

## GENERAL POPULATION RESPONSE PLANS

The following is an outline of procedures to follow in specific emergency situations

### A. Earthquake

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

- (1) IF INDOORS, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- (2) IF OUTDOORS, move quickly away from buildings, utility poles, and other structures. Caution: Always avoid power or utility lines.
- (3) 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.
- (4) After the initial shock, evaluate the situation and if emergency help is necessary, call the Department of Police Services. Protect yourself at all times and be prepared for after-shocks.
- (5) Damaged facilities should be reported to the Emergency Coordinator.  
NOTE: Leaks and power failures create special hazards. Please refer to the section on Utility Failures.
- (6) Once outside, move to your designated assembly points. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. Know your designated assembly points.
- (7) DO NOT RETURN TO AN EVACUATED BUILDING, unless told to do so by Emergency Personnel.

## B. Fire

IN ALL CASES OF FIRE, THE POLICE SERVICES DEPARTMENT MUST BE NOTIFIED IMMEDIATELY (Police Services can be reached at Ext. 5555 Union Campus, 4242 Macon Campus, 5970 Gill Campus, Southeast Campus 6005, and Whitehaven Campus 6450. )

- (1) Rescue anyone who might be in danger of fire or smoke inhalation.
- (2) Activate the fire alarm.
  - Pull the nearest fire alarm
  - Notify Police Services at ext. 5555 Union Campus, 4242 Macon Campus, 5970 Gill Campus, Southeast Campus 6005, and Whitehaven Campus 6450
- (3) Confine – close all doors, clear all exit routes, extinguish, if you can do so safely, follow fire extinguisher procedures (PASS).
- (4) Evacuate – everyone will evacuate quickly to the nearest marked exit and alert others to do the same.
- (5) Once outside, building coordinators will escort individuals to the designated assembly point, a minimum of 500 feet away.
- (6) Do Not Re-enter the evacuated building unless told to do so.

### How to use a Fire Extinguisher

Pull – the pin.

Aim – at the base of the fire.

Squeeze – the handle/trigger.

Sweep – with extinguisher as you suppress the fire.

**IMPORTANT:** If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) in the window as a marker for rescue crews. If there are no windows, stay near the floor where the air will be less toxic.

## C. Tornado

### (1) Tornado Situations

- a. There are two types of messages issued by the Weather Bureau dealing with tornados: Tornado Watch and Tornado Warning. Each message has a specific meaning and should not be confused with one another.
  1. Tornado Watch: Issued to alert persons of the possibility of a tornado development in a specified area for a specific period of time. It is not necessary to interrupt the normal operations of the College during a tornado watch.
  2. Tornado Warning: Issued when a tornado has actually been sighted in the area or indicated by radar. Warnings will indicate the location of the tornado, the time of detection, the area through which it is expected to move, and the time period during which the tornado will move through the affected area. When this warning is issued, the College should take immediate safety precautions.
- b. Knowledge of the following characteristics of tornados is useful in tornado detection, and tornado preparedness planning:
  1. TIME OF DAY: a tornado is most likely to occur in mid-afternoon, generally between 3 p.m. and 7 p.m., but they have occurred at all times of the day.
  2. DIRECTION OF THE PATH: a tornado's direction of travel is usually from the southwest to the northeast.
  3. LENGTH OF THE PATH: the length of the path of a tornado averages four (4) miles, but has reached as much as 300 miles.
  4. WIDTH OF THE PATH: the average width of the path of a tornado is 300 to 400 yards, but tornados have cut paths of a mile or more in width.
  5. SPEED OF TRAVEL: the average speed of a tornado ranges from 25 to 40 miles an hour. Speeds ranging from stationary to 68 miles an hour have been reported.
  6. APPEARANCE: the cloud directly associated with a tornado is a dark heavy cloud from which a whirling funnel shaped pendant extends to the ground.
  7. 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.

