

2025/2026



Roane State

COMMUNITY COLLEGE

Emergency Response Plan

Mitigate & Prevent, Prepare, Respond, Recover

Plan provided by Emergency Preparedness Coordinator/Compliance and Campus Police

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1.0 Introduction

An emergency can occur at any time, suddenly and without warning. Proper planning is essential to minimize the impact of any emergency on college people, operations, and facilities.

The Emergency Response Plan is designed to provide Roane State Community College (RSCC) with a management tool to facilitate a timely, effective, efficient, and coordinated emergency response to significant incidents affecting the campus or campus community. The ERP was also designed with risk assessment in mind. A thorough and realistic assessment of potential risks that could affect our institution, as well as existing controls and capabilities to mitigate and respond to those situations is reviewed annually and monitored on a regular basis for updates by executive staff as well as individual departments.

The Emergency Response Plan (ERP) is designed to satisfy portions of the Higher Education Opportunities Act of 2008 and its amendments requiring emergency response procedures, and implementation of the National Incident Management System (NIMS) and Incident Command System (ICS) protocols. NIMS was established by Homeland Security to provide a consistent nationwide approach to guide all levels of government, non-governmental organizations, and the private sector to work together to prevent, protect against, respond to, recover from, and mitigate the impact and effects of an incident regardless of cause, size, location, or complexity.

The ERP and supplemental materials help to identify local resources our college may call upon for assistance. The ERP plan recognizes the importance of collaborating with local emergency response agencies in an emergency or disaster situation as well as our internal teams.

1.1 Reporting a Campus Emergency

Roane State Campus Police Department officers are certified by the POST (Peace Officer Standards and Training) Commission of Tennessee.

To report an emergency, contact Roane State Police. If Campus Police cannot be contacted, call local emergency dispatch. Be prepared to provide:

1. Your name
2. Location
3. Nature of the emergency
4. Type and number of injuries
5. Remain online as further questions may be asked

Campus Police can be reached 24 hours a day at 865-882-4500

Roane State Campus Police Department is located at the main campus in the Yager Building and can be contacted by a campus phone at Ext. 4500 from and of our campus locations.

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

Mitigation – The activities designed to reduce or eliminate risks to persons or property or to lessen the potential impact or consequences of an incident. Mitigation efforts may be implemented prior to, during, or after an incident. Mitigation efforts are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include analysis of hazard related data to determine where it is safe to build or locate temporary facilities for future or temporary purposes. Mitigation can include efforts to educate the College community on measures they can take to reduce loss or injury.

Preparedness – Preparedness is a continuous process. Preparedness involves efforts at all levels to identify threats, determine vulnerabilities, educate and train the community and identify required resources.

Preparedness is operationally focused on establishing guidelines, plans, procedures, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Response – Response is the activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property and the environment, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; and continuing investigations into the nature and source of the threat.

Recovery – Continuity begins shortly after the incident begins. The development, coordination, and execution of service and site restoration plan; the reconstitution of operations and services; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

Promulgation Statement and Approval for Implementation

Officials of Roane State Community College, in conjunction with the Tennessee Board of Regents, the Tennessee Emergency Management Agency, the Federal Emergency Management Agency and Local Emergency Management Agencies collaborate to enhance their emergency response capability.

It is designed to promote the coordination of college wide and site specific emergency services and the use of available local resources to minimize the effects of a major disaster (natural or otherwise) on life and property of the students, faculty, staff, and properties of the college.

This plan, when used properly and updated annually, can assist campus students, faculty, staff, campus and local police as well as other officials in responding to and recovering from the impact of natural and man-made disasters. This plan and its' provisions are official when reviewed and approved by administrative staff.

**Disclaimer: This plan is currently in revision; an updated, more comprehensive Emergency Response Plan and college wide mapping system is in process and scheduled to be completed and disseminated by late 2026.*

1.2 Record of changes

The Emergency Response Plan goes through continuous, ongoing changes based on the results of actual events, post-exercise drills and activities, input from units and departments, risk assessments, editorial based on name/role/location updates, and during the annual cycle of plan review.

Those changes should be recorded using the record of changes table as outlined below.

Status	Date	Description of Change
First Draft of Major Revision	9/1/2024	Assign Continuity Plan implementations, Create departmental risk assessments, overall removal of erroneous information
Draft Changes	2/1/2025	Updating of ERMT roles, titles, contact information, etc., Review of new RAVE & nSide platforms, Action Plan assignments
Draft Changes	4/22/2025	Separation of Building Emergency Action Plans, Business Continuity Plan, and ERMT role responsibilities into separate manuals for ease of accessibility, reference and updating
Revision 1	6/20/2025	Update with information reviewed and received, titles, names, locations, collaboration with RSPD, adapted to policy
Revision 2	1/9/2026	Update for new fiscal year and prepare for uploading to new safety app. Minor grammatical edits made.

1.3 Record of Distribution

The record of distribution indicates the title and the name of the person receiving the plan, the agency to which the receiver belongs, the date of delivery, the method of delivery, and the number of copies delivered. The record of distribution verifies that tasked individuals and organizations have acknowledged their receipt, review, and/or acceptance of the plan.

Availability to the Emergency Response Management Team (ERMT), Crisis Event Team (CET),

nSide Safety Platform, KUALI Continuity Plan, and College Community at www.roanestate.edu

In addition, it will either be sent via email or through Compliance notice to all employees once published or updated relative to availability along with the link to the document.

Document is reviewed and updated on an annual basis.

Section 2 – Purpose, Assumptions, Operations, Emergencies Defined

2.0 Plan Purpose

This Emergency Response Plan Guideline outlines procedures for managing major emergencies that pose a threat to the health and safety of the Roane State community or may disrupt college activities. The plan identifies those individuals, teams, and departments that are directly responsible for emergency response, responsibilities associated, and those related support services. The ERP will improve the protection of life and property through the effective use of college resources at Roane State.

The guideline's purpose is to mitigate the potential effects of the various hazards that might impact Roane State, to prepare for the implementation of measures which will preserve life and minimize damage, to respond effectively to the needs of the college's community during emergencies, and to provide a recovery system to return the college and its community to a normal status as soon as possible after such emergencies.

The Emergency Response Plan addresses evacuation measures, as well as response to a threatening situation that would require lockdown or remaining stationary behind closed and locked doors. The Emergency Response Plan also addresses closure of the college in the event of major disaster, pandemic outbreak, or other natural /man-made disasters.

