

1.0 AUTHORITY FOR THIS PLAN

This *Emergency Response Plan* is a guide and source of information concerning hazardous materials and emergency response procedures. It covers emergency situations, whether natural or man-made, at The University of Tennessee Agricultural Campus. It is intended to meet the state and federal requirements for emergency planning and notification for facilities that store and use hazardous materials. This Plan will govern all persons on the campus, whether employed by the University or not, at the time an emergency occurs.

This *Emergency Response Plan* will be implemented when an emergency situation threatens the health and safety of people, livestock, University facilities, or the environment. Situations that may warrant the exercise of this Plan include, but are not limited to, explosion, fire, hazardous materials releases, and dangerous weather.

Failure to abide by the procedures outlined in this Plan may result in increased risk of illness, injury, property damage, or death. Improper response to hazardous materials incidents increases the risk of environmental contamination. Failure or refusal to cooperate fully with these guidelines may result in disciplinary action.

This Plan will be reviewed at least annually to ensure the accuracy and appropriateness of its contents. The safety officer will be responsible for coordinating the annual review and update of this Plan.

Copies of the Plan will be maintained by the following personnel at the Institute of Agriculture:

- Chancellor
- Deans
- Director of Services
- Safety Officer
- CVM Hospital Operations
- Department Heads and Section Leaders

This Plan is incorporated as an appendix in the UT Knoxville Emergency Management Plan, which is disseminated to UTK administration and emergency response agencies including Knoxville/Knox Co. Emergency Management Agency (KCEMA), Tennessee Highway Patrol, Knox Co. Sheriff's Department, and Knoxville Police Department.

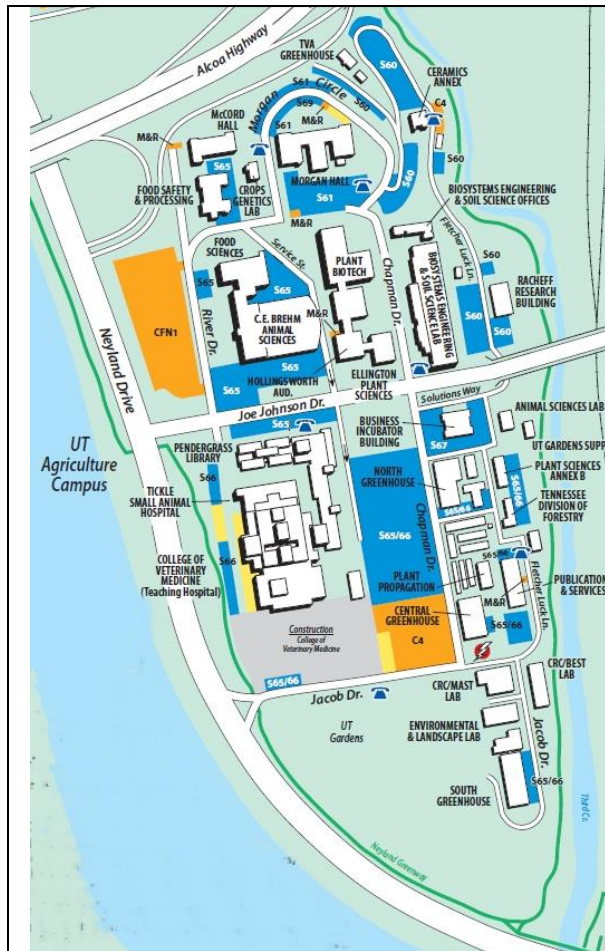
2.0 EMERGENCY INFORMATION

2.1 DESCRIPTION OF FACILITY

The University of Tennessee Agricultural Campus houses the four branches of the Institute of Agriculture. These are:

- *AgResearch* - conducts a variety of basic and applied research related to production, processing and use of agricultural crops, livestock, and ornamental plants. Includes ten Research and Education Centers across the state, including the East Tennessee Research and Education Center located in Knoxville.
- *UT Extension* - provides research-based educational materials and programs to residents of Tennessee.
- *College of Agricultural Sciences and Natural Resources* - provides classroom, laboratory, and practical instruction to University students.
- *College of Veterinary Medicine* - conducts animal-related research and provides instruction to students enrolled in the College of Veterinary Medicine. The college also provides 24-hour animal hospital services.

