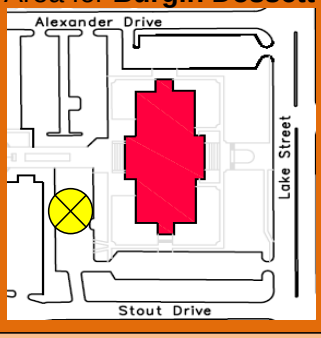
Emergency Procedures

East Tennessee State University

Evacuation Information

- Become familiar with the evacuation diagrams located in the hallways throughout the building to identify your nearest evacuation route.
- Remain calm; follow emergency guidelines and directions given by emergency personnel.
- If the fire alarm has been activated, go to the nearest stairwell or exit door and leave the building immediately.
- Assist disabled persons out of the building. In the event a person with a disability cannot be immediately evacuated from the building, he or she should be directed to the nearest stairwell landing to await the arrival of emergency personnel. ETSU Campus Police and/or the Johnson City Fire Department must be notified immediately upon arrival, identifying the location of the individual.
- Go to the Designated Assembly Area as indicated below.
- Do not re-enter the bldg. unless directed by emergency response officials.

Designated Assembly Area for **Burgin Dossett**



Fire

- If fire or smoke is discovered, notify the fire department or Public Safety immediately by dialing 9-1-1 or 9-4480.
- Go to the nearest stairwell or exit door 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 exit the bldg. due to severe mobility impairment, he or she should be directed to the nearest stairwell landing to await the arrival of emergency personnel. Campus Police and the Johnson City Fire Department must be notified immediately upon arrival, identifying the location of the individual.
- Go to the Designated Assembly Area.
- Do not re-enter the bldg. unless directed by emergency response officials.

Severe Weather

During a Tornado Warning

- Move to a basement, or
- First floor interior hallway, or
- Restroom or other enclosed small areas away from large class areas.
- Get under sturdy furniture.
- Stay away from windows.
- If caught outside, crouch in a nearby ditch or close to the ground.

During a Severe Thunderstorm Warning

- Immediately go inside for protection.
- Stay away from windows, water faucets and other plumbing fixtures.
- Do not use telephone, television, or computers since lightning can travel through connecting wiring.
- If outside – stay away from tall trees and other objects that are likely to be struck by lightning.
- If caught in an open field, crouch in a ditch or close to the ground.

Hazardous Materials Release

- Evacuate
  - Leave spill area immediately.
  - Remove personnel from danger of spill.
  - Alert other building occupants.
- Confine
  - Block area to unnecessary personnel.
  - Use doors to contain vapors.
  - Shutdown ventilation systems where possible.
  - Use hood to exhaust vapors.
- Notify
  - Public Safety@911 or 9-4480, Facilities Management@9-7900, and Environmental Health & Safety Office@9-6028.

Follow instructions of emergency personnel.

Power Outage

- For information about a prolonged outage, go to www.etsu.edu for an ETSU alert, or listen to your radio at WETS-FM, 89.5, for up-to-the minute information.
- Help co-workers in darkened areas move to safe locations.
- Unplug personal computers.
- Take personal belongings if instructed to leave the building.
- Secure any hazardous materials or equipment before leaving.

When You Hear Campus Warning Sirens

- Listen carefully!
  - Follow all instructions.
- If you cannot hear the message being broadcast across the campus emergency system:
  - Get to a computer and go to www.etsu.edu for an ETSU alert, Or
  - Listen to your radio at WETS-FM, 89.5, for up-to-the-minute information, Or
  - Check your email or cell phone for a GoldAlert Emergency Text Message.

General Campus Emergency Procedures

All faculty, staff, and students should familiarize themselves with the university's general emergency procedures. They are posted in all ETSU buildings. These procedures give students, faculty, and staff specific information about what to do in the event of fire, severe weather, power outages, and hazardous material releases. The posting also provides specific procedures to follow for building evacuation and response to the campus emergency notification system. The example above are posted emergency procedures from Burgin E Dossett Hall.

Emergency Response Procedures

Fire

When there is a fire or smoke (of any size or quantity) in your building, initiate your Building Evacuation Plan.

