



EMERGENCY RESPONSE PLAN

March 2009

**ROANE STATE COMMUNITY COLLEGE
EMERGENCY RESPONSE PLAN
GUIDELINE**

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I. PURPOSE

This Emergency Response Plan Guideline outlines procedures to improve the protection of lives and property through the effective use of institutional resources at Roane State Community College. The guideline's purpose is to mitigate the potential effects of the various hazards that might impact Roane State Community College, to prepare for the implementation of measures which will preserve life and minimize damage, to respond effectively to the needs of the institution's community during emergencies, and to provide a recovery system to return the institution and its community to a normal status as soon as possible after such emergencies.

This guideline defines the roles and responsibilities associated with the mitigation, preparedness, response, and recovery efforts directed at natural disasters, technological accidents, enemy attacks, and other major events that might impact a TBR institution. This plan addresses all types of emergency functions at Roane State Community College, except those for which the state or federal governments have primary responsibility. These functions include the provision of security services, rescue, warning, communications, engineering, hazardous materials abatement, evacuation, emergency welfare services, emergency transportation services, and all other functions related to the protection of the civil population in preparation for and response to an emergency.

A state of emergency may be declared at any time an emergency reaches such proportions that it cannot be handled by routine measures. Two categories of emergencies which may require such responses are (1) large scale natural or man-made disaster and (2) large scale disorder. Such emergencies may include, but not be limited to: tornados, earthquakes, winter storms, fires, infectious diseases, hazardous chemical spills, transportation accidents, explosions, utility outages, civil disturbances, bombs, hostage situations, or terrorist activities. Since emergencies normally occur without warning, procedures should be designed to provide sufficient flexibility to accommodate contingencies of assorted types and magnitudes. Responsibilities associated with the preparedness for, response to, and recovery from disasters, enemy attack, sabotage, hostile actions, rioting, mob violence, power failures, energy emergencies and/or their threatened occurrences are addressed as prescribed by Tennessee law.

Senior administrators at Roane State Community College are responsible for ensuring that the institution has an institutional Emergency Response Plan to address matters related to preparation for emergencies and response plans in the event of an emergency. The institutional Emergency Response Plan must be reviewed and revised, as necessary, on at least an annual basis by senior administrators in conjunction with the Emergency Management Response Team. Additionally, aspects of the plan must be tested in annual training exercises and drills.

II. EMERGENCY DEFINED

The following definitions are provided as guidelines to assist personnel in determining the appropriate response:

- A. **MINOR EMERGENCY:** Any potential or actual incident that does not seriously affect the overall functional capacity of the institution. Emergencies in this category will be handled according to the established procedures of those work units responsible for responding to these emergencies. Notifications to senior administrators regarding the incident will be made consistent with the standard protocols of the responding work units.

- B. **MAJOR EMERGENCY:** Any potential or actual incident that substantially disrupts a significant portion of the overall operations of the institution. Outside emergency services, as well as major commitment of campus support services, may be required. The Campus Security Department or Local Law Enforcement (in the absence of an institutional police department) will take immediate action to meet the emergency and safeguard persons and property. Major policy considerations will be required from higher levels of campus authority. The Emergency Response Plan may be activated at the direction of the President or designee in the event of a major emergency.

- C. **BUILDING EMERGENCY:** A condition during which a specific building and its occupants are subjected to, or potentially subjected to, special precautions/actions necessary to maintain order and to safeguard institutional personnel and property. Upon determination that conditions exist which could lead to a state of emergency or which could have the potential of existing in a single building through events restricted to a building (e.g., bomb threat, equipment malfunction, etc.), the Physical Plant Director and/or Campus Security Department shall be notified immediately. The administrator will immediately inform the President or designee. The appropriate administrators shall implement the necessary procedures and notify appropriate personnel to ensure the safety and protection of the persons and property in the building. The Emergency Management Response Team (EMRT) shall be informed as soon as is possible.

- D. **DISASTER:** An event or incident that seriously impairs or halts the operations of the institution. A disaster may result in multiple casualties and severe property damage. A coordinated effort of all campus services will be required. Outside emergency resources will be required. The Emergency Response Plan will be activated by the President or designee.

III. MINIMUM PROCEDURES OF AN INSTITUTIONAL EMERGENCY RESPONSE PLAN

1. INITIAL RESPONSE PLAN

RSCC's initial response plan provides that the initial and primary responder to emergencies will normally be the Campus Security Department or the Local Law Enforcement Authority. Upon arrival at an emergency scene, the ranking or senior officer on the scene will perform an initial assessment of the situation; request internal and external support resources immediately necessary to prevent further injuries, attend to injured persons, and restore order; take the appropriate action to notify persons in the affected area of imminent danger; and notify the next higher authority in the Campus Security Department chain-of-command.

The Chief Security Officer, or in his absence, the highest ranking officer contacted, will take immediate steps to intervene in the emergency and contact the President or designee. If the President or designee cannot be contacted, then the Vice President for Financial Services should be contacted or a member of the Emergency Management Response Team (EMRT) should be contacted.

2. DECLARATION OF EMERGENCY AND ACTIVATION OF PLAN

Roane State's Emergency Response Plan designates the President, the Campus Security Department, the Satellite Campus Directors, and the Vice Presidents as authorized individuals to declare an emergency and activate the Emergency Response Plan. The President or designee with or without consultation from the EMRT, will make a determination of whether activation of the plan is appropriate. If the plan is activated, the employee(s) authorizing the declaration will cause EMRT members (as well as others as directed by the President) to be contacted, advise them that the Emergency Response Plan has been activated, and direct them to respond to the Emergency Operations Center (EOC). A systematic calling plan will be activated to ensure that all EMRT members receive timely notification of the official declaration of an emergency.

RSCC's Emergency Response Plan designates that the President is the highest institutional authority in any emergency situation. If the Emergency Response Plan is activated by any person other than the President, then the person activating the plan will assume the authority of the President until the arrival of the authority designated above.

3. **EMERGENCY OPERATIONS CENTER**

Roane State's Emergency Operations Center (EOC) on the Harriman campus shall be either the **President's Conference Room** or the **Physical Plant building** depending upon the nature of the emergency. In the event that the primary location is not available, alternate locations will be the library, gymnasium, or Exposition Center. The EOC at each satellite campus will be established by the Director's of those campuses.

The President or designee will serve as the individual in charge of the operations of the EOC. Members of the Emergency Management Response Team and others as designated by the President should be present in the EOC during emergencies, to the extent practicable. Requests for personnel, equipment, and supplies will be monitored and coordinated from the EOC to ensure a coordinated effort and to insure the best use of the resources needed to handle the emergency situation.

A log will be maintained in the EOC which reflects all significant events and actions taken in the EOC. A communications log will also be maintained which reflects the time and date of every significant communication to/from the EOC, whom the communication was received from/sent by, to whom the communication was directed, the nature of the communication, and any EOC action resulting from the communication.

4. **COMMAND POST**

The Director of Physical Plant is charged to establish and manage a command post near the scene of the emergency. The command post may be inside a building or at an outside location dependent upon the circumstances of the emergency. The purpose of the command post is to provide a single on scene location for command and control purposes and damage assessments.

Upper level managers and directors from the institution whose personnel are directly involved in the emergency response will report to the command post, as will commanders from responding agencies external to the institution. Operational decisions relative to the emergency response will be coordinated from the command post. In addition to the primary command post in the vicinity of the emergency, sub-command posts may be established for purposes of directing specific functions (e.g., evacuations, public safety, medical services, etc.). The command post will maintain contact with the EOC for purposes of instruction, status reports, and requests for support.

5. EMERGENCY MANAGEMENT RESPONSE TEAM

The Emergency Management Response Team shall serve in a support role to the President during an emergency. The following individuals will serve on the institution's EMRT:

Appendix A outlines the potential responsibilities of each administrator listed below during a crisis:

1. President
2. Vice President for Academic Services
3. Vice President for Financial Services
4. Vice President of Student Services and Enrollment Management
5. Assistant Vice President of Student Services and Dean of Students
6. Vice President for Oak Ridge Branch Campus and Satellite Campuses
7. Vice President for Continuing Education and Workforce Development
8. Vice President for Institutional Advancement
9. Public Relations Officer
10. Chief Security Officer
11. Director of Physical Plant
12. Dean of Social Sciences and Business
13. Dean of Nursing
14. Assistant Vice President for Information Technology
15. Executive Administrative Assistant to the President
16. Site Directors

Appendix B lists contact telephone numbers for all EMRT personnel.

6. EVACUATIONS AND RELOCATIONS

The decision to evacuate an area should be made by the President, Vice President for Financial Services, Vice President Oak Ridge Branch Campus, Director of Physical Plant, and/or the Chief Security Officer in consultation with the EMRT when it is practicable to consult with the EMRT. These designated administrators may unilaterally determine that an evacuation is necessary in the absence of the EMRT and issue an evacuation order. Notification of evacuation may be accomplished by phone, radio, loudspeaker, or by personal contacts.

While the Campus Security Department or local law enforcement personnel have primary responsibility, institutional employees such as building coordinators, and Physical Plant employees may need to assist in the effort if possible. During the evacuation process the persons being evacuated should be advised of the location to report after the evacuation. If the evacuation requires transportation of members of the campus community or visitors, institutional vehicles should be provided by the institution. The Campus Security Department or appropriate personnel should be responsible for identifying routes of egress/ingress. The Campus Security Department

or appropriate personnel should ensure that those routes are open for purposes of evacuation and emergency vehicle response.

Evacuation routes and assembly points should be posted in visible areas near exits, wherever possible.

At the beginning of each semester, faculty are encouraged to instruct students as to the location of the emergency evacuation route for their particular room or area and designate an assembly point outside of the building.

7. SHELTERS

Primary shelter locations will be designated at the main campus and all satellite campuses of the institution. After an emergency incident, the Director of the Physical Plant or another appropriate administrator will inspect these facilities to determine their suitability for shelter purposes. If none of these facilities are appropriate due to damage caused by the emergency conditions, campus community members will be evacuated to locations identified as shelter locations by local law enforcement personnel.

Physical Plant personnel are responsible for maintaining services in the shelters as long as evacuated persons are housed in any institutional facility. Procedures for a “Shelter in Place” or “Lockdown” are in Appendix D.

8. NEWS MEDIA

The institution’s Crisis Communication Plan is included as Appendix E and Appendix I. No institutional employee, other than the President, Public Relations Office or a designated administrator, should release information to news media representatives, unless instructed to do so. All news media requests should be directed to Public Relations Office, the designated administrator, or the EOC.

The institution will designate a location for press conferences during emergency incidents. The institution’s Public Relations Officer will notify the TBR Public Relations Office of published press releases related to the emergency situation.

News media personnel will not be allowed into secure areas without an appropriate escort.

Appendix E also lists institutional / local media contacts and information regarding the release of student and employee records.

9. VOLUNTEER MANAGEMENT

Volunteers should be directed to the EOC or other designated central location for registration and assignment. During the registration process volunteers will be required to provide some form of reliable identification. A volunteer log will be maintained which will reflect the name, address, date of birth, driver's license or social security number, any particular skill of each volunteer, the name of the supervisor to whom they are assigned, and the number of the identification card issued to the volunteer. If practical, each volunteer will sign a standard Volunteer Release Form and be issued an identification card that will be affixed to their outer clothing. Volunteers will be assigned to a supervisor involved in the emergency response.

Appendix F is a Volunteer Statement / Understanding of Agreement (e.g., Volunteer Registration Form) that may be executed by institutions to register volunteers during an emergency response period.

10. PURCHASING GUIDELINES

All emergency purchases will be handled in the shortest possible time frames. To the greatest extent possible, institutional employees will make purchases using procurement cards. For those purchases which cannot be made by use of procurement cards, Financial Services personnel will facilitate the timely acquisition of needed resources in a manner consistent with emergency situations. A record of all emergency related expenditures will be maintained by the work unit making those expenditures. A copy of those records will be forwarded to the EOC and the original purchase documents will be handled consistent with institutional purchasing guidelines.

11. TRANSPORTATION SERVICES

The Physical Plant department is designated to be responsible for providing vehicles for evacuations and other emergency related activities. Distribution of vehicles should be made in such a manner as to maintain accountability while being responsive to the emergency needs of the institution. Appendix G is a list of the type and number of institutional vehicles on the Roane County campus.

12. LINES OF COMMUNICATION

Generally, the primary means of communications during an emergency are telephones, cell phones, and two-way radios. If the institutional phone system has been rendered inoperable then the EOC, EMRT, and other necessary personnel will use cell phones and radios. Radios will be the primary communications medium if

landline phones and cell phones are inoperable. In the event that phones, cell phones, and radios, become inoperable, consideration will be given to the use of “runners” to transmit messages. Appendix H is a template to outline the type and location of one-way and two-way radios at the Roane County Campus.

13. DOCUMENTATION OF ACTIVITIES

Each department/office will be instructed to maintain a record of all emergency-related activities performed by the personnel of that work unit. The record will reflect the personnel worker hours (for non-exempt staff), as well as the assignments of personnel, and the work performed by each work unit, and other resources expended in response to the emergency.

14. CAMPUS MAPS AND BUILDING PRINTS

Campus maps and building prints are maintained in the Physical Plant. Duplicate campus maps and building prints are also housed in the Vice President for Financial Services Office. Evacuation and shelter floor plan maps are also posted in the hallways on each floor. The maps and building prints are readily accessible by law enforcement personnel, the President, and the EMRT.

15. STUDENT ASSESSMENT TEAM

Roane State Community College has established a Student Assessment Team and developed an operating procedures document. The document is included as Appendix I.

16. FACULTY AND STAFF TRAINING REGARDING STUDENT BEHAVIOR MANAGEMENT

Roane State has established a method to maintain records certifying that all faculty, including adjunct faculty, and designated staff complete annual training regarding the identification and management of distressed students.

17. MAINTENANCE OF EMERGENCY RESPONSE PLAN

Electronic and hard copies of the Emergency Response Plan will be maintained by all members of the Emergency Management Response Team and department/office heads who will have significant roles in responding to emergencies. The plan should also be maintained in the Campus Security Department. A copy of the plan will be located in the library and posted on the institution's website. An electronic copy of the plan will be maintained in a manner that will permit access during an emergency (e.g., Acrobat Adobe copy on diskette or memory stick, internet posting, etc.).

Department/office heads should establish appropriate procedures within their work units to facilitate plan implementation.

On an annual basis the President or his/her designee, in consultation with the EMRT, will review the plan and update/modify the plan as necessary.

18. EMERGENCY RESPONSE PLAN TRAINING

Members of the EMRT and department/office heads should ensure that they and members of their staff are knowledgeable concerning the contents of the Emergency Response Plan. All employees must have knowledge of the contents and procedures of the institution's plan. On a periodic basis different aspects of the plan will be tested, either through simulated exercises or in-service training, as appropriate. Training should be conducted by supervisors within their own work units or by the Director of the Physical Plant/Safety Officer. The institution's Safety Committee is available to assist in these training exercises as necessary.

