



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

***Nielsen Physics
Building Emergency
Action Plan***

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1. Plan Approval

PROMULGATION STATEMENT

This plan is promulgated under the authority of the Office of Emergency Management (OEM). OEM provided technical guidance and best practices for the development of this plan.

WHEREAS, the campus administrator(s) listed below maintains a primary responsibility for the emergency preparedness of the **Nielsen Physics Building**;

WHEREAS, the other individuals referenced below hereby confirm to the department leadership and occupants that this emergency plan has been thoroughly reviewed based on the guidance from the OEM and the department acknowledges their roles and responsibilities.

We hereby authorize this emergency plan as the governing and official document to be utilized as a guide during an emergency or crisis warranting activation of this plan as evidenced by the signatures below.

This building emergency action plan has been reviewed and approved by:

Robert Grzywacz, Associate Department Head, Physics and Astronomy

Brad Walker, Office of Emergency Management

2. Purpose and Scope

2.1 Purpose. The Nielsen Physics Building Emergency Action Plan (BEAP) provides safety instruction and guidance to students, faculty, staff, and visitors during an emergency. The Nielsen Physics BEAP provides procedures to evacuate, shelter, or relocate in response to an emergency or critical incident. This BEAP is an integral part of creating community resilience, preparing for individual life safety issues, and coordinating with the campus-wide response effort in a major disaster.

2.2 Scope. This BEAP is developed not only to provide for the safety of the University community, but also to comply with Occupational Safety and Health Administration (OSHA) regulation 29 CFR 1910.38. The Nielsen Physics BEAP is kept on file in the following location:

Department	Plan Location	Format
Physics and Astronomy	http://www.phys.utk.edu/about/Nielsen-Physics-BEAP.pdf	Electronic

2.3 Training. Personnel assigned to Nielsen Physics will be trained annually on this BEAP. A power point presentation has been provided to help with specific building training. Each department can decide the training method. Training can be accomplished by sending out the building plan and the power point presentation detailing specifics of the building plan or by conducting a training class.

2.4 Building Contacts.

Nielsen Physics EP Sector Coordinator and Floor Wardens			
Name	Role	Department	Office Phone
Robert Grzywacz	Plan Coordinator	Physics and Astronomy	974-2918
Jimmy Helton	EP Sector Coordinator	Facilities Services	974-5346
Mike Cain	EP Sector Coordinator	Facilities Services	974-5346
Christine Cheney	Floor Warden	Physics and Astronomy	974-9811
Josh Bell	1 st Floor Warden	Physics and Astronomy	974-7855
Paul Lewis	1 st Floor Warden	Physics and Astronomy	974-9601
George Siopsis	Mezzanine Floor Warden	Physics and Astronomy	974-7846

Yuri Efremenko	Mezzanine Floor Warden	Physics and Astronomy	974-7857
Brad Gardner	2 nd Floor Warden	Physics and Astronomy	974-2263,
Sean Lindsay	2 nd Floor Warden	Physics and Astronomy	974-2362
Tova Holmes	5 th Floor Warden	Physics and Astronomy	974-7820
Steven Johnston	5 th Floor Warden	Physics and Astronomy	974-7837
Elias Kokkas	6 th Floor Warden	Physics and Astronomy	974-2232

