

Important Contacts

Call 911 to report any emergency

Sheriff Dept. Non-emergency

- 731-645-5911

UTM Selmer Center Office

- 731-646-1636

Selmer Utility – Gas/Water

- 731-645-7928

Pickwick Electric Co-op

- 731-645-3411

Main Campus Security

- 731-881-7777

University Relations

- 731-881-7615

Emergency Preparedness and Response Plan

UT Martin-Selmer Center

Fall 2020



MARTIN
McNAIRY COUNTY CENTER/SELMER

Contents

Introduction and Purpose	2
Goals	2
Applicability and Scope	2
Responsibility	2
Order of Succession	2
Test, Training, and Exercises	3
Emergency Protocols	4
Fire and Evacuation	4
Medical Emergency	6
Bomb Threat	7
Hostile Intruder/Active Shooter	8
Utility Failure and Natural Disaster	11
Suspicious Package or Object	14
Appendices	
Appendix A	146
Appendix B	147

Introduction and Purpose

UT Martin is committed to the safety and well-being of its staff, students, and guests. Upholding this commitment requires planning and practice. This plan exists to satisfy those needs and to outline the steps to be taken to prepare for and respond to an emergency affecting the department or the College.

Goals

The goals of the UTM – Selmer Center in responding to an emergency situation include:

- The safety of all staff, students, and guests.
- The physical and emotional well-being of staff, students, and guests.
- The timely stabilization of an emergency situation.
- The protection of UTM facility, property, and the belongings of staff, students, and guests.

Applicability and Scope

This plan applies to all employees of UT Martin and any person occupying the physical plant of the Selmer Center; to include students, UT Martin’s employees, and guests.

The scope of this plan is intended to encompass all hazards. This plan may be consulted when responding to any and all emergencies. When encountering a situation which has not been expressly addressed in this plan, use good judgment and the guiding principles outlined below.

Responsibility

The Selmer Center’s emergency plan is the responsibility of the Center Director. The Director will review and update this plan at least once annually. Revisions will be made as needed throughout the year. Any suggestions, comments, or questions should be directed to the UTM-Selmer Center Director.

Order of Succession

Leadership authority during an emergency shall flow downward through the following list of people:

1. Selmer Center Director – Alan Youngerman 731-610-0065
2. Sandy King 731-610-5867

3. Kathy Donnenworth 731-267-5870
4. Dan Duncan 731-453-4114

Media Inquiries

Inquiries from the media during or after an emergency will be addressed by University Relations. University Relations will be consulted in releasing any information to the media.

Test, Training, and Exercises

Information on these procedures will be distributed at the beginning of each semester. Training opportunities will be provided to faculty, staff, and students during each academic year.

Emergency Protocols

Fire and Evacuation

In the Event of a Fire:

Pull the **Fire Alarm** and Call **911**

If you see smoke or flames:

Use **CARE**:

- **Contain** the fire by closing all doors as you leave
- **Activate** the nearest Fire Alarm pull station (Pull stations are located near all building exits)
- **Report** the fire by dialing **911**
- **Evacuate** or extinguish

Use a **Fire Extinguisher** only if:

- You have been trained
- You have your back to an unobstructed exit
- You have a fully charged and proper type unit for the fire you are fighting
- The fire is contained, and you have reported the fire by **Fire Alarm** or **911** activation
- Everyone else has left the area
- There is little smoke or flames

Building Evacuation

You should familiarize yourself with the evacuation routes posted in all campus buildings. If an evacuation order is issued for your building, or if it were necessary to evacuate due to an emergency, fully cooperate with Safety and Security/emergency personnel and:

- Take only keys, wallets and essential belongings with you
- If possible, wear weather appropriate clothing
- If you are the last one to exit your room, close and lock doors
- Leave the building immediately
- Do not investigate the source of the emergency
- Walk, don't run, to the nearest exit
- Assist people with special needs: Get input from the individual how you can help before attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved and whether there are any special considerations, methods, or any items that need to be brought with the person during the evacuation.

Individuals who are Blind or have a Visual Impairment (VI)

- Ask the person who is blind/VI if s/he would like assistance or guidance in leading her/him out of the building to the Emergency Evacuation Meeting Location.
- Give verbal instructions to the person who is blind/VI regarding the safest exit route by using compass directions, estimated distances, and directional terms.
- Do not walk up and grasp the arm of a visually-impaired person and attempt to lead her/him out of the building. First ask if s/he would like to hold onto your arm as you exit, especially if there is debris in the area or you need to exit through a crowd.
- Give other relevant verbal instructions or information (e.g., "elevators cannot be used", "door handle is on the left and the door opens outward.", etc.).

Individuals who are Deaf or Hard of Hearing

- Get the attention of a person with a hearing disability by either touch or by making eye contact.
- Clearly state the situation and reason for evacuation. Have a pen and paper handy to write a brief statement if the person does not seem to understand.
- Offer visual instructions by pointing toward exits or evacuation maps showing the safest exit routes.