Therefore:

- All administrative and academic units are expected to maintain a Department Emergency Plan to protect personnel and support campus emergency response, with the assistance of the Crisis Event Teams.
- All employees and students have personal responsibility for their own safety.
- The college maintains emergency preparedness education and training programs to familiarize employees with emergency procedures and use of emergency equipment.

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

2.1 Planning Assumptions

The following assumptions are applied throughout the Emergency Response Plan.

1. Campus emergencies may occur at any time of the year, any day, and at any time without notice or warning.
2. The ERP may be activated for community, regional, or national crisis that has potential to impact the college community and/or business operations. This could include a fire or gas leak, toxic spills, dangerous persons alert, etc.
3. A campus emergency can be the result of an accident, a natural disaster, or criminal behavior by an individual or group.
4. All campus locations are in areas with well-trained, responsive emergency service departments equipped to handle all emergencies that work collaboratively with RSPD. Campus and local police will rely on the NIMS/ICS model for management of the event.
5. Command of the scene will be relinquished to the emergency responders with the most expertise to assist and handle the incident.
6. Roane State relies on the Tennessee Board of Regents and the Tennessee Emergency Management Agency for planning guidance and local police, fire, EMS and EMA for assistance in formulating response techniques and in planning emergency response procedures, protocols and strategies.

2.2 Concept of Operations

This Emergency Response Plan (ERP) details how the campus community will respond to major emergencies in conjunction with local emergency response agencies and references the role that ERMT will have in supporting overall campus emergency response. The Campus Police department staff has been trained in NIMS protocols and will respond accordingly in the event of a campus emergency. Should the emergency require external emergency response assistance, the NIMS framework will support an integrated tactical response, interoperability, and compatibility of all response agencies.

The seven-phase concept of preparedness planning, response, incident management, continuity of operations, recovery, mitigation, and evaluation is acknowledged as the appropriate way of managing emergencies or disasters. This comprehensive approach can save lives and minimize damage related to the occurrence of unusual events.

2.3 Organizations and assignment of responsibilities

This plan acknowledges that preparedness begins with the individual and builds upon individual responsibility to include the buildings, departments, divisions and the college. The plan assigns responsibilities for emergency management to currently employed staff and faculty. The assignments of ERMT and Crisis Event Team (CET) members are made within the framework of the existing management organization of the college and each location.

2.4 Emergency Defined

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

LEVEL 1 – MINOR EMERGENCY: Any potential or actual incident that does not seriously affect the overall functional capacity of the college. 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 policy and procedures of the responding work units.

LEVEL 2 – MAJOR EMERGENCY: Any potential or actual incident that substantially disrupts a significant portion of the overall operations of the college. Outside emergency services, as well as major commitment of campus support services, may be required. The Roane State 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.

LEVEL 3 – 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 college 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 Roane State Police 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 people and property in the building. The Emergency Response Management Team (ERMT) shall be informed as soon as is possible.

LEVEL 4 – DISASTER: An event or incident that seriously impairs or halts the operations of the college. A disaster may result in multiple casualties and severe property damage. A coordinated effort of all college services and outside emergency resources will be required. The Emergency Response Plan will be activated by the President or designee.

2.5 Initial Response Plan

RSCC's initial response plan provides that the initial and primary responder to emergencies will normally be the Roane State Police 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 Roane State Police Department chain-of-command.

The Chief of Police, or in their absence, the highest ranking officer contacted, will take immediate steps to intervene in the emergency and contact the President. If the President cannot be contacted, then the Vice President of Business and Finance should be contacted, or a member of the Emergency Response Management Team (ERMT) should be contacted if neither the President or VP of Business and Finance is available.

2.6 Declaration of College State of Emergency

Roane State's Emergency Response Plan designates the President, the Roane State Police 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 ERMT, 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 ERMT 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 ERMT 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.

2.7 Tennessee National Guard

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

3.0 Pre-incident planning

It is not possible to predict when an emergency or crisis may occur; therefore, it is necessary to be preventative and pre-plan for as many situations as possible to ensure an effective response and timely recovery. Roane State is proactive in emergency planning and to ensure that all possible scenarios that might be a risk factor and cause the college a loss are mitigated to the best of our ability whether by reputation, credibility, resources, or closure, it is necessary to perform the tasks below:

Pre-incident planning includes, but is not limited to, the following:

1. National Incident Management System (NIMS) Compliance
2. Incident Command System (ICS)
3. Risk assessment
4. Mitigation and Controls
5. Emergency preparedness training, including drills
6. Continuity of Operations and Recovery Planning

3.1 National Incident Management System (Nims) and Incident command System (ICS)

Homeland Security Presidential Directive 5 (HSPD-5) (See Appendix B) established the National Incident Management System (NIMS) March 1, 2004. This directive is available at: <http://www.fas.org/irp/offdocs/nspd/hspd.html>. The National Incident Management System specifies the standardized methods all emergency responders should follow to plan, coordinate, and carry out responses to a variety of incidents. It allows campuses and local agencies to jointly manage incidents, regardless of their cause, size, location, or complexity.

The National Incident Management System features six integrated components that are the foundation of its systematic approach for responding to incidents:

1. Command and Management
2. Preparedness
3. Resource Management
4. Communications and Information
5. Ongoing Management and Maintenance

Within the NIMS framework, the Incident Command System is utilized on a local level to coordinate command and management of emergencies. The incident command system outlines how to address and manage emergencies; provides an operating structure; offers guiding concepts, principles and protocols; and establishes a command center, command team, and an incident commander. The incident command system manages both short and long-term operations for a broad range of emergencies, from small to complex incidents, both natural and man-made. The system activates roles and responsibilities based on the intensity and duration of an incident.

The ICS has five functions in all incidents that might occur on any campus:

1. Command
2. Operations
3. Logistics
4. Planning
5. Finance/Administration

3.2 Command

The President is responsible for the overall Incident Command (IC) and management working in unison with the Emergency Preparedness Coordinator and Campus Police, along with other responders to control and manage the situation. Any ranking or sworn on duty campus police officer is responsible for responding to the incident as the on-scene deputy Incident Commander and communicating and coordinating the response with the President, ERMT, as well as local law enforcement, EMA, EMS, fire, rescue, and public works if needed.

