

# Nashville State Community College

NSCC Policy 07-02-00: Emergency Preparedness Policy

## **Purpose**

This Emergency Preparedness policy outlines Nashville State's responsibility to improve the protection of lives and property through the effective use of institutional resources. Nashville State's policy will help mitigate the potential effects of the various hazards that might impact the institution, to prepare for the implementation of measures which will preserve life and minimize damage, to respond effectively to the needs of the institution's community during emergencies, and to provide a recovery system to return the institution and its community to a normal status as soon as possible after such emergencies.

## **Definitions**

- **Minor Emergency** - Any potential or actual incident that does not seriously affect the overall functional capacity of the institution. Emergencies in this category will be handled according to the established procedures of those work units responsible for responding to these emergencies. Notifications to senior administrators regarding the incident will be made consistent with the standard protocols of the responding work units.
- **Major Emergency** - Any potential or actual incident that substantially disrupts a significant portion of the overall operations of the institution. Outside emergency services, as well as major commitment of campus support services, may be required. Nashville State Police Department will take immediate action to meet the emergency and safeguard persons and property. Major policy considerations will be required from higher levels of campus authority. The Emergency Preparedness Plan may be activated at the direction of the President, or designee in the event of a major emergency.
- **Building Emergency** - A condition during which a specific building and its occupants are subjected to, or potentially subjected to, special precautions/actions necessary to maintain order and to safeguard institutional personnel and property. Upon determination that conditions exist which could lead to a state of emergency or have the potential of existing in a single building through events restricted to a building (e.g., bomb threat, equipment malfunction, etc.), the designated administrator shall be notified immediately. The administrator will immediately inform the President or designee. The appropriate administrators shall implement the necessary procedures and notify appropriate personnel to ensure the safety and protection of the persons and property in the building. The Emergency Management Response Team shall be informed as soon as is possible.
- **Disaster** - An event or incident that seriously impairs or halts the operations of the institution. A disaster may result in multiple casualties and severe property damage. A coordinated effort of all campus services will be required. Outside emergency resources will be required. The emergency response plan will be activated by the President, or designee.

## **Policy/Guideline**

- I. Introduction
  - a. An emergency management plan addresses all types of emergency functions within Nashville State.

- b. A state of emergency may be declared at any time an emergency reaches such proportions that it cannot be handled by routine measures. Such emergencies may include, but not be limited to: tornados, earthquakes, winter storms, fires, infectious diseases, hazardous chemical spills, transportation accidents, explosions, utility outages, civil disturbances, bombs, hostage situations, terrorist activities, active threats, and/or technological hazards.
- c. Since emergencies normally occur without warning, plans and procedures should be designed to provide sufficient flexibility to accommodate contingencies of assorted types and magnitudes.
- d. The emergency preparedness plan must be reviewed and revised, as necessary, on at least an annual basis by senior administrators in conjunction with the institutional emergency response management team.
- e. Additionally, aspects of the plan must be tested in training exercises and drills consistent with Federal and State law.

## II. Policy of the Institutional

- a. This policy requires a written emergency preparedness plan that is developed and implemented consistent with the concepts and principles of the National Incident Management System, incorporating elements of the Incident Command System. The emergency preparedness plan will follow the following outline:

### Basic Plan

1. Introductory Material
  - 1.1. Cover Page
  - 1.2. Promulgation Document and Signatures Page
  - 1.3. Approval and Implementation
  - 1.4. Record of Changes
  - 1.5. Record of Distribution
  - 1.6. Table of Contents
2. Purpose, Scope, Situation Overview, and Assumptions
  - 2.1. Purpose
  - 2.2. Situation Overview
  - 2.3. Planning Assumptions
3. Concept of Operations
4. Organization and Assignment of Responsibilities
5. Direction, Control, and Coordination
6. Information Collection, Analysis, and Dissemination
7. Training and Exercises
8. Administration, Finance, and Logistics
9. Plan Development and Maintenance
10. Authorities and References

### Functional Annexes

1. Evacuation
2. Deny Entry or Closing (Lockdown)
3. Shelter-in-Place or Secure-In-Place
4. Accounting for All Persons
5. Communications and Notifications
6. Continuity of Operations (COOP)

7. Recovery
8. Public Health, Medical and Mental Health
9. Security
10. Rapid Assessment

Threat- or Hazard-Specific Annexes

1. Severe Storm
2. Earthquake
3. Tornado
4. Hazardous Materials Incident
5. Mass Casualty Incident
6. Active Shooter
7. Pandemic or Disease Outbreak
8. Bomb Threat or Explosion

