



TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
— KNOXVILLE —

Safety & Emergency Response Program

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Administrative Personnel		
Dwight Murphy	Director	(865) 766-4332
Kasey Vatter	Assistant Director	(865) 766-4339
Patrick Wade	Assistant Director	(865) 766-4340
Cindy Eckert	Finance/HR Coordinator	(865) 766-4327
Linda Hafley	Allied Health Coordinator	(865) 766-4359
Tim Corum	Facilities Coordinator	(865) 766-4326
Jerry Hodge	Compliance/Curriculum Coordinator	(865) 766-4362
Yolanda Williams	Student Services Coordinator	(865) 766-4341
Misty West	Student Counselor	(865) 766-4346
Lakita Curtis	Student Recruiter/Counselor	(865) 766-4329

Campus Buildings		
(Mon-Thurs. 7:00 AM-10:30 PM, Fri. 7:00 AM-4:00 PM)		
Building A	Administrative/Classrooms/Labs	(865) 546-5567
Building B	Classrooms/Shops/Labs	(865) 766-4360/766-4376
Building C	Automotive	(865) 522-3120
	Diesel	(865) 637-6611
	Truck Driving	(865) 637-7040/766-4373
Building D	Paint Booth/Maintenance	(865) 766-4326

All Procedures Contained Herein are to be Used for Buildings A, B, C, & D - Day & Night

EARTHQUAKE

1. Inside a building, move away from windows and any item that may fall. Try to stay under strong doorways, sturdy tables, etc.
2. Instruct students to drop to “all fours;” cover head; move away from walls, windows and tall objects; get under a desk or heavy, sturdy object until shaking stops.
3. If outside move away from electrical wires and structures. Remain there until aftershocks disappear.
4. As soon as the initial shocks diminish evacuate the building in accordance with the **Campus Evacuation Procedures**. Do not re-enter the building until directed to do so by emergency personnel or Administration.
5. Tell students, faculty, staff and visitors to keep together and to assemble at **pre-designated areas** far away from the entrances, buildings, and fire lanes in order to allow emergency personnel full access to the buildings. To avoid traffic congestion for emergency responders, please encourage students, faculty, staff and visitors not to leave until directed to do so by the school administration.

FIRE AND EXPLOSION

Minor Fire:

1. Only if you are trained and feel comfortable using an extinguisher, attempt to put out the blaze with fire extinguishers stationed throughout the buildings.
2. Notify the Student Services Receptionist (ext. 4342), who will then notify Administration, even if the fire is extinguished. Communicate to other buildings what is happening.
3. Evacuate the building from the nearest exit in accordance with the **Campus Evacuation Procedures**. Do not re-enter the building until directed to do so by emergency personnel or Administration.
4. Tell students, faculty, staff and visitors to keep together and to assemble at **pre-designated areas** far away from the entrances, buildings, and fire lanes in order to allow emergency personnel full access to the building.

Large Fire:

1. Immediately call 911 and then notify the Student Services Receptionist (ext. 4342) who will contact administration. Communicate to other building what is happening.
2. Evacuate the building from the nearest exit in accordance with the **Campus Evacuation Procedures**. Do not re-enter the building until directed to do so by emergency personnel or Administration.
3. Tell students, faculty, staff and visitors to keep together and to assemble at **pre-designated areas** far away from the entrances, buildings, and fire lanes in order to allow emergency personnel full access to the buildings. To avoid traffic congestion for emergency responders, please encourage students, faculty, staff and visitors not to leave until directed to do so by the school administration.
4. Contact Pellissippi State Community College, Division Street Campus Security Department at (865) 971-5200.

NATURAL GAS

Natural Gas:

1. Avoid use of and turn off two-way radios, cell phones and intercoms or any electrical devices.
2. Immediately walk to Student Services who will contact Administration.
3. If evacuation is necessary then exit in accordance with the **Campus Evacuation Procedures**. Do not re-enter the building until directed to do so by emergency personnel or Administration.
4. Tell students, faculty, staff and visitors to keep together and to assemble at **pre-designated areas** far away from the entrances, buildings, and fire lanes in order to allow emergency personnel full access to the buildings. To avoid traffic congestion for emergency responders, please encourage students, faculty, staff and visitors not to leave until directed to do so by the school administration.
5. Once pre-designated area has been reached call 911 and contact Pellissippi State Community College, Division Street Campus, Security Department at (865) 971-5200.

Explosion:

1. Evacuate the building from the nearest exit in accordance with the **Campus Evacuation Procedures**. Do not re-enter the building until directed to do so by emergency personnel or Administration.
2. Tell students, faculty, staff and visitors to keep together and to assemble at **pre-designated areas** far away from the entrances, buildings, and fire lanes in order to allow emergency personnel full access to the buildings. To avoid traffic congestion for emergency responders, please encourage students, faculty, staff and visitors not to leave until directed to do so by the school administration.
3. Call 911 and contact Pellissippi State Community College, Division Street Campus, Security Department at (865) 971-5200.