APPENDIX A

EMRT ADMINISTRATORS SPECIFIC RESPONSIBILITIES

This is a list of responsibilities that an institution may designate to the administrators in the following positions:

PRESIDENT

Gary C. Goff

Campus Phone: 865-882-4501

Cell Phone: 865-712-1800

Office Location: D-200D

1. Activate the Emergency Response Plan and designate an on-scene commander
2. Be responsible for the overall operation and management of the Emergency Response Plan
3. Move to the EOC and manage the Emergency Team and necessary support personnel
4. Notify the Tennessee Board of Regents System Office and other state, local, and federal offices as necessary
5. Contact for National Guard support will be obtained via a request to the Governor through the Chancellor
6. Maintain contacts with TBR Central Office, city, county, state and federal officials
7. De-activate the plan when appropriate

VICE PRESIDENT FOR FINANCIAL SERVICES

Danny Gibbs

Campus Phone: 865-882-4517, ext. 4220

Cell Phone: 615-489-3545

Office Location: D-200C

1. Serve as primary backup/designee for President in the event of his/her absence
2. Provide assistance in activation of the Emergency Response Plan and ensure that key personnel are notified
3. Ensure that the appropriate building managers have been contacted and advised of current events
4. Acquisition of resources from outside the Institution
5. Facilitate and track emergency related external expenditures
6. Assist appropriate personnel in making risk assessments
7. Coordinate the preparation of the College's damage assessment report
8. Other duties as assigned by the President
9. Serve as an advisor to the President as needed

**VICE PRESIDENT FOR OAK RIDGE BRANCH CAMPUS AND
SATELLITE CAMPUSES**

Russ Schubert

Campus Phone: 865-481-2001, ext. 2301

Cell Phone: 865-250-6000

Office Location: Oak Ridge Branch Campus; A-105

1. Serve as secondary backup for President in the event of his/her absence
2. Coordinate activities and communication with local branch campus directors
3. Assist with community relations efforts in the affected communities
4. Serve as advisor to the President as needed
5. Other duties as assigned by the President
6. Serve as an advisor to the President as needed

VICE PRESIDENT FOR ACADEMIC SERVICES

Adolf King

Campus Phone: 865-882-4513, ext. 4214

Cell Phone: 865-310-2396

Office Location: D-200A

1. Acquisition of needed scientific expertise from institutional faculty
2. Decide if classes will be suspended or canceled
3. Coordinate the relocation of classes
4. Ensure the integrity of academic records to the greatest extent possible
5. Facilitate support of employees, and families of employees, who are casualties as a result of the emergency
6. Other duties as assigned by the President
7. Serve as an advisor to the President as needed

VICE PRESIDENT FOR STUDENTS AND ENROLLMENT MANAGEMENT

Judy Tyl

Campus Phone: 865-882-4524, ext. 4424

Cell Phone: 865-384-0517

Office Location: D-100

and

Assistant Vice President of Student Services and Dean of Students

Beverly Bonner

Campus Phone: 865-882-4550, ext. 4252

Cell Phone: 865-599-3692

Office Location: D-100

1. Coordinate all activities related to housing, shelters, evacuation locations, and other matters regarding institutional community members' safety and well being
2. Coordinate activities related to providing food services to the Institutional community
3. Coordinate the use of existing Nursing Department personnel
4. Coordinate the delivery of psychological attention to trauma victims
5. Establish an information system for inquiries concerning the well being of students
6. Manage the establishment of an information system in a central location in conjunction with Information Technology and Public Relations to deal with inquiries regarding the well-being of the members of the institutional community
7. Other duties as assigned by the President
8. Serve as an advisor to the President as needed

**VICE PRESIDENT FOR CONTINUING EDUCATION AND WORKFORCE
DEVELOPMENT**

Teresa Duncan

Campus Phone: 865-882-4648

Cell Phone: 865-776-9806

Office Location: T-215B

1. Assist with the coordination of volunteer efforts
2. Other duties as assigned by the President
3. Serve as an advisor to the President

VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT

Melinda Hillman

Campus Phone: 865-882-4507, ext. 4210

Cell Phone: 865-607-4114

Office Location: D-200F-3

1. Coordinate donation of goods and funds during the crisis and during the following recovery
2. Serve as a point of contact and information for major donors and benefactors of the college
3. Oversee and assist the Public Relations Officer as needed
4. Other duties as assigned by the President
5. Serve as an advisor to the President

PUBLIC RELATIONS OFFICER

Owen Driskill/Celia Breedlove

Campus Phone: 865-882-4559; 865-882-4632

Cell Phone: 423-552-1971

Office Location: T-104

1. Establish a media staging area
2. Schedule the time and location of media briefings
3. Schedule media tours
4. Prepare press releases for approval by the President or TBR Central Office
5. Keep the EMRT advised of press inquiries
6. Maintain liaison with news media sources
7. Verify and/or issue media credentials
8. Coordinate donations in conjunction with the Vice President for Institutional Advancement
9. Other duties as assigned by the President

CHIEF SECURITY OFFICER

Dale Kendrick

Campus Phone: 865-882-4506

Cell Phone: 865-414-1938

Office Location: Physical Plant

1. Identify personnel for support positions in EOC
2. Maintain a log of actions taken by EOC
3. Maintain a log of communications to/from the EOC
4. Maintain a log of external resources used (e.g., local law enforcement, TEMA, Red Cross etc.)
5. Be the primary liaison with the local law enforcement department/local emergency management office
6. Make recommendations concerning areas requiring evacuations and initiate evacuations, as necessary
7. Provide technical assistance pertaining to chemical, biological, and physical hazards
8. Make notifications for activation and implementation of ERP
9. Take immediate action to care for injured persons
10. Take immediate action to reduce the threat of potential casualties and property damage
11. Provide security of emergency area, evacuation routes, and ingress routes
12. Survey emergency area for damages and injuries in order to request additional internal and external support required
13. Establish a command post in the vicinity of the emergency
14. Control criminal activity
15. Serve as the initial commander of the command post
16. Maintain communications with the EOC

DEAN OF SOCIAL SCIENCE, BUSINESS AND EDUCATION

Chris Whaley

Campus Phone: 865-882-4582, ext. 4773

Cell Phone: 865-

Office Location: O'Brien 228

1. Serve as an advisor to the President

DIRECTOR OF PHYSICAL PLANT/SAFETY OFFICER

Ken Beauchamp

Campus Phone: 865-882-4615

Cell Phone: 865-617-0340

Office Location: Physical Plant

1. Render the emergency area safe from utility and physical hazards
2. Provide vehicles and operators necessary for evacuations
3. Provide personnel for maintenance of shelter areas
4. Inspect buildings for signs of structural defects
5. Exercise operational control of outside contractors and utility providers utilized to perform work on campus
6. Provide equipment and personnel as needed for extraction of injured persons
7. Perform clean-up responsibilities at the site of the emergency
8. Provide personnel to assist in traffic control
9. Serve as commander of command post when necessary
10. Ensure that utilities are available for EOC and other essential functions
11. Maintain communications with the EOC
12. Establish and manage Command Post near scene of emergency

DEAN OF NURSING

Priscilla Spitzer

Campus Phone: 865-354-3000, ext. 4295

Cell Phone: 865-705-3426

Office Location: T-317

1. Take immediate action to care for injured persons in conjunction with law enforcement
2. Coordinate medical response of Nursing faculty, if necessary
3. Establish triage area for minor injuries
4. Coordinate with off-campus medical personnel to staff major triage areas
5. Transport medical supplies (e.g., basic first aid material, nebulizer, crutches, splints, medications, stethoscopes, blood pressure cuffs, and suture supplies) to the triage areas

INFORMATION TECHNOLOGY/TELEPHONE SERVICES

Tim Carroll / Allen Brunton

Campus Phone: 865-882-4618

Cell Phone: 865-466-2049

Office Location: D-225

Campus Phone: 865-882-4510

Cell Phone: 865-603-7473

Office Location: D-200E-1

1. Maintain communications and coordination with off-campus service providers
2. Provide telephone lines and instruments required to support emergency operations

EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE PRESIDENT

Pam Woody

Campus Phone: 865-882-4501

Cell Phone: 865-386-3745

Office Location: D-200D

1. Document meetings, decisions, communications, etc.
2. Other duties as assigned by the President

SATELLITE CAMPUS SITE DIRECTORS

1. Serve as Chief Administrative Officer for the campus
2. Serve as Advisor to the President

APPENDIX B

KEY PERSONNEL TELEPHONE NUMBERS

Frequencies:

Base - 463.425

Handheld units - 468.425

<u>Number</u>	<u>Department/Title</u>	<u>Building Coordinator</u>	<u>Building-Room #</u>	<u>Name</u>	<u>Extension</u>	<u>Channel</u>
Base	Physical Plant Secretary			Fugate, Linda	4565	2 and 4
Unit 14	Security Supervisor		Physical Plant	Kendrick, Dale	4506	2 and 4
Unit 8	Physical Plant Director		Physical Plant	Beauchamp, Ken	4615	2 and 4
Unit 36	Bookstore	X	Dunbar-Student Lounge	Hampton, Sandra	4571	4
Unit 16	Business Office/Enrollment Mgmt	X	Dunbar-100	Wilmoth, Jamie	4222	4
Unit 26	Computer Center	X	Dunbar-225	Carroll, Tim	4618	4
Unit 19	Continuing Ed (2nd Floor Tech)	X	Technology-215B	Duncan, Teresa	4648	4
Unit 28	Library 2 nd floor- CTAT/Writing Cntr	X	Library-225	Bird, Lon	4472	4
Unit 24	Admin Area	X	Dunbar-2 nd Floor	Brunton, Allen	4510	4
Unit 40	Expo Staff	X	Expo	Starkey, Stan	4592	4
Unit 37	Financial Aid/Counseling	X	Dunbar-103	Goldberg, Joy	4659	4
Unit 34	Fitness Center/Gym Lower Level	X	Gym-lower level	Simpson, Shaun	4499	4
Unit 23	Gym Upper Level	X	Gym-222/224	Jones, Johnny	4584	4
Unit 30	Help Desk & Technicians	X	Dunbar-221	Ribes, Dave	4617	4
Unit 35	Human Resources	X	Dunbar-200	Fearn, Odell	4679	4
Unit 22	Library – 1 st Floor	X	Library-102	Benson, Robert	4551	4
Unit 25	Math Science (Wing 115-129)	X	Dunbar-106A	Bouldin, Larry	4533	4
Unit 33	Nursing	X	Technology-317	Spitzer, Priscilla	4605	4
Unit 18	O-bldg 1st Floor	X	Obrien-117	Peavyhouse, Myra	4567	4
Unit 17	O-bldg 2nd Floor	X	Obrien-228	Whaley, Chris	4773	4
Unit 31	Switchboard/Adm/Records	X	Dunbar-Welcome Center	Kendrick, Regina	- 0 -	4
Unit 21	T-bldg 1st Floor	X	Technology-102	Walker, Jack	4657	4
Unit 12	VP Financial Services		Dunbar-200C	Gibbs, Danny	4517	4

APPENDIX C

GENERAL EVACUATION PROCEDURES

1. Building Evacuation

- All building evacuations will occur when an alarm sounds and/or upon notification by institutional personnel
- When the building evacuation alarm is activated during an emergency, those present are to leave by the emergency evacuation route for the area in which they are located. If the exit is blocked, use the nearest marked exit and alert others to do the same.
- Assist those with disabilities in exiting the building. Do not use the elevators in case of fire and/or potential power loss. Once outside, proceed to a clear area that is at least 1000 feet away from affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Identify an assembly point to congregate once outside.

DO NOT RETURN to an evacuated building unless instructed to do so by institutional personnel or law enforcement.

2. Campus Evacuation

All persons are to immediately vacate the area in question and move to another part of campus as directed. Persons with disabilities should be given necessary assistance to evacuate.

APPENDIX D

SHELTER IN PLACE / LOCKDOWN PROCEDURES

INTRUDER/VIOLENT OR CRIMINAL BEHAVIOR

Campus Security 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 Campus Security or if Campus Security cannot be reached, call 911.

1. It is important that faculty and staff use their best judgment in dealing with crisis situations in order to insure their personal safety and the safety of others.
2. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
3. If you are a victim or witness to a crime, you must promptly notify Campus Security as soon as possible and report the incident. Include the following:
 - a. Nature of incident
 - b. Location of incident
 - c. Description of person(s) involved
 - d. Description of property involved
4. If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify Campus Security and report the incident.
5. Assist Campus Security when they arrive by supplying them with all additional information and asking others to cooperate.
6. Should gunfire or explosives be discharged on campus **or should the campus be ordered to lockdown**, you should:
 - a. Immediately lock classroom doors, office doors, etc. If for any reason a door cannot be locked, barricade the door using whatever may be available.
 - b. If possible, stay away from windows.
 - c. Take cover immediately using all available concealment. After the disturbance, notify Campus Security and seek emergency first aid, if necessary.

7. **Lockdowns** may be communicated by Campus Security and/or Building Coordinators. Additionally, the campus siren system may be activated to indicate a lockdown.
8. If you are taken hostage:
 - a. Be patient. Time is on your side. Avoid drastic action. The initial 45 minutes are the most dangerous. Follow instructions and be alert. Don't make mistakes which could endanger your well-being.
 - b. 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.
 - c. Remain calm and be patient. Avoid speculating. Comply with instructions best as you can. Avoid arguments. Expect the unexpected. Be observant. 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.

SEVERE WEATHER – TORNADO

The Severe Weather Alert System and Building Coordinators will notify the Campus of dangerous weather. It is prudent that you understand the following weather patterns indicative of a tornado.

1. Tornadoes are unpredictable and difficult to forecast. Either severe thunderstorms or severe atmospheric conditions without the severe thunderstorms can generate tornadoes and lightning.
2. Weather alert radios, weather websites, and television weather reports will be used by campus personnel to determine the potential for dangerous weather on all campuses.
3. Tornado Situations

There are two types of messages issued by the Weather Bureau dealing with tornadoes: 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 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.

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.

4. Knowledge of the following characteristics of tornadoes is useful in tornado detection, and tornado preparedness planning. The following are signs of a tornado threat:

- a. Heavy rains, gusty winds, small hail, large hail, then relatively calm.
 - b. Tornadoes are more likely to occur in mid-afternoon, generally between 3 p.m. and 7 p.m., but they have occurred at all times of the day.
 - c. A distinctive train-like roaring sound when the tornado is a mile or less away.
 - d. A funnel or anvil shaped cloud.
5. Take the following precautions should you be notified by campus personnel to position yourself for a potential tornado, experience any of the signs of a tornado, or an actual tornado:
- a. Move away from windows, glass, and/or skylights.
 - b. Move to an interior hall/wall, a closet, or get under a sturdy table or desk.
 - c. Move to the lowest floor if possible.
 - d. Avoid/evacuate gymnasiums, cafeterias, and other large-span roofed areas.
 - e. Move to an area designated as a severe weather shelter area. These areas have been designated by appropriate signage.
 - f. Kneel/crouch, head down, hands behind head.
 - g. Follow any additional instructions that may be provided by building coordinators.
6. Should your location experience a tornado and sustain injuries or property damage, do the following:
- a. Avoid loose/dangling electrical wires or broken utility lines.
 - b. Contact 911 emergency services and RSCC Campus Security.
 - c. Report to your designated evacuation area if safe to do so. If needed, direct emergency personnel to the injured or trapped. Remain at your evacuation area until released by the Emergency Personnel or a Building Coordinator.
 - d. Follow instructions provided by the Building Coordinators.

