

CHATTANOOGA STATE

COMMUNITY COLLEGE



TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
— CHATTANOOGA —

EMERGENCY ACTION PLAN

January 2023

Main Campus Police Office

24 hour service

(423) 697-4467

Office Numbers for Other Local Campuses

Dayton (423) 365-5010

Kimball (423) 837-1327

Dial 911 for all other emergency services

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Introduction

The Chattanooga State Community College (ChSCC) Campus Police Department has produced this Emergency Action Plan to assist you in the event of an emergency.



The Chattanooga State Community College Campus Police Department is an independent agency certified by the POST (Peace Officer Standards and Training) Commission of Tennessee. The department currently employs six full-time police officers, and three security officers. The Campus Police Officers have necessary and complete police authority to apprehend and arrest anyone involved in illegal acts on campus and areas immediately adjacent to the campus.

The Campus Police Department mission is to preserve a safe and secure campus environment. We will accomplish this mission through a combination of reactive, proactive, and educational law enforcement services by partnering with members of our campus community including employees and students. By utilizing these partnerships, we will be able to provide a safe learning environment that supports educational freedom, fair and equal treatment and an open exchange of ideas.

Campus Police can be reached 24-hours a day at (423) 697-4467

The Chattanooga State Campus Police Department is located at 4301 Amnicola Highway at the Media Technology Center (MTC) Building in Room 120. Campus Police provide 24-hour assistance and protection at the Chattanooga State Community College Main Campus, Dayton and Kimball Campuses. This service is provided seven (7) days a week on a year round basis.

Campus Police may be contacted at Ext. 4467 at the Chattanooga State Community College Main Campus, Dayton (423) 365-5010 or Kimball (423) 837-1327.

This Emergency Action Plan for Chattanooga State Community College should be reviewed and kept in a readily accessible location. This document is also available on the Chattanooga State website at <https://www.chattanoogastate.edu/consumer-information>. The information in this document relates to all Chattanooga State buildings and property at the main campus and at the off-campus sites, whether owned or leased, unless otherwise noted.

Posted in each building are maps that show the floor plan, and location of exits, tornado shelter areas, fire extinguishers, fire alarm pull stations, and Automated External Defibrillators (AEDs). These maps are affixed to walls in hallways and rooms.

In the event that the College must close due to an emergency, the President or his/her designee will make any emergency declaration, determine the extent and duration of school closing, and will make any statements to the media.

In case of an emergency situation, **DO NOT PANIC**. The most important person during an emergency is the first person on the scene and the choices you make can affect yourself and many others. Follow these steps for the safety of everyone.

- Call for help. Either call or have someone nearby call **Chattanooga State Police Department at 697-4467** or dial **911**. When describing the scene to emergency personnel, be able to give descriptions:
 - Who
 - What
 - When
 - Where
 - Why
- It is best not to move a victim, especially if the person is unconscious or dazed from a possible head injury.
- When dealing with any emergency, use your best judgment.

Disclaimer

The Chattanooga State Campus Police Department are currently working on an updated, more comprehensive Emergency Action Plan that is scheduled to be ready for distribution later in 2023.

Emergency Evacuation

When instructed to evacuate the building, walk quickly to the nearest marked exit and alert others to do the same.



Illuminated exit signs are located throughout the buildings. Follow these signs to evacuate the building during an emergency. Emergency evacuation routes can be found on the building maps located in each room and on the hallway walls.

In buildings with multiple stories, there are evacuation chairs at the top of select stairwells. The cabinets contain emergency evacuation chairs that are used to evacuate disabled persons when the elevators are inoperable. Only members of the Chattanooga State Community College Campus Police Department and additional select trained personnel are authorized to operate the emergency evacuation chairs. The location of the emergency evacuation chairs are indicated on the campus maps.

In the event of an emergency evacuation, Police personnel or other designated persons will be posted near all entrances to insure no unauthorized individuals re-enter the building. Once outside, move to a clear area at least 500 feet away from the affected building(s).

Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. If requested, assist emergency crews as necessary.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by an official of The Chattanooga State Police Department.

Severe Weather / Natural Disasters

Severe weather conditions may occur with little or no advance warning. If potential severe weather is predicted, the information will be communicated to you by the use of Tiger Alert, e-mail, or word of mouth.



Once notified, you should immediately move to the nearest building shelter area. These areas include the bottom of interior stairwells, first floor interior hallways and rooms, interior doorways, restrooms, and other areas away from windows and exterior doors. Maps located in rooms and hallways detail the location of shelter areas.

In the event of severe weather, a determination regarding the cancellation of classes and activities at Chattanooga State will be made independent of other local schools' decisions. Announcements will be made as soon as possible in order to give all personnel adequate notice. Notification will be made by the following procedures:

TIGER ALERTS at <https://www.getrave.com/login/chattanoogastate>

The following local television media stations will be notified:

TV Channels 3, 9, and 12

- Notices will be placed on employee office voicemail, which can be accessed remotely, the main switchboard at (423) 697-4400, the Chattanooga State website homepage, and Chattanooga State's Facebook webpage.
- If weather conditions deteriorate after school is in session, notification of closings will be made by voicemail, e-mail, and through the division secretaries.
- **Faculty, staff, and students are urged to use their best judgment when traveling to and from campus as road conditions can vary widely in this area.**

When the campus is closed due to inclement weather, no admittance will be allowed. Only essential personnel and executive staff will be permitted to remain on campus after the announced closing time.

Snow and Cold Weather Emergencies

As with other weather related emergencies, if potential severe winter storms are predicted, the information will be communicated to you by the use of Tiger Alert, e-mail, or word of mouth.

Provisions for supplemental heat in case of "cold spots" during severe cold weather

In the event cold weather impacts the campus and heat cannot be provided to office areas by regular means, Plant Operations can provide a limited number of portable heaters. All campus faculty and staff are asked to operate such heaters on the lowest setting in order to ease the demand on the power grid typically experienced during cold weather emergencies.

First Aid

Chattanooga State Campus Police personnel are trained as First Responders, certified in administering Cardiopulmonary Resuscitation (CPR), emergency first aid, and operation of an Automated External Defibrillator (AED).

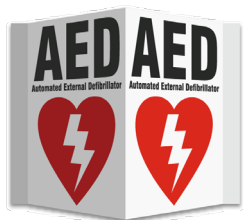


Police personnel are designated as first responders for all injuries and accidents that occur on College property. In the event of an emergency, call Campus Police immediately at **(423) 697-4467**.

Emergency services 911 may be called if the injury is deemed life threatening. If 911 is called, Public Safety should be notified immediately.

Automated External Defibrillators (AEDs)

AEDs are devices that by the application of electrical shock will assist in restarting the heart of an individual who is experiencing cardiac arrest. AEDs are located in clearly marked wall cabinets as indicated on the campus maps.



AEDs have easy to read instructions so that you should be able to properly operate one in an emergency.

Fire Emergencies

All buildings have portable fire extinguishers placed in strategic and well-marked locations. The locations of fire extinguishers and fire alarm pull stations are marked on the emergency evacuation maps located in the hallways and rooms.

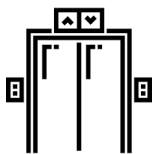


In the event you notice an open fire or smoke, immediately pull the nearest fire alarm pull station and call Campus Police. You may choose to utilize a nearby fire extinguisher if you are familiar with the proper operation of fire extinguishers.

In the event of a fire alarm sounding on campus the procedures listed below shall be followed:

- Campus Police will immediately respond.
- All occupants should evacuate the building to a point at least 500 feet away or as directed.
- Campus Police or other Plant Operations personnel will assist disabled persons in the evacuation.
- No one will be allowed to re-enter the building until Campus Police gives the all clear.

