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Contacting Security or Police on ATC Athens Campus

Motorola Radios are the preferred method of emergency communication on the Athens campus of Athens Technical College and can be found in the locations listed below. In the event of an emergency, notify security by proceeding to the location of the nearest Motorola Radio. When calling security, you should state your location and whom you would like to contact -- e.g., “Front office to Security,” “General Ed Dean to Security,” “Business Building to Police Officer.” Be aware that each location with a Motorola Radio can hear the emergency transmissions, so it is necessary to be discreet and calm when broadcasting on the Motorola Radios. In the event of an emergency, student names should NEVER be broadcasted.

Motorola Radio Locations

1. Dean of Life Sciences (Building A)
2. Dental Program Chair (Building A)
3. EMT Program Chair (Building A)
4. Dean of Business and Public Services (Building B)
5. VP of Information Technology (Building B)
6. Director of Library (Building B)
7. Automotive Technology Chair (Building D)
8. Vacant (Building E)
9. VP of Institutional Effectiveness (Building F)
10. VP of Student Affairs (Building H)
11. College Reception Desk (Building H)
12. VP of Academic Affairs (Building I)
13. Dean of Technical and Industrial (Building J)
14. VP of Administrative Services (Building J)
15. Executive Director of Human Resources (Building J)
16. Director of Online Learning (Building K)
17. Director of Student Affairs (Building K)
18. Early Childhood Education Program Chair (Building M)
19. Director of Computer Technology Training and Security (Building N)
20. IOTIS (Building O)
21. Vacant (Building P)
22. Director of Facilities (Building R)

Cell phone numbers are posted on all Athens ATC external doors for the onsite Athens Clarke county police officer and security guard. Staff and students may call the following numbers for immediate emergency assistance:

<table>
<thead>
<tr>
<th>Role</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security</td>
<td>(706) 621-9817</td>
</tr>
<tr>
<td>Police Officer</td>
<td>(706) 621-9860</td>
</tr>
<tr>
<td>Director of Computer Technology Training</td>
<td>(706) 357-0050</td>
</tr>
</tbody>
</table>

Updated: 8/22/2012
Athens-Clarke County Emergency Contact Numbers

If you have an emergency dial 911

- ATC Campus Security: (706) 621-9817
- ATC Police Officer: (706) 621-9860
- Director of Security: (706) 357-0050
- ACC Fire Department (non-emergency): (706) 613-3345
- ACC Police Department (non-emergency): (706) 613-3345
- Athens Clarke County Water Department: (706) 613-3495
- ATC Director of Security: (706) 357-0050
- Athens Regional Medical Center: (706) 475-7000
- Georgia Power: (888) 891-0938
- Georgia State Patrol: (706) 552-4439
- Georgia Utilities Protection Services: (800) 282-7411
- Greensboro Fire Department: (706) 453-4747
- Greensboro Police Department: (706) 453-7555
- Monroe Fire Department: (770) 267-4446
- Monroe Police Department: (770) 266-5159
- Poison Control Center: (800) 222-1222
- Rape Crisis Center: (706) 353-1912
- Shell/Atlanta Gas Light: (800) 427-5463
- St. Joseph’s East Georgia: (706) 453-7331
- St. Mary’s Hospital: (706) 389-3000
# Elbert County Emergency Contact Numbers

If you have an emergency dial 911

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Elbert Fire Department</td>
<td>(706) 213-3152</td>
</tr>
<tr>
<td>City of Elbert on Police Department</td>
<td>(706) 213-3130</td>
</tr>
<tr>
<td>Elbert Memorial Hospital</td>
<td>(706) 282-3151</td>
</tr>
<tr>
<td>Georgia State Patrol (Elbert, Oglethorpe, Wilkes)</td>
<td>(706) 678-3232</td>
</tr>
<tr>
<td>EMS Dispatch (ambulance)</td>
<td>(706) 213-2581</td>
</tr>
<tr>
<td>Gas Department</td>
<td>(706) 283-3205</td>
</tr>
<tr>
<td>Georgia Utilities Protection Services</td>
<td>(800) 282-7411</td>
</tr>
<tr>
<td>National Response Center</td>
<td>(800) 424-8802</td>
</tr>
<tr>
<td>Northeast Georgia Center CSB</td>
<td>(800) 357-9774</td>
</tr>
<tr>
<td>Poison Control Center</td>
<td>(800) 282-5846</td>
</tr>
<tr>
<td>Rape Crisis Center</td>
<td>(706) 353-1912</td>
</tr>
<tr>
<td>Shell/Atlanta Gas Light</td>
<td>(800) 427-5463</td>
</tr>
<tr>
<td>Water Department</td>
<td>(706) 213-3100</td>
</tr>
<tr>
<td>After hours</td>
<td>(706) 283-5763</td>
</tr>
</tbody>
</table>
Greene County Emergency Contact Numbers

If you have an emergency dial 911

Boswell Memorial (706) 453-7331
Georgia Power (888) 891-0938
Georgia State Patrol (Greene, Jasper, Morgan, Putnam) (706) 343-5870
Georgia Utilities Protection Services (800) 282-7411
Greene County Sheriff (706) 453-3351
Greensboro City Hall (Water/Gas Leak) (706) 453-2912
Greensboro Fire Department (non-emergency) (706) 453-4747
Greensboro Police Department (non-emergency) (706) 453-7555
National Response Center (800) 424-8802
Poison Control Center (800) 222-1222
Rape Crisis Center (706) 353-1912
St. Joseph’s East Georgia (706) 453-7331
Walton County Emergency Contact Numbers

If you have an emergency dial 911

Georgia Power (888) 891-0938
Georgia State Patrol (Newton, Rockdale, and Walton) (770) 388-5756
Georgia Utilities Protection Services (800) 282-7411
Loganville Police (770) 466-8087
Monroe Electric (770) 267-3429
Monroe Fire Department (non-emergency) (770) 267-4444
Monroe Police Department (non-emergency) (770) 267-7576
National Response Center (800) 424-8802
Northeast Georgia Center CSB (800) 357-9774
Poison Control Center (800) 282-5846
Rape Crisis Center (706) 353-1912
Shell/Atlanta Gas Light (800) 427-5463
Walton County Fire Department (770) 267-1311
Walton County Sheriff’s Office (770) 267-6557
Walton Medical Center (770) 267-5159
INTRODUCTION

Athens Technical College has the obligation to ensure an accident-free environment and programs of study which include the teaching of safe practices. The development of good safety attitudes can only take place in a safe and secure environment. The purpose of this safety/security plan is to outline procedures responding to real, threatened, and impending danger and to verify that Athens Technical College provides a healthy, safe, and secure environment.

Additionally Athens Technical College follows the TCSG agency policy on emergency operations and safety.

“The intent of this policy is: (1) to provide a safe educational environment for students and a safe working environment for faculty and other staff; (2) to provide a planned and coordinated response to certain acts and occurrences through the use of a Technical College Emergency Operations and Safety Plan; and (3) to establish procedures for plan development and implementation.

Each state Technical College shall develop and implement a Technical College Emergency Operations and Safety Plan to address preparedness for acts of violence, acts of terrorism, accidents, hazardous materials and natural disasters.

Each state Technical College should involve students, employees and representatives of local law enforcement, fire services, emergency medical services, hospitals and emergency management in the planning and development of the Technical College Emergency Operations and Safety Plan. O.C.G.A. §20-2-1185, School Safety, mandates such local involvement in emergency plans developed by elementary and secondary schools and the Technical Colleges are encouraged to participate with their local communities in the development of their plan.
Effective, September 1, 2000, each state Technical College shall have a Technical College Emergency Operations and Safety Plan in place to cover operations at both the primary campus and satellite locations as well as off-campus centers.”

Faculty members have the responsibility to familiarize themselves and students with the safety plan as it pertains not only to general school safety, but also to classroom and laboratory safety, in particular. In general, all employees are to conscientiously perform their jobs in the offices, classroom or laboratory in a safe manner, follow job safety instructions, and report to their supervisor in a timely manner any accidents, injuries, unsafe acts, or unsafe working conditions.

All employees, as a condition of employment, are expected to follow, without exception, safe practices in the performance of their duties and responsibilities. If individuals have forgotten or feel that proper instructions have not been given, questions regarding the proper procedure should be directed to their supervisor or the Facilities Director.

The effectiveness of the Athens Technical College safety program depends upon the participation and cooperation of management, supervisors, employees, and students, and the coordination of their efforts in carrying out these safety procedures that have been formulated and recommended by the Facilities Director.

Good safety is based upon good self-discipline and cannot be achieved without it. Reasonable knowledge and simple self-discipline will prevent accidents. “Safety first” is an appropriate slogan for all times. Any person who has witnessed the result of an accident realizes that there is a need for safe work habits in all activities. Not thinking before acting is the cause of most accidents. Mishandling tools or neglecting proper maintenance of tools or machinery, failing to use protective devices, and cluttered or sloppy work areas are examples of poor safety practices that frequently result in accidents.
INSTRUCTIONAL TECHNIQUES

1. Develop a permanent safety consciousness in students through instructor example; always doing things the safe way while pointing out potential hazard.

2. Teach accident prevention with a positive approach – stressing the correct way to perform an operation.

3. Give laboratory demonstrations emphasizing the safe use of potentially hazardous machines and hand tools.

4. Present safety instruction with the following objectives in mind:
   a. Develop in students a sense of responsibility for their own safety and that of others.
   b. Emphasize the importance of hair and clothing protection.
   c. Help students understand that the safe way of doing things is effective.
   d. Help students recognize situations involving potential hazards.
   e. Help students learn safe practices to use in their own day-to-day activities.

5. Provide instruction on what to do in case of an accident in the classroom or lab.

6. Give periodic demonstrations of the proper use and care of personal protective devices.

7. Use information dealing with the general safety rules of the laboratory.

8. Provide instruction in the basic maintenance of lab tools, machines, and other equipment.

9. Provide instruction in the safe methods of lifting and/or moving heavy equipment or other loads.

10. Provide safety posters, and safety rules and regulations.

11. Require all new students to make a careful study of potential hazards in the laboratory during the first few days of the course.

12. Ensure that tools and equipment are properly maintained and used.

13. Ensure that employees and students exposed or potentially exposed to hazardous chemicals/materials have access to appropriate Material Safety Data Sheets. A copy of the MSDS should be maintained by the department as well as by the Facilities Director.
SAFETY INSPECTIONS

1. Use a safety checklist to ensure that all safety factors are checked during safety inspections. (See “Forms” section of this manual). These inspections should be performed on a regular basis, and any concerns should be reported to the Facilities Director.

2. Conduct annual inspections of the laboratory facility using the checklist as part of the PAS process.

3. Schedule inspections by:
   a. ATC Safety Committee members
   b. Facilities Director
   c. State/Local Fire and other inspectors as appropriate (NOTE: Always coordinate through the Facilities Director)

4. Utilize students in making routine inspections.
ACCIDENT REPORTING AND ANALYSIS

With any injury or medical situation, a certain amount of judgment is required. If an employee witnesses or becomes aware of an injury or medical situation, he/she should assess the situation and determine if routine first aid can be administered, if an off-site doctor’s visit is necessary, or an emergency call to 911 should be made. **If there is a medical emergency, do not hesitate to call 911.** Nursing staff or other personnel trained in first aid may be called to assist until the ambulance arrives. If 911 is called, notify an administrator as well as the Computer Technology Training and Security Director immediately so assistance can be provided to direct emergency personnel to the sick/injured person’s location.

The following procedures should be followed with regard to accident reporting:

1. Faculty should instruct students to report all accidents to the Instructor, regardless of nature or severity. This requirement should be included in the course syllabus.

2. Report accidents resulting in injury to students, employees, or guests on campus regardless of the nature or severity, to the Office of Information Technology. On the Elberton campus or at the Greene or Walton County Center, or any of the adult education centers, the lead administrator should be notified. **An electronic incident report form should be completed and submitted to the Director of Computer Technology Training and Security for any accident which occurs on campus.**

3. All accidents should be analyzed for the purpose of aiding in the prevention of other accidents.

**Employee Accidents**

Be aware of ATC procedures regarding potential **worker’s compensation** claims. This applies to all full and part time employees.

