

Emergency Management Plan

SOUTHWEST
TENNESSEE COMMUNITY COLLEGE



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**SOUTHWEST TENNESSEE COMMUNITY COLLEGE
EMERGENCY OPERATION PLAN**

ABOUT THIS MANUAL

This manual is part of the Southwest TN Community College emergency preparedness effort. It complements the campus Safety Manual and is intended to be used in implementing the procedures outlined in that plan.

OVERVIEW

All Southwest TN Community College academic and administrative departments are responsible for preparing for emergencies and disasters. The purpose of a Departmental Emergency Plan is to:

- Protect the safety of students, faculty, and staff.
- Safeguard resources related to the Department's mission.
- Coordinate the unit-level emergency response with campus-wide procedures.
- Implement specific emergency response and safety directives.

All Department Emergency Plans should include:

- Work rules and policies that mitigate potential hazards and protect equipment.
- Inventory and storage of hazardous material.
- Appropriate emergency information and training for department personnel.
- Secure storage locations for department first aid and emergency supplies.
- Effective emergency reporting and notification protocols for offices, laboratories, shops, and classrooms.
- Evacuation routes to building assembly areas.
- Pre-defined recall procedures for essential personnel.
- A departmental emergency information hotline.
- Business Continuity strategies for resuming normal operations.
- Planning for documenting an emergency's impact and cost.
- Access for emergency personnel to all departmental areas.

BASIC PLAN

I. INTRODUCTION:

The President of Southwest TN Community College (STCC) has primary responsibility for effectively managing any crisis that might occur on or affect Southwest TN Community College campuses. Disasters or emergencies can happen suddenly, creating a situation in which regular operational and support services for the college may become overwhelmed. During crises, the college requires processes that address the needs of emergency response operations and recovery management. To address such emergencies, Southwest TN Community College has established emergency response procedures that provide guidelines for managing the immediate actions and operations required to respond to an emergency or disaster. The overall priorities of the college during a disaster are protecting lives, valuable research, property, the community, and the environment. The overall objective is to respond to emergency conditions and manage the process of restoring academic and research programs and services. This document represents the Campus Crisis Management Plan, which encompasses Southwest TN Community College campuses' facilities, services, and administration.

A. PURPOSE

The basic emergency procedures outlined in this guide are designed to enhance the protection of lives and property through the effective use of Southwest Tennessee Community College and community resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the Executive Director of Police Services/ Public Safety, in conjunction with the Crisis Management

Team may declare a campus emergency, and these contingency guidelines may be implemented. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various magnitudes. These procedures apply to all employees, students, and visitors as well as buildings and grounds operated by Southwest Tennessee Community College.

B. SCOPE

This plan applies to all departments and agencies operating as a Southwest Tennessee Community College entity on Southwest Tennessee Community College-owned or leased property, including but not limited to the two main campuses Macon Cv. and Union Ave., as well as the three satellite centers Whitehaven, Maxine Smith, and Gill. The extent to which this plan shall be implemented depends upon the scale of the incident. Discretion rests with the Director of Police Services/Public Safety, the Director of Emergency Preparedness, the Vice President of Business and Finance and Administration, and the President of the College.

C. ASSUMPTIONS

The Southwest Tennessee Community College Emergency Management Plan is predicated on a realistic campus problems approach during a significant emergency or disaster. Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. These assumptions are called planning assumptions, and the standard practice is to base planning on the worst-case conditions. Hence, the following are general assumptions:

- An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
- The succession of events in an emergency is unpredictable; hence, published support and operational plans will serve only as a guide and checklist and may require field modification to meet any emergency requirements.
- Disasters may affect residents in the geographical location of Southwest Tennessee Community College; therefore, municipal, state, and federal emergency services may not be available on campus for a minimum of 72 hours and may take longer, depending on the severity of the disaster.
- A significant emergency may be declared if the information indicates that such a condition is developing or is probable.
- In the event of a significant emergency or disaster Southwest Tennessee Community College will implement this plan and, when needed, request assistance from local and state emergency management agencies.

D. PLAN OBJECTIVES

The objectives of this plan are:

1. Organization
 - a. Provide clear and easy-to-follow checklist-based guidelines for the most critical functions and liaisons during an emergency response.
 - b. Provide an easy-to-follow plan design in which users can quickly determine their role, responsibilities, and primary tasks.
 - c. Link and coordinate processes, actions, and the exchange of critical information into an efficient and real-time overall response so that stakeholders are informed or emergency response process and have access to information about what is occurring at the college.
2. Communications and Information Management
 - a. Serve as the central point of communications both for receipt and as transmission of urgent information and messages.
 - b. Serve as the official point of contact for Southwest TN Community College during emergencies when normal communication channels are interrupted.

- c. Provide 24-hour communication services for voice, data, and operational systems.
 - d. Collect and collate all disaster-related information for notification, public information, documentation, and post-incident analysis.
 - e. Provide a basis for training staff and organizations in emergency response management.
3. Decision-Making
- a. Determine, through a clear decision-making process, the level of response and the extent of emergency control and coordination should be activated when incidents occur.
4. Response Operations
- a. Utilize the resources at Southwest TN Community College to implement comprehensive and efficient emergency management response team.
 - b. Be prepared with a proactive emergency response management action that provides the possibilities and eventualities of emerging incidents.
5. Recovery Operations
- a. Transition response operations to normal management and operational processes, as able.
 - b. Support business resumption plans and processes, as needed, during restoration phases.
 - c. Provide documentation and information to support the Federal Emergency Management Agency (FEMA) disaster assistance program application.

