



**SAVANNAH  
TECHNICAL COLLEGE**

## EMERGENCY OPERATIONS PLAN

2017-2018



**CROSSROADS CAMPUS**

**SAFETY & SECURITY**

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## INTRODUCTION

Establishment of emergency procedures for Savannah Technical College, including its satellite campuses, is a responsibility of the college administration in accordance with *State Board Policy # II. D. 1. Emergency Operations and Safety Plan* and Georgia Law *O. C. G. A. 20-2-1185*.

This plan establishes recommendations and procedures to aid in the development of a safe work environment and is designed to protect the personnel, students and assets of the college.

Should an emergency arise, the steps outlined in this plan will maximize efforts to protect individuals and safely evacuate anyone in danger. It is very important to acknowledge that the safety and well being of our students, faculty and staff are of primary importance in this process.

The success of any plan depends on the efforts of everyone. No plan can succeed without the cooperation of everyone at the college. While the majority of the plan is generic and will apply college wide, certain aspects will be peculiar to the individual campus and its environment. Review of the plan, drill in its procedure and insistence on its application, is vital to success in an emergency. Supervisors at every level are charged with the responsibility of safety.



## **EMERGENCY OPERATIONS / CRISIS MANAGEMENT TEAM**

The Emergency Operations Team is formed and comprised of personnel whose specific job function, skill or particular knowledge may be needed in an emergency. The Emergency Operations Team will consist of:

The President of the College  
The College Chief of Police  
The Vice President of Academic Affairs and Student Affairs  
The Vice President of Administrative Services  
The Vice President of Economic Development  
The Vice President of Institutional Effectiveness  
The Director of Facilities  
The Executive Director of Institutional Advancement and Communications  
The Director of Information Technology Services  
The Deans of Academic Affairs, Student Affairs and Adult Education.  
The College Evening Operations Manager

Members of the Emergency Operations Team will have contact phone numbers listed with the Campus Chief of Police and will be available for emergencies at all times.

Members of the Emergency Operations Team will designate an alternate who, if necessary, can take the place of the primary team member. The alternate member will be familiar with the function of the Emergency Operations Team and the Emergency Operation Plan. Care should be taken to insure that either the primary or alternate team member is available at all times.

## **EMERGENCY DIRECTION AND CONTROL**

To the extent possible and as each individual situation develops, the final decision for emergency response shall be made by the President of the College or, in the absence of the President, the Chief of Police who will take such action as necessary to protect the personal and physical assets of the College. The Chief of Police will immediately report any such action to the President of the College.

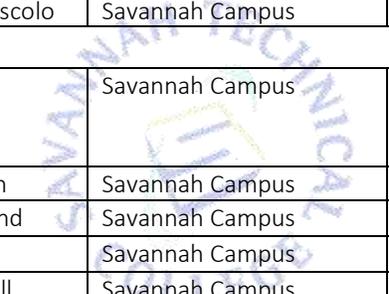
## INCIDENT COMMAND CENTER

The Chief of Police / Incident Commander will designate the location of the Incident Command Center. All communications will be directed to this location.

## EMERGENCY CONTACT LIST

The individuals listed herein comprise the group most likely needed for any emergency situation. Each campus and satellite location will maintain this list and its updates.

## POLICE DEPARTMENT EMERGENCY 912-443-5200

|   |                   |                   |                                      |
|---|-------------------|-------------------|--------------------------------------|
| College Chief of Police   | Mark Gerbino      | Savannah Campus   | Ofc: 912 443-5200 cell: 912 856-6348 |
| President   | Dr. Kathy Love    | Savannah Campus   | Ofc: 912 443-3026 cell: 912 655-5020 |
| VP of Academic Affairs and Student Affairs  | Dr. Al Cunningham | Savannah Campus   | Ofc: 912 443-5858 cell: 912 604-2973 |
| VP of Institutional Effectiveness   | Dr. Vic Burke     | Savannah Campus   | Ofc: 912 443-5500 cell: 912 665-8841 |
| VP of Administrative Services   | VP Marc. Mascolo  | Savannah Campus   | Ofc: 912 443-5485 cell: 912 655-7033 |
|  |                   |                   |                                      |
| Executive Director of Institutional Advancement and Communications                  | Gail Eubanks      | Savannah Campus   | Ofc: 912 443-3022 cell: 912 220-0815 |
| Dean of General Studies   | Lonnie Griffin    | Savannah Campus   | Ofc: 912 443-5827 cell: 912 675-0812 |
| Director of Facilities  | Gary Strickland   | Savannah Campus   | Ofc: 912 443-5794 cell: 912 655-7028 |
| Assistant Director of Facilities  | David Looye       | Savannah Campus   | Ofc: 912 443-5796 cell: 912 655-7791 |
| Dean of Industrial Technology   | Joseph Powell     | Savannah Campus   | Ofc: 912 443-5726 cell: 912 665-5499 |
| Dean of Allied Health   | Anthony Faust     | Savannah Campus   | Ofc: 912 443-5828 cell: 912 856-2258 |
| Dean of Adult Education   | Brent Stubbs      | Savannah Campus   | Ofc: 912 443-4150 cell: 912 675-0812 |
| Director of ITS   | Jamie Davis       | Savannah Campus   | Ofc: 912 443-4162 cell: 912 655-5006 |
| Evening Operations Manager  | Veronica Campbell | Savannah Campus   | Ofc: 912 443-5862 cell: 912 656-9773 |
| VP of Economic Development  | Kevin Werntz      | Crossroads Campus | Ofc: 912 443-3015 cell: 912 596-3432 |
| Dean of Aviation  | Tal Loos          | Crossroads Campus | Ofc: 912 443-5886 cell: 912 414-0153 |
| Liberty Campus Dean for Student Affairs   | Terrie O Sellers  | Liberty Campus    | Ofc: 912 408-3024                    |
| Effingham Campus Dean for Student Affairs   | Robert Solomon    | Effingham Campus  | Ofc: 912 754-2879 cell: 912 659-4111 |

## Savannah Area Emergency Numbers

|   |  |
|---|--|
| SAVANNAH TECHNICAL COLLEGE POLICE               | 912 443-5200 (Emergency and non-emergency) |
| FIRE DISPATCH 911 (EMERGENCY)                   | 912 651-6758 (non-emergency)               |
| GEORGIA POWER                                   | 800 437-3890                               |
| NATURAL GAS                                     | 800 427-4321                               |
| SAVANNAH-CHATHAM METROPOLITAN POLICE DEPARTMENT | 912 652-6500                               |
| CHATHAM EMERGENCY MANAGEMENT                    | 912 201-4500                               |
| AMERICAN RED CROSS                              | 912 651-5300                               |

## EMERGENCY RESPONSE KIT

An Emergency Response Kit is maintained by the College Police Chief. The Emergency Evacuation Kit will be used in an emergency as designated by the Chief of Police. The kit will be delivered to the Incident Command Center. Information contained in the kit will allow responders to quickly access college physical plant and personnel information for any emergency response and action planning.

The Emergency Response Kit will contain:

1. Copies of the college emergency action plan complete with reference guides of college emergency telephone numbers and the telephone numbers of outside emergency service agencies
2. Floor plans of each building and grounds for all campuses.
3. Photographs of the physical plant interior and exterior
4. Current phone listing of the college departments and personnel
5. Flashlights, batteries and any other illumination equipment needed
6. Writing materials including notebooks, pens and pencils, rulers and magnifying glass
7. Binoculars
8. Basic First Aid kit
9. Digital camera for still photographs and video recorder

## EVACUATION PROTOCOL

Evacuation of all or part of the campus may be necessary should an emergency situation arise which threatens the safety of the campus community. An evacuation will normally be signaled by sounding the fire alarm, and all mass notification systems including the audible voice broadcast system. The Emergency Communications Officer, at the direction of the Chief of Police, will coordinate all notifications. Mass - Notifications will be made via "Regroup" Mass Notification System.

In an evacuation, individuals will be moved at least 1000 feet from the inner perimeter. This distance is subjective, and is determined by the type of incident. The evacuation will be supervised by College Police Officers and or other college administrators at the direction of the Chief of Police or his designee, and will be directed through the safest and fastest route of travel. Normally the existing roadways and sidewalks will be used; however, should these routes not be accessible the most direct and safest route should be taken. A Reunification Point Coordinator will be designated by the Chief of Police and will respond to the Reunification Point.

The Chief of Police is the Incident Commander, and as previously stated will designate an Incident Command Center where the Emergency Operations Team will convene. This location may change dependent upon the circumstances,. All communications will be broadcast and received from this location.

### 1.1 Primary Evacuation/Reunification Point 1

When evacuating the Crossroads campus, the primary point for reunification will be the Aviation Building. College Police Officers and local emergency services personnel will act as guides.

### 1.2 Secondary Evacuation/Reunification Point for Aviation

When evacuating the Crossroads campus, the primary point for reunification will be the Crossroads Campus. Staff, Faculty, College Police and Public Safety officers and local emergency services personnel will act as guides. Evacuees will leave the building and utilize the path around the pond to the Reunification point for staging. No egress will be permitted through the parking lot.

### 1.3 Accounting for all persons

1. Instructors will take attendance and ascertain that all students in their care are accounted for. They will coordinate the evacuation of their classrooms, taking the designated route for their building to the Reunification Point. They will stay with their students.
2. Once at the Reunification Point If a student is missing, the instructor will question remaining students to help determine the student's location. **Do Not go Back into Evacuated Buildings** to search for missing students.
3. Instructors will provide the Reunification Point Coordinator with an oral report of the status of their students. (Examples: "Room 7214 all accounted for, no injuries"; "Room 7216, two students with injuries.")



MEDIA PROTOCOL

During any emergency the news media can serve as a resource for information dissemination. Utilizing this resource properly requires a tactful and factual response for information requests from the media.

The Executive Director of Institutional Advancement and Communications is the point of contact (media liaison) for information to the media or public. The Director will respond to the Incident Command Center to collect information in order to facilitate inquiries and requests. The Chief of Police as Incident Commander will designate a media staging location where the Executive Director of Institutional Advancement and Communications will work. All media requests will be directed to that location.

**Care must be taken to protect the names of any injured parties until such time as the families of victims can be notified.**

The media liaison should

- Be sure each media member receives the same information
- Be accurate; do not release unconfirmed information
- Set time limits and locations for media briefs
- Never use “no comment” in reference to a question
- Do not speak “off the record”
- Keep answers brief and to the point
- Emphasize positive actions being taken
- Turn any negative question into a simple and positive statement
- Obtain consent from staff members prior to them being questioned
- Respect the privacy of those affected by the crisis
- Refer any question regarding criminal investigation to the Chief of Police
- Focus on the college and what it is doing to assist in the emergency

(See also Shelter in Place pg. 71)

## SYSTEM RESPONSE PROTOCOLS

### A. Man-Made Incidents

## 1. Bomb Threats/Suspicious Packages

Unfortunately, bombings and the threat of bombings have become commonplace weapons of foreign and domestic terrorists and others who have, for any number of reasons, real or perceived grievances against established authority. Sometimes, these individuals or groups of individuals feel compelled to act through the use of terroristic acts. Schools have not escaped this phenomenon. Bomb threats create a dilemma for school administrators. The callers can range from pranksters who are attempting to avoid a test, with no intention of setting off an explosive device, to the terrorist who is bent on creating mayhem. If threatening calls are not taken seriously, the administrator runs the risk that a device may explode after a warning was discounted. Students may die or suffer injuries, and the administrator may appear negligent. On the other hand, if the school administrator becomes too reactive, then every threat may lead to a school evacuation, thereby disrupting the educational process.

### a. Addressing the Dilemma

It is critical that an administrator collect as much factual information as possible before he/she makes a decision whether or not to evacuate. A "Credibility Assessment" of the situation should be made by consulting with local public safety agencies about information received from the initial threat. Factors such as the location of the device, knowledge of the device type, reason for threat or device, caller's voice and gender, and current school and community events (politically or racially charged) need to be considered before an evacuation occurs. If a decision to evacuate is made, the evacuation sites should be "sanitized" by personnel familiar with the evacuation area before evacuating students and personnel to the site. Prior planning and training of key personnel will enhance the credibility of that decision. If the evacuation is expected to last for a lengthy period of time, the Evacuation Protocol should be implemented.

### b. Daily Precautions

1. Each morning, all school personnel should check their areas for any suspicious packages or items. Suspicious items should never be moved or touched. School administrators should be immediately notified of a suspicious item and the area isolated until law enforcement personnel have made an assessment of the suspicious package.
2. Persons who handle mail and packages should be trained on the recognition and handling of suspicious packages.

### c. Phone Call: In the event you are contacted by phone regarding a bomb threat, these steps should be followed:

- 1 Remain calm, listen and take notes.
- 2 Remember what you hear!

