



TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY  
— NORTHWEST —

POLICIES  
AND  
PROCEDURES  
MANUAL

340 Washington Street  
Newbern, TN 38059

A Tennessee Board of Regents Institution

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I. Emergency Telephone Numbers

- A. Dyer County Sheriff (731) 285-2802
- Obion County Sheriff (731) 885-5832
- Crockett County Sheriff (731) 696-2104
- Newbern Fire Department (731) 627-2266
- Newbern Police Department (731) 627-3221
- Newbern Police Dispatch (731) 627-2571
- Ambulance (731) 285-2222
- Poison Control 1-800-222-1222

B. Tennessee Board of Regents

- 1. Central Office ..... (615) 366-4400

C. State of Tennessee

- 1. Division of Water Control Central Office  
Nashville ..... (615) 741-2275
- 2. Highway Patrol Tennessee .... (901) 543-6256 or 1 (800) 736-9932
- 3. Tennessee Occupational Safety and Health  
Nashville ..... (615) 741-2793
- 4. Southern Poison Control  
Center..... (800)-222-1222
- 5. Tennessee Emergency Management Association Lauderdale County  
(731) 635-3243
- 6. National Weather Service (Memphis, TN).....(901) 544-0399
- 7. Dyer County Department of Public Health..... (731) 285-7311
- 8. Obion County Department of Health .....(731) 885-8722
- 9. Crockett County Department of Health.....(731) 696-2505

B. Tennessee National Guard

If a determination is made that the Tennessee National Guard is needed on campus during the recovery, the President will initiate their arrival by requesting the Chancellor to ask The Governor of Tennessee for the National Guard to be deployed to institution's campus or campuses.

## C. Building Contact Telephone Numbers

TCAT Northwest President (731) 410-7781  
Office(s) of President (731) 201-1902  
Lead Student Services Coordinator (731) 313-7199  
Nursing Faculty (731) 467-5339  
Information Technology (731) 410-7944

## D. Local Utility Company Telephone Numbers A.

### A. Gas Service

Local gas companies have the responsibility of turning off main gas lines. During an emergency, these gas lines will be closed off as quickly as possible, when necessary, to prevent fire. Disruption of service could be complicated by broken or damaged gas lines, in which case reinstating service would take longer.

Newbern Campus - Gas Service 731-627-3221  
Bell Service Center – Gas Service 731-663-2350  
Union City Service Center – Gas Service 731-885-0354

### B. Water Service

Local utility departments have the responsibility of turning off main water valves to the campus. Any campus swimming pools or ponds can be used as reserve water sources. It is not advisable to use these water sources for drinking water purposes because of the accumulation of salts and acids in pool water and unknown contaminants in the pond; however, these water sources can be used for bathing, firefighting or sanitary needs.

Newbern Campus 731-627-3221  
Bell Service Center 731-663-2350  
Union City Service Center 731-885-0354

### C. Electricity (731) 635-2323

During a power outage there are emergency lights located strategically throughout the campus buildings. These battery-operated lights should operate a minimum of two hours before beginning to lose power.

Local utility departments have line (underground and/or above ground lines) running through the campus.

Newbern Campus (731) 627-3221  
Bell Service Center (731) 436-0012  
Union City Service Center (731) 885-9212

### D. Sewer/Waste Removal

Newbern Campus (731) 635-1212  
Bell Service Center (731) 436-0012  
Union City Service Center (731) 885-9212

## Ripley Branch Campus

### I. Emergency Telephone Numbers

- A. Lauderdale County Sheriff (731) 635- 1311
  - Ripley Fire Department (731) 635-2284
  - Ripley Police Dispatch (731) 635-4797
  - Ripley Police (731) 635-1515
  - Ambulance (731) 635-5989
  - Animal control (731) 836-7387
  - Poison Control 1-800-222-1222

#### B. Tennessee Board of Regents

- 1. Central Office ..... (615) 366-4400

#### C. State of Tennessee

- 1. Division of Water Control Central Office
  - Nashville..... (615) 741-2275
- 2. Highway Patrol Tennessee ... (901) 543-6256 or 1 (800) 736-9932
- 3. Tennessee Occupational Safety and Health
  - Nashville..... (615) 741-2793
- 4. Southern Poison Control
  - Center..... (800)-222-1222
- 5. Tennessee Emergency Management Association Lauderdale County
  - (731) 635-3243
- 6. National Weather Service (Memphis, TN Office).....(901) 544-0399
- 7. Lauderdale County Department of Public Health.....
  - (731) 635-4661

### II. Tennessee National Guard

If a determination is made that the Tennessee National Guard is needed on campus during the recovery, the President will initiate their arrival by requesting the Chancellor to ask The Governor of Tennessee for the National Guard to be deployed to institution's campus or campuses.

### III. Building Contact Telephone Numbers

- TCAT Ripley President (731) 635-3368
- Office(s) of President (731) 635-3368

Financial Aid Administrator (731) 635-3368

Nursing Faculty (731) 635-3368

Information Technology (731) 635-3368

#### IV. Local Utility Company Telephone Numbers

##### A. Gas Service (731) 635-1212

Ripley Gas has the responsibility of turning off main gas lines. During an emergency, these gas lines will be closed off as quickly as possible, when necessary, to prevent fire. Disruption of service could be complicated by broken or damaged gas lines, in which case reinstating service would take longer.

##### B. Water Service (731) 635-1212

Ripley Water has the responsibility of turning off main water valves to the campus. Any campus swimming pools or ponds can be used as reserve water sources. It is not advisable to use these water sources for drinking water purposes because of the accumulation of salts and acids in pool water and unknown contaminants in the pond; however, these water sources can be used for bathing, firefighting or sanitary needs.

##### C. Electricity (731) 635-2323

During a power outage there are emergency lights located strategically throughout the campus buildings. These battery-operated lights should operate a minimum of two hours before beginning to lose power.

Ripley Power & Light has line (underground and/or above ground lines) running through the campus.

##### D. Sewer/Waste Removal (731) 635-1212

## Covington Branch Campus

### I. Emergency Telephone Numbers

- A. Tipton County Sheriff (901) 475- 3300
- Covington Fire Department (901) 476-2578
- Covington Police Dispatch (901) 475-4300
- Covington Police (901) 476-0243
- Ambulance (901) 476-9377
- Animal control (901) 476-0229
- Poison Control 1-800-222-1222

### B. Tennessee Board of Regents

- 1. Central Office ..... (615) 366-4400

### C. State of Tennessee

- 1. Division of Water Control Central Office  
Nashville..... (615) 741-2275
- 2. Highway Patrol Tennessee ... (901) 543-6256 or 1 (800) 736-9932
- 3. Tennessee Occupational Safety and Health  
Nashville..... (615) 741-2793
- 4. Southern Poison Control  
Center..... (800)-222-1222
- 5. Tennessee Emergency Management Association Tipton County (901)-476-0222 or (901) 490-1833
- 6. National Weather Service (Memphis, TN Office).....(901) 544-0399
- 7. Tipton County Department of Public Health..... (901) 476-0235

### II. Tennessee National Guard

If a determination is made that the Tennessee National Guard is needed on campus during the recovery, the President will initiate their arrival by requesting the Chancellor to ask The Governor of Tennessee for the National Guard to be deployed to institution's campus or campuses.

### III. Building Contact Telephone Numbers

TCAT Covington President (901) 475-2526

Office(s) of the President (901) 475-2526

Student Services Coordinator (901) 475-2526

Nursing Faculty (901) 475-2526

Information Technology (901) 475-2526

### IV. Local Utility Company Telephone Numbers

#### A. Gas Service (901) 476-7163

Covington Gas has the responsibility of turning off main gas lines. During an emergency, these gas lines will be closed off as quickly as possible, when necessary, to prevent fire. Disruption of service could be complicated by broken or damaged gas lines, in which case reinstating service would take longer.

#### B. Water Service (901) 476-9531

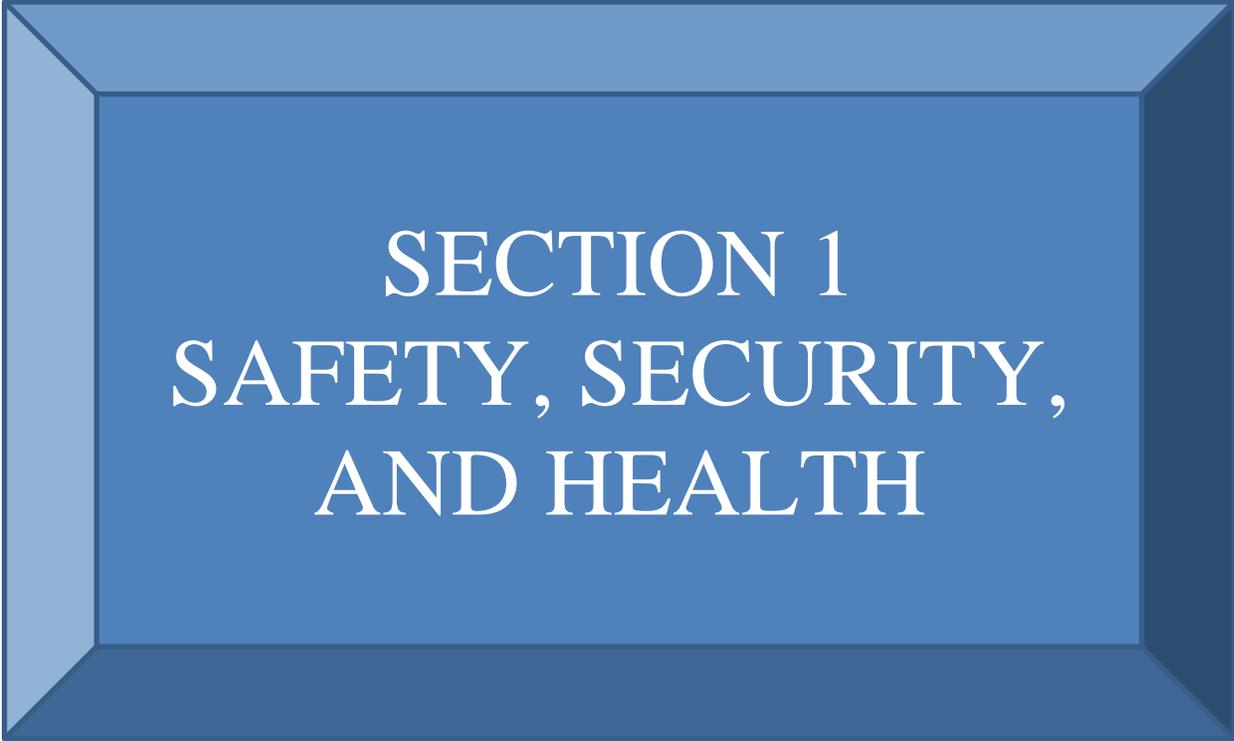
Covington Water has the responsibility of turning off main water valves to the campus. Any campus swimming pools or ponds can be used as reserve water sources. It is not advisable to use these water sources for drinking water purposes because of the accumulation of salts and acids in pool water and unknown contaminants in the pond; however, these water sources can be used for bathing, firefighting or sanitary needs.

#### C. Electricity (901)-476-7104

During a power outage there are emergency lights located strategically throughout the campus buildings. These battery-operated lights should operate a minimum of two hours before beginning to lose power.

Covington Electric System has (underground and/or above ground lines) running through the campus.

#### D. Sewer/Waste Removal (901)-476-9531



SECTION 1  
SAFETY, SECURITY,  
AND HEALTH

# **SAFETY, SECURITY, AND HEALTH PLAN**

## **I. Purpose**

To develop a procedure that will ensure college safety, security, and health. Procedures are developed and revised as needed, kept up to date, and understood by all who have a need to know. (See TBR Guidelines B-100).

## **II. Scope**

This policy and procedure manual applies to all TCAT Northwest associates.

## **III. Policy**

The TCAT Northwest shall endeavor to develop, maintain, and execute policies and procedures as related to safety, security, and health consistent with all requirements put forth by applicable State, Federal, and accreditation agencies.

## **IV. Procedure**

- A. The Designee shall approve all applicable policies and procedures related to safety, security, and health consistent with local, state, and federal regulations, as well as accreditation agencies.
- B. The Designee shall keep a master policy and procedure manual for the facility.
- C. The Designee shall maintain a distribution list of all designated persons to be issued copies of the local policy and procedure manual.
- D. The Designee shall distribute to all designated persons copies of new or revised policies and procedures.
- E. The President shall designate a minimum of one staff meeting per year in which all policies and procedures of safety, security, and health shall be reviewed for understanding or update inputs. Discussions held in such meetings shall become a part of the minutes and filed for college purposes.

## V. Responsibilities / Duties

### A. President

- 1) Activate the Emergency Response Plan and designate an on-scene commander.
- 2) Responsible for the overall operation and management of the Emergency Response Plan.
- 3) Notify the Tennessee Board of Regents System Office and other state, local, and federal offices as necessary.
- 4) Contact for National Guard support will be obtained via a request to the Governor through the Chancellor.
- 5) Maintain contacts with TBR Central Office, city, county, state and federal officials.
- 6) Prepare press releases for approval by the President or TBR Central Office.
- 7) Maintain liaison with news media sources.
- 8) Be the primary liaison with the local law enforcement department / local emergency management office.
- 9) De-activate the plan when appropriate.

### B. Designee

- 1) Decide if classes will be suspended or canceled.
- 2) Coordinate the relocation of classes.
- 3) Ensure the integrity of academic records to the greatest extent possible.
- 4) Facilitate support of employees, and families of employees, who are casualties as a result of the emergency.
- 5) Coordinate donations.

- 6) Maintain a log of external resources used (e.g., local law enforcement, TEMA, Red Cross etc.).
- 7) Other duties as assigned by the President.

#### C. Vice President

- 1) Coordinate all activities related to shelters, evacuation locations, and other matters regarding institutional community members' safety and well-being.
- 2) Coordinate activities related to providing food services to the institutional community.
- 3) Coordinate the use of the Nursing Department personnel.
- 4) Coordinate psychological referrals to trauma victims.
- 5) Coordinate use of school cast system to update inquiries concerning the institutional community.
- 6) Other duties as assigned by the President.
- 7) Manage the establishment of an information system in a central location in conjunction with Information Technology and Public Relations to deal with inquiries regarding the well-being of the members of the institutional community.

#### D. Local Law Enforcement/EMT/First Responder

- 1) Make recommendations concerning areas requiring evacuations and initiate evacuations, as necessary.
- 2) Provide technical assistance pertaining to chemical, biological, and physical hazards.
- 3) Take immediate action to care for injured persons.
- 4) Take immediate action to reduce the threat of potential casualties and property damage.
- 5) Provide security of emergency area, evacuation routes, and ingress routes.

- 6) Survey emergency area for damages and injuries in order to request additional internal and external support as required.
- 7) Establish a command post.
- 8) Control criminal activity.
- 9) Provide personnel to assist in traffic control.
- 10) Maintain communications with the President or designee.

E. Nursing Faculty (onsite-when available)

- 1) Take immediate action to care for injured persons in conjunction with law enforcement.
- 2) Establish triage area for minor injuries.
- 3) Coordinate with off-campus medical personnel to staff major triage areas.
- 4) Transport medical supplies (as available) to the triage areas, if injured persons are not taken immediately to the local hospital.

F. Information Technology

- 1) Maintain communications and coordination with off-campus service providers.

VI. General

- A. Each employee shall be responsible for compliance with all published policies and procedures.
- B. Each policy and procedures manual holder shall be responsible for filing documents as distributed. Upon filing, policies and procedures are to be reviewed for understanding and compliance.
- C. Each policy and procedure manual holder shall be responsible for communicating all new or updated information to subordinates or students as applicable.
- D. Each instructor will ascertain their students understanding of applicable policies and procedures of safety, security, and health and ensure compliance as necessary.

# **BOMB THREAT PROCEDURE**

## **I. Purpose**

To develop a procedure whereby a bomb threat made against the school can be handled in such a manner as to ensure the safety of all personnel. (See TBR Guidelines B-100)

## **II. Scope**

This policy/procedure applies to all TCAT Northwest personnel.

## **III. General Bomb Threat Procedure**

The President or designee shall notify the local police department of the call, the action being taken and any applicable information gained from the caller.

Evacuation of the building shall take place according to the published building evacuation procedure.

### **A. Any individual receiving a bomb threat call should do the following:**

- 1) Remain calm and keep the caller on the line as long as possible. Ask the Caller to repeat the message and record every word.
- 2) If the Caller does not indicate the location of the bomb or the time of detonation, ask for this information.
- 3) Advise the Caller that the building is occupied and detonation could result in death or serious injury to innocent people.
- 4) Pay particular attention to background noises, such as motors running, music, or any other noises which may indicate the location from which the call is being made.
- 5) Listen closely to the voice to determine voice quality, accents, speech impediments, sex, or unusual characteristics, and complete threat data form.
- 6) If the Caller can be kept talking, ask specific questions as indicated on the attached Bomb Threat Report.

- 7) It is desirable, but not always practicable, to have more than one person listen in on the bomb threat call.
- 8) Immediately notify the local law enforcement.

#### B. Campus Personnel

- 1) A bomb threat report will be supplied to the President and local law enforcement.
- 2) The person receiving the threat will attempt to:
  - a) Obtain all the information requested on the report.
  - b) Document all information the caller is willing to give.
  - c) Listen and document any background noises, which might be of assistance to investigators.
  - d) Have a co-worker immediately notify local law enforcement on another extension.

#### C. Local Law enforcement

- 1) Respond to the area/building in question.
- 2) Activate the chain of command by notifying the appropriate personnel.
- 3) Establish a command post.
- 4) Assign an officer to interview recipient.
- 5) Request that the institutional official(s) in charge of the threatened building report to the command post.
- 6) Procedures for Evacuation Decision
- 7) Review known facts and decide whether an evacuation is appropriate. Evacuation upon receipt of a threat is not an automatic decision, but depends upon perceived credibility of the threat.

- 8) When appropriate, the threatened area will be searched without evacuation and with as little disruption as possible.
- 9) As a threat's credibility increases, a decision to evacuate the affected area may be made by designated officials.
- 10) Contact an administrator in the threatened building to conduct a preliminary search of the area.
- 11) Do not operate cell phones or pagers as they could trigger some types of explosives.
- 12) Ensure that everyone knows not to touch anything suspicious.
- 13) Establish an open telephone line with the dispatcher. Elicit assistance from employees.
- 14) Relate pertinent information to the chief or senior officer on duty so that he/she may contact the appropriate administrator to determine if the area needs to be evacuated.
- 15) The decision to evacuate will be made by the institutional or local law enforcement police officer in charge on site in consultation with the building representatives.

D. Evacuation Procedures – See Building Evacuation Procedure 1.13

E. Search Procedures

- 1) After evacuation, a more thorough search of the area will be completed to ensure that no one remains in the building and for further evidence of a possible bomb.
- 2) If a bomb or suspect package is found, the law enforcement officials on the scene will notify the local bomb squad unit and local law enforcement.
- 3) Officers will enlarge the outside perimeter to include parking lots or roads close to the buildings.
- 4) When bomb specialists arrive, they will decide if the fire department and ambulance service should be called.

- 5) Officers will assist the specialist in any way possible and will remain in the area to secure the perimeter.
- 6) If no evidence of a bomb is found, the chief or senior officer will contact the appropriate administrator to determine how long the building should remain closed. As a general rule, the building should remain closed until after the reported detonation time.

**BOMB THREAT REPORT**

**INSTRUCTIONS: BE CALM. BE COURTEOUS. LISTEN, DO NOT INTERRUPT THE CALLER. NOTIFY YOUR IMMEDIATE SUPERVISOR. TALK TO NO ONE OTHER THAN INSTRUCTED BY YOUR SUPERVISOR.**

DATE \_\_\_\_\_ TIME \_\_\_\_\_ PHONE NO. \_\_\_\_\_

DISPLAYED \_\_\_\_\_ (Note whether caller is on campus line, transferred in, or off campus.)

LOCATION DISPLAYED: \_\_\_\_\_

EXACT WORDS OF PERSON PLACING CALL:

\_\_\_\_\_  
\_\_\_\_\_

QUESTIONS TO ASK:

When is the bomb going to explode?

Where is the bomb right now?

What kind of a bomb is it?

What does the bomb look like?

Why was the bomb placed?

Who placed the bomb there?

TRY TO DETERMINE THE FOLLOWING: (Circle all that apply)

Caller's Identity:	Male	Female		
Years of Age:	Adult	Juvenile		
Voice:	Loud	Soft	High Pitch	Deep
	Raspy	Pleasant	Intox./ Drugged	
Accent:	Local	U.S.	Foreign	Regional

Speech:                      Fast              Slow              Distinct              Distorted  
   Nasal              Stutter              Slurred Lisp

Language:                      Excellent              Good              Fair              Poor  
   Foul

Manner:                      Calm              Angry              Rational              Irrational  
   Coherent              Incoherent              Deliberate

Back-ground noises:              Office Machine      Factory Machine      Train or Airplane

Traffic                      Music              Quiet      Party Animal Atmosphere

Person Receiving Call: \_\_\_\_\_

# **VIOLENCE PREVENTION PROCEDURE**

## **I. Purpose**

To develop a procedure which will reduce the likelihood of violence within the college as well as having an established plan should violence occur. (See TBR Guidelines B-100)

## **II. Scope**

This policy/procedure covers all TCAT Northwest students, faculty, and staff.

## **III. Policy/Procedure**

The following represents the steps to be taken should threats or acts of violence take place at the facility.

- A. All threats of violence are to be taken seriously. No threat should be considered trivial and dismissed without investigation.
- B. Anyone being threatened while on College property or in connection with any school event or activity should report the threat to the Lead Student Service Coordinator, Vice President or designee.
- C. The Lead Student Services Coordinator, Vice President or designee should investigate the threat to determine the circumstances surrounding the incident. The threatened person and any witnesses should be questioned to determine who was involved, what caused the incident, when the incident occurred, where the incident occurred, and why. Upon gathering the required information, the Lead Student Services Coordinator, Vice President or designee should request a conference with the President.
- D. The President, based on the information provided by Student Services, may decide to convene a meeting with the threatened party to review the facts as presented. From this meeting, a decision will be made to pursue or drop the complaint based on the merits of the case.
- E. The President or designee and the Student Services Coordinator shall convene a meeting with the perpetrator of the threat.
  - 1) Facilitate a meeting between the parties in an effort to gain reconciliation.
  - 2) Refer the guilty party to professional counseling as a condition of continued enrollment or status as an employee.

3) Invoke a disciplinary suspension per published policies commensurate with the act taking place. Terms and conditions for a return to work/school shall be agreed upon at this time.  
*(See TBR Policy 3:02:00.01)*

4) Execute a discharge/suspension should the offense be of significant magnitude. Actual cases involving assault or intentional willful bodily harm will require the strongest of measures to be taken.

*Individuals discharged will be escorted from school property by the President and/or local law enforcement.*

#### IV. General

A. Threats made by individuals who are not connected to the school, but who threaten violence at the school, should be communicated to the President.

*If the situation merits, the President's office will contact the Police Department with pertinent information.*

B. All personnel are to take threats seriously. All threats received or overheard are to be reported to the President's office.

C. A pattern of reporting false threats shall be deemed harassment and dealt with accordingly.

D. A return from disciplinary suspension shall be allowed only with the approval of the President and in compliance with TBR policies and procedures.  
*(See TBR Policy 3:02:00. 01)*

E. Situations requiring a report to Law Enforcement agencies will be communicated to the President's Office.

F. Threats involving weapons or the implied use of weapons are considered serious and are violations of the law. Violations will be reported to Law Enforcement personnel for follow-up. Upon securing proof, the individual using the weapon will be separated from the College. State laws prescribe a maximum penalty of five (6) years imprisonment and a fine not to exceed \$3,000.00 for carrying weapons on College property.

G. For threats involving bombs - *See Bomb Threats Procedure.*

V. Hostile Intruder/Violent Person

A. Gunshots Heard - Institutions must establish methods to manage the circumstances when a hostile intruder is on campus.

- 1) If a Hostile Intruder/Violent Person is discovered on the campus, the individual making the discovery shall immediately contact local law enforcement agency and administration as soon as possible and provide as much information as possible.
  - a. Do not approach the intruder or intervene.
  - b. At a minimum, the individual should provide a description of the intruder and any specific characteristics (height, weight, hair color, race, and type and color of clothing) and type of weapon(s), if any.
- 2) If gunshots are heard within a building, faculty/staff will close and lock or barricade their room doors, turn off the lights, and stay away from doors and windows.
  - a. Faculty/staff should remain calm and keep students/others as quiet as possible.
  - b. Faculty/staff will stay in the locked/barricaded room until informed by law enforcement officials that it is safe to leave.
  - c. Faculty/staff may wish to use their cell phones to notify law enforcement of the situation.
  - d. Under no circumstances should any attempts be made to evacuate the building, unless in the room or immediate area where the shots are being fired.
  - e. Should the fire alarm sound, do not evacuate the building unless:
    - i. First-hand knowledge that there is a fire in the building exists,
    - ii. Law enforcement officials advise evacuation from the building, or
    - iii. Imminent danger exists.

- 3) Office personnel in the affected building will close and secure their office areas and immediately call local law enforcement.
- 4) Local law enforcement will be stationed to ensure no one enters the building(s) until the area is determined to be safe.
- 5) Only trained law enforcement personnel should attempt to perform a search of the building or area in which a hostile intruder is located.
- 6) Law Enforcement Officials will provide notice when re-entry can be safely made.

# TORNADO PROCEDURE

## I. Purpose

To develop a procedure whereby school personnel will take action to minimize the possibility of serious injury occurring should a tornado strike the college. (See TBR Guidelines B-100)

## II. Scope

This policy applies to all TCAT Northwest personnel.

## III. Definitions

A. Tornado Watch: A tornado watch is issued when the conditions are favorable for the formation of a tornado.

B. Tornado Warning: A tornado warning is issued when a tornado is actually sighted visually or by radar.

## IV. Communications

A. Communications of Tornado Warning to the campus community may be by weather warning sirens, telephones, RAVE, VIVI, and the Alertus Beacon Emergency Notification Systems.

## V. Protection

A. Personnel and students should immediately seek shelter in the lowest levels of buildings on an interior hallway remaining clear of exterior windows and doors.

B. Immediately evacuate buildings without reinforced construction such as auditoriums, gymnasiums, and large rooms with wide free-span roofs.

C. If caught outside, move away from the tornado's path at a right angle. If there is no time to escape, lie flat in the nearest ravine or ditch.

## VI. Procedure

A. The following represents the procedure to be followed in the event of threatening weather and/or a tornado.

B. A smartphone will be monitored by school personnel (if available) whenever personnel are present at the facility.

- C. A severe thunderstorm or tornado watch broadcast will be the signal for the President or his designee to begin periodic checks of internet based regional radar and visual checks in the college's immediate area.
- D. Should a tornado warning be issued or a local spotter has visual contact with a tornado, the alarm will be issued using the Alertus Beacon or Vivi Emergency Notification System. This alarm will be, in addition to the local tornado sirens.
- E. Once alerted, individuals are to move to the pre-designated areas detailed below. The following are suggested locations which should limit exposure to flying debris:

**Northwest Main Campus:**

**Student Services Personnel:** Media wiring room, records storage hallway, restroom.

**President/Vice President:** Vice President's Office.

**Cosmetology:** Restrooms off main lobby. Internal hallway adjacent to media room, media room if available.

**Building Construction Technology:** Building Construction storage area.

**Practical Nursing:** Restrooms adjacent to classroom.

**Computer Aided Design:** Restrooms adjacent to classroom.

**Computer Information Technology:** Restrooms adjacent to classroom.

**HVAC/R:** Classroom, storage area, and class restroom.

**Welding Technology:** Storage area and class restroom.

**Machine Tool:** Storage and class restroom.

**Automotive:** Storage and class restroom.

**Industrial Maintenance:** Storage area and class restroom.

**Machine Tool/Ind. Maintenance:** Storage and class restroom.

**Custodial Office:** Custodial office and/or storage room.

**Back Storage Shed:** Automotive or Machine Tool storage or restrooms.

**Ripley Branch Campus:**

**Student Services Personnel:** Bookstore and or restroom adjacent to Student Services Office

**Administrative Offices:** Converted office adjacent to President's office, staff break room

**Health Information Technology:** Storage Room in HIMT classroom

**Adult Education:** Restrooms near back breakroom

**Practical Nursing:** Restrooms near back breakroom **Computer Information Technology:** Staff Break Room

**Industrial Electricity & Industrial Maintenance Automation:** Storage Room, Instructor's Office or west wall of lab

**Manufacturing Technology:** Storage Rooms attached to classroom **Cosmetology & Barbering:** Classroom

**Commons Area** – Go to classroom designated areas or Student Services area.

**Multi-purpose Room:** Restrooms in main lobby

**Custodial Office:** Custodial Office

**Covington Branch Campus**

**Administrative Office Technology, Computer Information Technology and Staff** should assemble in the hallway of the administration building away from windows and doors. Each class should remain with their instructor. **All other programs** should assemble in an area of their classroom/shop with no/few windows.

**Allied Health** students and instructors should assemble in the inside restrooms and storage closet located in the Practical Nursing Lab.

**Union City and Bells Campus - All other programs** should assemble in an area of their classroom/shop with no/few windows under the direction of their program instructor.

**State Vehicles:** If operating a vehicle and inadvertently caught in a tornado, seek shelter in a sturdy building or lay flat in a ditch or depression. Travel is discouraged during threatening weather events.

- F. Once in the designated area, as much as possible against an inside wall. Assume the protective position. It is NOT recommended that people in wheelchairs are removed from their chairs, but bend over safely and put hands over head. In all cases, personnel should avoid exposure to glass, sheet metal, etc.



When the threat of bad weather has passed, an “all-clear” will be signaled by the front office. Personnel may resume regular duties upon receiving the all-clear.

## VII. General

The following procedures shall be followed should a tornado strike occur.

All personnel, after the event, are to evacuate the College per the published Fire and General Evacuation procedure. The President’s Office shall contact Emergency Response personnel describing the situation as assessed.

- A. The following procedures shall be followed should a tornado strike occur.
- B. A First Aid station shall be established and manned by trained first aiders and/or nursing personnel. The location of the aid station will be in the nursing area unless damage sustained is too great. If required the aid station may be moved to student services or the lunchroom. Such a determination will be made by the President’s Office.
- C. Instructors, after determining the status of assigned students and reporting same to the President’s office, should stay with their classes to ensure their safety. Care should be exercised to stay away from electrical wires and jagged debris. Once evacuated, the building should not be re-entered unless so directed by the President. All personnel should remain at the facility until released. Failure to do so may result in unnecessary search time

# **EARTHQUAKE RESPONSE PROCEDURE**

## **I. Purpose**

To develop a procedure whereby TCAT Northwest personnel may react properly to an earthquake emergency. (See TBR Guidelines B-100)

## **II. Scope**

This policy applies to all TCAT Northwest personnel.

## **III. Procedure**

The following represents the procedure to be followed should an earthquake occur which is of a magnitude that damage and/or injuries are sustained.

- A. Should a significant tremor occur, all personnel should seek cover from falling objects by getting under desks, tables, machines, or other pieces of substantial furniture. If near a doorway, the door frame may be used. (Do not hold to door facings).
- B. After the first shocks subside, the President's office will issue an order to exit the building according to the published evacuation plan. Once exited, students and personnel will form into their assigned groups as directed. On exiting, turn off power, gas, water, etc., as may be applicable for your class/office.
- C. The President's office shall notify emergency personnel via phone or other means if EMS or Fire assistance is needed.
- D. Emergency responders, after securing head counts as required, will report to the administration assembly area to render aid.
- E. The President or his/her designee shall meet arriving emergency personnel and direct them to the area requiring attention.
- F. The President will be responsible for issuing a dismissal or an "all-clear" order. It is imperative that all personnel remain on campus in their designated areas until an order is received.

#### IV. Considerations

##### A. Before an Earthquake Occurs (suggested supplies to keep on hand)

- 1) Keep a flashlight and possibly a portable radio, both with fresh batteries, on hand.
- 2) Place large and heavy objects on lower shelves. Bottled goods, glass and other breakables should also not be stored in high places or left where they can freely slide on shelves.
- 3) Remove picture frames, mirrors and other heavy objects over the bed or desk.

##### B. During an Earthquake

- 1) First and foremost, stay calm. Think through the consequences of any action taken.
- 2) If outdoors, stay outdoors: if indoors, stay indoors. Most injuries during quakes occur as people are entering or leaving buildings.
- 3) If indoors, take cover under a heavy desk or table, in doorways or halls, or against inside walls. Stay away from glass.
- 4) If outdoors, move away from buildings and utility wires. The greatest danger comes from falling debris just outside of doorways or outer walls. Once in the open, stay there until shaking stops.
- 5) If in a moving car, stop as soon as possible, but stay in the car. A car may jiggle violently on its springs, but it is a good place to stay until the shaking stops. When driving on, watch for hazards created by the quake. Some of these hazards include fallen or falling objects, downed electrical wires, or broken or undermined roadways.

##### C. After an Earthquake

- 1) Be prepared for additional earthquake shocks called “aftershocks.” Although most of these are smaller than the main shock, some may be large enough to cause additional damage.
- 2) Stay out of severely damaged buildings because aftershocks can shake them down.
- 3) Check for injuries. Don’t attempt to move seriously injured persons unless they are in immediate danger of further injury.

- 4) If water pipes are damaged, shut off the supply at the main valve. Emergency water may be drawn from water heaters, toilet tanks (not bowl) and melted ice.
- 5) Check to see that sewage lines are intact before using sanitary facilities.
- 6) If applicable, cut off the gas supply or contact the gas utility company.
- 7) Report the incident to institutional personnel.
- 8) The President or designee will direct the cleanup of debris.

V. General

- A. All personnel, after the event, are to evacuate the College per the published Fire and General Evacuation procedure.
- B. The President or designee shall contact Emergency Response personnel describing the situation as assessed.
- C. A First Aid station shall be established and manned by trained first aiders and/or nursing personnel. The location of the aid station will be in the nursing area unless damage sustained is too great. If required the aid station may be moved to student services or the lunchroom. Such a determination will be made by the President's Office.
- D. Instructors, after determining the status of assigned students and reporting same to the President's office, should stay with their classes to ensure their safety. Care should be exercised to stay away from electrical wires and jagged debris. Once evacuated, the building should not be re-entered unless so directed by the President or emergency personnel.
- E. All personnel should remain at the facility until released. Failure to do so may result in unnecessary search time

# FIRE DRILLS

## I. Purpose

To develop a procedure whereby a Fire Drill conducted at the school can be handled in such a manner as to ensure the safety of all personnel. (See TBR Guidelines B-100)

## II. Scope

This policy and procedure applies to all TCAT Northwest personnel.

## III. Procedure

The following represents the procedure to be followed should a Fire Drill be received.

## IV. Considerations for Fire Drills

- A. All incidents of unintentional/non control burn fires must be reported to the appropriate personnel.
- B. Administration will ensure that their employees are aware of the location of fire extinguishers and their uses. (Pull, Aim, Squeeze, Sweep)
- D. All employees shall be made aware of emergency evacuation routes for their work area.
- D. In addition, the following procedures should be reviewed with employees.
  - 1) Fire Safety
    - a. Although the potential for fire always exists, routine inspections, maintenance, and training are effective elements in reducing bodily injury, loss of life, and damage to property.
    - b. All faculty, staff and students should be knowledgeable of those elements which cause fires and of procedures to eliminate them. Everyone should be aware of basic fire safety regulations and conditions that have potential to start a fire, such as the use of extension cords or the improper storage of chemicals, paint, cleaning supplies, rags, paper, etc.
    - c. Routine inspections and maintenance of fire extinguishers, sprinkler systems, fire hydrants, smoke alarms, and firefighting equipment are essential. At the same time, each facility should have posted

evacuation plans, illuminated exit signs, functional emergency lights, self-closing doors, and any necessary special fire safety equipment.

- d. Fires present a danger to individuals within a limited area and usually will not require action unless the fire is out of control and numerous potential or actual casualties are involved. After defining the hazard area, personnel will be evacuated from buildings by activating the fire alarm system and will be moved a safe distance (at least 100 yards) away to the designated areas. The area should then be secured until the firefighting personnel arrive. Supervisory personnel will make every effort to account for faculty, staff, and students and prevent unauthorized personnel from entering the building.

## 2) Fire Alarm

- a. Fire alarms will sound if smoke is detected.
- b. This alarm will be used when a serious fire is burning or possible explosion is imminent.

## 3) What to do in case of fire

- a. When the fire alarm is sounded, all students, faculty and staff should clear the buildings by the nearest exit and proceed to a designated assembly area as announced.
- b. Any individuals with disabilities should be assisted in exiting the building.
- c. Students, faculty, and staff should stand clear unless called upon to help.
- d. Do not return to the building until the all clear is given.

## 4) Drill Summary

- a. After each drill, a review will be conducted to determine the following:
  - i. Could the alarm be heard in all areas of the building?
  - ii. How long did it take for employees to respond and evacuate the building?
  - iii. Identify those individuals who ignored the alarm and did not evacuate.

## **BIOLOGICAL HAZARDS PROCEDURE**

### **I. Purpose**

To develop a procedure whereby a Biological Hazard threat made against the school can be handled in such a manner as to ensure the safety of all personnel. (See TBR Guidelines B-100)

### **II. Scope**

This policy/procedure applies to all TCAT Northwest personnel.

### **III. Procedure**

The following represents the procedure to be followed should a Biological Hazard be received.

A. Handling of Suspicious Letters/Packages and Chemical Spills - Institutions must establish methods to ensure safety of students and personnel in the event of a biological hazard. Contact (Dial 9) - 911.

