



Northeast State Community College

**2017-18
Building Coordinator
and
Assistant Building Coordinator
Manual**

**Northeast State 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 Operations Plan.

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Overview

Building Coordinators and Assistant Building Coordinators perform a critical role in executing the overall Emergency Operations Plan (EOP) 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 *EOP*.

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 or to the Director of Auxiliary Services and Sustainability 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 all property the college owns, controls, or leases. 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 without the cooperation of all. 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 or to the Director of Auxiliary Services and Sustainability.

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 or the Director of Auxiliary Services and Sustainability. 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 or the Director of Auxiliary Services and Sustainability.

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 equipped with a radio for communication purposes 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:

- a) If the situation permits, use landline or cell phone communications.
- b) In most emergencies a landline telephone will not be available. In these cases use the radio assigned to you. Radios allow instant communication as well as providing up to the second updates to all radio users. During emergencies the college operates on channel 1. Channel 2 is the Plant Operations channel.
- c) Please review the Radio Battery Care section of this manual on page 31.
- d) Third 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.

At the beginning of each month, at a minimum, all Building Coordinators, Assistant Building Coordinators need to perform a radio check with campus police.

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:

- a) Direct building occupants on what actions to take in any emergency situation in accordance with this manual and the *EOP* (evacuate or shelter-in-place).
- b) Keep the President informed, through the campus police, of the current status of their respective buildings during an emergency. During an emergency, Assistant Building Coordinators report directly to Building Coordinators. Building Coordinators then report directly to campus police. Follow this chain of command!
- c) Ensure emergency exits, evacuation routes, and emergency equipment is not obstructed and is clearly designated.
- d) Promote physical integrity of the building by identifying potential safety hazards to the campus police.
- e) Oversee and coordinate with the campus police actions (evacuate or shelter-in-place) to take in an emergency situation.
- f) Ensure that activities in the building do not interfere with the operations of other building occupants.
- g) 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.
- h) Serve as a resource for building occupants to keep them aware of conditions that affect their environment.
- i) 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, employees should cordon off the area and notify campus police immediately at 677.7927.

Departmental supervisors with hazardous materials or liquids should ensure 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, Automotive Shop, Library (L116), Print Shop and Student Services (A107A) Buildings in case of an accident or spill. Spill kits are also available at Elizabethton (E103) and KCHE Chemistry and Biology Labs.

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 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 and the Environmental Health and Safety Office.

- a) Only use UL-approved outlet cords equipped with an internal surge protector.
- b) Lit candles.
- c) Keep all walkways and stairways free from obstructions at all times.
- d) Ensure all hazardous and flammable substances are properly stored.
- e) Do not overload outlets with multiple outlet cords or multiple plug adapters.
- f) Ensure all exit doors are functioning properly and are not locked from the inside.
- g) Ensure evacuation signs are posted and current.
- h) 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.
- i) Ensure emergency exits are visible, unobstructed, and accessible. Ensure exit lights and emergency lights are in proper working order.
- j) Any questions or concerns should be brought to the attention of the chief of Police or the Director of Auxiliary Services and Sustainability for resolution.

Bomb Threat Call Procedures

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

- a) **Remain calm!**
- b) Keep the caller on the line as long as possible. Ask the questions listed on the "Bomb Threat Check List." (See page 8).
- c) Check caller ID. Record the number!
- d) Ask the caller the location of the bomb and the time of detonation.
- e) Tell the caller the building is occupied and detonation would result in death and serious injury to innocent people.
- f) Pay attention to background noises.
- g) Listen closely to the caller's voice listening for sex of caller, accents, speech impediments, or any unusual characteristics.
- h) If practicable, have another person listen in on the bomb threat call and record the conversation.
- i) Immediately call campus police (423)677.7927, or 9-1-1, to determine if evacuation is appropriate. Cell phones 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

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 (617.7927) 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:

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

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

Spilled Liquids

- a) Confine or contain the spill to a small area. Do not let it spread.
- b) 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).
- c) 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.
- d) Carefully pick up and clean any cartons or bottles that have been splashed or immersed.