The on-scene Incident Commander will coordinate and manage all Incident Command System (ICS) functions. The person serving in this position may be replaced during an incident depending on its level of severity and the level of activation. Incident command is transferred to the individual or agency that possesses the necessary expertise to manage the situation and will be relinquished without hesitation.

The office of Marketing and Communications provides staff to serve as the Public Information Officer (PIO) during the event and receives information updates from the Liaison Officer, Incident Commander and Emergency Operations Center (EOC) director relative to incident activity. The Public Information Officer consults with the President and/or the EOC director regarding news updates and press releases. Press releases will be updated frequently (as needed) during the first few hours of an emergency with adjustments being made according to event updates.

The Liaison Officer establishes communication with officers and workers in the field and provides periodic updates to the EOC director and/or President.

The Safety Officer/Environmental Health and Safety Manager assess safety issues during/after an event. The safety officer informs officers/workers in the field, staff, and students of any safety related issues. They may be asked by the Facilities Management director to conduct damage assessments.

3.3 Operations

Operations roles and responsibilities focus on safety, well-being, accountability, management of the incident scene, and coordination of responding emergency services. Campus Police, ERMT and CET team members, local law enforcement and emergency service responders are responsible for the operations function.

3.3.1 EMERGENCY RESPONSE MANAGEMENT TEAM (ERMT)

The Emergency Response Management Team is responsible for the overall management of the situation and will be responsible for decision making during an active event as well as for activating and organizing the Emergency Operations Center (EOC) should the emergency reach that level of needed management.

The following individuals will serve on the college's ERMT:

- A President
- B Vice President of Business and Finance
- C Vice President of Workforce and Community Development
- D Vice President for Student Learning
- E Vice President Student Services and Innovation
- F Vice President of Institutional Effectiveness & Student Success Initiatives
- G Chief of Police
- H EH&S Compliance Manager
- I Dean of Students
- J Director of Physical Plant
- K Director of Marketing and Communications
- L Chief Information Officer
- M Administrative Assistant to the President
- N Compliance & Risk Officer
- O Dean of Health Sciences/Professor of Nursing
- P Satellite Site Directors (consultation/support when incident not at their campus)

3.3.2 Roane State Police Department

Campus Police will be responsible for communicating with local law enforcement relative to forming Entry and Search and Rescue Teams and with local emergency management agencies as needed with regard to the severity of the incident and the need for additional resources beyond that of the campus. Campus police will also be responsible for communicating and coordinating with local EMT/EMS. The campus public safety EMT director will work with local responders to coordinate staging areas for medical triage in support of local EMS and rescue services.

3.3.3 Crisis Event Teams

Crisis Event Teams are made of college employees into several types of support type roles ranging in purpose. Teams include but are not limited to:

- A Answer incoming phone calls
- B Make outgoing phone calls
- C Purchasing & Credit Cards
- D Shelter Check-In/Hospitality
- E Shuttle/Busses
- F Event Venue Hospitality
- G Runner
- H Special License/CPR

3.4 Planning

This team collects, evaluates and disseminates information about the scope of the incident. This team is responsible for providing information on alternate strategies for managing the event and documenting the status of the event. The planning team ensures that the needs of all students, staff, visitors, and parents are met by planning incident responses, assigning pre-designated roles and responsibilities, and providing training to staff.

Members of the planning team develop and conduct exercises, as well as complete after-incident debriefings, complete after-action reports, and reviews, updates, and modifies the emergency plan as needed. The Chief of Campus Police and the Emergency Preparedness Coordinator, along with members of the President's Cabinet (PC) and the Emergency Response Management Team (ERMT) is responsible for this function.

The President's Cabinet and the Emergency Response Management Team will convene as directed by the President; however, in most instances will only do so during catastrophic events. The PC/ERMT members will be the policy and decision makers and direct the management of the response and recovery efforts. Additional responsibilities of this team will include staffing and scheduling during the event, documentation of activities and decisions made, and volunteer management.

The Documentation Section (Scribe) is responsible for maintaining accurate and complete incident files, providing duplication services to incident personnel, and packing and storing incident files for legal, analytical and historical purposes. This section is also responsible for collecting, analyzing, and displaying information for use by field ICS personnel.

The Information Technologies Section (IT) is responsible for collecting, reviewing, and compiling specialized information to support incident operations, maintenance, and integrity of computer data and maintenance and integrity of communication systems.

Information Technologies will be responsible for this section.

The Counseling Services Team is responsible for developing a plan to respond to psychological needs of individuals traumatized by an incident.

The Business Continuity & Recovery Coordinator is responsible for developing plans and procedures to recover normal facility operations as soon as possible. This section will consist of Continuity Coordinator, campus facilities management staff, as well as TBR physical facilities staff. The continuity of operations and recovery Plan (COORP) team advises restoration of physical facilities and replenishment of basic fire protection and other safety procedures. Relocation of students, faculty, and staff workspace may be required and will be dependent upon the accessibility of communication and internet systems.

Reassignment of existing personnel and employment of temporary personnel may be required.

3.5 Logistics

The logistics team secures, and coordinates resources needed by students, staff, and first responders during an incident, including food for students, staff, visitors, and emergency responders, shelter and other supplies as needed. The team is responsible for acquiring any physical items that may be needed, such as back-up generators and modes of transportation. The team will also conduct damage assessments and coordinate structural recovery efforts as well as clean up with outside vendor services as needed.

The Food and Shelter Section, in the event of a major event on campus, will be long in duration, it will be necessary to arrange shelter areas and food service to support the service being provided to the campus by emergency responders and campus staff as well as others who may be temporarily sheltered on campus. Planning for on campus food service or arrangements with local providers is the responsibility of the logistics section.

Designation of shelter areas will also be the responsibility of the logistics section.

The Resource Management/Purchasing Section is responsible for placing and tracking all orders for supplies and equipment for the incident.

This involves establishing ordering procedures, names of incident personnel with ordering authority, consolidation of orders, and times and locations for delivery of supplies and equipment, and a filing system specific to the emergency event.

The Transportation Section (campus motor pool) will coordinate the allocation of campus vehicles and provide for supplies of gasoline for emergency use.

3.6 Business and Finance

This section is responsible for managing the financial and cost analysis aspects of the emergency. Cost recovery from state and federal disaster relief programs is highly dependent on the completeness, accuracy, and efficiency of detailed recordkeeping. The finance/administration team's responsibilities often depend on the severity and duration of an incident. Initial responsibilities include recording staff hours, expenses, and supplying documentation after the disaster.