SIREN ALERT TONES

Continuous Solid Tone = Tornado Alert (proceed to designated safe places)

Intermittent HI-LO Tone = Lockdown Alert (Intruder, Violent Behavior)

Fire Alarm (Exit Building)

APPENDIX E

CRISIS COMMUNICATION AND MEDIA RELATIONS PLAN

CRISIS COMMUNICATION PLAN (PUBLIC RELATIONS)

The following actions are to be taken in the event of a crisis affecting the college. Examples of potential crises include, but are not limited to: Personal Injury/Death; Accident; Health Issues; Fire or Person-made Disaster; Natural Disaster; Financial or Personnel Crisis; and Legal Matters.

- I. General Student Crisis Action Plan (Daytime Business Hours or Anticipated Crisis)
 - A. Persons who are notified about a crisis should immediately contact the Public Relations Officer; or, if unavailable, the designated Public Relations staff member. (Campus Security Officers do not serve as Public Relations contacts during a crisis. In the event of an emergency, Campus Security should contact the Public Relations Officer as a part of the official notification process.)
 - B. The Public Relations Officer will immediately brief the President regarding media responses and the Public Relations media plan. Public Relations will write a brief summary of the crisis, the college's reaction, and our involvement with the media.
 - C. Public Relations staff will prepare statements for the media and then identify and prepare spokespersons. Public Relations will draft a position paper for release to key public groups (students, employees, the community, etc.)
 - D. Public Relations will inform campus offices that may get calls about the crisis. Public Relations will give information about the situation along with advice on what to say about it.
 - E. A Public Relations staff member will be assigned to monitor local newspaper and TV and radio broadcasts to check for accuracy of media reports.
- II. Student Crisis Action Plan (Evening Hours or Weekends)
 - A. In the event of a crisis affecting the college during the evening hours or on weekends, the Public Relations Officer should be contacted immediately.
 - B. If the developing situation is not deemed to be one in which media involvement is expected, it is not necessary for the Public Relations Officer to be on-site.
 - C. If the crisis is deemed to be an emergency situation, the Public Relations Officer should adhere as closely as possible to the daytime business hours plan.

III. Specific Student Crisis Action Plans

A. Accident or Injury

1. If a student is injured on campus and the injury is serious enough to warrant medical intervention, the Public Relations Office should be notified immediately.
2. The Public Relations Office should receive updates after the crisis subsides to keep the media informed about the student's condition.
3. The same procedures apply to similar circumstances involving faculty, staff, and/or visitors.

B. Fire/Natural or Person-Made Disaster

1. If the college suffers any type of disaster during the daytime or after hours, the Public Relations Officer should be contacted immediately.
2. A command post should be established near the disaster site. This center would include access to telephone lines (assuming they are operable) and large enough to accommodate 20 or more people. The library, the gymnasium, and the Exposition Center are three potential sites.

C. Legal, Financial, Personnel

In the event of a legal, financial, or personnel crisis, the Public Relations Officer will meet directly with the President and appropriate Executive Council members to develop a plan of action and a public statement.

D. Health Issues

1. In the case of any type of health crisis, the College will maintain the strictest confidentiality.
2. While the identification of affected students, faculty and/or staff members will not be released, the College will cooperate as much as possible with media inquiries.
3. In the case of a Pandemic Outbreak, which forces the college to be closed, PR staff will provide regular news updates using email, webpage, radio, TV, telephone message and, for more in-depth coverage, local newspapers. PR will piggyback on its inclement weather calling system. People will be directed to the web for further updates.

KEY MEDIA CONTACTS

The following media outlets consistently cover the institution and represent a core media group that generally will be contacted in a crisis. The list is subject to revision:

ANDERSON CO.			
Company Name/Address/Ph.	Contacts	E-mail Address	Phone No.'s
News Sentinel Anderson Co.			
100 Tulsa Road	A.E., David Jerkins	jerkinsd@knews.com	342-6596
Oak Ridge, TN 37830	Editorial:		(add phone) cell 481-3625
	Editor, Bob Fowler,	fowlerb@knews.com	481-3625
The Oak Ridger			
785 Oak Ridge Turnpike	Advertising:		865-482-1021
P. O. Box 3446	Ad. Director, Janet Wood	Janet.wood@oakridger.com	220-5577
Oak Ridge, TN 37831-3446	Editorial:		
	News Editor, Donna Smith	donna.smith@oakridger.com	220-5502
	Managing Editor, Darrell Richardson	darrell.richardson@oakridger.com	220-5505
	Sports Editor, Tank Johnson	tank.johnson@oakridger.com	220-5508
The Oak Ridge Observer			
40 New York Ave	Advertising:		
	Ad. Rep, Robin Biloski	rbiloski@oakridgeobserver.com	
Oak Ridge, TN 37830	Editorial:		
483-1866	Editor, Stan Mitchell	smitchell@oakridgeobserver.com	483-1866 483-1630
	Sports:		
	Mike Blackerby	mblackerby@oakridgeobserver.com	
The Courier News			
233 North Hicks Street	Advertising:		
P. O. Box 270	Ad Manager, Ron Bridgeman	ron@hometownclinton.com	457-2515
Clinton, TN 37717	Editorial:		
457-2515	Editor, Ron Bridgeman	ron@hometownclinton.com	457-2515
	Managing Editor, Ken Leinart	ken@hometownclinton.com	
ANDERSON TV/CABLE			
Ch.12 BBB Communications			
170 Randolph Rd.	General Mgr., Brad Jones	Brad@BBBtv12.com	483-8112
Oak Ridge, TN. 37830			
483-8112			
Comcast			
SCBN TV/Oak Ridge High			
425-9601	Steve Cinnamon	SCinnamon@ORTN.edu	
ANDERSON CO. RADIO			
WYSH (1380 AM)			
111 Hillcrest Drive	Advertising:		
P.O. Box 329	Ron Meredith	Ron@WYSHradio.com	457-1380
Clinton, TN 37716	News:		
457-1380	News Director, Jim Harris	Jim@WYSHradio.com	457-1380

ANDERSON CO.			
Company Name/Address/Ph.	Contacts	E-mail Address	Phone No.'s
WMYL MERLE (96.7 FM)	Advertising:		
111 Hillcrest Drive	Ron Meredith	Ron@MerleFm.com	457-1398
P.O. Box 329			
Clinton, TN 37716/37717	News:		
457-1398	News Director, Jim Harris	Jim@wyshradio.com	457-1398
WATO (1290 AM)			
113 Eastburn Ln.			
Oak Ridge, TN 37830			
865-482-1290			
BLOUNT CO			
Company Name/Address/Ph.	Contacts	E-mail Address	Phone No.'s
BLOUNT CO. NEWSPAPERS			
The Daily Times	Advertising:		
307 E. Harper Ave	Advertising Director, Evelyn Sandlin	evelyn.sandlin@thedailytimes.com	981-1152
P.O. Box 9740	Editorial:		
Maryville, TN 37802-9740	Editor, Larry Aldridge	larry.aldrige@thedailytimes.com	981-1115
865-981-1100	Sports Editor, Leonard Butts	leonard.butts@thedailytimes.com	981-1141
BLOUNT CO. RADIO			
WBCR (1470 AM)	News:	gm@truthradio.tv	
P.O. Box 130	Harry Grothjahn	truthradioam1470@yahoo.com	
Alcoa, TN 37701			
984-1470			
WGAP (95.7 FM/1400 AM)	News:		
P.O. Box 4939	Todd Elderidge	Todd@WFIV.com	
Maryville, TN 37802			
983-4310			
WKZX (93.5 FM)*****			
P. O. Box 340			
Lenoir City, TN			
981-9636			
CAMPBELL CO.			
Company Name/Address/Ph.	Contacts	E-mail Address	Phone No.'s
CAMPBELL NEWSPAPERS			

The LaFollette Press	Advertising:		423-562-8468
P.O. Box 1261	Senior Sales Rep, Ann Rutherford	ad@lafolletepress.com	
LaFollette, TN 37766-1261	Editorial:		
	Editor, Susan Sharp	sharp@lafolletepress.com	
	Sports Editor, Dwane Wilder	wilder@lafolletepress.com	
CAMPBELL RADIO			
WLAF (1450 AM)	News:		423-566-1450
210 N. Fifth Street	News Director, Bill Waddell	wlaf@bellsouth.net	
P.O. Box 1409			
LaFollette, TN 37766			423-566-1000
WQLA (104.9 FM)	News:		
P.O. Box 1530	News Director, Frank Scott	q105fm@bellsouth.net	
251 E. Central			
LaFollette, TN 37766			
WJTT (1540 AM)			423-784-5991
P.O. Box 210	Gen. Mgr., Marvin Douglas		
Jellico, TN 37762			
CUMBERLAND CO.			
Company Name/Address/Ph.	Contacts	E-mail Address	Phone No.'s
CUMBERLAND NEWSPAPER			
The Crossville Chronicle	Advertising:		931-484-5145
P.O. Box 449	Ad Manager, Becky Gilley	ads@crossville-chronicle.com	
Crossville, TN 38557-0449	Ad rep., Missy Guillory		
	Editorial:		
	Editor, Mike Moser		
	News:		
	News release:	reportnews@crossville-chronicle.com	
CUMBERLAND RADIO			
WKXD (Kicks 106.9 FM)	Advertising:		
JWC Broadcasting	Gen. Mgr., Jim Stapleton	jstapleton@jwcbroadcasting.com	931-528-6064
259S. Willow Ave.	Ad rep, Brandi Pate		
Cookeville, TN 38501	News:		
	News Director, Tim Scruggs	tim@brock937.com	931-526-6860
WOWF (102.5 FM)	Advertising:		931-707-1102
PEG Broadcasting	Gen. Mgr., Jeff Shaw	jeff@pegbroadcasting.com	
961 Miller Ave.	News:		
Crossville, TN 38555	News Director, Christy Lewis	christy@pegbroadcasting.com	
	Assistant News Dir., Andy Vaughn	andy@pegbroadcasting.com	

SOUTHERN MEDIA GROUP			
37 South Drive			931-484-1057
Crossville, TN 38555			
WIHG (105.7)	Advertising:		931-484-1057
	Account Rep., Gary Wells	gary@thehog1057.com	931-200-3013
	News:		
	News Dir., Chad Dunaway	newsdesk@thehog1057.com	
CUMBERLAND TV/CABLE	Advertising:		931-456-4564
Charter Communications	Account Rep., Sharon DeFosche		
FENTRESS CO.			
Company Name/Address/Ph.	Contacts	E-mail Address	Phone No.'s
FENTRESS NEWSPAPERS			
Fentress Courier	Advertising:		
P. O. Box 1198	Bill Bowden	Fencourier@twlakes.net	
Jamestown, TN 38556-1198	Editorial:		
931-879-4040	Editor, Bill Bowden	bbowden@twlakes.net	
	News:		
	News release:	bbowden@twlakes.net	
FENTRESS RADIO			
WCLC (1260 AM (105.1 FM))	Advertising:		
224 West Central Ave	Adv. Mgr., Connie Cody	info@newlife105.com	931-879-8188
P. O. Box 1509	Adv. Mgr., Shelia Hughes		931-397-1909
Jamestown, TN 38556	News:		
931-879-8188	News Director, Steve Boutelle	news@newlife105.com	931-879-9924
WDEB (103.9 FM)	Advertising:		
Baz Broadcasting, Inc.	Ad Rep., Kevin Baz		
403 Livingston Ave.	News:		
P. O. Box 69	News Director, Turk Baz	wdebaudio@twlakes.net	
Jamestown, TN 38556			
931-879-8164			
KNOX CO.			
Company Name/Address/Ph.	Contacts	E-mail Address	Phone No.'s
KNOX CO. NEWSPAPERS			
The Knoxville News-Sentinel	Advertising:		
P. O. Box 59038	Ad. Dir., Diana Condon	condond@knews.com	865-342-6450
Knoxville, TN 37950-9038	Editorial:		
(865) 523-3131	Editor, Jack McElroy	http://www.knoxnews.com/staff/jack-mcelroy/	865-342-6300
	Weekly Wrappers Editor,		
	Jennifer James	jamesj@knews.com	865-342-6264

FARRAGUT PRESS	Advertising:		
11863 Kingston Pike		production@volbusiness.com	
Knoxville, TN 37922	Editorial:		
865-675-6397	Editor, Dan Barile	dbarile@farragutpress.com	865-675-6397
	News:		
	Sports/News Reporter, Alan Sloan		
	News releases to:	dbarile@farragutpress.com	
METRO PULSE/ KNOX. MAG			
505 Market St., Level 300	Advertising:		
Knoxville, TN 37902	Dir. of Sales, Kevin Pack	kpack@metropulse.com	865-522-5399
		ad@metropulse.com	Ext.24
	Editorial:		
	Editor, Leslie Wylie	wylie@metropulse.com	
	News:		
	Releases – Barry Henderson	Henderson@metropulse.com	522-5399 ex24
COMMUNITY TABLOIDS			
EAST KNOX AREA NEWS			
Halls Shopper	Advertising:		
7045 Maynardville Hwy.	Ad. Mgr., Penny Sue Heller	hellerp@ShopperNewsNow.com	
P.O. Box 18295	Editorial:		
Knoxville, TN 37928	Managing Editor, Jake Mabe	jakemabe1@aol.com	
865-922-4136	Sports Editor, Greg Householder	SNSportsKnox@aol.com	
4509 Doris Circle			
Knoxville, TN 37918	http://www.shoppernewsnow.com		
Powell Post	News:		
2509 Emory Road	Releases	powellpost@frontiernet.net	
Powell, TN 37849	Publishing:		
865-938-7678	Publisher, Dennis Pratt		
Seymour Times/South Comm	News:		
865-579-6107	Releases	news@skstimes.com	
The Enlightener			
P.O. Box 6413	Editorial:		
Knoxville, TN 37914	Managing Editor, Lisa Pate		865-963-6414
(865) 525-4985	News:		
(865) 546-8203	Releases	knoxenlightener@comcast.net	
Mundo Hispano	President, Carlos Nicho		
P.O Box 30881	Advertising:	marketing@mundohispanotn.com	
Knoxville, TN 3790	News:	editorial@mundohispanotn.com	
888-696-4463			
Perspectives	Editorial:		
P.O Box 7364	Editor, Adria McLaughlin		
Knoxville, TN 37921	General:	info@knoxperspectives.com	
Knoxville Voice	Editorial:		
402 S. Gay St., St. 202	Editor, Elizabeth Wright	wright@knxvoice.com	