The Agricultural Campus consists of approximately 30 buildings including greenhouses, office buildings, classrooms, laboratories, a veterinary teaching hospital, and a library. Approximately 900 people are employed at the Agricultural Campus. In addition, there may be more than 800 students and/or visitors present at any time. The Agricultural Campus is bordered by:



Landforms, roads, and businesses that border the Agricultural Campus:

North — U.S. Highway 129 (Alcoa Highway)

West and South — Neyland Drive and the Tennessee River (Lake Loudon); Third Creek empties into Lake Loudon at the southern tip of the Agricultural Campus

East — Third Creek and Third Creek greenway, the Walmart/Publix complex, railroads, the Kuwahee (Third Creek) Wastewater Treatment Plant and the UT Knoxville campus

There are three access and egress routes for the Agricultural Campus –

- at the west end of Joe Johnson Drive where it intersects with Neyland Drive
- at the east end of Joe Johnson Drive where it intersects with Volunteer Drive
- at the intersection of Jacob Drive and Neyland Drive

2.2 DEFINITION OF AN EMERGENCY

Emergencies may occur at any time on or near The University of Tennessee Institute of Agriculture (UTIA). An emergency is defined as: *Any sudden unexpected occurrence of a serious and urgent nature that demands immediate action.* Immediate action may be necessary to safeguard life and property. Types of emergency situations that may occur on or near the UTIA campus include, but are not limited to:

- fires and explosions
- severe weather
- radiological accident
- hazardous or biological materials incidents
- bomb threat or terrorist activity

The first duty of all involved in an emergency is the protection and safety of all persons, including students, employees, and visitors to the University.

2.3 ZONE COORDINATOR

The Ag Campus is one of fourteen zones in the UT Knoxville Emergency Management Plan. Mr. Brian Gard is the Director of Emergency Management for the UT Knoxville area campuses. The UTIA Safety

Officer, Mrs. Susan Fiscor, is the Ag Campus Emergency Preparedness Zone Coordinator. Contact information for UTIA management is included in Appendix A "Emergency Contacts." The responsibilities of the zone coordinator are as follows:

- Participate in and complete training requirements.
- Participate in quarterly meetings or send an appropriate alternate.
- Liaison between the zone tenants/stakeholders and the Office of Emergency Management, Emergency Operations Center, campus and local emergency response personnel.
- Assist in the identification, recruitment, direction and evaluation of EM Sector Coordinators.
- Maintain contact information for and provide oversight and direction to EM Sector Coordinators.
- Collect data and information as necessary for consolidation at the campus level and share data and information as appropriate in the zone.
- Assist in coordinating drills, training and other communication efforts (Blue Phone tests).
- Coordinate with safety officers as necessary.
- Provide feedback on campus emergency preparedness efforts.
- Assure that the appropriate investigations are conducted and that the appropriate records and reports are generated after an emergency has been resolved.

3.0 HAZARD ANALYSIS

3.1 IDENTIFICATION OF HAZARDOUS MATERIALS ON-SITE

Hazardous materials on-site which are significant to emergency response include the chemicals listed below.

- acids and bases
- flammable liquids
- explosive and shock sensitive compounds
- compressed gases
- radioactive materials
- oxidizers
- water-reactive compounds
- biological hazards
- known and suspected carcinogens
- pesticides
- liquid oxygen
- ammonium nitrate fertilizer
- gasoline and diesel fuel

A listing of the hazardous materials and their locations at this facility is maintained by the Safety Officer.

3.2 POTENTIAL HAZARDS

Due to the location of the Agricultural Campus and the nature of the activities conducted here, a variety of potential hazards exist including but not limited to:

- fire
- explosion
- toxic or flammable spills
- toxic gases or vapors
- health hazards by physical contact
- overhead power lines
- steam lines
- weather-related disasters
- transportation disasters, including:
 - railroad accidents
 - river barge accidents
 - highway accidents

3.3 HAZARDOUS MATERIALS TRANSPORTATION ROUTES

Incoming: All hazardous materials are transported to the Agricultural Campus by commercial motor carrier. All carriers must enter via Joe Johnson Drive, which can be accessed from either Neyland Drive or from Volunteer Blvd.

