

**LOOKOUT MOUNTAIN CONSERVANCY
EMERGENCY MANUAL**

Cabin Location: 1835 Old Wauhatchie Pike, Chattanooga, TN. 37409



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INTRODUCTION

The Emergency Manual is designed to make every employee familiar with emergency plans for natural, human disasters and medical emergencies.

Natural – Fire, Lighting, Tornado, Hazardous Materials

Human – Active Shooter, Obscene or Inappropriate Behavior, Mental Health Crisis

Medical – Anything that prevents a person from moving safely on their own.

The plans provide instructions for immediate response and possible evacuation of the premises as well as accounting for employees, interns and volunteers. They also include instructions for first response action to be initiated for each emergency.

Employees should familiarize themselves with these plans and be prepared to react in any given situation.

Both announced and unannounced drills will be conducted regularly to assure a state of readiness and execution.

All employees will be familiar with the park, associated trails, primary and alternate evacuation routes from project areas.

All employees will know how to contact the CEO or designee to initiate the appropriate emergency action.

COMBINATION CODES AND SPECIAL ACCESS

An all-access combination will be given by the CEO or designee when contact to report emergency. The combination is only available to authorized response personnel, including the police and/or fire department, in case of an emergency that requires access to any of our area

EVACUATION PLAN

This plan is designed to familiarize you with the emergency exits throughout the properties on Old Wauhatchie Pike. If you are directed to evacuate your location, do so immediately and without panic.

The following plans and diagrams will help you safely evacuate.

IF EVACUATING:	ASSEMBLE AT:
Colonial	The Vegetable Garden
Millers way	The Vegetable Garden
Upper Bike Trail	The Vegetable Garden
Laney Loop	The Cabin
Lower Bike Trail	The Cabin
Sexton	The Cabin
The Cabin	Sexton
If all areas are being evacuated please gather at the Parking lot at the bottom of Old Wauhatchie Pike	

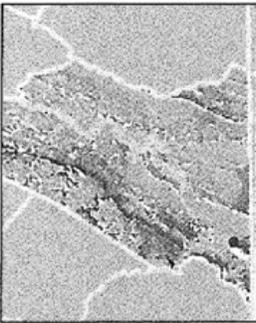
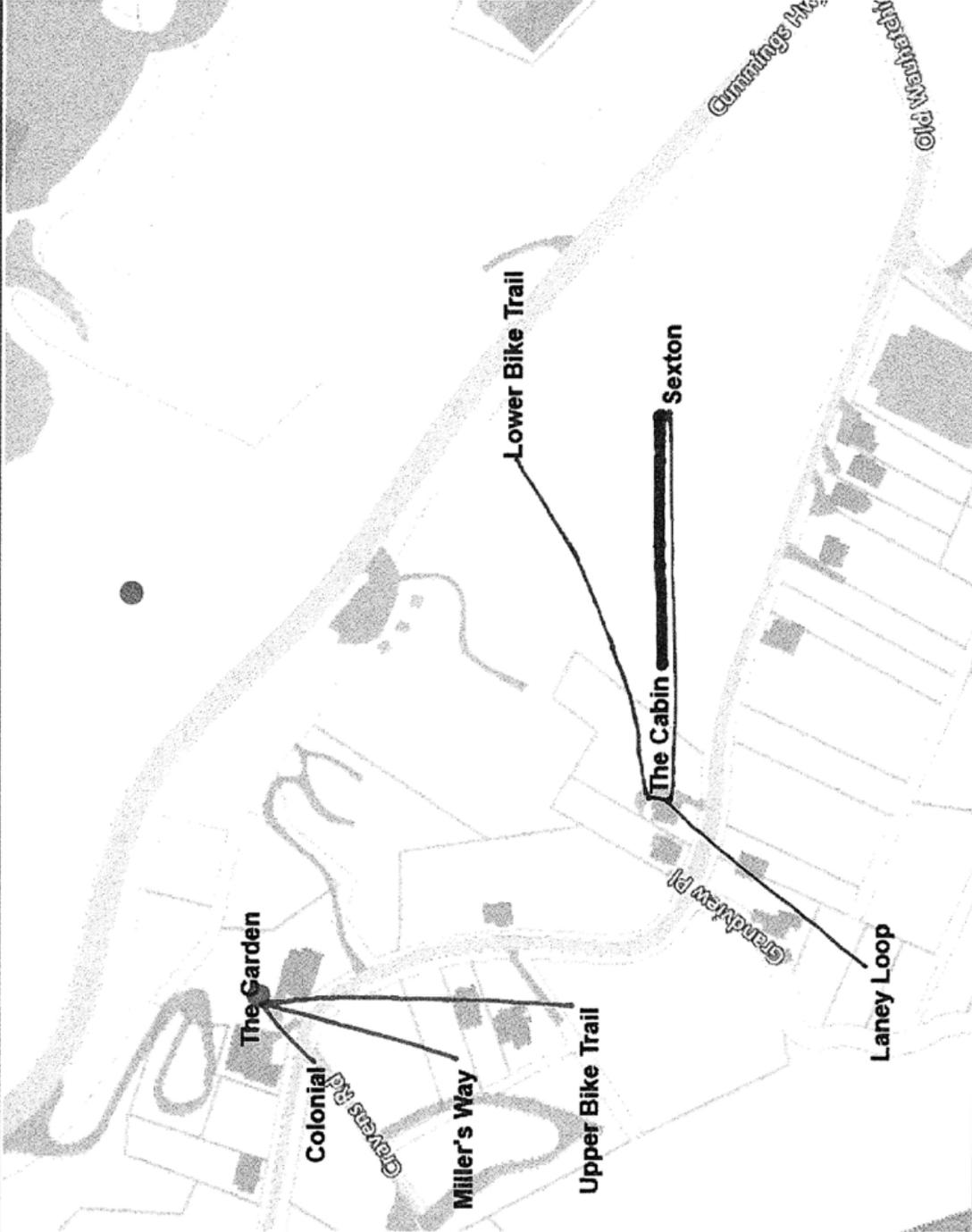
- Evacuation will be led by Staff and Designated Interns
- Sweep will be conducted by Staff (Or Intern if staff is needed elsewhere)