Knoxville, TN 37902 865-522-8684	Advertising: Ad. Sales Dir., Brett Winston	Winston@knoxvoice.com	
KNOX CO. TELEVISION /CABLE STATIONS			
WATE – TV (Ch.6/ABC)	Advertising:		
1306 Broadway, NE	Account Rep., Tanya Brown	tbrown@wate.com	633-6883
P.O. Box 2349	Sales Mgr., Tony Kahl		
Knoxville, TN 37901 (865) 637-6666	News:	news@wate.com	
	News Dir., Robb Atkinson	ratkinson@wate.com	637-6397
	News Dir., Jamie Foster		
	Assign. Mgr., Joey Creed	jcreed@wate.com	
	Sports Dir., Jim Wogan	jwogan@wate.com	
	Producers:		637-6397
	Sp. Projects, Bill Dobilas	bdobilas@wate.com	
	Afternoon News, Jay Quaintance		
	6pm News, Darrall Stalvey		
WBIR –TV (Ch. 10/NBC)	General:		
1513 Hutchinson Avenue	Gen. Mgr., Jeff Lee	manager@wbir.com	865-637-1010
Knoxville, TN 37917	Producers:		
865-637-1010	Morning, Brian Barger	bbarger@wbir.gannett.com	865-637-1272
	Noon, Kevin Massey	Kmassey@wbir.gannett.com	865-637-1010
	Live @ Five, Lee Ann Bowman	Lbowman@wbir.gannett.com	865-637-1010
		liveatfive@wbir.com	865-541-5335
	Style, Rob Lloyd	Rlloyd@wbir.gannett.com	865-541-5346
		style@wbir.com	
	Action 10 News Weekend (PM)		
	Amanda Dill		
	Action 10 News Weekend (AM)		
	Laura Headlee	lheadlee@wbir.gannett.com	865-541-5329
	Schwall's World, Ken Schwall		865-637-1272
	Anything is Possible, Bill Gubbins	billgubbins@aol.com	865-523-1073
			771-0545 (cell)
	News:	news@wbir.com	
	Assign. Editor, Paul Brown	pbrown@wbir.gannett.com	865-637-1272
	Weekend Assign. Dir, Mathew Miller		865-637-1272
	News Dir., Bill Shory		865-637-1272
	Sports Dir., Steve Phillips	Stphillips@wbir.gannett.com	
	Advertising:		
	Local Sales Mgr., Rogan Oliver	Roliver@wbir.gannett.com	544-3207
	Account Rep., Tara Carr	Tcarr@wbir.gannett.com	544-3207
WBXX-TV (Ch. 20/ CW)	Advertising:		
10427 Cogdill Road, Suite 100	Gen. Mgr., Dan Phillippi	Dan.phillippi@easttennesseescw.com	
Knoxville, TN 37932			865-777-9220
865-777-9220	Acc. Executive, Michael Hodges		Ext. 112
	Producers:		
	Producer, Mike Baxter		
	Producer, Mike Wiseman		
WMAK-TV (Ch. 7)	General:		
6215 Kingston Pike	Station Manager, David Williams	Dwilliams@wmaktv.com	865-329-8531

Knoxville, TN 37919			
865-584-9094	Advertising:		
(865) 329-8777	Gen. Sales Mgr., (?)	?@wmaktv.com	865-329-8537
			865-405-2523
			684-5711 cell
			329-8527direct
	Amanda Dial	adial@wmaktv.com.	865-329-8541
			865-300-7084 Cell
	Producers:		
	Production, Matt Waters		865-329-8536
WVLT-TV (Ch. 8/CBS)	General:		
6516 Papermill Drive	Gen. Mgr., Chris Baker	chris.baker@wvlt-tv.co	
P.O. Box 59088	Advertising:		
Knoxville, TN 37950-9088	Marketing Consultant, Betsy Wood	betsy.wood@wvlt-tv.com	865-766-8130
865-450-8888			257-4016(cell)
	Gen Sales Mgr., Richard Torbett	richard.torbett@wvlt-tv.com	865-450-8880
	Local Sales Mgr., Willie McCauley	willie.mccauley@wvlt-tv.com	865-450-8880
	News:		
	News Dir., Steve Crabtree	steve.crabtree@wvlt-tv.com	865-450-8880
	Assign. Dir., David Sikes	david.sikes@wvlt-tv.com	865-450-8880
	Weekend Assign. Editor, Nikki Boyd	Nikki.boyd@wvlt-tv.com	865-450-8880
	Newsroom		865-766-8154
	Sports Dir., Rick Russo	rick.russo@wvlt-tv.com	865-766-8139
	Promotions:	promo@wvlt-tv.com	
	Dino Cartwright	dino.cartwright@wvlt-tv.com	865-766-8105
	Brian Gregory		
	Producers:		
	Noon News, Nikki Boyd	Nikki.boyd@wvlt-tv.com	865-766-8151
	4 PM News, Natalie Greathouse	natalie.greathouse@wvlt-tv.com	
	Vol. 5:30 News, Les Phillips	les.phillips@wvlt-tv.com	865-766-8154
	Production Manager		
	UPN Sunday Night Sports		865-805-9047
	Mark Packer	mpacker@comcast.net	257-4016 (cell)
WTNZ-TV (Fox 43)	General:		
9000 Executive Park Drive	Gen. Mgr., John Hayes	jehayes@wtnzfox43.com	865-637-6666
Building D, Suite 300	Advertising:		
Knoxville, TN 37923	Account Executive, John Montouri	jmontuori@wtnzfox43.com	865-684-1509
865-693-4343			385-4379 (cell)
	Marketing Manager, Kimay Bloch	kbloch@wtnzfox43.com	865-684-1290
	Gen. Sales Mgr., Zach Smith	zsmith@wtnzfox43.com	865-684-1512
	Local Sales. Mgr., Doug Koontz	dkoontz@wtnzfox43.com	865-684-1508
	Producers:		
	Senior Producer, Doug Wood	dwood@wtnzfox43.com	865-684-1292
	News:		
	Newsroom		865-637-6666
KNOX CO. RADIO STATIONS			

Citadel Comm. Corp.	General:		865-588-6511
4711 Old Kingston Pike	Gen. Mgr., Ed Brantley		
P.O. Box 11167			
Knoxville, TN 37919			
WIVK (107.7 FM)	Advertising:		865-588-6511
PO Box 11167	Sales Rep., Terry Oliver	Terry.oliver@citcomm.com	865-588-6511
4711 Old Kingston Pike			212-4505 (cell)
Knoxville, TN 37919	Market Mgr., Ed Brantley		
	Marketing Dir., Ashley Teague		
	Gen. Sales Mgr., Ben McWhorter		
	Local Sales Mgr., Linda Walker		
	News:		
	News Dir., Catherine Howell	catherine.howell@citcomm.com	
	Sports Dir., Jimmy Hyams		
	Producers:		
	Morning Show, Jimmy Holt		
WNOX (100.3 FM) (990 AM)	Advertising:		865-588-6511
4711 Old Kingston Pike	Gen. Sales Mgr., Jack Lee	Jack.lee@citcomm.com	865-212-4540
PO Box 1167	Producers:		
Knoxville, TN 37939	Hallerin Hilton Hill Show,	hhh.show@citcomm.com	
	Chris Marion	chris.marion@citcomm.com	
WOKI oldies (98.7 FM)	General:		865-212-4627
	Tammy Brown	Tammy.brown@citcomm.com	748-1517(Cell)
SPORTS FOR CITADEL	Sports:		865-212-4502
	Director, Jimmy Hyams		
	Dave Nathan	dave.nathan@citcomm.com	
Horne Radio Group	Producers:		865-675-4105
P.O. Box 24250	David Clary, Dewey Warren Show	dccatvoice@aol.com	
Knoxville, TN 37933-2250		swamprat@hornradio.com	
WKVL 850AM/ WFIV 105.3 FM	Advertising:		
517 Watt Rd.	Acct. Executive, Matt Goodwin		
Knoxville, TN 37922	Ad. Mgr., Alex Carroll	alex@horeradio.com	
865-675-4105	Shows:		
	Russell Smith, Morning Show	russell@horeradio.com	
	Hubert Smith Show	hsmith@kornet.org	
Journal Broadcasting	General:		865-824-1021
1533 Amherst Rd.	Gen. Mgr., Chris Protzman		
Knoxville, TN 37909	Sports, Bruce Patrick	Patrick@JournalBroadcastGroup.com	
WWST (star 102.1 FM)	Advertising:		
	Ad. Rep., Jason Bjorson		865-824-1735
	Advertising, Bill Berry	bberry@journalbroadcastgroup.com	384-0776
WQBB (1040 AM)	Advertising:		
	Acc. Mgr., Dan Mckee		

WMYU (93.1 the point)	Advertising:		
	Ad Rep., Valerie Daughtery		865-824-1723
WKHT (104.5 FM)	Advertising:		865-824-1710
	Ad Rep., Lori Stooksburg		705-2789 (cell)
South Central Comm. Corp.	General:		865-525-6000
P.O. Box 27100	Gen. Mgr., Terry Gillingham		
1100 Sharps Ridge Rd.			
Knoxville, TN 37917	Sales Dir., Randy Ross		329-8678(cell)
WJXB 97.5 FM	Advertising:		865-329-8641
	Acc. Rep., Brad Jacobs		919-4457(cell)
WIMZ (103.5 FM)	Advertising:		
	Radio Rep., Ken Hughes	khughes@sccradio.com	
WNFZ (94.3 FM)	Advertising:		
	Acc. Rep., Russ Torbet		
	Radio Rep., Ken Hughes	khughes@sccradio.com	
WTXM (106.7 FM)	Producers:		
WRMX (95.7 FM)	Nikki Roberts, Knoxville		
WKZX (93.5 FM)	Advertising:		
	Ad Rep., Elizabeth Bonila		865-981-9636
WUOT (91.9 FM)	News:		
232 Communication Building	News Dir., Matt Powell	mpowell@utk.edu	
Knoxville, TN 37996-0322	Assist. Dir./Finance,		
865-974-5375	S. David Williamson	busdir@utk.edu	
	Asst. Dir. of Member Service,		
	Melina Barnes	alliance@esper.com	
U.T. (WUTK 90.3)	General:		
P103 Andy Holt Tower	Benny Smith	bsmith@utk.edu	974-2228
Knoxville, TN 37916-0115			
WDVX (89.9 FM)	General:		865-494-2020
P.O. Box 27568	PSA	mail@wdvx.com	
Knoxville, TN 37927	Gen. Mgr., Tony Lawson	mail@wdvx.com	
	Advertising:		
	Marketing Dir., Roger Harb	rog harb@bellsouth.net	
LOUDON CO.			
Company Name/Address/Ph.	Contacts	E-mail Address	Phone No.'s
LOUDON CO. NEWSPAPERS			
The News- Herald	Advertising:	loudon@xtn.net/ nhads@xtn.net	865-986-6581
201 Simpson Rd.	Ad Mgr., Kevin Kile		
P.O. Box 310	Ad. Rep., Amanda Kimball	newsherald@xtn.net	
Lenior City, TN 37771	Editorial:		
	Editor, Linda Brewer	lbrewer@xtn.net	

LOUDON CO. RADIO			
WBLC (1360 AM)	General:		865-986-5332
Little Mountain Broadcasting	News Dir./Gen. Mgr., Jim Morris	wble3abn@bellsouth.net	
4787 Browder Hollow Road			
P.O. Box 100			
Leniro City, TN 37771			
WKZX (93.5FM)	Advertising:		865-981-9636
	Ad Rep., Elizabeth Bonilla	RUDYELYBonilla@yahoo.com	254-5356
WLIL (730 AM)	Advertising:		865-986-7536
BP Broadcasting LLC	Acct. Rep., Glenn McNish		
406 E. Broadway	News:		
P.O. Box 340	News Dir., Ronald McDonald		
Lenoir City, TN 37771	General:		
	Owner, Dale Anthony		
WLNT (96.1 FM)	General:		865-458-9563
405 Mulberry	Gen. Mgr./News Dir., Richard Lynn		
Loudon, TN 37774			
MORGAN CO			
Company Name/Address/Ph.	Contacts	E-mail Address	Phone No.'s
MORGAN CO NEWSPAPERS			
Morgan County News	Editorial:		423-346-6225
P.O. Box 346	Editor, Judy Underwood		
Wartburg, TN 37887	News:		
	News releases	mnews@highland.net	
	Discover Morgan County		
	Ad Rep., Shonda Richardson		
MORGAN CO. RADIO			
WECO (101.3 FM)	Advertising:		423-346-3900
Morgan Co Broadcasting Corp	Sales Mgr., Ed Knight	edwecoradio@highland.net	
305 Church Street			
P.O. Box 100	Early Morning Show, Ed Knight		
Wartburg, TN 37887			
ROANE CO			
Company Name/Address/Ph.	Contacts	E-mail Address	Phone No.'s
ROANE CO NEWSPAPERS			
Roane County News	General:		865-376-3481
P.O. Box 610	Gen. Mgr., Johnny Teglas		Ext. 327
Kingston, TN 37763-0610	Advertising:		
	Rhonda Hillsberry	ads.rhonda@gmail.com	376-3481, ext

			307
	Ad Mgr., Robin Phelan		376-3481, ext 308
	Editorial:		
	Editor, Terri Likens	rceditor@bellsouth.net	376-3481, ext 320
	Assistant editor, Cheryl Duncan		376-3481, ext 316
	News:		
	News Releases	rceditor@bellsouth.net	
The Roane Reader	Editorial:		865-882-9340
P.O. Box 451	Editor, Kay Christopher		
Harriman, TN 37748			
Tennessee Backroads	Advertising:		865-376-3788
	Ad Rep., Libby Reel	libby@roanecountyonline.net	389-0031(cell)
	News:	newsdesk@roanecountyonline.net	
ROANE CO. CABLE			
BBB Communications Ch. 12	General:		865-483-8112
170 Randolph rd.	Gen. Mgr., Brad Jones		
Oak Ridge, TN 37830	Owners, Ron Berry & Tony Brown		
	Advertising:		
	Ad Rep., Dustin Freels		
	News:	news@bbch12.com	
	Reporter, Dudley Evans		865-386-6742
	Reporter, Lauren Hope		
Comcast Cable	Advertising:		
	Account Rep., Jim Brophy	jim_brophy@cablecast.com	865-482-6588
ROANE CO. RADIO STATIONS			
WKTS (90.1 FM) The Bridge	General:	thebridgefm@yahoo.com	865-717-3335
Foothills Broadcasting	Station Mgr., Lee & Darlene Brandel		
P.O. Box 81			407-701-4392(cell)
Kingston, TN 37763	Gen. Mgr. & Sales Mgr. David Wells		865-521-8910
(Love 89 EZ 88)	Advertising:		
1612 E. Magnolia Ave.	Account Executive, Darlene Brandel		
Knoxville, TN 37917-7825			
SCOTT CO			
Company Name/Address/Ph.	Contacts	E-mail Address	Phone No.'s
SCOTT CO. NEWSPAPERS			
The Independent Herald	Advertising:	ads@ihoneida.com	423-569-6343

19391 North Alberta Street Oneida, TN 37841	Ad Rep. & Publisher, Paul Roy Ad Rep., Debbie Roy	proy@highland.net debbieroy@highland.net	423-569-6343
	Editorial:		
	Editor, Ben Garrett	bengarrett@highland.net	
	News:		
	News Editor, Debbie Roy	debbieroy@highland.net	
	News Releases:	proy@highland.net	
SCOTT CO. NEWS	Advertising:	scottconews@nxs.net	423-569-8351
P.O. Box 4399 Oneida, TN 37841	Ad Mgr., Gary Hollis Sue Chambers		
	Editorial:		
	Head Writer/ Sports Editor, Gabriel Jones		
	News:		
	News Releases	scn@highland.net	
SCOTT CO. RADIO			
WBNT (105.5 FM)	General:		423-569-8598
1126 Buffalo Road P.O. Box 4370 Oneida, TN 37841	Gen. Mgr./Owner, Hillard Mattie News: News Dir., Paul Strunk		
SCOTT CO. CABLE			
WBNT (Ch. 4)	General:		423-569-8598
	Paul Strunk		
WBR-TV (Ch. 5)	General:		423-663-3200
	R.L. Gibson		

DISSEMINATION OF PUBLIC ALERT NOTICE INFORMATION

The Public Relations Office to the extent feasible will coordinate the dissemination of public alert notice information including the use of the institutions text messaging system, emails, and other communication.

