



**NORTHEAST STATE**

*We're here to get you there*

**Northeast State Community College**

**Building Coordinator  
and  
Assistant Building Coordinator  
Manual**

**July 2013**

**Northeast State Community College Police Department  
423.323.0255**

**Note: This manual is intended as a quick and ready reference guide to be used in conjunction with the campus *Emergency Preparedness Plan*. Any recommendations may be submitted to the chief of Police**

## **Index**

|  |       |
|--|-------|
| Overview .....   | 2     |
| Training .....   | 2     |
| Building Coordinator's Kit.....  | 3     |
| Communications .....   | 3     |
| Building Coordinator/Assistant Building Coordinator Role .....             | 4     |
| Injuries, Spills, Accidents .....  | 5     |
| Building Security .....  | 5     |
| Exits and Corridors.....   | 5     |
| Fire .....   | 6     |
| Fire Safety Guidelines.....  | 7     |
| Bomb Threat Call Procedures.....   | 8     |
| Bomb Threat Checklist.....   | 9     |
| Chemical Spills (Emergency Spills, Minor Spills, and Spilled Liquids)..... | 10    |
| Suspicious Mail/Biological Hazard. ....                                    | 13    |
| Characteristics of Suspicious Mail .....                                   | 14    |
| Plane Crash (Tri-City Airport, Elizabethton, and On Campus).....           | 15    |
| Severe Weather .....   | 17    |
| Severe Weather Warning.....  | 17    |
| Severe Weather Watch .....   | 18    |
| Tornado Facts.....   | 18    |
| Tornado Safe Areas .....   | 19    |
| Earthquakes .....  | 24    |
| Shelter-in-Place Procedures. ....  | 25    |
| Hostage Situation.....   | 26    |
| Terrorist Attack.....  | 27    |
| Key Personnel/Building Coordinators Telephone Numbers .....                | 28-31 |

## Overview

Building Coordinators and Assistant Building Coordinators perform a critical role in executing the overall Emergency Preparedness Plan of the college. Bottom line, in any emergency, your role is not complicated. In any emergency you will notify building occupants to do one of two things, evacuate or shelter-in-place. That is your role plain and simple so please keep this in your mind as you carry out your duties! This manual specifically defines specific steps Building Coordinators and Assistant Building Coordinators take in the most common emergency situations and is designed to be used in conjunction with the college's *Emergency Preparedness Plan*.

Under both normal and emergency conditions, Building Coordinators and Assistant Building Coordinators serve as facilitators, problem solvers, and a point of contact for issues dealing with safety and emergency procedures for their respective buildings. Building Coordinators and Assistant Building Coordinators should report any safety issues as soon as possible to the Northeast State Community College Police Department for resolution.

Northeast State has various types of buildings, which includes, but is not limited to, offices, laboratories, and classrooms. Some buildings contain hazardous materials and equipment. Additionally, the college recognizes there is a myriad of emergency situations that could occur. Because of this diversity and the multitude of threats that could occur, Northeast State Community College produces this manual with the fact no document can address every possible emergency situation. This manual is intended as a ready reference guide to assist Building Coordinators and Assistant Building Coordinators in responding to emergency situations that could occur on our property. Additionally, this manual serves as a reference for staff and faculty.

This document also incorporates the fact that safety is the responsibility of everyone! An effective college safety program cannot be accomplished by any department, person(s) or group. Safety must be accomplished through the cooperation and effort of students, staff, faculty, and visitors alike.

Questions, concerns, and recommendations for improving the college's response to an emergency situation are always welcome. Please address any questions, concerns, or recommendations directly to the chief of Police.

## Training

Building Coordinator/Assistant Building Coordinator training will be offered to all Building Coordinators and Assistant Building Coordinators on an annual basis. Additional sessions may be arranged by contacting the chief of Police. Building Coordinators and Assistant Coordinators should, to the best of their ability, train the faculty and staff in their respective buildings. Training dealing with special topics can be arranged through the chief of Police.

## Building Coordinator's Kit

Building Coordinators and Assistant Building Coordinators should maintain a "Building Coordinator Kit" for use during emergency situations. At a **minimum**, each kit should contain, but is not limited to, the following:

1. Two (2) rolls of yellow tape (to tape off doors),
2. Security Vest
3. Building Coordinator and Assistant Coordinators Manual,
4. Two (2) flashlights,
5. Latex gloves,
6. Extra batteries, and
7. Disposable Face Masks

Some buildings, depending upon the type of materials used, may require additional items. For example, buildings with chemicals may require hazardous spill kits, safety glasses, etc. Each Building Coordinator/Assistant Building Coordinator should evaluate their specific needs and provide any additional equipment for their building safety that may be needed.

