

*Emergency Management Plan*

**SOUTHWEST**  
**TENNESSEE COMMUNITY COLLEGE**



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# **SOUTHWEST TENNESSEE COMMUNITY COLLEGE EMERGENCY OPERATION PLAN**

## **OVERVIEW**

### **DISASTER RESPONSE**

When an emergency/disaster such as a flood, tornado, earthquake, chemical spill, terrorism, a pandemic, etc. threatens the College, members of the college, such as emergency responders, EOC personnel, faculty and staff take action. The goal: to save lives and help people cope with the chaos, minimize damage, and set plans in motion to start a recovery process. In some instances the College has the skills and equipment to do the job. If the destruction goes beyond the College's ability to respond (single agency or single jurisdiction capabilities), the College EOC will request assistance from the Memphis/Shelby County Emergency Management Agency (MSCEMA) and response is coordinated with MSCEMA. At this point, Southwest Tennessee Community College, city and county resources are brought together to effect a quick resolve to the situation. When the local response becomes overwhelmed by a catastrophic disaster, state resources may be called for assistance. When local and state government's resources are overwhelmed, the state may request resource support from the Federal Emergency Management. Normally, Federal assistance is received in the form of financial aid.

## **EMERGENCY OPERATION PLAN**

The Concept of the Emergency Operation Plan (EOP) is simple:

In a major emergency/disaster, the College EOP provides personnel, technical expertise, equipment and other resources, and manages the response and recovery. Resources are provided by one or more of the divisions or departments of the College, and in some instances by the private sector. Resources are grouped into 16 Emergency Support Functions (ESF'S), including transportation, firefighting, mass care, health and medical services, infrastructure, and search and rescue. Each ESF is headed by a division or department, while other departments and divisions provide support as necessary. Each division or department of the College responds within its own authorities.

Response is coordinated by the Director of Police Services/Public Safety for Southwest Tennessee Community College or designee as appointed by the President of the College and a Crisis Management Team as designated by the EOP. They work out of the Emergency Operations Center (EOC). The Crisis Management Team consists of the President, all Vice Presidents, Director of Police Services/Public Safety, Director of Physical Plant, and Director of Public Relations. The team members can vary depending on the crisis but the core of the team remains the same. Emergency Services Coordinators (ESC's) who have been designated by their respective department or division to work in the EOC, and the Crisis Management Team chaired by the Director of Emergency Management handle policy, public information, and overall management of the disaster.

## **HAZARDS**

Southwest Tennessee Community College is exposed to many hazards, all of which have the potential to disrupt the College, cause damage, and create casualties. Possible natural hazards include, but may not be limited to: earthquake, tornado, severe weather, and flood. Other emergency/disaster situations could develop from a hazardous material accident on or adjacent to College property. Acts of terrorism also have the potential for causing catastrophe for employees, students, visitors, and infrastructure by the use of chemical, biological, radioactive, nuclear, or explosive devices, or civil disorder are a concern.

## **ANTICIPATING NEEDS**

The EOP provides for a flexible and rapid response to any emergency / disaster. When a predictable emergency/disaster threatens the College, Officials work together to track the event and prepare for potential destruction. Public information, warning, and protective actions will be directed through Southwest Tennessee Community College Emergency Operation Center (EOC).

## **PROCESS**

The decision to activate the Emergency Operation Plan is made by the President or Director of Emergency Management under the authorization of the Tennessee Code Annotated, and the Federal Disaster Relief and Emergency Assistance acts. The President, or in his/her absence, the Director of Emergency Management may make a College Emergency or Disaster Declaration. When the situation is beyond the capabilities of the College, or additional assistance is needed, a request for assistance may be made to local government to respond. If state assistance is required, a request will be made by the local government to the Tennessee Emergency Management Agency West Tennessee Region. If Federal assistance is needed, a request will be made by the Governor to the President of the United States of America. The formal process for requesting assistance is handled by Emergency Management on all three levels of government. Federal assistance will be made available based upon the determination that all guidelines for said assistance have been met and the President makes a Disaster Declaration. This assistance may include public and/or individual disaster assistance.

## **MANAGING ESSENTIAL SERVICES**

Management of College preparedness, mitigation, response, and recovery activities are grouped into 16 Emergency Support Functions (ESF's). Each is headed by a department or division and supported by other departments or divisions and private sector groups.

### **ESF 1: TRANSPORTATION**

**Responsibility:** Provide transportation strategies, information, and support.

**Lead Department/Division:** Physical Plant Department

### **ESF 2: COMMUNICATIONS**

**Responsibility:** Provides radio, telecommunications, and data communications systems. Provide dissemination of warnings to the students, employees and visitors to the College.