- 1) Suspicious Letters/Packages - The following procedures constitute institutional response plans in the event of a possible “anthrax” type threat or incident. The Office of Administration will:
  - a. Obtain pertinent information about the location and status of the suspected item
  - b. Note the location and caller ID number indicated on the dispatch telephone ID display.
  - c. Obtain a complete description of the item
  - d. Determine if the item has been opened
  - e. Instruct the caller to refrain from opening or further handling of the item
  - f. Instruct the caller to discuss the situation only with persons on a “need to know” basis
  - g. Instruct the caller to cover the letter/package/powder with paper, article of clothing or trash can (unless the caller has already left the room where the item is)

- h. Instruct the caller to leave the room where the item is located, close the door, and allow nobody to enter the room until the first officer arrives
- i. Instructs the caller to limit his/her contacts with other persons to the greatest extent possible
- j. Advise a supervisor, office-in-charge, or first available officer that a suspicious report has been received and the name of the building where the item is located

2) Advise the Local Law Enforcement Officer

- a. The First Responding Officer will:
  - i. Go directly to the area involved and call the 911 dispatcher by phone
  - ii. Receive all pertinent information from the 911 dispatcher including whether or not the item has been opened
  - iii. Proceed to the area where the item is located, without entering the room if possible
  - iv. Ensures that the room/area where the device is located is secure (treat the area as a crime scene)
  - v. Interview the caller to ascertain all pertinent information about the item
  - vi. Make an initial determination concerning whether or not the item is a questionable, possible, or probable threat.
- b. Questionable Threat - Item is suspicious but no reason to believe it is a biological threat. If the item is a Questionable Threat item:
  - i. Secure the item by triple sealing in sealed evidence bags or trash bags, remove from the building, and transport to Police Department
  - ii. Upon arrival of the Police Department, the sealed item will be placed into a designated Questionable Threat container, and the container will be placed into the weapons closet

- c. Possible Threat - If the item is a Possible Threat:
  - i. Evacuate all persons out of the immediate area
  - ii. Turn off fans, air ventilators, and HVAC
  - iii. Obtain a list of the names of all persons who came into contact with the item or were in the presence of the item
  - iv. Allow exposed persons to wash with soap and water
  - v. Await the arrival of a command level supervisor
- d. Probable Threat - If the item is a Probable Threat:
  - i. Evacuate all persons out of the building, establish a perimeter -Turn off fans, air ventilators, and HVAC
  - ii. Request response of Local Fire Department
  - iii. Keep persons exposed to the item at the scene, in a secure location
  - iv. Coordinate decontamination process with fire department personnel
  - v. Two-way radios and cell phones will not be used within 1,500 feet of the suspected device! All personnel cease use of radios.
- e. Command Level Personnel will:
  - i. Make a determination of the threat level
  - ii. Contact the President.
  - iii. Establish a command post if threat is Possible or Probable Threat
  - iv. Ensure that personnel decontamination process is completed
  - v. Ensure that no person goes into the perimeter without adequate protection
  - vi. Contact the Local Police Department for Hazmat assistance
  - vii. Arrange for Transportation of evidence for analysis

- viii. Maintain area until analysis determination is made
- ix. Contact Health Department, TBI, FBI, etc. if analysis reveals biological threat

## CHEMICAL SPILLS PROCEDURE

### I. Purpose

To develop a procedure whereby a chemical spill at the school can be handled in such a manner as to ensure the safety of all personnel. (See TBR Guidelines B-100)

### II. Scope

This policy/procedure applies to all TCAT Northwest personnel.

### III. Procedure

The following represents the procedure to be followed should a chemical spill occur.

A. Hazardous chemicals are utilized on campus in various locations. Trains, tractor trailers and other vehicles that may be traveling on or near the campus may have hazardous chemicals that could threaten the environment of the campus as well.

B. The following steps will be followed in the event of a chemical or radiation spill:

- 1) Any spillage of a hazardous material will be immediately reported to the appropriate, designated personnel.
- 2) When reporting, be specific about the material involved and approximate quantities. Personnel will initiate the response of appropriate hazardous material response teams to clean-up the spill effectively.
- 3) The site should be evacuated immediately and seal it off to prevent further contamination of other areas. **AT NO TIME SHOULD ANYONE RE-ENTER THE AREA THAT HAS BEEN EVACUATED.**
- 4) If the evacuation is required, the person on site should activate the building alarm and follow standard evacuation routes that do not cross the area where the spill is located.

IV. Weapon of Mass Destruction – Definition

- A. Terrorist Attack - Institutions must establish methods to protect the personnel and students in response to terrorist attacks.
- B. A weapon of mass destruction includes biological, chemical, incendiary, nuclear or highly explosive material and any combination thereof.

V. General Guidelines

- A. Emergency action steps will depend upon the type of device and/or agent used and whether it is used on-campus, in a campus building, or off-campus.
- B. Local law enforcement should develop plans to respond to such situations with established lines of communication to appropriate civil authorities to obtain current information.

VI. Action Steps for Initial Responders

- A. Notify the local law enforcement authority and evacuate the area.
- B. Avoid contamination by staying upwind of the hazard, away from the point of the release, and exposed individuals.
- C. Do not touch or move any suspicious objects.
- D. Minimize the use of cell phones.
- E. Facilities should determine if the use of ventilation systems should be suspended.
- F. Affected individuals should quarantine themselves at a safe location, upwind of the hazard.
- G. If a hazardous release occurs at the campus perimeter or off-campus, remain indoors until further instruction is given.

## **FLOOD, SNOW AND ICE PROCEDURE**

### I. Purpose

To develop a procedure whereby a flood, snow, and ice at the school can be handled in such a manner as to ensure the safety of all personnel. (See TBR Guidelines B-100)

### II. Scope

This policy/procedure applies to all TCAT Northwest personnel.

### III. Procedure

- A. In addition to procedures that are established specifically for the response to actual or predicted flood, snow, and/or ice, the college should adhere to the evacuation procedures outlined in its Emergency Response Plan to evacuate campus during a flood, snow, or ice storm, as necessary.
- B. Snow, ice or flooding can make travel to and from campus hazardous. When the potential or conditions develop that would make travel to and from the campus hazardous, the following steps will be followed:
  - 1) College personnel will monitor the National Weather Service broadcasts and local reports and/or contact the Department of Transportation Road Condition Office. Upon receipt of information that would or has the potential to make travel hazardous, the appropriate administrators will initiate the notification to the appropriate designee.
  - 2) The appropriate administrators will contact the President and other members of the Emergency Medical Response Team (EMRT) as directed.
  - 3) The President or designee will determine if institutional operations are to be suspended. If they are to be suspended, the senior staff will be notified.
  - 4) The appropriate notifications to the campus community will be initiated.
  - 5) The appropriate administrators will initiate steps to secure the facilities and grounds, preventing entry to the campus under hazardous conditions.
  - 6) Appropriate personnel will continue to monitor the weather conditions as well as conditions on campus.

# HOSTAGE PROCEDURE

## I. Purpose

To develop a procedure whereby a hostage situation at the school can be handled in such a manner as to ensure the safety of all personnel. (See TBR Guidelines B-100)

## II. Scope

This policy/procedure applies to all TCAT Northwest personnel.

## III. Procedure

A. If taken hostage or witnessing another person being taken hostage or contained in a specific area:

- 1) Appear as calm as possible.
- 2) The initial 45 minutes are often the most dangerous. Follow instructions, be alert, and stay alive. Captors are emotionally disturbed: it is difficult to predict their response to a given situation.
- 3) Don't speak unless spoken to and then only when necessary. Don't talk down or attempt to rationalize with the captor.
- 4) Avoid appearing hostile.
- 5) Maintain eye contact with the captor at all times, if possible, but do not stare.
- 6) Do not make quick or sudden moves. Ask your captors before going to the bathroom, taking medication, or receiving first aid.
- 7) Be observant and try to remember as many details about the captors as possible. In the event of release or escape, the personal safety of others may depend on facts remembered about the situation.
- 8) Displaying some fear may work to one's advantage.
- 9) Be prepared for action in the event entry by police is made. Often they will shout instructions. Follow them immediately.

B. If not taken hostage:

- 1) Immediately evacuate the building, using the established evacuation route. Carefully avoid the attention of those taking hostages.
- 2) Take no action to intervene.
- 3) Call the appropriate law enforcement agency at 911. Provide as much accurate information as possible, if it is safe to do so, stay on the line with the dispatcher.

# PROTEST/DEMONSTRATION PROCEDURE

## I. Purpose

To develop a procedure whereby a protests/demonstration situation at the school can be handled in such a manner as to ensure the safety of all personnel. (See TBR Guidelines B-100)

## II. Scope

This policy/procedure applies to all TCAT Northwest personnel.

## III. Procedure

### A. Civil Disturbance or Demonstration

- 1) Most campus demonstrations such as marches, meetings, picketing and/or rallies will be peaceful and non-obstructive.
- 2) Under the “Freedom of Speech and Expression Policy: TBR 1:03:02:60 Demonstrations will not be stopped unless one or more of the following conditions exist:
  - a. Interference with normal institutional operations,
  - b. Prevention of access to offices, buildings, or other institutional facilities,
  - c. Threat of physical harm to persons or damage to institutional grounds or facilities.
- 3) If any of these conditions exist, immediately contact the institutional law enforcement or local law enforcement. Law Enforcement will make notifications depending on the nature of the demonstration; the appropriate procedures listed below should be followed:

### B. Peaceful, Non-obstructive Demonstration

- 1) Generally demonstrations of this kind will not be interrupted. The demonstrations will not be obstructed or provoked, and efforts should be made to continue normal operations.

- 2) If demonstrators are asked to leave but refuse to leave by regular facility closing time(s):
  - a. Arrangements will be made by law enforcement to monitor the situation during non-business hours or
  - b. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration

### C. Non-violent, Disruptive Demonstrations

- 1) In the event that a demonstration blocks access to facilities or interferes with operations:
  - a. Demonstrators will be asked to terminate the disruptive activity.
  - b. The appropriate administrator will have a photographer/videographer with him or her to document the proceedings.
  - c. Key institutional personnel and student leaders may be asked to go to the areas to persuade the demonstrators to desist.
  - d. An official will go to the area to ask the demonstrators to leave or to discontinue the disruptive activities.
  - e. If the demonstrators persist in the disruptive activity, they will be advised that failure to discontinue within a determined length of time may result in disciplinary action, including suspension or expulsion or possible intervention by the police. Except in extreme emergencies, the President will be consulted before such actions are taken.
  - f. Efforts should be made to secure positive identification, including photographs, of demonstrators in violation for later testimony.
  - g. Legal Counsel will be consulted to determine the need for an injunction of civil authorities.
  - h. If a court injunction is obtained, the demonstrators will be so informed. Those demonstrators who refuse to comply will be warned of the intention to arrest.

#### D. Violent Disruptive Demonstrations

- 1) In the event that a violent demonstration, one in which injury to persons or property occurs or appears imminent, the President will be immediately notified.
  - a. During Regular Operational Hours
    - i. The appropriate senior administrator and necessary institutional or local police will be summoned to the scene.
    - ii. Law enforcement will ensure sufficient officers are present to contain the violent/disruptive demonstrators.
  - b. After Regular Operational Hours (Be consistent with the use of capital letters.)
    - i. Local police should be immediately notified of the demonstration,
    - ii. The appropriate official(s) will be notified to determine the actions to be taken: The appropriate official(s) will be notified to determine which, if any, college official(s) shall respond to the scene.)
  - c. Determine which, if any, college official (s) shall respond to the scene.
  - d. The local law enforcement officers should manage a violent protest. Any witnesses to violent, hostile or criminal behavior should immediately contact the appropriate local law enforcement agency.
  - e. In addition, leave the immediate area, whenever possible, and direct others to do so.
  - f. If the offender has weapons or is suspected of having weapons, take cover immediately using all available concealment. Close and lock doors, when possible, to separate everyone from any armed offender.
  - g. NOTE: Law enforcement will respond to the incident without counsel from others if an immediate response is of paramount importance to the safety and security of persons and/or property.

# **EXPLOSION, TRAIN OR AIRCRAFT CRASH ON OR NEAR CAMPUS PROCEDURE**

## **I. Purpose**

To develop a procedure whereby a protests/demonstration situation at the school can be handled in such a manner as to ensure the safety of all personnel. (See TBR Guidelines B-100)

## **II. Scope**

This policy/procedure applies to all TCAT Northwest personnel.

## **III. Procedure**

Institutions must implement procedures to respond to an explosion or aircraft crash on or near campus.

A. In the event an incident occurs involving the explosion or a downed aircraft on campus the following action will be taken:

- 1) Immediately take cover under tables, desks, and other objects for protection against falling glass or debris that may result from secondary explosions or facility damage.
- 2) Local law enforcement should be notified as soon as possible.
- 3) If necessary, or when directed to do so, activate the building fire alarm.  
**REPORT THE EMERGENCY TO THE LOCAL POLICE AS SOON AS POSSIBLE.**
- 4) Assist individuals with disabilities in exiting the building.
- 5) Once outside, move to a clear area that is at least 1,000 feet away from the affected area. Keep streets and walkways clear for emergency vehicles and crews.
- 6) If requested, assist emergency personnel as necessary.

B. Do not return to an affected area unless instructed to do so. Stay clear of the emergency area and/or affected buildings to reduce the chances of interference with responding emergency personnel.

## **MEDICAL EMERGENCY RESPONSE PROCEDURE**

### **I. Purpose**

To develop a procedure whereby medical emergencies can be dealt with in a safe and effective manner. (See TBR Guidelines B-100)

### **II. Scope**

This policy/procedure applies to all TCAT Northwest personnel.

### **III. Procedure**

The following represents the procedure to be followed in the event of medical emergency.

- A. A person witnessing a medical emergency should immediately contact the President's office and report the nature and location of the medical emergency. In cases where immediate First Aid/CPR is required, a second person should notify the President while First Aid/CPR is administered.
- B. The President or designee shall immediately dispatch emergency responders to the scene. Should the situation be considered life threatening, a call will be placed by the President's office to summon an ambulance. The Designee shall direct the ambulance to the scene if the situation dictates.
- C. Emergency responders arriving on the scene shall begin or continue the appropriate first aid. If the situation allows, the responders may prepare the injured/sick party for transport to the appropriate medical provider. In a life threatening situation, EMT's from the Ambulance Authority will transport.
- D. Transport of non-life threatening injuries will be the responsibility of Administrative personnel. The designee, or HR Coordinator will normally be used. The transport person will remain with the injured party until relieved by a family member.

- E. Notification of the injured parties emergency contact person will be made by the President's office.
- F. Illness, which does not require immediate transport, will necessitate the emergency contact person being notified. In these cases, the ill party must rely on a person designated by him/her for transport from school. A person too ill to drive must not be allowed to leave until his/her designated driver has arrived.
- G. Persons awaiting non-emergency transport will await pickup in the front lobby.
- H. Accidental injuries will require a preliminary accident report to be completed by the instructor/supervisor. The report must be turned into the President's office no later than 24 hours after occurrence of the accident.

#### IV. General

- A. A list of trained emergency responders will be kept on file in the President's office. Instructors will be expected to enroll in First Aid/CPR classes as they are offered at the facility. A copy of the cards will be kept in the Director of Nursing and Allied Health office.
- B. When the school elects to transport an individual for treatment, one of the school vehicles should be used.
- C. The President or his/her designee will require two people to transport.
- D. Standard/universal precautions are to be used when administering first aid or cleaning after an accident. Only trained personnel should administer first aid or clean.
- E. If applicable, the night class instructor shall be responsible for the needs of his/her class when in session.
- F. Cases involving illness, its severity, and a decision to transport or call a family member will be made by the administrator on the scene.
- G. Students wishing to transport a peer may do so but will not be considered an agent of the school. As such, the school shall have no liability should an incident occur during the transport. Time away from school shall be considered absent time.

**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY NORTHWEST  
PRELIMINARY ACCIDENT REPORT**

To be filled out **immediately** after any accident in the school and filed in main office.

---

1. Who was injured?                      Name\_\_\_\_\_ Training Area\_\_
  
2. What was the nature                      Nature of accident\_\_\_\_\_
   
and extent of injury?                      \_\_\_\_\_
   
(Describe fully) Use                      Nature of injury\_\_\_\_\_
   
Back of form if needed.                      \_\_\_\_\_
  
3. Who gave medical                      First aid in school\_\_\_\_\_ By\_\_\_\_
   
treatment?                      Physician\_\_\_\_\_
   
Hospital\_\_\_\_\_
  
4. On what day and what                      Date\_\_\_\_\_ Hour\_\_\_\_\_A.M. ( ) P.M. ( )
   
time did the accident                      Was injured person in assigned area at time Yes ( ) No ( )
   
occur?
  
5. Where did the accident                      Exact location of the accident \_\_\_\_\_
   
Occur?                      \_\_\_\_\_
  
6. Who saw the accident                      Name\_\_\_\_\_
   
\_\_\_\_\_ or was near the injured
   
Address\_\_\_\_\_
   
person                      when                      the                      accident                      Phone\_
   
took place?
  
7. Were pictures taken?                      Yes\_\_\_\_ No\_\_\_\_ Person\_\_\_\_\_
   
(by whom)
  
8. What was the cause of                      Immediate                      cause\_\_\_\_
   
the accident? (Describe)                      \_\_\_\_\_
  
9. What was the injured                      \_\_\_\_\_
   
persons' statement                      \_\_\_\_\_
   
regarding the accident?                      \_\_\_\_\_
  
10. What                      was                      the                      mental                      and \_\_\_\_\_
   
physical                      condition                      of                      the \_\_\_\_\_
   
injured                      prior                      to                      the
   
\_\_\_\_\_ accident?                      \_\_\_\_\_

11. What can be done to  
prevent a recurrence  
of \_\_\_\_\_ this or similar accidents?  
\_\_\_\_\_

12. Additional Comments

Report made by \_\_\_\_\_ Title \_\_\_\_\_

Received by President's Office Date \_\_\_\_\_ Hour \_\_\_\_\_ A.M. ( ) P.M. ( )

Reviewed by President Date \_\_\_\_\_

Corrective Action Required \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Person Responsible \_\_\_\_\_

Date Corrective Action Complete \_\_\_\_\_

# MEMORANDUM

**TO:** ALL POLICY MANUAL HOLDERS  
**FROM:** DR. YOULANDA JONES  
**SUBJECT:** MEDICAL EMERGENCY/RESPONSE

## PROCEDURE

At TCAT Northwest, a need to transport individuals for medical treatment should be defined and administered. The response required will be determined by the severity of the injury or illness:

<b>SEVERITY</b>	<b>MODE OF TRANSPORT</b>	<b>DECISION AS TO MODE</b>
Life threatening (injury or illness)	Ambulance	Administration
Injury at school requiring more than first aid but not life threatening.	School vehicle	Administration
Illness at school where student's ability to drive may be impaired	Designated Family Member	Administration Student
Illness	Student	Student

Decisions as to the mode of transport will be made based on the available facts present at the time of the incident.

In addition to the above, please note and follow the procedures set forth in the Medical Emergency Response Procedure.

## **BUILDING EVACUATION PROCEDURE**

### **I. Purpose**

To develop a procedure whereby a safe and effective evacuation of the facility can be made if necessary. (See TBR Guidelines B-100)

### **II. Scope**

This policy applies to all TCAT Northwest employees and students.

### **III. Responsibility**

The following represents the suggested steps to be followed should a general evacuation of the building become necessary.

- A. The President's office should be notified of any emergency that might require the building be evacuated. The President or his/her designee shall make a decision as to evacuating the building. Such a decision shall be made concurrent with placement of the call to summon emergency personnel.
  
- B. The President's designee shall announce the building evacuation using the V I V I or Alertus Beacon Emergency Notification System. Should the VIVI or Alertus Beacons become inoperative, the President's designee shall personally notify all personnel to evacuate. In night class situations, the night class instructor shall be responsible for informing his/her class of the need to evacuate.
  
- C. The instructors, upon receiving the order to evacuate, shall initiate the orderly evacuation of their classrooms via the routes published on the facility's General Evacuation Plan. Concurrent with evacuation, the instructors shall see to it the following occurs within their classroom.
  - 1) All power to equipment is shut off.
  - 2) All windows and doors are closed.
  - 3) All storage and/or utility closets are declared clear of personnel.
  - 4) All lights are turned off.
  - 5) The daily student roll is processed.

- D. The instructors and students shall gather at the prescribed assembly point. (see General Information in Section IV of this policy). Once assembled, the Instructor shall take the roll to ascertain all students are clear from his/her area. A runner shall be sent to the Administrative Assembly Area to notify Administrative personnel of the head count results.
- E. The President/Vice President or designee shall meet arriving emergency response personnel at the front entrance. Upon arrival of the emergency equipment, this individual shall direct the responders to the applicable location. The President/Vice President or designee shall provide the Fire Department with pertinent building information as needed.
- F. The President/Vice President shall be responsible for making a sweep of campus buildings to ensure all personnel have exited. They shall make sure all equipment has been de-energized, windows and doors have been closed, and the lights have been turned off.
- G. The Student Services Coordinator, stationed in the Administrative Assembly Area, shall record class compliance with the evacuation as reported by the instructors. Missing individuals will be noted and reported to the President or his/her designee. An attempt will be made to locate the missing person utilizing school emergency response personnel as the situation dictates.
- H. The President will be responsible for issuing a dismissal or “all-clear” order. It is imperative that all personnel remain on campus in their designated areas until an order is received.

#### IV. Building Evacuation Procedure

- A. All building evacuations will occur when an alarm sounds and/or upon notification by college personnel.
- B. When the building evacuation alarm is activated during an emergency, those present are to leave by the emergency evacuation route for the area in which they are located. If the exit is blocked, use the nearest marked exit and alert others to do the same.
- C. Assist those with disabilities in exiting the building. Once outside, proceed to a clear area that is at least 1000 feet away from affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
- D. Close and lock classroom and other doors.
- E. Close windows and window treatments. (e.g., blinds or curtains)

- F. Remain quiet and do not enter hallways
  - G. If the fire alarm is sounded during a shelter-in-place event, do not evacuate the building unless:
    - (1) You have first-hand knowledge that there is a fire in the building, or
    - (2) You have been advised by an official to evacuate the building, or
    - (3) There is imminent danger in the immediate area.
  - H. Stay away from doors and windows.
  - I. Those in hallways should seek shelter in the nearest classroom or office.
  - J. Those in outdoor areas should immediately take cover in the closest classroom.
  - K. Do not return to an evacuated building unless instructed to do so by college personnel or law enforcement.
- V. Campus Evacuation
- A. All persons are to immediately vacate the area in question and move to another part of campus as directed. Persons with disabilities should be given necessary assistance to evacuate.
  - B. The faculty of each department will bring to the designee or designee the latest copy of the roster with him or her to determine which students are accounted for. Upon notification, some students may decide to leave campus on their own. The staff should make effort to note on their rosters the students who chose to leave campus by means of personal transportation.
- VI. Aftercare
- A. The Vice President should contact available counselors should their services be needed by any student or faculty/staff member.
- VII. Shelter-in-Place/Lock Down Procedures
- A. There are a number of emergency situations where an evacuation of a building, residence hall, and/or classroom is not advisable – hostile intruder, hazardous material release, terrorist attack, etc.

B. This document serves as a guideline.

VIII. Communications

A. The individual making the discovery of an emergency situation or receiving a report of such should immediately contact the Local Law Enforcement Agency, the President/designee/designee; front office staff, and provide as much information as possible about the situation.

B. If shelter-in-place is required, an emergency announcement will be made by (email, phone tree and school cast.)

C. During a shelter-in-place event, fire alarms should not be pulled/activated.

IX. General

A. In night class situations, the night class instructor shall be responsible for determining the necessity of a building evacuation, calling the emergency response personnel, making a sweep of those classrooms in use, and for making a decision to dismiss or re-enter the building.

B. A designated night instructor shall be responsible for collecting roster information, noting any missing persons, and communicating such information to the instructor in charge.

C. A designated night instructor shall be responsible for meeting emergency personnel and directing them to the scene of the incident.

D. In the event of the absence of any of the aforementioned individuals, a designated trained individual will act as backup. This designated individual acting as backup should be reported to the President's office.

E. Assembly areas shall consist of the following locations:

**Northwest Main Campus:**

Location 1: Visitor parking area on southwest side of school. The following shall assemble in this area:

- a. Student Services
- b. President's Office
- c. Custodial/Maintenance

Location 2: Vacant field south side of the building. The following shall assemble in this area:

- a. HVAC/R
- b. Automotive
- c. Computer Room

Location 3: Parking lot/field on east side of school. The following shall assemble in this area:

- a. Machine Tool
- b. Industrial Maintenance

Location 4: Northwest Parking Lot/Field. The following shall assemble in this area:

- a. Tech Foundations/ACT Lab
- b. CIT
- c. CAD
- d. Practical Nursing Northwest

The all clear will be by personal notification from administration.

- F. All night class personnel will assemble in Location 3, West parking lot of the campus.

**Ripley Branch Campus:**

Location 1: Driveway East. The following shall assemble at the area:

Industrial Electricity  
Practical Nursing  
Administrative Office Technology  
Manufacturing Technician

Location 2: South lawn of the Administration area. The following shall assemble at this area:

- a. President's Office
- b. Student Services
- c. Business Office
- d. Multi Purpose classroom, if in use.

Location 3: West parking lot. The following shall assemble at this area:

- a. Adult Education

Location 4: North parking lot of the campus.

The following shall assemble at this area:

- a. Computer Information Technology

All night class personnel will assemble in Location 3, West parking lot of the campus.

All building evacuations require persons exit the facility in a quiet, orderly fashion. In no case should anyone attempt to leave the campus, nor should they wander from their group. Accurate head counts are necessary if responders are to target individuals needing rescue or aid.

**Covington Branch Campus**

AOT – will exit through the west exit door in their classroom and proceed to the front

lawn. The AOT instructor will ensure that all of the AOT students are accounted for and reported to the designee.

CIT – will exit through the east side of the classroom and proceed to the lawn on the north side of the building. The CIT instructor will ensure that all of the CIT students are accounted for and reported to the designee.

Tech Foundations, Welding, Machine Tool and Practical Nursing will exit on the north side of the building from their classroom/shops. Individual class will gather together on the lawn on the north side of the parking lot.

Each instructor will ensure their students are accounted for and reported to the designee.

Industrial Maintenance, HVAC/R, and Automotive Technology will exit on the south side of the building from their classroom/shops. Individual class will gather together on the lawn on the south side of the parking lot. Each instructor will ensure their students are accounted for and reported to the designee.

Administration employees will exit the nearest door closest to their prospective offices and gather on the front lawn directly across from the main building.

Administration will check the breezeway, all restrooms, break room, multipurpose to ensure that all students and visitors have vacated these areas.

The all clear will be by personal notification from administration.

All night class personnel will follow guidelines listed above.

**All extension campuses** - Each instructor will ensure their students exit the nearest door to their prospective classroom and are accounted for and reported to the designee. Employees will exit the nearest door closest to their prospective offices and gather on the front lawn directly across from the main building.

1. All building evacuations require persons exit the facility in a quiet, orderly fashion. In no case should anyone attempt to leave the campus, nor should they wander from their group. Accurate head counts are necessary if responders are to target individuals needing rescue or aid.

## X. Crisis Media Relations

### A. Key Media Contacts

1. The following media outlets consistently cover the college and represent a core media group that generally will be contacted in a crisis. The list is subject to revision:

WTRB – 731-635-1570

WHBQ – 901-320-1313

B. Dissemination of Public Alert Notice Information

1. An alert notice will be issued to include a brief message regarding the nature of the emergency.
2. Alert notice will provide timely and accurate updates as the situation progresses.
3. Examples of such alert system include cellular telephone text messaging systems, electronic mail messages, and line telephone emergency hotlines, and Alertus Beacon Emergency Notification System.
4. Alert notices must be approved by the Designee or designee prior to distribution.

C. Types of Information Available

1. Student Information

- a. Student-related information and records are generally protected from public release by federal law. The Family Educational Rights and Privacy Act (FERPA) limits an institution's unilateral release of student information to "directory information," (e.g., name, address, telephone number, date and place of birth, honors and awards, and dates of attendance) as that term is defined in the Act's regulations and by the institution.
- b. Therefore, the release of student-related information and records to third parties is limited to instances in which the student provides written authorization of the release; the information is "directory information," and the student did not elect to opt-out of release such information; or when a FERPA exception, such as the release of information to protect the safety and health of the student or others, is applicable.
- c. In Tennessee, the incident or offense report for a crime that is created and maintained by a law enforcement unit (institutional police department or local law enforcement) is available for unilateral release by the institution to third parties, including media.
  - (1) This report does not have to be released to media outside of the state (e.g., to persons not citizens of Tennessee).
  - (2) Information about an investigation cannot be released until the investigation is completed.
  - (3) Every effort will be made to cooperate with law enforcement officials and members of the news media. When appropriate, members of the news media will be directed to the investigating

law enforcement agency for additional information.

- d. All requests for students' education records/information must be directed to the Office of Student Services. Individual departments and employees are not authorized to release education records.

## 2. Employee Information

- a. Limited information regarding employees is available through the Office of Human Resources.
- b. Any Tennessee citizen may obtain certain personnel information and records by presenting a valid Tennessee driver's license.
- c. All requests for personnel records must be directed to the Office of Human Resources. Individual departments and employees are not authorized to release personnel records.

IX Volunteer Registration Form is a model Volunteer Statement/Understanding of Agreement (e.g., Volunteer Registration Form) that may be executed by institutions to register volunteers during an emergency response period.

## VOLUNTEER REGISTRATION FORM

### VOLUNTEER STATEMENT OF UNDERSTANDING / AGREEMENT BETWEEN

**Tennessee College of Applied Technology Northwest**

**AND \_\_\_\_\_ Volunteer's Name)**

1. The volunteer understands that he/she is not to be considered an employee, agent or independent contractor employed by the Institutions for any purpose. The volunteer acknowledges that he/she will neither accept nor claim entitlement to any salary or benefits of employment, including but not limited to insurance, retirement benefits, worker's compensation, travel expenses, or any other form of compensation of any kind.
2. The volunteer understands that he/she has no actual authority to bind or represent the Institution with regard to any third parties. Moreover, the volunteer agrees to avoid giving the impression of having apparent authority to bind or represent the Institution with regard to third parties. Accordingly, the volunteer may not sign or enter into any agreements or contracts on behalf of the Institution.
3. The volunteer understands that Tennessee law (T.C.A. § 9-8307(h) 8-42-101(a)(3) extends certain protections to individuals who are participants in volunteer programs which are operated under the authorization of a state agency or department. For actions taken in the course of performing volunteer services, which are neither willful, malicious, nor criminal, or acts or omissions done for personal gain, an authorized volunteer is immune from suit in the same manner as state employees. Persons injured by the actions of a volunteer are able to file a claim directly against the state.
4. The volunteer acknowledges that the Institution shall have no liability for personal injury or property damage which may be suffered by the volunteer, unless such injury or damage directly results from the negligent act or omissions of state employees or authorized volunteers. Any and all negligence claims shall be expressly limited to claims approved by the Claims Commission.
5. The volunteer acknowledges that he/she may not operate automotive or other state owned equipment of the Institution without specific written authorization of the president or President of the Institution.

6. The volunteer and the Institution agree that no person shall be subjected to discrimination on the basis of race, color, religion, sex, age, handicap, or national origin in the execution or performance of this Agreement.
7. TCAT Northwest, the Tennessee Board of Regents, the State of Tennessee and their respective employees shall have no liability unless specifically provided for in this Agreement.
8. This Agreement may be terminated at any time upon written notice of the volunteer or the president or President of TCAT Northwest.

**ACKNOWLEDGEMENT**

I, \_\_\_\_\_ (volunteer name), SSN: \_\_\_\_\_  
 have read and understand the above statement/agreement and agree to abide by its terms and conditions while I am participating in volunteer activities at TCAT Northwest. This agreement is effective from \_\_\_\_\_ through \_\_\_\_\_.

Signature of Volunteer: \_\_\_\_\_

Date: \_\_\_\_\_

Recommendation of Approval of Statement of Understanding/Agreement:

Admin. Supervisor of Volunteer: \_\_\_\_\_

Date: \_\_\_\_\_

Approval of Statement of Understanding/Agreement:

President : \_\_\_\_\_

Date: \_\_\_\_\_

Copies to: Office of Human Resources Volunteer Division/Department File

X. Institutional Vehicles

A. At any given time, many of these vehicles are being used for institutional travel. Therefore, all vehicles may not be present on campus at the time of a disaster. These vehicles are maintained at Tennessee College of Applied Technology and can be used to move supplies or personnel during an emergency as needed.

1. NUMBER OF VEHICLES	TYPE OF VEHICLE
05	Mid-sized Passenger Cars
09	Van / Trucks/SUVs

## **XI. LOG OF CAMPUS RADIOS / COMMUNICATION DEVICES**

- A. In the event of a disaster, communication will become a priority. Landline and cellular telephone service could be disrupted, or non-existent, for an undetermined duration.
- B. In addition to and as a back-up to the telephone service, the college offices should have hand-held two-way radios for communications. Some offices may have one-way radios in addition to the two-way radios.
- C. Cellular and satellite telephones should not be used in bomb threat emergencies.
- D. During an emergency recovery, these radios could be used for communication until telephone service is restored. It is necessary to ensure that the frequencies used by the radios that can be monitored by the base unit and are compatible with the local law enforcement department and local emergency personnel.

## **ACCIDENT REPORTING PROCEDURE**

### **I. Purpose**

To develop a procedure which ensures accidents are thoroughly investigated in an effort to prevent any recurrence. (See TBR Guidelines B-100)

### **II. Scope**

This policy/procedure applies to all TCAT Northwest personnel and students.

### **III. Procedure/Responsibility**

The following represents the steps to be followed in analyzing an accident.

- A. The Instructor/Supervisor must begin an accident investigation immediately upon learning of an accident within his/her area of responsibility.
- B. The Instructor/Supervisor, after administering or securing First Aid, should briefly question the victim as to what transpired. Notes should be taken if possible.
- C. The Instructor/Supervisor should, after treatment of the injured party, identify and question any witness. Notes of these interviews should be taken.
- D. The Instructor/Supervisor should visit the accident site and personally examine the equipment, walking/working surface, hand tools, etc. that contributed to the accident. Notes should be taken and sketches made if appropriate.
- E. The Instructor/Supervisor may now complete the Preliminary Accident Report. Care should be taken to completely answer all questions. Notes, diagrams, etc. should be attached to the Preliminary Accident Report.
- F. The Instructor/Supervisor, if First Aid was rendered by the Nursing Department, should consult with Nursing so notes of the First Aid rendered can be reported on the accident report.

2. The instructor shall deliver the Preliminary Accident Report to the President. The report will be reviewed, and a tour of the site taken. Consensus as to cause and corrective action should be reached and documented.
- G. The accident report and subsequent finding will be shared with all instructors/staff during a monthly staff meeting. It shall be the responsibility of the instructor experiencing the accident to make the presentation.
- H. The students/employees experiencing the injury should share his/her experiences regarding the accident with their peers. The hope is such sharing will prevent a recurrence.

#### IV. General

- A. All accident reports are to be completed by the instructor immediately. No more than **24 hours** should transpire before the report is submitted to the President.
- B. The President/Vice President and Instructor should conduct the site visit and report review no more than **3 days** after the accident.
- C. The student/employee should share his/her experience with peers as soon as possible upon a return to school or work.
- D. Preliminary Accident Reports will be kept on file in the President's office.
- E. Corrective action deemed necessary after completion of the investigation shall take place immediately.



11. What can be done to  
prevent a recurrence  
of \_\_\_\_\_ this or similar accidents?  
\_\_\_\_\_

12. Additional Comments

Report made by \_\_\_\_\_ Title \_\_\_\_\_

Received by President's Office Date \_\_\_\_\_ Hour \_\_\_\_\_ A.M. ( ) P.M. ( )

Reviewed by President Date \_\_\_\_\_

Corrective Action Required \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Person Responsible \_\_\_\_\_

Date Corrective Action Complete \_\_\_\_\_

## **SAFETY GLASSES POLICY/PROCEDURE**

### **I. Purpose**

To develop an eye protection procedure consistent with accepted safety practices.  
(See TBR Guidelines B-100)

### **II. Scope**

This policy/procedure applies to all TCAT Northwest personnel, students, and visitors.

### **III. Policy**

- A. Safety glasses are to be worn in all shop areas where equipment, processes, or procedures pose a hazard to the eyes.
- B. All safety glasses must meet or exceed OSHA and applicable AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) standards.
- C. TENN Code – TCA 49-50-501

### **IV. Procedures**

- A. The designation of a shop as a “safety glasses required” area shall be made after an inspection and review of the equipment and curriculum have been made. This undertaking shall be a joint venture between administration and the applicable faculty member.
- B. Once designated, the shop area shall display signs denoting the need for safety glasses.
- C. Instructors teaching courses of study requiring safety glasses shall note same on their books and supplies listing.
- D. Safety glasses shall be made available for sale at the book closet.
- E. A visitor to the school who does not possess safety glasses shall be provided a visitor’s pair when touring “glasses required” areas.

#### IV. Responsibility

- A. The President shall ensure that each shop area is continuously evaluated to ascertain the need for a safety glasses required designation.
- B. The student shall be responsible for providing his/her own pair of OSHA/AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) approved safety glasses.
- C. The book closet clerk shall stock and have available for purchase OSHA/AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) approved safety glasses.
- D. The instructor or his/her designee shall enforce the safety glasses requirement in his/her designated shop area.
- E. School appointed tour guides shall be responsible for procuring safety glasses for all guests entering designated areas requiring eye protection.
- F. All faculty, staff, and students shall be responsible for ensuring continued compliance with the safety glasses policy.
- G. Administration shall support individual instructors in their compliance efforts.
- H. The receptionist shall keep a supply of visitor glasses and control their issuance and return.

#### VI. General

- A. Persons continuously violating this policy shall undergo counseling, probation, and ultimately can be terminated for failure to comply with this procedure.
- B. Additional eye protection in the form of goggles, hoods, or face shields may be required for certain procedures. The instructor may designate their use when necessary. If required on a regular basis, this specialized eye protection will be entered on the books and supplies listing for purchase.
- C. Students, faculty, and staff may supply their own safety glasses provided their glasses meet or exceed OSHA/AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) standards.

- D. At any given time an instructor may designate any area “safety glasses required” if a project or demonstration poses an eye hazard. If doing so, proper warning signs should be posted, and all persons entering the area will have suitable eye protection.
- E. During down time, the instructor may allow glasses to be removed. Persons entering the shop area must assume safety glasses are needed, unless otherwise notified by the instructor.
- F. Persons occupying classrooms separate from shop areas may not be required to wear safety glasses as eye hazards may not exist. The instructor shall make this determination.
- G. Persons passing through eye protection areas must wear eye protection or avoid entry into the shop.

## **WORKERS COMPENSATION PROCEDURE**

### Purpose

- I. To establish a procedure whereby associates will be treated promptly and equitably in the event they are injured while at work. (See TBR Guidelines B-100)

### II. Scope

This procedure covers all associates employed by TCAT Northwest.

### III. Definition

For the purposes of this policy, the term “provider” shall refer to an approved hospital, doctor, dentist, etc.