Evacuation – Specific Procedures

1. The CEO or designated staff will act as primary liaison between the Fire Department, Police Department, Ambulance Services, and the Lookout Mountain Conservancy. The liaison will report the incident to the Assigned Assisting Staff/Intern, and give information to the Emergency Services about locations, directions, materials, and answer any other questions.
2. The CEO or designated staff will be in charge of notifying all responsible parties (Interns, volunteers, other staff members). During the emergency, the Senior Staff will be responsible for relaying directions to where LMC Staff will be needed. The dispatcher will also relay any messages to the appropriate personnel via radio.
3. Staff are assigned to different area on the property with radios to monitor and assist visitors and employees out of the area.
4. Staff will proceed to investigate the nature of the emergency.
5. CEO. When an emergency is in progress, the CEO should be notified immediately so he/she can respond to the need. They will be in charge of talking to the Media.

Robyn Carlton Cell: 423-322-8053
LMC Office: 423-424-3882

GISMO 5



- Legend**
- Municipalities
 - Parcels
 - County Boundary
 - Recycling Centers
 - Healthcare Facilities
 - Emergency Services Locations
 - FIRE
 - MEDIC
 - POLICE
 - Cemeteries
 - Religious Facilities
 - Schools
 - Building Footprints
 - Miscellaneous Structures
 - Driveways
 - Parking
 - Airports
 - Runway
 - Pavement
 - Boundary
 - Water Bodies
 - Other Water Bodies
 - Municipalities
 - Chattanooga
 - Collegedale
 - East Ridge
 - Lakesite
 - Lookout Mountain
 - Red Bank
 - Ridgeside
 - Signal Mountain
 - Soddy Daisy
 - Walden



Disclaimer: This map is to be used for reference only, and no other use or reliance on the same is authorized. This map was automatically generated using HCGIS Mapping System. Parcel lines are shown for reference only and are not intended for conveyances, nor is it intended to substitute for a legal survey or property abstract.



NAD_1983_StatePlane_Tennessee_FIPS_4100_Feet
 © Latitude Geographics Group Ltd.

Head Count and Reporting Plan

Staff have the responsibility to train Interns in this plan to facilitate an accounting of all persons in case of an evacuation. The Staff will collect a personnel accounting report at each of the designated assembly points and then report the results to the onsite staff. This information will be relayed to the CEO upon their arrival.

The following plan will be used in accounting for personnel:

Staff of each area compiles Head Count, record results on the attached form. In the absence of the Staff, the adult in charge should conduct the count. This should be completed before any group goes out on the property.

Relay head count information promptly to the CEO by radio (channel 1), or cell phone. The message should be brief and concise. For example, "This is Tom Smith and I am reporting for the Colonial area. All persons accounted for but two - Missing are John M. Doe and Jane R. Doe."

FIRE, LIGHTENING AND TORNADO PROCEDURES

Fire

Seeing or smelling smoke is a reason for evacuating the area. The CEO or designated staff is informed and the safest evacuation route is determined. Instructions for Medical Emergency will be followed.

