

10:02:01:00 Emergencies and Threats to the College Community

Purpose:

Dyersburg State Community College (DSCC) is committed to the welfare of its community, students, faculty, staff, and visitors. To fulfill the College's mission and commitments in the event of a disaster/crisis /emergency, the College strives to become disaster resistant. Disaster resistance is achieved through recognition and analysis of the risks of natural and man-made hazards, mitigation of the human and economic impact of disasters, and comprehensive planning for resumption of College functions. DSCC's Emergency Preparedness Plan provides the framework from which the college will minimize the danger to life and property resulting from natural and man-made disasters.

Scope:

In the event that a situation arises, either on or off campus, that, in the judgment of the DSCC President, constitutes an ongoing or continuing threat, a "timely warning" will be issued to members of the DSCC community through one or more systems including, but not limited to, the following:

- E-mail – email to all students, faculty, and staff
- ALERTUS – notice on all campus-wide office and classroom computers
- RAVE – text message to cell phones of all employees and students who have signed up
- DSCC website (www.dsc.edu)
- DSCC Facebook page

Policy:

DSCC will, without delay, determine the content of the notification and initiate the notification system unless issuing a notification will, in the professional judgment of responsible authorities and taking into account the safety of the community, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

The authority to declare a campus state of emergency rests with the President or her designee. During the period of any campus major emergency, the Physical Plant Director shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and secure control and access to campus physical facilities. The Physical Plant Director shall immediately consult with the President and

the Vice President of Finance and Administrative Services regarding the emergency and the possible need for a declaration of a campus state of emergency.

Delegation of Authority: In event of the absence of the President and/or other Vice Presidents, the line of authority is:

Vice President for the College

Vice President for Finance and Administrative Services

Vice President for Technology

Vice President for Institutional Advancement

The following is a list of the types of emergencies that can be experienced by the college:

1. Natural Causes
 - a. Tornadoes
 - b. Earthquakes
 - c. Severe Winter or Ice Storm
 - d. Building Emergency (structural damage caused by any emergency)
2. Accidental Causes
 - a. Fires (chemical, natural gas, electrical or ordinary structural)
 - b. Hazardous chemical accidents or spills (vapor or liquid)
 - c. Transportation accidents (airplane, railroad car, automobile/truck)
 - d. Explosions (compressed gas, containerized liquid or man-made)
 - e. Prolonged utility outages (gas, electricity, cooling system, water)
3. Societal Causes
 - a. Civil disturbance on campus or at centers
 - b. Hostage situation
 - c. Bomb threats or explosions
 - d. Terrorist action

Anyone with information warranting a timely warning should report the circumstances to the President's office (731-286-3300 or 731-676-8930) or the Director of Physical Plant (731-676-8929).

Initial Response Plan: The initial and primary source for all emergency information is the Physical Plant Director (PPD). While the PPD may not be the first to detect an emergency situation, as soon as he or she is notified, the initial steps listed below will be taken.

Upon notification or observation of an emergency situation, the PPD will:

- a. Ensure that the appropriate alarms (fire or tornado) or alerts (radio, ALERTUS or RAVE) have been activated to alert the college community to approaching or imminent danger.
- b. Dispatch sufficient staff to the scene to alert the college community and to prevent harm or destruction of College or private property.
- c. Notify the President and the Vice President for Finance and Administrative Services of the emergency/disaster.
- d. Notify city and county emergency personnel as needed.

Declaration of Emergency and Activation Plan: The PPD will take the immediate steps necessary to intervene in the emergency to reduce the threat of potential injury or loss of life or property. He or she will inform the President of the emergency situation directly and will notify Emergency Response Management Team (ERMT) members and other key staff as appropriate.

- a. The Public Information Office will be notified of the emergency situation. If appropriate, the media will be notified. All external communication and requests for information will flow through this office.
- b. The President will assemble the remainder of the ERMT members for briefing, consultations, and the development of an action plan. The ERMT will advise the President as to whether a state of emergency should be called. If it is deemed that it is not necessary to declare a state of emergency, ERMT members will work with the Vice President for Finance and Administrative Services to assure that the College returns to normal operation as soon as possible.
- c. An Emergency Operations Center (EOC) will be established. A secondary and off-site EOC is identified in DSCC's Emergency Preparedness Plan.
- d. A command post will be established by emergency personnel and/or the PPD at the campus or location near the emergency. The post may be inside or outside depending on the circumstances of the emergency. The command center's purpose is to provide a single on-scene location for command and control purposes and damage assessment. The institution's upper level managers and directors will report to the command post as well as commanders from responding agencies external to the institution.

