



**MARTIN
JACKSON CENTER**

EMERGENCY MANAGEMENT PLAN

UTM Jackson Center Emergency Response Plan

JSCC Ned McWherter Center

2046 North Parkway

Jackson, TN 38301

731-425-9277

JSCC Campus Police

731-225-5952 or 731-424-3520 ext. 50420

EMERGENCY MANAGEMENT GUIDELINES

TABLE OF CONTENTS

Table of Contents	2
Crisis Response Plan.....	3
A. Earthquake	3
B. Fire	3
C. Tornado	4
D. Explosions on Campus	5
E. Chemical and Radiation Spill(s).....	5
F. Bomb Threat	6
a. Bomb Threat Reporting Form	7
G. Cardio-vascular Emergencies (AED Applications)	8
H. Violent or Criminal Behavior/Active Shooter	9
I. Psychological Crisis	11
J. Utility Failure	11
K. Elevators Malfunction.....	12
L. AED Locations on Campus.....	12
M. Campus Assembly Points.....	13

CRISIS RESPONSE PLAN

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

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

1. IF INDOORS, seek refuge under a desk or table and not in a doorway. Stay away from glass windows, shelves, and heavy equipment.
2. IF OUTDOORS, move quickly away from buildings, utility poles, and other structures. Caution: Always avoid power or utility lines.
3. IF IN AN AUTOMOBILE, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle and buckled in for the shelter it offers.
4. After the initial shock, evaluate the situation, and if emergency help is necessary, call the JSCC Director of Environmental Health & Safety or JSCC Campus Security. Protect yourself at all times and be prepared for after-shocks.
5. Damaged facilities should be reported to the JSCC Emergency Coordinator. NOTE: Leaks and power failures create special hazards. Please refer to the section on Utility Failures.
6. Once outside, move to your designated assembly points (see map on page 13). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. Know your designated assembly points.
7. DO NOT RETURN TO AN EVACUATED BUILDING, unless told to do so by Emergency Personnel.

B. Fire- IN ALL CASES OF FIRE, THE JSCC CAMPUS POLICE MUST BE NOTIFIED IMMEDIATELY (225-5952 or EXT 50244 OR 50420).

1. Building leaders evacuate and, if possible, rescue anyone who might be in danger of fire or smoke inhalation.
2. Activate the fire alarm.
 - i. Pull the nearest fire alarm
 - ii. Notify JSCC Campus security at 225-5952.
3. Confine – close all doors, clear all exit routes, extinguish, if you can do so safely, follow fire extinguisher procedures (PASS).
4. Evacuate – everyone will evacuate quickly to the nearest marked exit and alert others to do the same.
5. Once outside, building coordinators will escort individuals to the designated assembly point, a minimum of 500 feet away attempting to stay upwind from possible chemicals burning.
6. Do Not Re-enter the evacuated building unless told to do so by a UTM Jackson Center/JSCC Campus Emergency Resource Team Official.

How to use a Fire Extinguisher (PASS Method)

Pull – the pin. **Aim** – at the base of the fire. **Squeeze** – the handle/trigger. **Sweep** – with extinguisher as you suppress the fire.

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

C. Tornado- Tornado Situations

1. There are two types of messages issued by the Weather Bureau dealing with tornados: Tornado Watch and Tornado Warning. Each message has a specific meaning and should not be confused with one another.
 - i. Tornado Watch- Issued to alert persons of the possibility of a tornado development in a specified area for a specific period of time. It is not necessary to interrupt the normal operations of the College during a tornado watch.
 - ii. Tornado Warning- Issued when a tornado has actually been sighted in the area or indicated by radar. Warnings will indicate the location of the tornado, the time of detection, the area through which it is expected to move, and the time period during which the tornado will move through the affected area. When this warning is issued, the College should take immediate safety precautions.
2. Knowledge of the following characteristics of tornadoes is useful in tornado detection and tornado preparedness planning:
 - i. TIME OF DAY- a tornado is most likely to occur in midafternoon, generally between 3 p.m. and 7 p.m., but they have occurred at all times of the day.
 - ii. DIRECTION OF THE PATH- a tornado's direction of travel is usually from the southwest to the northeast.
 - iii. LENGTH OF THE PATH- the length of the path of a tornado averages four (4) miles but has reached as much as 300 miles.
 - iv. 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.
 - v. 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.
 - vi. APPEARANCE- the cloud directly associated with a tornado is a dark heavy cloud from which a whirling funnel shaped pendant extends to the ground.
 - vii. PRECIPITATION- precipitation associated with a tornado usually occurs first as rain, just preceding the storm, frequently with hail, and as heavy downpour immediately to the left of the path of the tornado. Some tornados are rain wrapped. Meaning when wind grabs the rain and/or hail falling from a supercell thunderstorm and it all gets caught up in the rotating winds of the tornado. This makes it extremely hard to see and is very dangerous.
 - viii. SOUND- sounds occurring during a tornado have been described as a roaring, rushing noise, closely resembling the sound of a train.
3. Procedures for Seeking Shelter in each Building-
 - i. If sufficient time is available to evacuate persons to a safe area prior to a tornado, persons should seek shelter in the basement of the building or on the first floor along an interior wall to avoid window and sky lights. Leaving one building to seek shelter in another is not advised. If there is no time to evacuate, persons should seek shelter under heavy furniture, desks, or in a closet to avoid injuries from debris (look around your area and select your shelter area after reading this policy).