CONCEPT OF OPERATIONS

A. GENERAL

1. Southwest Tennessee Community College is responsible for protecting life and property from the effects of hazardous events. Southwest Tennessee Community College is primarily responsible for emergency management activities on college properties. When the emergency exceeds the College's capability to respond, we will request assistance from the Memphis/Shelby County EMA. When the crisis exceeds the College's and MSCEMA's ability to respond, MSCEMA will request assistance from the Tennessee Emergency Management Agency. TEMA, in turn, will coordinate federal aid through the Federal Emergency Management Agency. If the nature and scale of the emergency or disaster are unmanageable, assistance from FEMA will be requested.

2. Relationship between Emergency and Normal Functions: This plan's basis is that the emergency functions for groups involved in emergency management generally parallel their normal day-to-day operations. To the extent possible, the same personnel and material resources will be deployed in both cases. However, it is usually true that an emergency or disaster is a situation in which the daily routine no longer suffices. It is desirable, and always attempted, to maintain organizational continuity and assign familiar tasks to personnel. However, in a large-scale emergency or disaster, it may become necessary to draw on the employee's essential capacities and use them in areas of greatest

need. Daily tasks that do not contribute directly to the emergency operation may be suspended for emergencies or disasters. Efforts typically required of those functions will be redirected through the EOC to accomplish the emergency task.

3. Comprehensive Emergency Management: This plan is consistent with the Memphis/Shelby

County and State of Tennessee's commitment to a comprehensive emergency management

approach by addressing all hazards: natural, technological, and national security.

The plan includes the four phases of emergency management.

B. TYPE AND LEVELS OF CRISIS

Level 1 – Limited Crisis. A limited crisis, within the scope of this plan, is any incident, potential or actual, which will not seriously affect the overall functional capacity of the college, but nevertheless requires some degree of action. Sometimes, a limited crisis may be small enough that the affected department can effectively resolve the issue. In other cases, assistance from Police Services/Public Safety and or off-campus emergency response groups may be required according to the standard operating procedures of Southwest TN Community College Police Services/Public Safety. While some damage and/or interruption may occur, the conditions are localized, and the Southwest TN Community College EOC activation is unnecessary.

Examples of Limited Crises in the context of this plan may include but are not limited to the following: localized chemical spills, plumbing failures, or water leaks.

Level 2 – Issue Driven Crisis. Includes issue-driven and/or slowly developing situations negatively impacting Southwest TN Community College. The incident may be severe and cause damage and/or interruption to operations. A partial or full activation of the Southwest TN Community College EOC is needed. Southwest TN Community College may be the only affected entity.

Examples of Issue Driven crises may include but are not limited to the following: unscheduled or planned protests or disruptions; civil disturbances; unauthorized occupancy of campus areas; sexual assaults; controversial speakers; and hate crimes.

Level 2.5 - is a hybrid of Level 2 and Level 3. The College will transfer to 100% online for all

operations (student, faculty, and staff). Also, all buildings will be closed. The Pandemic Preparedness Plan includes an Incident Management Team that is comprised of the following:

- Institution President
- Executive Director of Police Services (Emergency lead and coordinator with other agencies)
- Executive Director of Physical Plant

- Associate Vice President of Marketing and Communications
- Vice President of Institutional Effectiveness
- Vice President of Academic Affairs
- Vice President of Student Affairs
- Associate Vice President of Business Administration

Level 3 - Major Crisis. A major crisis, within the scope of this plan, is an incident posing a major risk to college personnel, students, visitors, or resources that has caused or has the potential for causing fatalities or injuries and/or major damage. Such an incident is equivalent to a campus-wide “state of emergency” and is expected to require activation of the Southwest TN Community College EOC and Crisis Management Team (CMT) to provide an immediate emergency response. Southwest TN Community College may request assistance from the City of Memphis, Shelby County, and other State agencies or federal assistance via the Memphis-Shelby County Emergency Operations Center. A Level 3 crisis may develop from incidents beginning at Levels 1 or 2.

Examples of major crises may include one or a combination of the following perils: active shooter, infectious disease, fire, explosion, severe weather conditions, earthquake, building collapse, flood, wind, chemical release, radioactive contamination, major civil disturbance, bomb threat, aircraft emergency, barricade or hostage situation, or other acts of terrorism.

Level 4 - Catastrophic: A major widespread local or regional disaster where outside resources may be required due to the vast destruction (Full EOC/plan activation.), i.e., major earthquake).

C. PLAN ACTIVATION

- This plan is activated whenever emergency conditions exist in which normal operations cannot be performed, and immediate action is required to:
 - Save and protect lives.
 - Coordinate communications.
 - Prevent damage to the environment, systems, and property.
 - Provide essential services.
 - Temporarily assign University staff to perform emergency work.
 - Invoke emergency authorization to procure and allocate resources.
 - Activate and staff the Emergency Operations Center (EOC).

First 2 Hours

1. Establish a Command System
2. Notify all of the departments/divisions with a role in the plan
3. Determine the size and nature of the area affected
4. Determine the number of people and/or buildings affected
5. Conduct search and rescue operations as needed
6. Open shelters as needed
7. Determine if the area needs access control and set up roadblocks
8. Begin clearing roads, streets, and parking lots
9. Begin to determine the types and amount of outside assistance you may need

10. Notify Memphis Shelby County Emergency Management Agency (MSCEMA)
11. Begin public information activities and issue protective actions for the public if necessary
12. Hold one or more EOC Staff briefings
13. Activate mutual aid agreements
14. Consider the need to declare a Campus State of Emergency

D. EMERGENCY AUTHORITY

1. Crisis Management Team (CMT) Policy Group

The President serves as leader of the CMT - Policy Group, which may activate in the event of a Level 2.5 emergency or higher or whenever executive policy issues must be addressed during a crisis. In the event of any threatened or actual disaster or civil disorder on the campus when the President of the College is absent from campus, the President will delegate all necessary and appropriate actions on behalf of the President of the College.

