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Section 1

Introduction, Promulgation Statement, Record of Changes and Distribution

1.0 Introduction

In 2004, the Department of Homeland Security established the National Incident Management System (NIMS), which identified a systematic, proactive approach to guide all levels government, non-governmental organizations and the private sector to work seamlessly to prevent, protect against, respond to, and recover from the effects of emergencies, regardless of cause, size, location or complexity.

Walters State Community College recognizes its responsibility for managing emergency and disaster situations affecting the institution. The Emergency Preparedness Plan (EPP) is also designed to satisfy portions of the Higher Education Opportunities Act of 2008 and its amendments requiring emergency response procedures, and implementation of NIMS/ICS protocols.

In addition to the Emergency Preparedness Plan other emergency preparedness information is compiled in the following documents:

- Building Emergency Action Plans
- Emergency Preparedness Roles and Responsibilities
- Continuity of Operations and Recovery Plan
- NIMS Training Manual

The development of this Emergency Preparedness Plan and coresponding manuals is based on a realistic assessment of potential hazards that could affect our institution, existing capabilities to respond to those situations. These plans help to identify local resources our department and institution may call upon for assistance. The EPP plans recognize the importance of collaborating with local emergency response agencies in an emergency or disaster situation as well as our institutional teams.

1.1 Promulgation Statement and Approval for Implementation

Officials of ***Walters State Community College***, in conjunction with the Tennessee Board of Regents, the Tennessee Emergency Management Agency, the Federal Emergency Management Agency and Local Emergency Management Agencies have developed an emergency operations plan that will enhance their emergency response capability. This document is the result of that effort.

It is designed to promote the coordination of institution wide and site specific emergency services and the use of available local resources to minimize the effects of a major disaster (natural or otherwise) on life and property of the students, faculty, staff and properties of the college. It also incorporates the principles and processes of the National Incident Management System (NIMS) and the Incident Command System (ICS) and was developed using the guidance from the ***Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education*** from the Federal Emergency Management Agency as well as other resources.

This plan, when used properly and updated annually, can assist campus students, faculty, staff, campus and local police as well as other officials in responding to and recovering from the effects of natural and man-made disasters. This plan and its' provisions are official when reviewed and approved by administrative staff.

1.2 Record of changes

When changes are made to the Emergency Preparedness Plan outside of the official annual cycle of plan review, coordination, and update, planners should track and record the changes using a record of changes table as outlined below.

Revision Number	Date	Description of Change
Revision 1	5-2020	Update Continuity Plan, Building Emergency Action Plans, NIMS training plan, forms and overall formatting of document.
Revision 2	10-2020	Updating of Building Emergency Action Plan assignments.
Revision 3	5-2021	Separation of Building Emergency Action Plans, Business Continuity Plan, and CERT role responsibilities into separate manuals for ease of accessibility, reference and updating.
Revision 4	12/2022	Jobs, Names, Roles, etc.
Revision 5	12/2023	Locations, Roles, Name, Jobs
Revision 6	07/2024	Full Update

1.3 Record of Distribution

The record of distribution indicates the title and the name of the person receiving the plan, the agency to which the receiver belongs, the date of delivery, the method of delivery, and the number of copies delivered. The record of distribution verifies that tasked individuals and organizations have acknowledged their receipt, review, and/or acceptance of the plan.

Availability to the CERMT and CERT team and college community on a continual basis at: <https://www.ws.edu/student-services/campus-safety/emergency/>

In addition email is sent to all employees once published or updated relative to availability along with the link to the dl

Document is reviewed and updated on an annual basis.

1.4 Plan Purpose

Walters State Community College's Emergency Preparedness Plan (EPP) outlines the institution's procedures for managing major emergencies that may threaten the health and safety of the campus community or disrupt activities. The plan identifies departments and individuals that are directly responsible for emergency response and critical support services and provides a management structure for coordinating and deploying resources.

The purpose of the Walters State Emergency Preparedness Plan (EPP) is to establish protocol relative to emergency preparedness, incident management and response, continuity of operations, recovery, and evaluation. The Emergency Preparedness Plan has been designed to be adaptable to any situation warranting emergency action. The Emergency Preparedness Plan addresses **evacuation** to an *outside* rally point and relocation to an *inside* pre-designated area, as well as response to a threatening situation that would require

lockdown or remaining stationary behind closed and locked doors. The Emergency Preparedness Plan also addresses **closure** of the college in the event of major disaster, pandemic outbreak, or other natural /man-made disasters.

Therefore:

1. All Primary Building Coordinators are expected to maintain and up-to-date Building Emergency Action Plan (BEAP) and appoint College Emergency Response Team members to execute the BEAP.
2. All administrative and academic units are expected to maintain a Department Emergency Plan to protect personnel and support campus emergency response.
3. All employees and students have a personal responsibility for their own safety.
4. The college maintains emergency preparedness education and training programs to familiarize employees with emergency procedures and use of emergency equipment.

The Walters State Community College Emergency Preparedness Plan is approved by the President and is designed to maintain life, safety, and primary business services during times of disruptions due to unexpected emergencies or crisis events. The Emergency Preparedness Plan is a collaborative effort of the College Emergency Response Management Team (CERMT) and the faculty and staff of the college led by the Vice President for Business and Finance, the Director/Chief of Police, and the Emergency Preparedness Coordinator.

1.5 Scope

The Walters State Community College Emergency Preparedness Plan guides preparedness, incident management, response, continuity of operations, recovery and evaluation actions. It is designed with an all hazards approach in mind so as not to limit response to any number of situations that would

require evacuation, relocation, lockdown and sheltering-in-place.

1.6 Situation Overview

The EPP may also be activated during a community or regional crisis that may impact the College students, personnel or business operations. For example, power outages, toxic spills on highways or roadways near the campuses, or a large fire or gas leak in the local area may necessitate an EPP activation.

1.7 Planning Assumptions

The following assumptions are applied throughout this plan:

1. Campus emergencies may occur at any time of the year, any day and at any time with no warning.
2. Campus emergencies can be caused by an accident, a natural disaster, or criminal behavior by an individual or group.
3. The institutions campuses are located in cities with well-trained, responsive emergency service departments equipped to handle all emergencies
4. The institution relies on the Tennessee Board of Regents and the Tennessee Emergency Management Agency for planning guidance and local police, fire, EMS and EMA for assistance in formulating response techniques and in planning emergency response procedures, protocols and strategies.
5. If a major emergency or disaster strikes at any campus location campus and local police will rely on the NIMS/ICS model for management of the event. Command of the scene will be relinquished to the emergency responders with the most expertise to handle the situation at hand.

1.8. Concept of Operations

This Emergency Preparedness Plan (EPP) details how the campus community will respond to major emergencies in conjunction with local emergency response agencies and references the role that CERT will have in supporting overall campus emergency response. The Campus Police department staff has been trained in NIMS protocols and will respond accordingly in the event of a campus emergency. Should the emergency require external emergency response assistance, the NIMS framework will support an integrated tactical response, highlighting interoperability and compatibility of all response agencies.

The seven-phase concept of preparedness planning, response, incident management, continuity of operations, recovery, mitigation, and evaluation is acknowledged as the appropriate way of managing emergencies or disasters. This comprehensive approach can save lives and minimize damage related to the occurrence of unusual events.

1.9 Organization and Assignment of responsibilities

The plan acknowledges that preparedness begins with the individual and builds upon individual responsibility to include the buildings, departments, divisions and the college. The plan assigns responsibilities for emergency management to currently employed staff and faculty. The assignments of CERMT and CERT members are made within the framework of the existing management organization of the college and each building. In addition, to individual Building Emergency Action Plans (BEAP), each department within the institution is encouraged to maintain standard operating procedures and/or Departmental Emergency Action Plans (DEAP) for response to varying situations.

1.10 Emergency Defined

A **LEVEL 1 MINOR EMERGENCY** is a minor emergency is 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 sections responsible for responding to these emergencies. Notifications to senior administrators regarding the incident will be made consistent with the standard policy and procedures.

A **LEVEL 2 Major Emergency** is a major emergency is 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 college support services, may be required. The institution's police department or local emergency response agency (in the absence of an institutional police department), once notified, will take immediate action to respond to the emergency and safeguard persons and property. Major policy considerations will be required from higher levels of college authority. The Emergency Preparedness Plan may be activated at the direction of the President or his/her designee in the event of a major emergency.

A **LEVEL 3 Building Emergency** is a building emergency is a condition during which a specific building and its occupants are 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 such as a bomb threat, equipment malfunction, or etc., the designated administrator (e.g., physical plant director) shall be notified immediately. The administrator will immediately inform the president or designee of the situation. 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. Members of the College Emergency Management Response Team shall be informed as determined by the president.

A **LEVEL 4 Disaster** is a disaster is 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 college services and outside emergency resources will be required. The president or his/her designee will activate the College Emergency Preparedness Plan.

1.11 AUTHORITY

The President holds executive authority for the entire college emergency response process. The Policy Group consists of the President and executive staff members who are ultimately responsible for final development and approval of policy prior to and during management of emergency events. The College Emergency Response Management Team (CERMT) serves under the purview of the President and is responsible for planning and decision-making prior to and during a critical event. The College Emergency Response Management Team consists of senior administrative, academic, and support staff leaders.

The College Emergency Response Team (CERT) is responsible for individual college/ building response and consists of professional, academic, and support staff. College personnel and emergency equipment will be utilized to accomplish the following priorities during an emergency:

1. Protection of life
2. Protection of critical facilities
3. Restoration of college operations
4. Protection of college credibility

1.12 Declaration of College State of Emergency

The authority to declare a college state of emergency rests with the President of the college or his/her designee based upon information provided by Campus Police, local emergency responders, members of the College Emergency Response Management Team (CERMT) or other sources. A campus emergency may be declared when human/financial resources to effectively handle the situation exceed the resources of the college.

During the period of any college emergency or crisis, the Campus Police Department shall place into effect the appropriate procedures necessary to meet the needs of the emergency, safeguard persons and property. When practical, campus police will consult with the President or his/her designee to relay all known circumstances of the incident. Upon receiving information, the President or his/her designee will determine the necessity of declaring a campus state of emergency and will complete the Declaration of Campus Emergency Form (See Appendix A). The President or his/her designee will activate the Emergency Operations Center (EOC), and assemble CERMT as deemed necessary. Facilities Management will be responsible for conducting damage and safety assessments. Figure one on page 170 illustrates the possible steps in determining a campus state of emergency declaration.

1.13 Tennessee National Guard

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

1.14 Plan Development, Maintenance and Distribution

The CERMT Sub-committee will review the Emergency Preparedness Plan on an annual basis and suggest any needed revisions. An assessment team composed of building and floor coordinators will assess the effectiveness with which the Emergency Preparedness Plan is carried out after each drill or actual emergency. Any identified deficiencies or enhancements will be documented and updates will be made as necessary.

Building coordinators are responsible for reviewing and updating individual Building Emergency Action Plan (BEAP) and are responsible for updating building, floor, and area coordinator listings and contact information. Updated listings should be submitted to the Emergency Preparedness Coordinator as needed or upon request.

Department heads will be responsible for developing, maintaining, and disseminating a Departmental Emergency Action Plan (DEAP). Department plans should contain a method to account for the whereabouts of all employees of the department as well as a method of contact.

All employees will have access to the EPP plan on the Campus Safety website.

1.15 Conclusion

This Emergency Preparedness Plan (EPP) is intended to provide general all-hazards management guidance, using existing lines of authority to allow Walters State Community College to meet its responsibilities before, during and after an emergency occurs.

The EPP is intended to be a dynamic document that applies to a broad range of emergency situations. The plan has been prepared by the Director, Chief of Campus Police and the Emergency Preparedness Coordinator with input from CERMT and CERT. It is reviewed by the CERMT Sub-Committee annually and modified.

Section 2

Pre-Incident Planning

2.0 PRE-INCIDENT PLANNING

Walters State is proactive in emergency planning. Because it is not possible to predict when an emergency or critical event may occur, it is necessary to pre-plan for as many situations as possible to ensure effective response and recovery. To ensure that all possible scenarios that might cause the college loss of reputation, credibility, or closure are addressed, it is necessary to perform the tasks below to ensure pre-incident planning and continuity of operations.

Pre-incident planning includes, but is not limited to, the following:

1. National Incident Management System (NIMS) Compliance
2. Incident Command System (ICS)
3. Risk assessment
4. Mitigation
5. Emergency preparedness training
6. Continuity of Operations and Recovery Planning

2.1 National Incident Management System (Nims) and Incident command System (ICS)

Homeland Security Presidential Directive 5 (HSPD-5) (See Appendix B) established the National Incident Management System (NIMS) March 1, 2004. This directive is available at: <http://www.fas.org/irp/offdocs/nspd/hspd-5.html>. The National Incident Management System specifies the standardized methods all emergency responders should follow to plan, coordinate, and carry out responses to a variety of incidents. It allows campuses and local agencies to jointly manage incidents, regardless of their cause, size, location, or complexity. The National Incident Management System features six integrated components that are the foundation of its systematic approach for responding to incidents:

1. Command and Management
2. Preparedness
3. Resource Management
4. Communications and Information

5. Ongoing Management and Maintenance

Walters State adopted NIMS compliance standards in June of 2010. NIMS compliance is required in order for a higher education institution to receive federal emergency preparedness funding. Key personnel with emergency management or response roles were identified to complete classroom and on-line training through FEMA to work toward NIMS compliance. Please reference the college NIMS training manual for further information and training requirements at: <https://ws.edu/student-services/campus-safety/emergency/> under the heading of Training.

Within the NIMS framework, the Incident Command System is utilized on a local level to coordinate command and management of emergencies. The incident command system outlines how to address and manage emergencies; provides an operating structure; offers guiding concepts, principles and protocols; and establishes a command center, command team, and an incident commander. The incident command system manages both short and long-term operations for a broad range of emergencies, from small to complex incidents, both natural and man-made. The system activates roles and responsibilities based on the intensity and duration of an incident.

The ICS has five functions in all incidents that might occur on any campus:

1. Command
2. Operations
3. Logistics
4. Planning
5. Finance/Administration

2.2 COMMAND

The President is responsible for the overall **Incident Command (IC)** and management working in unison with campus police and other responders to control and manage the situation. Any ranking or sworn on duty campus police officer is responsible for responding to the

incident as the on-scene deputy **Incident Commander** and communicating and coordinating the response with the President, CERMT, CERT, as well as local law enforcement, EMA, EMS, fire, rescue, and public works if needed.

The on-scene **Incident Commander** will coordinate and manage all Incident Command System (ICS) functions. The person serving in this position may be replaced during an incident depending on its level of severity and the level of activation. Incident command is transferred to the individual or agency that possesses the necessary expertise to manage the situation and will be relinquished without hesitation.

The office of Strategic Communications and Effectiveness provides staff to serve as the **Public Information Officer (PIO)** during the event and receives information updates from the **Liaison Officer, Incident Commander and Emergency Operations Center (EOC) director** relative to incident activity. The **Communications and Effectiveness Public Information Officer** consults with President and/or the **EOC director** with regard to news updates and press releases. Press releases should take place every 20 minutes initially with adjustments being made according to event updates.

The **Liaison Officer** establishes communication with officers and workers in the field and provides periodic updates to the EOC director and/or President.

The **Safety Officer** is generally a member of the Environmental Health and Safety staff who assesses safety issues during/after an event. The safety officer informs officers/workers in the field, staff, and students of any safety related issues. He/she may be asked by the Facilities Management director to conduct damage assessments.

2.3 OPERATIONS

Operations roles and responsibilities focus on well-being, accountability, management of the incident scene and coordination of responding emergency services. Campus Police, CERMT and CERT team members, local law enforcement and emergency service responders are responsible for the operations function.

Campus Emergency Response Management Team (CERMT) is responsible for the overall management of the situation and will be responsible for decision making during an active event as well as for activating and organizing the Emergency Operations Center (EOC) should the emergency reach that level of needed management.

Campus Emergency Response Team (CERT) is responsible for initiation of the emergency response plan per building affected. Building coordinators are responsible for this section.

Department heads will activate internal emergency plans relative to their level of responsibility to keep individual departments functional and/or account for and communicate with staff.

Campus Police will be responsible for communicating with local law enforcement relative to forming **Entry and Search and Rescue Teams** and with local emergency management agencies as needed with regard to the severity of the incident and the need for additional resources beyond that of the campus. Campus police will also be responsible for communicating and coordinating with local EMT/EMS. The campus public safety EMT director will work with local responders to coordinate staging areas for medical triage in support of local EMS and rescue services.

2.4 PLANNING

This section collects, evaluates and disseminates information about the scope of the incident. This section is responsible for providing

information on alternate strategies for managing the event and documenting the status of the event. The planning team ensures that the needs of all students, staff, visitors, and parents are met by planning incident responses, assigning pre-designated roles and responsibilities, and providing training to staff. Members of the planning team develop and conduct exercises, as well as complete after-incident debriefings, complete after-action reports, and reviews, updates, and modifies the emergency plan as needed. The Director and/or Chief of Campus Police and the Emergency Preparedness Coordinator, along with members of the **Executive Policy Group (EPG)** and **College Emergency Response Management Team (CERMT)** is responsible for this function. The **Executive Policy Group and the College Emergency Response Management Team** will convene as directed by the President; however, in most instances will only do so during catastrophic events. The EPG/CERMT members will be the policy and decision makers and direct the management of the response and recovery efforts. Additional responsibilities of this team will include staffing and scheduling during the event, documentation of activities and decisions made, and volunteer management.

The **Documentation Section (Scribe)** is responsible for maintaining accurate and complete incident files, providing duplication services to incident personnel, and packing and storing incident files for legal, analytical and historical purposes. This section is also responsible for collecting, analyzing, and displaying information for use by field ICS personnel.

The **Information Educational Technologies Section (IET)** is responsible for collecting, reviewing, and compiling specialized information to support incident operations, maintenance, and integrity of computer data and maintenance and integrity of communication systems. Information Educational Technologies will be responsible for this section.

The **Counseling Services Section** is responsible for developing a plan to respond to psychological needs of individuals traumatized by an incident.

The **Business Continuity Recovery Section** is responsible for developing plans and procedures to recover normal facility operations as soon as possible. This section will consist of campus facilities management staff as well as TBR physical facilities staff. The continuity of operations and recovery Plan (COORP) section advises on restoration of physical facilities and replenishment of basic fire protection and other safety procedures. Relocation of student, faculty, and staff workspace may be required and will be dependent upon the accessibility of communication and internet systems. Reassignment of existing personnel and employment of temporary personnel may be required.

2.5 LOGISTICS

The logistics team secures and coordinates resources needed by students, staff, and first responders during an incident, including food for students, staff, visitors, and emergency responders, shelter and other supplies as needed. The team is responsible for acquiring any physical items that may be needed, such as back-up generators and modes of transportation. The team will also conduct damage assessments and coordinate structural recovery efforts as well as clean up with outside vendor services as needed.

The **Food and Shelter Section**, in the event of a major event on campus, will be long in duration, it will be necessary to arrange shelter areas and food service to support the service being provided to the campus by emergency responders and campus staff as well as others who may be temporarily sheltered on campus. Planning for on campus food service or arrangements with local providers is the responsibility of the logistics section. Designation of shelter areas will also be the responsibility of the logistics section.

The **Resource Management/Purchasing Section** is responsible for placing and tracking all orders for supplies and equipment for the incident. This involves establishing ordering procedures, names of incident personnel with ordering authority, consolidation of orders, and times and locations for delivery of supplies and equipment, and a filing system specific to the emergency event.

The **Transportation Section** (campus motor pool) will coordinate the allocation of campus vehicles and provide for supplies of gasoline for emergency use.

2.6 Business and Finance

This section is responsible for managing the financial and cost analysis aspects of the emergency. Cost recovery from state and federal disaster relief programs is highly dependent on the completeness, accuracy, and efficiency of detailed recordkeeping. The finance/administration team's responsibilities often depend on the severity and duration of an incident. Initial responsibilities include recording staff hours, expenses, and supplying documentation after the disaster.

The **Human Resources Section** is responsible for ensuring compliance with personnel policies, recording of employee time to assist payroll, documentation and direction for compensation and insurance claims.

The **Payroll Section** is responsible for personnel time recording and for ensuring compliance with personnel policy. The payroll section will be responsible for payment of salaries.

The **Purchasing and Accounts Payable Sections** are responsible for administering all financial matters pertaining to vendor contracts and procurement of resources as needed to aid in management of the emergency event. This section will be responsible for documentation of all emergency related purchases and expense documentation.

The **Compensation Claims and Documentation Section** is responsible for the overall management and direction of all compensation for injury and claims.

The incident command system is illustrated in the Incident Command Organizational Chart on the following page.

2.7 Risk Assessment

Risk assessment is an ongoing process that aids college departments and divisions in identifying critical processes or functions and preparing plans for preventing or mitigating potential loss or disruption due to critical incidents or threats. Risk assessment also identifies how departments may prepare for alternative work processes in the event of extended outages or relocation, through the preparation or revision of individual department Continuity of Operations Plans. Continuity of Operations Plans serve as guidelines for responding to emergencies that impact/impair departmental and academic processes while addressing the life safety concerns involved in emergency responses. Additionally, lead Campus Police and Facilities Management staffs are involved, on an ongoing basis, with risk assessments of campus grounds and facilities.

2.8 Mitigation

Prevention initiatives are a vital part of risk assessment and play a key role in eliminating or mitigating potential hazards before an incident occurs. Prevention includes any process or control in place to prevent the occurrence of an identified risk. Each college department should also be involved in preventative measures through development of a Continuity of Operations Plan (COOP). Annual reviews of campus continuity of operations procedures are conducted to address any necessary modifications to existing plans.

2.9 Continuity of Operations and Recovery Planning

Continuity of Operations and Recovery Planning (COORP) activities consists of all major functional sections and departments within those sections formulating and implementing Continuity of Operations and Recovery Plans to maintain or resume basic operations. Business continuity activities enable the institution to maintain a degree of business and student services, where essential, or to return to the original state prior to the incident, including rebuilding damaged property. Activities may include prolonged work adjustment procedures until full restoration is complete.

A template is provided to assist in preparation of an institutional or departmental Continuity of Operations Plan in the *Continuity of Operations Plan located at* <https://ws.edu/student-services/campus-safety/emergency/>. A Continuity of Operations and Recovery Plan (COORP) should be based upon assessment of critical functions and should include, but not be limited to, the following:

- A. Department Continuity of Operations Plan distribution list
- B. Designation of key emergency response leader and an alternate for the department
- C. Designation of key recovery/restoration leader and an alternate for the department
- D. A brief description of the department including departmental mission
- E. Plan purpose and objectives
- F. General guidelines for response to disruptions or familiarity with appropriate departmental and institutional response and communication requirements
- G. Business impact analysis for the department to include:
 1. Identification of critical functions of the department
 2. Identification of vital records for the department
 3. Identification of critical software/hardware needs

- H. Emergency response check list
- I. Departmental contact listing or phone tree to include office, home, and cell phone numbers, office and home e-mail addresses, and fax numbers
- J. Alternative or adjusted work procedures in the event of prolonged disruption
- K. Emergency personnel assignment log sheet/documentation
- L. Emergency action log sheet/documentation
- M. Continuity of Operations Plans are invoked as determined by the College Emergency Response Management Team

2.10 College Emergency Response

The emergency response section outlines initial actions and communication that occurs following an incident. Emergency response includes leadership and authority from the unified command of Campus Police, Emergency Preparedness Coordinator, College Emergency Response Management Team, College Emergency Response Team, local police, and emergency service agencies. In addition, each incident, to include drills, must be documented for information and evaluation purposes. Campus Police, the individual initiating the Emergency Preparedness Plan, and/or the primary building coordinator on any WSCC campus should complete an Emergency Action/Incident Report (See Appendix C).

2.11 Emergency Incident Recovery

Recovery from a major disaster or interruption in business services is a team effort of all employees of the college. During the recovery stage, established department and college Continuity of Operations Plans will be utilized to continue business services while restoration of facilities and work areas is achieved. Department Continuity of Operations Plans should be maintained with the individual departments. The college all hazards continuity of operations, and recovery plan may be referenced at: <https://ws.edu/student-services/campus-safety/emergency/> under the

heading Resources. Recovery may include alternative work or teaching sites and utilization of alternate facilities.

2.12 Emergency Incident Evaluation

After the occurrence of a critical incident and immediately after or during the recovery process, the incident will be evaluated and studied by members of the College Emergency Response Management Team. The President, or his/her designee, assisted by the Director and/or Chief of Campus Police and the Emergency Preparedness Coordinator, will lead this effort to identify areas that may need modification or improvement. It will be necessary to collect documentation from each department effected by the event in order to make an accurate assessment. The Emergency Incident Investigation/Evaluation and After Action Report will be utilized to conduct an incident investigation and to document areas of needed improvement as well as recommendations for improvements to be implemented (See Appendix D). Recommendations will be discussed with the appropriate campus personnel. Emergency Response Management and Response Team members and modifications will be made to the existing plan as needed.

2.13 Reporting a Campus Emergency

To report an emergency, contact Campus Police. If Campus Police cannot be contacted, call local emergency dispatch. Be prepared to provide:

1. your name
2. location
3. nature of the emergency
4. type and number of injuries
5. remain on line as further questions may be asked

2.14 College Emergency Code Phrase

An emergency code phrase has been established at the request of faculty and staff that would allow a faculty or staff member to call Campus Police or to call the switchboard operator to

relay the need for emergency assistance without disclosing the true purpose of the call to those who may be within hearing distance. Each individual should use his/her own discretion as to whether such action would escalate the situation at hand. It may not be feasible to use this method in all situations or in situations when any deviation may cause suspicion or escalate the event. The code phrase is designed to alert Campus Police to the need for emergency assistance without the need for immediate detail.

The code phrase is; **“Could you bring the file to (insert building and room number)”**. The caller should insert his/her building and room number when relaying information; for example; “Could you bring the file to MBSS 122”.

A campus police officer receiving a call, or having this information relayed to them by the switchboard operator, or other campus police personnel, will respond to the indicated area. With caution, the officer will assess the situation and call for backup as needed. Campus police officers will complete an incident report any time this code phrase is relayed to them to document the circumstances of the situation.

2.15 College Emergency Response Center (All Campuses)

The office of the Campus Police Department on all campuses is designated the Emergency Response Center because of housing necessary communications equipment, which allows communication with multiple emergency service agencies and college response teams.

Designated campus police personnel, will remain at the office of the Campus Police Department to direct and command emergency response and maintain communications via police radio, cell phone, or by any other means available and necessary, if the building or area is not affected by the event. Emergency responders will be directed to the field command post located near the incident scene to receive further briefing and to provide response services. In the event

the building housing the Campus Police office is affected by the incident, a secondary emergency response center may be established at an alternate campus location using on site portable communications equipment until the arrival of a local agency mobile command post unit. Should the event warrant implementation of the EOC the Director of Campus Police and/or Chief of Police along with the Emergency Preparedness Coordinator will respond to the EOC to assist with oversight of operations and assist with assignment of personnel.

2.16 Campus Field Command Post (All Campuses)

The field command post is established as a point of contact, incident briefing, and administrative consultation site on or near the campus affected by the event. The field command post is established by the first responding campus police officer, or first responding local police or emergency responder, if Campus Police is not available. The field command post may be established in a building, outside location, or patrol vehicle, near but, a safe distance from the incident scene. All outside agency police and emergency responders will be dispatched or directed to this location to be briefed on the incident. The agency with the necessary expertise to handle the situation will then be designated as on scene incident command as the situation warrants and/or progresses. An administrative member of the College Emergency Response Management Team (CERMT), preferably the President, Vice President, Dean, or Director should also be designated to respond to the incident field command post to make any necessary administrative decisions and take the lead in campus incident command. The campus incident commander should have communication capabilities via two-way radio or cell phone with both the Emergency Response Center and the Emergency Operations Center.

2.17 Emergency Operations Center

The Emergency Operations Center (EOC) is an area designated for administrative managing of the disaster or emergency. The College Emergency Response Management Team assembles in this area to make decisions relative to directing the campus wide disaster or emergency response. The EOC provides for the centralized location of the functional sections of operations, planning, logistics, and finance.

The Emergency Operations Center objectives are to:

1. Provide a central location where all incident information is received and analyzed, incident priorities determined, strategies are developed, critical resources are assigned, and/or information relayed to tactical operations.
2. Enhanced coordination between all emergency response, rescue, and law enforcement agencies.
3. Provide decision-making, policy making, and planning relative to sustaining campus operations or recovery. EOC directors and alternate directors are outlined in Figure 3 on page 108.

2.18 Choosing and Equipping the Emergency Operations Center (EOC)

Each campus Emergency Operations Center (EOC) should be located in an area large enough to accommodate a work area or space for members of the College Emergency Response Management Team. The area should be near restroom facilities and a snack/break area because of the possibility of long-term use by team members. The emergency operations center should contain the following equipment:

1. Tables / desk and chairs
2. Writing pads and Notepads
3. Scotch tape
4. File folders
5. Pens
6. Stapler

7. Paper Clips
8. Report forms
9. Copy machine
10. Copy paper
11. Telephone
12. Computer
13. Fax machine
14. Television and or smart board
15. AM/FM Radio
16. Emergency Two-way Radio
17. Name tags/Vests for College Emergency Response Management Team
18. Copy of the Emergency Preparedness Plan for reference.

2.19 Designation and Purpose of the Campus Emergency Operations Center

The purpose of the campus Emergency Operations Center is to have a designated central location for the College Emergency Response Management Team to convene in the event of a major or catastrophic emergency to direct management of the incident. The primary location of the Emergency Operations Center should be in a location a safe distance away from the event but accessible for communication purposes. Necessary equipment and supplies for response to an emergency should be maintained in this area at all times. The area, if possible, should provide a conference table, computer connections, telephone, television, and electrical support. Some designated areas may need further development and will be addressed as needed.

The College Emergency Response Management Team, when activated by the President or his/her appointed designee, will assemble in the designated Emergency Operations Center area to collaborate and make key decisions relative to any critical incident where business operations have been significantly interrupted. If the building location for the primary EOC is affected by the incident, a designated secondary location for the emergency operations center will be utilized.

Members of the College Emergency Response Management Team will be in communication with the emergency response center where the two are separate via radio and telephone. In instances where the entire campus is affected by the event, the emergency operations center may be relocated to a mobile command unit provided by local agencies. An alternate off campus site may also be designated as warranted by the event.

Each campus will pre-designate alternate locations for the Emergency Operations Centers. The EOC's are listed in Table 3 on page 80.

2.20 Emergency Purchasing Guidelines

Purchases of specific materials, supplies, equipment, or services may be made in the open market without competitive bidding for immediate delivery only to meet bona fide emergencies arising from any unforeseen cause. All bona fide emergency purchases must be approved by the President or campus dean/director or his/her designee; and a written report on the circumstances of any such emergency justifying the purchase shall be prepared and maintained by the college. When practical, all emergency purchases shall be made based on competitive bids. The director of Purchasing, or his/her designee, will document all purchases authorized during an emergency event affecting a campus and provide copies as needed to appropriate administrative personnel.

2.21 Volunteer Management

The lead emergency operations center administrator will designate a member of the College Emergency Response Management Team to manage volunteers. Volunteers should be directed to the Emergency Operations Center for registration and assignment of duties. During the registration process, volunteers will be required to provide reliable identification. If practical, each volunteer will complete a Volunteer Application, sign a standard Volunteer Release Form, be issued an identification card that will be affixed to their outer clothing, and

be placed on the Volunteer Roster that will be distributed as necessary to CERMT, supervisory staff, and Campus Police (See Appendix H). Upon approval, volunteers will be assigned to a supervisor involved in the emergency response.

2.22 Institutional Vehicles and Fuel Storage Tanks

The campus motor pool, directed by the logistics and facility operations coordinator, will be responsible for providing vehicles that may be used for evacuation or other emergency related activities. The logistics and facility operations coordinator, or his/her designee, will be responsible for assignment of and maintaining accountability for vehicles utilized during an emergency or catastrophic event. The number and type of vehicles available for campus use are listed in Table 4 on page 82. Fuel storage tank locations are listed in Table 5 on page 83. Off-site campus sites do not maintain fuel storage tanks. At any given time, many of these vehicles are being used for institutional travel. Therefore, not all vehicles may be present on campus at the time of a critical event. These vehicles are maintained at the facilities management building on the Morristown campus.

2.23 Bus Stop Locations

Should it become necessary to utilize campus or locally provided buses during an emergency event, the designated bus stop locations for each campus are as listed in Table 6 on page 147.

2.24 Documentation of Emergency activities

To assist with documentation of emergency incident drills or actual occurrences, it is the responsibility of each primary or secondary building coordinator and/or department head to complete the Emergency Action Report and Log Sheet (See Appendix F). This report should be completed anytime during either an actual, simulated, or a pre-cautionary emergency action that is executed for any building. During an actual event where it is necessary to activate the Continuity of Operations Plan for a department,

it is the responsibility of each department's head supervisor, or his/her designee to maintain a record of all emergency-related activities performed by personnel. The Emergency Action Report and Log Sheet should be utilized to document activities or decisions made during a critical event. The Emergency Personnel Assignment Log Sheet should be utilized to document personnel assignments and should reflect the date, number of hours worked, names of assigned staff, tasks assigned, and resources utilized during a critical event (See Appendix G). Such documents will be utilized by the Finance and Administration section to aid in determining compensation and other expenses incurred as well as to document decisions made and action taken.

2.25 Emergency Preparedness Training and Testing

Success in real emergencies is measured by performance. Exercises or simulated emergencies are designed to provide a "risk free" environment for College Emergency Response Teams to train and practice prevention, response and recovery activities through the demonstration, and application of knowledge, skills, and abilities. Additionally, this "risk free" environment provides an opportunity to test the institution as well as department plans, procedures, and policies.

