

BUILDING EMERGENCY ACTION PLAN POWER AND GRACE PREPARATORY ACADEMY BUILDING



POWER AND GRACE PREPARATORY ACADEMY MAIN CAMPUS

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Executive Summary

The Power and Grace Preparatory Academy Emergency Action Plan (EAP) is designed to provide basic information so that the reader can be better prepared in the event of an emergency or critical incident. The PGPA EAP is based upon the International Association of Law Enforcement Administrators' (IALEA) model, which is rooted in the National Incident Management System (NIMS). The EAP is not designed to give definitive answers for every type of emergency. Each incident is unique and constantly evolving. Only those involved in the incident can make decisions that they believe are correct to ensure their own safety. The EAP provides resource material so that informed decisions can be made.

This summary cannot provide detailed information about every type of incident. For more detailed information, please consult the appropriate section of the Emergency Action Plan. In order to ensure your safety, please follow the basic steps listed below.

- **Fires/Fire Alarms** – **Evacuate the building immediately**, do not use elevators if they are available and do not return until authorized by Police, Fire, or emergency responders. Always know at least two evacuation routes in case the primary evacuation route is blocked.

- **Tornado/Severe Weather** – **Go to the interior of the lowest level of the structure**, stay away from windows, mirrors, doors, glass, and unsecure objects such as filing cabinets, bookcases, or exterior walls. Remain there until the severe weather has passed.

- **Earthquakes** – During an earthquake, actual or caused by explosion, etc., remain calm and quickly follow the steps outlined below:
 1. **If INDOORS**, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves and heavy equipment if possible.
 2. **If OUTDOORS**, move quickly away from buildings, utility poles, and other structures.
CAUTION: Always avoid power or utility lines as they may be energized.
 3. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits but stay in your vehicle for the shelter it offers.
 4. After the initial shock, remain alert for after-shocks or subsequent explosions.
 5. Damaged facilities should be reported to Physical Plant Operations.
 6. If an emergency exists, activate the building alarm. **CAUTION: THE BUILDING ALARM RINGS LOCALLY INSIDE THE BUILDING - YOU MUST REPORT THE EMERGENCY TO THE CLARKSVILLE POLICE AS SOON AS POSSIBLE BY CALLING THE E-911 CENTER.**

- **Chemical Spills or Hazardous Material Release** – **Evacuate the spill area immediately and attempt to secure the area**. Attempt to isolate those who have been exposed. Call the E-911 Center immediately and provide as much information about the incident as possible. Immediately alert staff of a possible chemical spill. Get all staff and students in a safe area, evacuate to a safe location if the emergency situation will allow you to do so, if not shelter in a safe place. Immediately notify involved personnel and evacuate the release or spill area. Shut down HVAC Systems and close vents immediately. Clean up only under the direction and control of emergency responders, Fire department, Police department and Emergency management.

- **Snow, Ice Flooding** -- Snow, ice or flooding can make travel to and from campus hazardous. When the potential or conditions develop that would make travel to and from the campus hazardous, the following steps will be followed:

1. **PGPA/Clarksville Police** will monitor the National Weather Service broadcasts, local reports; contact the Department of Transportation Road Condition Office. Upon receipt of information that would or has the potential to make travel hazardous to or from school, the principal or asst. principal will initiate the notification to parents or guardians in case of a flood emergency.

2. **The Principal, Asst Principal or designee** will determine if Power and Grace Academy school operations are to be suspended/cancelled. If they are to be suspended/cancelled the remainder of PGPA staff will be notified.

3. PGPA notifications via social media, phone notification and text messaging system will be initiated.

4. The principal and asst. principal in the facilities will initiate steps to secure the PGPA facilities and grounds, preventing entry to the PGPA under hazardous conditions. PGPA staff and personnel will continue to monitor the weather conditions as well as conditions on school grounds.

- **Lockdown** -- Law enforcement will contact the principal (PGPA) if there is an emergency that will require PGPA to be locked down using the term "code red". PGPA will then inform the staff so that the students will not be alarmed or panic and immediately initiate lock down procedures. Securing all outer doors, classroom doors, windows, turning lights off, turning all electronics off, silencing all cell phones, portable radios, and keeping all of the students quiet and out of site.
- **Shelter in Place** -- Because sheltering in place may be the protective action recommended for several emergencies with differing risks, and because sometimes the initial recommendation is to shelter in place followed by relocation, there is no single set of shelter in place procedures. Based on the type of emergency, such as tornado, severe weather, hazardous material release outside, or chemical spill you should consult each relevant section for guidance. Emergencies change as they progress. The questions to ask yourself are: Am I safer inside or outside? Where am I safest inside? Where am I safest outside?
- **Bomb Threats** – **Leave the threatened area immediately** and notify responders of any suspicious items you notice. Be aware of the potential for a second threat in the evacuation area.
- **Medical Emergencies** – **Check to ensure you are safe**, check the victim, call 911 for assistance, and render aid as necessary and appropriate to your training.
- **Crime and Violent Behavior** – Protect yourself as best you can and contact Clarksville Police at the E-911 dispatcher center to report suspicious activity immediately.
- **Hostile Intruder** – **Includes a physically aggressive person, hostage taker, or an active shooter**. Stay as calm as possible, avoid drastic actions that could escalate the situation, and do what is necessary to protect yourself. This could include running away, hiding, playing along, playing incapacitated, or fighting (if absolutely necessary).
- **Seasonal or Pandemic Flu** – **To avoid spreading germs**, always cover your mouth when coughing or sneezing. Wash hands or use sanitizer regularly. If you are sick, do not come to work or class. Get a yearly flu vaccination.

Being prepared is the most important step that anyone can take to minimize their risks during an emergency. Advanced planning can save time when making decisions about what action to take during a critical incident. No document or person can provide concrete answers about a given situation. Individuals are responsible for their own safety and to prepare themselves for emergencies. The information provided in the Emergency Action Plan is designed to provide the resources for informed decision making. We encourage you to familiarize yourself with the information contained within the EAP prior to an occurrence and to review the information on a regular basis.

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Power and Grace Preparatory Academy Emergency Action Plan Table of Contents

The Power and Grace Preparatory Academy (PGPA) Emergency Action Plan (EAP) is the base layer of the PGPA Emergency Preparedness Program. This function is coordinated through Power and Grace Preparatory Academy, and it is a collaborative effort between the PGPA, Clarksville Police Department, MCSO, County Emergency Management, E-911 dispatch center and the rest of the first responders. The EAP is meant to provide all members of the community with important information that is relevant both at work and at home on various emergencies that may occur. The formulation of the EAP was based on PGPA Emergency Operations Planning along with research, best practices, and the experience of officials within the Power and Grace Preparatory Academy.

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YOUR EMERGENCY ACTION PLAN

As a member of the PGPA Community, you should be familiar with the University Emergency Action Plan. This manual describes the procedures to follow in a variety of emergencies.

As a building occupant, you need to be familiar with your specific Building Emergency Action Plan. Read it carefully. If you have any questions, consult your Department Safety Coordinator or Building Safety Team member (See the Term Definitions in Appendix A for an explanation of these positions). Keep the following in mind as you read this document:

- Evacuation routes, exit points, and where to report for roll call after evacuating the building
- When and how to evacuate the building
- Locations of emergency materials that may be needed in an emergency, such as fire extinguishers and fire pull alarms
- Proper procedures for notifying emergency responders about an emergency in the building or work area (Dial the E-911 dispatch Center).
- Additional responsibilities, specific to your building
- Remember the following acronym: **PEER – Preparing for Emergencies is Everyone’s Responsibility**

BUILDING INFORMATION

Building Name:	Power and Grace Preparatory Academy Building		
Building Coordinator (BC):	Katobwa Stallworth	Email:	katobwabeyonka@gmail.com
BC Campus Address:	231 Dunbar Cave Rd., Clarksville, TN 37040		
BC Telephone No.:	931-320-9862	FAX No.:	No Fax
Alternate BC:	Mary Lander	Email:	Mary.lander_55@yahoo.com
Alternate BC Campus Address:	231 Dunbar Cave Rd., Clarksville, TN 37040		
Alternate BC Telephone No.:	931-320-9862	FAX No.:	No Fax

BUILDING DESCRIPTION:

The Power and Grace Preparatory Academy Building is a one story facility. The primary uses for the building include classroom and office space for children k-1 through k-5.

EAA LOCATION:

The Emergency Assembly Area Location is in field adjacent to building 219b on the Northeast corner of the building.

Departments

<u>Department</u>	<u>Safety Coordinator</u>	<u>Phone</u>	<u>Building</u>	<u>Room</u>
PGPA Main Office	Safety Coordinator, Principal K. Stallworth	931-320-9862	PGPA Build # 231	
PGPA Main Office	Safety Coordinator, A.P. M. Lander	931-320-9862	PGPA Build # 231	
PGPA Social Worker Office	Safety Coordinator, S.W. Robin Oliver	931-320-9862	PGPA Build # 231	

Building Safety Team

<u>Name & Position</u>	<u>Department</u>	<u>Phone</u>	<u>Building</u>	<u>Room</u>
All Staff Members	All Staff, All Positions	931-320-9862	PGPA Build # 231	

Critical Operations

<u>Operation</u>	<u>Room</u>	<u>Department</u>	<u>Responsible Person</u>	<u>Phone</u>

EMERGENCY NOTIFICATION SYSTEMS

Power and Grace Preparatory Academy has implemented many emergency notification systems to alert the Power and Grace community to incidents that occur on PGPA school property. Realizing that redundancy is an absolute necessity, Power and Grace Preparatory Academy has installed three notification systems for the community. New technologies and other Emergency Notification Systems are continuously explored and evaluated.

PGPA Community Emergency Notifications Systems:

- Power and Grace Preparatory Academy Mass Email – Email sent to all faculty, staff, parents and guardians about incidents or emergencies occurring at PGPA.
- Emergency Telephonic Alert System – The Telephonic Alert System allows the faculty, staff, parents, and guardians of the PGPA students to be notified in case of an emergency occurs at PGPA. All faculty, staff, parents and guardians are all encouraged to sign up for the telephonic alert system.
- Social Media (Facebook) – Visual notifications made across computers connected to the PGPA Facebook page.

PGPA Administration Notification System:

- Are notified by the Principal of PGPA in case of an emergency or disaster that occurs.

EMERGENCY PROCEDURES

Immediate Emergency Action – Calling for Help and Notifications

EMERGENCY ACTION

In a **Life-Threatening Emergency - Dial the E-911 Dispatch Center**
From a Cell phone or Public Telephone

Program these numbers into the speed dial function of your cell phone.

1. **Protect Yourself First – Create and Manage Distance and Shielding from Threats**
Generally, the farther you move away from a threat, and the more solid and stable objects that you position between you and a threat, the safer you are from that threat.
2. **For life threatening emergency Dial 911 by calling the E- 911 Center**
 - Give your name, location, and phone number.
 - Describe the nature of the incident and its location.
 - Describe any injuries, weapons, hazards, devices, and property involved.
 - Describe the people involved, where they are, and where they went.
 - Stay on the line with the Dispatcher until help arrives.
 - Keep the Dispatcher updated on any changes so responding units can be updated.
 - Even if you cannot communicate, keep the line open.
 - The Dispatcher may be able to learn more about what is happening.

(Note)

Dialing the E-911 dispatch center from a Power and Grace Preparatory Academy (land line or corded telephone). Dialing 911 from a cellular phone will connect you to the Montgomery County E-911 Dispatch Center. In any case, you can summon the help you need – Police – Fire – Rescue – HAZMAT– EMS.

INFORMATION NUMBERS

Department Telephone Number: 931-320-9862

(Modifiable to Create a Building or Department Emergency Action Plan)

Police: Clarksville Police Department
(Montgomery County E-911 dispatch Center) or 931-648-6011 (Outside / Cell Phone)
<http://www.cityofclarksville.com/index.aspx?page=177>

Montgomery County Sheriff's Office: Sheriff's Office
911 (Montgomery County E-911 Center) or 931-645-7456 (Non-Emergency)
<http://www.mcsotn.org/>

Montgomery County Fire/Rescue: Clarksville Fire/Rescue Department
Dial: 911 (Emergency) or 931-645-7456 (Non-Emergency)
<http://www.clarksvillefirerescue.org/>

Ambulance: Montgomery County Emergency Medical Services (EMS)
911 (Emergency) or 931-648-5737 Ext. 2 (non-Emergency)
<http://www.mcqtn.org/ems>

Tennova Medical Center
651 Dunlop Lane
Clarksville, TN 37040
931-502-1000
<http://www.todaysgateway.com/gateway-medical-center/Home.aspx>

Other Area Hospital Systems:

Blanchfield Army Hospital

650 Joel Drive
Fort Campbell, TN 42223
270-798-8400
www.campbell.amedd.army.mil/

Doctors Care

2320 Wilma Rudolph Blvd
Clarksville, TN 37040
931-645-1564
<http://www.drscare.com/>

Doctors Care

2302 Madison Street
Clarksville, TN 37043
931-245-2400
<http://www.drscare.com/>

Premier Medical Group Governor's Square

2831 Wilma Rudolph Blvd
Clarksville, TN 37040
931-245-7000
<http://premiermed.com/>

Take Care Clinic Walgreens

1954 Madison Street
Clarksville, TN 37043
931-552-8108
<http://www.walgreens.com/storelocator/storeDetails.jsp?stnum=4313&dt=2.97>

Take Care Clinic Walgreens

1751 Tiny Town Rd
Clarksville, TN 37043
931-552-7464
<http://www.walgreens.com/storelocator/storeDetails.jsp?stnum=4313&dt=2.97>

Mathew Walker Clinic

230 Dover Rd.
Clarksville, TN, 37042
931-920-5000
http://www.mwchc.org/index.php?option=com_content&task=view&id=49&Itemid=97

Montgomery County Health Department

330 Pageant Lane
Clarksville, TN 37040
931-648-5747
<http://www.mcqtn.org/health>

Montgomery County Emergency Operations Center: 931-648-5702

Environmental National Response Center (NRC): 800-424-8802

Clarksville Utilities (Gas, Water, Sewer): 931-645-7400

Tennessee Water Resources Division: 615-532-0625

Tennessee Division for Air Pollution Control: 615-532-0554

Tennessee Division of Solid Waste Management: 615-532-0780

Poison Control Center: 1-800-222-1222

Building Alarm(s).