8. SOUND: sounds occurring during a tornado have been described as a roaring, rushing noise, closely resembling the sound of a train.

c. Monitoring

The Department of Police Services monitors the National Weather Service and officers are on alert for any tornado developments or sightings.

d. Emergency Tornado Procedures

1. Tornado Watch Procedures:

Police Services Personnel – Whenever Police Services Personnel are alerted to a Tornado Watch situation by the U.S. Weather Service, they will notify the campus when the situation exists.

2. Tornado Warning Procedures:

Police Services Personnel – Whenever Police Services Personnel are alerted to a Tornado Warning situation by the U.S. Weather Service, they will notify the campus when the situation exists and provide direction.

If the tornado siren sounds do not leave the building you are in unless you are in a modular building, trailer, or the building you are in provides no shelter due to large windows. Listed below are recommended shelter procedures for each campus building.

(2) Procedures for Seeking Shelter in each Building

If sufficient time is available to evacuate persons to a safe area prior to a tornado, persons should seek shelter in the basement of the building or on the first floor along an interior wall, to avoid window and sky lights.

If there is no time to evacuate, persons should seek shelter under heavy furniture, desks, or in a closet to avoid injury from debris, (look around your area and select your shelter area after reading this policy).

Macon Campus

Building

Parris and Jennings

Thornton

Freeman Library

Richard Sulcer

Child Care

Trailers A & B

Modular 1 and 2

Whitehead

Nabors

Fulton

Physical Plant

Farris Building, A wing

Farris Building, B wing

Shelter

Hallway as far as possible from doors

First floor hallway or library

First floor south end of library

First floor south end of library

Interior hallways and interior rooms

Jennings hallway of first floor south end of library

Jennings hallway

Interior hallways, interior bathrooms and classrooms in the center of the building

Nabors 103,104,105,106,107

Interior hallways and interior bathrooms

evacuate to shelter nearest work area

first floor interior hallway and bathrooms

First floor Farris Auditorium, First floor bathrooms, vending area and FA1106

Union Campus

Building

Shelter

M

Hallways

A

Hallways

B

Hallways

C

Hallways

D(Vertie Sails)

Hallways

E

Hallways

F

Hallways

Physical Plant

Basement

Allied Health

Hallway and interior bathrooms

Nursing/Warehouse

Hallways ( Nursing side of building) Interior Bathrooms

Jess Parrish

Hallways

Gill Campus

First floor hallways and bathrooms

Southeast Campus

Hallways and bathrooms

Whitehaven Campus

Hallways and bathrooms

(3) Execution of Instructions

The Director of Police Services or his designee shall determine when to initiate emergency tornado procedures. Designees include:

Assistant Director of Police Services

Senior Police Services Officer on duty

(4) Miscellaneous

The emergency tornado procedures or plans are designed to be flexible as a response to the varying conditions of a tornado situation. Not all tornado situations will lead to a Tornado Warning. Thus, the initiating of tornado plans has a judgment factor, particularly in terms of the tornado situation encountered.

#### D. Explosions on campus

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

- (1) Immediately take cover under tables, desks or other objects that will give protection against falling glass or debris.
  
- (2) After the effects of the explosion and/or fire have subsided, notify the Department of Police Services at Ext. 5555 Union Campus, 4242 Macon Campus, 5970 Gill Campus, Southeast Campus 6005, and Whitehaven Campus 6450. Give your name and describe the location and nature of the explosion(s).
  
- (3) When told to leave by College Officials, walk quickly to the nearest marked exit and ask others to do the same.
  
- (4) Building Coordinators are designated to assist disabled individuals during an emergency. If a building coordinator is not available, **OTHERS MUST ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC. USE STAIRWAYS.**
  
- (5) Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know the designated area assembly points.
  
- (6) If requested, assist emergency crews as necessary.
  
- (7) A campus emergency command post may be set up near the disaster site. Keep clear of the command post unless you have official business. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a Campus Official.

