

3.2 Instructional Facilities, Emergency Management Plan



Effective Date: July 1, 2007; titles updated July 1, 2008

Revises Previous Effective Date: N/A

I. Policy:

The local eligible program will provide a safe, accessible, and comfortable environment for adult learners and staff that is conducive to learning.

II. Applicability:

This applies to all Adult Education offices and employees associated with the Technical College System of Georgia.

III. Related Authority:

American Disabilities Act, 42, U.S.C. 12201

Georgia Emergency Management Plan

OMB Circulars: A87, A122

On-Site Program Review: Category 7: Instructional Facilities, Equipment and Technology

Self-Assessment: Category 1: Program Leadership: 1.4 Emergency Operations and Safety Plan and Category 5: Instructional Facilities, Equipment and Technology

IV. Definitions: N/A

V. Attachments: N/A

VI. Procedure:

Facilities housing adult education programs shall:

- Be in compliance with the Americans with Disabilities Act of 1990
- Provide a safe learning environment
- Provide an age appropriate setting

- Have an emergency plan developed for the building and appropriate emergency exit procedures posted
- Have appropriate exterior signage identifying the program

Accessibility and Accommodations

The adult basic and literacy education activities must be offered in facilities that are easily accessible to all eligible adult learners who wish to enroll in the program.

Pursuant to the Americans with Disabilities Act, 42, U.S.C. 12201, adult education programs must make reasonable accommodations for individuals with mental or physical disabilities.

- Arranging and paying for accommodations provided to students is the responsibility of the local eligible program providing the activity.
- Accommodations should be reasonable and not damage the integrity of the program.

Emergency and Safety Plan

Emergency Plans are developed to address natural disasters, hazardous materials, transportation concerns, weapons and potential terrorist activities.

- These plans must include students, parents, law enforcement, fire and emergency medical services. Plans may be viewed at the GEMA website at www.gema.state.ga.us under Field Programs / School Safety.
- The Office of Homeland Security, Georgia Emergency Management Agency provides training and technical assistance on the issues of school safety to the education communities of Georgia.

Cost for Facilities

State and federal funds are to be used for program services.

- Fiscal agents are encouraged to seek donated or in-kind space in order to provide maximum resources to the students.
- If lease expenditures are necessary, they shall meet the definition of reasonable as defined in federal circulars (A87, A-122 and others) as applicable.

VII. Records Retention:

Local eligible programs shall adhere to the Record Retention Chart available in the attachment section of Policy 2.3.