NOTE: For a civil disturbance situation only, the Executive Director of Police Services (Chief of Police) or, in the Chief of Police's absence, the senior on-duty police supervisor has hereby delegated the authority to take all necessary and appropriate actions on behalf of the President under the following conditions:

- When neither the President nor any College officers listed above can be contacted within a reasonable period, given the immediacy and other circumstances of the threatened or actual civil disorder.
- When an actual civil disorder is in progress and immediate action is necessary to protect persons or property from further injury or damage.

2. Southwest TN Community College Emergency Operations Center (EOC) Activation

During incidents and emergency conditions in which the immediate activation of the STCC EOC is needed; the following STCC positions may activate this plan and the EOC, and serve as the EOC Director (in recommended order):

- Executive Director of Police Services
- Associate Vice President of Administrative Services
- Executive Director of Physical Plant
- and Associate Vice President of Finance.

If none of the above are available, the STCC Police Services Shift Supervisor will assume authority for the activation of this plan and provide overall direction until one of the above designees arrive.

D. LEADERSHIP FRAMEWORK FOR CRISIS MANAGEMENT

1. This leadership framework is based on the National Incident Management System (NIMS) and incorporates the Incident Command System (ICS), designed to provide an organizational structure capable of responding to various levels of emergencies ranging

in complexity. It also provides the flexibility needed to respond to an incident as it escalates in severity. Because of this flexibility:

- The leadership framework for crisis management as defined in this plan does not resemble the day-to-day organizational structure of the College. Employees may report to other employees to whom they do not usually have a reporting relationship.
 - Further, assignments and reporting relationships may change as crisis conditions change.
2. The Crisis Management Team (CMT) coordinates the campus response to and recovery from Level 2 and 3 Crises.
 3. Each member of the CMT has a designated alternate. For the purposes of this plan and its Annexes, the primary CMT member will be mentioned by position title. However, if the primary CMT member is unavailable, his or her alternate will carry out the duties of the primary CMT member.
 4. The CMT comprises two teams or groups – the Policy Group and the Operations Group.
 - a. Role of Policy Group (CMT-Policy):
 - Defines Crisis Policy
 - Declares Campus State of Emergency
 - Approves overall priorities & strategies
 - Communicates with the Board of Trustees, THEC, State Legislators, as needed
 - Issues public information reports & instructions
 - Determines program closures and resumptions
 - Plans and prioritizes long-term recovery
 - b. Role of Operations Group (CMT-Operations):
 - Determines the scope and impact of the incident
 - Prioritizes emergency actions
 - Deploys and coordinates resources and equipment
 - Communicates critical information and instructions
 - Monitors and reevaluates conditions
 - Coordinates with government agencies (e.g., Memphis/Shelby County, TEMA, FEMA)
 - Implements and monitors recovery operations

3. DISASTER RESPONSE

When an Unpredicted Crisis or Emergency occurs, report any crisis or emergency immediately to STCC Police Services.

When an emergency or disaster such as a flood, tornado, earthquake, chemical spill, an act of terrorism, or pandemic, etc., threatens the College, members of the College, such as emergency responders, designated personnel, faculty, and staff, take action. The goal is to save lives and help constituents of the campus community cope with the chaos, minimize damage, and set plans in motion to start a recovery process.

- A. **Category of Disasters:** The concept of this plan is to classify emergencies or disasters into two categories.
1. Localized Emergency or Disaster: A sudden and dramatic emergency that requires multi-department or division response to an event that has caused localized damage and injury or potential injury and damage beyond the typical day-to-day response of the College.
 2. Catastrophic Disaster: A major widespread, regional disaster that would involve most county and municipal resources and possibly require outside the state or federal assistance due to a large number of injuries and the massive destruction of lifelines and structures.
 3. Emergency Response and Recovery: emergency response and recovery occur simultaneously. There are three categories of Response and Recovery actions.
 - A. **Emergency Response:** Actions taken immediately after the emergency/disaster to save lives.
 - B. **Continued Emergency Restoration Actions:** To take care of emergency/disaster victims' immediate needs and restore essential College services.
 - C. **Recovery:** Addressing the complex issues of infrastructure, finance, and other Long-term recovery and reconstruction actions.

Police Services Dispatch will follow a defined sequence of responses for nearly all emergency situations:

- Dispatch police officers and make appropriate fire and/or medical rescue calls.
- Notify the Executive Director of Police or a designee according to departmental procedures.
- Notify the Emergency Preparedness Coordinator if applicable.
- Notify the Executive Director of the Physical Plant and Director of Student Services. as appropriate.
- If warranted, the Executive Director of Police will notify the President, the Associate Vice President of Administrative Services, the Associate Vice President of Finance, and/or other individuals after verifying crisis conditions.
- The President or designee determines whether to declare a Major Crisis and makes notifications.

Response to a Level 1 - Limited Crisis. The impacted departments or personnel coordinate directly with Police Services or Physical Plant to resolve a Level 1 Crisis. Level 1 Crises are reported through normal channels (Police Services for public safety issues, Physical Plant for building issues, Telecommunications for telephone problems, etc.). They are handled based on established departmental practices. Level 1 Crises do not require activation of the College's Crisis Management Plan, although portions of the plan may be utilized (e.g., Building Evacuation procedures).

Response to a Level 2 - Controversial Issue. The College's CMT Policy Group is

responsible for evaluating Level 2 situations on a case-by-case basis. Level 2 situations can be complex because of the varied institutional, student, and community responses that must be coordinated. Activation of all or portions of the Crisis Management Plan may be warranted.