Building Evacuation Steps

- **Activate the building Fire Alarm**
- **Notify Public Safety – Dial 911 or 9-4480**
- **Ensure All Occupants are Notified**
- **Begin Evacuation – Use Stairwells, NOT Elevators**
- **Ensure All Occupants Have Evacuated**
- **Instruct all occupants to go to Designated Reassembly Area**
- **Instruct occupants to Not re-enter the Building Unless Directed by Emergency Response Officials**
- **Verify Accountability of Building Occupants**
- **Report any Discrepancies to the Officer-In-Charge**

Fire Safety

Fire Extinguishers

University employees should only use fire extinguishers under the following conditions:

- The fire is small enough to be handled by an extinguisher.
- Employee knows what type of fire it is.
- Employee has an unobstructed escape route should they fail to suppress the fire with the extinguisher.
- Employee knows the type of extinguisher to use.

Extinguisher classifications are:

- Class A - for ordinary combustibles (i.e., materials that produce ashes when burned, like wood, paper, cloth and rubber).

- Class B - for flammable liquids (i.e., materials that are usually stored in barrels).

- Class C - for electrical fires.

- Class D - for combustible metals, such as magnesium, titanium, lithium and sodium.

Some extinguishers have multiple ratings (e.g., AB BC or ABC). These can be used for more than one type of fire. But remember that it's dangerous to use water or any extinguisher labeled 'for Class A fire only" on oil, grease or electrical fires.

Evacuation Plans

Evacuation plans and procedures ensure all occupants know how to exit their building and where to reassemble. Please familiarize yourself with the posted emergency procedures and evacuation diagrams in your building.

Fire Containment

- Fire doors shall remain closed unless they are equipped with automatic closing devices.
- Ventilation systems controls shall be tested for activation when exposed to smoke or extreme heat.

Fire Prevention

- Multiple, UL-approved outlet cords, equipped with an internal surge protector, are authorized for office and departmental use.
- Ensure that waste and combustible materials are kept to the minimum.

- Flammable materials should be stored in a properly labeled flame resistant cabinet.
- Do not overload outlets with multiple outlet cords or multiple plug adapters.
- Keep closets free of old rags, paper or other combustible odds and ends.
- Keep all walkways and stairwells free from obstructions at all times.
- Fire doors shall remain closed unless they are equipped with automatic closing devices.
- Ensure all hazardous and flammable substances are properly stored.

Bomb and Other Threat Procedures

Any Individual Receiving a Bomb Threat Call Should

1. **Remain Calm.**
2. **Keep the caller on the line. Ask the specific questions listed on the Bomb Check List – see next page.**
3. **Ask the location of the bomb and the time of detonation.**
4. **Tell the caller the building is occupied and detonation would result in death and serious injury to innocent people.**
5. **Pay particular attention to background noises.**
6. **Listen closely to the caller's voice.**
7. **If practicable, have another person listen in on the bomb threat call.**
8. **Immediately notify the Public Safety Office, (911, or 9-4480).**

Bomb and Other Threat Check List

Questions to Ask:

- When is bomb going to explode? _____
- Where is it 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? _____

THREAT LANGUAGE		EXACT WORDING OF THE THREAT:
Foul	Taped	
Educated	Incoherent	
Well-Spoken		
Irrational		Length of call: _____ Number at which call is received: _____ Time: _____ Date:

CALLER'S VOICE			BACKGROUND SOUNDS	
Female	Male	Age	Crockery	Booth
Calm	Crying	Deep	Voices	Clear
Angry	Normal	Ragged	Music	Motor
Cracking Voice	Deep Breathing	Clearing Throat	Office Machinery	
Slow	Slurred	Distinct	Street Noises	
Rapid	Nasal	Excited	Long Distance	
Soft	Stutter	Disguised	Factory Noises	
Loud	Lisp	Accent	House Noises	
Laughter	Raspy	Familiar	Other:	
If voice is familiar, who does it sound like?				

Immediately provide this information to ETSU Public Safety, 439-4480.