Building Coordinators need to periodically check to insure the kit contains the appropriate items needed for each building, functional batteries and functional flashlights.

Building Coordinators and Assistant Building Coordinators are issued a radio for communications for use in the event of an emergency. Building Coordinators should periodically check the radio to insure it functions properly and has a charged battery. Problems with radios may be reported to campus police for resolution.

### Communications

Being able to communicate in any emergency situation is probably the single most critical tool in effectively resolving any emergency. Relaying and receiving timely and accurate information can be accomplished in the following ways:

- If the situation permits, use landline communications.
- If it is not possible to use landline communications, use the radio assigned to all Building and Assistant Building Coordinators. During emergencies the college operates on channel 1. Channel 2 is the Plant Operations channel.
- Third option is to use a cell phone.
- Fourth option is to use a messenger.

Information should be communicated from the Assistant Building Coordinator to the Building Coordinator to campus police to the vice president for Administrative Services to the President or the President's designee.

At satellite campus sites, communication should be directed to the police/security officer on duty. If an officer is not on duty or there is an immediate life threatening situation Building Coordinators should call 9-1-1 and follow up with notification to campus police as soon as possible.

## **Building Coordinator/Assistant Building Coordinator Role**

### **General**

In short, the Building Coordinators/Assistant Building Coordinators role is to **notify and assist building occupants** to do one of two things, **evacuate** or **shelter-in-place**, during any emergency on campus. Along with notifying and assisting building occupants **keep the campus police current** on the situation within your respective building. That is it!

Building Coordinators/Assistant Building Coordinators role includes, but is not limited to, the following:

- Direct building occupants on what actions to take in any emergency situation in accordance with this manual and the *Emergency Preparedness Plan* (evacuate or shelter-in-place).
- Keep the President informed, through the campus police, of the current status of their respective buildings during an emergency.
- Ensure emergency exits, evacuation routes, and emergency equipment is not obstructed and is clearly designated.
- Promote physical integrity of the building by identifying potential safety hazards to the campus police.
- Oversee and coordinate with the campus police actions (evacuate or shelter-in-place) to take in an emergency situation.
- Ensure that activities in the building do not interfere with the operations of other building occupants.
- Inform building occupants of planned electrical, water and other service outages by contacting the departments or groups that operate in the building or by posting the information in public areas.
- Serve as a resource for building occupants to keep them aware of conditions that affect their environment.
- Identify and request to the chief of Police any safety training identified or requested by the building occupants.

## **Injuries, Spills, and Accidents**

When injuries, spills, or other accidents occur, Building Coordinators and Assistant Building Coordinators support the response of the department in whose area the mishap occurred by ensuring access to the accident by the emergency responders and by taking steps to protect personnel and minimize property damage until campus police arrives.

In case of hazardous spill, departmental personnel are responsible for cording off the area and notifying campus police.

Departmental supervisors with hazardous materials or liquids should insure Spill Kits are located at or near where hazardous materials are kept or used. As an example, every chemistry and biology lab should have a Spill Kit readily accessible in case of an emergency. Additionally, spill kits are kept in the Maintenance Building in case of an accident or spill.

## **Building Security**

Building Coordinators/Assistant Building Coordinators coordinate with the Northeast State Community College Police Department for general building security.

Theft of Northeast State property must be reported to the Northeast State Community College Police Department immediately. If forced entry has occurred, nothing should be touched or removed until directed to do so by the Northeast State Community College Police Department.

Doors, windows, and/or equipment that cannot be properly secured should be reported to the Northeast State Community College Police Department immediately.

## **Exits and Corridors**

All Northeast State buildings must have continuously unobstructed exits and corridors and appropriate lighting to permit prompt evacuation and immediate emergency access. Exit lights that are not functioning should be reported to the Northeast State Community College Police Department immediately.

Keep exits and corridors clear at all times. Do not store combustible or flammable liquids and gases in lockers or cabinets in corridors or near exits.

## Fire

### Implement when there is fire, smoke, or an alarm

1. Activate the alarm if not already activated;
2. Notify campus police, extension **3255** or **423.677.7927** or **9.1.1**;
3. Turn your radio on **channel 1**;
4. Notify all occupants;
5. Begin evacuation – Use stairwells, NOT elevators. Check bathrooms and elevator entrances and assign individuals to assist the handicapped. CLOSE ALL DOORS;
6. Ensure all occupants have evacuated, direct people around your building to the designated assembly area, and advise individuals to take personal items;
7. Tape off doors – Instruct people not to re-enter the building;
8. Go to the designated Assembly Area for your building at least 300 feet from the building;
9. Do not re-enter building unless given the “all clear” by campus police; and
10. Verify accountability of building occupants – Keep the Northeast State Community College Police Department informed.