- 3 Keep the caller talking while you notify someone near you that you are on a bomb threat call and to reach the police department and president's office.
- 4 If the call is received on a telephone instrument with caller ID display **RECORD THE DISPLAYED NUMBER.**
  - 1 Try to get as much information as possible - questions could include:
    - a. Where is the bomb?
    - b. What does it look like?
    - c. What building is it in?
    - d. Why did you choose this building?
    - e. What time was the bomb set?
    - f. What is the location of bomb?
    - g. Why would you want to hurt innocent people?
    - h. Could you repeat the message?
    - i. Can you tell me the reason you are doing this?
  - 2 Record a description of the caller's voice:
    - a. male, female
    - b. juvenile, adult
    - c. local, foreign, southern
    - d. noticeable speech impediment, slurred speech
    - e. excited, quiet, calm
    - f. education level
  - 3 Listen for background noises such as railroads, street traffic, aircraft, etc.
  - 4 Do not discuss the call with anyone other than the appropriate authority-in-charge to prevent alarming others.
  - 5 Response to be implemented will be based on the content of the bomb threat and course of action selected by the President or senior administrator present.
    - a. Do not sound an alarm
    - b. The decision for the type of response procedures will be made by college authorities or police
    - c. If an evacuation plan is implemented, the procedures outlined in APPENDIX –A – Emergency Procedures Checklist (pg. 40)
      - aa. - Evacuation Guidelines **will** be followed.
  - 6 If the evacuation is due to a bomb threat, make a note of any unusual packages that may be in or near your office area.
  - 7 Do not touch the package but report it to authorities immediately.

d. Bomb Threat Response Considerations

This material is condensed from Bomb Threats and Physical Security Planning published by the U.S. Department of the Justice, Bureau of Alcohol, Tobacco and Firearms and adapted for use in the Savannah Technical Emergency Operations Plan.

This information is designed to prepare for the potential threat of explosives-related violence. While the ideas set forth herein are applicable in most cases, they are intended only as a guide. The information provided is compiled from a wide range of sources,

including the actual experiences of special agents of the Bureau of Alcohol, Tobacco and Firearms (ATF).

In making this information available to you, we hope you will be better prepared to deal with bomb threats and the illegal use of explosives.

### 1. Bombs

Bombs can be constructed to look like anything and can be placed (or delivered) in any number of ways. The probability of finding a bomb that looks like the stereotypical bomb is almost nonexistent. The only common denominator among bombs is that they are designed or intended to explode.

Most bombs are homemade and are limited in design only by the imagination of, and resources available to, the bomber. Remember, when searching for a bomb, suspect anything that looks unusual. Let the trained bomb technician determine what is or is not a bomb.

### 2. Bomb Threats

Bomb threats are delivered in a variety of ways. The majority of threats are called in to the target. Occasionally these calls are through a third party. Sometimes a threat is communicated in writing or by a recording.

Two logical explanations for reporting a bomb threat are:

- (a) The caller has definite knowledge of or believes that an explosive has been or will be placed and wants to minimize personal injury or property damage. The caller may be the person who placed the device or someone who has become aware of such information.
- (b) The caller wants to create an atmosphere of anxiety and panic which will, in turn, result in a disruption of the normal activities at the facility.

Whatever the reason for the report, there will certainly be a reaction. Through proper planning uncontrollable reactions can be reduced.

***Law Enforcement and maintenance personnel should be alert for people who act in a suspicious manner, as well as objects, items, or parcels which look out of place or suspicious. Surveillance should be established to include potential hiding places (e.g., stairwells, rest rooms, and any vacant office space) for unwanted individuals.***

***Doors or access ways to such areas as boiler rooms, mailrooms, computer areas, switchboards, and elevator control rooms should remain locked when not in use. It is important to establish a procedure for the accountability of keys. If keys cannot be accounted for, locks should be changed.***

***Good housekeeping is also vital. Trash or dumpster areas should remain free of debris. A bomb or device can easily be concealed in the trash. Combustible materials should be properly disposed of, or protected if further use is anticipated.***

### 3. Responding to Bomb Threats

Instruct all personnel, especially those at the telephone switchboard or receptionist, how to respond if a threat is received. A calm response to the bomb threat caller could result in obtaining additional information, especially if the caller wishes to avoid injuries or deaths. If told that the building is occupied or cannot be evacuated in time, the bomber may be willing to give more specific information on the bomb's location, components, or method of initiation.

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

- Keep the caller on the line as long as possible. Ask him/her to repeat the message. Record every word spoken by the person.
- If the caller does not indicate the location of the bomb, or the time of detonation, ask for this information.
- Inform the caller that the building is occupied and the detonation may result in death or serious injury to innocent people.
- Pay particular attention to background noises, such as motors running, music playing, and any other noise that may give a clue as to the location of the caller.
- Listen closely to the voice (male, female), voice quality (calm, excited), accents, and speech impediments. Immediately after the caller hangs up, report the threat to the person designated to receive such information.
- Report information immediately to the College police department, who will notify the fire department, ATF, FBI, and other appropriate agencies. The sequence of notification should be established in the bomb incident plan.
- Remain available, as law enforcement personnel will want to interview you.

#### 4. Written Threats

Should a written threat be received, save all materials, including any envelope or container. Once the message is recognized as a bomb threat, further handling should be avoided. Every possible effort must be made to retain evidence such as fingerprints, handwriting or typewriting, paper, and postal marks. These will prove essential in tracing the threat and identifying the writer.

#### 5. Decisions

Evacuating immediately on every bomb threat appears to be the preferred approach. However, negative factors inherent in this approach must be considered. The obvious result of immediate evacuation is the disruptive effect on the college. An employee, knowing that the policy is to evacuate immediately, may make a threat to get out of work. A student may use a bomb threat to avoid a class or miss a test.

Initiating a search after a threat, and evacuating a building after a suspicious package or device is found, is the desired approach and is not as disruptive as an immediate evacuation.

#### 6. Suspicious Object Located

It is imperative that personnel involved in a search be told that their mission is to search for and report suspicious objects. Under no circumstances should anyone move, jar or touch a suspicious object or anything attached to it. The removal or disarming of a bomb must be left to professionals in explosive ordnance disposal. When a suspicious object is discovered, report the location and an accurate description of the object to the College police.

Additional information on suspect package or bomb threats may be found from the US Department of Justice, Bureau of Alcohol, Tobacco and Firearms Webpage at: <http://www.atf.gov/>

(See also Shelter in Place pg 71)



## Civil Disturbance

A civil disturbance is any incident, including riot, uprising or threats of violence, which will disrupt normal business.

**Response:** Immediately Notify the Campus Police: 912 443-5200

- a. Avoid verbal exchanges or arguments when a disturbance is escalating.
- b. Attempt to isolate and contain the situation.
- c. Render first aid to injured students or staff.
- d. Record the names of everyone involved in the disturbance.
- e. If necessary, initiate the Evacuation Protocol or, if it's too dangerous to evacuate, a lockdown.
- f. Videotape the incident for the purposes of identifying the participants afterward.



(See also Shelter in Place pg 71)

## Intruder/Suspicious Person

Anyone having knowledge that an armed and threatening person is on campus should immediately contact the College Police Department: 912 443-5200. Active Shooter protocols will be followed should an event evolve into such an incident. (Run –Hide-Fight)

a. When notifying College Police be prepared to supply the following information.

- Location of armed person.
- How is the person armed, i.e. pistol, rifle, knife, etc.
- Actions and, if known, the purpose of the armed individual.
- A complete description of the individual.
- Whether or not shots have been fired.
- Your name and where you can be located if needed.

b. After notifying College Police of the situation, do the following:

- Unless otherwise directed, remain in your office or classroom with doors closed and locked.
- Custodial personnel, etc. should enter the nearest classroom, office, or storage area and lock themselves in.
- If there is danger of shots being fired or if shots have been fired, lie on the floor and remain as calm as possible.
- Remain in a place of safety until assured that danger no longer exists.
- The Evacuation Protocol will be initiated, if necessary.

(See also Shelter in Place pg 71)

## Hostage/Barricade/Active Shooter

A Hostage/Barricade/Active Shooter situation is a critical event that requires a specialized public safety response. Steps must be taken to assist emergency response agencies in resolving the crisis as quickly and as safely as possible. In such a situation, Active Shooter protocols ( Run, Hide or Fight) are to be utilized depending upon each situation. a. Anyone having knowledge that an armed and threatening person is on campus should immediately contact the College Police Department: 912 443-5200. Active Shooter protocols will be followed should an event evolve into such an incident. (Run-Hide-Fight)

### a. Notification

- (1) Law Enforcement: Provide information regarding suspect(s)' description, location, type(s) of weapons and number of hostages. Law enforcement has trained, experienced negotiators and tactical personnel.
- (2) Fire Department: The fire department will be on scene to extinguish any fires that may result from the hostage/barricade situation.
- (3) Emergency Medical Services (EMS): EMS must be on scene to provide emergency medical attention.
- (4) Emergency/911 Communications: Emergency communications will assist with critical information to the various responding agencies concerned via police/fire common radio frequencies.
- (5) Chatham Emergency Management Agency: Chatham emergency management personnel can assist with response effort coordination and with media and family reunification facilitation.
- (6) School staff should not attempt to negotiate with hostage takers or barricaded subjects.
- (7) The arrival of family of anyone held hostage or barricaded will be immediately reported to the College Chief of Police.

### b. Evacuation

Students, faculty and staff must be protected.

An evacuation should be considered when a perpetrator(s) has been confined or isolated. An orderly evacuation, coordinated with law enforcement, will reduce the potential of injury to everyone not directly involved in the crisis.

A lockdown should be implemented when a perpetrator(s) is not confined or isolated in a specific area but roaming throughout the campus. A lockdown will reduce the potential of injury until such time as a safe and orderly evacuation can be initiated.

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

Assembly areas, similar to bomb threat evacuation points, must be established. Conduct head counts at assembly areas to determine who is missing. Conduct a roll call.

Establish a perimeter at least 1,000 feet from the scene of the incident for the safety.

**All staff members must be familiar with all evacuation points and perimeters.**

#### 5. Report of a Weapon on Campus

Georgia law requires that all schools post at least one sign in a prominent location near the main entrance advising students and visitors of O.C.G.A. § 16-11-127.1.

A weapon is any firearm, knife or other object capable of inflicting serious injury or death when used against another person. Any concerns regarding such possession should be reported to the Campus Police.

HB 280 effective July 1, 2017 defines the statutory specificity of legal and illegal possession of firearms on college campuses.

(See also Shelter in Place pg 71)

### **Missing Student/Kidnapping**

In the event a student is reported missing or kidnapped, the following actions must be taken:

- (1) The STC Campus Police Department must immediately be notified.
- (2) Additional Law Enforcement will be notified by the Campus Police Department if necessary.
- (3) Parents or next-of-kin will be notified if determined to be necessary by the Chief of Police.
- (4) Students, faculty and staff will be notified if deemed necessary by the Chief of Police.

#### **Response:**

- (1) School staff will be directed by the Chief of Police to conduct a thorough search of the school building and grounds to include restrooms, closets, and any other buildings.
- (2) A description of the missing person will be provided.
- (3) If available, a picture of the missing person will be provided.
- (4) Any information regarding description of any suspects or vehicles, including license plates, involved in the incident will be reported to the police.
- (5) Any witnesses will be interviewed by the police.
- (6) If a threat of a kidnapping or any additional danger is perceived, the lockdown protocol will be initiated if deemed necessary by the Chief of Police.

(See also Shelter in Place pg 71)

## ACCIDENTS

### 1. Emergency Plan for Fire

#### a. NOTIFICATION in the event of fire:

- Activate the Fire Alarm System.
- Call 911 and be prepared to relay the exact physical street address: [example] "There is a fire at Savannah Technical College located at 5717 White Bluff Road.
- Also, give specific location within a building; "The fire is in Building \_\_\_\_ (give building name and location) in room/area".

#### b. If you encounter smoke or flames:

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

(See also Shelter in Place pg 71)

## Fire Safety

Fire prevention guidelines are established to reduce the incidence of fires by reducing opportunities for ignition of flammable materials and recommending practices that are conducive to a "fire free" environment. All staff and faculty will be familiar with the location and operation of alarm systems and fire extinguishers. All equipment, such as extinguishers and sprinkler systems, will be marked and maintained in accordance with local and state regulations.

### (1) Fire Extinguishers

A portable fire extinguisher is a "first aid" device and is very effective when used while the fire is small. The use of a fire extinguisher that matches the class of fire, by a person who is well trained, can save both lives and property. Portable fire extinguishers must be installed in workplaces regardless of other firefighting measures. The successful performance of a fire extinguisher in a fire situation largely depends on its proper selection, inspection, maintenance, and distribution.

### (2) Classification of Fires and Selection of Extinguishers

Fires are classified into five general categories depending on the type of material or fuel involved. The type of fire determines the type of extinguisher that should be used to extinguish it.

- Class A fires involve materials such as wood, paper, and cloth which produce glowing embers or charred material.
- Class B fires involve flammable gases, liquids, and greases, including gasoline and most hydrocarbon liquids, which must be vaporized for combustion to occur.
- Class C fires involve fires in live electrical equipment or in materials near electrically powered equipment.
- Class D fires involve combustible metals, such as magnesium, zirconium, potassium, and sodium.
- Class K fires involve cooking appliances that use combustible cooking media (vegetable or animal oils and fats).

