



Volunteer Release of Liability Form

Please read before signing, as this constitutes the agreement as a volunteer and the understanding of your working relationship with Asheville-Buncombe Technical Community College.

I, _____ (print full legal name, acknowledge, and state the following:

1. I have chosen to perform work for A-B Tech without any expectation of remuneration in any form.
2. I am responsible for disclosing any physical constraints that would impair my performance in certain activities and make it hazardous for me to participate in those activities.
3. I understand that, at a minimum, most volunteer activities could entail long-term sitting, bending, stretching, lifting, reading, and walking.
4. I understand that some work may entail risk of physical injury and may involve physical labor, heavy lifting and other strenuous activity; and that some activities may take place on ladders and building framing other than ground level. I certify that I am in good health and physically able to perform this type of work should I request and accept such assignments.
5. I understand that I am engaging in this project at my own risk. I assume all risk and responsibility for any damage or injury to my property or any personal injury, which I may sustain while involved in this work, and related medical costs and expenses.
6. I will notify my supervisor and my direct report immediately if I sustain any injury, loss, or damage to personal property.
7. I understand that A-B Tech is not responsible or liable for my personal effects and property and that it may not be feasible to provide lock up or security for any items. I will hold it harmless in the event of theft or for loss resulting from any source or cause. I further understand that I am to abide by policies, rules, and regulations currently in effect at A-B Tech.

By my signature, for myself, my estate and my heirs, I release, discharge, indemnify and forever hold Asheville-Buncombe Technical Community College, its administrator, faculty, staff and trustees; the North Carolina Community College System, together with their officers, agents, servants and employees; the North Carolina State Government; the Buncombe County Government; and any persons involved in administering A-B Tech programs harmless from any and all causes of action arising from my participation as a volunteer, and travel or lodging associated therewith, including any damages which may be caused by their negligence. *All of the above will be in effect for the entire length of service to A-B Tech.*

Print Name of Volunteer: _____

Signature: _____ Date: _____

Print Address: _____

Printed Name of Campus Volunteer Coordinator: _____

Signature: _____ Date: _____



Access to Secure Information - FERPA

A-B Tech employees, students, volunteers and interns may have access or be exposed to a variety of sensitive information in the course of their normal work or learning activities at the College. It is the policy of the Board of Trustees, an expectation of the College, and a condition of employment or official affiliation with the College, that sensitive information be protected from unauthorized disclosure.

Sensitive Information includes: confidential or proprietary information which, if compromised through alteration, loss, misuse, or unauthorized disclosure, could cause serious harm to the employees or to the College in general. Emphasis is on the **Federal Education Rights and Privacy Act (FERPA)**, Health Insurance Portability and Accountability Act (HIPAA), and Protected Health Information (PHI).

Issues for Volunteers

Volunteers must be under the direct control of the disclosing institution and subject to the same conditions on use and re-disclosure of education records that govern other school officials.

- Do not post, display, or make available to the general public or other students (even if they are in the same class) anything containing a student's whole or partial Social Security number, Student ID number, GPA, grades, or other PII.
- Do not circulate a printed class list with student name and Social Security or Student ID number, phone number, or grades as an attendance roster.
- Do not discuss the progress of any student with anyone other than the student (including parents*) without prior written consent of the student.
- Do not provide anyone with lists of students enrolled in your classes for any commercial purpose.
- Do not provide anyone with student schedules, addresses, or phone numbers, or assist anyone other than College employees or Campus Police in finding a student on campus.
- Do not discuss the progress of any student with anyone other than the student (including parents) without prior written consent of the student.
- Refer the student to use his/her online student account to review his/her GPA or Final Grade, and only communicate with students through the official college-assigned student e-mail account.
- Do not leave graded tests or assignments in a stack for students to pick up by sorting through the papers of all students.
- Please leave tests for pick-up with an Instructional Assistant, who locks them in a secure place and ensures that no one can see them, to hand-out tests to students with acceptable identification.
- The institution may disclose education records without consent to its own law enforcement unit under the school officials' exception but not to outside police officers.

I have read and understand my obligations as a Volunteer as they pertain to (FERPA) and agree to abide by all and any of the ACT while on campus and out in the community.