### IV. Procedure

The following procedure details the steps to be taken should an associate be injured while performing work for TCAT Northwest.

- A. If an injury occurs during the course of employment, the associate should immediately report the injury to his/her supervisor.
- B. If the injury requires medical care beyond Standard First Aid, the employee should contact the designated State Administrator’s number. (See your personal comp. card-Exhibit I). The Administrator will provide you with a list of medical providers authorized to treat you. A copy of the comp. card is posted in the staff break room.
- C. The associate, if non-emergency status, shall then contact the provider for an appointment.
- D. The provider shall submit all bills for treatment to the designated address provided to them by the State Workers Compensation Administrator.

- E. In cases requiring emergency treatment, Associates must be transported to an approved Hospital whenever possible. In the immediate vicinity of the campus, the following hospital is approved:

West Tennessee Health Care-Dyersburg  
Baptist Hospital -Union City  
Jackson-Madison County Hospital – Jackson, TN  
Baptist Tipton Hospital – Covington, TN  
Lauderdale Community Hospital – Ripley, TN

The State Administrator must be notified as in Section B above. The associate or his/her family shall be responsible for assuring notification.

- F. Immediately after an accident, the Supervisor and Associate must complete an accident investigation report. The report must be submitted to the President’s office within 24 hours of the occurrence.
- G. The President’s office will forward the completed Accident Report to the lead institution for processing and submission to the state.

V. General

- A. If the associate chooses a provider not listed on the state approved directory, no payment shall be due the associate from the Workers Compensation Fund.

Failure to notify the Supervisor or President’s Office and the State Administrator’s Office of the accident/injury/sickness immediately, either after the occurrence or when the alleged connection to work is first known, may disqualify the associate from Workers Compensation reimbursement.

The President’s office and injured associate shall maintain contact on a weekly basis should a prolonged Workers Compensation leave be required. The intent is that the associate returns to gainful employment at the earliest possible time.

Should an associate be injured away from the school campus and require emergency medical treatment at a hospital, said associate may be transported to the nearest facility. Once treated, the associate or his/her designee **must** contact the State Workers Compensation Administrator. Failure to notify the Administrator may result in benefits disqualification.

A list of primary care providers will be maintained by the institution. The State Administrator must be called for the names of network specialists.

An associate who becomes dissatisfied with his/her chosen provider will be allowed to change providers if approval to do so is given by the adjuster handling his/her claim.

## EMPLOYEE'S FIRST REPORT OF INJURY

Name \_\_\_\_\_ Social Security XXX-XX-\_\_\_\_\_

Address \_\_\_\_\_  
Street Apt# City State Zip

Gender\_Marital Status \_\_\_\_\_ Birth Date \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Home Phone \_\_\_\_\_

Injury Time \_\_\_\_\_

Witness to injury (Name) \_\_\_\_\_

Date reported to your supervisor \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

(Circle appropriate items)

<b>Nature of Illness/Injury</b>	<b>Part of Body</b>	<b>Activity at time of injury</b>
Amputation	Eyes R/L/Both	Climbing
Burn or Scald	Head/Face/Back	Driving
Concussion	Back/Upper/Middle/Lower	Lifting
Crushing Injury	Trunk (other than back)	Standing
Cut/laceration/abrasion	Arm R/L/Both	Reaching
Fracture	Hand/Wrist/R/L/Both	Kneeling
Hernia	Finger(s) _____	Bending/Stooping
Bruise	Leg R/L/Both	Walking
Sprain/strain	Fee/Ankles R/L/Both	Carrying
Other _____	Other _____	Other _____

What task were you engaged in when injured? \_\_\_\_\_

\_\_\_\_\_

What building and/or area were you work in? \_\_\_\_\_

What do you think caused this injury? \_\_\_\_\_

\_\_\_\_\_

List any additional information you feel pertinent \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# EMPLOYEE MEDICAL SELECTION FORM

Employee Name \_\_\_\_\_

Date of Incident \_\_\_\_/\_\_\_\_/\_\_\_\_ Time of Incident \_\_\_\_ a.m. \_\_\_\_ p.m.

You have reported an injury occurring at work. Under worker's compensation, you have certain benefits available to assist you with any required care or recovery. One benefit is medical care. You are entitled to choose the physician to care for you from the list provided by administrator designated by the State of Tennessee. Workers Compensation will not pay for visits to a different physician unless prior approval is obtained from the administrator. Please circle your choice from the list below.

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Physician Name	Address	Phone Number #
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---

Physician Name	Address	Phone Number #
----------------	---------	----------------

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Physician Name	Address	Phone Number #
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After your visit please let us know your diagnosis by returning the Physician Treatment and Return to Work Authorization form. If unable to return the form please call the President's Office at (731) 627-2511 and ask for an administrator. Please keep the President's Office informed of any developments concerning your case.

In all probability there will be additional forms to complete after you have seen the doctor.

Our Workers Compensation is provided by the State of Tennessee through \_\_\_\_\_ Agency. It is quite probable that someone from their office will contact you.

If you have any questions please feel free to contact Ms. Teresa Yates at the Office of the President, TCAT Northwest. She will act as your representative for all dealings with the school.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY NORTHWEST  
PHYSICIAN TREATMENT FORM AND RETURN TO WORK  
AUTHORIZATION**

Name \_\_\_\_\_ Social Security \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Injury \_\_\_\_/\_\_\_\_/\_\_\_\_ Next scheduled workday \_\_\_\_\_ Hours scheduled \_\_\_\_\_

Position held by associate \_\_\_\_\_

Medical Provider – Please complete and return this form to our associate before he/she leaves your office. If the associate can't return to our facility immediately after receiving treatment, please fax this form to the Office of the President at (731) 627-2310. Contact Teresa Yates at (731) 627-2511 with any questions or concerns.

Nature of Injury/Diagnosis \_\_\_\_\_

\_\_\_\_\_

Treatment \_\_\_\_\_

\_\_\_\_\_

Medication and side effects, if any \_\_\_\_\_

\_\_\_\_\_

**\*Note – Light duty work is available for all associates**

Date Associate may return to work \_\_\_\_\_

Date of next Appointment, if any \_\_\_\_\_ Time \_\_\_\_\_

Can associate perform regular duties? See attached job description \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, what restrictions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Physicians printed name \_\_\_\_\_

Physician Signature \_\_\_\_\_

Date \_\_\_\_\_

STATE OF TENNESSEE TREASURY DEPARTMENT DIVISION OF  
CLAIMS ADMINISTRATION  
502 DEADERICK STREET  
NASHVILLE, TENNESSEE 37243-0202  
615-741-2734 (phone) / 615-532-4979 (fax)



**These procedures are to emphasize the importance of all employees notifying his/her supervisor immediately of any injury or illness that occurs while on duty.** It is also imperative that any employee who experiences injury or illness while on duty follow up with his/her supervisor to make sure all documentation of the injury or illness is filled out correctly and submitted to the Human Resources office for reporting purposes. Even if you did not receive medical treatment, reporting the incident protects you if any physical ailments or illnesses become issues in the future.

**The following guidelines as set forth in this notice will help minimize the potential denial of a workers' compensation claim. Not following these procedures will increase chances of sustained injuries not being recognized as qualifying for workers' compensation. Therefore, the claim potentially may be denied.**

ONCE YOU FILE A CLAIM AS WORKERS' COMP, YOU ARE REQUIRED BY POLICY TO FOLLOW THE PROCEDURES OUTLINED IN THIS DOCUMENT. FIRST AND FOREMOST, ALL INSTRUCTIONS FROM PHYSICIANS, CASE MANAGERS AND HUMAN RESOURCES MUST BE ADHERED TO COMPLETELY.

## What should I do if I'm injured on the job?

### 1. Notify your supervisor immediately.

- Tell your supervisor exactly what happened, how it happened, witnesses to the incident, and whether you were injured as a result of the incident. If you witness a work-related incident where a fellow employee is injured and cannot notify his or her supervisor, you should notify the supervisor for him or her. This may be as simple as calling the supervisor to report that an incident occurred resulting in injury or sending an email reporting the incident to the supervisor.

You should call 911 for all emergencies that result in serious bodily injury and/or seek treatment at the nearest emergency room.

### 2. You and your supervisor shall call the Workplace Injury & First Notice of Loss Call Center at **1-866-245-8588, option #1**, immediately after the occurrence of an incident.

- By calling the Workplace Injury & First Notice of Loss Call Center you (the injured employee) will speak with a 24/7 registered nurse to evaluate the nature of your injury and determine immediate care or treatment options. Your supervisor will only verify that you are reporting a work-related injury to the registered nurse.
- If no medical treatment is recommended, the registered nurse will document the call for you and your supervisor and enter an incident report into the CareMC reporting system. No other action will be needed from you or your supervisor.
- If the registered nurse recommends for you to seek immediate medical treatment, the nurse will direct you to the nearest State-approved medical provider. Your supervisor will be responsible for completing the reporting process of the claim with CorVel.
- The 24/7 registered nurse will provide to you verbally the approved panel of physicians. The approved panel of physicians may also be posted in your break room and/or the Human Resources Office. You must choose a provider who is authorized in the State workers' compensation network. This will be the only physician authorized to treat you for your compensable injury. The State will not pay any medical expenses you incur from a physician other than your treating physician or a network physician you are referred to by your treating physician.
- Follow up doctor and/or specialist appointments must be arranged by CorVel and NOT by the injured employee or the employee's supervisor. **Note: This does not apply in situations requiring immediate emergency room treatment for serious or life-threatening injuries.**
- If you are seen in an emergency room or a minor medical clinic and you were told to see a specialist or your "regular/normal" physician for follow-up care, you must call the Human Resources Department prior to any follow up treatment and Human Resources will call your CorVel examiner for a panel of three. The panel will be given to Human Resources and you will need to go to Human Resources to sign the panel form. All doctors must be on the State's approved physicians list prior to follow-up treatment.

3. To complete the reporting process your supervisor can ask the registered nurse to transfer the call to the First Notice of Loss Unit, or directly call **1-866-245-8588** and select **option #2**. The First Notice of Loss Unit will ask your supervisor additional questions. If your supervisor is unable to answer the questions, he or she must notify the Human Resources Department of the incident prior to the end of his/her shift.
  - a. Human resources personnel may also call **1-866-8588** and select **option #2**, or they may complete the First Notice of Loss online via CareMC. If the employee and supervisor did not call the 24/7 registered nurse, and the incident was a non-medical incident reported to the Human Resources Department, human resources personnel may enter the incident directly into CareMC.

When seeking medical treatment, you should notify the doctor's office that you were injured while at work and that you will be filing a claim for workers' compensation benefits with the state.

If you are given a prescription, DO NOT fill the prescription with the State personal health insurance provider. Tell the pharmacist the prescription is for a workers' comp injury or illness and provide them with the Cypress First Fill Pharmacy Form.

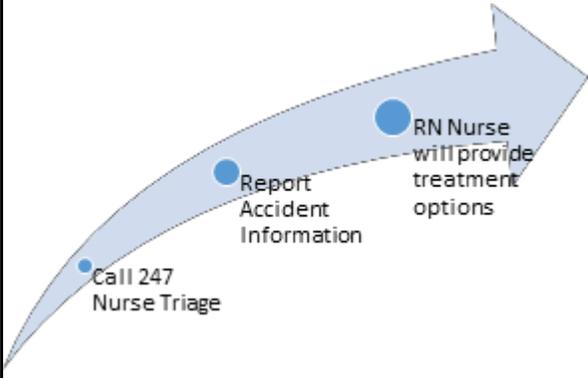
**DRUG SCREENS (IF APPLICABLE TO YOUR DEPARTMENT):** If the employee is in an accident where a drug test is required, **DO NOT** request any drug tests from the workers' comp medical provider. All drug tests must be performed by National Toxicology Specialists (NTS). Only drug tests from NTS are acceptable.

**NOTE:** It is your responsibility to keep your supervisor and/or human resources department notified on a daily basis regarding your work status while out of work on workers' comp. Explain what medical care is being prescribed and your current condition. The employee should give copies of all the paperwork issued by the treating physician to the supervisor and/or human resources department stating when he/she can return to work, if follow-up visits are requested, or the need for physical therapy. This written documentation must be forwarded to Human Resources. **Due to HIPAA compliance, ONLY the Human Resources Department will store the medical records related to an employee's injury on the job.**

DO NOT PRESENT YOUR HEALTH CARE CARD FOR MEDICAL TREATMENT OR WHILE FILLING A PRESCRIPTION. YOUR HEALTH INSURANCE AND YOUR WORKERS' COMPENSATION COVERAGE ARE TWO SEPARATE PLANS THAT DO NOT OVERLAP.

The State of Tennessee and the State's TPA reserves the right to review certain claims for compensability and may assign a case manager to assist an employee. Certain outpatient procedures must be pre-certified by state processes before occurring. Providers of these services know they should contact the adjuster before diagnostic testing, physical therapy, injections, surgeries, referrals, etc.

**When an Incident Occurs: DIAL: 866-245-8588**  
**Live Assistance 24/7**

<p><b>If you are an <i>Injured Worker</i>,  SELECT OPTION #1  to speak to a Registered Nurse</b></p>	<p><b>If you are a <i>Supervisor or Manager</i>,  SELECT OPTION #2  to report the injury of an employee</b></p>
	
<p><b>Benefits:</b></p> <ol style="list-style-type: none"> <li>1. Connects injured worker with appropriate care;</li> <li>2. Specialized in occupational injuries</li> <li>3. First aid advice with follow-up call;</li> <li>4. Focus on access and early intervention;</li> <li>5. Treatment authorization via provider channeling with follow-up call; and</li> <li>6. Comprehensive incident data gathering.</li> </ol>	<p><b>Benefits:</b></p> <ol style="list-style-type: none"> <li>1. Completely integrated approach;</li> <li>2. Both sides of incident captured to ensure accurate reporting;</li> <li>3. Outbound calling if supervisor has not completed report with treatment within 24 hours;</li> <li>4. Automated completion of First Report of Injury (Form C-20);</li> <li>5. Central distribution of Form C-20; and</li> <li>6. Mobile reporting capabilities for field personnel.</li> </ol>

## **FACILITY SAFETY INSPECTIONS –**

### **I. Purpose**

To develop a policy/procedure to ensure campuses are inspected to identify possible safety hazards and to provide for the quick resolution of any deficiencies found.

### **II. Scope**

Due to the merger of TCAT Northwest, Covington and Ripley, the facility safety inspection plan will be restructured in order to initiate a more streamlined process across campuses. This policy/procedure will apply to all TCAT Northwest campuses and to all Northwest associates and students.

### **III. Policy**

It is the policy of TCAT Northwest to maintain a safe and clean environment for all students, staff, and visitors to the campus.

### **IV. Responsibility**

Every TCAT Northwest associate and student is responsible for observing safety policies and procedures, working safely and for reporting unsafe conditions to the President's Office or applicable instructor/supervisor. Each person is responsible for interceding should they witness an unsafe act.

### **V. Inspection Procedure**

- A. Each employee and student shall observe and inspect daily. Unsafe acts or conditions shall immediately be corrected after discovery. Conditions that require assistance for correction are to be reported to the President's Office by phone, e-mail, or word-of-mouth. The President will assign a priority and initiate immediate corrective action. The President and reporting party shall monitor corrective actions for completion.
- B. The President, Vice Presidents, and Lead Facilities Custodian shall serve as a safety inspection team. Each instructor shall be considered a member of the team when regular visits are made to their assigned area.

These individuals shall:

1. Conduct safety inspections of the campuses including but not limited to offices, classrooms, labs, parking lots, and the grounds.
2. Complete a safety checklist during the inspections.
3. Initiate corrective action directives and oversee completion to include the ordering of parts/materials, contracting with outside vendors, etc.
4. Report to the staff on the status of corrective action projects.
5. Provide liaison with TBR staff should corrective actions require Board support.

VI. Safety Training.

The President's Office shall oversee safety training initiatives at the facility. All faculty, staff, and students shall be trained in safety as it relates to their area and discipline.

- A. President – Shall train new associates pursuant to safety items relevant to their assigned area.
- B. Instructional Personnel – Shall be responsible for training all students pursuant to safety issues germane to their surroundings and area of study.
- C. Employers and Clinical Sites – Shall train students pursuant to safety issues associated with their place of work. Instructors shall consult with employers to ascertain such training is offered.

VII. General

Safety and Accident Prevention is to be considered an ongoing process. It is everyone's responsibility to work safely and to maintain a safe workplace.

ALL ACCIDENTS ARE PREVENTABLE



## **GLOBALLY HARMONIZED SYSTEM (GHS) SAFETY DATA SHEETS**

- I. Purpose  
To develop a procedure to ensure SDS sheets are kept on all chemicals used at the facility, to comply with OSHA Standard 29CFR 1910.1200 and 29CFR 1926.59
  
- II. Scope  
This procedure applies to all TCAT Northwest personnel.
  
- III. Procedure  
The TCAT Northwest will procure a SDS sheet on all chemicals used by staff or students within the facility. Compliance with this directive will be accomplished by:
  - A. All purchase requisitions submitted for the purchase of a chemical shall be processed by the Lead Business Office Coordinator.
  - B. The Lead Business Office Coordinator shall research the SDS file to ascertain the availability of a SDS sheet.
  - C. Should the purchase represent a new chemical product, Lead Business Office Coordinator, as a part of the purchase transaction, shall request a SDS sheet from the manufacturer or supplier.
  - D. Upon receipt of the new SDS sheet, the Lead Business Office Coordinator shall supply the purchasing party a copy of the sheet.
  - E. The Lead Business Office Coordinator shall then place the sheet in the SDS master file.
  
- IV. Labeling  
The transfer of chemical products from the purchase container to a smaller container is discouraged. If a transfer is necessary, the following shall be done by the person affecting the transfer:
  - A. A suitable container shall be chosen as recommended for storing the product in question.
  - B. The container shall be clearly labeled with a tag or by marker denoting its content. The container shall be stored in a designated location per the manufacturer's recommendations.

- E. Flammable materials, such as gasoline, shall require a color-coded container with applicable safety features.

V. General

- A. Under no circumstances should any person bring a chemical product on-site without the consent of the President, Instructor, or Lead Facilities Custodian. Such chemical shall be allowed only if an SDS sheet is on file for the product.
- B. All persons using any chemical product should read all directions and take applicable precautions as recommended by the manufacturer.
- C. Should the facility procure any flammable products such as gasoline, paint thinners, solvents etc. they shall be stored in a flammables cabinet that shall be so labeled. Each instructor shall insure compliance for any flammables that might be present in their area. The Utility Maintenance Person shall arrange for storage of flammable cleaning supplies that might be procured.

# BLOODBORNE PATHOGENS

## I. Purpose

To develop a policy and procedure that will protect staff and students from exposure to Bloodborne pathogens and ensure the proper disposal of medical waste associated with blood and general body fluids.

## II. Policy

The Tennessee College of Applied Technology Northwest is committed to providing a safe and healthful work and study environment for our staff and students.

## III. Scope of Policy/Procedure

This policy/procedure covers all staff and students and at a minimum will cover the following:

- Determination of Employee Exposure
- Implementation of methods of exposure control including:
  1. Universal precautions
  2. Engineering and work practice controls
  3. Personal protective equipment
  4. Housekeeping
- Post-exposure evaluation and follow-up
- Communications of hazards to employees/students and training
- Recordkeeping
- Procedures for evaluating circumstances pertaining to exposure incidents

## IV. Responsibility

- A. Those employees and students exposed to blood or other potentially infectious materials (OPIM) must notify administration immediately of any known exposure. Faculty and students on clinical rotations at healthcare facilities and providers are required to abide by exposure guidelines of the facility. All incidents of exposure shall still be reported to the President's Office Immediately.
- B. The Department of Nursing/Allied Health Programs will maintain all necessary personal protective equipment (PPE), engineering controls (sharps containers), labels, and red bags as required. The Department of Nursing/Allied Health Programs, working with purchasing and lead custodial personnel, will ensure adequate supplies are maintained. Persons needing replacement supplies should call the Director of Nursing/Allied Health.

C. The President of the facility will be responsible for coordinating any medical actions required with the Director of Nursing and Allied Health, the Tennessee Board of Regents, and appropriate medical personnel as assigned. Appropriate employee and TOSHA records will be maintained by the President.

V. Exposure Determination

The following is a list of job and student classifications at TCAT Northwest who have potential exposures:

<u>Classification</u>	<u>Departments</u>	<u>Tasks</u>
1. Nursing/Allied Health Instructors	Nursing/Allied Health	Injections, IV, phlebotomy, catheters, wound care, bathing, removal human waste, sharps exposure, X-ray, heated sterilization equipment, etc.
2. Nursing/Allied Health Students	Nursing/Allied Health	Same as above
3. Healthcare Administrators	Nursing/Allied Health	Same as above
4. Custodial Personnel waste	Custodial	Handling of ...

VI. Methods of Implementation and Control

A. Universal Precautions will be utilized by all employees and students.

Clinical sites shall be responsible for the upgrade of their respective plans.

B. Engineering Controls and Work Practices – Engineering controls and work practice controls will be used to minimize exposure to Bloodborne pathogens. The specific engineering controls and work practice controls are:

- All equipment and supplies used for Phlebotomy, IV Therapy, and injections represent equipment and supplies used by TCAT Northwest clinical sites.
- Sharps disposal containers are inspected and maintained or replaced by the individual program instructor on an ongoing basis to prevent overfilling. Each instructor shall keep an empty sharp in reserve within his/her lab.
- TCAT Northwest identifies the need for engineering changes by its commitment to duplicate labs consistent with the clinical providers utilized by the facility. TCAT Northwest also uses the Program Advisory Committee to review and inspect program labs at least twice a year. The President reviews OSHA records on an ongoing basis with annual reporting.
- TCAT Northwest reviews new procedures and new products during clinical rotations, in-service activities, and by reviewing product catalogs submitted for the department’s consideration.
- Both instructional and administrative personnel are involved in the controls process through involvement in semi-annual advisory meetings, Technology Access Fee planning sessions, Annual Performance and Goal Setting sessions, and quarterly healthcare instructor meetings and regional and state healthcare instructional meetings.

C. Personal Protective Equipment (PPE) – Personal Protective Equipment is provided to our employees and students as a part of issued supplies. Training for PPE usage is conducted by the Director of Nursing/Allied Health programs and his/her instructional staff during new employee or during First Aid/CPR training. Students receive PPE training from their instructors as a part of their normal curriculum prior to clinical or lab exposure. The types of PPE typically used by personnel and students include:

1. Gloves
2. Gowns
3. Masks
4. CPR ventilation shields
5. Eye Protection

PPE is in all Nursing and Allied Health Labs. First Aid Kits are located throughout the building and in the custodial storage areas. Instructors, First Aid Responders, and custodial personnel may reorder PPE supplies by submitting a purchase requisition to the Financial Support Associate. Immediate access to gloves, should a departmental supply be depleted, may be gained by contacting a healthcare instructor or custodial person.

All employees and students utilizing PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removing gloves or other PPE
- Remove PPE after it becomes contaminated and before leaving the work area.
- Used PPE may be disposed of by placing it in a red biohazard bag obtained from custodial personnel or a healthcare instructor. The bag shall be disposed of by trained custodial personnel.
- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or services; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, tearing, peeling, puncturing, or deterioration. Disposable gloves are the gloves of preference at TCAT Northwest.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

Decontamination of PPE will be limited to resuscitation equipment. All other PPE will be disposed of. Resuscitation equipment shall be decontaminated by the Nursing Instructor utilizing accepted procedures detailed in procedures used in approved clinical settings. Whenever possible, disposable components of resuscitation equipment shall be utilized.

D. Housekeeping--Regulated waste is placed in containers which are closeable, constructed to contain all contents and prevent leakage, appropriately labeled or color coded, and closed prior to removal to prevent spillage or protrusion of contents during handling. Healthcare instructors shall be responsible surrounding waste generated by their class. Custodial personnel shall be responsible for waste generated due to a sickness or injury. Disposal of reoccurring waste shall be as follows:

1. Sharps Containers – Sharps containers shall be disposed of by the program instructor through agreements with approved outside parties. Sharps shall be transported by trained individuals only. A conscious effort will be made to dispose of sharps prior to overfilling. Contaminated sharps are to be discarded immediately or as soon as possible in containers that are closeable, puncture resistant, leak proof on sides and bottoms, and appropriately labeled. Sharps disposal containers are available by request from the Director of Nursing/Allied Health programs.

2. Phlebotomy fluids – shall be stored in sealed lab vessels and collected for transport in appropriately coded containers. Phlebotomy fluids shall be transported a commercial waste disposal company certified to dispose of such materials.
  3. Bins and pails are cleaned and decontaminated as soon as feasible by applying a bleach solution and spray disinfectant.
  4. Broken glassware that is contaminated is to be picked up by a mechanical means such as a brush and dustpan.
- E. Laundry – The facility will not make it a practice to launder potentially contaminated items as the probability of encountering such is remote. Should contaminated laundry be encountered it will be handled with gloves and placed in a red biohazard bag for disposal.
- F. Labels – All biohazard items at TCAT Northwest will be affixed with a bio-hazard label and/or be contained in a red bag. The healthcare instructor shall be responsible for labeling or red bagging all biohazard waste in his or her classroom or lab. Custodial personnel shall be responsible for red bagging all biohazard waste they might encounter due to a spill (normally an accident or sickness). Employees and/or students are to notify the President if they discover regulated waste containers containing blood, OPIM, or contaminated equipment, etc. without proper labels.

## VII. Vaccinations

The Director of Nursing/Allied Health programs will monitor Nursing/Allied Health employee and student's vaccination records to ensure clinical/laboratory requirements are upheld. In leu of evidence of required vaccinations, Vaccination status can be verified by one of the following methods:

1. Antibody testing reveals the employee is immune.
2. Medical evaluation shows the vaccine is contraindicated.

## VIII. Post-Exposure Evaluation and Follow-Up

- A. Should an exposure incident occur, and you are an employee, contact the President's office immediately at 731-627-2511.

Immediate basic first aid will be rendered by the Nursing Department when available. Following initial first aid (clean the wound, flush eyes or other mucous membranes), the following actions will be taken:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual.

- The exposed individual will be directed to visit a medical provider or the Emergency Department for appropriate medical care and laboratory testing, if applicable.

\* Students in the clinical setting are most often required to follow the Policy and procedure for the clinical entity. In these cases, the Director of Nursing and Allied Health Programs will act as a liaison between the school and the clinical provider.

B. Administration of post exposure evaluation and follow-up administration shall be assigned as follows:

- The Director of Nursing and Healthcare Programs, with the approval of the President, will ensure that the health care professional evaluating an employee after an exposure incident receives the following:
  1. A description of the employee's job duties relevant to the exposure incident.
  2. Route(s) of exposure.
  3. Circumstances of exposure.
  4. Relevant medical records, including vaccination status.

Employees will provide a copy of the healthcare professionals recommendation to the President's office within 15 days of the initial visit.

C. Procedures for evaluating the circumstances surrounding an exposure incident will be the responsibility of the President in partnership with the Director of Nursing and Healthcare Programs. These individuals will review the circumstances of all exposure incidents to determine:

- Engineering control in place at the time.
- Work practices, followed or not.
- A description of the device being used (including type and brand)
- Protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.).
- Location of the incident.
- Procedure being performed when the incident occurred.
- Employees (student) training.

The Program Instructor will record all percutaneous injuries from contaminated sharps in a Sharps Injury Log. The Sharps Injury Log shall contain as a minimum the following information;

Sharps Injury Log (Attachment A)

1. Date of injury
2. Type and brand of the device involved (syringe, suture needle, etc.)
3. Work, lab, or class area where the incident occurred.
4. Explanation of how the incident occurred.

This log is reviewed as a part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have personal identifiers removed.

IX. Training

Employee training of the policy is conducted upon hire. Any changes to the policy are reviewed by the Director of Nursing and Allied Health as needed. Any changes to policy will be communicated to applicable staff/students upon imitation of updates.

- X. Medical Records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020. The President's Office is responsible for maintenance of required medical records. These confidential records are kept in the President's Office for at least the duration of employment plus thirty years. Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to the President, TCAT Northwest, 340 Washington Street, Newbern, TN 38059.



## **DISPOSAL OF HAZARDOUS MATERIALS PROCEDURE**

### **I. Purpose**

To develop a policy/procedure that ensures materials deemed as hazardous are disposed of in a manner that meets or exceeds Federal, State or Local guidelines. (See TBR Guidelines B-100)

### **II. Scope**

This procedure applies to all hazardous materials purchased and disposed of by TCAT Northwest.

### **III. Policy**

It is the intent of TCAT Northwest to comply with all published regulations pursuant to the disposal of hazardous materials. TBR will be deemed to be the advisory group that shall be the actions of the campus.

### **IV. Procedure**

The following shall be the procedure to be followed pursuant to disposal.

- A. The President's Office shall mandate a survey of chemicals and potential hazardous materials to be taken no less than every year. The survey data will be reconciled against the inventory of such items kept by the President's Office.
- B. The President's Office, with the assistance of departmental personnel, shall be responsible for publishing a list of materials deemed hazardous and distribute said list to all personnel responsible for the use of the material (In addition to MSDS Sheets).
- C. The President's Office shall be responsible for procuring the services of a hazardous materials disposal contractor who will safely and legally dispose of hazardous materials as identified and collected by the facility. Small quantities of materials may be removed and disposed of via county landfills as deemed appropriate and supervised by the county.
- D. The department consumer/generator (Instructor/Supervisor) shall implement a control system that will monitor the use of the materials and provide a storage and collection point where materials/chemicals will be kept. When the instructor/supervisor determines he has materials needing disposal, he/she will notify the President's Office of the quantity and location of the materials.

E. The President's Office, when applicable, shall consolidate all like materials at a designated point and arrange for pickup of the materials by the authorized vendor of disposal services.

F. The President's Office shall be responsible for keeping all transaction files generated by the pickup of any hazardous materials from the facility.

V. General

A. The facility has two items that constitute the bulk of possible hazardous materials being generated. These items are fluorescent light bulbs and computer monitors. Disposal of these items will be coordinated by custodial/maintenance personnel as follows:

## **SHELTER IN PLACE/LOCKDOWN PROCEDURE**

### **I. Purpose**

There are a number of emergency situations where an evacuation of the building and/or classroom is not advisable – hostile intruder, hazardous material release, terrorist attack, etc. In these instances, TCAT Northwest will go into Shelter-in-Place/Lockdown protocol. (See TBR Guidelines B-100)

### **II. Communications**

A. The individual making the discovery of an emergency situation or receiving a report of such should immediately contact the President's Office or Local Law Enforcement. The individual making the report should provide as much detailed information as possible about the situation.

1. If shelter-in-place/lockdown is required, an emergency announcement will be made by a code red alert via the intercom/electronic notification system.
2. During a shelter-in-place/lockdown, fire alarms should not be pulled/activated.

### **III. Procedures**

The following procedures should be followed in the event of an incident where the campus goes into shelter in place/lockdown:  
(See TBR Policy B-100)

- A. Upon hearing the alert all faculty and department heads should secure their area by locking doors, windows, and window treatments. Everyone should seek cover in their area and cell phones should be put on silent.
- B. Maintenance/Custodial personnel are to secure main doors and windows
- C. In the absence of the custodial personnel, the President's Office will secure hallway/outside doors.
- D. Remain quiet and do not enter hallways
- E. If the fire alarm is sounded during a shelter-in-place event, do not evacuate the building unless:
  1. You have first-hand knowledge that there is a fire in the building, or

2. You have been advised by an official to evacuate the building, or
  3. There is imminent danger in the immediate area.
  4. Stay away from doors and windows.
  5. Those in hallways should seek shelter in the nearest classroom or office.
  6. Those in outdoor areas should immediately take cover in the closets building.
- F. Once the campus is on full lock down, situation reports will be broadcast via e-mail by the President's Office.
- G. Responding law enforcement will be met by the President or designee to provide pertinent information. The primary goal of the law enforcement is to eliminate the threat as soon as possible.

As the first responders' primary responsibility is to eliminate the threat, they will not be able to stop to help injured person until the environment is safe.

- H. Once the threat is neutralized, the President's Office will broadcast an all clear via the intercom and electronic information system. At this point the following post assessments and activities will take place:
1. All individuals will report to the multi-purpose room to determine who, if anyone, is missing and potentially injured. No one is to leave the multi-purpose room until law enforcement authorities had instructed to do so.
  2. Families of individuals affected will be notified.
  3. Assessments of the psychological state of individuals at the scene and referring them to health care specialist accordingly.
  4. Post incident all inquiries for information are to be directed through the President's Office. Faculty and staff are discouraged from interacting with the press pursuant to the incident. TCAT Northwest with the assistance of the Tennessee Board of Regents, will issue press releases as deemed appropriate.

# TCAT NORTHWEST DISASTER RECOVERY PLAN FOR INFORMATION TECHNOLOGY

## I. Scope

The scope is to provide protection of digital data and technical infrastructure used to support the mission of Tennessee College of Applied Technology Northwest. Digital data is defined as software, programs, student enrollment, student performance, and instructional material (program creation, learning materials, and progress evaluators). Technical infrastructure protection is performed at a hardware level (stateful packet firewall), and software level (intrusion prevention, antivirus software, anti-spyware, URL filtering, and behavioral analysis).

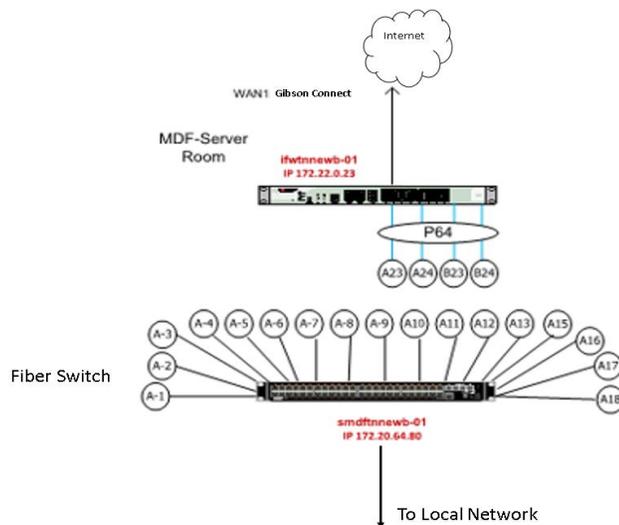
## II. Responsibility

Each organizational unit is responsible for maintaining backup of instructional software, licensing and data files.

Computer Information Technology (CIT) instructors are responsible for the maintenance of the Fortinet FortiGate router/firewall 101E and campus network hardware. In addition, the CIT instructor maintains the campus faculty and staff server (DPCSIMS15) which serves the Student Information Management System (SIMS), which is a legacy student records database. Please note that the DPCSIMS15 Server houses old student records prior to Summer 2019. Summer 2019 was the launch of Banner, which is maintained by TBR. SVR092159 holds folders for faculty and staff. Additionally, faculty and staff use Microsoft Teams to store their data.

### Physical Network Description

#### TCAT Northwest-Main Campus



**Router/Firewall** – Fortinet FortiGate 101E with annual renewable subscriptions for Application Control, WebBlocker, spamBlocker, Gateway AV, IPS. Firewall is configured to work with Dynamic NAT and be a VPN server.

**Modem** – Cisco ME 3400 Series (Supplied by Gibson Connect)

**Servers** – DPCSIMS15 (legacy student information system records), TCAT Northwest File Server, which houses Forms for TCAT Northwest, the institution’s local file server. This server is not heavily used due to the launch of Microsoft Teams, which links data to a cloud SharePoint. Additionally, U15320411 (known as Index DataFiles) houses scanned student documents prior to Summer 2019. Since then, all scanned student documents are imported into Banner.

**Faculty Server** – SVR092159

**File Server** – SVR092159, and U15320411 (index DataFiles)

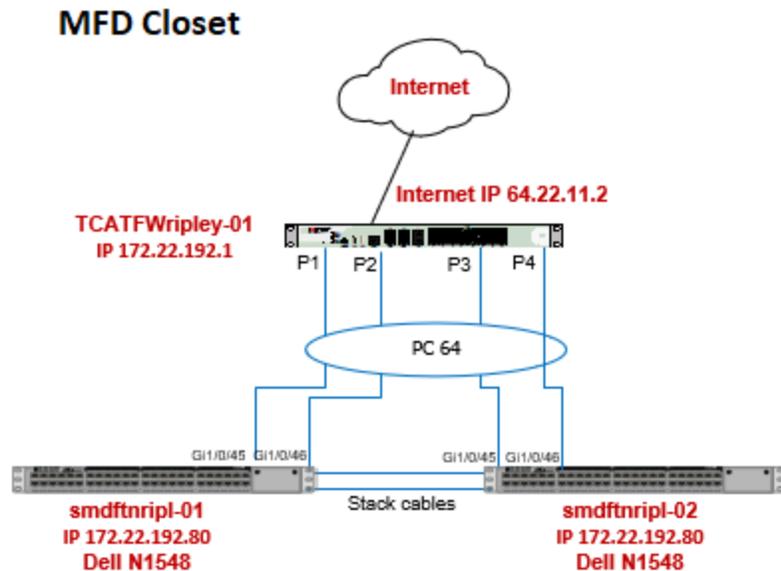
**Managed Switches** – All switches are DellN1548P switches provided by TBR during the network refresh in 2020. There are 13 switches installed in strategic locations throughout the campus. Each connect to the network via the fiber switch that is pictured in the diagram above.

**PCs** – Desktops and laptops

### **Campus Software Subscriptions**

Microsoft Campus Agreement

### **TCAT Northwest- Ripley Branch**



**Router/Firewall** – Fortinet FortiGate 101E with annual renewable subscriptions for Application Control, WebBlocker, spamBlocker, Gateway AV, IPS. Firewall is configured to work with Dynamic NAT and be a VPN server.

**Modem** – Supplied by Aeneas Internet and Telephone

**Servers –**

Domain Server: Microsoft Server 2016 Standard installed Active Directory, DNS, DHCP, Group Policy, WINS

QuickBooks Server: Microsoft Server 2019 Standard installed QuickBooks 2017

SIMS Server: Microsoft Server 2016 Standard installed SQL Server 2014, DPC (SIMS), campus faculty and staff server.

CITQnap Server: QNAP file server, for weekly manual backups of all servers.