Extinguishers will be selected according to the potential fire hazard, the construction (materials) and occupancy of facilities, the asset to be protected, and other factors pertinent to the situation.

### (3) Location and Marking of Extinguishers

Extinguishers will be conspicuously located, easily identified, and readily accessible for immediate use in the event of fire. They will be located along normal paths of travel and egress. Wall recesses and/or flush-mounted brackets will be used as extinguisher locations whenever possible. In most cases extinguishers will be located in hallways or in common areas and not in rooms. They shall be placed just outside of a room and allow accessibility to the room occupants as well as other occupants of the building.

Extinguishers should not be stored in locked rooms or offices where other extinguishers are not provided. Extinguishers will be clearly visible. In locations where visual obstruction cannot be completely avoided, directional arrows will be provided to indicate the location of extinguishers. Extinguisher classification markings will be located on the front of the shell above or below the extinguisher nameplate.

#### (4) Condition

Portable extinguishers will be maintained in a fully charged and operable condition. They will be kept in their designated locations at all times when not being used. When extinguishers are removed for maintenance or testing, a fully charged and operable replacement unit will be provided. Discharged extinguishers will not be allowed to remain in an area where it might be mistaken for a fully charged and usable extinguisher.

#### (5) Mounting and Distribution of Extinguishers

Extinguishers will be installed on hangers, brackets, or in cabinets. Extinguishers having a gross weight not exceeding 40 pounds will be so installed that the top of the extinguisher is not more than 3-1/2 feet above the floor. Extinguishers mounted in cabinets or wall recesses will be placed so that the extinguisher operating instructions face outward. The location of such extinguishers will be made conspicuous by marking the cabinet or wall recess in a contrasting color which will distinguish it from the normal décor.

**(Please refer to maps located at the end of this document in Life Safety pages 70 - 72)**

#### (6) Inspection and Maintenance

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

- (a) hose (not cracked)
- (b) pressure gauge (in the green area)
- (c) container (not damaged or dented)
- (d) location (is the unit missing)
- (e) proper mounting (a commercially manufactured holder or cabinet)
- (f) accessibility of the extinguisher
- (g) current annual inspection tag

This check requires an inventory of the extinguishers assigned to the building to be used as a checklist. A form listing all fire extinguishers by location for the purpose of conducting the monthly inspection will be provided. Once an extinguisher is selected, purchased, and installed, an inventory sheet for that extinguisher will be established. The Campus Police Department should retain copies of this documentation at the facility.

#### (7) Fire Safety Inspections/Housekeeping

The Campus Police Department is responsible for conducting general work site surveys. These surveys should include observations of work site safety and housekeeping issues and should specifically address proper storage of chemicals and supplies, unobstructed access to fire extinguishers, and emergency evacuation routes. Also, they should determine if an emergency evacuation plan is present in work areas and that personnel are familiar with the plan.

#### (8) Emergency Egress

Every exit will be clearly visible, or the route to it conspicuously identified in such a manner that every occupant of the building will readily know the direction of escape from any point. At no time will exits be blocked. Stairwells shall not be used to store chairs, desks, supplies or any other materials. A readily visible sign will mark exits and accesses to exits. Each exit sign (other than internally illuminated signs) will be illuminated by a reliable light source. No exits shall be chained during periods when the building is occupied.

#### (9) Occupant Emergency Plan for Persons with Disabilities

Each instructor/supervisor is assigned the responsibility of developing a plan to assist persons with disabilities under their supervision. This plan should enlist the input of the disabled person. The plan should take into consideration the building, the class room/work location, type of disability, assistance needed, and the availability of assistance. No one is required to endanger him/herself in order to effect or assist with the evacuation of others, but everyone has the duty to ensure that other occupants are aware of the emergency. Similarly, it is expected that individuals will aid anyone requiring assistance to safely evacuate. Supervisors, volunteers, and the person with a disability should practice the plan using available escape routes and methods of extraction.

### Emergencies Involving Fire

#### (1) Fire Alarms

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

#### (2) Evacuation Routes and Assembly Points

Evacuation routes and assembly points are identified in the Emergency Procedures Checklist. Assembly points for fire are to be at least 300 feet from the evacuated building and away from emergency operations or support resources. Information and instruction should be made available at the assembly points concerning the emergency situation and what steps should be taken by employees and students. Should evacuation be necessary, go to the nearest exit or stairway and proceed to a pre-designated meeting area (see the mapped assembly points) outside the building. Most stairways are fire resistant and present barriers to smoke if the doors are kept closed. Do not use elevators. Should the fire involve the control panel of the elevator or the

electrical system of the building, power in the building may be cut and you could be trapped between floors. Also, the elevator shaft can become a flue, lending itself to the passage and accumulation of hot gases and smoke generated by the fire. Doors should not be locked inside the building during evacuation so that the fire service will have rapid access to all areas of the building. When verification of a fire in the building occurs, the Director of Facilities should cut off power and gas if safe to do so.

#### (4) Fire Emergency Procedures

If you discover a fire:

- Activate the nearest fire alarm.
- Notify the emergency responders by dialing 911. Give your location, the nature of the fire, the location of the fire, and your name.
- Fight the fire with a fire extinguisher ONLY if
  - The fire department has been notified of the fire, AND
  - The fire is small and confined to its area of origin, AND
  - You have a way out and can fight the fire with your back to the exit, AND
  - You have the proper extinguisher, in good working order, AND
  - You know how to use it.

If you are not sure of your ability or the fire extinguishers capacity to contain the fire, **get out and leave the fire fighting to the experts.**

If you hear a fire alarm or call to evacuate:

- Evacuate the area. Close windows, turn off gas jets, and close doors as you leave.
- Leave the building and move away from exits and out of the way of emergency operations.
- Assemble in a designated area.
- Report to the instructor/supervisor so he/she can determine that all personnel have evacuated your area.
- Remain outside until a competent emergency services authority states it is safe to re-enter.

#### (3) Evacuation Routes

Learn at least two escape routes, and emergency exits from your area. Never use an elevator as part of your escape route. Learn to activate a fire alarm. Learn to recognize alarm sounds. Take an active part in fire evacuation drills.

#### (4) Storage

All storage rooms must be maintained in an orderly manner. Stored combustible materials should be kept to a minimum. This means the following good housekeeping practices must be employed:

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

- Aisles, at least 24" wide, must be maintained to access storage and must be clear and free of tripping hazards at all times. These aisles will also act as a route of escape in an emergency.
- Storage may not be stacked within 18" of a sprinkler head in areas that are protected by an automatic sprinkler system. In areas not protected by sprinklers, storage must be 24 inches from the ceiling.

#### (5) Electrical Safety

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

- All electrical appliances/equipment must be in good repair. Cords and exterior cases must be free of damage.
- All appliances/equipment must be directly plugged into wall outlets or power strips equipped with either a fuse or circuit breaker.
- All building electrical equipment (e.g., circuit breakers, distribution panels, outlets, lights, etc.) must be free from damage and appropriately covered (e.g., wall plates or junction box covers in place, circuit breaker panel doors in place, etc.) and must be accessible (not blocked) at all times.
- All wiring must be routed above the ceiling or housed in conduit below the ceiling.
- Multi-plug adapters should not be used.
- Extension cords may only be used on a temporary basis.

#### (6) Space Heaters

Only space heaters that are approved by Underwriter Laboratories (UL) or Factory Mutual (FM) can be used in offices, labs, or other enclosed areas. No fuel-supported heaters can be used. Heaters should have ceramic elements and a tilt switch. The heaters must be in good condition (no frayed cords, etc.). Areas where heaters are used must be open and free from combustible materials (i.e., paper, wood, cloth, etc.). Heaters must be turned off when the area is unoccupied.

#### (7) Exits

- Exits, including main corridors, stairways and stairwells, shall not be obstructed in any manner and shall remain free of any material that would obstruct the exit or render the exit hazardous.
- All main building corridors must have a minimum 44" clear width maintained at all times.
- Storage may not be located in corridors, even temporarily.

(See also Shelter in Place pg 71)

## Mechanical Rooms

**Mechanical and electrical rooms are not storage rooms.** They are only intended to house equipment that supplies services to the building (heating, cooling, electrical distribution, communications, etc.). Access to all equipment must be unimpeded and the spaces must be free of any extraneous material. Mechanical rooms must be locked at all times.

### 1. MEDICAL EMERGENCIES (Injury/Illness/Death/)

#### a. General

- (1) The Police Department will be notified.
- (2) Victim's names should not be used over any two-way radios.
- (3) If necessary, the evacuation protocol should be initiated

If a crime has occurred, staff will not disturb the crime scene.

An administrator will assign a staff member to meet and direct EMS.

Administration will notify any family members who work at or attend the school.

Local Mental Health agencies should be contacted as soon as possible to begin crisis counseling.

#### b. Major Medical Emergencies

- (1) Action should be taken in cases of life threatening situations such as:
  - (a) A person being unconscious;
  - (b) Having cardiac arrest;
  - (c) Severe bleeding or choking.
- (2) Attempts should be made to assist the victim. Upon observation of the medical emergency, take the following actions:
  - (a) If you are able, render first aid/CPR or obtain the assistance of someone who is accessible and willing to manage the situation
  - (b) Call, or have someone call, 911 for EMS
  - (c) State the nature or type of emergency
  - (d) Give the location of building, floor, and room
  - (e) Have someone contact Admissions (for a student victim) to gain information from the student file or Administrative Services (for an employee victim) to get information from employee personnel file.

- (3) Identify the person and any other pertinent information that will help prepare responders:
  - (a) Age
  - (b) Sex
  - (c) Symptoms victim is exhibiting
  - (d) Pre-existing health condition
  - (e) Medication the victim may be taking
  - (f) Stay with victim until emergency personnel arrive. Have Campus Police meet emergency personnel upon their arrival to expedite their locating the victim inside a building.

Following the medical emergency, prepare an Instructor's Report of Student Related Injury regarding the actions taken in response to the emergency. Public Safety must also prepare a report and forward to the Vice President of Administrative Services and also to Human Resources.

c. Medical Emergencies and Injuries (general)

- (1) Injuries which are not life threatening, but which have occurred on college property.
  - (a) First aid should be provided within the scope of knowledge and skill by anyone who is readily accessible and willing to manage the situation.
  - (b) Contact the Police Department (443-5200) to report the incident.
  - (c) If necessary, assist the injured person in arranging transportation to a hospital.
- (2) College personnel will not, as college representatives, provide personal transportation for injured or ill persons. Call EMS 911.
- (3) If deemed appropriate the Chief of Police may conduct a preliminary investigation into the accident or incident occurring on college property
- (4) Initial reports should also be forwarded to the Campus Police Department.
- (5) Supervisors remain responsible for reporting employee injuries.
- (6) The STC's Worker's Compensation carrier provides a Preferred Provider Organization (PPO) consisting of Hospitals, Physicians, Urgent Care Centers and other services of numerous specialties. Information on Managed Care can be obtained from Savannah Technical College's Human Resources Department.
- (7) In critical situations:
  - (a) Call the Campus Police Department (912 443-5200).
  - (b) Administer first aid to the extent possible.
  - (c) Limit activity in the vicinity of the affected student(s).

(d) Keep a record of procedures administered (first aid, CPR, etc.), times and actions.

(e) If violence was involved, keep the incident scene secure, do not disturb possible evidence, identify witnesses and keep them separated.

(8) In the event of death:

(a) Call the Campus Police Department (912 443-5200) Immediately.

(b) If violence was involved, keep the incident scene secure, do not disturb possible evidence, identify witnesses and keep them separated.

(c) Limit school activity around the affected area.

(d) Provide available information to staff, faculty and students.

(e) Initiate Media Response Protocol if appropriate.

(f) Inventory and control personal items of the deceased from desks, class room, etc

(g) All students and personnel affected will be gathered, mental health personnel will be called to come and will invoke their crisis plan as STC does not have mental health professionals on staff.

(h) In the event of any death on campus, administration will coordinate with law enforcement to make the death notification as soon as possible. If possible, a school administrator will accompany law enforcement to make the notification, but will abide by the established death notification of the law enforcement agency. Media will not be provided names and will be asked not to release the names of any deceased of which they have knowledge until notification has been made.

## Suicide

- (a) The scene of a suspected suicide should be secured by roping off the area, posting a Faculty/Staff guard until Campus Police arrive, and invoking lock-down protocol.
- (b) School personnel should **not** use the name of victims over any two-way radios.
- (c) Staff should use universal precautions around the incident scene.
- (d) In the event family members of the victim work or attend school at any school location, the President will notify them as soon as possible.
- (e) All students and personnel affected will be gathered, mental health personnel will be called to the scene since Savannah Technical College is not staffed or trained for mental health.



(See also Shelter in Place pg 71)

## Transportation Accidents

Transportation accidents may occur at any time, especially during the transportation of students/employees to and from the campus and during field trips relative to extracurricular activities. Basic steps should be taken to facilitate the immediate and efficient handling of such an accident.