3. Severe Weather and Tornado

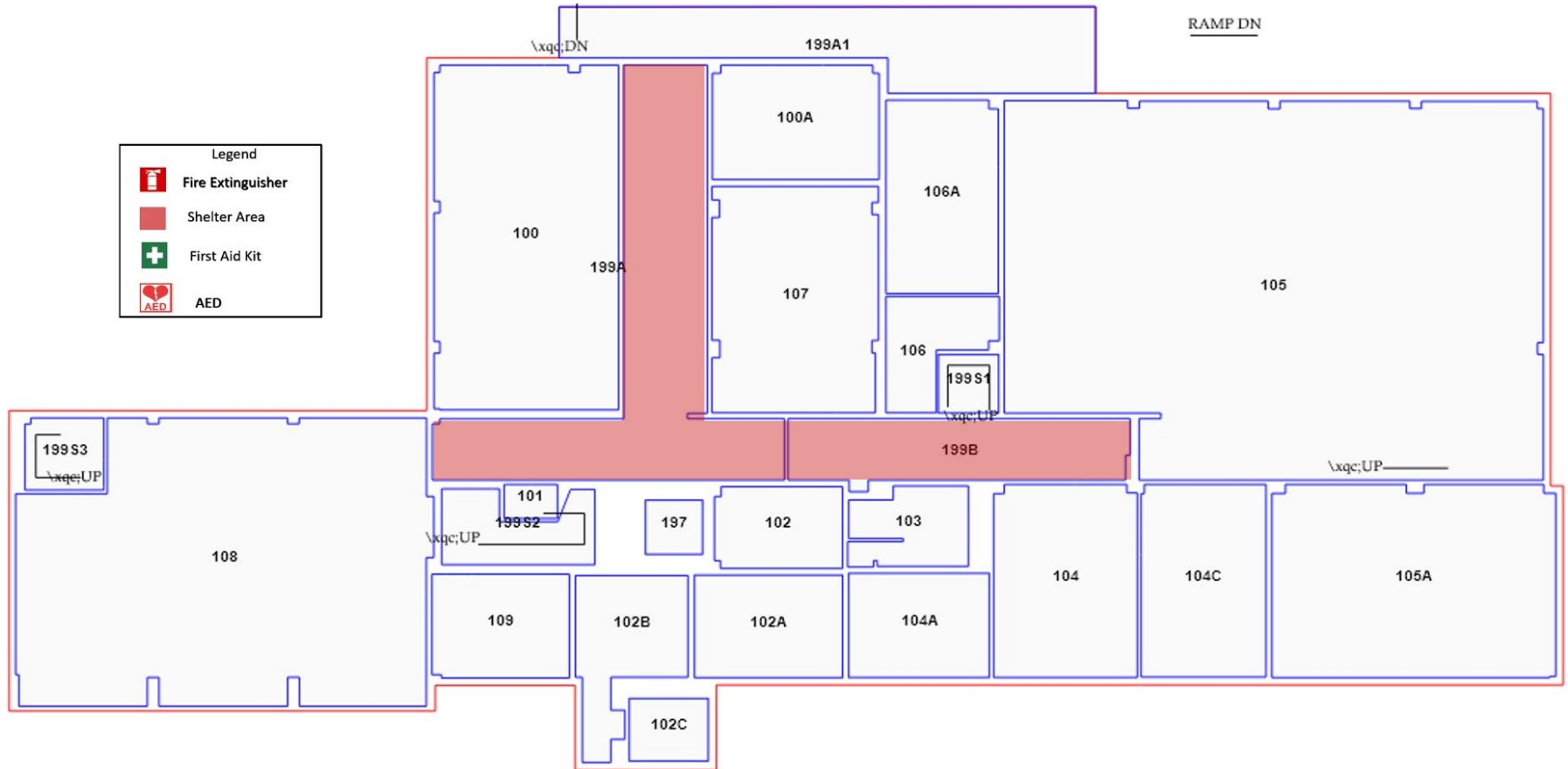
3.1 Severe Weather: The University will remain open except in the most severe weather conditions. However, departments shall review its operations and determine if there is a need to adjust or cancel outdoor activities and events even if the university remains open. Continue to monitor and be prepared for conditions to change. Execute departmental mitigation procedures to protect against flying debris and expensive electronic equipment.

3.2 Tornado: Tornado warnings from the National Weather Service are issued by counties. The campus will only issue a UT Alert for a tornado warning if the main campus is included in the warning polygon. An alert in Knox County does not automatically indicate a threat to campus. If a tornado warning is issued for campus, take the following action:

Tornado
ACTION
Proceed to designated shelter (interior space low in the building) & alert others
Protect your head and neck
Use sturdy furniture as cover if possible
Monitor for weather updates
Remain in shelter until an all clear is received from UT Alert.

Nielsen Physics Shelter Areas
1 st Floor Hallway
2 nd Floor Hallway, Rooms 203, 204, 205
3 rd Floor Hallway, Rooms 304, 306