The Human Resources Section is responsible for ensuring compliance with personnel policies, recording of employee time to assist payroll, documentation and direction for compensation and insurance claims.

The Payroll Section is responsible for personnel time recording and for ensuring compliance with personnel policy. The payroll section will be responsible for payment of salaries.

The Purchasing and Accounts Payable Sections are responsible for administering all financial matters pertaining to vendor contracts and procurement of resources as needed to aid in management of the emergency event. This section will be responsible for documentation of all emergency related purchases and expense documentation.

The Compensation Claims and Documentation Section is responsible for the overall management and direction of all compensation for injury and claims.

3.7 Risk Assessment

Risk assessment is an ongoing process that aids college departments and divisions in identifying critical processes or functions and preparing plans for preventing or mitigating potential loss or disruption due to critical incidents or threats. Risk assessment also identifies how departments may prepare for alternative work processes in the event of extended outages or relocation, through the preparation or revision of individual department Continuity of Operations Plans.

Continuity of Operations Plans serve as guidelines for responding to emergencies that impact/impair departmental and academic processes while addressing the life safety concerns involved in emergency responses.

Additionally, lead Campus Police and Facilities Management staffs are involved, on an ongoing basis, with risk assessments of campus grounds and facilities.

3.8 Mitigation

Prevention initiatives are a vital part of risk assessment and play a key role in eliminating or mitigating potential hazards before an incident occurs. Prevention includes any process or control in place to prevent the occurrence of an identified risk. Each college department should also be involved in preventative measures through development of a Risk Analysis and a Continuity of Operations Plan (COOP). Annual reviews of RA's and campus continuity of operations procedures are conducted to address any necessary modifications to existing plans.

3.9 Continuity of Operations and Recovery Planning

Continuity of Operations and Recovery Planning (COORP) activities consist of all major functional sections and departments within those sections formulating and implementing Continuity of Operations and Recovery Plans to maintain or resume basic operations. Business continuity activities enable the college to maintain a degree of business and student services, where essential, or to return to the original state prior to the incident, including rebuilding damaged property. Activities may include prolonged work adjustment procedures until full restoration is complete.

A Continuity of Operations and Recovery Plan (COORP) should be based upon assessment of critical functions and should include, but not be limited to, the following:

1. Department Continuity of Operations Plan distribution list
2. Designation of key emergency response leader and an alternate for the department
3. Designation of key recovery/restoration leader and an alternate for the department
4. A brief description of the department including departmental mission
5. Plan purpose and objectives
6. General guidelines for response to disruptions or familiarity with appropriate departmental and institutional response and communication requirements
7. Business impact analysis for the department to include:
 - a. Identification of critical functions of the department
 - b. Procedures for critical functions
 - c. Identification of vital records for the department
 - d. Identification of critical software/hardware needs
8. Emergency response check list

9. Departmental contact listing or phone tree to include office, home, and cell phone numbers, office and home e-mail addresses, and fax numbers
10. Alternative or adjusted work procedures in the event of prolonged disruption
11. Emergency personnel assignment log sheet/documentation
12. Emergency action log sheet/documentation
13. Continuity of Operations Plans are invoked as determined by the college Emergency Response Management Team

3.10 Emergency Operations Center

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

The President or designee will serve as the individual in charge of the operations of the EOC. Members of the Emergency Response Management 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 ensure the best use of the resources needed to handle the emergency situation. Some members of the Emergency Response Management Team will be assigned to the Command Post.

A log will be maintained in the main 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. Incident Packets will be in identified EOC locations and at each site with the Director.

3.11 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 whose personnel are directly involved in the emergency response will report to the command post, as will commanders from responding agencies external to the college. 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.

3.12 EVACUATIONS AND RELOCATIONS

The decision to evacuate an area should be made by the President, Vice President of Business and Finance, Vice President for Student Learning, Director of Physical Plant, and/or the Chief of Police in consultation with the ERMT when it is practicable to consult with the ERMT. These designated administrators may unilaterally determine that an evacuation is necessary in the absence of the ERMT and issue an evacuation order. Notification of evacuation may be accomplished by phone, radio, loudspeaker, or by personal contacts.

While the Roane State Police Department or local law enforcement personnel have primary responsibility, college employees such as Physical Plant employees may need to assist in the effort if possible. During the evacuation process the people 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 college. The Roane State Police Department or appropriate personnel should be responsible for identifying routes of egress/ingress. The Roane State Police 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.

See APPENDIX A for General evacuation procedures.

3.13 SHELTERS

Primary shelter locations will be designated at the main campus and all satellite campuses of the college. 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 college facility. Procedures for a "Shelter in Place" or "Lockdown" are in Appendix B.

3.14 NEWS MEDIA

The college Crisis Communication Plan is included as Appendix C. No college employee, other than the President, Chief of Police, Public Information Officer or a designated administrator, should release information to news media representatives, unless instructed to do so. All news media requests should be directed to the Marketing and Communications office, the designated administrator, or the EOC.

The college will designate a location for press conferences during emergency incidents. The college's Public Information 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 C also lists institutional / local media contacts and information regarding the release of student and employee records.

3.15 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 E is a Volunteer Statement / Understanding of Agreement (e.g., Volunteer Registration Form) to register volunteers during an emergency response period.

3.16 PURCHASING GUIDELINES

All emergency purchases will be handled in the shortest possible time frames. To the greatest extent possible, college 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. Appendix F & Appendix G

3.17 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 college. Appendix D is a list of the type and number of institutional vehicles on the Roane County campus. Physical Plant will have a coordinator responsible to maintain information and lead the bus/shelter Crisis Team.

3.18 LINES OF COMMUNICATION

Generally, the primary means of communications during an emergency are telephones, cell phones, and police radios. If the institutional phone system has been rendered inoperable then the EOC, ERMT, 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.

3.19 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.

3.20 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 of Business and Finance Office. Maps of all sites and buildings are also maintained on nSide Platform. 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 ERMT.

3.21 MAINTENANCE AND DISTRIBUTION OF EMERGENCY RESPONSE PLAN

Electronic and hard copies of the Emergency Response Plan will be maintained by all members of the Emergency Response Management Team and department/office heads who will have significant roles in responding to emergencies. The plan should also be maintained in the Roane State Police Department. A copy of the plan will be located in the library and posted on the college's website. An electronic copy of the plan will be maintained in the College Continuity Plan section of the Quali system which will allow access during an emergency as these are off RSCC server and should also be printed and maintained in the Compliance offices.