Response to a Level 3 and 4 - Major Crisis

- When the President or designee declares a Level 3 or 4 crisis, such declaration authorizes the Executive Director of Police Services to activate the CMT-Operations Group.
- Police Services Dispatch notifies members of the CMT-Operations Group.
- Members of the CMT-Policy Group are notified by the President's Office or the Office of the Associate Vice President of Administrative Services and the Associate Vice President of Finance.
- When crisis conditions abate, the CMT-Policy Group and the Emergency Operations Center Director recommend an appropriate time to return to normal conditions.
- Before assembling the CMT-Operations Group, on-scene responders following the Incident Command System (ICS) are authorized to make essential operational decisions and to commit resources for mitigation and control purposes. Police Services may also request help from other departments on an emergency basis, including requesting reassignment of staff from less critical assignments.
- If a Level 3 Crisis is declared, it may become necessary to restrict access to specific areas on campus to only authorized personnel. Only those designated individuals with assigned crisis response duties will be allowed to enter an area or building affected by an incident. Access restrictions will be communicated through appropriate channels. Failure to comply may result in disciplinary or legal action.

E. Crisis Management Team-Policy Group

1. Members of the CMT-Policy Group are notified by the President or the Associate Vice President of Administrative Services and or the Associate Vice President of Financial Services or their designees.
2. **Membership.** The CMT-Policy Group consists of College leadership as follows:
 - President
 - Executive Director of Police Services
 - Associate Vice President of Administrative Services
 - Executive Director of Physical Plant
 - Associate Vice President of Finance
 - Vice President for Student Affairs
 - others as needed depending on the nature of the incident
3. **Joint Information Center (JIC).** A JIC is a central location for involved agencies to coordinate public information activities and a forum for news media representatives to receive disaster information. The purpose of a JIC is to maintain liaisons with the news media; provide news releases and other information as approved by the President; ensure that official statements are issued only by those administrators authorized to issue such statements; assist in handling telephone

inquiries from the public relative to the disaster and accredit bonafide members of the news media operating on campus. The Vice President of External Affairs is responsible for developing procedures related to the development of such a Center.

F. Crisis Management Team-Operations Group

1. Members of the CMT-Operations Group are notified by Police Services Dispatch and follow provided instructions.
2. When notified, members of the CMT-Operations Group will immediately report to the primary Emergency Operations Center (EOC) designated at the time of the incident.
3. **CMT-Operations Group Leadership**
 - The Executive Director of Police Services is the designated EOC Director; however, the President may appoint an EOC Director as the situation requires; this individual is responsible for the activation, oversight, and termination of the Emergency Operations Center.
 - In the Executive Director of Police Services' absence, the Associate Director of Police Services is an alternate EOC Director.
 - If the situation warrants, EOC Director responsibilities may be ceded to the Executive Director of Physical Plant, Associate Vice President of Administrative Services, the Associate Vice President of Financial Services, or another College official as directed by the President.
4. **CMT-Operations Group Membership & Responsibilities**
 - The EOC Director is selected based on the nature of the incident; this person will collaborate with CMT Operations Group members to provide an overall strategy for the EOC. Reviews and approves overall priorities and action strategies for the emergency response. Works with and supports Communications and Marketing in developing and delivering messages. Coordinates and communicates as necessary with the CMT Policy Group and other College groups regarding the STCC locations' EOC operations and oversees response and recovery operations. Activates the EOC leads the EOC Action Plan, and deactivates as conditions return to normal. Has the delegated authority to act in the best interest of the College and the goals of emergency response and recovery on behalf of the CMT Policy Group during immediate response operations.
 - Executive Director of Police Services will manage Police functional operations at the EOC. Serves as the Operations Section Chief for incidents where the police field units are the Incident Commanders. Coordinates general field assignments with the Police Department Command Center and may, as needed, communicate directly with field Incident Commanders and units. Has the lead for the Operational Action Plan for law enforcement, security, traffic control, evacuations, access control, and crime scene preservation. Coordinates with the county Medical Examiner's office for incidents involving fatalities. Has primary authority for establishing priority for field response and police resource allocation. Responsible for managing search and rescue and fire suppression if the Memphis Fire Department is not immediately available.
 - Executive Director of the Physical Plant will manage and coordinate the

prioritized response and exchange of operational information for all buildings, power and water utilities, roadways, and grounds. Has the lead for damage assessment, repair, and restoration operations for all campus power and water utilities, facilities roadways, and grounds, and assists with emergency power and support for all field operations and the EOC. Is responsible for providing reports from outside utilities and transitioning emergency operations to clean up and repair operations.

- Associate Vice President for Administrative Services maintains, operates, and deploys emergency telecommunication tools. Provide alternate voice and data communications capability in the event of a disruption to normal telecommunications lines and equipment. The AVP will evaluate current and projected requirements and select the appropriate technological means of backing up the STCC telecommunications network.
- Associate Vice President of Human Resources will be responsible for developing procedures to provide response personnel with information regarding their families. The AVP-HR will coordinate services for affected faculty and staff, including referrals for injuries covered by worker's compensation, counseling services and EAP referrals, and staff notification through various communications channels. Responsible for managing emergency human resource operations, including temporary or emergency hires, critical processes for benefits and employee services, and other HR-related activities supporting the emergency response and recovery. Responsible for coordinating all STCC staff volunteer resources to support the College's needs. Set up a registration process to ensure STCC staff volunteers are working under the management of an appropriate manager of the College. Registration includes obtaining emergency contact numbers, a signed statement indicating complete and voluntary participation, and willingness to work as assigned. May need to address work requirements, i.e., lifting, hazard exposure, etc. This task is not required for volunteers coordinated by an official organization, such as the American Red Cross or United Way.

EMERGENCY OPERATION PLAN

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 the private sector. Resources are grouped into sixteen Emergency Support Functions (ESF'S), including transportation, firefighting, mass care, health and medical services, infrastructure, and search and rescue. A division or Department leads each ESF, while other departments and divisions provide support as necessary. Each division or Department of the College responds within its authorities.

