Athens Technical College
Safety Manual

Elbert County Campus
Addendum

Revised 06-12-12
In the event of an emergency, the Administrative Offices in the Yeargin Building (Administrative Office Suite #101) will be designated as the Emergency Operations Center (EOC). The Administrator-in-Charge (AIC) will assume responsibility as the Director of the EOC and will supervise the implementation of the emergency plan.

I. The President
   A. Will be notified at the earliest possible time about the emergency situation on the Elbert County Campus
   B. Will officially declare a state of emergency
   C. Will make major policy decisions
   D. All news media personnel should be referred to the Vice President of Institutional Effectiveness in the Office of the President (706) 355-5085

II. The Administrator in Charge (AIC) - Elbert County Campus
   A. Will serve as the Director of the EOC
   B. Will authorize the call for assistance from the police, fire, medical or other emergency units. (All faculty/staff members have standing authorization to call the fire department or an ambulance when an immediate response is needed to an obvious emergency.)
   C. Will notify the President of the emergency
   D. Will notify the Campus Vice-President (if the VP is not on campus)
   E. Will maintain communication with the Office of the President
   F. Will implement policy decisions made by the President
   G. Will consult with police officers or other officials who respond to an emergency situation
   H. Will maintain radio contact with other Emergency Response Team members who are implementing emergency procedures in other locations on campus (EXCEPT during the evacuation phase of a bomb threat when radios or cell phones should not be used)
I. Will be responsible for all employees as directed by the President or the Vice President

J. The following positions are designated to serve as the AIC/EOC Director beginning with the Vice President and following the order as listed:
   - Vice President
   - Manager, Corporate Customer Relations
   - Evening Administrator
   - Librarian
   - Student Affairs Coordinator
   - Designated Faculty Members

III. The ECC Emergency Management Team

The ECC Emergency Management Team consists of the Vice President, the Student Affairs Coordinator, the Corporate Customer Relations Manager, the Evening Administrator, the Plant Maintenance Supervisor, designated faculty members (depending upon who is available at the time) and the Administrative Secretary. Members of the ECC Emergency Management Team will report to the EOC to receive a briefing on the nature of the emergency and to receive special duty assignments from the AIC. When certain types of emergencies occur, the following team members are assigned responsibility for communication with and assistance to the following buildings:

- Building 100 ------ Vice President (or) AIC and the Librarian
- Building 200------ Student Affairs Coordinator
- Building 300------ Evening Administrator (or) Adult Education Instructor
- Building 400------ On-duty Custodian
- Building 500------ Program Chair, Industrial Systems Technology
- Building 600------ Plant Maintenance Supervisor

In the event that one or more of the above team members is not on campus when an emergency occurs, the AIC will make building assignments to other members of the Emergency Response Team. In the event of an evacuation of all buildings, all members of the ECC Emergency Management Team who do not have specific assignments should report at the stone wall by the main entrance to the Frank Coggins Circle. Only members of the ECC Emergency Management Team should operate a hand held radio during an emergency.
IV. **Receptionist**
   A. Will immediately inform the Vice President/AIC of any information received via the reception desk telephone line pertaining to the emergency.
   B. Will call for assistance from the police or from other emergency units as directed by the Vice President/AIC.
   C. Will not attempt to answer calls on the reception desk telephone line after an order to evacuate the building is given.

V. **The Student Affairs Coordinator**
   A. Will report immediately to the EOC for a briefing on the emergency.
   B. Will implement delegated assignments as stated in the Emergency Plan according to the type of emergency.
   C. Will be responsible for the protection and transfer, if applicable, of important student records.
   D. Will handle special situations pertaining to students.

VI. **The Plant Maintenance Supervisor**
   A. Will report immediately to the EOC for a briefing on the emergency.
   B. Will implement delegated assignments as stated in the Emergency Plan according to the type of emergency.
   C. Is responsible for plant operations and auxiliary equipment.
   D. Will ensure that lights, water supply, fire alarms, sprinkler systems and heating and cooling equipment are inspected and in working order. After this inspection of equipment, take appropriate emergency response measures to correct any problems.
   E. Will remain on duty until the emergency is resolved.
   F. Will remain on 24-hour call daily to respond to emergencies.

VII. **Security Personnel**
   A. Will assist with traffic control and with personnel evacuation from campus.
   B. Will block off areas described as hazardous for occupancy.

VIII. **Custodial Staff**
   A. Will receive and follow instructions provided by the Plant Maintenance Supervisor. In the absence of the Plant Maintenance Supervisor members of the custodial staff will report immediately to the EOC to receive emergency response.
assignments. (It may be necessary to perform duties that are not normally performed in order to respond to the emergency situation.)

