

# **CONTINUITY OF OPERATIONS PLAN (COOP)**

**For Colleges, Departments, and Units  
at the University of Tennessee, Knoxville**

**Institute for Public Service**

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Name of Unit

**Revised 4-15-14**

**College & Department Emergency Management Continuity of Operations Plan (COOP)**  
University of Tennessee, Knoxville

**Table of Contents**

- I. Introduction.....3
  
- II. Emergency Management Planning.....3
  - 1. Planning Assumptions.....3
  
- III. Background Information for Pandemic Influenza.....4
  - 1. Planning Assumptions.....4
  
- IV. Governance, Command, & Control.....5
  - A. Department Critical Functions.....5
  - B. Department Leadership Succession.....6
  - C. Employees with Special Skills/Knowledge.....6
  - D. College and Department Objectives.....6
  - E. Additional Information About Your Department.....7
  
- V. Emergency Communication Systems.....7
  - A. Emergency Access to Information and Systems.....7
  - B. Internal Dependencies.....8
  - C. External Dependencies.....9
  
- VI. Mitigation Strategies.....10
  
- VII. Exercising Your Plan & Informing Your Staff.....10
  
- VIII. Recovery.....11
  
- XI. Additional Resources and Information.....12
  
- X. COOP Submission and Sources.....13
  
- Appendices**
  
- A. Unit Communication & Operations Plan.....14
  
- B. Damage Assessment.....16
  
- C. Emergency Action Plans.....19

# College & Department Emergency Management Continuity of Operations Plan (COOP)

## University of Tennessee, Knoxville

### I. Introduction

**Instructions:** To be better prepared, all UT departments and units are required to use this form to complete a Continuity of Operations Plan—to describe how your department will operate during a major emergency such as a fire, earthquake, tornado, influenza pandemic, etc. and recover afterwards to be fully operational. This is your Plan; feel free to augment this template to meet your needs. Use additional sheets if necessary. The *process* of planning for an emergency is very valuable. Be collaborative when drafting this, and seek comments from your staff and leadership. For detailed instructions and more information, see the UT Safety Webpage <http://safety.utk.edu/> or call the Emergency Management Coordinator, Brian Browning at 974-3061. ***(Please include home and cell phone numbers and alternate email addresses)***

<b>College/Department/Unit</b>	Institute for Public Service		
	<b>Developer</b>		<b>Date Plan Finalized</b>
<b>Plan Development</b>	Judie Martin		4/15/14
<b>Head of Operations</b>	<b>Name</b>	<b>Phone Number</b>	<b>Alt Phone Number</b>
	Mary Jinks	865-974-6621	974-1532
<b>Email address</b>	<a href="mailto:Mary.jinks@tennessee.edu">Mary.jinks@tennessee.edu</a>		

### II. Emergency Management Planning

An emergency can happen at any time, and no one can predict when it might happen or how severe it will be. It is prudent to plan for one, however. In the event of a major emergency, UT will have the following objectives:

- Minimize the risk of injury to students, faculty and staff by emphasizing preparedness.
- Support students and employees who remain on campus.
- Ensure university facilities & critical functions are maintained during an emergency.
- After the emergency, resume normal teaching, research and service operations as soon as possible.

**Planning Assumptions.** The following assumptions should be applied to all types of emergencies or disasters.

1. An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
2. The succession of events in an emergency or disaster is not predictable; therefore, published operational plans, such as this plan, should serve only as a guide and a checklist, and may require modifications in order to meet the requirements of the emergency.
3. An emergency or a disaster may be declared if information indicates that such conditions are developing or probable.
4. Disasters may be community-wide. Therefore it is necessary for the University to plan for and carry out disaster response and short-term recovery operations in conjunction with local resources.

**College & Department Emergency Management Continuity of Operations Plan (COOP)**  
University of Tennessee, Knoxville

### **III. Background Information for Pandemic Influenza**

An influenza pandemic is different than most emergencies in that it is a global public health emergency. For this reason, additional planning assumptions have been provided. Three influenza pandemics have occurred in the last century, and public health experts predict that another is likely sometime in the future. In the event of an influenza pandemic, UT will have the following objectives:

**Planning Assumptions.** Although no one knows the precise characteristics of the next influenza pandemic, UT is basing its plans on the following assumptions:

1. To reduce the risk of illness, public health officials may request that UT take social distancing measures such as canceling public events and suspending classes. If a severe outbreak were to occur, we should expect to suspend on-campus classes for 8-10 weeks.
2. Employee absenteeism will reach 40 percent for periods of about 2 weeks at the height of a pandemic wave, with lower levels of staff absent for a few weeks on either side of the peak.
3. For planning purposes, assume that absent employees include leaders, heads and personnel with primary responsibility for critical functions.
4. Fifty percent of your supplies will not be available during the 8-10 week period of a closure.
5. For planning purposes, assume that two waves will occur during either fall or spring semester.
6. It is unlikely that students, faculty and staff will be subject to mandatory quarantine orders. Instead, public health officials will rely on voluntary social distancing measures.

**College & Department Emergency Management Continuity of Operations Plan (COOP)**  
University of Tennessee, Knoxville

**IV. Governance, Command, & Control**

**A. Your Department's Critical Functions**

List below your department's functions that are critical to operational continuity and/or recovery, and who is responsible for them. Make sure that alternates are sufficiently cross-trained to assume responsibilities.

<b>Critical Function:</b>	None		
	<b>Primary</b>	<b>Alternate</b>	<b>Second Alternate</b>
<b>People Responsible</b>			
<b>Phone Numbers</b>			
<b>Critical Function:</b>			
	<b>Primary</b>	<b>Alternate</b>	<b>Second Alternate</b>
<b>People Responsible</b>			
<b>Phone Numbers</b>			
<b>Critical Function:</b>			
	<b>Primary</b>	<b>Alternate</b>	<b>Second Alternate</b>
<b>People Responsible</b>			
<b>Phone Numbers</b>			
<b>Critical Function:</b>			
	<b>Primary</b>	<b>Alternate</b>	<b>Second Alternate</b>
<b>People Responsible</b>			
<b>Phone Numbers</b>			
<b>Critical Function:</b>			
	<b>Primary</b>	<b>Alternate</b>	<b>Second Alternate</b>
<b>People Responsible</b>			
<b>Phone Numbers</b>			
<b>Critical Function:</b>			
	<b>Primary</b>	<b>Alternate</b>	<b>Second Alternate</b>
<b>People Responsible</b>			
<b>Phone Numbers</b>			

Review your department's key personnel, leaders, heads and those responsible for the above critical functions to identify your department's **"emergency employees."** Your department's Human Resources Facilitator should identify those people in IRIS (this capability is forthcoming). For more information on emergency

University of Tennessee, Knoxville

employees, see Section M below or UT Safety Webpage <http://safety.utk.edu/>. We encourage all employees to add personal contact information in the IRIS system within Human Resources section under personal data, which is kept as private information from outside organizations by default. This contact information can be used in an emergency.

**B. Your Department’s Leadership Succession**

List here the people who can make operational decisions if the head of your department or unit is absent.

Director/Department Head	Name	Phone Number & Email Address	Alt Phone Number & Email Address
<b>First Successor</b>	Mary Jinks	974-6621 <a href="mailto:Mary.jinks@tennessee.edu">Mary.jinks@tennessee.edu</a>	387-5889
<b>Second Successor</b>	Chuck Shoopman	974-9854 Chuck.shoopman@tennessee.edu	615-476-8800
<b>Third Successor</b>	Steve Thompson	974-9609 Steve.thompson@tennessee.edu	239-963-6738
	Judie Martin	974-1535 <a href="mailto:Judie.martin@tennessee.edu">Judie.martin@tennessee.edu</a>	414-1318

**C. Employees with Special Skills/Knowledge**

List here those employees with special knowledge or skills, which could be utilized during an emergency.

Name	Skills/Knowledge	Current Position	Contact Information
Thaddeus Grace	National Guard	Business Mgr	974-6198
Walter Idol	Paramedic/hazmat/rescue	CIS Consultant	974-2009
Chuck Gluck	Firefighting	CIS Consultant	974-6675
See attached			

**D. Your Department’s Objectives**

Considering your department’s unique mission, describe your teaching, research and service objectives

The objectives of IPS are to provide training and technical assistance to city and counties, manufacturing processes, and law enforcement. IPS has employees located across the State of Tennessee that have expertise in legal, financial, environmental, solid wastes, general government functions, law enforcement, health and safety and manufacturing and industrial processes. Most employees service areas by districts or live in the communities they serve and can be activated as needed and quickly.