TYPES OF INFORMATION AVAILABLE

1. Student Information

Student-related information and records are generally protected from public release by federal law. The Family Educational Rights and Privacy Act (FERPA) limits an institution's unilateral release of student information to "directory information," (e.g., name, address, telephone number, date and place of birth, honors and awards, and dates of attendance) as that term is defined in the Act's regulations and by the institution. Therefore, the release of student-related information and records to third parties is limited to instances in which the student provides written authorization of the release; the information is "directory information," and the student did not elect to opt-out of

release such information; or when a FERPA exception, such as the release of information to protect the health and safety of the student or others, is applicable.

In Tennessee, the incident or offense report for a crime that is created and maintained by a law enforcement unit (Campus Security Department or local law enforcement) is available for unilateral release by the institution to third parties, including media. This report does not have to be released to media outside of the state (e.g., to persons not citizens of Tennessee). Information about an investigation cannot be released until the investigation is completed. Every effort will be made to cooperate with law enforcement officials and members of the news media. When appropriate, members of the news media will be directed to the investigating law enforcement agency for additional information.

All requests for students' education records / information must be directed to the Office of the Registrar or the Assistant Vice President of Student Services and Dean of Students. Individual departments and employees are not authorized to release education records.

2. Employee Information

Limited information regarding employees is available through the Office of Human Resources. Any Tennessee citizen may obtain certain personnel information and records by presenting a valid Tennessee driver's license. All requests for personnel records must be directed to the Office of Human Resources. Individual departments and employees are not authorized to release personnel records.

APPENDIX F

VOLUNTEER REGISTRATION FORM

**VOLUNTEER STATEMENT OF UNDERSTANDING / AGREEMENT
BETWEEN**

ROANE STATE COMMUNITY COLLEGE

AND

Volunteer's Name

1. The volunteer understands that he/she is not to be considered an employee, agent or independent contractor employed by the Institutions for any purpose. The volunteer acknowledges that he/she will neither accept nor claim entitlement to any salary or benefits of employment, including but not limited to insurance, retirement benefits, worker's compensation, travel expenses, or any other form of compensation of any kind.
2. The volunteer understands that he/she has no actual authority to bind or represent the Institution with regard to any third parties. Moreover, the volunteer agrees to avoid giving the impression of having apparent authority to bind or represent the Institution with regard to third parties. Accordingly, the volunteer may not sign or enter into any agreements or contracts on behalf of the Institution.
3. The volunteer understands that Tennessee law (Tennessee Code Annotated § 9-8-307(h) 8-42-101(a)(3)) extends certain protections to individuals who are participants in volunteer programs which are operated under the authorization of a state agency or department. For actions taken in the course of performing volunteer services, which are neither willful, malicious, or criminal, or acts or omissions done for personal gain, an authorized volunteer is immune from suit in the same manner as state employees. Persons injured by the actions of a volunteer are able to file a claim directly against the state.
4. The volunteer acknowledges that the Institution shall have no liability for personal injury or property damage which may be suffered by the volunteer, unless such injury or damage directly results from the negligent act or omissions of state employees or authorized volunteers. Any and all negligence claims shall be expressly limited to claims approved by the Claims Commission.
5. The volunteer acknowledges that he/she may not operate automotive or other state owned equipment of the Institution without specific written authorization of the president or director of the Institution.

6. The volunteer and the Institution agree that no person shall be subjected to discrimination on the basis of race, color, religion, sex, age, handicap, or national origin in the execution or performance of this Agreement.
7. Roane State Community College, the Tennessee Board of Regents, the State of Tennessee and their respective employees shall have no liability unless specifically provided for in this Agreement.
8. This Agreement may be terminated at any time upon written notice of the volunteer or the President of Roane State Community College.

ACKNOWLEDGEMENT

I, _____ (name of volunteer), SSN: _____ - _____ - _____, have read and understand the above statement/agreement and agree to abide by its terms and conditions while I am participating in volunteer activities at Roane State Community College. This agreement is effective from _____ (date) through _____ (date).

Signature of Volunteer: _____
 Date: _____

Recommendation of Approval of Statement of Understanding/Agreement:

Admin. Supervisor of Volunteer: _____
 Date: _____

Approval of Statement of Understanding/Agreement:

President: _____
 Date: _____

Copies to: Office of Human Resources
 Volunteer Division/Department File

APPENDIX G

INSTITUTIONAL VEHICLES

At any given time, many of these vehicles are being used for institutional travel. Therefore, all vehicles may not be present on campus at the time of a disaster. These vehicles are maintained at the Roane County Campus Physical Plant and can be used to move supplies or personnel during an emergency as needed.

<u>NUMBER OF VEHICLES</u>	<u>TYPE OF VEHICLE</u>
2	Campus Security Cars--Marked
2	15-Passenger Shuttle Bus
4	Pick-up Trucks
4	Van Trucks
1	Dump Truck
1	40-Passenger Bus

GASOLINE STORAGE TANKS

The institution maintains a 500 gallon gasoline tank and a 500 gallon diesel storage tank.

APPENDIX H

LOG OF CAMPUS RADIOS / COMMUNICATION DEVICES

In the event of a disaster, communication will become a priority. Landline and cellular telephone service could be disrupted, or non-existent, for an undetermined duration. In addition to and as a back-up to the telephone service, some institutional offices have hand-held two-way radios for communications. Some offices may have one-way radios in addition to the two-way radios. Two-way radios are maintained in the office of each building coordinator. **Channel 2** is used for daily transmissions and **Channel 4** is to be used in emergency situations. The frequencies used are: 463.425 (Base) and 468.425 (handheld units). Cellular and satellite telephones should not be used in bomb threat emergencies.

Listed below are Roane County Campus offices and numbers and types of ALL radios that are in these offices:

Number	Department/Title	Building Coordinator	Building-Room #	Name	354-3000 Extension	Channel
Base	Physical Plant Secretary			Fugate, Linda	4565	2
Unit 14	Security Supervisor		Physical Plant	Kendrick, Dale	4506	2
Unit 8	Physical Plant Director		Physical Plant	Beauchamp, Ken	4615	2
Unit 36	Bookstore	X	Dunbar-Student Lounge	Hampton, Sandra	4571	4
Unit 16	Business Office/Enrollment Mgmt	X	Dunbar-100	Wilmoth, Jamie	4222	4
Unit 26	Computer Center	X	Dunbar-225	Carroll, Tim	4618	4
Unit 19	Continuing Ed (2nd Floor Tech)	X	Technology-215B	Duncan, Teresa	4648	4
Unit 28	Library 2 nd Floor - CTAT/Writing Cntr	X	Library-225	Bird, Lon	4472	4
Unit 24	Admin Area	X	Dunbar-2 nd Floor	Brunton, Allen	4510	4
Unit 40	Expo Staff	X	Expo	Starkey, Stan	4592	4
Unit 37	Financial Aid/Counseling	X	Dunbar-103	Goldberg, Joy	4659	4
Unit 34	Fitness Center/Gym Lower Level	X	Gym-lower level	Simpson, Shaun	4499	4
Unit 23	Gym Upper Level	X	Gym-222/224	Jones, Johnny	4584	4
Unit 30	Help Desk & Technicians	X	Dunbar-221	Ribes, Dave	4617	4
Unit 35	Human Resources	X	Dunbar-200	Fearn, Odell	4679	4
Unit 22	Library – 1 st Floor	X	Library-102	Benson, Robert	4551	4
Unit 25	Math Science (Wing 115-129)	X	Dunbar-106A	Bouldin, Larry	4533	4
Unit 33	Nursing	X	Technology-317	Spitzer, Priscilla	4605	4
Unit 18	O-bldg 1st Floor	X	Obrien-117	Peavyhouse, Myra	4567	4
Unit 17	O-bldg 2nd Floor	X	Obrien-228	Whaley, Chris	4773	4
Unit 31	Switchboard/Adm/Records	X	Dunbar-Welcome Center	Kendrick, Regina	- 0 -	4
Unit 21	T-bldg 1st Floor	X	Technology-102	Walker, Jack	4657	4
Unit 12	VP Financial Services		Dunbar-200C	Gibbs, Danny	4517	4

<u>Number</u>	<u>Department/Title</u>	<u>Building Coordinator</u>	<u>Building-Room #</u>	<u>Name</u>	354-3000 <u>Extension</u>	<u>Channel</u>
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Additional Units Available for Use in Emergency Situation:

Unit 4	Carpenter			Green, Dale		2
Unit 10	Custodial Supervisor			Hensley, Lorene		2
Unit 13	Unassigned (Physical Plant)					2
Unit 11	Custodian - Dayshift - Dunbar			Williams, Ellen		2
Unit 9	Grounds			Scheiren, Terry	4237	2
Unit 15	Unassigned (Physical Plant)					2
Unit 20	Maintenance			Ross, David	4543	2
Unit 6	Maintenance			Wiley, Roy & Tilley, Pat		2
Unit 5	Maintenance			Randolph, Charlie/Sandifer, Damon		2
Unit 1	Maintenance Supervisor			Huckeby, James	4541	2
Unit 7	Painters			Johnson, Donnie & Johnson, Ronnie		2
Unit 3	Campus Security				4500	2
Unit 2	UNIT LOST (Shipping/Receiving)					2

Units Available at the Oak Ridge Branch Campus:

481-2000, ext.

Unit 1	Unassigned					
Unit 2	Maintenance	X	F-108	Neal, Jimmie	2023	
Unit 3	Security		F-108	Todd Thompson/ Rocky McNamara	2023	
Unit 4	Grounds Supervisor		F-108	Humphreys, Nancy	2023	
Unit 5	Unassigned					
Unit 6	Maintenance Supervisor	X	F-108	Williams, Troy	2023	
Unit 7	Grounds		F-108	Brown, Susan	2023	
Unit 8	Unassigned	X	F-108	Souther, Tanya	2023	
Unit 9	Unassigned					

During an emergency recovery, these radios could be used for communication until telephone service is restored. It is necessary to ensure that the frequencies used by the radios that can be monitored by the base unit at the EOC are compatible with the local law enforcement department and local emergency personnel. During a power failure, an emergency generator should be available to provide emergency power to operate the base station and charge hand-held radios. The batteries in the hand-held units should maintain a charge for a sufficient length of time before needing to be recharged.

APPENDIX I

MODEL STUDENT BEHAVIOR INFORMATION

I. Partners in Education Program

Tennessee's Student Information in Higher Education Act of 2005 applies to all public and private four-year colleges and universities located in Tennessee. As of the fall 2007 semester, all such postsecondary institutions are required to have a Partners in Education program which offers a procedure by which a student may designate a family member or guardian to whom certain FERPA protected education records may, upon request, be released. All TBR institutions may implement a Partners in Education program at the discretion of the administration.

Any student wishing to disclose information to parents or other institutions may submit a records disclosure form to the records office. The information is posted in the comments field section on SGASTDN form. The specified person requesting the student information would ask for ID or key information on the student before releasing any information.

II. Student Misconduct Reports

i. Student Misconduct Reports:

Any student who engages in behavior prohibited by the institutional Code of Conduct should be reported to the Assistant Vice President of Student Services and Dean of Students. Referrals are accepted from the Campus Security Department, faculty, staff, students, and community members. To make a referral, persons are required to submit written documentation outlining the specific facts about the incident including the names of those students involved. The person submitting the information should also include their contact information in the event that a staff member needs to follow up on the report. Such referrals are submitted on a complaint form provided online at www.roanestate.edu; keyword: student complaints.

Once a report is received, the Assistant Vice President of Student Services and Dean of Students will review the report as soon as possible and will determine if it is likely that institutional rules have been violated and decide the level of severity of the case.

If the student described poses an immediate threat to the institutional community, an interim suspension will be issued to the student through established institutional procedures. During an interim suspension, the student shall be denied access to the campus (including class attendance), residence halls, and/or all other institutional activities or privileges for which the student might otherwise be eligible. A preliminary hearing will be held within a reasonable time period after imposition of the interim or summary suspension to determine if the interim suspension should continue until a formal hearing of the charges by an institutional adjudicating body can be held. During this preliminary hearing, the student will be given

notice of the allegations against him or her and a summary of the evidence that supports the allegations. The student will be afforded an opportunity to respond to the allegations. If the interim or summary suspension is upheld, the formal hearing concerning suspension or expulsion shall be held within a reasonable amount of time after the beginning of interim suspension. If the interim suspension is lifted, the student's privileges are reinstated while awaiting further resolution of the case.

If the student does not pose an immediate threat to the institutional community, disciplinary charges will be issued via email and a letter sent to the student. An initial meeting will be scheduled for the staff to meet with the student, discuss the judicial process, and discuss the details of the incident. A decision will be made at that time whether or not a formal disciplinary hearing will be needed. The case will be handled administratively unless otherwise determined. Cases in which the institution is seeking suspension or expulsion may go before the RSCC Discipline Committee or may be adjudicated via the Tennessee Uniform Administrative Procedures Act. Cases may also be referred to the RSCC Discipline Committee when a student refutes the charge of academic misconduct.

Students who are suspended or expelled from the institution are barred from being present on campus during the term of the suspension or permanently in the case of expulsion.

All disciplinary case files are maintained for a minimum period of time prescribed in TBR policy. Pursuant to TBR policy, cases resulting in suspension or expulsion are maintained permanently or until such time that the institutions receives proof of the student's death. Cases that remain pending are kept indefinitely or until the student chooses to resolve the matter through the disciplinary process.

ii. Procedure for reporting of student behavior of concern:

Training:

Training regarding the recognition and reporting of distressed, disturbing, disruptive, and/or dangerous student behavior is available to all college faculty and staff, and can be found by contacting the Human Resources Office. This information should be on an annual basis, at a minimum.