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

On an annual basis the President or designee, in consultation with the Emergency Preparedness Coordinator and ERMT, will review the plan and update/modify the plan as necessary.

3.22 EMERGENCY RESPONSE PLAN TRAINING

Members of the ERMT 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 college's plan. On a periodic basis different aspects of the plan will be tested, either through simulated exercises, in-service training, or tabletop exercises as appropriate.

Training should be conducted by supervisors within their own work units or by a combination of the Director of the Physical Plant, Safety Officer, and RSPD. The college's Safety Committee is available to assist in these training exercises as necessary.

Section 4 – College Emergency Response Management

4.0 Executive Policy Group/President’s Cabinet

An integral part of the Roane State’s Emergency Response Management Team (ERMT) is the President’s Cabinet who would be the policy decision making group if needed. This group is comprised of the following members:

- A President
- B Vice President of Business and Finance
- C Vice President of Workforce and Community Development
- D Vice President for Student Learning
- E Vice President Student Services and Innovation
- F Vice President of Institutional Effectiveness & Student Success Initiatives
- G Chief Information Officer
- H Administrative Assistant to the President
- I Compliance & Risk Officer
- J Internal Audit
- K Director of Marketing & Communications
- L Support Staff President
- M Faculty Senate

4.1 ERMT ADMINISTRATORS’ SPECIFIC RESPONSIBILITIES

All ERMT administrators are expected to serve as an advisor to the president when needed and complete other duties as assigned by the president. This includes some of the responsibilities (but not limited to) that the college may designate to the administrators in the following positions:

4.1.1 PRESIDENT

Chris Whaley

Campus Phone: 865-882-4501 Office Location: Dunbar 200D

1. Declares campus state of emergency if necessary
2. Provides overall leadership and motivation during emergency
3. Establishes and ensures focus on top priorities
4. Approves major decisions
5. Activate the Emergency Response Plan and designate an on-scene incident commander
6. Be responsible for the overall operation and management of the Emergency Response Plan
7. Move to the EOC and manage the Emergency Team and necessary support personnel
8. Notify the Tennessee Board of Regents System Office and other state, local, and federal offices as necessary
9. Contact for National Guard support will be obtained via a request to the Governor through the Chancellor
10. Maintain contacts with TBR Central Office, city, county, state and federal officials
11. Authorize large expenditures, contingency contracts and funding of emergency projects exceeding current funding levels
12. De-activate the plan when appropriate

4.1.2 VICE PRESIDENT OF BUSINESS AND FINANCE

Marsha Mathews

Campus Phone: 865-882-4220 Office Location: Dunbar 200C

1. Serve as primary backup/designee for President in the event of absence
2. Oversee operational coordination
3. Provide assistance in activation of the Emergency Response Plan and ensure that key personnel are notified
4. Acquisition of resources from outside the college
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

4.1.3 VICE PRESIDENT FOR WORKFORCE & COMMUNITY DEVELOPMENT/SATELLITE CAMPUSES

Teresa Duncan

Campus Phone: 865-882-4648 Dunbar 200B

1. Serve as a secondary backup for President in the event of absence
2. Coordinate activities and communication with local branch campus directors
3. Ensures local site directors activate appropriate plans and report status
4. Assist with community relations efforts in the affected communities

4.1.4 VICE PRESIDENT FOR STUDENT LEARNING

Diane Ward

Campus Phone: 865-882-4513 Office Location: Dunbar 200A

1. Acquisition of needed scientific expertise from college faculty
2. Decide if classes will be suspended or canceled
3. Coordinate the relocation of classes
4. Ensured academic continuity (remote teaching)
5. Ensure the integrity of academic records to the greatest extent possible
6. Facilitate support of employees, and families of employees, who are casualties as a result of the emergency

4.1.5 VICE PRESIDENT FOR STUDENT SERVICES AND INNOVATION

Jamie Stringer

Campus Phone: 865-882-4493 Office Location: Dunbar 1111

1. Ensures student well-being and support services during and after emergencies
2. Leads communication for counseling, accessibility, and community needs

4.1.6 VICE PRESIDENT FOR INSTITUTIONAL EFFECTIVENESS & STUDENT SUCCESS INITIATIVES

Karen Brunner

Campus Phone: 865-882-4606, ext. 4210 Office Location: Dunbar 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 Information Officer as needed
4. Provide data support for incident tracking and recovery planning.
5. Evaluate effectiveness of emergency protocols post-incident

4.1.7 EMERGENCY PREPAREDNESS COORDINATOR

Myles (Milo) Lawson

Office Phone: 865-354-3000 ext. 4794 Office Location: Yager 103

1. Composition of the Emergency Response Plan for the college.
2. Organize, delegate, and conduct various training and drills, evaluate afterwards
3. Appoint and establish, under advisement of ERMT, a drill assessment team
4. Ensure that emergency communications at all campuses are up-to-date and reliable.
5. Render the emergency area safe from utility and physical hazards with assistance of Director of Physical Plant
6. Monitor, evaluate, and recommend procedures for all incident operations for hazards and unsafe conditions as well as health and safety of emergency responder personnel and volunteers
7. Responsible for developing the site safety plan and safety directions in the Incident Action Plan/EOC Safety Plan.
8. Make recommendations concerning areas requiring evacuations and initiate evacuations, as necessary

4.1.8 CHIEF OF POLICE

Danny Wright

Campus Phone: 865-882-4512 Office Location: Yager 104

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 incident commander of the command post
16. Maintain communications with the EOC
17. Serves on the Behavioral Intervention Team and participates in post-crisis debriefings.

4.1.9 DIRECTOR OF PHYSICAL PLANT/FACILITIES MANAGEMENT

David Webb

Campus Phone: 865-882-4541 Office Location: Physical Plant

1. Render the emergency area safe from utility and physical hazards with assistance of Safety Officer
2. Provide vehicles and operators necessary for evacuations
3. Provide personnel for maintenance of shelter areas
4. Leads damage assessment team
5. 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

4.1.10 DEAN OF STUDENTS

Lisa Steffensen

Campus Phone: 865-882-4540 Office Location: Dunbar 100B

1. Supports student well-being and behavioral intervention during emergencies
2. Coordinates care response, mental health referrals, and academic support accommodations for impacted students
3. Manage the establishment of an information system in a central location in conjunction with Information Technology and Public Information to deal with inquiries regarding the well-being of the members of the college community
4. Works with the VP of Student Services & Innovation to ensure students receive accurate information, ongoing communication, and access to resources.
5. Coordinate all activities related to college community members' safety and well being
6. Serves on the Behavioral Intervention Team and participates in post-crisis debriefings.

