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**Executive Committee Meeting Agenda | August 20, 2025**

1. **Call to Order | Jeff Mason, Chairman**
  - a. Prayer
  - b. Pledge of Allegiance
2. **Roll Call | Sherry Thurman**
3. **Approval of Consent Agenda | Jeff Mason, Chairman**
  - a. Executive Committee Meeting Minutes – June 18, 2025
  - b. Emergency/Continuity of Operations Plan
4. **UCDD Financial Report | Ginger Stout, Finance Director**
5. **CAIC Loans | Mindy Tramel, Business Lending Manager**
  - a. The Stolen Coin, LLC
6. **Action Items | Jeff Mason, Chairman**
7. **Executive Director Report | Mark Farley, Executive Director**
  - a. Upper Cumberland Bright Start Plan Update
  - b. Program Dashboards
  - c. Summer Strategy Session Recap
  - d. October Meeting
8. **Regional Partners | Jeff Mason, Chairman**
9. **Old Business | Jeff Mason, Chairman**
10. **New Business | Jeff Mason, Chairman**
11. **Public Comments | Jeff Mason, Chairman**
12. **Adjourn | Jeff Mason, Chairman**

**Upper Cumberland Development District  
Executive Committee Meeting**

DRAFT MINUTES		JUNE 18, 2025	10:00 A.M.	COOKEVILLE, TN
MEETING CALLED BY	Chairman Jeff Mason			
TYPE OF MEETING	UCDD Executive Committee Meeting			
FACILITATOR	Chairman Jeff Mason			
NOTE TAKER	Sherry Thurman			
MEMBERS PRESENT	Stan Hollingsworth, Allen Foster, Josh Miller, Jim Morgan, Steve Jones, Tony Day, Steven Barlow, Lori Burnett, Jeff Mason, Alisa Farmer, Terry Bell, Denny Robinson, Jerry Lowery			
MEMBERS ABSENT	Greg Mitchell, Dale Reagan, Luke Collins, R.J. Crawford, Matt Adcock, Jimmy Johnson, Harvey Stowers, Lloyd Williams Stephen Bilbrey, Sam Gibson, Randy Porter, Laurin Wheaton, John Potts, David Sullivan, Ryle Chastain, Alejandra Cisneros Conohan, Representative Cameron Sexton, Senator Paul Bailey			
		CALL TO ORDER / PRAYER / PLEDGE OF ALLEGIANCE		
		CHAIRMAN JEFF MASON		
CALL TO ORDER	Chairman Jeff Mason called the meeting to order.			
PRAYER	Chairman Jeff Mason asked County Mayor Steve Jones to open the meeting with prayer.			
PLEDGE OF ALLEGIANCE	The Pledge of Allegiance was cited.			
	ROLL CALL			
ROLLCALL	Sherry Thurman called the roll and the attendance is recorded above. There was a quorum of the committee members present.			
	APPROVAL OF CONSENT AGENDA		CHAIRMAN JEFF MASON	
DISCUSSION	Chairman Jeff Mason advised that the consent agenda consist of the following: <ul style="list-style-type: none"><li>UCDD Executive Committee Meeting Minutes – April 16, 2025</li><li>Statutory Bonds<ul style="list-style-type: none"><li>Mark Farley, Executive Director</li><li>Ginger Stout, Finance Director</li></ul></li></ul> A motion was made to approve the Consent Agenda.			
ACTION	<u>Motion to Approve</u> Motion made by: Denny Robinson Motion seconded by: Steven Barlow  Chairman Jeff Mason asked for questions or discussion on the motion.			