An employee who suffers an injury while performing duties for the State of Georgia should notify his/her supervisor immediately and complete an incident report (located in the office of Administrative Services, in the forms section of this manual, and on the college Intranet). The administrative assistant to the Vice-President of Administrative Services will report the claim to the Worker’s Compensation first Report of Injuries if medical attention is required. Names, addresses, and telephone numbers of the physicians from whom treatment may be sought for job-related injuries are posted on bulletin boards throughout the ATC campus. Emergency care should be sought from one of the panel physicians or the emergency room depending on the severity of the accident. Failure to follow appropriate procedures could jeopardize payment of medical bills under Worker’s Compensation.

With any injury or medical situation, a certain amount of judgment is required. If an employee witnesses or becomes aware of an injury or medical situation, he/she
should assess the situation and determine if routine first aid can be administered, an off-site doctor’s visit is necessary, or an emergency call to 911 should be made. If there is a medical emergency, do not hesitate to call 911. Nursing staff may be called to assist until the ambulance arrives. An administrator as well as the Director of Computer Technology Training and Security should be notified immediately.

Employee

It is the responsibility of the employee to notify his/her supervisor immediately if a job-related injury occurs.

Supervisor

When an employee advises that he/she has been injured on the job, the immediate supervisor should follow the steps as outlined below:

1. If the employee needs emergency care assist in arranging transportation to the nearest emergency room for immediate treatment, or if it is an emergency, call 911. All follow-up care must then be rendered by a doctor from the “Panel of Physicians”.

2. If emergency care is not required, an electronic incident report should be completed and submitted to the Director of Computer Technology Training and Security after which, the Administrative Assistant to the Vice-President of Administrative Services will report the injury to the Worker’s Compensation First Report of Injury. The Administrative Assistant to the Vice-President of Administrative Services will then assist the employee with making arrangements to see a doctor from the “Panel of Physicians”.

Student Accidents

If a credit student is injured on campus, procedures are the same as for an employee except the accident should be covered under the college accident insurance policy rather than worker’s compensation. If a non-credit student is injured on campus, the same procedures should be followed; however, the student is not covered under any Athens Technical College insurance policy.

1. If the student needs emergency care, assist in arranging transportation to the nearest emergency room for immediate treatment. If there is a medical emergency, call 911 immediately. For credit students, hospital personnel should be notified the student is covered under a college student accident policy and hospital personnel should contact the Office of Administrative of Services at (706) 355-5116 for billing information.

2. If emergency care is not required, an electronic incident report should be completed and submitted to the Office of Information Technology. The
administrative assistant to the Vice-President of Administrative Services will then provide the student with an insurance form to take to the physician of their choice.
SAFE PRACTICES IN THE CARE AND OPERATION OF EQUIPMENT

1. Enclose all gears, moving belts, and other power transmission devices with permanent guards or barricades.

2. Permit each student to operate a machine only after demonstrating the ability to operate the machine safely.

3. Prohibit students from operating machines when the instructor is not present.

4. Prohibit the use of defective tools, machines or other equipment.

5. Maintain strict supervision of students who are using machines and tools.


7. Maintain an awareness of the effective use of safeguards against the potential hazards associated with laboratory activities.

8. Prohibit conversations between machine operators and other students while using machines.

9. Secure all machinery and equipment in place.

10. Post safety rules at or near each potentially hazardous machine.

11. Identify all eye protection areas with appropriate signs.

12. Identify hazards using the color-coding methods as described in the “Safety Color Code for Marking Physical Hazards” section of this manual.
HOUSEKEEPING PRACTICES

1. Provide for the daily removal of all metal cuttings and other waste materials.

2. Provide properly marked boxes or bins for various kinds of scrap stock.

3. Utilize sturdy racks and bins for material storage, arranged to keep material from falling on students and to avoid injuries from protruding objects.

4. Employ a standard procedure to keep floors free of oil, water, and foreign material.

5. Provide for the cleaning of equipment after use.

6. Provide regular custodial service in addition to the end of class cleanup.

7. Prohibit the use of compressed air to clean clothing, equipment and work areas.

8. Keep walkways and work areas free of all obstructions.


10. Flammable liquids should not be poured into sewers, drains, or on the ground. They should be collected in a steel drum, can, or designated receptacle and disposed of as prescribed by local authorities.
ELECTRICAL SAFETY

Few people realize the potential dangers of electrical energy. Most of the accidents caused by electricity could have been avoided if the hazard had been recognized and if actions had been taken to correct the adverse condition. All personnel must realize that any electrical circuit is a potential hazard, regardless of the amount of voltage or current present.

The nature of the injury may be affected by the frequency of the current and the kind of electrical energy. Direct current is usually considered less hazardous than alternating current as far as shock is concerned, but is more likely to produce severe burns and tissue damage. The physical condition of the victim is another factor which has bearing on the severity of electrical shock.

Electrical accidents are caused by unsafe conditions, unsafe practices or a combination of both. The cause of electrical accidents can be traced to defective equipment or unsafe work practices.

1. Defective equipment:
   a. Improperly grounded equipment (ground wires missing, broken or improperly connected).
   b. Open conduits, switch boxes, damaged or work connections, and exposed live wires.
   c. Insulation which is defective, inadequate, worn, frayed, wet, oily, or deteriorated, creating short circuit possibilities and energizing equipment.
   d. Defective switches, receptacles, extension cords, and lamp sockets.
   e. Dirty motor windings, improperly adjusted brushes, and worm commutators.
   f. Improperly connected power tools and defective insulation in portable tools.
   g. Broken housings, loose or vibrating machine parts which might contact and energize tool or machine frames and expose “live” surfaces to operator.

2. Unsafe practices:
   a. Using ungrounded equipment and portable tools (except double insulated tools) or removing ground connections.
   b. Using defective tools or equipment in need of repair.
   c. Using equipment which does not meet the approval of the Underwriters Laboratories for the intended use.
   d. Unsafe cleaning of electrical panels, switch boxes, motors, and other electrical equipment with water or dangerous solvents.
   e. Overloading of circuits or over-fusing circuits by the use of wrong size or type of fuse.
f. Failure to use explosion-proof or other special wiring methods in hazardous locations as defined in the National Electrical Code, Article 500.
g. Failure to positively lock out or otherwise de-energize and tag equipment or circuits to be worked on. Do not rely on gloves, rubber mats, etc. for electrical installation and repair.
h. Installation or extension of electrical facilities in a manner not meeting the National Electrical Code.
i. Repetitive closing of switches or circuit breakers when there is a fault on the circuit.
j. Using light duty, ungrounded extension cords for industrial service.
k. Failure to maintain clear access to electrical panels. Clearance of 30 inches is required by the Federal Code.
l. Use of extension cords in place of permanent wiring extensions.
m. Work practices which overload motors, insulation, wires or electrical accessories.
n. Disconnecting of electrical cords by pulling on the cords rather than on the plug.
o. Use of metal ladders while working on electrical equipment.
p. Failure to label switch panels and boxes.
q. Directing water toward electrical outlets or equipment.
r. Using water on an electrical fire.
FIRE SAFETY

1. Approved fire extinguishers are located throughout the campus. They are checked monthly by the Facilities staff and certified annually by an outside source.

2. The Fire Extinguisher Instructions in the “Fire Extinguisher” section of this manual should be reviewed to familiarize individuals and students with the use of fire extinguishers.

3. Store flammable liquids in approved safety containers and cabinets.

4. Provide instruction to students on the location and proper use of fire extinguishers.

5. Provide for the bulk storage of flammable materials in areas removed from the main building.

6. Segregate oxidizers and oil materials in storage. Do not use oxidizer (peroxide catalyst) containers for other purposes.

7. Prohibit the use of flammable liquids for cleaning purposes.

8. Fire alarm and evacuation procedures should be posted in classrooms and laboratories.
FIRE EXTINGUISHERS

Where to Use
It is natural for a person to use the extinguisher located nearest to a fire, making it essential that the correct type and size be placed in close proximity to a potential hazard. The most current issue of NFPA-10 should be consulted for minimum recommended fire extinguisher types, placement and travel distances.

All fire extinguisher nameplates have either the letter or the picture symbols shown below. Anyone who might be expected to use a fire extinguisher should be familiar with the letter or picture symbols identifying the type(s) of fire on which it may be used. The newer picture symbols use the international sign system diagonal red slash to indicate a potential hazard if the extinguisher is used on that particular type of fire. Absence of a type symbol means only that the unit is not recommended as particularly effective for that class, but not dangerous if used in error.

Types of Fires
There are four types of fires which are classified as:

Class A fires of ordinary combustibles or fibrous materials, such as wood, paper, cloth, rubber and some plastics.

Class B fires of flammable or combustible liquids such as gasoline, kerosene, paint, paint thinners and propane.

Class C fires of energized electrical equipment, such as appliances, switches, panel boxes and power tools.

Class D for combustible metals.

Types of Extinguishers
Fire extinguishers are classified by the size and class of the fire they are designed to extinguish, and by their extinguishing agent. The higher the rating or classification, the greater the extinguishing capacity. For example, a unit classified 4A can be expected to extinguish twice as much class A fire as one classified 2A. Some extinguishers are able to put out more than one class of fire and are marked with multiple ratings such as AB, BC and ABC.

Class A and B extinguishers carry numerical ratings to indicate how large a fire can safely be put out with that extinguisher.

Class C extinguishers only have a letter rating to indicate that the extinguishing agent will not conduct electrical current. Class C extinguishers automatically also carry a Class A or B rating.
ABC-rated multipurpose dry powder extinguishers are almost always red in color and have either a long narrow hose or just a short nozzle. These extinguishers are very light (5-25 lbs. total weight).

Water extinguishers are usually silver in color, have a flat bottom, a long narrow hose and are quite large (21/2 gallon capacity).

Foam extinguishers have a similar appearance to water extinguishers and those without gauges have a handle inset in the flat bottom (turn the extinguisher upside down to start and use it).

CO2 (carbon dioxide) extinguishers are generally red, have a large tapered nozzle, and are very heavy (15-85 lbs.) Do not drop a CO2 cylinder - it is a high-pressure cylinder (from 1500 to 2150 lbs) and could do a great deal of damage. CO2 cylinders do not have pressure gauges and therefore must be weighed to determine the amount of contents.

Check the pressure gage on the fire extinguisher monthly - it must be in the green area (100 to 175 lb pressure) to work properly. Also, in the dry chemical extinguishers, the powder has a tendency to settle. Shake the extinguisher periodically to aid its performance.

Read the operating instructions on the label and examine the unit thoroughly before use. Prepare ahead of time! Do not wait until a fire occurs to read and interpret operating instructions. Although extinguishers may vary slightly in operating procedures, most will use the following steps:

1. Grasp the unit by the carrying handle and the base; remove it from the mounting bracket and carry it to the fire.
2. Pull the locking pin to break the tamper seal. If the unit has a hose, remove the hose from its retaining clip.
3. Move the extinguisher as close to the fire as possible without endangering yourself. Grasp the hose in one hand and press or squeeze the handle or trigger release with the other. (If the unit is a CO2 extinguisher, do not grasp the plastic discharge horn, since it may freeze your hand.) If the unit has no hose, direct the stream of extinguishing agent by maneuvering the extinguisher.
4. Discharge the contents of the unit at the base of the flames with a back and forth, sweeping motion. Sweep from the near edge to the rear of the fire and then up the vertical surface. Always leave an escape route for yourself when you are fighting a fire.

REMEMBER THE ACRONYM, "PASS".

P...Pull the pin.
A...Aim extinguisher nozzle at the base of the flames.
S...Squeeze trigger while holding the extinguisher upright.
S...Sweep the extinguisher from side to side, covering the area of the fire with the extinguishing agent.
**CAUTION:**
When the extinguishing agent comes in contact with the fire, it will flare and appear to grow larger. This is a normal temporary reaction before the agent suppresses the fire. Continue to discharge contents. Discharge time is approximately 8 to 12 seconds.

**DO NOT TEST.** Any use will cause pressure loss.

1. Discard extinguisher if dropped, damaged, dented or corroded in any way.
2. Avoid exposure to contents if wearing contact lenses; or have respiratory illnesses or skin allergies.

Although the agent contained in this extinguisher is not toxic, it may cause skin irritation. In case of contact with agent, flush from affected area with clean, cool water. If irritation persists, contact a physician immediately. The chemical name of agent is located on the extinguishing label.

If the unit is rechargeable, please make sure that is recharged by a qualified company or technician.

If the unit is disposable, discard immediately after use. Make sure the unit is completely discharged before discarding.
FIRST-AID PRACTICES

First-aid kits are located in each building. Minor first aid may be administered by faculty or staff during school hours. If further assistance is needed, the faculty or staff member should contact the Director of Computer Technology Training and Security.