C. Additional people with specialized skills

Dennis Wolf	firefighting	Memphis	901-579-9247
Kevin Lauer	firefighting/EMS	Nashville	865-686-7905
Rex Barton	law enforcement	statewide	865-974-9837
Terry Hazard	law enforcement	statewide	615-218-1462

**College & Department Emergency Management Continuity of Operations Plan (COOP)**  
University of Tennessee, Knoxville

**E. More Information About Your Department**

Please note below information for your department's contact. *(Please list home and cell numbers)*

	<b>Name</b>	<b>Phone Number</b>	<b>Address</b>
<b>COOP Contact</b>	Judie Martin	974-1535	105 Student Services Bldg.
<b>Email address</b>	<a href="mailto:Judie.martin@tennessee.edu">Judie.martin@tennessee.edu</a>		
<b>Dept. locations</b>	105 Student Services Bldg, 120 Conference Center, 1201 Oak Ridge Turnpike		

Please indicate below the principle nature of your department's operations (check all that apply):

- |                                              |                                                                                          |
|----------------------------------------------|------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Instruction         | <input type="checkbox"/> Student life support                                            |
| <input type="checkbox"/> Laboratory research | <input type="checkbox"/> Research support                                                |
| <input type="checkbox"/> Other research      | <input type="checkbox"/> Facilities support                                              |
| <input type="checkbox"/> Administration      | <input type="checkbox"/> Other (describe): _____ Training and technical assistance _____ |

Please indicate any hazardous chemicals or supplies stored/used in your department. This information will be useful for emergency response personnel (attach additional sheet(s) if necessary). Also, you should include this information in the Facilities Services Chemical Inventory <http://www.pp.utk.edu/ChemInv/default.htm>.

Chemical Name	Quantity	Location
None		

**V. Emergency Communication Systems**

All UT employees are responsible for keeping informed of emergencies by monitoring news media reports, UT's home page, and calling the Emergency Hotline (TBD).

To rapidly communicate with employees in an emergency, we encourage all departments to prepare and maintain a call tree and insure personnel contact information is updated in the IRIS system. Note below the system(s) you will use to contact your employees in an emergency. Departments should identify multiple communication systems that can be used for backup, after hours, when not on campus, or for other contingencies.

- |                                |                                |                                                        |
|--------------------------------|--------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Phone | <input type="checkbox"/> Email | <input type="checkbox"/> Direct connect (e.g., Nextel) |
|--------------------------------|--------------------------------|--------------------------------------------------------|



- Call tree
- Instant messaging
- Departmental web site
- Other (describe):
- Pager

## College & Department Emergency Management Continuity of Operations Plan (COOP) University of Tennessee, Knoxville

### A. Emergency Access to Information and Systems

If access to your department’s information and systems is necessary in an emergency, describe your emergency access plan below. This may include remote access (or authorization to allow remote access), contacting IT support, Blackboard, off-site data backup, backup files on flash drives, hard copies, Blackberry/Treo or use of alternate email systems (e.g., Yahoo).

#### Information Management

Information necessary to sustain the business operations of IPS fall into two distinct categories:

1) Information outside of IPS control

For information which falls in this category such as, financial and personnel records, IPS is dependent upon the UT System Wide administration to not only provide access to the information on a day to day basis through applications such as IRIS, but is also dependent upon UTSA to be the guardians and protectors of IPS information which falls into this category. For information outside of IPS control, IPS is dependent upon UTSA the disaster recovery plans.

Additionally, IPS makes use of resources available at the UT Knoxville for some services such as email, file storage and virtual servers. For this information, IPS is dependent upon the UTK disaster recovery plans. It should be noted that IPS training records reside on virtual servers located within the UTK virtual server infrastructure and IPS is dependent upon UTK for recovery of those servers.

2) Information under IPS control

Information in this category, generally resides on IPS controlled servers in IPS offices and IPS staff computers. For information maintained on servers, each IPS office operates and maintains a backup process. Backups are rotated off-site for added information security. For information maintained on IPS staff computers, backup processes are in place to allow staff to back up the information on their computers to servers under IPS control.

Support for IPS information come from IPS IT employees including: Scott Gordy (Central Office & LEIC), Lisa Shipley (MTAS), John Erdmann (CIS) and Jon Walden (CTAS)

### B. Key Internal (Within UT) Dependencies

All UT departments rely on OIT, Payroll/Purchasing/Finance, Police and Facilities Services. List below the other products and services upon which your department depends and the internal (UT) departments or units that provide them.

<b>Dependency</b> (product or service) : <b>Provider</b> (UT department):	Gas
	UT Motorpool or independent gas stations
<b>Dependency</b> (product or service) :	Mail

<b>Provider (UT department):</b>	
<b>Dependency (product or service) :</b> <b>Provider (UT department):</b>	Email for other IPS sites (off campus)
	IPS
<b>Dependency (product or service) :</b> <b>Provider (UT department):</b>	
<b>Dependency (product or service) :</b> <b>Provider (UT department):</b>	
<b>Dependency (product or service) :</b> <b>Provider (UT department):</b>	
<b>Dependency (product or service) :</b> <b>Provider (UT department):</b>	

**College & Department Emergency Management Continuity of Operations Plan (COOP)**  
University of Tennessee, Knoxville

**C. Key External Dependencies**

List below the products, services, suppliers and providers upon which your department depends. We recommend that you encourage them to prepare continuity of operations plan.

<b>Dependency</b> (product or service) :	None	
	<b>Primary</b>	<b>Alternate</b>
<b>Supplier/Provider</b>		
<b>Phone Numbers</b>		
<b>Dependency</b> (product or service) :		
	<b>Primary</b>	<b>Alternate</b>
<b>Supplier/Provider</b>		
<b>Phone Numbers</b>		
<b>Dependency</b> (product or service) :		
	<b>Primary</b>	<b>Alternate</b>
<b>Supplier/Provider</b>		
<b>Phone Numbers</b>		
<b>Dependency</b> (product or service) :		
	<b>Primary</b>	<b>Alternate</b>
<b>Supplier/Provider</b>		
<b>Phone Numbers</b>		
<b>Dependency</b> (product or service) :		
	<b>Primary</b>	<b>Alternate</b>
<b>Supplier/Provider</b>		
<b>Phone Numbers</b>		
<b>Dependency</b> (product or service) :		
	<b>Primary</b>	<b>Alternate</b>
<b>Supplier/Provider</b>		
<b>Phone Numbers</b>		

**College & Department Emergency Management Continuity of Operations Plan (COOP)**  
University of Tennessee, Knoxville

**VI. Mitigation Strategies**

Considering your objectives, dependencies and critical functions, describe below the steps you can take now to minimize the impact on your operations. For example, you may wish to stock up on your critical supplies or develop contingency work-at-home procedures (must be approved by supervisor and University Emergency Management Team). A sufficient amount of critical supplies will be purchased & maintained by central administration. This may be the most important step of your emergency planning process. Formulation of your mitigation strategies may require reevaluation of your objectives and functions.

Most of the functions of IPS are not dependent on the University, nor is the university dependent on what we do. Depending on the disaster and location, we can provide assistance to local cities and counties in the areas of legal, financial, general government, solid wastes, law enforcement, fire, and health and safety areas by offering personnel with expertise in these areas. In the event that a disaster occurred on Knoxville campus, staff could be activated via a phone tree to continue the day-to-day operations of the office. If a common location is needed, they could be assembled in a general location and provide services. Most have laptops and could be portable. Materials could be obtained from other IPS offices and brought to this location.

#### EMERGENCY WORK PLAN

1. In the event of an emergency in which it is not possible to come to the campus and/or the office, you will be advised by your supervisor what will be the “work plan”.
2. The Director of IPs, will contact the campus emergency team to determine:
  - a. The state of the emergency
  - b. How long will campus/office remained closed
  - c. Will office be accessible to employees to retrieve items
  - d. Any other pertinent information regarding closure.
3. The director will notify the IPS Executive Directors and program managers to relay the news and decide what work must be continued, delayed, transferred to another IPS office or location, and the policy for leave time and/or working time.
4. Program managers will then notify employees (see phone tree) as to the status of work.
5. Employees are required to have a contact number on file for emergency purposes.
6. The Director will put a telephone message on the main telephone number (865.974.6621) advising customers and employees of the work status of IPS. This may include a forwarding message, transferring the calls to another IPS location, notification of when to return to work or other appropriate messages.
7. The Director will confer with the IT staff to determine the status of computer usage, including files, email, training records, etc. Based on availability will be a factor in determining the ability to work from another location.

- 8. Employees will follow the UT Leave policy for time off from work as well as emergency administrative closings. (HR0320 and HR0350).