Campus Evacuations: Evacuations of all or part of the campus or center grounds will be announced by the President and/or the Physical Plant Director. Evacuation of DSCC Centers will be announced by the respective Center Director. All persons are to immediately vacate the area in question. Instructors and their designees are responsible for assisting persons with disabilities.

Tornado Watch: A Tornado Watch means that tornadoes could develop in the general area. DSCC may receive notice of this condition through our own weather radio monitor or through public broadcasts. At this time, the Custodian for each building will ensure the designated "Tornado Shelters" are unlocked. Tornado Watch information will be passed to all faculty, staff, and students as soon as feasible. Faculty should continue with routine activities but be prepared to take protective measures.

After 4:30 p.m., during periods of bad weather, our night security guard will monitor the weather network. When a watch is issued, he/she will notify the night custodians by radio and will personally notify persons in the LRC and the Student Center. The custodians notify everyone in their respective buildings that a watch has been issued and start unlocking doors to designated areas.

A weather radio is located at the front desk at the Gibson County and Jimmy Naifeh Centers. When a tornado watch has been issued for Tipton County, both the day and evening secretaries are to notify instructors of each class that a watch has been issued. At this time, the secretaries will give each instructor an instruction sheet to be read aloud in class to the students. The secretary should also check the computer lab and the LRC for students and read aloud to them the instruction sheet for a tornado warning.

Continuing Education staff will notify a responsible member of each group of watch conditions, the warning signal and designated shelter areas. The evening security guard will also check on these groups.

Tornado Warning: A Tornado Warning means that a tornado has actually been spotted in the general area. Tornadoes come and go so quickly that there may not be time for a warning. When in doubt, take cover. In case of a tornado warning, instructors or their designees are responsible for aiding persons with disabilities. When the National Weather Service issues a tornado warning, the campus bell system will be manually activated in a series of short rings. Intermittent rings = Go to Shelter. One long ring = All Clear. When the bell alarm sounds, take immediate action. Go to the first floor. Do not use elevators.

Tornado Shelters

Eller Building (1st Floor)	
Room 103	President's file closet
Room 108	First floor entrance to women's restroom
Room 110	First floor men's restroom and hallway
Room 113	Business Manager's office
Room 114	Business Office Vault
Room 124	Vice President for the College inner office and file closet
Room 129	Financial Analyst Office
Room 136	Finance Training Room Vault
Room 142	Print Shop Mail Room
Room 144	Information Research Technician office
Room 149	Institutional Advancement inner office
Room 153	Public Relations closet
Room 157	First floor janitor's closet

Glover Building (1st Floor)	
Room 113	Janitor's closet
Room 121	Entrances to men's restroom
Room 122	Entrances to women's restroom
Room 126	Dean of Nursing storage closet
Room 128	Dean of Nursing inner office
Room 128	Entrance hallway to faculty offices
Room 135	Faculty office
Room 142	Faculty office

Glover Building (1st Floor)

Room 153

Inner offices of Nursing Division

Learning Resources Center

Room 119

Storage area

Room 120

Work room

Room 128

Tutoring room

Hallway restrooms

Campus Activities Building (CAB)

Hallway entrances to the auditorium

Hallway restrooms

Restrooms/storage closets off Green Room

Bookstore storage room

Student Center Building

Office corridors

Restrooms

Café storage

Breakroom

Math Building

Room 154

Lounge

Room 176

Corridor

Maintenance

Physical Plant Director's office

Security Bank Comm. Learning Center

Basement

Gymnasium

Room 103

Men's restroom

Room 108

Women's restroom

Room 113

Concession area

Room 116

Trainer's room

Gymnasium	
Room 123	Men's restroom
Room 126	Men's restroom
Room 128	Athletic Director office
Room 132	Corridor
Room 140	Vestibule in men's restroom
Room 144	Baseball office
Room 147	Faculty restrooms
Room 154	Corridor
Room 155	Corridor
Room 160	Women's restrooms
Room 169	Coach's office
Room 173	Corridor
Room 176	Piano practice room
Room 177	Piano practice room

Gibson County Center

Hallway restrooms

Jimmy Naifeh Center at Tipton County

Inner faculty office

Workroom at the receptionist desk

Biology lab storeroom

Computer Information Technology classroom storeroom

Nursing lab storeroom

Remedial and Developmental room storage area

Learning Resource storage area

Nursing lab second storeroom

Men's and women's restrooms

Please note that you should stay away from walls with windows, exterior walls and glass doors if possible.