Suspicious Mail/Biological Hazard

- a) Don't panic!
- b) Do not shake or empty the contents of the package.
- c) 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.
- d) If the package spills, do not attempt to clean it up. Get out of the area and keep others away.
- e) Close the door if in a room.
- f) Wash your hands with soap and warm water.
- g) Call campus police at extension 3255.

Characteristics of Suspicious Mail

- a) Unexpected or from someone unfamiliar to you,
- b) Foreign mail, Air Mail, and Special Delivery,
- c) Insufficient or excessive postage,
- d) Incorrect titles, no names,
- e) Misspellings of common words,
- f) Handwritten, poorly typed, or cut-and-paste lettering,
- g) Oily stains, discolorations, or odor,
- h) No return address or address that cannot be verified,
- i) Return address and postmark not from same area,
- j) Excessive weight, lopsided, uneven, or rigid envelope,
- k) Protruding wires or aluminum foil,
- l) Excessive masking tape, string, etc.,
- m) Sloshing, buzzing, or ticking sound,
- n) 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 9-1-1
- Wash your hands with soap and water



UNITED STATES
POSTAL SERVICE



Plane Crash

Tri-Cities Airport

- a) In the event of a plane crash at or near the airport, not on campus, implement the following measures:
- b) Notify campus police at extension 3255 or 677.7927 to see if evacuation is required.
- c) If evacuation is required, implement the following:
 1. Pull the fire alarm.
 2. Turn your radio to channel 1.
- d) Begin evacuation procedures directing individuals to evacuate to an area designated by campus police.
- e) Remind everyone to be CALM and evacuate in an orderly manner.
- f) 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.
- g) When you have verified your building is clear, notify campus police. Await further directions 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:

- a) Initially take cover under a desk or some other item,
- b) Turn your radio to channel 1,
- c) Notify campus police,
- d) Begin evacuation procedures away from the crash scene,
- e) Remind everyone to be CALM and to evacuate in an orderly manner to a safe location designated by campus police,
- f) Remind faculty and staff to assist students, visitors, the handicapped, or injured persons out of the building,
- g) 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):

- a) Go to channel 1 on the radio.
- b) 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.
- c) Get under sturdy furniture, if possible.
- d) Stay away from windows.
- e) If caught outside, crouch in a nearby ditch.
- f) 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):

- a) Keep alert to weather and approaching storms,
- b) 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,
- c) Severe Thunderstorm Warning,
- d) Immediately go inside for protection;
- e) Stay away from windows, water faucets, and other plumbing fixtures; Do not use telephones, televisions, or computers since lightening can travel through wiring;
- f) If outside, stay away from tall trees and other objects that are likely to be struck by lightning; and,
- g) If caught in an open field, crouch close to or lie flat on the ground.

Severe Weather Watch

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

Tornado Facts

- a) Tornadoes usually travel in a Southwest to Northeast direction and rotate counter-clockwise.
- b) 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.
- c) Tornadoes are most likely to occur between 3 PM and 7 PM.
- d) 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.
- e) The windward side (southwest) usually takes the full fury of the winds.
- f) Even the most modern building codes do not require buildings to withstand the winds of a tornado.
- g) Wind speeds can average up to three hundred miles an hour in tornadoes.
- h) Speed of travel can average between twenty-five to seventy-five miles per hour.
- i) March to May is peak tornado season in the southern United States.
- j) Any material sucked into a tornado can become a deadly missile.
- k) Flat roofs tend to be lifted up and carried away and outer walls collapse upon inner walls creating an extreme load on interior walls.
- l) Avoid any areas that have windows. Glass does not hold up to extreme conditions and becomes a deadly weapon during a tornado.
- m) Bathrooms, closets, and hallways on the first floor are usually the safest areas.

SEVERE WEATHER SAFE AREAS

Building occupants should get to the ground floor of any building during a severe weather 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.