Training and review of the existing college Emergency Preparedness Plan and drills will take place on a regular basis. The Director of Campus Police, Chief of Police and the Emergency Preparedness Coordinator in conjunction with administrative staff and other members of the College Emergency Response Management Team and the College Emergency Response Team, will determine the training schedule. A yearly training schedule will be coordinated and submitted for administrative approval. Building coordinators will be responsible for arranging and conducting regular review of specific building plans with building staff.

Training activities may include:

1. Review of specific building plans or the overall plan for the campus
2. Orientation and education sessions which are held to provide information, answer questions and identify issues.
3. Incident scenario exercises, which allow the College Emergency Response Management Team and College Emergency Response Team to meet and discuss their roles in emergency scenarios.
4. Walk-through drills, which allow the College Emergency Response Team members to practice their emergency response functions.
5. Evacuation/relocation and lockdown drills, which enable personnel to execute the Emergency Preparedness Plan.
6. Functional drills which test specific functions, such as emergency notifications, warning, and communications procedures and equipment. Personnel are asked to evaluate the systems and identify problem areas.
7. Full-scale exercise will closely simulate an actual emergency. This exercise should involve as many internal and external parties, such as emergency responders, as possible.
8. Automated External Defibrillator and Cardiopulmonary Resuscitation training.
9. Evacu-trac chair training (for the transport of disabled to evacuation/relocation areas).
10. Emergency Communication Methods
11. Weather alert radio training.
12. Fire Safety Training

2.26 Emergency Preparedness Training Evaluation

Learning outcomes of emergency preparedness training will be evaluated on a regular basis to ensure retention of the emergency preparedness material covered. Training will be evaluated as follows:

1. Training exam may be written or oral
2. Instructor evaluation

3. Drill evaluations for evacuation, relocation and lockdown drills. Members of the drill assessment team will complete drill evaluation modules (See Appendix H)

The drill assessment team will consist of building, floor and area coordinators and others who may be designated for specific observations. Each team member will complete an evaluation report after the drill has concluded.

Each form of evaluation is intended to pinpoint any issues of emergency preparedness, which need to be further addressed, corrected, or modified. The drill evaluation module criteria may be modified and changed depending on the type of observations that are needed.

2.27 Emergency Equipment Training

2.27.1 USE OF EVACU-TRAC CHAIR

The Evacu-Trac chair is located in buildings that do not have a ramp access (See Appendix I). The Evacu-Trac chair provides manual evacuation/relocation of a disabled individual either to a lower floor or outside the building. It is designed so that one person may safely evacuate or relocate a disabled individual to safety. Primary building coordinators receive initial training and are provided with a DVD so that periodic training and review can be conducted with floor and area coordinators.

2.27.2 OPERATING INSTRUCTIONS FOR EVACU-TRAC CHAIR

Figure 4 illustrates operation instructions for the Evacu-Trac CD-7 that may be accessed online at the following link: [Evacu-Trac Training Brochure](#) Evacu-Trac chair training video may be accessed at the following link: [Evacu-Trac Chair Training](#)

2.27.3 OTHER OPTIONS FOR TRANSPORT OF DISABLED

If the Evacu-trac chair is not available or is not functional, an alternative method of transport may need to be utilized. Alternate transportation for the disabled may be carrying a wheelchair bound individual down the stairs. In addition, it may be necessary for two people to perform a two-man lift and transport. If neither option is possible, contact Campus Police or local emergency rescue to assist.

2.28 Use of Automated External Defibrillator (AED)

Non-medically trained individuals design automated external defibrillators (AED) for use. The sections allow delivery of early defibrillation in the event of cardiac arrest. Automated external defibrillators accurately analyze cardiac rhythms and, if appropriate, deliver a brief, high-energy pulse of electricity to the heart muscle. Therefore, if attached to a patient who does not need defibrillation, a shock will not be delivered. Automated external defibrillators located on Walters State campuses are fully automatic. Once the cover of the automated external defibrillator is lifted, follow the instructions as they are given.

Automated external defibrillators are located in all college buildings at specified locations (See Appendix J). Members of the College Emergency Response Team and any other employee who wishes to participate will receive training in the use of this equipment. Any person utilizing an automated external defibrillator should complete the campus injury/illness form that can be found in the automated external defibrillator carrying case.

2.28.1 Operation of the Automated External Defibrillator

The voice prompts activate when the AED lid is opened and help guide the operator through the rescue. Table 7 located on page 85 lists the voice and text prompts and a description of when the prompts are issued. A copy of the operation manual may be accessed at:

http://www.powerheart.com/pdf/Manuals/manual_phaedg3andauto.pdf

When prompted after applying the AED, begin Cardiopulmonary Resuscitation (CPR), continue CPR until patient is breathing on his/her own or until medical rescue arrives. CPR is rescue chest compressions. Chest compressions massage and stimulate the heart to return to rhythmic beating. The following instructions and illustration in Figure 5 located on page 113 can be accessed at:

<http://depts.washington.edu/learn CPR/hands-only-cpr.html>

2.29 Use of Fire Extinguisher

Fire extinguishers are located throughout each building. Campus Police, along with local fire departments, will arrange training on use of the fire extinguisher. Generally, classroom training consists of viewing a video concerning proper use of an extinguisher. Fire department personnel travel to the campus site to conduct a demonstration burn and allow training participants to have hands on use of an extinguisher.

2.30 Operation of a Fire Extinguisher

1. **Pull** – the pin
2. **Aim** – at the base of the fire
3. **Squeeze** – the handle/trigger
4. **Sweep** – from side to side with extinguisher as you suppress the fire

2.31 Use of Weather Alert Applications

Weather alert computer and smart phone applications are monitored on all campuses by campus police officers, and are available via down load to varying devices by building, floor and area coordinators.

2.31 (Continued) iPad/iPhone Weather Alert Apps Available

The following iPad/iPhone apps are available for emergency alerts:

FEMA (Free)

FEMA promotes preparedness and provides weather alerts as well as disaster resources. The FEMA mobile application promotes individual preparedness at the community level and provides situational awareness before, during and after emergencies. The application does not replace calling 9-1-1 for emergencies and has the ability to dial 911 from within the app.

NOAA Weather Radio (Paid)

NOAA Weather Radio is a PREMIUM NOAA WEATHER application to listen to over 200+ NOAA Weather Radio All Hazards Broadcasts. Get the latest Warnings, Watches, Advisories and Forecasts and other hazards 24 hours a day 7 days a week straight from the National Weather Service.

In addition, NOAA Weather Radio can ALERT you to potentially life threatening weather via audible push notifications directly to your device 24/7 even if you are not currently using the application and your device is asleep and locked. In addition, you will be able to retrieve the

current conditions along with a detailed 4-day forecast for the weather station you are listening to or you can get current conditions along with a detailed 4-day forecast based on your current location via GPS or Wi-Fi.

The Weather Channel (Free) The Weather Channel App for iPhone is another option for accurate forecasts and timely local weather alerts.

MyRadar Weather Radar (Free) MyRadar is a fast, easy-to-use, weather application that displays animated weather radars around your current location, allowing you to quickly see what weather is coming your way. High Definition Doppler radar data is processed from raw NOAA weather radar data from the National Weather Service / NWS using custom-designed, proprietary systems and software, offering the clearest, sharpest, most accurate and most up-to-date reflection of precipitation available... easily accessible at the tap of a finger on your mobile device. Apps are also available for android users as well.

Section 3

College Emergency Response Management

3.0 College Emergency Response Management Team (CERMT)

3.0.1 EXECUTIVE POLICY GROUP

An integral part of the College Emergency Response Management Team (CERMT) is the Executive Policy Group. This group is comprised of the following members:

- A. President
- B. Vice President for Strategic Communication and Effectiveness
- C. Vice President for Business and Finance
 - 1. Logistics and Facility Operations Coordinator
 - 2. Director/Chief of Campus Police
 - 3. Executive Director of Human Resources
 - 4. Executive Director for IET and Chief Information Officer
- D. Vice President for Academic Affairs,
 - 1. Dean of the Sevier County Campus
 - 2. Dean of the Niswonger Campus
 - 3. Dean of the Claiborne Campus
 - 4. Dean of High School Programs
 - 5. Emergency Preparedness Coordinator
- E. Vice President for Student Services,
- F. Assistant Vice President for Institutional Effectiveness and Compliance

At the request or direction of the President and relative to the campus that is affected, members of the Executive Policy Group will convene in the designated Emergency Operations Center location at the affected campus. The President will be briefed by the members of this group concerning the circumstances of the emergency and will consult with them during the decision making process of managing the emergency at hand. If circumstances of the emergency warrant full activation of the Emergency Operations Center, each Vice President will be responsible for notifying personnel assigned to them. The executive policy group organizational chart is illustrated in Figure 6 located page 115.

3.0.2 COLLEGE COMMAND STRUCTURE

All administrative staff and department chairpersons are required to be familiar with the college's Emergency Preparedness Plan. Additionally, members of the College Emergency Response Management Team (CERMT) may have special designations and associated responsibilities during an actual event. Figure 7 located on page 116 shows the organizational chart for the College Emergency Response Management Team.

The College Emergency Response Management Team is made up of the following campus members:

- A. President
 - 1. Vice President for Strategic Communications and Effectiveness
- B. Vice President for Business and Finance
 - 1. Logistics and Facility Operations Coordinator
 - 2. Director/Chief of Campus Police
 - 3. Executive Director of Human Resources
 - 4. Executive Director of IET and Chief Information Officer
- C. Vice President for Academic Affairs
 - 1. Campus Deans
 - 2. Campus Directors
 - 3. Dean of High School Programs
 - 4. Faculty Council President
 - 5. Emergency Preparedness Coordinator
- D. Vice President for Student Services
 - 1. Student Government President

3.0.3 Emergency Contact and Accountability Information

Because it is necessary to communicate quickly during a critical event, emergency contact information of all members of the College Emergency Response Management Team will be maintained by the Campus Police Department. Primary Building Coordinators will be responsible for maintaining emergency contact information for members of the designated building CERT team.

Coordinators are encouraged to also utilize the emergency contact listing as a method of

accountability of personnel during drills and actual emergency situations.

3.1 College Emergency Response Management Team (CERMT) Responsibilities

Critical disasters or emergencies and/or pandemic events can cause disruption to services. Response management activities will involve members of the College Emergency Response Management Team. The President, or his/her designee, will decide the necessity of establishing the Emergency Operations Center during a critical event. At that time, the President or his/her designee, will contact members of CERMT to assemble in the designated area to establish the administrative Emergency Operations Center. In all instances, team members will remain calm, execute or comply with emergency alerts and instructions as needed for the situation occurring, turn on any communication devices available when the act of doing so does not jeopardize safety or alert an intruder as to their location. When it is safe to do so, obtain, monitor and utilize issued communication equipment. Ensure that communication equipment is on and volume is up. The College Emergency Response Management Team will:

- A. Remain calm
- B. Collaborate on decisions relative to critical issues associated with managing and recovering from the event
- C. Campus Police will provide police coverage for buildings and grounds, as well as establish and direct communication to emergency service agencies needed to assist in management of the incident
- D. Facilities Management will respond according to their established response plan for damage assessment, increased sanitation, disinfection, establishing relocation areas for continued business services, and other routines vital to the management of an incident

In the event a catastrophic event occurs at a campus, key members of the College Emergency Response Management Team as directed by the

President, will immediately travel to the site to assist with management of the incident as well as continued business and student learning services.

3.1.1 PRESIDENT

During the progression of any critical incident or pandemic event, the college President is responsible for the executive authority and overall management of the incident. The college President will:

- A. Activate the Emergency Response Plan and designate an on-scene commander
- B. Be responsible for the overall operation and management of the Emergency Response Plan
- C. After the command post has been established, the President will be notified by the on duty campus police officer when and if it is safe to proceed to the command post location.
- D. Updates will be provided to the President by an on scene campus police officer.
- E. Notify the Tennessee Board of Regents System Office and other state, local and federal offices as necessary.
- F. After consulting with the on scene Incident Commander and after observation of the incident scene, the President will determine if a campus state of emergency should be declared.
- G. Establish contact for National Guard support, which will be obtained via a request to the Governor through the Chancellor.
- H. Will notify Vice Presidents to activate the Executive Policy Group
- I. Inform and brief members of the policy group concerning the event via communication equipment, telephone or in person contact
- J. After receiving as much information as possible and consultation with the Executive Policy Group, and if warranted to manage the event, the Emergency Operations Center (EOC) will be established
- K. If the situation warrants full activation of the EOC, the President will direct Vice Presidents

to make necessary contacts with assigned personnel

- L. Through the on scene Incident Commander, the President will monitor the extent of casualties, injuries, and damage, as well as damage to the surrounding local community.
- M. If, after observation of the incident scene and if warranted, the President will sign the Declaration of Campus State of Emergency
- N. With the given circumstances the President will decide:
 - 1. Need for campus closure
 - 2. Length of campus closure
 - 3. Information to be relayed to students and staff
- O. Issue any necessary public statements through the Vice President for Strategic Communication and Effectiveness.
- P. Notify the Tennessee Board of Regents System Office and other state, local, and federal offices as necessary and if warranted
- Q. The President will coordinate with the Tennessee Board of Regents (TBR) as to further emergency support needs. Maintain communication and contact with the TBR, and all emergency response agencies.
- R. De-activate or delegate de-activation of the emergency preparedness plan when appropriate.

Continuing Considerations:

- a. **Keep Informed:** Obtain periodic situation updates from the on scene Incident Commander
- b. **Share Information:** Review and approve all media releases

End of Emergency Incident:

- a. **Campus State of Emergency Over:** Authorize the Incident Commander to announce the end of the State of Campus Emergency when appropriate.
- b. **Recovery Expectations:** The president, along with other advisors, will decide when the academic process should resume

3.1.2 VICE PRESIDENT FOR STRATEGIC COMMUNICATION & EFFECTIVENESS

For purposes of controlling and addressing the media, areas should be designated on each campus site to establish a pressroom. The press room should be located in a location away from the incident scene, but within relative close proximity to the administrative command post to afford the Vice President for Strategic Communications and Effectiveness or his/her designee ease of communication with the College Emergency Response Management Team. The Vice President for Strategic Communications and Effectiveness has the authority to establish alternate sites as the situation warrants and based upon pre-designated areas being affected by the incident. The Vice President for Strategic Communication and Effectiveness will:

- A. When advised by the President or Director/Chief of Campus Police and Emergency Preparedness Coordinator, will establish a media staging area.
- B. Ensure that all information is clear, concise, confirmed and approved by appropriate authority before release to the media or public. Unconfirmed information or speculation on the extent of the emergency will not occur despite urging by reporters to do so.
- C. Gather information on the emergency situation and response actions
- D. Prepare press releases for approval by the President / Director of Tennessee Board of Regents (TBR) central office
- E. Keep the Campus Emergency Response Management Team advised of press inquiries
- F. Schedule the time and location of media briefings
- G. Schedule media tours of the scene when appropriate
- H. Maintain liaison with news media sources
- I. Verify and/or issue media credentials
- J. Coordinate donations in conjunction with the Assistant Vice President for College Advancement

- K. Other duties as assigned by the President / director

3.1.3 VICE PRESIDENT FOR BUSINESS AND FINANCE

The Vice President for Business and Finance will ensure that adequate personnel and finances are available to support the college during a crisis or pandemic event. At the time of a crisis, human and financial resources at the college could be strained and continuity of business could be affected. Walters State will need to adapt to different operational levels as determined by the severity of the situation. The campus may be open, partially functioning, or closed. The Vice President of Business and Finance, as a member of the College Emergency Response Management Team and will:

- A. Wait for instruction from the President and provide assistance in activation of the Emergency Response Plan and the Executive Policy Group and/or full activation of the Emergency Operations Center and ensure that key personnel are notified
- B. Ensure that the assigned building coordinators have been contacted and advised of current events
- C. Be responsible for acquisition of resources from outside the institution
- D. Work with the Vice President for Student Services to provide housing or food services if the situation warrants
- E. Acquisition of resources from outside the Institution and facilitate and track emergency related external expenditures
- F. Assist appropriate personnel in making risk assessments related to the incident
- G. Coordinate the preparation of the college's damage assessment report

3.1.4 FACILITIES MANAGEMENT SUPERVISOR

The Facilities Management Supervisor serves as a member of the College Emergency Response Management Team and will:

- A. As a matter of time priority, the Logistics and Facility Operations Coordinator should gather as much information as possible and

prepare to advise the President. When needed, assist in rendering the emergency area safe from utility and physical hazards

- B. Provide vehicles and operators necessary for evacuations or other needs
- C. Provide personnel for maintenance of shelter areas
- D. Inspect buildings for signs of structural defects
- E. Exercise operational control of outside contractors and utility providers utilized to perform work on campus
- F. Provide equipment and personnel as needed for extraction of injured persons in conjunction with emergency medical personnel
- G. Perform clean-up responsibilities at the site of the emergency
- H. Provide personnel to assist in traffic control
- I. Ensure that utilities are available for Emergency Operations Center and other essential functions
- J. Maintain communications with the Emergency Operations Center

3.1.5 DIRECTOR OF CAMPUS POLICE/CHIEF OF CAMPUS POLICE AND EMERGENCY PREPAREDNESS COORDINATOR OR SENIOR ON DUTY WALTERS STATE POLICE OFFICER

The Director/Chief of Campus Police and Emergency Preparedness Coordinator serve as members of the College Emergency Response Management Team. The Director/Chief of Police will assume lead police command during a critical event. The EPP Coordinator will be tasked with Emergency Preparedness needs in a critical incident. However, in absence of the Director, Chief of Campus Police and Emergency Preparedness Coordinator the senior officer on duty will assume command until arrival. The Director, Chief, EPP Coordinator, or senior officer will:

- A. Assess the situation and gather information relative to the event
- B. Implement the Incident Command System.

- C. Consult with the President, time permitting, with regard to activation of emergency response plan
- D. In situations where consultation is not possible, the emergency response plan will be activated and procedures outlined in the emergency preparedness manual followed
- E. Activate the Emergency Message System if warranted
- F. Determine emergency response resources needed and make necessary contacts for local police, emergency management and rescue personnel
- G. Isolate the area to prevent suspect escape or contamination of the crime scene
- H. If possible, obtain information on location of any suspects
- I. If upon arrival of the on duty campus police officer to the scene involving hybrid targeted violence (HTV), hostage, or barricaded suspect, the opportunity presents itself to the campus police officer to neutralize the threat the on duty campus police officer should do so according to department guidelines for the situation
- J. If upon arrival the on duty officer does not make contact with the suspect and only 1-2 campus police officers are on duty, and if the incident involves hybrid targeted violence (HTV), hostage, or barricaded suspect for which building entry is necessary, the on duty campus police officer(s) should make immediate tactical entry into the building advising dispatch of his/her location and any known details of the assailant. The officer(s) should attempt to locate, isolate and neutralize the threat
- K. Establish a field command post near the scene of the incident
- L. Designate staging areas for arriving emergency responders
- M. Advise the President and Vice President for Strategic Communications and Effectiveness officer when it is safe to proceed to the command post
- N. Work with local officers to form a rescue entry team if warranted
- O. Coordinate communications with local EMA
- P. Release incident command to the appropriate agency with resources to manage event
- Q. If needed, assist in identifying personnel for support positions in Emergency Operations Center
- R. Assist in appointing personnel to maintain a log of action taken by the Emergency Operations Center staff
- S. Appoint personnel to maintain a log of communications to / from the Emergency Operations Center
- T. Maintain a log of external resources used (e.g., local law enforcement, TEMA, Red Cross etc.)
- U. Be the primary liaison with the local law enforcement department / local emergency management office
- V. Make recommendations concerning further emergency actions to be taken
- W. Provide security of emergency area, evacuation routes, and ingress routes
- X. Survey emergency area for damages and injuries in order to request additional internal and external support required
- Y. Provide police services to secure scene and control campus access
- Z. Serve as scene Incident Commander the command post
- AA. Maintain communications with the Emergency Operations Center and field operations

3.1.6 EXECUTIVE DIRECTOR OF HUMAN RESOURCES

The primary effects of a critical incident and/or pandemic are on staffing and student levels. Absenteeism may be for a variety of reasons: illness/incapacity caring for other family members, other business interruptions, or school closures. High absentee rates will be reported to immediate supervisors who in turn will notify the appropriate Vice President for consideration in the decision making process. The Human Resource Department has developed a plan to address issues associated with critical incidents. The Executive Director of

Human Resources will serve as a member of the College Emergency Response Management Team and will:

- A. Advise the College Emergency Response Management Team and the President on all matters pertaining to Human Resource issues.
- B. Communicate actively with the Vice President for Business and Finance to remain current on such matters as employee furloughs, modified employee leave policies, etc.
- C. Closely monitor employee staffing and absenteeism during an emergency event and offer recommendations regarding employee reassignments to maintain essential functions
- D. Coordinate the employee assistance program and other counseling services for staff and faculty as required

3.1.7 EXECUTIVE DIRECTOR FOR INFORMATION AND EDUCATIONAL TECHNOLOGIES/CHIEF INFORMATION OFFICER

Our institution's efficiency, both academically and administratively, is highly dependent on the availability of an information technology infrastructure for voice and data communications. During a critical incident or pandemic event, it is likely that those systems will become less reliable as they become overloaded with increased volume. During a pandemic, if public health plans call for social isolation, directing the closure of schools and public events and encouraging the public to stay home, more staff, students, and faculty will be trying to "telecommute". This will result in a change in normal network traffic Procedures and increased demand placed upon network equipment and communication links to the internet. In addition, any critical incident involving mass destruction will likely have the same results. The Information Education Technology Department will develop and maintain plans to address these issues and will provide guidance as needed.

The Director for Information and Educational Technologies and the director of Communications will serve as members of the College Emergency Response Management Team and will:

- A. Maintain communications and coordination with off-campus service providers
- B. Provide telephone lines and instruments required to support emergency operations

3.1.8 VICE PRESIDENT FOR STUDENT SERVICES

The Vice President for Student Services will be responsible for directing development and maintenance of individual academic departmental emergency or pandemic response plans. The Vice President for Student Services is a member of the College Emergency Response Management Team and will:

- A. Await briefing / direction from the President
- B. If directed convene with the Executive Policy Group in the designated EOC location
- C. Assist in activation of the EOC if so directed
- D. Implement department phone tree contacting deans and faculty as the situation warrants
- E. Acquisition of needed scientific expertise from institutional faculty.
- F. Decide if classes will be suspended or canceled or coordinate the relocation of classes
- G. Ensure the integrity of academic records to the greatest extent possible
- H. Facilitate support of employees, and families of employees, who are casualties as a result of the emergency.

I. OTHER DUTIES AS ASSIGNED BY THE

PRESIDENT/DIRECTOR 3.1.9 CAMPUS DEANS

The Campus Dean will serve as a member of the College Emergency Response Management Team. Campus Deans will serve the same function as the President until his/her arrival on the scene. Campus deans serve as members of the College Emergency Response Management Team and during the progression of a critical

incident or pandemic, the campus dean or director will:

- A. After the command post has been established, and if the situation warrants, the President will be notified by the on duty campus police officer when and if it is safe to proceed to the command post location.
- B. Obtain initial information via telephone or emergency communication equipment from the on scene Incident Commander (Director and/or Chief of Campus Police or Emergency Preparedness Coordinator or senior on duty Walters State police officer)
- C. When alerted by the on scene Incident Commander that the field command post has been established, proceed to the given location when it is safe to do so or as directed
- D. After consulting with the on scene Incident Commander and after observation of the incident scene, determine if a campus state of emergency should be declared and consult with the President as appropriate
- E. If warranted, contact the Vice President for Academic Affairs and/or his/her designee consult with the Vice President for Academic Affairs to determine the need to assemble or activate the Executive Policy Group on the affected campus
- F. If the Executive Policy Group is activated and responds to the campus, upon arrival inform and brief members concerning the event via communication equipment, telephone or personal contact
- G. If the situation warrants full activation of the EOC, in consultation with the Vice President for Academic Affairs, direct Vice Presidents to make necessary contacts with assigned personnel
- H. Through the on scene Incident Commander, monitor the campus condition:
 1. Extent of casualties, injuries, and damage
 2. Extent of the damage to the surrounding local community
- I. With the given circumstances decide:
 1. Need for campus closure

2. Length of campus closure
 3. Information to be relayed to students and staff
- J. Issue any necessary public statements through the Vice President for Strategic Communications and Effectiveness after consultation with the Vice President for Academic Affairs and/or the President
 - K. De-activate Emergency Preparedness Plan when appropriate

Continuing Considerations:

- a. **Keep Informed:** Obtain periodic situation updates from the on scene Incident Commander
- b. **Share Information:** Provide to the Vice President for Academic Affairs and/or the President for review and approval any information for media releases

End of Emergency Incident:

- a. **Campus State of Emergency Over:** Consult with the Vice President for Academic Affairs and/or the President to authorize the on scene Incident Commander to announce the end of the State of Campus Emergency when appropriate.
- b. **Recovery Expectations:** When will the academic process resume?

3.1.10 CAMPUS DIRECTORS

In instances where a facility does not operate under the supervision of a dean, the director will assume the responsibilities of the dean until the President or his/her representative arrives on site. In all instances, the director will assume the following responsibilities until the arrival of the Vice President for Student Services or his/her designee:

The director will serve as a member of the College Emergency Response Management Team and will:

- A. After the command post has been established, and if the situation warrants, the President will be notified by the on duty campus police officer when and if it is safe to proceed to the command post location.

- B. Obtain initial information via telephone or emergency communication equipment from the on scene Incident Commander (Director/Chief of Police, Emergency Preparedness Coordinator, or senior on duty campus police officer)
- C. When alerted by the on scene Incident Commander that the field command post has been established, proceed to the given location when it is safe to do so or as directed
- D. After consulting with the on scene Incident Commander and after observation of the incident scene, determine if a campus state of emergency should be declared
- E. If warranted, contact the Vice President for Academic Affairs and/or his/her designee
- F. Consult with the Vice President for Academic Affairs to determine the need to assemble or activate the Executive Policy Group on the affected campus
- G. If the Executive Policy Group is activated and responds to the campus, upon arrival inform and brief members concerning the event via emergency communication equipment, telephone or personal contact
- H. If the situation warrants full activation of the EOC, in consultation with the Vice President for Academic Affairs, direct Vice Presidents to make necessary contacts with assigned personnel
- I. Through the on scene Incident Commander, monitor the campus condition:
 - a. Extent of casualties, injuries, and damage
 - b. Extent of the damage to the surrounding local community
- J. With the given circumstances decide:
 - 1. Need for campus closure.
 - 2. Length of campus closure.
 - 3. Information to be relayed to students and staff.
- K. Issue any necessary public statements through the Public Information Officer after consultation with the Vice President for Academic Affairs and/or the President.
- L. De-activate Emergency Preparedness Plan when appropriate.

Continuing Considerations:

- a. **Keep Informed:** Obtain periodic situation updates from the on scene Incident Commander.
- b. **Share Information:** Provide to the Assistant Vice President for Academic Affairs and/or the President for review and approval any information for media releases.

End of Emergency Incident:

- a. **Campus State of Emergency Over:** Consult with the Vice President for Academic Affairs and/or the President to authorize the on scene Incident Commander to announce the end of the State of Campus Emergency when appropriate.
- b. **Recovery Expectations:** When will the academic process resume?

3.1.11 DEAN OF HIGH SCHOOL PROGRAMS

The Dean of High School Programs will serve as a member of the College Emergency Response Management Team. The Dean of High School Programs will serve the same function as the President during critical events occurring during evening hours 4:30 p.m. – 10:00 p.m. or until the President's arrival on the scene. During the progression of a critical incident or pandemic, the dean of high school programs will:

- A. After the command post has been established, and if the situation warrants, the President will be notified by the on duty campus police officer when and if it is safe to proceed to the command post location.
- B. Obtain initial information via telephone or emergency communication equipment from the on scene Incident Commander (Director/Chief of Campus Police senior on duty campus police officer).
- C. When alerted by the on scene Incident Commander that the field command post has been established, proceed to the given location when it is safe to do so or as directed.
- D. After consulting with the on scene Incident Commander and after observation of the

incident scene, determine if a campus state of emergency should be declared.

- E. If warranted, contact the Vice President for Academic Affairs and/or his/her designee.
- F. Consult with the Vice President for Academic Affairs to determine the need to assemble or activate the Executive Policy Group on the affected campus.
- G. If the Executive Policy Group is activated and responds to the campus, upon arrival inform and brief members concerning the event via communication equipment, telephone or personal contact.
- H. If the situation warrants full activation of the EOC, in consultation with the Vice President for Academic Affairs, direct Vice Presidents to make necessary contacts with assigned personnel.
- I. Through the on scene Incident Commander, monitor the campus condition:
 - 1. Extent of casualties, injuries, and damage
 - 2. Extent of the damage to the surrounding local community
 - 3. With the given circumstances decide:
 - a. Need for campus closure.
 - b. Length of campus closure.
 - c. Information to be relayed to students and staff.
- J. Issue any necessary public statements through the Public Information Officer after consultation with the Vice President for Academic Affairs and/or the President.
- K. De-activate Emergency Preparedness Plan when appropriate.

Continuing Considerations:

- a. **Keep Informed:** Obtain periodic situation updates from the on scene Incident Commander.
- b. **Share Information:** Provide to the Vice President for Academic Affairs and/or the president for review and approval any information for media releases.

End of Emergency Incident:

- a. **Campus State of Emergency Over:** Consult with the Vice President for Academic Affairs and/or the president to authorize the on scene Incident Commander to announce the end of the State of Campus Emergency when appropriate.
- b. **Recovery Expectations:** When will the academic process resume?

3.1.12 FACULTY SENATE PRESIDENT AND FACULTY REPRESENTATIVE

The Faculty Senate President will serve as a member of the College Emergency Response Management Team, representing the faculty of the college. The Faculty Council President will:

- A. Attend College Emergency Response Management Team meetings.
- B. Present faculty concerns to the committee.
- C. Assist with Emergency Operations Center activities carrying out assignments as needed.
- D. Assist in communicating with and accounting for faculty members.
- E. Assist the Vice President for Academic Affairs as needed.

3.1.13 VICE PRESIDENT FOR STUDENT SERVICES

The Vice President for Student Services will serve as a member of the College Emergency Response Management Team and will:

- A. Coordinate all activities related to housing, shelters, evacuation locations, and other matters regarding institutional community members' safety and well-being.
- B. Coordinate activities related to providing food services to the institutional community.
- C. Coordinate the use of existing campus Health Clinic and Nursing Department personnel.
- D. Coordinate the delivery of psychological attention to trauma victims.

- E. Facilitate moral and counseling support of employees and families of employees who are casualties as a result of the emergency.
- F. Establish an information system for inquiries concerning the well-being of students.
- G. Other duties as assigned by the President / director.
- H. Manage the establishment of an information system in a central location in conjunction with Information Technology and Strategic Communications and Effectiveness to deal with inquiries regarding the well-being of the members of the institutional community.

3.1.14 STUDENT GOVERNMENT ASSOCIATION PRESIDENT (CURRENT SERVING)

The Student Government Association President will serve as a member of the College Emergency Response Management Team as a representative of the student body. The Student Government Association President will:

- A. Attend College Emergency Response Management Team committee meetings
- B. Present student concerns to the committee
- C. Serve as an Emergency Operations Center assistant, carrying out assignments as needed
- D. Assist the Vice President for Student Services as needed

3.1.15 ASSISTANT VICE PRESIDENT FOR INSTITUTIONAL EFFECTIVENESS AND COMPLIANCE

The Assistant Vice President for Institutional Effectiveness and Compliance will serve as a member of the College Emergency Response Management Team. During the progression of a critical incident or pandemic, the Assistant Vice President for Institutional Effectiveness and Compliance will:

- A. Attend College Emergency Response Management Team meetings
- B. Present concerns to the committee
- C. Assist with Emergency Operations Center activities, carrying out assignments as needed

- D. Assist in after action review and research as needed

3.2 Behavioral Intervention Team (BIT)

In compliance with Tennessee Board of Regents policy, institutions shall have a Behavioral Intervention Team that meets regularly to discuss the needs of concerning behaviors, which may include but not be limited to distressed, disturbed, disruptive, and/or dangerous student or employee behaviors. As a sub-unit of the College Emergency Response Management Team, Walters State established the Behavioral Intervention Team (BIT) in 2007.

It was determined that the Vice President of Academic Affairs would be made aware of all disruptive behavior occurring in the academic arena; the Vice President for Student Services would be notified of any disruptive behavior outside the classroom setting; the Director of Counseling would be alerted to student's who express problems through counseling services; Disability Services would be notified of student's whose special situations could become potential issues; and Campus Police would be given knowledge of violent, criminal offenses or campus policy violations. Collectively, these individuals will share information and appropriate assessments made.

Section 3

College Emergency Response Teams

4.0 College Emergency Response Team (CERT)

All employees are required to be familiar with the college's Emergency Preparedness Plan or at a minimum the building emergency action plan for the building, they occupy. However, some personnel may have special designations as a member of the College Emergency Response Team (CERT) and have associated responsibilities during an actual event. Primary Building Coordinators as part of the individual building emergency plans should maintain emergency contact information of team members. The College Emergency Response Team consists of the following members:

- A. Director/Chief of Walters State Police Department
- B. Emergency Preparedness Coordinator
- C. Primary building coordinator and designee
- D. Secondary building coordinator designee
- E. Primary floor coordinator and designee
- F. Secondary floor coordinator and designee
- G. Primary area coordinator and designee
- H. Secondary area coordinator and designee
- I. Campus police
- J. Faculty / Instructors
- K. Facilities Management
- L. Supervisory staff
- M. Group leader
- N. Students and visitors
- O. Exit door guard

The college emergency response team organizational chart may be referenced in Figure 8 located on page 117.