This building is equipped with a fire alarm system. The fire alarm is capable of being perceived above ambient noise or light levels by persons in the affected portions of the building. The alarm is distinctive and recognizable, both visually and audibly, as a signal to evacuate the area or to perform actions designated under the emergency action plan. The fire alarm system is networked into the Public Safety and Fire Department dispatch office and monitored 24 hours a day. In the event of an alarm, personnel from Public Safety are immediately dispatched to identify and remediate the issue.

If you hear any other alarm that you do not recognize, use caution, protect yourself, and contact the E-911 Dispatch Center, and report the alarm immediately.

Evacuation Plan(s) (PGPA Emergency Procedures Sub-function 13&14)

Upon hearing the evacuation alarm, all occupants shall immediately leave their classrooms room, offices, closing the door behind them, and proceed to the nearest exit or exit stairway (if available). All staff members, teachers, and students shall exit or ascend/descend the stairs (if available) and exit in an orderly manner. Upon exiting the building, all occupants should gather in the Emergency Assembly Area in the field located adjacent to building 219B.

Upon request of Emergency Officials such as Clarksville Police, MCSO, Fire and Rescue, and EMS, occupants shall move to another area.

This plan was and can be further developed with input from the staff members of Power and Grace Preparatory Academy, taking into account specific building and occupant needs. PGPA can be reached at 931-320-9862. Add other steps, actions, or precautions specific to your building or work area. Determine a meeting (head count) area, away from the building and in a location that will not interfere with emergency responders.

Disabilities (PGPA Emergency Procedures Sub-function 14)

With regard to persons requiring assistance in evacuation: On the first floor there are 2 egress points at ground level in each classroom. The exits are on the north side of the building (parking lot by the dumpsters), westside main entrance (Parking lot), south (parking area), and the eastside of the building (exiting toward the sidewalk in the back of the building). There are no stairways associated with this building. So disabled evacuation is not a significant problem and individuals with disabilities or other special needs may or will not need to take refuge, or remain in their rooms if they cannot evacuate.

The main floor is where emergency responders expect to find people in need of rescue. Due to the physical layout of the building, remaining in the classroom may not be the appropriate place to designate refuge areas. All staff members and students with disabilities will be assisted by teachers and assistant teacher during an evacuation of Power and Grace Preparatory Academy because certain areas in the building may not be large enough to accommodate refuge areas without encroaching on required exit widths. In cases staff members and students with disabilities may not be able to evacuate PGPA must have other appropriate refuge areas that should be identified, modified as needed, approved by fire officials, designated on building floor plans, and marked with appropriate signage. Because the creation of alternative refuge areas involves making changes to facilities, at this time, to avoid delays in the printing and implementation of this Emergency Action Plan, alternative refuge areas for this building may not yet be completed. Any individual in need of rescue should call the E-911 dispatch center and report their location to emergency responders. The individual should ask someone, who is evacuating, to relay their location and their need for assistance to the emergency responders. Wherever and whenever possible, an individual with special needs that might require assistance should be identified and a trustworthy individual (teacher or asst. teacher) to assist them as much as reasonably possible in an emergency. This principle should be thought of as a buddy system. It is recommended that individuals with disabilities or other special needs obtain a cell phone for use in emergencies. It is also recommended that a flashlight or light-colored cloth be kept handy. The cloth can be fastened to the outside closure of a refuge area, or they can wave a flashlight or light-colored cloth from a window to let the fire department know where they are located.

More information about disability preparedness can be found at:

<http://www.redcross.org/www-files/Documents/Preparing/A4497.pdf>

Building Evacuation Procedures (Example Only – Modify to Fit Your Circumstances)

(Note) The Fire Alarm System might be used to call for an evacuation for reasons other than fire.
When the Fire Alarm sounds - Evacuate.

Prior to Evacuation:

Communication will be accomplished in person, through telecommunications, or through the use of runners.

A high **visibility vest** and **backpack** containing essential items along with an extra battery for the handheld radio will be located **in each classroom accessible during an emergency evacuation**.

The Building Supervisor, teachers, and asst. teachers or their designee will bring this equipment out of the building.

The appointed Building Safety Team will gather to await assignments in the **Emergency Assembly Area (building 219B)**.

The Principal, Asst. Principal or their designee will make assignments as needed.

During the Evacuation:

When the alarm sounds everyone must evacuate. Staff members that have been issued emergency equipment will take that equipment with them prior to exiting the building. If staff members are known to be out of the area, their equipment should be gathered up by an assistant or designee and taken outside during the evacuation. The Building Coordinator, their Alternate, or their designee will bring out the **high visibility vest** and **flashlights** from **the backpack**.

On the way out, check on others who might have disabilities or other special needs.

Help them as much as is reasonable and safe.

Once outside of the building, all staff members should report to the Emergency Assembly Area (**building 219B**) with headcount of all staff and students in their classroom.

All Staff members, teachers, and asst teachers will put on the vest to be recognized.

The remaining staff will be assigned a building entrance to monitor if required by the fire department or first responders.

There are at least two emergency exits on each side of the building (3 exits on the north side, 4 exits on the eastside, 2 exits on the southside, and 2 exits on the westside main entrance).

Entrances will be covered as well as possible given the staff present at the time.

Staff assigned to a building entrance should attempt to:

- Keep people at a safe distance from the building.
- Keep others from entering the building prior to the all-clear.
- Monitor the status of the event.

Fire:

When the building fire alarm sounds, Tennessee law mandates that everyone must evacuate the building.

Close your door as you leave.

Know at least two escape routes from wherever you are.

If smoke or flame is detected, and the alarm is not sounding, activate the fire alarm as you exit.

During the evacuation, go to the nearest exit.

Do not use the elevator.

If smoke is present, keep low to the floor.

Once outside, move away from the building.

→ When Evacuation is Not Possible: ←

In a fire or fire alarm situation, always check doors to see if they are hot or warm to the touch before you open them. If heat or smoke prevents you from evacuating, return to your room and use towels or other cloth items to seal around the door. Hang a white object out the window and reclose the window as much as possible. Do not reopen your window unless forced to do so by smoke. After you have sealed your door, immediately call the E- 911 Dispatch Center and advise them of your location and situation. Wait for help to arrive.

Post Incident:

- At the completion of the incident, the Clarksville Fire/Rescue Department [or other appropriate Emergency Response Official(s)] will release the building to the PGPA Principal or designee. Clarksville Fire/Rescue Department will then communicate to a person wearing the high visibility vest (the Primary Event Manager) whether the facility is all clear, or clear with conditions for re-occupancy. The principal, asst. principal or designee will then communicate the-all clear or the all-clear with conditions to the building entrance monitors in person, via communications equipment, or by the use of a runner.

- On the way in, staff members should check on others who might have disabilities or other special needs and assist them as much as is reasonable and safe.

Sheltering In Place:

Because sheltering in place may be the protective action recommendation for several emergencies with differing risks, and because sometimes the initial recommendation is to shelter in place followed by relocation, there is no single set of shelter in place procedures. Based on the type of emergency, such as Tornado, Hostile Intruder, or Hazardous Material Release Outside, you should consult each relevant section for guidance.

Emergencies change as they progress. The questions to ask yourself are:

Am I safer inside or outside? Where am I safest inside? Where am I safest outside?

Floor Plans

(Modifiable to Create a Building or Department Emergency Action Plan)

Fire Procedures

Fire Procedures

EMERGENCY ACTION

E.A.C.H. person is responsible for their own safety.

If you discover a fire or smoke or if you hear a fire alarm:

E. Evacuate the Building – Get Out – Don't Use Elevators – Use Stairs – Close (Don't Lock) Doors to Contain Fire

A. Alert Others – Activate the Fire Alarm (If Not Already Activated) – Help Others as You Leave

C. Call (**E-911**) For Help – Report to Emergency Responders Information about the Fire/Smoke/Need for Rescue

H. Have A Plan – You Must Protect Yourself – Be Knowledgeable About Fire Safety and Take Every Alarm Seriously

Fire Safety Information

A building occupant is required by law to evacuate the building when a fire alarm sounds. Know at least two escape routes from wherever you are. Review escape routes with others in your area. Practice escaping from each room with and without light(s). Never use the elevator to evacuate. In case of fire, always use the stairs to get out. Make sure to practice using the stairs as part of your escape plan. If someone has difficulty climbing up or down stairs, make sure to incorporate a contingency for this in your evacuation plans.

Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

To protect yourself, it is important to understand some basic characteristics of fire. Fire spreads quickly; there is no time to gather valuables or make extraneous phone calls. In just two minutes, a fire can become life-threatening. In five minutes, a residence can be engulfed in flames. Heat and smoke from fire can be more dangerous than the flames. Inhaling the super-hot air can sear your lungs. Fire produces poisonous gases that make you disoriented and drowsy. Instead of being awakened by a fire, you may fall into a deeper sleep. Asphyxiation is the leading cause of fire deaths, exceeding burns by a three-to-one ratio.

What to do during a fire:

If your clothes catch on fire:

- Stop, Drop, and Roll - until the fire is extinguished. Running only makes the fire burn faster.

To escape a fire:

Hot Door	Cool Door
Do not open. Escape through a window if you can. If you cannot escape, hang a white or light-colored cloth outside the window, alerting Fire/Rescue to your presence. Seal yourself in for safety if you cannot exit due to smoke or fire. Call the fire department to report your exact location. Gather in a room with a window to await their arrival. Close all doors between you and the fire. Use duct tape or towels to create a seal around the door and over air vents in order to keep smoke from coming in.	Open slowly and ensure fire and/or smoke is not blocking your escape route. If your escape route is blocked, shut the door immediately and use an alternate escape route. If clear, leave immediately through the door and close it behind you. Be prepared to crawl. Smoke and heat rise. The air is clearer and cooler near the floor.

- ❑ Check closed doors for heat before you open them. If you are escaping through a closed door, use the back of your hand to feel the top of the door, the doorknob, and the crack between the door and door frame before you open it. Never use the palm of your hand or fingers to test for heat - burning those areas could impair your ability to escape a fire (i.e., ladders and crawling).
- ❑ Crawl low under any smoke to your exit - heavy smoke and poisonous gases collect first along the ceiling. Close (but do not lock) doors behind you as you escape to delay the spread of the fire. Stay out once you are safely out. Do not reenter.
- ❑ Once outside, move to a clear area away from the affected building(s) or to a designated assembly area.
- ❑ Keep streets, fire lanes, hydrants, and walkways clear for emergency responders.
- ❑ Check in with your family and check in with someone who has responsibility for you.
- ❑ Seek medical attention if needed.

Basic First Aid for Burns: Stop, Cool, and Cover.

Stop the burn. Cool the burn with cool running water. Cover the burn loosely with sterile dressings.
 (When cooling the burn make certain that there is no contact with electricity)
 (Loose sterile dressings can help prevent infection)

Fire Extinguishers:

You should only consider using a fire extinguisher if you have been trained on how to use one and only if you feel confident that you can use one safely.

A portable fire extinguisher can save lives and property by putting out a small fire or containing it until the fire department arrives; but portable extinguishers have limitations.

Because fire grows and spreads so rapidly, the number one priority is to get out safely.