**Lead Department/Division:** Infrastructure Services Department

### **ESF 3: INFRASTRUCTURE**

**Responsibility:** Building inspection, route clearance, debris removal, as well as water and wastewater systems.

**Lead Department/Division:** Physical Plant Department

### **ESF 4: FIREFIGHTING**

**Responsibility:** Detect and suppress land, and building fires.

**Lead Agency:** Local Government Fire Departments

### **ESF 5: INFORMATION AND PLANNING**

**Responsibility:** Collect, analyze, and disseminate critical information to facilitate the overall response and recovery.

**Lead Department/Division:** Southwest Tennessee Community College  
EOC

### **ESF 6: MASS CARE AND BASIC HUMAN NEEDS**

**Responsibility:** Provide shelter, mass care operations, and disaster victim services.

**Lead Department/Division:** Student Services

#### ESF 7: RESOURCE SUPPORT

**Responsibility:** Logistics, resource management, and staging areas.

**Lead Department/Division:** Southwest Tennessee Community College EOC

#### ESF 8: HEALTH AND MEDICAL SERVICES

**Responsibility:** Emergency Medical Services, Public Health, Crisis Intervention Support, and Bioterrorism.

**Lead Department/Division:** Environmental Health and Safety Coordinator

#### ESF 9: SEARCH AND RESCUE

**Responsibility:** Search for missing persons and rescue operations.

**Lead Department/Division:** Police Services/Public Safety

#### ESF 10: HAZARDOUS MATERIALS

**Responsibility:** Dealing with potential or actual hazardous materials releases.

**Lead Department/Division:** Environmental Health and Safety Coordinator

#### ESF 11: FOOD

**Responsibility:** Identify, secure, and deliver food assistance to affected areas following a major emergency/disaster.

**Lead Department/Division:** Cafeteria Services

#### ESF 12: ENERGY

**Responsibility:** Facilitate restoration of the energy systems on the College properties affected by an emergency/disaster.

**Lead Department/Division:** Physical Plant Department

#### ESF 13: LAW ENFORCEMENT

**Responsibility:** Traffic control, security/crime control, terrorism crisis management, search and rescue, and evacuation.

**Lead Agency:** Police Services/Public Safety

#### ESF 14: DONATIONS AND VOLUNTEERS

**Responsibility:** Orderly handling of donated goods and the coordination of volunteer services.

**Lead Department/Division:** Accounts Receivable/Purchasing Departments

## ESF 15: RECOVERY

**Responsibility:** Provide for delivery of local, state, and federal recovery assistance. Development of long range recovery plans.

**Lead :** President, Recovery Planning Team headed by the Vice President of Financial and Administrative Services and including the Vice President for Student Services and Enrollment Management, Vice President for Institutional Advancement, the Director of Human Resources, the Director of Police Services/Public Safety, the Environmental Health and Safety Coordinator and any other representatives deemed necessary by the recovery planning team.

## ESF 16: ANIMALS IN DISASTER

**Responsibility:** Coordinate with Shelby County Government Animal Control Agencies for animal care after an emergency/disaster.

**Lead Agency:** Local Animal Control

## TERRORISM INCIDENT ANNEX

**Responsibility:** Provide assistance to prevent a terrorist act, international incident, and/or domestic militant act of violence, using specialized services to address the consequences of terrorism.

**Lead Department/Division:** Police Services/Public Safety

## KEY PLAYERS

A localized emergency/disaster requires a coordinated response involving all departments/divisions of the College structure. A catastrophic disaster may affect the Memphis/Shelby county region, state or several states and will require response from outside local government.

## EMPLOYEES/STUDENTS

All are encouraged to be prepared for emergencies/disasters. They should have a thorough understanding of the College EOP, and emergency/disaster training to deal with an emergency/disaster while on campus.

PRESIDENT of the College, EMERGENCY MANAGEMENT DIRECTOR, or CRISIS MANAGEMENT TEAM member: Activates the Emergency Operations Center and the Emergency Operation Plan, and may make a declaration of Campus Emergency, and communicates with MSCEMA, and TEMA.

**CRISIS MANAGEMENT TEAM:** The Crisis Management Team consists of the President, All Vice Presidents, Director of Police Services/Public Safety, Director of Physical Plant, Director of Public Relations and others as requested are responsible for developing policy and managing overall response operations. They act as advisors to the President of the College.

**EMERGENCY SERVICE COORDINATOR:** Appointed by department or division to represent that department/ division in the EOC. They have the full authority of their appointing department/ division to commit resources, coordinate response and recovery operations, and make overall command level decisions for their respective departments/ divisions.

**INCIDENT COMMANDER:** The Senior Police Services/Public Safety Officer leads the response effort at the incident scene. Several departments/ divisions may work together to control a situation.

**PRESIDENT:** Activates the College Emergency Operations Center, declares a Campus State of Emergency or Disaster; contacts MSCEMA Director, requests disaster assistance.