- If there is no immediate danger, persons with disability/mobility limitations should shelter in place and call **911** to report location and number of people needing assistance
- If there is imminent danger and evacuation cannot be delayed, the person with a disability should be carried or helped from the building in the best and fastest manner (the person with the disability is the best authority as to how to be moved out of the building)
- If you are unable to evacuate, call **911** and report your location
- As you make your way out, encourage those you encounter to exit as well
- Follow instructions of the identified emergency personnel
- Wait for instructions before returning to your building after an evacuation

Medical Emergency

If someone is injured or becomes ill:

- Stay calm
- Dial **911** and explain the type of emergency, the location, condition, and number of victims
- Let the dispatcher know of any safety hazards - chemical spill, fire, fumes, etc.
- Do not hang up unless told to do so by the dispatcher
- Do not move the victim unless there is danger of further injury if victim is not moved
- Render first-aid or CPR if you have been trained
- Do not leave the injured person except to summon help
- Comfort the victim until emergency medical services arrive
- Have someone stand outside the building to flag down the ambulance when they reach the vicinity

Bomb Threat

If you receive a bomb threat, **remain calm** and:

1) Obtain as much information as possible:

- Write down the number from where the call is coming
- Write down the exact time of the call
- Write down as accurately as possible the statements made
- Listen to the voice to determine the sex, age, accents, lisps, tone, etc. (Note any distinguishing feature)
- Listen for background noises
- Try to signal for someone else to also listen on the telephone line, if possible
- Do not hang up and stay on the line as long as possible; wait for the caller to hang up

2) Keep the bomb threat caller talking, and ask as many questions of the caller as you can:

- When will the bomb go off? How much time remains?
- Where is the bomb located?
- What does it look like?
- What kind of bomb is it?
- How do you know about this bomb?
- Why was it placed here?
- Who are you?
- What is your name?

3) Call **911** immediately and then Campus Security 731-881-7777

Hostile Intruder/Active Shooter

If a hostile intruder/active shooter is INSIDE your building:

Remember the phrase **RUN/HIDE/FIGHT**

1. **RUN** - Exit (get out of) the building immediately (After exiting the building go immediately to the relocation area in the front parking lot of Monogram facility on the north side of the Center property). (Appendix A) Once gathered at the assembly area stay out of the line of sight of the Center and wait for further instructions from law enforcement.
2. Notify anyone you may encounter to exit the building immediately
3. Call **911**. The Dispatcher will ask for at least the following information:
 - a. Your name
 - b. Location of the incident (be as specific as possible)
 - c. Number of shooters (if known)
 - d. Identification or description of shooter
 - e. Number of persons who may be involved
 - f. Your location

If exiting the building is not possible, the following actions are recommended:

1. **HIDE** - Go to the nearest room or office
 - a. If you are locked out of all rooms, seek refuge in the nearest restroom,
lock yourself in a stall and keep quiet. (Remember to silence phones not just put on vibrate)
2. Close and lock the door and/or block it (try barricading the door with desks and chairs)
3. Call **911** (the Dispatcher will gather information from you)
4. Keep quiet and act as if no one is in the room (silence cell phones)
5. **DO NOT** answer the door
6. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
7. Do not respond to any voice commands until you are sure that they come from a Police Officer

If a hostile intruder/active shooter enters your office or classroom:

1. **FIGHT** – Look for items with which to fight back
2. Try to overpower the hostile intruder/active shooter by force (use anything at your disposal and fight for your life). **Only you can decide if this is something you should do.**
3. If someone other than yourself acts to overpower the hostile intruder/active shooter it is recommended that you assist, as this will increase the chances of success and survival. **Again, only you can decide if this is something you should do.**

If the hostile intruder/active shooter leaves your area, and as soon as it is safe to do so:

1. **RUN** - Exit the building in the direction opposite from the shooter. (After exiting the building go immediately to the relocation area in the front parking lot of Monogram facility on the north side of the Center property). (**Appendix A**)
2. Call **911** (if not on the line already)
3. No matter what the circumstances, make sure you have an escape route and plan in mind
4. Do not attempt to carry anything while fleeing
5. Do not attempt to remove injured people (leave wounded victims where they are and notify authorities of their location as soon as possible)
6. Move quickly, keep your hands up high and visible
7. Follow the instructions of any Police Officers you may encounter

If a hostile intruder/active shooter is Outside your building:

1. Get to a room that can be locked; close and lock windows and doors
2. Turn off the lights
3. Try to get everyone down on the floor (so that no one is visible from outside the room)
4. Call **911**. The Dispatcher will ask for, at least, the following information:
 - a. Your name
 - b. Location of the incident (be as specific as possible)
 - c. Number of shooters (if known)

- d. Identification or description of shooter
 - e. Number of persons who may be involved
 - f. Your location
5. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
6. Do not respond to any voice commands until you are sure that they come from a Police Officer

What to expect from responding police officers:

Police Officers responding to an active shooter are trained in a procedure known as "Rapid Deployment" and proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers after areas have been secured to treat and remove injured persons.