1. McWherter Building- DO NOT USE ELEVATORS! Crouch down along hallway in 1st floor areas or bathrooms. Stay away from skylight lobby area!
 4. Execution of Instructions- The JSCC Director of Environmental Health & Safety or his designee shall determine when to initiate emergency tornado procedures. Designee will be the JSCC Physical Plant Director.
 5. Miscellaneous- The UTM Jackson Center/JSCC Environmental Health & Safety Department's emergency tornado procedures or plans are designed to be flexible as a response to the varying conditions of a tornado situation. Not all tornado situations will lead to a Tornado Warning. Thus, the initiating of tornado plans has a judgment factor, particularly in terms of the tornado situation encountered.
- D. Explosions on Campus-** In the event of an explosion on campus, take the following action-
1. Immediately take cover under tables, desks or other objects that will give protection against falling glass or debris.
 2. After the effects of the explosion and/or fire have subsided, notify the JSCC Environmental Health & Safety Department at extension 50244 or JSCC Campus Police at 225-5952 or 9+911. Give your name and describe the location and nature of the explosion(s).
 3. When told to leave by College Officials, walk quickly to the nearest marked exit and ask others to do the same.
 4. Employees must assist disabled individuals during an emergency. If an employee is not available, OTHERS MUST ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC. USE STAIRWAYS.
 5. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know the designated area assembly points.
 6. If requested, assist emergency crews as necessary.
 7. A campus emergency command post may be set up near the disaster site. Keep clear of the command post unless you have official business. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a UTM Jackson Center/JSCC Campus Emergency Resource Team Official.

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

E. Chemical and Radiation Spill(s)

1. Any spillage of a hazardous chemical or radioactive material is to be reported immediately to the JSCC Director of Environmental Health & Safety at ext.50244 or JSCC Campus Police at 225-5952.
2. When reporting, be specific about the nature of the involved material and exact location. The Campus Police will contact the necessary specialized authorities and medical personnel.
3. Building Coordinators should vacate the affected area at once and await arrival of JSCC Campus Police Personnel. Be mindful to evacuate uphill and upwind of affected area as well.

4. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to a JSCC Campus Police Officer. Required first aid and clean up by specialized authorities should be started at once.
 5. Upon notification of an emergency, walk quickly to the nearest marked exit and alert others to do the same.
 6. Employees must assist disabled individuals during an emergency. If an employee 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.
 7. 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.
 8. If requested, assist emergency crews as necessary.
 9. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
 10. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a UTM Jackson Center/JSCC Campus Emergency Resource Team Official.
- F. Bomb Threat-** (See following section for form to be completed while on the phone with caller.)
1. If you observe a suspicious object or potential bomb on campus, DO NOT HANDLE THE OBJECT! Clear the area and immediately call JSCC Campus Police at 225-5952 and/or 9+911 but do not use a cell phone in the area of the suspicious object.
 2. Any person receiving a phone call bomb threat should ask the caller-
 - i. When is the bomb going to explode?
 - ii. Where is the bomb located?
 - iii. What kind of bomb is it?
 - iv. What does it look like?
 - v. Why did you place the bomb?
 3. Keep talking to the caller as long as possible and record the following-
 - i. Time of call
 - ii. Age and sex of caller
 - iii. Speech pattern, accent, possible nationality
 - iv. Emotional state of caller
 - v. Background noise
 4. The JSCC Campus Police, in conjunction with others, will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to JSCC Campus Police. DO NOT TOUCH THE OBJECT!! Do not open drawers, cabinets, or turn lights on or off.
 5. Upon notification, walk quickly to the nearest marked exit and alert others to do the same.
 6. Employees must assist disabled individuals during an emergency. If an employee is not available, OTHERS MUST ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING! DONOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC! USE STAIRWAYS.
 7. 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.
 8. If requested, assist emergency crews as necessary.