An electronic incident report should be completed for any accident and submitted to the Director of Computer Technology Training and Security.

If medical attention is required for a student enrolled in credit classes, an insurance form should be obtained from the Business office representative prior to seeking medical attention (unless it is a emergency situation, in which case, emergency personnel should be contacted immediately). See the “Student Accident” section under “Accident Reporting and Analysis.”

Any accident on campus involving a motor vehicle should be reported to Campus security that will complete an Incident Report.

Any accident occurring on the Elbert Campus, the Greene County Center or the Walton County Center should be reported to the lead administrator who will make the determination on how to follow-up. An incident report should be completed and submitted to the Director of Computer Technology Training and Security once the situation is resolved.
PERSONAL PROTECTION

1. Confine long hair so that it is not exposed to machinery.

2. Require the wearing of safety goggles or glasses when there is a danger of eye injury.

3. Require individuals to wear respirators where harmful dusts or fumes exist.

4. Prohibit the wearing of loose clothing around machinery.

5. Provide proper protection when working with molten material.

6. Where noise levels are excessive over long periods of time, ear protection should be worn.

7. Require students to remove rings and other jewelry while working with equipment.
EYE PROTECTION

Athens Technical College requires that eye protection be worn in all areas where there are activities potentially hazardous to the eye.

Protective eye devices must be worn in the laboratory involving the use of or exposure to:
  a. Hot molten metals;
  b. Milling, sawing, turning, shaping, cutting, or stamping of any solid materials;
  c. Heat treatment, tempering, or kiln firing of any metal or other materials;
  d. Gas or electric arc welding;
  e. Repair or servicing of any vehicle;
  f. Caustic or explosive materials;
  g. Exposure to blood borne pathogens or body fluids.

Key points for instructors:
  1. Proper eye protection must be required for known eye hazard conditions and areas.
  2. Students should be trained to recognize eye hazards and should understand the purpose for personal eye protection.
  3. Require everyone (students, instructors, visitors) to follow rules regarding personal eye protection.
  4. Pitted or scratched lenses shatter easily and should be replaced.

Possibly the greatest danger to the eyes is due to accidental collision with flying objects. Plastic frame safety glasses with side shields allow maximum eye protection against impact damage. The best protection comes from goggles with a face shield.

To prevent chemical splash, protection is needed that absolutely seals the eye against possible entry. A plastic flexible frame goggle is excellent protection against less hazardous chemicals and acids. For more severe conditions, flexible vinyl jumbo plate goggles with splash-proof indirect ventilators should be worn.

Where extreme dust hazards exist, plastic frame flexible goggles are most desirable.

The light rays cast by welding and cutting operations can be highly injurious to unprotected eyes. In gas welding, cup-type welding goggles with green filter lenses are most commonly used. For electric welding, helmets are necessary to protect the head and eyes from infrared and ultraviolet radiation burns, hot metal, chips, and flying sparks.
EYE WASH STATIONS

There are eyewash stations and/or showers located at the following areas on the ATC Athens Campus.

<table>
<thead>
<tr>
<th>Room</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 111</td>
<td>Eye Wash Station</td>
</tr>
<tr>
<td>Room 101</td>
<td>Eye Wash Station</td>
</tr>
<tr>
<td>Room 110</td>
<td>Eye Wash Station</td>
</tr>
<tr>
<td>Room 311</td>
<td>Eye Wash Station</td>
</tr>
<tr>
<td>Room 312</td>
<td>Safety Shower and Eye Wash Station</td>
</tr>
<tr>
<td>Room 313</td>
<td>Safety Shower and Eye Wash Station</td>
</tr>
<tr>
<td>Room 314</td>
<td>Safety Shower and Eye Wash Station</td>
</tr>
<tr>
<td>Room 411</td>
<td>Eye Wash Station</td>
</tr>
<tr>
<td>Room 512</td>
<td>Eye Wash Station</td>
</tr>
<tr>
<td>Dental Lab Classroom</td>
<td>Eye Wash Station</td>
</tr>
<tr>
<td>Dental Lab Sterilization Room</td>
<td>Eye Wash Station</td>
</tr>
<tr>
<td>Dental Lab Darkroom</td>
<td>Eye Wash Station</td>
</tr>
<tr>
<td>Automotive</td>
<td>Safety Shower and Eye Wash Station</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Eye Wash Station</td>
</tr>
</tbody>
</table>

All eyewash stations will have a yellow inspection tag attached for the purpose of recording weekly testing. Any malfunctions should be reported immediately to the Facilities Director. Additionally, the Facilities Director should be notified when the inspection tag is full and a new tag is needed.

All eyewash stations shall have a yellow sign posted near or adjacent to them which clearly identifies their location.

Primary Stations: When MSDS sheets indicate the need for emergency eyewash, a primary station is required. OSHA refers to the ANSI Z358.1-1998 which says:

Eyewash station must flush both eyes simultaneously.
Minimum flushing rate/time: 1.5 liters per minute (0.4 gallons per minute) for 15 minutes
Constant flow, stay open valves are required so hands are free to hold eyelids open.
An injured worker must be able to activate the eyewash in one second or less.
Place a primary eyewash station within 10 seconds of eye hazards, on the same level as the hazard.
For strong acids or caustic chemicals, the eyewash station must be immediately adjacent to the hazard.
Make sure the path to the eyewash station is clear.
Tepid, buffered saline solution is preferred as a flushing agent, whenever possible.
Identify the eyewash station with highly visible signs.

Supplemental Stations: Typically hand-held squeeze bottles. While very useful, they are considered personal eyewash units and do not meet ANSI standards. Their function is to
support primary units. They are used to flush away foreign material from eyes or skin, or as an intermediate step while on the way to a primary eyewash station.
LIFTING AND MATERIAL HANDLING

Recommendations to reduce injury while lifting heavy objects:

1. Protect your toes and feet by wearing safety shoes.
2. Wear gloves when handling items with rough or sharp edges.
3. Bend at the knees, using your leg muscles, and keep your back straight.
4. Be sure of a good grip and good footing.
5. As you lift, keep the load close to your body.
6. Make sure your hands and fingers are in the clear.
7. Do not try to lift or carry a load that is beyond your “current” physical ability. When in doubt, get help.
8. Before you lift a heavy object, be sure that the path you intend to follow is clear.

Recommendations for material handling:

1. Use the proper aids to handle the materials, such as tongs for hot materials, block and tackle or jacks to lift extra heavy items, and blocks or wedges to keep items from rolling.
2. Stack materials so that there is no danger of slipping or falling during storage or removal.
3. With long objects, such as pipes or ladders, have someone at each end so that they can be safely guided.
MAIL HANDLING PROCEDURES

ATC places the highest priority on the safety of its employees and customers and the security of the U.S. Mail. We are taking every possible measure to assure the safety of all. We are working tirelessly to keep the mail moving and to keep our employees safe and secure.

While we are taking every possible precaution, we understand the importance of your mail and we will continue to deliver it. Our Shipping and Receiving Department is working with the mailing industry to strengthen the security of our mailroom. The UPS has established specific guidelines on hazardous biological and chemical materials that we all have to comply in order to keep the mail moving safely and securely. Everyone needs to demonstrate common sense in dealing with this unfamiliar situation.

The information below describes how to identify a suspicious mail piece and the procedures to follow:

What constitutes a suspicious letter or parcel?
Some typical characteristics which ought to trigger suspicion include letters or parcel that:

1. Have any powdery substance on the outside.
2. Are unexpected or from someone unfamiliar to you.
3. Have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words.
4. Are addressed to someone no longer with your organization or are otherwise outdated.
5. Have no return address, or have one that cannot be verified as legitimate.
6. Are of unusual weight, given their size, or are lopsided or oddly shaped.
7. Have an unusual amount of tape.
8. Are marked with restrictive endorsements, such as "Personal" or "Confidential."
9. Have strange odors or stains.

What Should I do if I Receive an Anthrax Threat by Mail?

1. Do not handle the mail piece or package suspected of contamination.
2. Make sure that damaged or suspicious packages are isolated and the immediate area cordoned off.
3. Ensure that all persons who have touched the mail piece wash their hands with soap and water.
4. Notify your local law enforcement authorities.
5. List all persons who have touched the letter and/or envelope. Include contact information and have this information available for the authorities.
6. Place all items worn when in contact with the suspected mail piece in plastic bags and have them available for law enforcement agents.
7. As soon as practical, shower with soap and water.
8. Notify the Center for Disease Control Emergency Response at (770) 488-7100 for answers to any questions.
9. The mail is safe! People should not stop using the mail because of these isolated incidents. The simple act of paying attention to incoming mail will go a long way in keeping it safe and viable. Everyone, in the mailing community, as well as the American public, should exercise common sense.

Additional information is available on the Postal Service's official web site at www.USPS.com
SAFETY COLOR CODE FOR MARKING PHYSICAL HAZARDS

A. Color identification.

Red
Red shall be the basic color for the identification of:
Fire protection equipment and apparatus, except motorized apparatus, as used on roads.
Danger. Safety cans or other portable containers of flammable liquids having a flashpoint at or below 80°F. Stable containers of flammable liquids (open cup tester), excluding shipping containers, shall be painted red with some additional clearly visible identification either in the form of a yellow band around the can or the name of the contents conspicuously stenciled or painted on the can in yellow. Red lights shall be provided at barricades and at temporary obstructions, as specified in ANSI Safety Code for Building Construction, A10.2-1944. Danger signs shall be painted red.
Stop. Emergency stop bars on hazardous machines such as rubber mills, wire blocks, flat work ironers, etc., shall be red. Stop buttons or electrical switches used for emergency stopping of machinery shall be red.

Yellow
Yellow shall be the basic color for designating caution and for marking physical hazards such as: Striking against, stumbling, falling, tripping, and “caught in between.”
Specifications for accident prevention signs and tags.

Scope
These specifications apply to the design, application, and use of signs or symbols intended to indicate and, insofar as possible, to define specific hazards of a nature such that failure to designate them may lead to accidental injury to workers. These specifications are intended to cover all safety signs except those designed for streets, highways, railroads, and marine regulations. These specifications do not apply to plant bulletin boards or to safety posters.
All new and replacements signs must meet the criteria contained in these specifications.

Definitions
As used in this section, the word “sign” refers to a surface on which letters or other markings appear, prepared for the warning of, or safety instructions of, industrial workers who may be exposed to hazards. Excluded from this definition, however, are news releases, displays commonly known as safety posters, and bulletins used for employee education.

Classification of signs according to use

Danger signs
Danger signs should be used only where an immediate hazard exists. There shall be no variation in the type of design or signs posted to warn of specific dangers and radiation hazards.
All employees shall be instructed that danger signs indicate immediate danger and that special precautions are necessary.

**Caution signs**
Caution signs shall be used only to warn against potential hazards or to caution against unsafe practices. All employees shall be instructed that caution signs indicate a possible hazard against which proper precaution should be taken.

**Safety instruction signs**
Safety instruction signs shall be used where there is a need for general instructions and suggestions relative to safety measures.

**Sign design and colors**
All signs shall be furnished with rounded or blunt corners and shall be free from sharp edges, burrs, splinters, or other sharp projections. The ends or heads of bolts or other fastening devices shall be located in such a way that they do not constitute a hazard.

**Danger signs**
The colors red, black, and white shall be those of opaque glossy samples as specified in Table 1 of Fundamental Specification of Safety Colors for CIE Standard Source “C,” American National Standard Z53.1-1971. Standard proportions shall be as indicated in Table J-1, and format shall be as in Fig. J-1.

**Radiation warning signs**
Standard color of the background shall be yellow; the panel, reddish purple with yellow letters; the symbol, reddish purple; any letters used against the yellow background shall be black. The colors shall be those of opaque glossy samples as specified in Table 1 of American National Standard, Z53.1-1971.

The standard symbol shall be as in Figure J-3. Method of dimensioning, design, and orientation of the standard symbol (one blade pointed downward and centered on the vertical axis) shall be executed as illustrated. The symbol shall be prominently displayed, and of a size consistent with the size of the equipment or material or area to which it is attached.

Format shall be as in Figure J-2. Sign proportions shall be the same as those for danger signs in Table J-1.

**Caution signs**
Standard color of the background shall be yellow; and the panel, black with yellow letters. Any letters used against the yellow background shall be black. The colors shall be those of opaque glossy samples as specified in Table 1 of American National Standard Z53.1-1971.

Standard proportions shall be as indicated in Table J-2, and format shall be as in Figure J-4.