### a. Preparedness

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

- (1) Prepare and maintain a Field Trip Request Form, Instructor Certification Checklist and a completed student release, waiver of liability form.
- (2) Be sure the vehicle has an up-to-date vehicle emergency packet with appropriate emergency notification information.

### b. Notification

- (1) Upon notification that a transportation accident has occurred, immediately contact Public Safety so that police and emergency medical services (EMS) are dispatched to the scene as quickly as possible.
- (2) If required, emergency notification will be made in accordance with student/employee emergency notification information forms on file.

### c. Response

- (1) At the scene, first aid should be administered, if necessary.
- (2) In case of serious injuries, activity in the vicinity of affected students/employees should be limited.
- (3) If any student(s)/employee(s) are transported to a hospital, a staff member should accompany if possible.
- (4) Compile a list of those who have been injured and those who have not. Ensure that all persons present on the vehicle at the time of the accident have been accounted for in some way.
- (5) Designated officials should establish an incident command post near the accident site if multiple injuries are reported.
- (6) A school official should be designated as liaison with the hospital and should proceed to the medical facility where students and staff have been transported.

## Hazardous Materials

- a. If the decision to evacuate the school is made, the Reunification plan will be initiated.

- b. Local Emergency Management officials will be contacted to determine the need for decontamination and to set up decontamination if needed.
- c. If the evacuation plan is implemented, evacuations routes should be directed away from the location of the hazardous materials release.
- d. If death or injury occurs, the Injury/Death/Illness Protocol will be implemented.



(See also Shelter in Place pg 71)

## Natural Disasters

### 1. School Closure

a. A decision to dismiss classes or close a campus will be made by the College President when weather or other conditions pose a potentially serious threat to the health or safety of the College's students and/or employees. The Chief of Police is responsible for advising and coordinating with the President. If the school is designated as an evacuation shelter for the community, the College President will work with relief agencies to determine the hours the school will be open.

b. DURING NON-BUSINESS HOURS - The decision to close the college for day classes will be made as early before 8 a.m. as possible and will automatically extend through noon. The decision to extend the college closing beyond noon will be made as early before noon as possible and will include canceling all scheduled evening activities.

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

(1) Upon notification from the President; Vice Presidents will notify the Campus Chief of Police and respective directors and initiate notification utilizing the Emergency Notification Network.

(2) The President will notify the Executive Director of Institutional Advancement and Communications to notify the news media of the closing decision, if such notification seems necessary. No other college personnel will notify the news media without permission from the President.

(3) Radio stations and local television stations will be notified and should be monitored to serve as the principal source of information when a potential widespread emergency condition is present.

(a) Television

(b) AM/FM Radio stations

d. DURING BUSINESS HOURS

(1) If classes are in session and offices occupied the notification may be done in person or by telephone.

(2) Should the decision be made to close the college, faculty, staff and employees should prepare work and classroom areas as necessary to lessen potential property loss from the adverse event.

- SUCH AS:

- Disconnect all electrical equipment - computer, TV, VCR, typewriter, calculator, electronic equipment.
- Move delicate or electrical equipment away from windows toward the interior walls to the extent possible.

- Secure (close and lock) windows and doors when leaving and turn off all lights.
- Ensure all outside property is properly secured; especially aircraft (secure as many as possible inside the hanger).



(See also Shelter in Place pg 71)

## TORNADO / SEVERE WINDS

- a. When a tornado watch or warning is issued by the National Weather Service, Campus Police will announce that the school is under a tornado watch or warning.
- b. Ensure all outside property is properly secured.
- c. Seek shelter inside buildings or other secure location. Avoid glass and exposure to flying debris.
- d. Occupants of buildings should move to the main or lower floor as quickly as possible.
- e. If time does not allow for movement, cover should be taken away from glass windows and under protective items such as tables.
- f. Once individuals have reached a shelter or "take cover" location, they should assume a seated position on the floor with their heads down and their hands over their heads; or place themselves under a desk or between fixed seating (if available) with heads lower than the backs of the seats.
- g. Hallways and stairwells away from glass are also acceptable shelters and cover areas.
- h. Staff should be prepared for the activation of sprinkler and alarm systems as often occurs when facility damage occurs.
- i. If required to evacuate, be aware that debris caused by furniture, equipment, and other heavy objects may block evacuation routes.
- j. If school officials are directed to evacuate the building, evacuees should be taken to an area that is not located near gas or electrical lines.
- k. Campus Police should consult with local emergency management officials regarding the structural integrity of the building prior to reentering or remaining in the facility.

(See also Shelter in Place pg 71)

## SEVERE THUNDERSTORMS/ LIGHTNING

In the situation where the National Weather Service or CEMA issues warnings for the areas near any Savannah Technical College campus and lightning or severe weather is experienced, a lightning alert will be issued via InformaCast, Blackboard Connect and email.

When this alert is received:

1. Be aware and alert of the signs of the oncoming storm.
2. Seek safe shelter at the first sign of lightning or thunder. Safe shelter is considered any fully enclosed building that involves plumbing and/or electrical wires that acts to electrically ground the structure.
3. If such a shelter cannot be found, take shelter in any vehicle with a hard metal roof and closed windows.
4. If you are caught outside, avoid open areas and never stand under a tall, isolated tree. Crouch down in a ball-like position (feet and knees together) with your head tucked and hands over your ears so that you are down low with minimal contact with the ground. Do NOT lie down. Lightning causes electric currents along the top of the ground that can be deadly over 100 feet away. Crouching down is the best combination of being low and touching the ground as little as possible.
5. While indoors, stay away from any the walls, windows, plumbing and electronic devices attached to the walls (including landline telephones). If in a vehicle, avoid contact with the metal frame and radio use.
6. Designate a weather watcher to monitor the weather from a safe location. No outdoor activities are to be resumed until 30 minutes after the last sign of lightning/thunder. For every sign observed, the 30 minute timer is reset.

### Emergency Response Procedures

Individuals that are struck by lightning do not carry residual charge and may be handled without danger to personnel. The personnel should:

1. Evaluate whether the scene is safe. On-going lightning may still be a threat.
2. Safely move the injured individual to a safe shelter.
3. Immediately call 9-1-1 and do CPR.
4. Activate EMS by calling the Savannah Technical College Police Department at 912 443-5200.

## EARTHQUAKES

- a. Faculty, staff, and students should be reminded to protect their faces and heads from flying debris.
- b. Personnel should crouch in a safe place under sturdy tables or kneel next to interior walls and cover their heads until the earthquake stops.
- c. Hanging plants, wall hangings, falling furniture, and overcrowded shelves should be avoided when taking cover.
- d. Personnel should be prepared for alarm and sprinkler systems to activate as commonly occur during earthquakes.
- e. If outside, move away from buildings, streetlights, and utility wires.
- f. If directed to evacuate the building, move to an area in or near the school that is not located near gas and/or electrical lines.
- g. Shut off all gas valves, if possible, after the earthquake.
- h. **Do not** light matches or candles, or turn on any electrical equipment until the structure is deemed safe by Campus Police.
- i. Faculty, staff, and students should be prepared for aftershocks.
- j. Following the earthquake, administration will consult with the Campus Chief of Police regarding the structural integrity of the building and scale of damage before resuming school activities.

(See also Shelter in Place pg 71)

## FLOODS

Except in the case of flash flooding, the onset of most floods is a relatively slow process with a buildup of several days. Closure of highways can result in isolating areas of the community. Students may be unable to return home or may have to be evacuated to an alternate location.

Savannah Technical College officials may be alerted to danger and be ordered to evacuate by fire and/or law enforcement or local emergency officials.

Should a flooding situation occur, an orderly evacuation of the area should be initiated. Call the Public Safety Department at 912-443-5200. Public safety Department personnel will notify the appropriate college personnel and dispatch personnel to the area.

Provide the Public Safety Department dispatcher with all available information regarding the flooding threat.

Monitor weather conditions in an affected area by radio/TV broadcasts, internet, or weather alert radio.

Evacuate students to an alternate location immediately in accordance with established College policy. If the situation does not permit evacuation, keep students on campus or other safe location and make the following provisions:

1. Provide care for students, faculty and staff who cannot leave the campus due to flooded streets etc.
2. If necessary, arrange for the evacuation of staff and students to a safe alternate location.
3. Shut off water at mains so contaminated water will not back up into the campus supply. If water is standing in the school, it should be allowed to flow freely to avoid further structural damage
4. Be prepared to open designated shelter sites for use.
5. Check emergency response supplies if the College is designated as an evacuation shelter.
6. Prepare for contaminated food, water, broken gas lines, and wet electrical equipment. Do not drink tap water due to contamination.

If classes are dismissed, resume classes only after determination of building safety, and/or in other designated buildings after the flood.

(See also Shelter in Place pg 71)

## HURRICANES

- a. School staff will monitor NOAA Weather Radio and local radio stations for evacuation instructions.
- b. If not advised to evacuate the building, occupants will stay indoors away from windows.
- c. Be alert for tornadoes as they can occur during a hurricane and after a hurricane has passed over. Remain in the center of the facility in a closet or bathroom without windows.
- d. Telephone number of the local emergency management agency and a local road map will be maintained in the emergency evacuation kit.
- e. A disaster supplies kit with a first aid kit will be in the Campus Police office.



(See also Shelter in Place pg 71)

## UTILITY FAILURES

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

- a. Report utility outages to the appropriate utility company

|               |                              |
|---------------|------------------------------|
| POLICE        | 912 443-5200 (non-emergency) |
| FIRE DISPATCH | 912 651-6758 (non-emergency) |
| GEORGIA POWER | 800-437-3890                 |
| NATURAL GAS   | 800-427-5463                 |

- b. Communications will be conducted by telephone and messengers. Custodial staff will be notified by radio and asked to assist in delivery of messages in plain language.

- c. Extended time periods without utilities will compromise the college's mission. As a result, the President or designee may determine classes should be cancelled and students dismissed.

- d. In the event of a power failure, emergency lighting will be activated.



(See also Shelter in Place pg 71)

## POWER OUTAGE

In the event of a power outage, confusion can partially be avoided if individuals remain calm and await the college administration's decision and announcement regarding the need to evacuate and/or cancel classes (NOTE: Only the College President is empowered to cancel classes or close the college for business. In the absence of the president, this authority falls to the college Chief of Police). The decision not to evacuate or cancel classes during a power outage is equally important and will be announced to employees and students via various means to prevent further confusion.

#### **At the Time of Power Outage:**

1. Remain calm. If visibility is impaired by a low-light situation, remain still and wait for direction from authorized personnel. Hallway and emergency lights will automatically come on. The faculty should instruct the students to safely move to the naturally lit areas of the building utilizing emergency lighting.
2. Call **STC College Police at 912 443-5200** to report the outage and any related hazards. The Police Department will notify the Facilities Department of the outage, and then immediately notify the President of the College. The Police Department will then notify the Information Technology Services Department.
3. The Police Department will immediately check the elevators for stranded passengers. If there are stranded passengers in the elevators:
  - Encourage them to be calm and remain in the elevator. Use every VERBAL means to discourage any attempt to climb out of the elevator;
  - Assure them that Facilities and rescue personnel are en route to either lower the elevator, or secure the elevator to allow them to be removed;
  - Assign personnel to remain with the stranded passengers for the purpose of encouraging them and assuring them that rescue is on the way.
4. Police personnel will also begin patrolling all buildings reviewing for unsafe circumstances created by the power outage, and mitigating them.
5. For those in a building with sufficient light to continue working safely, you may do so. If you don't have sufficient light to continue working safely or if you are instructed by College Police personnel, move to an exit with natural light or to an outside location, weather permitting.
6. If evacuation is ordered and your visibility is impaired by low-light situation, wait until someone with a flashlight or alternate lighting source arrives to direct a safe departure from your building. Battery-operated emergency backup lights will stay on.
7. For those in a shop or a lab, turn off gas burners and/or equipment which, if unattended when power is suddenly restored, might pose a danger or a fire hazard.
8. When leaving a work area or site, take the class roll for the day and essential personal possessions. Lock the offices and or classrooms/labs as you leave.
9. Provide extra assistance to disabled individuals during evacuation. Be aware that elevators will not work during a power outage. Check elevators, bathrooms, classrooms, and hallways to ensure no disabled person is without assistance.

10. Faculty, ensure your students assemble at the designated evacuation point for a head count and roll confirmation. Instructors should have students assemble at a designated location with their classes in order to account for everyone.
11. Supervisors, ensure your respective teams assemble at the designated evacuation point for head count and employee recovery.

