

TIDEWATER COMMUNITY COLLEGE EMERGENCY PROCEDURES

TORNADO

TORNADO WATCH: means conditions are right for a tornado; remain alert to weather conditions.

TORNADO WARNING: means a tornado has been sighted within a 25-mile radius; warnings are typically available 3–15 minutes in advance of the tornado.

- Go to designated Internal Assembly Areas, lowest area of safety: hallways or basement away from windows and glass.
- Do not use elevators during a tornado warning. Persons with mobility concerns should go to a safe place at the time of a tornado watch; do not wait for a tornado warning!
- Close all doors, including main corridors.
- Crouch near the floor or under heavy, well-supported objects and cover your head.
- If it is safe, evacuate temporary buildings to main buildings.
- If outside, lie down in a low area such as a ditch and cover your head.
- Be alert for fire and use the fire plan as needed.

FIRE and EXPLOSION

- Activate the fire alarm.
- Evacuate the building as quickly and calmly as possible.
- **Call 911**.
- If fire is present, stay low to the floor and exit as quickly as possible.
- If items are falling, get under a sturdy table or desk.
- If trapped in debris, tap on a pipe or wall to alert rescuers.
- Help others exit the building and move to designated evacuation areas.
- Untrained persons should not try to rescue people who are inside a collapsed building; wait for emergency personnel.

EVACUATION

- Evacuate building when alarm sounds.
- Follow directions of authorities.
- Secure hazardous materials or equipment.
- Take personal belongings (keys, purses, wallets, cell phones, etc.).
- Use the nearest exit or, if it is blocked, an alternate exit.
- **Do not** use elevators!
- Assist persons with disabilities or special needs.
- Move to assigned assembly areas.
- Account for everyone.

SHELTER-IN-PLACE

You may be safer where you are.

- Follow directions of authorities.
- Stay quiet and calm.
- Pay attention to your surroundings.
- You may be directed to Internal Assembly Areas.
- Account for everyone.

INFRASTRUCTURE FAILURE

• In case of water, power, heat or cooling outages, report the situation to TCC Facilities Management.

Chesapeake	822-5175
Norfolk	822-1304
Portsmouth	822-2235
Virginia Beach	822-7125
District Administration	822-2547
or call	
Facilities Management & Services at	822-1177

- In case of internal telephone system outage, use cell to call the Help Desk at **822-2457** or **2459**.
- In case of a critical incident relating to computer systems, call the Help Desk at **822-2457** or **2459**.

HAZARDOUS MATERIAL SPILL

For major spills:

- **Call 911**.
- Evacuate, assemble at a safe distance and designate someone to communicate with the Fire Department.
- Notify emergency personnel if you have been exposed or have information about the spill (name or type of material, amount, location, effects).

For all spills: immediately contact **TCC Security***.

SUSPICIOUS PERSON

- Do not let anyone into a locked building/office or “tailgate” into the building behind you.
- Do not confront the person.
- Do not block the person’s exit.
- Call **TCC Security***. Provide as much information as possible.

SUSPICIOUS MAIL or PACKAGE

- Do not touch or disturb object.
- Call **TCC Security***.
- Be prepared to evacuate.

HOSTILE INTRUDER

• If you know location of assailant or danger, consider escaping if a safe escape route is immediately available to you. When safe, call **911**.

If it is unsafe to escape:

- Immediately seek protection.
- Secure area by locking or barricading door using whatever means available.
- Stay behind solid objects away from door; **do not** huddle together.
- **Call 911**.
- Minimize noise that may draw attention to your location: turn off lights, computers and radios, and set cell phones to vibrate.
- Follow all directions of authorities; **do not** challenge law enforcement. You may be directed to raise your hands over your head or even be handcuffed for safety purposes.

When reporting an incident, your location is:

☎ 911 Call 911 (9-911 from college phone) to report an incident, then advise TCC Security* so that first responders can be directed to you.

*TCC SECURITY	<u>Desk Phone</u>	<u>24/7 Cell Phone</u>
Chesapeake Campus	822-5099	327-9940
Regional Automotive Ctr.	822-5082	327-9899
Norfolk Campus		327-9924
Andrews Bldg.	822-1201	
Martin Bldg.	822-1113	
Roper Bldg.	822-1437	
Walker Bldg.	822-1302	
Portsmouth Campus	822-2250	327-9942
Visual Arts Center	822-1880	327-9907
Virginia Beach Campus	822-7038	327-9900
Advanced Technology Ctr.	822-7548	



TIDEWATER COMMUNITY COLLEGE
From here, go anywhere.™