4.1.11 DIRECTOR OF MARKETING AND COMMUNICATIONS/PIO

Sarah Self

Campus Phone: 865-882-4559 Office Location: Yager 104

1. Act as Public Information Officer
2. 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, designee, or TBR Central Office
5. Keep the ERMT advised of press inquiries
6. Maintain liaison with news media sources
7. Maintain social media update as appropriate
8. Verify and/or issue media credentials
9. Coordinate donations in conjunction with the Vice President for Institutional Effectiveness & Student Success Initiatives

4.1.12 Chief Information Officer – CIO

Keri Phillips

Campus Phone: 865-882-4548 Location: Dunbar 225

1. Maintain communications and coordination with off-campus service providers
2. Provide telephone lines and instruments required to support emergency operations
3. Provide current emergency lists of students, staff, faculty for crisis teams
4. Ensures IT systems are secured and accessible
5. Activates remote access protocols and protects data continuity.

4.1.13 ADMINISTRATIVE ASSISTANT TO THE PRESIDENT

Sherry Jackson (Kirkland)

Campus Phone: 865-882-4501 Office Location: Dunbar 200D

1. Coordinate documentation of meetings, decisions, communications, etc.
2. Supports communications flow
3. Serves as point of contact for leadership logistics

4.1.14 COMPLIANCE & RISK OFFICER

Tamra Oliver

Campus Phone: 865-882-4557 Office Location: Dunbar 200G/Yager 103

1. Serve as Liaison Officer, being point of contact for representatives of other governmental agencies, non-governmental organizations, crisis event teams, and/or private entities.
2. Act as backup to the Emergency Preparedness Coordinator
3. Leads development and activation of the Continuity of Operations Plan
4. Coordinates recovery efforts to maintain or restore critical functions, documents incidents for reporting, and supports after-action reviews and improvement planning
5. Ensures all emergency response actions align with legal, regulatory, and college policies.

4.1.15 DEAN OF HEALTH SCIENCES/PROFESSOR OF NURSING

Pat Jenkins

Campus Phone: 865-882-4809 Office Location: Y- 317

1. Take immediate action to care for injured persons in conjunction with law enforcement

2. Mobilizes trained nursing personnel to assist in medical response
3. Establish triage area for minor injuries
4. Coordinate with off-campus medical personnel to staff major triage areas
5. Oversee medical aid/triage stations if deployed
5. Transport or secure transportation of medical supplies (e.g., basic first aid material, nebulizer, crutches, splints, medications, stethoscopes, blood pressure cuffs, and suture supplies) to the triage areas

4.1.16 SATELLITE CAMPUS SITE DIRECTORS

1. Serve as Chief Administrative Officer for the campus
2. Activate site-specific emergency protocols
3. Ensure safety of staff and students
4. Report status to Vice President of Workforce and Community Development over Satellite Campuses

CAMPUS	FIRST NAME	LAST NAME	CAMPUS LOCATION	CAMPUS PHONE
Campbell	Sharon	Wilson	201 Independence Lane, La Follette, TN 37766	(865) 354-3000 ext. 4103
Campbell (alternate)	Miranda	Goins Heatherly		(865) 882-4534
Cumberland	Dewayne	McGhee	2567 Cook Rd., Crossville, TN 38571	(865) 354-3000 ext. 4141
Cumberland (alternate)	Stan	Tabor		(865) 354-3000 ext. 4147
Cumberland Business Incubator	Holly	Hanson	2569 Cook Rd., Crossville, TN 38571	(865) 354-3000 ext. 4866
Fentress	Cheryl	Tays	Fentress	(865) 354-3000 ext. 4189
Knox	Kirk	Harris	132 Hayfield Rd., Knoxville, TN 37922	(865) 354-3000 ext. 4784
Loudon	Susan	Williams	100 West Broadway, Lenoir City, TN 37771	(865) 354-3000 ext. 4336
Loudon (alternate)	Erin	Self		(865) 354-3000 ext. 4339
Morgan	Melody	Kees	150 Longview Dr., Wartburg, TN 37887	(865) 354-3000 ext. 4387
Morgan (alternate)	Jana	Howard		(865) 354-3000 ext. 4729
Oak Ridge	Andy	Spellman	701 Briarcliff Ave., Oak Ridge, TN 37830	(865) 354-3000 ext. 2301
Oak Ridge (alternate)	Sandy	Vann		(865) 354-3000 ext. 4802
Roane	Teresa	Duncan	276 Patton Ln., Harriman, TN 37748	(865) 882-4648
Roane (alternate)	Kristi	Beason		(865) 882-4524
Scott	Skip	Jones	410 W.H. Swain Boulevard, Huntsville, TN 37756	(865) 354-3000 ext. 4427
Scott (alternate)	Jessica	Rivera		(865) 354-3000 ext. 4432

Anderson HEC (<i>follows ORBC</i>)	Sonya	Parker	220 Frank L. Diggs Dr., Clinton, TN 37716	(865) 481-3000 ext. 2031
Tamke-Allan Observatory	David	Fields	334 Caney Creek Rd., Rockwood, TN 37854	(865) 927-5155
Princess Theater	Courtney	Minton	421 N. Roane St., Harriman, TN 37748	(865) 882-4633; (865) 882-4530

ADDITIONAL COMMAND STAFF

Additional command staff positions may be necessary depending on the nature and location(s) of the incident, and/or specific requirements established by the Incident Commander. For example, a medical advisor may be designated and assigned directly to the Command Staff to provide advice and recommendations to the Incident Commander in the context of incidents involving medical and mental health services, mass casualty, acute care, epidemiology, and/or mass prophylaxes considerations, particularly in the response to a bioterrorism event.

GENERAL EVACUATION PROCEDURES

1. Building Evacuation

- All building evacuations will occur when an alarm sounds and/or upon notification by college 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 college 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.

