period should be given periodic audiometric examinations that are conducted by the Toombs County Health Department. Should these examinations indicate a loss of hearing, hearing protection must be provided which will reduce the exposure level to below 85dBA.

For exposures of 90dBA TWA or greater, controls must be instituted to lower the noise levels below 90dBA TWA for an eight-hour day. If controls cannot be instituted to accomplish this reduction, hearing protection **MUST** be worn which will reduce the exposures to an acceptable level until the noise can be reduced.

HAZARDOUS MATERIALS

Southeastern Technical College is complying with the OSHA Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200, by using SDS's and compiling a Hazardous Chemicals List, by insuring that containers are labeled, and by providing appropriate employee and student training. Employees are trained according to the requirements in Chapter 22, Section 45-22-8 of the Georgia Laws Regulating Hazardous Chemicals, revised 12-1-92, and Chapter 300-3-19-03 of Georgia Rules---Public Employees Hazardous Chemicals Protection and Right to Know Rules, revised 5-1-93.

Each employee will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals which they use in their work areas, safe handling procedures, and measures to be taken to protect themselves from these chemicals. All SDS sheets can be found in the SDS Lookup program located on the STC intranet.

SANITARY CONDITIONS

A program must be developed that will foster continual sanitary conditions. Regular inspections should be made to maintain clean and orderly conditions.

INDOOR QUALITY (Ventilation)

The quality of the air in our building is a function of the ventilation system serving the area and the contaminants being released into it. Ventilation systems can be upgraded to remove contaminants, but generally only at great expense. For those areas where ventilation systems are suitable and functioning properly, the most logical solution to improving indoor air quality is to reduce or control the release of airborne contaminants. Each unit is expected to have specific regulations which address this problem.

Major sources of airborne contamination are chemical usage, smoking, laboratory procedures, processes producing hazardous or nuisance dust, and tight building (especially if there is insufficient makeup air). Specific procedures for the employment of various ventilation devices such as dust collection devices can reduce the problem significantly. Requests for indoor air quality and ventilation devices such as dust collection devices can reduce the problem significantly. Requests for indoor air quality and ventilation evaluation can be directed to the instructor's immediate supervisor.

SMOKING

Smoking (including alternative smoking devices) and any tobacco use will not be allowed in public areas including (but not restricted to): lobbies, corridors, stairwell, student center, public reception areas, classrooms, laboratories (instructional and research), conference rooms, meeting rooms, employee lounges and break rooms, restrooms, (unless specified smoking areas are provided), college vehicles, multiple-occupancy work areas, or anywhere on any STC campus or immediately adjacent areas.

- All areas are considered to be NO SMOKING/NO TOBACCO areas
- Failure to comply with this policy will constitute a violation of STC's Policy and may be dealt with accordingly through established, formal disciplinary procedures.

DRUGS AND ALCOHOL

In accordance with the Drug Free Schools and Communities Act Amendments of 1989, STC has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees.

Illegal Drugs

The use, possession, or distribution of narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and other dangerous or controlled drugs, not prescribed by a physician, is prohibited on Southeastern Technical College's property and at school sponsored events including student organization functions. Any individual known to be in possession of, using or distributing such drugs is subject to disciplinary action and possible arrest, imprisonment, or fine according to state law.

Alcohol on Campus

The presence of alcohol on college campuses shall be governed by the provisions of federal, state and local laws and applicable State Board of the Technical College System of Georgia [TCSG] policies and procedures. All persons entering the campus or any facility owned or operated by the TCSG or any of its technical colleges must comply with these laws, policies, and procedures. (TCSG Policy 3.3.6; TCSG Procedure 3.3.6p.a1; TCSG Procedure 3.3.6p.a2; TCSG Procedure 3.3.6p.a3)

Facility Safety and Maintenance

DAMAGE

- 1) Any damage to the facility should be reported immediately to the Director of Facilities and the Maintenance Supervisor.
- 2) A request for repair should be sent to the Director of Facilities and the Maintenance Supervisor.
- 3) Damaged area should be marked or sealed off from unauthorized personnel.
- 4) Any damage should be repaired as soon as possible to prevent injury to visitors, students, faculty, or staff.