Safety Tips:

- Use a portable fire extinguisher when the fire is confined to a small area, such as a wastebasket, and is not growing; everyone has exited the building; the fire department has been called or is being called; and the room is not filled with smoke.
- To operate a fire extinguisher, remember the word **PASS**:
 - Pull the pin.** Hold the extinguisher with the nozzle pointing away from you, and release the locking mechanism. Test it by discharging a short blast onto the floor before you enter where the fire is.
 - Aim low.** Point the extinguisher at the base of the fire.
 - Squeeze** the lever slowly and evenly.
 - Sweep** the nozzle from side-to-side.
- For the home, select a multi-purpose extinguisher (can be used on all types of home fires) that is large enough to put out a small fire, but not so heavy as to be difficult to handle.
- Choose a fire extinguisher that carries the label of an independent testing laboratory
- Read the instructions that come with the fire extinguisher and become familiar with its parts and operation before a fire breaks out. Local fire departments or fire equipment distributors often offer hands-on fire extinguisher trainings.
- Install fire extinguishers close to an exit and keep your back to a clear exit when you use the device so you can make an easy escape if the fire cannot be controlled. If the room fills with smoke, leave immediately.
- Know when to go. Fire extinguishers are one element of a fire response plan, but the primary element is safe escape.

Tornado Procedures

Know tornadoes inside and out.

Tornado Watch	Tornado Warning
<p>Tornadoes are possible. Remain alert for approaching storms. Watch the sky and stay tuned to NOAA weather radio, commercial radio, or television for information.</p> <p>Local Emergency Alert System Radio Stations:</p> <p>WJQI 540 AM, WKFN 1370 AM, WJZM 1470 AM, WLAC 1510 AM, WAYQ 88.3 FM, WAPX 91.7 FM, WCVQ 107.9 FM,</p>	<p>Warning! Warning! – Danger! Danger!</p> <p>A tornado has been sighted or indicated by weather radar. TAKE SHELTER IMMEDIATELY.</p> <p>D = Downstairs: Get to the lowest level you can, a basement if you have one, or just the ground floor.</p> <p>U = Under: Get under something sturdy like a heavy table or staircase to protect yourself from flying objects. Protect your head.</p> <p>C = Center: Go to the center part of a permanent structure. Put as many walls as you can between you and the outside. A closet, hallway or bathroom in the middle of the building is a good choice.</p> <p>K = Keep Away: Keep away from exterior doors and windows, which can be sources of flying glass and debris.</p>

If you are under a Tornado Warning, seek shelter immediately!

If you are in:	Then:
<p>A structure (e.g. residence, small building, school, nursing home, hospital, factory, shopping center, high-rise building)</p>	<p>Go to a pre-designated shelter area such as a safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. Do not open windows.</p>
<p>A vehicle, trailer, or mobile home</p>	<p>Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter. Mobile homes, even if tied down, offer little protection from tornadoes.</p>
<p>The outside with no shelter</p>	<p>Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding.</p> <p>Do not get under an overpass or bridge. You are safer in a low, flat location.</p> <p>Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.</p> <p>Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.</p>

Tornadoes are nature's most violent storms. Spawned from powerful thunderstorms, tornadoes can cause fatalities and devastate a neighborhood in seconds. A tornado appears as a rotating, funnel-shaped cloud that extends from a thunderstorm to the ground with whirling winds that can reach 300 miles per hour. Damage paths can be in excess of one mile wide and 50 miles long. Every state is at some risk from this hazard.

Some tornadoes are clearly visible, while rain or nearby low-hanging clouds obscure others. Occasionally, tornadoes develop so rapidly that little, if any, advance warning is possible.

Before a tornado hits, the wind may die down and the air may become very still. A cloud of debris can mark the location of a tornado even if a funnel is not visible. Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

The following are facts about tornadoes:

- They may strike quickly, with little or no warning.
- They may appear nearly transparent until dust and debris are picked up or a cloud forms in the funnel.
- The average tornado moves Southwest to Northeast, but tornadoes have been known to move in any direction.
- The average forward speed of a tornado is 30 MPH, but may vary from stationary to 70 MPH.
- Tornadoes can accompany tropical storms and hurricanes as they move onto land.
- Waterspouts are tornadoes that form over water.
- Tornadoes are most frequently reported east of the Rocky Mountains during spring and summer months.
- Peak tornado season in the southern states is March through May; in the northern states, it is late spring through early summer.
- Tornadoes are most likely to occur between 3 p.m. and 9 p.m. but can occur at any time.

Be alert to changing weather conditions.

- Listen to [NOAA Weather Radio](#) or to commercial radio or television newscasts for the latest information.
- Look for approaching storms
- Look for the following danger signs:
 - Dark, often greenish sky
 - Large hail
 - A large, dark, low-lying cloud (particularly if rotating)
 - Loud roar, similar to a freight train.

If you see approaching storms or any of the danger signs, be prepared to take shelter immediately.

You can check current watches, warnings and advisories for Montgomery County and Tennessee by checking the links for the National Oceanic and Atmospheric Administration and the National Weather Service Websites.

<http://alerts.weather.gov/cap/tn.atom>

<http://forecast.weather.gov/MapClick.php?lat=36.4722803&lon=-87.3612205&site=all&smap=1&searchresult=Clarksville%2C%20TN%2037040%2C%20USA>

After the Storm Passes:

- Watch out for fallen power lines and stay out of the damaged area until it has been deemed safe to enter.
- Listen to the radio for information and instructions.
- Use a flashlight to inspect your property for damage.
- Do not use candles or open flame at any time.

Thunderstorms – Flooding – Power Outage – Procedures

Thunderstorm

Severe Thunderstorm Watch	Severe Thunderstorm Warning
<p>Severe thunderstorms are likely to occur. Watch the sky and stay tuned to NOAA weather radio, commercial radio, or television for information.</p>	<p>Warning! Warning! – Danger! Danger!</p> <p>Severe weather has been reported by spotters or indicated by radar. Warnings indicate imminent danger to life and property to those in the path of the storm.</p>

What to do during a Thunderstorm

If you are:	Then:
In a forest	Seek shelter in a low area under a thick growth of small trees.
In an open area	Go to a low place such as a ravine or valley. Be alert for flash floods.
On open water	Get to land and find shelter immediately.
Anywhere you feel your hair stand on end (which indicates that lightning is about to strike)	Squat low to the ground on the balls of your feet. Place your hands over your ears and your head between your knees. Make yourself the smallest target possible and minimize your contact with the ground. Do not lie flat on the ground.

Call E-911 Dispatch Center for medical assistance as soon as possible.

The following are things you should check if you attempt to give aid to a victim of lightning, if you have been trained in CPR and First Aid, and if you can help safely:

- **Breathing** - if breathing has stopped, begin mouth-to-mouth resuscitation.
- **Heartbeat** - if the heart has stopped, administer CPR.
- **Pulse** - if the victim has a pulse and is breathing, look for other possible injuries. Check for burns where the lightning entered and left the body. Also be alert for nervous system damage, broken bones, and loss of hearing and eyesight.

Flood

Flood Watch	Flood Warning
<p>Flooding is possible. Be prepared to move to higher ground. Tune in to NOAA weather radio, commercial radio, or television for information.</p>	<p>Warning! Warning! – Danger! Danger!</p> <p>Flooding is occurring or will occur soon; If advised to evacuate, do so immediately.</p> <p>Flash Flood Warning</p> <p>SEEK HIGHER GROUND ON FOOT IMMEDIATELY.</p>

What to do during a Flood

Preparing for Flood:	Evacuation Tips:
<p>Be aware of streams, drainage channels, canyons, and other areas known to flood. Flash floods can occur in these areas with or without such typical warnings as rain clouds or heavy rain.</p> <p>Construct barriers (levees, beams, floodwalls) to stop floodwater from entering your area.</p> <p>Flooding can occur due to a Fire Emergency. If your area is protected by an automatic sprinkler system, it can activate during a fire.</p> <p>In an automatic sprinkler system, a network of piping filled with water under pressure is installed behind the walls and ceilings, and individual sprinklers are placed along the piping to protect the areas beneath them. Because the water is in the piping, the fire sprinkler system is always "on call". If fire breaks out, the air temperature above the fire rises and the sprinkler activates when the air temperature gets high enough. The sprinkler sprays water forcefully over the flames, extinguishing them completely in most cases, or at least controlling the heat and limiting the development of toxic smoke until the fire department arrives. Only the sprinkler(s) nearest the fire activate. Smoke will not activate sprinklers.</p> <p>The activation of an automatic sprinkler system will cause flooding and water damage to areas beneath the sprinkler heads. You should take precautions to protect property from water damage. Items should not be placed directly on the floor and valuables should be insured.</p>	<p>Secure your area. If you have time, bring outdoor property inside. Move essential items to an upper floor or at least up off of the floor.</p> <p>Turn off utilities at the main switches or valves if instructed to do so. Disconnect electrical appliances. Do not touch electrical equipment if you are wet or standing in water.</p> <p>Do not walk-through moving water. Six inches of moving water can make you fall. If you have to walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.</p> <p>Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely. You and the vehicle can be quickly swept away.</p> <p>Driving Flood Facts:</p> <p>Six inches of water will reach the bottom of most passenger cars causing loss of control and possible stalling.</p> <p>A foot of water will float many vehicles.</p> <p>Two feet of rushing water can carry away most vehicles including sport utility vehicles and pick-ups.</p>

Power Outage Medical Emergencies

Medical Emergencies

EMERGENCY ACTION

1. Check – Call – Care

Check the scene for safety.
Check the victim(s) for consciousness.

Call EMS (Emergency Medical Services).
Dial the E-911 Dispatch Center from a landline and your cell phone.

Care for illness and injuries within the scope of your training.
Provide only the care that you are trained and certified to provide.

2. Do not move people unless safety dictates.

Montgomery County EMS (Emergency Medical Services) is the primary Advanced Life Support Ambulance Service for Montgomery County, Tennessee. They will respond to medical emergencies on PGPA campus. Any injury occurring as a result of an existing hazardous condition should be reported to the **EMS (Emergency Medical Services)**.

Illness or Injury to Students

During operational hours, must be reported to the principal, asst principal and their parents immediately.

Illness or Injury to Faculty, Staff, Students, Guests and Visitors

Emergency treatment for job-related injury or medical illness can be obtained by calling the E-911 Dispatch Center: Dial E-911 Dispatch Center from a PGPA campus telephone, or the E-911 Dispatch Center from your cell phone. The E-911 Dispatch Tele-communicator will summon the appropriate emergency response personnel. The Clarksville Police Department will respond automatically through the request of the E-911 Dispatcher, and the Fire/Rescue Department may respond if needed.

An Employer's Report of Illness or Injury form must be completed for all incidents of job-related illness and injury.

First Aid

If you provide First Aid, you must consider the following:

- Will I place myself in harm or jeopardy?
- Is immediate action needed in order to save a life?

First Aid is First Aid Only. Do not jeopardize your health or the health of the patient. Wait for professional help if you are not able to provide first aid safely or if you are not trained and certified in first aid.

To Obtain Prompt Emergency Medical Services - Call for an Ambulance (Montgomery County EMS).

- Check the scene for safety. Try to get an idea of what happened and if it is safe to do so, check the victim(s) for consciousness.
- Dial E-911 Center Dispatch Center, and Dial E-911 Dispatch Center from a PGPA campus telephone, or the E-911 Dispatch Center from your cell phone. The E-911 Dispatch Tele-communicator will summon the appropriate emergency response personnel. Ask for an ambulance. Montgomery County Emergency Medical Services (EMS) will be summoned.
- Provide the Dispatcher with:
 - Your name and telephone number.
 - Location of the emergency (building and room number).
 - The extent of the accident/illness/injury and number of people involved.
 - Location where someone will meet the ambulance and escort the emergency responders.

- Care for illness and injuries within the scope of your training.
- Provide only the level of care that you have been trained and certified to give.
- Notify someone responsible in charge of the area or the person(s) involved.

The individual making the call should continue to stay on the phone with the Dispatcher and answer as many questions as possible regarding the condition of the ill or injured person(s) so that information can be forwarded to the emergency responders.

Crime and Violent Behavior

Crime and Violent Behavior

EMERGENCY ACTION

In Progress Incidents:

1. Protect Yourself First – Create and Manage Distance and Shielding from Threats
Generally, the farther you move away from a threat, and the more solid and stable objects that you position between you and a threat, the safer you are from that threat.
2. Call **E-911 Dispatch Center** from a Public Telephone or Cellphone.

Dial **E-911 Dispatch Center** from your cell phone (Off PGPA Campus) and Program these numbers into the speed dial function of your cell phone.

- Give your name, location, and phone number.
- The Dispatcher should be told that THE INCIDENT IS IN-PROGRESS.
- Describe the nature of the incident and its location.
- Describe any injuries, weapons, hazards, devices, and property involved.
- Describe the people involved, where they are, and where they went.

- Stay on the line with the Dispatcher until help arrives.
- Keep the Dispatcher updated on any changes so responding units can be updated.
- Even if you cannot communicate, keep the line open.
- The Dispatcher may be able to learn more about what is happening.

The E-911 Dispatch Center is staffed 24 hours a day for your assistance and protection. They are available seven days a week 365 days a year.