B. All maintenance personnel should remain on duty until released by the Plant Maintenance Supervisor or the AIC.

C. In the event that off-duty maintenance/custodial personnel are recalled to duty, upon arrival at the campus, they should report immediately to the EOC to receive emergency response assignments.

**FIRE EVACUATION PLAN**

1. Activate the nearest fire alarm immediately.

2. If necessary, locate the Emergency Action Plan posted on the bulletin board in each classroom and in the hallways of each building to identify the designated building evacuation routes.

3. Evacuate the building.

4. A faculty/staff member should go to the alarm system keypad, prior to evacuating the building, and depress the Emergency Activation Key that is identified by the fire symbol. (Refer to Addendum #1 for information regarding the use of the alarm system keypad.) This action will automatically alert the switchboard at an external monitoring company that a fire is in progress in that specific building. The monitoring company will automatically dispatch the City of Elberton Fire Department to the campus.

5. After evacuating the building, a faculty/staff member should use a cell phone to call the receptionist in the Yeargin Building and give the following information:
   - Your name
   - The location and description of the fire
   - Confirm that the “fire” button on the alarm system keyboard has been activated
   - Request that the receptionist place a back-up call to the fire department
   - If personal injuries exist, request emergency medical assistance

The receptionist will inform the Vice President/AIC of the emergency. The AIC will authorize the call for additional emergency assistance. In the event that the Vice President/AIC is not immediately available, the receptionist is authorized to place the call for additional emergency assistance.

6. If the fire alarm is in the Yeargin Building:
   - Evacuate the building immediately
   - The AIC will go to the alarm system keypad prior to evacuating the building, and depress the Emergency Activation Key that is identified by the fire symbol. This action will automatically alert the switchboard at an external monitoring company
that a fire is in progress in the Yeargin Building. The monitoring company will automatically dispatch the City of Elberton Fire Department to the campus. In addition, after evacuating the building, the AIC should use a cell phone to call 911 to report the fire.

7. Whenever personnel are evacuated from a building due to a fire alarm, the following locations are designated as gathering points for evacuated personnel depending upon which building is being evacuated:
   - Yeargin Building – congregate by the stone wall at the front entrance to the campus
   - Williford Building – congregate by the stone wall at the front entrance to the campus
   - General Classroom Building – congregate inside the circle drive on the lawn behind the Yeargin Building
   - Coggins Center – congregate inside the circle drive on the lawn behind the Yeargin Building
   - Student Center – congregate inside the circle drive on the lawn behind the Yeargin Building

   In all instances, the faculty, staff and students are to clear the entrances of the building being evacuated and are to remain at least 150 feet from the building during the emergency.

8. Members of the administration, faculty and staff are expected to provide leadership and to assist with the evacuation. Members of the administration, faculty or staff should assist individuals with disabilities to the nearest safe zone.

9. Members of the administration, faculty and staff should assist with the evacuation of injured personnel and should remain with them until relieved by emergency personnel.

10. The activation of the fire alarm indicates that an emergency condition exists. The silencing of the alarm is the responsibility of the Maintenance Department personnel only.

11. When the fire alarm has been silenced, do not assume that the emergency condition no longer exists. Wait for the all-clear signal from the EOC before reentering the building.

**TORNAADO SHELTER PLAN**

1. During times of potential severe weather the Vice President/AIC will monitor the emergency weather broadcast network.

2. In the event that a tornado warning is issued for Elbert County by the emergency weather broadcast network, or if, in the judgment of the Vice President/AIC, a tornado is imminent, the Vice President/AIC will meet with the ECC Emergency Management Team in the EOC. The Vice President/AIC will then issue an order to implement the Tornado Shelter Plan.
3. In the Yeargin Building, an announcement will be made over the Emergency Public Address System advising all personnel to move immediately to the area within the building which has been designated as a tornado shelter. Personnel will congregate in the Primary Tornado Shelter until it is full; if additional space is needed personnel may congregate in the Secondary Tornado Shelter.

4. Designated members of the ECC Emergency Management Team will be dispatched to all other buildings to announce the emergency and to ensure that all personnel move to the primary and/or secondary tornado shelters within each building.

5. If necessary, locate the Emergency Action Plan posted on the bulletin board in each classroom and in the hallways of each building to identify the location of and the travel route to the primary and/or secondary tornado shelters.

6. The Emergency Management Team member assigned to each building will report by radio to the EOC Director as soon as all personnel in his/her assigned building have been moved to the primary and/or secondary tornado shelters.

7. The Emergency Management Team member will also provide the EOC Director with a report on any evident personal injuries, fires or other damage to the building.

8. All occupants in each building will remain in the primary and/or secondary tornado shelters until the all-clear signal is communicated by radio from the EOC Director.