4.1 Emergency Preparedness Coordinator

The Emergency Preparedness Coordinator will provide leadership and guidance to those appointed to serve as members of the College Emergency Response Team. The Emergency Preparedness Coordinator will be responsible for:

- A. Composition of the Emergency Preparedness Plan for the college
- B. Provide leadership and guidance to building coordinators relative to campus emergency preparedness efforts

- C. Organize, delegate, and conduct various training and drills
- D. Appoint and establish, under advisement of CERMT, a drill assessment team
- E. Develop a method of evaluation for training and drills
- F. Ensure that emergency communications at all campuses are up-to-date and reliable.
- G. Manage critical incidents to include contacting and directing responding emergency agencies to the scene of a critical occurrence and keeping close contact with the College Emergency Response Management Team and the Walters State Police Department
- H. May have to activate the Emergency Messaging System
- I. In collaboration with Walters State Police Department, the EPC may have to take immediate action to initiate the Emergency Preparedness Plan, by activating the emergency messaging system for the building/buildings or campus/campuses affected.

4.1.2 Director/Chief of Walters State Police Department

- A. Manage and command critical incidents and the Police Department. Stays in close contact with the College Emergency Response Management Team and the Emergency Preparedness Coordinator during critical incidents.

- B. Provide leadership, communication, and guidance to campus police staff, building coordinators, floor coordinators, and executive team during critical incidents.

- C. See 4.2.3 (Campus Police for further)

4.2 Emergency Coordinator Roles and Responsibilities (Floor/Building)

In order to effectively execute the emergency preparedness plan campus wide or in a particular building it is necessary that members of the College Emergency Response Team (CERT)

assist in executing Building Emergency Action Plans. The CERT team members are appointed in the following manner:

The President appoints the Primary Building Coordinator. The Primary Building Coordinator is responsible for assisting the Emergency Preparedness Coordinator in formulating the plan for the assigned building, meeting with and reviewing the plan with building staff, particularly those with emergency preparedness roles and will appoint the following additional team members:

- A. Secondary Building Coordinator and designee
- B. Primary Floor Coordinators and designees

The Primary Floor Coordinator is responsible for being familiar with the building emergency action plan and will appoint the following team members:

- A. Primary floor coordinator designee
- B. Secondary floor coordinator and designee
- C. Area Coordinators and designees

This structure allows for depth in planning for absences of response team members during a critical situation and provides structure in formulating building emergency action plans for multi-level buildings. In the absence of the primary building coordinator, the primary building coordinator designee will assume the responsibilities of executing the building emergency action plan. In the absence of both the primary building coordinator and the primary building coordinator designee, the secondary building coordinator assumes responsibility for executing the building emergency action plan. In the absence of the primary building coordinator, primary building coordinator designee and secondary building coordinator, the secondary building coordinator designee is responsible for executing the building emergency action plan. For this reason, it is necessary for all coordinators and designees to become familiar with the building emergency action plan and participate in any training that is made available on an ongoing

basis. Levels of organization are illustrated in Figure 9 on page 118.

Upon activation of the Emergency Message System or when notified verbally or in any other manner of the need to evacuate or relocate the primary building coordinator, primary building coordinator designee, secondary building coordinator or secondary building coordinator designee will ensure that all members of the CERT team are notified and/or are following the procedure outlined for the building occupied.

Reference the Building Coordinator Responsibilities manual for further information relative role responsibilities.

- A. The building and floor coordinators should establish communication when it does not jeopardize the safety of their location to monitor the progression of building emergency action plan execution.
- B. Area coordinators will check and clear assigned building areas, close doors and turn out lights to indicate the areas have been checked and direct building occupants to the appropriate outside evacuation rally point or inside relocation area.
- C. In instances of fire area coordinators **SHOULD NOT LOCK** doors as emergency personnel may need to quickly enter the area
- D. Once assigned areas have been checked and cleared the area coordinator will notify the primary floor coordinator, or their designee, that assigned areas of the building have been checked and cleared.
- E. Once building coordinators or their designee have been notified that all areas of the building are checked and cleared, building coordinators or their designee will contact campus police to report the building has been cleared.
- F. All response team members should then proceed with the building occupants to the outside evacuation, or inside relocation area to account for building staff and await further instruction.

- G. In the event of lock down all team, members will comply with lock down instructions.
 - H. It will be the primary building coordinator's responsibility to ensure that posted emergency evacuation plans are present in appropriate locations of the building; plans that have been damaged or are in need of replacement should be reported to the logistics and facility operations coordinator for updating or replacement
 - I. Primary and secondary building coordinators will have input into the formulation, evaluation, and execution of drills associated with the Emergency Preparedness Plan
 - J. Primary and secondary building coordinators will be responsible for conducting and arranging training and/or review of building emergency action plans with assigned building staff and faculty.
 - K. Primary and secondary building coordinators, primary and secondary floor coordinators and their designees will be required to participate in various emergency preparedness training and safety/rescue equipment training, to include but not limited to:
 - 1. National Incident Management System/Incident Command System (NIMS/ICS)
 - 2. Emergency Communication Equipment
 - 3. CPR/AED
 - 4. Evacu-trac chair
 - 5. Fire extinguishers
- primary or secondary building coordinator that their classroom has been cleared.
- D. In instances of fire, **DO NOT LOCK** doors, as firefighters may need to enter
 - E. Taking roll each class period and taking the roll book to the evacuation rally point or relocation area.
 - F. Knowing the location of all emergency exits, evacuation routes, fire alarms and extinguishers for the assigned work area.
 - G. Assisting any disabled persons to the designated refuge area and contact Campus Police by telephone for assistance.
 - H. Announcing to his/her students on a regular basis that there is an Emergency Evacuation Plan for the building and that **anytime** the **fire alarm** sounds, the building will be evacuated to the **outside** of the building.
 - I. Ensuring students are made aware of the evacuation plan location and instructed to follow this plan when evacuation **outside** of the building becomes necessary.

4.2.2 FACILITIES MANAGEMENT STAFF

Certain facilities management staff will have special assignments delegated by the logistics and facility operations coordinator. It is important for facilities management staff to be familiar with the building emergency action plan for the building in which he/she is assigned. Custodial staff should be familiar with emergency exits, location of fire extinguishers, automated external defibrillators and Evacu-Trac chairs. Should there be an incident during the regular work day, custodial staff should provide assistance to the building, floor and area coordinators as needed and may be asked to serve as group leaders to provide assistance in leading individuals, or groups of individuals, to either the evacuation rally point or relocation area for the building assigned. Other facilities management staff members may be assigned to execute the Emergency Preparedness Plan for various recreational areas and other outdoor areas. During evening shift operations, custodial staff, when notified by Campus Police, local law enforcement, rescue, or other WSCC personnel,

4.2.1 FACULTY/ADJUNCT FACULTY

Faculty/Adjunct Faculty, by virtue of the instructional position, are responsible for:

- A. Leading students to the outside evacuation rally point or inside relocation area.
- B. As classrooms are cleared, faculty/instructors should turn out lights, shut doors and, when possible lock doors to indicate, the area has been cleared.
- C. Faculty/instructors should proceed to the designated outside evacuation rally point or inside relocation area and report to the

will assist in notifying building occupants of the need to evacuate or relocate. In the event a building cannot be re-entered after evacuation, the logistics and facility operations coordinator, or his/her designee, in conjunction with Campus Police, will designate a building to be used as temporary shelter if needed.

4.2.3 CAMPUS POLICE

At the occurrence of a disaster or catastrophic event, all full time campus police officers should be prepared to be placed on 12-hour shifts with all leave being cancelled. All personnel who may be available will be subject to recall to duty based upon need.

When notified of an emergency requiring outside evacuation or inside relocation, the Director and/or Chief of Campus or the senior officer on duty, will be responsible for:

- A. Notifying appropriate administrative staff, when time permits, of any incident or impending emergency that would require outside evacuation or inside relocation. (Assist with reunification)
- B. Taking immediate action to initiate the Emergency Preparedness Plan, by activating the emergency messaging system for the building/buildings or campus/campuses affected.
- C. If the emergency messaging system is not functional, the alternate call tree method of notification will be utilized to alert building coordinator and/or designees to initiate building emergency action plans. Campus police staff will communicate the need to evacuate or relocate by any means possible if contact with coordinators cannot be made. In some instances, this could mean door to door, in person notification, messenger, public address system, or bullhorn.

Once the Emergency Preparedness Plan is initiated, or upon response to an emergency, campus police staff will be in charge of securing the perimeter of any incident scene after making immediate and direct notification to local and state emergency and police agencies that need

to be involved in response, investigation, rescue, recovery and other actions.

The on duty officer has the authority, granted by the Director/Chief of Campus Police to delegate individuals to assist with securing the perimeter to incident scene until emergency responders arrive. In addition, because of limited availability of campus police staff, at any given time, it may be necessary for the on duty officer to request available facilities management personnel to also assist in securing the perimeter of an incident, preventing persons from entering or re-entering the area, until other campus police officers or emergency responders arrive to take control of the scene. Police staff will work closely with administrative staff to keep them informed of the progress of the event. Figure 10 located on page 182 illustrate Campus Police response.

4.2.4 STUDENTS AND VISITORS

It is the responsibility of students and visitors to cooperate with college and emergency agency officials as directed during any campus crisis. Students and visitors who refuse to cooperate do so at their own risk. When directed, students will, remain as calm as possible and follow the instructor's or other college staff's directions as to what to do and where to go.

4.2.5 SUPERVISORY STAFF

Supervisory staff is responsible for ensuring all employees within the division are made aware of, and properly execute, the Emergency Preparedness Plan during any actual event or drill. All supervisory staff should follow protocol during all drills and actual events. After ensuring that all staff is following the proper procedures and as employees leave the work area, turn off lights and close doors. Ensure that no one is ever left in any area of the building. Never assume the alert is just a drill. In addition, supervisory staff is responsible for employee accountability. Completion of the Personnel Emergency Contact and Accountability List

Template is recommended for use during emergencies and drills (See Appendix L).

4.2.6 GROUP LEADER

A group leader is any person who is willing to lead or direct groups of individuals to the designated evacuation or relocation area, or who remains with a group during a lockdown. Group leaders may be faculty, staff or volunteers.

4.2.7 EXIT DOOR GUARD

The Exit Door Guard is appointed by the primary building coordinator and assigned to major exits of buildings, in the event of evacuation, to prevent entry or re-entry into the building during the evacuation process. Exit door guards will then take position at least 100 feet away from the building to prevent others from entering the building. Exit door guards will await instruction from the primary or secondary building coordinators, floor coordinators, area coordinators or police for re-entry into the building, or other instructions. In cases where there is a possibility of explosion, the exit door guard should proceed to the designated evacuation rally point.

4.3 Returning to the Building

Once Campus Police has determined that a building is clear for re-entry, the on duty campus police officer will contact the building coordinator via communication equipment or telephone and declare the building safe for re-entry.

4.4 Importance of Following Emergency Instructions

Emergency alerts and instructions are issued with everyone's safety and survivability taken into consideration based upon the circumstances at hand. It is important for everyone to comply with the instructions given or alert received. Failing to obey policy or lawful orders during a critical event may result in serious harm or death. In addition, while it is

not the desire of campus police or other law enforcement personnel to do so, according to T.C.A. 39-17-305- Disorderly Conduct: anyone refusing to obey an official order to disperse issued to maintain public safety in dangerous proximity to a fire, hazard or other emergency may be arrested.

Section 5

Emergency Communication Plan

5.0 Emergency Communications Sub-Committee

The Emergency Communications Committee was formulated to develop a communications plan. Members include the following personnel:

- A. Director/Chief of Walters State Police Department/EPP Coordinator
- B. Vice President of Strategic Communications and Effectiveness
- C. Director of Strategic Communications and Effectiveness
- D. Executive Director to the President
- E. Executive Director of the Great Smoky Mountain Exposition Center
- F. Coordinator of Information Processing
- G. Executive Director of the Counseling and Testing Center

5.1 Communications Plan

The Emergency Preparedness Communication Plan is a component of Walters State's Emergency Preparedness Plan that specifically designates the duties and responsibilities of the Office of Strategic Communications and Effectiveness and its staff, as well as communication among college employees and constituents. The Communications Sub-Committee determined that the current best methods of communication for the campus are:

- A. Emergency Messaging System (EMS) audible and digital read out
- B. Senators Emergency Text (SET)
- C. Telephone/telephone speaker system
- D. Response team and departmental telephone and cell phone call trees
- E. Emergency Communication Equipment
- F. E-mail
- G. Web site, <http://www.ws.edu/home/>
- H. Facebook and Twitter social media sites
- I. Strategic Communications and Effectiveness (media)
- J. Campus information line Morristown campus (1-800-225-4770)

- K. Campus information line Niswonger campus (423-798-7961)
- L. Campus information line Sevier County campus (865-774-5800, Option 7)
- M. Strategic Communications and Effectiveness/IET will also utilize Citizen Tribune texting option
- N. Electronic signs

5.2 Emergency Communications and Telephone System

Members of the CERMT and the CERT teams are supplied two-way radios to be utilized during instances of emergency. The individuals to whom the radios are assigned and used during emergency preparedness drills and actual incidents will maintain the radios (See Appendix N). The college's telephone system allows timely and efficient communication of incidents to all or specific areas of the college and can be utilized to send out incident alert notifications.

5.3 Communication Internal to the College

For any crisis, it will be necessary for all college departments to develop their own emergency contact and accountability listings for personnel as outlined in the Continuity of Operations Plan at: <https://ws.edu/student-services/campus-safety/emergency/> under the heading of Resources. It is suggested that contact listings contain all possible contact methods to include home phone, cell phone, pager, e-mail and any other secondary numbers, e-mail, and other address information.

Responsibility for initiation of internal college communications rests with administrative staff. However, execution of communication will rest with the department of Information and Educational Technologies and/or Strategic Communications and Effectiveness. Table 9 on page 87 lists the internal communication responsibilities of each individual or department.

5.4 Communications to External Constituents to the College

External communications to Walters State constituents listed in the categories below will rest with the staff listed in Table 10 on page 88. Staff receiving information will be responsible for notifying the listed constituents.

5.5 Responsibility for Communications and Marketing

It is believed that open and honest communication is the cornerstone of good crisis management. Walters State strives to maintain confidence and trust by providing full disclosure when possible and communicating pertinent information quickly to key audiences. The Vice President for Strategic Communications and Effectiveness will maintain clear concise communications to the community, media and local officials.

5.6 Dissemination of public alert notice information

Institutions may establish and publish alert notices to update the campus community about the status of an emergency. The alert notice may include a brief message regarding the nature of the emergency. If such an alert notice is disseminated, then a procedure must be established to provide timely and accurate updates as the situation progresses. The Vice President for Strategic Communications and Effectiveness will be tasked with designating an area to be utilized as a pressroom. Upon a declaration of campus emergency, the Associate Vice President for Strategic Communications and Effectiveness will gather facts regarding the incident and consult with the President and the College Emergency Response Management Team on appropriate information to release to the press and public.

5.7 Key Media Contacts

Subject to revision, Table 11 on page 89 lists media outlets that consistently cover or provide

public information assistance to the institution and represent a core media group that generally will be contacted in a crisis.

5.8 Strategic Communications and Effectiveness guidelines

The Vice President for Strategic Communications and Effectiveness will be responsible for establishing a media or pressroom where members of the media may be assembled and addressed. The media/press room should be located in an area away from the scene of the incident so as not to obstruct or hinder emergency service efforts. Following are guidelines for implementation of the Emergency Preparedness Communication Plan:

- A. The Vice President for Strategic Communications and Effectiveness, or his/her designee, should gather facts and consult with the President.
- B. Designate an area not affected by the incident to be utilized as a pressroom. In most instances, the College Center foundation room will be utilized as the pressroom. If this area is affected by the incident, an alternate site will be selected.
- C. The outdoor media staging area is designated as student lot P. If this area is affected by the incident, an alternate location will be established.
- D. Notify Campus Police of the final location of the pressroom and media staging so that media may be directed there.
- E. The spokesperson, or Vice President for Strategic Communications and Effectiveness, or his/her designee, must provide information accurately, quickly and consistently- getting the important facts out first. If an answer is not known, say so and then find out.
- F. Put a statement in writing for the press at the direction of the President, so that consistent information is provided to all audiences.

- G. Disseminate the information regarding the crisis, and the institution’s response, quickly and thoroughly.
- H. Every effort will be made to notify students, employees and news media at the following times:
 1. After the College Emergency Response Management Team has assessed the situation.
 2. As significant details, concerning the situation and resolution become available.
- I. Anticipate questions. Make lists of questions and answers that can be expected and review these with the President and/or the College Emergency Response Management Team.
- J. As an institution, never use “no comment”, “off the record”, or any similar phrase. Anything said to the media is on record and may be used at their discretion. Usually there is something that can be said, although there will be situations and facts that cannot be discussed at certain times (negotiation, litigation). In those instances, use phrases such as “I don’t have that information available” or “That information can’t be released at this time”. Know what information can be released and what information cannot be released, especially if it is part of a pending police investigation.
Only the office of Strategic Communications and Effectiveness should release official statements.
- K. Make sure that the college responds to the media and meets their deadlines.
- L. Generally, television crews, reporters and/or photographers should be permitted on the scene if it is safe and if a strategic communications and effectiveness representative escorts them.
- M. Determine the need to assign photographers/videographers to take photographs or video footage of the scene. This could prove helpful in responding to media inquiries, possible later litigation, as well as documenting the events.

- N. After the situation has been resolved, the College Emergency Response Management Team will complete a total assessment of the communications functions and determine what, if any, improvements need to be made.

5.9 Types of Information Available

5.9.1 STUDENT INFORMATION

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 FERPA act’s regulations and by the institution. 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.

In Tennessee, the incident or offense report for a crime that is created and maintained by a campus law enforcement section is available for unilateral release by the institution to third parties, including media. This report does not have to be released to media outside of the state (e.g., to persons not citizens of Tennessee). Information about an investigation cannot be released until the investigation is completed. 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.

5.9.2 EMPLOYEE INFORMATION

Limited information regarding employees is available through the office of Human Resources. Any Tennessee citizen may obtain certain personnel information and records by presenting a valid Tennessee driver's license. 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.

5.9.3 COMMUNICATION WITH FAMILIES

In the wake of a disaster that would cause critical injury or death to students and staff, the Vice President for Student Services, in collaboration with the Vice President for Business and Finance, will establish a family room to address questions, concerns and communicate with families. The family room will be established in an area away from the incident and ongoing rescue activities. For purposes of this plan, the family room will be established in close proximity to the media room of each designated Emergency Operations Center. The location of the family room will be determined as each situation warrants. Names of injured or deceased will not be released until families are notified. Personnel from the college counseling services will be designated by CERMT to assist with counseling service.

5.9.4 CAMPUS POLICE / EMERGENCY COMMUNICATIONS

The Director and/or Chief of Campus Police and or the primary shift officer, will be responsible for making contact and coordinating with outside emergency response agencies to include local law enforcement, emergency management, rescue and other state and local agencies, which might provide assistance. Campus Police will communicate on campus with officers and the College Emergency Response Team via portable two-way radios and cell phone. Campus police personnel will direct media inquiries to the Vice President for Strategic Communications and

Effectiveness or designated press area. At no time will campus police officers give statements or information to the press without specific approval of the President of the college.

5.10 Emergency Communications Matrix

5.10.1 Emergency Notification

The appropriate communications methods will vary based on the nature of the emergency. The matrix on the next page gives guidelines for the use of certain communications methods for three different categories of emergencies:

1. Incident advisories for emergencies that pose a negligible (minor or small) threat to the campus.
2. Timely warnings for emergencies that pose an ongoing threat to the campus.
3. Emergency notifications for emergencies that pose an immediate threat to the campus.

COMMUNICATIONS PROTOCOLS			
Protocol #1 Incident Advisory – Negligible Threat	Advisory to the campus community of an incident or information that may require some action but generally is not disruptive to the entire campus except for weather delays and closures. Includes but is not limited to exchange emails and text messages to all students, faculty and staff and or subscribers.		
	Type of Notification		Frequency
			Who Activates
	1	Rapid notification- Senators Emergency Alert (Text, email, voice alert)	As Needed Campus Police, IET, Strategic Communications and Effectiveness
Protocol #2 Timely Warning – Ongoing Threat	2	Web Page	As Needed Campus Police, IET, Help Desk, Strategic Communications and Effectiveness
	3	Campus Information Lines	As Needed Campus Police, IET, Computer Help Desk, Strategic Communications and Effectiveness
	Warning to the campus community of certain crimes and incidents which have already occurred and will aid in the prevention of similar crimes or incidents. Includes but may not be limited to sexual assault, aggravated assault, robbery, stalking, burglary, motor vehicle theft, arson, hate crimes, theft, simple assault, intimidation, vandalism.		
	Type of Notification		Frequency
Protocol #3 Emergency Notification – Immediate Threat			Who Activates
	1	Rapid notification- Senators Emergency Alert (Text, email, voice alert)	As Needed Campus Police, IET, Strategic Communications and Effectiveness
	2	Web Page	As Needed Campus Police, IET, Computer Help Desk, Strategic Communications and Effectiveness
	3	Posted Flyers	As Needed Campus Police, IET, Strategic Communications and Effectiveness
Protocol #3 Emergency Notification – Immediate Threat	Notification to the campus community of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus. This is an incident on campus that is being responded to by emergency authorities or requires immediate action of building occupants. This type of emergency involves evacuation, relocation, lock down, or shelter-in-place. May include multiple methods of notification.		
	Type of Notification		Frequency
			Who Activates
	1	Rapid notification- Senators Emergency Alert (Text, email, voice alert)	Immediately with updates to follow (should coincide with media briefings) Campus Police
Protocol #3 Emergency Notification – Immediate Threat	2	Web Page	ASAP and as Needed (should coincide with media briefings) IET, Strategic Communications and Effectiveness
	3	Campus Information Lines	ASAP and as needed (should coincide with media briefings) Campus Police
	4	Media Briefings	Every 20 minutes initially. As needed thereafter (to be determined by Strategic Communications and Effectiveness). Strategic Communications and Effectiveness

Section 6

College Emergency Response

6.0 Emergency Response Decision Process

The ultimate decision to evacuate, relocate, lockdown or close the institution rests with the President of the college. However, when time does not permit consultation with the President for a decision, members of the College Emergency Response Team should immediately initiate the emergency response plan for the building affected.

6.1 Current Methods of Communication

The college currently utilizes the following methods of communication:

- A. Emergency Messaging System (EMS) audible and digital read out
- B. Senators Emergency Text (SET)
- C. Telephone/telephone speaker system
- D. Response team and departmental telephone and cell phone call trees
- E. Web site, <http://www.ws.edu/home/>
- F. Facebook and Twitter social media sites
- G. Strategic Communications and Effectiveness (media)
- H. Campus information line Morristown campus (1-800-225-4770)
- I. Campus information line Niswonger campus (423-798-7945)
- J. Campus information line Sevier County campus (865-774-5800, Option 7)
- K. Strategic Communications and Effectiveness/IET will also utilize Citizen Tribune texting option
- L. Electronic signs

6.2 Initial Incident Response

When an emergency incident occurs or threatens to occur, the Director/Chief of Police and Emergency Preparedness Coordinator or his/her designee, or any members of the College Emergency Response Management Team, or the College Emergency Response Team have the authority, granted by the President of the college, to activate the Emergency Preparedness Plan. Emergency preparedness response

includes administrative staff, Campus Police, designated building, floor and area coordinators and local emergency response agencies if needed. The College Emergency Response Management Team and the College Emergency Response Team will operate together with campus, local, state, and federal authorities as situations warrant.

Factors, or criteria, warranting activation of the Emergency Preparedness Plan, rely on critical thinking skills and good judgment. Criteria to be considered are:

- A. Responsibility for institutional operations, such as life safety, security, liability and infrastructure.
- B. Building specific responsibilities related to the incident at hand.

An emergency incident is any event that occurs, or may occur, within the college community that:

- A. Affects the life safety of employees, students and visitors
- B. Results in disruption of some or all business operations
- C. May be considered a crime
- D. May have an impact on the overall reputation of the college

6.3 Administrative Notifications

Should information be received, and time permits notification and consultation of the President or Vice President in making the decision to activate the Emergency Preparedness Plan, the President will initiate telephone calls as outlined below. However, should immediate action be necessary, College Emergency Response Management Team members, or any WSCC employee, are encouraged to make appropriate emergency response decisions and begin contacts within the building to carry out the Emergency Preparedness Plan for the building occupied. Additionally, call priorities may also be utilized for notification during an emergency and the initiation of practice drills as outlined in Tables 12-15 on page 90-93.

6.4 How to Clear an Area/Floor/Building

Those individuals assigned by a floor coordinator to serve in the capacity of area coordinators to check and clear assigned areas of a building should be prepared to:

- A. Go room to room in assigned area.
- B. Knock to make presence known if door is locked.
- C. Check restrooms stall by stall.
- D. Report to floor coordinator/designee when area is cleared.
- E. Proceed to lead groups to designate outside evacuation area or inside relocation area.

6.5 How to Account For College Emergency Response Team Members and Employees

It is recommended that each building dean, building or floor coordinator formulate a current personnel list according to the assignment of employees and College Emergency Response Team members in their building. A template for formulating a personnel contact listing may be referenced in the Emergency Preparedness Plan (See Appendix L). When an incident or drill occurs, the following process should be followed:

- A. Using the recommended personnel checklist, the building dean or his/her designee is responsible for accounting for faculty and staff scheduled to teach/work in their buildings. Building deans should report anyone who cannot be accounted for to the primary building coordinator.
- B. Using the recommended personnel checklist, department heads are responsible for accounting for all employees in their department. Department heads should report anyone who cannot be accounted for to the building dean or his/her designee.
- C. The building dean should report any absences to the primary building coordinator.
- D. Using the recommended personnel checklist, primary building coordinators are

responsible for accounting for all campus emergency response members assigned to their building.

- E. Using the recommended personnel checklist, floor coordinators are responsible for accounting for all secondary coordinators/designees and area coordinator/designees.
- F. Once the primary building coordinator has compiled a list of those who cannot be accounted for, this information should be communicated or presented to Campus Police.
- G. Campus Police will provide this information to rescue personnel and the College Emergency Response Management Team.
- H. The College Emergency Response Management Team will consult with employee supervisors and the Human Resource office to determine if the employee was on campus during the event.
- I. Employee status will be communicated back to Campus Police so that rescue efforts may be redirected.

6.6 Use of Stairwells or Ramps

Any stairwell, ramp or interior room that does not contain windows or glass walls may be utilized as emergency relocation shelter if time does not permit advancement to the primary designated relocation area. In addition, stairwells may be used to exit the building providing the stairwell be not directly affected by the occurring event. After exiting the building during evacuation via any stairway, proceed to the designated rally point. Please refer to posted evacuation routes located in the corridors of each building for locations of stairwells.

6.7 Evacuation

Evacuation is the **removal** of **all** persons *from* a building to a designated rally point **outside** the building in the wake of impending or immediate danger, including but not limited to, fire, explosion, and structural damage.

Emergency Evacuation Plans will be posted in appropriate locations in the corridors of all buildings. Each plan will indicate the direction of travel to the nearest exit from the rooms shown on Emergency Preparedness Plan in the event it becomes necessary to evacuate to the **outside** of the building as a result of fire or other emergency. The building coordinator will be responsible for ensuring that posted emergency evacuation plans are present in appropriate locations. For planning purposes, floor/evacuation plans of each building are contained in the Building Emergency Action Plans at: <https://ws.edu/student-services/campus-safety/emergency/> under the heading Training.

Faculty or other college staff should lead all persons evacuated outside buildings to the designated evacuation rally point, as noted on the emergency evacuation plans posted in each building. If the designated evacuation rally point should be in a hazardous zone, the primary or secondary building coordinator should designate a new evacuation rally point. See Tables 17-20 beginning on page 95.

Never return to an evacuated building unless told to do so by a College Emergency Response Management or Response Team member to include campus police.

6.7.1 EVACUATION ROUTES

Emergency evacuation plans will be posted in appropriate locations in the corridors of all buildings. Each plan will indicate the direction of travel to the nearest exit from the rooms shown on Emergency Preparedness Plan in the event it becomes necessary to evacuate the building as a result of fire or other emergency. The building coordinator will be responsible for ensuring that posted emergency evacuation plans are present in appropriate locations.

6.7.2 PROCEDURE TO FOLLOW DURING EVACUATION TO AN OUTSIDE LOCATION

An evacuation can be initiated in three ways: 1) the activation of the fire alarm, or 2) verbal communication either by phone or in person, 3) Emergency Message System Notification

Evacuation Procedure: Evacuation from a building to the **outside** rally point should be via the closest exit not affected by the event. Consult posted building evacuation routes to determine the closest exit from your location. Exit door guards should be posted at least fifteen feet from major exits to prevent entry into the building during the evacuation process. Doors should not be locked during evacuation for a fire. Fire department personnel may need immediate access to areas. After areas are checked and cleared, all doors should be closed so that a fire will not be fueled by the flow of oxygen.

6.7.3 PROCEDURE TO FOLLOW DURING ACTIVATION OF FIRE ALARM

Anytime the fire alarm sounds, there will **not** be phone calls from floor coordinators or department contacts. **Do not** call Campus Police or Maintenance. Leave the building **IMMEDIATELY**.

When the fire alarm sounds, follow procedures as outlined in the Emergency Preparedness Plan for evacuation and:

- A. Assist staff/students/guests in your area with evacuation.
- B. Allow building occupants to gather personal items as long as it is safe to do so
- C. Check your area to make sure everyone is out.
- D. Close doors (**Do Not Lock**) as you exit to indicate the area has been checked and cleared.
- E. Proceed, via nearest exit, to the evacuation rally point located outside the building.
- F. Do not return to the building unless instructed to do so.

6.7.4 PROCEDURE TO FOLLOW DURING EVACUATION TO AN OUTSIDE LOCATION, OTHER THAN BY ACTIVATION OF FIRE ALARM

When the Emergency Preparedness Plan to evacuate **outside** the building has been placed in effect, verbally or by other means, the following call procedure will be followed if advanced warning permits:

- A. President will telephone administrative staff.
- B. Administrative staff will contact building coordinators.
- C. Building coordinators will contact floor coordinators.
- D. Floor coordinators will contact area coordinators in area of assigned responsibility.

When information is received, evacuate the building as follows:

- A. Assist staff/students/guests in your area with evacuation.
- B. Allow building occupants to gather personal items as long as it is safe to do so
- C. Check assigned area to ensure everyone is out.
- D. Close doors (**Do Not Lock**) and turn off lights when exiting to indicate the area has been checked and cleared.
- E. Proceed via the nearest exit to the evacuation rally point.

6.8 Relocation

Relocation is the moving of individuals to areas inside a building believed to offer better or increased cover and protection in the wake of impending or immediate danger, including, but not limited to, severe weather. Building and floor coordinators, custodians, faculty/instructors, office staff and those designated by building coordinators should direct groups to the relocation area. Upon arriving at the relocation area, individuals should sit down, draw knees to their chest and cover head with hands. Remain in this position and await further instructions. If any designated relocation area **inside** the building is perceived as an area of threat, the primary or secondary building coordinator should designate a new relocation area. For planning purposes, floor

plans may be referred to in the Building Emergency Action Plan document at:
<https://ws.edu/student-services/campus-safety/emergency/> .

6.8.1 PROCEDURE TO FOLLOW DURING RELOCATION TO AN INSIDE LOCATION

Relocation will generally be initiated by verbal communication either emergency message system, by phone, or in person.

Relocation Procedure: When alerted, students, staff and visitors should be directed by Walters State personnel, in a calm orderly fashion, to the designated relocation area. When the designated area becomes congested, or if time does not permit moving to the relocation area, rooms or stairwells not containing windows may be used as relocation areas. See Tables 17-20 beginning on page 95.

6.8.2 RELOCATION NOTIFICATION PROCEDURE

When the Emergency Preparedness Plan to relocate to an area **inside** the building has been placed into effect, if time permits, the following call procedure may be followed:

- A. Emergency Message System, to include texting (SET) will be activated
- B. In the event the emergency message system cannot be utilized the following call tree system and in person contact will be implemented:
- C. Telephone contact tree:
 1. President will contact administrative staff.
 2. Administrative staff will contact building coordinators.
 3. Building coordinators will contact floor coordinators.
 4. Floor coordinators will contact area coordinators in their area of assigned responsibility.

When Information is received from any WSCC personnel that relocation is necessary, relocate **inside** the building as follows:

- A. Assist staff/students/guests in your area with relocation
- B. Allow building occupants to gather personal items as long as it is safe to do so
- C. Check your area to ensure everyone is out.
- D. Close doors (**Do Not Lock**) and turn off lights to indicate the area has been checked and cleared.
- E. Proceed to the relocation area designated for the building occupied.
- F. Figure 11 located on page 187 illustrate the initial emergency response for evacuation and relocation.

6.10 Lockdown/Shelter-In Place

Specific Procedures for Faculty, Student, Staff, and Guest In Response to a Hostile Intruder or Hybrid Targeted Violence (HTV) Scenario

A lockdown is the act of securing doors and windows of an occupied area so that authorized personnel can only gain entry via the use of a key. A lockdown can be initiated to provide protection from an imminent or immediate threat within the building or it may be initiated to prevent a threat from entering a building. It is important that all faculty and staff obtain keys to work areas and keep them in their possession at all times. Classroom doors are now equipped with locking mechanisms that can be secured from the inside of the room with a key.

6.11 Evening Operations

In the event a hostage or a situation involving weapons occurs, the following procedure should be followed:

- A. Remain as calm as possible. Try to keep others around you calm as well.
- B. If possible, call 911 to report the incident and alert Campus Police.
- C. All building occupants, once alerted by sight, sound, or action within the building affected by the incident, should retreat inside of a classroom or office that offers the maximum security from the intruder.