## **Fire Safety Guidelines**

Building Coordinators and Assistant Building Coordinators should correct or report any of the guidelines listed below.

Listed below are fire prevention guidelines that should be corrected or reported to the Northeast State Community College Police Department:

- Only use UL-approved outlet cords equipped with an internal surge protector.
- Lit candles.
- Keep all walkways and stairways free from obstructions at all times.
- Ensure all hazardous and flammable substances are properly stored.
- Do not overload outlets with multiple outlet cords or multiple plug adapters.
- Ensure all exit doors are functioning properly and are not locked from the inside.
- Ensure evacuation signs are posted and current.
- If someone is parked in a fire lane, notify campus police immediately.
- Inspect fire extinguishers to make sure they have been checked by maintenance within the last month.
- Ensure emergency exits are visible, unobstructed, and accessible.
- Ensure exit lights and emergency lights are in proper working order.

Any questions or concerns should be brought to the attention of the chief of Police or the director of Plant Operations, Maintenance, and Safety for resolution.



## **Bomb Threat Call Procedures**

Any person receiving a bomb threat call should do the following:

- **Remain calm!**
- Keep the caller on the line as long as possible. Ask the questions listed on the “Bomb Threat Check List.” (See page 8).
- Check caller ID. Record the number!
- Ask the caller the location of the bomb and the time of detonation.
- Tell the caller the building is occupied and detonation would result in death and serious injury to innocent people.
- Pay attention to background noises.
- Listen closely to the caller’s voice listening for sex of caller, accents, speech impediments, or any unusual characteristics.
- If practicable, have another person listen in on the bomb threat call and record the conversation.
- Immediately call campus police (3255) or 9.1.1 to determine if evacuation is appropriate. Cell phone and radios use should not be used as it could detonate an explosive device.

# Bomb Threat Check List

**Try to keep the caller on the phone as long as possible!**

## QUESTIONS TO ASK:

- When is the bomb going to explode? \_\_\_\_\_
- Where is the bomb right now? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- What will cause it to explode? \_\_\_\_\_
- Did you place the bomb? \_\_\_\_\_
- Why?

\_\_\_\_\_  
\_\_\_\_\_

- What is your name? \_\_\_\_\_
- What is your address? \_\_\_\_\_
- What is the phone number you are calling from? \_\_\_\_\_

## EXACT WORDING OF THE THREAT

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TIME RECEIVED \_\_\_\_\_

DATE \_\_\_\_\_

TIME CALL ENDED \_\_\_\_\_

YOUR PHONE # \_\_\_\_\_

CALLER'S VOICE

BACKGROUND SOUNDS

Male \_\_\_\_\_ Female \_\_\_\_\_

Voices \_\_\_\_\_ Clear \_\_\_\_\_

Age \_\_\_\_\_ Angry \_\_\_\_\_

Other \_\_\_\_\_

Other identifiable voice characteristics \_\_\_\_\_

If voice is familiar, who does it sound like? \_\_\_\_\_

**CALL CAMPUS POLICE (3255) OR 9.1.1 IMMEDIATELY**

## Chemical Spills

### **EVACUATE**

- Remove personnel from danger of spill
- Leave spill area immediately
- Alert other building occupants

### **CONFINE**

- Block area to unnecessary personnel
- Use absorbents (spill kits) to contain liquids
- Use doors to contain vapors
- Do not pull fire alarm

### **NOTIFY**

- Campus police at extension 3255 or 677.7927
- Physical Plant at extension 3406
- Fire Department at 9.1.1, if needed

NOTE: DO NOT CLEAN UP THE SPILL UNLESS YOU HAVE THE PROPER TRAINING AND EQUIPMENT.

### **Don't forget to use the spill kits!**

A chemical spill is classified as an Emergency Spill whenever it:

- Causes personal injury or chemical exposure that requires medical attention;
- Causes a fire hazard or uncontrollable volatility;
- Requires a need for breathing apparatus;
- Involves or contaminates a public area;
- Causes airborne contamination that requires local or building evacuation;
- Causes a spill that cannot be controlled or isolated by laboratory personnel;
- Causes damage to Northeast State Community College property that will require repairs;
- Involves any quantity of metallic mercury;
- Cannot be properly handled due to lack of local trained personnel and/or equipment to perform a safe, effective cleanup; or
- Involves an unknown substance.

### **Minor Spills**

Minor spills are those spills that do not fit the requirements for Emergency Spills.

The following procedures should be used for minor spills:

- Attend to any person who may have been contaminated.
- Notify persons in the immediate area about the spill.
- Evacuate all nonessential personnel from the spill area.
- If the spilled material is flammable, turn off ignition and heat sources.
- Avoid breathing vapors of the spilled material. If respiratory protection is necessary, treat as an Emergency Spill.