Reporting Crimes In-Progress

If you are a victim or a witness to a criminal offense in-progress, report the incident as soon as possible to the **E-911 Dispatch Center** and they will forward the information to the Police Department serving your area. You should attempt to provide as much of the following information as possible:

- Nature of the incident. Make sure that the Dispatcher understands that the incident is in-progress!
- Location of the incident.
- Description of suspects involved.
- Injuries that have occurred.
- Description of any weapons involved.
- Description of property involved.

Stay on the line with the Dispatcher until help arrives. Keep the Dispatcher updated on any changes so responding units can be updated. Even if you cannot communicate, keep the line open. The Dispatcher may be able to learn more about what is happening.

Reporting Crimes Not In-Progress

If you have become a victim of a crime and it is not an emergency or life-threatening situation, telephone the local jurisdictional Police Department and be prepared to provide at least the following information:

- Your name.
- Your address.
- Your telephone number.
- A brief synopsis of what occurred.
- Your exact location at the time of the call (building #, room #, etc.).

Hostile Intruder – Hostage Situation – Active Shooter Survival Guide (Section 10)

Hostile Intruder and Hostage Situation

EMERGENCY ACTION

Calm – Stay as calm as you can. When hostages panic, hostage takers panic, and the situation can escalate beyond the intruders' original intentions. Be alert but maintain a low profile. You can appear calm by following directions and avoiding sensitive topics in any conversation with the hostage taker. Maintain eye contact with the captor when speaking with them but do not stare. Be as polite and friendly as possible.

Avoid drastic action if you are not in immediate danger of death or serious physical injury.

Be observant. You may be released, or you may escape.

The personal safety of others may depend on your memory.

Connect – By empathizing or appearing to empathize with your captor, you may become a person to them rather than a bargaining chip. In some cases, by creating a bond, hostages have been able to make their captors unwilling to harm them. By connecting and personalizing the interactions, you buy yourself time by slowing things down. Encourage the negotiation process and keep the focus on outside contact.

Capitalize – While encouraging a negotiated release or some other peaceful conclusion, remain alert to rescue efforts and escape opportunities. Drink water and eat if food is available. Rest when you can. It is important to keep your strength up and remain as healthy as possible. If medications, first aid, or restroom privileges are needed by anyone, say so.

If things change and the intruder becomes an active killer: As a victim, you have two basic options

Get Out – Escape any way possible: through doors, windows, or stairs, and run at angles away from the threat, placing cover or obstacles between you and the danger until you are safe.

Take Out – Disarm and disable the intruder as quickly as possible with as much force as needed.

When Police Arrive

Do not pose a threat. Show and empty your hands. Get down on the ground. Follow the orders of the police.

Hostile Intruder and Hostage Situations may be thought of as being of three basic types.

Type One is encountered when the intruder or hostage taker is disturbed in their behaviors, feelings, and attitudes. What they do, how it makes them feel, and how and what they think about their actions can be exacerbated by the influences that they may be under. Influences contributing to or driving their behavior can include alcohol, drugs and emotional states. The individual may not be sane and rational. The purposes for their actions may or may not be clear. Part of a successful resolution to this issue is to think for the other person the way that they would think for themselves in 24 hours when they are no longer under the influences that they are currently under. This is a typical service that police officers perform when they are called to a scene to deal with disturbed individuals.

Type Two is the traditional situation in which the hostage takers try to use hostages as leverage to negotiate for something else of value.

Type Three occurs when an individual or a group takes hostages to accomplish a political, social, or economic agenda or are bent on causing death and destruction to make some statement. One possible goal of the hostage taker(s) might be to destroy the will of the enemies' decision makers, rather than to directly confront another's military forces.

As a situation develops, a potential hostage needs to immediately assess the intruder's intent as being either for attention, negotiation or murder.

Hostage situations may go through three typical phases. Recognizing these phases and knowing what to do in each is fundamental to surviving the situation.

Phase One: Capture

This is the most dangerous phase and the one during which the intruder is trying to take control of the environment and the hostages. Victims need to assess the intruder's intent rapidly, avoid attention, and stay low. If the intruder's intent appears to be detaining people and/or controlling a facility for attention or negotiation purposes, victims will most likely move through phases two and three. If, however, the intruder is actively shooting or using other deadly physical force to kill, immediate action is necessary.

As a victim, you have two basic options:

Get Out – Escape any way possible: through doors, windows, or stairs, and run at angles away from the threat, placing cover or obstacles between you and the danger until you are safe.

Take Out – Disarm and disable the intruder as quickly as possible with as much force as needed. Consider that if you are in public with other people on your side you probably outnumber the hostage taker(s). Remember United Airlines Flight 93 on September 11th, 2001. The decision to fight or play incapacitated (as listed in the Active Shooter Emergency Action Guide) is extremely risky. If you fight, you must be valiant, vicious, and victorious and you must know that you will probably be hurt, injured, disabled, or killed. You might however prevent a greater harm from coming to you or others by putting up a good fight. If you do not fight, you might be spared. You could play incapacitated, and the intruder might pass you by. Unhindered though, an intruder has an opportunity to inflict multiple wounds, regroup, reload, and generally have his or her way until they are confronted with deadly force. Consider also that there is a tradition in warfare of making sure that the enemy is dead, by inflicting mortal wounds on bodies that a soldier passes by. Again, the decision is a risky one.

Phase Two: Internment

Assuming that you are dealing with someone in need of attention or intent on negotiating for what they really want, an internment period will follow. This may last a few hours, a few days, or even weeks. This is the time when negotiations are taking place and the time to do some planning for various contingencies. During this time, hostages should employ the 3 C's.

Calm – Stay as calm as you can. When hostages panic, hostage takers panic, and the situation can escalate beyond the intruders' original intentions. Be alert but maintain a low profile. You can appear calm by following directions and avoiding sensitive topics in any conversation with the hostage taker. Maintain eye contact with the captor when speaking with them but do not stare. Be as polite and friendly as possible. Avoid drastic action if you are not in immediate danger of death or serious physical injury. Be observant. You may be released, or you may escape. The personal safety of others may depend on your memory.

Connect – By empathizing or appearing to empathize with your captor, you may become a person to them rather than a bargaining chip. In some cases, by creating a bond, hostages have been able to make their captors unwilling to harm them. By connecting and personalizing the interactions, you buy yourself time by slowing things down. Encourage the negotiation process and keep the focus on outside contact.

Capitalize – While encouraging a negotiated release or some other peaceful conclusion, remain alert to rescue efforts and escape opportunities. Drink water and eat if food is available. Rest when you can. It is important to keep your strength up and remain as healthy as possible. If medications, first aid, or restroom privileges are needed by anyone, say so.

Phase Three: Resolution

Research indicates that a majority of all hostages worldwide survive their ordeal one way or another. Resolutions are typically characterized by one of three options:

Negotiated Release – A negotiated release is the safest and sometimes longest outcome, requiring patience and calmness from all involved.

Rescue – Success of a rescue operation depends on the rescuer's ability to distinguish between the hostages and the hostage taker(s). Cooperation of the hostages is critical. Avoid being misconstrued as the criminal by avoiding threatening posture. Do not grab and hold on to any weapons, and make sure the rescuers can see your empty hands. Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands up in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow. If you are not sure what to do, drop to the ground and stay low until instructed to do otherwise.

Escape – Escape is a risky resolution. If an opportunity presents itself, and the risk of staying is greater than the risk of going, you should take the risk and escape. Recognize that you are betting with your life. If at any time your intruder develops into an active shooter or killer, refer back to the Phase One instructions to Get Out or Take Out.

Active Shooter

Active Shooter

EMERGENCY ACTION

Protect Yourself and Warn Others (Create and Manage Distance and Shielding from Threats)

Plan for Your Survival – Reasonable Options Can Include:

R.S.V.P. = Run – Shelter & Shield – Vigorously Fight – Play

Run - Run from the threat if you think you can do so safely.
Run at angles from the shooter and put cover or obstacles between you and the danger.

Shelter & Shield - Shelter or Shield yourself from the threat if you think that running might place you in more danger. Lock yourself in a defensible space and call for help.

Vigorously Fight - Fight an attacker if you think that greater harm will come to you if you do not fight.
If You Fight – You Must Be: Valiant – Vicious – Victorious
If You Fight – Verbalize: Stop! - Drop the Weapon! - Down on the Ground!

Play - Play along, play dumb, or play incapacitated.
Play whatever you think if you think it might help your chances of survival.

Call **E-911** Dispatch Center for Help – Report to Police as soon as you are out of immediate danger

Give Your Name – Telephone Number – Location.
Describe the Nature of the Incident and its Location.
Describe Any Injuries – Weapons – Hazards – Devices.
Describe the People Involved – Where They Are – Where They Went.

Stay on the line with the Dispatcher until help arrives.
Keep the Dispatcher updated on any changes so responding units can be updated.
Even if you cannot communicate, keep the line open.
The Dispatcher may be able to learn more about what is happening.

Evacuate or Shelter in Place - Escape If You Can and Avoid the Danger

Move Out of Public Areas into an Office or Classroom - If You Cannot Escape
Assemble / Account for Those You Are Responsible For
Close and Lock the Doors and Windows
Barricade the Door – If the Door Will Not Lock
Obstruct Sight Lines into the Secured Area
Lights and A/V Off – Get Down – Take Cover – Away from Doors and Windows
Avoid Fields of Fire – Be Quiet – Pretend No One is Home – Do Not Answer or Open the Door
Wait for Police to Help You Out of the Building

What To Do When Police Arrive

Police Priority is to Contact and Stop the Threat
!!! DANGER!!! DANGER!!!
Do Not Pose a Threat - Show and Empty Your Hands - Get Down on The Ground - Follow the Orders of the Police

Active Shooter is a phrase coined by law enforcement that describes an armed person who has used deadly physical force on persons and continues to do so while having unrestricted access to additional victims. The attack may be brief and intense, and it may continue until the murderer is confronted with deadly physical force or the threat thereof. The school shooting at Columbine, and similar incidents, has caused a shift in law enforcement training and tactics. Instead of being taught to wait for a specialized team to arrive, officers train on how to take immediate action and rapid deployment during incidents that clearly involve suspects' use of deadly force.

Guidance to Faculty, Staff and Students

Active shooter situations are dynamic and progress rapidly. It bears some forethought as to what you might do if you are confronted with in-progress violence. Any action you take in any given circumstance will involve risk. No one can tell you, in the here and now, that there is one action that you can take that will guarantee your safety. We, all of us, must try to manage our risks and consider what is reasonable in any given situation.

Once notified of an active shooter incident, the Clarksville Police will be the first emergency responders on the scene. Other law enforcement officers and emergency responders (Fire/Rescue/HAZMAT/EMS) will follow and be deployed as needed. Police are trained to respond to an active shooting incident by proceeding to the origin of the violence through their present sense perception such as the sounds of gunfire, the screams of victims, information obtained from fleeing individuals and reports and information coming into the Dispatch Center or Incident Command Post. The police will move quickly into and through the affected area until the shooter is located and stopped or is no longer a threat to life and safety. If you are wounded, or with someone who may be wounded, expect the officers to bypass you in their search as they must find the shooter and eliminate the threat.

To assist the officers, please remain as calm as you can and patient during this time to prevent any interference with police operations. If you know where the suspect is or have a description of the person, tell the police. Rescue teams will follow soon to aid you and others.

During an active shooter incident, the priorities of law enforcement officer's change.

Normal Law Enforcement Priorities:

- Officer Safety
- Hostage/Public Safety
- Perpetrator Apprehension
- Perpetrator Safety

Active Shooter Law Enforcement Priorities:

- Neutralize Perpetrator
- Hostage/Public Safety
- Officer Safety
- Perpetrator Safety

The imperative is to stop the violence immediately.

The Theory of Operation:

- Enter the area.
- Move quickly to the sounds and the source of the violence.
- Search only when the source of the violence is or becomes unknown.
- Move past secured areas, victims and threats such as improvised explosive devices.
- Engage and neutralize the perpetrators.
- Search for, evacuate, and tend to the living, the ill, and the injured.
- Preserve the crime scene and holding area security for investigative purposes.

As described in the Hostile Intruder and Hostage Situation section, if things change from an intruder or hostage situation to an active killer situation, you have two basic options: Get Out or Take Out.

You may find yourself in a place where you become aware of an active shooter situation and the killer is not in your immediate vicinity. If this is the case, there are a few additional reasonable options to consider.

Generally speaking, criminals take the path of least resistance. You probably want to make it as difficult as possible for the perpetrator to get to you and to victimize you. There are several options that are reasonable although they may all be debated, and they all involve risk. Overall, what you must consider is that you are planning for your own survival and not relying on others to save you. Emergency action during an active shooter incident includes protecting yourself first and warning others as time and circumstances permit.

