



# Emergency Coordinator Training

MMC EMERGENCY PREPAREDNESS PLAN (EPP)

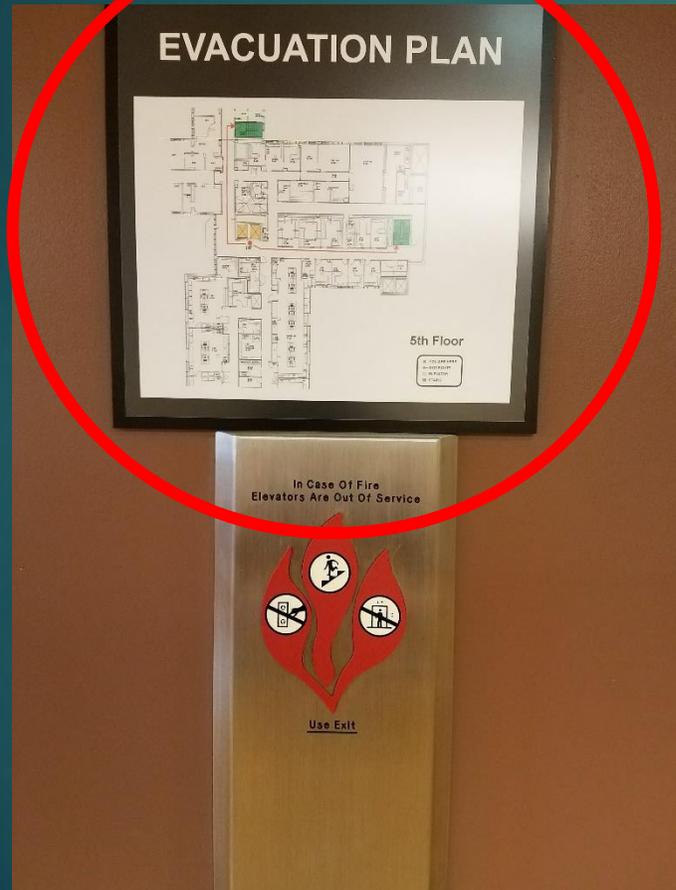
# EMERGENCY COORDINATORS

- ▶ The Department of Campus Safety and Security (DCSS) has the primary responsibility for evacuating all campus buildings. All security officer's on-duty assigned to respective buildings will be responsible for ensuring that his/her building has been completely evacuated.
- ▶ Each building on campus will be assigned **Emergency Coordinators** to assist the DCSS with facilitating the safe evacuation of all employees, students, patients, and visitors.
- ▶ Emergency Coordinators must maintain a current e-mail address and/or telephone listing of all employees working, students matriculating, as well as patients and visitors within their respective buildings/areas.

# Emergency Coordinator Responsibilities

- ▶ General Expectations:
  - ▶ Act as point of contact for routine and special communications pertaining to the building and/or department.
  - ▶ Develop and maintain “text groups” to communicate with building and/or department heads during and outside of normal working hours in the event of an emergency.
  - ▶ Assist College senior leaders within the building and/or department in execution of emergency plan, working with emergency service organizations to determine the whereabouts and status of students, faculty, staff, and guests of the College affected by the incident, and disseminating information to faculty, staff, students and other affected by the incident.
  - ▶ Make yourself familiar with emergency equipment location and operation (e.g. fire extinguishers) and evacuation routes.