**VII. Exercising Your Plan & Informing Your Staff**

Share your completed Plan with your staff. Hold exercises to test the Plan and maintain awareness. Note below the type of exercises you will use and their scheduled dates. For assistance in exercising your Plan, contact the University Emergency Management Coordinator, (Office of Senior Associate Vice Chancellor Finance and Administration) Brian Gard at 974-3061.

- Staff orientation meeting
- Call tree drill
- Tabletop exercise
- Interdepartmental exercise
- Other drill (describe): \_\_\_\_\_
- Emergency communication test
- Off site information access test
- Unscheduled work at home day
- Emergency assembly drill

<b>Exercise Dates</b>
Dependent on UTK exercises
<b>Staff Distribution Date</b>

**Unit Communication Test:** The ability to communicate information quickly and efficiently to everyone in your unit is important to the success of our response to this kind of event. This is a simple test of your unit communication plan that can be conducted on a regular basis. (see Appendix I for template)

**Unit Operation Test:** The greatest operational issue for a pandemic influenza response is absenteeism. This is a simple test that can be conducted in less than 15 minutes during a staff or safety meeting. (see Appendix I for template)

*\*Note: Both tests can be utilized for any type of emergency test.*

**College & Department Emergency Management Continuity of Operations Plan (COOP)**  
University of Tennessee, Knoxville

ANNUAL UPDATE ACTIVITIES	PERSON RESPONSIBLE		Completion DATE
	Primary	Alternate	
Attend Annual Training Meeting	Judie Martin		
Schedule Unit Review Meeting	Judie Martin		
Update Unit Plan	Judie Martin		
Notify Facilities Services of any building leaks or breaches in building integrity in your area	Judie Martin	Marie Vesser	
Establish a list of suppliers & vendors for specialized recovery operations			
Distribute copies of the updated Unit Plan	Judie Martin		
Forward an electronic copy of the updated Unit Plan to the Emergency Management Coordinator	Judie Martin		5-31-13

### VIII. Recovery After the Emergency

Describe your plan to fully resume operations as soon as possible after an emergency (i.e. pandemic) has passed. Identify and address resumption/scheduling of normal activities and services, work backlog, resupply of inventories, continued absenteeism, the use of earned time off, and emotional needs.

After the emergency, all staff would be expected to return to work. Depending on the availability of employees, work could be re-assigned as needed. All exempt employees would be expected to contact their customers and advise them of the work status of IPS and/or the University and what we could reasonably be expected to deliver. Timelines for projects may have to be adjusted. The Manager of Operations would be responsible for making sure that the work place is safe for employees and they have the materials and supplies that they need to resume work.

Depending on the type of emergency, employees may need additional assistance in dealing with the emergency and getting back to work. The Manager of Operations would be expected to contact each employee to determine their needs and to enable them to get back to work as quickly as possible.

#### A. Special Considerations for Your Department

Describe here any additional or unique considerations that your department may face in a disaster.

## **College & Department Emergency Management Continuity of Operations Plan (COOP)** University of Tennessee, Knoxville

### **IX. Additional Resources and Information**

The following is a list of resources, guidelines, and information that will help you plan for a pandemic influenza. For a detailed description of these resources, see UT webpage.

#### ***Workplace Dispersement Guidelines***

As explained in the Guidelines at the UT webpage, increasing the physical distance between employees to three to six feet will reduce influenza transmission risk from coughing, sneezing or speaking. During a pandemic, guidelines such as these will encourage employees to reduce face-to-face contact between employees, where possible.

#### ***Pandemic Influenza Fitness to Work Guidelines***

Employees who are sick should not report to work. Procedures to reduce the workplace risk of transmitting influenza are described in the Fitness to Work Guidelines at UT webpage

#### ***Emergency Employee Selection Guidelines***

Departments should identify as “emergency employees” their employees who are responsible for performing functions that are absolutely critical to the continuation of core university operations (e.g., protection of health, safety, or property, support of campus health service or payroll, etc.) during a multi-week public health emergency or other disaster when classes and most other university activities are suspended. “emergency employees” must satisfactorily perform their responsibilities in an emergency.

#### ***Personal Protection Equipment***

To date, the U.S. Centers for Disease Control (CDC) has issued pandemic influenza personal protective equipment (PPE) guidance only for patient care. The CDC is not likely to issue additional pandemic influenza PPE guidance until the threat becomes imminent. When CDC does issue guidance, UT will follow it to provide the specified PPE (e.g., masks, gloves) to employees in CDC-identified high risk job classifications, and to employees who perform high risk duties identified by CDC.

UT assumes that future CDC guidance will address the PPE needs of certain employees who care for sick students. We have therefore purchased limited quantities of masks, hand sanitizing gel, cleaning disinfectants, and gloves for those employee classifications who work for the Student Health Service, Housing, and Police personnel.

(We believe that some students with influenza may need to live in student housing during the pandemic if stranded and have no other place of refuge.) Since CDC’s PPE recommendations will rely on a high level of risk (e.g., direct contact via care for sick patients), it is *not* likely that UT’s limited PPE stocks will be available to all employees that departments may designate as “emergency employees.” Departments that wish to assess their PPE needs for pandemic influenza should contact the Department of Environment, Health and Safety for guidance: 865-974-5084.

#### ***Home Emergency Planning for Individuals and Families***

Employees, students and their families should plan for any type of emergency that could impact them in their home, apartment or residence hall. Don’t wait—an emergency can occur at any time. Hurricane Katrina taught us that employees may not show up for work if they are concerned for the safety and security of their families. See UT Emergency Management webpage for home emergency planning information.

We recommend that your employees receive the following information, available via that site:

- Guide for Individuals and Families
- Family Health Information Sheet

- Pandemic Flu Planning Checklist for Individuals and Families
- Emergency Contacts Form

**College & Department Emergency Management Continuity of Operations Plan (COOP)**  
University of Tennessee, Knoxville

**X. COOP Submission & Sources**

Thank you for completing your department's Emergency Management Continuity of Operations Plan (COOP). Please submit an electronic copy of this plan to the University's Emergency Management Coordinator, Brian Gard at [brian.gard@tennessee.edu](mailto:brian.gard@tennessee.edu)

**Sources**

University of North Carolina at Chapel Hill - [http://ehs.unc.edu/healthy/pandemic\\_flu.shtml](http://ehs.unc.edu/healthy/pandemic_flu.shtml)

Center for Disease Control (CDC) - <http://www.pandemicflu.gov/>

Knox County Health Department (KCHD) [http://knoxcounty.org/health/emer\\_prepare/pandemic\\_flu.php](http://knoxcounty.org/health/emer_prepare/pandemic_flu.php)

UC Davis - <http://safetyservices.ucdavis.edu/emergencymgmt/AvianInfluenza.cfm>



# Appendix A.

# UNIT COMMUNICATIONS & OPERATIONS TEST

## UNIT COMMUNICATIONS TEST:

This test can be conducted on a regular basis. It is recommended that it be conducted at least once a month.

### Communication Test:

- Develop a test message to be delivered to all persons in this unit; for example:  
**“This is a test message from <name> in <insert name of unit>. We are testing our ability to communicate information to our <students, staff, faculty, visitors>. When you receive this message, please respond to <response site >.**
- Designate a response site (i.e: VM box, email address) for responses.
- Use contact lists for unit, and persons identified in unit COOP (Sections B & D) to deliver a test message.
- Select a date/time to conduct this test, and a time frame in which to collect responses (flexible – generally 24-48 hours).
- Send message.
- Tabulate responses.
- Report results to unit management team and to university Emergency Management Coordinator, Brian Browning at brian-browning@utk.edu.

### PANDEMIC (<Other emergency >) UNIT OPERATIONS TEST WORKSHEET

Unit:
Message:
Delivered by (names):
Method of delivery (email, voice mail, etc)

Date/time message delivered:	Responses accepted until (date/time):
Message delivered to how many staff/faculty?	Number of responses received?

### COMMENTS

## **UNIT OPERATIONS TEST:**

This test can be conducted during a staff/safety meeting and can be conducted multiple times.

### **Operations Test:**

- Place names of persons attending the staff/safety meeting on pieces of paper and place into a container.
- Pull out half of those names. Separate the groups whose names were drawn from those who names were not drawn.
- Distribute the worksheet below to one of those groups and read the message.
- Allow for no more than a 10 minute discussion.
- Tabulate response to the questions.
- If time allows, repeat exercise for other group.
- Discuss test and how to improve internal unit plans
- Report results to management team and to university Emergency Management Coordinator, Brian Gard.