3xlogic server: Infinius server for door control and faculty, staff, and student badges

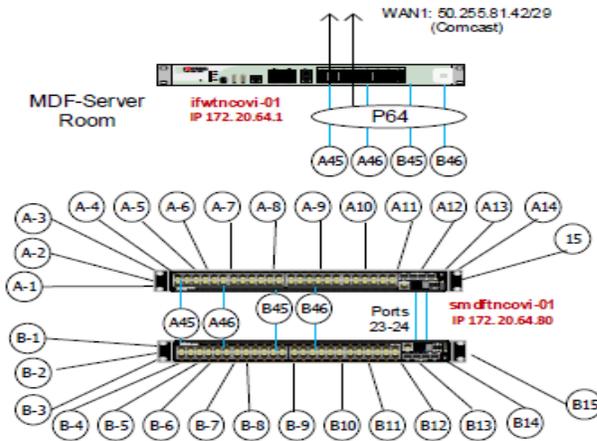
Alertus: Microsoft Server 2016 Standard installed Alertus, and IIS.

**Managed Switches –** All switches are DellN1548P switches provided by TBR during the network refresh in 2020. There are 12 switches installed in strategic locations throughout the campus. Each connect to the network via the MFD closet that is pictured in the diagram above.

**PCs –** Desktops and laptops

**Campus Software Subscriptions-** Microsoft Campus Agreement

**TCAT Northwest- Covington Branch**



**Router/Firewall –** Fortinet FortiGate 101E with annual renewable subscriptions for Application Control, WebBlocker, spamBlocker, Gateway AV, IPS. Firewall is configured to work with Dynamic NAT and be a VPN server.

**Modem –** Dray Tek supplied by Ritter Communications.

**Servers –**

SRV1: Microsoft Server 2016 Standard installed Active Directory, DNS, DHCP, Group Policy, WINS

SRV2: Microsoft Server 2016 Standard installed Active Directory (Backup), DNS (Backup),

Dentrix Client Service

SRV3SIM: Microsoft Server 2016 Standard installed SQL Server 2014, DPC (SIMS), campus faculty and staff server.

SRV4: Microsoft Server 2019 Standard installed Print Server, PDQ Deploy (installs and updates Adobe Reader, Chrome, Firefox, Java, Zoom Client, Webex Meetings, Alertus Client, and Spiceworks Agent software).

SRVWSUS: Microsoft Server 2016 Standard installed WSUS (deploys Microsoft Updates to campus computers) and IIS.

FS5FS: Microsoft Server 2012 R2 Standard installed File Server for TechTools, ExamView files for Welding, and Nursing and Automotive trainers/videos.

FS6: Microsoft Server 2012 R2 Standard installed SQL Server 2014, NIDA (Industrial Maintenance), and IIS.

Alertus: Microsoft Server 2016 Standard installed Alertus, and IIS.

**Managed Switches** – All switches are DellN1548P switches provided by TBR during the network refresh in 2020. There are 13 switches installed in strategic locations throughout the campus. Each connect to the network via the fiber switch that is pictured in the diagram above.

**PCs** – Desktops and laptops

### **Campus Software Subscriptions**

Microsoft Campus Agreement

PDQ Deploy

Sophos

Alertus

This is program specific/not campus

NIDA

Dentrix

### **III. Procedures**

- Verify operating system patches/updates are installed
- Update security patches for standard TCAT Northwest software (Mozilla Firefox, Microsoft Internet Explorer, Microsoft Office Suite, Java, Adobe Reader, and Adobe Flash player) as well as specialized software (QuickBooks, Financial Aid Federal Government entities).
- Report any suspicious activity to the CIT instructor and or TBR for investigation
- Allows daily and in-depth weekly virus scans to complete
- Backup data files to an external medium. This may be and not limited to DVDs, CDs, flash drives, and network folder, as well as Microsoft Teams (if there are no personal information such as faculty, staff, and student social security numbers, etc.).
- Maintain copies of software licenses, media and hardware used for their specific organizational unit.

- Maintains an inventory of computer equipment.
- Maintain master asset records for campus
- Create purchase requisition and maintain renewable license subscriptions/agreements.
- Provide training to campus faculty on safe computer usage
- Firewall – verify IPS updates are installed. Review reports for possible intrusions or misuse of campus assets
- Report all incidents to the President, the investigation findings, and outcomes

# **EVALUATION OF THE TCAT NORTHWEST DISASTER RECOVERY PLAN FOR INFORMATION TECHNOLOGY**

## **I. Purpose**

The Tennessee College of Applied Technology at Northwest has implemented a measure for evaluating the effectiveness of the technical infrastructure of the college. The following steps will be used and implemented for the evaluation of the technical infrastructure of each program and the institution.

## **II. Scope**

The primary goal of the disaster recovery plan and its effectiveness is to verify the presence and adequate maintenance of technical infrastructure essential for institutional operations and achievement of the objectives of each program offered.

## **III. Procedures**

The effectiveness of the disaster recovery plan is continuously evaluated by the Computer Information Technology personnel. The plan is also evaluated annually by the institutional advisory board and revised with updates as needed. TCAT Northwest is committed to ensuring data privacy, safety, and security is vital to the institution's integrity. In conjunction with the Tennessee Board of Regents, the institution will review industry best practices and, to the degree appropriate and applicable, incorporate best practices into information technology guidelines and revise procedures as needed.

# STATE OF TENNESSEE

## WATER INTRUSION PLAN (WIP)

FOR

Tennessee College of Applied Technology  
Northwest

Newbern – Covington – Ripley – Union City - Bells

340 Washington Street  
Newbern, TN 38059

1600 Hwy 51 South  
Covington, TN 38019

127 Industrial Drive  
Ripley, TN 38063

204 South Second Street  
Union City, TN 38261

6514 Highway 412  
Bells, TN 38006

# **Water Intrusion Planning In the Event of Liquid Damage, Groundwater, and Sewer Contamination**

A copy of the Water Intrusion Plan is kept on file in the Tennessee College of Applied Technology Northwest Facilities Management Office located at 340 Washington Street in Newbern, Tennessee 38059

All facilities management employees are aware of its location. All employees have been instructed to implement this plan in preparing for a water intrusion incident, and how to respond to a water intrusion event beginning with mitigating the water loss and knowing the process of notification of all parties concerned. A list of emergency phone numbers is in the back of this Water Intrusion Plan (WIP). The next step is to follow the emergency notification procedures contained in this WIP. After contacts have been made, appropriate action will be taken according to specific guidelines in the Emergency Communication Plan.

## **Purpose:**

The Treasury Department, Division of Claims and Risk Management (DCRM) in partnership with Tennessee College of Applied Technology Northwest, provides a proactive approach to identify potential maintenance and repair problems caused by defective building subsystems such as broken plumbing lines or leaking air conditioning components. Problems found are assigned as high priority and a coordinated response with facilities services is required to minimize disruption of daily operations of the building and to limit damage and other environmental issues such as mold. Successful response to a water intrusion event will reduce the severity and duration of the leak/flood, which will result in speeding up the restoration process of the affected area in the building. Therefore, reducing the overall financial expenses and operational losses associated with a water intrusion event.

Furthermore, the purpose of this WIP is to provide guidance to management and employees when faced with handling a water intrusion event, which jeopardizes Tennessee College of Applied Technology Northwest building and contents. The WIP also provides guidance and a planned approach for preparing, preventing, and responding on how to handle such situations for the purpose of minimizing property damage and liabilities resulting from a water loss or mold growth condition. Based upon the discovery of a water intrusion event, the facility services team shall respond according to the WIP guidelines to reduce or eliminate the immediate and ensuing property damage caused by water. As the general awareness of water intrusion issues continue to evolve, this document must be updated to maintain adequate response measures annually.

## **Objectives:**

- Establish roles and responsibilities for key personnel.
- Develop an emergency notification call list.
- Prepare, prevent, and respond to moisture/water or mold growth conditions.

- Detect water losses and mold growth early to minimize property damage and liability claims; and
- Outline procedures for responding to a moisture/water or mold growth condition.

## **Definitions:**

- A. Floodwater released in intrusive events that result in the presence of water in unwanted locations.
- B. Clean Water—Water that originates from a source that does not pose substantial harm to humans such as broken water supply lines, tub or sink outflows, melting ice/snow, and rainstorm water.
- C. Gray Water—Water that contains a significant level of contamination and has the potential to cause discomfort or sickness if consumed and/or exposed to humans. Gray water carries micro-organisms and nutrients for micro-organisms and may contain chemicals (i.e., glycol), bio-contaminants (i.e., fungal, bacterial, viral, algae) and other forms of contamination.
- D. Black Water—Water that contains pathogenic agents and is unsanitary such as sewage, flooding-containing silt and organic matter, water-contaminated with pesticides, heavy metals, or toxic organic substances.
- E. Mold—any of various fungi that can cause disintegration of organic matter.
- F. Mildew—A superficial coating of discoloration of organic material, caused by fungi, especially under damp conditions.

## **Sources of Water Damage:**

This WIP has identified two major sources of water damage for buildings based upon the State of Tennessee’s historical property claims data. These include:

- Building systems that supply, remove, or use water (such as HVAC equipment, sprinkler systems, drains, gutters, sewer lines, water lines, etc.); and
- Flood or storm water that enters the building envelope including exterior walls, doors, windows, and roofing systems.

## **Causes of Water Damage Losses:**

This WIP has identified underlining causations of large water damage losses reported to the State of Tennessee:

- Water supply lines burst during cold weather events (freezes).

- Roofing systems that were damaged by a storm or were in poor condition prior to the loss.
- Blocked drains or overflowing containers.
- Delays in shutting off the water supply valves.
- Failure to properly drain dry pipe sprinkler systems condensate properly prior to and during cold weather; and
- Installation problems with dry pipe systems, which allowed water to accumulate in low points without drainage, or dry pipe was exposed to outside extreme weather due to poor design.

## **Identify Risk Exposures of Potential Water Damage Losses:**

Effectively addressing water damage exposures should start with identifying highly vulnerable valued property (Building and Contents) and critical operational infrastructure that could be negatively impacted if a water event occurs at a specific location managed by your facility team. As a facility manager you should consider the storing and location of, but not limited to, the following listed property:

- Warehousing of specialized equipment, historical documents, archived documents, fine arts, books, research specimens/projects, food, property owned by a third party, criminal evidence, monies, etc.
- Data centers, servers, transformers, electrical switch gear(s) or elevator controls, located below ground level/grade.
- Areas within your buildings that have ornate or expensive finishes, buildings that are historically registered, contents that have high replacement cost value or are consider rare.
- Below grade spaces with important equipment or operational processes that can be destroyed by intruding water.
- Buildings with multi-levels, consider the impact to lower-level floors, if an upper-level floor had a leak.
- Age of the building and age of the plumbing system (original, replaced, or upgraded). Determine if old supply lines (when replaced or upgraded) have been either disconnected, drained, or capped; and
- Determine if the water source is located above important equipment.

## **Assessing Risk Exposures of Potential Water Sources:**

It is essential for the facility management team to conduct a water damage risk assessment of those areas that have critical infrastructure or high value equipment. This assessment should identify water sources and determine specific steps that may minimize the possibility of a water damage event. Identify water sources such as but not limited to:

- Water lines, drains, restroom facilities, other liquid piping, or temporary liquid containers, directly above high valued or critical infrastructure equipment or area.
- Determine if the high valued or critical infrastructure equipment can be moved to another area; if not,

- Determine if the water supply lines or water sources that can cause damage to the high valued or critical infrastructure equipment can be re-routed or if barriers can be used to redirect water intrusion if it occurs.
- Determine the integrity of water lines, especially those water lines older than 25 years.
- If signs of aging of lines need replaced, a request for rehabbing the lines should be submitted to your capital improvement office.
- If the rehabbing of the water lines costs exceed \$100,000 approval shall be made by the State Building Commission.
- Identify the location of the shut off valves for all areas, ensure the shut off valve are easily accessible, functional, and clearly label for facility services team and emergency responders.
- Share the shut off valve locations with department heads, their staff, and emergency responders.
- Determine if floor penetrations above the area which could provide a path for a water flow can be sealed.
- Identify locations in the building that are unoccupied that have a potential of having a water intrusion incident. Once these locations are identified determine if a water detection device could be used to monitor moisture and send an alarm when levels are high.
- Have spill response kits with common repair tools and plumbing parts readily available for low to medium risk water intrusion events.
- Ensure all staff have been trained on how to notify facility management, BELFOR, Sedgwick (State of Tennessee Property Adjusters), and the Division of Claims and Risk Management.

## **Freezing Weather Preparation of Buildings**

There has been a significant increase in the number of water damage losses related to freezing weather. It is important to identify areas of the building that are difficult to heat or loose heat rapidly. The following tasks are recommended to prevent water damage during this type of weather event (Freeze):

- Evaluate all buildings to find and repair issues such as missing or disturbed insulation (or too little insulation), broken windows, doors or louvers, or damaged or missing caulking or weather stripping.
- Ensure regular servicing of HVAC Equipment using a qualified vendor or (certified HVAC) facility employee before the on-set of cold weather.
- Determine if the building needs additional temporary heating devices in select areas (if it can be done safely).
- Determine if ceiling tiles should temporarily be removed to allow heat to enter susceptible, concealed spaces as entry vestibules with sprinkler heads or piping.
- Ensure dry pipe and low points valves are drained.

## **Roof Inspections**

Routine inspections of roofing should be conducted on an annually scheduled basis. Inspections should focus on roof covering, flashing, metal work, and sealants that together keep water from entering the building. The inspections should include but not limited to:

- Determine if the insulation under the roof cover has deteriorated.
- Determine if there is rot or structural damage to the roofing system.
- Determine if there is any mold growth and damage to the interior surfaces.
- Identify any ponding and water retention that over time degrade the roof cover and may even lead to possible collapse.
- Determine if the roof covering has dried or cracked surfaces, cracked or loose seams, blisters or depressions, broken or missing shingles or bare spots in roof systems with gravel ballasts.
- Remove accumulation of foreign objects or debris on top of roof systems.
- Ensure that roof drainage allows water to properly flow off the building through drains, scuppers, gutters, and downspouts. A blocked drain can allow water to accumulate during heavy rains, which may result in ponding or in severe cases, roof collapse.
- Ensure roof flashing and coping is properly anchoring the edge of the roof cover and is preventing water from gaining access below the roof cover and into the interior of the building.
- During heavy snow events, determine if snow removal is needed for the roofing system, which includes snow drifts around signs and roof mounted equipment.
- Ensure that all gutters and drainage systems are clear of debris

## **Valve Identification Plan**

Ensure the domestic and fire prevention water control valves are known to non-facility personnel. This valve identification plan includes but not limited to:

- Communicating the location and the functional operations of the water valves to all key employees assigned to the water intrusion response plan.
- Train key employees on how to operate the various types of valves.
- Ensure a highly visible identification tag is displayed on the water valve.
- Exercise and lubricate the water valves to assure proper operations annually.
- Label doors providing access to water control valves.
- Provide keys to these areas to designated key personnel working off hours.
- Determine when fire protection control valves can be safely shut off. This will require communicating and working with your local fire department on a plan to ensure fire is not present before shutting down the water supply valve; and
- Share the Valve Identification Plan with the local fire department to assist with their response to any incidents that involve life safety, fire, and fire suppression sprinkler systems.

## **Flood and Surface Water Runoff**

Assess the outside of all buildings to determine if water is entering a building caused from storm water runoff, or known flood exposures, such as rivers, streams or other bodies of water. For buildings that are not near a body of water or in a designated flood zone, there may still be a risk of surface water runoff. The following observations should be conducted to determine if any buildings can be exposed to flood waters and surface water runoff:

- Note any changes in the amount or direction that water is traveling towards, near, or away from all buildings such as changes in adjacent properties. Topography may unintentionally divert water towards a building, or sublevel spaces of the building after heavy rain event could have storm water seeping through floors and walls.
- Determine if any surface water runoff can be managed by proper grading and use of a drain tile system to divert water away from buildings.
- Determine if exterior drains need to be added or repaired, especially around areas such as roof tops, loading docks, outside stairwells, and other low-lying locations that water is ponding or allowing water to enter the envelope of the building.
- Ensure the facility team has a preventative maintenance schedule for all water handling equipment such as sump pumps, water heaters, and water reuse and collection systems.
- Ensure generators for emergency power is in place and/or operable through testing each month for critical pumps and dewatering systems.
- For building with no boiler systems, establish replacement schedules for tank type water heaters, which should be replaced approximately every 15 years.
- For buildings with no boiler systems, install safety pans piped to drains under newly installed water heaters or replacements of water heaters.
- For buildings that are near a body of water or in a designated flood zone, make certain the development and implementation of a flood preparation and mitigation plan is in place for the building(s). Go to [www.ready.gov/floods](http://www.ready.gov/floods) for details.

## **Responding to Water Leaks and Overflows**

- Publicize the reporting process, and make sure that leaks get immediate attention by calling Facilities Manager Randy Wolf at 731-445-3076.
- Ensure all employees know how to report all leaks, overflows, or blocked drains to facility's management team to guarantee prompt corrective action and repair
- The facility management team shall assign a high priority for all water intrusion incidents to investigate and correct every reported incident.
- Facility management team shall assess the leak and determine if BELFOR should be notified immediately to respond for restoration and mitigation efforts; and
- If BELFOR responds to a water intrusion incident, facility management team shall notify Sedgwick Property Adjuster Jeffery U'Ren at 1-901-596-4278 or by emailing [Jeffery.Uren@sedgwick.com](mailto:Jeffery.Uren@sedgwick.com)., and the Treasury Department, Division of Claims and Risk Management.

<b>Water Intrusion Emergency Action Plan Checklist</b>	<b>Check Observation (If applicable)</b>					<b>Action Step to Resolve or Improve Identified Problem</b>	<b>Personnel Assigned to Resolve or Improve Problem</b>	<b>Date Assigned</b>	<b>Date Completed</b>
Is the emergency response to Water Damage included in the facilities emergency action plan?	<b>Yes</b>		<b>No</b>		<b>N/A</b>				
Have sources of water been identified in buildings containing finished spaces, critical equipment areas, electronic equipment, main telecommunication rooms, network server rooms etc.?	<b>Yes</b>		<b>No</b>		<b>N/A</b>				
Are water control valves clearly labeled with the areas served and listed in the emergency action plan or drawings available that show the location of shutoff valves (including valves above suspended/finished ceilings)?	<b>Yes</b>		<b>No</b>		<b>N/A</b>				
Does the valve list include curb box valves as the Point of Connection to the incoming city supply?	<b>Yes</b>		<b>No</b>		<b>N/A</b>				
For water valves in locked or not easily accessible spaces, are doors labeled and key control granted to any managers, supervisors or maintenance staff who are on-site 24-7 or are responsible for emergency response.	<b>Yes</b>		<b>No</b>		<b>N/A</b>				
Have specific procedures been developed addressing when water sprinkler systems may be shut off, as well as, sharing the location of the water shutoff valves with the local fire department?	<b>Yes</b>		<b>No</b>		<b>N/A</b>				
Is there an employee available around the clock with authorization to shut off water, and immediately notify the professional cleanup and restoration company (Belfor)?	<b>Yes</b>		<b>No</b>		<b>N/A</b>				
Has authorized staff been trained on the proper location and operation of different types of control valves?	<b>Yes</b>		<b>No</b>		<b>N/A</b>				

Does the emergency action plan include provisions for supplemental heat or other procedures to address known "cold spots" during severe cold weather?	Yes	No	N/A						
<b>Critical Infrastructure or High Value Equipment/Property</b>	<b>Check Observation (If applicable)</b>				<b>Action Step to Resolve or Improve Identified Problem</b>	<b>Personnel Assigned to Resolve or Improve Problem</b>	<b>Date Assigned</b>	<b>Date Completed</b>	
Has a water damage risk assessment been completed on high value equipment/property or critical infrastructure? Examples, include main electrical switchgear, elevator control panels, Chillers and boilers, medical diagnostic or therapeutic equipment, fine arts, and other valuable property.	Yes	No	N/A						
Do water lines, drains or floor penetration place this equipment/property at risk in the event of a leak?	Yes	No	N/A						
Can water lines be re-routed or can barriers be used to re-direct any water leak?	Yes	No	N/A						
If water lines cannot be re-routed, have steps been taken to determine the integrity of these lines?	Yes	No	N/A						
For unoccupied critical spaces, can water sensing devices be used to send an alarm to a constantly attended location?	Yes	No	N/A						
Has the staff been trained on how to safely respond to a water damage emergency in these areas?	Yes	No	N/A						
Are the critical equipment or valuable assets areas discussed with contractors before new construction, renovation or relocation projects begin?	Yes	No	N/A						
Can elevators (high rise buildings) be programmed to remain at upper floors of the building during off-hours?	Yes	No	N/A						

<b>Roof Inspection</b>	<b>Check Observation (If applicable)</b>					<b>Action Step to Resolve or Improve Identified Problem</b>	<b>Personnel Assigned to Resolve or Improve Problem</b>	<b>Date Assigned</b>	<b>Date Completed</b>
Is the roof covering free from obvious signs of damage such as dry or cracked surfaces, cracked or loose seams, blisters, depressions, broken or missing shingles or bare spots in gravel ballast?	<b>Yes</b>		<b>No</b>		<b>N/A</b>				
Has loose debris such as leaves or tree limbs, construction material been removed/secured?	<b>Yes</b>		<b>No</b>		<b>N/A</b>				
Are roof drains and scuppers open and free flowing?	<b>Yes</b>		<b>No</b>		<b>N/A</b>				
Is metal flashing and coping securely fastened? Loose, separated or missing flashing, rust or other flashing deterioration should only be corrected by a qualified roofing contractor.	<b>Yes</b>		<b>No</b>		<b>N/A</b>				
<b>Plumbing/HVAC Maintenance</b>	<b>Check Observation (If applicable)</b>					<b>Action Step to Resolve or Improve Identified Problem</b>	<b>Personnel Assigned to Resolve or Improve Problem</b>	<b>Date Assigned</b>	<b>Date Completed</b>
Is there adequate budget in place for necessary building, plumbing, and HVAC maintenance?	<b>Yes</b>		<b>No</b>		<b>N/A</b>				
Is plumbing and HVAC maintenance done on a preventive basis instead of as needed for older systems?	<b>Yes</b>		<b>No</b>		<b>N/A</b>				
Are licensed plumbers and HVAC technicians used exclusively for plumbing and HVAC repairs and modification?	<b>Yes</b>		<b>No</b>		<b>N/A</b>				

Is facility personnel aware of old plumbing, excessive corrosion, or presence of dissimilar metals?	<b>Yes</b>	<b>No</b>	<b>N/A</b>						
Are shutoff valves exercised, lubricated annually to ensure that they will close?	<b>Yes</b>	<b>No</b>	<b>N/A</b>						
Are small leaks investigated and promptly repaired?	<b>Yes</b>	<b>No</b>	<b>N/A</b>						
Are the root causes of each leak analyzed to determine if it is preventable in the future? (After Action Review)	<b>Yes</b>	<b>No</b>	<b>N/A</b>						
Are filters being replaced on heating equipment each fall and winter for the HVAC units?	<b>Yes</b>	<b>No</b>	<b>N/A</b>						
Are all the HVAC belts and pulleys being replaced as needed?	<b>Yes</b>	<b>No</b>	<b>N/A</b>						
Are all of the HVAC condenser and evaporator coils receiving maintenance on a regular schedule?	<b>Yes</b>	<b>No</b>	<b>N/A</b>						
Are all the HVAC refrigerant charges being inspected for leaks if the charge is low?	<b>Yes</b>	<b>No</b>	<b>N/A</b>						
Are all the HVAC drain lines and pans clear and inspected on a regular schedule?	<b>Yes</b>	<b>No</b>	<b>N/A</b>						
Are all the HVAC electrical connections, ignition and burner assemblies, heat exchangers, air flow, fan and blower motors, and thermostats and other controls currently operational and working properly?	<b>Yes</b>	<b>No</b>	<b>N/A</b>						
Are all HVAC system pressurizations being used to manage the direction in which air flows through an enclosure to control the pressure in air-conditioned buildings in hot, humid conditions? (This helps with controlling condensation in the enclosures to prevent mold growth).	<b>Yes</b>	<b>No</b>	<b>N/A</b>						

<b>Cold Weather Preparation</b>	<b>Check Observation (If applicable)</b>					<b>Action Step to Resolve or Improve Identified Problem</b>	<b>Personnel Assigned to Resolve or Improve Problem</b>	<b>Date Assigned</b>	<b>Date Completed</b>
Have areas of the building that are difficult to heat, or loose heat rapidly been identified, and cold weather response plans developed?	Yes		No		N/A				
Have supplemental heating devices for these areas been evaluated to ensure they are appropriate for the area and minimize the risk of other safety concerns?	Yes		No		N/A				
Is heating equipment serviced prior to the on-set of cold weather?	Yes		No		N/A				
Are low point drains for dry pipe sprinkler systems opened and checked for condensation before the onset of cold weather and periodically throughout the winter and cold months?	Yes		No		N/A				
Is a walk around of the outside of all buildings conducted before the onset of winter to identify and correct problems with the building envelope (door or window seals, broken windows, open louvers, clogged or broken drains, etc.) and drainage from downspouts and scuppers?	Yes		No		N/A				
In extreme snow or ice events, has a snow removal plan been developed for extreme snow loads on the roofing system, and adjacent areas around the envelope of the buildings?	Yes		No		N/A				
<b>Employee Awareness</b>	<b>Check Observation (If applicable)</b>					<b>Action Step to Resolve or Improve Identified Problem</b>	<b>Personnel Assigned to Resolve or Improve Problem</b>	<b>Date Assigned</b>	<b>Date Completed</b>

Is someone from management designated to track the weather and prepare for cold weather events for the building(s)?	<b>Yes</b>	<b>No</b>	<b>N/A</b>						
Are maintenance or janitorial employees aware of procedures to take when any dripping, leaking, or clogged drain is noticed?	<b>Yes</b>	<b>No</b>	<b>N/A</b>						
Are security staff employees aware of procedures to take when any dripping, leakage, or clogged drain is noticed?	<b>Yes</b>	<b>No</b>	<b>N/A</b>						

**SECTION TWO (2)**  
**EMERGENCY COMMUNICATION PLAN**  
**NOTIFICATION INSTRUCTIONS AND LIST OF CONTACTS**

This section provides the notification instructions and list of individuals that will need to be contacted for each water intrusion event that occurs in each area of the Tennessee College of Applied Technology Northwest campus buildings.

With any water intrusion event, it is important to limit the damage to persons and property. Qualified personnel, such as trained restoration experts, should be the first persons to respond, assess, and mitigate the affected site. Once a water intrusion event has been discovered a notification shall go to BELFOR to respond and provide resources to mitigate and restore the site. The second notification shall include Sedgwick and the Treasury Department Division of Claims and Risk Management for the purpose of filing an insurance claim and assigning an adjuster to assist with managing the claim and progress of the restoration of the affected site.

NOTIFY FACILITY MANAGEMENT, BELFOR, SEDGWICK, and TREASURY DEPARTMENT DIVISION OF CLAIMS AND RISK MANAGEMENT OF ANY WATER INTRUSION THAT CREATES DAMAGE TO THE BUILDING, CONTENTS, AND SPECIALIZED OR VALUABLE EQUIPMENT: See Phone List at End of Plan.

**EMERGENCY NOTIFICATION PROCEDURE**

The following definitions are provided as guidelines to assist personnel in determining the appropriate response:

- Minor Emergency - Any potential or actual incident that does not seriously affect the overall functional capacity of the institution. Emergencies in this category will be handled according to the established procedures of those work units responsible for responding to these emergencies. Notifications to senior administrators regarding the incident will be made consistent with the standard protocols of the responding work units.
- Major Emergency - Any potential or actual incident that substantially disrupts a significant portion of the overall operations of the institution. Outside emergency services, as well as major commitment of campus support services, may be required. The institution's Police Department or Local Law Enforcement (in the absence of an institutional police department) will take immediate action to meet the emergency and safeguard persons and property. Major policy considerations will be required

from higher levels of campus authority. The Emergency Preparedness Plan may be activated at the direction of the Chancellor, President, or designee in the event of a major emergency.

- **Building Emergency** - A condition during which a specific building and its occupants are subjected to, or potentially subjected to, special precautions/actions necessary to maintain order and to safeguard institutional personnel and property. Upon determination that conditions exist which could lead to a state of emergency or have the potential of existing in a single building through events restricted to a building (e.g., bomb threat, equipment malfunction, etc.), the designated administrator (e.g., Physical Plant Director) shall be notified immediately. The administrator will immediately inform the President or designee. The appropriate administrators shall implement the necessary procedures and notify appropriate personnel to ensure the safety and protection of the persons and property in the building. The Emergency Management Response Team shall be informed as soon as is possible.
- **Disaster** - An event or incident that seriously impairs or halts the operations of the institution. A disaster may result in multiple casualties and severe property damage. A coordinated effort of all campus services will be required. Outside emergency resources will be required. The emergency response plan will be activated by the Chancellor, President, or designee.

# RESPONSIBLE CHARGE TELEPHONE AND CONTACT INFORMATION

## **Newbern Campus:**

Contact Name: Daniel Taylor

Daytime Phone: 1-731-627-2511 / 1-731-410-7944

Emergency Phone: 1-731-446-1276

Cell Phone: 1-731-446-1276

Emergency Email: [daniel.taylor@tcatnorthwest.edu](mailto:daniel.taylor@tcatnorthwest.edu) / Text 1-731-446-1276

## **Covington Campus:**

Contact Name: Patricia Avent

Daytime Phone: 1-901-475-2526

Emergency Phone: 1-901-491-4120

Cell Phone: 1-901-491-4120

Emergency Email: [patricia.avent@tcatnorthwest.edu](mailto:patricia.avent@tcatnorthwest.edu)

## **Ripley Campus:**

Contact Name: Jeanie Payment

Daytime Phone: 1-731-635-3368 / Ext. 210

Emergency Phone: 1-731-460-0261

Cell Phone: 1-731-460-0261

Emergency Email: [jpament@tcatnorthwest.edu](mailto:jpament@tcatnorthwest.edu)

## **Union City Campus:**

Contact Name: John Cloar

Daytime Phone: 1-731-298-0650

Emergency Phone: 1-731-335-7754

Cell Phone: 1-731-504-9383

Emergency Email: [jcloar@tcatnorthwest.edu](mailto:jcloar@tcatnorthwest.edu)

**Bells Campus:**

Contact Name: John Akins

Daytime Phone: 1-731-445-8992

Emergency Phone: 1-731-445-8992

Cell Phone: 731-445-8992

Emergency Email: [jakins@tcatnorthwest.edu](mailto:jakins@tcatnorthwest.edu)

## **PERSON RESPONSIBLE FOR MAINTAINING EMERGENCY CONTACT LIST**

### **Newbern:**

Name: Dottye Webb

Title: Lead Student Coordinator

Telephone: 1-731-627-2511

### **Covington:**

Name: Ashlee Henderson

Title: Student Services Coordinator

Telephone: 1-901-475-2526

### **Ripley:**

Name: Amy Stephens

Title: Lead Student Coordinator

Telephone: 1-731-635-3368 Ext. 209

## **PHONE NUMBERS**

Fire: Call 911

EMS: Call 911

# **STATE INFORMATION**

## **EMPLOYEES**

### **INTERNAL CHAIN OF COMMAND**

1. President Youlanda Jones
2. Vice President Jacquene Rainey and Amanda Heath
3. Human Resources Teresa Yates | Marcy Johnson | Latia Smtih

### **EXTERNAL CHAIN OF COMMAND**

1. Keith King / Rob Bryant Director of Project Management
2. Dick Tracy Executive Director of Facilities Development
3. Flora Tydings Chancellor

## **Water Intrusion Plan— Policy**

COMMISSIONER of (Name of Department)/or PRESIDENT (Name of School)

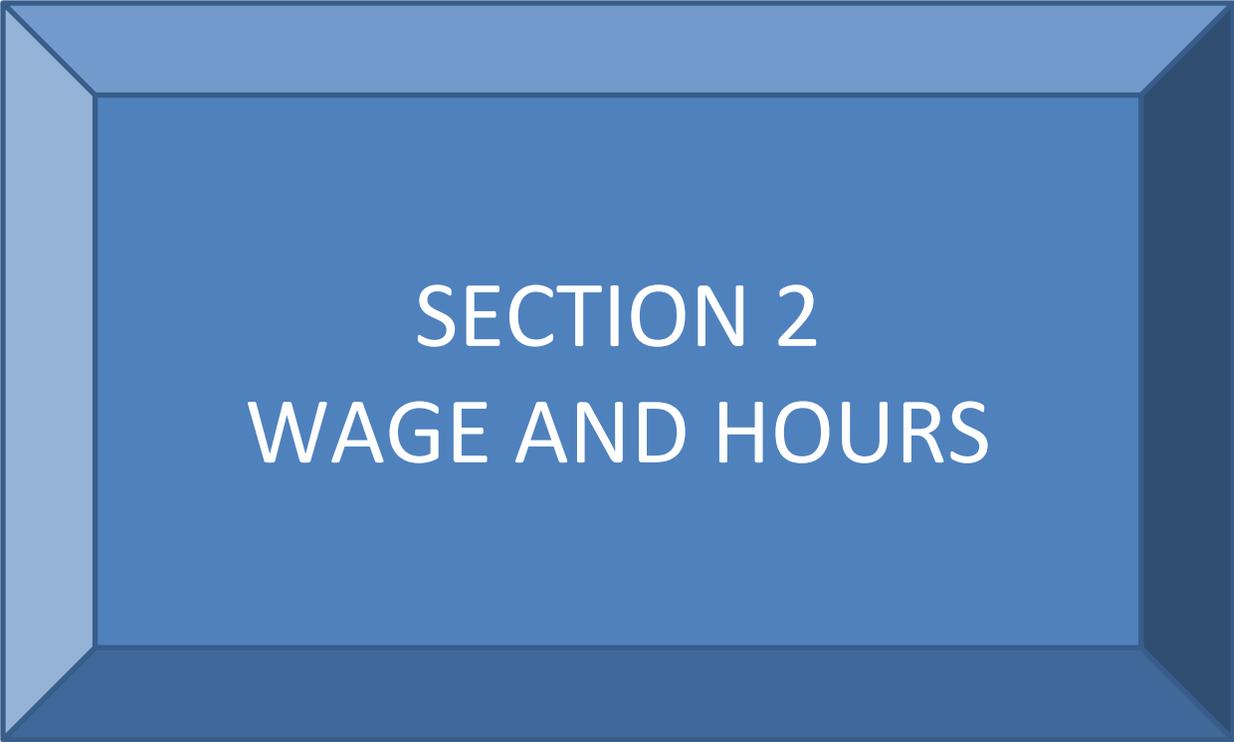
Name: President Youlanda Jones Tennessee College of Applied Technology Northwest

DIRECTOR OF FACILITY MAINTENANCE

Name:

SUPERVISOR OF FACILITY MAINTENANCE

Name: Randy Wolf



SECTION 2  
WAGE AND HOURS

## **FLSA COMPLIANCE NON-EXEMPT ASSOCIATES**

### **I. Purpose**

To develop a policy/procedure that ensures compliance with FLSA published Standards and TBR policies and guidelines. (TBR 5:01:01:00)

### **II. Scope**

This policy/procedure applies to all non-exempt Northwest associates.

### **III. Policy**

It is the intent of TCAT Northwest to compensate all non-exempt associates at the rate of time and one-half for all hours worked in excess of forty (40) hour work week. Comp time, with the approval of the office of the President, may be used for all hours worked in excess of 37.5 but less than 40.

### **IV. Definitions**

- A. Work Week- TBR recognizes the work week as being seven consecutive days starting with Saturday and ending on Friday.
- B. Non-Exempt- Those who qualify for overtime per the definitions contained in the Fair Labor Standards Act.
- C. Normal Work Week- 37.5 hours as defined by the Tennessee Board of Regents.
- D. Straight Time pay- Payment made at the associate's base hourly rate for all hours worked that do not exceed 40 per work week.
- E. Overtime Pay- Payment made at the rate of one and one-half times the associate's base hourly rate for all hours worked in excess of forty in a defined work week.
- F. Comp Time- Pre-approved time off for non-exempt employees, granted in lieu of pay, for hours worked in excess of 37.5. Such time must be taken during the payroll period in which excess hours are worked.

### **V. Responsibility**

- A. The President of the Tennessee College of Applied Technology at Northwest shall be responsible for determining the overtime status of associates and communicating their status to them.
- B. The non-exempt associate shall be responsible for entering hours on the employee portal denoting hours worked. Overtime hours may be worked only after the pre-approval of the office of the President as documented by a signed approval sheet (Attachment A.)

- C. The office of the President shall be the only person authorized to approve compensatory time.
- D. The supervisor shall monitor all hours worked by a non-exempt associate to ensure inadvertent overtime hours are not worked. This shall include oversight as to the associate receiving adequate meal time during the shift.
- E. The designated payroll clerk shall be responsible for supplying time sheets to non-exempt associates and shall maintain the time sheet file containing signed and approved weekly documents.

## VI. Procedure

### A. Standard Hours reporting

1. The designated payroll person shall provide training to non-exempt employees for entering hours worked into the portal upon hire.
2. The non-exempt associate shall record the number of hours worked daily on the employee portal.
3. The non-exempt associate shall submit his/her online time sheet to the designated payroll person on the last day of the month.
4. Payroll time sheets are approved online through the employee's portal by administration.
5. All required payroll data is submitted to the TBR Shared Services HR Payroll Department for final processing.

### B. Non-Standard Hours Authorization and Reporting

1. No overtime may be worked without the written authorization of the office of the President. (see Attachment A)
2. The non-exempt associate shall enter all comp time hours worked and/or taken on a daily basis.
3. The non-exempt associate shall also enter all sick, annual or civil leave hours on the payroll time sheet on the portal. If absence is anticipated in advance, a standard leave request form must be submitted in addition to any entry made on the payroll time sheet portal. All payroll forms and leave requests are to be submitted by the associate to the designated payroll person and approved by his/her supervisor.