Outgoing: The University of Tennessee Agricultural Campus does not transport hazardous materials off-site except:

- Small quantities of fertilizers and pesticides which are to be applied to crop production/research areas.
- Hazardous wastes which are transported by a licensed hazardous waste transporter.

No hazardous materials are manufactured or sold by this facility.

4.0 EMERGENCY RESPONSE RESOURCES

4.1 ON-SITE RESOURCES

The University of Tennessee has limited on-site capabilities to respond to an emergency incident. Emergency response equipment at the University includes the items listed below.

- Fire extinguishers, which are located throughout the facilities
- Water hydrants and standpipe connections
- Police officers to assist with traffic control, crowd control and other appropriate tasks
- KAT buses that are on the campus when an emergency arises
- Assorted spill control and response equipment maintained in individual laboratories
- Larger spill response kits (which contain a bag of absorbent, spill pads, spill socks, gloves and garbage bags) are located at strategic locations on the Ag Campus.

4.2 OFF-SITE RESOURCES

When a major emergency occurs, the University of Tennessee must depend upon the resources of the City of Knoxville and Knox County emergency agencies. These agencies have numerous resources of various types at their disposal. Involvement of outside agencies will initially be coordinated by UT Police and/or the UTIA Safety Office. The University of Tennessee Knoxville and Ag Campus have a Spill Prevention, Control & Countermeasures Plan to manage oil and hazardous substances, which includes a provision for emergency response for spill clean-up.

4.3 COMMUNICATIONS CAPABILITIES/EQUIPMENT

Telephones are located in almost all locations. The telephone system consists of private lines to each of the telephones. The exception is certain offices where secretaries have multi-line phones.

When an emergency arises, employees, students, and visitors must refrain from using standard telephones. Past experience has shown that the phone system becomes jammed when large numbers of calls are attempted at the same time. Unless restraint is exercised, use of the phone system for emergency communications will be nearly impossible. In an extended power outage, a battery backup system will provide power to the phones for approximately 36 hours.

Certain calls must be possible during an emergency situation. The following calls are to be permitted to or from the Agricultural Campus.

- To UT Police from any phone on campus
- To any phone from UT police
- To and from all offices of the Deans, the Departments, the Director of Services, the Safety Officer, and CVM Hospital Operations.

UT Alert system provides information on emergencies and campus closures. The UT Alert system sends texts to cell phones and generate emails to the campus community that has registered to receive messages. For more information see: <http://www.utk.edu/utalert/>

Two-way radios are used by the following individuals.

- UT Police
- UT Physical Plant
- CVM Hospital Operations

Blue emergency phones

In addition to the standard telephone system, there are emergency telephones on the Agriculture Campus, commonly referred to as "**blue phones.**" The blue phones are connected directly to the E-911 dispatcher. Locations are listed at: <http://www.utk.edu/maps/>

Emergency Telephone Trunk Transfer (Power Fail Phones): A small number of power fail phones are strategically assigned to enable departments and personnel important to the emergency response and recovery effort an additional means to communicate. Additionally, these phones will serve a reverse 911 function through which automated emergency messages or information can be delivered to these departments and personnel for further dissemination to the wider campus community. Information on the power fail phones, locations and phone numbers is included in Appendix B "Power Fail Phones" (restricted access information; not for general distribution).

5.0 EMERGENCY NOTIFICATION PROCEDURES

Any employee who detects an emergency will **IMMEDIATELY** contact the Knoxville 911 Center by dialing **911**, by using a blue phone or by dialing **4-3114** for UT Police. The employee will notify his/her supervisor when doing so is safe. If the supervisor is not available, contact their designee.