## **PANDEMIC (<Other emergency>) UNIT OPERATIONS TEST WORKSHEET**

UNIT: \_\_\_\_\_

DATE/TIME: \_\_\_\_\_

### **MESSAGE:**

**General:** Cases of influenza have been verified in the U.S., some of those cases in Tennessee. There is a public health alert notice from the State Department of Health Services. School absenteeism rates (all levels) are extremely high, and there have been “unusually light” commutes the last few days. There is high absenteeism in all offices. Some stores have remained closed because of high employee absenteeism and the ones that are open are packed with consumers trying to purchase supplies. All business is disrupted, which includes normal deliveries of goods and services.

**Specifically at UT Knoxville:** While there haven’t been any confirmed cases of influenza in the Knoxville area, students are leaving as they are being called home by parents. There is high absenteeism among faculty and staff. The campus Emergency Operations Center is activated and monitoring developments. You are the staff that has reported for work today:

The Emergency Operations Center is asking for a report from our unit:

1. What is your absenteeism rate?
2. What are your unit’s critical functions for today?
3. Can you maintain those with the staff that is present?
4. What kind of additional assistance do you need?

### **COMMENTS:**

## **Appendix B.**

## **DAMAGE ASSESSMENT**

Once the disaster event is over the following actions will take place:

1. University Police in conjunction with the EMT will determine if the campus is safe.
2. Facilities Services will determine if buildings are safe and complete damage assessment reports for each building.
3. Faculty & staff will be instructed to assist with the restoration of university operations by completing the following damage assessment reports for building contents.

**Units that have extensive recovery steps (Facilities Services, EH&S, University Police, and others) will need to develop, maintain and attach Emergency Action Plans that identify personnel, procedures and a timetable to restore critical services. (Insert as Attachment #2)**

## Initial Damage Assessment – Offices, Rooms, etc.

Building \_\_\_\_\_ Room \_\_\_\_\_ Inspected By \_\_\_\_\_ Date \_\_\_\_\_

Category	Condition	Priority
Electrical Equip.		
Computers		
Printers		
Monitors		
Peripherals		
Copiers		
Calculators		
Other		
Communications		
Telephones		
Cellular Phones		
Two-way Radios		
Fax Machines		
Switchboard		
E-mail		
Other		
Supplies		
Paper		
Forms		
Other		
Furniture		
Chairs		
Desks		
Credenzas		
Tables		
Other		

## Initial Damage Assessment – Labs

Building \_\_\_\_\_ Lab \_\_\_\_\_ Inspected By \_\_\_\_\_ Date \_\_\_\_\_

Category	Condition	Priority
Critical Substances		
Radioactive		
Gasses		
Flammable Materials		
Biological		
Spills		
Power		
Temperature Sensitive		
Ventilation Control		
Laser		
Life Support		
Animals		
Other		
Other		
Other		

Attach Response Plans to address specific disaster situations as necessary. As an example, listed below is an Emergency Action Plan for a building fire.

## **Emergency Action- Fire Plan** *(Department Name)*

Fire is the most likely event that would necessitate an evacuation. However, there are other events such as a bomb threat, chemical spill, structural failure, workplace violence and more that could also require evacuation. The procedures below are general in nature and you should never endanger yourself or anyone else by strict adherence to these guidelines.

For additional information about this plan, contact \_\_\_\_\_ *(name or job title of person in the department)*

Every department should have a primary safety contact and at least one (preferably two) backups. The safety contacts for this department are \_\_\_\_\_  
\_\_\_\_\_

### **I. When you encounter a fire:**

- a. **Rescue** anyone in danger if safe to do so
- b. **Evacuate** the immediate area using the nearest exit (*consider listing exits*) and close all doors
- c. **Activate the nearest fire alarm pull station** (*alternate means of notification will be necessary for buildings that lack a fire alarm system*)
- d. **Use the nearest fire extinguisher** if the fire is small, not blocking a means of escape and is producing a limited amount of smoke.
- e. Have someone **call 911** to report the fire from a safe location

### **II. When fire alarm sounds in your area:**

- a. Promptly **close all doors and windows**
- b. Department safety personnel will **check areas to ensure evacuation is complete**. Mobility-impaired individuals will be assisted out of the building or to \_\_\_\_\_ (*a designated area of refuge*) by \_\_\_\_\_ (*department safety personnel*).
- c. **Exit the building** using the nearest exit (*consider listing exits*) and proceed to \_\_\_\_\_ (*a meeting point at least 50 away from the building and not in a street*)
- d. If feasible, a **head count** should be taken. Notify the fire department when they arrive of anyone that may be in the building, including physically-challenged individuals
- e. **Do not re-enter** the building until so directed by police or fire officials

**Employee Knowledge** – Employees shall be training in this plan at the time of initial assignment, when the plan or the employee’s responsibilities change and at least every three years. More frequent training is recommended for department safety contacts. The department shall keep a record of training.

**Emergency Action Plan Review** – This plan shall be reviewed/revised by \_\_\_\_\_(department head or designee) on \_\_\_\_\_(date of most recent review/revisions)

### **Other Events That May Require Department-Specific Plans**

Contact Environmental Health and Safety (974-5084) if your department needs assistance in developing an emergency action plan for any of the following:

- A. Utility Outage or Failure
  - 1. Water
  - 2. Electricity
  - 3. Heating/Cooling
  - 4. Computer
  - 5. Security System
  - 6. Broken Waterline or Water Damage
  
- B. Natural Disaster
  - 1. Tornado
  - 2. Ice or Snowstorm
  - 3. Earthquake
  - 4. Influenza Pandemic
  
- C. Man-Made Events
  - 1. Security Breach or Theft
  - 2. Medical Emergency
  - 3. Workplace Violence
  - 4. Hostage
  - 5. Civil Disturbance
  - 6. Terrorism

## DISASTER PLAN FOR OFF CAMPUS LOCATION

Agency: IPS

Location: 744 McCallie Avenue, Chattanooga, Tn.

### 1. Contacts in a disaster

Priority	Name	Work #	Home #	Cell #
1				
2	Harding Aslinger	423-634-0850	423-847-6912	423-280-2181
3	Paul Middlebrooks	423-634-0848	423-624-5039	423-504-5300
4				

### 2. Are evacuation routes posted for employees?

Yes \_\_\_\_\_  
\_\_\_\_\_

### 3. Does the location have emergency lighting?

Hallways? Yes  
Stairways? Yes  
Restrooms? Yes

### 4. Does the site have an area for internal shelter that has no windows and is located low in the building? Does it require a key for access? Where is the key kept?

no

### 5. Does the office have a central location for all employees to gather and be accounted for away from the building in the event of a fire alarm or evacuation of the building? Where is location? Parking lot

### 6. Who is responsible or in charge at the location? If on multiple floors, please list someone on each floor to be responsible.

Main:  
Alternate: Cecil Perkins, Building Manager  
Alternate:

### 7. Person at the location to perform a sweep of the offices to make sure all employees are evacuated (if possible) and by floor or area of the office.

Floor/area: Primary -



Floor/area: Primary –  
Floor/area: Primary –

8. Maintain a list of all employees and contact numbers (work, home, cell) for emergency situations:

Name	Work #	Home #	Cell #
Harding Aslinger	423-634-0850	423-847-6912	423-280-2181
Paul Middlebrooks	423-634-0848	423-624-5039	423-504-5300
Jim Hart	423-634-2200	423-843-0466	423-413-7902
Honna Rogers	423-634-0849		865-742-6162

9. Who is the 911 response agency? UT Chattanooga Police Department

10. Notify your agency director in the event of an emergency and alternate:

Name	Work #	Home #	Cell #
Jim Thomas	615-532-4950		615-972-9219
Robin Roberts	615-532-3555		615-306-3221
Paul Jennings	615-532-8887		931-215-9333


11. Notify the IPS Director and/or the Manager of Operations:

Name	Work #	Home #	Cell #
Mary Jinks	865.974.6621		865.387.5889
Judie Martin	865.974.1535	865.379.2544	865.414.1318

12. Do not re-enter the workplace until given the “all clear” command by the local authorities in charge. Always follow their directions and/or commands.

13. List any specific or distinct differences for your location:

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14. Method and date of testing disaster plan:

\_\_\_\_ Building fire drills

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15. Procedures for training of employees, drills, etc.