General Studies Building

<u>Room #</u>	<u>Area Type</u>	<u>Room #</u>	<u>Area Type</u>
C1101	Office	C2105	Restroom
C1100	Corridor	C2113	Office
C1107	Office	C2304	Restroom
C1111	Office	C2306	Restroom
C1113	Office	C2407	Office
C1114B	Office	C2409	Office
C2101 – C2111	Corridor	C2421	Restroom
C2103	Restroom	C2423	Restroom

Student Services Building

<u>Room #</u>	<u>Area Type</u>	<u>Room #</u>	<u>Area Type</u>
A102	Classroom	A111	Subway
A110	Staff Dining Room	N/A	Restroom (All)

Powers Building

<u>Room #</u>	<u>Area Type</u>
North Stairwell	1 st Floor
South Stairwell	1 st Floor
Restrooms	1 st & 2 nd Floor

Faculty Building

<u>Room #</u>	<u>Area Type</u>
F100A	Office
Men's Restroom	
Women's Restroom	

Pierce Building

<u>Room #</u>	<u>Area Type</u>	<u>Room #</u>	<u>Area Type</u>
P101C	Office	P213	Restroom
P101F	Office	P214	Restroom
P102	Office	P218A	Office
P104	Lounge	P218B	Office
P104A	Restroom	P218C	Office
P104B	Restroom	P218D	Office
P202	Office	P218E	Office
P205	Office	P218F	Office
P205B	Conference Room	P218G	Office
P205C	Office	P218H	Office

Library

<u>Room #</u>	<u>Area Type</u>	<u>Room #</u>	<u>Area Type</u>
L102	Vending	L106	Conference Room
L104	Restroom	L113	Prod. Studio
L105	Restroom		

New Maintenance Building

<u>Room #</u>	<u>Area Type</u>	<u>Room #</u>	<u>Area Type</u>
N103	Breakroom	N105	Restroom
N104	Restroom	N114	Restroom

Fine Arts Bldg.

<u>Room #</u>	<u>Area Type</u>	<u>Room #</u>	<u>Area Type</u>
D166	Restroom	D179	Restroom
D167	Restroom	D182	Corridor
D173	Restroom	D185	Restroom
D178	Lounge	D186	Restroom

Humanities

<u>Room #</u>	<u>Area Type</u>
H134	Office

Note: 1st floor center of room near stairwell in center of building

Kingsport Center for Higher Edu. (KCHE)

<u>Room #</u>	<u>Area Type</u>	<u>Room #</u>	<u>Area Type</u>
129	Office	146	Restroom
137	Auditorium	147	Restroom

Blazier-Wilson Hall

<u>Room #</u>	<u>Area Type</u>
103	Office
All Restrooms	

Regional Center for Health Professions (RCHP)

<u>Room #</u>	<u>Area Type</u>	<u>Room #</u>	<u>Area Type</u>
106	Breakroom	141	Classroom
127	Classroom	143	Office
140	Classroom	1 st floor	Restrooms

Regional Center for Advanced Manufacturing (RCAM)

<u>Room #</u>	<u>Area Type</u>	<u>Room #</u>	<u>Area Type</u>
137	Classroom	139	Classroom
138	Classroom	141	Classroom

Regional Center for Automotive Professionals (RCAP)

<u>Room #</u>	<u>Area Type</u>	<u>Room #</u>	<u>Area Type</u>
104	Classroom	111	Restroom
106	Office	112	Restroom
107	Office		

Northeast State @ Gray

<u>Room #</u>	<u>Area Type</u>
104	Classroom
108	Classroom
All Restrooms	

Northeast State @ Elizabethton

<u>Room #</u>	<u>Area Type</u>	<u>Room #</u>	<u>Area Type</u>
103	Lab	121	Workroom
113A	Closet	125	Classroom
113B	Restroom	127	Classroom
115	Restroom		

Northeast State @ Bristol

- ❖ Get off the third floor immediately.
- ❖ Use 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 or bathrooms.

Earthquakes

Before an Earthquake Occurs

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

During an Earthquake

- a) First and foremost, stay calm! Think through the consequences of any action taken.
- b) 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.
- c) 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. Remember, **DROP** (to lowest level possible), **COVER** get under something that will protect you from flying debris), and **HOLD ON** (until earthquake is over).
- d) 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.
- e) 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

- a) 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.
- b) 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.
- c) 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.
- d) 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.
- e) 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:

- a) Remain calm!
- b) Notify campus police at 677.7927 or 9-1-1.
- c) 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!
- d) Briefly advise building occupants of the nature of emergency.
- e) 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.
- f) Remember, if it is safe to leave the area of an immediate threat, evacuate to a safe location and then call 9-1-1. This decision must be made by the individual.
- g) Check bathrooms and elevators.
- h) Shut blinds or cover windows, if possible.
- i) Do not pull the fire alarm.
- j) 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 the single most key element in handling a situation. Implement a survival mindset.
- k) Implement a survival mindset. If an active shooter enters a room, as a last resort, team up and resist in any way possible.
- l) Remain in your room until law enforcement (campus police or an outside agency) arrives and directs actions of building occupants.
- m) 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:

- a) Appear as calm as possible.
- b) 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.
- c) Don't speak unless spoken to and then only when necessary. Don't talk down or attempt to rationalize with the captor.
- d) Avoid appearing hostile.
- e) 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.
- f) 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.
- g) Displaying some fear may work to one's advantage.
- h) Be prepared for action in the event entry by police is made. Often they will shout instructions. Follow them immediately.
- i) Building Coordinators/Assistant Building Coordinators will assist building occupants to do the following:
 1. 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.
 2. 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:

- a) Notify campus police or 9-1-1 and evacuate the area.
- b) Avoid contamination by staying upwind of the hazard, away from the point of the release, and exposed individuals.
- c) Do not touch or move any suspicious objects.
- d) Minimize the use of cell phones.
- e) Affected individuals should be quarantined at a safe location, upwind of the hazard.
- f) 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

(all numbers area code 423 unless noted)

Title	Name	Direct Dial	Ext:	Home	Cell
Interim President	James King	323.0201	3445		(615) 785.4306
Executive Assistant to the President	Cindy Christian	323.0201	3201		647.1387
Interim Vice President for Academic Affairs	Sam Rowell	279.7632	7632		(276) 608.2567
Chief Financial Officer	Colonel Cline	323.0205	3205		360.3991
Chief Advancement Officer/Title IX	Leigh Hornsby	354.5255	5255	467.3329	(214) 551.5401
Vice President for Student Affairs	Matt DeLozier	323.0231	3231		(828) 400.1575
Vice President for Administrative Services	Fred Lewis	279.7665	7665	926.6929	335.2603
Executive Director of Human Resources & OE	Tyra Copas	354.5259	5259	245.9291	963.8296
Director of Fiscal Services	Cindy Roberts	323.0283	3283	247.6487	741.4689
Director of Plant Operations	Pete Miller	354.2448	2448	343.7798	726.0379
Chief of Police	John Edens	279.7655	3355		483.4279
Director of Auxiliary Services and Sustainability	Larry Hatfield	354.5224	5224		742.2457
Director of Leadership Programs	John Adcox	354.2528	3328		429.3384
Assistant VP of Multi-Campus Programs	Pashia Hogan	354.2425	3469	292.2434	323.0469
Director of Health Services	Kim Rapcan	323.0212	3212	323.2046	956.4011
Director of Community Relations	Robert Carpenter	323-0259	3259	477.9289	943.2626
CAMPUS POLICE	POLICE	677.7927			

Building Coordinator/Assistant Building Coordinator List

(As of February 17, 2017)

*** Denotes Building Coordinator

*Denotes Assistant Building Coordinator

Blountville (Main Campus)

<u>Building</u>	<u>Name</u>	<u>Floor</u>	<u>Phone Number</u>
Pierce	Robin Byrd*	1 st	3313
Pierce	Jennifer Starling***	2 nd	7635
Pierce	Megan Jones*	3 rd	3226
General Studies	Kim Rapcan*	2 nd	3212
General Studies	Jenny Reed*	1 st	3291
General Studies	Greg Walters***	2 nd	5120
Gen.Studies/Campus	Terence Weber*	All (evening)	5181
Humanities	William Wilson***	1 st	3341
Humanities	Xiaoping Wang*	2 nd	3352
Fine Arts	Travis Brooks***	All	5173
Fine Arts	Aaron Bradley*	All	579-7913
Student Services	Mark Beaty, Interim*	1 st	5241
Student Services	Keith Tittle, Interim***	2 nd	3382
Powers	Carolyn McCracken***	1 st	3514
Powers	Angela Shrum*	2 nd	3508
Faculty	J. Michael Ramey***	1 st	3297
Faculty	Danny Lawson*	2 nd	3234
Tech. Ed.	Jim Henrichs***	All	3275
Tech. Ed.	Sheila Jackson*	2 nd	3229
Tech. Ed/Campus	Tammy Bartlett	All (evening)	3468
Tech. Ed/Campus	Patty Earhart*	All (Saturday's)	5109
Tech. Ed/Campus	Sandra Baker*	All (evening)	5109
Maint./Automotive	Pete Miller***	All	2448
Automotive	Ernie Morelock*	All	3463
Library	Chris Demas***	All	3288
New Maintenance	Jeff Grindstaff***	All	3256