BOMB THREAT EVACUATION PLAN

1. The Vice President/AIC is notified immediately.

2. The ECC Emergency Management Team will meet in the EOC.

3. The Vice President/AIC will issue an order for the immediate evacuation of all buildings and will instruct the Secretary to the Vice President to call 911 to report the bomb threat.

4. If necessary, locate the Emergency Action Plan posted on the bulletin board in each classroom and in the hallways of each building to identify the primary and secondary building evacuation routes.

5. HAND HELD RADIOS AND CELL PHONES SHOULD NOT BE USED until after all buildings are evacuated and all occupants are at least 150 feet from the nearest building

6. All faculty, staff and students should move immediately into the large field at the front of the campus adjacent to U.S. Highway 72. Students should congregate just below the highway embankment in the corner of the field that is furthest away from the buildings. In the event of inclement weather, faculty, staff and students will evacuate to the Middle School Auditorium following the evacuation route described at the end of this section.

7. After the buildings are evacuated and after a member of the Emergency Management Team has verified that all occupants of the building have been evacuated, the Plant Maintenance Supervisor and/or a member of the custodial staff will lock all buildings

8. The buildings will remain evacuated and locked until the official authorities conduct a search of all buildings.
9. If a bomb is not found, the Vice President/AIC will issue the all-clear signal and faculty, staff and students may return to the buildings.

10. If a bomb is found, The Vice President/AIC will issue an order for the evacuation of the campus.

11. In the event that it is necessary to evacuate the campus, designated personnel will assist with the orderly flow of traffic while students are being picked up at the evacuation site. STUDENTS SHOULD BE WARNED to not remove their vehicles from the college’s parking lots as this would require the students to drive within 150 feet of a building.

12. Personnel who are not able to leave the campus immediately due to lack of transportation should remain in the large field at the front of the campus adjacent to GA Highway 72. Students and staff with automobiles are encouraged to offer transportation for evacuation to those who do not have transportation immediately available.

Alternate Evacuation Route for Bomb Threat During Inclement Weather:

In the event that it is raining or very cold when an evacuation order is given due to a bomb threat, all faculty, staff and students should proceed in a safe and orderly manner to the Elbert County Middle School Auditorium using the following evacuation route:

Cross Athens Tech Drive immediately in front of the Southeastern Power Administration (SEPA) Building. The Plant Maintenance Supervisor and custodians or other members of the Emergency Management Team should halt traffic on Athens Tech Drive while faculty, staff and students are crossing this road. Evacuees should walk across the front of the SEPA parking lot, then walk to the back side of the SEPA parking lot, and then cross over into the driveway that connects the Dove’s Creek Elementary School parking lot with the Elbert County Middle School parking lot. Follow the connecting driveways to the entrance to the Middle School Auditorium. This route has been selected to ensure that evacuees do not walk along the side of Athens Tech Drive.

If the Middle School is closed for summer vacation or for some other reason, and this option is not available, all faculty, staff and students should follow the “fair weather” evacuation instructions given in Item #6 above.

Please be familiar with the information on the following attachments:

Attachment #1: A picture of the keypad for the security system with directions on how to use the keypad to enter a fire alarm, call police or request emergency medical services.

Attachment #2: A Personnel Telephone Directory for Emergency Management

Attachment #3: A map of the campus showing the designated evacuation gathering places

Attachment #4: Location of Emergency Care Supplies and Equipment
Depress one of the above emergency activation keys, as labeled, to notify the appropriate agency of an emergency on campus.

HOLD THE KEY DOWN FOR AT LEAST TWO SECONDS.

As a backup to the emergency activation keys, emergency assistance may be requested by dialing 911 on the telephone.

LOCATION OF ALARM SYSTEM KEYPADS BY BUILDING:
YEARGIN CENTER (Building #100) -------------- Left wall inside the front entrance
WILLIFORD CENTER (Building #200) ----------- Left wall inside the front entrance
GENERAL CLASSROOMS (Building #300) ----- Right wall inside the front entrance
STUDENT CENTER (Building #400) ----------- Left wall inside the rear entrance
COGGINS CENTER (Building #500) ---------- Right wall inside the front entrance
MAINTENANCE BLDG. (Building #600) ----- Right wall inside the front entrance
## ATTACHMENT #2