<b>ACTION</b>	The motion carried unanimously.
	<b>UCDD FINANCIAL REPORT     GINGER STOUT, FINANCE DIRECTOR</b>
<b>DISCUSSION</b>	Ginger Stout presented the UCDD financial report as of April 30, 2025.  A motion was made to approve the financial report.
<b>ACTION</b>	<b><u>Motion to Approve</u></b> Motion made by: Steve Jones Motion seconded by: Tony Day  The motion carried unanimously.
	<b>CAIC LOANS             MINDY TRAMEL, BUSINESS LENDING MANAGER</b> • <b>Jackson Kayak</b>
<b>DISCUSSION</b>	Mindy Tramel presented a loan request for Jackson Kayak in White County.  Jackson Kayak is purchasing a new Bi-axle Ferry Rotospeed oven to increase capacity to support existing and new production demand for both the Jackson Kayak and Sparta Plastics production lines. The UCDD loan request will cover the portion of the cost and we will partner with the White County IDB to assist Jackson Kayak with the purchase of the equipment. <ul style="list-style-type: none"> <li>• Project Amount: \$643,600</li> <li>• UCDD Loan Amount: \$200,000</li> <li>• White County IDB Amount: \$200,000</li> <li>• Owner contribution: \$243,600</li> <li>• Proposed Interest Rate: 7.5%</li> <li>• Proposed Terms: 10 years</li> <li>• Collateral: Purchase price of \$542,260 used for collateral value. At closing we will have an interlocal agreement with White County IDB executed to share the collateral as on our 2023 Jackson Kayak loan for the previous oven purchase.</li> </ul> A motion was made to approve the loan request.
<b>ACTION</b>	<b><u>Motion to Approve</u></b> Motion made by: Denny Robinson Motion seconded by: Josh Miller  The motion passed by roll call vote, with thirteen board members voting yes.
	<b>ACTION ITEMS     CHAIRMAN JEFF MASON</b> <ul style="list-style-type: none"> <li>• <b>2025-2026 Work Plan</b></li> <li>• <b>Performance Evaluations</b> <ul style="list-style-type: none"> <li>• <b>Mark Farley, Executive Director</b></li> <li>• <b>Ginger Stout, Finance Director</b></li> </ul> </li> </ul>
<b>DISCUSSION</b>	Chairman Jeff Mason announced that two action items were being presented for approval.  Executive Director Mark Farley explained that the 2025–2026 Work Plan is submitted to the State of Tennessee to outline the agency’s planned activities for

<b>DISCUSSION</b>	<p>the upcoming year as part of the state appropriation process. He also noted that state funding for the development districts increased from \$230,000 to \$360,000.</p> <p>A motion was made to approve the action items.</p>
<b>ACTION</b>	<p><b><u>Motion to Approve</u></b>          Motion made by: Steven Barlow          Motion seconded by: Terry Bell</p> <p>Chairman Jeff Mason asked for questions or discussion on the motion.</p> <p>Motion carried unanimously.</p>
	<p><b>EXECUTIVE DIRECTOR REPORT</b> <span style="float: right;"><b>MARK FARLEY, EXECUTIVE DIRECTOR</b></span></p>
<b>DISCUSSION</b>	<p>Executive Director Mark Farley provided an update on the following:</p> <ul style="list-style-type: none"> <li>• <b>ARC Data and Strategy Sessions</b>          The summer strategy sessions have begun, and a spreadsheet was shared outlining the 2025–2026 Appalachian Regional Commission (ARC) data for the Upper Cumberland region. , Pickett and Clay counties have moved back into the distressed category. Out of 3,113 counties nationwide, Smith County is the only Upper Cumberland county ranked in the top 50%. All others fall into the bottom 50%. Distressed counties fall within the bottom 10% nationally, based on three ARC criteria:         <ol style="list-style-type: none"> <li>1. Three-year average unemployment rate</li> <li>2. Per capita market income</li> <li>3. Five-year average poverty rate</li> </ol> </li> </ul> <p>Mr. Farley emphasized that addressing poverty is essential if counties are to move into the top 50%. He noted that getting more people back to work is important because it affects ARC rankings.</p> <p>A few years ago, the Empower Upper Cumberland initiative was launched. This program brings together partners such as Tennessee Tech, Cookeville Regional Hospital Foundation, Highland Economic Partnership, Workforce Connections, the Workforce Board, WCTE, and the Upper Cumberland Development District. The shared goal is to assist approximately 700 families in moving out of poverty by aligning resources and services across these organizations.</p> <p>Megan Spurgeon reported that the program set a goal of helping families reach 225% of the federal poverty level. To date, 68 families—including 108 children—have achieved this milestone. These families have, on average, doubled their household income, resulting in \$2.4 million in new income flowing into the Upper Cumberland economy each year. Nearly every county in the region has at least one participating family.</p>