If there is no time to find suitable shelter, lie flat in the nearest depression, such as a ditch.

Fire Alert System: A fire escape plan for each building is located at several strategic places within the building and in each classroom. The alarm signal for a fire alert (and tornado) is also posted with the escape plan. Fire extinguishers and alarm pulls are found in each building.

Bomb Threat: If you receive a bomb threat, do not hang up. Try to keep the caller talking and attempt to gather as much information as possible. Attempt to learn the following:

- Where the bomb is located, when it is set to go off and what building it is in
- What explosive is being used and what it looks like
- Where the caller is calling from and any identifiable background sounds
- If the caller placed the bomb and why
- The caller's name and voice characteristics
- Exact wording of the threat

Notify someone nearby that you are talking to a threatening individual. Have the person call Campus Security.

If the caller hangs up, immediately call Campus Security and relay pertinent information. Cellular telephones and two-way radios should not be used in the case of a bomb threat. Stay on campus! You will be the first person the police will want to interview.

The campus security guard will then notify the President of the situation and a determination will be made concerning the action to be taken. The command center will be the City of Dyersburg Conference Room in the Eller Building. If the threat is in the Eller Building, the command center will be the Student Center. The off campus command center for the main campus will be at the Lannom Center in Dyersburg, the Farmer's Co-Op for the Jimmy Naifeh Center in Tipton County, and the Rosenwald Middle School for the Gibson County Center.

Building Evacuation and Re-Entry: After receiving notice to evacuate the building:

1. Look around your area (quickly) and take note of anything out of the ordinary. Take your personal items such as purse, coat, car keys, umbrella, or briefcase/backpack.
2. Go to designated evacuation area for your building.
 - Glover & Maintenance Buildings, Gymnasium – Glover student parking lot
 - Learning Resource Center & Eller Building – Eller student parking lot
 - Student Center and CAB – Parking lot north of Student Center
 - Jimmy Naifeh Center (both buildings) – grassy area beyond the south entrance
 - Gibson County Center – Middle School parking lot
3. As you leave the building at the nearest exit, take note of anything unusual in the hallways/stairs.
4. Remain in an area at least 300 feet from the structure until you are notified to return.

Earthquake Safety Tips: Dyersburg and all of West Tennessee are located in an area known as the New Madrid Fault, the highest earthquake zone east of the Rocky Mountains. During a major earthquake, you may experience a shaking that starts out to be gentle and within a second or two grows violent and knocks you off your feet. Or, you may be jarred first by a violent jolt, as though the building was hit by a truck, and a few seconds later you will feel the shaking and you will find it difficult (if not impossible) to move from one room to another. Following are some comments and tips for safety during and after an earthquake.

- If you are in an office or classroom, drop under a desk or sturdy table. Stay away from windows, bookcases, file cabinets, heavy mirrors, hanging plants, and other objects that could fall. Stay under cover until the shaking stops.
- If you are not near a desk or table, move against an interior wall, and protect your head with your arms. Face away from windows. Do not use elevators.
- If you are outdoors, move to a clear area away from trees, signs, buildings or downed electrical wires and poles.
- If you are on a sidewalk near a tall building, get into a building's doorway to protect yourself from falling bricks, glass and other debris.
- If you are driving, slowly pull over to the side of the road and stop.
- If you are in a crowded place, do not rush for exits. Move away from displays with objects that could fall on you.
- If you are in a wheelchair, stay in it. Move to cover, if possible, lock your wheels and protect your head and arms.
- If you are in a theater or stadium, stay in your seat or get under it if possible, and protect your head with your arms. Do not try to leave until the shaking is over.

After The Earthquake

1. Evacuate slowly and carefully. Look before exiting to make sure there is no overhead danger.
2. As you evacuate, take note of utilities. Look for wires arcing, water running and the smell of natural gas.
3. Report to your predetermined assembly point (see Building Evacuation above) and take note of who is missing and any injuries that may exist.
4. At your assembly point, assist others and let someone know if you leave.

Compliance:

Faculty, staff and students are expected to adhere to this policy and should submit to DSCC security and local law enforcement officials in all matters.

Definitions:

Tornado Watch Tornadoes could develop in the general area.

Tornado Warning A tornado has actually been spotted in the general area.

Bomb Threat A threat, either verbal or written, to detonate an explosive device to cause property damage, death, or injuries, whether or not such a device actually exists.

Revision History:

Policy updated September 2012; approved by Administrative Council on 9/27/2012. Replaces Tornado Alert, Earthquake, Fire Alert and Bomb Threat policies.

Dyersburg State Community College

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