Suspicious Mail

If You Receive or Open Suspicious Mail

- **Don't Panic!**
- **Do not shake or empty the contents of the envelope or package.**
- **Place the envelope or package in a plastic bag or some other type of container.**
- **If the package or letter has been opened and powder spills out, do not attempt to clean it up. Keep others away from the area.**
- **If you do not have a container, cover the envelope or package with anything and do not remove this cover.**
- **Leave the room and close the door, or section off the area.**
- **Wash your hands with soap and water to prevent spreading any powder to your face.**
- **Call Public Safety 911, or 9-4480.**

Characteristics of Suspicious Mail (See Following Page)

- **Unexpected or form someone unfamiliar to you**
- **Foreign Mail, Air Mail and Special delivery**
- **Insufficient or excessive postage**
- **Incorrect titles**
- **Titles, but no name**
- **Misspellings of common words**
- **Handwritten, poorly typed or cut-and-paste lettering**
- **Oily stains, discolorations or odor**
- **No return address or address that can not be verified as legitimate**
- **Return address and postmark not from same area**
- **Excessive weight**
- **Lopsided, uneven or rigid envelope**
- **Protruding wires or aluminum foil**
- **Excessive securing material such as masking tape, string, etc.**
- **Visual distractions**
- **Sloshing, buzzing or ticking sound**
- **Restrictive markings such as Personal, Confidential, Rush Delivery, etc.**
- **Shows a city or state in the postmark that does not match the return address.**

UNITED STATES POSTAL SERVICE

SUSPICIOUS MAIL ALERT

If you receive a suspicious letter or package:

1 Handle with care. Don't shake or bump.

2 Isolate it immediately

3 Don't open, smell, touch or taste.

4 Treat it as suspect. Call local law enforcement authorities

If a parcel is open and/or a threat is identified . . .

For a Bomb:
Evacuate Immediately
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

For Radiological:
Limit Exposure - Don't Handle
Evacuate Area
Shield Yourself From Object
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

For Biological or Chemical:
Isolate - Don't Handle
Evacuate Immediate Area
Wash Your Hands With Soap and Warm Water
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

Homeland Security

The world has changed since September 11, 2001. These terrorist attacks and the subsequent bioterrorist releases of anthrax, brutally taught our nation that workplaces may become targets and that all employees need to be concerned with and aware of potential threats. To help everyone evaluate these threats, the Homeland Security Advisory System was established. At all Threat Conditions, we must remain vigilant, prepared, and ready to deter terrorist attacks.

1. Low Condition (Green). This condition is declared when there is a low risk of terrorist attacks. Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures they develop and implement:

- Refining and exercising as appropriate preplanned Protective Measures;

- Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures; and
- Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.

2. Guarded Condition (Blue). This condition is declared when there is a general risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Condition, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

- Checking communications with designated emergency response or command locations;
- Reviewing and updating emergency response procedures; and
- Providing the public with any information that would strengthen its ability to act appropriately.

3. Elevated Condition (Yellow). An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the Protective Measures that they will develop and implement:

- Increasing surveillance of critical locations;
- Coordinating emergency plans as appropriate with nearby jurisdictions;
- Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures; and
- Implementing, as appropriate, contingency and emergency response plans.

4. High Condition (Orange). A High Condition is declared when there is a high risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

- Coordinating necessary security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations;
- Taking additional precautions at public events and possibly considering alternative venues or even cancellation;
- Preparing to execute contingency procedures, such as moving to an alternate site or dispersing their workforce; and
- Restricting threatened facility access to essential personnel only.

5. Severe Condition (Red). A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the Protective Measures in the previous Threat Conditions, Federal departments and agencies also should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

- Increasing or redirecting personnel to address critical emergency needs;
- Assigning emergency response personnel and pre-positioning and mobilizing specially trained teams or resources;
- Monitoring, redirecting, or constraining transportation systems; and
- Closing public and government facilities.

Terrorism

Terrorism is any "violent or criminal act against a civilian population for the purpose of coercion, and promoting a political cause or agenda." Terrorism can range from acts of sabotage and vandalism to the use of chemical, biological, or radioactive weapons.

