



## **Emergency Response/Notification/Evacuation/Education General Procedures**

The Higher Education Opportunity Act (HEOA) (Public law 110-315) requires that institutions of higher education who maintain on-campus housing facilities have a policy and procedure in place for Emergency Response and Evacuation Procedures. This policy addresses all the areas that are required by Act.

### **Emergency Procedures**

The first person to become aware of an emergency shall notify Emergency Services by dialing 911 and then contact Campus Security from any campus telephone at “4333.” The security officer on duty will notify the appropriate emergency response team member.

Faculty, staff, and students interested in receiving emergency response training are encouraged to contact the Security Department at 423-652-4333, or via e-mail at [security@king.edu](mailto:security@king.edu).

### **Emergency Notification**

In the case of an emergency or other urgent event, students, faculty, and staff will be contacted through a variety of different methods. These may include cellular telephone text messages, voice-mail messages, telephone and cellular telephone phone voice calls, telephone intercom paging, e-mail announcements, campus websites, community postings, local media sources, and direct notification through staff. If it is determined that issuing an emergency notification will compromise efforts to contain the emergency, the notification of the campus community may be delayed.

### **Evacuation and Lockdown Procedures**

#### Fire Alarm or Actual Known Fire Evacuation

- If there is smoke - PULL the fire alarm
  - All **fire alarms** are to be treated as **actual fires**
- **EVACUATE** - Per Tennessee State Law – Use Evacuation Signs as required
  - Advise everyone you pass on the way out to exit the building proceed to the assembly point designated by security or other emergency responder or 2 times the buildings height away from the building
  - Be familiar with the evacuation plans of the building you work in
- **CALL**
  - **911**
  - Security
- If you have received proper training **Use Extinguisher**
- Department Heads will be in charge until someone from the emergency operations team arrives



- **WAIT** - At evacuation point or building
- **DO NOT RE-ENTER THE BUILDING** - At no time will anyone other than fire department personnel enter the building

#### Other Evacuations

- Follow the instructions of emergency personnel
  - All **evacuations** are to be treated as **actual emergencies**
- **EVACUATE** - Per Tennessee State Law – Use Evacuation Signs as required
  - Advise everyone you pass on the way out to exit the building proceed to the assembly point designated by security or other emergency responder or 2 times the buildings height away from the building
  - Be familiar with the evacuation plans of the building you work in
- **CALL**
  - **911**
  - Security
- Department Heads will be in charge until someone from the emergency operations team arrives
  - **WAIT** - At evacuation point or building
  - **DO NOT RE-ENTER THE BUILDING** - At no time will anyone other than emergency personnel enter the building

#### Lockdown Procedure

- Announce the lockdown to others
- Encourage others to exit hallways or common areas and enter a room or office.
- Go to an office or classroom and lock the door. Place something in front of the door to hold it shut.
- Close all blinds or cover windows.
- Turn off lights.
- Move to an area away from doors and windows.
- Remain in place until an “all clear” text message, loud speaker, or email announcement is made.
- In person “all clear” announcements will only be done by uniformed security or police officers.