<b>DISCUSSION</b>	<p>Key highlights include:</p> <ul style="list-style-type: none"> <li>• Macon County: Average household income increase of \$46,000</li> <li>• Clay County: \$43,000 average increase</li> <li>• Fentress &amp; DeKalb Counties: \$41,000 average increase</li> <li>• Families moved from an average of 132% to 262% of the federal poverty level</li> <li>• Incomes increased from \$4,200 to as much as \$103,000</li> <li>• 6 families now earn six-figure incomes</li> <li>• 21 families earn over \$75,000 annually</li> <li>• Nearly half now exceed Tennessee's median household income of \$67,000</li> <li>• 45 families now exceed the Upper Cumberland median income of \$55,000</li> </ul> <p>Mr. Farley noted that these 68 families are no longer receiving social benefits, such as free/reduced school lunches, and are transitioning off TennCare to private health insurance. An additional 25 families are expected to graduate from the program soon.</p> <p>Empower Upper Cumberland is a pilot program and as the initiative moves forward, support may be needed from the Tennessee General Assembly and other state offices to advocate for continued funding and support when the time comes.</p> <p>Marcie Ackerman reported that during the last quarter, the Planning and Community Development Department submitted 51 grant applications, bringing the total to 80 for the year. The total grant amount over the past three months was \$35 million.</p>
	<p><b>REGIONAL PARTNERS</b> <b>CHAIRMAN JEFF MASON</b></p>
<b>DISCUSSION</b>	<p>Chairman Mason asked for updates from regional partners:</p> <p>Josh Wilkerson introduced Patrick James, USDA State Director, who emphasized the professionalism of the USDA team and their commitment to supporting local counties. He encouraged anyone with questions or concerns to contact Josh and his team directly.</p> <p>Tyler Asher, Tennessee Department of Labor and Workforce Development, shared that their team has been conducting industry tours to better understand local workforce needs. He encouraged partners to reach out with specific concerns. He also noted that the new budget cycle begins in July.</p> <p>Leah Grider, representing Congressman John Rose's office, invited anyone with questions about federal funding to contact her for assistance.</p> <p>Tanner Cox, from Senator Bill Hagerty's office, noted they are currently in the reconciliation season and are actively monitoring legislation. He encouraged local leaders to share any feedback related to bills that could impact the counties. He</p>

<b>DISCUSSION</b>	also offered their office's support with grant endorsement letters.	
	Caleb Haslett, from Senator Marsha Blackburn's office, also welcomed requests for grant support letters.	
	Kevin Lane, Tennessee Department of Transportation, reported they are reviewing their Spot Safety Program. He encouraged anyone needing assistance to reach out to him.	
	Anthony Holt, Association of County Mayors, reminded everyone of the upcoming regional meeting scheduled for July 24, 2025, at the Herman Plant in Sparta, from 11:00 a.m. to 1:30 p.m.	
	<b>OLD BUSINESS</b>	<b>CHAIRMAN JEFF MASON</b>
<b>DISCUSSION</b>	No old business was presented for discussion.	
	<b>NEW BUSINESS</b>	<b>CHAIRMAN JEFF MASON</b>
<b>DISCUSSION</b>	No new business was presented for discussion.	
	<b>PUBLIC COMMENTS</b>	<b>CHAIRMAN JEFF MASON</b>
<b>DISCUSSION</b>	There were no public comments presented for discussion.	
	<b>ADJOURN</b>	<b>CHAIRMAN JEFF MASON</b>
<b>ACTION</b>	Chairman Jeff Mason advised that he would accept a motion to adjourn.	
	<b><u>Motion to Adjourn:</u></b> Motion made by: Steve Jones Motion seconded by: Tony Day	
	The Executive Committee voted unanimously to adjourn the June 18, 2025 meeting.	
<b>CONCLUSION</b> <b>10:35 a.m.</b>		