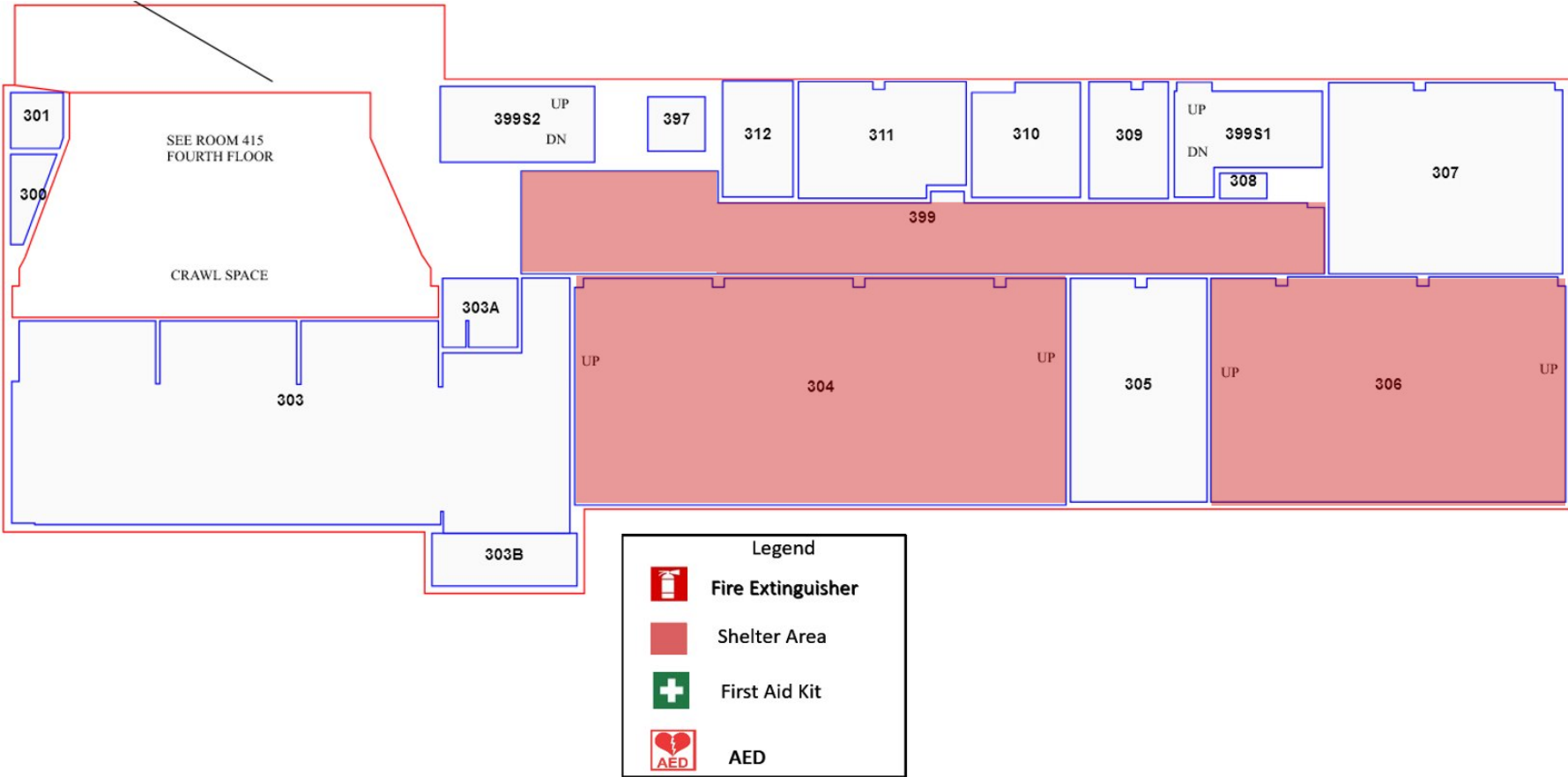
Nielsen 1st Floor



Nielsen 2nd Floor



Nielsen 3rd Floor



4. Chemical Accident Outdoor

4.1 CHEMICAL SPILL/OUTSIDE RELEASE. In the event of a hazardous materials release effecting the campus, a UT Alert will be issued directing personnel to seek appropriate shelter.

4.2 Evacuation will be directed by response officials. If emergency responders direct an immediate evacuation, follow their directions! Only take personal vehicles if directed by response authorities.





CHEMICAL ACCIDENT – OUTDOOR
ACTION
Personnel will be notified by UT Alert to seek appropriate shelter as directed by the KFD.
If sheltering is announced and directed for all campus buildings. <ul style="list-style-type: none">• If possible, enter an interior room with limited doors and windows above ground level.• Seal any opening, such as a vent or around the door with plastic or any available material for further protection.
Conduct a sweep of the assigned floor to ensure all occupants are notified.
Turn off or block ventilation systems. Facilities Service can assist with building HVAC systems. Call 946-7777 for assistance.
Remain in shelter but be prepared to evacuate if directed.

Nielsen Physics Outside Chemical Release Shelter Areas
5 th and 6 th Floor Hallway

Nielsen 5th Floor







Legend

-  Fire Extinguisher
-  Shelter Area
-  First Aid Kit
-  AED

Nielsen 6th Floor



Legend

-  Fire Extinguisher
-  Shelter Area
-  First Aid Kit
-  AED

5. Fire

5.1 The University Evacuation Policy mandates that the building shall immediately be evacuated except in areas where special procedures have been developed because immediate evacuation presents a risk. All faculty, staff, students, and visitors will regard any activation of a fire alarm as a true fire emergency unless there has been previous notification of a fire alarm test.

5.2 Only if the fire is very small should an attempt be made to extinguish the fire. If the fire is not contained, involves flammable solvents, is spreading rapidly, is partially hidden behind a wall or ceiling, cannot be reached from a standing position, or if it becomes difficult to breathe in the room, DO NOT attempt to extinguish the fire. Evacuate immediately!

Fire
ACTION
Activate fire alarm for a fire.
Call 9-1-1 when safe to do so.
DO NOT USE THE ELEVATORS!
Evacuate to the assembly area(s), Collect valuables (purse, coat, cell phone, etc.) if time permits. Close all office doors upon leaving.
DO NOT RE-ENTER THE BUILDING UNTIL APPROPRIATE OFFICIALS GIVE APPROVAL.