# Emergency Equipment location and operation



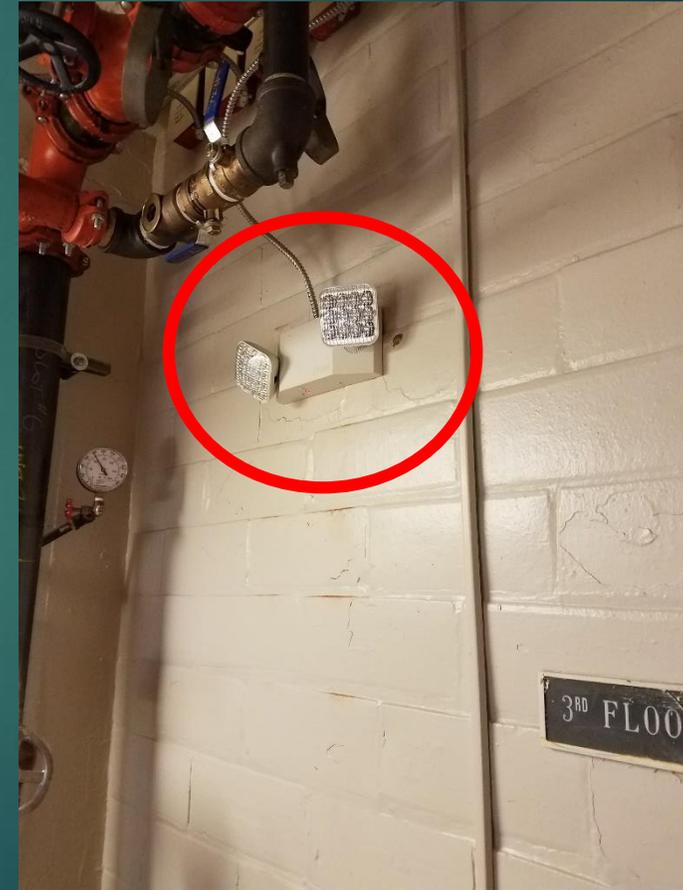
Understand  
Evacuation maps  
and Exit signs



# Emergency Equipment location and operation



Identify Fire Exits and emergency lighting



# Emergency Coordinator Responsibilities

- ▶ Responsibilities During a Fire Incident:
  - ▶ Alert faculty, staff, students and guests to the activated fire alarm in your specific area.
  - ▶ Encourage faculty staff, students, and guests to leave the area quickly and quietly.
  - ▶ Close any open doors along the exit corridor route, if possible.
  - ▶ Check elevators in your area for stranded subjects (if applicable).
  - ▶ Note any personnel who did NOT leave the area and advise Campus Security.
  - ▶ Convene to the pre-determined assembly area.
  - ▶ Notify Campus Security of those unaccounted for and who did not evacuate from their location.
  - ▶ Make note of any lighting/equipment that is malfunctioning and forward info to Campus Security.

# Building Evacuation Guidelines

- ▶ In the event of an emergency, all occupants are to vacate the building immediately
- ▶ All occupants must evacuate from the nearest marked exit and alert others within close proximity to do the same
- ▶ Assist physically impaired persons to closest area of rescue assistance
- ▶ Use appropriate stairwells to exit the buildings
- ▶ Do not use elevators
- ▶ Proceed outside to the nearest Emergency Assembly Point