### **Facilities Department Response**

1. Once the Facilities Department is alerted to a power outage, Facilities personnel shall survey the campus to determine the extent of the outage and, if possible, to identify the source of the failure. Simultaneously, Facilities personnel will contact all college campuses to determine the extent of the outage. Note that power outages may encompass an entire campus and surrounding community, or locally affect only portions of a building.
2. Facilities shall notify the Vice President of Administrative Services the results of its survey of the outage and, if possible, provide an estimate of the time required to restore electricity.
3. Facilities will repair any outages that can be identified, and that it has the equipment, expertise and authority to repair in a timely manner.
4. If the source of the outage cannot be identified, or if repairing the outage is beyond the scope or authority of the College to repair in a timely way, Facilities shall notify the utility company or the appropriate contractor.
5. Facilities shall serve as the College's liaison to the utility company or the appropriate contractor and keep the Vice President for Operations and Technology apprised of the situation in real time. The Vice President for Operations and Technology shall keep the President of the College apprised of the situation, repairs as they progress, and any revised estimates of the duration of the outage.
6. Except in emergencies or situations requiring evacuation, only the President or his/her designee shall have the authority to cancel classes or adjust the times at which they end or resume.

### **Information Technology Services Department Response**

1. The ITS Director or designee will assess the situation and the likelihood of an extensive outage.
2. Based on the assessment, the ITS Director will decide whether to shut down the college network.
3. The ITS Director will work with the Facilities Director to ensure that ITS personnel will be onsite when power is restored, and will immediately begin activating the college network at first opportunity.

## Police Department Response

1. As noted, when notified of a power outage, the Police Department will notify the Facilities Department of the outage, and then immediately notify the President of the College. The Police Department will then notify the Information Technology Services Department.
2. The Police Department will immediately check the elevators for stranded passengers. If there are stranded passengers in the elevators:
  - a. Encourage them to be calm and remain in the elevator. Use every VERBAL means to discourage any attempt to climb out of the elevator;
  - b. Assure them that Facilities and rescue personnel are en route to either lower the elevator, or secure the elevator to allow them to be removed;
  - c. Assign personnel to remain with the stranded passengers for the purpose of encouraging them and assuring them that rescue is on the way.
3. Police personnel will also begin patrolling all buildings reviewing for unsafe circumstances created by the power outage, and mitigating them.
4. The Chief of Police will work closely with the Facilities Director and ITS Director to ensure safe conditions during the outage, the security of the college and its assets, and to restore college services at the most immediate opportunity.

## Book Store/Business Office

All monies will be secured in a safe or locked drawer in a locked office during the power outage.

## Organizational Response

- It will be understood by all staff that it will take at least 30 minutes to evaluate the severity of the outage and make a decision as to the closure of the college. As safety allows, college staff will remain in-place until notified by the Police Department or senior administration of the college's intent.
- If requested by the Police Department or administration, faculty and staff will assist in clearing dark, poorly lit rooms of occupants (i.e., bathrooms, stairwells, etc.). Staff will lock any spaces (typically offices, labs, or other areas with valuables present) vacated for this purpose.
- If an occupant is stranded in an elevator, call 911, state the emergency and the fire department will respond. Reassure the occupant that the fire department has been contacted.
- The Emergency Operations and Crisis Management team will mobilize in the Executive Suite Conference Room. At that time, a decision will be made by the President or President's designee on whether to cancel classes and activities or wait for further information.

## Communication

If the college is to be closed due to a power outage; the following communication will occur;

- Deans will be contacted with the appropriate information by the Vice President of Academic Affairs or the VPAA designee. Deans will then contact their respective teams (e.g., department heads and division chairs).
- The Police Department will transmit the following message via Blackboard Connect and InformaCast; “The College has experienced a power outage. The President of the College has determined that closing the college is the safest option. Please gather your items, and calmly vacate the buildings.”
- The Institutional Advancement and Communications Department will transmit the following message via the schools web page/Twitter/Facebook/College Email: “Savannah Technical College has experienced a power outage. For this reason the College is closing all activities and classes. *Optional: Status of evening classes and activities will be broadcast as the updates on the power outage are received.*”
- The Institutional Advancement and Communications department will communicate relevant decisions of the College to the media.

### **Building Clearing**

Once the decision to close the College has been made, each building will be cleared and secured by the Police Department.

- The Chief of Police will coordinate the final clearing and locking of each building with the Facilities Department staff.
- When clearing a building, police personnel will notify the highest ranking staff member(s) in the building (i.e., Deans, Managers and Directors) and again make them aware of the closure and ask their assistance in vacating the building. Once the building is vacated, police and Facilities staff will lock all exterior doors.
- If a person needs assistance in exiting a second/third floor, the person clearing the building will contact campus safety for additional assistance and/or equipment.

## **Appendix “A”**

# Emergency Procedures Checklist



INTRODUCTION

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

Although it is not possible to think of every type of school disturbance that could threaten the safety of faculty, staff, and students, this brochure has been developed to assist school personnel in resolving major emergencies. It is to be used with the Emergency Operations and Safety Plan required by the Technical College System of Georgia and other college policies and documents designed to assist personnel in dealing with emergencies.



**CROSSROADS CAMPUS QUICK REFERENCE PHONE LIST**

1. IMMEDIATE and LIFE THREATENING EMERGENCY
2. CALL DIRECT TO 911 (remember to dial “9” for an outside line)
3. Stay on the telephone, DO NOT HANG UP, and give complete information for responding emergency personnel. Specify nature of emergency: FIRE-POLICE-AMBULANCE (EMS)
4. Also, notify Campus Police.

|  |                   |                   |  |
|--|-------------------|-------------------|--|
| College Chief of Police  | Mark Gerbino      | Savannah Campus   | Ofc: 912 443-5200 cell: 912 856-6348   |
| President  | Dr. Kathy Love    | Savannah Campus   | Ofc: 912 443-3026 cell: 912 655-5020   |
| VP of Academic Affairs   | Dr. Al Cunningham | Savannah Campus   | Ofc: 912 443-5858 cell: 912 604-2973   |
| VP of Institutional Effectiveness                                  | Dr. Vic Burke     | Savannah Campus   | Ofc: 912 443-5799 cell: 912 665-8841   |
| VP of Administrative Services                                      | VP Marc Mascolo   | Savannah Campus   | Ofc: 912 443-5485 cell: 912 655-7033   |
| VP of Student Affairs  | Terry Sellers     | Savannah Campus   | Ofc: 912 443-5707                      |
| VP of Economic Development   | Kevin Werntz      | Crossroads Campus | Ofc: 912 443-3015 cell: 912 596-3432   |
| Executive Director of Institutional Advancement and Communications | Gail Eubanks      | Savannah Campus   | Ofc: 912 443-3022 cell: 912 220-0815   |
| Director of Facilities   | Gary Strickland   | Savannah Campus   | Ofc: 912 443-5794 cell: 912 655-7028   |
| Assistant Director of Facilities                                   | David Looye       | Savannah Campus   | Ofc: 912 443-5796 cell: 912-665-7791   |
| Dean of Aviation   | Tal Loos          | Crossroads Campus | Ofc: 912 443-5886                      |
| Director of Information Technology Services                        | Jamie Davis       | Savannah Campus   | Ofc: 912 443-4162                      |
| Evening Operations Coordinator                                     | Veronica Campbell | Savannah Campus   | Off. 912-443-5862 Cell: 912 – 656-9773 |
| VP of Economic Development   | Kevin Werntz      | Crossroads Campus | Ofc: 912 443-3015 Cell: 912-596-3432   |

|                                      |  |
|--------------------------------------|--|
| SAVANNAH TECHNICAL COLLEGE POLICE    | 912-443-5200 (Emergency and non-emergency) |
| FIRE DISPATCH 911(EMERGENCY)         | 912 651-6758 (non-emergency)               |
| GEORGIA POWER                        | 800 437-3890                               |
| NATURAL GAS                          | 800 427-5463                               |
| SAVANNAH-CHATHAM METROPOLITAN POLICE | 912 652-6500                               |
| CHATHAM EMERGENCY MANAGEMENT         | 912 201-4504                               |
| AMERICAN RED CROSS                   | 912 651-5300                               |

## AFTER-HOURS BUILDING EMERGENCY

### DEFINITION:

Any emergency occurring during other than normal business hours.

### SIGNALS:

See specific emergency in this booklet and use appropriate signal. Evacuate building if necessary.

### ACTIONS:

See specific emergency and use those procedures.

### ROLES:

Staff member in building:

Contact emergency people and perform the following acts:

- Contact Campus Police (912) 443-5200
- Contact 911

### PHONE NUMBERS:

See Quick Reference Phone Listing on page 42



## EXPOSURE CONTROL (UNIVERSAL PRECAUTIONS)

Most approaches to infection control are based on a concept called Universal Precautions. It requires that persons administering aid consider every person, and all blood and body fluids to be a potential carrier of infectious disease. When administering first aid the following standards of practice should be followed:

1. Wash hands with antiseptic towelettes, if there is any possibility of contact with blood, body fluids or human tissue from an injured worker. Wash hands with soap and water as soon as possible.
2. Wear gloves when anticipating contact with blood, body fluids, tissues, mucous membranes or contaminated surfaces, or if breaks in the skin are present.
3. Wear an impervious gown or apron if splattering of clothing is likely.
4. Wear a mask if there is to be contact with an infectious disease spread by splatter droplets.
5. Wear appropriate protective equipment at all times including a mask and eye protection if aerosolization or splattering is likely to occur when attending to an injured person.
6. Make mouthpieces, resuscitation bags and other resuscitation devices readily available for use in areas where the need for resuscitation is likely and carry appropriate devices in emergency response kits.
7. Handle sharp objects carefully.
  - Do not cut, bend, break or reinsert used needles into original sheath by hand.
  - Discard sharp objects intact, immediately after use into an impervious sharps disposal box, which should be carried whenever needles are in the emergency response kit.
  - Report immediately all needle stick accidents, mucosal splashes or contamination of open wounds with blood or body fluids.
  
8. **Dispose of all spills that contain or may contain biological contaminants in accordance with policies for hazardous waste disposal. Until clean up is complete, the accident area should be roped off to other workers.**

**\* \* \* EMERGENCY SIGNALS \* \* \***

The following emergency signals will be used to direct emergency actions of employees and students in plain language. The choice of words will be dependent upon each emergency.

**a. \* EMERGENCY EVACUATION \***

**Evacuation:** PA System/Messenger/Phone- in plain language.

**Bomb Threat:** PA System/Messenger/Phone- in plain language.

**Fire:** Sounding of the fire alarm with flashing fire alarm strobe lights.

**INSTRUCTIONS:**

- Depart the building via nearest exit.
- Use stairs: DO NOT USE ELEVATORS.
- Evacuate to designated assembly area.
- Stay clear of roadways and responding emergency vehicles.
- Stay clear of all parking lots and vehicles.
- Instructions to Reunification Point will be given if necessary.

**b. TORNADO WARNING**

Via PA System/Messenger/Phone- in plain language.

**INSTRUCTIONS:**

- Proceed to the hallway (or windowless room) on the ground floor.
- Use stairs: DO NOT USE ELEVATORS (HANDICAP USE ONLY).
- Stay clear of windows and skylights.
- Close fire doors
- Instructions to Reunification Point will be given if needed.

**C. \* ALL CLEAR \***

PA System/Messenger/Phone – All Clear will be sounded INSTRUCTIONS: ●  
**Return to classroom/work area.**

**D. Hostage or Barricade Situation/Weapons on Campus**

Via PA System/Messenger/Phone in plain language.

Instructions:

- Individuals outside classrooms or offices will enter the nearest classroom or office.
- Instructors will lock doors to their classrooms and staff will lock doors to their offices if possible.
- Take cover away from doors and windows
- Instructors will be provided with square green and red placards. When the instructor determines that the room is secure and all students are accounted for, the green placard will be placed in the window of the door or under the door. If the instructor determines that a dangerous situation exists in the room needing an immediate response, the red placard will be placed. If no placard is seen, it will be assumed that a potentially dangerous situation exists and the instructor may be unable to place placard.
- Remain until "All Clear" is announced.
- If "All Clear" is announced, follow evacuation protocol to area Reunification 1 or 2.
- Instructions to Reunification area will be given, if necessary.

## Evacuation Guidelines:

All evacuations instruction will be given in plain language:

**Bomb Threat** - Will be given in plain language and appropriate communication systems utilized.

**Fire** –Mass notification will be utilized in plain language and alarms activated.

**Bomb Threat: Evacuate building(s) 1,000 feet.**

Assemble in Reunification Points “1” & “2” identified outside the 1,000-foot perimeter.  
Evacuees should proceed to the nearest Assembly Area. “

“1” Primary - Area due North of the campus on Alpine Dr.

“2” Secondary - Area North East of the Campus Main Entrance (GA Department of Labor parking lot)

**Fire Threat: Evacuate building(s) 300 feet for fire only.**

Assemble outside 300-feet from perimeter building.