Consultation regarding students of concern:

Information regarding procedures for reporting problematic student behavior is included in these training materials. Faculty and staff are advised to contact the Assistant Vice President of Students Services and Dean of Students Office and/or Counseling staff to discuss a student of concern and to seek advice about referral and/or intervention.

Disruptive/dangerous students:

If a student is actively disruptive in a classroom and fails to modify his/her behavior at your request, OR if you believe the student poses an immediate threat to yourself, classmates, or him/her self, you should contact the Assistant Vice President of Student Services and Dean of Students Office, Campus Security or dial 911 from your classroom telephone or cell phone.

Violations of the Code of Conduct:

Any student who engages in behavior prohibited by the RSCC Code of Conduct should be reported to the Assistant Vice President of Student Services and Dean of Students Officer. Referral/Complaint forms are available on-line at www.roanestate.edu; keyword: student complaints.

Students with disabilities:

Occasionally a student will tell you she/he has a learning or psychological disability and may request special academic accommodations. In these circumstances a referral to the Disability Services Office is appropriate. The Disability Services office responsible for verifying documented disabilities will make specific recommendations regarding reasonable academic accommodations that are compliant with federal regulation.

Disturbing class assignments:

As a proactive strategy, class syllabi should include ground rules for assignments and classroom discussion. Faculty will want to state their expectations with regard to how students address one another, how they address the instructor, how class members can disagree without becoming disagreeable, and what topics are or are not acceptable as the basis for assignments. However, a student may still submit a class assignment which includes content that the faculty member finds to be disturbing or threatening. If this should happen, it is important that faculty members share the concern with others that can help evaluate the situation and help determine a plan of action. Faculty should plan to consult with their department chair, as well as with the Counseling Staff or Assistant Vice President of Student Services and Dean of Students Office to determine the best plan of action based on the specific circumstances of the case. If a specific threat has been made, the Campus Security Department or 911 should be contacted immediately.

Early Alert Program:

Faculty are encouraged to file a Student Alert form if they wish to inform the Dean of Student Academic Support Services of a potential academic performance or personal issue in the life of a student with whom they are working. The form is available at <http://www.roanestate.edu/webfolders/rhodeskc/earlyAlert.html>. All Student Alert forms are received and reviewed by the Dean of Student Academic Support Services. Contact with the student is made via email, phone or letter outlining the resources available at Roane State including the Learning Center, online tutoring, the Advising Resource Center (ARC) or the Counseling Office. Appropriate information will be communicated to faculty or others in need of the information. IMPORTANT: If you need assistance in working with a student that you believe needs immediate mental health intervention, please contact Counseling staff or the Assistant Vice President of Student Services and Dean of Students for crisis intervention services.

Student Assistance Coordinating Committee (Threat Assessment Team):

The RSCC Student Assessment Team will meet regularly or more often as necessary, to review and coordinate interventions for students who are exhibiting early signs of serious risk or who are becoming disruptive to the campus community. The committee is comprised

of representatives from Student Services, Disability Services, Counseling Services, Campus Security, Academic Services, Site Directors, etc. Students may be referred to the committee for further review by contacting Counseling staff or the Assistant Vice President of Student Services and Dean of Students.

III. Civility Codes

A. Statement of Community Standards and Expectations

The institution is committed to the ideal of developing and nurturing a community of scholars. The choice to associate or affiliate with the institutional community is freely made by students, staff, and faculty; nevertheless, it is assumed that each person who joins the community will accept and practice the following core values and expectations:

Value of Honesty

The notion of personal honesty and academic integrity is central to the existence of the institutional community. Community members will not engage in cheating, plagiarism, or fabrications of any type. All members of the community will strive to achieve and maintain the highest standards of academic achievement.

Respect for Diversity

The institutional community is composed of individuals representing different races, ethnicities, and cultures. The community embraces and celebrates this diversity as a pillar of its strength.

Commitment to the Community

Citizens of the institutional community will be good stewards of the Institution's resources and will not engage in conduct which damages or exploits the community.

Freedom of Expression

The institutional community is a marketplace of ideas and opinions. Community members are encouraged to freely communicate their ideas and opinions on issues both within and outside the community.

B. Student Rights and Responsibilities

Introduction

The following statement of student rights and responsibilities is intended to reflect the philosophical base upon which student behavior is defined and measured. This philosophy identifies the rights and responsibilities that each student bears when they enter Roane State

Community College. These rights shall not be construed, interpreted, or applied in any manner that would be detrimental to the privileges, purposes, aims, and goals of the institution and the Tennessee Board of Regents.

Article I. Student Rights

1. Students are entitled to all rights granted to him/her by the Constitution of the United States, the Constitution of the State of Tennessee and to the full protection of the law. There shall be no institutional rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition, and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the institution, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws.
3. Each student shall have the right to pursue his/her educational goals and to enjoy the opportunity to participate in the various educational and extracurricular activities present on campus.
4. Each student shall have limited rights to personal privacy. This privacy includes the maintenance of confidential records except under compulsion by an institutional or civil court, the Tennessee Board of Regents, or as allowed by state and federal law.
5. Each student shall have the right to procedural due process in institutional disciplinary proceedings as described in this publication.
6. Each student shall have the right to be protected from prejudiced academic evaluation not related to a student's academic performance.
7. Each student shall have the right to examine, discuss, and express opinions publicly and privately.
8. Each student shall have the right to participate in self-governance and to be represented in the Student Government Association, student organizations, and on institutional committees whose charge is to review and/or formulate institutional policy regarding academic and student affairs.
9. Each student shall have the right to join and/or participate in recognized student organizations.
10. The student press is to be free of censorship. The editors and managers shall not be arbitrarily suspended because of student, faculty, administration, alumni, or community disapproval of editorial policy or content.
11. All students shall have the right to be secure from having their rights infringed upon by institutional administrators, faculty, support staff, or fellow students.
12. Each student shall have the right to expect:
 - a. A Drug-Free and Alcohol-Free campus
 - b. A campus community that is conducive to learning both in and outside of the academic classroom
 - c. A campus community that respects diversity of race, ethnicity, sexual orientation, culture, and personal beliefs.
 - d. A campus community that is built on honesty and integrity, both in academic and social pursuits.

- e. A campus community that embraces freedom of expression and exchange of ideas.

Article II. Student Responsibilities

Students voluntarily assume certain responsibilities that are necessary for promoting the welfare of the community. Although no definitive list of responsibilities can ever truly be developed, the following represent the main responsibilities students assume by becoming citizens of the RSCC community.

Each student shall have the responsibility to pursue his/her academics honestly and to attend class regularly and in good faith. Students shall be honest in all interactions with other students, faculty, and staff.

Each student shall have the responsibility to respect the rights and property of others, including students, faculty, staff, and college guests and visitors.

Each student shall have the responsibility of upholding the community standards and expectations as set forth by the institutional which include honesty, a respect for diversity, commitment to community, and freedom of expression.

Each student shall have the responsibility of being fully acquainted with and complying with all published college rules and regulations.

Each student is expected to comply with directives of institutional officials who are acting in the performance of institution-related duties.

Each student shall be responsible for carrying identification with them at all times that clearly indicates he or she is a student of the institution.

Each student shall have the responsibility of recognizing that his or her behavior reflects not only on the individual but also on the entire institutional community.

Each student shall have the responsibility of recognizing the responsibility of the institution to insure an educational environment for all students.

Each student shall have the responsibility of being a responsible community member and encouraging behaviors in others that are in compliance with institutional rules and regulations.

Each student shall have the responsibility of being good stewards of the institution's resources.

STUDENT ASSESSMENT CRISIS PLAN

WHEN VIOLENCE ERUPTS ON RSCC CAMPUSES

(SEE ATTACHMENT A – RSCC RESPONDING TO STUDENT CRISIS CHECKLIST
(SEE ATTACHMENT B – FLOW CHART OF RSCC CRISIS RESPONSE PLAN)

Roane State has concerns for how to prevent and how to prepare for this kind of crisis which has been paramount on the minds of college administrators and their campus communities.

Roane State has been fortunate not to have had student violence erupt. However, we must remain on continuous alert to develop and maintain safeguards that support a safe learning environment for our campuses. It is difficult to identify individuals/students who could become violent. “There is no evidence to support that “profiling” of such individuals is useful because no one trait or set of traits can reliably distinguish a campus bomber from the perpetrator of an intimidating e-mail threat or arsonist.” Therefore it is suggested that schools remain pro-active in approach to crisis management by developing crisis response teams, providing education regarding violence prevention and crisis prevention for administrators, staff and students, a well defined communication system at all levels of the college hierarchy, and physically safe campus buildings.

STUDENT ASSESSMENT TEAM: Roane State Community College will establish a multidisciplinary team of professionals whose **purpose** is to provide compassionate and timely response and services to students and other members of the college communities in time of crisis or trauma. The Student Assessment Team will respond to both individual and community crises when appropriate, and serve as a communication link to the entire college when such events occur. Through meetings, training, and effective response plans the Student Assessment Team will strive to be prepared for crisis events that might arise in the college community. Each college can establish its crisis response team as appropriate for that institution and the resources available. This team will mostly come together during a crisis and in the aftermath of a crisis. However, if perceived in a timely manner, the team could meet to assess threat and possibly prevent the occurrence of a full blown crisis.

PROPOSED RSCC STUDENT ASSESSMENT TEAM MEMBERSHIP: Reporting to the President and Executive Council.

Primary Members:

Assistant Vice President of Student Services and Dean of Students – Chair
Director of Counseling, Career and Disability Services
Campus Security Representative (Roane County)
Director of Physical Plant
Public Relations Officer
Vice President for Oak Ridge Branch Campus and Satellite Campuses
Academic Dean or faculty member

Other Members to Serve/Consult as Needed:

Vice President of Student Services and Enrollment Management
Vice President of Academic Affairs
RSCC Counselors
Site Directors (as appropriate per campus incident)
Coordinator of Disability Services
Vice President of Academic Affairs or Academic Dean
Director of Human Resources or designee
Coordinator of Student Activities
Student Government Representative
Local professionals as needed (local police, mental health specialists, emergency medical, etc.)
Coordinator for Volunteer Support

MEDIA INVOLVEMENT: Whenever student violence erupts on a college campus the media plays a critical role in the communication process to the campus and community. Our Public Relations Office has developed a **Crisis Communication Plan** for RSCC (see attachment C). According to Owen Driskill, RSCC Coordinator of News, it is important to be aware of the following information regarding the role of the media during a violent crisis on campus:

In a crisis involving violence on campus, the media will seek a reason for the violence and search for a source of blame. Why? Because human nature is to seek a reason for events that are out of the ordinary. Imagine if violence erupted at a school your child attends. As a parent, you would want to know how and why this happened. You would want to know if something, anything, could have been done to stop it. The media response is generally a reflection of the thoughts and feelings already out there among the public. While the media's questions might be difficult, and sometimes unethical, they are, in many cases, asking the questions the mothers and fathers of our students would ask.

That's why, in a crisis of violence, it's important to remember that we are not talking to the media. Instead, we are talking to the audience that the media serves --- our students, our students' families, future students, our alumni, our own families and friends. Yes, the media is the one right in front of us, with their cameras and tape recorders, but our audience is the faceless crowd watching events unfold in their homes all across our service area. As we consider what we want to say and how we want to say it, we must remember our true audience.

We must make certain our true audience knows, at all times, that we are on top of the situation --- sincere in our sympathy, vigilant in our safety procedures, and accountable for our mistakes. In a crisis of violence, the leader of the college must be on campus at all times, including overnight. The public relations staff and other college leaders should also stay. The president should be kept constantly updated on developments, and be willing and eager to talk to the media constantly throughout the crisis.

Appendix I - Attachment A

RSCC RESPONDING TO STUDENT CRISIS CHECKLIST

The following checklist was developed to facilitate an effective crisis response *during*, and in the aftermath of, a crisis. This list will require modification to address the nature of the crisis situation and should not take the place of competent professional services.

I. Fact Gathering

- Notify Assistant Vice President of Student Services and Dean of Students
- Clarify facts surrounding the crisis
- Contact college administration
- Contact parents/guardians (of individuals involved/affected)
- Obtain consent for release of information
- Contact Campus Security/Director of Physical Plant, police and/or fire department
- Assistant Vice President of Student Services and Dean of Students consults with Campus Security, and Director of Counseling Center to determine the appropriateness of assembling the Student Assessment Team

II. The Call to Action

- Assemble the Student Assessment Team
- Share facts with team members and assess the impact of the crisis
 - When did the event occur (e.g., during an intersession, over the summer)?
 - Where did the event occur (e.g., on campus)?
 - How did it happen (e.g., accidental, intentional, expected)?
 - How many students and staff are affected by the event?
 - Which students and staff are affected?
 - How are the students and staff affected?
 - How are the college personnel responding?
 - Should classes be suspended temporarily or assignments altered?
 - Should students be released from the college?
 - How are students indirectly being affected (e.g., siblings/friends at other buildings in the college, etc.)?
- Determine if additional support services are needed (e.g., psychologists/social workers/counselors from the community)
 - Weigh efficacy of “unknown” professionals (coordinate volunteer support)
- College to consider the provision of alternative/replacement faculty
- Consult with department directors or deans
- Update college administration

III. Notification Procedures

- Consider:
 - An announcement to students and faculty,
 - An assembly or gathering in a lecture hall,
 - A mailbox or e-mailed memorandum to faculty and staff,

- Posting on college website,
- Announcement on college radio or ITV, and
- An emergency faculty meeting (first thing in the morning for those on-campus).

IV. Student Assessment Team in Motion

- Administrators and security circulate through the campus.
 - “Pockets” of grieving students should be directed to location of support personnel
- All staff can utilize the *Acute Traumatic Stress Management* model.
 - “Connect, Ground, Support, Normalize and Prepare”
- Professors and Instructors should allow opportunity for students to ventilate.
- Counseling with individuals and small groups by psychologists, social workers and/or Counselors.
 - Attempt to cultivate a “helping relationship” characterized by empathy, warmth and genuineness.
 - Encourage people to express their feelings.
 - Be careful not to lecture and allow periods of silence.
 - Avoid clichés such as, “Be strong...” and “You’re doing so well...”
Such clichés may only serve to reinforce an individual’s feelings of aloneness.
 - Attempt to “normalize” grief reactions.
 - Remember that cultural differences exist in the overt expression of emotions.
 - Maintaining confidentiality, when possible, is crucial.
 - Provide snacks (e.g., juice, cookies, etc.) to students and support staff.
 - It is important to remember that *we* have support while helping others during this difficult time.
- Identify high risk individuals.
- Contact parents, spouses and families of high risk students.
- Provide referrals for outside support (if indicated).
- Provide hot-line numbers.
- Carefully document events.
- Schedule follow-up by support personnel for high risk individuals.
- Schedule faculty/departmental/staff meetings.
- Remain sensitive to how team members are being perceived.

V. Addressing the Media

- Public Relations Officer consults with college administration.
- Develop a response - consider confidentiality, family wishes, liability of erroneous information.
- Designate a spokesperson - “no one else talks.”
- Designate alternate spokesperson.

