

UTIA Emergency Response Plan

Table of Contents

- 1.0 AUTHORITY FOR THIS PLAN
- 2.0 EMERGENCY INFORMATION
- 3.0 HAZARD ANALYSIS
- 4.0 EMERGENCY RESPONSE RESOURCES
- 5.0 EMERGENCY NOTIFICATION PROCEDURES
- 6.0 EMERGENCY RESPONSE PROCEDURES
- 7.0 EVACUATION PLAN
- 8.0 INVESTIGATION AND REPORTING
- 9.0 TRAINING FOR ON-SITE (UNIVERSITY) PERSONNEL
- 10.0 PUBLIC RELATIONS

APPENDIX A EMERGENCY CONTACTS (**NOTE:** This appendix contains restricted access information; not for general distribution)

EMERGENCY CONTACTS

Susan Fiscor
Health & Safety Officer
974-1153

Mike Keel
Director of Services
974-7159

Timothy Prather
UT Extension Safety Coordinator
974-7237

Robert DeNovo
CVM Administration
974-5235

Chief August Washington
University Police
974-6631

University Police
974-3114

The UTIA Emergency Response Plan is available on-line at <http://safety.ag.utk.edu/erplan>.

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 may threaten 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.

The Vice President for Agriculture is the administrator responsible for all units of the Agricultural Campus. The University of Tennessee Vice President for the Institute of Agriculture is:

Dr. Joseph DiPietro
The University of Tennessee
Institute of Agriculture
101 Morgan Hall
(865) 974-7342

In emergencies that affect all or most of the Agricultural Campus, coordination will be maintained with the Vice President for Agriculture or the Director of Services, Mike Keel at 974-7159.

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:

- Vice President for Agriculture
- Deans
- Director of Services
- Safety Officer
- CVM Hospital Operations
- Department Heads and Section Leaders

This Plan is also included as a section 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:

- *Tennessee Agricultural Experiment Station* - 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 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 demolition site where the Fulton Bellows plant was located, 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:

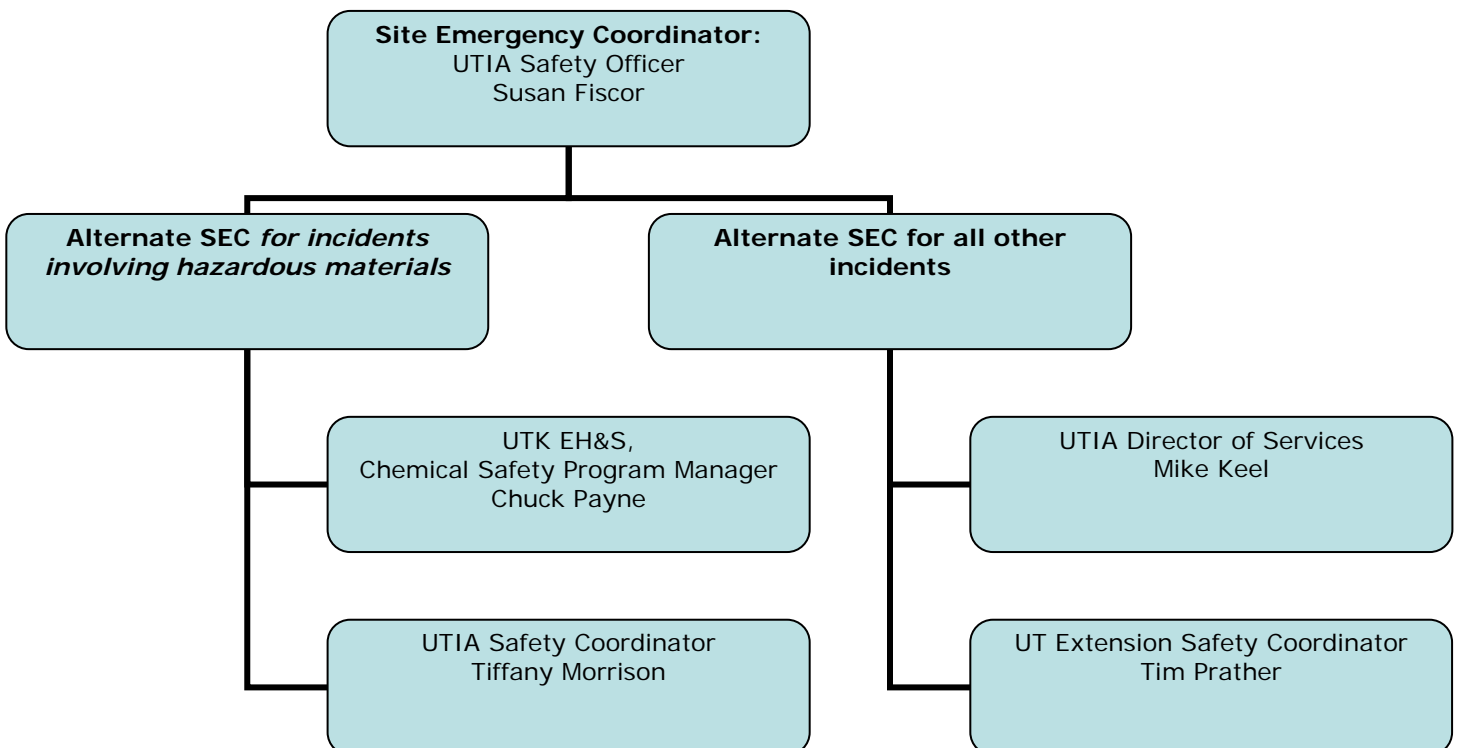
- fires and explosions
- severe weather
- radiological accident
- hazardous or biological materials incidents
- bomb threat