Refer to map on Pg 8 location

CAUTION: Evacuees should exercise extreme care crossing roadways. Be alert to responding emergency vehicles. Bomb Threat: Stay clear of vehicles in the parking lot. Instructors and administrators should direct



# Appendix “B”

## Accident Prevention and Inspection Plan



## APPENDIX B: ACCIDENT PREVENTION AND INSPECTION PLAN

- I. **PURPOSE**- This plan provides for the development of a hazard identification and safety inspection program for STC. It also provides a uniform standard operating procedure, identifies the responsibilities for carrying out physical inspections, and provides the correction of deficiencies identified as a result of the inspections. A series of checklists and reporting formats are developed to serve as a guideline for uniformity and assurance that potential hazards are identified. This process will be utilized as a tool to ensure that the hazardous conditions are identified and corrected. It will also specify the office and/or individual(s) responsible for the safety inspection, routing of forms, the inspection results and follow-up procedures.
- II. **RESPONSIBILITY** - The success of the safety program in hazard prevention, identification, and correction depends upon the cooperation and resource support of the entire staff and faculty. Program Directors will realize their leadership responsibilities in this area, and solicit input and support from their respective programs. Administrators must provide the encouragement, guidelines and leadership to insure a quality safety and hazard identification program for their areas of responsibility.
- III. **PROCEDURE** - Initial inspections should focus on basic safety items such as location and status of fire extinguishers, exit lighting, exposed wiring, stairways, walkways and other readily identifiable hazardous conditions. Subsequent inspections should build the "safety environment/culture" by focusing on more specific safety issues related to potential risks and exposures. To insure a thorough and effective safety inspection program for Savannah Technical College, the following procedures are established:

### A. SYSTEM SAFETY INSPECTIONS:

1. The Campus Police Officer will direct the conduct of or coordinate random safety inspections of a general or specific nature.
2. Safety inspections will be coordinated with the individual charged with management responsibility for the facility being inspected. If a specific area or program is to be inspected, coordination will be with the department head/chair.
3. Members of the Safety Committee may be asked to participate on an inspection team as a member, observer, or advisor.
4. Participants during an inspection should include individuals familiar with the area to be inspected. Maintenance personnel may participate as members of the inspection team when general facility inspections are conducted.
5. Any hazardous conditions that are identified during the inspections should be documented utilizing the appropriate form or format.
6. Hazards identified during the inspection will be given one of the three below listed classifications:
  - ° "CRITICAL" (C) - Hazards have a clear possibility of causing serious injury or property damage and need immediate correction.

- ° "IMPORTANT" (I) - Hazards are somewhat less serious, but should be corrected as soon as possible.
  - ° "DESIRABLE" (D) - Conditions are not in accordance with safe practices.
7. The person responsible for an inspected facility/area shall provide a written response to the Chief of Police within ten working days of receipt of any inspection report which identified conditions as outlined in Item 6 above.
  8. The response should indicate the action taken by providing:
    - a. The date, or expected date the hazard is to be corrected or if not corrected;
    - b. The action planned to resolve the identified hazard, or
    - c. A statement of reason(s) for disagreement with the condition being identified as a hazard, or
    - d. Other resolution of identified hazard.
  9. Inspections conducted do not negate the need for supervisors or instructors to monitor, and perform regular safety inspections of their respective areas of responsibility.

#### B. FOLLOW-UP INSPECTIONS:

1. The College Police Chief will direct the conduct of follow-up inspections.
  - a. Conducted within 5 working days for all hazards classified as "CRITICAL". Obvious safety hazards that present immediate exposure to potential injury must be corrected immediately. (Example: spilled oil, water, or chemicals on a floor).
  - b. Conditions classified as "IMPORTANT" will be subject to being re-visited after 30 days.
  - c. Conditions for which corrective action is recommended as being "DESIRABLE" will be included in the next inspection.
2. Report Distribution will be to:
  - a. The Vice President for the area inspected. The Vice President will make further distribution as she/he deems appropriate.
  - b. The College Police Chief is responsible for the documentation and correct routing of the safety inspection report.

#### C. COLLEGE SAFETY INSPECTIONS:

1. Personal safety and work-site type safety training should be provided to all employees within an appropriate time following employment. This basic safety training should include the Hazard Communication Standard and safety issues related to the specific job tasks. Other training or orientation commensurate with employee exposure may include facility environment, first aid and CPR training, and pre-planned emergency action issues.
2. A general facility inspection of the campus will be conducted at least once every three months (90 days).
3. Documentation of college safety inspections shall be maintained by the Chief of Police.
4. Each department or program area which has identifiable hazards within its operations shall develop an appropriate inspection process to improve safety conditions and procedures.

5. The material in the following guide may be utilized as "focus-areas" that may be included in safety surveys, and are provided as a reference.

Suggested areas to include in inspections:

- ✓ OFFICE AND CLASSROOM
- ✓ ELECTRICAL/CONTROL ROOMS
- ✓ LAB AND VOCATIONAL AREAS
- ✓ STORAGE AREA
- ✓ SPRAY PAINT AREA
- ✓ FORK LIFTS
- ✓ VEHICLE MAINTENANCE AREA
- ✓ COMPRESSED GAS USE AND STORAGE AREA
- ✓ PARKING AREA
- ✓ WELDING AREA

D: Safety Survey Guide (Self-inspection)

SAFETY SURVEY GUIDE (Self-inspection)

1. This list is intended as a reminder, but should not be considered complete. Safety tours and inspections are a visible demonstration of the college commitment to its safety program. Tours and inspections should produce realistic recommendations where practices or conditions are not in accord with recognized standards.
2. Specialized checklist and written procedures should be developed for those areas with unique safety exposures which have the potential to adversely affect the health and safety of employees or students.
3. Suggested conditions/factors to be considered when making inspections:

1. GENERAL WORK ENVIRONMENT

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

2. EMERGENCY PRECAUTIONS AND FIRST AID

- ° Are emergency phone numbers posted where they can be readily found in case of an emergency?
- ° Are fire evacuation routes posted?

- Are first-aid kits readily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?
- Do you have emergency eyewash within the immediate work area where employees are exposed to injurious corrosive materials?

### 3. FIRE PROTECTION

- Is the fire alarm system certified as required?
- Tested at least annually?
- Are fire door and shutters in good operating condition?
- Are automatic sprinkler system water control valves, air and water pressure checked weekly/periodically as required?
- Is proper clearance maintained below sprinkler heads?
- Are portable fire extinguishers provided in adequate number and type?
- Are fire extinguishers mounted in readily accessible locations? Recharged Regularly?
- Is fire extinguisher recharging noted on the inspection tag?
- Do solvents used for cleaning have a flash point of 100 degree Fahrenheit or more?
- Are "NO SMOKING" signs posted in spray areas, paint rooms, paint booths, and paint storage areas?
- Is any paint or refinishing spray area kept clean of combustible residue?
- Are spray booths constructed of metal, masonry, or other substantially non-combustible material?
- Are spray booth floors and baffles non-combustible and easily cleaned?

### 4. EXITS

- Are all exits kept free of obstruction? Marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are special precautions taken to protect employees and students during construction and repair operations?
- Can exit doors be opened from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?
- Is sufficient emergency lighting provided for safe exit in event of power failure?

### 5. WORKSTATION ERGONOMICS

- Are wrist supports present at computer workstations'?
- Is the workstation equipped with an anti-glare computer screen if necessary?
- Does the working space allow for a full range of work movements?
- Is the work surface height proper and adjustable?
- Is the workstation designed to minimize or eliminate twisting at the waist, reaching above the shoulder, bending at the waist, static muscle loading, extension of the arms, bending or twisting of the wrist, and elevation of elbows?
- Are the employees' hands or arms subjected to pressure from sharp edges on work surfaces?
- Are armrests and footrests provided where needed?
- Are cushioned floor mats provided for workers who are required to stand for long periods?

- Where chairs or stools are provided are they easily adjustable and suited to the task? Are all task requirements visible from comfortable positions?

## 6. ELECTRICAL AND POWERED EQUIPMENT

- Are electrical appliances such as computers, other office equipment, vending machines, extension cords, etc., grounded?
- Are multiple plug adapters prohibited?
- Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?
- Are flexible cords and cables free of splices or tape?
- Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?
- Is sufficient access working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?
- Are switches, receptacles, etc., provided with tight-fitting covers or plates?
- Is each motor disconnecting switch or circuit breaker located within sight of the motor control devices?
- Do circuit breakers clearly indicate whether they are in the "on" or "off" position?
- Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?
- Are all emergency stop buttons colored red?

## 7. SPECIAL ENVIRONMENTS

- Are all exposures from dust, fumes, etc., controlled?
- Is local ventilation good?
- Is personal protective equipment provided and used?
- Is the correct type of respirator being worn by personnel?
- Are all chemicals used in spray-painting operations correctly labeled?
- Are storage cabinets used to hold flammable liquids, labeled "FLAMMABLE - KEEP FIRE AWAY"?
- Are flammable liquids, such as gasoline, kept in a safety can?
- Is protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids?
- Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?
- Are all spilled materials or liquids cleaned up immediately?
- Do you have emergency eye wash and shower facilities within the work area where employees or students are exposed to injurious corrosive materials?

## 8. VENTILATION

- Is adequate ventilation assured before spray operations are started?
- Is mechanical ventilation provided when spraying operations are done in enclosed areas?
  - When mechanical ventilation is provided during spraying operations, is it so arranged that it will not circulate the contaminated air?
- Is spray booth completely ventilated before using the drying apparatus?
  - Do all drying spaces have adequate ventilation?

- Is the electric drying apparatus properly grounded?
- Are lighting fixtures for spray booths located outside of the booth and the interior lighted through sealed clear panels?
- Are electric motors for exhaust fans placed outside booths or ducts?
- Are belts and pulleys inside the booth fully enclosed?
- Do ducts have access doors to allow cleaning?
- Is the spray area free of hot surfaces?
- Is the spray area at least 20 feet from flames, sparks, operating electrical motors, and other ignition sources?
- Are portable lamps used to illuminate spray areas suitable for use in hazardous location?
- Is approved respiratory equipment provided and used when appropriate during spray conditions?
- Are spray-painting operations done in spray rooms or booths equipped with an appropriate exhaust system?

## 9. PERSONAL PROTECTIVE EQUIPMENT

- Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?
- Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions, or burns?
- Are protective gloves, aprons, shields, or other means provided against cuts, corrosive liquids, and chemicals?
- Is electrical protective equipment maintained in a safe and reliable condition?
- Are hard hats provided and worn where danger of falling objects exists?
- Is it required that eye protection helmets, hand shields, and goggles meet appropriate standards?
- Are employees and students exposed to the hazards created by welding, cutting, or brazing operations protected with personal protective equipment and clothing?

## 10. AIR EMISSIONS

- If carbon monoxide is present, due to forklifts, heaters, or idling vehicles, are signs posted warning of its presence?
- Are exhaust stacks and air intakes so located that contaminated air will not be re-circulated within the building?
- If welding creates hazardous air emissions, is the welding area appropriately marked to indicate this?

## 11. BATTERY

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

## 12. MACHINE GUARDING

- ° Is all machinery and equipment kept clean, properly adjusted and maintained? ° Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling, and waste removal?
- ° Is equipment and machinery securely placed and anchored, when necessary to prevent tipping or other movement that could result in personal injury?
- ° Are all moving chains and gears properly guarded?
- ° Are machinery guards secure and so arranged that they do not offer a hazard in their use?
- ° Are all pulleys and belts that are within 7 feet of the floor or working level properly guarded?
- ° Are saws used for ripping, equipped with anti-kickback devices and spreaders? ° Are radial arm saws so arranged that the cutting head will gently return to the back of the table when released?

### 13. PORTABLE (POWER OPERATED) TOOLS AND EQUIPMENT

- ° Are grinders, saws, and similar equipment provided with appropriate safety guards?
- ° Are power tools used with the correct shield, guard, or attachment recommended by the manufacturer?
- ° Are rotating or moving parts of equipment guarded to prevent physical contact?
- ° Are all cord-connected, electrically operated tools used by employees or students in good condition?
- ° Are appropriate safety glasses, face shields, etc. used while using hand tools or equipment which might produce flying materials or be subject to breakage?
- ° Are portable electrical tools and equipment grounded or of the double insulated type?
- ° Do extension cords being used have a grounding conductor?

### 14. LADDERS

- ° Are there any fixed ladders being used that require cages or walls?
- ° Are ladders used without safety feet?
- ° Are ladders free from sharp edges and splinters?
- ° Are step ladders over 20' in length in use?

### 15. MATERIAL HANDLING

- ° Are motorized vehicles and mechanized equipment inspected daily or prior to use?
- ° Are containers stored stacked, blocked, and limited in height so they are stable and secure?
- ° Forklift operating rules posted and enforced.
- ° Trucks and forklifts equipped with back up alarm.
- ° Only trained and authorized employees operate forklift.
- ° Forklift use does not create harmful concentration of dangerous gases or fumes.

### 16. EMERGENCY RESPONSE

- ° Is emergency information posted in every area where you store hazardous waste?
- ° Is the necessary emergency equipment available (fire extinguishers, spill control supplies, absorbents, MSDS)?

#### 17. HAZARDOUS CHEMICAL EXPOSURE

- Are all chemical containers marked with contents name and hazards?
- Do you have containers that you use to store waste temporarily (accumulate) before transport?
- Does each accumulation container meet the hazardous waste container requirements?
- Is each accumulation container marked with the words "Hazardous Waste"?
- Is each accumulation container marked with the date accumulation began?
- Is each container kept closed, except when adding or removing waste?
- Are areas where containers are stored inspected for leaks at least weekly?