Elevator Emergencies



Each elevator on campus is equipped with a telephone that is to be used in case of an elevator malfunction that strands passengers on board. The procedure for use and response is as follows:

- Passengers should remain calm and push the button on the phone panel.
- The phone automatically rings the Campus Police office.
- Inform Campus Police of the location and problem.
- If the person on the elevator is not able to communicate, each elevator will be checked until the correct one is identified.

NOTE: No untrained personnel are allowed to evacuate persons from an elevator. Trained personnel should include all members of the Chattanooga State Community College Campus Police Department as well as additional staff and faculty.

Water Intrusion / Floods

Water Intrusion Plan (WIP)

A copy of the Water Intrusion Plan is kept on file in the Chattanooga State Plant Operations office located at 4501 Amnicola Highway Chattanooga, TN 37406.

All plant operations employees are aware of its location. All employees have been instructed to implement this plan in preparing for a water intrusion incident, and how to respond beginning with mitigating the water loss and knowing the process of notification of all parties concerned. A list of WIP-related emergency phone numbers is located at the end of this section. The next step is to follow the emergency notification procedures utilizing the Tiger Alert system if deemed applicable. After contacts have been made, appropriate action will be taken according to specific guidelines in the Chattanooga State Community College Emergency Action Plan.

Emergency Response to Water Damage

Upon discovery and assessment of a water intrusion emergency, the campus administration will work proactively to notify those adversely impacted by the water intrusion. Any Plant Operations personnel, including Campus Police and Security, who first discover a water intrusion emergency should notify Plant Operations immediately. Contact should also be made to the Chattanooga State Campus Police to assist with safety protocols and the water intrusion event if necessary. The Chattanooga State Campus Safety Coordinator should also be contacted.

After notifying Plant Operations and Campus Police, they should attempt to contain the water as best as they are able using provided equipment while additional personnel are on their way to assist. All campus Plant Operations personnel including Campus Police and Security have been trained and are aware of the procedures to take when any dripping, leakage, or clogged drains are noticed.

In the event of a large scale water intrusion event, the administration will act quickly to notify the campus community at large via the Tiger Alert system.

The Campus Community can register to receive alerts via the Tiger Alert System online at <https://www.getrave.com/login/chattanoogastate>.

Water Control Valve Locations

Water control valves are indicated in drawings of the campus buildings. These drawings are kept on file in the Chattanooga State Plant Operations office located at 4501 Amnicola Highway Chattanooga, TN 37406. Water Control valves are also physically identified by circular blue dots positioned on the ceiling grids immediately near the location of the individual valves.

WIP-related emergency phone numbers

- | | |
|---|--------------|
| • Plant Operations | 423-697-5716 |
| • Campus Police (Main Desk) | 423-697-4467 |
| • Campus Police (Mobile) | 423-595-3651 |
| • Joseph Brellenthin – Safety Coordinator | 423-697-3102 |

Threatening Individuals



If you see persons with weapons, suspicious packages, or other forms of danger to people and property, immediately call Campus Police. **Information needed for this notification should include the person's race, sex, other physical characteristics, and demeanor.**

In case of an active shooter situation,

- Establish a barricade between you and the threat.
- Stay in one location and hide.
- Wait for the police.
- Do not close windows or turn light switches off or on.
- Move all occupants away from doors. If a closet, lab or other storage area is available place students in these areas. **DO NOT COVER WINDOWS.**
- Campus Police or designated personnel will be posted near all entrances to assist with evacuations and insure no unauthorized individuals re-enter the building. The area will remain closed to the public until the situation has been resolved.

The possession of weapons on campus is not allowed, except by certified or licensed safety professionals. A weapon is defined to include firearms (handguns, rifles, shotguns, etc.), knives with blades over three inches in length, archery equipment, explosives, and dangerous chemicals. If a weapon is seen or suspected, you should not approach or confront the individual, but should immediately call the Chattanooga State Campus Police at (423) 697-4467.

