



PELLISSIPPI STATE COMMUNITY COLLEGE

Critical Incident Plan

This Critical Incident Plan flip chart has been designed to provide direction to the faculty and staff of Pellissippi State Community College in the event of an emergency. Faculty and staff should direct visitors and students should an emergency occur. This chart will provide basic information, instructions, and duties of all faculty and staff in the following situations:

TORNADO
MEDICAL EMERGENCY
LOCKDOWN
BOMB THREAT
FIRE

Emergency Phone Number

694-6649

You are in _____ Building – Room _____

Tornado Watch

1. Weather alert radios are monitored continuously for each campus. Should a **tornado watch** be issued, announcements will be made to advise building occupants of the situation. Announcements will be made via the public address system, bullhorns, radios, telephones, and/or Pellissippi State personnel. A **tornado watch** indicates that tornado conditions are possible in our area.
2. Remain alert for approaching storms.
3. Close outside doors and windows. Keep doors unlocked.
4. Direct those in the area to move away from the windows.
5. Take roll of your students.
6. Brief those in the area on the proper protective position to use in case the need arises. (Crouch to your knees with your back against the wall, preferably at the base of an interior hallway wall, and cover your head with your hands/arms or a book).
7. Wait for further instructions.

1A TORNADO WATCH 1A

Tornado Warning

1. Weather alert radios are monitored continuously for each campus. Should a **tornado warning** be issued, announcements will be made to advise building occupants of the situation. Announcements will be made via the public address system, bullhorns, radios, telephones, and/or Pellissippi State personnel. A **tornado warning** indicates that a tornado has been spotted in our area visually and/or on radar.
2. Remain calm and move those in your area to a place of safety. Take your attendance roll with you.
 - Seek shelter away from exterior windows and doors.
 - Do not go to areas with high, free-span roofs such, as auditoriums.
 - Go to the innermost lower level of the building.
 - Leave portable buildings for permanent structures.
 - If caught outdoors, lie flat in the nearest ditch, ravine or depression.
3. Close outside doors and windows. Keep doors unlocked.
4. Crouch to your knees with your back against the wall, preferably at the base of an interior hallway wall, and cover your head with your hands/arms or a book. Advise others in the area on doing the same. Maintain this protective position until further notice from the administration.
5. Please do not phone the Safety and Security Office during the tornado warning unless you have an emergency. The phone lines need to remain open. Information will be provided to you as it becomes available.
6. Report any injury or structural damage to the Safety and Security Office once the danger has passed.

1B TORNADO WARNING 1B

Medical Emergency

1. In the event of a medical emergency, immediately notify the Safety and Security office at **6649** from a classroom phone or at **694-6649** from a cellular phone. Tell them the location of the medical emergency, including the building and room number written on the cover sheet of this flip chart. Security will notify emergency personnel if necessary.
2. Do not provide first aid assistance unless you are trained to do so and have permission from the individual.
3. Do not move the person unless he/she is in immediate danger.
4. If the person is **unconscious**:
 - DO NOT try to give fluids.
 - DO NOT attempt to awaken by shaking.
 - DO loosen tight clothing, especially around the neck if breathing is restricted.
5. If the person is **conscious**:
 - Get as much information as possible (i.e. type of injury, age, race, sex, medical conditions, medications, allergies, etc.).
 - Reassure the person that help is on the way.
 - DO NOT let the person drive home or to a hospital or let someone else take him/her to the hospital unless it is a family member.
6. If the person is having a seizure, DO NOT restrain. Move any objects or desks away to prevent the person from being injured.

2 MEDICAL EMERGENCY 2

Lockdown

1. A **Lockdown** is a potentially threatening situation on campus that may involve weapons. Announcements will be made via the public address system, bullhorns, radios, telephones, and/or Pellissippi State personnel. Remain calm.
2. Immediately lock your classroom door. As you are locking the door, direct anyone who is nonthreatening and in the hallway to step inside your classroom.
3. Direct others in your area to move away from doors and windows. Do not open your door for any reason. Authorities will have keys.
4. Cover your classroom windows, turn off the lights and/or close the blinds.
5. Do not call the Safety and Security Office unless you have a life-threatening emergency or can provide useful information that would pertain to the situation.
6. Take roll of your students and be prepared to give your roll to authorities if needed.
7. If you hear gunshots, direct those in your area to lie as flat on the floor as possible.
8. Remain in a lockdown until otherwise instructed, face to face, by an administrator or law enforcement officer.

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LOCKDOWN

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Bomb Threat

1. In the event of a bomb threat, you will be notified to evacuate the building via the public address system, bullhorns, radios, telephones, and/or Pellissippi State personnel. Fire alarms may be used if the building needs to be evacuated quickly. Remain calm.
2. As you are leaving the classroom, visually inspect for anything suspicious by looking in and behind your cabinets, under desks, and in and around your garbage can and other areas.
3. If you note anything suspicious, report your findings to the Safety and Security Office when you reach a safe distance away from the threat.
4. Following the fire evacuation route for your area, escort those around you out of the building, turning out the lights, and locking doors as you go. Take your attendance roll with you and verify that everyone leaves the building.
5. Assemble in a safe area at least 500 feet from buildings.
6. Wait for further instructions.
7. Do not call the Safety and Security Office unless you have information that will lead to the resolution of the crisis or have a life-threatening emergency. Information will be provided to you as it becomes available.

Fire

1. In the event you observe a fire, evacuate the area and pull a fire alarm located in the hallway near an exit. From a safe location, notify the Safety and Security Office (**6649** or **694-6649**) of the fire and its source, location, and size.
2. If you hear a fire alarm, immediately evacuate those in your area from the building. Bring your roll book and verify that everyone leaves the building.
3. Leave your door unlocked and turn off the lights.
4. Follow the evacuation route as indicated on the map posted with this flipchart. Do not use elevators.
5. If you encounter heavy smoke at your only exit, direct those with you to crawl on their hands and knees. If visibility is greatly diminished, have them form a human chain by maintaining physical contact with the person in front of them while continuing to crawl. Try to maintain contact with a hallway wall. Follow the wall until you reach an exit.
6. Once you leave the building, assemble at least 500 feet away from the building. Keep roadways clear for emergency personnel.
7. Take roll of your students once you have safely exited the building.
8. Do not reenter the building or allow anyone else to reenter until instructed to do so by emergency responders or Safety and Security personnel.

If the fire is directly outside your room and is preventing evacuation:

1. Do not open the door.
2. Notify Safety and Security via telephone (**6649** or **694-6649**).
3. Place a towel or garment under the door. Wet the towel if possible.
4. If your room has a window, direct those with you to stand nearby.
5. Open or break the window if it becomes necessary.
6. Evacuate quickly once the window is open, as the oxygen let in will fuel the fire.
7. Follow the direction of the emergency responders or Safety and Security personnel regarding evacuation.

In the event you are on an upper floor and have someone with you who has a physical disability that prevents him/her from using the stairs, assist the person to the closest fire exit stairwell. Instruct someone to notify emergency response personnel of the location of the individual and have someone stay with him/her until emergency responders arrive to assist the person down the stairs. DO NOT attempt to carry the person down the stairs since you may injure yourself or the individual.