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 Jeff Mason, Chairman

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 Jimmy Johnson, Secretary



# EMERGENCY/CONTINUITY OF OPERATIONS PLAN

Adopted by: \_\_\_\_\_

Adopted on: \_\_\_\_\_

The following signatures are provided as proof that the following **Continuity of Operations and Resumption Plan** has been approved and adopted by the Upper Cumberland Development District/Human Resource Agency on the recorded date.

\_\_\_\_\_  
Preparer Signature/HR Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chairman Signature

\_\_\_\_\_  
Date



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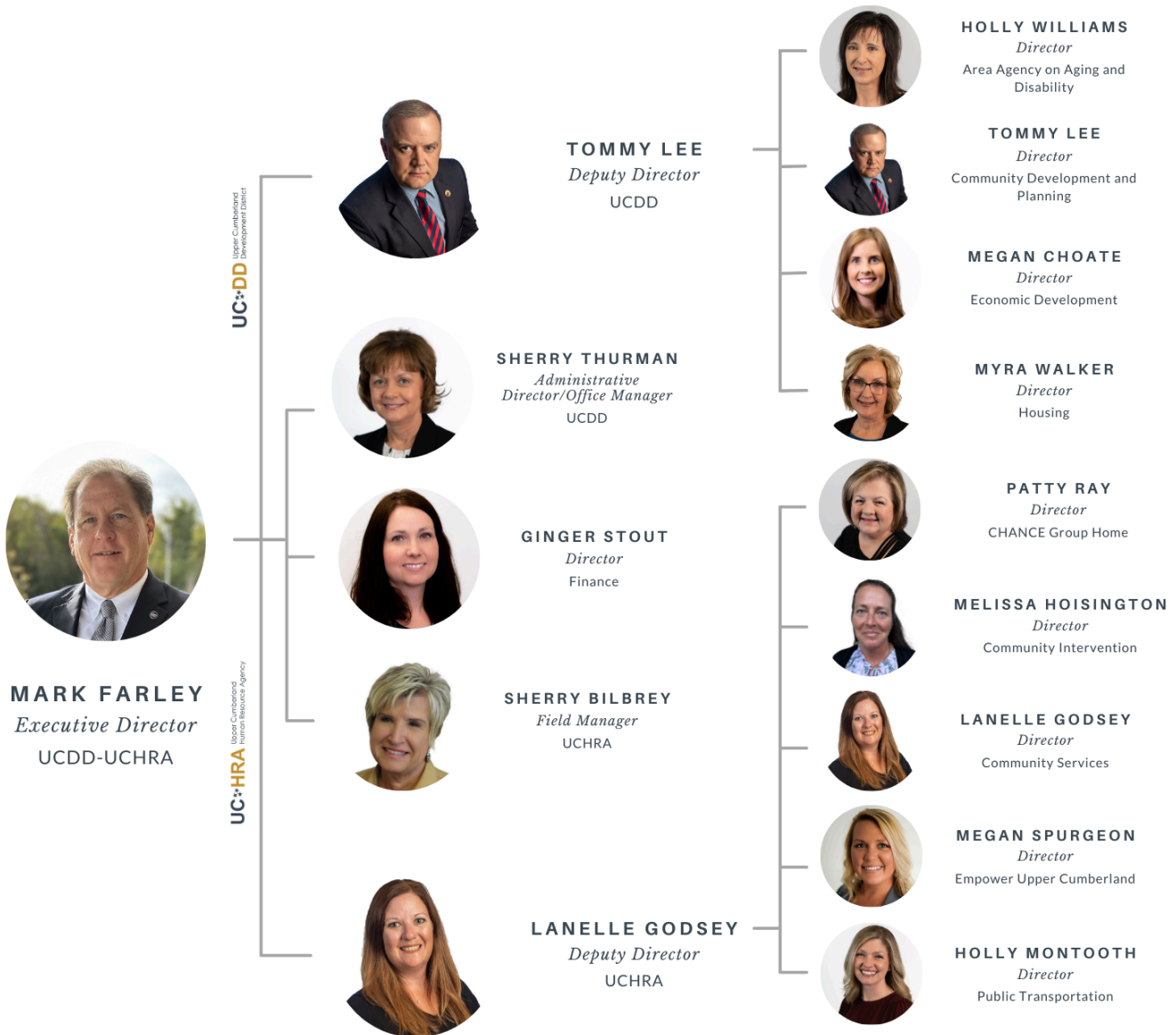