Please understand that the police will be treating all those they encounter (including you) as possible suspects. When you encounter the police:

- 1. Remain calm
- 2. Do as the officers tell you
- 3. Put down any bags or packages you may be carrying
- 4. Keep your hands up and visible at all times
- 5. If you know where the hostile intruder/active shooter is, tell the officers
- 6. Once out of harm's way remain at whatever assembly point authorities designate
- 7. Keep in mind that the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned
- 8. Do not leave until you have been interviewed and released

Utility Failure and Natural Disaster

Utility Failures

These may include electrical outages, plumbing failure/flooding, gas leaks, steam line breaks, ventilation problems, elevator failures, etc. For your personal safety, in the event of a utility failure:

- Remain calm
- Immediately notify the staff
- If the building must be evacuated, go immediately to the relocation area in the front parking lot of Monogram facility on the north side of the Center property. (**Appendix A**)
- Unplug all electrical equipment (including computers) and turn off light switches
- Use a flashlight: Do not light candles or use other kinds of flames for lighting
- Laboratory personnel:
 - Secure all experiments, unplug electrical equipment, and shut off research gases prior to evacuating
 - Close all fume hoods and chemical containers

Floods

Minor or area flooding at the Center could occur as a result of a water main break or major multiple rainstorms. We monitor the National Weather Service, and other emergency advisory systems to stay abreast of weather and alert related conditions and will provide instructions should they be necessary. For imminent or actual flooding, and only if you can safely do so:

- Secure vital equipment, records, and other important papers
- Move to higher, safer ground
- Shut off all electrical equipment
- If in a lab, secure all laboratory experiments
- Do not attempt to drive or walk through flooded areas
- Wait for further instructions on immediate action from Center staff

Tornadoes

A “*Tornado Watch*” means that tornadoes could potentially develop. A “*Tornado Warning*” means a tornado has actually been sighted or indicated by doppler radar. If you see a tornado, report it immediately by calling **911**, and seek shelter or safety:

- Go to an interior hallway or corridor (**See Appendix B**)
- Seek shelter under a sturdy workbench or heavy furniture if available
- Listen for reports and siren/public address announcements
- Avoid:
 - Top floors of buildings
 - Areas with glass windows or doors
- If out in the open:
 - Cars - do not wait out the storm in a car; cars are not safe in tornadoes
 - Move away from the path of the tornado at a right angle direction
 - Lie flat in the nearest depression, ditch, or ravine if there is no time to escape

Earthquakes

In the event of an earthquake:

- Stay away from large windows, shelving systems, or tall room partitions
- Get under a desk, table, door arch, or stairwell
- If none of these is available: move against an interior wall and cover your head with your arms
- Remain under cover until the movement subsides
- After the shaking stops, survey your immediate area for trapped or injured persons and ruptured utilities (water, gas, etc.)
- If damage has occurred in your area, inform Center staff immediately
- If it is safe to do so, remain at your location and await further instructions from Center personnel
- Do not evacuate until instructed by emergency personnel

- If out in the open:
 - Stay in an open area away from buildings, power lines, trees or roadways

- After an earthquake:
 - Put on enclosed shoes to protect against broken glass
 - If the power is out use a flashlight. Do not light a match or candle
 - Be alert for safety hazards such as fire, electrical wires, gas leaks, etc.
 - Check on others
 - Give or seek first aid. Assist any disabled persons in finding a safe place for them
 - Evacuate if the building seems unsafe or if instructed to do so:
 - Unplug small electrical appliances
 - Bring keys, purses, wallets

- Be prepared for aftershocks
 - Cooperate with emergency personnel, keep informed, and remain calm

Suspicious Package or Object

If you have any reason to believe that a letter or parcel is suspicious, **DO NOT** take a chance or worry about embarrassment. Call the Sheriff's department immediately!

- **DO NOT** touch the package or object
- **DO NOT** tamper with the package or object
- **DO NOT** attempt to move the package or object
- **DO NOT** open the package or object
- **DO NOT** put the package or object in water or an enclosed space, such as a drawer or box
- Isolate the package or object and evacuate the immediate area

Characteristics of Suspicious Packages

- Special deliveries, foreign mail, or air mail
- Restrictive markings such as "Confidential" or "Personal"
- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Misspelled words
- Stains or discoloration on the package
- Excessive weight
- Rigid, lopsided, or uneven envelopes
- Protruding wires or aluminum foil
- Excessive tape or string
- Visual distractions such as illustrations
- No return address

Appendices