Lightening

When lightning is detected, staff, interns, volunteers and visitors are to take shelter in a structure on the property until lightning has past. Instructions for Medical Emergency will be followed.

Tornado

In the event of a tornado, staff, interns, volunteers and visitors are to take shelter inside a structure within the park. Staff will direct people to the safest places in the structure for shelter and advised to cover their heads. Instructions for Medical Emergency will be followed.

HAZARDOUS MATERIALS

Scope

This plan covers all work operations at the Lookout Mountain Conservancy where employees may be exposed to hazardous chemicals under normal working conditions or during an emergency situation.

Policy Statement

It is the policy of the Lookout Mountain Conservancy to reduce employee exposure to hazardous chemicals and the overall incidence of chemical-related injuries and illnesses. All employees who are potentially exposed to hazardous chemicals in their assigned jobs will be fully informed of the hazards of the chemicals and protective measures to minimize exposure to these chemicals. This type of information will be made available to employees by means of labels on chemical containers and training. Employees will be informed of any known hazards associated with chemicals to which they may be exposed before their initial assignment, whenever the hazards change, or when new hazardous chemicals are introduced into their respective work areas.

Plan Administration

The Plan Contact Information table provides the roles and contact information for the administration of the hazard communication plan.

Plan Contact Information

Task	Contact	Contact Information
Plan Administrator	Robyn Carlton	Cell: 423-322-8053 Office: 423-424-3882
Plan Administrator	Ashley Cofield	630-649-8299

The plan administrator is responsible for the implementation of the Plan, including reviewing and updating it as necessary. The administrator or designee(s) is responsible for:

- Properly labeling all containers of hazardous chemicals and for maintaining and updating the labels.
- Informing and training employees concerning hazardous chemicals in their work areas.

Plan Review and Update

This Plan will be periodically reviewed and updated, and updated whenever new hazards are introduced into the workplace.

Plan Availability

Copies of the Plan are available at the office.

Definitions

Chemical—any substance, or mixture of substances.

Hazardous chemical—any chemical that is classified as a physical hazard or a health hazard, a simple asphyxiant (i.e., displaces oxygen in the ambient atmosphere), combustible dust, pyrophoric gas (i.e., gas that will ignite spontaneously in air at 130 degrees Fahrenheit or below), or hazard not otherwise classified.

Chemical label—an appropriate group of written, printed, or graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical or to the outside packaging, with the specified pictogram, hazard statement, signal word, and precautionary statement for each hazard class and category.

Labeling of Containers

All containers with hazardous chemicals will be labeled. Each container will include either:

- The label shipped with the chemical container; or
- A label, tag, or marking with product identifier and combination of words, pictures, or symbols that provide general information regarding the hazards of the chemicals and information about the physical and health hazards of the chemical.

Secondary Container

The administrator or designee will ensure that all secondary containers in which a chemical has been transferred from the original manufacturer's container are labeled, tagged, or marked with either an extra copy of the original manufacturer's label or with alternative labels that contain the same information required on the manufacturer's label.

Portable Containers

Labels are not required on portable containers into which hazardous chemicals are transferred from labeled containers and that are intended only for the immediate use of the employee who performs the transfer.

Employee Training and Information

Employee Information

Each employee will be informed about:

- The employer's duty to provide information and training about chemical hazards, chemical labeling, SDSs, and protective measures
- The hazardous chemicals present in the employee's work area
- The location and availability of the written hazard communication plan, list of hazardous chemicals, and SDSs

Initial Employee Training

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard and this Plan before starting work. Before a new hazardous chemical is introduced into any work area, each employee in the affected work area will be given information and training about the new chemical hazard.

Training Content and Format

Each new employee will receive information and training that covers:

- The physical and health risks of the hazardous chemicals
- Symptoms of overexposure
- How to determine the presence or release of hazardous chemicals in the work area
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment
- Steps taken to prevent exposure to hazardous chemicals
- Procedures to follow if employees are exposed to chemical hazards
- How to read and interpret chemical labels

Training will be delivered through hands-on demonstration, and instruction.

Retraining

Additional training will be conducted when new chemicals are introduced into the work area. Retraining is not required if the new chemical contains hazards similar to previously existing chemicals for which training has already been conducted. Refresher training shall be conducted annually.

Training Records

All employees attending hazard communication training sessions must sign a sheet at the end of the session or otherwise record their attendance.

Non-routine Tasks Involving Hazardous Chemicals

From time to time, employees may be required to perform non-routine tasks that could potentially result in temporary exposure to hazardous chemicals. If it is determined that a hazardous condition exists with the non-routine task, employees performing the task will be provided with information that includes specific chemical hazards, safety measures or protective equipment the employee should use, and steps taken to reduce the hazards, such as ventilating, providing respirators, and implementing emergency plans.