Preparation

- Learn about the different types of terrorist weapons including explosives, kidnapping, hijacking, arson, and shootings.
- Prepare to deal with a terrorist incident by adapting many of the same techniques used to prepare for other crises.
- Be alert and aware of the surrounding area. The very nature of terrorism suggests that there may be little or no warning.
- Be familiar with your building evacuation plan, emergency exits and stairwells.

During

In a building explosion, get out of the building as quickly and calmly as possible. If items are falling off the bookshelves or from the ceiling, get under a sturdy table or desk.

If there is a fire:

- Stay low to the floor and exit the building as quickly as possible.
- Cover nose and mouth with a wet cloth.
- When approaching a closed door, use the back of your hand and forearm to feel the lower, middle and upper parts of the door. If it is not hot, brace yourself against the door and open it slowly. If it is hot to the touch, do not open the door- seek an alternate escape route.

- Heavy smoke and poisonous gases collect first along the ceiling. Stay below the smoke at all times.

After

If you are trapped in debris:

- Use a flashlight
- Stay in your area so that you don't kick up dust. Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so that rescuers can hear where you are. Use a whistle if one is available. Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.

Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.

Terrorism is defined as the use of force or violence against persons or property in violation of the criminal laws of the United States for purposes of intimidation, coercion or ransom. Terrorists often use threats to create fear among the public, to try to convince citizens that their government is powerless to prevent terrorism, and to get immediate publicity for their causes.

Terrorism in the United States

In the United States, most terrorist incidents have involved small extremist groups who use terrorism to achieve a designated objective. Local, State and Federal law enforcement officials monitor suspected terrorist groups and try to prevent or protect against a suspected attack. Before the September 11, 2001 attacks in New York and the Pentagon, most terrorist incidents in the United States were restricted to bombing attacks, involving detonated and undetonated explosive devices, tear gas and pipe or fire bombs. The effects of terrorism can vary significantly from loss of life and injuries to property damage and disruptions in services such as electricity, water supply, public transportation and communications.

Biological Threats

Biological agents are infectious microbes or toxins used to produce illness or death in peoples, animals or plants. Biological agents can be dispersed as aerosols or airborne particles. Terrorists may use biological agents to contaminate food or water because they are extremely difficult to detect. Chemical agents kill or incapacitate people, destroy livestock or ravage crops. Some chemical agents are odorless and tasteless and are difficult to detect. They can have an immediate effect (a few seconds to a few minutes) or a delayed effect (several hours to several days).

The biological agents most likely to be used in an effort to intentionally cause disease

are smallpox, anthrax, botulinum toxin, plague, tularemia and various viral pathogens. Specific vaccines or antitoxins exist only for the first three. They are strictly controlled by the Centers of Disease Control (CDC) and the Department of Defense and are neither recommended nor available to the general public. The CDC in the event of an outbreak would release the securely stored supplies of smallpox vaccine and botulinum toxin.

In addition, antibiotics are available for effective treatment or prevention of anthrax, plague and tularemia after exposure. However, the CDC and other public health authorities are not recommending the stockpiling of medication in anticipation of an attack. As part of its National Pharmaceutical Stockpile Program (NPSP), the CDC has developed a cache of antibiotics, vaccines and other appropriate medical supplies, to be able to reach victims of an incident anywhere in the United States within 12 hours and have enough antibiotics for example, to prevent anthrax in two million people. Currently, no vaccines or effective treatments are available for various viral pathogens such as Ebola; only supportive measures are used to treat symptoms after they develop.

Chemical Threats

The list of possible agents used as chemical weapons is too long to enumerate here, but include mustard gases, phosgene and nerve gases. Specific treatments and antidotes such as atropine are available for some exposures, while only supportive measures can be provided for others. Emergency kits with appropriate treatments and antidotes are available and usually stocked by hospitals, ambulances and other emergency personnel

Chemical Spill Response

Although the following tactics are prioritized in terms of usual preferred action sequences, each spill incident is unique and involves persons with varying levels of spill expertise and experience. Thus, for any individual incident, isolation of the spill and securing the area might best occur prior to or simultaneously with contacting Public Safety.