VI. Debriefing

- Review the events of the day.
- Revise the intervention strategies (e.g., plan for upcoming days).
- Monitor reactions of crisis team members - “compassion fatigue.”

VII. Funeral

- Consider the wishes of the students' family.
- Consider the wishes of the victim(s) family regarding attendance.
- Consider the number of staff attending.
- Have support personnel available there.

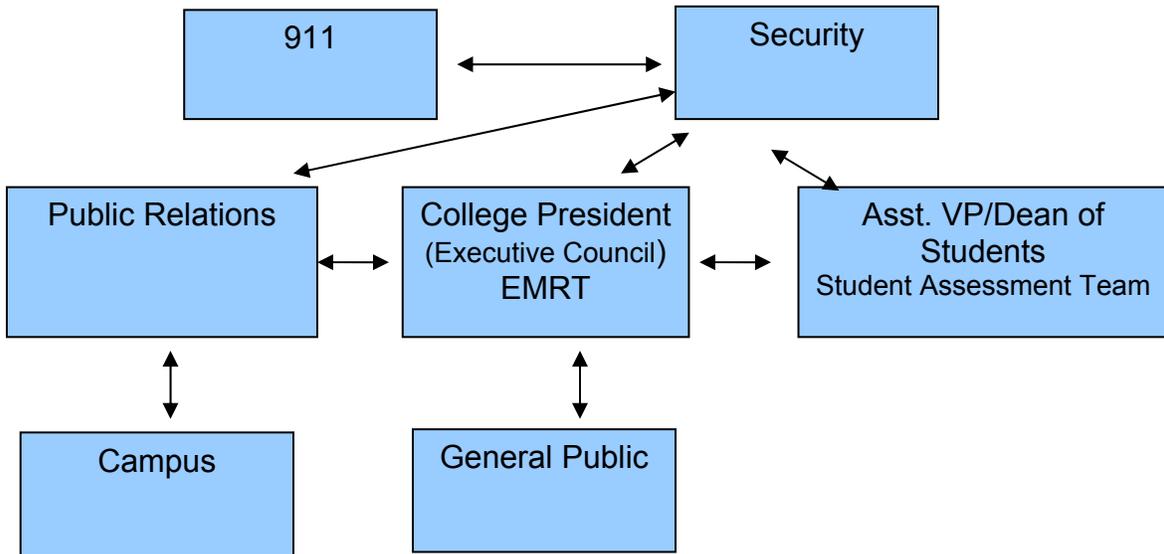
VIII. Memorials

- Consider appropriateness.
- Consider a method:
 - A moment of silence
 - A plaque
 - Planting a tree
 - A dedication
 - Mural
 - Flying college flags at half-mass

Crisis Response



Violence on
Campus



911

- 911 will dispatch personnel and equipment to campus
- Contact Campus Security to coordinate response

Campus Security

- Start lockdown, evacuation, or severe weather alerts
- Contact Building Coordinators
- Contact Public Relations
- If needed, set up command post

Public Relations

- E-mail alert to faculty, staff and students
- Activate RaiderAlert
- Establish media HQ
- Monitor media statements for accuracy
- Gather information and assist in the formation of public statements

Assistant Vice President of Student Services and Dean of Students

- Activates Student Assessment Team
- Maintain contact with President and Executive Council to assist with decision making
- Determine if additional social support services are needed
- Document events

College President

(In the absence of College President, Executive Council)

- Interact with press and public as official spokesperson for the institution
- Designates alternate spokesperson
- Consult with command post for updates and strategies being used in the crisis situation

Appendix I - Attachment C

Article I. CRISIS COMMUNICATION PLAN (PUBLIC RELATIONS)

The following actions are to be taken in the event of a crisis affecting the college. Examples of potential crises include, but are not limited to: Personal Injury/Death; Accident; Health Issues; Fire or Person-made Disaster; Natural Disaster; Financial or Personnel Crisis; and Legal Matters

I. General Student Crisis Action Plan (Daytime Business Hours or Anticipated Crisis)

1. Persons who are notified about a crisis should immediately contact the Public Relations Officer; or, if unavailable, the designated Public Relations staff member. (Campus Security Officers do not serve as Public Relations contacts during a crisis. In the event of an emergency, Campus Security should contact the Public Relations Officer as a part of the official notification process.)
2. The Public Relations Officer will immediately brief the President regarding media responses and the Public Relations media plan. Public Relations will write a brief summary of the crisis, the college's reaction, and our involvement with the media.
3. Public Relations staff will prepare statements for the media and then identify and prepare spokespersons. Public Relations will draft a position paper to release to key publics (students, employees, the community, etc.)
4. Public Relations will inform campus offices that may get calls about the crisis. Public Relations will give information about the situation along with advice on what to say about it.
5. A Public Relations staff member will be assigned to monitor local newspaper and TV and radio broadcasts to check for accuracy of media reports.

II. Student Crisis Action Plan (Evening Hours or Weekends)

1. In the event of a crisis affecting the college during the evening hours or on weekends, the Public Relations Officer should be contacted immediately.
2. If the developing situation is not deemed to be one in which media involvement is expected, it is not necessary for the Public Relations Officer to be on-site.
3. If the crisis is deemed to be an emergency situation, the Public Relations Officer should adhere as closely as possible to the daytime business hours plan.

III. Specific Student Crisis Action Plans

1. Accident or Injury
 - a. If a student is injured on campus and the injury is serious enough to warrant medical intervention, the Public Relations Office should be notified immediately.
 - b. The Public Relations Office should receive updates after the crisis subsides to keep the media informed about the student's condition
 - c. The same procedures apply to similar circumstances involving faculty, staff, and/or visitors.
2. Fire/Natural or Person-Made Disaster
 - a. If the college suffers any type of disaster during the daytime or after hours, the Public Relations Officer should be contacted immediately.
 - b. A command post should be established near the disaster site. This center would include access to telephone lines (assuming they are operable) and large enough to accommodate 20 or more people. The library, the gymnasium, and the Exposition Center are three potential sites.
3. Legal, Financial, Personnel
 - a. In the event of a legal, financial, or personnel crisis, the Public Relations Officer will meet directly with the President and appropriate Executive Council members to develop a plan of action and a public statement.
4. Health Issues
 - a. In the case of any type of health crisis, the College will maintain the strictest confidentiality.
 - b. While the identification of affected students, faculty and/or staff members will not be released, the College will cooperate as much as possible with media inquiries.
 - c. In the case of a Pandemic Outbreak, which forces the college to be closed, PR staff will provide regular news updates using email, webpage, radio, TV, telephone message and, for more in-depth coverage, local newspapers. PR will piggyback on its inclement weather calling system. People will be directed to the web for further updates.

APPENDIX J

FIRE DRILLS

Roane State Community College has established fire safety and fire drill procedures.

All incidents of unintentional/non-control burn fires must be reported to the Campus Security Department whether Fire Department response is required or not. All department heads, supervisors, etc., will ensure that their employees are aware of the location of fire extinguishers and fire alarm pull boxes in their work areas.

All employees shall be made aware of emergency evacuation routes for their work area, the location of fire exit windows, etc. Also, do not use elevators in the event of fire. In addition, the following procedures should be reviewed with employees.

FIRE SAFETY

Although the potential for fire always exists, routine inspections, maintenance, and training are effective elements in reducing bodily injury, loss of life, and damage to property.

All faculty, staff and students should be knowledgeable of those elements which cause fires and of procedures to eliminate them. Everyone should be aware of basic fire safety regulations and conditions that have potential to start a fire, such as the use of extension cords or the improper storage of chemicals, paint, cleaning supplies, rags, paper, etc.

Routine inspections and maintenance of fire extinguishers, sprinkler systems, fire hydrants, smoke alarms, and fire fighting equipment are essential. At the same time, each facility should have posted evacuation plans, illuminated exit signs, functional emergency lights, self-closing doors, and any necessary special fire safety equipment.

Fires present a danger to individuals within a limited area and usually will not require action of the Emergency Operations Center (EOC) unless the fire is out of control and numerous potential or actual casualties are involved. After defining the hazard area, personnel will be evacuated from buildings by activating the fire alarm system and will be moved a safe distance (at least 100 yards) away to the designated areas. The area should then be secured until the fire fighting personnel arrive. Supervisory personnel will make every effort to account for faculty, staff, and students and prevent unauthorized personnel from entering the building.

FIRE ALARM

Fire alarms will consist of a continuous sonic whistle.

This alarm will be used when a serious fire is burning or possible explosion is imminent in one of the buildings occupied by students, faculty, and staff.

WHAT TO DO IN CASE OF FIRE

When the fire alarm is sounded, all students, faculty and staff should clear the buildings by the nearest exit and proceed to a designated assembly area as announced.

Any individuals with disabilities should be assisted in exiting the building.

Students, faculty, and staff should stand clear unless called upon to help. Do not return to the building until the all clear is given.

DRILL SUMMARY

After each drill, a review will be conducted to determine the following:

1. Could the alarm be heard in all areas of the building?
2. How long did it take for employees to respond and evacuate the building?
3. Identify those individuals who ignored the alarm and did not evacuate.

APPENDIX K

BOMB THREATS

Most bomb threats are received by telephone. Occasionally, a bomb is placed without notification. Treat any bomb threat as valid and follow the procedures below.

1. If you see a suspicious object or potential bomb, **DO NOT HANDLE THE OBJECT. Immediately call Campus Security. If Campus Security cannot be reached, call 911.**
2. If you receive a bomb threat by telephone, do the following:

Transfer the call to Campus Security. If you cannot transfer the call, do the following:

- a. Write down as much information as possible. If the caller will engage in conversation, ask the following questions.
 - 1) When is the bomb going to explode?
 - 2) Where is the bomb located?
 - 3) Which campus is the bomb located?
 - 4) What kind of bomb is it?
 - 5) What does the bomb look like?
 - 6) Why did you place the bomb?
- b. Keep talking to the caller as long as possible. Record the following information:
 - 1) Time of call.
 - 2) Age and sex of the caller.
 - 3) Speech pattern, accent, possible nationality, or other information about the caller.
 - 4) Emotional state of the caller.
 - 5) Background noises.
 - 6) Telephone number showing on LCD display, if LCD phone.

TRY TO DETERMINE THE FOLLOWING:

Caller's Identity	Male	Female	Adult	Juvenile	Years of Age:			
Voice	Loud	Soft	High Pitch	Deep	Raspy	Pleasant	Intox./ Drugged	
Accent	Local	U.S. Regional	Foreign					
Speech	Fast	Slow	Distinct	Distorted	Nasal	Stutter	Slurred	Lisp
Language	Excellent	Good	Fair	Poor	Foul			
Manner	Calm	Angry	Rational	Irrational	Coherent	Incoherent	Deliberate	
Background noises	Office Machine	Factory Machine	Train or Airplane	Traffic	Music	Quiet	Animal	Party Atmosphere

Person Receiving Call: _____

- c. When the caller ends the conversation... **IMMEDIATELY** call Campus Security to report the incident. If Campus Security cannot be reached, call 911.
- d. Conduct a quick search of your office or classroom to check for any suspicious object. Report the location of any suspicious objects to Campus Security.
 - 1) **DO NOT TOUCH ANY OBJECT.**
 - 2) Do not open any drawers or cabinets.
 - 3) Do not turn lights on or off.
 - 4) Do not use cell phones or two-way radios.
 - 5) Do not discuss the threat with anyone other than Campus Security.
3. After receiving notification of a potential bomb, Campus Security and designated search-team personnel will conduct a systematic search of the building(s). Campus Security will also interview the person who reported the potential threat.
4. College administrators will make a decision regarding evacuation of Campus buildings. **EVACUATE IMMEDIATELY** and take personal belongings when an evacuation is ordered. Do not return to the building until authorized to do so by Campus Security.

APPENDIX L

SEVERE WEATHER PROCEDURES

Institutions must establish methods to ensure safety of students and personnel during severe weather.

TORNADOES

The Severe Weather Alert System and Building Coordinators will notify the Campus of dangerous weather. It is prudent that you understand the following weather patterns indicative of a tornado.

1. Tornadoes are unpredictable and difficult to forecast. Either severe thunderstorms or severe atmospheric conditions without the severe thunderstorms can generate tornadoes and lightning.
2. Weather alert radios, weather websites, and television weather reports will be used by campus personnel to determine the potential for dangerous weather on all campuses.

3. Tornado Situations

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.

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.

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.

4. Knowledge of the following characteristics of tornados is useful in tornado detection, and tornado preparedness planning. The following are signs of a tornado threat:
 - a. Heavy rains, gusty winds, small hail, large hail, then relatively calm.
 - b. Tornados are more likely to occur in mid-afternoon, generally between 3 p.m. and 7 p.m., but they have occurred at all times of the day.
 - c. A distinctive train-like roaring sound when the tornado is a mile or less away.
 - d. A funnel or anvil shaped cloud.
5. Take the following precautions should you be notified by campus personnel to position yourself for a potential tornado, experience any of the signs of a tornado, or an actual tornado:
 - a. Move away from windows, glass, and/or skylights.
 - b. Move to an interior hall/wall, a closet, or get under a sturdy table or desk.
 - c. Move to the lowest floor if possible.
 - d. Avoid/evacuate gymnasiums, cafeterias, and other large-span roofed areas.
 - e. Move to an area designated as a severe weather shelter area. These areas have been designated by appropriate signage.

- f. Kneel/crouch, head down, hands behind head.
 - g. Follow any additional instructions that may be provided by building coordinators.
6. Should your location experience a tornado and sustain injuries or property damage, do the following:
- a. Avoid loose/dangling electrical wires or broken utility lines.
 - b. Contact 911 emergency services and Campus Security.
 - c. Report to your designated evacuation area if safe to do so. If needed, direct emergency personnel to the injured or trapped. Remain at your evacuation area until released by the Emergency Personnel or a Building Coordinator.
 - d. Follow instructions provided by the Building Coordinators.

Communications

Communications of Tornado Warning to the campus community may be by various sirene alerts – see Emergency Procedures posted in conspicuous locations at each campus.

FLOOD, SNOW, AND ICE

In addition to procedures that are established specifically for the response to actual or predicted flood, snow, and/or ice, the institution should adhere to the evacuation procedures outlined in its Emergency Response Plan to evacuate campus during a flood, snow, or ice storm, as necessary.

Snow, ice or flooding can make travel to and from campus hazardous. When the potential or conditions develop that would make travel to and from the campus hazardous, the following steps will be followed:

1. Institutional personnel will monitor the National Weather Service broadcasts and local reports and/or contact the Department of Transportation Road Condition Office. Upon receipt of information that would or has the potential to make travel hazardous, the appropriate administrators will initiate the notification of the Chief Security Officer or designee.
2. The appropriate administrators will contact the President and other members of the EMRT as directed.
3. The President or designee will determine if institutional operations are to be suspended. If they are to be suspended, the senior staff will be notified.
4. The appropriate notifications to the campus community will be initiated.
5. The appropriate administrators will initiate steps to secure the facilities and grounds, preventing entry to the campus under hazardous conditions.
6. Appropriate personnel will continue to monitor the weather conditions as well as conditions on campus.