6. Bomb Threat Checklist

6.1 A person may become aware of a bomb threat by either a telephone call or e-mail. The person receiving the threat shall immediately notify the UTPD at 974-3111. Keep an open line of communication with the caller for as long as possible. UTPD is to be contacted as soon as possible by dialing 974-3111 or 911. Campus police will determine the appropriate response after evaluating the threat.

Bomb threat by Phone	
1	Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP , even if the caller does.
2	Listen carefully. Be polite and show interest.
3	Try to keep the caller talking to learn more information.
4	If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5	If your phone has a display, copy the number and/or letters on the window display.
6	Complete the Bomb Threat Checklist immediately. Write down as much detail

	as you can remember. Try to get exact words.
7	Immediately upon termination of the call, do not hang up, but from a different phone, contact UTPD immediately with information and await instructions.

Bomb Threat by Letter/Handwritten Note	
1.	Call UTPD.
2.	Handle the note minimally.

Bomb Threat by Email	
1.	Call UTPD.
2.	Do not delete email.

Signs of a Suspicious Package		
No return address	Poorly handwritten	Stains
Excessive postage	Misspelled words	Incorrect titles
Strange odor	Foreign postage	Strange sounds
Unexpected delivery	Restrictive notes	

Follow this [link](#) for a downloadable Bomb Threat Checklist.

7. Active Shooter

7.1 Response to an active shooter requires individual decision-making. The emergency notification from the campus will provide the last known location of the threat but the shooter might have moved. In most cases the best action is to barricade (**HIDE**) in response to a campus active shooter alert. You should evacuate (**RUN**) only if you are reasonably sure you know where the shooter is and you have a clear path to an exit. As a last resort and only if, your life is in danger (**FIGHT**). Active shooter situations develop quickly and individual decision-making and action is likely going to be required. Each person must individually determine whether to run, hide, or fight. Call the UTPD at 974-3111 or call 911.

7.2 If you are inside a building and the shooter(s) location is unknown, the safest option is normally to barricade (**HIDE**). If you are unsure that you can safely exit the building, secure the area by following these tips:

7.3 Be prepared for the police response. Police first response will be to neutralize the shooter, not attend to victims. Keep hands visible and follow all instructions.

Active Shooter	
ACTION	
Run:	
<ul style="list-style-type: none"> If you are outside a building near the threat, go to the nearest cover 	

immediately.

- If you are inside the building and you are confident you know the shooter's location and have a clear path to an exit, evacuate immediately, and take others with you if possible.
- Keep your hands empty and visible and follow all instructions from police.

Hide:

- If you are unsure that you can safely exit the building, secure the area by following these tips:
 - Lock and barricade doors
 - Reduce signs of people in the room

Fight:

As a last resort, and only if your life is in immediate danger, attempt to stop the attacker by:

- Working as a group if possible
- Improvising weapons
- Committing to your actions
- Acting with physical aggression

Nielsen Physics Lockable Rooms

Individual Offices

Rooms 304, 306, 608

8. Earthquake

8.1 Earthquakes occur without warning. Once a significant earthquake begins, building occupants must take immediate individual emergency action! **DROP! COVER! HOLD ON!** Additional actions will be implemented after the quake stops.

8.2 When a significant earthquake occurs, immediately DROP! COVER! HOLD ON!

8.3 Once the shaking has stopped, gather valuables and quickly leave the building. Doors may be jammed, so exiting through another means may be necessary. **DO NOT USE ELEVATORS.** Avoid downed utility lines, trees, bridges or any structure that could fall. Evacuate to the building assembly area(s) if the building is damaged.

8.4 Be prepared for aftershocks. Although smaller than the main shock, aftershocks cause additional damage and may bring weakened structures down. Aftershocks can occur in the first hours, days, weeks, or even months after the quake. Follow the same procedures as for earthquakes.

Earthquake Response
Seek shelter under a sturdy desk. If a desk is not available, move into a hallway or stand against an inside wall.
DROP, COVER, AND HOLD ON!
DO NOT exit the building—falling materials can be deadly.
DO NOT run down stairs. Stay clear of windows and heavy appliances.
DO NOT use the elevators.
Post-Earthquake Actions
Exit damaged buildings after the quake
Be prepared for aftershocks.

9. AEDs

An automated external defibrillator or AED, is used to help those experiencing sudden cardiac arrest. It's a sophisticated, yet easy-to-use, medical device that can analyze the heart's rhythm and, if necessary, deliver an electrical shock, or defibrillation, to help the heart re-establish an effective rhythm.

Having access to an AED and knowing how to use one, is critical! The average response time for first responders, once 911 is called, is 8-12 minutes. Each minute defibrillation is delayed, the odds of survival are reduced by approximately 10%. It is important to know now where the units are located and how to use them. The Building Name AEDs are located on _____.