Chemical Emergency Response

Evacuate

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

Confine

- Block area to unnecessary personnel.
- Use absorbents to contain liquids.
- Use doors to contain vapors.
- Shutdown ventilation system where possible.
- Use hood to exhaust vapors.

Notify

- Public Safety
- Physical Plant
- Health & Safety
- Supervisors

Clean Up Spill

- Use appropriate protective equipment and supplies to clean up the spill.
- For further information, consult the ETSU Hazardous Waste Management Guide.

Contact Public Safety for Assistance

- Identify the location of the spill and if known, the chemical spilled.
- Contact Physical Plant when assistance is needed to turn off ventilation systems.
- Don't panic! Always send for help first, *if possible.*
- If the spill resents an immediate danger, leave the spill site and warn others, control entry to the spill site, and wait for Public Safety.
- Where personnel are contaminated, remove contaminated clothing and flush skin/eyes with water at least 15 minutes. Use soap for intermediate and final cleaning of skin areas.
- Protect yourself, then remove injured person(s) to fresh air, if safe to do so.
- Notify nearby persons and evacuate as necessary. Prevent entry, as necessary, by posting a guard in a safe area and/or by shutting doors.
- If flammable vapor are involved, do not operate electrical switches unless to turn off motorized equipment. Try to turn off or remove heat sources, where safe to do so.
- Do not touch the spill without protective clothing.
- Where the spill does not present immediate personal danger, dry to control the spread or volume of the spill. This could mean shutting a door, moving nearby equipment to prevent further contamination, repositioning an overturned container or one that has a hole in the bottom or side, creating a dike by putting an absorbent around a spill or opening the sashes on the fume hoods to facilitate removal of vapors.
- Never assume gases or vapors do not exist or are harmless because of lack of smell.
- Increase ventilation by opening fume hood sashes to the 12-inch of full open position. Exterior doors may be opened to ventilate non-toxic vapors.
- Use absorbents to collect substances. Reduce vapor concentrations by covering the surface of the liquid spill with absorbent. Control enlargement of the spill area by diking with absorbent.

Emergency Spills

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 of the supplied air or self-contained type to handle the material involved;
- 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 university 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, which do not fit the requirements for Emergency Spills.

The following general procedures should be used for minor spills.

- Attend to any persons who may have been contaminated. If any personnel should require medical attention this is an Emergency Spill.
- 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 this is an Emergency Spill.
- Leave on or establish exhaust ventilation if it is safe to do so.
- Secure supplies to effect cleanup.
- Don appropriate personnel protective equipment.

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.
- If the spilled material is extremely volatile, let it evaporate and be exhausted by the laboratory hood (provided that the hood is authorized for use with the spilled chemical).

Spilled Solids

Generally, sweep spilled solids of low toxicity into a dustpan and place them into a container suitable for that chemical.

Dispose of residues according to safe disposal procedures, remembering that personal protective equipment, brooms, dustpans, and other items may require special disposal procedures. Contact Health & Safety for disposal assistance.

Severe Weather

Action To Take During A Tornado Warning

1. **Move to a pre-designated shelter, or**
2. **Basement, or**
3. **First floor interior hallway, or**
4. **Restroom or other enclosed small areas away from large glass areas.**
5. **Get under sturdy furniture.**
6. **Stay away from windows.**
7. **If caught outside, crouch in a nearby ditch or close to the ground.**

Action's To Take During a Tornado Watch

1. **Keep alert to the weather and approaching storms.**
2. **Be prepared to take emergency shelter.**

A **Tornado Watch** is issued when weather conditions are favorable to the formation of tornados.

A **Tornado Warning** is issued when a tornado funnel is sighted or indicated by weather radar.

During a Severe Thunderstorm Warning

- **Immediately go inside for protection.**
- **Stay away from windows, water faucets and other plumbing fixtures.**
- **Do not use telephone, television, or computers since lightening can travel through connecting wiring.**
- **If outside – stay away from tall trees and other objects that are likely to be struck by lightening.**
- **If caught in open field, crouch in a ditch or close to the ground.**

During a Severe Thunderstorm Watch

- **Listen to local weather forecast, WETS-FM (89.5) and TV for additional information.**
- **Be alert to weather conditions and signs of thunder and lightening.**