Employees will not be provided hazardous chemical information and training for such non-routine tasks unless it is determined through a hazard assessment that a hazardous condition exists. Upon request by an employee, the administrator will provide the employee with information about the

hazardous chemicals that may be encountered during the non-routine activity.

Also, other employers will be informed about container labels used by the organization. Where labeling systems are used that are not the original container labels, the employees of other employers or contractors will be provided with information explaining the labels used for hazardous chemicals to which they may be exposed.

List of Hazardous Chemicals

A list of all known hazardous chemicals used in work areas can be found inside the tool shed. They are also accessible at the office.

The list will include each chemical's product identifier (i.e., name or number used to identify the chemical), and the manufacturer.

ACTIVE SHOOTER PROCEDURES

The following plan is designed to protect employees, volunteers and visitors from potential harm and to provide a coordinated response by LMC staff in the event of an active violent situation.

PROTOCOL IN THE EVENT OF AN ACTIVE SHOOTER ON LMC PROPERTY

Calls to 911 will be made by volunteers, visitors and or staff, Security will not need to place the call, and time is of the essence. As the situation develops, calls from CEO should be placed to 911 with any pertinent information needed by first responders relative to suspect(s), injured or special circumstances that need response from law enforcement or emergency medical responders.

Staff

Proactive Measures:

Think about escape routes from an active shooter or any other emergency situation. These escape routes should be to an exit that should not lead back into common areas.

Immediate Response:

- If possible, stay out of the shooter's sight.
- RUN. If a safe path is available, run.
- Do not hesitate, get out. Leave your belongings.
- Call 911 when you are safe.
- HIDE. If you cannot get out safely, hide. Stay out of the shooter's view and be quiet.
- Silence your cell phone.
- Block entry to your hiding place
- Call 911 if it is safe to do so.
- FIGHT. As a last resort, if your life is in imminent danger, fight.

Additional Information

Profile of an active shooter:

Source—Department of Homeland Security

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10-15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation:

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits routes
- If you are in a secure location, stay there
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee - your chance of survival is much greater if you try to incapacitate him/her.

How to respond when an active shooter is in your vicinity:

Quickly determine the most reasonable way to protect your own life. Remember that volunteers and visitors are likely to follow the lead of staff during an active shooter situation.

Evacuate

If there is an accessible escape path, attempt to evacuate the premises:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible (to prevent police officers from perceiving you are a threat)
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

Hide Out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding places should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction
- Not trap you or restrict your options for movement
- To prevent an active shooter from entering your hiding place:
 - Blockade the area
 - If the active shooter is nearby:
 - Silence your cell phone or other electronics

- Turn off any source of noise (i.e., ipods)
- Hide behind large items (i.e., boulders)
- Remain quiet

If evacuation and hiding out are not possible:

Remain calm

Dial 911, if possible, to alert police to the active shooter's location

If you cannot speak, leave the line open and allow the dispatcher to listen

Take Action

Take action against the active shooter. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

MEDICAL EMERGENCY PROCEDURES

Dispatch closest person trained in First Aid to the victim.

Call 911 for an ambulance.

Notify: LMC staff:

Robyn Carlton, cell 423-322-8053

Ashley Cofield, cell 630-649-8299

LMC Office, 423-424-3882

CEO will notify the Executive Committee of the Board of Directors.

LOOKOUT MOUNTAIN CONSERVANCY EMERGENCY PHONE LIST

Crisis Communications Team

Title/Responsibilities	Contact	Cell	Other
CEO	Robyn Carlton	423-322-8053	Office: 423-424-3882
Program Coordinator	Ashley Cofield	630-649-8299	
Company/Contact		Phone Number	
Erlanger ER		423-778-7296, Direct: 423-778-2094	
Children's		423-778-6167	
Medic 6		423-209-7713	
EMS		423-622-7777	
Poison Control Center		800-288-9999	

Fire Department

Emergency Dispatch	423-643-5600
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Law Enforcement

Company/Contact	Phone Number
Chattanooga Police Department	Emergency 911
Amnicola	423-698-2525
Downtown Office	423-757-2460
Sargent Desk	423-757-2453
Local FBI Office	423-265-3601
Animal Control	423-698-2525

Miscellaneous

Title/Responsibilities	Contact	Phone Number
Chattanooga Fire Protection	John Felder, Manager	423-265-1772
City Public Works	Main Line	423-643-6311
Hamilton County Emergency Services Training	Captain Darlene Poole	Office: 423-209-5007 Cell: 423-595-6995