- D. Protective Actions: Take appropriate steps to reduce your vulnerability like:
 - 1. Close blinds, block windows, turn off radios, and computers.
 - 2. Silence cell phones and place signs in windows; but remember the attacker may see these as well.
 - 3. Place signs in exterior windows identifying location and injured.
 - 4. Keep calm and quiet.
 - 5. After securing the room, people should be positioned out of sight and behind items that may offer protection.
- E. Unsecured areas: If you find yourself in an open area, immediately seek protection by:
 - 1. Putting something between you and the assailant.
 - 2. Consider trying to escape, if you know where the assailant is and there appears to be an escape route immediately available to you.
 - 3. If in doubt, find the safest areas available and secure it the best way you can.
- F. Provide situational intelligence. If safe to do so, call 911 and provide the following:
 - 1. What is happening?
 - 2. Where you are located, including the building name and room number.
 - 3. Injuries, if any, including the number of injured and types of injuries.
 - 4. Your name and other information requested.
 - 5. Try to provide information in a calm manner so that the 911 operator can quickly relay information to emergency personnel.
- G. Provide emergency first aid to those in need by:
 - 1. Utilizing trained and certified staff where possible from nursing, paramedic, and E.M.T. programs and instructors.
- H. What to do if faced with an assailant actively shooting or aggressively attacking people:
 - 1. Look for improvised weapons – chairs, fire extinguishers, tables, phones, etc.

2. Attack the attacker with multiple people as aggressively and as forcibly as possible.
 3. Attack the attacker's weapon, strip the weapon away, and hold the attacker's hands and feet; he may have multiple weapons. Ask others, who are willing to help, to hold him down.
 4. Call police. **DO NOT HAVE WEAPONS IN YOUR HANDS WHEN THE POLICE ARRIVE!**
- I. WSCC police will immediately respond to the area once notified.
1. Police will pass by injured persons until the active threat is neutralized.
 2. Remain in secure area until instructed otherwise.
 3. You may be instructed to place your hands on your head while evacuated, follow all police instructions.
 4. You may be searched.

The lockdown/shelter-in-place response is illustrated in Figure 12 located on page 121.

6.12 Weekend Operations

In all situations where Campus Police cannot be contacted, call local emergency dispatch by dialing 911. Steps should be taken to evacuate or relocate as appropriate.

In the event an emergency requiring evacuation or relocation occurs during weekend operations, primary responsibility for emergency notification rests with the Campus Police Department. In most occurrences, Campus Police will be first alerted to impending disaster information. The on duty officer will activate the Emergency Message System for the affected building/campus. Faculty and staff should then activate the emergency preparedness plan for the building occupied.

Procedures for activating the Emergency Preparedness Plan:

- A. Notify Campus Police and provide:
1. Name

2. Location to include building, room number or area
 3. Details concerning what is occurring and if there are injuries
- B. If contact cannot be made with Campus Police, dial 911 and provide:
1. Name
 2. Location to include building, room number or other location
 3. Details concerning what is occurring and if there are injuries
 4. Remain on the line to answer any questions needed
- C. After making contact with campus and/or local police, immediately initiate the building emergency plan for outside evacuation, inside relocation, or lockdown plan as the situation warrants.
- D. If contact is first made with Campus Police, the on-duty officer will notify outside emergency service agencies of the incident as warranted.
- E. The on duty campus police officer will establish a command post at or near the incident scene and direct arriving emergency responders to a designated staging area.
- F. When the situation is under control, Campus Police will notify individuals at the designated evacuation rally points and/or relocation areas with further instructions.

6.13 Emergency Incident Staging

The area for incident staging will be decided by the incident commander and will vary depending upon the circumstances of the incident and the incident location. Emergency vehicles will be directed to an area of the campus that provides the nearest access to the injured and within a safe range of the incident.

6.14 Triage

Triage is the sorting of wounded individuals according to the extent of injuries sustained by levels of appropriate medical treatment required, to include minor, delayed, immediate,

and deceased categories. Triage of an incident will be the responsibility of local emergency medical responders.

Section 7

Emergency Situations and Procedures

7.1 General Emergency Instructions/911

- Get out of immediate danger and stay calm.

When calling 9-1-1:

- Stay on the line with the dispatcher.
- Provide the address of the campus/building involved and your exact location. This is especially important if you are calling from a cell phone.
- Campus addresses are listed below:
 - Niswonger Campus
221 N. College Street, Greeneville, Tennessee 37745
 - Morristown/Hamblen County Campus
500 S. Davy Crockett Parkway, Morristown, Tennessee 37813
 - Morristown/Hamblen County Walters State Public Safety Center
1609 Walters State CC Drive, Morristown, TN 37813
 - Sevier County Campus
1720 Old Newport Highway, Sevierville, Tennessee 37876
 - Claiborne County Campus
1325 Claiborne Street, Tazewell, Tennessee 37879
 - Newport Campus
115 Mulberry St, Newport, Tennessee 37821
 - White Pine Exposition Center/Jefferson County
1615 Pavilion Dr., White Pine, Tennessee 37890
- Provide a thorough description of the incident to ensure that proper resources are dispatched.
- When providing a description of an individual, describe from top (head) to bottom (feet)
- ***Do not hang up until the dispatcher tells you to***

7.2 Bomb Threat

Bomb threat procedures provide written actions to follow in the event faculty or staff of the college receives a threatening telephone call. Collect all information possible, as information gathered may assist in the investigation. Responding campus or local police will establish a command post a distance from but near the area of the threat. The building dean or his/her designee should report to Campus Police and be directed to the location of the field command post to assist with information and decisions pertaining to the building affected. The individual receiving the bomb threat call will be interviewed by law enforcement personnel and is responsible for completing the bomb threat information report (See Appendix R). The bomb threat information report should be supplied to the Director or Chief of Campus Police.

7.2.1 RESPONSIBILITIES OF PERSON RECEIVING BOMB THREAT

The individual receiving a bomb threat call should do the following:

- A. Remain calm and keep the caller on the line as long as possible.
- B. Ask the caller to repeat the message and record each word verbatim.
- C. If the caller does not indicate the location of the bomb or the time of detonation, ask for this information.
- D. Advise caller that the building is occupied and detonation could result in death or serious injury to innocent people. Attempt to gather information about the caller as listed below:
 1. Exactly what is said
 2. Sex of person calling
 3. Number of the telephone on which call is received
 4. Time bomb is to go off
 5. Reason bomb is placed in particular building
 6. Method of identifying bomb
 7. Name of person calling (if possible)

8. Type of background noise (music, cars, trains etc.)
9. Notify the Campus Police at your respective campus or dial 911

**NEVER ATTEMPT TO INSPECT A SUSPICIOUS
OBJECT OR POTENTIAL BOMB**

7.2.2 PROCEDURES FOR EVACUATION DECISION

- A. 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.
- B. When appropriate, the threatened area will be searched without evacuation and with as little disruption as possible. As a threat's credibility increases, a decision to evacuate the affected area may be made by designated officials utilizing the following concept of determination:
 1. **R** - Recognize: What do I hear, see, or smell that indicates an explosive device is present?
 2. **A** - Avoid: What protection can I use to avoid the hazards of an explosion?
 3. **I** - Isolate: What actions can I take to isolate the device to protect the safety of others?
 4. **N** - Notify: What actions should I take to notify the proper agencies?
- C. Contact an administrator / building dean in the threatened building to conduct a preliminary search of the area-utilizing employees in the building, preferably building, floor, and area coordinators. Employees will know what is out of place, what belongs, and what does not. As many officers as possible will assist in the search.
 1. The Scan method should be utilized:
 - a. Stop, look, and listen. Observe or hear anything that appears or sounds out of place.
 - b. Divide the room or corridor into four sections visually:
 - i. Floor to waist-height
 - ii. Waist-height to chin height

- iii. Chin-height to ceiling
- iv. Ceiling

Scan each section carefully. Scan more than once if time allows. Look for suspicious packages, askew ceiling tiles, or other unusual items. There is no need to open cabinets, doors and drawers. The purpose of scanning is to quickly identify anything out of place.

- D. Because signals from communication devices such as cell phones, pagers, and electronic equipment may cause detonation of some explosive devices, discretion and caution should be exercised in the use of such equipment. As a rule of thumb and as a precaution, if a bomb threat is received, while in the threat area do not use electronic equipment, cell phones, and do not turn lights on or off or open cabinet drawers.
- E. Insure that everyone knows not to touch or move anything suspicious.
- F. Establish an open telephone line with the local dispatcher or campus police when possible. Elicit assistance from employees.
- G. 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.
- H. 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.
- I. Evacuation will warrant the appropriate administrator be notified to arrange to relocate classes to an alternate location. Students should be directed to the specified area for accountability.
- J. Evacuation should be orderly with one area exiting at a time. Therefore, institution personnel will be asked to make door-to-door notifications, one area at a time. The areas closest to any suspicious device will be evacuated first. Next, the highest floors of

the building should be evacuated one at a time in an attempt to not cause mass panic.

7.2.3 PROCEDURES FOR EVACUATION DUE TO BOMB THREAT

- A. The appropriate administrator must be notified so arrangements can be made for the scheduled classes in that area to meet at an alternate location.
- B. The appropriate administrator(s) should direct students and faculty to a specific area for accountability.
- C. Evacuation should be orderly in fashion with one area at a time exiting.
- D. First, evacuate any area where a suspect item is found.
- E. Then evacuate from the highest floors and work down.
- F. Do not empty entire building at once. This could cause panic.

7.2.4 PROCEDURES FOR CONDUCTING BUILDING SEARCH

- A. After evacuation, a more thorough search of the area will be completed to insure that no one remains in the building and for further evidence of a possible bomb.
- B. If a bomb or suspect package is found, the campus law enforcement officials on the scene will notify the local bomb squad section and local law enforcement.
- C. Officers will enlarge the outside perimeter to include parking lots or roads close to the buildings.
- D. When bomb specialists arrive, they will decide if the fire department and ambulance service should be called.
- E. Officers will assist the specialist in any way possible and will remain in the area to secure the perimeter.
- F. If no evidence of a bomb is found, the Director, Chief or senior officer, will contact the appropriate administrator to determine how long the building should remain closed.

As a rule, the building should remain closed until after the reported detonation time.

7.2.5 PROCEDURES FOR RESPONDING TO A BOMB THREAT DURING SPECIAL EVENTS

- A. Follow previous procedures for collecting as much information from the caller as possible.
- B. Contact the campus police officer on duty and provide all information to him/her.
- C. Procedures for evacuation decision should be followed. If the decision to evacuate is made, the event coordinator will be responsible for making the announcement to evacuate the area in a manner so as not to cause mass panic or exodus.
- D. On site, personnel will be stationed at each seating point to direct patrons to the nearest exit, one row at a time if possible.
- E. The event coordinator will assist in searching the area after evacuation and making a determination as to whether local law enforcement bomb squad should be contacted to respond.

7.2.6 PROCEDURES FOR RESPONDING TO EXPLOSIONS ON CAMPUS

In the event of an explosion on campus, take the following action:

- A. Immediately take cover under tables, desks or other objects that will give protection against falling glass or debris.
- B. After the effects of the explosion and/or fire have subsided, notify Campus Police at 4444 / 6752 or local dispatch at 911, off-site campuses should always dial 911. Be prepared to give your name, location and number of injured.
- C. Follow evacuation procedures for the building occupied, avoiding areas affected by the explosion.
- D. Assist any disabled persons from the building.
- E. Once outside, assemble at the designated rally point.

- F. If requested, assist emergency crews as necessary.

7.3 Earthquake Procedures

7.3.1 BEFORE AN EARTHQUAKE OCCURS

- A. It is recommended to keep a flashlight and possibly a portable radio, both with fresh batteries, on hand.
- B. 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.
- C. Remove picture frames, mirrors and other heavy objects from the wall.

7.3.2 DURING AN EARTHQUAKE

During an earthquake remain calm and quickly follow the steps outlined below:

- A. If **INDOORS**, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- B. If **OUTDOORS**, move quickly away from buildings, utility poles and other structures. Caution: Always avoid power or utility lines.
- C. If **IN AN AUTOMOBILE**, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
- D. After the initial shock, evaluate the situation and if emergency help is necessary, call the Department of Public Safety. Protect yourself at all times and be prepared for aftershocks.
- E. Damaged facilities should be reported to the building coordinator. **NOTE:** Leaks and power failures create special hazards. Please refer to the section on Utility Failures.
- F. Once outside, move to your designated rally points. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. Know your designated assembly points.

- G. **DO NOT** return to an evacuated building unless told to do so by emergency personnel.

7.3.3 AFTER AN EARTHQUAKE

- A. 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.
- B. Stay out of severely damaged buildings. Aftershocks can shake them down.
- C. Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- D. 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.
- E. Check to see that sewage lines are intact before using sanitary facilities.
- F. If applicable, cut off the gas supply or contact the gas utility company.
- G. Report the incident to institutional personnel.
- H. Physical Plant will direct the clean up of debris.

7.4 Explosion- Train and/or Aircraft Down (Crash) on/near Campus

If there is an undetermined explosion or an aircraft crash on or near campus immediately take cover under tables, desks and other objects. This action may give some protection against falling glass or debris. After the effects of the explosion have subsided, notify the campus police department or call 911. If necessary, or when directed to do so, activate the building fire alarm. If the building fire alarm is sounded, or when told to leave by CERT team members or other college officials, walk quickly to the nearest marked exit and ask others to do the same. If possible and prudent, assist disabled persons in exiting the building. Do not use elevators in case of fire. Once outside, move to

designated evacuation rally points. Keep streets and walkways clear for emergency vehicles and crews. If requested, assist emergency crews as necessary. Do not return to an evacuated building. Campus police or emergency responders will give notification when it is clear to reenter the building.

7.5 Fire

- A. In the event fire is observed or discovered, **evacuate** the area and pull the nearest fire alarm.
- B. From a safe location, contact Campus Police.
- C. If the fire alarm is sounding, immediately assist in the evacuation of building occupants. As areas are checked and cleared, turn out lights and close doors.
- D. **DO NOT LOCK DOORS**, as fire personnel may need to enter the area.
- E. Follow evacuation plan/route for the building.
- F. **DO NOT USE ELEVATORS.**
- G. If you encounter heavy smoke at the only exit, direct those with you to crawl on their hands and knees.
- H. If visibility is greatly diminished, form a human chain by maintaining physical contact with the person in front while continuing to crawl.
- I. Try to maintain contact with a hallway wall. Follow the wall until an exit is reached.
- J. After leaving the building, assemble at the designated rally point.
- K. **DO NOT** re-enter the building, or allow anyone else to re-enter, until instructed to do so by emergency responders, Campus Police or WSCC administrative staff.
- L. If the fire is directly outside the room and is preventing evacuation, do not open the door. Notify Campus Police via telephone.
- M. If possible, wet a towel or garment and place under the door. If the room has a window, direct everyone to stand nearby.
- N. Open or break the window if it becomes necessary. Evacuate quickly once the

window is open, as the oxygen will fuel the fire.

- O. Follow the direction of the emergency responders or campus police personnel regarding evacuation.
- P. In the event an upper level floor is affected, assist disabled persons to the refuge area of the building or near the location of the Evacu-trac chair.
- Q. Use the Evacu-trac chair to take the person down the stairs and out of the building.
- R. If training on the use of the Evacu-trac chair has not been received, notify the building coordinator or campus police. Ensure that someone remains with the individual until help arrives.

7.5.1 Fire Safety and Drills

Fire drills are only required for campuses with campus housing. The Regional Law Enforcement Training Academy will conduct a fire drill the first week each scheduled police recruit school in accordance with evacuation procedures. Academy staff will provide campus police with a report of each drill completion for documentation purposes. All incidents of unintentional/non-controlled burn fires must be reported to the appropriate personnel (e.g. institutional law enforcement) whether fire department response is required or not. All department heads, supervisors, etc., will ensure that their employees are aware of the location of the fire extinguishers and fire alarm pull boxes in their work areas.

All employees shall be made aware of the emergency evacuation routes for their work area, the location of fire exit windows, etc. Do not use elevators in the event of fire. The following fire safety procedures should be reviewed with employees.

7.5.2 FIRE SAFETY

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. All faculty,

staff and students should be knowledgeable of those elements that 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.

Routine inspections and maintenance of fire extinguishers, sprinkler systems, fire hydrants, smoke alarms, and fire-fighting 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.

Fires present a danger to individuals within a limited area and usually will not require action of the Emergency Operations Center 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 from 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.

7.5.3 FIRE ALARMS

Fire alarms will consist of a continuous loud buzzer with a flashing strobe light. This alarm will sound when a serious fire is burning or possible explosion is imminent in one of the buildings occupied by students, faculty and staff.

7.5.4 WHAT TO DO IN CASE OF FIRE

When the fire alarm is sounding, all students, faculty and staff should evacuate the building by the nearest exit and proceed to the designated outside rally point for the building occupied. Any individuals with disabilities should be assisted in exiting the building. Students, faculty,

and staff should stand clear unless called upon to help. Do not return to the building until the all clear is given.

7.6 Flooding

During potential flooding conditions, campus police staff will monitor reports of flooding through consultation with the EMA and other local and state emergency response agencies. If conditions or reports warrant, a flood emergency will be declared and students, faculty, and staff will be directed to move vehicles and/or evacuate parts of the campus/campuses.

All efforts to communicate the evacuations in a timely manner will be made. However, in the event of sudden flooding, such as during a flash flood, notification may not allow much, if any time, to move vehicles or personal belongings. When instructed to move a vehicle or evacuate a building or area, action should be taken immediately.

7.7 Snow and Ice Clearance Schedule

In order to facilitate safe vehicular and pedestrian movement on college property during periods of inclement weather, Walters State maintains a systematic schedule for clearing snow and/or ice and salting, if necessary, campus walkways, parking lots, and roadways. The priority of work for the various areas of college property is as follows: (1) primary walkways, (2) roadways, (3) parking lots, and (4) secondary walkways. As a safety precaution, students, faculty, and staff should use the primary walkways to access college facilities. The primary walkways are shown on individual campus maps located at www.ws.edu.

Normally, the primary walkways will be cleared and, if necessary, salted prior to the start of the day's classes. In addition, continuous related maintenance efforts will be provided throughout the day for as long as conditions remain such that re-icing could occur.

7.8 Cancellation of Classes Due To Weather or Road Conditions

For information related to the cancellation of classes due to inclement weather, please check the college's Web site at www.ws.edu, the college's Facebook and Twitter pages, the Senators Emergency Text system, or call the college's student information line, 1-800-225-4770, option 1; the Sevier County Campus, 865-774-5800, option 4; the Claiborne County Campus 423-626-6200, option 4; or the Niswonger Campus, 423-798-7940, option 4. Also, please monitor local TV and radio stations for weather-related announcements.

Students and employees are requested to check for updated messages once a decision has been made because on occasion, due to an unexpected and sudden change in the weather and road conditions, a decision is modified. In all instances, decisions are made with the safety of students and employees foremost in consideration but with an attempt to have classes if possible. However, on a day or evening when classes are being conducted and weather conditions are questionable, students are advised to use individual judgment on whether or not to attend classes. Students will be provided an opportunity to make up work missed for absences incurred for days when conditions are questionable but classes are meeting.

Changes in or cancellation of classes will be announced on the following stations:

Stations Location	Station			
Morristown	WCRK AM 1150	WMTN AM 1300	WJDT FM 106.5	WBGQ FM 100.7
Newport	WLIK AM 1270	WNPC AM 1060		
Knoxville	WIVK FM 107.7	WNOX FM 100.3	WATE-TV (ABC)	WBIR-TV (NBC)
	WVLT-TV (CBS)	WIMZ FM 103.5	WOKI FM 98.8	
Harrogate	WLMU FM 91.3	WCXZ AM 740		
Greeneville	WGRV AM 1340	WIKQ FM 103.1	WSMG AM 1450	
Rogersville	WRGS FM 94.5	WEYE FM 104.3		
Sevierville	WSEV FM 105.5			
Tazewell	WNTT AM 1250			
Tri Cities	WKPT-TV (ABC)	WTFM FM 98.5	WJHL-TV (CBS)	

7.9 TORNADO

There are two types of messages issued by the Weather Service dealing with tornados: Tornado Watch and Tornado Warning. Each message has a specific meaning and should not be confused with one another.

7.9.1 TORNADO WATCH

A. The weather radio will emit a fast tone alert for approximately eight seconds with voice broadcast to follow.

- B. The front panel of the radio will indicate: warning, watch, or advisory. The scroll display will also indicate the type of alert.
- C. A tornado **WATCH** indicates that tornado conditions are *possible* in the area.
- D. Should a tornado **WATCH** be issued, announcements will be made via verbal communication, telephones, radio or bullhorns, to advise building occupants of the situation.
- E. Building occupants should move away from windows and prepare to quickly relocate to the designated relocation area the moment

information changes to indicate more severe conditions.

- F. If time permits, faculty/instructors should take roll so that students may be accounted for. Faculty/instructors and building and floor coordinators should brief building occupants of the proper protective position to use in case the need arises. (Crouch to the floor with your back against an interior wall, pull knees to chest, and cover your head with hands/arms or a book).
- G. Maintain this protective position until further notice. Information will be provided to you as it becomes available.

7.9.2 TORNADO WARNING

- A. The weather radio will emit a fast tone alert for approximately eight seconds with voice broadcast to follow.
- B. The front panel of the radio will indicate: warning or watch advisory. The scroll display will also indicate the type of alert.
- C. Should a tornado **WARNING** be issued, announcements will be made via verbal communication, telephones, emergency communication, or bullhorns, to advise building occupants of the situation.
- D. A tornado **WARNING** indicates that tornado *has been either sighted or detected electronically by radar* in the area.
- E. Building occupants should move to the relocation area as quickly as possible or take shelter in the nearest area on lower floors of the building not containing windows.
- F. Faculty/instructors should take roll sheets with them, if possible, to account for students. Faculty/instructors and building and floor coordinators should brief building occupants of the proper protective position to use in case the need arises. (Crouch to the floor with your back against an interior wall, pull knees to chest and cover your head with hands/arms or a book).
- G. Maintain this protective position until further notice. Information will be provided to you as it becomes available.

7.9.3 TORNADO CHARACTERISTICS

Knowledge of the following characteristics of tornados is useful in tornado detection and tornado preparedness planning:

- A. **TIME OF DAY:** a tornado is most likely to occur in midafternoon, generally between 3 p.m. and 7 p.m., but they have occurred at all times of the day.
- B. **DIRECTION OF THE PATH:** a tornado's direction of travel is usually from the southwest to the northeast.
- C. **LENGTH OF THE PATH:** the length of the path of a tornado averages four (4) miles, but has reached as much as 300 miles.
- D. **WIDTH OF THE PATH:** the average width of the path of a tornado is 300-400 yards, but tornados have cut paths of a mile or more in width.
- E. **SPEED OF TRAVEL:** the average speed of a tornado ranges from 25 – 40 miles an hour. Speeds ranging from stationary to 68 miles an hour have been reported.
- F. **APPEARANCE:** the cloud directly associated with a tornado is a dark heavy cloud from which a whirling funnel shaped pendant extends to the ground.
- G. **PRECIPITATION:** precipitation associated with a tornado usually occurs first as rain, just preceding the storm, frequently with hail, and as heavy downpour immediately to the left of the path of the tornado.
- H. **SOUND:** sounds occurring during a tornado have been described as a roaring, rushing noise, closely resembling the sound of a train.

7.10 Campus Demonstrations

In all instances involving student/community demonstrations, administrative staff should be advised of the nature of the protest and prepare to address the students issuing specific directives. Demonstrators are protected under the first amendment of the United States Constitution. The most basic component of freedom of expression is the right of freedom of

speech. The right to freedom of speech allows individuals to express themselves without interference or constraint by the government.

7.10.1 CAMPUS DEMONSTRATIONS - PEACEFUL, NON-OBSTRUCTIVE

Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked. Efforts should be made to conduct business as normally as possible. If demonstrators are asked to leave but refuse to leave by regular facility closing time, arrangements will be made by the Director and/or Chief of Campus Police to monitor the situation during non-business hours; or the situation can be treated as a violation of regular closing hours and, thus a disruptive demonstration.

7.10.2 CAMPUS DEMONSTRATIONS – NON-VIOLENT

In the event that a demonstration blocks access to Walters State facilities or interferes with the operation of Walters State facilities:

- A. Demonstrators will be asked by Campus Police to terminate the disruptive activity.
- B. Officers should photograph or video demonstrators.
- C. Efforts should be made to secure positive identification of demonstrators.
- D. Administrative staff and student leaders will be kept updated on the situation so that TBR legal counsel may be consulted as needed.

7.10.3 CAMPUS DEMONSTRATIONS – VIOLENT / DISRUPTIVE

In the event that violent demonstration erupts, in which injury to persons or damage to property occurs, the following procedure should be followed:

- A. 911 will be contacted via radio for back up.
- B. Demonstrators will be asked by Campus Police to terminate the disruptive activity.

- C. Officers should photograph or video demonstrators.
- D. Efforts should be made to secure positive identification of demonstrators.
- E. Administrative staff and student leaders will be kept updated on the situation so that TBR legal counsel may be consulted as needed.
- F. Subjects that refuse to cooperate with the request to cease and desist should be arrested.

7.11 Chemical, Biological and Radiation Agent Procedures

- A. Any spillage or detection of a hazardous chemical, biological agent or radioactive material is to be reported immediately to the Campus Police Department at: Morristown 4444, Sevier 5813, Niswonger 7961, Newport 5556 or local 911.
- B. When reporting, be specific about the nature of the involved material and exact location. Campus Police will contact local hazardous materials sections (HAZMAT) and medical personnel to respond.
- C. Campus police personnel will contact facilities management to shut down ventilation systems in the affected building.
- D. Anyone contaminated by the spill is to avoid contact with others as much as possible, remain in the area, but move away from the suspect agent, and give their names to responding emergency personnel.
- E. If possible, wash affected area with soap and water if available.
- F. Initiate the evacuation plan for the building immediately.
- G. Assist disabled out of the building.
- H. Required first aid and clean up by specialized authorities should be started at once.
- I. Building closure and cancelling of classes will be decided upon and communicated by administrative staff.

7.12 Cardio-Vascular Emergencies (Automated External Defibrillator Applications)

Automated External Defibrillators (AEDs) have been installed in all primary buildings on campus. Automated external defibrillator cabinets are clearly labeled and identifiable as automated external defibrillator sections. The cabinets are engineered so when the automated external defibrillator is taken from the cabinet it activates and transmits an alarm. When an automated external defibrillator alarm sounds or upon being notified or assessing a situation that requires cardio pulmonary resuscitation/ automated external defibrillator procedures, the responding person should:

- A. Acquire the automated external defibrillator from the cabinet.
- B. Immediately contact or have a bystander to contact 911. Provide name, location and as much information concerning the victim as possible.
- C. After contacting 911, contact or have someone else contact the Campus Police Department at Morristown: 6752, Sevierville 5813, Newport 5556, Claiborne 4778, or Niswonger 7961, immediately so that an officer may respond.
- D. Begin cardio pulmonary resuscitation (CPR)/ automated external defibrillator procedures
- E. Responding officer will be responsible for completing an injury/illness report to include automated external defibrillator use report.
- F. Once a campus police officer for documentation purposes has uploaded data from the automated external defibrillator, the automated external defibrillator will be returned to the cabinet.
- G. After automated external defibrillator use, contact Campus Police immediately and be available to answer any questions, for report purposes.

7.13 Elevator Malfunction

In the event of an elevator malfunction:

- A. Lifting of the telephone receiver inside the elevator automatically contacts the elevator answering service.
- B. Upon receiving a call, the elevator service will contact the Campus Police Department.
- C. A campus police officer will be dispatched to the location to keep occupants calm. The elevator service company will be contacted to dispatch a technician who will then extract individuals from the elevator.
- D. In all instances, no attempt by WSCC personnel should be made to extract individuals from the elevator due to possible injury, which could occur.

7.14 Hostage Incident

The threat of a hostage incident involving weapons could occur in the campus environment at any time. Upon knowledge of such a situation occurring inside a building, all occupants should enter into immediate lockdown and await rescue or “all clear” notification. It will be the responsibility of on-duty campus police staff to enter the building/area occupied or affected by the intruder in an attempt to render harmless or eliminate the threat. In addition, local trained Special Weapons and Tactics teams (SWAT), hostage negotiations teams and rescue personnel will be contacted to arrive on scene and to begin rescue efforts.

In the event a hostage situation or an incident occurs or if you are the victim of a hostage incident, the following procedure should be followed:

- A. Remain as calm as possible and try to keep others as calm as possible.
- B. The initial 45 minutes are the most dangerous. Follow instructions and be alert. Do not make mistakes that could endanger your well-being.
- C. Do not speak unless spoken to and then only when necessary.
- D. Do not talk down to the captor who may be in an agitated state.
- E. Avoid appearing hostile.

- F. Make eye contact with the captor if possible, but do not stare.
- G. Treat the captor as normal as possible so as not to further agitate him/her.
- H. Avoid speculating. Comply with instructions as best you can. Avoid arguments and expect the unexpected.
- I. Be observant. You may escape or be released. The personal safety of others may depend on your memory.
- J. Be prepared to answer the police on the phone. Be patient and wait. Attempt to establish rapport with the captor.
- K. In all probability, the captor does not want to harm persons held by them, but his/her intent is to use victims as pawns to negotiate for items they want.
- L. If possible, and without escalating the situation, call Campus Police or local emergency dispatch to report activity-taking place.
- M. **All other individuals in the building affected** should retreat inside their respective classrooms or office areas, close and lock the door (also referred to as “lockdown”).
- N. Remain in lockdown status, behind closed and/or locked doors and await authorized police, SWAT team, or WSCC personnel to approach the area for **evacuation**. Generally, police and rescue agencies, to include Walters State Campus Police will announce the name of their agency when attempting to make entry. WSCC personnel should announce themselves as “Walters State Staff and give their name”.
- O. Leave the building in a quiet, orderly fashion so as not to draw the attention of the intruder or escalate the ongoing situation.
- P. **NO ALARMS SHOULD BE ACTIVATED.** Activation of an alarm could escalate the action; or reaction of the intruder.
- Q. Any communication via telephone or personal contact should be done discretely and with caution so as not to endanger yourself or others.

7.15 Medical Emergency

In the event of a medical emergency, immediately notify Campus Police. The following information should be provided:

- A. nature of the emergency
- B. location (building and room)
- C. detail occurrence and any injuries

A campus police officer will be dispatched to the given location and emergency services contacted if needed. Table 22 on page 103 lists the emergency numbers for each campus site.

- A. If the individual affected is unconscious, do not try to give fluids or attempt to awaken them by shaking.
- B. Loosen tight clothing, particularly around the neck that may restrict breathing.
- C. If the individual is conscious, obtain as much information as possible such as type of injury, age, race, sex, medical conditions, medications, allergies, etc.
- D. Reassure the person that help is on the way.
- E. Do not let the person drive home or to a hospital or let, someone other than a family member takes him or her to the hospital.
- F. If the person is having a seizure, do not restrain.
- G. Move any objects away to prevent the person from being injured.

7.16 Psychological Crisis

A psychological crisis exists when an individual is threatening harm to him/her, to others, or is out of touch with reality. Typically, the disconnection with reality is due to drug, medical reactions, or a psychotic break. A psychotic break may be manifested as hallucinations, uncontrollable behavior, or dissociate/multiple personality behavior.

If a psychological crisis indicating imminent harm to self or others occurs:

- A. Contact Campus Police at:
 - 1. Niswonger: 423-798-7961

2. Claiborne: 423-851-4778
3. Morristown: 423-585-6752
4. Sevier: 865-774-5813
5. Newport Ext: 5556

If a campus police officer is not on-site, every campus should always dial 911.

- B. Upon contact with campus or local police, provide the following information:
 1. Name of student/subject
 2. Description (approximate height, weight, age, hair and eye color, and description of clothing), in the event the subject escalates the incident or relocates prior to police arrival.
 3. Brief history of counseling/contact with student prior to current event.
- C. If the student/subject has anything (other than his/her clothing) that might conceal weapons and a description of any such containers.
 1. If possible, any backpacks or book bags should be separated from the student as quickly as possible as well as during any counseling session with counselors, instructors, or administration.
 2. After contacting campus or local police, try to keep person calm and within sight until assistance arrives.
 3. Police or emergency service staff should only transport to mental health facilities or to the emergency room individuals experiencing psychological crisis.
 4. Maintain your own personal safety if you feel the situation is dangerous.
 5. Campus Police will contain, restrain, search, and transport individual or request additional emergency service agencies as needed.

7.17 Student Behavior

If a student is actively disruptive in the classroom and fails to modify his/her behavior at request of faculty, or if it is believed the student poses an immediate threat to him/herself or others, contact Campus Police at: Morristown 6752, Sevier 5813, Newport 5556, or Niswonger 7961,

if a campus police officer is not on-site, all off-site campuses should always dial 911. Additional information on how to recognize and deal with student behavioral problems is available at <http://intranet.ws.edu/distress/default.htm> also (See Appendix P). Faculty may also submit a Behavioral Intervention Team (BIT) report at: <https://ws.edu/student-services/campus-safety/behavioral-intervention/>. Once the report is received by, the teamwork will begin immediately to address the student issue.

7.18 Terrorist Incident

In all instances of terrorist attack whether international or domestic, the purpose of an attack is to cause as much destruction and loss of life, mass panic confusion, and chaos as quickly as possible, and to instill fear in those remaining in the community affected, as well as the nation as a whole. Such situations usually involve explosive, biological, or chemical devices and may or may not be announced.

In the event of a terrorist attack, the following procedure should be initiated:

- A. Remain as calm as possible and try to keep others as calm as possible.
- B. The **evacuation** plan for the building affected should immediately be initiated.
- C. Persons evacuating the building should leave the building in the opposite direction from where the event occurred.
- D. From a safe location, contact Campus Police or local emergency dispatch to report the incident.
- E. Persons should not be allowed to re-enter the building until a hazardous materials team has investigated and cleared the building for re-entry.
- F. Because signals from communication devices such as cell phones, pagers, and radios may cause detonation of some explosive devices, discretion and caution should be exercised in the use of this equipment.

7.19 Utility Failure

In the event, a major utility failure occurs during regular business hours, 8:00 a.m. – 4:30 p.m.