**IMPORTANT:** After any evacuation, report to your designated area assembly point.

**Note:** USE FIRE ALARM/FIRE INITIAL INCIDENT RESPONSE PLAN FOR ORDERS OF OPERATIONS FOR EMERGENCY REPOSE PERSONNEL.

## E. Chemical Spill(s)

- (1) Spills involving chemicals with properties that are known to offer no significant hazards to employees may be cleaned up by the department personnel. It is the responsibility of supervisory and management staff to review department chemical use and related MSDS documents to identify hazard potential. If department personnel are not confident that the spill can be safely cleaned up the spill is to be treated as a hazardous spill. Hazardous spills should only be cleaned up by hazardous material trained and certified personnel. All spills cleaned up by the department should be reported and a written report of actions taken should be submitted.
- (2) Any spillage of a hazardous chemical material is to be reported immediately to the Department of Police Services at Ext. 5555 Union Campus, 4242 Macon Campus, 5970 Gill Campus, Southeast Campus 6005, and Whitehaven Campus 6450. The Department of Police Services will notify the Health & Safety Officer as required. Spillage of an unknown chemical or large quantity should be deemed as hazardous.
- (3) When reporting, be specific about the nature of the involved material and exact location. The Department of Police Services will contact the necessary specialized authorities and medical personnel.
- (4) The Building Coordinator should vacate the affected area at once and await arrival of Police Services Personnel.
- (5) Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to a Police Services Officer.
- (6) Required first aid and clean up by specialized authorities should be started at once.
- (7) Upon notification of an emergency, walk quickly to the nearest marked exit and alert others to do the same.
- (8) Assistants are designated to assist disabled individuals during an emergency. If an assistant is not available, **OTHERS MUST ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC! USE STAIRWAYS.**
- (9) Once outside, move to a clear area at least 500 feet away from the affected building(s) and up wind and if possible up hill of the building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

- (10) If requested, assist emergency crews as necessary.
- (11) A Field Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
- (12) **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a Campus Official.

## F. Bomb Threat / Search

### Procedures to take if you find a suspicious package or receive a Bomb Threat

- (1) If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT!** Clear the area and immediately call Police Services at Ext. 5555 Union Campus, 4242 Macon Campus, 5970 Gill Campus, Southeast Campus 6005, and Whitehaven Campus 6450.
- (2) Any person receiving a phone call bomb threat should fill out the Bomb Threat reporting form on the following page:
- (3) The Department of Police Services, in conjunction with others, will conduct a detailed bomb search in accordance with the preceding Bomb Threat Incident Action Plan. **DO NOT TOUCH THE OBJECT!!** Do not open drawers, cabinets, or turn lights on or off.
- (4) Upon notification, walk quickly to the nearest marked exit and alert others to do the same.

**NOTE: AS YOU ARE EVACUATING THE AREA BE AWARE FOR OTHER SUSPICIOUS OBJECTS/POTENTIAL BOMBS.**

- (5) Assistants are designated to assist disabled individuals during an emergency. If an assistant is not available, **OTHERS MUST ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC! USE STAIRWAYS.**
- (6) Once outside, move to a clear area at least 500 feet away from the affected buildings(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- (7) If requested, assist emergency crews as necessary.

# Bomb Threat Reporting Form

## QUESTIONS TO ASK PERSON CALLING WITH A BOMB THREAT:

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is it right now? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. What is your address? \_\_\_\_\_
9. What is your name? \_\_\_\_\_
10. Exact wording of threat: \_\_\_\_\_

Sex of caller: \_\_\_\_\_ Race: \_\_\_\_\_ Age: \_\_\_\_\_  
Length of Call: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_  
Number at which call was received: \_\_\_\_\_

### Caller sounded:

_____ calm	_____ nasal	_____ laughter
_____ angry	_____ stutter	_____ crying
_____ excited	_____ lisp	_____ distinct
_____ slow	_____ deep	_____ slurred
_____ rapid	_____ ragged	_____ whispered
_____ soft	_____ clearing throat	_____ accent
_____ loud	_____ deep breathing	_____ disguised
_____ cracked voice	_____ normal	