Once you have ensured that the person needs help, you should ask a bystander to call 911 for help, one person should be sent to get the nearest AED and to immediately return to where the person needing the use of an AED is located. Activate the AED and follow oral instructions from the AED.



10. Self-Reporting

Individual self-reporting for accountability is critical to the response in a major campuswide emergency. This process helps focus resources where needed most and supports reunification efforts for family and loved ones. **All** students, faculty, and staff should initiate the self-reporting step listed below during a major emergency.

Self-report for Tracking

- Attempt to contact your immediate family. (It is good practice to designate a common point of contact that your family and friends know to call.)
- Provide information to university officials for rosters upon request.
- [Register on the emergency database \(RECONNECT\)](#) designed to share information in an emergency.

Appendix 1 – Floor Warden Information

1.0 Purpose. This appendix is included in the BEAP as added information for assigned floor wardens and others in a building that may have a role during a building emergency. Specifically, it provides clarification to the actions detailed in the BEAP. Your personal safety always comes first! You should perform these actions in an emergency only if safe to do so!

2.0 Floor Wardens Duties. Floor Wardens have been designated for this building. The floor wardens are responsible for assisting the Emergency Preparedness Sector Coordinator and implementing emergency procedures for their respective floors. The duties, as personal safety and time permits, include:

- Prior to an emergency, create a floor or department roster for accountability purposes. (*See Attachment B to Appendix 1*).
- Know where the recommended areas for shelter for severe weather and an outside chemical release are in the building.
- Know where the buildings assembly areas are located.
- Prior to an emergency, solicit volunteers to assist individuals with functional needs.
- When an emergency occurs, direct floor occupants to evacuate/shelter, as dictated by the emergency.
- Assist employees, students or visitors with functional needs.
- Conduct a sweep of the floor/department and direct all occupants of the floor to evacuate or shelter.
- If evacuating to the assembly area, conduct accountability of all personnel assigned to your specific floor/department. Immediately report to an emergency responder any known missing person or a person that may require assistance evacuating.

3.0 Emergency Preparedness Sector Coordinator. Emergency Preparedness Sector Coordinators are assigned for connecting building emergency preparedness and response to the campus-wide effort. They are available to the building occupants to assist in planning, preparation and response coordination for emergencies. They may assist or serve in roles designated by the Department Head or his/her designee depending on the complexity of the building and operational specifics.

4.0 Warnings and notifications.

4.1 UTAAlert. The University employs a variety of methods to notify the campus community of dangerous situations and major interruptions in campus operations. Examples are:

- UTAAlert Text
- UTAAlert E-mail
- Emergency Blue Phones

- Computer monitor displays
- Building Digital Monitors
- Fire alarms annunciators

5.0 NATIONAL WEATHER SERVICE WEATHER WATCHES AND WARNINGS.

5.1 Watches. Tornado and severe thunderstorm watch is issued by the NWS when severe thunderstorms and tornadoes are possible in and near the watch area. It does not mean that they will occur. It only means they are possible.

5.2 Tornado Warnings. A Tornado Warning is issued when a tornado has been sighted or scene on radar. When a tornado warning is issued, seek safe shelter immediately
Note: When the National Weather Service (NWS) issues a tornado warning, it applies to the entire county. It is possible that when a NWS Tornado Warning is issued for Knox County that it will not generate a campus alert. Once the determination is made that the potential threat includes campus, a UTAAlert will be issued.

5.3 . Severe Weather Warning. A Severe Thunderstorm Warning is issued when severe thunderstorms are occurring or imminent in the warning area. *Note: Typically, a UTAAlert will not be issued for thunderstorms. To maintain situational awareness, monitor local weather advisories on weather apps, local news media, and a NOAA weather radio.*

6.0 SHELTERING AND EVACUATING

6.1 The first basic decision to take during an emergency is to shelter or evacuate. The decision will typically be directed from the university via UTAAlert however, immediate action may be required prior to an official announcement and instruction from the university. Understand that campus may not have complete information and building level response could be a lifesaving action.

6.2 **Sheltering.** For some events, it is safer to remain inside the building. The appropriate shelter may vary between floors. Locate and be familiar with the designated shelter areas. Shelter locations may vary based on the threat. For example, sheltering for a tornado and sheltering for an outdoor chemical release may be in different areas of the building. Here are examples of when to shelter inside a building:

- Tornado Warning
- Chemical Spill/Outside Release
- Active Shooter

6.3 **Evacuating.** A variety of emergencies may require the building to be evacuated. Prior to an evacuation be sure floor/department personnel are familiar with egress routes and locations of assembly areas. Here are some examples when to evacuate:

- Fire

- Chemical release (indoor source, such as from a lab)
- Utility outage (Gas Leak)
- Bomb threat/Suspicious Package