VII. General

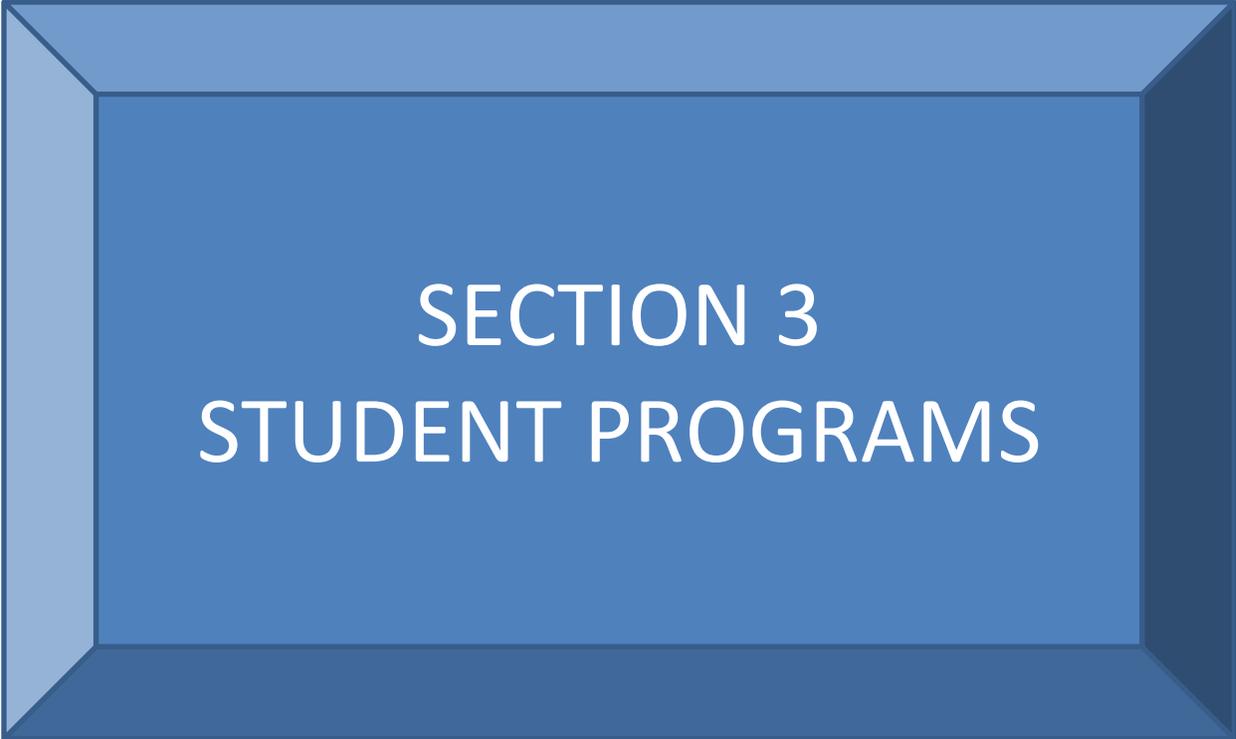
- A. Part time associates shall use the payroll time sheets to record all hours worked, as well as through the employee portal. Blank payroll time sheets will be provided to the part time associate by the designated payroll person (Attachment B).

## Request for Compensatory Time

**NOTE:** Time worked in excess of 37.5 hours per week for which compensatory time is requested must receive prior approval by the President.

Employee _____	Department _____
Employee worked _____ hours in excess of 37.5 hours in the week beginning Sunday _____	
due to: _____	
Request is for _____ Compensatory Time	
_____ Hours at straight time to be taken in week of: _____	
_____ Hours at time and one-half to be taken in week of: _____	
_____ <b>Hours to be accumulated in bank (240 hours maximum)</b>	
_____ Date	_____ Supervisor(s) Signature
Submit to the President's Office	
Approve _____	Disapprove _____
_____ Date	_____ President

MONTHLY PAYROLL TIME CARD			
	Name:		
	S#		
	Department:		
Signed and Certified To Be Correct	<b>Monthly Time Report</b>		
	<b>Date</b>	<b>Day</b>	<b>Hrs. Worked</b>
Employee		<b>Saturday</b>	
		<b>Sunday</b>	
Supervisor		<b>Monday</b>	
		<b>Tuesday</b>	
		<b>Wednesday</b>	
		<b>Thursday</b>	
		<b>Friday</b>	
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		<b>Thursday</b>	
		<b>Friday</b>	
		<b>Saturday</b>	
		<b>Sunday</b>	
		<b>Monday</b>	
	<b>Total</b>		-
<b>GRAND TOTAL HOURS WORKED</b>			



SECTION 3  
STUDENT PROGRAMS

**TRAINING PLAN FOR WORK-BASED ACTIVITIES  
COOPERATIVE EDUCATION PROGRAM  
TENNESSEE COLLEGE OF APPLIED TECHNOLOGY NORTHWEST**

**PHILOSOPHY** The Tennessee Colleges of Applied Technology (TCATs), which were originally established by the 1963 General Assembly as the Tennessee Board of Regents. The purpose of the TCAT's has remained unchanged since their inception, "to meet more adequately the occupational and training needs of citizens and residents, including employees of existing and prospective industries and businesses of the state." One of the primary tools in the achievement of this objective is effective use of pertinent cooperative work programs with business and industry.

The technology being used in today's workplace is changing in complexity to the point that theory must be reinforced by practical application. A properly designed co-op or internship program allows the student to move beyond the classroom/lab onto the realm of the actual workplace. Skills learned in the school setting are put to use thus reinforcing learning. The end result is a graduate with an accelerated learning curve capable of becoming a productive member of the workforce in a shorter period of time. Not to be discounted, the knowledge gained by the student and shared with the instructor and fellow students strengthens overall program outcomes.

The purpose of this document is to establish a comprehensive guide for TCAT instructors and students. Included is the Cooperative Work Program and the document necessary to conduct a well administered co-op program

**INTRODUCTION** The Work-Based Activity (WBA) is an integral part of the learning experience provided for students at the Tennessee College of Applied Technology Northwest and is defined as work-related training received at an approved business or industry under the terms of a signed Work-Based Activity Agreement (e.g., internships, industrial cooperative education, job shadowing and similar activities). Students who are enrolled in a paid activity should be paid a salary commensurate with entry-level employees completing the same task. The program provides a method of instruction whereby the Tennessee College of Applied Technology Northwest and business/industry are partners in developing the workforce for tomorrow's technology. For this reason, the student and the prospective WBA Company must meet policy eligibility requirements and sign the WBA Agreement. WBA is optional and above the curriculum requirements for all programs that offer it. Students participating in a WBA is still required to complete all the necessary competencies and does not substitute for classroom training. WBA is for advanced students who are on track for completion within traditional enrollment times; otherwise, a student's financial aid may be negatively impacted.

This comprehensive Work-Based Activity Handbook contains three sections:

**SECTION A** - Work-Based Activity Policies

**SECTION B** - Work-Based Activity Agreement

**SECTION C** - Work-Based Activity Forms

All aspects of the Co-op requirements and agreements should read and clearly understood before co-op training begins.

**SECTION A**  
**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY NORTHWEST**  
**WORK-BASED ACTIVITY POLICY**

**Work-Based Activity Policies**

General

1. It is the responsibility of the Tennessee College of Applied Technology Northwest President to designate a TCAT Northwest employee as a College Representative (Representative) who will serve as the project coordinator and the liaison for the TCAT Northwest (College), the Student and the WBA Company (Company). The Representative may be the program Instructor or any other designee by the President.
2. A request for a WBA placement may be initiated by the College Instructor, by the Company, or by the Student.
3. A hand-written contract will NOT be accepted.
4. Upon initiation, the WBA Request and Plan (Form C-1) is completed by the TCAT Northwest Instructor (Instructor) and submitted to TCAT Northwest President for approval. A copy of the student's transcript must be included with the application showing that a minimum of 50% of the competencies have been completed. If the Company is a new WBA site, an on-site pre-approval evaluation should be conducted by the Instructor.

After the TCAT Northwest President has approved the WBA Request and Plan (Form C-1), the Work- Based Activity Agreement (Form B) with an attached program competency list is prepared and also signed by the Student, the Company, and the Representative.

5. All fees for the upcoming trimester must be paid in accordance with school policy. If the WBA period is extended, the student should make provisions to pay fees according to school policy.
6. The student shall record his/her work time and submit to his/her instructor on a weekly basis.
7. Each time the Instructor makes contact with the Student or the Company, it should be recorded on the Contact Record Form. A minimum of two on-site visits per trimester should be made by the Instructor.
8. It is the responsibility of the Company to perform an evaluation of the Student's performance each month and complete the Monthly Evaluation Form (Form C-6 ). If an immediate problem arises, the Company should contact the Instructor without delay.
9. If it becomes necessary for the Student's WBA to be extended beyond the stated day on
10. the Agreement, the WBA Agreement Modification Form (Form C-5) is prepared and

signed by all parties.

11. The College reserves the right to make any exceptions to the WBA policies that would be mutually beneficial to all parties.
12. All parties - the Student, the Instructor, the President, and the Company - must sign the WBA Program Agreement prior to the beginning of the WBA work phase.
13. The Agreement may be terminated by any party at any time by notifying the other parties in writing.

## **Student Eligibility Policies**

A student who elects to participate in the WBA program must meet the following eligibility requirements:

1. Be a full-time Student.
2. Be at least 18 years of age.
3. Have completed a minimum of 50% of the hours in the program and/or possess the skills equivalent to a minimum of 50% of the entry level requirements based on the Instructors evaluation. The standard of classroom hours completed and/or skill equivalents may be modified at the discretion of the President but, under no circumstances should the Student be allowed to begin a WBA until at least 25% of the skill equivalents have been met or demonstrated. Generally, WBA is reserved for the final two trimesters of study.
4. Have demonstrated good attendance, good work habits, and good attitude.
5. Possess the ability to perform the work as required by the Company.
6. Be recommended by the Instructor.
7. Be approved by the President.
8. Be enrolled in a program-related WBA that will provide the opportunity to obtain needed competencies.
9. Pay all maintenance fees on or before the first day of each trimester in which the WBA will be performed.
10. Agree to conform to all policies and regulations of the Company and the College.
11. Agree to maintain a good work ethic in all areas pertaining to the job.
12. Agree to supply the College with the required documents for evaluation as stated and prescribed in the WBA Agreement.
13. Agree to all the terms and conditions as stated in the WBA Agreement and Policies.

## **Company Requirements Policies**

In order for a business or industry to be an approved WBA site, the participating Company must meet these requirements:

1. Be recommended by the TCAT Northwest Instructor and allow an on-site pre-approval evaluation.
2. Agree to provide work projects that will relate to the Student's program area and will contribute to the Student's learning experiences within the provided competency list.
3. Comply with state and federal employment laws.
4. Allow periodic visitations by the Representative to observe the Student's work and verify progress.
5. Supervise and evaluate the Student's performance.
6. Verify and sign all necessary evaluations and forms as prescribed by the WBA Agreement.
7. Provide on-the-job instruction as needed by the Student.
8. Notwithstanding anything in the Agreement to the contrary, provide Workman's Compensation coverage for the Student.
9. Agree to all the terms and conditions of the WBA Policies and Agreements.

## **College Requirements**

The College must be willing to fulfill these requirements:

1. Complete an on-site pre-approval evaluation of the prospective Company to determine relevance of WBA experience.
2. Give the Student credit for the WBA program, according to the official college calendar, not to exceed the maximum hours available for a regular full-time Student.
3. Visit the Student on the job at periodic intervals (once per trimester). Visitation will be made by the Representative.
4. Keep the Student informed of changes in the WBA program, such as alternating training times between the College and the WBA site.
5. Maintain each participating Student on the program roll until such time as the student withdraws or is separated from the College.
6. Maintain all pertinent records relating to the WBA Agreement in the Student's permanent record.
7. Agree to all the terms and conditions of the WBA Policies and Agreements.

**SECTION B**  
**WORK-BASED ACTIVITY AGREEMENT**  
BETWEEN (COMPANY NAME)

AND THE  
**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY NORTHWEST**

This Work-Based Activity Agreement is made this \_day of \_\_\_\_\_, by and between \_\_\_\_\_, hereinafter referred to as the “Company”, the Tennessee College of Applied Technology Northwest, hereinafter referred to as the “College” and \_\_\_\_\_ herein referred to as the “Student”.

**WITNESSETH**

The Work-Based Activity (WBA) is an integral part of the learning experience provided for students at the Tennessee College of Applied Technology Northwest and is defined as work-related training received at an approved business or industry under the terms of a signed Work-Based Activity Agreement (e.g., internships, industrial cooperative education, job shadowing and similar activities). Students who are enrolled in a paid activity should be paid a salary commensurate with entry-level employees completing the same task. The program provides a method of instruction whereby the Tennessee College of Applied Technology Northwest and business/industry are partners in developing the workforce for tomorrow’s technology. For this reason, the student and the prospective WBA Company must meet policy eligibility requirements and sign the WBA Agreement. WBA is optional and above the curriculum requirements for all programs that offer it. Students participating in a WBA is still required to complete all the necessary competencies and does not substitute for classroom training. WBA is for advanced students who are on track for completion within traditional enrollment times; otherwise, a student’s financial aid may be negatively impacted.

Whereas, it is to the mutual benefit of all parties to provide WBA work experience for students enrolled in certain programs of the College, the parties have agreed to the terms and provisions set forth below:

- 1) Purpose – The purpose of this agreement shall be to provide practical work experience through a WBA assignment to the Student enrolled in the \_program at the College.
  - a) Consideration for this agreement shall consist of the mutual promises contained herein, the parties agreeing that monetary compensation shall be paid, if appropriate, to the student at a rate commensurate with entry-level employees completing the same task.
  - b) The WBA experience shall be provided at the Company’s facility located at \_\_\_\_\_ Hereinafter referred to as the “Facility”.
  
- 2) Term and conditions – Pursuant to the above-stated purpose, the parties agree as follows:
  - a) Term – This Agreement shall begin \_\_\_\_\_. Either party may

terminate this agreement upon giving ten days written notice to the other party. This Agreement may be renewed with the approval of all parties. If it becomes necessary for the Student's WBA to be extended beyond the stated date on the Agreement, the Agreement Modification is prepared and signed by all parties.

- b) Discipline – While participating in the WBA at the Facility, the Student will be subject to applicable policies of the College and the Company. Each party will be responsible for enforcing all applicable policies. The Student shall be dismissed from WBA participation only after appropriate disciplinary policies and procedures of the College have been followed; however, if the Student's presence poses an immediate threat or danger to the Company, the Company may remove the Student from the premises without delay.
- c) Specific responsibilities – The following duties shall be the specific responsibility of the designated party:

#### **I) The Student shall:**

- (1) Complete and submit to the Representative all forms and reports in a timely manner. The signed Work-Based Activity agreement will be given to the Representative before the WBA begins. All other paperwork must be turned in to the Representative **no later than three days** after the end of the WBA or as designated by the Representative. Complete and submit all reports (Student Work log) and work schedules (Supervisor Evaluation form) to the College. These reports must be signed by the Company and the student and be in the College's possession no later than three days after the end of each calendar month.
- (2) Furnish monthly; on forms provided, hours worked, types of jobs, and such other information as the College may need in order to grant Student credit (Student Work Log & Supervisor Evaluation Form).
- (3) Notify the Company and the Representative of any planned vacation or absence from work.
- (4) Inform the Representative of any problem that occurs while on the WBA.
- (5) Pay all fees for the upcoming trimester in accordance with school policy.
- (6) Conform to the policies and regulations of the Company and the College.
- (7) Notify the Representative immediately if terminated from the WBA by the Company.
- (8) Submit any changes in the work schedule to the Representative for approval.
- (9) Purchase any supplies, tools, etc., as required by the Company.

#### **II) Student eligibility policies:**

A student who elects to participate in the WBA program must meet the following eligibility requirements:

- (1) Be a full-time Student.
- (2) Be at least 18 years of age.
- (3) Have completed a minimum of 50% of the hours in the program and/or possess the skills equivalent to a minimum of 50% of the entry level requirements based on the Instructors evaluation. The standard of classroom hours completed

and/or skill equivalents may be modified at the discretion of the President but, under no circumstances should the Student be allowed to begin a WBA until at least 25% of the skill equivalents have been met or demonstrated. Generally, WBA is reserved for the final two semesters of study.

- (4) Have demonstrated good attendance, good work habits, and good attitude.
- (5) Possess the ability to perform the work as required by the Company.
- (6) Be recommended by the Instructor.
- (7) Be approved by the President.
- (8) Be enrolled in a program-related WBA that will provide the opportunity to obtain needed competencies.
- (9) Pay all maintenance fees on or before the first day of each trimester in which the WBA will be performed.
- (10) Agree to conform to all policies and regulations of the Company and the College.
- (11) Agree to maintain a good work ethic in all areas pertaining to the job.
- (12) Agree to supply the College with the required documents for evaluation as stated and prescribed in the WBA Agreement.
- (13) Agree to all the terms and conditions as stated in the WBA Agreement and Policies.

### **III) The Company shall:**

- (1) Provide work projects that will contribute to the Student's learning experience and will relate to the Student's technical area. (See attached Competencies)
- (2) Notify the Representative of any weaknesses or potential employment problems that the Student may have.
- (3) Comply with state and federal employment laws.
- (4) Notwithstanding anything in the Agreement to the contrary, provide Workman's Compensation coverage for the Student if the Work-Based Activity is a paid experience.
- (5) Allow visitation by the Representative, if needed, to verify Student progress and to observe the Student on the job.
- (6) Provide supervision for the Student and provide on-the-job instruction, as needed, including necessary safety instructions.
- (7) Notify the Representative of any serious problems, illnesses or accident involving the Student.
- (8) Verify and sign the student's work-based activity education summary and time record.
- (9) Agree to all the terms and conditions of the WBA Policies and Agreements.
- (10) The College suggests and supports the Company's requirement of a Confidentiality Statement.

### **IV) The Representative acting on behalf of the College agrees to:**

- (1) Evaluate and assign credit for WBA work according to the official College calendar, not to exceed the maximum hours available for a regular full-time student.
- (2) Assist the Company in identifying Student deficiencies or employment problems.

- (3) Provide instructional support to correct any work deficiencies.
- (4) Keep the Student informed about changes in the WBA program.
- (5) Visit the Student on the job at periodic intervals (Once per Trimester).
- (6) Maintain all pertinent records relating to the WBA Agreement in the Student's permanent record.
- (7) Maintain contact with company as needed.
- (8) Maintain each participating Student of the program roll until such time the Student withdraws or is separated from the College.
- (9) Endeavor to establish and maintain a good working relationship with the Company.
- (10) The College reserves the right to make exceptions to the WBA Policy and the Student Eligibility Policy that are mutually beneficial and agreeable to all parties.

**V) Mutual Responsibilities- the Parties shall cooperate to fulfill the mutual responsibilities:**

- (1) Each party shall comply with all federal, state, and municipal laws, advice, rules and regulations that are applicable to the performance of this Agreement.
  - (2) The Student shall be treated as a trainee who has no expectation of receiving future employment from the Company or the College.
  - (3) The parties agree to comply with Titles VI and VII Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, and Section 504 of the Rehabilitation Act of 1973, Executive Order 11.246 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees, or applications for employment and/or students because of race, religion, creed, color, sex, age, handicap, veteran's status or national origin.
- 3) Miscellaneous Terms – the following terms shall apply in the interpretation and performance of this Agreement.
- a) Neither party shall be responsible for personal injury or property damage or losses except that resulting from its own negligence of its employees or from others from who the party is legally responsible.
  - b) The delay or failure of performance by either party shall not constitute default under the terms of this agreement, nor shall it give rise to any claims against either party for damages. The sole remedy for breach of the Agreement shall be immediate termination.

**Signatures:**

Student \_\_\_\_\_ Date \_\_\_\_\_

Company \_\_\_\_\_ Date \_\_\_\_\_

Instructor \_\_\_\_\_ Date \_\_\_\_\_

College President \_\_\_\_\_ Date \_\_\_\_\_

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY  
NORTHWEST  
WORK-BASED LEARNING WORK PROGRAM REQUEST

STUDENT INFORMATION

STUDENT \_\_\_\_\_ BANNER ID S # \_\_\_\_\_  
ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
PROGRAM CUMULATIVE HOURS: \_\_\_\_\_ TECHNICAL PROGRAM: \_\_\_\_\_  
JOB TITLE: \_\_\_\_\_ JOB DUTIES: \_\_\_\_\_

IS STUDENT RECEIVING VA BENEFITS: YES \_\_\_\_\_ NO \_\_\_\_\_ WIA: Yes \_\_\_ No \_\_\_  
HAS THE STUDENT BEEN ON CO-OP PREVIOUSLY: YES \_\_\_\_\_ NO \_\_\_\_\_

COMPANY INFORMATION

COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
CONTACT: \_\_\_\_\_ TITLE: \_\_\_\_\_

TERMS OF CO-OP

BEGINNING DATE \_\_\_\_\_ ENDING DATE \_\_\_\_\_  
FULL TIME \_\_\_\_\_ PART TIME \_\_\_\_\_

**Instructor: List the specific learning objectives/competencies that the student will pursue mastery of while on this cooperative learning experience and attach work schedule:**

APPROVAL

PRESIDENT: \_\_\_\_\_ DATE: \_\_\_\_\_  
SIGNATURE

**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY NORTHWEST**

340 Washington St.  
Newbern, TN 38059

**STUDENT SCHEDULE**

Name:	
Program:	
Work Location:	
Address:	
Phone Number:	
Supervisor's Name	

**CLASS SCHEDULE:**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

**CO-OP WORK SCHEDULE:**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

**SIGNATURE**

**DATE**

EMPLOYER:		
STUDENT:		
INSTRUCTOR:		
PRESIDENT:		



**END OF TERM CO-OP QUESTIONNAIRE**

NAME: \_\_\_\_\_ PROGRAM: \_\_\_\_\_

ENDING DATE: \_\_\_\_\_ COMPANY: \_\_\_\_\_

**ARE YOU GRADUATING THIS TERM?**

\_\_\_\_\_ If Yes, complete Item 1.

\_\_\_\_\_ If No, complete Item 2.

**1. IF YOU ARE GRADUATING, YOU SHOULD**

A. Take your final Proficiency Test. Contact your Instructor for an appointment.

B. Complete the Exit Interview Form.

C. Last official day of school: \_\_\_\_\_

D. Give this form to your Instructor.

**2. IF YOU ARE NOT GRADUATING, DO YOU PLAN TO RETURN TO SCHOOL?**

\_\_\_\_\_ If Yes, complete Item 2A.

\_\_\_\_\_ IF No, complete Item 2B.

A. Contact the Instructor for the beginning date and fee amount.

Fees will be due on the day of registration.

B. Student must come to the campus the first day of class to register and pay fees.

C. Complete the Application, if necessary.

D. Give this form to your Instructor.

**2B. IF YOU DO NOT PLAN TO TAKE CLASSES NEXT TERM, CONTACT YOUR INSTRUCTOR TO:**

A. Complete the Exit Interview.

B. Complete an Application for a future class, if applicable.

C. Give this form to your Instructor.

**IF YOU ARE REMAINING ON CO-OP FOR THE NEXT TERM, CONTACT YOUR INSTRUCTOR FOR THE BEGINNING DATE AND FEE AMOUNTS. FEES WILL BE DUE ON THE DAY OF REGISTRATION.**

**NOTE: You cannot be counted as a Student until all tuition is paid.**

**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY NORTHWEST**

340 Washington St.  
Newbern, TN 38059

**COOPERATIVE WORK PROGRAM AGREEMENT**

**MODIFICATION**

STUDENT'S NAME: \_\_\_\_\_

STUDENT S NUMBER: XXXXXX\_\_\_\_\_

TECHNICAL PROGRAM: \_\_\_\_\_

Modification is submitted as an amendment to the existing agreement. The conditions and narrative of the final agreement are still binding except where superseded by written changes contained in this modification.

**MODIFICATION JUSTIFICATION** (i.e. extension, etc.)

\_\_\_\_\_  
Student Signature/Date

\_\_\_\_\_  
TCATN Instructor Signature/Date

\_\_\_\_\_  
TCATN President Signature/Date

\_\_\_\_\_  
Company Rep. Signature/Date

MONTHLY EVALUATION

TECHNICAL AREA \_\_\_\_\_

Student's Name \_\_\_\_\_ Job Title \_\_\_\_\_

Company \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

[Choose one number grade for each of the three categories—ranges are shown respectively]

**Quantity of Work:** Use of time, tools, equipments, and materials to "GET THE JOB DONE."

- \_\_\_\_\_ Well above entry level (100-93)
- \_\_\_\_\_ Above entry level (92-85)
- \_\_\_\_\_ Average for entry level (84-77)
- \_\_\_\_\_ Needs minor improvement (76-70)
- \_\_\_\_\_ Needs major improvement (69 and below)

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Quality of Work:** Works safely with concern for meeting job specifications.

- \_\_\_\_\_ Well above entry level (100-93)
- \_\_\_\_\_ Above entry level (92-85)
- \_\_\_\_\_ Average for entry level (84-77)
- \_\_\_\_\_ Needs minor improvement (76-70)
- \_\_\_\_\_ Needs major improvement (69 or below)

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Professionalism:** Personal appearance, attendance, attitude toward job, co-workers, and customers.

- \_\_\_\_\_ Well above entry level (100-93)
- \_\_\_\_\_ Above entry lever (92-85)
- \_\_\_\_\_ Average for entry level (84-77)
- \_\_\_\_\_ Needs minor improvement (76-70)
- \_\_\_\_\_ Needs major improvement (69 or below)

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Company Representative Signature



**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY  
NORTHWEST  
INTERNSHIP PROGRAM**

I. Request

A request for an internship may be initiated by the instructor, the company or the student. Internship request shall be evaluated based on the training needs of the student compared to the opportunities offered by the company/business. A satisfactory match must exist before any such agreement shall be entered into.

II. General

- A. Each student shall receive training credit for all hours worked up to six (6) hours per day. More time may be given to the internship agreement at the discretion of the student and the business/company, but the student will not receive credit for more than six (6) hour school day.
- B. Students will work approximately ninety (90) hours during the internship period. This training period may be full time for three weeks or part-time over a greater span of weeks. It is recommended that the students invest no less than fifteen (15) hours per week in an internship.
- C. Students will be required to sign a “Hold Harmless Agreement” which will release TCAT Northwest of any responsibility for accidents associated with travel to and from the job and while performing the duties of the job.
- D. The student internship will be considered a vital part of training associated with selected programs. The necessity of programs to enter into internships shall be evaluated taking into account program length and the local brings applicable job experience to the program, the need to participate in an internship may be waived. Such determination may be made by the student’s primary instructor in consultation with the President.
- E. The students’ primary instructor shall be responsible for maintaining contact with the student and the employer during the period of the internship. Open and direct communication is vital if program effectiveness is to be maximized.

**INTERNSHIP PROGRAM AGREEMENT**  
**Between the Tennessee College of Applied Technology Northwest**  
**and \_\_\_\_\_**

**Company Name**

This Internship Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between \_\_\_\_\_, hereinafter referred to as the "Company," and Tennessee College of Applied Technology Northwest, hereinafter referred to as the "TCAT" and \_\_\_\_\_, thereinafter referred to as the "Student."

**WITNESSETH**

Whereas, it is to the mutual benefit of all parties to provide an internship for students enrolled in certain programs of the TCAT, the parties have agreed to the terms and provisions set forth below:

I. Purpose

The purpose of this agreement shall be to provide practical work experience through an internship assignment to the Student enrolled in \_\_\_\_\_ Program at the TCAT.

A. The internship experience shall be provided at the Company's facility located at \_\_\_\_\_, hereinafter referred to as the "Facility."

II. Term and Conditions - Pursuant to the above-stated purpose, the parties agree as follows:

A. Term - The term of this Agreement shall be between 90 and 144 hours commencing \_\_\_\_\_.

B. Discipline - While participating in the internship at the Facility, the Student will be subject to applicable policies of the TCAT and the Company. Each party will be responsible for enforcing all applicable policies, including that of the other party.

The Student shall be dismissed from internship participation only after appropriate disciplinary policies and procedures of the TCAT have been followed; however, if the Student's presence poses an immediate threat or danger to the Company, the Company may remove the Student from the premises without delay.

C. Specific responsibilities - The following duties shall be the specific responsibility of the designated party:

1) The Student Shall:

a) Be a full-time student who is at least 18years of age.

- b) Completed a minimum of 50% of the required hours of the program and/or possess skills equivalent to the required level of proficiency as determined by the instructor.
  - c) Demonstrated acceptable worker characteristic related to attendance, productivity and interpersonal skills.
  - d) Recommended by the Instructor and approved by the President.
  - e) Be in good standings with the Business Office.
  - f) Conform to the policies and regulations of the Company and the TCAT.
  - g) Agree to exhibit an exemplary work ethic in all aspects of the job.
  - h) Agree to keep a journal and daily timesheet and submit them upon the request of the Instructor.
  - i) Agree to all terms and conditions listed in the Internship Agreement.
  - j) Notify the Company and TCAT in advance if he/she will be absent, tardy, or required to miss any time during scheduled hours.
  - k) Inform the instructor of any problems that occur during or related to the internship.
  - l) Submit any work schedule changes to the instructor.
- 2) The Company Shall:
- a) Provide work projects that will contribute to the Student's learning experience and will relate to the Student's technical area.
  - b) Notify the Instructor of any weaknesses or potential employment problems that the Student may have.
  - c) Comply with state and federal employment laws.
  - d) Notwithstanding anything in the Agreement to the contrary provide Workman's Compensation coverage for the Student.
  - e) Allow periodic visitation by the Instructor to verify Student progress and to observe the Student on the job.
  - f) Evaluate the Student's job performance.
  - g) Provide supervision for the Student and provide on-the-job instruction, as needed, including necessary safety instructions.

- h) Notify the College of any serious problem, illness or accident involving the Student.
  - i) Sign and verify the Student's monthly evaluation and work record.
- 3) TCAT Shall:
- a) Comply with all State and Federal laws.
  - b) Not to be required to pay wages for students participating in an internship program.
  - c) Provide a list of duties and skills required of the specific internship position.
  - d) Allow periodic visitation by the instructor to verify student progress and observe the student on the job.( At least 2 visits during the 90 hour internship)
  - e) Treat the student for all practical purposes as if he/she were an employee of the company, including but not limited to:
    - Requiring the student to sign confidentiality forms, provide background information, and undergo drug screens if applicable etc., if such is required of full-time employees.
    - Providing supervision and on-the-job instruction as needed, including safety instruction.
    - Providing realistic work projects that will contribute to the students learning experience and will relate to the student's education. Assignments will be sufficient to make productive use of the student's time.
    - Terminating any student who does not perform to his or her job responsibilities adequately. Documentation shall be provided to the instructor to assist with the corrective action counseling should the student be returned to the classroom. Providing job performance evaluations to the students at planned intervals.
  - f) Notify the Instructor of any potential employment problems observed (skills necessary to complete the assignment), any serious work related problem (personal behavior issues affecting job performance), and any absence or accident involving the student.
  - g) Provide TCAT with a short evaluation of the students' performance upon completion of the work assignment. It is suggested the Company Supervisor share the evaluation with the student in the same manner an evaluation would be shared with a regular employee. If desired, a TCAT form may be provided for this purpose. All parties can enhance the learning experience by participating in an appraisal exercise.

- h) Provide TCAT with recommendations or suggestions regarding the applicable training program
- 4) Mutual Responsibilities - The parties shall cooperate to fulfill the mutual responsibilities:
  - a) Each party shall comply with all federal, state and municipal laws, advice, rules and regulations, which are applicable to the performance of this Agreement.
  - b) The Student shall be treated as a trainee who has no expectation of receiving future employment from the Company or TCAT.
  - c) The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, Executive Order I 1,246 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, handicap, veterans status or national origin.

D. Miscellaneous Terms – The following terms shall apply in the interpretation and performance of this Agreement.

- 1) Neither party shall be responsible for personal injury or property damage or loss except that resulting from its own negligence of its employees or from others from whom the party is legally responsible.
- 2) The delay or failure of performance by either party shall not constitute default under the terms of this agreement, nor shall it give rise to any claims against either party for damages. The sole remedy for breach of this Agreement shall be immediate termination.

Student \_\_\_\_\_  
Signature

Date \_\_\_\_\_

Company \_\_\_\_\_  
Signature

Date \_\_\_\_\_

Instructor \_\_\_\_\_  
Signature

Date \_\_\_\_\_

President \_\_\_\_\_  
Signature

Date \_\_\_\_\_

# TRAVEL AUTHORIZATION FOR OFF CAMPUS FUNCTIONS

## I. Purpose

To develop a procedure according to TBR policy 4:03:03:00 that will delineate the steps to be taken when arranging off-campus travel for TCAT Northwest classes.

## II. Scope

This procedure applies to all TCAT Northwest personnel who travel with students on school functions.

## III. Definitions:

A. **School Functions:** Field trips, tours, recruiting trips, community service events when representing the school, Skills competitions, TBR student events and other off campus events where a class or a group of students leave campus as a part of a class assignment as designated by the class instructor or the administration.

B. **School Vehicle:** Any vehicle owned or leased by the Tennessee Board of Regents including the TCAT Northwest.

C. **Private Vehicle:** Any Vehicle belonging to a student, staff member, or outside parties when said vehicle is not leased or owned by the Tennessee Board of Regents or the TCAT Northwest.

D. **Hold Harmless Agreement:** (Attachment 1) Tennessee Board of Regents form which, when properly executed, holds the center harmless from any liability surrounding travel undertaken as defined by this policy.

## IV. Procedure

The following procedure will be followed when planning student travel for an off-campus function:

A. The staff member shall complete and submit to the President's Office a Travel Authorization for Off Campus Function Form (Attachment 2), when planning student travel. Submission of the form should ideally a minimum of two (2) working days before the event.

B. The President, assuming approval, shall return the form to the staff member, authorizing travel for the class or other travel group.

- C. Upon receipt of the approval form, the staff member shall have each student participant complete a **Hold Harmless Agreement** form as required by this policy. Completed forms will be kept on file for a minimum of (3) three years by the President's Office.
- D. When the Authorization for Off Campus Function Form and the Hold Harmless Forms have been completed the class or group of students is authorized to travel off campus. Failure to execute a Hold Harmless Form will preclude the student from participating in the event.
- E. When available, school vehicles may be used to transport groups of students or staff to off campus activities. Requests for such vehicle usage should be routed through the President's Office.

V. General

- A. A staff member's failure to gain approval for off campus travel will negate any protections offered by the school/state should an incident occur where liability exists. The staff member shall be considered personally liable.
- B. Staff members traveling on school business are required to complete a separate travel authorization form as required by the Tennessee Board of Regents.
- C. When available school vehicles should be considered as the primary means of conveyance for students and staff attending off-campus functions.

**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY NORTHWEST  
HOLD HARMLESS AGREEMENT**

**I. I PROMISE NOT TO SUE THE TCAT NORTHWEST FOR ANY INJURIES  
OCCURRING WHILE I AM PARTICIPATING IN MY CLASS/SCHOOL ACTIVITY:**

In consideration for receiving permission to participate in \_\_\_\_\_ (hereinafter referred to as “activity”), I release and covenant not to sue the TCAT Northwest the Tennessee Board of Regents, the State of Tennessee, and all employees and agents of these parties (Hereinafter referred to as “releases”) from all claims related to any loss that may be sustained by me, including loss of life, or to any property belonging to me, whether caused by the negligence of the releases or otherwise, while participating in this activity, or while on the premises where this activity is being conducted.

**II. I AM AWARE OF THE RISKS OF CHOOSING TO PARTICIPATE IN THIS  
ACTIVITY. I ACCEPT RESPONSIBILITY FOR THESE RISKS.**

This activity has been explained to me, including the risks involved in participating in this activity, and I understand these risks. These risks include but are not limited to

**Any and All Risks**

---

**III. I WILL REIMBURSE THE TCAT - NORTHWEST AT NORTHWEST FOR ANY  
COSTS THEY INCUR BECAUSE OF MY PARTICIPATION IN THIS ACTIVITY.**

I agree to indemnify the releases for any loss or cost, including medical bills, court costs, and attorney’s fees, that may incur due to my participation in this activity, whether this loss is a result of the negligence of releases or otherwise.

**VI. THIS AGREEMENT WILL ALSO PREVENT THE SUING OF THE TCAT -  
NORTHWEST BY FAMILY.**

It is my intent that this agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns, and personal representatives if I am deceased. This agreement shall be deemed as a Release and consent not to sue regarding any claims these parties may have against releases relating to my participation in this activity, whether these claims arise out of the negligence of the releases or otherwise.

**VII. THIS AGREEMENT SHALL BE CONSTRUED IN ACCORDANCE WITH THE  
LAWS OF THE STATE OF TENNESSEE.**

In signing this agreement, I acknowledge that I have read it and understand it and that I sign it voluntarily.

Signature \_\_\_\_\_ Date of Birth \_\_\_\_\_

If under 18 years of age, signature of parent or legal guardian required

**TCAT NORTHWEST**  
**TRAVEL AUTHORIZATION FOR OFF-CAMPUS FUNCTION**

Class/Department \_\_\_\_\_ Date of planned function \_\_\_\_\_

Time of Departure \_\_\_\_\_ Time of Return \_\_\_\_\_

Destination \_\_\_\_\_

Purpose of Planned Function \_\_\_\_\_

School Transportation Needed:    Yes    No

Driver of School Vehicle (TCAT Employee) \_\_\_\_\_

Passengers Riding in School Vehicle \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Private vehicles to be used        Yes    No

Owner of Private Vehicle \_\_\_\_\_

Driver of Private Vehicle \_\_\_\_\_

Make/Model: \_\_\_\_\_ License # \_\_\_\_\_

Riders \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I hereby request authorization for the above off campus function. I am familiar with school policies regarding the use of school transportation as outlined in the Faculty and Staff Handbook.

I also understand that any student wishing to participate in this function must sign a **Hold Harmless Agreement**.

**Instructor/School Staff** \_\_\_\_\_

**Date** \_\_\_\_\_

**Approved** \_\_\_\_\_

**Date** \_\_\_\_\_

**President or Designee**

## **Exit Interview Procedures**

- I. TCAT Northwest encourages all students exiting to complete an online Exit Interview (Attachment 1) The objectives of this form are to determine the reason the student is leaving, to evaluate the College, and to secure employment information.

The students are asked to give an honest evaluation of TCAT Northwest regarding:

- a. Lab, shop and/or test equipment
  - b. Live work projects, practical experiences, clinical experiences, etc.
  - c. Occupational Instructor
  - d. School Administrator
  - e. Financial Aid (Scholarships, grants, work study, etc.)
  - f. Job Placement Services (job readiness and employability skills training)
  - g. Student Life Activities (job fairs, guest speakers, special events, etc.)
  - h. Physical condition of the School
- II. Annually, the institution will send Employer Surveys to industries who hired our recent completers. Employers are asked to rate the vocational training received by their employee regarding:
- a. Job-related Technical Knowledge and Theory
  - b. Technical Skills
  - c. Work Quality
  - d. Work Attitude
  - e. Overall Preparation for the Job
- III. The results of the data gathered from these surveys are sent to TBR annually. TCAT Northwest reviews Exit Interviews to determine strengths and weaknesses of the program.