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*If staff does not wish to comply with the recommendation of the Safety Officer/Designated Staff for Non-Work Related injury/illness they will be asked to sign a Hold Harmless Agreement.*



## UCDD & UCHRA CHAIN OF COMMAND/STRUCTURE



## UCDD/UCHRA OFFICE LOCATIONS & CONTACT INFORMATION

<b>UCDD/Administrative Offices of UCHRA</b> 1104 England Dr. Cookeville, TN 38501 P: (931) 432-4111	<b>Cannon Co.   Amber Milligan, Co. Coord.</b> 301 W. Main St./Adams Memorial Bldg., Room 302 Woodbury, TN 37190 P: (615) 563-2916
<b>Clay Co.   Tonya Spears, Co. Coord.</b> 601 Brown St. Celina, TN 38551 P: (931) 243-3674	<b>Cumberland Co.   Jamie Edwards, Co. Coord.</b> 1720 West Ave. Crossville, TN 38555 P: (931) 456-0691
<b>Dekalb Co.   Karen Phillips, Co. Coord.</b> 726 S. Congress Blvd. Smithville, TN 37166 P: (615) 597-4504	<b>Fentress Co.   Carol Watson, Co. Coord.</b> 308 Main St. S., Ste. 101 Jamestown, TN 38556 P: (931) 879-8040
<b>Jackson Co.   Brandi Adcock, Co. Coord.</b> 744 School Dr. Gainesboro, TN 38562 P: (931) 268-9840	<b>Macon Co.   Katia Givens, Co. Coord.</b> 607 Highway 52 By-Pass Lafayette, TN 37083 P: (615) 666-3377
<b>Overton Co.   Renea Stover, Co. Coord.</b> 106 W. Henson St. Livingston, TN 38570 P: (931) 823-7323	<b>Pickett Co.   Jennifer Flowers, Co. Coord</b> Byrdstown Community Center/105 S. Main St., Room #6 Byrdstown, TN 38549 P: (931) 864-6540
<b>Putnam Co.   Misty Johnson, Co. Coord.</b> 580 S. Jefferson Ave., Suite B Cookeville, TN 38501 P: (931) 528-1127	<b>Putnam County DRC</b> 580 S. Jefferson Ave., Suite B Cookeville, TN 38501 P: (931) 528-1127
<b>Putnam Co. Fleet Maint.   Riley Sparks</b> 5698 S. Jefferson Ave. Cookeville, TN 38501 P: (931) 520-9594	<b>Putnam County: Chance   Brenda Miller</b> 1744 Deberry Rd./P.O. Box 8 Bloomington Springs, TN 38545-0008 P: (931) 526-4565
<b>Smith Co.   Laura Andrus, Co. Coord.</b> 120 Pauline Gore Way, Ste. A Carthage, TN 37030 P: (615) 735-0476	<b>Smith County DRC</b> 120 Pauline Gore Way, Ste. A Carthage, TN 37030 P: (615) 735-0476
<b>Van Buren Co.   Darleen Hunter, Co. Coord.</b> 779 Old McMinnville Hwy. Spencer, TN 38585 P: (931) 946-7151	<b>Van Buren Co. Head Start   Elsie Blaylock</b> 24038 State Route 30 Spencer, TN 38585 P: (423) 881-5182   F: (423) 881-5292
<b>Warren Co.   Carrie Baker, Co. Coord.</b> 201 Locust St. McMinnville, TN 37110 P: (931) 473-6652	<b>Warren County DRC</b> 124 Hobson. St. McMinnville, TN 37110 P: (931) 520-9566
<b>White Co.   Sheila Robinson, Co. Coord.</b> 826 Valley View Dr. Sparta, TN 38583 P: (931) 738-6255	