\_\_\_\_ None

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Return to Judie Martin, IPS, 105 Student Services Bldg., Knoxville, Tn. 37996-0213

## DISASTER PLAN FOR OFF CAMPUS LOCATION

Agency: County Technical Assistance Service  
Location: 226 Capitol Blvd, Nashville, Tn. 37219

### 1. Contacts in a disaster

Priority	Name	Work #	Home #	Cell #
1	Bob Wormsley	615.532.3555		615-390-5101
2	Robin Roberts	615.532.3693	615.941.4785	615.306.3221
3				
4	Jon Walden	615.532.3737	615.226.7016	615.202.2980

2. Are evacuation routes posted for employees? \_\_\_\_No, just lighted exit signs in all hallways

3. Does the location have emergency lighting? Yes

Hallways? Yes

Stairways? Yes

Restrooms? No

4. Does the site have an area for internal shelter that has no windows and is located low in the building? Yes, located in the basement. Does it require a key for access? yes Where is the key kept? Security and maintenance personnel

5. Does the office have a central location for all employees to gather and be accounted for away from the building in the event of a fire alarm or evacuation of the building? No Where is location?

6. Who is responsible or in charge at the location? If on multiple floors, please list someone on each floor to be responsible.

Main: Robin Roberts

Alternate: Brian Spears

Alternate: Chris Payne

7. Person at the location to perform a sweep of the offices to make sure all employees are evacuated (if possible) and by floor or area of the office.

Floor/area: Primary - Robin Roberts, Alternate: Brian Spears

Floor/area: Primary –

Floor/area: Primary –



11. Notify the IPS Director and/or the Manager of Operations:

Name	Work #	Home #	Cell #
Mary Jinks	865.974.6621		865.387.5889
Judie Martin	865.974.1535	865.379.2544	865.414.1318

12. Do not re-enter the workplace until given the “all clear” command by the local authorities in charge. Always follow their directions and/or commands.

13. List any specific or distinct differences for your location: \_\_\_To get to the basement, it is necessary to exit to Capitol Blvd. – walk around the building and enter from 6<sup>th</sup> Avenue side to go to the basement stairs.

14. Method and date of testing disaster plan:

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15. Procedures for training of employees, drills, etc. \_\_\_All employees in the Nashville office should receive a copy of the Capitol Blvd. Building Operating Guidelines and Emergency Procedures.

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Return to Judie Martin, IPS, 105 Student Services Bldg., Knoxville, Tn. 37996-0213 by July 15, 2007.

## DISASTER PLAN FOR OFF CAMPUS LOCATION

Agency: IPS, Jackson, Tn.

Location: 605 Airway Blvd., Jackson, Tn.

### 1. Contacts in a disaster

Priority	Name	Work #	Home #	Cell #
1	John Chlarson	731/423-3710	731/427-3712	731/695-2472
2	Christine Anderson	731-423-3710		731/697-0294
3				
4				

### 2. Are evacuation routes posted for employees?

No, but all employees have been instructed on how and where to exit.

### 3. Does the location have emergency lighting?

Hallways? yes

Stairways? yes

Restrooms? yes

### 2. Does the site have an area for internal shelter that has no windows and is located low in the building? Does it require a key for access? Where is the key kept?

Mail room and restrooms on first floor would qualify. Also, internal hallways if doors are closed. No keys needed

### 3. Does the office have a central location for all employees to gather and be accounted for away from the building in the event of a fire alarm or evacuation of the building? Where is location?

Yes. Outside front entrance

### 4. Who is responsible or in charge at the location? If on multiple floors, please list someone on each floor to be responsible.

Main: Dr. Bob Hayes

Alternate: Randi Dunagan

Alternate:



9. Notify the IPS Director and/or the Manager of Operations:

Name	Work #	Home #	Cell #
Mary Jinks	865.974.6621		865.387.5889
Judie Martin	865.974.1535	865.379.2544	865.414.1318

10. Do not re-enter the workplace until given the “all clear” command by the local authorities in charge. Always follow their directions and/or commands.

11. List any specific or distinct differences for your location:

Agricultural experiment station. Only one access road into property. Can be a problem if there is flooding.

12. Method and date of testing disaster plan:

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13. Procedures for training of employees, drills, etc.

Periodic drills and instruction

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Return to Judie Martin, IPS, 105 Student Services Bldg., Knoxville, Tn. 37996-0213



## DISASTER PLAN FOR OFF CAMPUS LOCATION

Agency: MTAS Knoxville Office  
Location: 120 Conference Center Building  
Knoxville, TN 37996

### 1. Contacts in a disaster

Priority	Name	Work #	Home #	Cell #
1- High	Armintha Loveday	865-974-9852		
2- High	Lisa Shipley	865-974-9822	865-671-9047	865-719-7103
3- High	Rick Whitehead	865-974-9856		731-426-4598
4 -High				

2. Are evacuation routes posted for employees? Evacuation routes are not posted in the office. However, the procedure is described in the "MTAS Employee Information Guide". The instructions say, "Upon hearing the fire alarm sound, individuals should react and take appropriate action. Knoxville MTAS staff should exit the building and meet across the street to the right of the Henley Street exit". More specifically, employees should evacuate the office suite through one of the three marked exits and proceed directly out of the building through one of the two main exits on level "one" of the building. Proceed to the left upon exiting the building and to the parking lot across Church Street. At that point, someone from the support staff will account for all employees as being present. If someone is not accounted for, the staff leader will report the information to the appropriate authority at the emergency scene.

3. Does the location have emergency lighting?

Hallways? Yes  
Stairways? Yes  
Restrooms? Yes

4. Does the site have an area for internal shelter that has no windows and is located low in the building? Does it require a key for access? Where is the key kept? Yes, the office suite is located mostly below grade except for the Henley Street Exit side and the rear of the office suite as well as the rear hallway outside of the office suite will afford cover and act as an internal shelter. No key is required for access and there is enough room for all employees and visitors to have shelter.

5. Does the office have a central location for all employees to gather and be accounted for away from the building in the event of a fire alarm or evacuation of the building? Where is location? Yes, an area across Church Street in the

State Employee Parking Lot is designed as the evacuation area for employees to gather in the event of an evacuation. In inclement weather or if evacuated for an extended period of time, and after everyone is accounted for, employees may go inside the Knoxville Convention Center Lobby across Henley Street to be out of the weather until the “All-Clear” signal is given or employees are sent home.

6. Who is responsible or in charge at the location? If on multiple floors, please list someone on each floor to be responsible.

Main: Rick Whitehead  
 Alternate: Armintha Loveday  
 Alternate:

7. Person at the location to perform a sweep of the offices to make sure all employees are evacuated (if possible) and by floor or area of the office.

Floor/area: Library - Primary – Frances Adams-O’Brien  
 Alternate – Becky Smeltzer

Floor/area: Left Hall - Primary – Lisa Shipley  
 Alternate – Justin O’Hara

Floor/area: Right Hall - Primary – Macel Ely  
 Alternate – Sharon Rollins

8. Maintain a list of all employees and contact numbers (work, home, cell) for emergency situations: **See Attached**

Name	Work #	Home #	Cell #
Frances Adams-O’Brien	865-974-9842	865-557-8821	
Melissa Ashburn	865-974-9834	865-692-1903	
Rex Barton	865-974-9837	423-745-0158	423-506-0402
Doug Brown	865-974-3632	865-603-0509	865-603-0509
Michelle Buckner	865-974-9851	865-288-0930	865-919-1229
Nancy Gibson	865-974-9846	865-688-3211	865-712-3211
Sid Hemsley	865-974-9838	865-588-8131	
Armintha Loveday	865-974-9852	865-579-9750	
Al Major	865-974-9821	865-661-0656	865-661-0656
Elaine Morrisey	865-974-0411	865-693-7666	
Warren Nevad	865-974-9839	865-609-8715	865-809-2512
Margaret Norris	865-974-9063	865-692-4854	615-944-3848
Justin O’Hara	865-974-0628	865-219-7684	865-323-4805
Sandy Selvage	865-974-9833	865-599-7626	865-599-7626
Lisa Shipley	865-974-9822	865-871-9047	865-719-7103
Becky Smeltzer	865-974-9841	865-688-9339	

Brett Ward	865-974-9853	423-337-3609	423-836-3192
Linda Winstead	865-974-9849	865-335-2091	865-335-2091
Dale Wolfe	865-974-9812	865-659-9653	865-659-9653

9. Who is the 911 response agency? Knoxville – Knox County Emergency 911 Communications Center

10. Notify your agency director in the event of an emergency and alternate:

Name	Work #	Home #	Cell #
Rick Whitehead	865-974-9856		731-426-4598
Sharon Rollins	865-974-0416		423-946-2712
Lisa Shipley	865-974-9822	865-671-9047	865-719-7103

11. Notify the IPS Director and/or the Manager of Operations:

Name	Work #	Home #	Cell #
Mary Jinks	865-974-6621		
Judie Martin	865-974-1535	865-379-2544	865-414-1318

12. Do not re-enter the workplace until given the “all clear” command by the local authorities in charge. Always follow their directions and/or commands.