EMERGENCY CODES AND PROCEDURES

	<h1>ROANE STATE COMMUNITY COLLEGE</h1>
<h2>CODE RED IMMINENT THREAT</h2>	
<p>Instruction/Work STOPS Evacuate-IF SAFE-IF NOT, remain inside Classroom/Offices LOCKED-DO NOT OPEN THE DOOR FOR ANYONE COVER glass on doors and windows Remain QUIET AWAIT FURTHER INSTRUCTIONS</p>	
<h2>CODE ORANGE SHELTER IN PLACE</h2>	
<p>Instruction/Work CONTINUES Exterior Doors/Classrooms/Offices LOCKED AWAIT FURTHER INSTRUCTIONS</p>	
<h2>CODE BLUE MEDICAL EMERGENCY</h2>	
<p>Clear Hallways/Stairways/Entrances for medical personnel AWAIT FURTHER INSTRUCTIONS</p>	
<h2>CODE BLACK WEATHER</h2>	
<p>EVACUATE to a designated storm shelter AWAIT FURTHER INSTRUCTIONS</p>	
<h2>CODE GREEN NORMAL DAILY ACTIVITIES</h2>	
<p>Normal Operations and Activities</p>	

IMMINENT THREAT (INTRUDER - VIOLENT OR CRIMINAL BEHAVIOR) – CODE RED

Campus Police Department 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 Police at 4500 or if Campus Police 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 Police 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 Police and report the incident.
5. Assist Campus Police 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 Police and seek emergency first aid, if necessary
7. **Lockdowns** may be communicated by Campus Police and/or Emergency Preparedness Coordinator. Additionally, the campus siren/alert 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 – CODE BLACK

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.
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 Police.
 - 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.

SIREN ALERT TONES

Message System is automated and will clearly identify type of alert, however traditional alerts are as below:

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

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

Fire Alarm (Exit Building)

APPENDIX C

CRISIS COMMUNICATION AND MEDIA INFORMATION PLAN

CRISIS COMMUNICATION PLAN (Marketing & Communications/Public Information)

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.

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

3. Specific Student Crisis Action Plans

- a. Accident or Injury
 - i. If a student is injured on campus and the injury is serious enough to warrant medical intervention, the Marketing and Communications Office should be notified immediately.
 - ii. The Marketing and Communications Office should receive updates after the crisis subsides to keep the media informed about the student's condition.
 - iii. The same procedures apply to similar circumstances involving faculty, staff, and/or visitors.
- b. Fire/Natural or Person-Made Disaster
 - i. If the college suffers any type of disaster during the daytime or after hours, the Public Information Officer should be contacted immediately.
 - ii. 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 examples of potential sites.
- c. Legal, Financial, Personnel
 - i. In the event of a legal, financial, or personnel crisis, the Public Information 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
 - i. In the case of any type of health crisis, the College will maintain the strictest confidentiality.
 - ii. 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.
 - iii. In the case of a Pandemic Outbreak, which forces the college to be closed, MarCom staff will provide regular news updates using email, webpage, radio, TV, telephone message and, for more in-depth coverage, local newspapers. MarCom will piggyback on its inclement weather calling system, and utilize Rave alerts. People will be directed to the web for further updates.

KEY MEDIA CONTACTS

The Marketing and Communications office maintains a current listing of media contacts that consistently cover the college and represent a core group that would be contacted in a crisis. In an urgent need, social media such as Twitter, Facebook, etc. may be utilized for communications in order to expedite the release of information.

DISSEMINATION OF PUBLIC ALERT NOTICE INFORMATION

The Marketing and Communications office to the extent feasible will coordinate the dissemination of public alert notice information including the use of the college's text messaging system, emails, app systems, and other communication. All public information requests are maintained in the Marketing and Communications office.

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 Police 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 Registrar, the Vice President of Student Services and Innovation, the Vice President of Academic Services, or the President. 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 public records must be directed to the Marketing and Communications Office. Individual departments and employees are not authorized to release personnel records.

APPENDIX D

COLLEGE VEHICLES

At any given time, many of these vehicles are being used for college 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.

Harriman Campus

NUMBER OF VEHICLES	TYPE OF VEHICLE
1	Campus /Police Security Cars--Marked
2	Campus/Police Security Cars--Unmarked
2	15-Passenger Shuttle Bus
6	Pick-up Trucks
1	Box Truck
7	Cargo Van
2	Bucket Trucks
1	Toyota Camry
4	Van (1Caravan, 3 ProMaster)
1	Dump Truck
1	40-Passenger Executive Coach Bus
4	Kubota Utility Vehicle
1	Kubota Track Loader
1	Kubota Hydraulic Shuttle Tractor
1	Kubota Utility Cab Tractor
1	Tandem Gooseneck trailer

Oak Ridge Campus

1	Campus /Police Security Cars--Marked
1	Campus /Police Security Cars--Unmarked
1	Box Truck
2	Pick-up Trucks
1	Kubota Utility Vehicle

Cumberland County Campus

1	Campus /Police Security Cars--Marked
1	Pick-up Trucks

Scott County Campus

1	Campus /Police Security Cars--Marked
1	Pick-up Trucks

Campbell County Campus

1	Campus /Police Security Cars--Marked
1	Pick-up Trucks

GASOLINE STORAGE TANKS

The college maintains a 500 gallon gasoline tank and a 295 gallon diesel storage tank.

APPENDIX E

TBR Form V-1

STATEMENT OF UNDERSTANDING / AGREEMENT BETWEEN

Roane State Community College AND _____
Volunteer Name (please print or type)

9. The volunteer understands that he/she shall not be considered an employee, agent, or independent contractor employed by the College 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.
10. 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.
11. The volunteer understands that (T.C.A. 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 of omissions done for personal gain, an authorized volunteer is immune from suit to the same extent as state employees. Persons injured by the actions of a volunteer are able to file a claim directly against the state.
12. 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.
13. The volunteer acknowledges that he/she may not operate automotive or other state-owned equipment of the institution without specific written authorization from the President or Director of the institution.
14. 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 of performance of this Agreement.
15. 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.
16. This Agreement may be terminated at any time upon written notice of the volunteer or the president of Roane State Community College.

ACKNOWLEDGEMENT

I, _____, 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 _____ through _____.