## Spilled Liquids

- Confine or contain the spill to a small area. Do not let it spread.
- For small quantities of inorganic acids or bases, use a neutralizing agent or an absorbent mixture (e.g., soda ash or diatomaceous earth). For small quantities of other material, absorb the spill with a non-reactive material (such as vermiculite, clay, dry sand, or towels).
- For larger amounts of inorganic acids and bases, flush with large amounts of water (providing the water will not cause additional damage.) Flooding is not recommended in storerooms where violent spattering may cause additional hazards or in areas where water-reactive chemicals may be present.
- Carefully pick up and clean any cartons or bottles that have been splashed or immersed.

# Suspicious Mail/Biological Hazard

## General

- Don't panic!
- Do not shake or empty the contents of the package.
- Place the mail in a plastic bag or some other container. If you do not have a container, cover the mail and do not remove the cover.
- If the package spills, do not attempt to clean it up.
- Get out of the area and keep others away.
- Close the door if in a room.
- Wash your hands with soap and warm water.
- Call campus police at extension 3255.

## Characteristics of Suspicious Mail

- Unexpected or from someone unfamiliar to you.
- Foreign mail, Air Mail, and Special Delivery.
- Insufficient or excessive postage.
- Incorrect titles.
- Titles, no names.
- Misspellings of common words.
- Handwritten, poorly typed, or cut-and-paste lettering.
- Oily stains, discolorations, or odor.
- No return address or address that cannot be verified.
- Return address and postmark not from same area.
- Excessive weight.
- Lopsided, uneven, or rigid envelope.
- Protruding wires or aluminum foil.
- Excessive masking tape, string, etc.
- Sloshing, buzzing, or ticking sound.
- Restrictive markings such as Personal, Confidential, Rush Delivery, etc.

# SUSPICIOUS MAIL OR PACKAGES

**Protect yourself, your business, and your mailroom.**

If you receive a suspicious letter or package:

- Stop. Don't handle.

- Isolate it immediately.

- Don't open, smell, or taste.

- Activate your emergency plan. Notify a supervisor.



If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

- Isolate area immediately
- **Call 911**
- Wash your hands with soap and water



## Plane Crash

### Tri-Cities Airport

In the event of a plane crash at or near the airport, not on campus, implement the following measures:

- Notify campus police at extension 3255 or 677.7927 to see if evacuation is required.

If evacuation is required, implement the following:

- Pull the fire alarm.
- Turn your radio to channel 1.
- Begin evacuation procedures directing individuals to evacuate to an area designated by campus police.
- Remind everyone to be CALM and evacuate in an orderly manner.
- Tell occupants to use the exits on the west and north side of campus. The exit on the south side (near maintenance) will be blocked.
- When you have verified your building is clear, notify campus police.
- Await further directions from the President or his/her designee.

NOTE: The Emergency Operations Center (EOC) and or Command Post (CP) may be activated upon direction from the President or his/her designee.

### Plane Crash (Elizabethton)

The Building Coordinator will make a determination as to the need to evacuate depending upon the severity of the situation; however, the Building Coordinator should notify campus police immediately.

### Plane Crash (On Campus)

In the event of a plane crash on the Blountville campus, implement the following measures:

- Initially take cover under a desk or some other item.
- Turn your radio to channel 1.
- Notify campus police
- Begin evacuation procedures away from the crash scene.
- Remind everyone to be CALM and to evacuate in an orderly manner to a safe location designated by campus police.



- Remind faculty and staff to assist students, visitors, the handicapped, or injured persons out of the building.
- When you have verified your building is clear, notify campus police and move to the designated evacuation site.

## Severe Weather Warning

Actions to be taken during a tornado WARNING (A tornado warning is issued when a tornado funnel is sighted or indicated by weather radar):

1. Go to channel 1 on the radio.
2. Immediately move occupants to the pre-designated “safe areas”, or basement, or first floor interior hallway, or restrooms/closets or other enclosed small areas away from large glass.
3. Get under sturdy furniture, if possible.
4. Stay away from windows.
5. If caught outside, crouch in a nearby ditch.
6. Close all doors to include fire doors.

Actions to take during a tornado WATCH (A tornado WATCH is issued when weather conditions are favorable to the formation of tornados):

- Keep alert to weather and approaching storms.
- Be prepared to take emergency shelter as noted above. If you cannot get to one of the “safe areas” listed below, get in a ground floor hallway and cover up.
- Severe Thunderstorm Warning
- Immediately go inside for protection;
- Stay away from windows, water faucets, and other plumbing fixtures;
- Do not use telephones, televisions, or computers since lightening can travel through wiring;
- If outside, stay away from tall trees and other objects that are likely to be struck by lightning; and
- If caught in an open field, crouch close to or lie flat on the ground.