**Exit signs**
Exit signs shall be in accordance with WAC 296-(800) 310.
Safety instruction signs
Standard color of the background shall be white; and the panel, green with white letters. Any letters used against the white background shall be black. The colors shall be those of opaque glossy samples as specified in Table 1 of American National Standard, Z53.1-1971. Standard proportions shall be as indicated in Table J-3, and format shall be as in Figure J-5.

Directional signs
Standard color of the background shall be white; and the panel, black with white directional symbol. Any letters used against the white background shall be black. The colors shall be those of opaque glossy samples as specified in Table 1 of American National Standard Z53.1-1971. Standard proportions shall be as indicated in Table J-4, and format shall be as in Figure J-6.

On-campus traffic signs

Informational signs
Blue shall be the standard color for informational signs. It may be used as the background color for the complete sign or as a panel at the top of such types of “notice” signs, which have a white background. The colors shall be those of opaque glossy samples as specified in Table 1 of American National Standard Z53.1-1971.

Symbols
Symbols used on signs shall follow recognized practices, such as in Figure J-8. For radioactive materials, see symbol in Figure J-3.

Sign wordings
Examples of wordings. The lists in (3) through (7) of this section are intended to serve as a guide for choosing the correct sign design for the message to be displayed.

Nature of wording. The wording of any sign should be easily read and concise. The sign should contain sufficient information to be easily understood. The wording should make a positive, rather than negative suggestion and should be accurate in fact.

Danger signs
Danger-Keep off, electric current.
Danger-No smoking, matches, or open lights.
Danger-Workers above.
Danger-Not room enough here to clear men on cars.
Danger-Keep away.
Danger-Workers in boiler.
Danger-Insufficient clearance.
Danger-2,300 volts.
Danger-Keep out.
Danger-Crane overhead.
Danger-Keep off.

**Biological hazard signs**
The biological hazard warning shall be used to signify the actual or potential presence of a biohazard and to identify equipment, containers, rooms, materials, experimental animals, or combinations thereof, which contain, or are contaminated with, viable hazardous agents. For the purpose of this subdivision the term “biological hazard,” or “biohazard,” shall include only those infectious agents presenting a risk or potential risk to the well-being of persons. The biohazard symbol shall be designed and proportioned as illustrated in Figure J-9. The symbol design shall be a fluorescent orange or orange-red color. Background color is optional as long as there is sufficient contrast for the symbol to be clearly defined. Appropriate wording may be used in association with the symbol to indicate the nature or identity of the hazard, name of individual responsible for its control, precautionary information, etc., but never should this information be superimposed on the symbol.

**Caution signs**
Caution-Do not operate, working on repairs.
Caution-Hands off switch, working on line.
Caution-Working on machines, do not start.
Caution-Goggles must be worn when operating this machine.
Caution-This door must be kept closed.
Caution-Electric trucks go slow.
Caution-This space must be kept clear at all times.
Caution-Stop machinery to clean, oil, or repair.
Caution-Keep aisles clear.
Caution-Operators of this machine shall wear snug fitting clothing-No gloves.
Caution-Close clearance.
Caution-Watch your step.
Caution-Electric fence.
Safety instruction signs.
Report all injuries to the first-aid room at once.
Walk-Do not run.
Report all injuries no matter how slight.
Think, if safe go ahead.
Make your work place safe before starting the job.
Report all unsafe conditions to your supervisor.
Help keep this plant safe and clean.

**Directional signs**
This way out (below arrow panel).
This way (inside arrow) out (below arrow panel).
Fire exit (below arrow panel).
Fire (inside arrow) extinguisher (below arrow panel).
To the (inside arrow) fire escape (below arrow panel).
To the (inside arrow) first aid (below arrow panel).
Manway (below arrow panel).
This way to (inside arrow) first-aid room (below arrow panel).
**Informational signs**

No trespassing under penalty of the law.
This elevator is for freight only, not for passengers.
No admittance except to employees on duty.
No admittance.
No admittance, apply at office.
No trespassing.
Men.
Women.
For employees only.
Office.

Note: When sign wordings such as those listed in this section are contemplated, care should be taken to be sure that they are suitable for the particular location at which the sign is to be placed and that wording meets the requirements of the intended purpose. When there is a reasonable doubt, a sign of a standard design should be used.

**Accident prevention tags.**

**Scope and purpose**

This section applies to all accident prevention tags used to identify hazardous conditions and provide a message to employees with respect to hazardous conditions as set forth in subsection (3) of this section, or to meet the specific requirements of other WAC requirements.

Tags are a temporary means of warning all concerned of a hazardous condition, defective equipment, radiation hazards, etc. The tags are not to be considered as a complete warning method, but should be used until a positive means can be employed to eliminate the hazard; for example, a “do not start” tag on power equipment shall be used for a few moments or a very short time until the switch in the system can be locked out; a “defective equipment” tag shall be placed on a damaged ladder and immediate arrangements made for the ladder to be taken out of service and sent to the repair shop. This section does not apply to construction.

**Definitions**

“Biological hazard” or “Biohazard” means those infectious agents presenting a risk of death, injury or illness to employees.
“Major message” means that portion of a tag’s inscription that is more specific than the signal word and that indicates the specific hazardous condition or the instruction to be communicated to the employee. Examples include: “High Voltage,” “Close Clearance,” “Do Not Start,” or “Do Not Use” or a corresponding pictograph used with a written text or alone.
“Pictograph” means a pictorial representation used to identify a hazardous condition or to convey a safety instruction.
“Signal word” means that portion of a tag’s inscription that contains the word or words that are intended to capture the employee’s immediate attention.
“Tag” means a device usually made of card, paper, and pasteboard, plastic or other material used to identify a hazardous condition.
Use
Tags shall be used as a means to prevent accidental injury or illness to employees who are exposed to hazardous or potentially hazardous conditions, equipment or operations, which are out of the ordinary, unexpected or not readily apparent. Tags shall be used until such time as the identified hazard is eliminated or the hazardous operation is completed. Tags need not be used where signs, guarding or other positive means of protection are being used.

Do not start tags shall be placed in a conspicuous location or shall be placed in such a manner that they effectively block the starting mechanism which would cause hazardous conditions should the equipment be energized. See Fig. J-11.

General tag criteria
All required tags shall meet the following criteria:
Tags shall contain a signal word and a major message.
The signal word shall be either “Danger,” “Caution,” or “Biological Hazard,” “biohazard,” or the biological hazard symbol.
The major message shall indicate the specific hazardous condition or the instruction to be communicated to the employee.
The signal word shall be readable at a minimum distance of five feet (1.52 m) or such greater distance as warranted by the hazard.
The tag's major message shall be presented in either pictographs, written text or both.
The signal word and the major message shall be understandable to all employees who may be exposed to the identified hazard.
All employees shall be informed as to the meaning of the various tags used throughout the workplace and what special precautions are necessary.

Tags shall be affixed as close as safely possible to their respective hazards by a positive means such as string, wire, or adhesive that prevents their loss or unintentional removal. The tag and attachment method or device used shall be constructed of such material that they will not be likely to deteriorate in the environment in which the tag is used during the time period of intended use.

Danger tags
Danger tags shall be used in major hazard situations where an immediate hazard presents a threat of death or serious injury to employees. Danger tags shall be used only in these situations. See Fig. J-11.
All employees should be instructed that danger tags indicate immediate danger and that special precautions are necessary.

Caution tags
Caution tags shall be used in minor hazard situations where a non-immediate or potential hazard or unsafe practice presents a lesser threat of employee injury. Caution tags shall be used only in these situations. See Fig. J-12.
All employees should be instructed that caution tags indicate a possible hazard against which proper precautions should be taken.
**Warning tags**
Warning tags may be used to represent a hazard level between “Caution” and “Danger,” instead of the required “Caution” tag, provided that they have a signal word of “Warning,” an appropriate major message, and otherwise meet the general tag criteria of subsection (4) of this section.

**Out of order tags**
Out of order tags should be used only for the specific purpose of indicating that a piece of equipment, machinery, etc., is out of order and to attempt to use it might present a hazard. (See Fig. J-13.)

**Radiation tags**
The standard background for radiation tags shall be yellow; the panel shall be reddish purple. Any letters used against the yellow background shall be black. The colors shall be those of opaque glossy samples as specified in Table 1, Fundamental Specification of Safety Colors for CIE Standard Source “C” American National Standards Institute, Safety Color Code for Marking Physical Hazards and the Identification of Certain Equipment, Z53.1-1971.

The method of dimension, design, and orientation of the standard symbol (one blade pointed downward and centered on the vertical axis) shall be executed as illustrated in Figure J-14. The symbol shall be prominently displayed and of a size consistent with the size of the equipment or area in which it is to be used.

**Biological hazard tags**
Biological hazard tags shall be used to identify the actual or potential presence of a biological hazard and to identify equipment, containers, rooms, experimental animals, or combinations thereof, that contains or is contaminated with hazardous biological agents. The symbol design for biological hazard tags shall conform to the design shown in Fig. J-15.

**Other tags** Other tags may be used in addition to those required by this section or in other situations where this section does not require tags, provided that they do not detract from the impact or visibility of the signal word and major message of any required tag.

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*Fig. J-1*
Danger Sign
Fig. J-2
Radiation Warning Sign

Fig. J-3
Standard Radiation Symbol

Fig. J-4
Caution Sign

Fig. J-5
Safety Instruction Signs
(Note: The words “think” and “be careful,” given here, are only illustrations. Other wordings may be used.)
Fig. J-6
Directional Signs
Note: All dimensions are in inches.

POISON:

ELECTRICITY:

Fig. J-8
Symbols Used on Signs

<table>
<thead>
<tr>
<th>Dimension</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
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<td>4</td>
<td>5</td>
<td>11</td>
<td>15</td>
<td>21</td>
<td>26</td>
</tr>
</tbody>
</table>

Fig. J-9
Symbol for Biological Hazard

Fig. J-10
Do Not Start Tag
Fig. J-11
Danger Tag

Fig. J-12
Caution Tag

Fig. J-13
Out of Order Tag
TABLE J-1
STANDARD PROPORTIONS FOR DANGER SIGNS

<table>
<thead>
<tr>
<th>Sign size, inches height width</th>
<th>Black rectangular panel, inches height width</th>
<th>Red oval, inches Height width</th>
<th>Word danger, height width</th>
<th>Maximum space available for sign wording, inches</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORIZONTAL PATTERN</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7x10</td>
<td>3 1/4 x 9 3/8</td>
<td>2 7/8 x 8 1/2</td>
<td>1 7/16</td>
<td>2 3/4 x 9 3/8</td>
</tr>
<tr>
<td>10 x 14</td>
<td>4 5/8 x 13 3/8</td>
<td>4 1/8 x 11 7/8</td>
<td>2 1/16</td>
<td>4 1/4 x 13 3/8</td>
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<tr>
<td>14 x 20</td>
<td>6 1/2 x 19 3/8</td>
<td>5 3/4 x 17</td>
<td>2 7/8</td>
<td>6 1/4 x 19 3/8</td>
</tr>
<tr>
<td>20 x 28</td>
<td>9 1/4 x 27 3/8</td>
<td>8 1/4 x 23 7/8</td>
<td>4 1/8</td>
<td>9 1/2 x 27 3/8</td>
</tr>
<tr>
<td>UPRIGHT PATTERN</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### TABLE J-2
**STANDARD PROPORTIONS FOR CAUTION SIGNS**

<table>
<thead>
<tr>
<th>Sign size, inches height width</th>
<th>Black rectangular panel, inches height width</th>
<th>Word &quot;Caution&quot; height of letter, inches</th>
<th>Maximum space available for sign wording below panel, inches height width</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HORIZONTAL PATTERN</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 x 10</td>
<td>2 1/4 x 9 3/8</td>
<td>1 5/8</td>
<td>3 1/4 x 9 3/8</td>
</tr>
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<td>9 x 19 3/8</td>
</tr>
<tr>
<td>20 x 28</td>
<td>4 1/4 x 27 3/8</td>
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<td>14 1/2 x 27 3/8</td>
</tr>
<tr>
<td><strong>UPRIGHT PATTERN</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
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<td>1 1/8</td>
<td>7 x 6 3/8</td>
</tr>
<tr>
<td>14 x 10</td>
<td>2 1/4 x 9 3/8</td>
<td>1 5/8</td>
<td>10 1/2 x 9 3/8</td>
</tr>
<tr>
<td>20 x 14</td>
<td>3 1/4 x 13 3/8</td>
<td>2 1/4</td>
<td>15 1/2 x 13 3/8</td>
</tr>
<tr>
<td>28 x 20</td>
<td>3 3/4 x 19 3/8</td>
<td>2 3/4</td>
<td>24 x 19 3/8</td>
</tr>
</tbody>
</table>
## STANDARD PROPORTIONS FOR SAFETY INSTRUCTION SIGNS