7.0 ACCOUNTABILITY

7.1 A key element of the building emergency action plan is post incident accountability. Accountability is not only determined when the building occupants are safely gathered at the assembled area, but prior to the emergency and knowing some information about your office constituents in the building. For example, just being aware of who was in the building when you evacuated. Knowing this type of information helps when the building evacuation does occur and the accountability at the assembly area takes place. Having an accounting of others prior to an emergency may prevent an unnecessary rescue attempt in a burning building by first responders! Here are some items to include in your evacuation plan:

- Know the designated building assembly area. Each building has a primary and alternate assembly area.
- Identify an area of rescue in your building. Ideally, this could be the landing of an interior stairwell.
- Develop a pre-filled out roster for your department or if it's a large building, develop the roster by floors (*See Attachment B to Appendix 1*).
- Prior to an evacuation, on your roster identify a person that might need assistance. Make a personal plan for them. This could mean taking them to the pre-identified area of rescue within the building or identifying a person(s) to assist them from the department. Know the area of rescue locations on your floor prior to the emergency!
- Assist visitors to the assembly area and account for them.
- Remain at the assembly area until released.
- If you are away from your building and become aware that your building has evacuated, self-report your location to the department floor warden or someone within your department.

8.0 SEVERE WEATHER AND TORNADOES

8.1 This section of the BEAP will be activated in the event of a severe weather situation that represents an imminent threat to campus. The university will remain open except in the most severe weather conditions; however, departments shall review its operations and determine if there is a need to adjust or cancel outdoor activities and events even if the university remains open.

8.1.2 THUNDERSTORM WARNING. Once notified of a thunderstorm, continue to monitor and be prepared for conditions to deteriorate. Exceptions are for outdoor activities and events. Execute departmental mitigation procedures to protect against flying debris and expensive electronic equipment.

8.1.3 TORNADO WARNING. All occupants should take cover in the designated severe weather shelter area for their floor.

8.1.4 Any occupant who encounters a student or visitor should direct or take them to the appropriate location. In addition, be prepared to assist a person with functional needs and assist that individual to the severe weather shelter areas.

8.1.5 If injuries or building damage occurs, notify the UTPD at 974-3111 or call 911. When possible conduct accountability.

9.0 MEDICAL EMERGENCIES.

9.1 Implement these actions for any injury or illness that requires more than simple first aid.

9.2 Any person aware of a medical emergency must immediately contact the UTPD at 974-3111 or call 911 and report the emergency.

9.3 When reporting the emergency, provide the following information:

- Type of emergency
- Location of the victim
- Condition of the victim
- Any dangerous conditions

9.4 Capable people can provide first aid, CPR, and operate the Automated External Defibrillator (AED). Victims should be comforted, but do not move the victim unless it is life threatening to leave the person in place.

9.5 Dispatch an individual outside the building (provide a specific location if possible) to direct EMS when they reach the vicinity of the building.

9.6 Normal worker injury reporting procedures should be followed after the victim has been cared for and transported.

10.0 FIRE

10.1 Any faculty, staff, student or visitor that becomes aware of a fire shall immediately activate the building fire alarm system. The University Evacuation Policy mandates that the building shall immediately be evacuated except in areas where special procedures have been developed because immediate evacuation presents a risk. All faculty, staff, students, and visitors will regard any activation of a fire alarm as a true fire emergency unless there has been previous notification of a fire alarm test.

10.2 In addition to activating the fire alarm, dial 9-1-1 and advise the dispatcher of the situation.

10.3 Only occupants comfortable operating a fire extinguisher should attempt to extinguish the fire.

10.4 Only if the fire is very small should an attempt be made to extinguish the fire. If the fire is not contained, involves flammable solvents, is spreading rapidly, is partially hidden behind a wall or ceiling, cannot be reached from a standing position, or if it becomes difficult to breathe in the room, DO NOT attempt to extinguish the fire. Evacuate immediately!

10.5 DO NOT USE THE ELEVATORS!

10.6 All occupants will immediately evacuate the building utilizing the posted building evacuation routes to assembly area(s). Collect valuables (purse, coat, cell phone, etc.) if time permits. Close all office doors upon leaving. Any occupant who comes into contact with a student or visitor will direct them to evacuate the building.

10.7 Upon assembly, conduct a roll call and account for all personnel. Those known to have been present and are unaccounted for should be reported immediately to a first responder. This is not necessary for false alarms. Provide first responders with any additional information that will help them respond, such as, people that need assistance, location of fire, and known hazards.

10.8 No employee should leave the assembly area, either to re-enter the building or leave the campus, until advised to do so by appropriate authorities.

11.0 ACTIVE SHOOTER

11.1 Follow individual protective actions and direct others to take appropriate action.

12.0 CHEMICAL ACCIDENT

12.1 CHEMICAL SPILL/OUTSIDE RELEASE. In the event of a hazardous materials release effecting the campus, a UTAAlert will be issued directing personnel to seek appropriate shelter, pending the Knoxville Fire Department's (KFD) evaluation of the threat. It would severely hamper the response efforts for the campus to self-evacuate from locations not in the threatened area and could potentially expose those trying to evacuate without the guidance of response agencies. This notification will advise building occupants to either seek appropriate shelter, evacuate to the assembly areas, or as directed by the KFD.