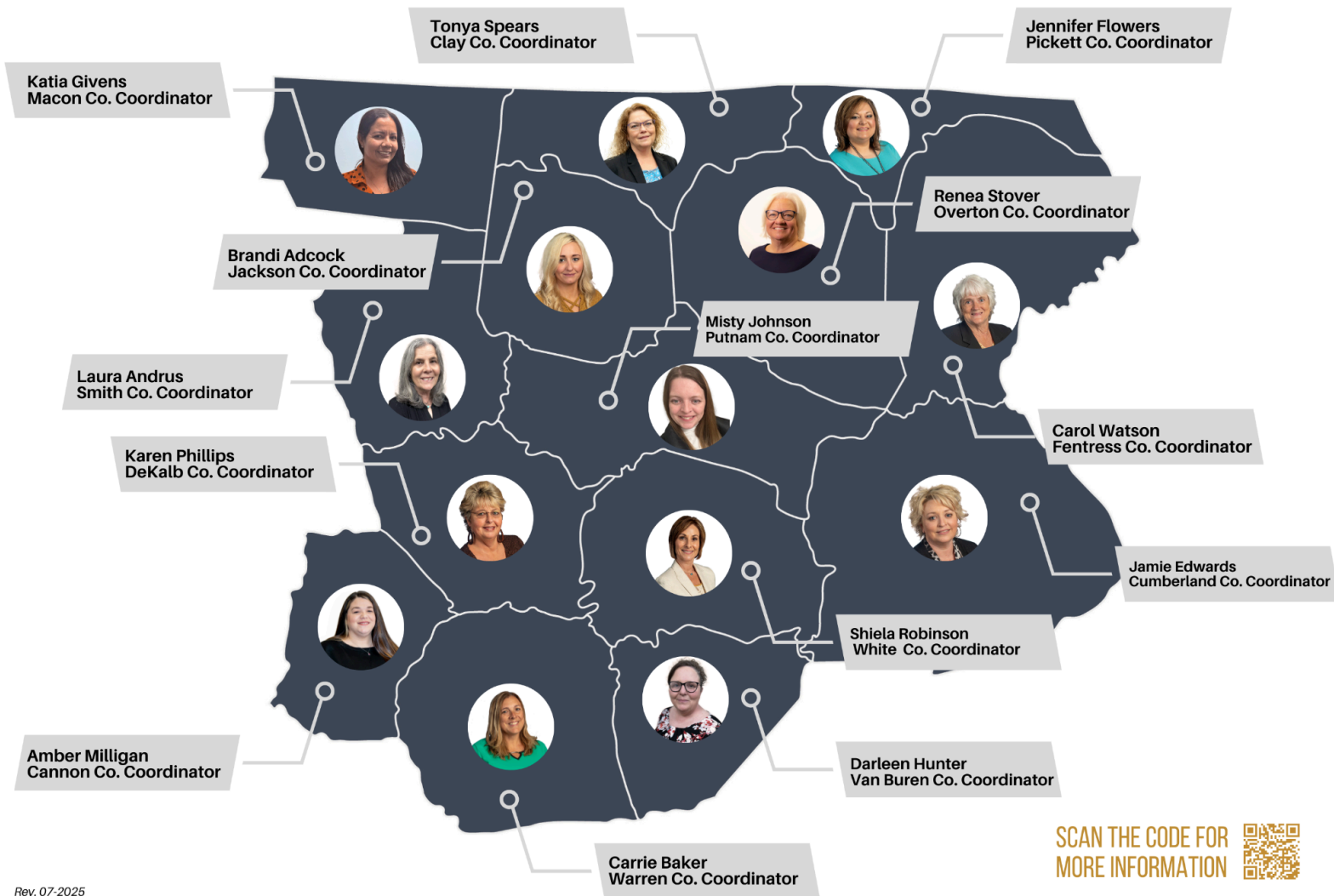




## UCDD/UCHRA OFFICE LOCATIONS MAP



### County Coordinators by location



Rev. 07-2025

SCAN THE CODE FOR  
MORE INFORMATION



## AGENCY LEADERSHIP CONTACT INFORMATION

Mark Farley, Executive Director (931) 510-4467	
Ginger Stout, Finance Director (931) 267-3295	
Lewis Betterton, IT Director (931) 252-7456	
Tammy Kulpa, Human Resources (931) 650-0050 Nestor Chavez, Human Resources (931) 267-1235	
Amye Anderson, Communications Coordinator (931) 476-4116	
Sherry Thurman Administrative Services Director (931) 476-4113	Sherry Bilbrey Field Manager (931) 349-4093
Tommy Lee, UCDD Deputy Director/Planning & Community Development (931) 979-2170	LaNelle Godsey UCHRA Deputy Director/Community Services Director (931) 267-8089
Myra Walker Director of Housing (931) 260-4872	Holly Montooth Public Transportation Director (931) 265-0283
Megan Choate Director of Lending & Economic Development (931) 510-4674	Megan Spurgeon Empower UC Director (931) 267-3446
Holly Williams AAAD Director (931) 476-4136	Melissa Hoisington Community Intervention Director (931) 265-0679
Patty Ray CHANCE Group Home Director (931) 528-1127	

## POLICY STATEMENT

It is the policy of the Upper Cumberland Development District (UCDD) and Upper Cumberland Human Resource Agency (UCHRA) to have in place a comprehensive and effective plan to ensure the continuity of essential