#### 18. FLAMMABLE AND COMBUSTIBLE MATERIALS

- Are all solvent wastes and flammable liquids kept in fire-resistant, covered containers?
- Are combustible scrap, debris, and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the work site promptly?
- Is proper storage practiced to minimize the risk of fire, including spontaneous combustion?
- Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?
- Are all flammable liquids kept in closed containers when not in use (e.g. parts cleaning tanks, pans, etc.)?
- Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?
- Are safety cans used for dispensing flammable or combustible liquids at a point of use?
- Are all spills of flammable or combustible liquids cleaned up promptly?
- Are "NO SMOKING" rules enforced in areas involving storage and use of hazardous materials?

#### 19. BLOODBORNE PATHOGENS

- Is a container provided for "sharps" that is puncture resistant, properly labeled, and leak proof?
- If you have a refrigerator where blood or other infectious materials are kept, do you restrict the use to those type items (no food or drink permitted)?

#### 20. WELDING AND COMPRESSED GAS

- Are only authorized and trained personnel permitted to use welding, cutting, or brazing equipment?
- Are compressed gas cylinders regularly examined for obvious signs of defects, deep rusting, or leakage?
- Is care used in handling and storage of cylinders, safety valves, relief valves, etc., to prevent damage?
- Are precautions taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a standard torch?
- Are signs reading "DANGER NO SMOKING, MATCHES, OR OPEN LIGHTS" or the equivalent, posted?
- Are liquefied gases stored and shipped valve end up with valve covers in place? ◦ Before a regulator is removed, is the valve closed and gas released from the regulator?

- ° Is red used to identify the acetylene (and other fuel-gas) hose, green for oxygen hose, and black for inert gas and air hose?
- ° Are pressure-reducing regulators used only for the gas and pressures for which they are intended?
- ° Are only approved apparatus (torches, regulators, pressure-reducing valves, acetylene generators, manifolds) used?
- ° Are the cylinders kept away from elevators, stairs, or gangways?
- ° Is it prohibited to use cylinders as rollers or supports?
- ° Are empty cylinders appropriately marked and their valves closed?
- ° Is a check made for adequate ventilation in and where welding or cutting is performed?
- ° Are compressed gas cylinders stored in areas away from heat sources?
- ° Are cylinders stored in a manner to prevent them creating a hazard by tipping, falling, or rolling?
- ° Is liquefied petroleum gas stored, handled, and used in accordance with safe practices and standards?

## E. GENERAL SAFETY RULES

These safety rules are for the protection of all Savannah Technical College students and employees. They are generic in nature but valid in application.

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

### 1. GENERAL SAFETY RULES

- ° Do not wear loose clothing or jewelry around moving machinery.
- ° Wear the right kind of shoes. High heels, slippers, thongs or open-toed sandals are not safe. Wear suitable closed-toe work shoes in the work place.
- ° Work areas have many machines that are extremely dangerous if not used properly. Machines have guards and safety switches that are there for your protection. Do not remove guards. If there is something wrong with a machine, report it and get it fixed. Do not try to fix it yourself.
- ° Wear safety glasses or a face shield when you do any job that produces chips or sparks that could injure your eyes, such as welding or grinding.
- ° Never RUN. Always walk. Use the aisles and walkways and watch for operating equipment. Do not take shortcuts through dangerous places.
- ° Wear hearing protection in high-noise areas.
- ° Smoking is not permitted in any of the college buildings.
- ° Safety signs are posted to remind you about hazards. Be sure that you read them and understand their meaning. If you do not understand, ask your supervisor.
- ° Only authorized workers may operate the forklifts. Do not ride on the forks; they are not meant to carry passengers.
- ° Alcohol and drugs are not allowed. Do not come to work under the influence or use them at work. Failure to comply with this rule can result in immediate discharge.
- ° You should eat only in the places provided for that activity.

- ° Report every accident. If you become ill or injure yourself at work, report it to your supervisor immediately.
- ° Unless you are an electrician, do not tamper with electrical circuits or switches.
- ° Horseplay, throwing things and fighting at work can cause injury to yourself or others.
- ° Never stand or walk under an elevated crane or hoisted load.
- ° Use compressed air only on the job for which it is intended. Do not clean your clothes with it.
- ° Before you use a ladder, check to see that it has good safety feet and is free from cracks, broken rungs and other defects. Have another worker hold the bottom of the ladder if there is a danger of slipping.
- ° Do not attempt to lift or push objects that may be too heavy for you. Ask for help when you need it. Learn to lift the correct way by bending your knees.
- ° Keep our workstation clean and neat. Put all rubbish and scraps in the containers provided. Keep the floors clean and wipe up any spills.
- ° Make safety part of your job every day. Report any unsafe condition or hazard to your supervisor immediately.

## 2. OFFICE SAFETY

- ° Falls are the most common office injury - pay attention to slip, trip and fall hazards.
- ° Pick up, or clean up, anything dropped on the floor.
- ° Keep cords and wires out of the walkways.
- ° When using stairs, hold on to the handrails.
- ° When it is necessary to access high shelves, use a ladder or step stool. Do not stand on chairs or boxes.
- ° Do not overload electrical circuits with double or triple plugs. If there is a need for more electrical service, an electrician should add a circuit and outlets.
- ° Ensure that everyone is familiar with emergency procedures and rules for evacuation.
- ° Do not attempt to operate or make repairs to office equipment unless you have been trained to do so.
- ° Report any frayed or damaged electrical cords.
- ° When lifting anything heavy or awkward, ask for help or use appropriate carts or hand trucks.
- ° Use chemicals carefully and be sure to read the labels. Hazardous chemicals that may be found in our workplace include cleaning fluids, photocopier inks and rubber cement.

## 3. FORKLIFTS

- ° Forklift drivers should read and understand the posted operation rules. If you do not understand the rules, ask your supervisor.
- ° Stunt driving and horseplay are prohibited.
- ° No passengers are allowed on forklifts.
- ° Do not pass the forks, attachments or loads over anyone's head or allow anyone to get beneath them.
- ° Do not use a forklift to elevate a person unless it is equipped with a personnel cage.
- ° Retraining is required annually.

#### 4. WAREHOUSE OPERATIONS

- Only use box cutters that have blade covers; razor blades and knives are not to be used for slitting cartons.
- Do not climb on racks; use the ladders provided.
- Aisles are to be kept clear; do not stack materials in front of electrical panel boxes, fire equipment or exits.

#### 5. HAND TOOLS AND EQUIPMENT

- Inspect tools for defects before you use them.
- Never use defective chisels, sledge hammers, punches, wrenches or other tools. Flying chips from tools with mushroomed or split heads can cause injuries. Exchange or see that defective tools are repaired.
- Keep cutting edges sharp so the tool will move smoothly without binding or skipping.
- Store tools in dry, secure locations where they cannot be tampered with.
- Use safety glasses or a face shield while using hand tools or equipment which might produce flying materials.

#### 6. PORTABLE TOOLS AND EQUIPMENT

- Ensure that grinders, saws and similar equipment are equipped with the appropriate safety guards and shields.
- All cord-connected electrical tools and equipment must be effectively grounded or be of the approved double-insulated type.
- Rotating and moving parts of equipment such as belts, pulleys, chains and sprockets should be guarded to prevent physical contact.
- All pneumatic and hydraulic hoses on power-operated tools should be checked regularly for deterioration or damage.

#### 7. MACHINE OPERATIONS

- Shut down machinery before cleaning, adjusting, un-jamming or repairing. Lock out the power source to prevent accidental movement. Use lock-out/tag-out procedures.
- Do not attempt to use any machinery or equipment until you have been trained in the safe operating procedures.
- Never oil machines while they are in motion except when there is an oiling port located away from the moving parts.
- Never use your fingers to remove chips from machines. Use a brush or hook.
- Ensure that the power shut-off switch is visible and within reach of the operator's position at each machine and that emergency stop buttons are colored red.
- Be sure that foot-operated switches are guarded or arranged to prevent accidental actuation by falling objects.
- All nip point (belts, pulleys, moving chains and gears) within seven feet of the floor or working level should be properly enclosed.

#### 8. FLAMMABLE AND COMBUSTIBLE MATERIALS

- Oily rags and combustible scrap should be stored in covered metal receptacles.
- All flammable liquids must be kept in closed containers when not in use.

- ° Utilize grounding and bonding techniques when transferring gasoline from one container to another.
- ° Portable gasoline containers must be of an approved "safety can" design.
- ° Smoking is not permitted inside Savannah Technical College facilities.
- ° Establish safety precautions where open flames are in use.
- ° Become familiar with the type, use and location of fire extinguishers in the facility.



# APPENDIX “C” REUNIFICATION PLAN



## REUNIFICATION PROTOCOL

In certain major school crisis incidents, it will be necessary to evacuate students and employees. This action often results in blockage of streets in all directions near the school and large numbers of people wandering around the campus in a state of panic. In a number of school crisis situations around the nation, the efforts of school officials and public safety responders to deal with the crisis situation have been severely hampered by these individuals and their vehicles. The most effective way to prevent this chaos is to make significant efforts to redirect those concerned parties to a site that is remote from the school and to evacuate students and school employees to that site. That site is designated as a Reunification Site.

The Savannah Technical College Reunification Plan Protocol utilizes one designated site with several designated backup sites. The location of these sites will not be publicly pre-announced for security reasons and because backup sites will be used at certain times of the year when the primary site is not suitable. During a crisis, the President or College Chief of Police will make a determination as to whether a full evacuation to the Reunification site is appropriate within the first five to fifteen minutes of the crisis. If full evacuation is required, officials of the college will communicate this decision and the site location to the incident scene commander and to the local media.

The Reunification Site Protocol shall be used under the following conditions:

- Whenever a student is shot on school property.
- Whenever any other person is shot on or near school property and the situation indicates that danger is still present that would require evacuation.
- Whenever any other person is shot on or near school property and the situation indicates that a mass panic response from the community is likely.
- An explosive device detonates on school property.
- A functional explosive device is found on school property.
- A hostage situation takes place on the campus.
- A situation involving a barricaded subject armed with explosives or firearms takes place on the campus.
- A severe weather crisis occurs which requires removal of personnel to a safe remote location.
- A weapon of mass destruction or hazardous materials incident occurs on or near the campus and public safety responders determine that mass evacuation to a remote location is required.
- Whenever the facility or grounds are rendered unsafe and evacuation to a remote site needed.



# APPENDIX “D” INCIDENT INVESTIGATION



## Incident Investigation

All incidents potentially affecting the health and/or safety of any student, faculty, staff, or visitor at STC will be immediately reported to the College Chief of Police or his designee and to the Dean of Instruction during the evening.

If the incident involves injuries, Campus Police will immediately be called.

Incidents involving a violation of the law will immediately be reported to the Savannah Technical College Police Department.

These incidents will be reported to the College President. Upon completion of the investigation, The College Chief of Police will report to the President of the College the cause of the incident and make recommendations to reduce the possibility of similar future incidents.

This protocol will be followed for all campuses and instructional sites of STC.

The College Chief of Police will record all reported incidents and maintain files on those incidents.

### Biohazard and Hazardous Materials Investigations

All incidents involving biohazard or hazardous material will immediately be reported to the College Chief of Police and the Director of Facilities.

# APPENDIX “E” SHELTER-IN-PLACE



# Shelter-in-Place

When there is a threat of criminal violence or an emergency, it may be necessary for you to shelter-in-place. This precaution is to enhance your safety while you remain in your facility. Shelter-in-place means securing your current location by the use of locks, barricades, or means to restrict access to your location. When confronted with an active shooter or other life-threatening situation, remember the word "OUT!"

## Get Out!

- If you hear gunshots or are otherwise alerted to a life-threatening situation, determine if you can safely evacuate the facility.
- If it is possible to do so, leave the facility by the closest exit.
- Be prepared to respond to the commands of arriving law enforcement officers.  
Remember that responding law enforcement officers will not be able to tell the "bad guys" from the "good guys." Therefore, be prepared to respond to commands such as "show your hands" or "get on the ground."
- Understand that law enforcement officers have been trained to respond to active shooters and other emergencies in a particular way. Do not argue with or ignore the commands from law enforcement officers. These officers issue these commands for their protection and the protection of others.
- Remember that active shooters and other life-threatening incidents are rapidly evolving, fluid events. Public safety and College officials must often make split-second decisions in how they respond to events.
- Go to a predetermined assembly point when you evacuate. This allows for the accountability for all individuals in classrooms or offices.
- Do not re-enter a facility until allowed by a law enforcement officer or College official.

## Call Out!

- Regardless of whether you evacuate or shelter-in-place, call for help.
- Call the College's Police emergency number at **912-443-5200**.
- Be prepared to stay on the telephone line and give your location, a description of the events and their location, and what you see or hear. Also, give your name and telephone number.

### **Hide Out!**

- If you cannot safely evacuate an area, then you should shelter-in-place.
- Stay low to the ground and conceal yourself behind desks or other objects. Understand that concealment is not cover and that bullets may penetrate walls, desks, and other objects.
- Cover windows so a shooter cannot see into a room.
- Turn out the lights so that people and objects in the room are not illuminated.
- Unless you are calling for help, turn off your cellular telephone and other noise-emitting objects that can reveal your location.