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 THE SITE EMERGENCY COORDINATOR

The Site Emergency Coordinator (SEC) and alternates are depicted in the diagram below. Contact information for these individuals is included in Appendix A “Emergency Contacts.” The responsibilities of the SEC are as follows:

- Provide for overall safety of employees on the Ag Campus
- Maintain contact with the UTIA Vice President or designee
- Understand the emergency procedures and can invoke this Plan, if necessary
- Have the authority to relocate or release employees to their homes in the event that emergency conditions at the facility are such that employees could be injured or become ill
- Interface with offsite emergency response support upon their arrival at the office
- Have the authority to indicate when employees can re-enter the building after an emergency that required an evacuation
- 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 exists including, but not limited to those listed below.

- 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
- Machinery which may be used to construct dikes, firebreaks, etc.
- 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
- Large spill response kits, which include a bag of absorbent, spill pads, spill socks, gloves and garbage bags, are located in the following locations:
 - Ellington Plant Sciences building, basement mechanical room B008 (Note: this kit includes several oil booms)
 - Vet School, basement mechanical room B15 (Note: this kit includes several oil booms)
 - Morgan Hall out building
 - McCord Hall mechanical room (entrance off the loading dock)
 - Biosystems Engineering Lab building, mechanical room 171
 - Plant Biotechnology Building, 4th floor maintenance office

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.

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.

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.

Two-way radios are used by the following individuals.

- UT Police
- UT Physical Plant
- CVM Hospital Operations

Emergency Telephone Trunk Transfer lines, permitting users to make and receive calls to/from outside numbers, are established by UTK Telephone Services in the event of telephone system or switch failure. There are nine such phone lines on the Agricultural Campus, listed in Table 4-1.

In addition to the standard telephone system, there are four emergency telephones on the Agriculture Campus, commonly referred to as "**blue phones**" (they are on orange poles with a blue sign and blue light on top). The blue phones are connected directly to the E-911 dispatcher. Locations are listed below.

- Morgan Circle, between Morgan Hall and McCord Hall
- College of Veterinary Medicine (foyer entrance facing Joe Johnson Drive)
- Joe Johnson Drive entrance to Brehm Animal Sciences
- Joe Johnson Drive entrance to Biosystems Engineering Laboratory building

TRUNK TRANSFER DIRECTORY

During loss of Campus telephone power or switch capabilities, the following Trunk Transfer extensions will be able to dial out and receive incoming calls.