Bomb Threat Reporting Form The information recorded below should be maintained and given to the Director of the UTM Jackson Center, who will give to the Director of Environmental Health & Safety. (When calling from on campus, dial 9 first then 911) 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? _____

Exact wording of threat: _____

Sex of caller: _____ Race: _____ Age: _____

Length of Call: _____ Time: _____ Date: _____

Number at which call was received: _____

Caller sounded:

_____ calm _____ nasal _____ laughter

_____ angry _____ stutter _____ crying

_____ excited _____ lisp _____ distinct

_____ slow _____ deep _____ slurred

_____ rapid _____ ragged _____ whispered

_____ soft _____ clearing throat _____ accent

_____ loud _____ deep breathing _____ disguised

_____ cracked voice _____ normal

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

BACKGROUND SOUNDS:

_____ street noises _____ factory machines

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

THREAT LANGUAGE:

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

REMARKS:

REPORTED CALL IMMEDIATELY TO: _____

Phone number: _____

Date: _____

Name: _____

Phone number (of person taking call): _____

Position: _____

G. Cardio-vascular Emergencies (AED Applications- Automated External Defibrillators (AED) have been installed in several buildings on main campus and one is also carried by Campus Police. They are housed in cabinets for immediate use in case of an emergency including cardiac arrest. AED cabinets are clearly labeled and identifiable as AED units.

1. Upon being notified that an AED has been activated, the security officer on duty will respond immediately to the location identified to assist with CPR/AED Procedures and crowd control, and to coordinate with other emergency response personnel.
2. When a Campus Police Officer arrives on the scene of a person requiring CPR/AED, he/she will assess the situation and contact the proper authorities.
3. Upon completion of CPR/AED Procedure, the AED is replaced with a substitute unit and put back into cabinet.
4. The responding officer is responsible for completion of AED Use Report-Accident/Illness Report to be turned in to supervisor.

Faculty/Staff/Student/Citizen Responsibility- Upon being notified or assessing a situation on campus that requires CPR/AED procedure, the responding person should:

- Acquire the AED from the cabinet or designated AED location in the building. (see page 12 for locations)
- Notify JSCC Campus Security as to the location/event)
- Begin CPR/AED Procedure)
- After CPR/AED use, be available to answer questions for report purposes by Campus Security.

H. Violent or Criminal Behavior / Active Shooter- JSCC Campus Police is located in the Student Union Building and provides you with 24-hour assistance and protection. This service is provided seven (7) days a week on a year round basis. On Campus Emergencies, Dial: **731-225-5952 or ext. 50420 or dial 911.**

1. UPON NOTIFICATION OF AN ACTIVE SHOOTER-

- i. Campus police would be in route to the last known location of the suspect.
- ii. The JSCC Director of Environmental Health & Safety will also be in route but not before contact is made with the public relations director to enact lockdown notification.
- iii. When law enforcement arrives on the scene they will proceed on a search to locate the suspect.

2. HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY- Should gunfire or explosives be discharged on campus, quickly determine the most reasonable way to protect your own life (RUN, HIDE, OR FIGHT). Remember that students, vendors and guests are likely to follow the lead of employees during an active shooter situation.

- i. **RUN-** If there is an accessible escape path, attempt to evacuate the premises. Be sure to-
 - 1. Have an escape route and plan in mind
 - 2. Evacuate regardless of whether others agree to follow
 - 3. Leave your belongings behind
 - 4. Help others escape, if possible
 - 5. Prevent individuals from entering an area where the active shooter may be
 - 6. Keep your hands visible
 - 7. Follow the instructions of any police officers
 - 8. Do not attempt to move wounded people
 - 9. Call 911 when you are safe
- ii. **HIDE-** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should-
 - 1. Be out of the active shooter's view
 - 2. Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
 - 3. Not trap you or restrict your options for movement
 - a. *To prevent an active shooter from entering your hiding place-*
 - i. Lock the door

- ii. Blockade the door with heavy furniture If the active shooter is nearby
 - iii. Lock the door
 - iv. Silence your cell phone and/or page
 - v. Turn off any source of noise (i.e., radios, televisions)
 - vi. Hide behind large items (i.e., cabinets, desks)
 - vii. Remain quiet
 - b. *If evacuation and hiding out are not possible-*
 - i. Remain calm
 - ii. Dial 911, if possible, to alert police to the active shooter's location
 - iii. If you cannot speak, leave the line open and allow the dispatcher to listen
- iii. **FIGHT-** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by-
 - 1. Acting as aggressively as possible against him/her
 - 2. Throwing items and improvising weapons
 - 3. Yelling
 - 4. Committing to your actions

