

Volunteer State Community College Emergency Procedures

Report emergencies or suspicious activity promptly to Campus Police or 911:

Gallatin: 615-230-3595; Cookeville: 931-520-4616; Livingston: 931-462-5216; Springfield: 615-433-7041

The campus has trained Building Coordinators. A Building Coordinator is an employee who has a defined role in campus emergency and disaster preparedness and acts as an evacuation coordinator for that building.

Active Assailant Response

The #1 Priority is to Get Yourself Out of Harm's Way.

Decide if you will **AVOID**, **DENY**, or **DEFEND**

If an active assailant is outside or inside your building you should:

- Remain calm and take cover.
- Call Campus Police or 911 (give the location, the type of event, description of the offender, number of victims if any, and their location).
- Try to warn others as discreetly as possible.
- Proceed to a room and lock or barricade the doors and windows, turning off lights and closing blinds.
- Silence cell phones or other devices that emit sounds.
- Keep yourself out of sight, avoid windows, and take adequate cover/protection, i.e., behind concrete walls, under desks, cabinets, etc.
- Wait patiently until a uniformed police officer or a campus official known to you provides an all-clear.

If an active assailant enters your office or classroom, you should:

- Try to remain calm and keep others around you calm.
- Try not to do anything that would provoke the shooter. If there is no possibility of escape or hiding, only as a last resort when it is imminent that your life is in danger, should you make a personal choice to attempt to negotiate with or overpower the assailant.
- Call Campus Police or 911 if possible and provide the information listed above.
- If the active shooter leaves the area, barricade or proceed to a safer location.

Disruptive Behavior

Disruptive behavior can include any of the following: Verbal Abuse, Physical Abuse or Threats, Willful Damage to Personal or College Property, Use of Drugs and Alcohol on College Premises, Harassment, or Disruption of a Classroom, Administrative Office, or a Campus Activity.

Inform the Individual:

- Of the appropriate standard of behavior.
- That the behavior will not be tolerated.
- That they will be reported to the appropriate office if the behavior continues.
- To leave the area. If dealing with a student, they should be referred to the Vice President for Student Services.
- Incidents of disruptive behavior are to be reported so that the College can monitor and utilize appropriate interventions to minimize the occurrences of disruptive behavior. Be specific and concise. Verbal reports must be followed up in writing.

Evacuation

- Become familiar with your surroundings. Locate the closest exits and map out your nearest exit route.
- Remain calm. Follow directions given by emergency personnel.
- If the alarm is activated, go to the nearest stairwell, or exit door and leave the building immediately.
- Assist disabled persons out of the building. If unable to do so, they should be directed to the nearest stairwell to wait for emergency personnel. Campus Police must be notified of the individual's whereabouts.
- Once outside, proceed to Emergency Assembly Areas away from the building. DO NOT block roadways.
- DO NOT re-enter the building unless directed to by emergency response personnel.
- TAKE YOUR PERSONAL BELONGINGS ONLY IF IT IS SAFE TO DO SO. You may not be allowed to re-enter the evacuated area.

Fire Response

- If fire or smoke is detected, notify Campus Police immediately.
- Go to the closest stairwell or exit door (close all doors behind you) and leave the building immediately.
- Pull the fire alarm as you leave the building.
- Do Not Use the elevators.
- Assist disabled persons out of the building. If unable to do so, they should be directed to the nearest stairwell to wait for emergency personnel. Campus Police must be notified of the individual's whereabouts.
- Proceed to Emergency Assembly Areas away from the building. Do not block roadways.
- DO NOT re-enter the building unless directed to by emergency response personnel.

Tornado Response

Procedures for Seeking Shelter

If sufficient time is available to evacuate persons to a safer area prior to a tornado, persons should seek shelter:

- On the first floor of a building along interior hallways and offices.
- In restrooms (on all floors if there is not sufficient time to move to lower floors).
- Avoid windows and skylights and close all doors to reduce flying debris.

If there is no time to evacuate, persons should seek shelter under heavy furniture, desks, or in a closet to avoid injuries from debris (look around your area and select your shelter area after reading this procedure).

Hazardous Material Release

- Evacuate. Leave the spill area immediately alerting other building occupants.
- Confine. Block the area from unnecessary individuals. Close doors. Use the hood to exhaust vapors.
- Notify Campus Police