BUILDING MAINTENANCE

- 1) Maintenance personnel will perform building maintenance.
- 2) The Director of Facilities will oversee any work done by outside contractors.

MAINTENANCE REPAIR

- 1) Request for maintenance of any nature should be sent to the Maintenance Department.
- 2) The request should be sent by email to the Maintenance List for the appropriate campus.

CONSTRUCTION SAFETY

Construction safety, as it relates to construction performed by contractual employees, is the responsibility of the primary contractor. These responsibilities are stated in the contract documents and include provisions for adhering to rules, regulations, and laws as established by local, state, and federal agencies including the Occupational Safety and Health Administration. Since the consequences of a contractor not following safety regulations can have an effect on Southeastern Technical College's property, students, faculty, and staff, all efforts are made to ensure that the contractor adheres to safety regulations.

ELECTRICAL SAFETY

General:

The cause of electrical accidents, like most other accidents, is often rooted in human behavior. Ignorance, neglect, or carelessness in the use of electrical equipment and appliances are the chief causes of electrical accidents.

Appliances:

- 1) Appliances shall bear the label of Underwriters Laboratory (UL) or Factory Mutual (FM) or other recognized national testing agencies, indicating that they have been tested and approved for safe operation. All electrical units that are to be used in laboratories or other areas with hazardous concentrations of flammable gases or vapors shall be approved.
- 2) All electrical equipment and cords should be inspected periodically by supervisors and/or maintenance personnel to ensure proper use and safe condition. All electrical equipment must be properly grounded (3-prong plugs).
- 3) Electrical equipment and appliances must never be used where flammable vapors, gases, or dust are present unless devices are known to be explosive proof.
- 4) Heating appliances such as coffeepots, microwave ovens, etc. should always be placed on a non-combustible surface and away from combustible materials. All electrical units should be disconnected when not in use.

Panels and Wiring:

- 1) Circuit breaker panels and electrical wiring shall not be modified in any way without prior approval by the Director of Facilities.
- 2) All circuit breakers shall be identified by label according to service area to facilitate power shut-off in case of emergency.

Extension Cords:

- 1) Never overload an extension cord with too many appliances. This practice can cause fires. A rule of thumb to remember in preventing this type of hazard is to add up the number of "amps" or "watts" required by the appliances you intend to use with a single extension cord, then compare that total with the "amp" or "watt" rating imprinted on the extension cord label. Remember that the capacity of the extension cord should always be equal or exceed the number of amps drawn by the appliances it serves.
- 2) Extension cords should not be used on a permanent basis to supplement existing outlets to provide electricity for appliances and equipment in regular use. Where there is a permanent need for an electrical outlet, one should be installed.
- 3) Do not attempt to obscure an extension cord from view by tacking, nailing or stapling to walls, ceilings, or similar structures. Nails, tacks, and staples penetrate the protective insulation of the cord and possibly expose bare wiring creating hazards of electrical shock, as well as fire.
- 4) Do not hide extension cords under rugs, behind furniture or run them through doorways. All of these practices result in damage to the cord and will cause electrical shock or fire.
- 5) When removing a plug from a receptacle, do not pull the cord. The plug should be held firmly and pulled. When plugs are removed by pulling the cord, the connection between the plug and the cord is weakened and the blades on the plug become distorted. When this connection is weakened to the point that live wires are exposed, or poor electrical contact results from distorted blades, the hazards of electric shock and fire appear once again.
- 6) When using an adapter to facilitate the use of a cord with a three prong plug on a Mattwo-hole receptacle, be sure to observe the following:
 - a) Insert adapter into receptacle.
 - b) Provide grounding by fastening the green grounding "ear" attached to the adapter to the screw securing the receptacle faceplate.
 - c) Be sure that the receptacle itself is grounded.
 - d) If in doubt, consult an electrician.