13. List any specific or distinct differences for your location: Fire extinguishers are located in the main hallways and should be used to extinguish small fires. For employee safety, fire extinguishers should be used by trained individuals. Training should be conducted on using fire extinguishers for all new employees and at least every two years for all employees. Always evacuate when hearing the alarm or given notice over the intercom system. Employees should lock computers when leaving the work station., grab appropriate dress to stay warm, and immediately leave the building. Designated people

will check assigned areas to make sure everyone has evacuated and all doors should be closed behind you as you leave the building. Employees should review both the University website for “Fire Safety and Response” and the “MTAS Employee Information Guide” found in Lotus Notes before the emergency and will know what to do. Any questions should be directed to your supervisor.

14. Method and date of testing disaster plan:

The emergency plan should be reviewed annually by all employees and included in the office safety orientation for new employees. It is recommended that office safety training be included in the annual MTAS retreat to review safety and emergency procedures for all employees. Upon returning from the MTAS retreat, the primary crisis manager at each location should schedule an office drill to test either an evacuation or shelter-in-place drill using the office intercom system. In addition, campus safety staff will continue to conduct regular fire drills of the entire conference center building.

15. Procedures for training of employees, drills, etc. As stated previously, training should be conducted annually at the MTAS retreat and a drill should follow within a reasonable time after returning from the retreat. The drills and training should be documented. Training should follow a recognized format of that prepared by FEMA, the American Red Cross, or some other recognized agency that provides information on planning for disasters in business sectors. Information included in this plan is from the “Ready Business” program provided by FEMA.

Return to Judie Martin, IPS, 105 Student Services Bldg., Knoxville, Tn. 37996-0213

DISASTER PLAN FOR OFF CAMPUS LOCATION

Agency: Law Enforcement Innovation Center
Location: 1201 Oak Ridge Turnpike, Oak Ridge, Tn.

1. Contacts in a disaster

Table with 5 columns: Priority, Name, Work #, Home #, Cell #. Rows include Don Green, Donna Kelley, and Emily Miller.

2. Are evacuation routes posted for employees?

YES

3. Does the location have emergency lighting?

Hallways? Yes
Stairways? N/A
Restrooms? No

4. Does the site have an area for internal shelter that has no windows and is located low in the building? Does it require a key for access? Where is the key kept?
Yes. It has emergency lighting and uses a key code for entry. All employees have access.

5. Does the office have a central location for all employees to gather and be accounted for away from the building in the event of a fire alarm or evacuation of the building? Where is location?

Yes. It is in the grass area at the rear of our building.

6. Who is responsible or in charge at the location? If on multiple floors, please list someone on each floor to be responsible.

Main: Donna Kelley
Alternate: Misty Bean
Alternate: Emily Miller

7. Person at the location to perform a sweep of the offices to make sure all employees are evacuated (if possible) and by floor or area of the office.

Floor/area: Primary - Entire building - Don Green
Floor/area: Primary -




11. Notify the IPS Director and/or the Manager of Operations:

Name	Work #	Home #	Cell #
Mary Jinks	865-974-6621		865-387-5889
Judie Martin	865-974-1535		865-414-1318

12. Do not re-enter the workplace until given the “all clear” command by the local authorities in charge. Always follow their directions and/or commands.

13. List any specific or distinct differences for your location:

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14. Method and date of testing disaster plan:

\_\_\_\_\_Mock Drill – May 20,2013\_\_\_\_\_

15. Procedures for training of employees, drills, etc. \_\_\_\_\_Review of Employee Manual and yearly drills.\_\_\_\_\_

Return to Judie Martin, IPS, 105 Student Services Bldg., Knoxville, Tn. 37996-0213

Rev. 4-16-14

## DISASTER PLAN FOR OFF CAMPUS LOCATION

Agency: MTAS

Location: **Memphis IPS Office (MTAS/CIS)**

7777 Walnut Grove Road

Memphis, TN 38120-2130

1. Contacts in a disaster

Priority	Name	Work #	Home #	Cell #
1	Dennis Wolf	901-579-9247	901-757-2669	901-579-9247
2	Ronnie Neill	901-412-2121	901-465-9644	901-412-2121
3	Michael Codega	901-378-0885		901-378-0885
4				

2. Are evacuation routes posted for employees?

Yes (see attached)

3. Does the location have emergency lighting?

Hallways? Yes

Stairways? No, stairwell is enclosed in glass

Restrooms? Yes

Inside offices? Yes

4. Does the site have an area for internal shelter that has no windows and is located low in the building? Yes, restrooms on ground floor

Does it require a key for access? No

Where is the key kept? Not applicable

5. Does the office have a central location for all employees to gather and be accounted for away from the building in the event of a fire alarm or evacuation of the building? Yes

Where is location? Employee parking lot north side of the building

6. Who is responsible or in charge at the location? If on multiple floors, please list someone on each floor to be responsible.

Main: Dennis Wolf

Alternate: Ronnie Neill

Alternate: Michael Codega

7. Person at the location to perform a sweep of the offices to make sure all employees are evacuated (if possible) and by floor or area of the office.

Floor/area: Office is located on ground floor – Primary – Dennis Wolf, then Ronnie Neill





8. Maintain a list of all employees and contact numbers (work, home, cell) for emergency situations:

Note: Only three UT IPS employees work at this location

Name	Work #	Home #	Cell #
Dennis Wolf	901-579-9247	901-757-2669	901-579-9247
Ronnie Neill	901-412-2121	901-465-9644	901-412-2121
Michael Codega	901-378-0885		901-378-0885

9. Who is the 911 response agency? Memphis fire and police departments.

10. Notify your agency director in the event of an emergency and alternate:

Name	Work #	Home #	Cell #
Jim Thomas	865-974-9829	615-420-6655	615-972-9219
Rick Whitehead	865-974-9856		731-426-4598
Paul Jennings	615-532-8657		931-215-9335

11. Notify the IPS Director and/or the Manager of Operations:

Name	Work #	Home #	Cell #
Judie Martin	865-974-1535		

12. Do not re-enter the workplace until given the “all clear” command by the local authorities in charge. Always follow their directions and/or commands.

13. List any specific or distinct differences for your location:

The Memphis office has an Alert FM receiver to monitor for severe weather.  
The building is protected by an automatic fire sprinkler system.  
There is an automatic external defibrillator (AED) located on the wall across from the elevator approximately 50-feet from the office.

14. Method and date of testing disaster plan:

Plan reviewed and discussed by Memphis office staff on December 4, 2013.  
Office staff will review plan annually.

15. Procedures for training of employees, drills, etc.

Office staff will review plan annually.  
Current staff will review the plan with any new staff members.  
A copy of the plan is located above the printer in space A-1.

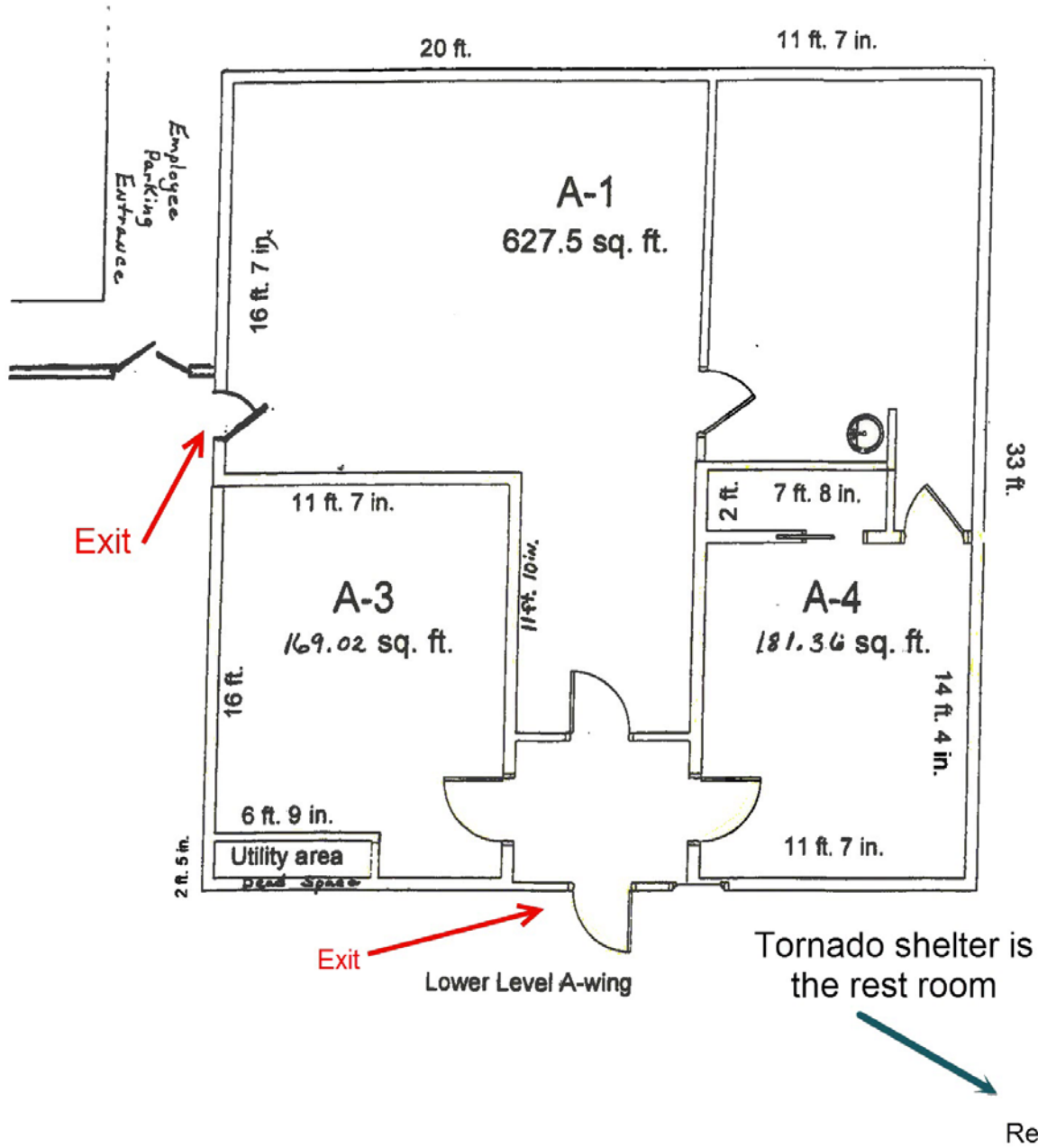
Return to Judie Martin, IPS, 105 Student Services Bldg., Knoxville, Tn. 37996-0213