A good general principle to remember is that time, distance, and shielding are important in protecting you from a threat. The farther away in time you get from when an event was supposed to have happened or did happen, the safer you tend to be. The farther away you get from the physical danger of an event, the safer you tend to be. The more shielding that you can place between you and the harmful event, the safer you tend to be. There are also the concepts of concealment, cover, and being a moving target. Concealment can hide you from a threat. If the shooter cannot see you, they will have a hard time hitting you. Cover can stop, deflect or impede the progress and minimize the damage

caused from projectiles. A classic example of this concept is in police work. Getting down behind the door of a police cruiser can provide concealment from a perpetrator with a handgun but it will not stop a bullet. Getting down behind the engine block of a police cruiser however can provide cover and the engine would likely stop or slow down the bullet. Finally, if you are being targeted by an assailant, it is significantly harder for them to hit a moving target. A good tactic would be to move away from the perpetrator as fast as possible. Move at angles away from the shooter. Try to put objects or cover between you and the shooter, which may impede the progress of bullets, shrapnel, and debris. Bear in mind though, that if you run away and topple bookshelves on the way out, others might be trying to run out after you and they will have to scramble out over top of what you pulled down. Do not run in a straight line away from a shooter which would cause you to be in their sights for a long period of time.

Run away from the shooter if you can, but if you cannot or if you think that running might place you in more danger, then shelter and shield yourself from the danger. Lock yourself down along with others in your immediate vicinity into a secured location and call for help. If you are a person responsible in charge of other people then you have some other things to consider, such as assembling and accounting for those for whom you are responsible. However, this should not be to the detriment of the majority of the individuals whose safety you are trying to guard. You must consider the good of the many over the good of the few or the one. In other words, what if you were a teacher responsible for 30 students and 25 students were in your classroom and 5 were somewhere else. Should you leave the 25 to search for the 5? Should you lock the 25 in a classroom and go hunt for the others? Should your students open the classroom for you when you return? How would they know it is really you asking to be let in? What if someone comes to the door saying that they are emergency response personnel and asking to be let in? The police will be able to properly identify themselves and open the door without you having to open it for them.

If you lock down, you should quickly gather those around you and move swiftly from the open and public areas into an office or lecture hall. Close the doors and windows and lock them. If the doors and windows will not lock, then barricade them. Move heavy objects like desks and bookshelves in front of them so that they obstruct the entrances and impeded sight lines and the aim of shooters. Close the blinds or otherwise obstruct the view of the perpetrator looking in through windows and doors. Turn off the lights and any audio video equipment, get down and stay low. Get under or behind some sturdy furniture if possible. Move away from the doors and windows so that you are not in the direct line of sight of a shooter and out of the path of projectiles and debris. Be quiet and pretend that no one is home. Do not answer or open the door. Wait for police officers to help you out of the area.

If you are caught in the open and you cannot run and cannot lock down, you may try to hide from the attacker. Make sure it is a well-hidden space or you may be found as the intruder moves through the area looking for more victims. If you hide, take into consideration the area in which you are hiding. Will you be found there? Is it really a good spot to remain hidden? Hiding is akin to playing incapacitated and your survival is left to chance.

If you are confronted by an active shooter, if you are in imminent danger of death or severe physical injury, and if the options of running or sheltering and shielding have failed, then your viable options become fight or play incapacitated. As described above under the option of Take Out: Disarm and disable the intruder as quickly as possible with as much force as needed. Consider that if you are in public with other people on your side you probably outnumber the intruder(s). The decision to fight or play incapacitated is extremely risky. If you fight, you must be valiant, vicious, and victorious and you must know that you will probably be hurt, injured, disabled, or killed. You might however prevent a greater harm from coming to you or others by putting up a good fight. If you do not fight, you might be spared. You could play incapacitated if other victims are around, you and the intruder might pass you by. Unhindered, though, an intruder has an opportunity to inflict multiple wounds, regroup, reload, and generally have his or her way until they are confronted with deadly force. If you are caught by the intruder and you are not going to fight back, do not look the intruder in the eyes, and obey all commands. Do not appear to pose a challenge and be submissive.

Eventually the police will come for you. As stated earlier, their first priority is to engage and neutralize the perpetrators. When officers arrive, things will be very tense. Avoid being mistaken as a possible intruder by avoiding threatening posture. Do not grab and hold on to any weapons, and make sure the rescuers can see your empty hands. Obey all commands given by the police. This may involve your being handcuffed or made to put your hands up in the air. This is done for safety purposes, and once circumstances are evaluated, they will give you further directions to follow. If you are not sure what to do, drop to the ground, stay low, and keep your empty hands visible until instructed to do otherwise.

This Guideline was adapted from *Surviving a Hostage Situation* by Andrew Taylor with information compiled from three sources a teleconference hosted by the University Risk and Insurance Managers' Association, the Safe Travel Institute, and the National Hostage Survival Training Center.
http://www.ihl.state.ms.us/rm/downloads/survivng_hostage_situation.pdf
Information from the Police Officers Safety Association, Active Shooter and fourth and fifth Generation Warfare Presentation.

Psychological Crisis (*Section 11*)

A psychological crisis exists when an individual is threatening harm to themselves, or is agitated and disruptive.

Psychological Crisis

EMERGENCY ACTION

Call **E-911 Dispatcher Center** (If the Situation Becomes Violent or Life Threatening)

Employee Assistance Program (Employees)(EAP)
800-308-4934 (EAP)24/7
Crisis Centers (See Below) (Anyone) (Anytime)

If a psychological crisis occurs:

- Faculty and Staff: Contact
Employee Assistance Program
Behavioral Medicine Network
Free, Confidential Assistance
800-455-5579 or 859-224-2022 or FAX: 859-224-2024
<http://directory.intherooms.com/Treatment-Centers/Behavioral-Medicine-Network/4545>

After Hours, contact **E-911 Dispatcher Center** Clarksville Police.

- Any time, contact the following Crisis Center Hotlines

Suicide Hotline	1-800-SUICIDE (1-800-784-2433)
Crisis Hotline:	1-800-273-TALK (1-800-273-8255)
Community Crisis Hotline:	1-800-928-8000
Rape Abuse Crisis Center:	1-800-656-4673

- If an unusual or potentially dangerous situation occurs, remember the following:
 - Never try to handle a situation that you feel might be dangerous.
 - Call the Counseling Center, Employee Assistance Program, or the Police for help.
 - Notify Police at E-911 Dispatch Center and clearly state that you need immediate assistance.
 - Give your name, telephone number, location, and the nature of the problem.

Bomb Threats

Bomb Threat

EMERGENCY ACTION

Record the Exact Wording of the Threat and the Date and Time Received.

(From) Phone Number the Bomb Threat Came From.

(To) Phone Number the Threat was Received On.

Keep the caller on the line and use another phone to **Call the E-911 Dispatch Center.**

Ask – Question – Obtain – Preserve – Information:

If You Receive a Verbal Bomb Threat – Ask About It

When is the bomb going to explode?

Where is it right now?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why?

Where are you calling from?

What is your name?

What is your address?

Make note of as many details about the conversation as you can.

Details help with investigations.

If You Receive a Written or Text Bomb Threat – Preserve It

Secure the media that the threat was made with.

Report to Emergency Responders:

Police/Fire/Rescue/HAZMAT/EMS

Call E-911 Dispatch Center from a Public Telephone.

Dial **E-911 Dispatch Center** from your cell phone (Off PGPA Campus) and

Do not use cell phones or radios in close proximity to any suspicious device or package.

Provide the Threat Information to Law Enforcement Officials.

Protect Yourself. Create and Manage Distance and Shielding from Threats.

Generally, the farther you move away from a threat, and the more solid and stable objects that you position between you and a threat, the safer you are from that threat.

Watch for and report what is strange, unusual, or out of place.

There could be primary or secondary explosive devices along your exit path.

All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students, and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt

normal activities. Building evacuation is probably the safest action to take however that decision should be made in consultation with Police Officials. The procedures described below should be implemented regardless of whether the bomb threat appears real or not.

If you receive a telephoned bomb threat, you should do the following:

- Record the exact wording of the threat and the date and time it was received.
- Record the phone number that the threat came from.
- Record the phone number that received the threat.
- Get as much information from the caller as possible. Try to ask the following questions:
 - When is the bomb going to explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Did you place the bomb?
 - Why?
 - Where are you calling from?
 - What is your name?
 - What is your address?
 - Record the exact wording of the threat and the date and time it was received?
- Keep the caller on the line and record everything that is said.
- Notify the police and building management using a different phone.
- Make note of as many details about the conversation as you can.
- These details or clues can greatly assist Law Enforcement Officials during their investigation.
 - Describe the caller's voice, language, and background.
 - Are there any distinguishing characteristics about the caller?
 - Male – Female – Unknown
 - Young – Middle Aged – Old
 - Distinct or Familiar (Who did it sound like?)
 - Soft – Low – Slow – Normal – Fast – High – Loud
 - Calm – Nervous – Laughing – Crying – Excited – Angry
 - Rough – Slang – Foul – Incoherent – Well Spoken – Refined – Accent
 - Impaired Speech – Slurred – Stuttered – Lisp – Disguised
 - Whispered – Cracking Voice – Clearing Throat – Deep Breathing
 - Message Read by Threat Maker – Taped
 - Background Noises
- Protect yourself by creating and managing distance and shielding from the threat.
- Evacuate if an evacuation alarm sounds and follow established building evacuation procedures.
- Watch for and report what is strange, unusual, or out of place.
- There could be primary or secondary explosive devices along your exit path.

Suspicious Packages or Objects *(Section 12 continued)*

Suspicious Packages or Objects

EMERGENCY ACTION

Stop. Don't handle.
If you must handle it, handle with care.
Don't shake or bump.

Isolate it immediately and shield yourself from the object.

Don't Open, touch, taste, or smell.

Evacuate the area immediately.
Stay together in a safe place.
Shut down HVAC systems as you leave.
Watch for and report what is strange, unusual, or out of place.
There could be primary or secondary explosive devices along your exit path.

Report to Emergency Responders:
Police/Fire/Rescue/HAZMAT/EMS

Call E-911 Dispatch Center from a Public Telephone.

Dial **E-911 Dispatch Center** from your cell phone (Off PGPA Campus) and

Do not use cell phones or radios in close proximity to any suspicious device or package.

Decontaminate yourself.
Wash with soap and water.

Be wary of suspicious packages and letters. They can contain explosives, chemical or biological agents. Be particularly cautious at your place of employment.

(See the Suspicious Mail or Packages poster for illustration <https://postalinspectors.uspis.gov/>)

Some typical characteristics postal inspectors have detected over the years, which ought to trigger suspicion, include parcels that:

- Are unexpected or from someone unfamiliar to you.
- Have no return address or have one that can't be verified as legitimate.
- Have protruding wires or aluminum foil, strange odors, or stains.
- Show a city or state in the postmark that doesn't match the return address.
- Are of unusual weight given their size or are lopsided or oddly shaped.
- Are marked with threatening language.
- Have inappropriate or unusual labeling.
- Have excessive postage or packaging material, such as masking tape and string.
- Have misspellings of common words.
- Are addressed to someone no longer with your organization or are otherwise outdated.
- Have incorrect titles or titles without a name.
- Are not addressed to a specific person.
- Have hand-written or poorly typed addresses.

With suspicious envelopes and packages other than those that might contain explosives, take these additional steps against possible biological and chemical agents.

- Refrain from eating or drinking in a designated mail handling area.
- Place suspicious envelopes or packages in a plastic bag or some other type of container to prevent leakage of contents. Never sniff or smell suspect mail.
- If you do not have a container, then cover the envelope or package with anything available (e.g., clothing, paper, trash can, etc.) and do not remove the cover.
- Leave the room and close the door, or section off the area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any powder to your face.
- If you are at work, report the incident to an available supervisor and notify Police without delay.

- List all people who were in the room or area when this suspicious letter or package was recognized. Give a copy of this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.
- If you are at home, report the incident to your local police department.

SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your business, and your mailroom

If you receive a suspicious letter or package:

- Stop. Don't handle.
- Isolate it immediately.
- Don't open, smell, or taste.
- Activate your emergency plan. Notify a supervisor.

If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

- Isolate area immediately
- **Call 911**
- Wash your hands with soap and water







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<https://postalinspectors.uspis.gov/>

Explosion (Section 13)

Explosion

EMERGENCY ACTION

Take Cover and protect your head, neck, and torso.

Leave Quickly as soon as you can.

Don't use elevators and watch for weakened floors and stairways.

Watch for falling debris.

Watch for and report what is strange, unusual, or out of place.

There could be secondary explosive devices.

Move Away from the building and **Stand Clear** of the area.

Call E-911 Dispatch Center if Emergency Responders are not already on scene.

If You are Trapped in Debris:

Signal your location.

Use a flashlight. Tap on a pipe or wall. Use a whistle. Shout only as a last resort.

Avoid unnecessary movement and cover your nose and mouth to filter your breathing.

If there is an explosion, you should:

- Get under a sturdy table or desk if things are falling around you. When they stop falling, leave quickly, watching for obviously weakened floors and stairways. As you exit from the building, be especially watchful of falling debris.
- Leave the building as quickly as possible. Do not stop to retrieve personal possessions or make phone calls.
- Do not use elevators.
- Watch for and report what is strange, unusual, or out of place.
- There could be secondary explosive devices.