HAZARDOUS AND/OR CHEMICAL RELEASE

1. Immediately notify the Student Services Receptionist (ext. 4342) who will contact an Administrator.
2. Report quantity, exact location, type of material spilled & the presence of volatile materials near spill.
3. If you can do so without undue risk, shut off the source of the spill.
4. Extinguish all sources of ignition.
5. Evacuate the room and shut the door.
6. If a chemical odor is present in the hallways, evacuate the building in accordance with the **Campus Evacuation Procedures**. Do not re-enter the building until directed to do so by emergency personnel or Administration.
7. Tell students, faculty, staff and visitors to keep together and to assemble at **pre-designated areas** far away from the entrances, buildings, and fire lanes in order to allow emergency personnel full access to the buildings. To avoid traffic congestion for emergency responders, please encourage students, faculty, staff and visitors not to leave until directed to do so by the school administration.

BOMB THREAT

Any called in bomb threats will be treated as real, even though such calls may appear to be “prank” calls. **Please do not call back out on the phone line that the threat has been received from.**

1. Remain calm and gather as much information from the caller as possible. See attached checklist.
2. Ask for location of bomb and time of detonation.
3. The person receiving the call will put in writing the message given by the caller noting the time of the call.
4. Attempt to alert someone nearby of the threatening call to have that person notify 911 and alert Administrative personnel.
5. Avoid use of and turn off two-way radios, cell phones and intercoms.
6. Pay close attention to background noises and attempt to determine any distinguishing qualities about the voice, accents, etc.
7. If caller can be kept talking, ask specific questions from the attached checklist and complete the form.
8. Immediately after calls, do not hang up your telephone, but do contact appropriate emergency personnel by other means if this action has not already occurred.
9. If a bomb is sighted, DO NOT handle device, only note the location and notify 911 and Administrative personnel.
10. If advised to do so, evacuate the building in accordance with the **Campus Evacuation Procedures**. Do not re-enter the building until directed to do so by emergency personnel or Administration.
11. Tell students, faculty, staff and visitors to keep together and to assemble at **pre-designated areas** far away from the entrances, buildings, and fire lanes in order to allow emergency personnel full access to the buildings. To avoid traffic congestion for emergency responders, please encourage students, faculty, staff and visitors not to leave until directed to do so by the school administration.

Note: movement must be kept as quiet as possible since any motion may jar and, thereby, detonate the device.

BOMB THREAT CHECKLIST

QUESTIONS TO ASK THE CALLER:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

DESCRIBE THE CALLER: (check all applicable characteristics)

- | | | |
|---|--|---|
| <input type="checkbox"/> Female | <input type="checkbox"/> Deep Voice | <input type="checkbox"/> Normal Voice |
| <input type="checkbox"/> Age _____ | <input type="checkbox"/> Disguised Voice | <input type="checkbox"/> Ragged Voice |
| <input type="checkbox"/> Accented Voice | <input type="checkbox"/> Distinct Voice | <input type="checkbox"/> Rapid Talking |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Excited | <input type="checkbox"/> Raspy Voice |
| <input type="checkbox"/> Breathing Deeply | <input type="checkbox"/> Familiar Voice | <input type="checkbox"/> Slow Talking |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Laughing | <input type="checkbox"/> Slurred Speech |
| <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Lisp | <input type="checkbox"/> Soft Voice |
| <input type="checkbox"/> Cracking Voice | <input type="checkbox"/> Loud | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Nasal Sounding | |

IDENTIFY BACKGROUND SOUNDS:

- | | | |
|--|---|--|
| <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Motor | <input type="checkbox"/> Street noises |
| <input type="checkbox"/> Cell Phone | <input type="checkbox"/> Music | <input type="checkbox"/> Voices |
| <input type="checkbox"/> Factory Machinery | <input type="checkbox"/> Office machinery | <input type="checkbox"/> Other_____ |
| <input type="checkbox"/> House noises | <input type="checkbox"/> PA System | |
| <input type="checkbox"/> Long Distance | <input type="checkbox"/> Static | |

IDENTIFY THREATENING LANGUAGE:

- | | | |
|-----------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Educated | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Irrational | <input type="checkbox"/> Well Spoken |

**GUIDELINES FOR IDENTIFYING AND HANDLING SUSPICIOUS MAIL PIECES AND
PACKAGES CONTAINING A THREAT**

Remain Calm. Do Not Get Excited or Excite Others

A. Characteristics of a suspicious parcel:

- Unexpected or from someone unfamiliar to you
- Addresses to someone no longer with your agency or an otherwise outdated address
- No return address or one that cannot be verified as legitimate
- Unusual weight, given its size or lopsided
- Restrictive markings such as “Personal” or “Confidential”
- Exhibits protruding wires, strange odors or stains
- Postmarked from a city which does not match return address
- Displays distorted handwriting or addresses with homemade labels or cut and paste lettering
- Unprofessionally wrapped or secured with combinations of tape
- Excessive postage