Rev. 4-15-14

# Memphis IPS Office Emergency Exit Plan



Emergency evacuation assembly area is the employee parking lot on the north side of the building



**University of Tennessee Center for Industrial Services**  
**Emergency Action Plan**  
**Revised February 4, 2014**

**1.0 PURPOSE**

The purpose of this Emergency Action Plan (EAP) is to protect our employees, clients and guests by providing procedures, instructions and training for employees to follow in the case of an emergency.

**2.0 SCOPE**

This instruction is applicable to all CIS offices, with particular emphasis on the Nashville location. This procedure is established to ensure that employees are instructed in how to respond to and take action in the event of an emergency.

**3.0 RESPONSIBILITY & AUTHORITY**

- 3.1 The CIS HR representative (CIS Business Manager or designee) has overall responsibility for maintenance and revision of this instruction.
- 3.2 Revision to the Employee Emergency Action Plans and other related forms are the responsibility of the CIS Executive Director and Leadership Team. Suggested changes will be brought before the Leadership Team for the purpose of review and editing to assure user needs are addressed.
- 3.3 Supervisors and managers are responsible for assuring that this EAP is followed in their areas of responsibility.

**4.0 INSTRUCTIONS**

**4.1 GENERAL INSTRUCTIONS:**

4.1.1 No employee should risk any type of injury to accomplish tasks noted in this section.

4.1.2 Whenever the employee's safety is not compromised, please try to provide for the security and safety of our equipment and intellectual property.

4.1.3 Do not re-enter the building or return to the work areas until given an "all-clear" by emergency responders and/or UTCIS executive management.

**4.2 PROCEDURES FOR REPORTING A FIRE OR OTHER EMERGENCY**

**4.2.1 FIRE:**

4.2.1.1 Employees, clients and guests will be notified verbally.

4.2.1.2 The person who discovers the fire will go to the nearest fire alarm and pull the alarm. In the Nashville office, fire alarms are located at the emergency exit stairwells at either end of the hallway for Suites A, B, C & D and at the

emergency exit located between the Executive Director's office and the break room.

4.2.1.3 Notice: In the event of a fire, elevators are not to be used by Center personnel, clients or guests as a means of egress from the building. Stairways are to be used in the event an evacuation is required.

4.2.1.4 If for any reason the fire alarm does not sound, vacate the building and call the emergency number "911" to report the fire using the nearest cellular phone.

#### 4.2.2 TORNADO/SEVERE WEATHER:

4.2.2.1 Personnel will get tornado or severe weather announcement from radio, internet, etc.

4.2.2.2 Office personnel announce warning verbally to employees, clients and guests.

4.2.2.3 Office personnel will immediately evacuate all windowed offices and seek shelter (if time permits) in the building stairwells. If time does not permit, vacate the office area into the interior hallway of the building or the restrooms on the second floor of the building.

#### 4.2.3 EARTHQUAKE

4.2.3.1 Evacuate building immediately.

#### 4.2.4 BOMB THREAT OR OTHER

4.2.4.1 For bomb threats or other emergencies, including external fires or explosions (for example, Nashville, at the propane facility across the street), management will advise what to do, where to go, etc.

### 4.3 PROCEDURES FOR EMERGENCY EVACUATION, INCLUDING TYPE OF EVACUATION AND EXIT ROUTE ASSIGNMENTS

NOTE: Exit doors are clearly marked. Please use a marked exit to get to the hallway. Emergency (stairway) exits are located by the elevators at either end of the hall. For the Nashville office, there is an additional emergency stairway exit located between the Executive Director's office and the CIS break room.

#### 4.3.1 FIRE

4.3.1.1 Use the exit that is away from the source of the fire. Follow management directions for exit route, using one of the three emergency exit stairways. This applies to employees, clients and guests.

4.3.1.1 Please attempt to undock and remove your laptop computer before evacuating the building when doing so will not endanger your safety or security. Otherwise leave it and vacate the premises.

4.3.1.2 Once outside the building, go to your designated meeting place and wait for further instructions.

#### 4.3.2 TORNADO/SEVERE WEATHER

4.3.2.1 When told of severe weather or tornado, please attempt to undock and remove your laptop computer before proceeding to the designated storm shelter. The designated meeting place or storm shelter is in the emergency exit stairwell.

#### 4.3.3 EARTHQUAKE

4.3.3.1 Evacuate immediately. Do not take laptop computer with you.

#### 4.3.4 BOMB THREAT OR OTHER

4.3.4.1 Follow the instructions of the supervisor and or management. Exit as per instructions.

#### 4.4 PROCEDURES TO BE FOLLOWED BY EMPLOYEES WHO REMAIN TO OPERATE CRITICAL FACILITY OPERATIONS BEFORE THEY EVACUATE

4.4.1 As of this writing no one is expected to carry out critical operations before evacuating.

#### 4.5 PROCEDURES TO ACCOUNT FOR ALL EMPLOYEES OR CLIENTS AFTER EVACUATION

4.5.1 The management representative or designee will account for CIS personnel at the designated meeting or rallying location. The management representative is defined as the senior manager at the rally point.

4.5.2 The lead trainer for a classroom training event held in one of the CIS training spaces will account for that event's clients at the designated meeting or rallying location by using the sign-in sheet for the event to account for the clients.

4.5.3 All CIS guests are the responsibility of their CIS host.

4.5.4 If safety and employee security is not compromised, restrooms should be checked to assure all personnel have vacated the premises.

#### 4.6 PROCEDURES TO BE FOLLOWED BY EMPLOYEES PERFORMING RESCUE OR MEDICAL DUTIES

6.6.1 As of this writing, CIS does not expect any employee to perform rescue or medical duties in the event of an emergency.

#### 4.7 CONTACTS FOR MORE INFORMATION

6.7.1 For more information, please contact the Executive Director, Paul Jennings ([paul.jennings@tennessee.edu](mailto:paul.jennings@tennessee.edu); 615-532-8887).

#### 4.8 OTHER

The CIS leadership team will review this plan with each employee covered under the plan. We will review with affected employees when their responsibilities under the plan change, or when the plan is changed as defined in Section 6.9 below.



DISASTER PLAN FOR JOHNSON CITY OFFICE  
 Agency: IPS Johnson City Offices for CIS, CTAS and MTAS  
 Location: 2112 North Roan Street, Suite 604  
 Johnson City, TN 37601

1. Contacts in a disaster

Priority	Name	Work #	Home #	Cell #
1 – High	Rick Hall	423-282-4141		423-612-3325
2 – High	Dwaine Raper	423-926-8282		423-741-4898
3 – High	Pat Hardy	423-854-9882	423-547-0571	423-741-5258

2. Are evacuation routes posted for employees? Evacuation routes are posted at both ends of the hallway just outside the door to the office. Employees should evacuate their office suite through the exit on the sixth floor. Proceed to the parking lot upon exiting.