- A. Contact Facilities Management at ext. 6907.
- B. An assessment and determination will be made as to the nature and cause of the problem.
- C. If evacuation or relocation is warranted you will be notified.
- D. If the utility failure occurs after hours, weekends, or holidays, the on duty campus police officer should contact the logistics and facility operations coordinator.

7.20 Violent or Criminal Behavior

Campus police officers are on duty 24 hours a day on the Morristown campus. Campus police officers are on duty during regular business hours on the Niswonger and Sevierville campuses. All other campus sites must rely on local authorities for immediate assistance. All employees are asked to make our main campus and all off-site campuses as safe as possible by securing work areas, classrooms, labs, and other areas of the campus where there is the potential for criminal activity. Be alert to suspicious situations and behaviors and report them promptly to campus or local police as the need may arise. Be available to answer any questions the responding officer may have.

7.21 Active Threat/Shooter

An Active Threat/Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active threat/shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active threat/shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is

required to stop the shooting and mitigate harm to victims.

Because active threat/shooter situations are often over within 5 to 10 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active threat/shooter situation.

7.21.1 GOOD PRACTICES FOR COPING WITH AN ACTIVE THREAT/SHOOTER SITUATION:

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active threat/shooter down. When the threat/shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- **CALL 911 WHEN IT IS SAFE TO DO SO!**

7.21.2 HOW TO RESPOND WHEN AN ACTIVE THREAT/SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that students and visitors are likely to follow the lead of employees and managers during an active threat/shooter situation.

1. **Run/Evacuate.** If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - Have an escape route and plan in mind
 - Evacuate regardless of whether others agree to follow
 - Leave your belongings behind
 - Help others escape, if possible

- Prevent individuals from entering an area where the active threat/shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. **Hide.** If evacuation is not possible, find a place to hide where the active threat/shooter is less likely to find you. Your hiding place should:

- Be out of the active threat/shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Do not trap yourself or restrict your options for movement
- To prevent an active threat/shooter from entering your hiding place:
 - Lock the door
 - Blockade the door with heavy furniture

If the active threat/shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active threat/shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. **Fight.** As a last resort, and only when your life is in imminent danger, attempt to

disrupt and/or incapacitate the active threat/shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

7.21.3 HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active threat/shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

7.21.4 HOW TO REACT WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:

- Location of the active threat/shooter
- Number of shooters, if more than one
- Physical description of shooter(s)
- Number and type of weapons held by the shooter(s)
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an outside rally point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

7.22 Campus Safety Equipment Checks and Maintenance

Walters State provides and maintains various safety equipment to include but not limited to; AEDs, EvacuTrac chairs, bleed kits, and first aid kits. All equipment is checked for maintenance and functionality purposes on a regular basis at all campus locations by the assigned emergency management officer or his/her designee. Documentation of functional checks and routine maintenance is maintained by the assigned Emergency Management officer. The assigned Emergency Management officer works closely with the Facilities Management department as well as the Office of Environmental Health and Safety.

7.23 Campus Safety Cameras

Walters State provides and maintains cameras at all campus locations both exterior and interior. An assigned officer of the department works closely with the WSCC IET department and the current vendor to develop a progression plan for installation, replacement and/or relocation of existing cameras. The assigned officer checks the functionality and the views of the cameras routinely and works closely with IET, the vendor and when needed Facilities Management to ensure optimum coverage for the safety of students, staff and visitors to the campuses.

Section 8

Accronyms, Definitions, References and Other Sources

8.1 ACRONYMS

- A. **AED** – Automated External Defibrillator
- B. **BEAP** – Building Emergency Action Plan
- C. **CERMT** – College Emergency Response Management Team
- D. **CERT** – College Emergency Response Team
- E. **COORP** – Continuity of Operations and Recovery Plan
- F. **CPR** – Cardio Pulmonary Resuscitation
- G. **DEAP** – Department Emergency Action Plan
- H. **EOC** – Emergency Operations Center
- I. **EPP** - Emergency Preparedness Plan
- J. **FERPA** – Family Educational Rights and Privacy Act
- K. **NOAA**- National Oceanic and Atmospheric Administration
- L. **PPE** – Personal Protective Equipment
- M. **TAT** – Threat Assessment Team
- N. **TEMA**- Tennessee Emergency Management Agency

8.2 DEFINITIONS

An **Area Coordinator** is the individual assigned by the floor coordinator to check specific areas of a building to ensure that all building occupants receive the emergency response alert.

An **Automated External Defibrillator** is a medical device, for use by non-medically trained individuals that analyzes cardiac rhythms and, if appropriate, delivers a brief, high-energy pulse of electricity to the heart muscle.

A **Bomb Threat** is the act of an individual informing or leaving notice that an explosive device has been placed in a building or campus location.

A **Building Emergency** is a condition during which a specific building and its occupants are subjected to special precautions/actions necessary to maintain order and to safeguard institutional personnel and property.

The **Continuity of Operations and Recovery Planning** is a method for identifying critical functions and preparing a plan for implementation during an emergency to continue or resume business operations.

The **Campus Field Command Post** is the site or point of contact for incident briefing, and administrative consultation site at or near the incident scene of the affected campus.

Cardio Pulmonary Resuscitation is the act of performing chest compressions and respirations for an unresponsive individual.

College Emergency Code Phrase – Phrase designed to alert Campus Police, via telephone, to an escalating incident that warrants immediate response and attention without alerting the offending individual to police contact.

College Emergency Response Center – The College Emergency Response Center is the

central communications center for establishing local emergency response.

College Emergency Response Management Team – Senior administrative, academic and support staff leaders who serve as the decision-making body during a major emergency at individual campuses or the institution as a whole.

College Emergency Response Team – Professional, academic, and support staff responsible for emergency response in each individual building on each individual campus.

Disaster – An event or incident that seriously impairs or halts the operations of the institution.

Emergency Alert – Notification either by alarm, voice, sight or sound that a situation requiring emergency response is imminent or is occurring.

Emergency Operations Center – The EOC is an assembly area designated for administrative management of a disaster or major emergency.

Emergency Preparedness Plan – Established protocol relative to emergency preparedness, incident management and response, continuity of operations, recovery, and evaluation.

Evacuation – The removal of all persons from a building to a designated rally point location.

Evacuation Route – Direction of travel to the nearest exit from the building.

Exit Door Guard – Individual assigned by the primary building coordinator to stand at a distance of approximately 20 feet distance from the exit door of a building to prevent individuals from entering the building during an emergency.

Floor Coordinator – Individual assigned by the primary building coordinator to develop and establish emergency response for an assigned building floor and to assign area coordinators as needed.

Group Leader- Individual who is assigned or who volunteers to assist in leading groups to designated evacuation or relocation areas.

Lockdown / Shelter-in-Place – The act of closing, locking, or barricading the door to an area occupied; turning out lights, closing blinds, and moving away from the door and assuming a kneeling or sitting position in the floor to await rescue.

Major Emergency – A major emergency is any potential or actual incident that substantially disrupts a significant portion of the overall operations of the institution.

Minor Emergency – A minor emergency is any potential or actual incident that does not seriously affect the overall function of the institution.

Mitigation – Preventing potential loss or disruption.

Pandemic- An epidemic (a sudden outbreak of disease) that becomes very widespread and affects a whole region, a continent or the world.

Pandemic Preparedness Plan- Established protocol relative to preparedness, response, and recovery from pandemic.

Primary Building Coordinator – Individual assigned by the President of the college to assist in development of building emergency action plans, assign secondary building and floor coordinators for the assigned building, and assist in training building staff assigned to the building CERT team to execute the plan.

Primary, Secondary, Floor and Area Coordinator Designee – Individual assigned by associated coordinator to serve as emergency response back up in the coordinator's absence.

Relocation – The moving of all building occupants to a designated relocation area inside the building believed to provide increased cover

and protection (i.e. most often used for weather related emergencies).

Risk Assessment – An ongoing process by which college departments and divisions identify critical processes or functions and prepare plans for mitigating or preventing potential loss or disruption.

Secondary Building Coordinator – Individual assigned by the president of the college to assist the primary building coordinator in the development of building emergency action plans and, in the absence of the primary building coordinator, to serve as a backup in executing the building action plan.

Supervisory Staff – Department or division personnel responsible for following through with and ensuring that department or division staff follow through with protocol relative to emergency alerts and response.

Tornado Warning – Indicates that a tornado has been sighted in or near the local area.

Tornado Watch – Indicates that weather conditions exist that could result in tornado activity.

Volunteer – College, community, or student member offering voluntary service to the institution in the wake of a disaster or major emergency.

8.3 References

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8.3 Additional Resources

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Terror at Beslan, (2005). *A Russian Tragedy with Lessons for America's Schools*. John Giduck

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Tables

Table 1
Types of Possible Incidents

Human-Made Disasters	Natural Disasters	Psychological
Civil violence/unrest	Earthquakes	Crime (murder, rape, etc.)
College/workplace violence	Fire resulting from an	Demonstrations/protests
Explosions	incident of nature	Fraud and other financial
Fire	Floods	crimes
Hazardous spills/environmental	Pandemic	Hostage
Mechanical failures	Tornadoes	Sniper
Technology disasters	Weather	Strike/work stoppage
Utility interruptions		Suicide
Bombing/weapons of mass destruction		

Table 2
Emergency Contact Numbers for Police

<i>Location</i>	<i>Campus Extension</i>	<i>From Land Line or Cell Phone</i>	<i>Local Police</i>
Morristown	6752	423-585-6752	911
Sevier	5813	865-774-5813	911
Niswonger	7961	423-798-7961	911
Claiborne	6752	423-585-6752	911
Expo	6752	423-585-6752	911
Newport	5556	423-623-5556	911

NOTE: It is not necessary from an internal campus phone to dial 9-911 to access an outside line. Simply dial 911. There will be an approximate three-second delay for connection to 911 from any phone on all campuses.

Table 3
Emergency Operations Center Locations

<i>Great Smoky Mountain Exposition Center Emergency Operations Center Designations</i>		
<i>Building</i>	<i>Location</i>	<i>EOC Type</i>
Great Smoky Mountain Exposition Center	Jefferson Federal Room	Primary
Great Smoky Mountain Exposition Center	Concourse Area	Secondary
Jack E. Campbell College Center	Foundation Room	Alternate
<i>Niswonger Campus Emergency Operations Center Designations</i>		
<i>Building</i>	<i>Location</i>	<i>EOC Type</i>
Niswonger Campus	Room 102	Primary
Niswonger Campus	Room 141 Lyceum/Theater	Secondary
Niswonger Campus	College Street Parking Lot #3	Alternate
<i>Morristown Campus Emergency Operations Center Designations</i>		
<i>Building</i>	<i>Location</i>	<i>EOC Type</i>
Clifford “Bo” Henry Center for Business and Technology	150-Auditorium	Alternate
Doggett Math, Behavioral and Social Science	223-Edu-Cast Classroom	Alternate
East Tennessee Regional Public Safety Center	108-Edu-Cast Classroom	Secondary
Jack E. Campbell College Center	112-President’s Conference Room	Primary
Judge William H. Inman Humanities Complex	120-Writing/Computer Lab	Alternate
McGuffin-Jolley Natural Science	141-Edu-Cast Classroom	Alternate
R. Jack Fishman Library	101-Theater/Auditorium	Alternate
Wade B. McCamey Student Services Building	125-Lycum	Alternate
<i>Sevier County Campus Emergency Operations Center Designations</i>		
<i>Building</i>	<i>Location</i>	<i>EOC Type</i>
Maples-Marshall Hall	Room 111	Primary
Cates-Cutshaw Hall	Room 134	Secondary
Conner-Short Center	Room 130	Alternate
Kile-Ogle Hall	Room 159	Primary

Table 3
Emergency Operations Center locations continued.

<i>Claiborne Campus Emergency Operations Center Designations</i>		
<i>Building</i>	<i>Location</i>	<i>EOC Type</i>
Claiborne County Campus	Edu-Cast Room	Primary
Await Local Command/Communications Section	Student Lot Across Claiborne Street	Alternate
<i>Great Smoky Mountain Exposition Center Emergency Operations Center Designations</i>		
<i>Building</i>	<i>Location</i>	<i>EOC Type</i>
Great Smoky Mountain Exposition Center	Jefferson Federal Room	Primary
Great Smoky Mountain Exposition Center	Concourse Area	Secondary
Jack E. Campbell College Center	Foundation Room	Alternate
<i>Newport Campus Emergency Operations Center Designations</i>		
<i>Building</i>	<i>Location</i>	<i>EOC Type</i>
Newport Campus	Tanner Cultural Room Community Center	Primary Secondary

Table 4
Institutional Vehicles

<i>Type of Vehicle</i>	<i>Niswonger</i>	<i>Morristown</i>	<i>Sevier</i>	<i>White Pine, Newport, Claiborne</i>
Marked police car	1	1	1	
Unmarked secondary safety vehicle	1	1		
Sedans	1	6	1	
Seven passenger vans		2		1
Cargo Vans	1	4	1	
Pick-up trucks		4	1	2
Dump trucks		1		1
32-Passenger Mini Bus		1		
54-Passenger Bus		1		

Table 5
Capacity and Type of Fuel Storage Tanks

<i>Tank Capacity</i>	<i>Fuel Type</i>	<i>Location</i>
560 gal.	Diesel	Facilities Management Building
1000 gal.	Gasoline	Facilities Management Building
275 gal.	Kerosene	Facilities Management Building
1000 gal.	Gasoline	Public Safety Building

Table 6
Bus Stop Designations

Campus Emergency Operations Bus Stops		
Campus	Area	Location
Great Smoky Mountain Exposition Center	Gravel lot	Near rear gate
Niswonger Campus	Laughlin square lot	At intersection of Tusculum Blvd. and College Street
Morristown/Hamblen County Campus	Student lot A2	Below Campus Police building and near the library
Sevier County Campus	Student lot C1	Between soccer field and CAPE building.
Claiborne County Campus	Front parking lot	Across Claiborne street
Newport Campus	Community Center	Directly across the street from college, community center parking

Table 7
Automated Defibrillator Voice Prompt Operating Instructions

<i>Voice Prompt</i>	<i>Text Display</i>	<i>Situation</i>
"Tear open package and remove pads."	TEAR OPEN PACKAGE AND REMOVE PADS	When the lid is opened, this phrase is repeated twice to initiate the rescue sequence.
"Peel one pad from plastic liner."	PEEL ONE PAD FROM PLASTIC LINER	Repeats until one pad is peeled off the liner.
"Place one pad on bare upper chest."	PLACE ONE PAD ON BARE UPPER CHEST	Repeats twice while one pad is placed.
"Peel second pad and place on bare lower chest as shown."	PEEL SECOND PAD AND PLACE ON BARE LOWER CHEST AS SHOWN	Repeats until both pads are placed on the patient.
"Do not touch patient! Analyzing Rhythm."	DO NOT TOUCH PATIENT ANALYZING RHYTHM	When the AED is analyzing the cardiac rhythm of the patient.
"Shock advised."	SHOCK ADVISED	When the AED is preparing to deliver a defibrillation shock.
"Charging."	CHARGING	Repeated while AED is charging.
"Stand clear! Preparing to deliver shock."	STAND CLEAR PREPARING TO DELIVER SHOCK	After the AED is fully charged and ready to deliver the defibrillation shock.
"Check for breathing. If not breathing, give patient two breaths."	IF NOT BREATHING GIVE TWO BREATHS.	<ol style="list-style-type: none"> 1. After the AED delivers 3 consecutive defibrillation shocks. 2. After the AED detects a non-shock able cardiac rhythm. 3. When 2 ½ minutes or more have elapsed since CPR was last administered.
"Check for signs of circulation. If no circulation, start CPR."	IF NO CIRCULATION START CPR	<ol style="list-style-type: none"> 1. After previous prompt. 2. After the AED delivers three consecutive defibrillations. 3. After the AED detects a non-shock able cardiac rhythm analysis. 4. When 2 ½ minutes or more have elapsed since CPR was last administered.

Table 8:
Behavioral Intervention Team

<i>Behavioral Intervention Team Members</i>	
Dr. Angela Smith	Vice President for Student Services
Dr. Brock Fisher	Vice President for Academic Affairs
Jarvis Jennings	Executive Director of Human Resources
Dr. Andy Hall	Assistant Vice President for Student Services
Chad Bryant	Dean, Public Safety
Nathan Antrican	Director of Campus Police/Department Head of CRJ
James Gregory Coker	Chief of Campus Police
Roxanne Bowen	Director, Counseling and Testing
Amy Jackson	Director, Student Support Services
Debbie Johnson	Counselor, Counseling and Testing
Ray White	Counselor, Counseling and Testing Niswonger Campus
Jason Newcomb	Counselor, Counseling and Testing Sevier County Campus
Lisa Burchfield	Systems Analyst 2, IET

Table 9
Internal Communication Responsibilities

<i>Internal Communication Responsibilities</i>	
<i>Administrative Staff Receiving Information</i>	<i>Responsible for Notifying</i>
Campus Police	President/Vice Presidents & Building Coordinators
President	Campus Emergency Response Management Team
Vice President for Academic Affairs	Faculty
Dean of High School Programs	Adjunct faculty scheduled to teach during current semester
Vice President for Business and Finance	Staff
Vice President for Student Services	Students
Executive Director of Information and Educational Technologies and Chief Information Officer	Campus information number, electronic sign

Table 10
External Communication Responsibilities

External Communication Responsibilities	
Staff Receiving Information	Responsible for Notifying
Director of Purchasing	Vendors, suppliers and mail carriers
Executive Director of the Great Smoky Mountain Exposition Center	Event Coordinators for Expo
Assistant Dean of Workforce Training	CED/IBI seminars and events
Assistant Dean of Workforce Training	On campus workforce classes and seminars
Department Heads	Applicants scheduled for interview
Faculty Extending Invitations	Guests or guest speakers
Vice President for Student Services, or Designee	Students not on campus during event
Vice President for Academic Affairs, or Designee	Faculty not at work during event occurrence
Vice President for Business and Finance, or Designee	Staff not at work during event occurrence

Table 11
Key Media Groups

<i>Stations Location</i>	<i>Station</i>			
Morristown	WCRK AM 1150	WMTN AM 1300	WJDT FM 106.5	WBGQ FM 100.7
Newport	WLIK AM 1270	WNPC AM 1060		
	WIVK FM 107.7	WNOX FM 100.3	WATE-TV (ABC)	WBIR-TV (NBC)
Knoxville	WVLT-TV (CBS)	WIMZ FM 103.5	WOKI FM 98.8	
Harrogate	WLMU FM 91.3	WCXZ AM 740		
Greeneville	WGRV AM 1340	WIKQ FM 103.1	WSMG AM 1450	
Rogersville	WRGS FM 94.5	WEYE FM 104.3		
Sevierville	WSEV FM 105.5			
Tazewell	WNTT AM 1250			
Tri Cities	WKPT-TV (ABC)	WTFM FM 98.5	WJHL-TV (CBS)	

Table 12
Incident Response Telephone Tree – President

PRESIDENT OR DESIGNEE WILL NOTIFY

Title	Name	Phone
Vice President for Academic Affairs	Dr. Brock Fisher	2336
Vice President for Business and Finance	Dr. Mark Hurst	6876
Vice President for Student Services	Dr. Angela Smith	2681

Table 13
Incident Response Telephone Tree – Vice President for Business and Finance

VICE PRESIDENT FOR BUSINESS AND FINANCE OR DESIGNEE WILL NOTIFY

Title	Name	Phone
Manager, Maintenance	David King	6911
Executive Director of Human Resources	Jarvis Jennings	6845
Executive Director of the Great Smoky Mountain Exposition Center	Michael Hasty	6001/6002
Executive Director of Information and Educational Technologies	Stephen Annis	2736
Printing Services Specialist	Crystal Bowlin	6828

Table 14
Incident Response Telephone Tree –Vice President for Academic Affairs

VICE PRESIDENT FOR ACADEMIC AFFAIRS OR DESIGNEE WILL NOTIFY

Title	Name	Phone
Math, Behavioral and Social Science Building Coordinator or Secondary	Chris Knight	2634/2633
Technical Education Building Coordinator or Secondary	Tara Howerton	2650/2644
Natural Science Building Coordinator or Secondary	Matthew Smith	6954
Humanities Building Coordinator or Secondary	Robert Pratt II	6956/6947
Library Building Coordinator or Secondary	Jamie Posey	6901/6848
Public Safety Building Coordinator or Secondary	Chad Bryant	2677
Dean of High School Programs	Matthew Hunter	2611

Table 15
Incident Response Telephone Tree –Vice President for Student Services

<i>VICE PRESIDENT FOR STUDENT SERVICES OR DESIGNEE WILL NOTIFY</i>		
Dean of Niswonger Campus	Mark Wills	7942
Dean of Sevier County Campus	Jama Spicer-Sutton	5805/5803
Dean of Claiborne County Campus	Kim Bolton	4773
Dean of High School Programs – Newport Campus	Matthew Hunter	2611

Table 16
Incident Response Telephone Tree – Vice President for Student Services

<i>VICE PRESIDENT FOR STUDENT SERVICES OR DESIGNEE WILL NOTIFY</i>		
<i>Title</i>	<i>Name</i>	<i>Phone</i>
Jack E. Campbell College Center Primary Building Coordinator	Renee Jarnigan	6852
Dean of Student Records and Enrollment Processing	Linda Mason	6809
Assistant Director of Financial Aid	Theresa Farmer-Jones	2715
Director of Student Support Services	Amy Jackson	6860
Director of Counseling and Testing Center	Roxanne Bowen	6806
Assistant Vice President Counseling and Testing Center	Andy Hall	6801

Table 17:
Evacuation Rally Points, Relocation and Refuge Areas –Niswonger Campus

<i>Evacuation Rally Point</i>	<i>Relocation Area</i>	<i>Refuge Area</i>
Faculty and Staff parking lot #3 on Main Street and parking lot of Tusculum Monument Company across Tusculum Blvd. if needed	First Floor in Lyceum and Room 142	In front of elevator on each floor not ground level

Table 18:

Evacuation Rally Points, Relocation and Refuge Areas – Morristown/Hamblen County Campus

<i>Building</i>	<i>Evacuation Rally Point</i>	<i>Relocation Area Location</i>	<i>Refuge Area</i>
Baseball Complex	Staff lot E	Interior dressing area	None designated, one level ground floor building.
Campus Police Office	Staff lot B2	Duty office or restroom	None designated, one level ground floor building.
Clifford “Bo” Henry Center for Business and Technology	Disabled parking lot N	Room 150 or other designated areas	Second floor lobby area near room 278, elevator and Evacu-trac chair.
MILO Building	Driving track	Stairwell near classroom and hall “A”	None designated, one level ground floor building.
Doggett Mathematics, Behavioral, and Social Science Building	Outside of the rear gate of baseball field located below the BCM building	First floor hall (Avoid Lobby) Interior rooms 108, 109, 132, 134, 144, and 159.	Area in front of second floor elevator.
East Tennessee Regional Public Safety Center	Driving track	Interior offices 136, 139. Hall in front of rooms 120, 127, 140, 155, 156, 159.	None designated, one level ground floor building.
Facilities Management	Student lot J4	Natural Science Building, first floor hall at stairwell B Exit through interior wooden doors to Public Safety area to take refuge in any of the following areas: interior rooms 108, 109, 132, 134, 144, and 159. Interior offices 136, 139. Hall in front of rooms 120, 127, 140, 155, 156, 159.	None designated, one level ground floor building.
Hamblen County International Center and Office of Congress	Exit through interior wooden door to Public Safety are to be escorted to driving track.		None designated, one level ground floor building.
Jack E. Campbell College Center	North End – Staff Parking Lot B2 South End – Student Parking Lot C3	Ramp and stairwell areas, without glass windows.	None designated, ramp access provided inside to all levels.

*Table 18 (Cont.):**Evacuation Rally Points, Relocation and Refuge Areas – Morristown/Hamblen County Campus*

<i>Building</i>	<i>Evacuation Rally Point</i>	<i>Relocation Area Location</i>	<i>Refuge Area</i>
Judge William H. Inman Humanities Complex	Student parking lot A2	Interior hall located in center of building, Hall in front of rooms 134-138	None designated, one level ground floor building.
McGuffin-Jolley Natural Science Building	Student parking lot K3	South interior hallway, first floor, located at bottom of stairwell B & room 141	Vending area in front of elevator 2 nd floor.
R. Jack Fishman Library	Student parking lot K2	First floor room 102 and adjacent hall	Third floor lobby near elevator.
Softball Complex	Open field across from entrance gate	Interior dressing area	None designated, one level ground floor building.
Student Services Building	Student Lot A4	First Floor (lower level) hallway between tutoring and Lyceum café	Second floor (upper level) hallway leading to Lyceum and game room.
Turf Management	Parking lot front of building	Left rear corner of classroom	None designated, one level ground floor building.

Table 19:
Evacuation Rally Points, Relocation and Refuge Areas –Sevier County Campus

<i>Building</i>	<i>Evacuation Rally Point</i>	<i>Relocation Area Location</i>	<i>Refuge Area</i>
Maples-Marshall Hall	Soccer Field	Room 126, stairwells and/or other designated areas not containing windows	Second floor near room 214
Cates-Cutshaw Hall	Soccer Field	Stairwells at either end of building	East end of hallway near room ACAD 208, Evacu-Trac chair equipment and stairway.
Conner Short Center	Soccer Field	Soccer Fields adjacent to parking lots	None designated, one level, ground floor building
Kile-Ogle Hall	Soccer Field	Second floor near room L200 and L200.1	Stairwells and/or other designated areas not containing windows

*Table: 20**Evacuation Rally Points, Relocation and Refuge Areas – Newport Campus*

<i>Evacuation Rally Point</i>	<i>Relocation Area</i>	<i>Refuge Area</i>
Edge of Parking Lot/Community Center Parking	Tanner Cultural Room	Stairwells/Museum Center

Evacuation Rally Points, Relocation and Refuge Areas – Claiborne County Campus

<i>Evacuation Rally Point</i>	<i>Relocation Area</i>	<i>Refuge Area</i>
Front parking lot	Rooms 075, 076, 080	In front of elevator ground and first floor

Table 21:
Campus Emergency Contact Numbers

<i>Campus Emergency Response Contact Numbers</i>	
<i>Department</i>	<i>Telephone Number</i>
Campus Police Niswonger Campus	423-798-7961
Campus Police Morristown/Hamblen County Campus	423-585-6752
Campus Police Sevier County Campus	865-774-5813
Campus Police Claiborne County Campus	423-851-4778
Campus Police Newport Campus	423-623-5556
Facilities Management Office Morristown/Hamblen County Campus	423-585-6907

Table 22:
Auxiliary Support Groups – City and County Emergency Contact Numbers

<i>Greeneville/Greene County Emergency Response Contact Numbers</i>	
<i>Department</i>	<i>Telephone Number</i>
Central Dispatch for Emergency Services	911
Greeneville Police Department	423-639-7111
Greeneville Fire Department	423-638-4243
Greeneville Emergency Management/Civil Defense	423-798-1729
Tennessee Department of Public Health	423-798-1749
Laughlin Memorial Hospital	423-787-5000
Takoma Adventist Hospital	423-639-3151
Greeneville Light and Power	423-636-6200
Greeneville Water Department	423-638-5372
Greeneville National Guard	423-638-7812
Tennessee Civil Defense	1-800-262-3300
American Red Cross Greeneville	423-638-6441
National Weather Service Morristown	423-586-3771
<i>Morristown/Hamblen County Emergency Response Contact Numbers</i>	
<i>Department</i>	<i>Telephone Number</i>
Central Dispatch for Emergency Services	911
Morristown Police Department	423-585-2715
Morristown Fire Department	423-586-5072
American Red Cross	423-586-2442
Tennessee Department of Public Health	423-586-2442
Morristown Emergency Management	423-586-6431
Morristown National Guard	423-586-1931
Lakeway Regional Hospital	423-587-7042
Morristown-Hamblen Health Care Systems	423-586-2302
Morristown Utility Systems	423-586-4231
Tennessee National Guard	423-586-4121
Tennessee Civil Defense	423-587-7042
National Weather Service	1-800-262-3300

Table 22 (Cont.):
Auxiliary Support Groups – City and County Emergency Contact Numbers

<i>Sevier County Emergency Agency Contact Numbers</i>	
<i>Department</i>	<i>Telephone Number</i>
Central Dispatch for Emergency Services	911
Sevierville Police Department	865-453-5506
Sevierville Fire Department	865-453-9276
Sevierville Emergency Management/Civil Defense	865-453-4919
Sevier County Health Department	865-428-7194
Tennessee Department of Public Health	423-586-6431
Le Conte Medical Center	865-446-7000
Sevier County Electric System	865-453-2887
City of Sevierville Water Department	865-453-5522
National Guard Armory (Pigeon Forge)	865-429-7056
Tennessee Civil Defense	1-800-262-3300
American Red Cross Knoxville	865-584-2999
<i>Newport/Cocke County Emergency Response Contact Numbers</i>	
<i>Department</i>	<i>Telephone Number</i>
Central Dispatch for Emergency Services	911
Cocke County Health Department	423-623-8733
Tennova Health Care – Newport	423-625-2200
Newport Utilities	423-625-2800
Newport Police Department	423 623-5556
Newport Fire Department	423-623-7284
Cocke County Sheriffs Department	423-623-6004
<i>Claiborne County Emergency Response Contact Numbers</i>	
<i>Department</i>	<i>Telephone Number</i>
Central Dispatch for Emergency Services	911
Tazewell Police Department	423-626-5104
Tazewell Fire Department	423-626-9433
Tazewell Army National Guard	423-626-8844
Claiborne County Health Department	423-626-4291
Tennessee Department of Public Health	423-586-6431
Claiborne County Hospital	423-626-4211
Powell Valley Electric	423-626-5204
Claiborne County Utilities District	423-626-4282
Tennessee Civil Defense	1-800-262-3300
American Red Cross Morristown	423-586-2442
National Weather Service Morristown	423-586-3771

Table 22 (Cont.):
Auxiliary Support Groups – City and County Emergency Contact Numbers

<i>White Pine/Jefferson County Emergency Response Contact Numbers</i>	
<i>Department</i>	<i>Telephone Number</i>
Central Dispatch for Emergency Services	911
White Pine Police Department	865-674-2555
White Pine Fire Department	865-674-6568
Jefferson County Emergency Management	911 /865-475-3482
White Pine Water Department	865-674-0165
American Red Cross	423-586-2442
Tennessee Department of Public Health	423-586-6431
Lakeway Regional Hospital	423-586-2302
Morristown-Hamblen Health Care Systems	423-586-4231
Tennessee Civil Defense	1-800-262-3300
Sectioned Cities Gas	423-586-0441
National Weather Service	423-586-3771

Table 23:
Auxiliary Support Groups – State Emergency Contact Numbers

<i>State of Tennessee Emergency Contact Numbers</i>	
<i>Department</i>	<i>Telephone Number</i>
Tennessee Board of Regents Central Office	615-366-4400
Division of Water Control Central Office (Nashville)	615-741-2275
Tennessee Highway Patrol (Nashville)	615-741-2069
Tennessee Division of Occupational Safety and Health	1-800-262-3300 615-741-2793
Southern Poison Control Center	800-288-9999
Tennessee Emergency Management Association	615-741-0640
National Weather Service (Nashville)	615-754-4633
Tennessee Department of Public Health	615-741-7305

Table 24
Campus Emergency Contacts

<i>Campus</i>	<i>Campus Emergency Extension Number</i>	<i>From Land Line or Cell Phone</i>	<i>Local Police</i>
Newport	5556	423-623-5556	911
Morristown	4444	423-585-4444	911
Sevier	5813	865-774-5813	911
Niswonger	7961	423-585-7961	911
Claiborne	4444	423-585-4444	911