Guidelines on Electrical Extension Cords:

- 1) No extension cords used for permanent appliances and equipment shall exceed ten (10) feet in length as measured from the wall receptacle to the equipment plug. Extension cords for portable tools or emergency power may be greater than ten (10) feet in length provided the gauge of the wire used is sufficient for the power required and length involved.
- 2) Only three-wire type extension cords that are Underwriters Laboratories (UL) or other recognized agency approved shall be used; they will provide the capability of grounding related electrical equipment.
- 3) Extension cord wire shall be a minimum of No. 16 gauge for all portable appliances and equipment.
- 4) Extension cords shall be provided with attachment plugs or connectors of the same or greater rating as the equipment being used.

- 5) Multiple plug-on attachments on extension cords shall not be used.
- 6) Only surge protector/circuit breaker "bars" are permitted. Extension cords are not to run through walls, doorways passageways or work spaces. They should not be hung over nails, fastened by staples or used in any other way that may damage the cord insulation.
- 7) All extension cords shall be used in continuous lengths, without splices or breaks in insulation or any frayed or worn area.

Selection and use of work practices:

- 1) General. Safety-related work practices shall be employed to prevent electric shock or other injuries resulting from either direct or indirect electrical contacts, when work is performed near or on equipment or circuits which are or may be energized. The specific safety-related work practices shall be consistent with the nature and extent of the associated electrical hazard Lockout/Tagout. Refer to policy for guidance.
- 2) Confined or enclosed work spaces. When an employee works in a confined or enclosed space (such as a manhole or vault) that contains exposed energized parts, the employer shall provide, and the employee shall use, protective shields, protective barriers, or insulating materials as necessary to avoid inadvertent contact with these parts. Doors, hinged panels, and the like shall be secured to prevent their swinging into an employee causing the employee to contact exposed energized parts.
- 3) Portable ladders. Portable ladders shall have nonconductive side rails if they are used where the employee or the ladder could contact exposed energized parts.
- 4) Conductive apparel. Conductive articles of jewelry and clothing (such as watch band, bracelets, rings, key chains, necklaces, metalized aprons, cloth with conductive thread or metal headgear) may not be worn if they might contact exposed energized parts. However, such articles may be worn if they are rendered nonconductive by covering, wrapping, or other insulating means.
- 5) Housekeeping Duties. Where live parts present an electrical contact hazard, employees may not perform housekeeping duties at such close distances to the parts that there is a possibility of contact, unless adequate safeguards (such as insulating equipment or barriers) are provided. Electrically conductive cleaning materials (including conductive solids such as steel wool, metalized cloth, and silicon carbide, as well as conductive liquid solutions) may not be used in proximity to energized parts unless procedures are followed which will prevent electrical contact.

FIRE SAFETY

- 1) Approved fire extinguishers are required in all laboratory areas. Multi-purpose dry chemicals units are most effective for general use. General-purpose fire extinguishers should have at least 2-A: 10-B: rating. Water backup for extinguishers is always desirable. Multi-purpose dry chemicals can damage delicate electrical equipment. Gas type extinguishers eliminate that problem. Halon 1211 is more effective and less costly than CO2 for extinguishing electrical fires. Fire alarm and smoke/heat detector systems are tested on an annual basis by Southeastern Technical College Maintenance personnel. Fire drills will be reviewed by each instructor on a quarterly basis. Fire extinguishers will be inspected and serviced yearly.
- 2) Store flammable liquids in approved (Underwriters Laboratories or Factory Mutual labeled) safety containers and cabinets.