### **Keep Out!**

- Secure your room by locking the door.
- If you cannot lock the door, barricade access by placing a large desk or other object that restricts access to your location. If necessary, stack furniture against the door.
- If necessary, two or more people can hold a table or desk against a door to prevent entry.
- Keep the room secured until law enforcement officers arrive to evacuate you.

### **Take Out!**

- Do not be passive regarding your safety. If a shooter enters your area, be prepared to take him or her out!
- Remember that the only thing a shooter cares about is shooting people.

- Be prepared to move to action. While a shooting event is terrifying, do not let panic and fear control you. One person moving to action can motivate others.
- Do not accept that you are a victim. Do something to facilitate your survival.
- Use books, chairs, and other objects that can be thrown or used to distract or incapacitate a shooter.
- Yell, scream, kick, and punch at the shooter. A shooter may not be prepared for someone fighting back and these actions can take him or her by surprise.
- Work with others in the room to "gang tackle" a shooter and hold him or her until help arrives.

#### **Other Considerations:**

- Check for text messages, or monitor the online news center (Sharepoint Landing Page).
- If you are outside, take cover until it is safe to enter a facility.
- During an emergency, access to certain areas of campus may be restricted. Do not intentionally go to a part of campus where an emergency is occurring. Be aware that some roads may be closed. Wait until you are notified that it is clear to enter the affected area.
- Unless you are calling for help, do not use your cellular telephone. Responding public safety officials may need to use the cellular telephone for emergency communications. Too many callers can overwhelm the cellular telephone tower and prevent emergency communications.

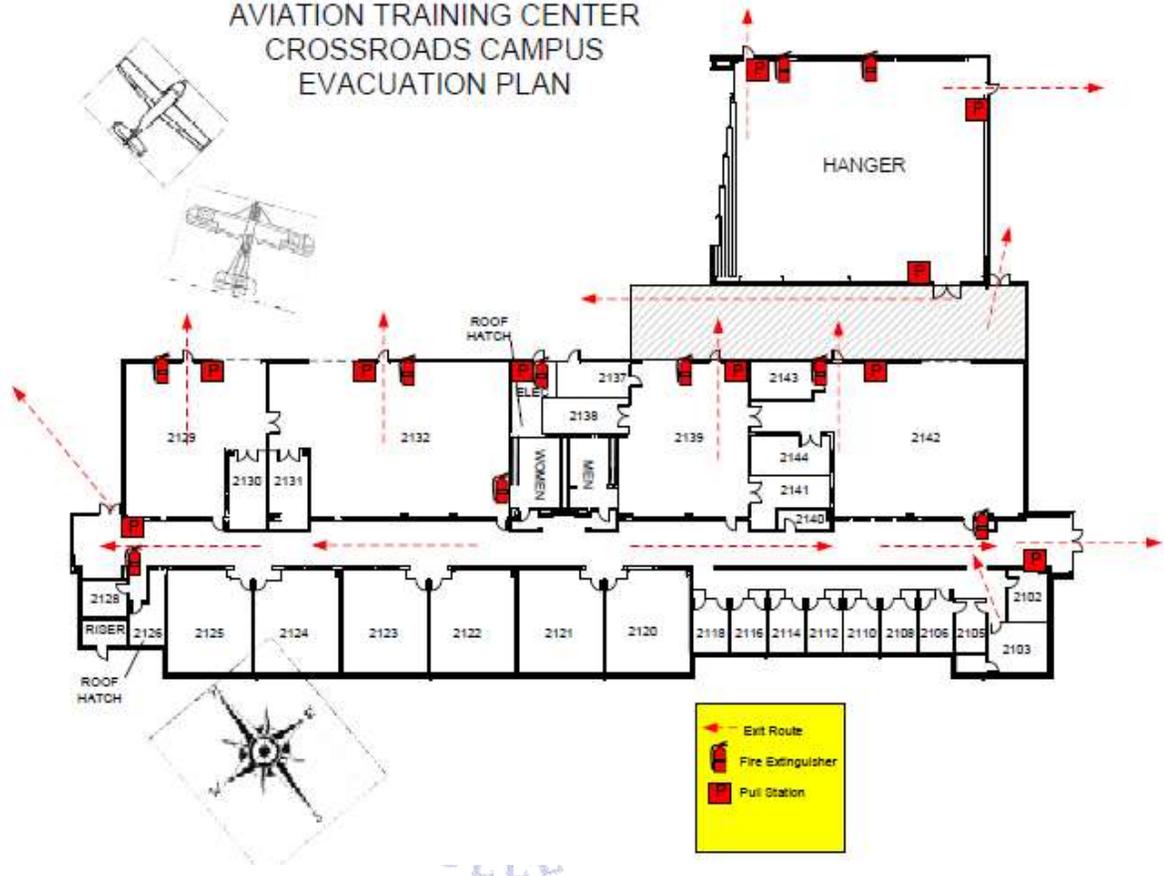
# Savannah Technical College Crossroads Campus Life Safety



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# AVIATION TRAINING CENTER CROSSROADS CAMPUS EVACUATION PLAN

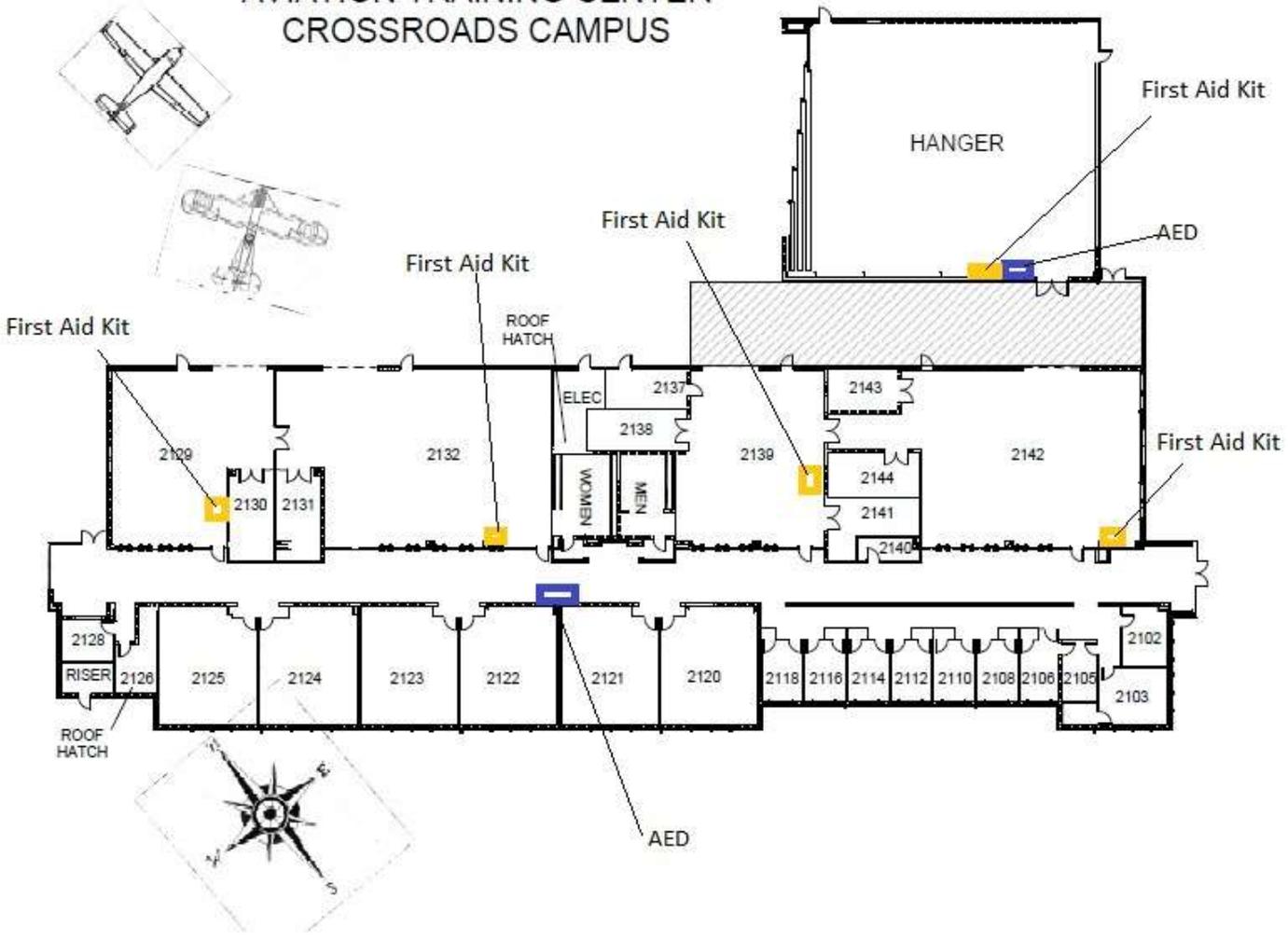


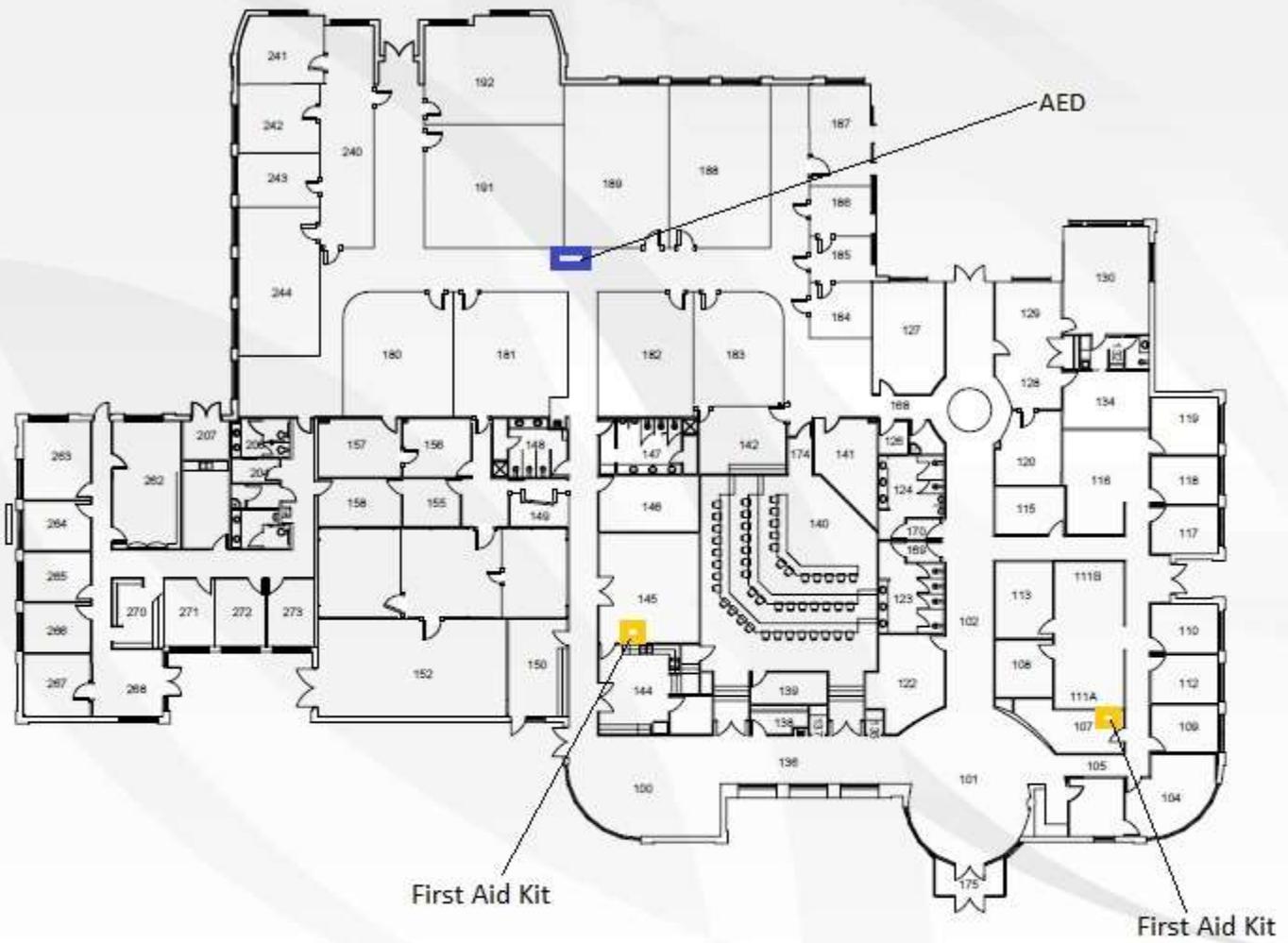
# Savannah Technical College Crossroads Campus

## AED and First Aid Kit locations



# AVIATION TRAINING CENTER CROSSROADS CAMPUS





## Crossroads Campus