Figures

Declaration of College State of Emergency

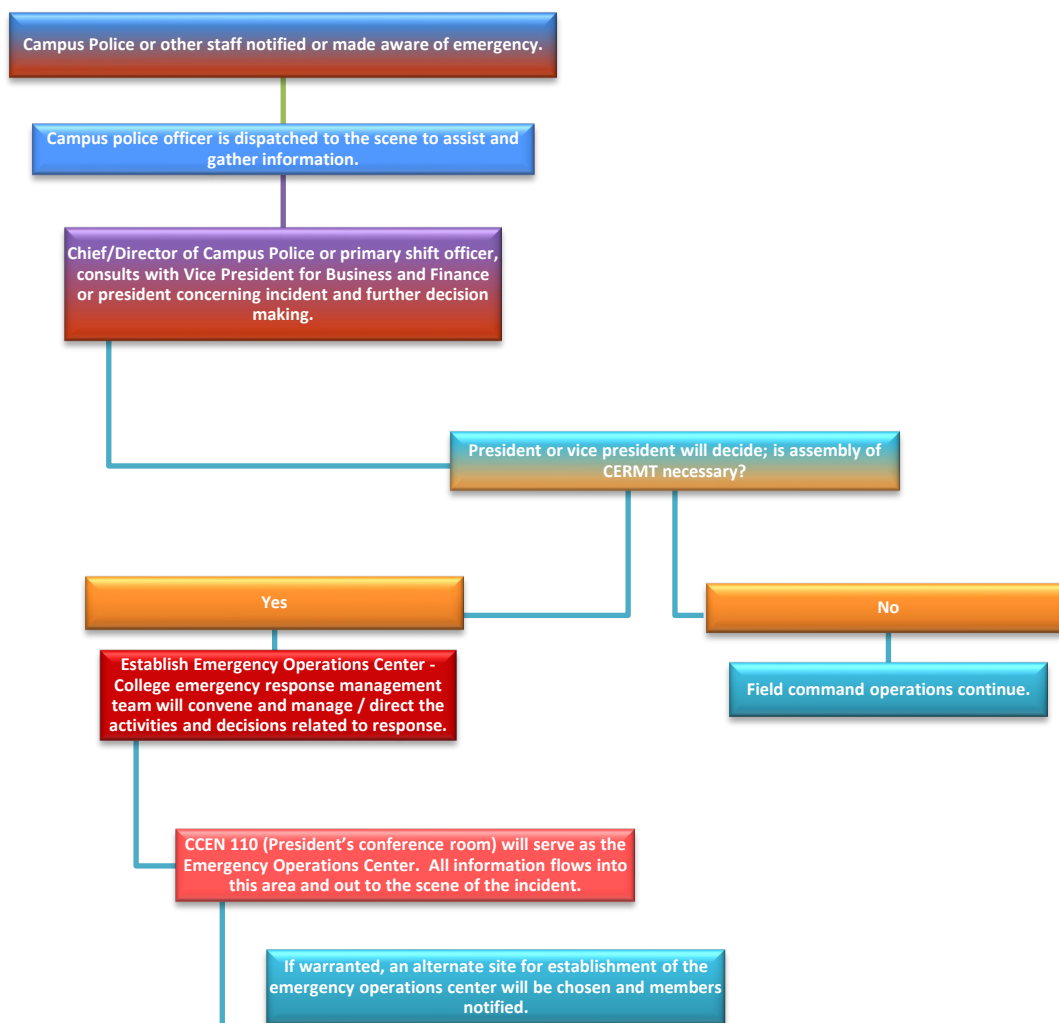


Figure 1
Declaration of College State of Emergency Flow Chart

NIMS/ICS Organizational Chart

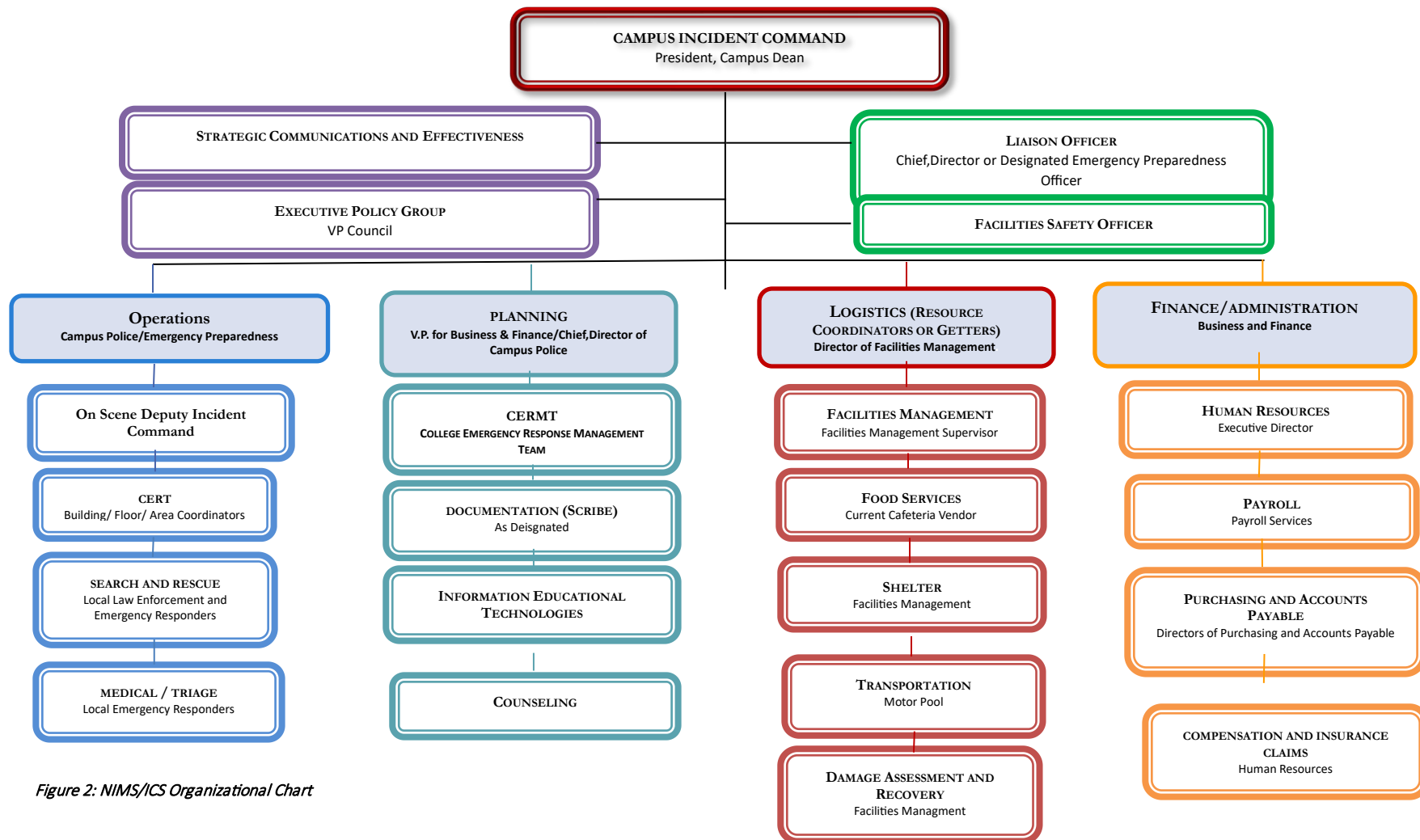


Figure 2: NIMS/ICS Organizational Chart

Emergency Operations Center Management Organization Chart

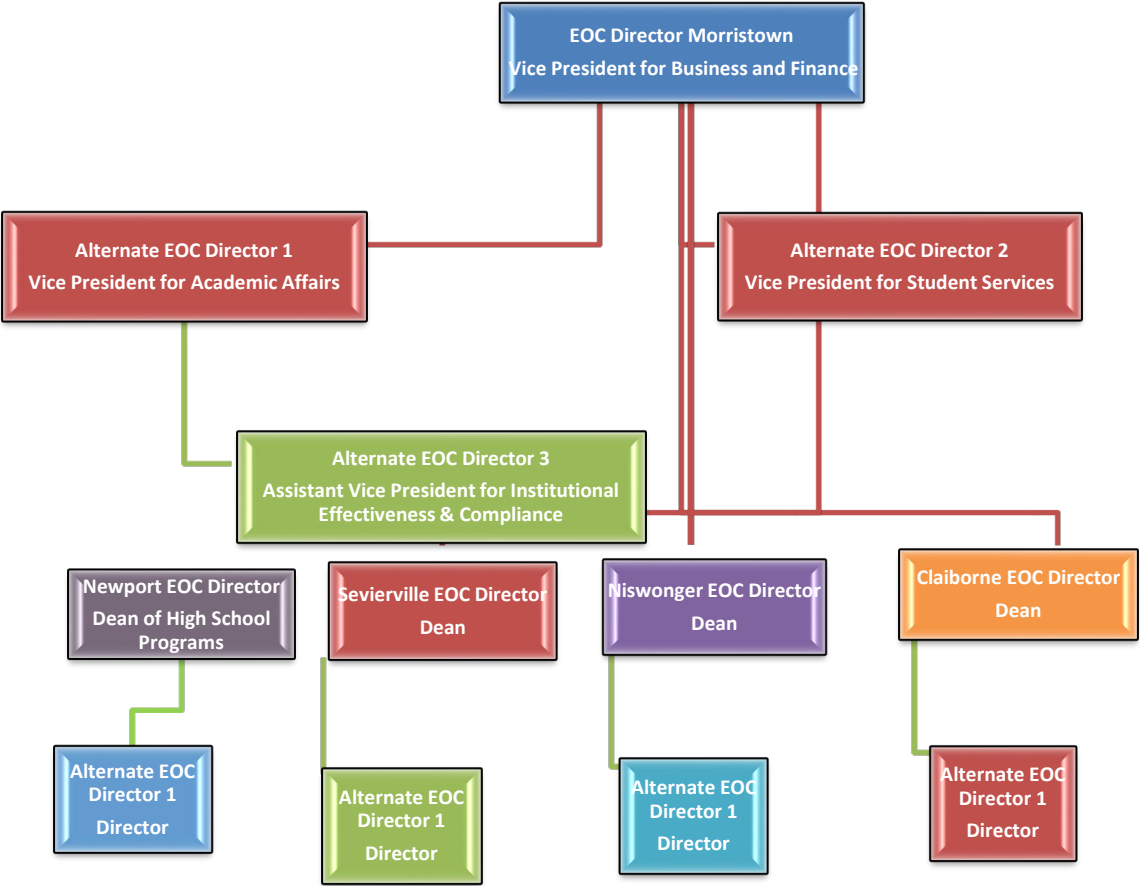


Figure 3
EOC Management Organizational Chart

Evacu-Trac Chair Instructions

Evacu-Trac Chair Storage

The Evacu-Trac is normally kept in a storage cabinet located near an upper stair landing, ready for use in an emergency.



Opening up the Section

Remove the Evacu-Trac from the storage cabinet and place the section on a flat surface. Grasp the handle and pull it up in a quick, smooth motion. This will lock the Evacu-Trac in the open position.



Transferring a person into the Evacu-Trac

Transfer passenger from their wheelchair to the Evacu-Trac. The Velcro straps are provided for securing the passenger. These straps help immobilize an injured person or help transport a person with no upper body control. The lower torso straps allow a younger passenger to be well secured while being transported in the Evacu-Trac.



Moving down the stairs

On stairs, the tracks securely grip the stair noses and control the descent speed regardless of the stair covering. On flat surfaces, Evacu-Trac can be pushed on its wheels as easily as a stroller can. This features allows the user to be transported to an area clear of the emergency rather than to an area of refuge.



Turning at the Landing

It is recommended to use the inside of the stairway to allow room for other traffic and to make it easier to turn corners at stairway landings. To turn the Evacu-Trac on flat surfaces, the attendant pushes down on the handle and pivots the section on the rear auxiliary wheels.



Moving on Flat Surfaces

Once clear of the emergency area, park the Evacu-Trac on a flat surface and engage the brake by releasing the bar.



Evacu-Trac Fail Safe Brake

The Evacu-Trac brake is normally on. To descend the stairs, release the brake by slowly squeezing the brake lever. Descent speed can be slowed by reducing pressure on this lever. A governor limits the maximum descent speed to about 3' per second, allowing even a small attendant to safely transport heavier riders.



Figure 4
Operating Instructions and Illustrations for Evacu-trac chair

Hands only Cardio Pulmonary Resuscitation (CPR) procedure

1. CALL

Check the victim for unresponsiveness. If there is no response, call 911 and return to the victim. In most locations, the emergency dispatcher can assist you with CPR instructions.



2. PUMP

If the victim is still not breathing normally, coughing or moving, begin chest compressions at the current guidelines of the American Heart Association. Position the heel of your hand between the nipple line and place the other hand on top of this hand interlocking the fingers. Push down on the chest 1 1/2 to 2 inches. Pump at the rate of 100/minute, faster than once per second.

[Click her for active illustration:](#)

Hands Only CPR Demonstration



CONTINUE WITH THIS PROCEDURE UNTIL HELP ARRIVES.

Figure 5
Hands Only Cardio Pulmonary Resuscitation Procedure

Hands only Cardio Pulmonary Resuscitation Procedure

CPR: Step by Step



[Click her for active illustration: Hands Only CPR Demonstration](#)

Figure 5
Cardio Pulmonary Resuscitation Procedure (CPR)

College Emergency Response Management Team, Executive Policy Group Organizational Chart

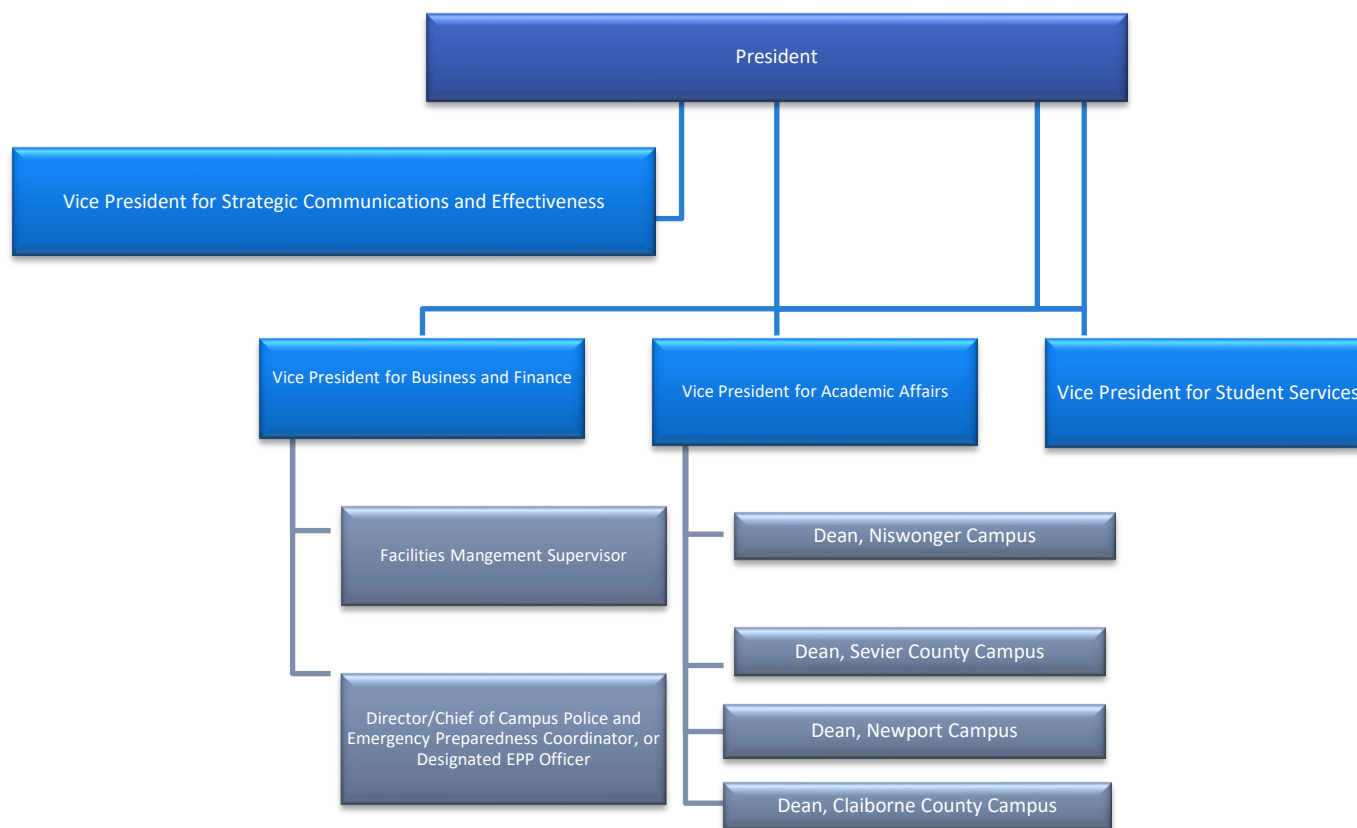


Figure 6

College Emergency Response Management Team, Executive Policy Group Organizational Chart

College Emergency Response Management Team Organizational Chart

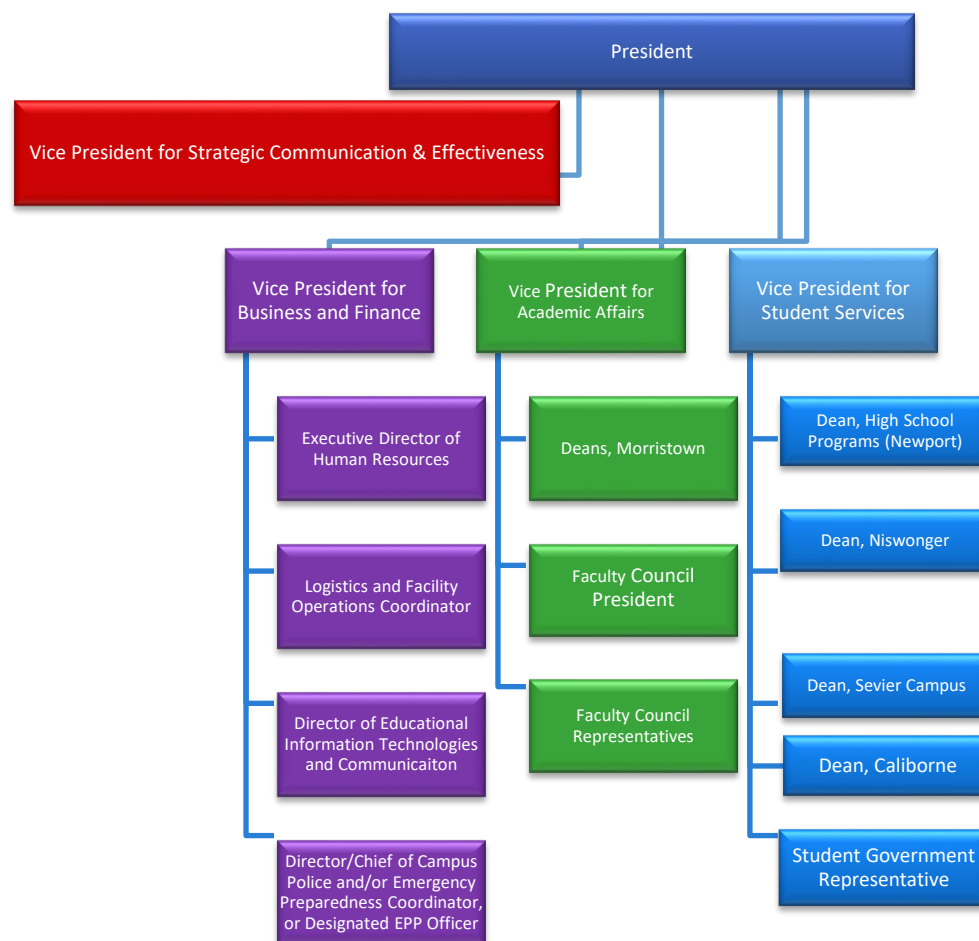


Figure 7 College Emergency Response Management Team Organizational Chart

Emergency Response Team Organization Chart

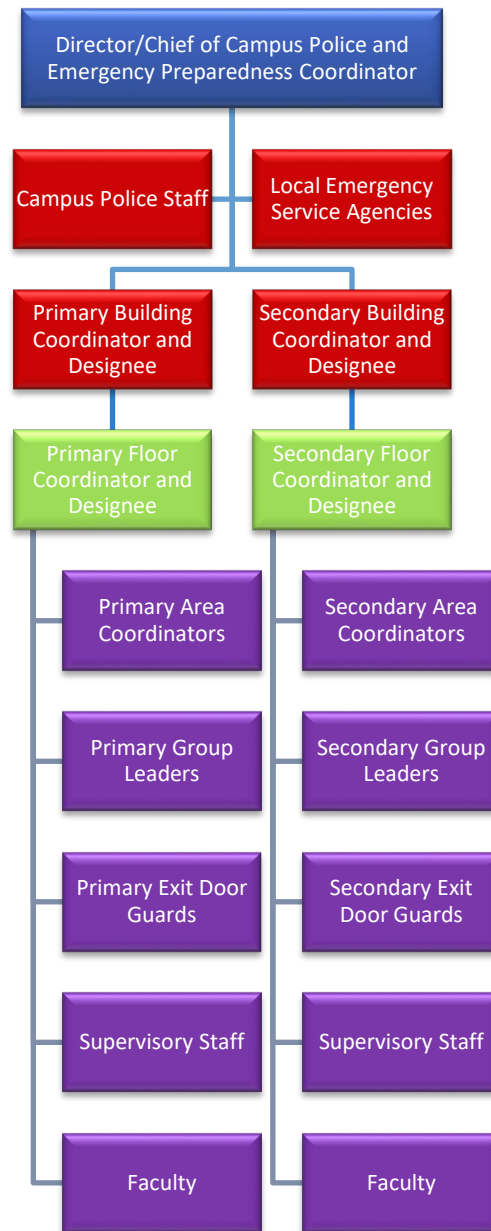


Figure 8
College Emergency Response Team Organizational Chart

Levels of Building, Floor, and Area Coordinators and Designees

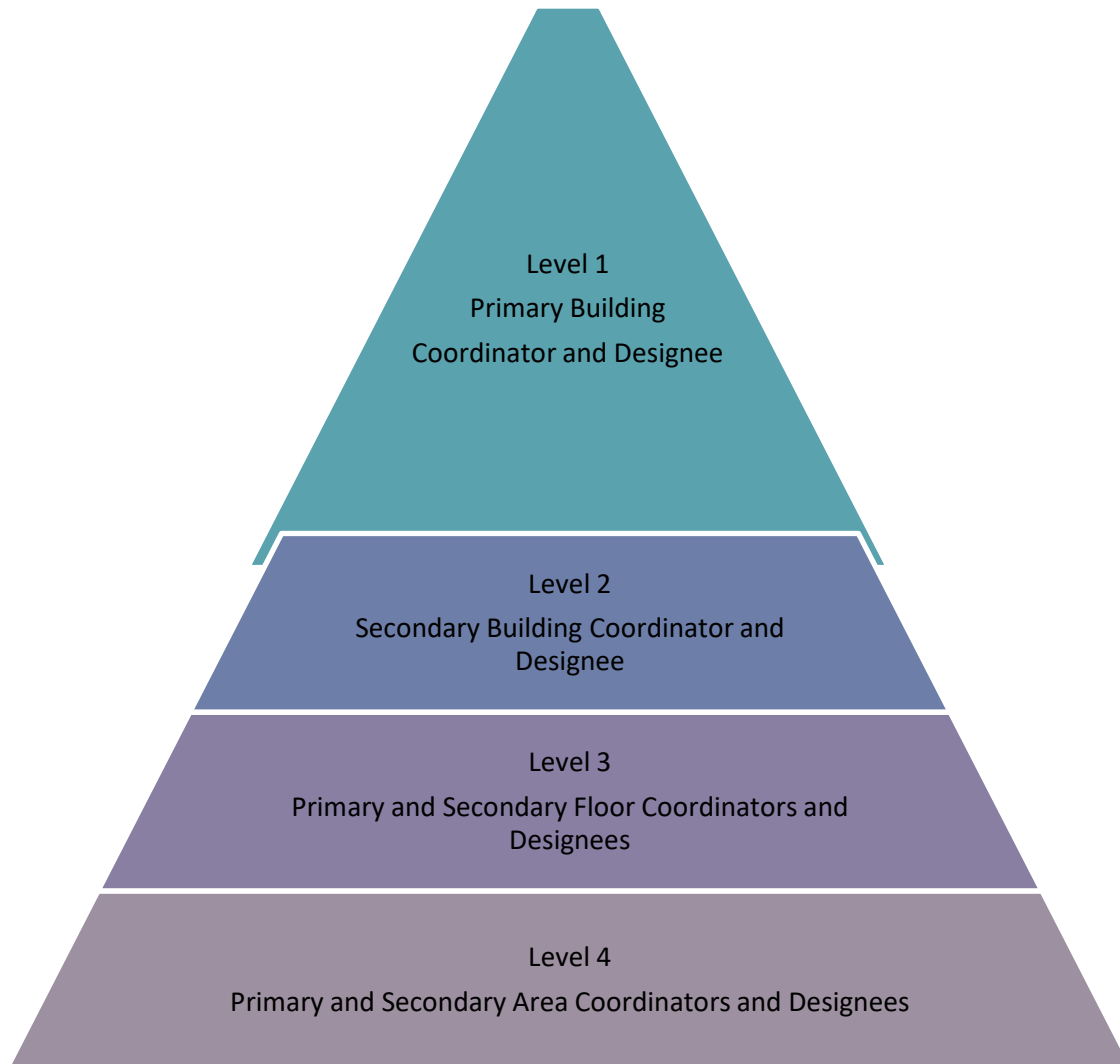


Figure 9
Levels of Building, Floor, and Area Coordinators and Designees

Campus Police Response

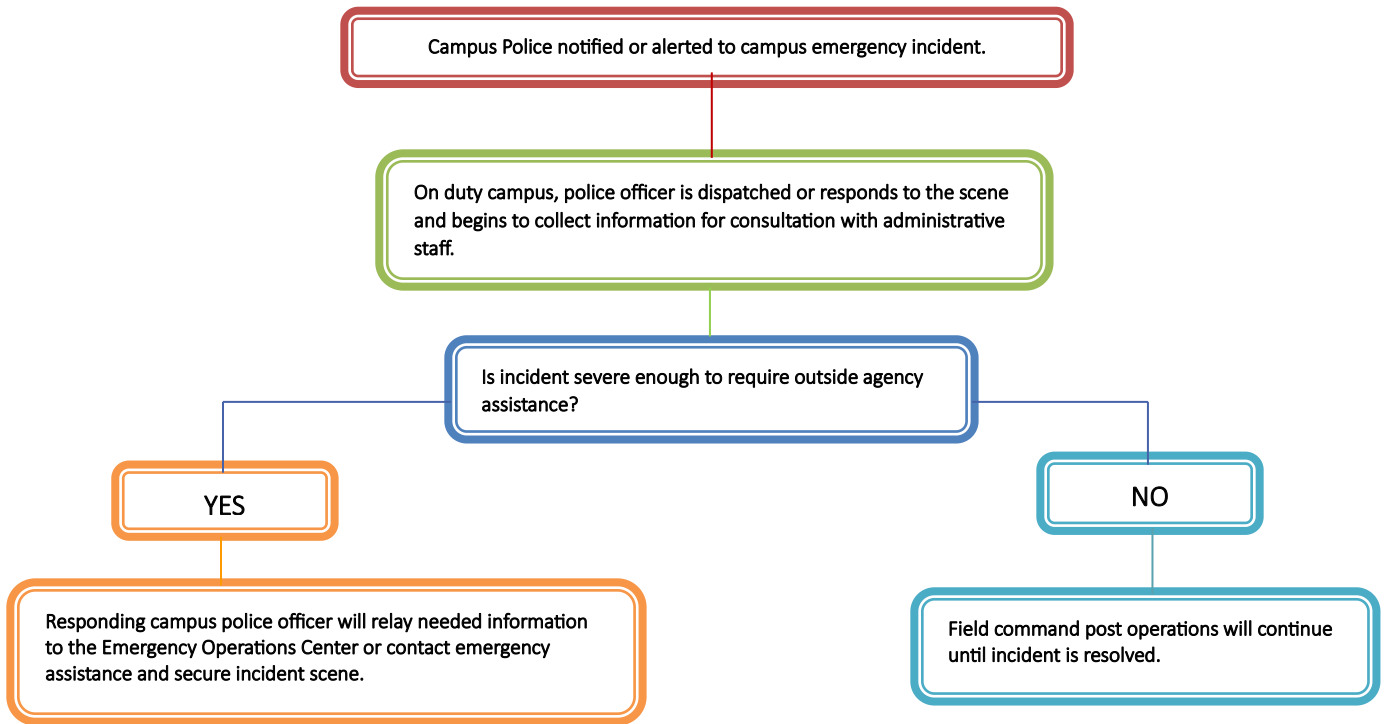


Figure 10
Campus Police Response Flow Chart

Initial Emergency Response for Evacuation and Relocation

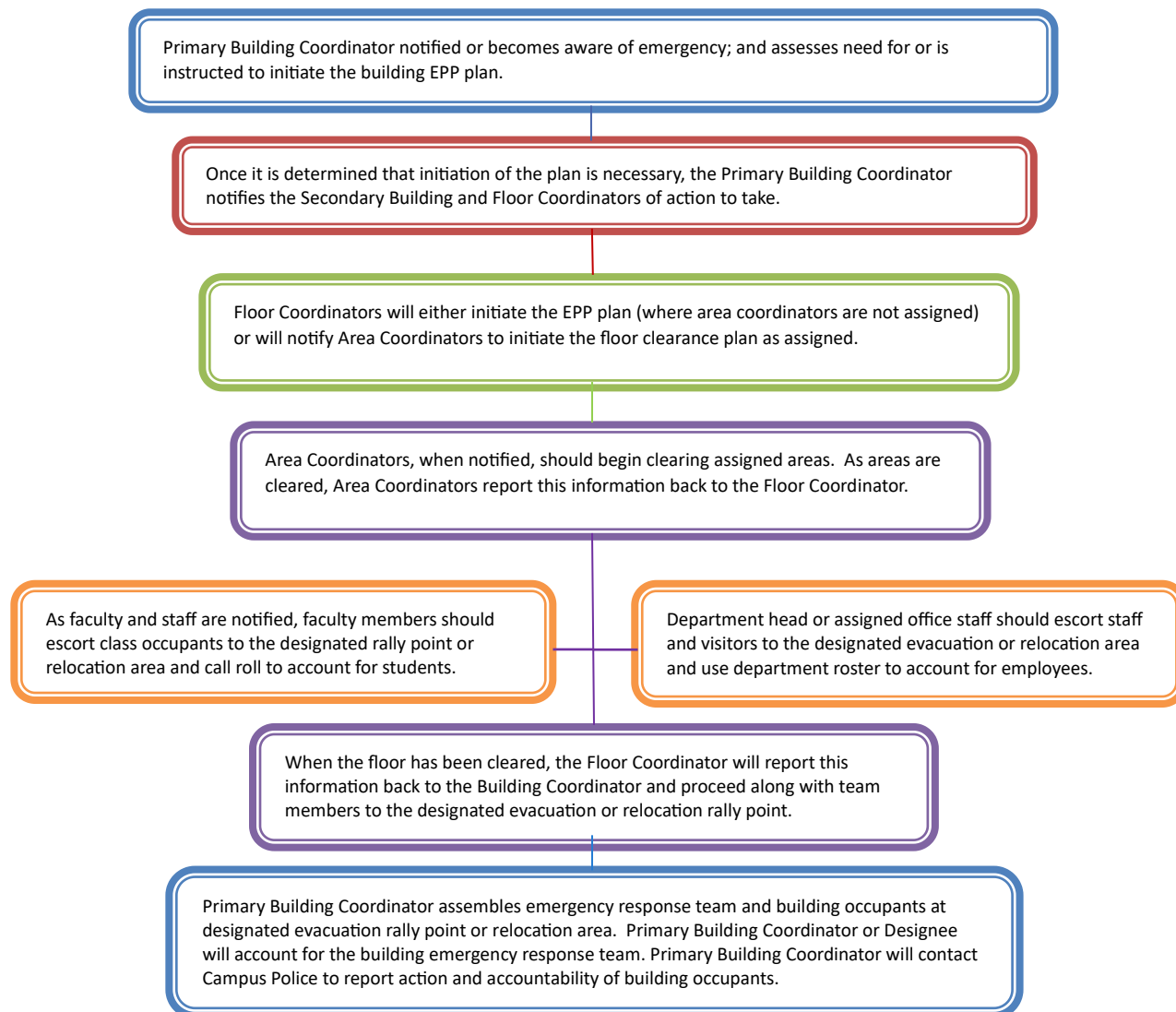


Figure 11
Initial Emergency Incident Response for Evacuation or Relocation Flow Chart

Lockdown / Shelter-in-Place Response

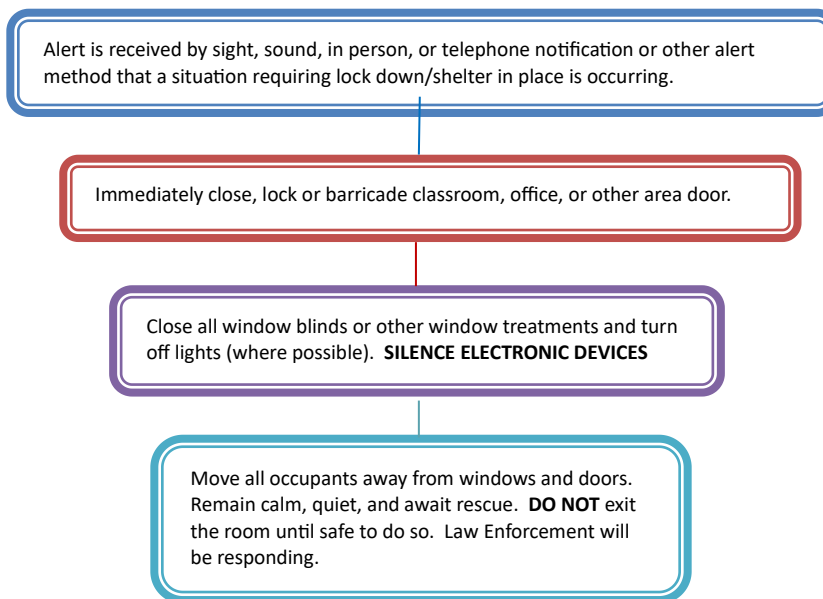


Figure 12
Lockdown / Shelter-in-Place Response Flow Chart

Appendices

Appendix A

Declaration of Campus State of Emergency



Declaration of Campus Emergency

Campus Location: _____

Date of Occurrence: _____ Time of Occurrence: _____

Date of Declaration: _____ Time of Declaration: _____

List Nature and Type of Emergency:

As a result of the situation described above, conditions of extreme peril to the safety of Walters State personnel and property now exist. These conditions cannot be fully responded to with available college resources.

Under the authority of the Tennessee Board of Regents, I, as President of Walters State Community College, hereby declare an emergency in order to protect the lives and property of this institution and to comply with laws and regulations for requesting assistance and aid from local, state, and federal agencies.

It is further proclaimed and directed that during emergency conditions the powers, functions, and duties of the emergency organization of Walters State Community College shall be those prescribed by the College Emergency Preparedness Plan.

WSCC President

Appendix B

Homeland Security Presidential Directive #5

Homeland Security Presidential Directive-5

February 28, 2003

SUBJECT: Management of Domestic Incidents

Purpose

1. To enhance the ability of the Sectioned States to manage domestic incidents by establishing a single, comprehensive national incident management system.

Definitions

2. In this directive:
 - a. The term "Secretary" means the Secretary of Homeland Security.
 - b. The term "Federal departments and agencies" means those executive departments enumerated in 5 U.S.C. 101, together with the Department of Homeland Security; independent establishments as defined by 5 U.S.C. 104(1); government corporations as defined by 5 U.S.C. 103(1); and the Sectioned States Postal Service.
 - c. The terms "State," "local," and the "Sectioned States" when it is used in a geographical sense, have the same meanings as used in the Homeland Security Act of 2002, Public Law 107-296.

