
EMERGENCY PREPAREDNESS QUICK REFERENCE

This document is designed to provide immediate and critical response information relative to emergency response by members of the CERT team.

Prepared by: WSCC
Office of Campus
Police and Emergency
Preparedness

Emergency Preparedness Quick Reference

EMERGENCY PREPAREDNESS PROCEDURE – ALL CAMPUS LOCATIONS			
POLICE			
In all instances when Campus Police cannot be reached dial: 911			
Claiborne Campus Police:	423-851-4778	Morristown Campus Police	423-585-6752
Tazewell Police:	423-626-5104	Newport Police:	423-623-5556
Niswonger Campus Police:	423-798-7961	Sevierville Campus Police:	865-774-5813
EVACUATION		RELOCATION	
Gather personal items and exit building via the nearest emergency exit, to the designated outside rally point.		Gather personal items, exit/clear work or classroom area and advance to designated interior relocation area.	
LOCKDOWN		SHELTER-IN-PLACE	
Close, lock, barricade door, turn out lights, move away from windows and door. Remain in area to await rescue.		Close windows and doors and restrict airflow as much as possible. Remain in location until further advised.	
REFUGE AREA		COMMUNICATION INSTRUCTIONS	
Location designated for physically challenged persons to await rescue, a phone should be nearby		<ol style="list-style-type: none"> 1. Turn radio on, be sure volume is up 2. To talk depress button on side of radio firmly 3. Pause to give repeater time to connect then speak 4. Release button to listen 5. Repeat steps 2-4 until transmission/conversation completed 	
RADIO CHANNEL			
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EMERGENCY PREPAREDNESS TRAINING RESOURCES			
<p>Access the Emergency Preparedness Manual at the following link: Emergency Preparedness Manual</p> <p>Find additional EPP information and Coordinator checklists here: Building Coordinator Handbook</p> <p>Active Shooter, Evacu-trac Chair, Fire Extinguisher Training videos are available at the following link: Campus Safety</p>		<p>Access the training policy and manual at the following link: NIMS Training Manual</p> <p>Access EPP role descriptions and responsibilities at the following link: Emergency Preparedness Roles and Responsibilities</p> <p>Access the Emergency Preparedness Manual for additional information at the following link: Emergency Preparedness Plan</p>	

Evacuation Rally Points, Relocation/Shelter-in-Place, and Refuge Areas

CLAIBORNE - 1325 CLAIBORNE STREET, NEW TAZEWELL, TENNESSEE 37879

Building	Evacuation Rally Point	Relocation Area Location	Refuge Area
Claiborne	Front student parking lot	Rooms 075, 076, 080	In front of Elevator ground and first floor

MORRISTOWN - 500 S. DAVY CROCKETT PARKWAY, MORRISTOWN, TENNESSEE 37813

Building	Evacuation Rally Point	Relocation Area Location	Refuge Area
Jack E. Campbell College Center	North End – Staff Parking Lot B2 South End – Student Parking Lot C3	Ramp and stairwell areas, without glass windows.	None designated, ramp access provided inside to all levels.
Judge William H. Inman Humanities Complex	Student parking lot A1	Interior hall located in center of building, Hall in front of rooms 134-138	None designated, one level ground floor building.
McGuffin-Jolley Natural Science Building	Student parking lot K2	South interior hallway, first floor, located at bottom of stairwell B & room 141	Vending area in front of elevator 2 nd floor.
Clifford “Bo” Henry Center for Business and Technology	Disabled parking lot N	Room 150 or other designated areas	Second floor lobby area near room 278, elevator and Evacu-trac chair.
Doggett Mathematics, Behavioral, and Social Science Building	Outside of the rear gate of baseball field located below the BCM building	First floor hall (Avoid Lobby)	Area in front of second floor elevator.
East Tennessee Regional Public Safety Center	Driving track	Interior rooms 108, 109, 132, 134, 144, and 159. Interior offices 136, 139. Hall in front of rooms 120, 127, 140, 155, 156, 159.	None designated, one level ground floor building.
Criminal Investigations, Homeland Security, Veteran’s Affairs	Driving track	Stairwell near classroom and hall “A”	None designated, one level ground floor building.

MORRISTOWN (CONT.)

Building	Evacuation Rally Point	Relocation Area Location	Refuge Area
Public Safety & MILO RANGE	Exit through interior wooden door to Public Safety are to be escorted to driving track.	Exit through interior wooden doors to Public Safety area to take refuge in any of the following areas: interior rooms 108, 109, 132, 134, 144, and 159. Interior offices 136, 139. Hall in front of rooms 120, 127, 140, 155, 156, 159.	None designated, one level ground floor building.
R. Jack Fishman Library	Student parking lot A2	First floor room 102 and adjacent hall	Third floor lobby near elevator.
Student Services Building	Student Lot A2	First Floor (lower level) hallway between tutoring and Lyceum café	Second floor (upper level) hallway leading to Lyceum and game room.
Campus Police Office	Staff lot B2	Duty office or restroom	None designated, one level ground floor building.
Facilities Management	Student lot J4	Natural Science Building, first floor hall at stairwell B	None designated, one level ground floor building.
Golf/Cross Country Complex	Parking lot front of building	Left rear corner of classroom	None designated, one level ground floor building.
Softball Complex	Open field across from entrance gate	Interior dressing area	None designated, one level ground floor building.
Baseball Complex	Staff lot E	Interior dressing area	None designated, one level ground floor building.

NEWPORT CENTER – 115 MULBERRY STREET, NEWPORT, TN 37821

Building	Evacuation Rally Point	Relocation Area Location	Refuge Area
Newport	Edge of parking lot/community center parking	Tanner Cultural Room	Stairwells/Museum Center

NISWONGER - 221 N. COLLEGE STREET, GREENEVILLE, TENNESSEE 37743

Building	Evacuation Rally Point	Relocation Area Location	Refuge Area
Niswonger	Faculty and staff parking lot #3 on Main Street and parking lot of Tusculum Monument Company across Tusculum Blvd. Police Academy 2 nd and 3 rd floor – across Main Street in the doctor office parking lots	First floor in the Lyceum Theater and Room 155	Front of elevator, on each floor not ground level

SEVIERVILLE - 1720 OLD NEWPORT HIGHWAY, SEVIERVILLE, TENNESSEE 37876

Building	Evacuation Rally Point	Relocation Area Location	Refuge Area
Maples-Marshall Hall	Soccer Fields adjacent to parking lots	Room 126, stairwells and/or other designated areas not containing windows	Second Floor near room 210 and 214
Conner-Short Center	Soccer Fields adjacent to parking lots	Rooms 130 Demo Kitchen, and 139 Band Room	None designated, ground level building
Cates-Cutshaw Hall	Soccer Fields adjacent to parking lots	Stairwells at either end of building	East end of hall near room 208, Evacu-Trac chair and stairway
Kile-Ogle Hall	Soccer Fields adjacent to parking lots	First Floor East and West Hallways	Men's and Women's first floor restrooms and West hallway

WHITE PINE (EXPO) - 1615 PAVILION DRIVE, WHITE PINE, TENNESSEE 37890

Building	Evacuation Rally Point	Relocation Area Location	Refuge Area
Expo	Parking Lot, front entrance side of building near Agriculture Blvd.	Stairwell in judge's stand and North, South, East, West corners of the arena	None designated, all floors at ground level