### PERSONNEL TELEPHONE DIRECTORY

**FOR EMERGENCY MANAGEMENT**

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Home and/or Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flora Tydings, President</td>
<td>706-355-5111</td>
<td>706-296-6767 (Cell)</td>
</tr>
<tr>
<td>Larry Siefferman, Vice President</td>
<td>706-213-2102</td>
<td>706-988-4032 (Cell)</td>
</tr>
<tr>
<td>Tina Bone, Student Affairs Coordinator</td>
<td>706-213-2103</td>
<td>706-283-2511</td>
</tr>
<tr>
<td>Nathan Loyd, Evening Administrator</td>
<td>706-213-2119</td>
<td>706-283-0548</td>
</tr>
<tr>
<td>Tommy Lyon, Manager, Corporate Relations</td>
<td>706-213-2105</td>
<td>706-283-5711</td>
</tr>
<tr>
<td>Marci Manglitz, Librarian</td>
<td>706-213-2116</td>
<td>706-336-8338</td>
</tr>
<tr>
<td>Jerry Spinks, Maintenance Supervisor</td>
<td>706-213-2126</td>
<td>706-283-7040</td>
</tr>
<tr>
<td></td>
<td></td>
<td>706-614-1967 (Cell)</td>
</tr>
</tbody>
</table>

TO REPORT AN EMERGENCY TO LOCAL AUTHORITIES **DIAL 911**
ATTACHMENT #4
LOCATION OF EMERGENCY CARE SUPPLIES AND EQUIPMENT

Location of First Aid Kits:

<table>
<thead>
<tr>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yeargin Center/Building #100</td>
<td>Room 119 – Admissions Office – Top drawer of the last filing cabinet on left side</td>
</tr>
<tr>
<td>Williford Center/Building #200</td>
<td>Room 203A – Childcare Center Director’s Office – Top of filing cabinet</td>
</tr>
<tr>
<td>General Classroom/Building #300</td>
<td>Room 316A – Adult Literacy Office - Lower shelf of unit in back left corner of room</td>
</tr>
<tr>
<td>Student Center/Bookstore Building #400</td>
<td>Room 403A – Maintenance Supervisor’s Office – Attached to wall next to door</td>
</tr>
<tr>
<td>Coggins Center/Building #500</td>
<td>Room 508 – Attached to wall at eye wash station</td>
</tr>
<tr>
<td>Maintenance/Building #600</td>
<td>Room 516 – Attached to wall on right</td>
</tr>
<tr>
<td></td>
<td>Room 520 – Attached to wall on left between door and computer lab</td>
</tr>
</tbody>
</table>

Location of Eye Wash Station:

<table>
<thead>
<tr>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yeargin Center/Building #100</td>
<td>Room 137 – Cosmetology Lab</td>
</tr>
<tr>
<td>Coggins Center/Building #500</td>
<td>Room 502 – Plumbing Lab</td>
</tr>
<tr>
<td></td>
<td>Room 506 – Welding Lab</td>
</tr>
<tr>
<td></td>
<td>Room 508 – Diesel Equipment Technology Lab</td>
</tr>
<tr>
<td>Maintenance/Building #600</td>
<td>Right wall inside front entrance</td>
</tr>
</tbody>
</table>

Location of Emergency Shower:

<table>
<thead>
<tr>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coggins Center/Building #500</td>
<td>Room 508 – Diesel Equipment Technology Lab</td>
</tr>
</tbody>
</table>
ATTACHMENT #4 Continued:

**Location of Blood-Borne Pathogens Response Kits and Protective Clothing:**

(Kit includes: Protective Gloves, Glasses, Mask, Apron, Shoe Covers, Absorbent Powder, MSDS Sheets, Scoops/Scrapers, Disposable Towel, Antiseptic Wipes, Disinfectant Wipe, Biohazard Bags, Instruction Sheet)

**Yeargin Building/Building #100**
- Room 119 – Admissions Office - Top drawer of last filing cabinet on left side

**Williford Center/Building #200**
- Room 203A – Childcare Center Director’s Office – Top of filing cabinet

**General Classroom/Building #300**
- Room 316A – Adult Literacy - Lower shelf of unit in back left corner of room

**Student Center/Building #400**
- Room 403A – Maintenance Supervisor’s Office - Attached to wall next to door

**Coggins Center/Building #500**
- Room 520 – Industrial Systems Lab – on top of First Aid kit attached to wall on left between door and computer lab

**Maintenance/Building #600**
- Attached to wall above eye wash station inside front entrance

**Location of Defibrillators:**

**Yeargin Center/Building #100**
- In records room attached to wall next to first aid kit (Room 119)
- In hallway attached to wall next to door to Nursing Lab (Room 142)

**Williford Center/Building #200**
- In classroom on the shelf under window (Room 205)

**General Classroom/Building #300**
- In hallway attached to wall between doors to classrooms (Rooms 307 and 308)

**Student Center/Bookstore Building #400**
- In hallway attached to wall next to door to the men’s restroom

**Coggins Center/Building 500**
- In hallway attached to wall next to left door to Diesel Equipment Technology Lab (Room 508)
- In hallway attached to wall across from right door to Diesel Equipment Technology Lab (Room 508)