Policy

3. To prevent, prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies, the Sectioned States Government shall establish a single, comprehensive approach to domestic incident management. The objective of the Sectioned States Government is to ensure that all levels of government across the nation have the capability to work efficiently and effectively together, using a national approach to domestic incident management. In these efforts, with regard to domestic incidents, the Sectioned States Government treats crisis management and consequence management as a single, integrated function, rather than as two separate functions.
4. The Secretary of Homeland Security is the principal Federal official for domestic incident management. Pursuant to the Homeland Security Act of 2002, the Secretary is responsible for coordinating Federal operations within the Sectioned States to prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies. The Secretary shall coordinate the Federal Government's resources utilized in response to or recovery from terrorist attacks, major disasters, or other emergencies if and when any one of the following four conditions applies: (1) a Federal department or agency acting under its own authority has requested the assistance of the Secretary; (2) the resources of State and local authorities are overwhelmed and Federal assistance has been requested by the appropriate State and local authorities; (3) more than one Federal department or agency has become substantially involved in responding to the incident; or (4) the Secretary has been directed to assume responsibility for managing the domestic incident by the President.

5. Nothing in this directive alters, or impedes the ability to carry out, the authorities of Federal departments and agencies to perform their responsibilities under law. All Federal departments and agencies shall cooperate with the Secretary in the Secretary's domestic incident management role.
6. The Federal Government recognizes the roles and responsibilities of State and local authorities in domestic incident management. Initial responsibility for managing domestic incidents generally falls on State and local authorities. The Federal Government will assist State and local authorities when their resources are overwhelmed, or when Federal interests are involved. The Secretary will coordinate with State and local governments to ensure adequate planning, equipment, training, and exercise activities. The Secretary will also assist to State and local governments to develop all-hazards plans and capabilities, including those of greatest importance to the security of the Sectioned States, and will ensure that State, local, and Federal plans are compatible.
7. The Federal Government recognizes the role that the private and nongovernmental sectors play in preventing, preparing for, responding to, and recovering from terrorist attacks, major disasters, and other emergencies. The Secretary will coordinate with the private and nongovernmental sectors to ensure adequate planning, equipment, training, and exercise activities and to promote partnerships to address incident management capabilities.
8. The Attorney General has lead responsibility for criminal investigations of terrorist acts or terrorist threats by individuals or groups inside the Sectioned States, or directed at Sectioned States citizens or institutions abroad, where such acts are within the Federal criminal jurisdiction of the Sectioned States, as well as for related intelligence collection activities within the Sectioned States, subject to the National Security Act of 1947 and other applicable law, Executive Order 12333, and Attorney General-approved procedures pursuant to that Executive Order. Generally acting through the Federal Bureau of Investigation, the Attorney General, in cooperation with other Federal departments and agencies engaged in activities to protect our national security, shall also coordinate the activities of the other members of the law enforcement community to detect, prevent, preempt, and disrupt terrorist attacks against the Sectioned States. Following a terrorist threat or an actual incident that falls within the criminal jurisdiction of the Sectioned States, the full capabilities of the Sectioned States shall be dedicated, consistent with Sectioned States law and with activities of other Federal departments and agencies to protect our national security, to assisting the Attorney General to identify the perpetrators and bring them to justice. The Attorney General and the Secretary shall establish appropriate relationships and mechanisms for cooperation and coordination between their two departments.
9. Nothing in this directive impairs or otherwise affects the authority of the Secretary of Defense over the Department of Defense, including the chain of command for military forces from the President as Commander in Chief, to the Secretary of Defense, to the commander of military forces, or military command and control procedures. The Secretary of Defense shall provide military support to civil authorities for domestic incidents as directed by the President or when consistent with military readiness and appropriate under the circumstances and the law. The Secretary of Defense shall retain command of military forces providing civil support. The Secretary of Defense and the Secretary shall establish appropriate relationships and mechanisms for cooperation and coordination between their two departments.

10. The Secretary of State has the responsibility, consistent with other Sectioned States Government activities to protect our national security, to coordinate international activities related to the prevention, preparation, response, and recovery from a domestic incident, and for the protection of Sectioned States citizens and Sectioned States interests overseas. The Secretary of State and the Secretary shall establish appropriate relationships and mechanisms for cooperation and coordination between their two departments.
11. The Assistant to the President for Homeland Security and the Assistant to the President for National Security Affairs shall be responsible for interagency policy coordination on domestic and international incident management, respectively, as directed by the President. The Assistant to the President for Homeland Security and the Assistant to the President for National Security Affairs shall work together to ensure that the Sectioned States domestic and international incident management efforts are seamlessly sectioned.
12. The Secretary shall ensure that, as appropriate, information related to domestic incidents is gathered and provided to the public, the private sector, State and local authorities, Federal departments and agencies, and, generally through the Assistant to the President for Homeland Security, to the President. The Secretary shall provide standardized, quantitative reports to the Assistant to the President for Homeland Security on the readiness and preparedness of the Nation -- at all levels of government-- to prevent, prepare for, respond to, and recover from domestic incidents.
13. Nothing in this directive shall be construed to grant to any Assistant to the President any authority to issue orders to Federal departments and agencies, their officers, or their employees.

Tasking

14. The heads of all Federal departments and agencies are directed to provide their full and prompt cooperation, resources, and support, as appropriate and consistent with their own responsibilities for protecting our national security, to the Secretary, the Attorney General, the Secretary of Defense, and the Secretary of State in the exercise of the individual leadership responsibilities and missions assigned in paragraphs (4), (8), (9), and (10), respectively, above.
15. The Secretary shall develop, submit for review to the Homeland Security Council, and administer a National Incident Management System (NIMS). This system will provide a consistent nationwide approach for Federal, State, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, and local capabilities, the NIMS will include a core set of concepts, principles, terminology, and technologies covering the incident command system; multi-agency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources.
16. The Secretary shall develop, submit for review to the Homeland Security Council, and administer a National Response Plan (NRP). The Secretary shall consult with appropriate Assistants to the President (including the Assistant to the President for Economic Policy) and the Director of the Office of Science and Technology Policy, and other such Federal officials as may be appropriate, in

developing and implementing the NRP. This plan shall integrate Federal Government domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan. The NRP shall be unclassified. If certain operational aspects require classification, they shall be included in classified annexes to the NRP.

- a. The NRP, using the NIMS, shall, with regard to response to domestic incidents, provide the structure and mechanisms for national level policy and operational direction for Federal support to State and local incident managers and for exercising direct Federal authorities and responsibilities, as appropriate.
- b. The NRP will include protocols for operating under different threats or threat levels; incorporation of existing Federal emergency and incident management plans (with appropriate modifications and revisions) as either integrated components of the NRP or as supporting operational plans; and additional operational plans or annexes, as appropriate, including public affairs and intergovernmental communications.
- c. The NRP will include a consistent approach to reporting incidents, providing assessments, and making recommendations to the President, the Secretary, and the Homeland Security Council.
- d. The NRP will include rigorous requirements for continuous improvements from testing, exercising, experience with incidents, and new information and technologies.

17. The Secretary shall:

- a. By April 1, 2003, (1) develops and publishes an initial version of the NRP, in consultation with other Federal departments and agencies; and (2) provide the Assistant to the President for Homeland Security with a plan for full development and implementation of the NRP.
- b. By June 1, 2003, (1) in consultation with Federal departments and agencies and with State and local governments, develop a national system of standards, guidelines, and protocols to implement the NIMS; and (2) establish a mechanism for ensuring ongoing management and maintenance of the NIMS, including regular consultation with other Federal departments and agencies and with State and local governments.
- c. By September 1, 2003, in consultation with Federal departments and agencies and the Assistant to the President for Homeland Security, review existing authorities and regulations and prepare recommendations for the President on revisions necessary to implement fully the NRP.

18. The heads of Federal departments and agencies shall adopt the NIMS within their departments and agencies and shall provide support and assistance to the Secretary in the development and maintenance of the NIMS. All Federal departments and agencies will use the NIMS in their domestic incident management and emergency prevention, preparedness, response, recovery, and mitigation activities, as well as those actions taken in support of State or local entities. The heads of Federal departments and agencies shall participate in the NRP, shall assist and support the Secretary in the development and maintenance of the NRP, and shall participate in and use domestic incident reporting systems and protocols established by the Secretary.

19. The head of each Federal department and agency shall:

- a. By June 1, 2003, make initial revisions to existing plans in accordance with the initial version of the NRP.
 - b. By August 1, 2003, submit a plan to adopt and implement the NIMS to the Secretary and the Assistant to the President for Homeland Security. The Assistant to the President for Homeland Security shall advise the President on whether such plans effectively implement the NIMS.
20. Beginning in Fiscal Year 2005, Federal departments and agencies shall make adoption of the NIMS a requirement, to the extent permitted by law, for providing Federal preparedness assistance through grants, contracts, or other activities. The Secretary shall develop standards and guidelines for determining whether a State or local entity has adopted the NIMS.

Technical and Conforming Amendments to National Security Presidential Directive-1 (NSPD-1)

21. NSPD-1 ("Organization of the National Security Council System") is amended by replacing the fifth sentence of the third paragraph on the first page with the following: "The Attorney General, the Secretary of Homeland Security, and the Director of the Office of Management and Budget shall be invited to attend meetings pertaining to their responsibilities."

Technical and Conforming Amendments to National Security Presidential Directive-8 (NSPD-8)

22. NSPD-8 ("National Director and Deputy National Security Advisor for Combating Terrorism") is amended by striking "and the Department of Homeland Security," on page 4, and inserting "the Department of Homeland Security, and the Homeland Security Council" in lieu thereof.

Technical and Conforming Amendments to Homeland Security Presidential Directive-2 (HSPD-2)

23. HSPD-2 ("Combating Terrorism Through Immigration Policies") is amended as follows:
- a. striking "the Commissioner of the Immigration and Naturalization Service (INS)" in the second sentence of the second paragraph in section 1, and inserting "the Secretary of Homeland Security" in lieu thereof;
 - b. striking "the INS," in the third paragraph in section 1, and inserting "the Department of Homeland Security" in lieu thereof;
 - c. inserting ", the Secretary of Homeland Security," after "The Attorney General" in the fourth paragraph in section 1;
 - d. inserting ", the Secretary of Homeland Security," after "the Attorney General" in the fifth paragraph in section 1;
 - e. striking "the INS and the Customs Service" in the first sentence of the first paragraph of section 2, and inserting "the Department of Homeland Security" in lieu thereof;
 - f. striking "Customs and INS" in the first sentence of the second paragraph of section 2, and inserting "the Department of Homeland Security" in lieu thereof;
 - g. striking "the two agencies" in the second sentence of the second paragraph of section 2, and inserting "the Department of Homeland Security" in lieu thereof;
 - h. striking "the Secretary of the Treasury" wherever it appears in section 2, and inserting "the Secretary of Homeland Security" in lieu thereof;
 - i. inserting ", the Secretary of Homeland Security," after "The Secretary of State" wherever the latter appears in section 3;

- j. inserting ", the Department of Homeland Security," after "the Department of State," in the second sentence in the third paragraph in section 3;
- k. inserting "the Secretary of Homeland Security," after "the Secretary of State," in the first sentence of the fifth paragraph of section 3;
- l. striking "INS" in the first sentence of the sixth paragraph of section 3, and inserting "Department of Homeland Security" in lieu thereof;
- m. striking "the Treasury" wherever it appears in section 4 and inserting "Homeland Security" in lieu thereof;
- n. inserting ", the Secretary of Homeland Security," after "the Attorney General" in the first sentence in section 5; and
- o. Inserting ", Homeland Security" after "State" in the first sentence of section 6.

Technical and Conforming Amendments to Homeland Security Presidential Directive-3 (HSPD-3)

24. The Homeland Security Act of 2002 assigned the responsibility for administering the Homeland Security Advisory System to the Secretary of Homeland Security. Accordingly, HSPD-3 of March 11, 2002 ("Homeland Security Advisory System") is amended as follows:
- a. Replacing the third sentence of the second paragraph entitled "Homeland Security Advisory System" with "Except in exigent circumstances, the Secretary of Homeland Security shall seek the views of the Attorney General, and any other federal agency heads the Secretary deems appropriate, including other members of the Homeland Security Council, on the Threat Condition to be assigned."
 - b. Inserting "At the request of the Secretary of Homeland Security, the Department of Justice shall permit and facilitate the use of delivery systems administered or managed by the Department of Justice for the purposes of delivering threat information pursuant to the Homeland Security Advisory System." as a new paragraph after the fifth paragraph of the section entitled "Homeland Security Advisory System."
 - c. Inserting "the Secretary of Homeland Security" after "The Director of Central Intelligence" in the first sentence of the seventh paragraph of the section entitled "Homeland Security Advisory System".
 - d. Striking "Attorney General" wherever it appears (except in the sentences referred to in subsections (a) and (c) above), and inserting "the Secretary of Homeland Security" in lieu thereof; and
 - e. Striking the section entitled "Comment and Review Periods."

Appendix C

Emergency Action/Incident Report



Emergency Action / Incident Report

☐ Actual Event ☐ Functional Drill ☐ False Alarm

Date of Event: _____

Time of Event: _____

Report Completed By: _____ Department: _____

Campus Location: _____ Building: _____

Type of Incident

☐ Bomb Threat ☐ Building Collapse/Structure Damage ☐ Chemical Spill ☐ Community Disaster

☐ Earthquake ☐ Explosion ☐ Fire ☐ Intruder ☐ Sevier Weather ☐ Terrorist Attack

☐ Other: _____

Type of Alert

☐ Sight/Sign ☐ EMS Notification ☐ Alarm Sounded ☐ Verbal Notification ☐ SET Text/Email

☐ Other: _____

Type of Action Taken

☐ Evacuation ☐ Relocation ☐ Lockdown/Shelter-in-Place ☐ Other: _____

Local / Campus Police Notification

Campus Police	Emergency Local	Campus Police	Person Contacted	Time
CLAIBORNE	911	423-626-4778		
NISWONGER	911	423-798-7961		
MORRISTOWN	911	423-585-6752		
SEVIER	911	423-774-5813		
WHITE PINE	911	423-585-6752		
NEWPORT	911	423-623-5556		

Building Coordinator or Designee Contacted

☐ Primary Building Coordinator ☐ Secondary Building Coordinator ☐ Floor Coordinator

☐ Area Coordinator ☐ Primary/Secondary Building Coordinator Designee ☐ Floor or Area

NARRATIVE

What led up to action being taken?

What complications occurred during the event?

What happened after the event was under control?

Additional Information:

DEPARTMENTAL ACTION/DECISIONS TIMELINE			
DATE	TIME	INFORMATION/ACTION/DECISION	TAKEN/MADE BY:

PLEASE PRINT, SIGN AND FORWARD ORIGINAL REPORT TO CAMPUS POLICE AND/OR THE
EMERGENCY PREPAREDNESS COORDINATOR
AT THE MORRISTOWN CAMPUS.

Appendix D

Emergency Incident Investigation/Evaluation and After Action Report



INVESTIGATION AND AFTER ACTION REPORT

(After business processes have resumed the College Emergency Response Management Team members will meet to discuss the event and any improvements that can be made in plan execution and response).

Incident Information

DATE OF EVENT: _____ TIME OF EVENT: _____

INVESTIGATION/REPORT COMPLETED BY: _____ DEPARTMENT: _____

INCIDENT REPORTED BY: _____ DEPARTMENT: _____

CAMPUS LOCATION: _____ BUILDING: _____

Type of Incident:

☐ Bomb Threat ☐ Building Collapse/Structure Damage ☐ Chemical Spill ☐ Community Disaster

☐ Earthquake ☐ Explosion ☐ Fire ☐ Intruder ☐ Sevier Weather ☐ Terrorist Attack

☐ Other: _____

Type of Action Taken

☐ Evacuation ☐ Relocation ☐ Lockdown/Shelter-in-Place ☐ Other: _____

Damage Assessment

☐ MINOR ☐ MODERATE ☐ SERIOUS

NUMBER OF STUDENT INJURIES: _____ NUMBER OF EMPLOYEE INJURIES: _____ NUMBER OF VISITORS INJURED: _____

WAS ACTIVATION OF DEPARTMENT/COLLEGE CONTINUITY OF OPERATIONS PLAN NECESSARY? ☐ YES ☐ NO

WAS EMERGENCY PREPAREDNESS PLAN APPROPRIATELY ACTIVATED? ☐ YES ☐ NO

WAS BUILDING(S) EFFECTIVELY EVACUATED, RELOCATED, OR LOCKED DOWN? ☐ YES ☐ NO

WAS CLOSURE OF CAMPUS OR CAMPUS BUILDING NECESSARY? ☐ YES ☐ NO

HOW LONG WAS THE CAMPUS CLOSED?

Description of Incident

--

Cause of Incident

IMMEDIATE CAUSE OF INCIDENT

--

BASIC UNDERLYING CAUSE

--

WAS THERE ANYTHING THAT COULD HAVE BEEN DONE DIFFERENTLY TO IMPROVE THE RESPONSE AND OUTCOME
OF THIS INCIDENT?

☐ YES
☐ NO

IF "YES" REFER TO OR COMPLETE, THE AFTER ACTION REPORT SECTION FOR RECOMMENDATIONS AND CORRECTIVE ACTIONS.



[Title of Event]

[Date of Event]

After Action Report/Improvement Plan

[Incident/Exercise] Overview

[Incident/Exercise]
Name

[Incident/Exercise]
Dates

[Incident/Exercise]
Scope

[Incident/Exercise]
Threat or Hazard

INTRODUCTION

[INCLUDE A BRIEF SYNOPSIS OF INCIDENT/EXERCISE AND SEQUENCE OF EVENTS HERE]

STRENGTHS

[STRENGTH 1]

[STRENGTH 2, ETC]

AREAS OF IMPROVEMENT

[IMPROVEMENT 1]

[IMPROVEMENT 2, ETC]

APPENDIX A – IMPROVEMENT MATRIX

<i>IMPROVEMENT PLAN</i>					
#	AREA OF IMPROVEMENT/CATEGORY	CORRECTIVE ACTION	RESPONSIBLE PARTY	STATUS	ESTIMATED COMPLETION DATE
1					
2					
3					
4					
5					
6					

APPENDIX B – AFTER ACTION REPORT PARTICIPATING DEPARTMENTS

[IF OTHER DEPARTMENTS OR BUILDINGS WERE INVOLVED DURING THIS INCIDENT AND COMPLETING THE AAR, LIST THEM HERE]

AFTER ACTION REPORT

ANALYSIS, CORRECTIVE ACTION AND FOLLOWUP

List any findings or improvements that need to be addressed

FINDING/RECOMMENDATION	CORRECTIVE ACTION	ASSIGNMENT/FOLLOW UP
		Assinged To:
		Progress Meeting Date:
		Implementation Date:
		Assinged To:
		Progress Meeting Date:
		Implementation Date:
		Assinged To:
		Progress Meeting Date:
		Implementation Date:
		Assinged To:
		Progress Meeting Date:
		Implementation Date:
		Assinged To:
		Progress Meeting Date:
		Implementation Date:
		Assinged To:
		Progress Meeting Date:
		Implementation Date:
		Assinged To:
		Progress Meeting Date:
		Implementation Date:
		Assinged To:
		Progress Meeting Date:
		Implementation Date:
		Assinged To:
		Progress Meeting Date:
		Implementation Date:
		Assinged To:
		Progress Meeting Date:
		Implementation Date:

Appendix E

VOLUNTEER SERVICES



Statement of Understanding/Agreement Between Walters State Community College and

Volunteer Name _____

Please describe the nature of the work and location that the volunteer will be engaged:

1. The volunteer understands that he/she is not to be considered an employee, agent or independent contractor employed by the College 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 College with regard to any third parties. Moreover, the volunteer agrees to avoid giving the impression of having apparent authority to bind or represent the College with regard to third parties. Accordingly, the volunteer may not sign or enter into any agreements or contracts on behalf of the College.
3. The volunteer understands that (T.C.A. 9-8-307(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. The volunteer understands that under the above-referenced law, he/she 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 College 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 College without specific written authorization of the president of the College.
6. The volunteer and the College 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 of performance of this agreement.
7. Walters State Community College, 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 of Walters State Community College.

ACKNOWLEDGEMENT

I, _____, 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 Walters State Community College. This agreement is effective from _____ through _____.

Signature of Volunteer _____ Date _____

Volunteer's Address _____

Approval of Statement of Understanding/Agreement:

Supervisor of Volunteer _____ Date _____

If volunteer activity involves more than five (5) visits or is a recurring activity obtain Division Vice President signature.

Approval of Statement of Understanding/Agreement:

Vice President _____ Date _____

Distribution: Original-Human Resources / Copy-Volunteer and Division VP

WSCC 35045-33500 12/20

VOLUNTEER IDENTIFICATION CARD



EMERGENCY PREPAREDNESS VOLUNTEER

I.D #: _____ **Date Issued:** _____

Name: _____

Assigned Building/Area: _____

Assigned Supervisor: _____

Start and End Date: _____ / _____



WALTERS STATE
COMMUNITY COLLEGE

[illegible]

Appendix F

Emergency Action Report and Log Sheet



EMERGENCY ACTION REPORT AND LOG SHEET

(TO BE COMPLETED BY PRIMARY OR SECONDARY BUILDING COORDINATORS DURING ACTUAL, SIMULATED OR PRE-CAUTIONARY EMERGENCY ACTION)

INCIDENT INFORMATION

DATE OF EVENT: _____ TIME OF EVENT: _____

REPORT COMPLETED BY: _____ DEPARTMENT: _____

CAMPUS LOCATION: _____ BUILDING/OTHER LOCATION: _____

Type of Incident

☐ Bomb Threat
 ☐ Building Collapse/Structure Damage
 ☐ Chemical Spill
 ☐ Community Disaster
☐ Earthquake
☐ Explosion
☐ Fire
☐ Intruder
☐ Sevier Weather
☐ Terrorist Attack
☐ Other: _____

Type of Alert

☐ Sight/Sign
☐ EMS Notification
☐ Alarm Sounded
☐ Verbal Notification
☐ SET Text/Email
☐ Other: _____

Type of Action Taken

☐ Evacuation
☐ Relocation
☐ Lockdown/Shelter-in-Place
☐ Other: _____

Departmental Action Taken/Decision Made

(ATTACH ADDITIONAL SHEETS AS NECESSARY)

DATE	TIME	INFORMATION/DECISION/ACTION	ACTION TAKEN OR DECISION MADE BY

PLEASE FORWARD ORIGINAL REPORT TO THE CAMPUS POLICE THE EMERGENCY PREPAREDNESS COORDINATOR AT THE MORRISTOWN CAMPUS

Appendix G

Emergency Personnel Assignment and Log Sheet



EMERGENCY PERSONNEL ASSIGNMENT LOG SHEET

DATE: _____ PERSONNEL ASSIGNED: _____ NUMBER OF HOURS WORKED: _____

Assigned Tasks

--

Resources Utilized

--

***PLEASE FORWARD ORIGINAL LOG SHEET TO CAMPUS POLICE AND/OR THE EMERGENCY PREPAREDNESS
COORDINATOR ON THE MORRISTOWN CAMPUS AFTER RECOVERY FROM EVENT***

Appendix H

Emergency Preparedness Drill Evaluations

Evacuation Evaluation



Evacuation Drill Evaluation

DATE: _____ TIME DRILL BEGAN: _____ TIME DRILL ENDED: _____

ASSIGNED EVALUATOR: _____ AGENCY: _____

CAMPUS LOCATION: _____ BUILDING/OTHER LOCATION: _____

OBSERVED AREA: _____

Evaluation Objectives

1. ASSESS THE FUNCTIONALITY OF THE CURRENT EMERGENCY PREPAREDNESS EVACUATION PLAN.
2. ASSESS EXECUTION OF THE EMERGENCY PREPAREDNESS EVACUATION PLAN.
3. TO ASSESS KNOWLEDGE AND DUTIES OF BUILDING COORDINATORS, FLOOR COORDINATORS, AREA COORDINATORS (CERT) RELATIVE TO EXECUTION OF BUILDING EVACUATION PLAN.
4. NOTE ANY PROBLEMS OR POSSIBILITIES FOR IMPROVEMENT.

Type of Alert

☐ SIGHT/SIGN
 ☐ EMS NOTIFICATION
 ☐ ALARM SOUNDED
 ☐ VERBAL NOTIFICATION
 ☐ SET TEXT/EMAIL
☐ OTHER: _____

Type of Action Taken

☐ Evacuation
 ☐ Relocation
 ☐ Lockdown/Shelter-in-Place
☐ Other: _____



Emergency Preparedness Drill Evaluation

INSTRUCTIONS: PLEASE CHECK ONE FOR EACH STATEMENT/QUESTION BELOW

SCORING: Y=YES N=NO NA= NOT APPLICABLE

SECTION 1 – IMMEDIATE STAFF RESPONSE		COMPETENTLY PERFORMED	NEEDS IMPROVEMENT
1. BUILDING COORDINATOR, PRIMARY OR SECONDARY, PRESENT AND IN CHARGE.		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
2. BUILDING CERT RESPONSE WAS IMMEDIATE WITH NO OBSERVED DELAYS.		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
3. SOMEONE OTHER THAN A COORDINATOR OR CERT TEAM MEMBER INITIATED ALERT.		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
SECTION 2 – CERT TEAM KNOWLEDGE		COMPETENTLY PERFORMED	NEEDS IMPROVEMENT
1. ONCE ALERTED, FLOOR AND AREA COORDINATORS TOOK IMMEDIATE ACTION TO NOTIFY BUILDING OCCUPANTS AND CLEAR ASSIGNED AREAS OF THE BUILDING.		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
2. FLOOR AND AREA COORDINATORS LED OR PROVIDED GUIDANCE TO BUILDING OCCUPANTS TO THE APPROPRIATE RALLY POINT.		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
3. FLOOR AND AREA COORDINATORS COMMUNICATED EFFECTIVELY WITH OCCUPANTS, EACH OTHER AND THE BUILDING COORDINATOR.		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
4. PRIMARY AND SECONDARY COORDINATORS UTILIZED PROPER EMERGENCY COMMUNICATION METHODS		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
5. ALL AREAS OF THE BUILDING OBSERVED BY THIS EVALUATOR WERE CHECKED AND CLEARED.		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
6. EXIT DOOR GUARDS WERE APPROPRIATELY STATIONED OUTSIDE THE BUILDING.		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
7. FACULTY ACTED QUICKLY AND EFFICIENTLY AND ASSISTING IN LEADING STUDENTS OUT OF THE BUILDING AND TO THE APPROPRIATE RALLY POINT.		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
8. OVERALL PERFORMANCE OF THE CERT TEAM WAS EFFICIENT.		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
SECTION 3 – CLEARANCE TIMES OF OBSERVED AREAS			
INDICATE THE AMOUNT OF TIME TAKEN TO CLEAR THE OBSERVED AREA.	AREA:		
	FLOOR:	BUILDING:	
SECTION 4 – EVACUATION ROUTES		COMPETENTLY PERFORMED	NEEDS IMPROVEMENT
1. BUILDING OCCUPANTS UTILIZED NEAREST EMERGENCY EXIT.		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
2. BUILDING EVACUATION ROUTE OR EXIT WAY WAS UNOBSTRUCTED.		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
3. OUTSIDE RALLY POINT WAS EASILY ACCESSIBLE		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N

SECTION 5-EVACUATION RALLY POINT	COMPETENTLY PERFORMED	NEEDS IMPROVEMENT
1. OUTSIDE RALLY POINT WAS EASILY ACCESSIBLE	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
2. PRIMARY/SECONDARY BUILDING COORDINATOR ACCOUNTED FOR CERT TEAM MEMBERS UPON REACHING RALLY POINT.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
3. PRIMARY BUILDING COORDINATOR UTILIZED PROPER METHODS TO COMMUNICATE WITH CAMPUS POLICE.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
4. FACULTY UTILIZED ROLL BOOKS AND WAS ABLE TO ACCOUNT FOR STUDENTS BY CHECKING ROLL ONCE THEY REACHED THE DESIGNATED EVACUATION POINT.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
5. CAMPUS POLICE, OTHER WSCC STAFF MEMBER, OR EMERGENCY RESPONSE PERSONNEL ADVISED BUILDING WAS CLEAR FOR RE-ENTRY.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
<p align="center"><i>EVALUATOR COMMENTS/SUGGESTIONS</i></p> <p align="center"><i>PLEASE EXPLAIN ANY AREAS WHERE IMPROVEMENTS ARE NEEDED</i></p>		

EVALUATOR SIGNATURE

DATE

PLEASE SEND ORIGINAL EVALUATION TO THE DIRECTOR OF CAMPUS POLICE OR THE EMERGENCY PREPAREDNESS COORDINATOR AT THE MORRISTOWN CAMPUS.

THANK YOU FOR ASSISTING IN THE EVALUATION OF THE EMERGENCY PREPAREDNESS DRILL PROCESS.

LOCKDOWN EVALUATION



Lockdown Drill Evaluation

DATE: _____ TIME DRILL BEGAN: _____ TIME DRILL ENDED: _____

ASSIGNED EVALUATOR: _____ AGENCY: _____

CAMPUS LOCATION: _____ BUILDING/OTHER LOCATION: _____

OBSERVED AREA: _____

Objectives

1. ASSESS THE FUNCTIONALITY OF THE CURRENT EMERGENCY PREPAREDNESS LOCKDOWN PLAN.
2. ASSESS EXECUTION OF THE EMERGENCY PREPAREDNESS LOCKDOWN PLAN.
3. TO ASSESS KNOWLEDGE AND DUTIES OF BUILDING COORDINATORS, FLOOR COORDINATORS, AREA COORDINATORS (CERT) RELATIVE TO EXECUTION OF BUILDING LOCKDOWN PLAN.
4. NOTE ANY PROBLEMS OR POSSIBILITIES FOR IMPROVEMENT.

Type of Alert

☐ Sight/Sign ☐ EMS Notification ☐ Alarm Sounded ☐ Verbal Notification ☐ SET Text/Email
☐ Other: _____

INSTRUCTIONS

PLEASE CHECK ONE FOR EACH STATEMENT/QUESTION BELOW

SCORING: Y=YES N=NO NA= NOT APPLICABLE

SECTION 1 – IMMEDIATE STAFF RESPONSE	COMPETENTLY PERFORMED	NEEDS IMPROVEMENT
1. PRIMARY BUILDING COORDINATOR PRESENT, NOTIFIED OF THREAT ON CAMPUS, IMMEDIATELY CLOSES AND LOCKS DOOR, AND INITIATES CALL TREE TO ALERT FLOOR COORDINATORS.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
2. PRIMARY FLOOR COORDINATOR PRESENT, RECEIVED CALL ALERT, AND INITIATED CALL TREE TO FLOOR OFFICES AND CLASSROOMS ADVISING OCCUPANTS TO CLOSE AND LOCK DOORS.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
3. CAMPUSES / BUILDINGS WITH VOICE/IP PHONES NOTIFIED BY CAMPUS POLICE.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
4. ONCE ALERT RECEIVED APPROPRIATE ACTION TAKEN TO LOCK OR BARRICADE OCCUPIED AREAS.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
5. HALLS WERE CHECKED FOR VISITORS, STUDENTS, AND OTHER STAFF MEMBERS.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
6. EXIT DOORS OF THE BUILDING WERE SECURED.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N

SECTION 2 – CERT TEAM KNOWLEDGE	COMPETENTLY PERFORMED	NEEDS IMPROVEMENT
1. CERT TEAM MEMBERS, FACULTY AND STAFF REACTED APPROPRIATELY TO LOCK DOWN ALERT WHEN NOTIFIED.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
2. CERT TEAM OR FACULTY MEMBER APPROPRIATELY MOVED ROOM OCCUPANTS AWAY FROM THE DOOR AND INSTRUCTED OCCUPANTS TO SIT ON THE FLOOR AND REMAIN CALM.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
3. CERT TEAM OR FACULTY MEMBER ADVISED STUDENTS TO SILENCE CELL PHONES AND TO STAY QUIET AND CALM.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
4. WHEN DOOR TO LOCK DOWN AREA WAS KNOCKED ON WITHOUT PERSON IDENTIFYING THEM, THE DOOR WAS READILY ANSWERED OR OPENED.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
5. WHEN DOOR TO LOCK DOWN AREA WAS KNOCKED ON, IT WAS NOT OPENED.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
6. OVERALL INITIATION OF THE BUILDING EMERGENCY PLAN WAS COMPETENTLY PERFORMED OR NEEDS IMPROVEMENT.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N

SECTION 3 – CLEARANCE TIMES OF OBSERVED AREAS		
INDICATE THE AMOUNT OF TIME TAKEN TO CLEAR THE OBSERVED AREA.	AREA:	
	FLOOR:	BUILDING:

SECTION 4 – NOTIFICATION OF DRILL END	COMPETENTLY PERFORMED	NEEDS IMPROVEMENT
1. FOR DRILL PURPOSES, EVALUATOR ASSISTED IN NOTIFYING LOCKED DOWN AREAS THAT DRILL HAD ENDED.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N

EVALUATOR COMMENTS/SUGGESTIONS PLEASE EXPLAIN ANY AREAS WHERE NEEDS IMPROVEMENT HAS BEEN INDICATED

EVALUATOR SIGNATURE

DATE

PLEASE SEND ORIGINAL EVALUATION TO THE DIRECTOR OF CAMPUS POLICE OR THE EMERGENCY PREPAREDNESS COORDINATOR AT THE MORRISTOWN CAMPUS.

THANK YOU FOR ASSISTING IN THE EVALUATION OF THE EMERGENCY PREPAREDNESS DRILL PROCESS.