### Part 1 - “Think” Safety Signs

<table>
<thead>
<tr>
<th>Sign size, inches height width</th>
<th>Green rectangular panel, inches, height width</th>
<th>Word &quot;Think&quot; height letter, inches</th>
<th>Maximum space available for sign wording below panel, inches height width</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 x 10</td>
<td>2 3/4 x 9 3/8</td>
<td>1 5/8</td>
<td>3 1/2 x 9 3/8</td>
</tr>
<tr>
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<td>2 1/4</td>
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<tr>
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<td>4 1/4 x 27 3/8</td>
<td>3 1/4</td>
<td>14 1/2 x 27 3/8</td>
</tr>
</tbody>
</table>

### TABLE J-3

STANDARD PROPORTIONS FOR SAFETY INSTRUCTION SIGNS

Part 2 - “Be Careful” Safety Sign

<table>
<thead>
<tr>
<th>Sign size, inches height width</th>
<th>Green panel, inches, height width</th>
<th>Word &quot;Be&quot; Height of letters, inches</th>
<th>Word &quot;Careful&quot; height of letters, inches</th>
<th>Maximum space available for sign wording below panel, inches height width</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 x 10</td>
<td>3 3/8 x 9 3/8</td>
<td>1 1/4</td>
<td>1 3/16</td>
<td>2 1/2 x 9 3/8</td>
</tr>
<tr>
<td>10 x 14</td>
<td>4 1/4 x 13 3/8</td>
<td>1 3/4</td>
<td>2 3/16</td>
<td>4 x 13 3/8</td>
</tr>
<tr>
<td>14 x 20</td>
<td>6 1/4 x 19 3/8</td>
<td>2 1/2</td>
<td>3 1/8</td>
<td>6 x 19 3/8</td>
</tr>
<tr>
<td>20 x 28</td>
<td>9 1/2 x 27 3/8</td>
<td>3 1/2</td>
<td>4 3/8</td>
<td>9 1/4 x 27 3/8</td>
</tr>
</tbody>
</table>

### TABLE J-4

STANDARD PROPORTIONS FOR DIRECTIONAL SIGNS

<table>
<thead>
<tr>
<th>Sign size, inches height width</th>
<th>Black Overall</th>
<th>White arrow, inches</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>inches height</td>
<td>rectangular panel, inches height width</td>
<td>length</td>
<td>Arrow head height inches</td>
</tr>
<tr>
<td>---------------</td>
<td>----------------------------------------</td>
<td>--------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>6 1/2 x 14</td>
<td>3 1/4 x 13 3/8</td>
<td>12 5/8</td>
<td>2 3/4 x 3</td>
</tr>
<tr>
<td>9 x 20</td>
<td>4 1/2 x 19 3/8</td>
<td>18 5/8</td>
<td>3 3/4 x 4 1/8</td>
</tr>
<tr>
<td>12 x 28</td>
<td>6 x 27 3/8</td>
<td>26 5/8</td>
<td>5 1/8 x 5 5/8</td>
</tr>
<tr>
<td>15 x 36</td>
<td>7 1/2 x 35 3/8</td>
<td>34 5/8</td>
<td>6 3/8 x 6 7/8</td>
</tr>
</tbody>
</table>

**Recommended color-coding**

While the standard does not specifically mandate colors to be used on accident prevention tags, the following color scheme is recommended by OSHA for meeting the requirements of this section:

**“DANGER”**-Red, or predominantly red, with lettering or symbols in a contrasting color. Should be used to identify fire protection equipment, danger, and emergency stops on equipment.

Suggested applications include: fire alarm boxes, fire extinguishers, fire hose connections, safety cans and other containers for flammable liquids.

**“CAUTION”**-Yellow, or predominantly yellow, with lettering or symbols in a contrasting color. Should be used to designate caution and is used to indicate hazards from stumbling, falling, tripping, bumping, or collision.

Suggested applications include: aisle marking, handrails, guardrails, barricades, protruding parts, low overhead projections, approach to stairs, upper and lower risers on stairs, and floor areas near open pits.

**“WARNING”**-Orange, or predominantly orange, with lettering or symbols in a contrasting color. Should be used to alert and is the basic color for designating hazardous parts of machines or electrical equipment that might cut, crush, shock, or otherwise injure the worker.

Suggested applications include: exposed edges of cutting devices, pulleys, and gears; interior surfaces of guards, transmissions cases, and fuse boxes.
“BIOLOGICAL HAZARD”- Fluorescent orange or orange-red, or predominantly so, with lettering or symbols in a contrasting color.

“FIRST AID AND SAFETY EQUIPMENT” – Green in combination with white is used to identify and locate first-aid and safety equipment. Suggested applications include: first aid kits, safety bulletin boards, stretchers, personal protective equipment, and supply or storage areas.

“EQUIPMENT CONTROLS” - BLUE indicates precaution and is used to mark equipment controls.

Suggested applications include: signs indicating that equipment is not to be used, electrical controls, valves, and brakes.
EMERGENCY ACTION PROGRAM

This Emergency Action Program has been prepared so that conditions arising from emergencies and unanticipated natural events can be addressed in an organized and expedient manner. The emergency procedures and organizational framework outlined in this program are to provide protection for lives, property, and operations through effective use of county, city and community resources. This document has been developed to provide a response framework for management, employees, and other occupants of the Athens Technical College buildings during emergency situations. This program cannot cover every conceivable emergency situation; however, it does provide the basic administrative guidance to cope with most emergencies.

This plan applies to all employees and visitors to Athens Technical College and our various sites and centers. The development and administration of this Emergency Action Program is the responsibility of VP of Information Technology with assistance from the Safety Officer.

Compliance with the Emergency Action Program is the responsibility of all visitors, employees, department heads and managers of departments within the ATC Campus.

Employees Responsibility

It is each employee’s responsibility to become familiar with the emergency procedures, emergency action plans, fire alarm, exits, fire extinguishers, and physical layout of assigned area, evacuation routes and the requirements of the Emergency Action Program. (See Appendix B for building floor plans).

In the event of emergency, all employees must follow the specific emergency procedure as described in the ATC emergency action plans. Phone usage during an emergency should be limited to official use only. Employees are responsible for taking precautions to assure their safety and to follow all emergency procedures.

a. All employees should participate in emergency drills.
b. Employees should provide direction and assistance to the general public.
c. Notify your supervisor if you need assistance for evacuations, etc. prior to emergencies.
d. Employees should assist individuals who need help evacuating to the designated evacuation area(s).
Department Heads Responsibility

Each Department Head or designee has the following additional responsibilities prior to and during any emergency:

1. Provide direction and guidance to building occupants to ensure emergency procedures are followed.
2. In event of an emergency, ensure employees follow all procedures.
3. In case of evacuation, direct employees and visitors to evacuate the building and proceed to designated assembly area(s).
4. Once at the assembly area, determine who is missing by conducting headcount and provide this information to the emergency authorities.
5. After an emergency, provide feedback and recommendations to the Safety Officer.

Facilities Management Responsibilities

Facilities Management has the following general responsibilities prior to and during any emergency:
1. In coordination with the Safety Officer, prepare and post Emergency Egress maps.
2. Serve as a reference point for changes, suggestions, and recommendations to the Emergency Action Program. Recommend changes in the program to the VP of Information Technology.
3. In coordination with the Safety Officer, prepare a final, post-emergency report and submit to the VP of Information Technology.
4. In coordination with the Fire Department, schedule evacuation and fire drills.
5. In coordination with Emergency Management, schedule tornado drills.
6. Assist building evacuation and security.
7. Monitor necessary building systems during emergencies.
8. Coordinate annual fire evacuation drills with the fire department.
9. Assist emergency personnel as necessary.
10. Distribute college Motorola Radios to designated personnel (NOTE: DO NOT USE IN CASE OF BOMB THREAT).

Safety Officer Responsibilities

The Safety Officer has the following general responsibilities prior to and during any emergency:
1. Assist the ATC Emergency Response Team in developing and coordinating the implementation of the Emergency Action Program.
2. Prepare and post Emergency Egress Maps in coordination with Facilities Management.
3. Maintain a record of all events and files of all reports and correspondence pertaining to the Emergency Action Program.
4. Serve as a reference point for changes, suggestions, and recommendations to the Emergency Action Program.
5. In coordination with Facilities Management, prepare a final, post-emergency report and submit to the VP of Information Technology.

6. Revise the Emergency Action Program as significant changes occur and review contents at least annually.

**Emergency Escape Routes Assignments**

Employees and visitors shall use the nearest escape route during an emergency. During an emergency requiring building evacuation, employees should use the escape route assignments as noted on the ATC Emergency Information poster posted in their department.

**Emergency Evacuation Safe Areas**

Fires, tornados, severe weather, and other conditions may require employees to seek alternative shelter other than their work area.

These shelter areas are generally the nearest interior halls away from doors and windows with glass. The shelter areas should be used for tornado, severe weather, and other conditions that require alternative shelter.

In case of a fire, bomb threat, chemical spill, or any other emergency requiring building evacuation, evacuate to the exterior designated “assembly areas”. The exteriors “assembly areas” are at least 100 yards from the buildings. See Appendix A for the specific assembly areas.

It is extremely important that employees proceed directly to the interior shelter areas or exterior assembly areas when required. Severe injury or death could result if employees and others do not proceed directly to these areas during an emergency. Department heads or their designee shall conduct a headcount to ensure all employees have evacuated at once to the shelter or assembly area. If employees are missing from the assembly area, the department head or designee shall report the names of the missing employees to the nearest law enforcement person.
Individuals Responsible for Building Evacuation

In the event of an emergency, the President or her designee is responsible for making the decision to lockdown or evacuate a building. In the event of building lockdown or evacuation, responsibility for notifying individuals and clearing the building falls upon lead administrators in each area. The evacuation orders will be given over the Motorola Radios, and the administrators listed below are responsible for notifying faculty, staff, and students in their buildings of the evacuation/lockdown orders. The evacuation order will be given by the Director of Computer Technology Training and Security, VP of IT or the VP of Administrative Services upon direction from the President. If a lead administrator listed below does not acknowledge receipt of the evacuation order via the Motorola Radio, he or she will be contacted by telephone. Lead administrators should radio back to the Director of Computer Technology Training and Security once their areas are secure. Lead administrators should maintain control of their evacuees and should not allow re-entry to the building until notified by the Facilities Director.

In the event of a bomb threat, cordless phones, cellular phones, and Motorola Radios should not be used. The evacuation order will be given by land-line telephones. Lead administrators should contact the Office of Administrative Services at 355-5116 once their buildings are secured.