The response is coordinated by the Executive 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 comprises the President, all Vice Presidents, the Executive Director of Police Services/Public Safety, the Executive Director of Physical Plant, and the

Associate Vice President of Communications and Marketing. The team members can vary depending on the crisis, but the team's core remains the same. Emergency Services Coordinators (ESCs) are designated by their respective departments or division to work in the EOC, and the Crisis Management Team handle policy, public information, and overall management of the disaster.

G. Crisis Management Plan - Concept of Operations

The STCC Crisis Management Plan is a management tool; it provides overall organizational and general procedural guidelines for managing information, activities, and operations during an emergency. The planning is based on NIMS and the Incident Command System (ICS), a management structure adopted throughout the United States and utilized internationally.

This approach to emergency management provides Emergency Support Functions (ESFs) for each critical operation of the College during an emergency and allows the utilization of ICS protocols in the EOC during activation. It also provides a smooth transition to restoring normal services and implementing programs for recovery.

For the purpose of additional role definition with accompanying responsibilities, ESF is assigned to the following sections:

1. Operations
 - Communications
 - Firefighting
 - Campus Search & Rescue
 - Hazardous Materials Response
 - Campus Safety & Security
2. Planning
 - Information & Planning
 - Recovery
 - Utilities
3. Logistics
 - Transportation
 - Campus Infrastructure
 - Human Services
 - Health & Medical Services
 - Emergency Food Assistance
4. Finance/Administration
 - Resource Support
 - Donations, Volunteers

Each Branch is consolidated in the EOC during activation to ensure coordination

among various departments and organizations.

H. Priority Objectives - The CMT-Operations Group will concentrate on Priority I objectives until they are substantially met. Priority II and III objectives will be addressed as resources become available.

1. Priority I

- Life Safety and Evacuation - evaluate the need to evacuate people from hazardous or high-risk areas to safe zones.
- Medical Aid - evaluate medical services available and advise rescue forces regarding the location of treatment facilities for injured.
- Fire Suppression - evaluate fires or fire hazards and use available resources to control and evacuate.
- Search and Rescue - establish search and rescue teams and initiate rescue operations as required.
- Communication Network - establish a communication network using available staff, materials, and equipment.
- Utility Survey - evaluate the condition of utilities (gas, electric, steam, water, sewer) and shut down or restore as needed.
- Hazardous Substance Control - survey critical areas (i.e., biological and chemical) and secure or clean up as needed.

2. Priority II

- Food and Drinking Water - identify supplies on hand and establish a distribution system for food and water.
- Shelter - identify usable structures to house resident students and/or community victims.
- Facility - evaluate facilities (i.e., buildings, classrooms) for occupancy or use. Identify and seal off condemned areas.
- Information - establish a communications system with the campus community and advise everyone regarding the availability of services.
- Animal Control - provide controls and containment for all experimental animals on campus.
- Criminal Activity Control - establish a police/security system to protect property and control criminal activity.
- Psychological Assistance - establish a system to assist persons in coping with the crisis.
- Transportation - organize transportation for relocation to the shelter.

3. Priority III

- Valuable Materials Survey - identify and secure valuable materials (i.e., artwork, historical books) on campus.
- Records Survey - identify and secure all the college records.
- Academic Survey - determine requirements to continue academic operations.

- Supplies and Equipment - develop a system to renew the flow of supplies and equipment

I. Recovery and Planning - As operations progress from Priority I through Priority III, the administrative control of the crisis/emergency will move from the EOC back to the normal College organizational structure. With input from the EOC Director, the President will determine when to deactivate the EOC.

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, earthquakes, tornados, severe weather, and flood. Other emergencies or disasters could develop from a hazardous material accident on or adjacent to the College property. Acts of terrorism also can cause catastrophe for employees, students, visitors, and infrastructure by using chemical, biological, radioactive, nuclear, or explosive devices, or civil disorder is a concern.

ANTICIPATING NEEDS

The EOP provides 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 President or her designee makes the decision to activate the Emergency Operation Plan under the authorization of the Tennessee Code Annotated and the Federal Disaster Relief and Emergency Assistance Acts. The President, or in his/her absence, a designee 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 the 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 sixteen Emergency Support Functions (ESFs). Each function is led 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: Communications and Marketing 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 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 Affairs

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 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-term recovery plans.

Lead: President, Recovery Planning Team headed by the Associate Vice President of Business and Information Systems, the Vice President of Student Affairs, the Vice President of External Affairs, the Associate Vice President of Human Resources, the Executive Director of Police Services/Public Safety, 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 PARTICIPANTS

A localized emergency or disaster requires a coordinated response involving all departments or divisions of the College structure. A catastrophic disaster may affect

the Memphis or Shelby County region, state, or several states and require a response from outside local government.

EMPLOYEES/STUDENTS

All are encouraged to be prepared for emergencies and disasters. They should thoroughly understand the College EOP and emergency and disaster training to deal with an emergency or disaster on campus.

The PRESIDENT of the College, EXECUTIVE DIRECTOR OF POLICE SERVICES/PUBLIC SAFETY, 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, the Executive Director of Police Services/Public Safety, the Executive Director of the Physical Plant, the Associate Vice President of Communications and Marketing and others, as requested, are responsible for developing policy and managing the 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 or division in the EOC. They have the full authority to appoint a department or 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 or divisions may work together to control a situation.

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

EMERGENCY RESPONSE TEAM: A group of quick response personnel to meet with college officials regarding the emergency and/or disaster area to establish communications, gather emergency and or disaster intelligence information, and help assess needs.

TERRORISM INCIDENT ANNEX: September 11, 2001, has changed our way of life and planning practices. We must now consider new factors 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 the resolution of a threat or act of terrorism. By law, the 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 belonging 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.

NATIONAL TERRORISM 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 deal with threats of a terrorist attack effectively. The warning system has 5 levels which, when triggered, initiate specific actions by Federal, state, and local agencies.