<u>Building</u>	<u>Name</u>	<u>Floor</u>	<u>Phone Number</u>
<u>Bristol</u>			
Bristol	Ashley Dickson***	All	5215
Bristol	Ashley Pierce*	All	5214
Bristol	Hilary Musgrove*	All (evening)	5214
<u>Elizabethton</u>			
Elizabethton	Chris Hitechew***	1 st	7651
Elizabethton	Amy Drinnon*	1 st	3530
Elizabethton	Paulette Davis	1 st (evening)	3417
<u>Gray</u>			
Gray	Gwen Widener ***	All	3286
Gray	Jill Montgomery*	All (evening)	5295
<u>ITV Coordinators</u>			
Unicoi County	Dustin Street	All	3223
Mountain City	Katherine Motsinger	All	3297
<u>Johnson City</u>			
JOCY	Paul Montgomery***	Overall	5304
JOCY	Jennifer Puckett*	1 st	5302
JOCY	Mark Baker*	1 st (evening)	5300
<u>Kingsport</u>			
NSKPT	Jeff McCord	Overall	5207
KCHE	Jennifer Thacker***	1 ST	5151
KCHE	Vicky Cartwright*	2 nd	5159
KCHE	Kelly Barton*	3 rd	5537
KCHE	Jan Stout*	All (evening)	5541
Blazier-Wilson Hall	Robin Dice***	1 st	2530
Blazier-Wilson Hall	Mary Beth Oxendine-Woodby*1 st		5100

<u>Building</u>	<u>Name</u>	<u>Floor</u>	<u>Phone Number</u>
RCHP	Connie Marshall***	1 st	3680
RCHP	Johanna Neubrande*	2 nd	5106
RCHP	James Breeding*	All (evening)	3248
RCAM	Jeff Frazier***	1 st	5544
RCAM	Jamie Cyphers*	1 st	5149
RCAP	Northeast State Police***	1 st	557.2703
<u>Other</u>			
President (Interim)	James King/Cindy Christian		3201
VP Admin. Svcs.	Fred Lewis/Sherry Mott		7665/2464

RADIO BATTERY CARE

- Charge your new battery overnight before using it. This is referred to as "initializing" and will enable you to obtain maximum battery capacity.
 - Nickel Cadmium or Nickel Metal Hydride: Charge 14-16 hours
 - Lithium-ion/Polymer: Charge 1-2 more hours after the charger light turns green.
- In order to minimize capacity loss and cycle life reduction, new, non-initialized batteries must be stored in well ventilated, cool and dry locations. Batteries stored in these conditions may be stored:
 - Nickel Cadmium up to 2 years.
 - Nickel Metal Hydride up to 18 months.
 - Lithium-ion Polymer up to 18 months.
- Charge a new battery after it is fully discharged (Lithium Ion batteries can be recharged at any time).
- **DO NOT** use the battery charger as a radio stand; continuous charging will shorten the battery life.
- This is the most cost effective solution for users requiring longer operating time.
- Batteries that are in storage for more than two months need to be recharged:
 - Nickel Cadmium or Nickel Metal Hydride: Charge 14-16 hours
 - Lithium-ion/Polymer: Charge 1-2 more hours after the charger light turns green.
- When using a Motorola rapid charger, leave the battery in the charger for an additional 1-2 hours after the steady green light appears. Applies to non-IMPRES batteries only.
- Only charge a battery when it needs it. If it is not fully discharged, do not recharge it.
- With proper care, batteries should last about a year and a half..