

## **WGTC 3.17**

### **Emergency Preparedness**

The President or designee may decide to close the school if severe weather conditions exist. West Georgia Technical College personnel should tune in to local radio stations or to Atlanta's local affiliate stations (e.g., ABC, CBS, FOX, NBC) and to the Columbus affiliates WTVM Channel 9 (ABC) and WRBL Channel 3 (CBS) for closing announcements.

Emergency closing announcements will be made as early in the day as is feasible. Local radio and television stations will be called. One of the following announcements will be made:

**School closed** - School is closed to all personnel

**School closed/faculty and staff report** - School is closed to students, adjunct faculty need not report

**School will be open at a certain time** - Any classes meeting at the designated opening hour or later will meet as scheduled

### **Severe Weather**

Each classroom has a posted evacuation plan showing exit routes from the classroom in the event of fire or tornado.

### **Tornado Watch/Warning**

If the National Weather Service spots a tornado in our area, the Campus Safety Team or designee will notify all faculty and staff by email or some other means of communication. Each classroom contains posted instructions on where to go in case of threatening weather conditions. Instructors are responsible for becoming familiar with these posted instructions and providing guidance for students in the event of a weather warning. The warning will remain in effect until College personnel are notified by the Campus Safety Team or designee that it is safe to resume a normal schedule.

## Fire

The West Georgia Technical college campus has fire alarms in each building. Evacuation plans for fire (or other) emergencies are posted in each classroom. Instructors should become familiar with the evacuation plan posted in each room and provide exit instructions to students in the event of a fire. Upon sounding of the alarm, all students, faculty, and staff are to evacuate the buildings immediately.

Periodically, West Georgia Technical College will conduct severe weather warning and fire drills. Full- and part-time faculty and staff should become familiar with weather/fire emergency procedures as posted in each room and provide instructions to students or visitors in the event of a weather/fire drill. Both instructors and students are expected to participate in these drills in preparation for any actual threatening situations that may occur.

Reference: State Board Policy 3.3.7.  
<https://tcsg.atlassian.net/wiki/spaces/policymanual/overview>

Policy Source: West Georgia Technical College	Policy Manager: Chief of Police	Effective: 3/2009
Division: Campus Police	Reviewed: 7/2021  Revised: 7/2021	