**EMERGENCY RESPONSE TEAM:** Group of quick response personnel to meet with College officials in the emergency/disaster area to establish communications and gather emergency/disaster intelligence information and help assess needs.

**TERRORISM INCIDENT ANNEX:** The occurrences of September 11, 2001 have brought about changes in our way of life, and in our planning practices. We must now take new factors into account when mitigating, preparing for, responding to, and recovering from suspicious events. Terrorism has been described as “a technique for inducing fear through the use of violence and intimidation.” The FBI distinguishes between three distinct categories of terrorism related activity:

**Terrorist Incident:** A violent act or acts dangerous to human life, in violation of criminal laws of the United States or jurisdiction therein, to intimidate or coerce a government, the civilian population or any segment thereof, in furtherance of political or social objectives.

**Suspected Terrorist Incident:** A potential act of terrorism in which responsibility for the act cannot be attributed, at the time, to a known or suspected terrorist group or individual.

**Terrorist Prevention:** A documented instance in which a violent act by a known or suspected terrorist group or individual with the means and a proven propensity for violence is successfully interdicted through investigative activity.

This annex of the Southwest Tennessee Community College EOP supports the Terrorism Incident Annex of the Memphis/Shelby County Emergency Management Plan and the Tennessee Emergency Management Plan (TEMP). It addresses direction, coordination, operations, and follow-through during a response to an act or the threat of an act of terrorism.

This annex addresses both crisis management and consequence management.

**Crisis Management:** Includes measures to identify, acquire, and plan the use of resources in anticipation, prevention, and/or resolution of a threat or act of terrorism. By law, primary authority to prevent and respond to acts of terrorism resides with the Federal Government, while state and local governments provide assistance as needed.

**Consequence Management:** Includes measures to protect public health and safety, restore essential services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism belongs to the state and local governments. The Southwest Tennessee Community College Emergency Operation Plan is the foundation for the emergency response for the College and will be utilized for response under this annex.

**HOMELAND SECURITY ADVISORY SYSTEM:** The National Office of Homeland Security unveiled a new color coded U.S. threat advisory system in March of 2002 to provide a national framework to effectively deal with threats of terrorist attack. The warning system has 5 levels which, when triggered, initiate specific actions by Federal, state, and local agencies.

## **CONSTITUENCIES**

During a crisis, a number of key constituencies must be considered in order to accomplish the College's goal of minimizing injury and/or damage and preserving the College's reputation, integrity, and image. The opinions and actions of each audience have varying degrees of influence on the operations of Southwest Tennessee Community College.

The College's key constituents during a crisis may include, but are not limited to the following:

Students

Employees

Neighbors of Southwest Tennessee Community College

General public and surrounding communities

Significant others of students, faculty and staff

Other organizations associated with Southwest Tennessee Community College (Foundation Board, Alumni Association, etc.)

Tennessee Board of Regents (TBR)

Local news media

Regional and national news media (depending upon the situation)

Local Government Officials

Local Law Enforcement

Local Fire Departments

Memphis/Shelby County EMA

West Tennessee TEMA

State Government

## Profile of Recognized Hazards

### 1. PURPOSE

To identify potential hazards faced by Southwest Tennessee Community College.

### 2. GENERAL

Southwest Tennessee Community College faces a wide variety both natural and technological hazards. A brief summary of these hazards follows. More detailed information concerning the nature of these hazards and the extent to which they might affect the College can be found in other publications provided by the Memphis/Shelby County EMA.

### HAZARDS IDENTIFIED

#### SEVERE WEATHER

- a. Tornados
- b. Freezing Rain/Ice
- c. High Heat Indexes

#### EARTHQUAKE

#### HAZARDOUS MATERIALS INCIDENTS

#### FIRES

#### UTILITY FAILURE

#### TRANSPORTATION INCIDENTS

#### CIVIL DISORDER

#### ACTS OF TERRORISM

### 3. PANDEMIC PREPAREDNESS

## **SEVERE WEATHER**

Shelby County communities experience several episodes of severe weather each year; from heavy rain storms, thunder storms, dangerous lightning and hail to extreme cold or excessively high heat indexes and possible ice and snow storms or wind shears and tornadoes.

### **Tornados**

Tornados are violent rotating columns of air which descend from severe thunderstorm cloud systems. They are normally short-lived local storms containing high winds usually rotating in a counter-clockwise direction. These are often observed as a funnel cloud shaped appendage to a thunderstorm cloud. The funnel is initially composed of nothing more than condensed water vapor; however, when the funnel reaches the ground, it picks up dust and debris which eventually darken the entire funnel. A tornado can cause damage even though the funnel does not appear to touch the ground. The springtime months, mid-March through June, are the peak months for tornado activity. However, tornados can and have occurred in every month of the year.