If the voice is familiar, who did it sound like? \_\_\_\_\_

### BACKGROUND SOUNDS:

_____ street noises	_____ factory machines
_____ crockery	_____ animal noises
_____ voices	_____ clear
_____ PA system	_____ static
_____ music	_____ local
_____ house noises	_____ long distance
_____ motor	_____ booth
_____ office machinery	_____ other

### THREAT LANGUAGE:

_____ well spoken (educated)	_____ incoherent
_____ foul	_____ taped
_____ irrational	_____ message read by threat maker

REPORTED CALL IMMEDIATELY TO: \_\_\_\_\_

Phone number: \_\_\_\_\_

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

Name: \_\_\_\_\_

Phone number (of person taking call): \_\_\_\_\_

Position: \_\_\_\_\_

## G. Cardio-vascular Emergencies

### Officers Responsibility Standard Operating Procedure

- (1) Upon being notified of cardio vascular emergency the officer on duty will respond immediately to the location identified to assist with CPR procedures, crowd control, and coordinate with other emergency response personnel.
- (2) When a Police Services Officer arrives on the scene of a person requiring CPR he/she will assess the situation, notify the dispatcher of the call status (False/True). If the call is false, EMS responders are to be notified.
- (3) If no dispatcher is on duty or officer is working alone he is to notify EMS by department cellular phone or nearest phone.
- (4) Responding officer is responsible for completion of a Medical Incident Report to be turned in to supervisor.

### Faculty/Staff/Student/Citizen Responsibility

- (1) Upon being notified or assessing a situation on campus that requires CPR procedure the responding person should:
  - a. Notify Campus Police as to the location/event
  - b. Begin CPR Procedure
  - d. After relieved of CPR responsibilities be available to answer questions for report purposes by Police Services Officer.

## H. Violent or Criminal Behavior

The following are the procedures to be taken by students, staff, and visitors to Southwest Tennessee Community College in the event of violent criminal behavior. The next section of the emergency management plan contains Police Services Initial Incident Response Plans for specific incidents:

Police Services Office on the Union Campus is located in the Parrish Building room P107 and on the Macon Campus in Farris Building room 1107. Union and Macon Campuses provide 24-hour assistance and protection. This service is provided seven (7) days a week on a year round basis. The Police Services Office at the Southeast Campus is located in room 109, at the Whitehaven Campus in room 114, and at the Gill Campus in room 105. Assistance and protection services are provided at these locations during hours of operation only.

Department of Police Services may be contacted at Ext. 5555 Union Campus, 4242 Macon Campus, 5970 Gill Campus, Southeast Campus 6005, and Whitehaven Campus 6450. Give your name and describe the location and nature of the incident(s).

- (1) Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
  - a. If you are a victim or witness to a crime, you must promptly notify Police Services as soon as possible and report the incident. Include the following:
    1. Nature of incident
    2. Location of incident
    3. Description of person(s) involved
    4. Description of property involved
  - b. If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify Police Services and report the incident.
  - c. Assist the officers when they arrive by supplying them with all additional information and asking others to cooperate.
- (2) Should gunfire be discharged on campus, you should take the following actions:

Outside:

  - a. If you are outside take cover immediately using all available concealment and remain there. If you are near a doorway go inside and lock the door. Stay away from the door in case the shooter attempts to shoot through the door and lie flat on the floor.

b. Call the Police Services office at the location you are at (listed above) and inform them of:

1. Nature of incident
2. Location of incident
3. Number of and Description of person(s) involved (if known)

c. Remain there until Police Services personnel tell you it is safe to come out.

d. After the disturbance, seek emergency first aid if necessary and report to the police services division to give statement.