functions under any circumstance. The changing threat environment and recent emergencies have shifted awareness to the need for Emergency/Continuity of Operations Plan capabilities that enable the agencies to continue their essential functions across a broad spectrum of emergencies.



## PLAN TO STAY IN BUSINESS

If this location is not accessible we will operate from the location below:

Business Name: Upper Cumberland Development District (UCDD)  
Address: 1104 England Dr.  
City, State, Zip Code: Cookeville, TN 38501  
Telephone Number: 931-432-4111

Business Name: Upper Cumberland Human Resource Agency (UCHRA)  
Address: 580 S. Jefferson Ave., Ste. B  
City, State, Zip Code: Cookeville, TN 38501  
Telephone Number: 931-528-1127  
*UCHRA is a nonprofit organization.*

**The following person is our primary crisis manager and will serve as the company spokesperson in an emergency:**

UCDD & UCHRA
Primary Emergency Contact: <b>Mark Farley</b> Telephone Number: 931-432-4111   Alternative Number: 931-510-4467 Email: mfarley@ucdd.org

**If the person is unable to manage the crisis, the person(s) below will succeed in management:**

UCDD	UCHRA
Secondary Emergency Contact: <b>Sherry Thurman</b> Phone: 931-432-4111 Alt. Phone: 931-510-4281 Email: sthurman@ucdd.org	Secondary Emergency Contact: <b>Sherry Bilbrey</b> Phone: 931-528-1127 Alt. Phone: 931-349-4093 Email: sbilbrey@uchra.com