APPENDIX M

EARTHQUAKE PROCEDURES

Before an Earthquake Occurs

1. Keep a flashlight and possibly a portable radio, both with fresh batteries, on hand.
2. Place large and heavy objects on lower shelves. Bottled goods, glass and other breakables should also not be stored in high places or left where they can freely slide on shelves.

During an Earthquake

1. First and foremost, stay calm. Think through the consequences of any action taken.
2. If outdoors, stay outdoors: if indoors, stay indoors. Most injuries during quakes occur as people are entering or leaving buildings.
3. If indoors, take cover under a heavy desk or table, in doorways or halls, or against inside walls. Stay away from glass.
4. If outdoors, move away from buildings and utility wires. The greatest danger comes from falling debris just outside of doorways or outer walls. Once in the open, stay there until shaking stops.
5. If in a moving car, stop as soon as possible, but stay in the car. A car may jiggle violently on its springs, but it is a good place to stay until the shaking stops. When driving on, watch for hazards created by the quake. Some of these hazards include fallen or falling objects, downed electrical wires, or broken or undermined roadways.

After an Earthquake

1. Be prepared for additional earthquake shocks called “after shocks.” Although most of these are smaller than the main shock, some may be large enough to cause additional damage.
2. Stay out of severely damaged buildings. After shocks can shake them down.
3. Check for injuries. Don’t attempt to move seriously injured persons unless they are in immediate danger of further injury.
4. If water pipes are damaged, shut off the supply at the main valve.
5. Check to see that sewage lines are intact before using sanitary facilities.
6. If applicable, cut off the gas supply or contact the gas utility company.
7. Report the incident to institutional personnel.
8. Physical Plant will direct the clean up of debris.

APPENDIX N

BIOLOGICAL HAZARDS

Handling of Suspicious Letters/Packages and Chemical Spills

1. Suspicious Letters / Packages

The following procedures constitute institutional response plans in the event of a possible “anthrax” type threat or incident.

CAMPUS SECURITY WILL:

- Obtain pertinent information about the location and status of the suspected item
- Note the location and number indicated on the telephone ID display
- Obtain a complete description of the item
- Determine if the item has been opened
- Instruct the caller to refrain from opening or further handling of the item
- Instruct the caller to discuss the situation only with persons on a “need to know” basis
- Instruct the caller to leave the room where the item is located, close the door, and allow nobody to enter the room until the first officer arrives
- Instruct the caller to limit his/her contacts with other persons to the greatest extent possible
- Advise a supervisor, officer-in-charge, or first available officer that a suspicious report has been received and the name of the building where the item is located
- Advise the Campus Security Chief or Local Law Enforcement Officer

Make an initial determination concerning whether or not the item is a questionable, possible, or probable threat.

Questionable Threat

Item is suspicious but no reason to believe it is a biological threat

If the item is a Questionable Threat item:

Local Law Enforcement will:

- Secure the item by triple sealing in sealed evidence bags or trash bags, remove from the building, and transport to Police Department

Possible Threat

If the item is a Possible Threat:

- Evacuate all persons out of the immediate area
- Turn off fans, air ventilators, and HVAC
- Obtain a list of the names of all persons who came into contact with the item or were in the presence of the item
- Allow exposed persons to wash with soap and water
- Await the arrival of a command level supervisor

Probable Threat

If the item is a Probable Threat:

- Evacuate all persons out of the building, establish a perimeter -Turn off fans, air ventilators, and HVAC
- Request response of Local Fire Department
- Keep persons exposed to the item at the scene, in a secure location
- Coordinate decontamination process with fire department personnel
- Two-way radios and cell phones will not be used within 1,500 feet of the suspected device!
All personnel cease use of radios.

COMMAND LEVEL PERSONNEL WILL:

- Make a determination of the threat level
- Contact the Chief Security Officer
- Establish a command post if threat is Possible or Probable Threat
- Ensure that personnel decontamination process is completed
- Ensure that no person goes into the perimeter without adequate protection
- Contact the Local Police Department for Hazmat assistance analysis
- Maintain area until analysis determination is made
- Contact Health Department, TBI, FBI, etc. if analysis reveals biological threat

2. Chemical Spills

Hazardous chemicals are utilized on campus in various locations. Trains, tractor trailers and other vehicles that may be traveling on or near the campus may have hazardous chemicals that could threaten the environment of the campus as well.

The following steps will be followed in the event of a chemical or radiation spill:

- Any spillage of a hazardous material will be immediately reported to the appropriate, designated personnel (e.g., Campus Security or Physical Plant)
- When reporting, be specific about the material involved and approximate quantities. Personnel will initiate the response of appropriate hazardous material response teams to clean-up the spill effectively.
- The site should be evacuated immediately and seal it off to prevent further contamination of other areas. **AT NO TIME SHOULD ANYONE RE-ENTER THE AREA THAT HAS BEEN EVACUATED.**
- If the evacuation is required, the person on site should activate the building alarm and follow standard evacuation routes that do not cross the area where the spill is located.

APPENDIX O

TERRORIST ATTACK

Weapon of Mass Destruction – Definition

A weapon of mass destruction includes biological, chemical, incendiary, nuclear or highly explosive material and any combination thereof.

General Guidelines

Emergency action steps will depend upon the type of device and/or agent used and whether it is used on-campus, in a campus building, or off-campus. The institutional or local law enforcement will respond to such situations with established lines of communication to appropriate civil authorities to obtain current information.

Action Steps for Initial Responders

1. Notify the Campus Security Department or local law enforcement authority and evacuate the area.
2. Avoid contamination by staying upwind of the hazard, away from the point of the release, and exposed individuals.
3. Do not touch or move any suspicious objects.
4. Minimize the use of cell phones.
5. Physical Plant/Maintenance should determine if the use of ventilation systems should be suspended.
6. Affected individuals should quarantine themselves at a safe location, upwind of the hazard.
7. If a hazardous release occurs at the campus perimeter or off-campus, remain indoors until further instruction is given.

APPENDIX P

PROTESTS / DEMONSTRATIONS

Civil Disturbance or Demonstration

Most campus demonstrations such as marches, meetings, picketing and/or rallies will be peaceful and non-obstructive. Demonstrations in a designated “Free Speech” area, if one exists, will not be stopped unless one or more of the following conditions exist:

- a) INTERFERENCE with normal institutional operations,
- b) PREVENTION of access to offices, buildings, or other institutional facilities,
- c) THREAT of physical harm to persons or damage to institutional grounds or facilities.

If any of these conditions exist, immediately contact the Campus Security Department. Campus Security Department will make notifications depending on the nature of the demonstration; the appropriate procedures listed below should be followed:

1. Peaceful, Non-obstructive Demonstration

- a. Generally demonstrations of this kind will not be interrupted. The demonstrations will not be obstructed or provoked, and efforts should be made to continue normal operations.
- b. If demonstrators are asked to leave but refuse to leave by regular facility closing time(s):
 - i. Arrangements will be made by law enforcement to monitor the situation during non-business hours or
 - ii. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration

2. Non-violent, Disruptive Demonstrations

In the event that a demonstration blocks access to facilities or interferes with operations:

- a. Demonstrators will be asked to terminate the disruptive activity.
- b. The appropriate administrator will have a photographer/videographer with him or her to document the proceedings.
- c. Key institutional personnel and student leaders may be asked to go to the areas to persuade the demonstrators to desist.
- d. An official will go to the area to ask the demonstrators to leave or to discontinue the disruptive activities.
- e. If the demonstrators persist in the disruptive activity, they will be advised that failure to discontinue within a determined length of time may result in disciplinary action, including suspension or expulsion or possible intervention by the police. Except in extreme emergencies, the President will be consulted before such actions are taken.
- f. Efforts should be made to secure positive identification, including photographs, of demonstrators in violation for later testimony.
- g. Legal Counsel will be consulted to determine the need for an injunction of civil authorities.
- h. If a court injunction is obtained, the demonstrators will be so informed. Those demonstrators who refuse to comply will be warned of the intention to arrest.

3. **Violent Disruptive Demonstrations**

In the event that a violent demonstration, one in which injury to persons or property occurs or appears imminent, the President will be immediately notified.

a. During Regular Operational Hours

1. The appropriate senior administrator and necessary institutional or local police will be summoned to the scene.
2. Law enforcement will ensure sufficient officers are present to contain the violent/disruptive demonstrators.

b. After Regular Operational Hours

1. Local police should be immediately notified of the demonstration,
2. The appropriate official(s) will be notified to determine which, if any, institutional official(s) shall respond to the scene.

The police department / campus security officers should manage a violent protest. Any witnesses to violent, hostile or criminal behavior should immediately contact the appropriate institutional or local law enforcement agency. In addition,

- a. Leave the immediate area, whenever possible, and direct others to do so.
- b. If the offender has weapons or is suspected of having weapons, take cover immediately using all available concealment. Close and lock doors, when possible, to separate everyone from any armed offender.

NOTE: Law enforcement will respond to the incident without counsel from others if an immediate response is of paramount importance to the safety and security of persons and/or property.

APPENDIX Q

EXPLOSION, TRAIN OR AIRCRAFT CRASH ON OR NEAR CAMPUS

In the event an incident occurs involving the explosion or a downed aircraft on campus the following action will be taken:

1. Immediately take cover under tables, desks, and other objects for protection against falling glass or debris that may result from secondary explosions or facility damage.
2. Campus Security or local law enforcement should be notified as soon as possible.
3. If necessary, or when directed to do so, activate the building fire alarm. **REPORT THE EMERGENCY TO THE CAMPUS SECURITY OR LOCAL POLICE AS SOON AS POSSIBLE.**
4. Assist individuals with disabilities in exiting the building. Do not use the elevators in case of fire.
5. Once outside, move to a clear area that is at least 1,000 feet away from the affected area. Keep streets and walkways clear for emergency vehicles and crews.
6. If requested, assist emergency personnel as necessary.
7. Do not return to an affected area unless instructed to do so. Stay clear of the emergency area and/or affected buildings to reduce the chances of interference with responding emergency personnel.

National Weather Service (Morristown, TN Office).....(423) 586-3771
National Weather Service (Nashville, TN Office).....(615) 754-4633

Tennessee Department of Public Health..... (615) 741-7305

TENNESSEE NATIONAL GUARD

If a determination is made that the Tennessee National Guard is needed on campus during the recovery, the President or Director will initiate their arrival by requesting the Chancellor to ask The Governor of Tennessee for the National Guard to be deployed to the institution's campus or campuses.

APPENDIX S

BUILDING COORDINATORS TELEPHONE NUMBERS

Frequencies: Base - 463.425
Handheld units - 468.425

<u>Number</u>	<u>Department/Title</u>	<u>Building Coordinator</u>	<u>Building-Room #</u>	<u>Name</u>	<u>Extension</u>	<u>Channel</u>
Base	Physical Plant Secretary			Fugate, Linda	4565	2
Unit 14	Security Supervisor		Physical Plant	Kendrick, Dale	4506, 4500	2
Unit 8	Physical Plant Director		Physical Plant	Beauchamp, Ken	4615	2
Unit 36	Bookstore	X	Dunbar-Student Lounge	Hampton, Sandra	4571	4
Unit 16	Business Office/Enrollment Mngt	X	Dunbar-100	Wilmoth, Jamie	4222	4
Unit 26	Computer Center	X	Dunbar-225	Carroll, Tim	4618	4
Unit 19	Continuing Ed (2nd Floor Tech)	X	Technology-215B	Duncan, Teresa	4648	4
Unit 28	Library 2 nd floor – CTAT/Writing Cntr	X	Library-225	Bird, Lon	4472	4
Unit 24	Admin Area	X	Dunbar-2 nd Floor	Brunton, Allen	4510	4
Unit 40	Expo Staff	X	Expo	Starkey, Stan	4592	4
Unit 37	Financial Aid/Counseling	X	Dunbar-103	Goldberg, Joy	4659	4
Unit 34	Fitness Center/Gym Lower Level	X	Gym-lower level	Simpson, Shaun	4499	4
Unit 23	Gym Upper Level	X	Gym-222/224	Jones, Johnny	4584	4
Unit 30	Help Desk & Technicians	X	Dunbar-221	Ribes, Dave	4617	4
Unit 35	Human Resources	X	Dunbar-200	Fearn, Odell	4679	4
Unit 22	Library – 1 st Floor	X	Library-102	Benson, Robert	4529	4
Unit 25	Math Science (Wing 115-129)	X	Dunbar-106A	Bouldin, Larry	4533	4
Unit 33	Nursing	X	Technology-317	Spitzer, Priscilla	4605	4
Unit 18	O-bldg 1st Floor	X	Obrien-117	Peavyhouse, Myra	4567	4
Unit 17	O-bldg 2nd Floor	X	Obrien-228	Whaley, Chris	4773	4
Unit 31	Switchboard	X	Dunbar-Welcome Center	Kendrick, Regina	- 0 -	4
Unit 21	T-bldg 1st Floor	X	Technology	Walker, Jack	4657	4
Unit 12	VP Financial Services		Dunbar-200C	Gibbs, Danny	4517	4

APPENDIX T

LOCAL UTILITY COMPANY TELEPHONE NUMBERS

1. GAS SERVICE: (865) 354-0163

Rockwood, Water, Gas and Sewer, has the responsibility of turning off main gas lines. During an emergency, these gas lines will be closed off as quickly as possible, when necessary, to prevent fire. Disruption of service could be complicated by broken or damaged gas lines, in which case reinstating service would take longer.

2. WATER SERVICE: (865) 354-0163

City of Rockwood, Water, Gas, and Sewer, has the responsibility of turning off main water valves to the campus, including the Exposition Center. Water service is provided to the ballfields by the Roane County Utility District (865) 882-5762.

3. ELECTRICITY: (865) 354-0514 (Rockwood Electric Utility)

During a power outage there are emergency lights located strategically throughout the campus buildings. These battery-operated lights should operate a minimum of one hour before beginning to lose power. Rockwood Electric Utilities has underground lines running through the campus.

4. SEWER / WASTE REMOVAL: (865-354-0163) (Roane County Wastewater)

APPENDIX U

EMERGENCY RESPONSE PLAN CAMPUS RESOURCES

1. FIRE FIGHTING EQUIPMENT

Sprinklers are located in the Technology, Obrien, and Library Buildings on the main campus. Fire extinguishers are generally located in all buildings near each exit and are also located in the Raider Café.

2. MEDICAL SERVICES

Campus Security Department has completed first aid training and has access to AED equipment. To access local paramedics, dial 911

3. PRINTS AND SITE MAPS OF CAMPUS FACILITIES

The prints of all campus facilities are stored at the Physical Plant. The prints are in blueprint racks. Prints for all campuses are also available in the Vice President for Financial Services Office.

4. GENERATORS

Generators or portable generators are not available.

5. EMERGENCY EQUIPMENT

Listed below are emergency equipment located in the Roane County Physical Plant:

2 chainsaws
1 forklift
1 torch