In 2011, the Department of Homeland Security (DHS) replaced the color-coded alerts of the Homeland Security Advisory System (HSAS) with the National Terrorism Advisory System (NTAS), designed to communicate information more effectively about terrorist threats by providing timely, detailed information to the public, government agencies,

first

responders, public sector organizations, airports, and other transportation hubs.

It recognizes that Americans all share responsibility for the nation's security and should always be aware of the heightened risk of terrorist attacks in the United States and what they should do. National Terrorism Advisory System (NTAS) advisories communicate information about terrorist threats by providing timely, detailed information to the public

NTAS consists of two types of advisories: Bulletins and Alerts. DHS has added Bulletins to the advisory system to communicate current developments or general trends regarding threats of terrorism. NTAS Bulletins permit the Secretary of Homeland Security to communicate critical terrorism information that, while not necessarily indicative of a specific threat against the United States, can reach homeland security partners or the public quickly, allowing recipients to implement necessary protective measures. Because DHS may issue NTAS Bulletins in circumstances not warranting a more specific warning, NTAS Bulletins provide the Secretary of Homeland Security with greater flexibility to provide timely information to stakeholders and members of the public.

As before, when there is specific, credible information about a terrorist threat against the United States, DHS will share an NTAS Alert with the American public when circumstances warrant doing so. The Alert may include specific information, if available, about the nature of the threat, including the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat, as well as steps that individuals and communities can take to protect themselves and help prevent, mitigate or respond to the threat. The Alert may take one of two forms: Elevated if we have credible threat information but only general information about timing and target such that it is reasonable to recommend implementation of protective measures to thwart or mitigate against an attack, or Imminent if we believe the threat is credible, specific, and impending in the very near term.

CONSTITUENCIES

During a crisis, a number of key constituencies must be considered 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 community's 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, Fire Departments, and 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 FAILURES,
TRANSPORTATION INCIDENTS,
CIVIL DISORDER
ACTS OF TERRORISM

(3) PANDEMIC PREPAREDNESS

Southwest Tennessee Community College has created this Pandemic Preparedness Plan to guide the College in preparing for and responding to an influenza pandemic outbreak. This plan aims to minimize the impact of an influenza pandemic on students, faculty, and staff by describing the specific actions to be taken by the College based on the following objectives and assumptions.

The Pandemic Preparedness Plan provides basic information about a Pandemic Incident. The College's Continuity of Operations Plan (CCOP) will address how individual departments within the College will operate during a Pandemic Incident. The Pandemic Preparedness Plan, the All-Hazards Emergency Response Plan, and other related and non-related safety plans can be found on the Southwest Tennessee Community College Website at www.southwest.tn.edu.

The President of the College will authorize the Southwest Tennessee Community College Pandemic Preparedness Plan. The plan is designed to work in conjunction with plans by the Memphis and Shelby County Health Department and the Memphis/Shelby County Emergency Management Agency and shall be subordinate to all local, state, and federal pandemic plans.

Southwest Tennessee Community College alert levels and response actions outline the general actions to be taken by the College during a pandemic event based on the Federal Response Stages and the World Health Organization (WHO) pandemic response alert levels. Additional actions the College takes related to the pandemic will be based on federal, state, and local government information and/or through the Memphis and Shelby County Health Department.

SEVERE WEATHER

Shelby County communities experience severe weather yearly, from heavy rain storms, thunderstorms, 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 air columns descending from severe thunderstorm cloud systems. They are normally short-lived local storms containing high winds, usually rotating counter-clockwise. These are often observed as funnel cloud-shaped appendages to a thunderstorm cloud. The funnel is initially composed of condensed water vapor; however, it picks up dust and debris when it reaches the ground, eventually darkening 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 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 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 ranges from a 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 may close due to impassable roads and/or lack of power.

High Heat Indexes

Temperatures above 85 degrees and 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. Therefore, temperatures in the 90s 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 must be prepared to limit the outdoor activities of employees and students during these conditions.

EARTHQUAKE

An earthquake is a 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 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. Experts nationwide agree that Shelby County has a 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. As frightening as it is, the actual movement of the earth 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 adjacent to the Union Campus, Interstate 40, and Interstate 240, close to 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 into the atmosphere. A hazardous materials emergency is a dangerous product in an unstable container (damaged, leaking, etc.), in an unsafe (threatening to life or property) location.

Mitigating this hazard is best accomplished through close adherence to rules, regulations, and procedures promulgated by the manufacturer and 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 yearly 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 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 be developed for the possibility of lost utilities.

TRANSPORTATION

Memphis is the transportation hub of the central United States. Transportation incidents substantially threaten the area's major air, road, and water transportation systems. The widening of interstate highways, well-equipped airport facilities, and strict federal, state, and local laws help mitigate the dangers of a transportation accidents. Response units in the area are well-equipped and trained to handle these types of incidents.

ACTS OF TERRORISM

Several countries worldwide have developed, or are seeking to develop, the capability of deploying nuclear weapons on a tactical or strategic basis. 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 the Federal Government picked to receive special funding and training for local fire, law enforcement, and EMS/ ambulance services to assist them in being prepared for a (WMD).

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.

- IF INDOORS, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- IF OUTDOORS, move quickly away from buildings, utility poles, and other structures. Caution: Always avoid power or utility lines.
- IF IN AN AUTOMOBILE, stop in the safest place, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
- After the initial shock, evaluate the situation, and if emergency help is necessary, call the Department of Police Services/Public Safety. Always protect yourself and be prepared for after-shocks.
- 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.
- 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.
- 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/PUBLIC SAFETY DEPARTMENT MUST BE NOTIFIED IMMEDIATELY (Police Services/Public Safety can be reached at Ext.