## Severe Weather Watch

- Listen to a local radio station or monitor the Internet for additional information;
- Be alert to weather conditions and signs of thunder and lightning; and
- Be prepared to re-locate building occupants to a safe area.

## Tornado Facts

1. Tornadoes usually travel in a Southwest to Northeast direction and rotate counter-clockwise.
2. The sound of a tornado has been described as a roaring, rushing noise, like the sound of a train going through a tunnel or over a trestle.
3. Tornadoes are most likely to occur between 3 PM and 7 PM.
4. The length of path of an average tornado is four to sixteen miles. The width of an average tornado is three to four hundred yards. Large tornadoes can have an average length of path of one hundred miles and the width can average one mile.
5. The windward side (southwest) usually takes the full fury of the winds.
6. Even the most modern building codes do not require buildings to withstand the winds of a tornado.
7. Wind speeds can average up to three hundred miles an hour in tornadoes.
8. Speed of travel can average between twenty-five to seventy-five miles per hour.
9. March to May is peak tornado season in the southern United States.
10. Any material sucked into a tornado can become a deadly missile.
11. Flat roofs tend to be lifted up and carried away and outer walls collapse upon inner walls creating an extreme load on interior walls.
12. Avoid any areas that have windows. Glass does not hold up to extreme conditions and becomes a deadly weapon during a tornado.
13. Bathrooms, closets, and hallways on the first floor are usually the safest areas.

## Tornado Safe Areas

### Tornado Safe Areas

Building occupants should get to the ground floor of any building during a tornado warning. Interior rooms with no glass are the preferred areas to relocate. Interior hallways can be used. The following locations, not all inclusive, are some recommended areas that could be utilized in the event of a Tornado Warning.

#### Classroom Building

| Room No/Area | Area Type | Room No/Area | Area Type |
|--------------|-----------|--------------|-----------|
| C1101        | Office    | C1109        | Closet    |
| C1103        | Classroom | C1112        | Closet    |
| C1106        | Closet    | C1111        | Office    |
| C1107        | Office    | C1113        | Office    |
| C1114B       | Restroom  | C1114C       | Restroom  |
| C1114D       | Restroom  | C2103        | Restroom  |
| C2104        | Closet    | C2421        | Restroom  |
| C2105        | Restroom  | C2422        | Closet    |
| C2113        | Office    | C2423        | Restroom  |
| C2304        | Restroom  | C2425        | Closet    |
| C2305        | Closet    | C2306        | Restroom  |
| C2408        | Closet    | C2409        | Office    |
| C2412        | Office    | C2413        | Office    |

#### Student Services Building

| Room No/Area | Area Type         |
|--------------|-------------------|
| A102         | Classroom         |
| A111         | Subway            |
| A110         | Staff Dining Room |

N/A

Restrooms

Powers Building

| Room No/Area    | Area        | Room No/Area | Area        |
|-----------------|-------------|--------------|-------------|
| North Stairwell | Stairwell   | B106         | Closet      |
| B105            | Closet      | B103         | Closet      |
| B118            | Closet      | B117         | Closet      |
| B112            | Lab Storage | B111         | Lab Storage |
| B101            | Storage     | B102         | Electrical  |

Faculty Building

| Room No/Area | Area          | Room/No/Area | Area          |
|--------------|---------------|--------------|---------------|
| F100A        | Closet        | F116B        | Office        |
| F102A        | Financial Aid | F116C        | Closet        |
| F116D        | Closet        | F102D        | Financial Aid |
| F105A        | Closet        | F116A        | Office        |

All Restrooms

Pierce Building

| Room No/Area | Area     | Room No/Area | Area       |
|--------------|----------|--------------|------------|
| P102         | Office   | P207         | Office     |
| P102A        | Office   | P207A        | Office     |
| P104         | Lounge   | P213         | Restroom   |
| P104A        | Restroom | P205B        | Conference |
| P104B        | Restroom | P101C        | Office     |
| P107         | Closet   | P214         | Restroom   |
| P205G        | Office   | P202         | Office     |
| P101F        | Office   | P205C        | Office     |

|       |        |       |        |
|-------|--------|-------|--------|
| P205E | Closet | P206  | Office |
| P218A | Office | P218B | Office |
| P218C | Office | P218D | Office |
| P218F | Office | P218E | Office |
| P218G | Office | P218H | Office |
| P218I | Closet | P218J | Closet |

Library

| Room No/Area | Area       | Room No/Area | Area       |
|--------------|------------|--------------|------------|
| L106         | Conference | L107         | Kitchen    |
| L120         | Closet     | L113         | Production |
| L117         | Closet     | L105A        | Closet     |
| L104A        | Closet     | L105         | Restroom   |
| L121         | Closet     | L121A        | Closet     |