B. What to do if you receive a suspected explosive device:

- Do not try to open the parcel
- Isolate the parcel
- Evacuate the immediate area
- Notify your supervisor and he/she will notify TEMA (615) 741-0001 or 1- 800- 262-3300

C. What to do if you receive an Anthrax threat by mail:

- Do not handle the mail piece or package suspected of contamination
- Double bag the letter or package in zipper type or zip lock type plastic bags using latex gloves
- Wash your hands with soap and water
- Notify your supervisor and call TEMA (615) 741-0001 or 1-800-262-3300
- Make sure that all suspicious packages are isolated and the immediate area cordoned off
- Ensure that all persons who have touched the mail piece wash their hands with soap and water
- List all persons who have touched the letter and/or envelope, include contact information
- If the package or letter has been opened and powder spills out
- Do not attempt to clean it up. Keep others away from the area

TEMA will coordinate the response and notify all necessary emergency and law enforcement agencies.

BUILDING EVACUATION NOTIFICATIONS

In the event that a situation arises, that, in the judgment of college officials or security personnel, constitutes an immediate, ongoing or continuing threat, a campus-wide “emergency notification” will be issued. The notifications could be issued using one or all of the following means:

- SchoolCast emergency alert notification system.
- Campus broadcast announcement through the phone system to students, staff, and faculty.
- Campus email system to students, staff, and faculty.
- Verbally by supervisors to employees and faculty to students.
- Flyers.

CAMPUS EVACUATION PROCEDURES

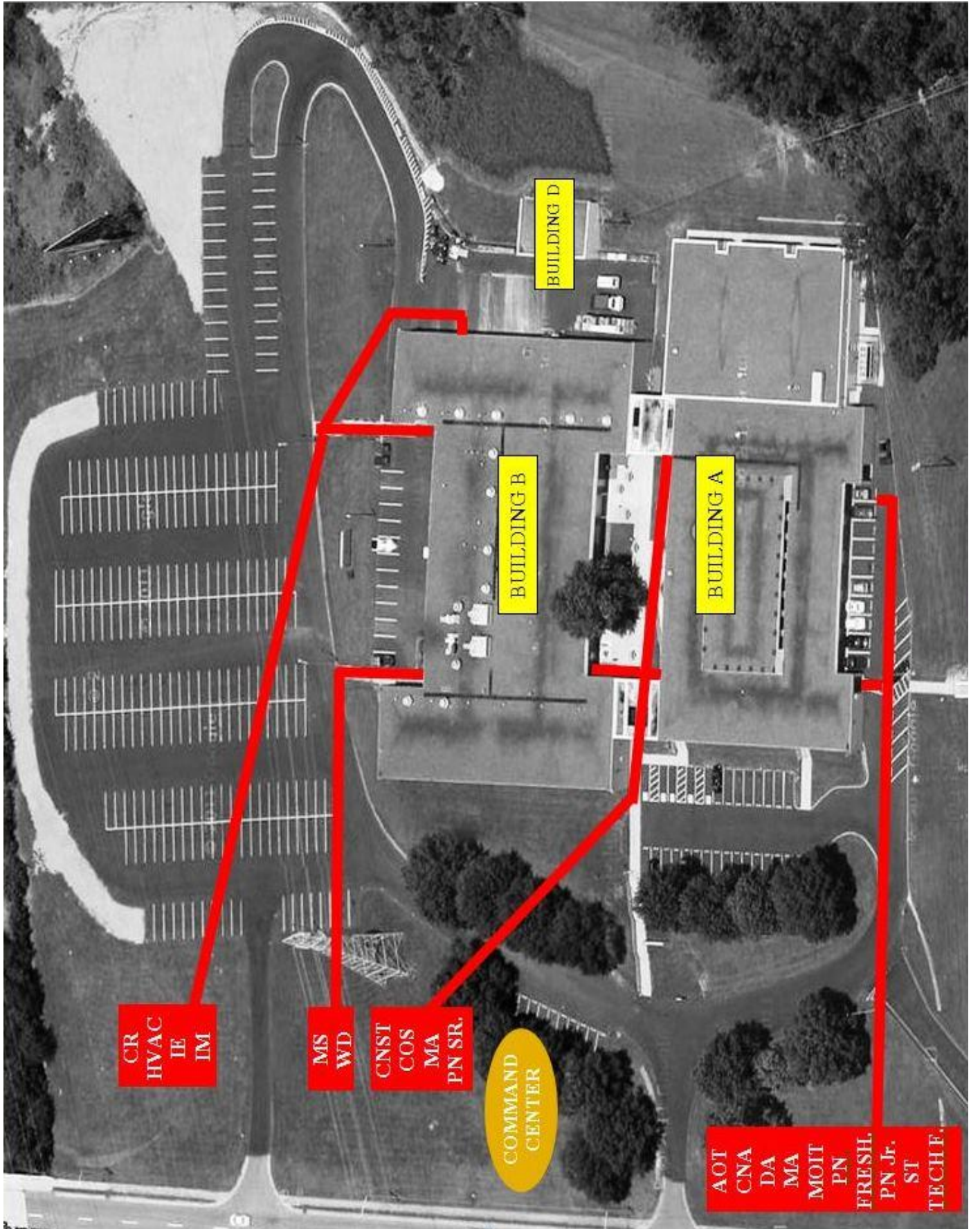
Students will look to faculty and staff for leadership during emergencies