12.2 Notify facilities emergency line 946-7777 to shut down the HVAC systems for the building. All offices with any form of controls will manually shutoff their office heating/cooling systems prior to exiting.

12.3 Be prepared to evacuate should KFD direct it or as part of a larger phase campus

evacuation. If emergency responders direct an immediate evacuation, follow their directions! Only take personal vehicles if directed by response authorities.

12.4 Direct any personnel who believe they have been exposed to a hazardous material or feel unusual to seek medical attention as soon as possible. They may be directed to a specific facility or a temporary decontamination site.

13.0 EARTHQUAKE

13.1 Earthquakes occur without warning. Take immediate individual emergency action! **DROP! COVER! HOLD ON!** Additional actions will be implemented after the quake stops.

13.2 Once the shaking has stopped, direct people to gather valuables and quickly leave damaged buildings. Avoid downed utility lines, trees, bridges or any structure that could fall. Evacuate to the building assembly areas.

13.3 Consider the effects of aftershocks on the assembly areas.

14.0 BOMB THREAT / SUSPICIOUS PACKAGE

14.1 BOMB THREAT. Only evacuate the building if you believe there is an immediate credible threat.

14.2 Coordinate with UTPD to assist in a discreet search if directed. In many cases, UTPD will determine that the threat is not credible and/or that conducting a measured response is safer than evacuation. Floor Wardens can assist by identifying unfamiliar objects that might not be recognized by other searches. Occupants are more likely to identify something out of place or unusual but should wait for police to arrive on the scene before conducting any type of search.

14.3 EXPLOSION. If an explosion does occur, building occupants should leave the building using the same evacuation plan and procedures as they would for a fire.

15.0 ACTIONS TO TAKE AFTER THE EMERGENCY

15.1 For short operational interruptions, the Dean/Head of the Department or Director may adjust work assignments as necessary to ensure safety, pending a determination of the impact and anticipated length of an emergency disruption. Academic Departments have the discretion of adjusting class schedules in accordance with the procedures outlined in the Inclement Weather Policy. For major interruptions, campus schedule adjustments will be made by the Chancellor or their representative.

15.2 Buildings impacted by an emergency will not be reopened to occupants until released by emergency responders, damage assessment team, and a safety officer. Environmental Health and Safety will coordinate the mitigation in the event of a spill and

notification to governmental agencies. The Risk Management Office will coordinate all insurance and reimbursement claims.

15.3 The EP Sector Coordinator and Floor Wardens should review building procedures regarding the emergency and develop a corrective action plan as necessary. The corrective action plan will be distributed to UT Office of Emergency Management and Environmental Health and Safety.

15.4 Building occupants will be made aware of changes to the BEAP that resulted from the corrective action plan.

16.0 Procedures for Providing Assistance to People with Functional Needs

16.1 It is University Policy that all occupants must evacuate the building when the fire alarm is activated.

16.2 Departments should develop specific plans for assisting people with functional needs that are frequently in the building.

16.3 Exit stairwells are fire rated and are protected by self-closing/self-latching doors. These are the safest areas during an emergency. Physically impaired persons are advised to proceed to them immediately.

16.4 Corridors leading to the exit stairwells must be maintained clear and unobstructed at all times.

16.5 If there is no imminent danger and there are no special problems evacuating the person, place the individual into or next to the stairwell. Tell responders the location of the person needing evacuation assistance.

16.6 Visually Impaired Persons

16.6.1 Tell the person the nature of the emergency and offer your arm for guidance. This is the preferred method when acting as a "sighted guide."

16.6.2 As you walk, tell the person where you are and where obstacles are located.

16.6.3 When you reach safety, orient the person to the location and ask if further assistance is needed.

16.7 Hearing Impaired Persons

16.7.1 Some campus buildings are equipped with audible fire alarms, which should be activated during an emergency. However, hearing impaired individuals may not receive the audible signal. Use an alternative warning system. Several methods can be used, including:

- Write a note. (Sample script: "FIRE! Go out the rear door on your right. NOW. Meet outside on the front lawn.")

- Turn the light switch on and off to gain their attention and then indicate through gestures or in writing what is happening and what to do. Do not use the light switch technique if you smell natural gas in the area.

16.8 Mobility impaired

16.8.1 It is safer and preferred that trained responders assist evacuating people with functional needs; however, if the situation does not permit to wait for responder to evacuate them, ask the person if they want evacuation assistance and the best way to help (see 16.8.5). Carrying options include using a two-person, lock-arm position or having the individual sit on a sturdy chair (preferably with arms) which is then lifted and carried.