The caller should provide the following information:

- Facility name
- Exact location (building name, street address and room number)
- Caller's name
- Type of emergency
- Nature of the emergency
- Number of persons or animals affected
- Name of hazardous materials involved, if known
- Action taken to control the incident

The dispatcher may ask for additional details, and the appropriate emergency agencies will be notified and routed to the incident. **ALWAYS LET THE DISPATCHER HANG UP FIRST.** UT Police will contact the Agricultural Campus Zone Coordinator.

Assessment and notification of off-site facilities potentially affected by an emergency at the Agricultural Campus are the responsibilities of Knox County Emergency Management Agency (KCEMA).

6.0 EMERGENCY RESPONSE PROCEDURES

6.1 ON-SITE EMERGENCIES

All emergency responders should implement control and recovery procedures with the goals of preserving life, minimizing environmental contamination, and minimizing property damage. Considerations should include:

The first priority of all on-scene actions is to protect the personal safety of all personnel and the public.

Response personnel should not enter the immediate vicinity of a hazardous materials incident until positive identification of the material has been made. Response personnel should initially assume the material to be highly dangerous.

If necessary to preserve life, emergency actions to assist the accident victim may be necessary prior to initiating actions to control the incident. Such actions should be taken only if they do **not** endanger emergency responders.

The on-scene emergency response staff should take actions to account for all emergency response personnel at the scene.

If a fire has not erupted, but the potential for ignition exists, all sources of ignition should be extinguished or eliminated in the affected area.

If the incident involves a toxic spill or release, actions should be taken to minimize personnel exposure and minimize spread of the contamination by exposed personnel. Prior to departing an incident scene, all equipment and personnel must be decontaminated.

Containment methods for spills may include the use of dikes, pits, absorbent materials, foam materials, and neutralizing agents such as lime or potash. The containment effort should be directed toward limiting the potential for contamination, environmental impact, and injury.

Control of a large-scale incident may involve stopping the release by methods such as closing valves, plugging holes or transferring a material from one container to another. The use of water spray to minimize exposures and protect personnel may be necessary.

6.1.1 Fire

ALL fires must be reported **IMMEDIATELY** to UT Police (4-3114) and the **911** Emergency Operations Center. Give the exact location and nature of the fire.

Small Fire:

The person who discovers smoke or a small fire that can be controlled without endangering himself or other persons may attempt to control or extinguish the fire with the nearest fire extinguisher. *Even fires that have been successfully extinguished must be reported immediately to the Safety Office at (865) 974-1153 or the Director of Services at (865) 974-7159.*

Large or Rapidly Spreading Fire:

If the fire is spreading rapidly or is too large or intense to be controlled with a fire extinguisher, the person must **IMMEDIATELY**:

- While evacuating the building or area, pull the nearest fire alarm pull box.
- Dial **911** and give the exact location and nature of the fire.

Upon notification from the E-911 Dispatcher, the UT Police dispatcher will notify the Agricultural Campus Zone Coordinator, and other officials as appropriate.

All personnel **must** exit the building and go to their department's designated meeting area. Close doors on the way out to slow the spread of smoke and fire in the building. Personnel may be allowed to re-enter the building **only** when told to do so by the Police, Fire Department, or Zone Coordinator.

6.1.2 Explosion

The person who witnesses or discovers an explosion will **IMMEDIATELY**:

- Evacuate the building or area.
- Call **911**. Give the exact location and nature of the incident.

6.1.3 Chemical Spill Response

Despite the best effort of researchers to practice safe science, accidents resulting in the release of chemicals will occur. For this reason, it is essential that laboratory personnel have a spill response plan that includes appropriate procedures and materials to adequately contain and cleanup a spill. The following procedures should be used as a guide to help personnel design an effective spill control plan for their area of responsibility.

The person responsible for the activity, facility, equipment or vehicle from which a release of hazardous material occurs is responsible for the cleanup, removal and disposal of the hazardous material. All cleanup and disposal will comply with state and federal regulations. Additionally, the responsible person may be liable for the expenses incurred by the emergency responders, including the cost of materials used by emergency responders in the containment, treatment and/or disposal of the hazardous materials.