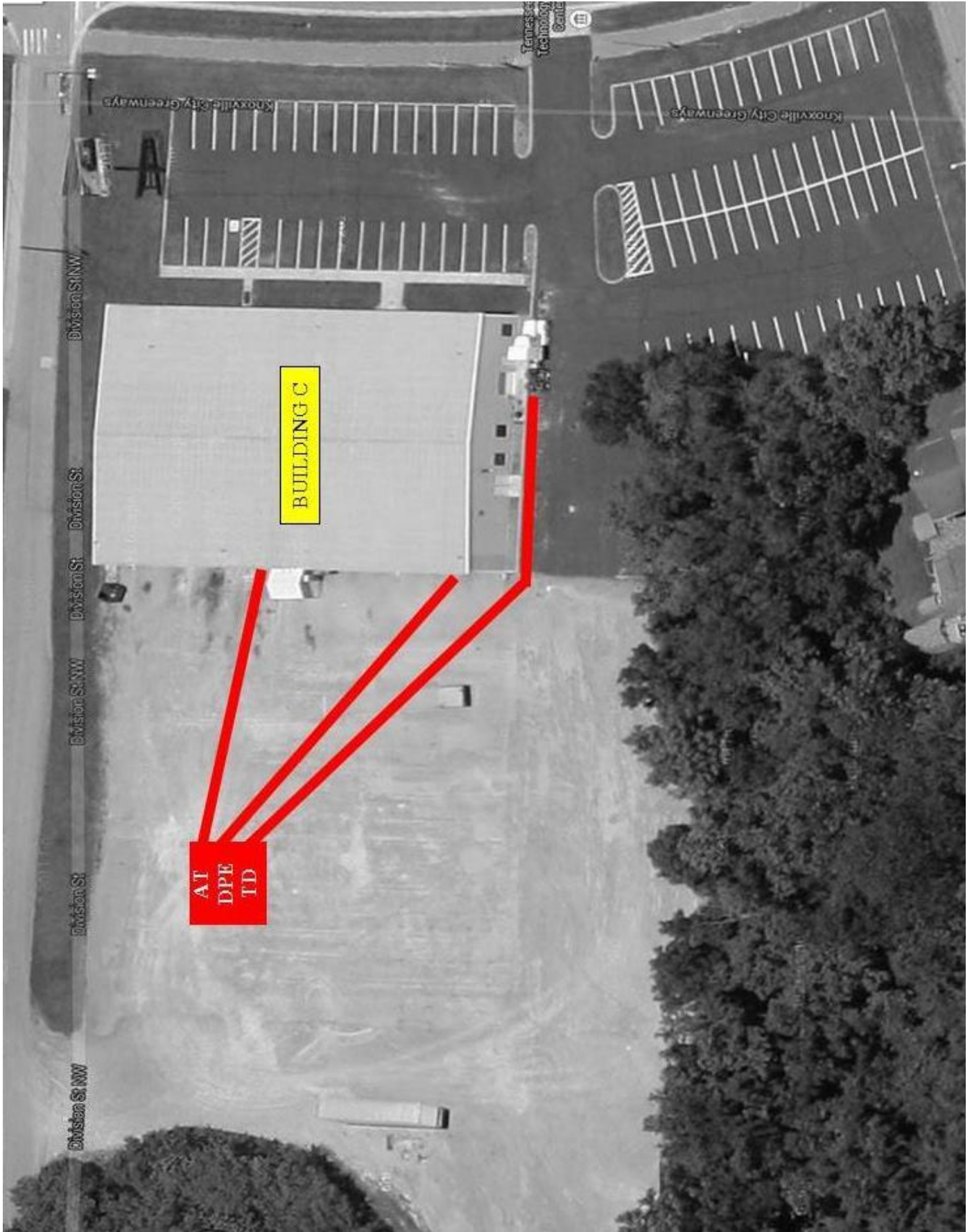
1. When an evacuation of the building is necessary, a fire alarm or announcement will notify you. Assume that the alarm is genuine. Always evacuate.
2. Stay calm. Do not run, rush, or panic. Keep in mind that visitors and students look to you for guidance.