Violent or Criminal Behavior



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

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

Important Information

- A) If you are a victim or witness to a crime, you must promptly notify Campus Police as soon as possible and report the incident. Include the following:
 1. Your name
 2. Location of Incident
 3. Nature of incident
 4. Description of person(s) involved
 5. Description of property involved
- B) If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify Campus Police and report the incident.
- C) Assist the officers when they arrive by supplying them with all additional information and asking others to cooperate.

Gunfire

Should gunfire be discharged on campus, you should take the following actions:

- A) Outside:
 - 1) Take cover immediately using all available concealment and remain there. If you are near a doorway go inside and lock the door. Stay away from the door in case the shooter attempts to shoot through the door and lie flat on the floor.
 - 2) Call the Campus Police at the location you are at (listed above) and inform them of:
 - Nature of incident
 - Location of incident
 - Number of and Description of person(s) involved (if known)
 - 2) Remain there until Police personnel tell you it is safe to come out.
 - 3) After the disturbance, seek emergency first aid if necessary and report to the Campus Police Department to give a statement.

B) Inside:

- 1) If you are inside take cover immediately in a classroom or office, lock the door and remain there. Stay away from the door in case the shooter attempts to shoot through the door and lie flat on the floor.
- 2) Call the Campus Police Office at the location you are at (listed above) and inform them of:
 - Nature of incident
 - Location of incident and your exact location
 - Number of and Description of person(s) involved (if known)
 - Number of people with you in the room
- 3) Remain there until Police personnel tell you it is safe to come out.
- 4) After the disturbance, seek emergency first aid if necessary and report to Campus Police to give a statement.

C) During Class:

- 1) If you are in class when shots are fired on campus, lock the door and remain there. Stay away from the door in case the shooter attempts to shoot through the door and lie flat on the floor.
- 2) Call the Campus Police Office at the location you are at (listed above) and inform them of:
 - Nature of incident
 - Location of incident and your exact location
 - Number of and Description of person(s) involved (if known)
 - Number of people with you in the room
- 3) Remain there until Police personnel tell you it is safe to come out.
- 4) After the disturbance, seek emergency first aid if necessary and report to the Campus Police Office to give a statement.

Psychological Crisis

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

If psychological crisis occurs:

- 1) Contact the Campus Police Department at the location you are at. Give your name and the location and nature of the incident(s). **Police personnel will contact other appropriate personnel.**
- 2) Try to keep the person calm or within your vision until assistance arrives.
- 3) Maintain your own personal safety if you feel the situation is dangerous.

Suspicious Package/Bomb Threat



If you see a suspicious package/item, or you receive a communication of a bomb threat immediately call Campus Police.

- 1.) If you observe a suspicious object or potential bomb on campus,
DO NOT HANDLE THE OBJECT!
- 2.) Evacuate the area and immediately call Campus Police.
- 3.) If you cannot safely evacuate the area, secure a barrier between you and the item.
- 4.) Do not open drawers, cabinets, or turn lights on or off.
- 5.) Do not use your cell phone.
- 6.) Once outside, move to a clear area at least 500 feet away from the affected buildings(s).
Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- 7.) Any person receiving a phone call of a bomb threat is required to fill out the Bomb Threat reporting form on the following page.

The Bomb Threat Reporting Form on the next page has been created to assist you as the person taking the call from a person who is calling in a bomb threat. The more information you can gather during the call, the better it will help emergency personnel.

Bomb Threat Reporting Form

QUESTIONS TO ASK PERSON CALLING WITH A BOMB THREAT:

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

Sex of caller: _____ Race: _____ Age: _____
Length of call: _____ Time: _____ Date: _____
Number at which call was received: _____

CALLER SOUNDED:

_____ Calm	_____ Nasal	_____ Laughter
_____ Angry	_____ Stutter	_____ Crying
_____ Excited	_____ Lisp	_____ Distinct
_____ Slow	_____ Deep	_____ Slurred
_____ Rapid	_____ Ragged	_____ Whispered
_____ Soft	_____ Clearing throat	_____ Accent
_____ Loud	_____ Deep breathing	_____ Disguised
		_____ Cracked Voice
		_____ Normal