6.1.3.1 Spill Response - Major Spill

The person who discovers a spill that: 1) involves the release of a type or quantity of chemical that poses an immediate risk to health and cannot be readily contained; 2) involves an uncontrolled fire or explosion; or 3) poses serious personal injury will immediately:

- Call the **911** Emergency Operations Center. Give the exact location and nature of the spill, leak, or runoff of hazardous material.
- Evacuate the area and implement other measures as required to eliminate fire, explosion, and health hazards.
- Follow the instructions of the Zone Coordinator or hazardous materials specialist responding to the emergency call.

The dispatcher will contact the Knoxville Fire Department, the UT Police, the Agricultural Campus Zone Coordinator, the KCEMA, and other officials as appropriate.

If a reportable quantity of any, "extremely hazardous substance," (Appendix A of 40 CFR Part 355) or CERCLA hazardous substance is released and results in exposure to persons outside the University property boundaries, the Zone Coordinator will report the information, without delay, to the Knox County Emergency Management Agency.

6.1.3.2 Spill Response - Intermediate Spill

The person who discovers a spill that involves the release of a type or quantity of chemical that poses an immediate risk to health; or that involves serious personal injury will immediately:

- Call the UT Police (4-3114). Give the exact location and nature of the spill, leak, or hazard.
- Evacuate the area and implement other measures as required to eliminate fire, explosion, and health hazards.
- Follow the instructions of the Zone Coordinator or hazardous materials specialist responding to the emergency call.

The dispatcher will contact the Knoxville Fire Department, the Agricultural Campus Zone Coordinator, the KCEMA, and other officials as appropriate.

6.1.3.3 Spill Response - Minor Spill

In the event of a spill involving the release of a type or quantity of chemical which does not pose an immediate risk to health:

- **Notify** other laboratory personnel of the accident.
- **Isolate** the area. Close laboratory doors and evacuate the immediate area if necessary.
- Remove all ignition sources and establish exhaust ventilation. Vent vapors to outside of building only (open windows and turn on the fume hood.)
- Choose appropriate **personal protective equipment** (goggles, face shield, impervious gloves, lab coat, apron or coveralls, boots, respirator, etc.) All laboratory personnel must be properly fit tested before using a respirator.
- **Confine and contain** the spill. Cover with appropriate absorbent material. Sweep solid material into a dust pan and place in a sealed plastic container. Decontaminate the area with soap and water (or other appropriate method) after cleanup and place residue in a plastic bag or another sealed plastic container. Bring the containers to the next Hazardous Waste Pickup.

6.1.4 Severe Weather

When severe weather is predicted, monitor the weather and follow NOAA weather guidance. Procedures to be followed when certain severe weather is predicted include:

6.1.4.1 Lightning kills more people than any other weather phenomenon. When thunderstorms approach, persons in areas that expose them to increased risk of being injured by lightning should move to shelter in one of the following areas:

- Inside a building, away from windows, metal framing, or plumbing.
- Inside an automobile.
- A low-lying area, but away from solitary trees, poles, fences, etc., and in an area not likely to experience flash floods.
- If unable to reach cover before the storm arrives, kneel on the ground to present the lowest profile possible. *Do not* lie flat on the ground.

6.1.4.2 Tornadoes destroy a relatively small amount of property, but due to their intensity may cause extensive damage to structures. A **tornado watch** will be issued by the National Weather Service when weather *conditions are favorable* for the development of a tornado. A **tornado warning** is issued when a tornado *has been reported in the area or has been indicated on radar*.

When a tornado warning is issued or a tornado is sighted, there will be notification via mass e-mail, text messaging system, or by automated phone system, as appropriate. If a tornado is sighted, **IMMEDIATELY** notify the UT Police dispatcher at 974-3114.

When a tornado warning is issued or a tornado is sighted, immediately seek shelter in one of the following areas:

- The interior of a sturdy building, on the lowest level possible; stay away from windows and doors; kneel on the floor next to a supporting wall and cover your head.
- A ditch or culvert which will not experience flash flooding.

DO NOT WASTE TIME by opening windows to relieve pressure inside the building. This exposes you to danger of being struck by flying debris. Research has indicated that the high winds of a tornado, which may exceed 200 mph, destroy buildings and opening windows does not significantly increase the building's chance of surviving a tornado.