# Emergency Planning Website

home.mmc.edu/ehs/

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NEWS & EVENTS

## ENVIRONMENTAL HEALTH & SAFETY

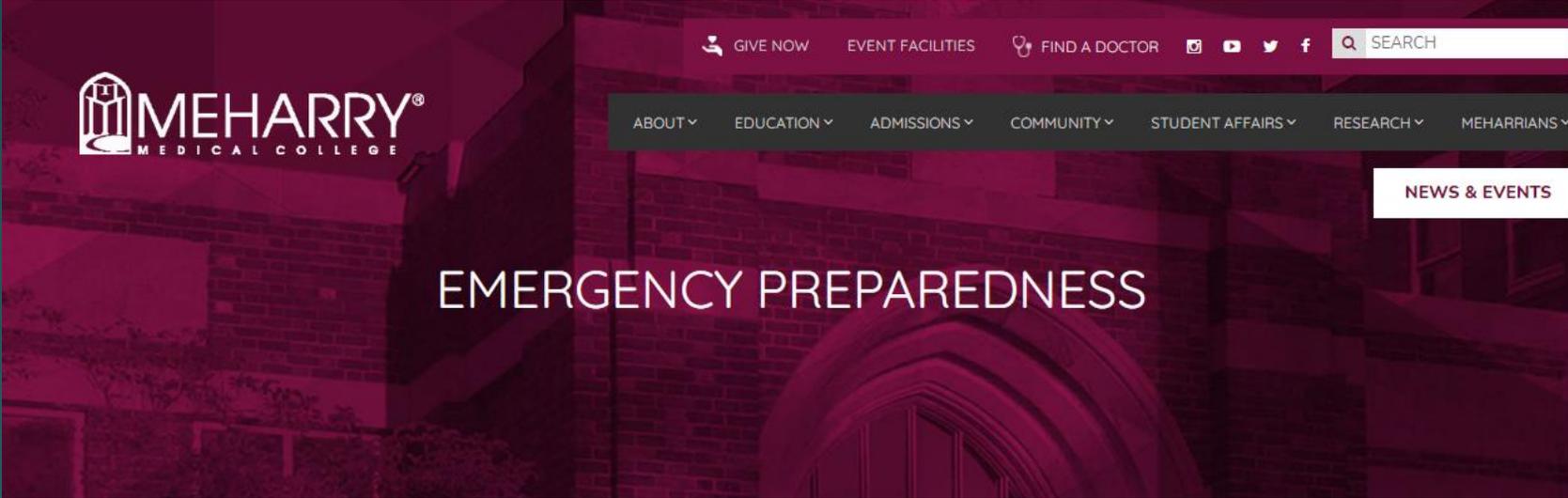
### Safety Programs

- Biosafety **[pending]**
- Bloodborne Pathogens
- Emergency Preparedness**
- Formaldehyde Safety
- Hazard Communication
- Hazardous Waste **[pending]**
- Indoor Air Quality
- Laboratory Safety
- Laser Safety
- Respiratory Protection
- Radiation Safety **[pending]**
- Radiation Safety Committee

Click here



# Emergency Planning Website



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## EMERGENCY PREPAREDNESS

Meharry Medical College (MMC) has a comprehensive **Emergency Preparedness Plan** which has identified various types of emergencies and the necessary steps to take to ensure the safety and expedient recovery of our College community. To this end, MMC is committed to the continuous education and training of environmental safety initiatives, widespread distribution of emergency preparedness information, and the ongoing simulated exercises of the emergency plans across the campus.

The EPP outlines specific response steps for various emergencies such as:

- Building Evacuation
- Fire
- Tornado
- Earthquake
- Inclement Weather
- Explosions or Aircraft Crash
- Hostage Situations

Scroll Down



# Emergency Planning Website

Building Evacuation  
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- Earthquake
- Inclement Weather
- Explosions or Aircraft Crash
- Hostage Situations
- Bomb Threats or Suspicious Mail Packages
- Water Losses or Contamination
- Food Poisoning
- Chemical Spill or Contamination
- Violent Crimes or Active Shooter
- Bioterrorism
- Civil Disorders

▾ Emergency Response Team

▾ **Emergency Coordinators**

▾ Emergency Assembly Points

< Back to Environmental Health and Safety

# Emergency Planning Website



## Emergency Coordinators

The Department of Campus Safety and Security (DCSS) have the primary responsibility for evacuating all campus buildings. All security officers on-duty assigned to respective buildings will be responsible for ensuring that his/her building has been completely evacuated. Each building on campus will be assigned an Emergency Coordinator to assist the DCSS with facilitating the safe evacuation of all employees, students, and patients. Emergency Coordinators must maintain a current e-mail address and telephone listing of all employees working, students matriculating, and patients residing within their respective buildings.

The EPP outlines specific responsibilities of Emergency Coordinators, but the General Expectations are as follows:

- Act as point of contact for routine and special communications pertaining to the building and/or department.
- Develop and maintain "text groups" to communicate with building and/or department heads during and outside of normal working hours in the event of an emergency.
- Assist College senior leaders within the building and/or department in execution of emergency plan, working with emergency service organizations to determine the whereabouts and status of students, faculty, staff, and guests of the College affected by the incident, and disseminating information to faculty, staff, students and other affected by the incident.
- Make yourself familiar with emergency equipment location and operation (e.g. fire extinguishers) and evacuation routes.