Inside:

a. If you are inside take cover immediately in a classroom or office, lock the door and remain there. Stay away from the door in case the shooter attempts to shoot through the door and lie flat on the floor.

b. Call the Police Services office at the location you are at (listed above) and inform them of:

1. Nature of incident
2. Location of incident and your exact location
3. Number of and Description of person(s) involved (if known)
4. Number of people with you in the room

c. Remain there until Police Services personnel tell you it is safe to come out.

d. After the disturbance, seek emergency first aid if necessary and report to the campus police services division to give a statement.

During Class:

a. If you are in class when shots are fired on campus, lock the door and remain there. Stay away from the door in case the shooter attempts to shoot through the door and lie flat on the floor.

b. Call the Police Services office at the location you are at (listed above) and inform them of:

1. Nature of incident
2. Location of incident and your exact location
3. Number of and Description of person(s) involved (if known)
4. Number of people with you in the room

c. Remain there until Police Services personnel tell you it is safe to come out.

d. After the disturbance, seek emergency first aid if necessary and report to the campus police services division to give a statement.

(3) WHAT TO DO IF TAKEN HOSTAGE:

- a. Be patient. Time is on your side. Avoid drastic action.
- b. The initial 45 minutes are the most dangerous. Follow instructions and be alert. Don't make mistakes which could endanger your well-being.
- c. Don't speak unless spoken to and then only when necessary. Don't talk down to or in an angry tone to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
- d. Remain calm. Avoid speculating. Comply with instructions best as you can. Avoid arguments. Expect the unexpected.
- e. Be observant. You may be released or escape. The personal safety of others may depend on your memory.
- f. Be prepared to answer the Police on the phone. Be patient and wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm the persons held by them.
- g. If Southwest Tennessee Community College Police Services personnel or the Memphis SWAT team enter the area you are being held hostage drop to the floor and lie flat and follow all verbal commands given by the police. Entry will not be attempted by the Southwest Tennessee Community College Police Department unless shots are being fired prior to the arrival of the Memphis SWAT team.

## I. Peaceful, Non-Obstructive Demonstrations

- (1) Generally, demonstrations of this kind should not be interrupted.  
Demonstrations should not be obstructed or provoked. Efforts should be made to conduct Southwest Tennessee Community College business as normally as possible.
- (2) If demonstrators are asked to leave but refuse to leave by regular facility closing time:
  - a. Arrangements will be made by the Director of Police Services to monitor the situation during non-business hours, or
  - b. Treat the situation as a violation of regular closing hours and, thus a disruptive demonstration. (See section on non-violent, disruptive demonstrations below)

## J. Non-violent, Disruptive Demonstrations

In the event that a demonstration blocks access to Southwest Tennessee Community College facilities or interferes with the operation of:

- (1) Demonstrators will be asked by the Director of Police Services or his/her designee to terminate the disruptive activity.
- (2) The Director of Police Services or his/her designee will consider having a photographer available.
- (3) Key College personnel and student leaders may be asked by the Director of Police Services or his/her designee to go to the area and persuade the demonstrators to discontinue their activities.
- (4) If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action, including suspension and/or expulsion or possible intervention by civil authorities (see Attachment A) except in extreme emergencies. The College President will be consulted before Civil Authorities are brought onto campus.
- (5) Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.

- (6) The College President, in consultation with TBR Legal Counsel, and the Director of Police Services, will determine the possible need for a court injunction.

#### K. Violent, Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the College President or his/her designee and the Director of Police Services will be notified.

##### (1) During Business Hours:

- a. The Department of Police Services will contact the appropriate police Department.
- b. The Department of Police Services will then call a photographer to report to an advantageous location for photographing the demonstrators.
- c. The Police Services Department will provide an officer with a radio for communication between Southwest Tennessee Community College and police Department as needed.