After the disturbance do not exit the area until told to do so by UTM Jackson Center/JSCC Campus Officials., seek emergency first aid if necessary and then notify **JSCC Campus Police at 225-5952 or ext.50420 or dial 911.**

- 3. WHAT TO DO IF TAKEN HOSTAGE-
 - i. Be patient. Time is on your side. Avoid drastic action.
 - ii. The initial 45 minutes are the most dangerous. Follow instructions and be alert. Don't make mistakes which could endanger your well-being.
 - iii. Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
 - iv. Remain calm. Avoid speculating. Comply with instructions as much as possible. Avoid arguments. Expect the unexpected.
 - v. Be observant. You may be released or escape. The personal safety of others may depend on your memory.
 - vi. Be prepared to answer the Police on the phone. Be patient and wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors, in all probability, do not want to harm the persons held by them. Such direct action further implicates the captor in additional offenses.

- I. **Psychological Crisis-** A psychological crisis exists when an individual is threatening harm to himself /herself or to others or is out of touch with reality. Typically, the disconnection with reality is due to drugs, medical reactions or a psychotic break. A psychotic break may be manifested as hallucinations, uncontrollable behavior, or dissociate/multiple personality behavior.
 1. If psychological crisis occurs-
 - i. Contact the JSCC Campus Police at 225-5952. Campus Police will contact other appropriate personnel.
 - ii. Try to keep the person calm or within your vision until assistance arrives
 - iii. Maintain your own personal safety if you feel the situation is dangerous.
- J. **Utility Failure**
 1. In the event of a major utility failure occurring during regular working hours (8 a.m. to 4:30p.m., Monday through Friday), immediately notify the JSCC Physical Plant Ext 52617 or 52619.
 2. If the utility failure occurs after hours, weekends, or holidays, notify the JSCC office of Campus Police at 225-5952.
 3. When instructed to evacuate the building, walk quickly to the nearest marked exit and alert others to do the same.
 4. Individuals are designated to assist disabled individuals during an emergency. If the designated individual is not available, OTHERS MUST ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC! USE STAIRWAYS.
 5. 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.
 6. If requested, assist emergency crews as necessary.
 7. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.h.DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a UTM Jackson Center/JSCC Campus Emergency Resource Team Official.
 8. Always observe the above steps when the following emergencies arise:
 - i. ELECTRICAL/LIGHT FAILURE - Depending upon the severity of the emergency, building lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is, therefore, advisable to have a flashlight and portable radios available for emergencies.
 - ii. ELEVATOR FAILURE - If you become trapped in an elevator, use the emergency phone to notify JSCC Campus Police. When the receiver is picked up, it will automatically dial the JSCC Campus Police.
 - iii. PLUMBING FAILURE/FLOODING - Cease all operations. DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT! REMEMBER: THIS COULD CAUSE AN EXPLOSION.
 - iv. STEAM LINE FAILURE - Vacate the area immediately.
 - v. VENTILATION PROBLEM - If smoke is present, cease all operations and vacate the area.

With all problems, immediately report the issue as soon as you are safely removed from the area affected.