## **PROGRAM OUTCOMES FOLLOW-UP PLAN**

### **I. Purpose**

The placement of students in employment is one of the primary objectives of TCAT Northwest. Because of the rapidly changing job market and the increased educational accountability standards, the College utilizes a systematic and continuous plan to assist students in their job search and placement. The policy of the institution relative to placement is that placement services are available to all students, and the student must take responsibility for job placement.

### **II. Objectives**

The objectives of the placement services are as follows:

1. To obtain an active, up-to-date file listing of employers and employment opportunities for students.
2. To arrange interviews with prospective employers both on-campus and off-campus.
3. To assist in the preparation of the student's resume for presentation to the prospective employers.
4. To collect and record data regarding placement efforts for informational and evaluation purposes.
5. To develop contacts with employers in order to acquire job listings and information needed to meet employer's and student's needs.

Follow-up is useful in achieving the following objectives:

1. To determine the strengths and weaknesses in instructional programs and in the overall marketing of students.
2. To obtain suggestions for the improvement of the programs and services at the College.
3. To obtain updated occupational information on TCAT Northwest graduates for recruitment purposes.
4. To collect data for reporting purposes as needed.

### **III. Placement Procedures**

The College's Administrative, Student Services, and Instructional staff share the responsibility for placement of students. TCAT Northwest's personnel maintains close communications with employers, both in local communities and the surrounding areas.

The Student Services Coordinator (SSC) is primarily responsible for coordination of

follow-up activities.

Individuals from business, industry, and employment offices contact instructors and Administrative Staff to inform them of jobs available and inquire about students available for employment.

Instructors visit business and industry each term to understand the job skills required for employment and to develop relationships with hiring personnel. During the visits, employers are reminded the College is constantly training people for employment and asked to contact us when they have job openings.

Information concerning other educational institutions in the area is kept to assist any student who might wish to obtain additional education or transfer to another TCAT. We certainly encourage our students to continue their training at a community college or university.

#### **IV. Follow-up Procedures**

The collection of follow up information is completed by Student Services Staff.

TCAT Northwest follows the procedures set forth by the Tennessee Board of Regents' annual Student/Employer Satisfaction Survey.

The staff at TCAT Northwest realizes the collection of follow-up data is contingent, in part, upon the degree of emphasis placed on follow-up and recognizes follow-up as an important component in the evaluation of the effectiveness of programs and their success in preparing graduates for employment. Instructional, administrative, and Student Services staff work cooperatively to obtain information from graduates and employers.

#### **V. Collection of Information**

Data for the COE Annual Report is collected via the Exit form in Banner. Instructors submit completion and placement information, if available, at the time of the exit. Student Services staff is able to update placement information after the exit is submitted. A Banner report collects the data in a spreadsheet, which is used to complete the Annual Report. Tennessee State Board exams provide licensure data to the public via the appropriate websites.

Placement and follow-up are first mentioned to the students during orientation when the Catalog/Student Handbook is reviewed. Throughout the student's training, the instructional staff continues to stress the significance of student responses to follow-up.

TCAT Northwest encourages all students exiting to complete an online Exit Interview. The objectives of this form are to determine the reason the student is leaving, to evaluate the College, and to secure employment information.

The students are asked to give an honest evaluation of TCAT Northwest regarding:

- 1) Lab, shop and/or test equipment
- 2) Live work projects, practical experiences, clinical experiences, etc.
- 3) Occupational Instructor

- 4) School Administrator
- 5) Financial Aid (Scholarships, grants, work study, etc.)
- 6) Job Placement Services (job readiness and employability skills training)
- 7) Student Life Activities (job fairs, guest speakers, special events, etc.)
- 8) Physical condition of the School

Annually, the institution will send Employer Surveys to industries who hired our recent completers. Employers are asked to rate the vocational training received by their employee regarding:

- 1) Job-related Technical Knowledge and Theory
- 2) Technical Skills
- 3) Work Quality
- 4) Work Attitude
- 5) Overall Preparation for the Job

The results of the data gathered from these surveys are sent to TBR annually. TCAT Northwest reviews Exit Interviews to determine strengths and weaknesses of the program.

## **VI. Records and Reporting**

Information gathered from Exit Interviews and Employer Surveys are maintained in the Student Services office and are available to Student Services, instructional, and administrative staff as needed to update information, compile reports, and conduct follow-up. The Student Services Coordinator is notified of any issues related to Exit Interviews or Employer Surveys. If necessary, the Student Services Coordinator will address the issues with the President. We are required to submit our completion, placement and licensure rates to the Tennessee Board of Regents and Council on Occupational Education.

## **VII. Evaluation of Placement Plan**

The plan is reviewed annually by Administration, faculty, staff, and the Institutional Advisory Committee. The Tennessee Board of Regents and COE review our annual completion, placement, and licensure rates to assure we are meeting the required standards. This information is used to evaluate and improve the quality of program outcomes.

Employers, College personnel, and others are involved in follow-up efforts to assess and/or improve program curriculums and serving the needs of each student. It is crucial for students, faculty, and staff to recognize the importance of all responses to follow-up surveys as a means of evaluating, improving, and funding the program offerings at TCAT Northwest. The Student/Employer Satisfaction Survey is submitted to TBR annually by August 31st for review and evaluation of ways to improve the quality of program outcomes. Placement rates are evaluated and utilized to monitor the effectiveness and continuation of all programs.

Information from the Student/Employer Satisfaction Survey is made available to Administration, faculty, and staff on an annual basis.

## **DETERMINING THE EFFECTIVENESS OF STUDENT SERVICES PLAN**

### **I. Purpose**

Student Services Personnel at the Tennessee College of Applied Technology Northwest are continuously evaluated by students, staff and applicable agencies. To ensure effective operations, Student Services Coordinators periodically review the observations, findings and suggestion contained within the various evaluations and make changes/improvements in services as necessary.

### **II. Objectives**

An evaluation of Student Services achieves the following objectives:

1. To obtain information regarding the students' perceptions of the services provided to them
2. To secure information regarding the nature of improvements needed in specific areas of Student Services
3. To determine the strengths and weaknesses of Student Services as perceived by appropriate staff within the school (internal evaluation).
4. To collect data regarding the effectiveness of student personnel services for reporting purposes.

### **III. Procedures**

The means by which Student Services Staff are evaluated are as follows:

1. All students who leave the school are urged to complete an exit interview, which asks for evaluations of Financial Aid Services, Job Placement Services, counseling Services and Student Life Activities. The student is also given the opportunity to make comments on the improvement of these services. If a student leaves prior to completing the exit interview, the student is contacted by email and provided a link to the online exit interview. Student responses are reviewed by Student Services Staff. Comments and ratings are considered as a guideline for the delivery of future services. Any pertinent information concerning the instructional programs are forwarded to the program instructor which may ensure the best outcome for future students.
2. Completion and Placement Rates are in part a measure of Student Services interaction with students. Year-end reports as submitted to the Tennessee Board of Regents and the Council on Occupational Education, are compiled by the Student Services Department as are the Alumni and Employer follow-up surveys. By assuming responsibility for the reporting, Student Services is assured timely feedback on all measures impacting their performance and subsequent goal setting.
3. An annual evaluation is completed as required by the Tennessee Board of Regents. On this evaluation, the data detailed above is utilized to determine the effectiveness of the services provided by the department. Goal setting will be done with Student Services Personnel to ensure the highest quality services are being provided to the student of TCAT Northwest.

#### **IV. General**

By using the aforementioned evaluation procedures, it is envisioned that the quality service will be provided to both enrolled and prospective students. These services include but are not limited to:

- Recruitment
- Registration
- Financial Aid
- Program Selection
- Placement
- Student Life
- Overall Counseling

# PLACEMENT SERVICES PLAN

## I. Purpose

To develop a Placement Services Plan to ascertain the institution is effectively meeting its obligation to train individuals for placement or advancement in their chosen field of study.

## II. Scope

This policy/procedure covers all TCAT Northwest students.

## III. Policy

TCAT Northwest will endeavor to provide placement services for students and to track completers and non-completers to ascertain the effectiveness of its training programs.

## IV. Procedure

### A. Counseling

1. Initial career counseling will take place when the student applies to the school. Student Services Staff discuss career aspirations, study requirements, and placement potential with the prospective students. During these meetings the instructor will be invited to attend to answer specific questions that might be asked. The prospective student will visit the program/classroom for a tour of the facilities and inspection of the equipment. Counseling aids are available in the form of computerized interest assessments should they be indicated.
2. Continued career counseling will be provided by the instructor during the course of the student's enrollment. The instructor is encouraged to include employer resources to ensure enhanced "real world" input.
3. Final placement counseling shall be a joint effort between Student Services and the Instructor.

### B. Job Opportunities

1. Employers seeking to hire students notify Student Services and/or Instructors.
2. Student Services/Instructors will share job opportunities to students via posting on bulletin boards, verbal announcement, and/or email.
3. Students seeking placement assistance may do so by notifying his/her Instructor or Student Services.
4. Resume and Interview assistance and referral to known openings will be supplied.

### C. Data Collection

Student Services shall collect data on all placements of completers and non-completers. Such data will be obtained through exit interviews, personal contact made with an exited

student, and by the annual Alumni Satisfaction Survey as mandated by Tennessee Board of Regents Policy.

#### **D. Reports**

1. Student Services shall prepare term and annual reports utilizing placement data collected by exit interviews, personal notification, and surveys.
2. Placement reports and the data contained therein will be provided to the Tennessee Board of Regents, COE, and all administration on a schedule determined by the aforementioned entities.
3. Placement reports will be shared with instructors on an as available basis to ensure timely feedback. This data will reinforce and summarize data already gained via exit interviews.
4. An annual Employer Satisfaction Survey will be conducted by Student Services to ascertain the effectiveness of recent graduates. Data collected will be shared with administrators and instructors to be used in curriculum design and program delivery modifications.

#### **V. Responsibility**

- A. Student Services shall be the primary department responsible for coordinating placement activities at the school. They shall coordinate placement functions and provide for data collection and reporting.
- B. The instructor shall function as a placement counselor for his/her students, utilizing personal knowledge, the Occupational Advisory Committee, and maintaining a list industry contacts to assist students with job procurement.
- C. Occupational Advisory Committee members shall be responsible for acting as resource personnel for faculty and students seeking placement information.
- D. The student shall be responsible for ultimately securing employment through proper preparation and an aggressive job search.

#### **VI. Evaluation**

Student Services staff, administration, and program instructors periodically review and discuss placement results to continually improve placement services.



# **Tennessee College of Applied Technology Northwest Student Services Retention Plan**

## **I. Purpose**

The primary goal of the Tennessee College of Applied Technology Northwest is providing competency-based training through superior quality, traditional and distance learning instruction methods that qualify completers for employment and job advancement.

Our key measure of success is the success and quality of our graduates each year. We want to emphasize to our students that their education at TCAT Northwest is beneficial and life changing. Furthermore, our students should appreciate the fact that a certification or and diploma presents them with a wonderful opportunity for success. We will help our students advance toward graduation by providing excellent instruction using competency-based training and work-based learning tools to elevate their knowledge. Also, our hope is to continue to recruit students who can successfully move through our programs to graduation and, hopefully, advance to successful careers in their chosen field after leaving TCAT Northwest.

## **II. Input**

TCAT Northwest encourages all students exiting to complete an online Exit Interview. The objectives of this form are to determine the reason the student is leaving, to evaluate the College, and to secure employment information.

The students are asked to give an honest evaluation of TCAT Northwest regarding:

- Lab, shop and/or test equipment
- Live work projects, practical experiences, clinical experiences, etc.
- Occupational Instructor
- School Administrator
- Financial Aid (Scholarships, grants, work study, etc.)
- Job Placement Services (job readiness and employability skills training)
- Student Life Activities (job fairs, guest speakers, special events, etc.)
- Physical condition of the School

Also, on the Exit Interview form, students are asked to provide a brief reason why they are leaving training and suggestions for improvement.

During staff meetings, our faculty is reminded of the outside resources to assist students with attending training (tuition, assistance, childcare, transportation, housing, etc.). Students are referred to Student Services for further assistance.

Faculty meet to collaborate with others to share how they are successfully engaging students in their classrooms and over all program engagement.

## **III. Strategies**

**Strategy 1: Send Department and Scholarship Information to Potential Future and Current Students.**

Each year, TCAT Northwest announces scholarships and awards to incoming and current students. Awards are presented at the annual honors awards ceremony to recognize student achievements.

- Announce scholarship application processes.
- Notify TN high schools of scholarships available to incoming students.
- Send (via email) scholarship application information to current and future students.
- Host an annual honors ceremony to recognize those students who have secured scholarships.

### **Strategy 2: Facilitate Academic Progression**

To ensure our students fulfill the requirements of their certification/diploma:

- Plan course offerings each trimester to meet students' program needs.
- Monitor mandatory progression required of our majors to meet graduation requirements. Discuss course scheduling with the students.
- Seek appropriate support to accommodate student course needs.
- Continue to announce to students the availability of support to help them understand course subject matter and material.
- Provide faculty professional development on national best practices to engage students.

### **Strategy 3: Provide Effective Academic Support to All Students**

- During orientation sessions, clearly describe to incoming students the requirements to complete a degree in each program.
- Place students with dedicated instructors upon entry into each program. Encourage strong communication and mentoring.
- Include on the institutional website updated documents related to: expectations of course offerings.
- Encourage classroom projects that are real-life and relevant, and will be used by the community.
- Share program-related job opportunities.
- Connect students with outside resources (tuition assistance, childcare, transportation, housing, etc.)

### **IV. Assessment Strategies**

- Compare incoming majors and retention data for previous years.

- Survey students to determine the communication media most effective in attracting students to our programs.

## **V. Results**

Information from the Annual Student/Employer Satisfaction Survey is shared with faculty and staff.

## **VI. Evaluation**

This plan is evaluated annually by the Administration and the Institutional Advisory Board.

## **MAINTAIN STUDENT RECORDS POLICY/PROCEDURE**

### **I. Purpose**

To develop a systematic procedure for maintain student records in a manner which is confidential, easily accessible, secure and in compliance with all applicable State and Federal laws.

### **II. Policy**

It is the policy of TCAT Northwest to comply with the Family Educational Rights and Privacy Act (FERPA) “Buckley Amendment” and in doing so to protect the confidentiality of personally identifiable educational records of students and former students. In addition, the College shall comply with Gramm-Leach- Bliley Act (GLBA). TBR policy 3:02:03:00 and guideline S-020 shall be followed to ensure compliance.

### **III. Scope**

This policy/procedure is applicable to all TCAT Northwest student records and personnel authorized to process or otherwise handle such records.

### **IV. Procedure**

The following details the approved maintenance of student records:

- A. Record Access: Only personnel authorized by the President shall have access to student records information. These individuals shall be limited to designated Student Services and other applicable Business Office personnel. Instructors will have access to the files of their students on a need to know basis. Information shared with instructors will not include financial data (Financial Aid), drug screens or background checks if applicable.
- B. File Maintenance: Student Records shall be maintained in Student Services and the Business office only. TCAT Northwest will protect customer (Student) non-public financial information per the provisions set forth in the Gramm-Leach- Bliley Act (GLBA). Class Records of active students may be kept in secured file in the instructor’s office. All electronic files shall require a login to the system and backed up at a secure off campus site. Only authorized individuals will be given access to electronic student files via the issuance of a controlled password. Access to electronic files will be on a need to know basis for authorized individuals only. Such individuals are outlined in IV-A above.
- C. File Access: Student privacy is of utmost importance. To ensure the privacy of student records the following guidelines shall be adhered to:

- 1) Information from student files will only be given to outside parties when a written authorization has been obtained from the student. Such information includes that found on transcripts.
- 2) Registry information may be released by Student Services per TBR guidelines S-020. All requests for information, registry or otherwise, must be processed by Student Services Only. In no case will student information be released by any other department or individual without authorization of the President.
- 3) Financial information will not be released without written consent and full knowledge of the student. All financial data will be kept in a secured area where authorized personnel only will have access. All financial information not needed will be returned to the student or shredded. (Following TBR Disposal or Record protocol).
- 4) Employment references may be given by instructors but only with the permission of the student. Written permission is preferable to verbal permission. Registry information may be released to employers without a written release (see above 2)
- 5) All subpoenas for information are sent to the President's Office. No information will be released until the Legal Office at the TBR Board Office has been contacted and direction given.

#### V. General

All student records from any and all campuses under the control of TCAT Northwest shall be maintained at the main campus. Instructors may keep duplicate copies of necessary records for the time the student remains on active status. These records should be submitted to Student Services upon the departure of the student to ensure proper disposal.

## **CREDIT FOR PREVIOUS TRAINING FROM OTHER INSTITUTIONS/EXPERIENCE POLICY**

In accordance with TBR Policy 2.03.01.05

### Prior Learning Assessment/Transfer Credit

After assessment of previous education, training and/or experience the student will be enrolled in training at the student's documented proficiency level. The time normally required for training will be shortened accordingly.

- I. Students may request an evaluation of credit for prior education/training or experiences to satisfy courses in a program of study offered by the college. Sources of prior credit include:
- II. Credit from other colleges (TCATs, Community Colleges, Universities, and Proprietary Trade Schools)
- III. Early Postsecondary Opportunities (EPSO) credit (Dual Credit, Dual Enrollment, Industry Certifications, AP, etc...)
- IV. Credit for military training and experience
- V. Non-military work experience
- VI. ACT transcript
- VII. National Career Readiness Certificate (NCRC)
- VIII. Completion of Learning Support Competencies through the Seamless Alignment and Integration of Learning Support (SAILS) program

Requests for prior credit evaluation are processed by Student Services and college faculty, who make recommendations for the number of hours that may be awarded to a student.

### **Overall Process**

#### **Student Notification**

During orientation or initial meeting with Student Services personnel or a School Certifying Official (SCO), students are notified of the process to request consideration of prior credit applicable to their program of study during orientation or initial meeting with a School Certifying Official (SCO) to discuss utilizing VA education benefits. A student is required to submit another consideration of prior credit when switching academic programs.

## **Requesting Review of Prior Credit**

A student completes the Prior Credit Evaluation (PCE) Request form. If the student is unable to initiate the request, Student Services may initiate the request form for the student.

Applicable documentation must be attached to the request form or submitted to the Student Services office. Documentation may include but is not limited to:

- DD214
- Joint Services Transcript (JST)
- Any additional prior transcripts
- Documentation of prior work experience may include:
  - Workplace training certificate
  - Employee training records
  - Letter on company letterhead signed by an appropriate official (containing contact information for verification)

## **Awarding Prior Credit**

To verify a student's proficiency level, a programmatic proctored assessment or skills demonstration exam may be administered by the college. Approved transfer credit hours will be applied to the student's transcript when the Prior Credit Evaluation (PCE) Request has completed the review process and proctored assessments or skills demonstration exams have been scored with a passing result.

## REFUND POLICY

**Refund Eligibility** (From the TBR Guidelines for Fees and Refunds: TCAT-4.01.03.10) A student is eligible for a refund in the following circumstances:

1. Change in a full-time student's schedule which results in reclassification to a part-time student.
2. Change in a part-time student's schedule which results in a class load of fewer hours.
3. Voluntary withdrawal of the student from the school.
4. Cancellation of a class by the school.
5. Death of the student.
6. Students administratively dismissed will not be eligible for refunds.

Calculation of the Refund (From the TBR Guidelines for Fees and Refunds: TCAT-4.01.03.10)

### 1. Full Refund:

- a. 100% of fees will be refunded for classes cancelled by the school.
- b. 100% of fees will be refunded for drops or withdrawals prior to the first official day of classes.
- c. 100% of fees will be refunded in the case of death of the student during the term.
- d. A 100% refund will be provided to students who are compelled by the institution to withdraw when it is determined that through institutional error, they were academically ineligible for enrollment or were not properly admitted to enroll for the course(s) being dropped. An appropriate official must certify in writing that this provision is applicable in each case.
- e. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

### 2. Partial Refunds

- a. A refund of 75% may be allowed if a program is dropped or a student withdraws within the first 10% of the class hours.
- b. A refund of 50% may be allowed if a program is dropped or a student withdraws within the first 20% of the class hours.

- c. No refund may be permitted after 20% of the class hours has been completed.

Refunds are only available for maintenance fees. Refunds are not made on the technology access fee, student activity fee, program academic fees, or on items purchased from the bookstore.

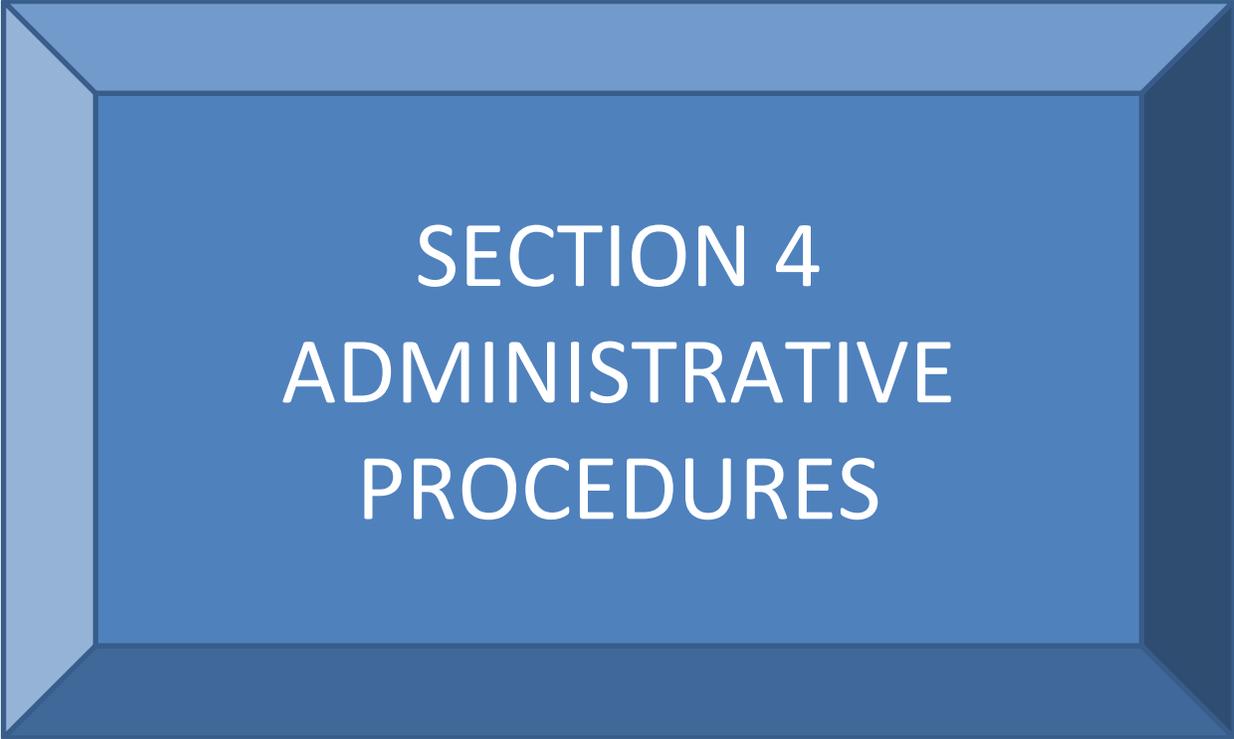
### **Processing of Refunds**

The TCAT will be responsible for determining the amount of student refunds and will process refunds in accordance with TBR Guideline 4.01.03.10 and the Council on Occupational Education (COE) standards.

Refunds, when due, will be made without requiring a request from the student.

Retention of tuition and fees collected during pre-registration or in advance for a student who does not commence class will not exceed \$100.

Refunds, when due, will be made within 45 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student.



SECTION 4  
ADMINISTRATIVE  
PROCEDURES

## SEXUAL AND RACIAL DISCRIMINATION

### I. Purpose

The purpose of this guideline is to supplement Board Policies 6.01.00.00, 5:01:02:00 and Guidelines P-080 relative to the orderly resolution of charges of sexual, racial, or other forms of harassment at the institutions and office of the Tennessee Board of Regents. Fair and prompt consideration shall be given to all charges of such harassment in accordance with the procedures set forth below. Any employee, applicant for employment or student who believes he or she had been subjected to sexual, racial, or other forms of harassment may utilize these procedures.

#### A. General Statement

Sexual harassment and racial harassment have been held to constitute a form of discrimination prohibited by Title VII of the Civil Rights Act of 194, as amended and Title IX of the Educational Amendments of 1972. Other types of harassment are prohibited applicable law. An institution or school may be held liable pursuant to Title VII and/or lose federal funds pursuant to Title IX for failure to properly investigate and remedy claims of sexual or racial harassment.

- 1) Generally, sexual harassment may be defines as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when one of the following criteria is met:
  - a) Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or of the individual's status in a program, course or activity.
  - b) Submission to or rejection of such conduct by an individual is used as a basis for employment decision, a criterion for evaluation, or a basis for academic or other decisions affecting such individual, or
  - c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile or offensive work or educational environment. Whether the alleged conduct constitutes sexual harassment depends upon the record as a whole and the totality of the circumstances, such as the nature of sexual advances in the context within the alleged incident occurred.
- 2) Generally, racial harassment is defined as any person's conduct which unreasonably interferes with an employee's or student's status or performance by creating an intimidating, hostile, or offensive working or educational environment. Harassment on the basis of race, color, or national origin, includes offensive or demeaning treatment of an individual, where such treatment is based typically on prejudiced stereotypes of a group to which that threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual because of

his/her race, color, or national origin. Title VII requires employers to take prompt action to prevent bigots from expressing their opinions in a way which abuses or offends their coworkers.

- 3) Generally, harassment on the basis of religion, handicap, or other protected status includes any conduct which has the purpose or has the reasonably foreseeable effect of interfering with an individual's academic efforts, employment, or participation in institutionally sponsored activities. Such harassment also includes any activity which creates an intimidating, hostile or demeaning environment.

## II. Procedures

Inquiries regarding compliance with this policy should be directed to: designated Compliance Officer for Title IX. A copy of the policy and the grievance procedure may be found at <https://policies.tbr.edu/policies/sexual-misconduct>.

## **Sexual Discrimination Policy for Tennessee College of Applied Technology at Northwest**

It is the policy of the Tennessee College of Applied Technology not to discriminate on the basis of sex in its educational programs, activities or employment policies as required by Title IX of the 1972 Educational Amendments, Section 799A and 845 of the Public Health Service Act, and any regulations pursuant thereto. This policy includes any sexual harassment of students, applicants for employment or employees.

Inquiries regarding compliance with this policy should be directed to: Title Coordinator. A copy of the policy and the grievance procedure may be found at <https://policies.tbr.edu/policies/sexual-misconduct>.

**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY  
NORTHWEST  
Discrimination & Harassment –  
Complaint & Investigation Procedure : P-080**

I. Purpose

The purpose of this Guideline is to supplement Board Policies 6.02.00.00 and 5.01.02.00 relative to the orderly resolution of complaints of discrimination or harassment on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law, as well as claims of retaliation, related to the institutions, and office of the Tennessee Board of Regents.

II. Policy

For purposes of this Guideline, Prohibited Conduct means unlawful discrimination, sexual harassment, discriminatory harassment, or retaliation. Prohibited Conduct will not be tolerated. Fair and prompt consideration shall be given to all complaints in accordance with the procedures set forth. These procedures may be utilized by any employee, applicant for employment or student who believes they have been subjected to Prohibited Conduct, except that certain complaints meeting the definition of sexual misconduct and the criteria for filing a formal complaint must be handled in accordance with Board Policy 6.03.00.00, Sexual Misconduct.

Former employees or students may file complaints of Prohibited Conduct which took place during the time of employment or enrollment provided the complaint is timely filed pursuant to Section V.B of this Guideline, and the conduct has a reasonable connection to the institution. These procedures are not intended, and will not be used, to infringe on expression protected by the First Amendment, the Tennessee Campus Free Speech Protection Act, or Board Policy 1.03.02.60, Freedom of Speech and Expression, even though such expression may be offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed, or any other rights provided by the Tennessee or United States Constitutions.

All employees, including faculty members, are to be knowledgeable of policies and guidelines concerning Prohibited Conduct. Using the procedures outlined in Section V below, supervisory employees must promptly report to the appropriate institutional contact any complaint or conduct which might constitute Prohibited Conduct whether the information concerning a complaint is received formally or informally. Failure to do so may result in disciplinary action up to and including termination. Other employees and students are encouraged to report such conduct to the appropriate institutional contact. All faculty members, students and staff are subject to this Guideline. Any faculty member, student or staff found to have engaged in Prohibited Conduct will be subject to disciplinary action, which may include dismissal, expulsion or termination, or other appropriate sanction.

TBR institutions will not tolerate Prohibited Conduct directed at employees or students by vendors, visitors, or other third parties. The manner in which an institution responds to a report will depend on the circumstances involved, including the institution's ability to investigate, and if necessary, implement corrective action.

All faculty and staff members are required to cooperate with investigations of Prohibited Conduct.

Failure to cooperate may result in disciplinary action up to and including termination.

Students are also required to cooperate with these investigations; failure to do so may result in disciplinary action.

Institutions must take measures to periodically educate and train employees on preventing and reporting Prohibited Conduct.

All employees, including faculty members, are expected to participate in such education and training.

All faculty members, students and staff are encouraged to take reasonable and necessary action to prevent and discourage all types of discrimination and harassment.

#### General Statement

The System Office and all of the institutions within the Tennessee Board of Regents System shall fully comply with the applicable provisions of federal and state civil rights laws, including but not limited to;

Executive Order 11246;

The Rehabilitation Act of 1973;

The Americans with Disabilities Act of 1990;

The Vietnam Era Veterans Readjustment Act of 1974;

The Equal Pay Act of 1963;

Titles VI and VII of the Civil Rights Act of 1964;

Title IX of the Educational Amendments of 1972;

The Age Discrimination in Employment Act of 1967;

The Age Discrimination Act of 1975;

The Pregnancy Discrimination Act;

The Genetic Information Nondiscrimination Act of 2008;

Regulations promulgated pursuant thereto; and

The Tennessee Human Rights Act.

The Board of Regents promotes equal opportunity for all persons without regard to race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law.

Institutions and the System Office will not tolerate discrimination against any employee or applicant for employment because of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, or genetic information, nor will they tolerate harassment on the basis of these protected categories or any other category protected by federal or state civil rights law. Similarly, institutions shall not subject any student to discrimination or harassment under any education program or activity, and no student shall be discriminatorily excluded from participation nor denied the benefits of any education program or activity on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender

identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, or any other category protected by federal or state civil rights law.

### III. Procedures

Grievances concerning alleged discrimination in any area as described under “POLICIES” may be appealed informally to the Compliance Officer of the school as designated by the school President. If no resolution can be arrived through this means, an informal hearing with the President and Assistant Director will be arranged. If no resolution is still forthcoming, the following procedure should be followed by the aggrieved party:

- A. File with the Compliance Officer a written statement concerning the grievance containing, in reasonable terms, (a) the basis for the grievance, (b) the settlement or corrective action desired by grievant, (c) sufficient facts or other information upon which to base a resolution.
- B. Attend a hearing before a committee appointed by the President and the Compliance Officer.

### IV. Sexual Harassment

It is the policy of Tennessee College of Applied Technology Northwest that, pursuant to Title IX of the Education Amendment of 1972 and regulation adopted pursuant thereto, sexual harassment of students, applicants for employment or employees shall not be condoned. Allegations of sexual harassment shall be affirmatively addressed in accordance with the “Procedure” described in this document.

## **APPEALS AND APPEARANCES BEFORE THE BOARD**

### **I. Appeals to the Chancellor**

A student or employee of an institution or school in the Board of Regents System may appeal a final decision of the president of an institution or a President of a technology college to the Chancellor. TUAPA hearings as outlined in Policy No. 1:06:00:05 are not appealable to the Chancellor. Appeals to the Chancellor shall be limited to alleged violations of state or federal law or institutional/board policy where the complainant has not filed a federal/state administrative appeal or a lawsuit in state or federal court. If, at any time during the pendency of the appeal, a complainant files a lawsuit or administrative action based on the same subject matter as the appeal, the appeal will be dismissed without further action. Unless there is a violation of state or federal law under the limitations described above, decisions which are not appealable to the Chancellor shall include, but will not be limited to;

- A. Termination of executive, administrative, professional, clerical, and support employees during or at the end of the initial probationary period or pursuant to the terms of the contract of employment;
- B. Non-renewal of a tenure-track faculty appointment during the first four years of the probationary period;
- C. Denial of tenure unaccompanied by notice of termination in the fifth year of the probationary period;
- D. Non-renewal of a temporary faculty appointment;
- E. Salary determination;
- F. Student academic matters, e.g., grade appeals, failure to meet retention policies, etc.
- G. Performance evaluations of faculty or staff; and
- H. Residency classification of students for tuition and fee purposes.

Appeals and support documents must be submitted in writing to the Chancellor within 20 calendar days following the date of a written decision by the president. The appeal must state the decision being appealed, the law and/or policy which is alleged to have been violated and the redress desired. The Chancellor shall review the decision on the basis of the record developed at the institution or school, with any new evidence which for good cause shown was not previously considered. The Chancellor may request a student or employee to appear and present arguments in support of an appeal.

## **ALCOHOLIC BEVERAGES AND SMOKING**

### **I. Purpose**

The purpose of this policy is the establishment of alcoholic beverage and smoking policy for property owned or controlled by the Tennessee Board of Regents. (See TBR Policy 1:07:00:05)

### **II. Policy**

#### **A. Alcoholic Beverages**

- 1) The use and/or possession of alcoholic beverages on university, community college, and college of applied technology owned or controlled property shall be prohibited except as provided by TBR Policy 1:07:00:05.

#### **B. Smoking**

- 1) Smoking shall be prohibited in all buildings owned or operated by a TBR institution.
- 2) Smoking shall also be prohibited in all motor vehicles owned, leased or operated by a TBR institution.
- 3) This prohibition on smoking shall be communicated to all existing employees and to all prospective employees upon their application for employment.
- 4) "No Smoking" signs or the international "No Smoking" symbol shall be clearly and conspicuously posted at every entrance to every building.

## **SUPPLIES AND EQUIPMENT PURCHASE POLICY INCLUDING EMERGENCY PURCHASES**

### **I. Purpose**

To develop a procedure that will ensure the proper control of purchases for the TCAT Northwest.

### **II. Scope**

This policy/procedure applies to all TCAT Northwest faculty and staff for any item needing to be purchased including bookstore inventory. All faculty members are responsible for ensuring proper books and supplies are available for their students as needed. This policy-procedure does not supersede provisions contained in TBR Procurement Policies as published (4:02:10:00).

### **III. Procedure**

The following represents the procedure to be followed when purchasing items for the college:

- A. A requisition for purchase form (Attachment A) is completed by the requestor. The request should include at a minimum.
  - 1) The date the requisition is submitted.
  - 2) The name of the requesting department.
  - 3) A brief description of the item(s).
  - 4) A possible vendor.
  - 5) Vendors part number if known.
  - 6) Suggested price as advertised.
  - 7) Date needed.
  - 8) A brief description as to the purpose of the purchase.
  - 9) The signature of the person submitting the requisition.

## B. Book Store Orders

- 1) The Bookstore Support Specialist will process a purchase requisition through the Jaggaer purchasing system. The Lead Business Office Coordinator will secure approval for the purchase from the Office of the President. An authorized purchase will then be made.
- 2) The Bookstore Support Specialist, upon receipt of the purchased items, will check the order for corrections noting any errors or backorders and inform the Lead Business Office Coordinator as required.
- 3) The Lead Business Office Coordinator shall process the invoice for payment and hold for payment should difficulties with the order exists.(4:02:10:00)

## C. Non-Book Store Orders

- 1) The person completing the requisition will give the form to the Lead Business Office Coordinator.
- 2) The Lead Business Office Coordinator will secure approvals for the purchase from the President and request a Purchased Order be issued and approved. Upon receipt of an approved Purchase Order the order is placed in the Jaggaer Purchasing System.
- 3) The Lead Business Office Coordinator, upon receipt of the purchased items, will check the order for accuracy noting any errors or backorders and take action as necessary with the vendor. When the Lead Business Office Coordinator has determined the order is correct, she shall process the order for payment.

## D. Delivered Orders

- 1) All deliveries are to be made to or through the front office reception area. The Administrative Support Specialist shall direct delivery personnel as to the campus drop off point for the items. The person receiving the order shall notify the faculty/staff member receiving the order that the item(s) have been received and are ready for distribution to their area.

## IV. General

- A. Emergency orders may be processed upon approval by the TCAT President.
- B. Items of value exceeding \$10,000 will require quotations or bids to be secured per TBR policy. The Lead Business Office Coordinator will ensure compliance with applicable TBR Policies and Procedures. (4:02:10:00)

REQUEST FOR PURCHASE					
<b>DATE:</b>			<b>REQUISITION NUMBER:</b>		
<b>INSTITUTION:</b>			<small>(For System Office Only)</small>		
<b>DATE NEEDED:</b>			<b>FOAP:</b>		
<small>(Indicate if Urgent)</small>			<b>PURCHASE ORDER NO:</b>		
<b>CHECK NEEDED WITH PO? Yes NO</b>			<small>(For System Office Only)</small>		
VENDOR NAME:					
VENDOR ADDRESS:					
To be purchased using the P-Card YES <input type="radio"/> or NO <input type="checkbox"/>					
ITEM NO.	DESCRIPTION - (please provide thorough description and specifications)	QTY	UNIT	UNIT PRICE	TOTAL
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
	TOTAL				\$ -
*Please add any additional documentation necessary for TBR to complete this request (vendor quote etc.).					
Shipping Address: _____					
APPROVED					
TCAT Requestor Signature		Date		Dir. Of Procurement & Travel	
				Date	
TCAT President Signature		Date		Assoc. Vice Chancellor, PCPS	
				Date	

**PLAN FOR MAINTAINING, REPLACING AND DISPOSING OF  
OBSELETE EQUIPMENT  
SURPLUS PROPERTY**

All Tennessee Colleges of Applied Technology are authorized to make purchases through the State Educational Agency for Surplus Property. Only the President is authorized to sign for purchases through State Surplus Property, however, other staff members may be authorized to pick up surplus property. This is in accordance to TBR policies (4:02:20:00).