Faculty and Staff:

1. Evacuate the building using the nearest fire exit. If you are in immediate danger, use closest exit.
2. Tell students, faculty, staff and visitors to keep together and to assemble at **pre-designated areas** far away from the entrances, buildings, and fire lanes in order to allow emergency personnel full access to the buildings. If pre-designated area cannot be reached ensure students, faculty, staff and visitors assemble in an area that is free from debris, clear from buildings, trees, exposed lines or any other hazardous items which may fall. To avoid traffic congestion for emergency responders, please encourage students, faculty, staff and visitors not to leave until directed to do so by the school administration.
3. Help students, faculty, staff and visitors with physical disabilities exit the building.
4. Take roll books and emergency first aid kits with you.
5. Take roll and verify if anyone is missing. Pre-designated class assistant will help in taking roll. In the absence of the instructor, the class designee will assume the responsibility of checking the roll.
 - **Annotate who is missing and what program they are in.**
 - **Pre-designated class assistant will take the names of the missing to the command center.**
 - **Command center will provide the names and classes of the missing to emergency personnel.**
 - **If students wish to leave have them sign out according to the “Student Sign-out Policy.”**
6. After the local fire and police departments have inspected and cleared the buildings, the school Director or Assistant Director will issue the all-clear to each shop and classroom. Re-entry into any building by students or staff members will be authorized by the school administration.

In order to see that handicapped and/or disabled students exit the building safely, the instructor is responsible for making certain there is someone to assist those persons in the event of an emergency.





THUNDERSTORMS AND/OR LIGHTNING

1. Weather Alert Radios are monitored in Building A.
2. When a thunderstorm warning has been issued, stay indoors and move to the middle of the building away from windows.
3. Unplug all electrical devices not necessary for obtaining weather information.
4. Avoid using the telephone.
5. If lightning is occurring, and a sturdy shelter is not available, get inside a hard top automobile and keep windows up.

INCLEMENT WEATHER/EMERGENCY ADMINISTRATIVE CLOSING

1. The only personnel authorized to declare Tennessee College of Applied Technology Knoxville closed due to inclement weather or an emergency is the Director or his/her designee. In such cases, regular full-time and regular part-time employees on the active payroll who are scheduled to work during the declared times of closing will be granted time off from work with pay. Employees who are not scheduled to work will not be paid for the emergency and/or inclement weather closing.
2. If an emergency closing has not been declared due to inclement weather and an employee is prevented from reporting to work for his/her normally scheduled working hours annual leave or leave without pay must be taken. The employee may be allowed with institutional approval to make up the time lost.

TORNADOES

1. Seconds count. Follow the drill according to the plan developed. Safe areas will be identified and posted on each program's bulletin board.
2. Computers and Weather Band Radios will be monitored in Building A.
3. When a tornado warning has been issued, (a tornado has been sighted in your area), you will hear an announcement by SchoolCast, Bullhorn, Intercom, Telephone, or Authorized Person.
4. Take the following actions:
 - Seek shelter **AWAY FROM** exterior windows and doors, and from high free-span roofs.
 - All students and personnel should go to their program's designated "safe area" in a safe and orderly manner.
 - Program instructors shall be responsible for a headcount of their students. In the absence of the instructor, the class designee will assume the responsibility of performing a headcount.
 - The **SAFEST POSITION** is to sit on the floor, back to wall, with protection overhead (e.g. textbook overhead)
 - If caught **OUTDOORS**, lie flat in the nearest ditch, ravine, or depression.
 - All students and personnel should remain in their safe rooms until all clear has been issued from the administrative office.
 - While waiting for emergency personnel to arrive, carefully render aid to those who are injured. Keep everyone out of damaged parts of the school.
 - Ensure no one is using matches or lighters in case of leaking natural gas pipes or fuel tanks nearby. It is very important for instructors and administrators to set a calm example for students at the disaster scene and reassure those who are shaken.