Once you are out:

- Do not stand in front of windows, glass doors, or other potentially hazardous areas.
- Move away from sidewalks or streets to be used by emergency responders or others still exiting the building.

If you are trapped in debris:

- If possible, use a flashlight to signal your location to rescuers.
- Avoid unnecessary movement so you don't kick up dust.
- Cover your nose and mouth with anything you have on hand. (Dense-weave cotton material can act as a good filter. Try to breathe through the material.)
- Tap on a pipe or wall so rescuers can hear where you are.
- If possible, use a whistle to signal rescuers.
- Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.

HAZMAT – Hazardous Material Release or Spill

HAZMAT – Hazardous Material Release or Spill

EMERGENCY ACTION

- **Evacuate** the release or spill area
- **Secure** the location
- **Isolate** exposed individuals for:
 - **Decontamination**
 - **Evaluation**
 - **Treatment**
- **Call E-911 Dispatch Center Immediately** if Emergency Responders are not already on scene.
 - National Response Center (NRC): 800-424-8802
- **Shut Down HVAC** Systems and Vents
- Clean up only under the direction and control of Montgomery County Emergency Management, Environmental Protection Agency (EPA), Clarksville Fire/Rescue Department and/or the Chemical Safety Officer. Occupational Safety and Health Administration (OSHA).

Hazardous materials are substances that are flammable, combustible, explosive, toxic, noxious, corrosive, oxidizing, an irritant or radioactive. A hazardous material release or spill can pose a risk to life, health or property. An incident can result in the evacuation of a few people, a section of a facility or an entire neighborhood.

In addition to on-site hazards, you should be aware of the potential for an off-site incident effecting your operations. You should also be aware of hazardous materials used in your facility. Detailed definitions as well as lists of hazardous materials can be obtained from the Environmental Protection Agency (EPA) and the Occupational Safety and Health Administration (OSHA).

To help protect yourself, you must identify and label all hazardous materials stored, handled, produced and/or disposed of in your area. You must follow government regulations that apply to your facility. And you must obtain and have access to Material Safety Data Sheets (MSDS) for all hazardous materials at your location. If you have questions or concerns regarding hazardous materials, you should contact the National Response Center (NRC): 800-424-8802

For releases, spills or incidents requiring special training, procedures, equipment (PPE) that is beyond the abilities of present personnel, take the following steps:

- Immediately notify involved personnel and evacuate the release or spill area.
- Isolate and or control that area. Secure the location.
- Pull the fire alarm if building evacuation is desired.
- Call E-911 Dispatch Center to report the incident.
- Give the operator the following information:
 - Your name, telephone number, and location.
 - Time and type of incident.
 - Name and quantity of the material, if known.
 - Extent of injuries or damage, if any.
- The key person on site should evacuate the involved area at once and seal it off to prevent further contamination of others until the arrival of emergency responders.
- HVAC (Heating, Ventilating, and Air-Conditioning) systems should be shut down.
- Anyone who is contaminated by the release or spill should avoid contact with others as much as possible; remain in the vicinity and give his/her name to the emergency responders. Washing off contamination and any required first aid should be started immediately.
- No effort to contain or clean up spills and or releases should be made unless you have been trained.
- Take appropriate steps to make sure no one evacuates through the contaminated area.
- If an alarm sounds, follow established building evacuation procedures.
- An Incident Command Post may be established near the emergency site. Keep clear of the command post unless you have official business.
- Do not re-enter the area until directed by emergency responders.

Earthquake

Earthquake

EMERGENCY ACTION

Identify safe places indoors and out.

Under sturdy furniture like a heavy desk or table

Against an inside wall

Away from where glass could shatter around windows, mirrors, pictures, or where heavy furniture could fall over

In the open, away from buildings, trees, telephone, and electrical lines, overpasses, and elevated expressways

- **Take Cover** and protect your head, neck and torso.
- **Remain Indoors** until the shaking has stopped and you are sure it is safe to exit.
- **Evacuate** if the alarm sounds or if told to do so by Emergency Responders.
- **Move Away** from buildings and other things that may collapse and fall.

Earthquakes occur most frequently west of the Rocky Mountains, although historically the most violent earthquakes have occurred in the central United States. Earthquakes occur suddenly and without warning.

Earthquakes can seriously damage buildings and their contents; disrupt gas, electric and telephone services; and trigger landslides, avalanches, flash floods, fires and huge ocean waves called tsunamis. Aftershocks can occur for weeks following an earthquake. In many buildings, the greatest danger to people in an earthquake is when equipment and non-structural elements such as ceilings, partitions, windows and lighting fixtures shake loose.

What to do During an Earthquake

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks, and a larger earthquake might occur. Stay indoors until the shaking has stopped and you are sure exiting is safe.

If Indoors

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
- Stay inside until shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- DO NOT use the elevators.

If Outdoors

- Stay there.
- Move away from buildings, streetlights, utility wires, and other structures. CAUTION: Avoid downed power or utility lines as they may be energized. Do not attempt to enter buildings until you are advised to do so by the proper authorities.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If in a Moving Vehicle

- Stop as quickly as safety permits and stay in the vehicle for the shelter it provides. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

If Trapped Under Debris

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

After the Initial Shock

- Be prepared for aftershocks. Aftershocks are usually less intense than the main quake but can cause further structural damage.
- Protect yourself at all times.
- Evaluate the situation and call the E-911 Dispatch center for emergency assistance, if necessary.
- Do not use lanterns, torches, lighted cigarettes, or open flames since gas leaks could be present.
- Open windows, etc., to ventilate the building. Watch out for broken glass.
- If a fire is caused by the earthquake, implement the FIRE PROCEDURES.
- Determine whether or not anyone has been caught in the elevators or was trapped by falling objects. If so, call the E-911 Dispatch Center. **DO NOT USE THE TELEPHONE UNLESS IT IS ABSOLUTELY NECESSARY FOR EMERGENCIES.** Heavy use of the telephone will tie up the lines and prevent emergency calls from going out.
- If the structural integrity appears to be deteriorating rapidly, evacuate the building.
- Damaged facilities should be reported to the owner of the Facilities.
- If the evacuation alarm sounds, follow established building evacuation procedures.
- Should you become trapped in a building, **DO NOT PANIC!**
- If a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews.
- If there is no window, tap on the wall at regular intervals to alert emergency crews of your location.
- Emergency Responders will check buildings immediately after a major quake.

Other Considerations

- Inspect your facility for any item that could fall, spill, break or move during an earthquake.
- Take steps to reduce these hazards:
 - Move large and heavy objects to lower shelves or to a platform on the floor.
 - Hang heavy items away from where people work.
 - Secure shelves, filing cabinets, tall furniture, desktop equipment, computers, printers, copiers, and light fixtures.
 - Secure fixed equipment and heavy machinery to the floor.
 - Add bracing to suspended ceilings, if necessary.
 - Install safety glass where appropriate.
 - Secure large utility and process piping.
- Review processes for handling and storing hazardous materials.
- Have incompatible chemicals stored separately.
- Designate areas in the facility away from exterior walls and windows where occupants should gather after an earthquake if an evacuation is not necessary.
- Do not use the elevators.
- Use stairways to leave the building if it is determined that a building evacuation is necessary.

Civil Disturbances

Civil Disturbances

EMERGENCY ACTION

Civil disturbances include riots, demonstrations, threatening individuals or assemblies that have become disruptive.

If you observe such disturbances:

- Call the police, by Dialing E-911 Dispatch Center, from your cell phone if you are on PGPA campus.
- Provide the address, location, and any details available to the dispatcher.
- Do not provoke or become part of the disturbance.
- Secure your work area, log off computers and secure sensitive files, if safe to do so.
- Remain inside and away from doors and windows if the disturbance is outside.

If you are confronted by angry, belligerent, or violent individuals, use the following steps when communicating with them.

- Remain calm.
- Be courteous and confident.
- Allow the opportunity for the person to express their feelings and concerns.
- Listen respectfully and objectively.
- Alert the police immediately if a threat exists.
- Notify the principal or asst principal as soon as you are able to do so.

Do Not:

- Corner or crowd the hostile individual.
- Attempt to touch the individual.
- Blame anyone.
- "Blow off" the hostile individual.

Sample defusing questions:

How can I help you? Tell me more about this issue. What are your concerns? What do you want to accomplish?

Further action may include:

- Keep at a safe distance.
- Move to a neutral location with more than one exit, if possible.
- Leave the door open and have another person join you.
- Alert counseling or advising staff who can help with the individual's concerns.

U.S. Constitution: First Amendment

Congress shall make no law respecting an establishment of religion or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

Most demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. A demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- Physical harm or the threat of physical harm to persons, property, or facilities.
- Prevention of access to the facilities or functions of Power and Grace Preparatory Academy.
- Interference with the normal operations of Power and Grace Preparatory Academy.

Disturbance Type Specific Procedures

➤ Peaceful, Non-Obstructive Demonstrations

- Generally, demonstrations of this kind should not be interrupted. Demonstrators should not be obstructed or provoked, and efforts should be made to conduct PGPA business as normally as possible. Police should be called on standby in the event that the demonstration suddenly becomes violent.
- If demonstrators are asked to leave but refuse to leave by regular facility closing time:
 - Arrangements may be made with the Chief of Police or their designee to monitor the situation during non-business hours: and/or
 - Determination will be made to treat the violation of regular closing hours as a disruptive demonstration.

➤ Non-Violent, Disruptive Demonstrations

- In the event that a demonstration blocks access to PGPA facilities or interferes with the operations of Power and Grace Preparatory Academy:
- Demonstrators will be asked to terminate the disruptive activity by the principal, asst principal or their designee.
- The Chief of Police or their designee will consider having a videographer available to document events.
- Key PGPA personnel and staff leaders may be asked to go to the area to persuade the demonstrators to desist.
- The demonstrators will be asked to discontinue the disruptive activities or disperse and leave the area.
- If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result law enforcement intervention and/or possible criminal charges.
- Efforts should be made, using photographs and video, to secure positive identification of demonstrators in violation of rules and laws to facilitate later charges and testimony.
- After consultation with the principal or asst principal, the appropriate law enforcement agencies, or their designees, the determination of the need for intervention by government authorities will be made.
- If determination is made to seek the intervention of government authorities, the demonstrators should be so informed. Upon arrival of the police, the demonstrators may be warned by police of the intention to make arrests.

➤ Violent, Disruptive Demonstrations

- In the event that a violent demonstration occurs, and injury to persons or property happens or appears imminent, the police will be notified, and they will take immediate and appropriate action to safeguard life and property. Such action may involve the use of physical force to disperse the demonstrators, make arrests, and protect themselves, the community in general, property, and facilities from harm.

Directive to terminate demonstration (sample language)

This assembly and the conduct of each participant are disrupting the operations of PGPA and are in violation of the rules and regulations of PGPA. Criminal violations may also result from your activities. You are being called upon to disperse and terminate this demonstration. You will be given the opportunity to discuss your concerns in a manner appropriate to the PGPA Administration. In no event will the Administration accede to demands backed by force or the threat of force. Accordingly, you are directed to terminate this demonstration. If you have not done so within (a specified period of time), we will take whatever measures that are reasonably necessary to restore order and safeguard life, property, and facilities. Any individual who continues to participate in this demonstration may be subject to administrative sanctions and/or arrest for criminal violations.

Directive to terminate demonstration with the assistance of the police (sample language)

You have previously been directed to terminate this demonstration and you have been placed on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of PGPA. The Police will now be called in to assist by dispersing this assembly. Those who fail to leave immediately will be subject to and arrest (for such things as Criminal Trespass, Disorderly Conduct, Criminal Mischief, Riot, etc.).

Information regarding the Rights of Tennesseans and the Tennessee Constitution can be found below:

Tennessee Constitution: Section 1-35

http://ballotpedia.org/Article_I,_Tennessee_Constitution

Article I of the [Tennessee Constitution](#) is entitled **Declaration of Rights**.

First: That all power is inherent in the people, and all free governments are founded on their authority, and instituted for their peace, safety, and happiness; for the advancement of those ends they have at all times, an unalienable and indefeasible right to alter, reform, or abolish the government in such manner as they may think proper.

Second: That government being instituted for the common benefit, the doctrine of nonresistance against arbitrary power and oppression is absurd, slavish, and destructive of the good and happiness of mankind.

Third: That all men have a natural and indefeasible right to worship Almighty God according to the dictates of their own conscience.

Fourth: That no political or religious test, other than an oath to support the Constitution of the United States and of this state, shall ever be required as a qualification to any office or public trust under this state.

Fifth: The elections shall be free and equal, and the right of suffrage, as hereinafter declared, shall never be denied to any person entitled thereto, except upon a conviction by a jury of some infamous crime, previously ascertained and declared by law, and judgment thereon by court of competent jurisdiction.

Sixth: That the right of trial by jury shall remain inviolate, and no religious or political test shall ever be required as a qualification for jurors.