##### (2) After Business Hours:

- a. The Department of Police Services should be immediately notified of the disturbance.
- b. The Police Services Department will investigate the disruption and report and notify the Director of Police Services.
- c. The Director of Police Services will report the circumstances to the College President.
- d. The Director of Police Services will notify key administrators and if appropriate, the administrator responsible for the building area.
- e. If necessary, the Director of Police Services will call for police Department assistance.

## L. Psychological Crisis

A psychological crisis exists when an individual is threatening harm to himself / herself, 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 psychological crisis occurs:

- a. Contact the Police Services Department at Ext. 5555 Union Campus, 4242 Macon Campus, 5970 Gill Campus, Southeast Campus 6005, and Whitehaven Campus 6450. Give your name and describe the location and nature of the incident(s). Police Services will contact other appropriate personnel.
- b. Try to keep the person calm or within your vision until assistance arrives.
- c. Maintain your own personal safety if you feel the situation is dangerous.

## M. Utility Failure

- a. In the event of a major utility failure occurring during regular working hours (8 a.m. to 4:30 p.m., Monday through Friday), immediately notify Physical Plant Operations at Ext. 4240 Macon Campus, 5460 Union Campus. Southeast and Gill Campuses at Ext. 5460 and the Whitehaven Campus at Ext. 4240
- b. If the utility failure occurs after hours, weekends, or holidays, notify the office of Police Services at extension Ext. 5555 Union Campus, 4242 Macon Campus. Give your name and the location and nature of the incident(s).
- c. When instructed to evacuate the building, walk quickly to the nearest marked exit and alert others to do the same.
- d. Individuals are designated to assist disabled individuals during an emergency. If the designated individual is not available, **OTHERS MUST ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC! USE STAIRWAYS.**

e. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

f. If requested, assist emergency crews as necessary.

g. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.

h. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a Campus Emergency Resource Team Official.

Always observe the above steps when the following emergencies arise:

a. **ELECTRICAL/LIGHT FAILURE** - Depending upon the severity of the emergency, building lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is, therefore, advisable to have a flashlight and portable radios available for emergencies.

b. **ELEVATOR FAILURE** - If you become trapped in an elevator, use the emergency phone to notify Police Services. When the receiver is picked up, it will automatically dial the Police Services Department.

c. **PLUMBING FAILURE/FLOODING** - Cease all operations. **DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT! REMEMBER: THIS COULD CAUSE AN EXPLOSION.**

d. **STEAM LINE FAILURE** - Vacate the area immediately.

e. **VENTILATION PROBLEM** - If smoke is present, cease all operations and vacate the area.

## SYSTEM FAILURE

FAILURE OF:	WHAT TO EXPECT:	WHO TO CONTACT:
Computer Systems	System down	Administrative/Academic Computing
Electrical Power, Emergency Generators work	Many lights are out	Physical Plant Operations
Electrical Power	All vertical movement will have to be done by stairs	Physical Plant Operations – if in elevator, use phone
Elevator stopped between floors	Elevator alarm bell sounding	Physical Plant Operations & Police Services
Fire Alarm System	No fire alarms or sprinklers	Physical Plant Operations
Natural Gas Failure or Leak	Odor, no flames on burners, etc.	Physical Plant Operations
Sewer stoppage	Drains backing up	Physical Plant Operations
Steam Failure	No building heat, sterilizers inoperative, limited cooking	Physical Plant Operations
Telephones	No phone service	Telecommunications
Water	Sinks and toilets inoperative	Physical Plant Operations
Water Non-Potable	Tap water unsafe to drink	Physical Plant Operations, all managers
Ventilation	No ventilation, no heating or cooling	Physical Plant Operations

If after normal business hours, (8:00 am to 4:30 pm), notify the Police Services Department at Ext. 5555 Union Campus, 4242 Macon Campus, 5970 Gill Campus, Southeast Campus 6005, and Whitehaven Campus 6450. Give your name and describe the location and nature of the incident(s).

## N. Elevator Malfunction

To clarify standard operating procedures when elevators malfunction and individuals are contained in elevators.