<table>
<thead>
<tr>
<th>Building</th>
<th>Person Responsible</th>
<th>Telephone Number</th>
<th>Alternate Responsible</th>
<th>Alternate Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>A – Dental Hygiene</td>
<td>Tina Grile</td>
<td>5514</td>
<td>Lenika Jackson-Hector</td>
<td>2810</td>
</tr>
<tr>
<td>A – Dean, Health Services</td>
<td>Dr. Scott Martin</td>
<td>5033</td>
<td>Debra Little</td>
<td>5037</td>
</tr>
<tr>
<td>A – EMT</td>
<td>Glenn Henry</td>
<td>5040</td>
<td>Debra Little</td>
<td>5037</td>
</tr>
<tr>
<td>B – Dean, Business and Public Services</td>
<td>Diane Campbell</td>
<td>5048</td>
<td>Janet Davidson</td>
<td>5036</td>
</tr>
<tr>
<td>B – VP Information Technology</td>
<td>Dennis Ashworth</td>
<td>5167</td>
<td>Janet Davidson</td>
<td>5036</td>
</tr>
<tr>
<td>D – Automotive Technology / Collision Repair</td>
<td>Greg Thomas</td>
<td>5725</td>
<td>Jeff Hill</td>
<td>5098</td>
</tr>
<tr>
<td>E – Vacant</td>
<td>Vacant</td>
<td>Vacant</td>
<td>Vacant</td>
<td>Vacant</td>
</tr>
<tr>
<td>F – Admin</td>
<td>Dr. Dan Smith</td>
<td>5085</td>
<td>Beck Allen</td>
<td>5110</td>
</tr>
<tr>
<td>F - Library</td>
<td>Carol Stanley</td>
<td>5019</td>
<td>Jan Fang</td>
<td>5164</td>
</tr>
<tr>
<td>H – Student Affairs</td>
<td>Andrea Daniel</td>
<td>5124</td>
<td>Lenzy Reid/Cindy Simmons</td>
<td>5008/5109</td>
</tr>
<tr>
<td>H – Receptionist Desk</td>
<td>Quincy Kerbo</td>
<td>5038</td>
<td>Marchelle Sandoval</td>
<td>0003</td>
</tr>
<tr>
<td>I – Cosmetology</td>
<td>Teresa Bowles</td>
<td>5089</td>
<td>Mona Wilkins</td>
<td>5097</td>
</tr>
<tr>
<td>I – VP Academic Affairs</td>
<td>Dr. Joyce Sansing</td>
<td>5060</td>
<td>Holly Ashley/Jr. Whitley</td>
<td>5018/5197</td>
</tr>
<tr>
<td>J – Dean, Technology &amp; Industrial</td>
<td>Susan Larson</td>
<td>5034</td>
<td>Carolyn Beam</td>
<td>2598</td>
</tr>
<tr>
<td>Building</td>
<td>Person Responsible</td>
<td>Telephone Number</td>
<td>Alternate Person Responsible</td>
<td>Alternate Telephone</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>------------------------</td>
<td>------------------</td>
<td>------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>J – Administrative Services</td>
<td>Kathyrn Thomas</td>
<td>5100</td>
<td>Cheri Carr</td>
<td>5116</td>
</tr>
<tr>
<td>J – Human Resources</td>
<td>Dr. Leslie Crickenberger</td>
<td>2818</td>
<td>Nichole Schaeffer</td>
<td>5140</td>
</tr>
<tr>
<td>K – Online Learning</td>
<td>Dr. Mary C. DiGiacomo</td>
<td>2760</td>
<td>Dr. Randall Famberee</td>
<td>3377</td>
</tr>
<tr>
<td>K – Student Affairs</td>
<td>Jane Brown</td>
<td>2839</td>
<td>Marchelle Sandoval</td>
<td>0003</td>
</tr>
<tr>
<td>M – Early Childhood Education</td>
<td>Lisa White</td>
<td>5360</td>
<td>Leslie Malanoski</td>
<td>5047</td>
</tr>
<tr>
<td>N - Economic Development</td>
<td>Jerry Barrow</td>
<td>5873</td>
<td>Vacant</td>
<td>5763</td>
</tr>
<tr>
<td>O- IOTIS</td>
<td>Dr. Ken Jarrett</td>
<td>6095</td>
<td>Christine Chambers</td>
<td>6095</td>
</tr>
<tr>
<td>P – Vacant</td>
<td>Vacant</td>
<td>Vacant</td>
<td>Vacant</td>
<td>Vacant</td>
</tr>
<tr>
<td>R – Facilities</td>
<td>Jim Walter</td>
<td>5120</td>
<td>Danny Looney</td>
<td>5120</td>
</tr>
</tbody>
</table>

**EMERGENCY EVACUATION ALERTS**

**TORNADO WARNING**
This is an emergency call. There has been a tornado warning issued for Clarke County. Please proceed immediately to the area designated on your Emergency Evacuation chart. If you are the lead administrator for your area, make sure everyone in your building knows the location of the designated safe area. Please reply that you have received this notice and again once your area is secure.

**BUILDING EVACUATION**
This is an emergency call. We are evacuating the building due to __________. If you are the lead administrator for your area, make sure everyone in your building knows the location of the designated safe area. Please reply that you have received this notice and again once your area is secure.

**FIRE**
This is an emergency call. A fire alarm has sounded in _______building(s). If you are the lead administrator for your area, make sure everyone in your building knows the location of the designated assembly area. Please reply that you have received this notice and reply once your area is secure.

**BOMB THREAT** (In the event of a bomb threat, Motorola Radios, cell phones and cordless phones should not be used – use land line phones only)
**Building Evacuation**
This is an emergency call. We have received a bomb threat and have been instructed to evacuate the building. If you are the lead administrator for your area, make sure everyone in your building knows the location of the designated assembly area. Please reply to 0050 that you have received this notice and reply again once your area is secure. Please instruct employees and students in your area not to use cell phones during this event.

**Campus Evacuation**
This is an emergency call. We have received a bomb threat and have been instructed to evacuate the campus until further notice. If you are the lead administrator for your area, make sure everyone in your building receives the evacuation order. Please reply to 0050 once your area is evacuated. Please instruct employees and students in your area not to use cell phones during this event.
EVACUATION PROCEDURES

An evacuation will be called by a fire alarm or by notification on the Motorola Radios.

The following basic steps will be followed when evacuating the school building:

1. Refer to the maps indicating primary and secondary evacuation routes posted in your classroom, office, or lab area.

2. Evacuate students and staff to designated safe areas quickly. Instructors should bring their class rosters with them.

3. Instructors should close the doors or instruct the last student to close the door after exiting their classroom.

4. Instructors should ensure that all students are out of their classrooms and adjoining restrooms and workrooms.

5. The first student in line should be instructed to hold the exit door until all persons in the class have evacuated. (This procedure should be continued until the building is cleared).

6. During evacuation, there should be no running, pushing, or loud talking. Move as quickly and orderly as possible. Remember that the instructor sets the tone for the students. DO NOT PANIC. Remain calm.

7. The assembly areas are marked on Appendix A. The assembly areas are not in parking lots, as to allow unrestricted access for rescue personnel.

8. At the assembly area, roll should be taken to determine who might be missing.

9. Instructors should remain with their class until the Incident Commander gives and “all clear” signal.
ALTERNATE EMERGENCY PROCEDURES FOR THOSE INDIVIDUALS WITH A DISABILITY OR MEDICAL CONDITION

Employees or students who require assistance in the event of an evacuation should be identified prior to an incident. Instructors should assess their classes at the beginning of each quarter and supervisors should be aware of their employee’s limitations so that safe evacuation can be made of all individuals. People with disabilities and limitations are generally in the best position to assess their particular needs. Any medical information shared should be kept confidential and shared only with medical personnel.

The following assistance options are available (not limited to):

1. Buddy system (2 or more buddies per person). Use of the “Buddy System” will help assure the prompt evacuation of any person with disability.

2. Horizontal (same floor) evacuation: Move away from the area of imminent danger to a safe distance (i.e. an adjoining building, opposite end of a corridor, or outside if on the ground level, through at least one set of fire doors).

3. Vertical (Stairway) evacuation: Stairways can be used by those who are able to evacuate with or without assistance. Persons with sight disability may require the assistance of a sighted person. Persons who use crutches or other devices as walking aids will need to use their own judgment, especially where several flights of stairs are concerned.

4. Stay in Place: Unless danger is imminent, remain in a room with an exterior window and a telephone, closing the door if possible. Call 911 and give your name, location, and exact reason you are calling. The operator will relay the information to emergency personnel. Phone lines normally remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.
FIRST AID PROCEDURES

CAUTION: Remember to prevent the transmitting of “bloodborne pathogens”.

Administering First Aid:

Minor first aid can be administered by any individual. However, college personnel should not diagnose illness or administer medications of any sort.

First aid kits are located in each department. If a first aid kit cannot be located during an emergency, security should be contacted to provide a first aid kit.

Disburse crowds if an accident is serious, and keep the area as quiet as possible.

Stick to basic procedures:

1. Call for aid.
2. Stop bleeding.
3. Treat for shock.
4. Mouth-to-mouth resuscitation (if breathing is stopped).
5. Coronary Pulmonary Resuscitation (CPR) if required.

When the injury is serious, do not attempt to move the student or employee except for first aid procedures until professional medical help arrives.

Emergency contacts should be obtained from the student or employee if he/she is conscious. Otherwise, emergency contacts will be obtained from employee files or admissions records.

Students are responsible for costs incurred in transporting by ambulance; therefore, in the event of a minor injury, emergency personnel should not be contacted unless the student requests it.
BOMB THREAT

A bomb threat may be received in many different ways, such as telephone, mail, e-mail, or in person. Any information received by an Athens Technical College faculty or staff member should be immediately reported to the lead administrator. It is crucial that the administrator collect as much factual information as possible during the limited amount of time available before he/she has to make a decision to evacuate or not. The lead administrator or his/her designee should report the threat to local law enforcement. Local law enforcement agencies may be aware of other threats that may be related to this incident.

Persons who operate switchboards or who receive incoming calls should become familiar with the details of, and logic underlying, the telephone technique for handling bomb threats. The faculty or staff member receiving a telephone call should make notes if a bomb threat is received by phone on the Bomb Threat Report Form located on the following page as well as in the Forms section of this manual.

If a decision to evacuate the school is made, emergency responders (law enforcement and fire) should be notified so that they may respond appropriately and efficiently.

1. The emergency calling tree should be commenced, and all employees notified of the evacuation.

2. All staff and students should be alerted that cell phones, Motorola Radios, and portable landline phones SHOULD NOT be used during a bomb threat.

3. Students and staff should take only those personal belongings in their immediate possession when the evacuation is ordered.

4. During an evacuation, students and staff should not be routed by cars and dumpsters due to the possibility of secondary devices.

5. If a suspected explosive device is discovered, or if an explosion actually occurs, and structural damages indicates the need, maintenance personnel should turn off gas and electricity at the main valve or switch to minimize the possibility of fire or another explosion.

6. Instructors should take roll at evacuation to ensure that all students are accounted for.

The college may receive suspicious packages in the mail or via hand delivery. ATC personnel may also find packages on school grounds. Upon receipt of a suspicious package, ATC personnel should not handle the package and should isolate everyone from the immediate area. The Director of Computer Technology Training and Security (or lead administrator at a center) should be notified immediately. See also the Suspicious Mail Procedures.
The following are indicators that a package may contain an explosive device:

1. Lumps, bulges, or protrusions.
2. Lopsided or heavy-sided appearance.
3. Handwritten addresses or labels from companies with incorrect information or address components. Check to see if the company exists, and if they sent a package or letter to your facility.
4. Excess postage on a small postage or other indicators that the object was not weighed by the Post office.
5. Handwritten notes, such as “To be opened in the privacy of…”
6. No postage or non-canceled postage.
7. Improper spelling of common names, places, or titles.
8. Leaks, stains, or protruding wires, string, tape, etc.
**BOMB THREAT REPORT FORM**

**INSTRUCTIONS:** Be calm, be courteous, and listen, DO NOT INTERRUPT THE CALLER.

Date: _______________ Division: ____________________ Department: ________________

Time: _______________ Bldg/Room #: _______________

Exact words of person placing call:

________________________________________________________________________________________

________________________________________________________________________________________

**QUESTIONS TO ASK:**

1. When is the bomb going to explode? __________________________________________________________

2. Where is the bomb right now? _______________________________________________________________

3. What kind of bomb is it? ___________________________________________________________________

4. What does it look like? ____________________________________________________________________

5. Why did you place the bomb?

________________________________________________________________________________________

**TRY TO DETERMINE THE FOLLOWING** (circle as appropriate)

Caller’s Identity: Male Female Adult Juvenile Age _____ Years

Voice: Loud Soft High Pitch Deep Raspy Pleasant Intoxicated Other

Accent: Local Not Local Foreign Region

Speech: Fast Slow Distinct Distorted Stutter Nasal Slurred Lisp

Language: Excellent Good Fair Poor Foul Other ________

Manner: Calm Angry Rational Irrational Coherent Incoherent Deliberate Emotional Righteous

Laughing Intoxicated

Background Noises: Office Machines Factory Machines Bedlam Trains Animals Music Quiet Voices

Mixed Airplanes Street Traffic Party Atmosphere

Additional Information:

________________________________________________________________________________________

Action to take immediately after call: Notify Police, Fire, and Security Personnel as instructed. Talk to no one other than instructed by your Supervisor or Security Officer.

___________________________________________

___________________________________________

Receiving Telephone Number Person Receiving Call

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Updated: 8/22/2012
CIVIL DISTURBANCE

A civil disturbance is any incident, including riot, uprising or threats of violence, which will disrupt the normal business of education in a college setting. While the origins of campus disturbances can vary immensely from reaction to international events to personal confrontations, most can be minimized, if not avoided, through early recognition and prompt action to developing situations.