Seventh: The right to bear arms in defense of themselves and of the State, subject to the power of the General Assembly to enact laws to prevent persons from carrying concealed weapons.

Eighth: That no man shall be taken or imprisoned, or disseized of his freehold, liberties, or privileges, or outlawed, or exiled, or in any manner destroyed or deprived of his life, liberty, or property, but by the judgment of his peers, or the law of the land.

Ninth: That in all criminal prosecutions, the accused hath the right to be heard by himself and his counsel; to demand the nature and cause of the accusation against him, and to have a copy thereof, to meet the witnesses face to face, to have compulsory process for obtaining witnesses in his favor, and in prosecutions by indictment or presentment, a speedy public trial, by an impartial jury of the county in which the crime shall have been committed, and shall not be compelled to give evidence against himself.

For information related to Tennessee Revised Statutes.

Tenth: That no person shall, for the same offence, be twice put in jeopardy of life or limb.

<http://www.lexisnexis.com/hottopics/tncode/>

Seasonal and Pandemic Flu

Take 3 Against Flu

1 – Vaccinate

A flu vaccine is the best way to protect against flu.

The flu vaccine protects against three different flu viruses.

Getting a vaccine is very important for people at high risk for serious flu complications and their close contacts.

People at high risk include infants, pregnant women, people with chronic health conditions like asthma, diabetes or heart disease, and people 65 and older.

2 – Stop Germs

Cover your cough. Cover your mouth and nose with a tissue when you cough or sneeze, or cough or sneeze into your upper sleeve, not your hands.

Throw the tissue away after you use it.

Clean your hands often with soap and water, especially after you cough or sneeze.

If you are not near water, use an alcohol-based hand cleaner.

Stay away as much as you can from people who are sick.

If you get the flu, stay home from work or school.

If you are sick, do not go near other people so that you don't make them sick.

Try not to touch your eyes, nose, or mouth. Germs often spread this way.

3 – Antiviral Drugs

There are flu antiviral drugs that can treat the flu or prevent infection with flu viruses.

For treatment, antiviral drugs should be started within 48 hours of getting sick.

For prevention, antiviral drugs are 70% to 90% effective in preventing infection.

These drugs must be prescribed by a health care provider.

If you develop flu-like symptoms (usually a high fever, headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose, muscle aches, stomach symptoms, such as nausea, vomiting, or diarrhea), or are exposed to the flu before you get a flu vaccine, your health care professional will decide whether you should take antiviral drugs.

Some common terms regarding the flu include:

Epidemic: The rapid spread of a disease that infects some or many people in a region at the same time.

Pandemic: An outbreak of a disease that affects large numbers of people around the world.

Influenza (Flu): A contagious respiratory illness caused by particular strains of viruses.

Influenza (Flu) Pandemic: A global outbreak of the influenza disease that occurs when a new influenza virus appears in the human population. Because people have little or no immunity to the new strain, serious illness can occur, and the virus can spread easily and rapidly from person to person with no vaccine immediately available.

Seasonal Influenza (Flu): A contagious respiratory illness caused by influenza viruses. In the U.S., there is a "flu season" that begins every fall and ends every spring or "seasonally." Most people have some immunity, and a vaccine is available, but it still affects an average of 5 to 20 percent of the U.S. population, causing mild to severe illness and at times can lead to death.

Vaccine: An injection that stimulates an immune response that can prevent an infection or create resistance to an infection. Vaccines are usually given as a preventive measure.

Antiviral: A medication that may be used to treat people who have been infected by a virus to help limit the impact of some symptoms and reduce the potential for serious complications. People who are in high-risk groups are often given antiviral drugs because of their increased potential to develop additional health issues.

Practice other good health habits.

Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.

Most healthy people recover from the flu without complications. If you get the flu:

- Stay home,
- Get lots of rest, drink plenty of liquids, and avoid using alcohol and tobacco.
- There are over the counter (OTC) medications to relieve the symptoms of the flu (But never give aspirin to children or teenagers who have flu-like symptoms, particularly fever).
- Remember that serious illness from the flu is more likely in certain groups of people including people 65 and older, pregnant women, people with certain chronic medical conditions and young children.
- Consult your doctor early on for the best treatment, but also be aware of emergency warning signs that require urgent medical attention.

Emergency Warning Signs

Children, emergency warning signs that need urgent medical attention include:

- Fast breathing or trouble breathing
- Bluish skin color
- Not drinking enough fluids
- Not waking up or not interacting
- Being so irritable that the child does not want to be held
- Flu-like symptoms improve but then return with fever and worse cough
- Fever with a rash

Adults, emergency warning signs that need urgent medical attention include:

- Difficulty breathing or shortness of breath
- Pain or pressure in the chest or abdomen
- Sudden dizziness
- Confusion
- Severe or persistent vomiting

Seek medical care immediately (call your doctor or go to an emergency room) if you or someone you know is experiencing any of the signs above. When you arrive, tell the reception staff that you think you have the flu. You may be asked to wear a mask and/or sit in a separate area to protect others from getting sick.

Some more common flu terms are:

Social Distancing: A disease prevention strategy in which a community imposes limits on social (face-to-face) interaction to reduce exposure to and transmission of a disease. These limitations could include, but are not limited to, school and work closures, cancellation of public gatherings and closure or limited mass transportation.

Quarantine: The physical separation of healthy people who have been exposed to an infectious disease—for a period of time—from those who have not been exposed.

Isolation: The physical separation of a person suffering from an infectious or contagious disease from others in a community.

Avian Influenza: Commonly known as bird flu, this strain of influenza virus is naturally occurring in birds. Wild birds can carry the virus and may not get sick from it; however, domestic birds may become infected by the virus and often die from it.

H5N1: The scientific name for a subtype of the avian influenza (bird flu) virus that has spread from birds to humans.


Taking action against the flu

An influenza pandemic could significantly impact you and your family...

- You may need to reorganize your life to care for loved ones or to receive care.
- You may lose income if your workplace closes, or you become ill.
- School closures can result in the need for home-schooling or other activities for homebound children.
- Access to food and other household goods may become limited.
- Healthcare services may be overwhelmed and/or difficult to access.

Empowering yourself by taking the following positive steps will significantly affect your own response to a flu pandemic in your community. Some simple but vital steps to getting prepared include...

Get prepared for a pandemic

 Download PDF versions or obtain printed copies of the following brochures by contacting [your local Red Cross chapter](#):

- Family Preparedness Information
<http://www.redcross.org/portal/site/en/menuitem.86f46a12f382290517a8f210b80f78a0/?vgnextoid=11c1d7ce92dd0210VgnVCM10000089f0870aRCRD&vgnnextfmt=default>

Learn what to expect during a flu pandemic

- Many people are likely to become ill at the same time.
- Infected people may be physically isolated, which means they are separated from healthy people to reduce the chances of spreading the flu.
- People who have been exposed to the virus may be quarantined.
- Public transportation, gathering places, events, schools, and businesses may shut down, close or be canceled.
- Community services and utilities may be disrupted.
- Health care services could become overwhelmed.

Stay informed

- Stay tuned to news and media reports on the status of a pandemic
- Seek information on public services you use that may close and make a plan for alternatives ahead of time.
- Follow updates provided by local public health authorities and personal health care providers.

Stay connected

Collect and keep track of important contact information for people you may need to reach during a flu pandemic. This will ensure that you are able to contact them by telephone, e-mail and other means should you be unable to travel due to movement restriction measures.

Stay healthy

Learn and practice these healthy actions now to make them a healthy habit later and help slow the spread of illnesses:

- Wash your hands often and correctly.
- Cover your cough.
- Stay home when you are sick.

Staying healthy

There are some actions that everyone can practice to slow the spread of the flu and reduce its impact, whether the viruses involved are seasonal or pandemic flu. Practicing these actions now will make them easier to do later.

Hand washing

- Wash your hands with soap and water or clean them with an alcohol-based hand sanitizer. Wash hands for at least 15 seconds. This will reduce the chance of spreading flu from one person to another.
- For visibly soiled hands, first wash with soap and warm water. When using soap and water:
 - Wet hands with water and apply an amount of soap recommended by the manufacturer to hands
 - Rub hands together vigorously for at least 15 seconds, covering all surfaces of the hands and giving added attention to fingernails and surfaces where jewelry is worn
 - Rinse hands with water
 - Dry thoroughly with a disposable towel
 - Use towel to turn off faucet
- For hands that are not visibly soiled, wash with soap and water, use an alcohol-based hand sanitizer (60 percent to 95 per alcohol) or do both. When using hand sanitizer:
 - Use the amount of sanitizer directed in the instructions on the product
 - Rub thoroughly over all surfaces of the hands, including nail areas and between the fingers.
 - Continue to rub until product dries

Other healthy habits

- Cover your mouth and nose with a tissue when you cough or sneeze and clean your hands afterwards.
 - Use soap and water or an alcohol-based hand sanitizer (as above).
 - If you don't have a tissue or handkerchief, cough or sneeze into the inside of your elbow or upper arm.
 - Whenever possible, avoid coughing or sneezing into your hands.
- Keep your hands away from your eyes, nose, and mouth to keep flu germs from entering your body.
- Stay home if you are feeling sick. Get plenty of rest and drink lots of fluids.
- Avoid close contact with people who are sick. The flu virus is spread by respiratory droplets passed from one person to another. These droplets can pass among people in close contact.
- Avoid sharing objects—such as utensils, cups, bottles, and telephones. If you must share, disinfect the objects before and after using them.
- Keep your living and work areas clean.

More information

- Family Preparedness Guide Fact Sheet
 - [English](#)[PDF]
 - [Español](#)[PDF]

(Note) The information, resources, and guide fact sheets for this section were obtained from the American Red Cross, the Centers for Disease Control and Prevention, PandemicFlu.gov, and the Kentucky Cabinet for Health and Family Services.

<http://www.redcross.org/portal/site/en/menuitem.86f46a12f382290517a8f210b80f78a0/?vgnextoid=11c1d7ce92dd0210VgnVCM10000089f0870aRCRD&vgnnextfmt=default>
<http://www.cdc.gov/flu/>
<http://www.cdc.gov/flu/protect/preventing.htm>
<http://www.cdc.gov/Features/PediatricColdMeds/>
<http://www.cdc.gov/healthyyouth/infectious/>
<http://www.cdc.gov/flu/protect/habits.htm>
<http://www.cdc.gov/flu/takingcare.htm>
<http://www.pandemicflu.gov/index.html>
<http://www.chfs.ky.gov/dph/epi/preparedness/pandemicinfluenza.htm>
http://health.state.tn.us/ceds/PDFs/2006_PanFlu_Plan.pdf
<http://emergency.cdc.gov/disasters/bleach.asp>

Pandemic Influenza

A virulent influenza (flu) caused by a new flu virus strain to which humans have not been exposed. It is more serious than a typical seasonal flu because there is no natural resistance or immunity to it and infects large numbers of people of different ages all over the world, causing serious illness and possibly death.

Sometimes, a new type of flu virus may emerge to which the general public has no resistance. The lack of immunity enables the virus to spread quickly and easily from person to person impacting communities around the world in a very short time, causing serious illness and death. This kind of flu is called pandemic flu.

Research suggests that it may take two to seven days to show symptoms when a person catches the flu, and the symptoms may last for up to a week.

A person infected with the flu may transmit the flu for one to two days before they have symptoms, and for five to seven days after symptoms begin.

Pandemic flu is more serious than seasonal flu. Most people who get seasonal flu recover within a week or two and usually do not require medical treatment. Pandemic flu is different because more people who get it might not recover, even with medical treatment, and people of every age may be at risk of serious illness or death.

Unlike seasonal flu, there is no vaccine for pandemic flu until researchers and pharmaceutical companies are able to create one, which takes time. Even if a vaccine is developed for the pandemic flu, it will be a challenge to manufacture and dispense the vaccine to everyone in a timely manner.

Scientists cannot accurately predict whether the avian influenza virus (H5N1) will cause the next human pandemic flu or when the next pandemic will occur.

During a flu pandemic, government officials may be required to limit community movement or impose travel restrictions to help prevent the flu virus from spreading. Things to keep in mind:

- You may be asked to stay home for an extended period of time even if you are not sick.
- Schools, workplaces, and public gatherings such as sporting events or worship services may close temporarily.
- Mass transportation such as subways, buses, trains, and air travel may be limited.
- You, your family, and friends may need to rely on each other when you cannot depend on the services you normally use.

Think about how you handle stress and know your strengths. Take steps to plan for, get through and recover from a flu pandemic...

Planning at Home

- Store a two-week supply of food. Select foods that do not require refrigeration, preparation or cooking. Ensure that formula for infants and any child's or older person's special nutritional needs are a part of your planning. Plan for your pets as well. Be sure to have a manual can opener.
- Store a two-week supply of water, 1 gallon of water per person per day, in clean plastic containers. Avoid using containers that will decompose or break, such as milk cartons or glass bottles.
- Store a supply of nonprescription drugs, such as pain relievers, cough and cold medicines, stomach remedies and anti-diarrheal medication, as well as vitamins and fluids with electrolytes (such as sports drinks).
- Store health and cleaning supplies, such as bleach, tissues, a thermometer, disposable gloves, soap, and alcohol-based hand sanitizers.
- Ask your health care provider and Health Insurance Company if you can get an extra supply of your regular prescription drugs and medical supplies, such as glucose monitoring supplies.
- Talk with family members and loved ones about how they would be cared for if they got sick.