DO NOT ATTEMPT TO OUTFRAN A TORNADO in a vehicle. Cars and trucks have been thrown considerable distances by tornados. Abandon the car and seek shelter immediately.

6.1.4.3 Floods will affect only the low-lying areas bordering Third Creek and the Tennessee River. None of the hazardous materials storage areas are at risk from flood waters. Flash floods are not known to cover routes to the campus, within the campus, nor block access to any areas.

6.1.5 CRIMINAL ACTIVITIES

Most criminal activities at the University of Tennessee Agricultural Campus have been theft and vandalism. However, the possibility does exist for malicious or violent criminal activity. If evidence of criminal activity is discovered, **IMMEDIATELY** notify UT Police by dialing 974-3114. Activities or events that warrant police attention include, but are not limited to:

- Suspicious persons present on University campus
 - Threatening or harassing phone calls
 - Threatening letters
 - Suspicious packages or objects
 - Evidence of forced entry
 - Vandalism of University property, or that of employees that occurs on campus
- activists/protestors who refuse to cooperate or who act in a threatening or aggressive manner

If evidence of planned criminal activities is made known, **IMMEDIATELY** notify the Director of Services at 974-7159. The Director of Services will immediately contact UT Police for assistance.

6.1.5.1 Bomb Threats

Bomb threats require special attention and the person receiving a bomb threat call must gather as much information as possible to assist the police. **IMMEDIATELY** notify UT Police by dialing 974-3114.

The decision to evacuate the building will be made by UT Police. The police bomb unit will be responsible for all search activities and the decision to reoccupy the area.

6.2 EMERGENCIES THAT SPREAD OFF SITE

If an incident occurs which is beyond the capabilities of on-site personnel to manage, spreads beyond University property boundaries or threatens the environment, the UT Police dispatcher will notify the Knox County Emergency Management Agency.

Upon arrival the KCEMA Director (or representative) becomes the Incident Commander.

Lead personnel from all other emergency response units will report to the Incident Commander for assignment of responsibilities according to Emergency Management Standard Operating Procedures.

6.3 NOTIFICATION OF EMERGENCIES WHICH ORIGINATE OFF SITE

If an emergency originates outside Agricultural Campus, the University Police dispatcher will notify the Agricultural Campus Zone Coordinator and advise of the nature of the situation and recommended course of action. If evacuation is recommended, the procedures outlined in Section 7 of this Plan will be implemented immediately.

7.0 EVACUATION PLAN

7.1 RESPONSIBILITY FOR DECISION TO EVACUATE

The decision to implement this Plan is the responsibility of the Incident Commander or UT Chief of Police, in consultation with the Chancellor for Agriculture or his/her designated representative.

Once the EOC is activated, all decisions for evacuation will be the Incident Commander's responsibility.

7.2 NOTIFICATION TO EVACUATE

7.2.1 During Office Hours

(8:00 a.m. to 5:00 p.m. Monday through Friday)

If a decision is made to evacuate, the Zone Coordinator will notify the Institute of Agriculture Director of Services.

- The Director of Services will assign one or more persons to notify each departmental office by the most appropriate combination of telephone, e-mail, or text messaging systems and issue the order to evacuate.
- The department head or appointed representative will issue the order to evacuate to all persons under his/her authority as well as to any students or visitors who might be in the facilities.

In the event the above means of evacuation notification does not function, the Zone Coordinator will assign one person to go to each building (where safe to do so) and verbally to instruct all persons immediately to leave the building or area. This will include non-standard work locations such as handling animal outside, or personnel working in greenhouses. If it is deemed unsafe to enter a building, a loud verbal notice of the evacuation will be given in place of entering the building.

7.2.2 Evenings, Weekends, and Holidays

Certain areas on the Agricultural Campus are routinely occupied during times other than normal working hours. These include the places listed below.