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

BACKGROUND SOUNDS:

_____ Street Noises	_____ Factory Noises	_____ Crockery
_____ Animal Noises	_____ Voices	_____ Clear
_____ PA System	_____ Static	_____ Music
_____ Local	_____ House Noises	_____ Long Distances
_____ Motor	_____ Booth	_____ Office Machinery
_____ Other		

THREAT LANGUAGE:

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

REPORTED CALL IMMEDIATELY TO: _____

Phone number: _____ Date: _____
Name: _____ Phone number (of person taking call): _____
Position: _____

Hazardous Materials



If you see a spill of chemicals or hazardous materials, or see someone with an exposure, and need a Material Safety Data Sheets (MSDS), one source is to contact Verisk3E Company at <https://www.verisk3e.com> or by phone at **1-800-360-3220**.

You will need to tell Verisk3E:

- Product name
- Product number
- Manufacturer name
- Manufacturer phone number
- UPC code

3E will send the MSDS immediately to you by fax. MSDS will provide about a product:

- Emergencies and First Aid actions
- Manufacturer information, as well as the emergency contact telephone number
- Any danger of fire, explosion, or reactivity
- Handling precautions

Other MSDS sources can also be located online.

The phone number for Poison Control is **1-800-222-1222**.

Immediately also contact Campus Police for assistance.

Utility Emergencies



Utilities on campus in the form of electricity, natural gas, or sewage can pose a health risk if normal distribution means are disrupted. Contact Campus Police at **(423) 697-4467** if you suspect a hazard from utilities.

Electricity

The buildings are equipped with emergency lights, exit signs and other devices to provide illumination during power outages.

Natural Gas

In the event that a possible natural gas leak is detected, Campus Police should be notified immediately and the area evacuated. No phones, cell phones, alarms, electrical devices, radios, or any other devices that may cause a spark should be used. The area will remain off limits to the public until Plant Operations gives the all clear to resume normal activities in the area.

EMERGENCY GUIDELINES

Fire Guidelines	Weather Warning
1. Pull the alarm and call 9-1-1 or Campus Police at 423-697-4467 .	If weather warning is issued or severe or threatening weather approaches moves to a safe shelter area.
2. Evacuate the building utilizing the nearest safe exit.	Notification is through: 1. Outdoor Warning Sirens, email or Tiger Alert. Inside buildings: A public address system.
3. Meet at the building's designated rally site .	2. Local TV or Radio.
4. Follow the instructions of First Responders, Police, and Fire/EMS Personal.	Locate emergency bag/kit in building you are in. In case weather event takes longer than expected. Use emergency bag equipment to get help from First Responders.
Persons with Disabilities: Assist in relocating the person to the nearest safe fire rated stairwell and Inform the nearest emergency responder of their location.	WEATHER SHELTERS: Indicated on the evacuation maps highlighted in yellow. Stay away from windows and seek for hallways or rooms without windows.
Active Violence	Hazardous Materials
1. If the incident is occurring near you, seek the nearest cover and secure that area.	Exit the building if advised by Emergency Personal and seek a safe rally site upwind of the building.
2. If you can leave, evacuate immediately, call 911 or Campus Police (423-697-4467), if you have information about the incident. Otherwise:	SHELTERING IN PLACE:
RUN – Plan an escape route, leave belongings behind, when safe call 911 or Campus Police 423-697-4467.	1. Close and seal all doors and windows.
HIDE – Locate an interior room – lock door, block with furniture, turn off lights, silence devices, avoid windows and doors, hide behind cover and get small, stay quiet.	2. Shut off any room air sources (vents, air conditioners, etc.).
FIGHT – If in imminent danger – act aggressively, yell loudly, throw/use objects as weapons to incapacitate attacker.	3. Remain sheltered in place until advised by Emergency Personal it is safe to exit and be prepared to move to a different safe area or evacuate if advised.