

# Public Safety

## Medical Emergency Procedures

First aid kits, safety equipment, and staff trained in first aid are available on campus. In the event of injury or other medical emergency, the nearest instructor or first aid monitor should be notified. Professional emergency care, if needed, will be secured by an administrator. In case of serious accident or illness, the College will refer the student to the nearest hospital, or hospital of student's choice, for emergency care and will notify the person specified by the student as an emergency contact. It is to be understood that the student or his/her family will be responsible for the cost of the emergency care, including ambulance services.

To ensure the safety of CGTC employees and students, CGTC has implemented an Exposure Control Plan which addresses occupational exposure to blood and airborne pathogens. The plan includes prevention, protection, training, documentation, and follow-up of critical incidents as applied to occupational areas of study. Students must comply with all prescribed procedures and safety measures as outlined within individual program requirements.

## Safety

The health and safety of each student and employee of the College is a prime consideration at CGTC. Safety instruction and practices are an integral part of each program. Students are expected to follow departmental safety regulations at all times. Students are not to use any equipment except under the supervision of the instructor. Students are not permitted in classrooms or labs if supervision is not available. Proper conduct is expected at all times.

The Emergency Guide is posted throughout the College and must be followed. All accidents must be reported. No matter how minor an accident appears, the instructor must be notified of the accident/injury so that proper procedures may be implemented.

All students shall assist in maintaining safe working conditions by notifying the instructor of any dangerous condition, faulty equipment or tools, or any unsafe practices being conducted. Violation of safety regulations will result in immediate disciplinary action. In cooperation with the court system of Georgia and section 42 U.S.C. §14071(j) of the Official Code of Georgia Annotated, CGTC students may obtain information concerning registered sex offenders by contacting the local police department or by searching the Georgia Bureau of Investigation's website <http://gbi.georgia.gov/georgia-sex-offender-registry>.

## Traffic Regulations

### **PARKING FOR ALL STUDENTS IS CLEARLY DESIGNATED AS STUDENT PARKING IN THE CAMPUS PARKING AREAS.**

Each student enrolled in CGTC is required to display a parking permit on his/her car's rear view mirror. One permit is presented without charge from the Business Office and must be displayed on each vehicle parked on campus. Additional permits are \$5.00 each. Cars must be parked uniformly facing each other to allow security personnel to readily view parking permits. Students are to park in designated Student Parking zones at all times. The speed limit on campus is posted.

Security personnel are authorized to ticket vehicles and/or to have them removed at the owner's expense. Any time a student receives a ticket for a traffic violation, a fine will be imposed. Fines must be paid within three days of violation.

Students who do not pay fines within three days or who receive three traffic violations during any one academic year may be subject to disciplinary action. The College will not certify attendance, enrollment, or grades until the fine is paid. Live work projects being performed on vehicles parked in areas other than student parking must have a work order form displayed in the front windshield of the vehicle or the vehicle will be ticketed.

**NOTE: Handicapped parking areas are designated with a wheelchair emblem. Parking in these areas is authorized by approved handicapped license plates or permits.**

## Jeanne Clery Disclosure Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to it.

This information can be freely accessed through the Central Georgia Technical College website and accessing the [Public Safety link](#). The daily crime bulletin with the latest crimes reported to the CGTC Police can be accessed as well as the last report submitted to the U. S. Department of Education. This information will also be provided, free of charge, to anyone requesting a copy of the reports through the [Department of Public Safety](#).

## Emergency Procedures

### Fire

The fire alarm and strobe lights will be activated in case of fire or fire drill. Students and all College personnel should evacuate the building according to evacuation procedures posted in each area. Students should wait at the designated place until given the signal to return to the building. Both the need to evacuate the building and the fact that it is safe to return will also be transmitted over the School Messenger alert system.

### Bomb Threat

If a bomb threat is received, members of the administrative staff will notify each classroom of the need to evacuate the building using the posted evacuation procedure. When the building has been declared safe, three short rings of the bell will let students and personnel know that they may return to the building. The fact that it is safe to return to the building will also be transmitted over the School Messenger alert system.

### **Tornado**

Tornado evacuation routes to shelters are posted in each area. In case of a tornado or tornado drill, the instructors will be notified of the need to evacuate the classes and the need to report to the shelter areas. The need to evacuate to the shelter areas will also be transmitted over the School Messenger alert system. When the danger has passed, three short rings of the bell will signal the return to class, or an announcement of alternate plans will be made. In case of power failure, a member of the administrative staff will notify the instructor of proper procedures.

### **Emergency School Closing**

If it is necessary for the College to be closed due to inclement weather or other emergencies, local radio and television stations will be notified. Notification will also be sent to all students and faculty through the School Messenger alert system. If a closure is required during the class day, it will be announced through the instructors and the School Messenger alert system. Any student who finds it necessary to leave school before the official dismissal must follow regular sign-out procedures.