New Maintenance Building

| Room No/Area | Area            | Room No/Area | Area     |
|--------------|-----------------|--------------|----------|
| N1052        | Conference room | N104         | Restroom |
| N105         | Restroom        | N114         | Restroom |
| N103         | Break Room      | N116         | Storage  |

Kingsport Center for Higher Education (KCHE)

| Room No/Area | Area       | Room No/Area | Area     |
|--------------|------------|--------------|----------|
| 105          | Closet     | 129          | Office   |
| 137          | Auditorium | 146          | Restroom |
| 147          | Restroom   | 124          | Storage  |
| 126          | Recycling  | 108          | Office   |

Blazer-Wilson Hall

| Room No/Area | Area   | Room No/Area | Area |
|--------------|--------|--------------|------|
| 103          | Office | Restrooms    |      |

Regional Center for Health Professions (RCHP)

| Room No/Area | Area Type | Room No/Area | Area Type |
|--------------|-----------|--------------|-----------|
| 127          | Classroom | 141          | Classroom |
| 143          | Office    | 144          | Storage   |
| 106          | Breakroom | 123          | Office    |
| 140          | Classroom | Restrooms    | 1st floor |

Regional Center for Advanced Manufacturing (RCAM)

| Room No/Area | Area Type | Room No/Area | Area Type |
|--------------|-----------|--------------|-----------|
| Restrooms    |           | 105          | Classroom |
| 143          | Lab       | 121          | Classroom |
| 121          | Classroom | 144          | Office    |
| 137          | Classroom | 138          | Classroom |
| 139          | Classroom |              |           |

Regional Center for Automotive Professions (RCAP)

| Room No/Area | Area Type | Room No/Area | Area Type |
|--------------|-----------|--------------|-----------|
| 104          | Classroom | 111          | Restroom  |
| 107          | Office    | 112          | Restroom  |
| 106          | Office    |              |           |

Northeast State at Gray

| Room No/Area | Area Type | Room No/Area | Area Type |
|--------------|-----------|--------------|-----------|
| 108          | Classroom | Restrooms    |           |
| 111          | Office    | 117          | Office    |
| 104          | Classroom |              |           |

Northeast State at Elizabethton

| Room No/Area | Area Type | Room No/Area | Area Type |
|--------------|-----------|--------------|-----------|
| 103          | Lab       | 113A         | Closet    |
| 113B         | Restroom  | 115          | Restroom  |
| 129          | Office    | 121          | Workroom  |
| 126          | Office    |              |           |

Northeast State at Bristol

Get off the third floor immediately. Uses the stairs-DO NOT use the elevators. Go to the first floor and stay in an interior room with no windows. Last resort, sit in an interior hallway until the threat has subsided.

**Note:** If safe areas noted above are full, put individuals on the first/ground floor of buildings in hallways away from glass doors or other areas where objects could cause injury. Tell people to sit down and cover their head by placing their head between their knees and placing their hands on top their head. Another option is to place individuals in interior closets, bathrooms, or other interior enclosed areas not noted above.



# Earthquakes

## Before an Earthquake Occurs

- Keep a flashlight and possibly a portable radio, both with fresh batteries, on hand in the Building Coordinator/Assistant Kit.
- Place large and heavy objects on lower shelves. Bottled goods, glass and other breakables should also not be stored in high places or left where they can freely slide on shelves.
- Remove picture frames, mirrors, and other heavy objects over the bed or desk.

## During an Earthquake

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

## After an Earthquake

- Be prepared for additional earthquake shocks called “after shocks.” Although most of these are smaller than the main shock, some may be large enough to cause additional damage.
- Stay out of severely damaged buildings. After shocks can shake them down.
- Check for injuries. Don’t attempt to move seriously injured persons unless they are in immediate danger of further injury.
- If water pipes are damaged, shut off the supply at the main valve. Emergency water may be drawn from water heaters, toilet tanks (not bowl), and melted ice.
- Check to see that sewage lines are intact before using sanitary facilities.
- If applicable, cut off the gas supply or contact the gas utility company.
- Report the incident to campus police.
- Plant Operations will direct the cleanup of debris.