CUSTODIAL SERVICES

Custodial Services can be coordinated through principal and asst principal to clean and maintain PGPA cleanliness.

Bloodborne Pathogen releases or spills, such as blood, vomit, urine, or feces, can be cleaned by contacting principal and asst principal.

For other material releases or spills, such as possible radioactive, biological, or chemical materials, or when in doubt about how to proceed, contact: principal and asst principal who will contact Montgomery County Emergency Management for assistance.

TRAINING AND DOCUMENTATION

This Emergency Action Plan was created by PGPA and are available to assist in training on this plan and exercises of this plan. PGPA can be reached at 931-320- 9862.

Training is an integral part of the safety and preparedness program for the building located at 231 Dunbar Cave Rd., Clarksville, TN 37040. It is the responsibility of each staff member to ensure all their employees are trained on the Building Emergency Action Plan for the 231 Dunbar Cave Rd, Clarksville, TN 37040 the building they occupy. It is the responsibility of the occupant to become familiar with the Emergency Action Plan, to know evacuation routes and assembly areas, and to attend training(s) given by PGPA so that staff members can request fire safety and fire extinguisher training from the Clarksville Fire/Rescue Department: 931-645-7462. PGPA will conduct training on crime prevention, workplace violence, and emergency preparedness training through the principal and asst principal during weekly and monthly staff meetings.

DRILLS

Building evacuation drills are such as fire drills will be conducted monthly along with the inspection of exit signs, fire extinguishers, and fire alarm pull stations. Other drill such as tornado/severe weather, earthquakes, bomb threats, and active shooter drills will be conducted twice a year through tabletop exexercises and staff meetins discussions which will be documented for instectional purposes.

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APPENDICIES

APPENDIX A: ACRONYMS AND TERM DEFINITIONS

Acronyms

- BC:** Building Coordinator
BEAP: Building Emergency Action Plan – Adapted from the EAP Emergency Action Plan
EAP: Emergency Action Plan – Basic emergency guide with general information for the entire community
EAA: Emergency or Evacuation Assembly Area
CPD: Clarksville Police Department
CFD: Clarksville Fire/Rescue Department
EMS: Emergency Medical Services for Montgomery County
EHS: Environmental Health and Safety

Term Definitions

Building Coordinator: The Building Coordinator is a PGPA employee who has a defined role in 231 Dunbar Cave Rd., Clarksville, TN 37040 campus building. In an emergency, the Building Coordinator should physically report to the Incident Command location to provide building information to emergency responders. This would be the field Incident Command Center (The area nearby the incident location where emergency responders are working from). The field Incident Command Center location may or may not be at the Emergency Assembly Area (EAA). The “all clear” information will typically be communicated to the Building Supervisor, when it is safe to return to the building, so that the occupants can be notified.

Building Emergency Action Plan (Adapted from the Emergency Action Plan): The plan is a document that consists of emergency procedures, information for preparing for emergencies, and roles and responsibilities of building occupants.

Building Safety Team: A group composed of members of each department in the building, generally chaired by the Building Supervisor or other staff members, charged with overseeing building safety concerns.

Department Safety Coordinator: This coordinator is the principal, asst principal or designee who assists department management in coordinating, implementing, and documenting the department’s safety program. This includes ensuring that a Department Safety Team meets regularly, conducting periodic workplace inspections, and becomes or remains a participant in the comprehensive PGPA Emergency Preparedness Program.

Department Safety Team: A group composed of department representatives from each major unit of PGPA. If a department occupies different buildings, ideally, representatives from each building serve on the team. Primary functions include:

- Serve as a forum for department employees to report and discuss safety or environmental improvements needed.

- Identify employee needs for safety training and request training sessions accordingly.

- Coordinating Safety Self Audits on a regular basis; assisting department management in prioritizing actions to address safety concerns.

- Disseminating information and requirements concerning workplace environmental health and safety.

(Note) The Building Supervisor is a designated and voluntary position within PGPA. The Building Supervisor is a person in responsible charge of the building and in consultation with their superiors and appropriate staff members, they appoint PGPA Safety Coordinators and Building Safety Team members (who may or may not be the same individuals).

The Department Safety Coordinators are designated and voluntary positions within PGPA. A Department Safety Coordinator is a person in responsible charge of the department and in consultation with their superiors; they recruit and appoint Department Safety Team members.

From a bottom-up organizational approach, there are designated and voluntary participants comprising teams at the following levels: A department has a Department Safety Team which is headed by a Department Safety Coordinator. A building has a Building Safety Team which is headed by a Building Supervisor. The Department Safety Coordinators may be the members of the Building Safety Team however this does not have to be the case depending on department and building organizational structures.

The designation of these roles is accomplished during the development of the Building Emergency Action Plan. The activities of the Safety Teams should be determined by the PGPA Emergency Preparedness Program and the frequency of Safety Team meetings should be determined by their staff members.

EAA (Emergency Assembly Area): A pre-designated safe location near a building where building occupants assemble and report to the Roll Taker(s) after evacuating their building. (Field adjacent to 219b)

Emergency Responder(s): Person(s) who provide assistance in an emergency (or potential emergency) situation in a building. They are not building occupants and may be from local Police, Fire/Rescue Department, Emergency Medical Services, Physical Facilities, Emergency Management Agency, other Public Safety Officials, etc. In critical situations, they may take charge of the building and have full authority over activities in and around the building.

Roll Taker: A building occupant assigned to take roll, if practical, at the emergency assembly area (EAA) after a building evacuation.

APPENDIX B: RESOURCE LIST

Federal Emergency Management Agency
500 C Street SW
Washington, DC 20472
Telephone: 1 (800) 621-FEMA (3362)
TDD: TTY users can dial 1 (800) 462-7585 to use the Federal Relay Service.
<http://www.fema.gov/hazard/index.shtm>
<http://www.ready.gov/america/beinformed/index.html>

American Red Cross-National Headquarters
2025 E Street, NW
Washington, DC 20006
Phone: (703) 206 6000
Donation Hotlines: 1-800-REDCROSS (1-800-733-2767) / 1-800-257-7575 (Español)
<http://www.redcross.org/>

National Fire Protection Association (NFPA)
NFPA Headquarters
Tel: +1 617 770-3000
Fax: +1 617 770-0700
From Mexico (toll-free) 95-800-844-6058

<http://www.nfpa.org/index.asp>
National Oceanic and Atmospheric Administration's
National Weather Service
Current Watches, Warnings and Advisories for Kentucky
Issued by the National Weather Service
<http://www.nws.noaa.gov/alerts/ky.html>

National Weather Service:
Point Forecast: Clarksville TN
36.62N-87.41W (Elev. 550 ft.)
<http://forecast.weather.gov/MapClick.php?lat=36.4722803&lon=-87.3612205&site=all&smap=1&searchresult=Clarksville%2C%20TN%2037040%2C%20USA#.UvKibFTnbcs>

US Dept of Commerce
National Oceanic and Atmospheric Administration
National Weather Service
1325 East West Highway
Silver Spring, MD 20910
<http://www.noaa.gov/>

Emergency Action Plan – Protecting Yourself and Calling for Help

In a Life-Threatening Emergency - Dial E-911 Dispatch Center

From PGPA landline or Public Telephone

Dial E-911 Dispatch center from your cell phone

Program these numbers into the speed dial function of your cell phone.

1. Protect Yourself First – Create and Manage Distance and Shielding from Threats

Generally, the farther you move away from a threat, and the more solid and stable objects that you position between you and a threat, the safer you are from that threat.

2. Call E-911 Dispatch center from your cell phone

- Give your name, location, and phone number.
- Describe the nature of the incident and its location.
- Describe any injuries, weapons, hazards, devices, and property involved.
- Describe the people involved, where they are, and where they went.
- Stay on the line with the Dispatcher until help arrives.
- Keep the Dispatcher updated on any changes so responding units can be updated.
- Even if you cannot communicate, keep the line open.
- The Dispatcher may be able to learn more about what is happening.

Emergency Action Plan – Severe Weather

Severe Weather:

You can check current Watches, Warnings and Advisories for Nashville TN, and Montgomery County Clarksville TN by checking the links for the National Weather Service Websites.

<http://forecast.weather.gov/MapClick.php?lat=36.4722803&lon=-87.3612205&site=all&smap=1&searchresult=Clarksville%2C%20TN%2037040%2C%20USA#.UvKibFTnbcs>

[7-Day Forecast 36.53N 87.37W \(weather.gov\)](#)

Tornado Warning: A Tornado has been sighted or indicated by weather radar. Take Shelter Immediately.

D = Downstairs: Get to the lowest level you can, a basement if you have one, or just the ground floor.

U = Under: Get under something sturdy like a heavy table or staircase to protect yourself from flying objects. Protect your head.

C = Center: Go to the center part of a permanent structure. Put as many walls as you can between you and the outside. A closet, hallway, or bathroom in the middle of the building is a good choice.

K = Keep Away: Keep away from exterior doors and windows, which can be sources of flying glass and debris.

Numbers for Non-Emergency Public Use:

Power and Grace Preparatory Academy (931) 320-9862
Montgomery County Emergency Management Agency: 931-221-5702
Traffic Information: 511
Clarksville Gas and Water: 931-645-7400
Clarksville Department: of Electricity 931-648-8151

Do not call the E-911 Dispatch Center unless there is a life-threatening situation.

Residents are urged to listen to local radio stations for information.

Local Emergency Alert System radio stations include:

**WJQI 540 AM, WKFN 1370 AM, WJZM 1470 AM, WLAC 1510 AM,
WAYQ 88.3 FM, WAPX 91.7 FM, WCVQ 107.9 FM,**

When You Are Out of Immediate Danger: Contact the people who are concerned for your wellbeing. This may include your parents and guardians, your significant other, and the principal and asst principal. Let them know where you are and what your condition is.

Power and Grace Preparatory Academy

EMERGENCY PROCEDURES



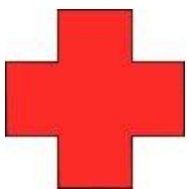
In case of fire

- Activate the nearest fire alarm and call E-9-1-1 Dispatch Center if possible.
- If the fire is minor, you may use a fire extinguisher to put it out. You still must report the fire to campus police.
- Evacuate the building. Do not use elevators.
- Close doors as you leave.
- Feel closed doors with the back of your hand. Do not open if doors are hot.



In case of severe weather warnings

- Outdoor warning sirens will wail.
- Seek shelter immediately. Remain inside.
- The primary tornado shelter for this building is the Hallways away from windows.
- Go to an enclosed, windowless area in the center of the building, away from glass and on the main floor if possible.
- Close all exterior doors and windows and do not lock.



In case of a medical emergency

- Call E-9-1-1 Dispatch Center
- Provide dispatcher with location, type of injury, and a brief description of the injured person
- Render first aid, if trained
- Contact your Principal, Asst. Principal or designee to complete the Departmental Incident Report form.

More detailed information on emergency procedures can be obtained from the Emergency procedures available online via the PGPA website

EMERGENCY PROCEDURES

Emergency Actions – Protecting yourself and Calling for Help

EMERGENCY ACTION

In a **Life-Threatening Emergency - Dial E-911 Dispatch Center**

Dial **911** from your cell phone (on PGPA Campus).

Program these numbers into the speed dial function of your cell phone.

1. Protect Yourself First – Create and Manage Distance and Shielding from Threats

Generally, the farther you move away from a threat, and the more solid and stable objects that you position between you and a threat, the safer you are from that threat.

- Give your name, location, and phone number.
- Describe the nature of the incident and its location.
- Describe any injuries, weapons, hazards, devices, and property involved.
- Describe the people involved, where they are, and where they went.
- Stay on the line with the Dispatcher until help arrives.
- Keep the Dispatcher updated on any changes so responding units can be updated.
- Even if you cannot communicate, keep the line open.
- The Dispatcher may be able to learn more about what is happening.

(Note) Dialing **E-911 Dispatch Center** from a PGPA (land line or corded) telephone from a cellular phone will connect you to the Montgomery County E-911 Dispatcher Center. In any case, you can summon the help you need.

POLICE FIRE, RESCUE, HAZMAT EMS

E-911 Emergency Dispatch Center

931-552-1011 Montgomery County – Non-Emergency

1-800-424-8802 National Response Center (NRC)

1-800-222-1222 Poison Control Center

Numbers for Non-Emergency Public Use:

Montgomery County Emergency Management Agency: 931-648-5702

Traffic Information: 511

Clarksville Gas and Water: 931-645-7400

Clarksville Department of Electricity: 931-648-8151

Do not call the E-911 Dispatch Center unless there is a life-threatening situation.

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