[Emergency Coordinator List >](#)

[Emergency Coordinator Annual Training > \[pending\]](#)

[Area Emergency Planning > \[pending\]](#)



**Each Emergency Coordinator must ensure all three items are current and accurate**

# Emergency Coordinator List

- ▶ A complete and accurate Emergency Coordinator list is necessary to properly plan for and respond to emergencies at Meharry
- ▶ Click on the Emergency Coordinator List option on the website and verify the completeness and accuracy of coordinators in your area
- ▶ Each Manager and Emergency Coordinator must notify EHS (ext. 6642) of any suggested changes to the Emergency Coordinator list

# Emergency Coordinator Annual Training

- ▶ Each Manager and Emergency Coordinator must complete this training annually
- ▶ You must complete and submit the record of training, linked on the final slide of this training module to receive credit

# Area Emergency Planning

- ▶ The Area Emergency Planning form, found on the website, has a series of questions to prompt adequate planning and preparation for emergencies in your specific area
- ▶ Each Emergency Coordinator is **REQUIRED** to complete this form and update it at least annually.
- ▶ Properly completing this form will require knowledge of exit routes and coordination of drills. Contact EHS (ext. 6642) for assistance.
- ▶ An explanation for each question on the form follows:

# Area Emergency Planning

- ❑ What is the building name, location, department, and any other identifiers of the area covered by this specific emergency response plan?
  - ❖ Since there will potentially be multiple emergency plans per building, we need to specifically identify the portion of the building/department that this plan refers to.
- ❑ Who are the Emergency Coordinators and alternate Emergency Coordinators for this area?
  - ❖ This should match up with the Emergency Coordinator list online and each Coordinator needs to take this training annually. Include name and email address.
- ❑ What is your method of developing and maintaining a contact list for every person in your area?
  - ❖ This could be accomplished by some combination of email or phone numbers and/or sign in sheets.
- ❑ Have you identified, communicated, and practiced the primary and alternate evacuation routes as a group?
  - ❖ You need to identify the safest and fastest building evacuation route and coordinate a “drill” or practice where everyone can participate (no audible alarm necessary).

# Area Emergency Planning

- ❑ What is the date of the last “drill” or practice session.
  - ❖ Each person in the group needs to practice evacuating the building at least annually, as a group. The date of the last drill must be documented in the online form.
- ❑ Where is the assembly area and any alternate assembly areas?
  - ❖ The appropriate assembly area should be relatively close to the exit discharge from the selected exit route. The EPP has assembly points listed.
- ❑ What is the plan for disabled personnel in the area?
  - ❖ Disabled personnel should be assisted to safe areas of the building, such as on a landing inside the fire exit stairs and DCSS notified ASAP of their location.
- ❑ What is the plan for evacuating patients, prisoners, and other visitors from the area?
  - ❖ Think about all the possibilities and any special precautions needed.

# Area Emergency Planning

- Where is the Tornado Shelter area in the building?
  - ❖ This should be identified by a sign in each building and is typically in the center of the lowest floor. This is also listed in the Appendices of the Meharry Emergency Preparedness Plan (EPP)
- When was the last Tornado “drill”?
  - ❖ Each Emergency Coordinator should conduct an annual tornado drill for the group, just as they do for the building evacuation drill. This date should be documented in the online form.

# Types of Emergencies

The Meharry Emergency Preparedness Plan (EPP) has additional details for various types of emergencies, such as:

- ▶ Fire
- ▶ Tornado
- ▶ Earthquake
- ▶ Inclement Weather
- ▶ Explosion or Aircraft Crash
- ▶ Hostage Situation
- ▶ Bomb Threat, suspicious mail and packages
- ▶ Water Loss or Contamination
- ▶ Food Poisoning
- ▶ Chemical Spill or Contam.
- ▶ Violent Crimes
- ▶ Bioterrorism
- ▶ Civil Disorders

# Questions/Assistance

- ▶ Contact Jeff Mitchell, CIH
  - ▶ Meharry Environmental Health and Safety (EHS) Officer
  - ▶ [jmitchell@mmc.edu](mailto:jmitchell@mmc.edu)
  - ▶ 615-327-6642
- 
- ▶ The following slide includes a link for you to document the completion of this training module.

# Training Documentation

- ▶ To obtain credit for taking this course, you must complete the following form:
- ▶ <https://home.mmc.edu/ehs/emergencypreparedness/emergency-coordinator-training-documentation/>