TORNADO SAFE AREAS

Students, faculty, and staff should take refuge in the following areas:

- Administration and Student Services—administrative area (room A114)
- Administrative Office Technology—nursing assistant hallway (between rooms A125-A128)
- Automotive Technology—building C bathrooms
- Collision Repair Technology—building B central hallway
- Computer Network Systems Technologies—building B central hallway
- Cosmetology and Manicuring—financial aid hallway (between rooms A142-A148)
- Dental Assisting—dental lab (A195) and class bathroom
- Diesel Powered Equipment Technology—building C bathrooms
- Financial Aid—(room A159)
- Heating, Ventilation, Air Conditioning—building B central hallway
- Industrial Electricity—building B central hallway
- Industrial Maintenance—class locker room (B138) or building B central hallway
- Machine Tool Technology—welding classroom (B106)
- Medical Assistant Classroom—nursing assistant hallway (between rooms A125-A128)
- Medical Assistant Lab—building B central hallway
- Medical Office Information Technology—nursing assistant hallway (between rooms A125-A128)
- Nursing Assistant—nursing assistant hallway (between rooms A125-A128)
- Practical Nursing Freshmen—practical nursing (rooms A174-A193)
- Practical Nursing Juniors—remain in classroom (A134)
- Practical Nursing Seniors—conference room B (A163)
- Surgical Technology—financial aid hallway (between rooms A142-148)
- Technology Foundations—remain in classroom (A133)
- Truck Driving— building C bathrooms
- Welding—building B central hallway

CLASSROOM/OFFICE EMOTIONAL AND/OR BEHAVIOR DISTURBANCES

1. Present a calm appearance.
2. Listen to the person but do not accept verbal abuse. Say, "The way you are talking to me is not acceptable; I am willing to listen to your complaint as soon as you are willing to speak to me calmly and with respect."
3. If the person is getting too close, politely ask them to move back or turn your body so that you are not directly facing each other. Do not argue with the person, belittle, or patronize him/her.
4. If you are comfortable doing so, reduce stimulation from the environment by walking the person to a quiet, but public area.
5. Tell the person that you will contact someone who may be able to better resolve this issue. If possible, walk the person to the Student Services Department (ext. 4342) or an Administrative Office.
6. Document this occurrence on an incident form with full details and if possible, ask at least two witnesses to document it.
7. For immediate help, send someone to call the Student Services Receptionist (ext. 4342), and he/she will contact Administrative personnel.
8. Keep at least five feet from the person.

Fights or Assaults:

In case of a violent confrontation between two persons, do the following:

1. Secure nearest available assistance if needed. DO NOT attempt to physically stop a fight.
2. Stay on the scene, take control as much as possible and give specific directions for the combatants to stop. Always stay with the victim.
3. Have someone to contact the Student Services Secretary (ext. 4342) who will contact Administration.
4. Document the incident as soon as possible and submit the report to Administration.

HARASSMENT: RACIAL OR SEXUAL

General procedures for all physical, verbal and written harassment:

1. If you feel that you are in immediate danger, ask another person to stay with you and then notify the instructor or another TCAT employee, who will contact administration.
2. Keep a journal of threats, (date, time, place and witnesses) and save any gifts, letters, etc., and inform instructor or administration.
3. For more information, refer to the Tennessee Board of Regents policy P-080 or Sexual Misconduct Policy 6:03.

Harassing Emails or Voice Mail:

1. Do not delete the message.
2. Do not respond to the message since this action may only encourage further contact. Instead, save the email message to your computer or voice mail message to your telephone.
3. Print a copy of the email message with the header information included.
4. If the email originated on campus, contact Administration personnel immediately. Off campus, contact the postmaster at the originating site (the ISP or Internet Service Provider.com), and an Administrator.
5. Report a threatening voice mail message to an Administrator.

Stalking:

1. Do not attempt to handle the situation alone. See “General Harassment Procedures” printed above.
2. Do not walk or ride alone.
3. Vary travel routes and daily habits.
4. Do not assume you are overreacting. Trust your instincts.
5. Report the incident to your instructor and Administration.
6. Obtain a picture of the stalker if possible to be dispersed.

Racial or Sexual Harassment:

1. Racial or Sexual harassment must be reported to the Affirmative Action Officer (Kasey Vatter, ext. 4339).
2. Refer to the Tennessee Board of Regents Policy for more information.

SERIOUS AND/OR VIOLENT CRIMES

Gun or other Weapon:

1. If a gun is suspected in the classroom or other campus area, do not leave the room or area, but do try to ask someone to inform Administration immediately. Continue operating as usual until help arrives.
2. If a gun is pulled or displayed, do not attempt to disarm the person.
3. Remain calm and tell others to do so as well.
4. Stay away from the armed person and talk to him/her in a controlled manner. Use slow, non-threatening gestures, i.e., open palms. Avoid eye contact and adopt a submissive attitude.
5. Ask the person to put down the weapon and move away from it.
6. Try to secure help to alert Administration.

Hostage:

1. Try to get someone to notify the Student Service Secretary (ext. 4342), who will contact the police and Administration.
2. Remain calm and avoid quick movements. Do not crowd the hostage taker, criticize him/her, or argue with him/her.
3. Follow all instructions of the hostage taker and tell all others to follow instructions as well.
4. Do not attempt to disarm hostage taker or negotiate with him/her.
5. Once police negotiators make contact, do exactly as they advise.

