



# Emergency Response Plans

UT Department of Theatre • 206 McClung Tower • Knoxville, TN 37996

## GOAL

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Organized response to an emergency requires a clear understanding of the responsibility of the individuals involved and the appropriate procedures to be followed. The following documents layout the procedures and authority chain to guide the response of the Department of Theatre/Clarence Brown Theatre in the event of an emergency. No emergency plan can detail every possible situation. Thus, the goal of this plan is not to cover all eventualities, but rather to setup a framework to plan for emergencies and wherein personnel can be trained to respond in a calm and decisive manner.

## SCOPE

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These Emergency Response Plans accommodate a wide range of emergency situations from the relatively minor to the very serious. Since specific response action and activity will vary with the severity and complexity of the emergency, it is to be explicitly understood that judgment based upon the circumstances will be exercised by those responsible for responding to any given situation.

It should furthermore be understood that some response situations may require a building or portion thereof to be closed to all but investigative, medical, and maintenance personnel. In addition, traffic and parking patterns and procedures may be suspended or modified and other actions contrary to the normal operation or routine of the facility and surrounds may be initiated to facilitate response to a given emergency.

These Emergency Response Plans shall be specifically understood to guide response to emergency situations at the Clarence Brown and Carousel Theatres on the campus of the University of Tennessee in Knoxville and may or may not be applicable to other facilities or localities.

## MEDIA COVERAGE AND INQUIRIES

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Emergency situations may attract direct media attention. It is of utmost importance that accurate information be shared AND that this information be communicated through the proper and official channels. Failure in this area could result in stampeding, failure of communication systems due to overload, or in many cases, escalation of the emergency caused by crowd response or by passing information to a person(s) who is the direct cause of the situation. To that end, ALL media inquiries should be directed to one of the following:

865-974-2225 UT Media and Internal Relations

865-974-3114 UT Police Department

## EVACUATION PROTOCOL

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There are a number of situations in which evacuating the facility is the appropriate response; however, there are also many instances in which sounding the fire alarm and thereby initiating an evacuation will actually escalate the situation. Examples of such situations are noted in the following list.

1. Uninvestigated Bomb Threats
  - a. Evacuation could be unnecessary
  - b. Evacuees could trigger the bomb in the process of evacuating
  - c. The bomb threat could be posed to trigger an evacuation and expose building occupants.
2. Tornado or Severe Weather
3. Security Threat or Active Shooter
4. Biohazard Response

## EMERGENCY RESPONSE PLANS

Current Emergency Response Plans are listed and linked below. All response plans can also be found on the server: [\\marian.cbt.utk.edu\common files\resources>manual\emergency response plans](http://marian.cbt.utk.edu/common_files/resources/manual/emergency_response_plans)

1. [Accident/Injury Reporting Procedure](#)
2. [Bomb Threat Response Plan](#)
3. [Evacuation Response Plan](#)
4. [Fire Alarm/Evacuation Procedure—Clarence Brown Theatre](#)
5. [Fire Alarm/Evacuation Procedure—Carousel Theatre](#)
6. [Hazardous Materials Release Response Procedure](#)
7. [Medical Emergency Response Plan](#)
8. [Power Failure Response Plan](#)
9. [Severe Weather Response Plan](#)

## IMPORTANT NUMBERS

<b>Emergency:</b>	911
<b>UT Police (emergency):</b>	974-3111
<b>UT Police (main line):</b>	974-3114
<b>Distressed Students:</b>	974-HELP 974-4357
<b>Wellness Assistance Hotline:</b>	946-CARE 946-2273
<b>Office of Emergency Management:</b>	974-3061
<b>Campus Information:</b>	974-1000
<b>Student Counseling Service Center:</b>	974-2196
<b>Employee Assistance Program (employee counseling):</b>	800-308-4934
<b>Employee Relations:</b>	946-8847
<b>Student Health Service:</b>	974-3135
<b>UTK Campus Environmental Health and Safety:</b>	974-5084
<b>UT Institute of Agriculture Safety Office:</b>	974-1153
<b>Facilities Services:</b>	974-2178
<b>Dean of Students:</b>	974-3179
<b>T:Link (late-night shuttle):</b>	974-4080