In the event of a fight, or other minor situation, security should be contacted by locating the nearest Motorola Radio and notifying security. Additionally, a supervising vice-president, dean, etc. should be notified. Disciplinary actions are the responsibility of the Vice-President of Student Affairs.

If a more serious disturbance (demonstration, riot, etc.) occurs, the following procedures should be followed:

1. Students and personnel should be moved from the area if possible. Clearly communicate to all students the location to which they should proceed.

2. The supervising Vice-President or Dean should be notified.

3. Emergency Response (911) should be notified if necessary.
4. Avoid verbal exchanges or arguments when a disturbance is escalating.

5. Faculty and Staff SHOULD NOT attempt to disarm armed individuals.

6. Attempt, with the assistance of security, ACC police officer, and other supervisory personnel, to isolate and contain the situation.

7. Staff members should travel in pairs when approaching the disturbance area.

8. If it is necessary to lockdown or evacuate the school, the decision will be made by the President or his/her designee. The emergency call tree will be initiated, and evacuation procedures should be followed.

9. If an evacuation occurs, faculty should take roll of students to determine which students are unaccounted for.

10. The scene of a weapons assault is a crime scene. Blood or other evidence must not be cleaned without prior approval of law enforcement.

11. In the event first aid is required, alert staff that are trained in first aid to respond to the incident if possible until emergency personnel arrive.
HOSTAGE/INTRUDER/KIDNAPPING

When faced with a hostage/intruder/kidnapped or missing student situation, the following procedures should be followed:

1. Notify security by locating the nearest Motorola Radio or calling a person in possession of a Motorola Radio. The supervising Vice-President or Dean should also be notified. Provide all available correct and complete information concerning the perpetrators physical appearance, clothing, method and direction of travel.

2. The supervising personnel will contact 911 if necessary.

3. If the President determines building evacuation or lockdown is necessary, notification will be made by the Motorola Radios.

4. Do not use the name of the student on the Motorola Radios.

5. The 911 response team will dictate further instruction, which should include searching restrooms, closets, and other potential hiding places.

6. The Director of Computer Technology Training and Security as well as the President and Vice-Presidents will assist law enforcement in resolving the situation.

7. In the event of an evacuation, faculty should take roll to ensure all students are accounted for.
WEAPONS/VIOLENT INCIDENT

When confronted with a credible report of weapon on campus or violent incident, the following procedures should be followed.

1. Students and personnel should be moved from the area if possible. Clearly communicate to all students the location to which they should proceed.

2. Security as well as the supervising Vice-President or Dean should be notified.

3. 911 should be notified if the situation warrants. If someone is seriously injured, do not wait for approval to notify emergency services.

4. Minor first aid should be administered if possible.

5. School staff should not approach students believed to be in possession of a weapon without a law enforcement officer. Only law enforcement officers should confront armed individuals.

6. Avoid verbal exchanges or arguments when a disturbance is escalating.

7. Faculty and Staff SHOULD NOT attempt to disarm armed individuals.

8. Attempt, with the assistance of Security and other supervisory personnel, to isolate and contain the situation.

9. If it is necessary to initiate lockdown or evacuate the school, the decision will be made by the President or his/her designee. Emergency call procedures will be initiated, and evacuation procedures should be followed.

10. Do not use student names on the Motorola Radios.

11. If an evacuation occurs, faculty should take roll of students to determine if any students are unaccounted for.

12. The scene of a weapons assault is a crime scene. Blood or other evidence must not be cleaned without prior approval of law enforcement.

13. If the weapon has been dropped or discarded, secure the area where it is located, but do not handle it. Wait for law enforcement to take custody.

14. In the event first aid is required, alert staff that are trained in first aid to respond to the incident if possible until emergency personnel arrive.
WEAPONS ON CAMPUS

Athens Technical College is committed to providing a safe and secure workplace that is free of firearms and other such weapons. As such, Athens Technical College follows the TCSG policy on firearms, weapons and explosives and is noted here for reference.

Revised: August 7, 2008

I. Policy

The Technical College System of Georgia and its associated technical colleges are committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting by expressly prohibiting the possession of a firearm, weapon, or explosive compound/material on any technical college campus (including all satellite campuses/off-site work units), within the designated school safety zone, or at any technical college sanctioned function in a manner contrary to state or federal law.

II. Applicability

All work units and technical colleges associated with the Technical College System of Georgia.

III. Definitions

Contractor: an independent contractor, business, or corporation which provides goods and/or services to the Technical College System of Georgia or any associated technical college 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 technical college property or at a technical college workplace including any sanctioned event.

School Safety Zone: in, on, or within 1000 feet of any technical college campus, satellite campus, or other designated worksite.

Explosive Compound: any bomb or explosive, chemical, or biological material referenced in O.C.G.A. 16-7-81.

Firearm: includes, any operable or inoperable pistol, revolver, or any weapon designed or intended to propel a missile of any kind as defined in O.C.G.A. 16-11-27-1, or a machine gun, shotgun, sawed-off shotgun, sawed-off rifle, dangerous weapon or silencer as defined in O.C.G.A. 16-11-121.
Weapon: any operable or inoperable object (or reasonable facsimile thereof) referenced in O.C.G.A. 16-11-127.1., including but not limited to any knife with a blade two or more inches in length (e.g., switchblade, ballistic knife, etc.), straight-edge razor or razor blade, any bludgeon-type instrument (e.g., blackjack, bat or club), any flailing instrument (e.g., nun chuck or fighting chain), stun gun or taser, or weapon designed to be thrown (e.g., throwing star or oriental dart).

Note: This statue specifically excludes any of these objects used for classroom work authorized by a teacher/instructor; any person employed as a campus police officer/security officer who is authorized to carry a weapon pursuant to Chapter 8 of Title 20; or, any person (e.g., maintenance staff) authorized in writing by a duly authorized college official (e.g., President or his/her designee) to have in his/her possession for use as a part of any activity conducted at any technical college workplace a weapon which would otherwise be prohibited by this Code section. The authorization shall specify the weapon(s) which have been authorized and the time period during which the authorization is valid.

Workplace: Any technical college campus, a satellite or off-site work location, or any college sponsored/sanctioned function.

IV. Attachment

V. Procedures

A. General Provisions

1. Unless otherwise provided by law, it is unlawful for any person to carry to, possess, or have under such person’s control any firearm, weapon, or unlawful explosive compound while within a school safety zone; at a technical college building, on technical college property, or at a technical college sanctioned function; or, on a bus or other transportation furnished by the college. Note: this prohibition does not extend to a peace officer as defined by O.C.G.A. 35-8-2 when the individual is acting in the performance of his/her official duties or when en route to or from his/her official duties.

2. Unless otherwise provided by law, it is an express violation of policy for any individual to use, possess, manufacture, distribute, maintain, transport, or receive any of the following on any technical college campus, any satellite or off-site work location, or any college sanctioned function:
a. any firearm or weapon whether operable or inoperable as defined in O.C.G.A. 16-11-127.1 or any facsimile thereof, including, but not limited to paintball guns, BB guns, potato guns, air soft guns, or any device that propels a projectile of any kind;

b. any dangerous weapon, machine gun, sawed-off shotgun or rifle, shotgun or silencer as defined in O.C.G.A. 16-11-121;

c. Any bacteriological weapon, biological weapon, destructive device, detonator, explosive, incendiary, or over-pressure device, or poison gas as defined in O.C.G.A. 16-7-80.

d. any explosive compound/material defined in O.C.G.A. 16-7-81; or,

e. Any hoax device, replica of a destructive device or configuration of explosive materials with the appearance of a destructive device, including, but not limited to, fake bombs, packages containing substances with the appearance of chemical explosives or toxic materials.

3. The possession of a valid firearms permit and/or a valid license to carry a concealed weapon does not permit an individual (e.g., staff, student, etc) to carry a weapon or have a weapon under such person’s control on any technical college campus, satellite campus or other work location, or at any college sanctioned event in violation of this policy. Note: this prohibition does not extend to any person employed as a campus police officer or security officer and who is otherwise authorized to carry a weapon pursuant to the provisions of Chapter 8 of Title 20.

B. Corrective Action

1. Any employee who violates the provisions of this policy shall be subject to disciplinary action up to and including dismissal as well as possible criminal prosecution.

2. Any technical college student who violates the provisions of this policy shall be subject to disciplinary action up to and including expulsion consistent with guidelines of the affected technical college’s Student Code of Conduct as well as possible criminal prosecution.
3. Any volunteer or visitor who violates the provisions of this policy shall be subject to criminal prosecution.

4. Any vendor or contractor who violates the provisions of this policy shall be subject to the termination of his/her business relationship with the affected technical college as well as possible criminal prosecution.

C. Notification Requirements

1. Each technical college shall post signage notifying those that enter its property and/or off-site work locations that firearms, weapons, and unlawful explosive compounds are prohibited.

2. Each technical college must develop procedures to inform employees, students, volunteers, visitors, vendors, and contractors of the following:
   
   a. the implications of State law prohibiting firearms, weapons, and unlawful explosive compounds on college property, at off-site work locations, or at college sponsored/sanctioned functions;
   
   b. possible penalties associated with violations of this policy; and,
   
   c. Reporting procedures to notify appropriate law enforcement agencies of a potential violation.

VI. Records Retention
EARTHQUAKE

In the event of an earthquake, the Vice-Presidents of Administrative Services and Information Technology will monitor local emergency broadcast stations and public safety to determine appropriate action.

The following are recommended courses of action to take during an earthquake:

1. Teachers/staff should inform students to protect face and head from flying debris and should remain in a duck and cover position under sturdy furniture such as a desk until earthquake and tremors cease.

2. Movement during the actual tremors is not recommended. Stay in place, and cover your neck and head as well as possible.

3. Be prepared for alarm and sprinkler systems to activate. This is common in facilities during earthquakes.

4. Beware of hanging plants, wall hangings, falling furniture, as well as overcrowded shelves when taking cover.

5. Be prepared for aftershocks.

6. If outdoors, move away from buildings and avoid utility lines.

7. If driving a vehicle, do not stop under bridges, overpasses, and overhead power lines. Pull over as soon as possible and stay in the vehicle.

After the tremors have stopped:

1. Do not enter buildings.

2. The facilities/maintenance personnel will shut off all gas valves (if possible) after an earthquake has occurred.

3. Do not light candles/matches or turn on any electrical equipment within the building until the structure has been deemed safe by public safety.

4. Provide first-aid for injuries.

5. Evacuate all buildings.
FLOODING

In the event of possible severe weather, the Vice-Presidents of Administrative Services and Information Technology will monitor the weather and consult with public safety to determine appropriate action.

If a flooding situation occurs, the following procedures should be followed:

1. Upon notification from the President, or his/her designee, evacuate students to their homes immediately.

2. Staff should unplug appliances and should not touch electrical equipment.

3. If the situation does not permit an evacuation, keep the students at school. It may be necessary to relocate to a higher elevation.

4. The Facilities Director will direct his/her staff to shut off water at the mains so that contaminated water will not back up into the school water supply.

5. The Facilities Director will direct the maintenance staff to turn off utilities at main switches. Do not touch electrical equipment.

6. Do not pack sandbags against outside facility walls. This increases the amount of pressure placed on the structure and can cause damage.

7. If water is standing in the school, let the water flow freely through the facility to help avoid further structural damage.

8. Avoid downed power lines.

9. Do not drink tap water due to contamination.
THUNDERSTORM

In the event of possible severe weather, the Vice-Presidents of Administrative Services, Information Technology and the Director of Computer Technology Training and Security will monitor the weather to determine appropriate action.

The following courses of action are recommended during a severe weather thunderstorm or thunderstorm alert:

**On ATC Grounds**

1. Get out of open areas and into an enclosed building as quickly as possible.
2. Do not seek shelter under isolated trees or close to metal fences, benches, or shelters in exposed locations.
3. Avoid open fields and high objects in areas where there is no shelter.
4. Keep twice as far from isolated trees or objects that are tall.
5. Get into a crouch position if open areas cannot be avoided.
6. Avoid electrically conductive overhead objects such as wires.
7. Do not handle metal objects such as golf clubs, aluminum bats, fishing rods, etc.
8. Remove shoes with metal cleats.
9. If there are no enclosed buildings, seek shelter in a vehicle, ravine, or ditch. Do not lie flat. Crouch so that only the balls of the feet touch the ground.
10. Do not park vehicles under electrical lines or trees.