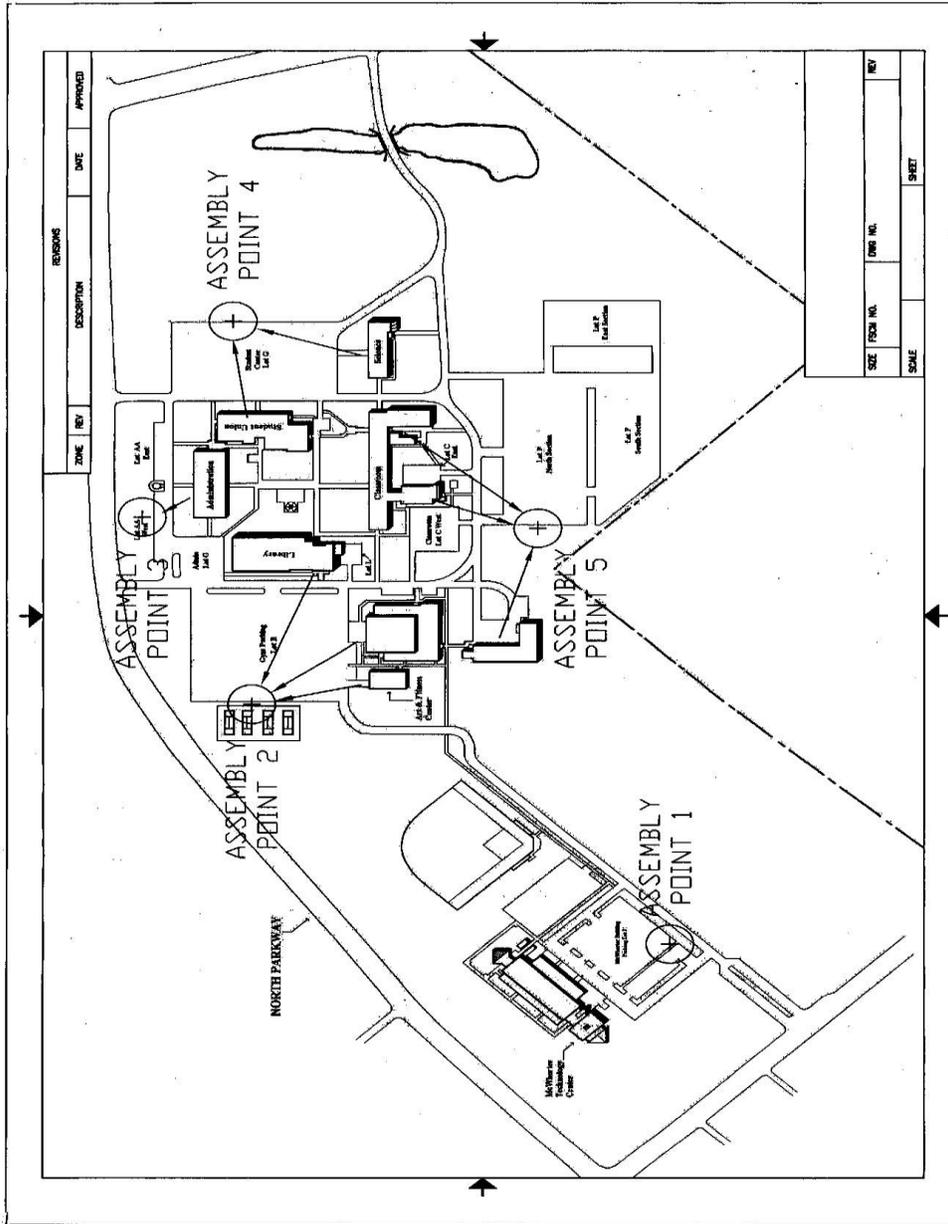
K. Elevator Malfunction- To clarify standard operating procedures when elevators malfunction and individuals are contained in elevators.

1. Background- JSCC has four (4) elevators on its main campus located in the McWherter Building, Nelms Classroom Building, Science Building and the Library. Elevators are not to be used during thunderstorms. Instructions on how to contact Campus Police are displayed inside the elevators. Once an elevator malfunctions, pressing the elevator help button will automatically dial the JSCC Campus Police Officer on duty via phone patch.
2. Action- Upon receiving a call for service for an elevator malfunction, the JSCC Campus Police Officer will advise subjects to remain calm and that assistance is on the way. Upon arrival, the JSCC Campus Police Officer will go directly to the designated electrical switch box and cut off the electrical power to the elevator, so the door can be manually opened by inserting the key in a hole located at the front of the elevator door and turning the key to the left. Once the door is opened, the officer can determine the location of the elevator and best possible route of escape for individuals. Officers must be sure that power to the elevator is shut off during rescue operation! Before and during the rescue effort, JSCC Campus Police Department will be responsible for contacting the JSCC Physical Plant who will contact the appropriate elevator service company.

L. AED LOCATIONS ON CAMPUS

1. **Administrative Building**
 - i. AED can be located in the lobby area near receptionist desk.
2. **Classroom Building**
 - i. AED can be located in the First Floor hallway across from Math Lab
3. **College Union**
 - i. AED can be located in the common area outside of the one stop shop.
4. **Gymnasium**
 - i. AED can be located in the main gym area next to the stage.
5. **Library**
 - i. AED can be located behind circulation desk.
6. **McWherter Building**
 - i. AED can be located in the lobby area near main entrance outside of office area.
7. **Science Building**
 - i. AED can be located in main hallway outside office area.
8. **Nursing Building**
 - i. AED can be located on the First Floor common area across from elevator.
9. **JSCC Campus Police**
 - i. AED can be located with security being mobile

M. Campus Assembly Points



1. **Assembly Point #1**.....McWherter Building Lot
2. **Assembly Point #2**..... Library/Gym Lot
3. **Assembly Point #3**.....Administration Building Lot
4. **Assembly Point #4**.....Union/Science Building Lot
5. **Assembly Point #5**.....Classroom Building Back Lot