## Shelter-in-Place Procedures

Shelter-in-Place is used when there is an immediate threat to the safety of individuals on any campus such as an active shooter or armed intruder. Campus police or 9-1-1 at satellite sites should be immediately notified as to the nature and location of the threat. Building Coordinators should implement the following steps:

- Remain calm!
- Notify campus police at 677.7927 or 9.1.1.
- Go to channel 1 on the radio. Let campus police know when building is locked down. Report all developments immediately and keep the Northeast State Community College Police Department current on your situation!
- Briefly advise building occupants of the nature of emergency.
- Get occupants out of the hallways into an office/classroom/closet. Instruct building occupants to go to “take cover” in an inner office or closet, getting behind a desk or object and lock the door, if possible. Instruct individuals to put cell phones on vibrate; turn off lights, shut blinds, if possible, and remain quiet.
- If it safe to leave the area of an immediate threat, evacuate to a safe location. This decision must be made by the individual.
- Check bathrooms and elevators.
- Shut blinds or cover windows, if possible.
- Do not pull the fire alarm.
- Keep campus police advised of your situation. Building Coordinators should notify campus police when your building is locked down or you have any problems/concerns. Communication is single most key element in handling a sit Implement a survival mindset.
- Implement a survival mindset. If an active shooter enters a room, as a last resort, team up and resist in any way possible.
- Remain in your room until law enforcement (campus police or an outside agency) arrives and directs actions of building occupants.
- Do not have any weapons in your hand when law enforcement arrives and show your hands. Do not make any gestures with your hands that could be interpreted as threatening.

## Hostage Situation

Building Coordinators/Assistant Building Coordinators should advise building occupants of the following if taken hostage:

- Appear as calm as possible.
- The initial 45 minutes are often the most dangerous. Follow instructions, be alert, and stay alive. Captors are emotionally disturbed and it is difficult to predict their response to a given situation.
- Don't speak unless spoken to and then only when necessary. Don't talk down or attempt to rationalize with the captor.
- Avoid appearing hostile.
- Maintain eye contact with the captor at all times, if possible, but do not stare.
- Do not make quick or sudden moves. Ask your captors before going to the bathroom, taking medication, or receiving first aid.
- Be observant and try to remember as many details about the captors as possible. In the event of release or escape, the personal safety of others may depend on facts remembered about the situation.
- Displaying some fear may work to one's advantage.
- Be prepared for action in the event entry by police is made. Often they will shout instructions. Follow them immediately.

Building Coordinators/Assistant Building Coordinators will assist building occupants to do the following:

- Immediately evacuate the building to a safe area using the established evacuation route. Carefully avoid the attention of those taking hostages.
- Take no action to intervene.
- Call campus police or 9.1.1. Provide as much accurate information as possible. Stay on the line until told to hang up.

# **Terrorist Attack**

## **Weapon of Mass Destruction – Definition**

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

## **General Guidelines**

Emergency action steps will depend upon the type of device and/or agent used and whether it is used on campus, in a campus building, or off campus. Anyone who happens to discover a terrorist attack should immediately call campus police or 9-1-1. Building Coordinators should:

- Notify campus police or 9.1.1 and evacuate the area.
- Avoid contamination by staying upwind of the hazard, away from the point of the release, and exposed individuals.
- Do not touch or move any suspicious objects.
- Minimize the use of cell phones.
- Affected individuals should be quarantined at a safe location, upwind of the hazard.
- If a hazardous release occurs at the campus perimeter or off campus, instruct building occupants to remain indoors until further instruction is given.

## KEY PERSONNEL TELEPHONE NUMBERS

| Title  | Name             | Direct Dial     | Ext: | Home              | Cell     |
|--|------------------|-----------------|------|-------------------|----------|
| President  | Janice Gilliam   | 323.0201        | 3401 | 574.1996          | 817.8600 |
| Acting Executive Assistant to the President              | Megan Jones      | 323.0201        | 3201 | N/A               | 605.3735 |
| Vice President for Academic Affairs                      | Allana Hamilton  | 279.7632        | 7632 |                   | 967.8353 |
| Chief, Financial Officer                                 | Steve Campbell   | 323.0205        | 3205 | 753.7256          | 794.6482 |
| Interim Vice President for Student Affairs               | Matt Delozier    | 323.0231        | 3231 | (828)<br>400.1575 |          |
| Interim Vice President for Administrative Services       | Fred Lewis       | 279.7665        | 7665 | 926.6929          | 335.2603 |
| Director of Human Resources & Affirmative Action Officer | Gerri Brockwell  | 323.0226        | 3226 | 349.0414          | 361.5283 |
| Business Office Manager                                  | Jill Lewis       | 354.2406        | 3283 |                   | 943.7600 |
| Director of Plant Operations                             | Pete Miller      | 354.2448        | 2448 | 343.7798          | 726.0379 |
| Chief of Police  | John Edens       | 279.7655        | 3355 | 477.4459          | 483.4279 |
| Director, Leadership Programs                            | Keith Glover     | 354.2474        | 3274 | 791.2913          | 343.4335 |
| Asst. VP of Evening and Distance Education               | Chris Lefler     | 354.2425        | 3469 | 753.3628          | 676.5967 |
| College Nurse  | Sue Robertson    | 323.0212        | 3212 | 323.2046          | 956.4011 |
| Director of Community Relations and Marketing            | Robert Carpenter | 323-0259        | 3259 | 477.9289          | 943.2626 |
| <b>CAMPUS POLICE</b>                                     | <b>POLICE</b>    | <b>677.7927</b> |      |                   |          |