- 3) Provide for the inspection and testing of fire extinguishers at regular intervals to ascertain that they are fully charged and in proper working condition. Emergency evacuation route signs posted in each room show locations of fire extinguishers.
- 4) Provide instruction to faculty and staff in the location and proper use of fire extinguishers and other fire-fighting equipment.
- 5) Provide for the bulk storage of flammable materials in areas removed from the main school building.
- 6) Segregate oxidizers and oily materials in storage. Do not use oxidizers (peroxide catalyst) containers for other purposes.
- 7) Prohibit use of flammable liquids for cleaning purposes.
- 8) Provide Underwriters Laboratories Listed only waste containers for oily and paint-soaked rags. It is a good policy to place waste with high spontaneous combustion potential in water-filled containers.
- 9) Fire alarm and evacuation procedures must be posted in all offices, classrooms, and laboratories.
- 10) Fire alarm and smoke/heat detector systems will be tested on an annual basis by Southeastern Technical College Maintenance personnel.

OFFICE SAFETY

- 1) Office workers make up a substantial percentage of the Southeastern Technical College's employee population and as such, Office Safety takes on a larger role in the day-to-day workings of office personnel on campus than might be the case in other organizations. Office personnel are faced with many varying types of safety hazards.
- 2) Personnel working with Video Display Terminals (VDT's) are prone to backaches and headaches as a consequence of spending many hours in front of their display terminals. Repetitive motion trauma injuries such as carpal tunnel syndrome may result from long-term work at improperly adjusted keyboards.
- 3) Tripping is a constant hazard faced by office personnel, whether it is from electrical cords, open boxes or boxes obstructing walkways. Filing cabinets present a risk of injuring personnel by toppling over due to being top heavy, especially when too many upper drawers are open at the same time. Additionally, a tripping hazard exists when lower file drawers are left pulled out. Office personnel face potential safety problems when they hasten to complete tasks. They are then more disposed to tripping and falling down stairs or slipping on floors.
- 4) Electrical shock hazards may exist due to improper grounding of equipment, overloading of electrical outlets, or liquids being spilled into electrical devices.
- 5) Indoor air quality presents a special safety problem for office workers, as they are in a controlled environment for much of their working lives. Problems encountered with indoor air quality range from lack of fresh air to excess heat and humidity, mold (fungal) growth. Poor ventilation system operation contributes to unhealthy low-quality air, which office workers must breathe on a daily basis.
- 6) Poor lighting can be the cause of trips and falls in the office or of personnel bumping into objects. Inadequate lighting in an office environment may also bring about eyestrain and headaches.
- 7) Lack of ergonomic considerations can be a source of discomfort and problems for office personnel when tables, chairs and work stands are set at improper heights or area of an inappropriate design.

- 8) Fire hazards are another potential safety problem that must be contended with by office personnel. The sources of potential fires are numerous in an office environment; they range from electrical fires to paper and trash fires.

Terrorism: Threat Levels - Suggested Actions

TERRORISM

The terrorism "Threat Level" system establishes minimum precautionary measures to be taken by Georgia agencies in response to an actual or threatened terrorist attack.

Threat Level GREEN

A GREEN condition is declared when there is a low risk of terrorist attacks. State departments and agencies should consider the following general measures:

- ❖ Refine and exercise existing protective measures
- ❖ Ensure personnel receive proper training to deal with terrorist threats or attacks
- ❖ Continually assess vulnerability to terrorist attacks

Threat Level BLUE

A BLUE condition is declared when there is a general risk of terrorist attacks. State departments and agencies should consider the following additional measures:

- ❖ Notify all personnel of threat level BLUE
- ❖ Remind personnel to report any suspicious persons or activities, unidentified vehicles, or abandoned parcels or suitcases to the administrator on duty
- ❖ Ensure building plans are available for emergency personnel
- ❖ Alert key safety and security personnel
- ❖ As possible, reduce number of access points into the facility

Threat Level YELLOW

An elevated YELLOW condition is declared when there is a significant risk of terrorist attacks. State departments and agencies should consider the following additional measures:

- ❖ Notify all personnel of threat level YELLOW
- ❖ Regularly inspect the interior and exterior of all buildings
- ❖ Screen incoming deliveries and packages
- ❖ Verify identity of all personnel
- ❖ Test warning systems and procedures

Threat Level ORANGE

An ORANGE condition is declared when there is a high risk of terrorist attacks. State departments and agencies should consider the following additional measures:

- ❖ Notify all personnel of threat level ORANGE
- ❖ Call in or retain all personnel responsible for implementing facility specific emergency plans
- ❖ Evacuate facilities that are specifically targeted
- ❖ Reduce facility access points to the minimum necessary for continued operation
- ❖ Increase security activity

Threat Level RED

A RED level is declared when there is an imminent risk of terrorist attacks. State departments and agencies should consider the following additional measures:

- ❖ Establish absolute control over access to facilities
- ❖ Limit facility access to personnel with a verifiable need to enter
- ❖ Identify the owners of all vehicles parked at facilities
- ❖ Inspect vehicles for potentially dangerous items
- ❖ Screen all vehicles entering facility parking areas

- ❖ Inspect all incoming packages
- ❖ Periodically verify all threat level provisions have been taken

Emergency Contact Numbers

Contact	Main Campus	Adult Education Center Glennville	Economic Development Center Vidalia	Adult Education Center Glennville	Adult Education Center Reidsville	Adult Education Center Mt. Vernon
Fire Department	911	911	911	911	911	583-2771
Sheriff	912-526-6778	912-557-6778	912-526-6778	912-557-6778	911	583-2321
Police	912-537-4123	912-654-2103	912-537-4123	912-654-2103	911	583-2323
State Patrol	912-557-7778	912-557-7778	912-557-7778	912-557-7778	911	868-6441
GEMA	526-6242	557-3229	526-6424	557-3229	557-3229	583-2321
Main Campus	538-3100 or 538-3155					

Off Campus Emergency Telephone Numbers

CANDLER COUNTY

Metter Police Department.....(912) 685-2415
 Sheriff Department(912) 685-2568
 Ambulance(912) 685-6100
 Hospital(912) 685-5741
 Fire Station.....(912) 685-2384
 Swainsboro Campus(478) 289-2200
 Susan Cross, Executive Director of Adult Education (478) 289-2257
 Travis Akridge, Director of Safety and Security.....(478) 299-3530

Emanuel County

Swainsboro Police Department.....(478) 237-8967
 Sheriff's Department.....(478) 237-7526
 Ambulance(478) 237-6809
 Hospital(478) 289-1100
 Fire Station.....(478) 237-8533
 Swainsboro Campus(478) 289-2200
 Susan Cross, Executive Director of Adult Education (478) 289-2257
 Travis Akridge, Director of Safety and Security.....(478) 299-3530

JENKINS COUNTY

Millen Police Department.....(478) 982-2750
 Sheriff Department(478) 982-4211
 Ambulance(478) 982-1113
 Hospital(478) 982-4221
 Fire Station.....(478) 982-2512
 Swainsboro Campus(478) 289-2200
 Susan Cross, Executive Director of Adult Education (478) 289-2257
 Travis Akridge, Director of Safety and Security.....(478) 299-3530

JOHNSON COUNTY

Wrightsville Police Department..... (478) 864-3303
Sheriff Department (478) 864-3941
Ambulance (478) 864-0800
Community Health (478) 864-2600
Fire Station (478) 864-3311
Swainsboro Campus (478) 289-2200
Susan Cross, Executive Director of Adult Education (478) 289-2257
Travis Akridge, Director of Safety and Security.....(478) 299-3530

TREUTLEN COUNTY

Soperton Police Department..... (912) 529-4221
Sheriff Department (912) 529-3222
Ambulance (912) 529-5500
Hospital (912) 529-3655
Fire Station (912) 529-4400
Swainsboro Campus (478) 289-2200
Travis Akridge, Director of Safety and Security.....(478) 299-3530