- b. The plan will create an emergency response management team and designate which roles should be assigned to the team. The plan will establish a clear chain of command outlining institutional employees with authority to act in response to the emergency. This team will serve to support the President during an emergency.
- c. The plan will designate the employee(s) authorized to declare an emergency. If an emergency is declared, the employee(s) authorizing the declaration will cause the emergency response management team members (as well as others as directed by the President) to be contacted, advise them that an emergency has been declared, and direct them to respond to the emergency operations center. A systematic calling plan must be established to ensure that all team members receive timely notification of the official declaration of emergency.
- d. The plan will designate a campus location that will serve as an emergency operations center. An alternative location will be designated in the event that the primary location is not available. Members of the emergency response management team and any others directed by the President will be present in the emergency operations center during emergencies. Minutes will be recorded during these meetings to document all significant events and actions taken. A communications log will be maintained to reflect the time and date of every significant communication to/from the emergency operations center, whom the communication was received from/sent by, to whom the communication was directed, the nature of the communication, and any action resulting from the communication.
- e. The plan will authorize the establishment of a command post on campus that is near the scene of the emergency. The plan will designate an employee to establish and manage the command post. Senior leadership and directors whose personnel are directly involved in the emergency response will report to the command post, as will commanders from responding agencies external to the institution. Operational decisions relative to the emergency response will be coordinated from the command post. The command post will maintain contact with the emergency operations center for purposes of instruction, status reports, and requests for support.

- f. The plan will authorize an appropriate administrator to determine that an evacuation is necessary and to issue an evacuation order. The institution will designate appropriate locations as “shelter locations” at each campus building.
- g. The plan will have procedures detailing how to manage communication for internal stakeholders and media inquiries during an emergency situation and designate the administrator to respond to the news media and internal stakeholders’ inquiries. No other institutional employee is authorized to release information to news media representatives. The procedure must include a process through which the institution will notify the TBR public relations office of published press releases related to the emergency situation. Media personnel will not be allowed into secure areas without an appropriate escort.
- h. The plan will have a procedure to manage volunteers who respond to an emergency situation. Volunteers should be directed to a central location for registration and assignment. During the registration process volunteers will be required to provide some form of reliable identification. A log will be maintained to reflect the name, address, date of birth, driver’s license number, any particular skill of each volunteer, the name of the supervisor to whom they are assigned, and the number of the identification card issued to the volunteer. If practical, each volunteer will sign a standard volunteer release form and be issued an identification card that will be affixed to their outer clothing.
- i. The plan will include emergency purchasing procedures to manage purchase during an emergency situation. All purchases will be handled in the shortest possible time frame. Where possible, the purchases will be used making procurement cards. A record of all emergency related expenditures will be maintained by the work unit making those expenditures. A copy is to be sent to the emergency operations center.
- j. The plan will include guidelines to transport persons and/or equipment during an emergency. An institutional department will be designated to be responsible for providing vehicles for evacuations and other emergency related activities.
- k. The plan will establish alternate communication options for use during an emergency response period. The primary means of communications during an emergency are telephones, cell phones, and two-way radios. If the institutional phone system has been rendered inoperable or if the emergency incident is a bomb threat, then the emergency operations center will use cell phones and radios. Radios will be the primary communications medium if landline phones and cell phones are inoperable.
- l. The plan will establish a procedure to document activities in response to an emergency. Each department/office should be instructed to maintain a record of all emergency-related activities performed by the personnel of that work unit. The record will reflect the personnel worker hours (for non-exempt staff), as well the assignments of personnel, and the work performed by each work unit, and other resources expended in response to the emergency.

- m. Campus maps and building prints will be included in the plan to the extent that doing so does not compromise security of the institution.
- n. The plan will establish a student assistance coordinating committee that will meet regularly to evaluate the needs and provide necessary assistance to students who are identified as distressed, disturbed, disruptive, and/or dangerous. The plan will require all faculty and designated staff to complete training regarding the identification and management of distressed, disturbed, disruptive, and/or dangerous students. A method will be established to maintain records certifying that all faculty, including adjunct faculty, and designated staff complete annual training regarding the identification and management of distressed students.
- o. Electronic and hard copies of the plan will be maintained by all members of the emergency response management team and department/office heads who have significant roles in responding to emergencies. The plan should also be maintained in the security department. An electronic copy of the plan must be maintained in a manner that will permit access during an emergency (e.g., saved on OneDrive). Department/office heads should establish appropriate procedures within their work units to facilitate plan implementation. On an annual basis the President, in consultation with the emergency response management team will review the plan and update/modify the plan as necessary.
- p. The plan will require appropriate training for all personnel regarding the plan and the plan will be posted on the website. Members of management should ensure that they and members of their staff are knowledgeable concerning the contents of the emergency preparedness plan. All employees must have knowledge of the contents and procedures of the institution's plan. On a periodic basis different aspect of the plan should be tested, either through simulated exercises or in-service training, as appropriate.

### **Sources**

Tennessee Board of Regents Emergency Preparedness Plan B-100

Tennessee Board of Regents Emergency Management Planning 4.01.05.70

T.C.A. § 49-8-203

National Incident Management System

*Approved by President's Cabinet 1/10/22*