Last 4 of Social Security # of Volunteer _____ Responsibilities of Volunteer _____

Address of Volunteer: _____

Signature of Volunteer: _____ Date: _____ Date of Birth: _____

Recommendation of Approval of Statement of Understanding/Agreement:

Supervisor of Volunteer: _____ Department: _____ Date: _____
(Please print or type)

Approval of Statement of Understanding/Agreement:

President, Director, or designee _____ Date: _____

EMERGENCY PURCHASE AGREEMENT

Emergency purchases may need to be made in the time of crisis. When making emergency purchases, I agree to the following conditions:

1. I agree the purchase will be made for items needed in a crisis situation of Roane State Community College.
2. I agree to complete any and all reporting requirements promptly as soon as reasonably possible for recording of the expenditure.
3. If purchase is for food over \$50, a signed food authorization form will be sent to the Purchasing Department as soon as reasonably possible after the crisis.
4. The purchase will not be made by anyone but myself without prior authorization.
5. If using a credit card for the purchase, the card will be returned as soon as reasonably possible after the crisis.
6. If the credit card will be held for more than one day, the card will be kept in a secure location.
7. Each receipt for emergency purchases will be signed and attached to the Emergency Purchase Form. The account number and purpose for the purchase listed will be listed on the form.
8. I agree to reimburse the College immediately for any purchase made in the event that the expenditure is deemed inappropriate for purchase with College funds.
9. I authorize the College to deduct from my payroll check any disallowed charges which have not been resolved within thirty (30) days of receipt of notification of the questioned charges.

By signing below, I agree to the terms and conditions stated above. I understand the violation of any of the above terms and conditions may result in immediate cancellation of card privileges and require immediate return of the charge card to the purchasing department.

Employee Signature: _____	Date: _____
Budget Manager: _____	Date: _____
Supervisor: _____	Date: _____
Purchasing Agent: _____	Date: _____

APPENDIX H

MODEL STUDENT BEHAVIOR INFORMATION

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.

Student Misconduct Reports

Any student who engages in behavior prohibited by Policy SA-06-01 Student Discipline policy should be reported to the Dean of Students using the procedures outlined in policy SA-06-01.

Referrals are accepted from the Campus Police 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. Faculty and staff should use the form provided online at www.roanestate.edu; keyword: complaints. [Direct link to the form](#)

Once a report is received, the Dean of Students will review the report as soon as possible and will determine if it is likely that college policies have been violated and decide the level of severity of the case. Please refer to policy for more information.

If the student described poses an immediate threat to the college community, an interim suspension will be issued to the student through established college procedures. During an interim suspension, the student shall be denied access to the campus (including class attendance) and/or all other college 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 them 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 college 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 college is seeking suspension or expulsion may go before the RSCC Discipline Committee or may be adjudicated via the Tennessee Uniform Administrative Procedures Act.

Students who are suspended or expelled from college 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 college 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.

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 by request via the Dean of Students Office.

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 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 their behavior at your request, OR if you believe the student poses an immediate threat to yourself, classmates, or themselves, you should contact Campus Police at 4500 or dial 911 from your classroom telephone or cell phone.

Violations of the Student Discipline Policy:

Any student who engages in behavior prohibited by the RSCC Student Discipline Policy should be reported to the Dean of Students Office. 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 regarding 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 Dean of Students Office and/or Counseling Staff to determine the best plan of action based on the specific circumstances of the case. If a specific threat has been made, the Campus Police Department or 911 should be contacted immediately.

Early Alert Program:

Faculty are encouraged to file a Faculty Early Alert form if they wish to report a potential academic performance or personal issue in the life of a student with whom they are working. The form is available in Raidernet SSB under Faculty Services. Faculty Early Alert forms are directed to the Success Coach if a student has one or to the Dean of Students Office. Dual Enrollment/Middle College student early alerts are directed to those teams respectively. Contact with the student is made via text, email, phone or letter outlining the resources available at Roane State including the Learning Center, the Advising Resource Center (ARC), Disability Services and/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 call 911 for immediate crisis intervention services.

Behavioral Intervention Team

The RSCC Behavioral Intervention Team (BIT) 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, Counseling Services, Campus Police, and Compliance. Students may be referred to the committee for further review by contacting the Dean of Students, Counseling staff or utilizing the [online report form](#).

Civility Codes

I. Statement of Community Standards and Expectations

The college is committed to the ideal of developing and nurturing a community of scholars. The choice to associate or affiliate with the college 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 college 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 college community is composed of individuals representing different races, ethnicities, and cultures. The college does not discriminate on the basis of race, color, religion, creed, ethnicity or

national origin, sex, disability, age, status as a protected veteran, or any other class protected by federal or state laws and regulations, and by Tennessee Board of Regents policies with respect to employment, programs, and activities.

Commitment to the Community

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

Freedom of Expression

The college 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.

II. 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 college 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 their 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.

1. Each student shall have the responsibility to pursue their academics honestly and to attend class regularly and in good faith. Students shall be honest in all interactions with other students, faculty, and staff.
2. Each student shall have the responsibility to respect the rights and property of others, including students, faculty, staff, and college guests and visitors.
3. Each student shall have the responsibility of upholding the community standards and expectations as set forth by the institution which include honesty, a respect for diversity, commitment to community, and freedom of expression.

4. Each student shall have the responsibility of being fully acquainted with and complying with all published college rules and regulations.
5. Each student is expected to comply with directives of institutional officials who are acting in the performance of institution-related duties.
6. Each student shall be responsible for always carrying identification with them that clearly indicates they are a student of the institution.
7. Each student shall have the responsibility of recognizing that their behavior reflects not only on the individual but also on the entire institutional community.
8. Each student shall have the responsibility of recognizing the responsibility of the institution to insure an educational environment for all students.
9. 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.
10. Each student shall have the responsibility of being good stewards of the institution's resources.

WHEN VIOLENCE OCCURS ON RSCC CAMPUSES - STUDENT ASSESSMENT CRISIS PLAN

All employees are expected to 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. Therefore, it is suggested that schools remain proactive in their 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.

BEHAVIORAL INTERVENTION TEAM

Roane State Community College has established per TBR policy a Behavioral Intervention Team. whose members are committed to the mission of the college and their mission to promote the safety and wellbeing of students, faculty and staff by reviewing, assessing and responding to reports of concerning behaviors to determine the best methods of offering support and intervention to members of the community in need.

When violence occurs, the Behavioral Intervention Team members will respond to both individual and community crises when appropriate and can serve as a communication link to the entire college when such events occur. This is done in collaboration with Campus Police Department.

BIT Members

- A. Dean of Students (chair)
- B. Police Chief or designee
- C. Vice President Student Services
- D. Executive Director of Student Services

E. Compliance Officer/Title IX Coordinator

F. Counselor