- (1) Background: Southwest Tennessee Community College has eight (8) elevators on the Union campus and four (4) elevators on the Macon Campus. Elevators are not to be used during thunderstorms. Instructions on how to contact Police Services are displayed inside the elevators. Once an elevator malfunctions, lifting the elevator receiver phone will automatically dial the Police Services Officer on duty.
- (2) Action : Upon receiving a call for service for an elevator malfunction, the Police Services Officer will advise subjects to remain calm and that assistance is on the way. Upon arrival, the Police Services Officer will go directly to the designated electrical switch box and cut off the electrical power to the elevator, so the door can be manually opened by inserting the key in a hole located at the front of the elevator door and turning the key to the left. Once the door is opened, the officer can determine the location of the elevator and best possible route of escape for individuals. Officers must be sure that power to the elevator is shut off during rescue operation! Upon completion of rescue, Police Services Department will be responsible for contacting the following elevator service:

ThyssenKrupp elevator, 1650 Shelby Oaks Drive North  
Suite 6, Memphis Tennessee 38134, Phone number 901-  
377-1993

### (3) Location of Switches

#### a. Macon Campus:

1. Farris Building B wing, Located on first floor in electrical closet to the left of the elevator.
2. Farris Building Cafeteria / Bookstore loading dock, Located in room 1146 on the loading dock.
3. Farris Building A wing, Located in room 1004 on panel ADP
4. Freeman Library, (No emergency telephone), Located in room 210A

b. Union Campus:

1. Parish 1st floor, Located directly across from the information booth (High Voltage)
2. Parrish Library, Located beside elevator.
3. 1st floor M, Located beside the elevator.
4. F building, 2nd floor, Located beside elevator.
5. C building, 1st floor, beside elevator.
6. Dock, located beside the elevator.
7. Gym, Located beside elevator.
8. Allied Health building, 1st floor, Located beside elevator.

c. Gill Campus:

1. Located outside at the north end of building, turn to the left and the door is on edge of the building.

## EMERGENCY and NON EMERGENCY FIRST AID

Police Services can be reached at Ext. 5555 Union Campus, 4242 Macon Campus, 5970 Gill Campus, Southeast Campus 6005, and Whitehaven Campus 6450. Human Resources can be reached at Ext. 5340.

### On-The-Job Injury/Illness

Non-Life Threatening Injuries/Illnesses are reported to the respective department supervisor, Police Services, and Human Resources at the above listed immediately if occurring during normal business hours, or within twenty-four (24) hours following the accident.

In case of minor injury/illness at Millington or Fayette campus sites, the instructor will be the designated person to notify parent, spouse, or allow a friend to drive the individual home, to medical facility, or private physician. The individual will complete an accident report and return it to Police Services. Steps in reporting on-the-job injury/illnesses:

- (1) An initial evaluation of the injury will be completed by the Police Services Personnel and a medical incident report filed by the officer.
- (2) A State Accident Report will be completed by the employee and supervisor and returned to Human Resources.
- (3) Sedgwick James Insurance Company will be notified by the Supervisor, Police Services or Human Resources Office, if applicable.

Serious Injury/Illness – Life threatening injuries are immediately responded to by Police Services Personnel. For the Millington and Fayette campus sites, in the case of serious injury/illness, the instructor will determine the necessity to activate the emergency medical service (911). The parent/spouse/legal guardian will be notified without delay. The individual or responsible legal guardian must cover all medical expenses. Steps in reporting serious on-the-job injuries/illness:

- (1) An initial evaluation of injury will be made by Police Services Department and a medical incident report filed by the officer.
- (2) The Emergency Medical Service (911) will be activated.
- (3) Individual will be transported by ambulance to closest emergency facility.

- (4) Sedgwick James Insurance Company will be notified by the Police Services or Human Resources Office.
- (5) An Accident Report will be completed by the employee and supervisor and returned to Human Resources.