

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 or call | 822-2547 |
| 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 | 822-2707 | 592-7742 |
| Visual Arts Center | 822-1880 | 327-9907 |
| Suffolk | 822-2250 | 327-9942 |
| Virginia Beach Campus | 822-7038 | 327-9900 |
| Advanced Technology Ctr. | 822-7548 | |