## **SOLICITATION AND ACCEPTANCE OF GIFTS**

The Board considers the solicitation and acceptance of gifts to be appropriate administrative responsibilities for school directors, and therefore delegates to the directors of authority to solicit and accept gifts in accordance with the provisions of this policy.

The Board recognizes the vital importance of gifts to institutional and schools development. Gifts of real and personal property from individuals and organizations often benefit institutions and schools by making the accomplishment of objectives for which support from other sources is limited or unavailable. Gift also often represent a means by which the donor may contribute to an aspect of postsecondary education that is of particular interest to the donor.

The Board authorizes and encourages the institutions and the school to solicit and accept gifts for purpose that are consistent with their missions. All activities related to solicitation and acceptance of gifts shall be implemented in a manner, which serves the mutual interests of the donors and institutions and schools. All solicitation and acceptance of gifts are subject to the provisions contained in TBR Policy 4.01.04.00.

## **ACCESS TO STUDENT RECORDS ACADEMIC TRANSCRIPT REQUESTS**

### **I. Purpose**

To develop a procedure that will ensure compliance with statutes of confidentiality while providing information necessary for faculty, administration, and employers.

### **II. Scope**

This policy/procedure applies to all TCAT Northwest personnel.

### **III. Procedure**

The Tennessee College of Applied Technology Northwest holds in the strictest confidence the files and records of students. Only authorized faculty and administrative staff may access files per the following procedure:

- A. An authorized individual may be granted access to the Student Services records area for a file review after notifying the President and/or the Student Services Coordinator of their intent. The file will be retrieved and/or displayed by the Student Services Coordinator. Only authorized individuals will be given access to electronic student files via the issuance of a controlled password.
- B. An authorized individual is expected to review the file of a student while remaining in the designated Student Services area. Upon completion of the review, the file should be immediately re-filed or the computer display shut down. Under normal circumstances the student hard copy file will remain in Student Services at all times.
- C. In the rare event a file must be removed to another location, the authorized individual, with the permission of the President or Student Services Coordinator, may sign the file out. To do so, the authorized individual will sign his/her name to a log sheet kept in Student Services. The dates and times of removal and return will be indicated on the sheet. The authorized person who signed the file out will keep said file secure at all times.
- D. Telephone inquiries pursuant to student records, other than directory items, will be responded to only after written permission has been obtained from the student. The permission granted should be person or organization specific. In the majority of cases calls will occur when a student is seeking employment. Only designated members of the administration or pertinent faculty may divulge information. Information divulged shall be limited to "need to know". In no case will private personal data be released (i.e.: social security number, health information, etc.) The release of such information is the responsibility of the student.
- E. A transcript will be provided for any student who makes such a request in writing (signed institutional form or signed website form). No telephone requests will be honored. Such academic transcripts shall be provided free of charge.

#### IV. Responsibility

- A. The Student Services Coordinator shall be responsible for overseeing the maintenance and security of permanent student files.
- B. Each authorized faculty or staff member shall be responsible for adhering to this policy, realizing the importance of student record confidentiality.
- C. Each student shall be responsible for notifying Student Services in writing each time he/she wishes to have information released to prospective employers, agencies, colleges and universities, etc.
- D. Student Services shall be responsible for processing all requests for academic transcripts.
- E. The applicable faculty member may verify competency certifications as requested by employers upon being notified of the written permission of the student to divulge such information.

#### V. General

- A. Definition of authorized individual – An individual who is employed by TCAT to instruct or counsel a student as a job responsibility.
- B. An instructor will generally be limited to student files of those students enrolled in his/her class. Working files kept during active enrollment will be kept in a secure area within the instructor's office.
- C. Approved support staff personnel may have access to files for data entry or filing purposes.
- D. Electronic files will be password protected and backed up at a TBR off-site designated "Data Warehouse".
- E. Files subject to subpoena will be released only on the advice of the TBR General Counsel.
- F. All hard copies of permanent student records are to be kept in a locked fire-resistant file cabinet.

## **EMPLOYEE PERFORMANCE PROCEDURE**

### I. Purpose

To develop a procedure to ensure that performance feedback and professional development are an integral part of each associates employment with the facility.

### II. Scope

This policy/procedure applies to all TCAT Northwest associates.

### III. Policy

TCAT Northwest believes goal setting, performance feedback, and professional development plans are necessary for any organization to fully utilize its human resources. In support of this belief, the following policy/procedure has been developed.

### IV. Procedure

- A. Each year, the President's Office will request Performance Goals from all associates.
- B. The associates shall complete the Professional Development and Personal Goals sections of the performance evaluation forms. (The completed forms are to be reviewed by the associates to their performance appraisal conference).
- C. The associate's supervisor shall complete the Staff Performance Appraisal and Performance Measures forms. Input for the forms will be based on performance, data accumulated during the plan year. Data may include but not be limited to Student Evaluations of the Instructor, Exit Interviews, COE Compliance Standards, current year goal attainment, and analysis of personal and class attendance.
- D. The supervisor and associate shall review all aforementioned documents and data. New goals will be mutually agreed upon for the upcoming year. Both parties shall sign all documents. An associate may attach a statement to his/her appraisal if an impasse were to develop over a ranking or an assigned goal. The supervisor shall route all completed forms to the President's Office for review and insertion into the permanent record.
- E. The President may confer with the Supervisor if consensus was not reached on an associates ranking and/or a goal. The objective is to have a clear understanding of performance standards and the next years' plan of work. If mutual agreement cannot be reached the President's ruling shall be considered final.
- F. The President's Office shall run copies of the completed document. One copy will be given to the associate. One copy will be placed in the employee's permanent file.

### V. General

- A. Performances feedback should be considered a continuous process between the associate and the supervisor. Should the parties agree to update goals during a plan year; a revised Personal Goals sheet will be entered into the file. Should a deterioration of performance occur during the plan year, the supervisor might opt to complete an additional Performance Appraisal form and revise the Personal Goals section as applicable. Such a step will be taken via conference(s) with associate.
- B. Appraisal rankings are designed to be used as factors in recommendations for promotion, tenure, special assignment or any other personnel actions that are performance based.
- C. Professional Development Plans may be influenced by schedules or availability of funding. Every effort will be made to pursue agreed upon plans. In no case will an individual be penalized for failure caused by the inability of the college to support the agreed upon goal.
- D. The President shall bear the responsibility for approving the final submission of the Performance Appraisal and associated goals.

## VI. Appeals Procedure

- A. If a faculty member wishes to appeal the promotion decision based on his/her comprehensive evaluation, the procedures as detailed in the “Tennessee Board of Regents Policy Manual”, 1:02:11:00 titled “Appeals to the Chancellor and the Board” will be followed.

# **NEW EMPLOYEE ORIENTATION PROCEDURE**

## **I. Purpose**

To develop a procedure that will set minimum requirements for orientation new faculty and staff members.

## **II. Scope**

This procedure applies to all new TCAT Northwest personnel.

## **III. Procedure**

All new employees will undergo the following new employee training/orientation per the following recommended schedule.

- A. On the employees first day he/she will report to the designated local H.R. Representative to complete the local paperwork necessary to be entered onto the payroll. All such paperwork to be completed within the first week of employment.
- B. After meeting with the Business Office Personnel, the employee will meet with the Vice President and/or President of the school. The Vice President and/or President will issue and review copies of the Faculty/Staff handbook and the TCAT Northwest Policies and Procedures Manual. The Vice President and/or President will provide the new employee with a tours of the facility and attempt to introduce the new person to his/her fellow employees. The President will assign the new employee a mentor who will assist with procedural training during the first year of employment.
- C. New employees will spend time with the Student Services Department to acquire a working knowledge of information contained in the Student Handbook/Catalog. Student Services personnel shall also review the computerized Banner student management system to give the new instructor an overview of student records and the need to keep accurate and confidential records.
- D. If applicable, new employees will spend time with the departing instructor if available, and/or the mentor. These individuals will begin the process of familiarizing the new employee with the specifics of the computerized records system, curriculum requirements (faculty requirements), COE Standards, equipment and supplies procedures, school calendars, and any other topics deemed pertinent to the job. Mentoring hours will be determined by the availability of time and teaching load, report deadlines, etc. In many cases new faculty members may not have the benefit of spending time with a departing instructor.
- E. New employees will be encouraged to visit sister institutions to observe their peers in similar positions.  
The President shall assess the new employee's progress and determine if additional visits are indicated.

- F. New faculty will be enrolled in “New Faculty Institute Training” as they become available through TBR. Attendance for all new faculty shall be mandatory contingent on available funding.
- G. In-Service activities for new employees will be planned to maximize orientation potential by exposing the new associate to topics that will accelerate the new employee learning curve.

#### IV. Definitions

- A. Departing Mentor – The faculty or staff person who the new employee is replacing due to a resignation or retirement.
- B. Mentor – The faculty or staff member assigned to the new associate who shall serve as the contact person for local operational/procedural training for a period of one year.

#### V. General

Orientation schedule/plans for new employees will be influenced by situations surrounding the replacement and or addition that necessitated the new hire. In instances where adequate notice of separation has been given, the new employee shall be allocated sufficient time to spend with the departing employee. In short notice situations such as discharges or two week notices, etc., the new employee will have the most closely related internal and external assets made available for mentoring purposes.

One faculty/staff member will be assigned to each new employee to serve as a mentor for a period of time not to exceed a year. This mentor shall serve as the primary local source of position specific information. The President shall consult the mentor as one source of input concerning new employee performance. Should the new employee’s performance fall below expectations, the President will jointly develop a corrective action plan.



## ADVISORY COMMITTEES POLICY/PROCEDURE

### I. Purpose

To develop a procedure which will ensure the effectiveness of input given to the Tennessee College of Applied Technology at Northwest by an organized and effective Advisory Committee

### II. Scope

This policy/procedure applies to all TCAT Northwest locations.

### III. Definitions

- A. Institutional Advisory Committee – A group of employer and community leaders, with a knowledge of college operations and the Service Delivery Area, who are organized to offer input and guidance to the administration of the TCAT Northwest.
- B. Occupational Advisory Committee – A group of employer representatives and educational personnel with a working knowledge of a specific technical program who are organized to offer input to an instructor/program.

### IV. Duties of Advisory Committees

- A. The Institutional Advisory Committee performs duties as follow:
  - 1. Assists in general operations oversight and planning.
  - 2. Promotes the development and establishment of new programs.
  - 3. Reviews the Institution’s mission statement.
  - 4. Assists in the development of community relations programs.
  - 5. Assists with facility fund raising initiatives.
- B. The Occupational Advisory Committee perform duties as follow:
  - 1. Provide current job market requirements specific to a defined trade/occupation.
  - 2. Provide input related to the program, including:
    - Physical facility layout and overall equipment needs.
    - Types of instructional material/trainers.
    - Identifying positions for internships/co-op opportunities.
    - Assess program graduation requirements
    - Placement of qualifies graduates.
    - Live work projects that would enhance the curriculum.
    - Suggestions on and participation in worker ethic initiatives.
  - 3. Input as to academic profiles necessary for success in the trade/profession.

4. Completes annual Employer Verification and Advisory Committee Evaluation forms.

V. Responsibility

- A. The President's Office, with input from the staff, is responsible for selection of qualified Institutional Advisory Committee Members.
- B. The instructor recommends candidates for inclusion on his/her Occupational Advisory Committee. Nominees receive final approval from the President's Office.
- C. The President and the Instructor are responsible for scheduling an annual meeting. Meeting minutes will be forwarded to the Vice President's Office where they will be kept on file.

VI. General

- A. The Institutional Advisory Committee shall be of size where effective operation is manageable (8-10 members).
- B. Advisory Committee members shall be appointed based on:
  - Interest and willingness to work in the promotion of the program and the center.
  - Good character and proven integrity.
  - Civic mindedness and unselfish spirit.
  - Assertiveness as it relates to an ability to express ideas and defend convictions.
  - Experience in the craft or occupational represented.
- C. Chairperson of the Occupational Advisory Committees may be elected by their fellow committee members to serve a 2-year term. Such a term may be extended with the approval of the Occupational Advisory Committee members for an additional two-year period.
- D. A master file of Institutional and Occupational Advisory Committee members shall be kept on file in the Vice President's Office.

**Commission of the Council on Occupational Education  
EMPLOYER PROGRAM VERIFICATION FORM  
for Postsecondary Programs**

**INSTRUCTIONS:**

- Complete **three** of these forms for **each** program at each campus.
- This form **must** be signed by a bonafide potential employer who is in a position to make hiring decisions.

<b>Name of Institution</b>	
<b>Address</b>	<b>City/State/Zip</b>
<b>Name of Program</b>	
<b>Mode(s) of Delivery of Program (check ALL that apply):</b>	
<input type="checkbox"/> <b>100% Traditional</b>	<input type="checkbox"/> <b>Hybrid</b> <input type="checkbox"/> <b>Distance Education</b>

**The length of this program is (indicate the number of hours in all boxes that apply):**

<input type="text"/> Clock Hours	<input type="text"/> Semester Credit Hours	<input type="text"/> Quarter Credit Hours
----------------------------------	--	---

**The amount of tuition and fees charged for the total program is: \$**

**EMPLOYER'S VERIFICATION STATEMENT**

I have reviewed the **(name of program)**: \_\_\_\_\_  
 program and to the best of my knowledge and experience have listed below the verification range of remuneration  
 for those who enter this field.

**EMPLOYER**

Name:	Title:
Company Name:	Phone Number/Extension:
Address:	City/State/Zip:
Verifiable range of remuneration based on yearly, full-time employment for those who enter this field upon completion of the program is from \$ _____ to \$ _____ annually.	
Signature:	Date:

*Salary Range, Signature, and Date may be provided digitally  
 During the COVID-19 Federal Emergency Period.  
 (January 2023)*

# Advisory Committee Evaluation Form

## Tennessee College of Applied Technology Northwest Advisory Committee Evaluation

Program \_\_\_\_\_ Program Profile for School Year \_\_\_\_\_

- Rating: 1 Excellent; very well done  
 2 Satisfactory; adequate  
 3 Improvement needed; no critical problems  
 4 Major improvement needed; some serious problems  
 5 Not applicable

Evaluation Areas		1	2	3	4	5
1	Admission requirements are reasonable for student success in the occupation					
2	Program mission statement reflects the mission of the institution and the needs of the people, and it is evaluated annually.					
3	Program objectives and course content (competencies and tasks) are relevant to the current needs of business and industry.					
4	Program length is appropriate for exit points and job opportunities in the geographical area.					
5	Instruction in the classroom, shop, and laboratory is organized as evidenced by course outlines, lesson plans, competency tests, and instructional materials such as textbooks, instruction sheets, and audio visuals.					
6	Equipment is similar to that currently used in the occupation.					
7	Student evaluation procedures are published, systematic, and objective based on the identified occupational competencies.					
8	Program provides job related health, safety, and fire prevention as an integral part of instruction.					
9	Program provides training in attitudes, work habits, job knowledge, and skills that are essential to success in the occupation.					
10	Applies academic courses (math consumer economics, computer fundamentals workplace readiness, technical communications, etc.) provide for the development of academic competencies.					
11	Industrial education core courses (industry safety, basic blueprint reading, fundamentals of electricity, fluid power, etc.) provide related information for the program.					
12	Cooperative education/practicum work experience have written training plans and goals for students that specify the applications, objectives, and experiences that are to be acquired.					
13	Instructional facilities include adequate space and utilities to provide safe and orderly instruction.					
14	Adequate supplies are available to support the instructional program.					
15	A student orientation program is used to acquaint new students with policies, functions, and personnel of the institution					
16	Student services provides information to potential students about recruitment assessment, admission, guidance, and counseling.					
17	Placements and follow-up data are used to evaluate the outcomes of programs and the institution in order to improve the quality of the programs.					
18	The institution provides equal educational/non-traditional opportunities for students.					
19	Teachers participate in professional development activities (technical workshops, factory-training, industry experience.)					
20	Employer program verification form has been completed. Yes _____ No _____					

Signature \_\_\_\_\_

Date \_\_\_\_\_

## LIVE WORK SERVICE AGREEMENT

### I. Purpose

To develop a policy/ procedure that will endure the proper control of live work projects administered by TCAT Northwest.

### II. Scope

This procedure applies to all live work projects undertaken by TCAT programs on behalf of persons both inside and outside the organization and in accordance with Guideline A-030, Instructional Projects.

### III. Procedure

The following represents the procedures to be followed when submitting a live work project for consideration.

- A. A live work service agreement shall be obtained by the owner/patron requesting the service.
- B. The owner/patron shall read the terms and conditions contained on the form and if in agreement, shall complete and sign the form.
- C. The owner/patron shall submit payment (as established by the TBR).
- D. The owner/patron will receive a receipt for the live work fee.
- E. The approved project will be entered on the Live Work Log. The log shall detail a project number, date received, owner/patron name, and the name of the program receiving the project.
- F. The Live Work Service Agreement Form will be submitted to the designated Program Instructor.
- G. The designated instructor shall assign a student(s) the project and note the assignment on the form.
- H. The instructor notifies the owner/patron of to needed parts prior to and during the project.
- I. The Instructor will notify the Owner/Patron of the project's completion.
- J. The Business Office shall log the project as complete.

### IV. General

- A. The instructor reserves the right to accept or reject any project submitted to him/her for approval.
- B. Owners/patrons eligible to take advantage of this program will be The sources of individual projects may include those offered by students and staff of the school, members of the schools' advisory committees, personnel and institutions of the Tennessee Board of Regents System, civic groups, governmental agencies, and non-profit organizations. Exceptions to this rule may be made by the President's Office with the endorsement of the program instructor.
- C. The TCAT nor its' students assume any liability expressed or implied. No warranty of the work performed or the parts used is expressed or implied.
- D. Normal security shall be provided for the projects while on school premises.

## **STUDENT ACCOUNTS RECEIVABLE**

- I. Purpose  
To establish a procedure, in compliance with TBR Policy 4:01:03:10 that details the steps to be followed in the collection of student accounts.
- II. Policy  
TCAT shall, to the maximum extent practical, require payment in advance for all services and goods to avoid the creation of accounts receivable. TBR Policy on the Payment of Fees Policy Number 4:01:03:10 requires (with limited exception) that all assessed fees be paid in advance by a student before he/she is considered enrolled for any academic term. Students sponsored by programs such as WIA, Pell, Lottery, Vocational Rehabilitation, recognized scholarships etc., may purchase books, supplies or tuition as specified by the sponsoring agency, by executing a voucher and/or authorized aid as approved by the TCAT. All shortages of payment, for what reason, shall be the responsibility of the student.
- III. Responsibility
  - A. The Business Office, Accounts Receivable designee, shall be responsible for keeping the student account ledger through the Banner system.
  - B. The Student Services Financial Aid Specialist, shall be responsible for certifying students' eligibility for financial aid and documenting the amount of aid available and for communicating timely student aid financial data to the Business Office Accounts Receivable designee through the Banner system.
  - C. The Accounts Receivable designee shall establish the amount of funds available to a student prior to entering into any type of transaction with the student and shall immediately communicate and/or enter the amount of the transaction onto the student ledger.
  - D. The student and/or instructor shall be responsible for communicating any change in the status of a student to Student Services.
  - E. Student Services shall be responsible for immediately reporting student status changes that impact a student's account to the Accounts Receivable designee.
- IV. Procedure – Registration
  - A. Designated Student Services personnel shall be responsible for counseling all prospective students to determine suitability for programs and eligibility for Financial Aid.
  - B. Student Services personnel, prior to registration, shall notify the Business Office of expected enrollees and the method of payment to be used. This notification shall include as a minimum a listing of names, start dates, and assigned program.
  - C. Students with a remaining balance on tuition and fees after authorized aid and/or voucher are applied, must make payment in person or through the Banner Student Portal.
- V. Procedure – Purchase of Books and Supplies

- A. The instructor shall provide Student Services and the student with a listing of the books and supplies needed for the term and/or course being studied.
- B. Students may purchase books/supplies from Student Services.
- C. The Accounts Receivables designee confirms funds are available for the student to purchase the needed books/supplies. The amount of the books is entered on the student's account through the Banner system.

#### VI. Procedure – Exits

Exits shall be the term used for any separation from the school for any reason, Immediate processing of terminations is necessary for accounting purposes and policy compliance.

- A. The instructor completes an exit through the Banner system when a student leaves training.
- B. The exit is routed via workflows to Student Services, Financial Aid, and Accounts Receivable.
- C. Exited students are notified of debt owed to the institution via monthly invoices.
- D. Institutions shall not issue diplomas, transcripts, certificates of credit or grade reports until the student involved has satisfied all debts or obligations of \$100 or greater or the debts or obligations are evidenced by notes or other written contracts providing for future payment, such as, but not, limited to, loans authorized under federal or state education or student assistance acts. This does not prohibit the conferring of the degree. Diplomas, transcripts, certificates of credit, and grade reports shall not be withheld for debts that are less than \$100.

#### VII. Procedure – Collection of Delinquent Student Accounts

TCAT Northwest will adhere to general collection procedures as detailed in TBR Guideline B-010.

- A. Collection efforts by the Business Office shall begin no later than thirty days after the obligation has been incurred or another fixed due date.
- B. The Business Office shall issue a minimum of three collection letters at thirty-day intervals once an account becomes delinquent. Receivables of \$100 or more shall be referred to a collection agency if the institution's collection efforts are unsuccessful. The accounts should be submitted to the agency within a reasonable time after the final collection letter is sent if the debtor has not responded.
- C. The Business Office, after following the steps detailed in A & B above this section, shall notify the designated collection agency of the need to turn the account over for collection. Such a measure shall be executed under the direction of the Host Institution.

#### VIII. General

- A. Early registration is the preferred method to ensure proper accounting.

- B. The Business Office Student Receivables designee must work continuously with Financial Aid to ensure proper student account management. The student bears the ultimate responsibility for insuring the solvency of their account.

## **APPROVED USE OF SCHOOL COPIERS/PRINTERS**

- I. Purpose  
To provide a policy and related procedure which ensures copier and printer usage is in line with state guidelines and accepted cost control principles. TCAT will provide equipment and insure access for faculty, staff and students when the need arises to reproduce or publish documents associated with school business and/or required for the students successful completion of a class as determined by the instructor.
  
- II. Scope  
This policy and procedure applies to all printed or copied materials being generated by TCAT Northwest copiers and printers located at all locations.
  
- III. Responsibility
  - A. The President of TCAT Northwest or his/her designee shall be responsible for the oversight of the policy/procedure.
  - B. Staff personnel will be responsible for departmental compliance with the policy.
  - C. Instructional personnel will ensure personal compliance and compliance of their students.
  - D. Students shall be responsible for compliance with the policy as published.
  
- IV. Procedure
  - A. Persons wishing to reproduce or print copies should ascertain the document directly relates to the center business or, if a student, the copy is necessary for successful completion of the class. All documents copied/printed must comply with the TCAT Internet Use Policy and applicable copyright laws.
  - B. Faculty and staff, in compliance with the above, may proceed to run copies. Copies run in the front office will require an authorization code to be entered. Access codes will be issued by the IT Coordinator.
  - C. Students with legitimate copy needs should channel all requests through their Instructor.
  - D. The instructor will approve (disapprove) the student's request. Should copies be approved, the instructor will normally run copies. High volume copies should be run on the high capacity copiers located in the front office. The instructor should notify the front office of their intent to make high volume copies.
  
- V. General
  - A. Personal use of College copiers/printers is discouraged as it may violate TBR Guidelines. In certain instances, copies may be made for legitimate civic or community projects. All such requests for copies should be made through the President's Office.
  - B. Violation of copyright laws is prohibited. Knowing violation of such laws may lead to discharge or expulsion as applicable.
  - C. Misuse of the internet to obtain illegal copies is prohibited.

## **GENERAL GUIDELINE ON RECOGNITION EVENTS**

### **I. Purpose**

To provide a policy and proper procedure which ensures compliance with state-wide guidelines for recognition events.

### **II. Policy**

TCAT may purchase food and non-alcoholic beverages for the recognition events. The general guidelines for such events are:

- A. Food and drinks for individuals attending such events will not exceed \$25 per person.
- B. Recognition gifts and retirement plaques are allowable. Gifts shall not exceed \$200 in value. Plaques awarded shall not exceed \$100 in value.
- C. Total institutional funds for recognition events will not exceed \$10,000 in any one fiscal year.

# **NETWORK CONNECTIVITY INTERNET USE POLICY**

## **I. Purpose**

To develop a local internet use policy in accordance with TBR policies 1.08.00.00, 1.08.01.00, 1.08.03.00 and 1.08.05.00.

## **II. Policy**

Internet connectivity is provided at TCAT Northwest for the purposes of academic and research activities and communication connectivity necessary to conduct the daily business of the center. Other uses not falling under the umbrella of use as defined by the aforementioned policy are prohibited.

## **III. Scope**

This policy applies to all TCAT Northwest staff, faculty and students.

## **IV. Responsibility**

- A. The President shall designate an IT Coordinator for the facility who shall provide necessary technical assistance to the staff and faculty. Such assistance shall normally include but not be limited to:
- Hardware Procurement
  - Hardware Maintenance
  - Network Installation
  - Network Maintenance
  - Software Installation
  - IT Security
- B. Department heads shall be responsible for monitoring the use of computers assigned to personnel within their scope of operation. Any violation of the Use Policy will necessitate immediate corrective action be taken by the department head. Anyone knowingly violating the Use Policy will be subject to dismissal.
- C. Instructors shall be responsible for monitoring the use of computers provided for students in their program. Any violating the Use Policy will necessitate immediate corrective action be taken by the instructor. Anyone knowingly violating the Use Policy will be subject to dismissal.
- D. Students shall be responsible for complying with the Use Policy. Anyone knowingly violating the Use Policy will be subject to dismissal.
- E. Employees will be responsible for abiding by the provisions of the Use Policy. Anyone knowingly violating the Use Policy will be subject to dismissal.

## **V. Use Policy Provisions**

- A. Individual usage of the internet must be consistent with section II. Above (Policy).
- B. The internet shall not be used for any purpose that does not support the mission and purposes of TCAT Northwest.
- C. The internet may not be used for commercial purposes.
- D. Deliberate disruption of anyone's legitimate work on the internet is prohibited.
- E. The internet shall not be used for any unlawful purposes. It is not permissible to transmit threatening, obscene, or harassing materials. Attempts to penetrate a remote site without proper authorization is strictly forbidden and also violates Tennessee Code Annotated, which denotes suitable punishment for violators.
- F. No employees or students are to have e-mail addresses through any e-mail services utilizing the Northwest Internet unless approved by the President and the Northwest IT Coordinator.
- G. No employees or students are allowed to participate in any chat rooms via the Northwest internet.
- H. Downloads of materials, programs, videos, music etc. are prohibited unless associated with the functions of the department/class.
- I. The President or designated staff will determine interpretation of questionable acceptable usage.

## **VI. General**

- A. Realizing the internet is a powerful communications tool the facility will attempt to approach use with a degree of reasonableness. Use by staff after hours shall not be discouraged provided such use falls within the parameters of professional behavior for a TCAT employee and does not violate Fraud Waste or Abuse Guidelines.
- B. Streaming of media by staff or students is forbidden.

# FRAUD, WASTE, AND ABUSE

## I. Purpose

To develop a policy/procedure that assists in eliminating potential fraud, waste, and abuse at TCAT Northwest according to TBR Policy 4:01:05:50

## II. Scope

This policy/procedure applies to all TCAT Northwest personnel and locations.

## III. Definitions

Acts qualifying as reportable include but not limited to:

- Theft or misappropriation of funds, supplies, property, or other Colleges resources.
- Forgery or alteration of documents.
- Unauthorized alteration or manipulation of computer files.
- Improper or wasteful activity.
- Falsification of reports to management or external agencies.
- Pursuit of a benefit or advantage in violation of the Board's conflict of interest policies.
- Authorization of receipt of compensation for hours not worked.

## IV. Policy

The Tennessee College of Applied Technology Northwest shall operate in an environment that promotes a culture of honesty and high ethics. The College has coordinated by the administration, shall develop and execute procedures, processes, and controls that prevent, deter, and detect fraud, waste, and abuse. The primary instrument of control shall be the development of an effective oversight process.

## V. Procedure

### A. Effective Internal Control Systems

1. Management of each TBR institution has the responsibility to establish and implement internal control systems and procedures to prevent and detect irregularities, including fraud, waste and abuse.
2. Internal controls are processes performed by management and employees to provide reasonable assurance of:
  - a. Safeguards over institutional assets and resources, including but not limited to cash, securities, supplies, equipment, property, records, data or electronic systems;
  - b. Effective and efficient operations;
  - c. Reliable financial and other types of reports; and
  - d. Compliance with laws, regulations, contracts, grants and policies.
3. To determine whether internal controls are effective, management should perform periodic risk and control assessments, which should include the following activities:

- a. Review the operational processes of the unit under consideration.
  - b. Determine the potential risk of fraud, waste, or abuse inherent in each process.
  - c. Identify the controls included in the process (or controls that could be included) that result in a reduction in the inherent risk.
  - d. Assess whether there are internal controls that need to be improved or added to the process under consideration.
  - e. Implement controls or improve existing controls that are determined to be the most efficient and effective for decreasing the risk of fraud, waste or abuse.
4. Most managers will find that processes already include a number of internal controls, but these controls should be monitored or reviewed for adequacy and effectiveness on a regular basis and improved as needed. Typical examples of internal controls may include, but are not limited to:
    - a. Adequate separation of duties among employees.
    - b. Sufficient physical safeguards over cash, supplies, equipment and other resources.
    - c. Appropriate documentation of transactions.
    - d. Independent validation of transactions for accuracy and completeness.
    - e. Documented supervisory review and approval of transactions or other activities.
    - f. Proper supervision of employees, processes, projects or other operational functions.
- B. Reviews of Internal Control Systems
1. Audits or other independent reviews may be performed on various components of the internal control systems.

## **VI. Reporting**

1. To report fraud, waste, or abuse actions that you feel should be dealt with by the President's Office, arrange for a meeting with the President or Vice President. A private meeting time will be arranged to discuss your concerns.
2. If you feel concerns cannot or will not be dealt with by Northwest Administrative Personnel, you may notify the TBR Office of System-wide Internal Audit by phone (615) 366-4441 or by e-mail: ReportFraud@tbr.edu.
3. To contact the Tennessee Comptrollers Hotline for fraud, waste, and abuse, you may call 1-800-232-5454.

## **VII. Investigations**

All complaints shall be investigated at the level deemed appropriate by Administration and/or Internal Audit. Investigating personnel shall conduct all investigations to ensure:

1. Suspected employees, persons, firms, or vendors are not alerted to impending investigations.

2. Facts surrounding the case are collected and judged objectively and confidentially.
3. Responsibility/blame shall be assigned based on the facts.
4. Corrective actions shall be formulated to help ensure similar actions do not occur in the future.
5. All findings of Internal Audit Investigations shall be reported to the Audit Committee of Tennessee Board of Regents.

## **VIII. General**

1. As investigations of allegations of dishonesty take place, the reporting individual's confidentiality is protected under Tennessee Code Annotated Title 10, Chapter 7 (subject to court action requiring disclosure).
2. State Law prohibits discrimination or retaliation of any kind against employees who report, in good faith, allegations acts.
3. Although proof of an improper activity is not required at the time the incident is reported, anyone reporting such actions must have reasonable grounds for doing so.

## STRATEGIC PLAN 2020-2025

The 2015-25 TBR Strategic Plan is grounded in Tennessee’s statewide educational attainment goal to achieve 55 percent of adult Tennesseans with a postsecondary credential by 2025. To meet this goal, TBR is committed to a mission of Student Success and Workforce Development. TBR’s Strategic Plan establishes three key policy pillars, fulfilled by sustained emphasis on four cross-cutting themes. Together, these seven elements are the foundation of the Strategic Plan and provide a framework for how TBR pursues its mission, as well as a roadmap for its colleges to build their institution-specific Strategic Plans.

### Mission:

*The Tennessee Colleges of Applied Technology serve as the premier suppliers of workforce development throughout the State of Tennessee. The colleges fulfill their mission by:*

- *Providing competency-based training through superior quality, traditional and distance learning instruction methods that qualify completers for employment and job advancement;*
- *Contributing to the economic and community development of the communities served by training and retraining employed workers;*
- *Ensuring that programs and services are economical and accessible to all residents of Tennessee; and*
- *Building relationships of trust with community, business and industry leaders to supply highly skilled workers in areas of need.*

### Vision:

*To enhance the quality of life of:*

- *The individual Tennessee citizens*
- *The Tennessee family*
- *The local community*

1



### Four Key Policy Pillars

Open Access  
Student Success and Completion  
Quality, Community & Workforce  
Development  
Resourcefulness and  
Efficiency

### Cross Cutting Themes

Strengthening  
collaboration  
Harnessing Innovation  
Enhancing Institutional and Operational Capacity

# Tennessee College of Applied Technology (TCAT) Northwest

## STRATEGIC PLAN 2020-2025

### Open Access:

To fulfill its mission of service and outreach to all Tennesseans, Tennessee College of Applied Technology Northwest strives to increase the number and diversity of students it serves. As an open access system, many students TBR serves face barriers to access and completion, and TBR is committed to confronting and addressing those barriers where they exist. It will engage those who have been historically underrepresented and underserved in their pursuit of post-secondary credentials at all levels.

The TBR System will seek to ensure that every prospective student has the opportunity to enroll in its universities, community colleges or colleges of applied technology by strengthening collaboration with external partners in state government, higher education, K-12 education, industry and philanthropy.

To meet the capacity requirements of this growing number of award-seeking students, TBR institutions will optimize gateways to higher learning through the effective use of technology, to explore how we reimagine instruction to meet students' needs.

The TBR System will broaden opportunities for those who wish to develop their professional skills, enrich their lives, and engage in the workforce of the future. By identifying recruitment goals that address equity issues and fostering faculty, staff and student engagement/inclusion, we will increase student access.

*Resources to assist with the development of the benchmark: See TBR year-end reports of the demographics of your students and CAR*

### Open Access Goals

Term	Issue/Topic: Open Access
<b>Strategy/Goal 1</b>	<i>The Tennessee College of Applied Technology Northwest will increase the number and diversity of students served in credential awards and/or program offerings by 2% annually through expansion of programs offerings.</i>
<b>Objective</b>	<i>The Tennessee College of Applied Technology Northwest will increase access to postsecondary education by offering part-time, day, and evening classes.</i>
<b>Action Step (Tactic)</b>	<i>The Tennessee College of Applied Technology Northwest will provide additional co-op opportunities with local businesses/industries in the service delivery area (SDA). Expansion of existing programs include: Barbering, Building Construction Technology, Digital Agronomy, Diesel Powered Equipment Technology, Computer Information Technology/ HVAC/R, and Automotive Technology, and Hybrid Electrical Vehicle.</i>
<b>Outcome</b>	<i>Individuals from underrepresented and underserved populations will have the opportunity to earn a postsecondary credential during evening hours which will result in a 2% annual increase in credentials awarded. In addition, this expanded schedule will allow TCAT Northwest to confront and address student barriers to post-secondary education.</i>  <i>2020-2025: Maintain an annual 2% enrollment increase.</i>
<b>Evaluation</b>	<i>Results of the TBR Year End Reports for years 2020-2025.</i>

<b>Term</b>	<b>Issue/Topic: Open Access</b>
<b>Strategy/Goal 2</b>	<i>The Tennessee College of Applied Technology Northwest will offer additional hybrid programs to create easier access for students to receive a postsecondary credential.</i>
<b>Objective</b>	<i>The Tennessee College of Applied Technology Northwest will survey advisory board members and alumni to develop a list of need-based programs which can be offered via hybrid instruction, allowing for easier access to program opportunities for students.</i>
<b>Action Step (Tactic)</b>	<i>Administrators at the Tennessee College of Applied Technology Northwest will review current programs and establish a list of potentially viable hybrid programs. Upon the approval of hybrid program offerings, a marketing campaign will be implemented to promote these programs to the public. Hybrid programs will be managed by instructors.</i>
<b>Outcome</b>	<i>Expanding hybrid programs at TCAT Northwest will enhance institutional and operational capacity to accommodate students and provide easier access to postsecondary educational opportunities.</i>  <i>2020-2025: Increase hybrid offerings by 50% over the next 5 years.</i>
<b>Evaluation</b>	<i>Review program offerings annually based on COE approved program listings.</i>

<b>Term</b>	<b>Issue/Topic: Open Access</b>
<b>Strategy/Goal 3</b>	<i>The Tennessee College of Applied Technology Northwest will provide additional postsecondary training opportunities via non-credit continuing education and supplemental training course offerings.</i>
<b>Objective</b>	<i>The Tennessee College of Applied Technology Northwest will offer supplemental/non-credit programs in the service delivery areas (SDA).</i>
<b>Action Step (Tactic)</b>	<i>The Tennessee College of Applied Technology Northwest will meet training demands by offering a variety of short-term, technical enrichment, supplemental, and/or non-credit courses. These courses will allow TCAT Northwest to offer specialized and/or customized instructional opportunities throughout the year in a multitude of trainings areas including: technical, computer, healthcare, soft skills, and leadership.</i>
<b>Outcome</b>	<i>By strengthening collaboration with external partners, these training opportunities will attract students to enroll in a variety of courses to meet industry demands which allow students easier access to technical education opportunities and promote enrollment increases at TCAT Northwest.</i>  <i>2020-2025: Offer up to three supplemental/non-credit courses annually.</i>
<b>Evaluation</b>	<i>Review program offerings annually based on COE-approved program listings.</i>

<b>Term</b>	<b>Issue/Topic: Open Access</b>
<b>Strategy/Goal 4</b>	<i>The Tennessee College of Applied Technology Northwest will expand program offerings by partnering with area high schools in the service delivery areas (SDA).</i>
<b>Objective</b>	<i>The Tennessee College of Applied Technology Northwest will increase access by enlarging our program footprint to expand and serve more students in the service delivery areas (SDA).</i>
<b>Action Step (Tactic)</b>	<i>The Tennessee College of Applied Technology Northwest will meet training demands by partnering with area high schools to expand program opportunities. Leveraging the use of high school facilities for adult programs will help meet the goal of Drive to 55 and help to train and employ more skilled workers.</i>
<b>Outcome</b>	<i>By strengthening collaboration with secondary partners, these training opportunities will attract students to enroll in a variety of courses to meet industry demands which allow students easier access to technical education opportunities and promote enrollment increases at TCAT Northwest.</i>  <i>2020-2025: Increase evening programs at the local high schools by 2% annually.</i>
<b>Evaluation</b>	<i>Review program offerings annually based on COE-approved program listings.</i>

## Student Success and Completion:

Increasing the number of citizens with diplomas, certificates, degrees and graduate and professional qualifications is a critical focus area for the TBR System and the state. Fostering student persistence to completion enhances the growth of existing businesses, the ability to attract high paying industries, the enrichment of strong communities and the future quality of life for each student. The TBR System will structure credential and degree programs so that students may successfully graduate in a timely and cost-effective manner. TBR will build and nurture partnerships with Tennessee secondary schools to enhance student success through early college credit opportunities. The TBR

System will focus on student persistence through intrusive personal advisement and technology-based architected choice systems that lead to an experience of community and inclusion. Undergraduate and graduate students will be provided with guided research and real-world learning opportunities (co-op, internship, clinical experiences). By aligning degree pathways within and between TBR institutions as well as awarding credit for life experience, the time to degree completion will be accelerated for all learners, especially returning students and those seeking advanced degrees. To further foster student success, TBR will explore, develop and apply new technologies and

technology-based delivery methods to enhance teaching, learning, research, service and student achievement.