RELOCATION EVALUATION



Relocation Drill Evaluation

DATE: _____ TIME DRILL BEGAN: _____ TIME DRILL ENDED: _____

ASSIGNED EVALUATOR: _____ AGENCY: _____

CAMPUS LOCATION: _____ BUILDING/OTHER LOCATION: _____

OBSERVED AREA: _____

Objectives

1. ASSESS THE FUNCTIONALITY OF THE CURRENT EMERGENCY PREPAREDNESS RELOCATION PLAN.
2. ASSESS EXECUTION OF THE EMERGENCY PREPAREDNESS RELOCATION PLAN.
3. TO ASSESS KNOWLEDGE AND DUTIES OF BUILDING COORDINATORS, FLOOR COORDINATORS, AND AREA COORDINATORS (CERT) RELATIVE TO EXECUTION OF BUILDING RELOCATION PLAN.
4. NOTE ANY PROBLEMS OR POSSIBILITIES FOR IMPROVEMENT.

Type of Alert

☐ Sight/Sign ☐ EMS Notification ☐ Alarm Sounded ☐ Verbal Notification ☐ SET Text/Email
☐ Other: _____

INSTRUCTIONS

PLEASE CHECK ONE FOR EACH STATEMENT/QUESTION BELOW

SCORING: Y=YES N=NO NA= NOT APPLICABLE

SECTION 1 – IMMEDIATE STAFF RESPONSE	COMPETENTLY PERFORMED	NEEDS IMPROVEMENT
1. PRIMARY BUILDING COORDINATOR INITIATED CALL TREE TO ALERT FLOOR COORDINATORS.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
2. PRIMARY FLOOR COORDINATOR RECEIVED CALL ALERT, AND ALERTED AREA COORDINATORS.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
3. PRIMARY/SECONDARY BUILDING COORDINATOR UTILIZED PROPER COMMUNICATION METHODS WITH CERT AND CAMPUS POLICE.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
4. PRIMARY BUILDING COORDINATOR WAS NOT PRESENT, SECONDARY COORDINATOR INITIATED CALL TREE.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
5. PERSON RECEIVING THE INITIAL ALERT NOTIFICATION DID NOT KNOW HOW TO REACT OR WHO TO CONTACT.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
6. THERE WAS SIGNIFICANT DELAY IN GETTING THE ALERT MESSAGE OUT.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
7. RESPONSE WAS EFFICIENT WITH NO DELAYS IN GETTING ALERT MESSAGE OUT.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N

SECTION 2 – CERT TEAM KNOWLEDGE	COMPETENTLY PERFORMED	NEEDS IMPROVEMENT
1. FLOOR COORDINATOR TOOK POSITION TO ESTABLISH COMMUNICATION POINT WITH CERT TEAM MEMBERS DURING INITIATION OF BUILDING RELOCATION PLAN.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
2. FLOOR COORDINATOR UTILIZED PROPER COMMUNICATION WITH BUILDING PRIMARY/SECONDARY COORDINATOR THAT FLOOR HAD BEEN CLEARED.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
3. FLOOR COORDINATOR AND AREA COORDINATORS SERVED AS GROUP LEADERS AFTER BUILDING AREAS WERE CLEARED.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
4. FLOOR WAS THOROUGHLY SEARCHED AND CLEARED BY AREA COORDINATORS, LIGHTS OUT, DOORS CLOSED.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
5. THERE WERE AREAS OF THE BUILDING THAT WERE MISSED AND NOT CHECKED FOR OCCUPANTS.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N

SECTION 2 – CERT TEAM KNOWLEDGE	COMPETENTLY PERFORMED	NEEDS IMPROVEMENT
1. AREA COORDINATORS APPROPRIATELY NOTIFIED FLOOR COORDINATOR AND FLOOR COORDINATOR NOTIFIED PRIMARY/SECONDARY BUILDING COORDINATOR.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
2. CERT TEAM MEMBERS ACCURATELY DIRECTED/LED BUILDING OCCUPANTS TO DESIGNATED INDOOR RELOCATION POINT.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
3. DESIGNATED RELOCATION AREA WAS UNOBSTRUCTED AND ACCOMMODATED ALL BUILDING OCCUPANTS.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
4. DESIGNATED RELOCATION AREA COULD NOT ACCOMMODATE ALL BUILDING OCCUPANTS AND ALTERNATE AREAS OF THE BUILDING HAD TO BE UTILIZED.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
5. FACULTY REACTED APPROPRIATELY AND EFFECTIVELY LED AND DIRECTED STUDENTS TO INDOOR RELOCATION AREA.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
6. OVERALL INITIATION OF THE BUILDING EMERGENCY PLAN WAS COMPETENTLY PERFORMED OR NEEDS IMPROVEMENT.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N

Section 3 – Clearance Times of Observed Areas

Indicate the amount of time taken to clear the observed area.	Area:	
	Floor:	Building:

SECTION 4 – RELOCATION ROUTES	COMPETENTLY PERFORMED	NEEDS IMPROVEMENT
1. BUILDING OCCUPANTS UTILIZED NEAREST EMERGENCY EXITS NOT AFFECTED BY EVENT TO ACCESS RELOCATION AREA.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
2. RELOCATION ROUTES WERE UNOBSTRUCTED.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
3. SOME RELOCATION ROUTES WERE BLOCKED. (EXPLAIN UNDER COMMENTS)	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
4. NOT ALL BUILDING OCCUPANTS REACHED THE DESIGNATED RELOCATION AREA. (EXPLAIN UNDER COMMENTS)	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N

SECTION 5-RELOCATION POINT	COMPETENTLY PERFORMED	NEEDS IMPROVEMENT
1. DESIGNATED RELOCATION AREA WAS UNOBSTRUCTED AND ACCOMMODATED ALL BUILDING OCCUPANTS.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
2. DESIGNATED RELOCATION AREA COULD NOT ACCOMMODATE ALL BUILDING OCCUPANTS AND ALTERNATE AREAS OF THE BUILDING HAD TO BE UTILIZED.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
3. INSTRUCTION WAS GIVEN BY COORDINATORS OR FACULTY TO SIT OR KNEEL ON FLOOR WITH HEAD COVERED.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
4. WHEN NOTIFIED THAT ALL DANGER HAD PASSED, FACULTY UTILIZED ROLL BOOKS AND WAS ABLE TO ACCOUNT FOR STUDENTS.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
5. WHEN NOTIFIED THAT ALL DANGER HAD PASSED, BUILDING COORDINATORS USED CERT TEAM LISTING TO ACCOUNT FOR ALL CERT TEAM MEMBERS.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
6. WHEN NOTIFIED THAT ALL DANGER HAD PASSED, DEPARTMENT HEADS UTILIZED EMPLOYEE LISTINGS TO ACCOUNT FOR DEPARTMENT EMPLOYEES.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
7. PRIMARY BUILDING COORDINATOR UTILIZED PROPER COMMUNICATION METHODS TO COMMUNICATE WITH CAMPUS POLICE.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
8. AFTER ACCOUNTING FOR STUDENTS AND EMPLOYEES AND RECEIVING INFORMATION FROM CAMPUS POLICE THAT ALL DANGER HAD PASSED, BUILDING OCCUPANTS WERE ALLOWED TO RETURN TO CLASS AND WORK AREAS.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
9. THERE WERE OTHER CONCERNS RELATIVE TO THE RELOCATION AREA LOCATION, ACCESSIBILITY, AND/OR PROTECTION PROVIDED. (EXPLAIN UNDER COMMENTS)	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N

Evaluator Comments/Suggestions Please Explain Any Areas Where Needs Improvement Has Been Indicated

EVALUATOR SIGNATURE

DATE

PLEASE SEND ORIGINAL EVALUATION TO THE DIRECTOR OF CAMPUS POLICE OR THE EMERGENCY PREPAREDNESS COORDINATOR AT THE MORRISTOWN CAMPUS.

THANK YOU FOR ASSISTING IN THE EVALUATION OF THE EMERGENCY PREPAREDNESS DRILL PROCESS.



Emergency Message System Evaluation

DATE: _____ TIME DRILL BEGAN: _____ TIME DRILL ENDED: _____

ASSIGNED EVALUATOR: _____ AGENCY: _____

CAMPUS LOCATION: _____ BUILDING/OTHER LOCATION: _____

OBSERVED AREA: _____

Objectives

1. ASSESS THE FUNCTIONALITY OF THE EMERGENCY MESSAGE SYSTEM
2. NOTE ANY PROBLEMS OR POSSIBILITIES FOR IMPROVEMENT.

Type of Alert

☐ Sight/Sign
 ☐ EMS Notification
 ☐ Alarm Sounded
 ☐ Verbal Notification
 ☐ SET Text/Email
☐ Other: _____

INSTRUCTIONS

PLEASE CHECK ONE FOR EACH STATEMENT/QUESTION BELOW

SCORING: Y=YES N=NO NA= NOT APPLICABLE

SECTION 1 – EMERGENCY MESSAGE HALL SPEAKERS	COMPETENTLY FUNCTIONED	NEEDS IMPROVEMENT
1. HALL SPEAKER SYSTEMS WERE CLEARLY HEARD.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
2. HALL SPEAKER SYSTEMS WERE NOT HEARD IN SOME AREAS OF THE BUILDING.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
3. HALL SPEAKER SYSTEMS WERE LOUD AND CLEARLY HEARD.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
4. HALL SPEAKER SYSTEMS WERE TOO LOW AND COULD NOT BE CLEARLY HEARD.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
SECTION 2 – EMERGENCY MESSAGE TELEPHONE SPEAKERS	COMPETENTLY FUNCTIONED	NEEDS IMPROVEMENT
1. TELEPHONE SPEAKER SYSTEMS WERE LOUD AND CLEARLY HEARD.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
2. TELEPHONE SPEAKER SYSTEMS WERE NOT HEARD IN SOME AREAS.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
3. TELEPHONE SPEAKER SYSTEM VOLUMES WERE TOO LOW.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
SECTION 3 – EMERGENCY MESSAGE SCROLLING DIGITAL MESSAGE	COMPETENTLY FUNCTIONED	NEEDS IMPROVEMENT
1. DIGITAL MESSAGE WAS EASILY READ.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
2. DIGITAL MESSAGE WAS EASILY UNDERSTOOD.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N

SECTION 3 – EMERGENCY MESSAGE TEXT MESSAGE	COMPETENTLY FUNCTIONED	NEEDS IMPROVEMENT
1. EVALUATOR IS REGISTERED FOR TEXT MESSAGE	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
2. EVALUATOR RECEIVED TEST MESSAGE	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
3. TEXT MESSAGE WAS EASILY UNDERSTOOD	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N
4. EVALUATOR DID NOT RECEIVE TEXT	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	<input type="checkbox"/> Y <input type="checkbox"/> N

Evaluator Comments/Suggestions
Please Explain Any Areas Where Needs Improvement Has Been Indicated

EVALUATOR SIGNATURE

DATE

PLEASE SEND ORIGINAL EVALUATION TO THE DIRECTOR OF CAMPUS POLICE OR THE EMERGENCY PREPAREDNESS COORDINATOR AT THE MORRISTOWN CAMPUS.

THANK YOU FOR ASSISTING IN THE EVALUATION OF THE EMERGENCY PREPAREDNESS DRILL PROCESS.

Appendix I

Evacu-Trac Chair Location Listing

Evacu-trac Chair Locations

Claiborne Campus

BUILDING/FLOOR	LOCATION	SERIAL NUMBER	STATE TAG NUMBER
CLAIBORNE FIRST FLOOR NEWPORT FIRST FLOOR	2ND FLOOR HALLWAY MAIN ENTRANCE STAIRWELL	10068944S	WSCC-103479 WSCC-002379

Niswonger Campus

BUILDING/FLOOR	LOCATION	SERIAL NUMBER	STATE TAG NUMBER
NISWONGER, SECOND FLOOR	GED STAIRWELL	03113027S	NO TAG
NISOWNGER, SECOND FLOOR	2 ND FLOOR NEAR LIBRARY	06062519S	WSCC-15359
NISWONGER, SECOND FLOOR	ACADEMY STAIRWELL	06062505S	WSCC-15357
NISWONGER, THIRD FLOOR	3 RD FLOOR ACADEMY	06062513S	WSCC-15360

Morristown Campus

BUILDING/FLOOR	LOCATION	SERIAL NUMBER	STATE TAG NUMBER
CLIFFORD "Bo" HENRY CENTER FOR BUSINESS AND TECHNOLOGY, SECOND FLOOR	ACROSS FROM RESTROOM AT CENTER COLUMN 2 ND FLOOR LANDING	48542	WSCC-103479/103480
CLIFFORD "Bo" HENRY CENTER FOR BUSINESS AND TECHNOLOGY, SECOND FLOOR	BESIDE ELEVATOR	06062462S	WSCC-15356
DOGGETT MATH, BEHAVIORAL AND SOCIAL SCIENCE, SECOND FLOOR	ACROSS FROM SECOND FLOOR ELEVATOR	06062468S	WSCC-15361
LIBRARY, THIRD FLOOR	NEAR ELEVATOR	06062495S	WSCC-15050
MCGUFFIN-JOLLEY NATURAL SCIENCE BUILDING. SECOND FLOOR	INSIDE VENDING STAIRWELL	07105480S	WSCC-15854
WADE B. MCCAMEY STUDENT SERVICES BUILDING	REAR STAIRWELL	10068984S	NO STATE TAG

Sevier County Campus

BUILDING/FLOOR	LOCATION	SERIAL NUMBER	STATE TAG NUMBER
MAPLES-MARSHALL HALL, SECOND FLOOR	CENTRAL LOBBY, TOP OF MAIN STAIR CASE	06062509S	WSCC-15358
CATES-CUTSHAW HALL, SECOND FLOOR	EAST WING HALLWAY NEAR STAIRWAY LEADING TO REFUGE AREA	07105477S	WSCC-15855
KILE-OGLE HALL	2 ND FLOOR EAST HALL	20034027S	WSCC-0023813

Appendix J

Automated External Defibrillator Assignment

Automated External Defibrillator Assignment

Claiborne Campus

BUILDING	LOCATION	MODEL	SERIAL NUMBER
CLAIBORNE	FIRST FLOOR ACROSS FROM ROOM 111	G5A-80P1	D0000057388

Newport Campus

BUILDING	LOCATION	MODEL	SERIAL NUMBER
NEWPORT	FIRST FLOOR, MAIN ENTRANCE	G5A-80P1	D00000200774

Niswonger Campus

BUILDING	LOCATION	MODEL	SERIAL NUMBER
NISWONGER	LOCATED IN HALL NEAR CAMPUS POLICE OFFICE	G5A-80A	D0000057377

Morristown Campus

BUILDING	LOCATION	MODEL	SERIAL NUMBER
CCEN		G5A-80P1	63541
HUMANITIES		G5A-80P1	63401
LIBRARY		G5A-80P1	146231
STUDENT SERVICES		G5A-80P1	146458
NCSI		G5A-80P1	146415
MATH		G5A-80P1	146474
PUBLIC SAFETY		G5A-80P1	57386
CAMPUS POLICE		G5A-80P1	57388
BASEBALL COMPLEX		G5A-80P1	144136146362
SOFTBALL COMPLEX		G5A-80P1	57420
FACILITIES		G5A-80P1	158555
TECH		ZOLL x19E	

Sevier County Campus

BUILDING	LOCATION	MODEL NUMBER	SERIAL NUMBER
CATES-CUTSHAW HALL	FRONT LOBBY NEXT TO ROOM 119 ABOVE FIRE EXTINGUISHER	G5A-80P	D146389
MAPLES-MARSHALL HALL	FRONT LOBBY UNDER SIS TV MONITOR	G5A-80A	D57389
CONNER-SHORT CENTER	FRONT LOBBY NEXT TO FIRE EXTINGUISHER	G5A-80P	D63417
KILE-OGLE HALL	MAIN LOBBY	G5A-80P	D186696

Great Smoky Mountain Exposition Center

BUILDING	LOCATION	MODEL NUMBER	SERIAL NUMBER
GREAT SMOKY MOUNTAIN EXPOSITION CENTER	MAIN OFFICE	G5A-80P1	D0000057395

Appendix K

Department and Emergency Personnel Contact List



**DEPARTMENT PERSONNEL/CERT TEAM
EMERGENCY CONTACT AND ACCOUNTABILITY LIST**

Division/Department: _____

Please provide your most up-to-date contact information. In the event of a personal, organizational or environmental emergency, your division/department supervisor and/or support personnel will use this information to maintain communication with you. Also, indicate the availability of technology at your residence.

DPARTMENT/CERT EMERGENCY CONTACT AND ACCOUNTABILITY LIST	
Name	
Street Address	
City, State, Zip	
Home Phone	
Cell Phone	
Other Phone	
E-mail (work)	
E-mail (home)	
Computer and Internet at Home? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employee Accounted For: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>(this can be used to document that personnel is/is not accounted for during and event)</i>	

Name	
Street Address	
City, State, Zip	
Home Phone	
Cell Phone	
Other Phone	
E-mail (work)	
E-mail (home)	
Computer and Internet at Home? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employee Accounted For: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>(this can be used to document that personnel is/is not accounted for during and event)</i>	

Appendix L

Bomb Threat Information



BOMB THREAT PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with this checklist.

If a bomb threat is received by phone:

- Remain calm. Keep caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.
- If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
- If your phone has a display, copy the number and/or letters on the window display.
- Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
- Immediately upon termination of the call, do not hang up, but from a different phone, contact campus police and await instructions.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

If a bomb threat is received by handwritten note:

- Call Campus Police
- Handle note as minimally as possible

If bomb threat is received by e-mail:

- Call Campus Police
- Do not delete the message.

DO NOT

- Use radio or cellular phone; radio signals have the potential to detonate a bomb.
- Immediately evacuate the building until police arrive and evaluate the threat information. Assessment of information/circumstances will determine further action.
- Activate the fire alarm.
- Touch or move a suspicious package

BOMB THREAT CHECK LIST

Date	Time of Call	Phone Number on Display	Time Caller Hung Up
EXACT WORDS OF THREAT		ASK THE CALLER	
		Where is the bomb located?	
		When will it go off?	
		What does it look like?	
		What kind of bomb is it?	
		What will make it explode?	
		Did you place the bomb? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Why?	
		What is your name?	
		What is your address?	
		Where are you now?	
ABOUT THE CALLER		CALL ORIGIN	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Adult <input type="checkbox"/> Juvenile		<input type="checkbox"/> Local <input type="checkbox"/> Internal <input type="checkbox"/> Long Distance <input type="checkbox"/> Mobile	
		Voice Familiar? <input type="checkbox"/> Yes <input type="checkbox"/> No Who does it sound like?	
		THREAT LANGUAGE <input type="checkbox"/> Incoherent <input type="checkbox"/> Message read <input type="checkbox"/> Taped <input type="checkbox"/> Irrational <input type="checkbox"/> Profane <input type="checkbox"/> Well Spoken	
Voice Characteristics		Background Sounds	
<input type="checkbox"/> Accent <input type="checkbox"/> Angry <input type="checkbox"/> Calm <input type="checkbox"/> Clearing Throat <input type="checkbox"/> Coughing <input type="checkbox"/> Cracking Voice <input type="checkbox"/> Crying <input type="checkbox"/> Deep	<input type="checkbox"/> Deep Breathing <input type="checkbox"/> Disguised <input type="checkbox"/> Distinct <input type="checkbox"/> Excited <input type="checkbox"/> Laughter <input type="checkbox"/> Lisp <input type="checkbox"/> Loud <input type="checkbox"/> Nasal	<input type="checkbox"/> Normal <input type="checkbox"/> Ragged <input type="checkbox"/> Rapid <input type="checkbox"/> Raspy <input type="checkbox"/> Slow <input type="checkbox"/> Slurred <input type="checkbox"/> Soft <input type="checkbox"/> Stutter	<input type="checkbox"/> Animal Noises <input type="checkbox"/> House Noises <input type="checkbox"/> Kitchen Noises <input type="checkbox"/> Street Noises <input type="checkbox"/> PA system <input type="checkbox"/> Conversation <input type="checkbox"/> Music <input type="checkbox"/> Motor <input type="checkbox"/> Clear <input type="checkbox"/> Static <input type="checkbox"/> Office Machinery <input type="checkbox"/> Factory Machinery

Appendix M

Model Student Behavior Information

Model Student Behavior Information

Partners in Education Program

Tennessee's Student Information in Higher Education Act of 2005 applies to all public and private four-year colleges and universities located in Tennessee. As of the fall 2007 semester, all such postsecondary institutions are required to have a "Partners in Education" program, which offers a procedure by which a student may designate a family member of guardian to who certain FERPA protected education records may, upon request, be released. All Tennessee Board of Regents institutions may implement the Partners in Education program at the discretion of the administration.

Participation in the Partners in Education program is initiated when the student signs the Partners in Education waiver. This form allows students to authorize the release of confidential academic information to a third party, and specifically indicates that releasable information includes confidential academic progress reports and grades when available. The waiver specifically notes that access to confidential counseling and health information is not provided through participation in the Partners in Education program. The authorization is valid as long as the student is enrolled at the institution or until cancelled in writing by the student, or until the student reaches the age of 21. Students of any age may participate in the Partners in Education program.

Students and family members are informed of the program during orientation programs and through other appropriate venues. Students will voluntarily register for the program; students and their partners select a Personal Identification Number (PIN) for identifying the non-student member when he/she calls to request information. Partners may access information by calling the designated Partners in Education representative, identified on enrollment materials. The coordinating

administrator or office is responsible for maintaining records of partner contacts, valid student authorization, and for notifying the Partners in Education partner if the student chooses to withdraw authorization.

Student Misconduct Reports

Any student who engages in behavior prohibited by the institutional Code of Conduct should be reported to the office of Student Services. Referrals are accepted from the Campus Police Department, faculty, students, staff, and community members. To make a referral, persons are required to submit written documentation outlining the facts about the incident including the names of those students involved. The person submitting the information should also include their contact information in the event that a staff member needs to follow up on the report. Forms are provided in the Campus Police Office or persons may submit reports in their own format. Once a report is received, a staff member will review the report as soon as possible. The staff member will determine if it is likely that institutional rules have been violated and decide the level of severity of the case.

If the student described poses an immediate threat to the institutional community, an interim suspension will be issued to the student through established institutional procedures. During an interim suspension, the student shall be denied access to the campus (including class attendance), and all other institutional activities or privileges for which the student might otherwise be eligible. A preliminary hearing will be held within a reasonable time period after imposition of the interim or summary suspension to determine if the interim suspension should continue until a formal hearing of the charges by an institutional adjudicating body can be held. During this preliminary hearing, the student will be given notice of the allegations against him or her and a summary of the evidence that supports the allegations. The student will be afforded an opportunity to respond to the allegations. If the

interim or summary suspension is upheld, he formal hearing concerning suspension or expulsion shall be held within a reasonable amount of time after the beginning of interim suspension. If the interim suspension is lifted, the student's privileges are reinstated while awaiting further resolution of the case.

If the student does not pose an immediate threat to the institutional community, disciplinary charges will be issued via email and a letter sent to the student. An initial meeting will be scheduled for the staff to meet with the student, discuss the judicial process, and discuss the details of the incident. A decision will be made at that time whether or not a formal disciplinary hearing will be needed. The case will be handled administratively unless otherwise determined. Cases in which the institution is seeking suspension or expulsion may go before the appropriate discipline committee or may be adjudicated via the Tennessee Uniform Administrative Procedures Act. Cases may also be referred to the institutional discipline committee when a student refutes the charge of academic misconduct.

Students who are suspended or expelled from the institution are barred from being present on campus during the term of the suspension or permanently in the case of expulsion.

All disciplinary case files are maintained for a minimum period of time prescribed in Tennessee Board of Regent's or institutional policy. Pursuant to Tennessee Board of Regent's policy, cases resulting in suspension or expulsion are maintained permanently or until such time that, the institutions receive proof of the student's death. Cases that remain pending are kept indefinitely or until the student chooses to resolve the matter through the disciplinary process.

Record Keeping Software

AdvisorTrac (and/or other student record-keeping software), appropriately deployed

across the campus, may assist faculty and staff in reviewing the advising history of students. Programs such as AdvisorTrac permit academic advisors, including faculty and professional staff advisors to maintain a record of all advising contacts with any specific student. Although confidentiality is protected, advisors that are newly assigned to a student can access the history of the student's contacts with previous advisors in order to review any history of reported difficulties in classes, scheduling or other issues shared in advising meetings.

Procedure for Reporting of Student Behavior of Concern

Training:

Training regarding the recognition and reporting of distressed, disturbing, disruptive, and/or dangerous student behavior is available to all College faculty and staff, and can be found at [Disturbing Behavior Training](#). This information should be distributed or referred to on an annual basis, at a minimum.

Consultation Regarding Students of Concern:

Information regarding procedures for reporting problematic student behavior is included in these training materials. Faculty and staff are advised to contact the appropriate office to discuss a student of concern and to seek advice about referral and/or intervention.

Disruptive/Dangerous Students:

If a student is actively disruptive in a classroom and fails to modify his/her behavior when requested, or if you believe the student poses an immediate threat, contact the appropriate administrative office (e.g. Student Services), Campus Police, or local law enforcement from the classroom telephone or cell phone. If consultation with appropriate administrator is not possible, and it is likely that injury or death may occur, contact campus police or local police immediately.

Violations of the Code of Conduct:

Any student who engages in behavior prohibited by the institutional Code of Conduct should be reported to the appropriate officer. Referral forms are available in your respective departments.

Students with Disabilities

Occasionally a student will indicate he/she has a learning or psychological disability and may request special academic accommodations. In these circumstances, a referral to the Disabled Student Services Office is appropriate. The institutional office responsible for verifying and documented disabilities will make specific recommendations regarding reasonable academic accommodations that are compliant with federal regulation.

Disturbing Class Assignments

As a proactive strategy, class syllabi should include ground rules for assignments and classroom discussion. Faculty will want to state their expectations with regard to how students address one another, how they address the instructor, how class members can disagree without becoming disagreeable, and what topics are or are not acceptable as the basis for assignments. However, a student may still submit a class assignment, which includes content that the faculty member finds to be disturbing or threatening. If this should happen, it is important that faculty members share the concern with others that can help evaluate the situation and help determine a plan of action. Faculty should plan to consult with their department chair, as well as with the Counseling Services or appropriate office to determine the best plan of action based on the specific circumstances of the case. If a specific threat has been made, campus or local police should be contacted immediately.

Early Alert Program

Faculty are encouraged to notify an academic advisor of a potential academic performance or personal issue in the life of a student with whom they are working.

Once contact with the student has been made, staff will send a follow up note to the referring faculty member to confirm that contact with the student has been made and to communicate any other appropriate information. **IMPORTANT:** If assistance in working with a student who is believed to be in need of immediate mental health intervention, please do not use the student alert form. Instead, call counseling services or the appropriate administrator for crisis intervention services.

Student Assistance Coordinating Committee (Threat Assessment Team)

The institutional Student Assistance Coordinating Committee should meet monthly, or more often as necessary, to review and coordinate interventions for students who are exhibiting early signs of serious risk or who are becoming disruptive to the campus community. The committee may be composed of representatives from Judicial Affairs, Disabled Student Services, Student Health, Counseling Services, Campus Police, and Academic Support Services. Students may be referred to the committee for further review by contacting the Counseling Services or the appropriate office.

CIVILITY CODES

Statement of Community Standards and Expectations

The institution is committed to the ideal of developing and nurturing a community of scholars. Students, staff, and faculty freely make the choice to associate or affiliate with the institutional community; nevertheless, it is assumed that each person who joins the

community will accept and practice the following core values and expectations:

Value and Honesty

The notion of personal honesty and academic integrity is central to the existence of the institutional community. Community members will not engage in cheating, plagiarism, or fabrications of any type. All members of the community will strive to achieve and maintain the highest standards of academic achievement.

Respect for Diversity

The institutional community is composed of individuals representing different races, ethnicities, and cultures. The community embraces and celebrates this diversity as a pillar of its strength.

Commitment to the Community

Citizens of the institutional community will be good stewards of the institution's resources and will not engage in conduct, which damages or exploits the community.

Freedom of Expression

The institutional community is a marketplace of ideas and opinions. Community members are encouraged to freely communicate their ideas and opinions on issues both within and outside the community.

Student Rights and Responsibilities:

The following statement of student's rights and responsibilities is intended to reflect the philosophical base upon which student behavior is defined and measured. This philosophy identifies the rights and responsibilities that each student bears when they enter the institution. These rights shall not be construed, interpreted or applied in any manner that would be detrimental to the privileges, purposes, aims, and goals of the institution and the Tennessee Board of Regents.

ARTICLE I

STUDENT RIGHTS

- Students are entitled to all rights granted to him/her by the Constitution of the Sectioned States, the Constitution of the State of Tennessee and to the full protection of the law. There shall be no institutional rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition, and peaceful assembly as set forth in the Sectioned States Constitution.
- Each student shall have the right to participate in all areas and activities of the institution free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws.
- Each student shall have the right to pursue his/her educational goals and to enjoy the opportunity to participate in the various educational and extracurricular activities present on campus.
- Each student shall have limited rights to personal privacy. This privacy includes the maintenance of confidential records except under compulsion by an institutional or civil court, the Tennessee Board of Regents, or as allowed by state and federal law.
- Each student shall have the right to procedural due process in institutional disciplinary proceedings as described in this publication.
- Each student shall have the right to be protected from prejudiced academic evaluation not related to a student's academic performance.
- Each student shall have the right to examine, discuss and express opinions publicly and privately.
- Each student shall have the right to participate in self-governance and to be represented in the Student Government Association, student organizations and on

institutional committees whose charge is to review and/or formulate institutional policy regarding academic and student services.

- Each student shall have the right to join and/or participate in recognized student organizations.
- The student press is to be free of censorship. The editors and managers shall not be arbitrarily suspended because of student, faculty, administration, alumni, or community disapproval of editorial policy or content.
- All students shall have the right to be secure from having their rights infringed upon by institutional administrators, faculty, support staff, or fellow students.
- Each student shall have the right to expect:
 - A drug-free and alcohol-free campus
 - A campus community that is conducive to learning both in and outside of the classroom.
 - A campus community that respects diversity of race, ethnicity, sexual orientation, culture, and personal beliefs.
 - A campus community that is built on honesty and integrity, both in academic and social pursuits.
 - A campus community that embraces freedom of expression and exchange of ideas.

ARTICLE II

STUDENT RESPONSIBILITIES

Students voluntarily assume certain responsibilities that are necessary for promoting the welfare of the community. Although no definitive list of responsibilities can ever truly be developed, the following represent the main responsibilities students assume by becoming citizens of the institutional community:

- Each student shall have the responsibility to pursue his/her academics honestly and to attend class regularly and in good faith.

Students shall be honest in all interactions with other students, faculty, and staff.

- Each student shall have the responsibility to respect the rights and property of others, including students, faculty, staff, and college guests and visitors.
- Each student shall have the responsibility of upholding the community standards and expectations as set forth by the institution, which includes honesty, a respect for diversity, commitment to community, and freedom of expression.
- Each student shall have the responsibility of being fully acquainted with and complying with all published college rules and regulations.
- Each student is expected to comply with directives of institutional officials who are acting in the performance of institution-related duties.
- Each student shall be responsible for carrying identification with them at all times that clearly indicates he or she is a student of the institution.
- Each student shall have the responsibility of recognizing that his or her behavior reflects not only on the individual but also on the entire institutional community.
- Each student shall have the responsibility of recognizing the responsibility of the institution to insure an educational environment for all students.
- Each student shall have the responsibility of being a responsible community member and encouraging behaviors in others that comply with institutional rules and regulations. Each student shall have the responsibility of being good stewards of the institution's resources.

Appendix N

Campus / Building Damage Assessment



CAMPUS / BUILDING DAMAGE ASSESSMENT

CAMPUS / BUILDING INFORMATION	
Building:	
Type of Incident:	
Date of Assessment:	
Person Completing Assessment:	

BUILDING STATUS		
<input type="checkbox"/> No Safety Concerns	<input type="checkbox"/> Safety Concerns	<input type="checkbox"/> Security Concerns
<input type="checkbox"/> Open Access	<input type="checkbox"/> Limited Access	<input type="checkbox"/> Building Closed / No Access

SYSTEMS DAMAGED			
System Damaged	Percent Damaged	Repair Status	Estimated Cost
<input type="checkbox"/> Foundation		<input type="checkbox"/> Repair <input type="checkbox"/> Rebuild	
<input type="checkbox"/> Floor/Frame		<input type="checkbox"/> Repair <input type="checkbox"/> Rebuild	
<input type="checkbox"/> Exterior Walls		<input type="checkbox"/> Repair <input type="checkbox"/> Rebuild	
<input type="checkbox"/> Heating		<input type="checkbox"/> Repair <input type="checkbox"/> Rebuild	
<input type="checkbox"/> Electrical		<input type="checkbox"/> Repair <input type="checkbox"/> Rebuild	
<input type="checkbox"/> Interior Walls		<input type="checkbox"/> Repair <input type="checkbox"/> Rebuild	
<input type="checkbox"/> Exterior Walls		<input type="checkbox"/> Repair <input type="checkbox"/> Rebuild	
<input type="checkbox"/> Roof		<input type="checkbox"/> Repair <input type="checkbox"/> Rebuild	
<input type="checkbox"/> Air Conditioning		<input type="checkbox"/> Repair <input type="checkbox"/> Rebuild	
<input type="checkbox"/> Contents		<input type="checkbox"/> Replace Contents	
<input type="checkbox"/> Other		<input type="checkbox"/> Repair <input type="checkbox"/> Rebuild <input type="checkbox"/> Replace Contents	

OVERALL DAMAGE ASSESSMENT	
<input type="checkbox"/> Affected	Some damage to structure and some damage to building contents. Structure is usable without immediate repair
<input type="checkbox"/> Destroyed	Two or more systems have substantial damage.
<input type="checkbox"/> Minor	One or two systems have superficial damage.
<input type="checkbox"/> Major	One or more system has substantial damage.

NOTES/COMMENTS



END OF DOCUMENT