- Pendergrass Ag/Vet Library
- CVM live-in Quarters, rooms B301-317
- Small Animal ICU
- Meeting Rooms
- Faculty/Graduate Offices
- Computer Lab in Biosystems Engineering, rooms 276-278
- Johnson Animal Research and Teaching Unit

If an emergency arises which requires evacuation, the procedure described above will not function. Individuals should immediately contact University Police who may then carry out an evacuation. The procedure will be as follows:

- Evacuation recommendations will be relayed **IMMEDIATELY** to the University of Tennessee Police, 974-3114.
- The University of Tennessee Police will assign one or more persons or building commanders to go to each building (where safe to do so) and verbally instruct all persons to leave the building or area immediately. If it is deemed unsafe to enter a building, a loud verbal notice of the evacuation, accompanied by a siren blast, will be given in place of entering the building.
- **University Police will contact the College of Veterinary Medicine Live-in Quarters, Rooms B301-317 CVM at 974-5620 or 974-5621, the small animal ICU and the large animal ICU.**

7.3 EVACUATION ROUTES AND MEETING LOCATIONS

Employees, students, and visitors in the area(s) to be evacuated will **IMMEDIATELY** cease all activities, shut off all equipment and proceed as instructed.

Evacuation routes are posted at various locations inside the buildings. The evacuation routes from each building or area will generally be toward the nearest parking areas. Motorists will leave the campus as directed in the event the Agriculture Campus must be evacuated.

DO NOT USE ELEVATORS during any emergency/evacuation situation!

7.3.1 Small-Scale Evacuation

If the evacuation affects a limited area of the Agricultural Campus, evacuated persons may be asked to report to a designated meeting location which will be identified when the evacuation notice is given. All persons will be accounted for, by department/section, at the designated meeting location.

7.3.2 Large-Scale Evacuation

If the evacuation affects most or all of the Agricultural Campus, evacuated persons will be instructed to go home. A thorough search of the facilities will be conducted at the earliest possible time to ensure that no persons remain.

The primary means of evacuation will be by private vehicles. It is expected that drivers will make every effort to fill each vehicle to capacity during an evacuation, regardless of whether the passengers' destinations are in the direction the driver will be traveling. This will reduce the traffic congestion and also ensure that all persons will have transportation. Drivers will then transport the riders to their destinations.

Knox Area Transit buses which are on campus at the time of the emergency will also be utilized if possible to transport persons from the Agricultural Campus during an emergency evacuation.

Traffic must be able to enter Neyland Drive without delay from other traffic in order to evacuate. Traffic control assistance will be required from UT Police, Knoxville Police, Knox County Sheriff, or Tennessee Highway Patrol to permit safe, quick egress from the Agricultural Campus, particularly at the intersections with Neyland Dr and Highway 129.

If access to Neyland Drive is prohibited, vehicular egress across lawns to access Alcoa Highway may be used. If vehicular egress is not an option, the Third Creek Bike Trail will be utilized for pedestrian evacuation.

7.4 EVACUATION OF PERSONS WITH DISABILITIES

Physically impaired persons may experience difficulty during an evacuation due to their physical condition and other circumstances, such as being forced to use stairways instead of elevators. It is expected that able-bodied persons will assist the physically impaired to whatever extent is necessary to ensure that they reach safety. Ill or injured persons will be cared for in the most appropriate manner, ensuring that neither the victim nor the person providing care are exposed to unreasonable danger.

7.5 EVACUATION OF NEARBY FACILITIES

If the KCEMA Incident Commander determines the need to evacuate facilities adjacent to the Campus, one of more persons will be delegated the responsibility to notify those facilities by phone or door-to-door. Arrangements for shelter-in-place are not anticipated in the event of an emergency since there are no residences located on or immediately adjacent to the Agricultural Campus.

7.6 EVACUATION OF RESEARCH ANIMALS AND LIVESTOCK

No attempt will be made to evacuate research animals or livestock until the safety of all affected humans has been ensured and the emergency has been reported as outlined in this Plan. Evacuation of animals and livestock **will not be attempted if it presents unreasonable risk to the health of personnel**, whether University personnel or emergency responders. Animal evacuation will not be attempted if there is a risk to the public from release of frightened animals or if it will block personnel leaving the campus.