3. Does the location have emergency lighting?

Hallways? Yes  
 Stairways? Yes  
 Restrooms? Yes

4. Does the site have an area for internal shelter that has no windows and is located low in the building? Does it require a key for access? Where is the key kept? Yes, the office building has an area at the bottom of the stairs, requiring no key for entry. There is enough room for all employees to have shelter.

5. Does the office have a central location for all employees to gather and be accounted for away from the building in the event of a fire alarm or evacuation of the building? Where is location? Yes, an area across the road, in the Poor Richards Deli parking lot, is designated as the evacuation area for employees to gather in the event of an evacuation. In the event that the offices are evacuated for more than a reasonable time period, IPS officials may temporarily assign office space at another location to allow IPS employees to continue to work.

6. Who is responsible or in charge at the location? If on multiple floors, please list someone on each floor to be responsible.

Main: Pat Hardy  
 Alternate: Rick Hall  
 Alternate: Dwaine Raper

- Person at the location to perform a sweep of the offices to make sure all employees are evacuated (if possible) and by floor or area of the office.

Floor/area: Primary – Any for all IPS employees listed above

Floor/area: Primary –

Floor/area: Primary –

- Maintain a list of all employees and contact numbers (work, home, cell) for emergency situations:

Name	Work #	Home #	Cell #
Rick Hall	423-282-4141		423-612-3325
Dwaine Raper	423-926-8282		423-741-4898
Pat Hardy	423-854-9882	423-547-0571	423-741-5258

- Who is the 911 response agency? Johnson City Emergency 911 Communications Center.

- Notify your agency director in the event of an emergency and alternate:

Name	Work #	Home #	Cell #
Paul Jennings(CIS)	615-532-8887		931-215-9333
Robin Roberts (CTAS)	615-532-3555		615-306-3221

Jim Thomas (MTAS)	615-532-4950		615-972-9219

11. Notify the IPS Director and/or the Manager of Operations:

Name	Work #	Home #	Cell #
Mary Jinks	865-974-6621		
Judie Martin	865-974-1535	865-379-2544	865-414-1318

12. Do not re-enter the workplace until given the “all clear” command by the local authorities in charge. Always follow their directions and/or commands.

13. List any specific or distinct differences for your location: A fire extinguisher is located in the lobby area of the office and should be used to extinguish small fires. Always evacuate when hearing the alarm or given notice over the intercom system. Employees should lock computers when leaving the work station, grab appropriate dress to stay warm, and immediately leave the building. All doors should be closed behind you as you leave the building. Employees should review both the University Website for “Fire Safety and Response” and their agency’s Employee Information Guide (if any) before the emergency. Any questions should be directed to your supervisor.

14. Method and date of testing disaster plan:

The emergency plan should be reviewed annually by all employees and included in the office safety orientation for new employees.

15. Procedures for training of employees, drills, etc. No training is planned for this location.

## DISASTER PLAN FOR OFF CAMPUS LOCATION

Agency: Institute for Public Service  
Location: 105 Student Services Bldg., Knoxville, Tn. 37996

### 1. Contacts in a disaster

Priority	Name	Work #	Home #	Cell #
1	Mary Jinks	865.974.6621	865.458.1697	865.387.5889
2	Judie Martin	865.974.1535	865.379.2544	865.414.1318
3	Gail White	865.974.0968	865-675-7144	865-748-5844
4	Chuck Shoopman	865.974.9854		615.476.8800
5	Steve Thompson	865-974-9609		239-963-6738

2. Are evacuation routes posted for employees? Yes on walls

3. Does the location have emergency lighting? Yes

Hallways? Yes

Stairways? Yes

Restrooms? No

4. Does the site have an area for internal shelter that has no windows and is located low in the building? Yes, interior hallway or conference room Does it require a key for access? No. Where is the key kept?

5. Does the office have a central location for all employees to gather and be accounted for away from the building in the event of a fire alarm or evacuation of the building? Yes Where is location? At the upper level of the Thompson Boling Assembly Center and Arena (directly across the parking lot under the sign).

6. Who is responsible or in charge at the location? If on multiple floors, please list someone on each floor to be responsible.

Main: Judie Martin

Alternate: Mary Jinks

Alternate: Gail White

7. Person at the location to perform a sweep of the offices to make sure all employees are evacuated (if possible) and by floor or area of the office.

Floor/area: Primary - Judie Martin (conference room, front lobby)

Floor/area: Primary – Susan Robertson (side hallway and out door #1)  
 Floor/area: Primary – Jill Marling (back hallway and out door #2 or #4)  
 Floor/area: Primary –Chuck Gluck/Walter Idol (side hallway and out door #3)

8. Maintain a list of all employees and contact numbers (work, home, cell) for emergency situations: **See Attached**

Name	Work #	Home #	Cell #

9. Who is the 911 response agency? Knoxville/Knox County Emergency Communication District
10. Notify your agency director in the event of an emergency and alternate:

Name	Work #	Home #	Cell #
Mary Jinks	865.974.6621		865.387.5889
Judie Martin	865.974.1535	865.379.2544	865.414-1318


11. Notify the IPS Director and/or the Manager of Operations:

Name	Work #	Home #	Cell #
Mary Jinks	865.974.6621		865.387.5889
Judie Martin	865.974.1535	865.379.2544	865.414.1318

12. Do not re-enter the workplace until given the “all clear” command by the local authorities in charge. Always follow their directions and/or commands.

13. List any specific or distinct differences for your location:

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14. Method and date of testing disaster plan:

Per the University of Tennessee Knoxville campus schedule

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15. Procedures for training of employees, drills, etc. \_\_\_All employees will get a copy of the emergency plan and evacuation procedures. Training will be covered in staff meeting.

Return to Judie Martin, IPS, 105 Student Services Bldg., Knoxville, Tn. 37996-0213 by

## DISASTER PLAN FOR OFF CAMPUS LOCATION

Agency: Institute for Public Service

Location: UT Martin

### 1. Contacts in a disaster

Priority	Name	Work #	Home #	Cell #
1	Kay Stegall	731-881-7058	731-587-6598	731-796-1110
2	Mike Stooksberry	731-881-7077	731-587-5245	731-514-1671
3	Sharee Brewer	731-881-7057	731-587-3860	731-225-7025
4	Mike Galey	731-881-7056	731-235-3556	731-514-5499
5	Andre Temple	731-881-3077		

### 2. Are evacuation routes posted for employees?

yes located on the north west end of our hallway

### 3. Does the location have emergency lighting?

Hallways? Yes

Stairways? Yes

Restrooms? Yes

### 4. Does the site have an area for internal shelter that has no windows and is located low in the building? **Yes** Does it require a key for access? **No** Where is the key kept? **N/A**

### 5. Does the office have a central location for all employees to gather and be accounted for away from the building in the event of a fire alarm or evacuation of the building? **Yes** Where is location? **Outside parking lot adjacent to exit door**

### 6. Who is responsible or in charge at the location? If on multiple floors, please list someone on each floor to be responsible.

Main: Kay Stegall; however, no one is officially designated

Alternate: Mike Stooksberry

Alternate: Sharee Brewer

### 7. Person at the location to perform a sweep of the offices to make sure all employees are evacuated (if possible) and by floor or area of the office.

Floor/area: Primary – Katrina Cobb WLJT TV employee;

Floor/area: Alternate – Kay Stegall, other staff members as necessary  
 Floor/area: Primary –

8. Maintain a list of all employees and contact numbers (work, home, cell) for emergency situations: **See Attached**

Name	Work #	Home #	Cell #
See list in 1. above			

9. Who is the 911 response agency? Weakley County 911

10. Notify your agency director in the event of an emergency and alternate:

Name	Work #	Home #	Cell #
Jim Thomas	615-532-4950	615-420-6655	615-972-9219
Robin Roberts	615-532-3555		615-306-3221

11. Notify the IPS Director and/or the Manager of Operations:

Name	Work #	Home #	Cell #
Mary Jinks	865.974.6621		865.387.5889
Judie Martin	865.974.1535	865.379.2544	865.414.1318

12. Do not re-enter the workplace until given the “all clear” command by the local authorities in charge. Always follow their directions and/or commands.

13. List any specific or distinct differences for your location: offices are at the back of the building and on the bottom floor.

Exit door is directly adjacent to office suite; less than 10 feet



14. Method and date of testing disaster plan:

     No testing has been planned or exercised -----

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15. Procedures for training of employees, drills, etc.

     No training has occurred

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Return to Judie Martin, IPS, 105 Student Services Bldg., Knoxville, Tn. 37996-0213