SHELTER IN PLACE PROCEDURES

In case of a threatening situation that dictates that personnel remain secured in the building, do the following:

1. Do not try to disarm intruder. Protect students and yourself first.
2. Always take threats from students or visitors seriously. Notify security personnel or administration of anything that is out of the ordinary. Do not take anything for granted.
3. A signal or announcement will be given to begin Shelter in Place.
4. Clear halls and go immediately to offices or classrooms.
5. Lock classroom/office doors either with key or lock flips. Close and lock shop roll up doors.
6. Move to an area of the room away from windows and doors.
7. Once you are in a secured area, make sure 911 has been called. Close open windows in case of a hazardous material release.
8. Teachers – when a lockdown occurs, check roll and list who is not in room. Communicate anyone missing to the administrator in charge as soon as possible.
9. Admit no one to the classroom or office except emergency personnel or administrative officials.
10. Forbid students from using cell phones for outgoing calls or text messages.
11. The Shelter in Place concludes only with official notification from emergency personnel or the administrative team.
12. The Director or Assistant Director will deal with all media contacts. There shall be no statement given by any other staff.
13. In the case that evacuation of school becomes necessary, adult students who drive may be directed to leave campus. Administration will make the decision on how to evacuate at the time of occurrence.
14. If a threat or lockdown occurs, a staff meeting will be held afterwards to review the situation.

LOCKDOWN CODES

CONFIDENTIAL—Information is for staff use only. Students should not receive a copy.

Code Announcements:

1. No imminent danger

- a. **Code Words:** “First period interior design class is canceled.”
- b. Initiate lockdown. Get all students into designated areas and lock all doors.
- c. In areas with windows get students in most secure location and barricade the room.

2. Imminent danger of weapon or other physical harm is possible

- a. **Code Words:** “Second period carpentry class is canceled.”
- b. Initiate lockdown. Get all students into designated areas and lock all doors.
- c. In areas with windows get students in most secure location and barricade the room

3. There has been a bomb threat. Evacuate Building

- a. **Code Words:** “Textiles class has been canceled.”

LOCKDOWN SAFE AREAS

Students, faculty, and staff should take refuge in the following areas:

- Administration and Student Services—administrative area (room A114)
- Administrative Office Technology—medical assistant classroom (room A132)
- Automotive Technology—remain in shop area
- Collision Repair Technology—class tool room (room B130)
- Computer Network Systems Technologies—remain in lab area (rooms B101-B105)
- Cosmetology and Manicuring—class dispensary (room A169)
- Dental Assisting—class storage (room A205), darkroom (room A202), and class bathroom
- Diesel Powered Equipment Technology—class tool room and pump room
- Financial Aid—(room A159)
- Heating, Ventilation, Air Conditioning—class tool room (room B128)
- Industrial Electricity—class tool room (room B143) and communication room
- Industrial Maintenance—class tool room (room B140) and locker room (B138)
- Machine Tool Technology—remain in class (rooms B110-B113)
- Medical Assistant Classroom—remain in classroom (room A132)
- Medical Assistant Lab—class storage area
- Medical Office Information Technology—nursing assistant lab (room A126)
- Nursing Assistant—nursing assistant lab (room A126)
- Practical Nursing Freshmen—nursing storage room (room A175) & computer lab (room A174)
- Practical Nursing Juniors—remain in classroom (room A134)
- Practical Nursing Seniors—conference room B (room A163)
- Surgical Technology—classroom, class bathroom, and class storage room
- Technology Foundations—remain in classroom (room A133)
- Truck Driving—diesel class tool room and pump room
- Welding—welding classroom (room B106) or maintenance area (room B118)

MEDICAL EMERGENCIES

1. TCAT Knoxville Faculty, Staff & Administration: Immediately notify 911 and have someone contact the Student Service Receptionist (ext. 4342), who will contact Administration.
2. Have someone stay on the telephone to provide additional information for emergency personnel.
3. DO NOT MOVE the victim OR RAISE his/her head unless the person is in immediate danger.
4. If the victim is UNCONSCIOUS:
 - DO NOT try to give the person fluids.
 - DO NOT attempt to wake the person by shaking.
 - DO LOOSEN tight clothing, especially around the neck.
5. If the victim is CONSCIOUS:
 - GET INFORMATION: name, person(s) to contact, allergies, and so forth.
 - REASSURE the person that help is on the way.
 - DO NOT let the victim drive home or to a hospital. Request an ambulance – do not drive the victim yourself.
6. If someone is having a seizure, DO NOT restrain the individual. Remove objects from around the person that might cause injury.
7. Instructors must keep First Aid Kits stocked.
8. Complete an Accident Report and turn it into Administration Department.

FIRST AID FOR EYE INJURIES

No matter how minor the injury, professional medical treatment must be obtained as soon as possible.

Determine if the victim is wearing contact lenses—they must be removed before first aid is administered.