**Inside ATC Buildings**

1. Stay indoors.
2. Stay away from open doors and windows, metal objects, electrical appliances and plumbing until the storm passes.
3. Avoid using the telephone if at all possible. Lightning can and does travel through telephone lines.
4. Do not handle flammable liquids in open containers.
5. If possible, TV sets, computer equipment and all other electrical equipment should be unplugged.
6. Students in portable classrooms should be relocated to the main building.
7. Keep students away from glassed areas, especially if there are high winds.
TORNADO

In the event of possible severe weather or if alerted by the local Civil Defense alarm, the Vice-Presidents of Administrative Services and Information Technology will monitor the weather to determine appropriate action.

If a tornado watch becomes a tornado warning:
1. If instructed, move students and staff to area directed on the Emergency Action plan in your classroom or office. Direct students and personnel to take a protective seated position with hands/arms or coats/jackets covering the head, neck and face. Remain in the designated area until you receive notification to return to your lab/classroom/office.
2. If possible, secure and store articles that may become missiles indoors.
3. Individuals should be prepared for alarm and sprinkler systems to activate (this is common when facility damage occurs).
4. Individuals should be prepared for debris caused by furniture, equipment, and other heavy objects, as they may block evacuation routes.
5. Take roll while moving students to shelter areas to determine if anyone is missing.
6. If safe buildings or structures cannot be reached, escort students and personnel to a ditch or hollow. Have them lie down with hands over their heads. Avoid utility poles and overhead wires. Keep students sufficient distance from structures and vehicles that could be turned over on them.

The following are safety precautions that could help you avoid injury after a tornado:
1. Continue to monitor battery-powered radio or television for emergency information.
2. Do not enter any structure that has been damaged until approval has been given by safety personnel.
3. Wear sturdy shoes or boots, long sleeves, and gloves when handling or walking on or near debris.
4. Be aware of hazards from exposed nails and broken glass.
5. Do not touch downed power lines or objects in contact with downed power lines. Electrical hazards should be reported to emergency personnel and the utility company.
6. Hang up displaced telephone receivers that might have been knocked off by the tornado, but stay off the phone, except to report the emergency.
FIRE

The fighting of fires is normally left to professional fire fighters such as the local fire department, but the faculty, staff, and students should know how to extinguish fires. See the Fire Extinguisher section of the Safety Manual for information and instructions on using fire extinguishers. Serious fires may occur, particularly in the laboratories, in spite of the efforts of everyone. In the event of a fire, the following procedures should be followed:

1. If possible, try to contain the fire to the area. Be sure to use the fire extinguisher nearest to the fire. ATC staff and other employees should only attempt to extinguish small fires using fire suppression equipment available. Do not use water when extinguishing electrical fires or attempt to fight fires involving possible explosives, toxic chemicals, or hazardous materials. If the fire is too large to contain, DO NOT TAKE ANY CHANCES. Evacuate the building immediately by following the fire alarm procedures. Evacuation maps are located in each classroom.

2. If possible, the doors and windows in the area of the fire should be closed. The alarm should be pulled, and the fire department should be notified, if necessary.

3. The nearest Dean, Director, or Vice-President should be notified as to the nature of the fire and its location. The supervisor should notify the Facilities Director or the Vice-President of Administrative services.

When the alarm sounds, the following procedure should be observed:

1. Close all windows in the offices, labs, and classrooms. Turn off the lights, and close the door upon evacuating the room. The door should not be locked to allow public safety access to the room.

2. Faculty and staff should ensure that all classrooms, restrooms, and other rooms have been evacuated as they evacuate.

3. Personnel should evacuate following the evacuation route designated on the emergency evacuation maps displayed in each classroom and office. The minimum recommended distance during a fire evacuation is 300 feet from the building.

4. Instructors should take roll and immediately report any missing students.

5. Maintenance personnel should shut off the power and gas to the building.

6. Do not allow any students or personnel to reenter the building upon evacuation.
7. Staff should ensure that individuals do not assemble in parking lots or roadways where emergency vehicles may need to stage or travel in an emergency.

8. Remain outside until instructed by appropriate safety personnel.
ACCIDENT REPORTING AND ANALYSIS

With any injury or medical situation, a certain amount of judgment is required. If an employee witnesses or becomes aware of an injury or medical situation, he/she should assess the situation and determine if routine first aid can be administered, if an off-site doctor’s visit is necessary, or an emergency call to 911 should be made. **If there is a medical emergency, do not hesitate to call 911.** Nursing staff or other personnel trained in first aid may be called to assist until the ambulance arrives. If 911 is called, notify an administrator as well as the Director of Computer Technology Training and Security immediately so assistance can be provided to direct emergency personnel to the sick/injured person’s location.

The following procedures should be followed with regard to accident reporting:

4. Faculty should students to report all accidents to the Instructor, regardless of nature or severity. This requirement should be included in the course syllabus.

5. Report accidents resulting in injury to students, employees, or guests on campus regardless of the nature or severity, to the Office of Information Technology. On the Elberton campus or at the Greene or Walton County Center, or any of the adult education centers, the lead administrator should be notified. **An electronic incident report form should be completed and submitted to the Vice-President of Information Technology for any accident which occurs on campus.**

6. All accidents should be analyzed for the purpose of aiding in the prevention of other accidents.

Employee Accidents

Be aware of ATC procedures regarding potential **worker’s compensation** claims. This applies to all full and part time employees.

An employee who suffers an injury while performing duties for the State of Georgia should notify his/her supervisor immediately and complete an incident report (located in the office of Administrative Services, in the forms section of this manual, and on the college Intranet). The administrative assistant to the Vice-President of Administrative Services will report the claim to the Worker’s Compensation first Report of Injuries if medical attention is required. Names, addresses, and telephone numbers of the physicians from whom treatment may be sought for job-related injuries are posted on bulletin boards throughout the ATC campus. Emergency care should be sought from one of the panel physicians or the emergency room depending on the severity of the accident. Failure to follow appropriate procedures could jeopardize payment of medical bills under Worker’s Compensation.

With any injury or medical situation, a certain amount of judgment is required. If an employee witnesses or becomes aware of an injury or medical situation, he/she...
should assess the situation and determine if routine first aid can be administered, an off-site doctor’s visit is necessary, or an emergency call to 911 should be made. If there is a medical emergency, do not hesitate to call 911. Nursing staff may be called to assist until the ambulance arrives. An administrator as well as the Director of Computer Technology Training and Security should be notified immediately.

Employee

It is the responsibility of the employee to notify his/her supervisor immediately if a job-related injury occurs.

Supervisor

When an employee advises that he/she has been injured on the job, the immediate supervisor should follow the steps as outlined below:

3. If the employee needs emergency care assist in arranging transportation to the nearest emergency room for immediate treatment, or if it is an emergency, call 911. All follow-up care must then be rendered by a doctor from the “Panel of Physicians”.

4. If emergency care is not required, an incident report should be completed and submitted to the Office of Information Technology after which, the administrative assistant to the Vice-President of Administrative Services will report the injury to the Worker’s Compensation First Report of Injury. The administrative assistant to the Vice-President of Administrative Services will then assist the employee with making arrangements to see a doctor from the “Panel of Physicians”.

Student Accidents

If a credit student is injured on campus, procedures are the same as for an employee except the accident should be covered under the college accident insurance policy rather than worker’s compensation. If a non-credit student is injured on campus, the same procedures should be followed; however, the student is not covered under any Athens Technical College insurance policy.

3. If the student needs emergency care, assist in arranging transportation to the nearest emergency room for immediate treatment. If there is a medical emergency, call 911 immediately. For credit students, hospital personnel should be notified the student is covered under a college student accident policy and hospital personnel should contact the Office of Administrative of Services at (706) 355-5116 for billing information.

4. If emergency care is not required, an incident report should be completed and submitted to the Office of Information Technology. The administrative assistant
to the Vice-President of Administrative Services will then provide the student with an insurance form to take to the physician of their choice.
HAZARDOUS MATERIALS

In the event of involvement or threat of hazardous materials, the President or Vice-President with the guidance from the Facilities Director/Director of Computer Technology Training and Security will make the determination of appropriate action to be taken.

The following are recommended courses of action to take in the event of possible hazardous material exposure:

1. Report the hazard to the Facilities Director. Call 911 if the situation warrants.

2. The decision to evacuate will be made by the President or his/her designee.

3. In the event that it is too dangerous to evacuate the campus, all doors and windows and ventilation systems should be closed.

4. Close all exterior and interior doors and windows until public safety executes an evacuation.

5. Place wet towels or any object that can be jammed in door cracks, or tape around doors and window to block air from outside.

If evacuation is required, instructors should take roll to determine students who are unaccounted for.

Incident command will be based on the agencies/personnel responding to the event. Initially the Police Department will control the scene. In situations involving hazardous materials, the EPA representative will advise the scene commander from the Police Department. When and if the Fire Department is on the scene, command will revert to their scene commander. EPA will advise as necessary.
INJURY/ILLNESS/DEATH

The following are recommended courses of action to take after an illness/injury/death:

1. In non-critical situations:
   a. Administer first aid, to the extent possible.
   b. Notify security locating the closest Motorola Radio and requesting assistance.
   c. Complete an incident report and submit to the Office of Information Technology.

2. In a critical situation:
   a. Administer first aid, to the extent possible.
   b. Notify security personnel by calling the front office, and notify 911 if necessary.
   c. ATC personnel should not use the name of the victims over the Motorola Radios.
   d. Limit activity in the vicinity of the affected student or staff member.
   e. Keep a record of procedures administered (first aid, CPR, etc.).
   f. If violence was involved, keep the incident scene secure, and do not disturb or allow anyone else to disturb possible evidence. Identify witnesses and keep them separated.
   g. If evacuation or lockdown is necessary, the decision will be made by the President or his/her designee and communicated by the initiation of the emergency call tree.
BLOOD SANITATION

Anytime there is a blood spill on campus employees should immediately begin following the outlined OSHA guidelines as well as Athens Technical College Exposure Plan. The goal of the Occupational Safety and Health Administration (OSHA) standard is to provide safe and healthy working conditions and to protect employees from being unnecessarily exposed to potential health hazards. Following these guidelines will greatly decrease the risk of transmitting or contracting blood borne viruses.

1. Assume all human blood or other body fluids and other potentially infectious materials are infectious.

2. Protective equipment should be worn to keep employees from direct contact with infected materials.

3. First Aid kits are located in each department.

4. Blood contaminated materials such as gauze, band-aids, participants clothing and towels need to be disposed of in a biohazard bag (bright orange with biohazard label).

5. Blood spills can be controlled by absorbing the blood with paper towels and then, flooding the spill area with a 1:9 household bleach-water solution to achieve decontamination. Bleach solution is located with cleaning supplies. The Facilities Director or any of the Maintenance/Custodial Staff can be contacted for additional supplies.

6. The Facilities Director should be notified in the event of any large blood spills. Restrict use of the facility or area until Maintenance/Custodial Staff arrives.

7. If an exposure incident does occur employee should wash the affected skin area with soap and hot water or flush other areas (eyes, mouth, nose, etc.) with water immediately after the exposure takes place. The employees’ supervisor should be contacted immediately after washing so a medical evaluation can be arranged.

The Human Immunodeficiency Virus (HIV), also known as AIDS and Hepatitis B Virus (HBV) are the two diseases that pose the most serious threats to individuals employed in areas where exposure to blood, body fluids or needle pricks is possible. While the AIDS virus does not survive well outside of the human host (American Red Cross (1987), HBV is relatively easy to contract by exposure to blood. This virus can survive for extended periods of time in dried blood or body fluids; contact with moisture rejuvenates the virus. HBV is the greatest threat to individuals who are exposed to blood. Hepatitis B is also transmitted through contact with blood and blood products.
UTILITY FAILURES

A utility failure is any leak, electrical power failure, telephone service interruption, or broken water or sewer pipe that may present a hazard to the occupants and facility.

In the event of a utility failure, the following procedures should be followed:

1. Contact the Facilities Director to inform him/her of the nature and location of the problem.

2. Flashlights are located at the following locations: 200J Mechanical, 300/J Mechanical, 400/I Mechanical, 600/K Mechanical and 700/H Mechanical Rooms.

3. For gas leaks, shut off other utilities and open windows (if possible).

4. For water leaks, relocate equipment or other articles that may be damaged by water.

5. For power outages, remain in place until the power returns.

6. If any utility outage appears to be long-term, the decision to evacuate and close the buildings will be made by the President or his/her designee and communicated by the emergency call tree.