16.8.2 Most non-ambulatory persons will be able to exit safely without assistance if they are on the ground floor.

16.8.3 If you are assisting a non-ambulatory person, be aware that some people have minimal ability to move and lifting them may be dangerous to their well-being. Some individuals have very little upper trunk and neck strength.

16.8.4 Frequently, non-ambulatory persons have respiratory complications. Remove them from smoke and vapors immediately. Some people who use wheelchairs may have electrical respirators. Give them priority assistance, as their ability to breathe may be seriously in danger.

16.8.5 The needs and preferences of non-ambulatory individuals vary. Always consult with the person as to his or her preference regarding:

- Ways of being moved.
- The number of people necessary for assistance. If carrying a person more than three flights, a relay team will be needed.
- Whether to extend or move extremities when lifting because of pain, braces, etc.
- Whether a seat cushion or pad should be brought along.
- Being carried forward or backward on stairs.
- Aftercare, if removed from the wheel chair.
- Remember to check the intended route for obstructions before transporting the individual. Delegate others to bring the wheelchair. When the wheelchair is left behind, remove it from the stairwell and place it so it does not obstruct the egress of others. Reunite the person with their wheelchair as soon as it is safe to do so.

16.8.6 Wheelchairs have many movable or weak parts, which were not constructed to withstand the stress of lifting (i.e., seat bar, footplates, wheels, movable armrests, etc.). If the chair is battery-powered, remove the batteries before moving it. Make sure the footrests are locked and the motor is off. If a seatbelt is available, secure the person in the chair.

Attachment A to Appendix 1 – Floor Warden Emergency Checklists

Tornado
ACTION
Monitor local radio/television for weather conditions.
Forward significant weather UT Alerts and other notifications to department personnel.
Direct department personnel to best available shelter.
Report to shelter area.
Conduct a sweep of the assigned floor to ensure all occupants are notified and accounted for.
Check pre-identified areas of rescue for functional needs persons.
Conduct Accountability.
Determine extent of injuries, if any, and request assistance.
Remain in shelter until an all clear is received from UT Alert.

CHEMICAL ACCIDENT – OUTDOOR
ACTION
Forward significant announcements and alerts department personnel.
Personnel will be notified by UT Alert to either seek appropriate shelter, evacuate to the assembly area(s), or other actions as directed by the KFD.
If sheltering is announced and directed for all campus buildings, direct floor occupants to their shelter. <ul style="list-style-type: none"> • If possible, enter an interior room with limited doors and windows. • Seal any opening, such as a vent or around the door with plastic or any available material for further protection.
Conduct a sweep of the assigned floor to ensure all occupants are notified.
Notify facilities emergency line 946-7777 to shut down the HVAC systems for the building.
Conduct Accountability.
Determine extent of injuries, if any, and request assistance
Remain in shelter until the situation ends or directed to evacuate.

Fire
ACTION
Activate fire alarm for a fire.
Call 9-1-1 when safe to do so.
DO NOT USE THE ELEVATORS!
Evacuate to the assembly area(s), Collect valuables (purse, coat, cell phone, etc.) if time permits. Close all office doors upon leaving.

If sheltering is announced and directed for all campus buildings, direct floor occupants to their shelter. If possible, enter an interior room with limited doors and windows. Seal any opening, such as a vent or around the door with plastic or any available material for further protection.
Conduct a sweep of the assigned floor to ensure all occupants are notified.
Notify facilities emergency line 946-7777 to shut down the HVAC systems for the building.
Conduct Accountability.
DO NOT RE-ENTER THE BUILDING UNTIL APPROPRIATE OFFICIALS GIVE APPROVAL.

Bomb Threat by Phone
Only evacuate the building if you believe there is an immediate credible threat.
Coordinate with UTPD immediately
Be prepared to assist UTPD in coordinating a discreet search if they determine that is a safer response than evacuation.
Conduct accountability and share key info with UTPD

Active Shooter
Active Shooter on Campus
Forward significant announcements and alerts to building occupants.
If safe to do so, direct personnel to rooms with lockable doors. Lock doors, turn off lights, and silence cell phones.
Remain in safe location until directed otherwise by response personnel.
Active Shooter in Building
Take individual protective actions.

Earthquake
Response
Follow individual protective actions
Post-Earthquake Actions
Once the shaking has stopped, evacuate the building if concerned about structural damage. Doors may be jammed, so exiting through another means may be necessary.
Forward significant announcements and alerts to building occupants and key personnel.
Conduct a sweep of the assigned floor to ensure all occupants are notified.
Conduct Accountability.
Determine extent of injuries, if any, and request assistance.
Be prepared for aftershocks.

Attachment B to Appendix 1 – Important links

[UT Emergency Management](#)

[UT Environmental Safety and Health](#)

[UT Police Department](#)

[UT Alert](#)

[Campus Safety App](#)

[Reconnect](#)

[Tennessee Emergency Management Agency](#)

[Federal Emergency Management Agency](#)

[Red Cross](#)