## Building Coordinator/Assistant Building Coordinator List

\*\*\* Denotes Building Coordinator

\*Denotes Assistant Building Coordinator

### Blountville (Main Campus)

| Building Number  | Name                 | Floor | Phone |
|------------------|----------------------|-------|-------|
| Pierce           | Richard Hyland***    | 1st   | 3313  |
| Pierce           | Jennifer Starling*   | 2nd   | 7635  |
| Pierce           | Ranee Baker*         | 3rd   | 3318  |
| General Studies  | Sue Robertson*       | 2nd   | 3212  |
| General Studies  | Jenny Reed*          | 1st   | 3291  |
| General Studies  | Greg Walters***      | 2nd   | 5120  |
| Humanities       | William Wilson***    | 1st   | 3341  |
| Humanities       | Xiaoping Wang*       | 2nd   | 3352  |
| Fine Arts        | Travis Brooks***     | All   | 5173  |
| Student Services | Keith Glover*        | 1st   | 3274  |
| Student Services | Sam Rowell***        | 2nd   | 3382  |
| Powers           | Carolyn McCracken*** | 1st   | 3514  |
| Powers           | Angela Shrum*        | 2nd   | 3508  |
| Faculty          | Don Coleman***       | 1st   | 3333  |
| Faculty          | Danny Lawson*        | 2nd   | 3234  |
| Tech. Ed.        | Jim Henrichs***      | All   | 3275  |
| Automotive       | Pete Miller***       | All   | 2448  |

Bristol

|         |                |     |      |
|---------|----------------|-----|------|
| Bristol | Deb Johnson*** | All | 5215 |
|---------|----------------|-----|------|

Elizabethton

|              |                   |     |      |
|--------------|-------------------|-----|------|
| Elizabethton | Chris Hitechew*** | 1st | 7651 |
|--------------|-------------------|-----|------|

|              |              |     |      |
|--------------|--------------|-----|------|
| Elizabethton | Joan Willis* | 1st | 3530 |
|--------------|--------------|-----|------|

Gray

|      |             |     |      |
|------|-------------|-----|------|
| Gray | Gary Lee*** | 1st | 3305 |
|------|-------------|-----|------|

Kingsport

|       |             |         |      |
|-------|-------------|---------|------|
| NSKPT | Jeff McCord | Overall | 5207 |
|-------|-------------|---------|------|

|      |                 |     |      |
|------|-----------------|-----|------|
| KCHE | Teresa Dobbs*** | 1ST | 5151 |
|------|-----------------|-----|------|

|      |                |     |      |
|------|----------------|-----|------|
| KCHE | Shawna Shafer* | 2nd | 5159 |
|------|----------------|-----|------|

|      |               |     |      |
|------|---------------|-----|------|
| KCHE | Kelly Barton* | 3rd | 5537 |
|------|---------------|-----|------|

|                     |               |     |      |
|---------------------|---------------|-----|------|
| Blazier-Wilson Hall | Robin Dice*** | 1st | 2530 |
|---------------------|---------------|-----|------|

|                    |             |     |      |
|--------------------|-------------|-----|------|
| Bazier-Wilson Hall | Melisa May* | 1st | 2525 |
|--------------------|-------------|-----|------|

|      |                    |     |      |
|------|--------------------|-----|------|
| RCHP | Connie Marshall*** | 1st | 3680 |
|------|--------------------|-----|------|

|      |                |     |      |
|------|----------------|-----|------|
| RCHP | Melessia Webb* | 2nd | 5106 |
|------|----------------|-----|------|

|      |                 |     |      |
|------|-----------------|-----|------|
| RCAM | Jeff Frazier*** | 1st | 5544 |
|------|-----------------|-----|------|

|      |                  |     |      |
|------|------------------|-----|------|
| RCAM | Jennifer Pruitt* | 1st | 5149 |
|------|------------------|-----|------|

|      |                           |     |          |
|------|---------------------------|-----|----------|
| RCAP | Northeast State Police*** | 1st | 557.2703 |
|------|---------------------------|-----|----------|

|                   |                     |  |          |
|-------------------|---------------------|--|----------|
| Mountain City ITV | Katherine Mossinger |  | 471-1903 |
|-------------------|---------------------|--|----------|

|                   |             |  |          |
|-------------------|-------------|--|----------|
| Unicoi County ITV | Myra Wilcox |  | 330-8237 |
|-------------------|-------------|--|----------|