- 5555 Union Campus,
- 4242 Macon Campus,
- 5975 Gill Center,
- 6045 Maxine A. Smith Center, and
- 6479 Whitehaven Center.

1. Rescue anyone in danger of fire or smoke inhalation.
2. Activate the fire alarm.
3. Pull the nearest fire alarm
4. Notify Police Services/Public Safety
5. Confine – close all doors, clear all exit routes, extinguish if you can safely, and follow fire extinguisher procedures (PASS).
6. Evacuate – everyone will evacuate quickly to the nearest marked exit and alert

- others to do the same.
7. Once outside, building coordinators will escort individuals to the designated assembly point, at least 500 feet away.
 8. 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 an 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 – Two types of messages are 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.
- Tornado Watch: Issued to alert persons of possible tornado development in a specified area for a specific period. It is not necessary to interrupt the normal operations of the College during a tornado watch.
 - Tornado Warning: Issued when a tornado has been sighted in the area or indicated by radar. Warnings will indicate the tornado's location, the time of detection, the area through which it is expected to move, and the period during which the tornado will move through the affected area. When this warning is issued, the College should take immediate safety precautions.

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.
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 downpours 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.

D. Monitoring

The Department of Police Services/Public Safety monitors the National Weather Service and officers are alerted for any tornado developments or sightings.

E. Emergency Tornado Procedures

1. Tornado Watch Procedures:

Police Services/Public Safety Personnel – Whenever Police Services/ Public Safety personnel are alerted to a Tornado Watch situation by the U.S. Weather Service, the campus community will be notified when the situation exists.

2. Tornado Warning Procedures:

Police Services/Public Safety personnel – Whenever Police Services/Public Safety personnel are alerted to a Tornado Warning situation by the U.S. Weather Service, the campus community will be notified when the situation exists and provide direction.

- a. 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.
- b. Procedures for Seeking Shelter in each Building. If sufficient time is available to evacuate persons to a safe area before a tornado, persons should seek shelter in the basement of the building or on the first floor along an interior wall to avoid windows and skylights.

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 CV CAMPUS SHELTERS

<u>Building</u>	<u>Shelter</u>
Thornton	First-floor hallway or Library
Bert Bornblum Library	First-floor south end of Library
Richard Sulcer	First-floor south end of Library
Child Care	Interior hallways and interior rooms

Whitehead	Interior hallways, interior restrooms, and classrooms in the center of the building
Nabors	Nabors 103,104,105,106,107
Fulton	Interior hallways and interior restrooms
Physical Plant	evacuate to the shelter nearest the work area
Farris Building, A-wing	First-floor interior hallway and restrooms
Farris Building, B wing	First-floor Farris Auditorium, First-floor restrooms, vending area, and FA1106
Academic Buildings	Interior hallways as far as possible from doors and restrooms

UNION AV CAMPUS SHELTERS

<u>Building</u>	<u>Shelter</u>
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
Nathan Essex Nursing Complex	Hallways and restrooms
Gill Campus	First-floor hallways and restrooms
Maxine A. Smith Center	Hallways and restrooms

3. Execution of Instructions

The Executive Director of Police Services/Public Safety or his designee shall determine when to initiate emergency tornado procedures. Designees include: Associate Director of Police Services/Public, or supervisor officer.

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.

F. 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/Public Safety at Ext.
 - 5555 Union Campus,
 - 4242 Macon Campus,
 - 5975 Gill Campus,
 - 6045 Maxine A. Smith Center,
 - 6479 Whitehaven Campus.

Give your name and describe the location and nature of the explosion(s).
3. When told by College Officials to leave, 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 at least 500 feet 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.

NOTE: 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.

G. Chemical Spill(s)

The department personnel may clean up spills involving chemicals with properties that offer no significant hazards to employees. 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 hazardous. 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.

- a. When reporting, be specific about the involved material's nature and exact location. The Department of Police Services/Public Safety will contact the necessary specialized authorities and medical personnel.
- b. The Building Coordinator involved material's nature and should vacate the affected area immediately and await the arrival of Police Services/Public Safety Personnel.
- c. Anyone whom the spill may contaminate is to avoid contact with others as much as possible, remain in the vicinity, and give their names to a Police Services/Public Safety Officer.
- d. Required first aid and specialized authorities' clean-up should be started immediately.
- e. Upon notification of an emergency, walk quickly to the nearest marked exit and alert others to do the same.
- f. Assistants are designated to assist disabled individuals during an emergency. If an assistant is unavailable, **OTHERS MUST ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC! USE STAIRWAYS.**
- g. Once outside, move to a clear area 500 feet away from the affected building(s) and upwind. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

- h. If requested, assist emergency crews as necessary.
- i. A Field Command Post may be near the emergency site. Keep clear of the Command Post unless you have official business.
- j. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a Campus Official.

Southwest Tennessee Community College Pandemic Preparedness Plan

Purpose:

Southwest Tennessee Community College has created this Pandemic Preparedness Plan to guide the College in preparing for and responding to an influenza pandemic outbreak. This plan aims to minimize the impact of an influenza pandemic on students, faculty, and staff by describing the specific actions to be taken by the College based on the following objectives and assumptions.

Objectives:

- To protect the lives, safety, and health of all students, faculty, staff, and visitors at every Southwest Tennessee Community College campus.
- To effectively communicate with all involved parties throughout a pandemic.
- To provide for the continuation of as many College operations and services as possible if it is safe to do so.
- To prevent the spread of infection through health and hygiene education.

Assumptions:

- In a pandemic, the State of Tennessee will have minimal resources available for local assistance, and local authorities will be responsible for community-based response plans.
- A pandemic flu will easily and rapidly spread from person to person resulting in substantial absenteeism at the College.
- Vaccines and antiviral medications will be in short supply during the initial months after the onset of a pandemic.
- Direction to close schools, and public events, restrict travel, and quarantine areas may come from TN Public Health and/or the Memphis and Shelby County Health Department.
- During a pandemic, Southwest Tennessee Community College may need to close facilities for eight weeks or longer.