### **Freezing Rain/Ice**

“Freezing rain” is liquid precipitation occurring when surface temperatures are below freezing. The precipitation falls in liquid form and freezes upon impact, forming in an icy glaze on exposed objects. This occurrence may be called an “ice storm” when a substantial layer of ice accumulates. Ice forming on exposed objects generally ranges from thin glaze to a coating about an inch thick. A heavy accumulation of ice, especially when accompanied by high winds, devastates trees and transmission lines. Sidewalks, streets, and highways become extremely hazardous to pedestrians and motorists. During the winter, the College faces the possibility of closing due to impassable roads, and/or lack of power.

### **High Heat Indexes**

Temperatures above 85 degrees combined with high humidity result in a perceived temperature well above the ambient temperature, often with serious implications. The body responds to the heat index more so than the actual temperature. For that reason, temperatures in the 90's with a high humidity level are more dangerous than temperatures above 100 with a low humidity level. Shelby County experiences heat indexes above 100 degrees numerous times each summer. The College has to be prepared to limit the outdoor activities of employees and students during these conditions.

## **EARTHQUAKE**

An earthquake is the sudden motion or trembling in the earth caused by an abrupt release of slowly accumulated strain in the earth's crust. This sudden release results in ground shaking, surface faulting, and/or ground failure. Most earthquakes result in little or no damage, but they are potentially the most dangerous of all natural hazards that could affect Shelby County. Shelby County lies adjacent to what is known as the New Madrid Seismic Zone (NMSZ). The NMSZ is the most seismically active area east of the Rocky Mountains and poses the most serious potential threat to the Memphis/Shelby County area. A series of large events occurred during the winter of 1811 -1812 that caused the formation of Reel Foot Lake in northwestern Tennessee. An equivalent event today would wreak havoc in Shelby County, and there is concern that a large magnitude event grows more probable with each passing day. The consensus of experts nationwide is that Shelby County runs significant risk of being affected by a damaging earthquake. Such an event could be expected to affect 100 % of the county's population, and such an event typically occurs once every 100 years. The estimate is that the local community has a 95% chance of experiencing a damaging earthquake within the next 50 years. The actual movement of the earth, as frightening as it is, is not the direct cause of death and injury during an earthquake. The movement of the earth can cause buildings and other structures to shake and collapse. Most casualties result from falling objects, debris, splintering glass and fires.

## **HAZARDOUS MATERIAL**

The major sources of threat from hazardous materials for the College are the various laboratories on campus utilizing chemicals. Hazardous materials incidents can occur along roadways and railways throughout the county. We have a railway located adjacent to the Union Campus and Interstate 40 and Interstate 240 passing close to both the Union and Macon Cove Campuses. A hazardous material is any substance or material in a quantity or form that may pose an unreasonable risk to health, safety or property if released in the atmosphere. A hazardous materials emergency is defined as a dangerous product in an unstable container (damaged, leaking, etc.), in an unsafe (threatening to life or property) location. Mitigation of this hazard is best accomplished through close adherence to rules, regulations and procedures promulgated by the manufacturer, as well as state and federal regulatory agencies (e.g. U.S. Environmental Protection Agency, U.S. Department of Transportation, OSHA, and EPA). Proper packaging, storage, shipping, and handling procedures will almost eliminate hazardous material incidents.

## **FIRES**

Fires can and do cause hundreds of deaths each year throughout the United States. Southwest Tennessee Community College is no exception. Even with strict building codes, inspection, and well equipped, well trained fire services, citizens still perish needlessly in fires.

## **UTILITY FAILURE**

Utility failures occur in many parts of Shelby County throughout the year. Southwest Tennessee Community College is no exception. They can be caused by winter storms, lighting, construction equipment digging in the wrong location or simply more demand than can be supplied. A utility outage on campus can severely impact the College's ability to operate and plans for possible closure of the College and evacuation should developed for the possibility of lost utilities.

## **TRANSPORTATION**

Memphis is the transportation hub of the central United States. With major air, road, and water transportation systems located in the area, transportation incidents pose a substantial threat. Widening of the interstate highways, well equipped airport facilities, and strict federal, state, and local laws help to mitigate the dangers posed by a transportation accident. Response units in the area are well equipped and trained to handle these types of incidents.

## **ACTS OF TERRORISM**

Several countries throughout the world have developed, or are seeking to develop, the capability of deploying nuclear weapons, either on a tactical basis or a strategic one. Additionally, the possibility exists that a terrorist organization could activate a weapon of mass destruction (WMD) against the citizens or governments of Shelby County. The City of Memphis is one of several cities that were picked by the Federal Government to receive special funding and training for local fire, law enforcement and EMS/ ambulance services to assist them in being prepared in the event of a (WMD).