Specks in the Eye:

1. DO lift the upper eyelid outward and down over the eye.
2. DO let tears wash out speck or particle.
3. DO — if particle doesn't wash out — keep eye closed, bandage lightly and see a doctor.
4. DO NOT rub the eye.
5. DO seek professional medical treatment as soon as possible.

Blows to the Eye:

1. DO apply cold compresses immediately for 15 minutes and again each hour as needed to reduce pain and swelling.
2. DO seek professional medical treatment as soon as possible.

Cuts and Punctures of the Eye or Eyelid:

1. DO bandage lightly.
2. DO NOT wash eye with water.
3. DO NOT try to remove an object imbedded in the eye.
4. DO seek professional medical treatment as soon as possible.

Chemical Splashes:

Eye damage from chemicals may be extremely serious, as from alkalis or caustic acids; or less severe, as from chemical “irritants.”

1. DO flood the eye with water immediately, continuously and gently for at least 15 minutes. Using eyewash fountain, hold head under faucet or pour water in the eyes using any clean container. Keep eyelids open as widely as possible.
2. DO NOT use an eye cup.
3. DO NOT bandage the eye.
4. DO seek professional medical treatment as soon as possible.

Spray containers are an increasing source of chemical eye injury compounded by the force of the contact. Whether containing caustics or “irritants,” spray containers must be carefully used with proper instruction and supervision.

SERIOUS ILLNESS, INJURY, OR DEATH OF A STUDENT OR EMPLOYEE
DURING EXTRACURRICULAR ACTIVITIES

Instructor Will:

1. Verify nature and severity of the incident.
2. Obtain as much information as possible.
 - a. Nature of illness or accident
 - b. Location of incident
 - c. Types of injuries
 - d. Number of victims
 - e. Names and descriptions of persons involved
 - f. Description and license number of involved vehicles
3. Call 911 and identify self, school and information gathered above. Remain on the line until released.
4. Notify the Director or his designee.

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY KNOXVILLE

PRELIMINARY ACCIDENT REPORT

TO BE COMPLETED BY SCHOOL EMPLOYEE IMMEDIATELY FOLLOWING ACCIDENT

1. Student's Name: _____

2. Student's Training Program: _____

3. Date and Time of Accident: _____ AM or PM

4. Exact Location of the Accident:

5. Was Injured Person Supposed to be in this Place at this Time?

6. Fully Describe the Nature and Extent of the Injuries using Back of Form if Needed:

7. Names of Persons that Provided First Aid/Medical Treatment:

School Employee/Student: _____

Physician: _____

Hospital: _____

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PRELIMINARY ACCIDENT REPORT

TO BE COMPLETED BY SCHOOL EMPLOYEE IMMEDIATELY FOLLOWING ACCIDENT

8. List the Names of All Witnesses to the Accident or Those Nearby When it Occurred:

9. Briefly Describe the Cause of the Accident:

10. What was the Injured Person's Statement Regarding the Accident?

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PRELIMINARY ACCIDENT REPORT

TO BE COMPLETED BY SCHOOL EMPLOYEE IMMEDIATELY FOLLOWING ACCIDENT

11. What was the Mental and Physical Condition of the Injured Person Prior to the Accident?

12. Additional Employee Comments:

13. Name and Title of Person Reporting this Accident: _____

14. Accident Victim's Comments:

15. Accident Victim's Signature and Date: _____

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY KNOXVILLE
Medical Record and Emergency Information

TO THE STUDENT: PROVIDING THIS INFORMATION IS OPTIONAL. BY PROVIDING IT, YOU ARE ASSURING THAT YOU WILL GET THE PROPER ATTENTION AND CARE IF YOU BECOME ILL OR ARE INJURED WHILE AT SCHOOL.

Name _____ Soc. Sec. No. _____

Program _____ Home Phone _____

Emergency Contact Name _____ Relationship _____

Emergency Contact Address _____

Emergency Contact Phone _____

Physician's Name _____ Office Phone _____

Allergies _____ Hospital _____
(Include drugs and contact substances)

Please list current medications

Prescription Meds	Over the Counter Meds	Herbals

List surgeries

Do you have any conditions *such as diabetes, heart condition, seizures, etc.) that your instructor should be aware of in order to insure a more effective training experience? If yes, please explain.

I verify that this information provided above is true and correct to the best of my knowledge. If any condition or medications change, I will notify the TTCK Student Services Office and my instructor immediately.

Student's Signature

Date

The above information is kept in the strictest of confidence and will be used ONLY for an emergency situation.

MEDIA PROCEDURES

The Administrative Team is responsible for coordination and transmission of information to the public, media sources, TCAT Knoxville students, staff and faculty. The information disseminated shall be coordinated with and approved by the Administrative Team Only the Administrative Team is authorized to make statements to the news media concerning facts relating to a critical incident or emergency.