Resources for the Student Success and Completion include: Council on Occupational Education CPL data, dual enrollment data from TBR reports, data on real work learning opportunities.

Term	Issue/Topic: Student Success
<b>Strategy/ Goal 1</b>	<i>The Tennessee College of Applied Technology Northwest will collaborate with area high schools to develop and increase dual enrollment agreements to enhance both secondary student success through early postsecondary opportunities.</i>
<b>Objective</b>	<i>The Tennessee College of Applied Technology Northwest will contact K-12 partners and request the establishment of dual enrollment agreements to promote dual enrollment opportunities for juniors and seniors in high schools.</i>
<b>Action Step (Tactic)</b>	<i>Student Services officers will collaborate with high school guidance counselors and/or CTE directors to determine which dual enrollment programs will be offered each year. Dual Enrollment agreements/contracts will be signed and executed prior to the beginning of each academic year to establish course offerings.</i>
<b>Outcome</b>	<i>Juniors and seniors in high schools will be given the opportunity to receive high school and college credit while participating in dual enrollment programs.</i>  <i>2020-2025: Maintain an annual enrollment increase of 5%.</i>
<b>Evaluation</b>	<i>Dual enrollment data from TBR and Perkins reports.</i>

<b>Term</b>	<b>Issue/Topic: Student Success</b>
<b>Strategy/Goal 2</b>	<i>The Tennessee College of Applied Technology Northwest will incorporate work-based learning experiences to enhance success for graduates.</i>
<b>Objective</b>	<i>The Tennessee College of Applied Technology Northwest will increase co-ops, internships, and externships to support program graduates and provide work-based learning (WBL) experiences needed for career success.</i>
<b>Action Step (Tactic)</b>	<i>Each instructor at TCAT Northwest will partner with a business or industry within the campus service delivery area to establish co-ops, internships, and externships. Students will be given the opportunity to interview and participate in WBL opportunities as part of their graduation requirements.</i>
<b>Outcome</b>	<i>Students approaching graduation or completion of their program will have the opportunity to experience real world, work-based learning which will enhance technical training programs offered by the Tennessee College of Applied Technology Northwest.</i>  <i>2020-2025: Maintain a 2% annual increase in work-based learning experiences.</i>
<b>Evaluation</b>	<i>Data collected from the annual internal co-op agreement report.</i>

<b>Term</b>	<b>Issue/Topic: Student Success</b>
<b>Strategy/Goal 3</b>	<i>The Tennessee College of Applied Technology Northwest will increase the number of Dual Enrollment (DE) programs offered at onsite area high schools.</i>
<b>Objective</b>	<i>The Tennessee College of Applied Technology Northwest will collaborate with K-12 partners to establish a list of programs that could be offered in each high school.</i>
<b>Action Step (Tactic)</b>	<i>Identify potential program(s), location(s), and internal high school instructors to teach DE program. TCAT Northwest will provide training, curriculum, and support for these programs and instructors.</i>
<b>Outcome</b>	<i>Establish and maintain dual enrollment programs such that juniors and seniors in high school will be given the opportunity to receive both high school and postsecondary credit while participating in dual enrollment programs.</i>  <i>2020-2025: Increase DE program offerings by 5% in area high schools.</i>
<b>Evaluation</b>	<i>The increase of enrollment headcount for the years 2020-2025 as determined by TBR Enrollment and Perkins Reports.</i>

<b>Term</b>	<b>Issue/Topic: Student Success</b>
<b>Strategy/Goal 4</b>	<i>The Tennessee College of Applied Technology Northwest will collaborate with community colleges and universities to establish new articulation agreements for specific programs of study, allowing students to determine a clear path for continuing education while receiving additional postsecondary credentials.</i>
<b>Objective</b>	<i>The Tennessee College of Applied Technology Northwest will meet with community college and university administrators to develop clear paths of continuing education for students in specific programs of study.</i>
<b>Action Step (Tactic)</b>	<i>The Tennessee College of Applied Technology Northwest will ensure students are given articulation information based on their program of study. Students will be informed of this information during new student orientation and throughout the year by program instructors.</i>
<b>Outcome</b>	<i>Under the Drive to 55 Initiative, more students will earn credentials if a clear path to continuing education is defined.</i>  <i>2020-2025: Establish a minimum of one (1) articulation agreement annually with a community college or university.</i>
<b>Evaluation</b>	<i>The increase of students graduating and continuing their education for the years 2020-2025 as determined by TBR and/or THEC data.</i>

# Quality, Community & Workforce Development:

To achieve excellence in all areas of our collective mission, the TBR System must provide high quality academic programs, faculty, services and facilities at all levels. To meet the challenges it faces, Tennessee College of Applied Technology Northwest will need to pursue and embrace innovations that improve the ways it educates, trains, and serves students. The TBR System will sustain academic rigor and be committed to continuous quality improvement processes to help students acquire and retain the knowledge, skills, and abilities they need to become creative employees, dynamic leaders, and conscientious citizens. TBR recognizes the values of voices and perspectives outside Tennessee, whether they be foundations other state systems, think tanks or other partners who share its commitment to student success and workforce development.

The quality of academic programs will be measured by student performance and assessment as well as accreditation and formal review procedures. The ability to work collaboratively within and across the system and with partners throughout our region and state is central to TBR's mission and its success. Quality assurance will be sustained by listening to and working with external partners in state government, higher education, K-12 education, industry, and philanthropy.

<b>Term</b>	<b>Issue/Topic: Quality, Community &amp; Workforce Development</b>
<b>Strategy/ Goal 1</b>	<i>The Tennessee College of Applied Technology Northwest will promote the SkillsUSA competition and its benefits for each program of study as it relates to student knowledge and achievement.</i>
<b>Objective</b>	<i>Re-establish an active SkillsUSA chapter at the institution. Each program area will be encouraged to send at least one participant to the statewide SkillsUSA Conference.</i>
<b>Action Step (Tactic)</b>	<i>Identify the SkillsUSA Coordinator for each fiscal year. The SkillsUSA Coordinator will promote SkillsUSA beginning with the new student orientation, at the beginning of each trimester, and at various times throughout the year.</i>
<b>Outcome</b>	<i>By participating in professional organizations such as SkillsUSA, students will gain exposure to professional development and leadership opportunities.</i>  <i>2020-2025: Each program will recommend at least one student to participate at the annual statewide SkillsUSA Conference.</i>
<b>Evaluation of Goal</b>	<i>Data received from SkillsUSA TBR Director and/or the internal SkillsUSA Coordinator.</i>

<b>Term</b>	<b>Issue/Topic: Quality, Community &amp; Workforce Development</b>
<b>Strategy/ Goal 2</b>	<i>The Tennessee College of Applied Technology Northwest will promote and increase student membership by 2% in the National Technical Honor Society (NTHS), which recognizes high levels of student achievement in their respective programs.</i>
<b>Objective</b>	<i>The Tennessee College of Applied Technology Northwest will promote student membership and participation in the National Technical Honor Society for all students and hold induction ceremonies to honor student members.</i>
<b>Action Step (Tactic)</b>	<i>Student Service officers and program instructors will encourage students to become National Technical Honor Society members. Information will be given to students at each new student orientation and throughout the year.</i>
<b>Outcome</b>	<i>The National Technical Honor Society displays the achievements of top career and technical education students. Students will be given letters of recommendation for careers and will be recognized as high achievers.</i>  <i>2020-2025: Maintain an annual 2% membership increase in the National Technical Honor Society.</i>
<b>Evaluation of Goal</b>	<i>The institution's annual increase of National Technical Honor Society membership.</i>

<b>Term</b>	<b>Issue/Topic: Quality, Community &amp; Workforce Development</b>
<b>Strategy/ Goal 3</b>	<i>The Tennessee College of Applied Technology Northwest will encourage instructors to attend a minimum of one (1) professional development workshop or related conference during each fiscal year to remain an expert in their field, resulting in high quality academic instruction.</i>
<b>Objective</b>	<i>The Tennessee College of Applied Technology Northwest instructors will identify one (1) or more professional development opportunities which will result in a continuing education training experience that will enhance knowledge of their program.</i>
<b>Action Step (Tactic)</b>	<i>The president will recommend at least one (1) professional development workshop or conference is attended by all faculty and staff by the end of each fiscal year.</i>
<b>Outcome</b>	<i>Quality knowledge and instruction will be sustained through ongoing professional growth.</i>  <i>2020-2025: Relevant faculty and staff members will attend a professional development workshop or conference on an annual basis.</i>
<b>Evaluation of Goal</b>	<i>Promote initiatives for continuous quality improvement of learning objectives, teaching ability, and assessment of student achievement.</i>

<b>Term</b>	<b>Issue/Topic: Quality, Community &amp; Workforce Development</b>
<b>Strategy/ Goal 4</b>	<i>The Tennessee College of Applied Technology Northwest will work with industry partners to provide training to embrace innovations that improve the way employers educate and train their workforce.</i>
<b>Objective</b>	<i>The Tennessee College of Applied Technology Northwest will increase customized supplemental training in the Service Delivery Area (SDA) by 10%.</i>
<b>Action Step (Tactic)</b>	<i>The Tennessee College of Applied Technology Northwest will meet training demands by offering a variety of short-term, technical enrichment, supplemental, and/or non-credit courses.</i>
<b>Outcome</b>	<i>These training opportunities will increase the skills of incumbent employees and foster partnerships with employers in the region.</i>  <i>2020-2025: Offer up to three supplemental/non-credit courses annually.</i>
<b>Evaluation of Goal</b>	<i>THEC Contact Hour Report</i>

## Resourcefulness and Efficiency:

The Tennessee College of Applied Technology Northwest seeks to achieve its mission through innovation and judicious use of resources. The system office implements shared services and operates other college functions, data capacity, information technology, and others. The Tennessee state government has placed higher education in the spotlight through the Complete College Tennessee Act, the TN Promise Act, TN Reconnect and the governor’s Drive to 55 agenda. TBR seeks to elevate the priority of higher education such that there will be full support of the higher education funding formula as well as ongoing increases in state appropriations. TBR institutions will seek to identify alternate revenue enhancements and efficiently use their resources in order to sustain quality and provide access for a growing number of students.

TBR and its institutions are committed to continuously identifying additional financial resources through alumni giving, endowments, foundations, and private fundraising. External sources such as federal, state, and local governments as well as business and community partnerships will be targeted to provide further financial support for operations, research, equipment and construction.

Priority strategies such as statewide community college marketing efforts, the community college business process model, the TCAT capacity project, and the system wide common data repository initiative promote cost-effectiveness and efficiency. As such, Tennessee College of Applied Technology Northwest is dedicated to improving operational efficiencies which are key elements of its completion initiative.

Resources: TBR Foundation reports, budget documents, documented donations, etc.

<b>Term</b>	<b>Issue/Topic: Resourcefulness &amp; Efficiency</b>
<b>Strategy/ Goal 1</b>	<i>The Tennessee College of Applied Technology Northwest will establish an alumni association to engage and promote alumni giving and support for TCAT Northwest.</i>
<b>Objective</b>	<i>The Tennessee College of Applied Technology Northwest will establish guidelines and identify officers to form an alumni association. Previous graduates will be contacted via email, social media platforms, and institutional website promotions inviting them to join and become active in the institution’s alumni association.</i>
<b>Action Step (Tactic)</b>	<i>Administrators at the Tennessee College of Applied Technology Northwest will collaborate with student service officers to create an alumni list for the purpose of garnering support from TCAT Northwest graduates.</i>
<b>Outcome</b>	<i>Additional financial resources and increases in revenue through alumni giving will provide further financial support for operations, research, equipment, and construction.</i>  <i>2020-2025: Raise \$1,000 - \$10,000 annually.</i>
<b>Evaluation</b>	<i>Fundraising report from the Foundation for the Tennessee Colleges of Applied Technology and the TBR Fundraising and Grants report.</i>

<b>Term</b>	<b>Issue/Topic: Resourcefulness &amp; Efficiency</b>
<b>Strategy/ Goal 2</b>	<i>The Tennessee College of Applied Technology Northwest will research and create additional grant opportunities for funding that may be used to purchase new equipment and enhance/improve technical programs.</i>
<b>Objective</b>	<i>The Tennessee College of Applied Technology Northwest will utilize existing partnerships in surrounding areas to explore new grant initiatives and build community partnerships that could lead to additional financial resources.</i>
<b>Action Step (Tactic)</b>	<i>The Tennessee College of Applied Technology Northwest will partner with local Chambers of Commerce, USDA Rural Development, the TN Department of Economic and Community Development (ECD), and other partners/agencies to identify and apply for grant opportunities.</i>
<b>Outcome</b>	<i>Additional financial resources, increased business and industry partnerships, and improved technical programs.</i>  <i>2020-2025: Identify and apply for one (1) new grant annually.</i>
<b>Evaluation</b>	<i>Internal grant application report history.</i>

<b>Term</b>	<b>Issue/Topic: Resourcefulness &amp; Efficiency</b>
<b>Strategy/ Goal 3</b>	<i>The Tennessee College of Applied Technology Northwest will offer supplemental/workforce development training to area industries for the purpose of meeting the demands for specialized training. This training will produce additional revenue and provide further financial resources for the institution.</i>
<b>Objective</b>	<i>The Tennessee College of Applied Technology Northwest will partner with local government and industry representatives to create and develop special industry classes.</i>
<b>Action Step (Tactic)</b>	<i>Administrators at the Tennessee College of Applied Technology Northwest will collaborate with faculty members to create customized training tailored to local industry needs. Instructors will provide training both on and off campus.</i>
<b>Outcome</b>	<i>Additional financial resources and increased business and industry partnerships.</i>  <i>2020-2025: Generate \$5,000 - \$10,000 in additional revenue on an annual basis.</i>
<b>Evaluation</b>	<i>Fundraising report from the Foundation for the Tennessee Colleges of Applied Technology and the TBR Fundraising and Grants report.</i>

<b>Term</b>	<b>Issue/Topic: Resourcefulness &amp; Efficiency</b>
<b>Strategy/ Goal 4</b>	<i>The Tennessee College of Applied Technology Northwest will establish an annual giving campaign to engage and promote fundraising and support of TCAT Northwest.</i>
<b>Objective</b>	<i>The Tennessee College of Applied Technology Northwest will establish guidelines and identify officers to support a yearly fundraising campaign.</i>
<b>Action Step (Tactic)</b>	<i>Administrators at the Tennessee College of Applied Technology Northwest will develop guidelines and structures to support the annual giving campaign, which will conclude with an annual celebratory event at TCAT Northwest.</i>
<b>Outcome</b>	<i>Additional financial resources and increased revenue through annual giving will provide financial support for operations, research, equipment, and construction.</i>  <b>2020-2025: Raise \$1,000 - \$10,000 annually.</b>
<b>Evaluation</b>	<i>Fundraising report from the Foundation for the Tennessee Colleges of Applied Technology and the TBR Fundraising and Grants report.</i>

<b>Term</b>	<b>Issue/Topic: Resourcefulness &amp; Efficiency</b>
<b>Strategy/ Goal 5</b>	<i>The Tennessee College of Applied Technology Northwest will begin and proceed with a merger process to combine the institutions and their respective off-campus sites into a single institution.</i>
<b>Objective</b>	<i>The objective of this process is to streamline administrative, budgetary, and academic functions such that duplication of effort is decreased while academic and operational effectiveness and efficiencies are maximized.</i>
<b>Action Step (Tactic)</b>	<i>Administrators, staff, and faculty members at the Tennessee College of Applied Technology Northwest will take all necessary steps to navigate the merger process. These steps include but are not limited to gaining appropriate approvals for a merger process from COE, the Tennessee Board of Regents, and the Tennessee Higher Education Commission/Tennessee Student Assistance Corporation. Maintain consistent communication of the merger process to local and state leaders.</i>
<b>Outcome</b>	<i>The Tennessee College of Applied Technology Northwest will gain COE approval to function as one institution which will maximize operational efficiencies and academic offerings in all service areas. Additionally, there will be a greater potential for funding opportunities due to increased size and scope of services created upon completion of the merger.</i>
<b>Evaluation</b>	<i>Alignment of academic offerings in all service areas, increased student headcount/FTE, improved training services for community and industry partners</i>

# **MEDIA SERVICES PLAN**

## **I. Purpose**

The Tennessee College of Applied Technology at Northwest recognizes the need for media services to assist in fulfilling our mission to provide competency based and high quality training to our students. To help insure that this opportunity to training is made available to our students a media center is located in each individual program area for easy access and availability.

## **II. Scope**

The primary goal of the media service centers is to provide additional academic resources and learning aids outside of the standard textbooks and training equipment, which is in common with each training program.

## **III. Procedures**

Each program at TCAT Northwest operates as an independent entity with its own resource and media center within the program area. The instructor is responsible for selection of media of his or her program. The instructor's role in the overall media services program is to ascertain what is needed for the individual program and initiates the purchase process by preparing a requisition to secure the items. Each instructor is responsible for updating new techniques according to industry changes in their program area, as new or additional media services are required. Each program's media area has adequate space for students to read, browse, listen, and view materials. The Computer Information Technology instructor is responsible for implementation and coordination of the Media Services Plan. He/she works with instructional staff to ensure all media materials are current and operational.

During student orientation by instructor, students are informed of media services available to them. Students are encouraged by each instructor to take advantage of the additional resources.

Training programs are provided a variety of equipment as needed, required, and/or requested. Equipment may include television sets, iPads, laptops, video cameras, computers, video recorders, and projectors. Materials which are used as instructional aids in the classroom may include reference books, resource materials, videos, software and online platforms.

Adequate space is provided for housing and storage of media materials. In addition, the media center serves as an additional multimedia resource center. Due to security concerns, laptops, iPads and other small computer devices are kept locked away and must be requested by the student and distributed by the program instructor. These devices must be returned to the instructor at the end of each class day.

The selection of learning resources is based on appropriateness to the program curriculum and availability of funding. All instructors must follow the school's purchasing policy process to request new materials and equipment. A purchase requisition is initiated by the instructor and presented to the President for approval and further processing.

Learning resource equipment is logged by the computer instructor and a copy given to the President. Learning resource supplies are maintained by each program instructor.

An operational category is assigned to each program area for budgeting purposes for equipment and supplies.

Repair of equipment will be handled through the program work order process first to provide for additional hands-on training for students. However, if the equipment cannot be repaired by a program, the equipment will be repaired using an outside source by following the school's requisition for services process.

- IV.** The Tennessee College of Applied Technology at Northwest has implemented a measure for evaluating the effectiveness of media services within our center. Media services are evaluated annually. Results of these evaluations are used to modify and improve media resource when it is found to be necessary. The following steps will be used and implemented for the evaluation of the media services each program and used by the College's President in their annual evaluation of each instructor.

The primary goal of the media services in inventory and its use in each training program to assist in providing competency based and high quality training for our students.

The effectiveness of media services is evaluated by each student on the Exit Interview, which has a question pertaining to media services in their area of training. The Student Services Department reviews all Exit Interview forms. If there is a concern and/or suggestions the Student Services Coordinator will notify the instructor and the College President. All Exit Interview forms are maintained in Student Services for instructors to review at any time. Instructors use the finding to modify and improve media services within their programs. The usefulness of the media materials contained in the programs is also determined through student performance on practical examinations.

## **COMMISSION ON OCCUPATIONAL EDUCATION**

Each Tennessee College of Applied Technology is required to apply for accreditation through the Commission on Occupational Education. To become accredited the school must conduct a self-study which is reviewed by a visiting team of Professional Educators.

All faculty and staff will participate in the development process during each reaffirmation period.

## **POLICY ON FIREARMS AND OTHER WEAPONS**

In order to maintain a safe educational and working environment for students and employees, TCAT Northwest abides by Tennessee Board of Regents policy 7:01:00:00, which establishes rules for possessing and carrying firearms and other weapons on TBR institution property.

Except as otherwise provided in this policy, possession of firearms or other weapons on institution property is prohibited. (T.C.A. § 39- 17-1309).

## **SCHOOL PUBLICATIONS**

### **I. Purpose**

To develop a policy/procedure that assists in approval and numbering of publications at TCAT Northwest in accordance with TBR Guideline G-140.

### **II. Scope**

Applies to all publications created at TCAT Northwest. Generally, publications, which are produced for general distribution outside the school, require publication numbers. Some examples of documents requiring the above information include: school catalogs, enrollment application, financial aid applications originated by the school, brochures, posters, staff and student handbooks. Publication numbers and other required information would be obtained upon approval by the President.

### **III. Procedure**

#### **A. Review**

The President is responsible for the review and prior approval of new publication and renewal of publications.

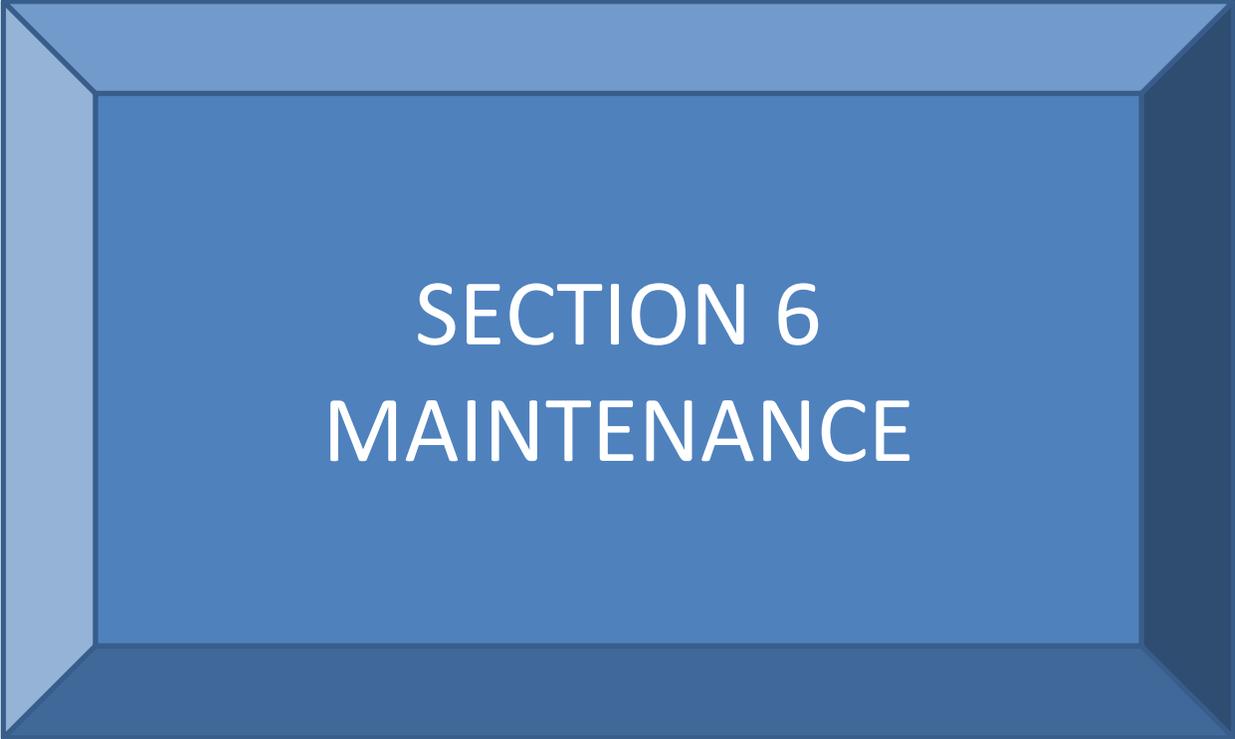
1. All publications should be justified and be within funding abilities of a campus or unit.
2. When considering requests for approval of new publications or when reviewing existing publications, the person or persons responsible for such review and approval should continually consider alternatives to existing or traditional methods of printing and distribution so as to achieve maximum economics while maintaining the integrity of the publications.
3. All publications must comply with state and federal laws and regulations.
4. All publications should be produced on the campus when economically feasible.
5. All publications approved for off-campus printing must comply with system and institutional purchasing procedures.
6. No publication citing or reproducing a rule issued under the Uniform Administrative Procedures Act shall be approved prior to receiving written assurance from the Secretary of State that the rule is in effect. (Such requests shall be coordinated through the SBR Office of General Counsel.)
7. One-time approval of a periodic publication is permissible if subsequent issues conform substantially to the original approved design.

#### **B. Recording of Information**

Pertinent information on institutional publications must be recorded in one location for each campus.

#### **C. Numbering**

Each publication whose approval is required under this guideline shall have a discrete identifying number assigned which shall be affixed adjacent to the identification of the institution.



SECTION 6  
MAINTENANCE

# OPERATION AND MAINTENANCE PLAN

## I. Introduction

TCAT Northwest recognizes the need for an Operational and Maintenance Plan of the facility to ensure for the physical upkeep and safety of our students, faculty, and visitors. The plan shall include but is not limited to:

- A. Faculty Repairs
- B. Interior and Exterior Surfaces
- C. Maintenance and Housekeeping Equipment and Supplies
- D. Lawn Maintenance
- E. Heating, Air Condition and Ventilation
- F. Facility Plan

## II. Goal

It is the primary goal of the Operation and Maintenance Plan of the facility to keep the College safe, clean and aesthetically appealing to those working, attend training or visiting TCAT.

## III. Strategies

The following strategies have been included into this plan to help ensure that these goals are being met:

**Roles and Responsibilities:** Every employee and student at the TCAT plays a role in the maintenance and safety of the building and equipment. The President has the overall responsibility for the operation and maintenance of the campus it is the responsibility of each staff member to assist by identifying and eliminating problems that occur. Contract repairs shall be used only when in-house maintenance capabilities are not available. The primary responsibility on a day to day basis for carrying out this plan will belong to the Lead Maintenance and Custodian.

**Schedule of Activities:** A Facility Plan is updated each year and submitted for approval to the Tennessee State Board of Regents (TBR) for capital maintenance for all of the buildings on the TCAT campus. If approved these jobs will be bid by the board office and will be under the supervision of the Building Facilities at the TBR in Nashville, Tennessee.

Under the heading of indoor general maintenance by the Lead Maintenance and Custodian and are attended to as needed and may include but are not limited to the following; plumbing repair as required, painting, electrical repairs and installation, light bulb replacement and fixture repair, checks on the boiler and chiller units in the facilities for leaks, assist in ordering and dispensing supplies for restrooms, installing paper products and cleaning the restrooms, carpentry, changing door lock cores campus wide, stripping and waxing of administration and certain classroom floors, completing work orders requested by faculty and staff on a priority basis, maintain contracts for fire extinguisher and emergency lighting, conducting fire extinguishers and emergency lighting inspections, ordering maintenance

materials for the buildings, wiring and machinery installation, safety planning and keeping in compliance of OSHA, TOSHA and local fire codes.

Maintenance personnel may submit requisitions for purchase of materials and equipment for the operation of the school (cleaning materials, paper items, etc.) as needed. Such requisitions shall be processed according to the faculty's purchasing procedure. The lead Maintenance and Custodian will monitor inventory supply levels.

Outside duties include lawn maintenance, landscaping (mowing, trimming grass, trees and bushes campus wide), these services are approved with the maintenance budget. In order to minimize the likelihood of injuries and any resulting liability due to the accumulation of ice and snow on campus, the following plan will be in effect. This plan outlines the systemic schedule for the clearing and salting of campus walkways. Drawings of the routes to be used upon entering and leaving the building will be posted in each shop and classroom.

#### Instructors

- Clean and maintain in-house restroom facilities (including paper supplies)
- Communicate and coordinate with the Lead Maintenance and Custodian facility on maintenance requests, safety checks and maintenance upkeep on shop training equipment
- Report and eliminate safety hazards
- Write specification for new equipment purchases
- Orientation of practical shop safety and maintenance to students
- Monitor inside and outside of shop areas for trash
- Assist in snow/ice removal
- Assist in needed campus repairs by completing the work themselves or supervising the repairs as practical work experiences for students
- Storage of flammable materials in lockable metal cabinets in shop area

With only one person regularly assigned for operation and maintenance of the facility it is imperative that all TCAT faculty and staff assist with these areas to ensure that our students and staff have a safe and clean environment in which to train.

#### **IV. Evaluation**

The plan is evaluated annually by the institutional advisory board and revised with updates as needed.

# WORK ORDER PROCEDURE

## I. Purpose

To develop a procedure whereby a request for maintenance or equipment repair will be reduced to writing to ensure a timely and complete response by assigned repair personnel.

## II. Scope

This policy/procedure applies to all TCAT Northwest personnel.

## III. Procedure

The following represents the procedure to be followed when the need arises to maintain or repair the building or TCAT Northwest equipment.

- A. Upon notification of the repair requested, the President shall make a determination of the priority and assign it for disposition. Top priority will be given to work orders affecting safety and/or cases where class schedules or student progress will be adversely affected. Immediate response work orders will be given a priority (1). Work orders to be completed in two to three weeks are a priority (2). Work orders to be completed when scheduling permits are a priority (3).
- B. Where feasible, safe, and where a positive outcome can reasonably be expected, faculty and/or staff will be encouraged to execute simple repairs and/or maintenance.
- C. In instances where actual work is required, the President will solicit input from the requesting part as to the performance of the assigned repair personnel.
- D. A phone call to the President may be used to initiate a work order in emergency situations. Such calls will normally be related to building maintenance and repair issues. A properly executed work order should follow.
- E. In cases where equipment is deemed to be beyond repair, the President, after consultation with the requesting part, may execute a purchase requisition and subsequent purchaser order for replacement of the item in question.
- F. In the absence of the President, work orders may be turned in to the Vice President or designee.

# EMERGENCY SERVICES CLEANUP PROCEDURE

## **I. Purpose**

To comply with the directives and procedures published by the Tennessee Department of Treasury, Risk Management.

## **II. Scope**

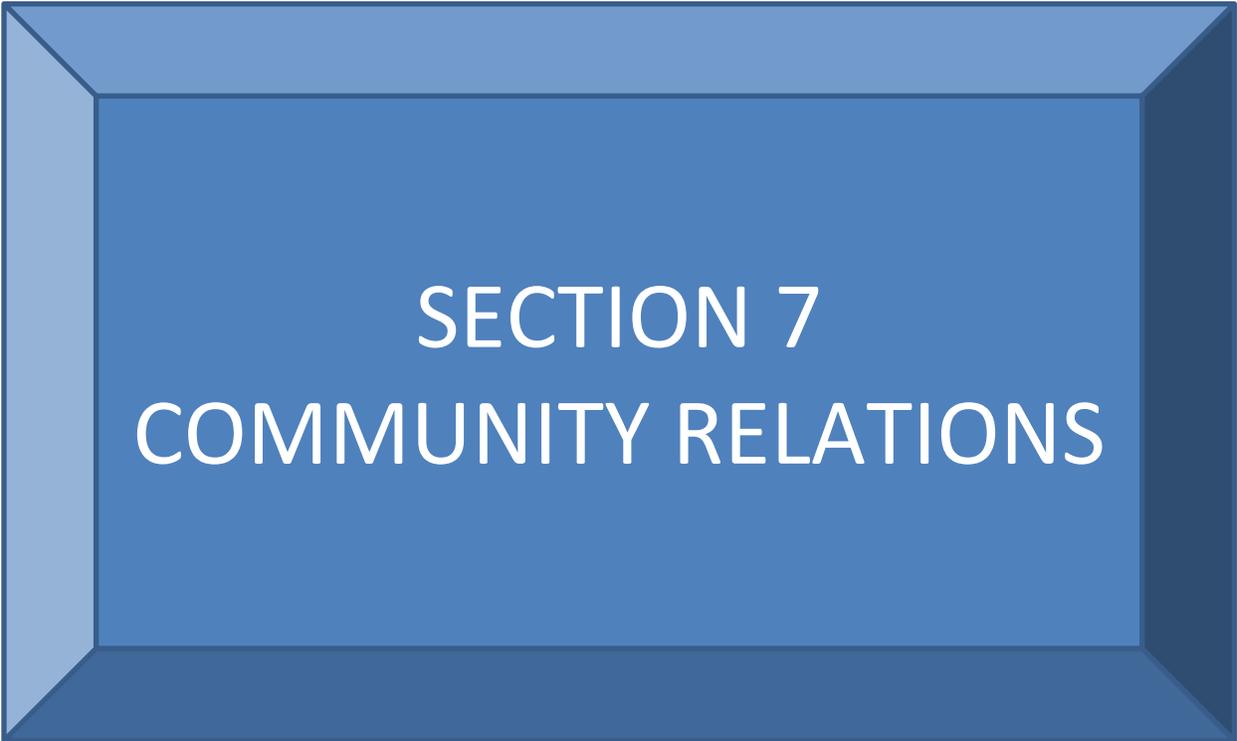
This procedure applies to all TCAT Northwest Campuses unless otherwise specified with agreements executed with partnering agencies such as may be found at Instructional Services and/or shared buildings.

## **III. Procedure**

Procedure specified by SBC Project No. 529/000-08-04

## **IV. General**

- A. Emergency Services cleanup shall be defined as cleanup necessitated by incidents of water, fire (smoke), sewage overflow damage etc.
- B. The President or his/her designee shall be responsible for initiating action this plan.



SECTION 7  
COMMUNITY RELATIONS

# COMMUNITY RELATIONS PLAN

## I. Introduction

Community Relations can be described as the sum of how the community thinks, feels, and acts towards the Tennessee College of Applied Technology (TCAT) at Northwest. Community Relations as a whole is a full-time task, requiring additional hours spent to make sure these tasks are met. The College has the responsibility for making the community aware of its presence and the services it can provide. As a process, Community Relations is a planned program of advertising or marketing the “goods” and services of the College to the community. The Community Relations Plan at the TCAT is under the direction of the Student Services Coordinator.

## II. Goal

The primary goal of the Community Relations Plan is to be used as roadmap for the faculty, staff and administration to continually follow to keep the name of the TCAT in the forefront of the public. An additional and equally important goal of this plan is to remind the general public that the TCAT is the premiere of technical education in our service delivery area.

## III. Strategies

The following strategies will be followed to accomplish the purpose of the Community Relations Plan:

1. Maintain a close working relationship with business, industry, schools and other organizations in the community and surrounding area.
2. Inform the community of the training opportunities available at the College for recruitment purposes.
3. Develop the interest and support of business, industry, and the general community.
4. Demonstrate to the community the achievements and benefits of technical training.
5. Provide motivation to both staff and students to maintain high standards in their occupational endeavors.

## IV. Procedures

Due to the size of the Student Services, the College will not have a planned sequence of events or activities to promote community relations throughout the year but will continuously strive to attend as many community functions as time allows, along with responding by mail or telephone all requests for information from the general community.

A program of planned activities, which will be conducted by the College to promote good community relations include, but is not limited to the following:

1. Visit each secondary school in the TCAT service area to present information College's programs.

- A. Providing a speaker to classes requesting general information that is more in depth than what is allowed by a college fair format.
  - B. Providing a liaison between the counselors, instructors, and other staff members to the school that visits high schools on a regular basis. The liaison is able to develop a rapport with the school so that they are comfortable asking questions, requesting speakers, referring students, etc.
  - C. Providing a “familiar” face for the high school students. By getting comfortable with someone who visits their school they tend to be more comfortable visiting the Center and their transition upon enrolling is faster.
  - D. Providing “occupational specific” speakers to the schools (i.e Automotive Technology instructor speaking to students either in a career fair or forum or as a guest speaker).
  - E. Providing a “Recruiter” to attend college night/fairs.
2. Disseminate update brochures or literature regarding the College programs to all schools and community agencies.
  3. Invite schools and classes to tour the College.
  4. Coordination of industry visitation by instructors and other staff. Industry visitation has several purposes including the following:
    - A. Arrange industrial tours or on site visits relevant to each training program in the College.
    - B. Keeps local industry aware of the College’s purpose.
    - C. Keeps local industry aware of the various programs being offered.
    - D. Local industry may provide us with students.
    - E. Local industry may need a special industry course that we could provide.
    - F. Local industry may hire our graduates.
    - G. Those industries not ready on our General and Program Advisory committees can provide valuable input into our curriculum.
    - H. Make industry aware of possible Work-Based Activity opportunities.
  5. Invite guest speakers for each trade area to present information to trainees.

6. Prepare advertisements and success stories for community in the local newspaper and radio station. (All media releases must be referred through the President or Student Services Coordinator to avoid duplication.)
  - A. Announcements regarding the starting date for the College's programs by way of ads in local newspapers, radio, television and TCAT website.
  - B. Press releases concerning staff accomplishments such as completing special courses or service awards.
  - C. Press releases concerning acquisition of new high technology equipment.
  - D. Miscellaneous press releases concerning the College's business.
  - E. Press releases concerning student graduations, recognitions, student awards and any other student activity.
7. Maintain an active Advisory Committee for the College.
8. Make presentations to local civic groups, community service groups about the entire Center or a speaker from a specific occupational area.
9. Coordinate Open Houses to make the College available to industry and the general community for viewing.
10. Conduct financial aid seminars at local high schools to assist the community students interested in post-secondary education with federal financial aid form.
11. Assist other state, county and local agencies with their requests for technical expertise.
12. Continue membership and participation with local groups and the county Chamber of Commerce.
13. Continue to participate with local charitable organizations for the causes that concern our community.
14. Stay in contact with applicants on the waiting lists to let them know that we are still interested in them as prospective students and make them aware of on-line classes that may be available until ground classes become available.
15. Providing classroom or meeting space for outside agencies/industry.
16. Use SkillsUSA members, Outstanding Students, and National Technical Honor Society students to participate in community. (i.e. Ollie Otter seatbelt safety campaign, adopting Carl Perkins families and Children at Christmas, community fundraising events.)