If evacuation of animals from the College of Veterinary Medicine is necessary and possible, animals may be placed in other areas of the campus. The veterinarians in charge of the clinics will decide where to locate the animals. Suitable vehicles are required to transport the animals to facilities of the East Tennessee Research and Education Center, the Cherokee Large Animal Facility or other appropriate locations.

8.0 INVESTIGATING AND REPORTING

After the situation has been stabilized and the immediate danger has been reduced or eliminated, a thorough investigation will be conducted by the Zone Coordinator to determine the cause(s) of the incident. This investigation will serve to provide information, enabling the University to prevent similar incidents in the future, and is not intended for placing blame.

Reports required will depend on the nature of the incident, the materials involved and the damages resulting from the incident. The following reports will be required:

- A detailed investigation report describing the chain of events leading to the incident, what took place during the incident, resulting injuries and property damage and measures to be started to prevent future occurrences.
- Appropriate injury and property damage reports required by the University of Tennessee.
- In cases involving the release of any "Extremely Hazardous Substance" or any "Comprehensive Environmental Response Compensation and Liability Act (CERCLA) Hazardous Substance" which spreads "Outside" the site boundaries, the "Work Sheet Emergency Release Notification" must be completed and submitted with other reports.
- Other appropriate reports as required by local, state, and federal governments. The local Emergency Management Agency director will be able to provide assistance in determining which reports will be necessary.

9.0 TRAINING FOR ON-SITE (UNIVERSITY) PERSONNEL

University personnel will be trained and prepared for possible emergency situations. Training will be completed within each department or unit. Personnel will be aware of the hazards and emergency procedures for their work area. This training will include the following types of information:

- The location(s) and contents of this Emergency Response Plan
- Familiarization with the types of hazardous materials located at the Agricultural Campus and their locations
- What information should be gathered and reported should an emergency occur
- Procedures for reporting an emergency
- Evacuation routes and meeting locations

All employees working in laboratories or other hazardous locations will receive instruction in these topics as part of their initial assignment. All other employees will be informed of the contents of this plan at the time of initial employment and periodically through the most appropriate method.

10.0 PUBLIC RELATIONS

The first priority during any emergency will be to regain control of the situation. However, even before this is accomplished, reporters will be arriving on-site. The media relations contact will coordinate any press releases or briefings as well as arranging interview or site visits.

Only the UTIA Chancellor, Media Relations, the Director of Services, or their designees, are authorized to speak on behalf of the Agricultural Campus.

Members of the press may be restricted from entering the area during an emergency if their presence endangers their safety, the safety of emergency responders, and victims or interferes with efforts to bring the situation under control. The Zone Coordinator or Incident Commander will have the authority to restrict **any** person from entering an area of danger.

APPENDIX A – AGRICULTURAL CAMPUS EMERGENCY CONTACTS

This appendix contains restricted access information.

Not for general distribution.

This appendix is on file with UT Police for emergency response coordination.

Department Heads retain files of confidential home phone numbers for personnel within each department.

APPENDIX B – POWER FAIL PHONES

This appendix contains restricted access information.

Not for general distribution.

UTK and UTIA maintain a small number of analog emergency phones that are operated on independent equipment from the digital phones you use regularly. These phones serve as a more resilient and redundant communications capability in the event of an emergency.

These phones are strategically assigned to enable departments and personnel important to the emergency response and recovery effort an additional means to communicate. Additionally, these phones will serve a reverse 911 function through which automated emergency messages or information can be delivered to these departments and personnel for further dissemination to the wider campus community.

A phone has been placed in your area if:

- You or your department are likely to be involved in the campus response effort or will need to provide and receive information from the emergency operations center, AND/OR
- You are a conduit for part of the campus community to relay important emergency information

If you have a question about the phone assignment, call the Office of Emergency Management at 974-3061. The vast majority of the time the phone will be idle. If there is a phone in your area:

- Ensure the phone remains plugged in and report it to OIT-Telephone Services if you encounter a problem with the phone.
- If placed in a common area, ensure all that workers in the area know the purpose of the phone.
- ANSWER the phone when it rings. Share any emergency information passed on the phone by appropriate means with your constituents.
- Report any personnel moves or functional changes of offices that might impact the assignment of the emergency phone to that space.