Table 4-1 - Trunk Transfer Directory (area code is 865)

Responsible	Extension	Outside Line	Location
Vice President for Agriculture Dr. Joseph DiPietro	974-7342	946-0217	101 Morgan Hall
Head, Forestry, Wildlife & Fisheries Belli, Keith	974-7126	946-0249	278 Ellington Plant Science
UTIA Director of Services Keel, Mike	974-7159	946-0228	105 Morgan Hall
Head, Biosystems Engineering & Soil Science Drumm, Eric	974-7103	946-0241	101 Ag. Engineering
Dean, Agriculture & Natural Resources Beyl, Caula	974-7506	946-0254	125 Morgan Hall
Head, Animal Science Mathew, Alan	974-7286	946-0250	206 Brehm Animal Science
Assoc Dean, College of Vet Medicine DeNovo, Bob	974-5662	946-0258	Small Animal Receiving
Dean, College of Veterinary Medicine Thompson, Jim	974-7262	946-0256	A102C College of Vet Medicine
UTIA Safety Officer Fiscor, Susan	974-1153	946-0259	105 Ag. Engineering

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 the UT Police by dialing **4-3114**. The employee will notify his/her supervisor when doing so is safe. If the supervisor is not available, call the designee.

The caller should provide the following information.

- Facility name
- Exact location (building 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 Site Emergency 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 Site Emergency Coordinator, and other officials as appropriate.

All personnel **must** exit the building and go to their department's designated meeting area. Personnel may be allowed to re-enter the building **only** when told to do so by the Police, Fire Department, or Site Emergency 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 Site Emergency Coordinator or hazardous materials specialist responding to the emergency call.

The dispatcher will contact the Knoxville Fire Department, the UT Police, the Agricultural Campus Site Emergency 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 Site Emergency 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 Site Emergency Coordinator or hazardous materials specialist responding to the emergency call.

The dispatcher will contact the Knoxville Fire Department, the Agricultural Campus Site Emergency 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, employees should be instructed to take measures to minimize the potential danger to personnel, livestock, and facilities. Notification of impending severe weather may be obtained from radio, television, visual observation, or other means.

Procedures to be followed when certain severe weather is predicted are:

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 any structure. 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 indangered by 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 at the equipment staging area and command post, the Director (or representative) of the KCEMA will serve as the Site Emergency Coordinator.

Lead personnel from all other emergency response units will report to the incident coordinator 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 Site Emergency 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 Site Emergency Coordinator or UT Chief of Police, in consultation with the Vice President for Agriculture or his/her designated representative.

Once the KCEMA Site Emergency Coordinator arrives on the site, all decisions for evacuation will be his/her 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 Site Emergency 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 Site Emergency 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
- JARTU, which may have 24-hour animal treatments in process

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.**
- University Police will attempt to contact designated Site Emergency Coordinators at their homes.

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 Site Emergency Coordinator in charge 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 will then be required to transport the animals to facilities of the East Tennessee Research and Education Center, the Cherokee Large Animal Facility or other appropriate locations. Sources of suitable vehicles include those in Table 7-1.

**Table 7-1
Sources of Vehicles for Animal Evacuations**

Source	Office Phone
East Tennessee Research and Education Center Superintendent: Dr. John Hodges III	(865) 974-7201
UT Johnson Animal Research & Teaching Unit Manager: Mark Campbell	(865) 946-1020
College of Veterinary Medicine Administration and Clinical Programs Assoc Dean: Bob DeNovo	(865) 974-5235 (865) 755-8267
College of Veterinary Medicine Large Animal Department Dept. Head: Dr. Bob Holland	(865) 974-5703

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 Site Emergency 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 involving hazardous materials. Training will be completed within each department or unit. Personnel will be aware of the hazards identified in Section 3.0 and the on-site emergency procedures described in Section 6.0 of this Plan. 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 the meeting locations

All employees working in laboratories or other hazardous locations will receive instruction in these topics as part of their initial assignment and at least annually as part of the safety training required by Institute of Agriculture policy, the Laboratory Safety Standard or the Right-to-Know Law. All other employees will be informed of the contents of this plan at the time of initial employment and at least annually 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. In dealing with the press, media contacts should remain calm and answer questions honestly, but never say or do anything to admit fault on the behalf of the University.

The person designated to act as the media contact during an emergency should be knowledgeable of the activities at the Agricultural Campus and an effective communicator. The media contact will coordinate any press releases or briefings as well as arranging interview or site visits.

Only the UTIA Vice President, 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 Site Emergency Coordinator or Incident Coordinator 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.