Relationship to Current Plans:

If a pandemic impacts the normal operations at Southwest Tennessee Community College, the College will implement the existing emergency management structure in the All-Hazards Emergency Action Plan to manage the response and recovery activities before, during, and after a pandemic.

The Pandemic Preparedness Plan provides basic information about a Pandemic Incident. The College's Continuity of Operations Plan (CCOP) will address how individual departments within the College will operate during a Pandemic Incident.

The Pandemic Preparedness Plan, the All Hazards Emergency Response Plan, and other related and non-related safety plans can be found on the Southwest Tennessee Community College Website at: www.southwest.tn.edu

Authority:

The President of the College will authorize the Southwest Tennessee Community College Pandemic Preparedness Plan. The plan is designed to work in conjunction with plans by the Memphis and Shelby County Health Department and the Memphis/Shelby County Emergency Management Agency and shall be subordinate to all local, state, and federal pandemic plans. The Memphis and Shelby County Health Department and the Memphis/Shelby County Emergency Management Agency will provide a copy of the plan.

Communication:

Information will be shared to communicate the response actions of the College and keep the College community informed. An information release shall be drafted to address internal and external communication during a pandemic. In addition, the Director of Communication and Marketing will collaborate with the Director of Public Safety and the Director of Information Systems to notify the College community of any updates, changes, and activities associated with the status of a potential pandemic.

Pandemic Flu Website:

The Tennessee Department of Health and Human Services, Division of Public Health, will have information on the current situation concerning any activity on a potential influenza pandemic. Links to important sites, including the World Health Organization, Center for Disease Control, Memphis/Shelby County Emergency Management Agency, TN Department of Health and Human Services, and the official Federal site, pandemicflu.gov, will be available. Information about reducing the spread of infection, such as procedures for social

distancing and hand washing also, will be available on the Center for Disease Control website.

Roles and Responsibilities:

Incident Management Team and the Emergency Operations Center (EOC)

The Incident Management Team consists of the College members as defined in the All-Hazards Emergency Operation Plan.

During the early phases of the onset of a pandemic, the Incident Management Team may decide to open the EOC to discuss action plans for the College response based on information from the state and local authorities on how and when the pandemic is projected to affect the Memphis Metropolitan area.

Campus Chairs:

During a pandemic, some areas may be affected before others due to increased employee and student absenteeism, area-specific quarantines, travel restrictions, or other possible mandates from state and local government. Consequently, personnel at one campus may be impacted more in the initial stages. As mentioned above, the Campus Chairs should be included in the EOC meetings to ensure communication and information flow to and from their staff, faculty, and students is taking place.

Faculty and Staff:

Faculty and staff are responsible for staying informed about any emergency information from the College and providing that information to their students and visitors. If a potential pandemic occurs, faculty and staff will be expected to follow the recommendations issued by the College, such as campus closings, social distancing policies, and personal hygiene procedures, and share that information with students and visitors. All information will be posted in the Southwest Scoop and College website.

Students:

Southwest Tennessee Community College is committed to providing students with a safe and healthy environment in all situations. Students have a responsibility to stay informed about current events and take the necessary precautions to ensure their personal safety and health. In a potential pandemic, students will be expected to follow all recommendations issued by the College.

Emergency Preparedness:

The Director of Public Safety will monitor and disseminate the most updated

pandemic information from public health sources, including maintaining frequent communication with the Memphis and Shelby County Health Department Pandemic Preparedness Coordinator to keep Southwest Tennessee Community College personnel informed of the latest developments in the community. All information will be posted in the Southwest Scoop and College websites. Any new information will be sent to the College President before distribution.

Critical Functions and Essential Personnel

Preparing for an influenza pandemic significantly differs from planning for manmade and natural emergencies. Since most disasters, such as tornadoes, fires, or hazardous material releases, are site-specific and pose an immediate threat to personnel and property, recovery usually begins within days of the incident. In planning to respond to a pandemic, the focus will be on preparing for extended interruption of College activities, including long periods of class cancellations, campus closures, and a significant increase in student and employee absenteeism. Recovery may not begin for four (4) to twelve (12) weeks. It is of the utmost importance to identify essential personnel and critical functions early in the planning process to continue to deliver the vital services required to keep the College functioning.

EOC Operations (Monitor Southwest Tennessee Community College Incident Management overall situation, develop Team action plans, communicate with local authorities on pandemic status)

Recovery

Planning for recovery from a pandemic will assist the Southwest Tennessee College Community to return to normal operations as quickly and efficiently as possible. Recovery will depend on several factors, such as the duration of the pandemic, the length of time the College is closed, the number of students, faculty, and staff affected, and the time of year (mid-semester, summer...).

Topics that should be considered include:

Returning to Normal Operations

The Incident Management Team will decide how the College will return to normal operations based on the situation and information from the state and local public health authorities. The resumption of College business plans will be communicated to employees and students by the procedures outlined in the Crisis Communication Plan. Recommendations may include adjusting the academic calendar and rescheduling special events. Support for Students, Faculty and Staff

Consideration should be made to providing psychological counseling and

crisis debriefing to individuals affected by the pandemic. Effects may include loss of loved ones, health issues related to the disease, or financial hardship due to interruption of work.

SOUTHWEST TENNESSEE COMMUNITY COLLEGE RECOVERY

- Southwest returns to normal operations
- College facilities reopen, and classes resume.
- Emergency Management Team holds a debriefing session.

Potential Resources for the Community

It is expected that community resources will be overwhelmed during a pandemic.

The Memphis and Shelby County Health Department will be responsible for coordinating area health care services and may be requesting resources and volunteers from the community including area schools.