Signature: _____ Date: _____



Campus Emergency Procedures Information

Campus Police

In case of emergency on campus call campus police. They will respond the quickest and will initiate emergency procedures. If you are unsure who to call in an emergency situation call 911 (9-911 from a campus phone) and then call Campus Police. **Non-Emergency Number:** 828-279-3166, **Emergency Number:** 828-398-7125

Emergency Situation Procedures

- **Intruder, Gunman or Hostage Situation** - Contact Campus Police, stay “secure in-place” and do not engage intruder. Close and lock door and open window blinds (so law enforcement can see in), turn off lights, remain quiet and silence cell phones, take attendance and do not attempt to leave the area until the ALL CLEAR is given by college officials.
 - **ALICE (Alert, Lockdown, Inform, Counter, Evacuate)** training prepares individuals to handle the threat of an Active Shooter. ALICE teaches individuals to participate in their own survival, while leading others to safety. Though no one can guarantee success in this type of situation, this new set of skills will greatly increase the odds of survival should anyone face this form of disaster. All students, volunteers, and employees are required to watch the [“ALICE” video](#) produced by Auburn University.
- **Severe Weather (imminent danger):** Contact campus police, follow shelter in-place procedures and await further instruction from emergency personnel and college officials.
- **Fire:** Sound fire alarm and call 911, Follow Evacuation Procedure and leave building in an orderly fashion, do not re-enter building. Proceed to Evacuation Assembly Area and await further instructions.
- **Explosion** – Whenever dealing with any explosions, all persons should be alert to the potential for secondary explosions. Follow Evacuation Procedures, don’t re-enter the building and await further instruction

Communicating Emergencies

During an emergency, notification and directions will be given using one or all of those communication tools:

- **Mass Notification system** – An emergency tone and message is broadcasted via outdoor high power speaker. Interior building speakers will also broadcast this message.
- **Telephone** –The campus phone system may serve as an emergency notification system.
- **Text Alerts:** If you would like to receive emergency text alerts from A-B Tech regarding any urgent situations on campus please contact the Campus Volunteer Coordinator at volunteer@abtech.edu.
- **Fire Alarm** –When the fire alarm is activated, proceed to the designated evacuation assembly area unless instructions to the contrary are provided using other communications means.
- **Silent Alert:** ALL computers (not Mac) on the A-B Tech network (not including public computer labs) are equipped with a panic alarm. The panic alarm is activated by pressing the two “Ctrl” keys on the keyboard simultaneously. When the keys are pressed, nothing will appear on the computer screen or make any sound; the panic alarm will summons campus police via the switchboard and text message. **Emergency Personnel:** Instructions from police, fire or other emergency personnel on the scene always take precedence over any other instructions.

I have read the above Emergency Safety Information and discussed it with the Campus Volunteer Coordinator.

Volunteer Signature _____ Date _____

Campus Volunteer Coordinator: _____ Date _____



A Code of Ethics for A-B Tech Volunteers

1. As a Volunteer I realize that I am subject to a code of ethics similar to that which binds the professional in the field in which I work. Like them, I assume certain responsibilities and expect to be held accountable for what I do.
2. I will observe confidentiality in respect of all information gained through my participation as a Volunteer. I am on a 'need to know' basis and only information my supervisor feels pertinent to my particular role will be shared with me in order for me to perform my duties in the best way possible.
3. I interpret "Volunteer" to mean that I have agreed to work without monetary compensation. I expect to do my work according to the standards, Policies and Procedures at A-B Tech.
4. I promise to take to my work an attitude of open-mindedness, to be willing to be trained for it, to bring to it interest and attention.
5. I realize that I may have assets that my co-workers may not have and that I shall use them to enrich the project on which we are working.
6. I realize also that I may lack assets that my co-workers have. I will not let this make me feel inadequate and will still endeavor to assist in developing good teamwork.
7. I plan to find out how I can best serve the activity for which I have volunteered, and to offer as much as I can give.
8. I believe that my attitude toward volunteerism should be professional as reflected in my appearance and attitude.
9. I believe that I have an obligation to my work, to those who direct it, to my colleagues, to those for whom it is done and to the public.
10. I will forward all media inquiries to the office of Community Relations and Marketing at Ext. 7117 and will refrain from comment.

Signature _____ *Date* _____

Witness – Campus Volunteer Coordinator or Vice President of Human Resources

Signature _____ *Date* _____



Asheville- Buncombe Community Technical Community College
Volunteer/Employee Vehicle Registration Form 16/17

Permit #: _____ Employee ID: _____

Name: _____

Make: _____ Model: _____ Color: _____

Registered Owner: _____

License Plate #: _____ State: _____

For Volunteers: Please complete highlighted areas and return to the Volunteer Office. Once received and approved you will receive your parking decal in the mail.

Campus Text Alerts

If you would like to receive text alerts from A-B Tech regarding inclement weather, closings and emergencies on campus please provide the following. Standard Text Messaging rates will apply.

Cell Phone Number: _____

Cell Phone Carrier: _____

Directions to Volunteer Offices from Meadow Rd. Entrance

The Volunteer Office is located in the Simpson Administration Building, second floor in the Office of the President.

When coming onto campus, drive up the hill. Once you have crested the hill you will see our pedestrian bridge. Entrance to our building (Simpson Bldg.) and parking lot (A1) is an immediate sharp left past the bridge.

The turn is a little tricky to see, take your time, and go slow on the road. If you get lost, please call our office at 398-7761.