## EMERGENCY CONTACT INFORMATION

- **Dial 9-1-1** in an Emergency
- Non-Emergency Police or Fire: 931-526-2125
- Agency Insurance Provider: Sprouse Insurance 931-949-6026

## OUR CRITICAL OPERATIONS

The following is a prioritized list of our critical operations, staff and procedures we need to recover from a disaster:

- Operation: personnel, data
- Staff in Charge: Directors, Lewis Betterton
- Action Plan: see attached



## UCDD/UCHRA PROTOCOL FOR EMERGENCIES

In the event operations at either UCDD or UCHRA or a satellite location are impeded due to a natural or man-made disaster, the following chain of communications should be adhered to:

1. First, the employee making the discovery must:
  - ☐ Alert their immediate supervisor and/or the primary and secondary contacts (listed on page 8) of the situation and advise if an extended closure of the impacted office is necessary.
    - For example, in the event an office experiences flooding due to burst pipes, staff are advised to first take care to avoid contact with any live wires, unseen tripping hazards, etc., and locate the water shut-off valve; turning off the water to prevent additional flooding while proceeding through the Protocol for Emergencies.
    - *Staff should familiarize themselves with the locations of the water shut-off valves, and breaker boxes and be prepared to access these areas in the event of an emergency.*
  - ☐ Additionally, the relevant deputy director and department director(s) (i.e. Community Services, Public Transportation, etc.) should be notified.
2. Second, all staff operating out of the affected office should be alerted of the impact on that location's operations (i.e. office closure, damages, alternative operating procedures, etc.). A separate attachment in the Appendix section of this document lists identified alternate operating sites for each county office.
  - ☐ At this time, IT should be notified/advised if call forwarding should be implemented and
  - ☐ The Communications Coordinator should be notified to ensure prompt communication to media outlets, social media channels, agency websites as necessary.
3. Third, staff are to:
  - ☐ Begin contacting clients who have in-person appointments scheduled and advise of the temporary changes in location (i.e. visiting a nearby county office, etc.)
  - ☐ Transportation, depending on the scenario, will continue to transport clients. *It is important to clarify if the Driver Discretion protocol is in effect.* While transportation calls to the impacted county office may be forwarded to the Transportation Call Center, Call Center staff may be limited on how effectively they are able to provide targeted transportation assistance to clients.

**Important note:** UCHRA county office locations are leased by UCHRA.

- ☐ The building's owner must be contacted to coordinate needs, repairs, and target date of reoccupation of damaged facilities. *The UCHRA Field Manager can assist with this.*

The designated emergency personnel groups have the responsibility for implementation, operation of the Agency's programs, accountability, and emergency functions. Operational capacity must be obtained within 12 hours. These individuals will designate staff to assist in their areas of responsibility.



## **PLAN TO STAY IN BUSINESS - County offices/satellite locations**

*This section is primarily for UCHRA county office staff use.*

In the event circumstances require the closure of an office for more than 24 hours (e.g. office flooding, prolonged severe weather events such as ice and snow storms) the designated point of contact within the impacted satellite location (e.g. UCHRA county coordinator or other designated employee) will be responsible for communicating any operational disruptions (e.g. office closures) with the agency's primary and secondary emergency contacts as well as any pertinent department directors (i.e. Community Services, Public Transportation, Empower Upper Cumberland, etc.) to further tailor the response and mitigation to the unique circumstances impacting otherwise normal operations.

*In the following pages, the plans for various emergency scenarios can and should be tailored to meet the unique needs and features of secondary locations. Within those plans, the "administrator/designee" role falls to that office's county coordinator or senior-most role within that location.*

## **ACTIVATION IMPLEMENTATION**

To ensure a logical sequence of events in the emergency plan, the following shall occur:

- ☐ Notify alternate facility managers of impending activation and relocation requirements
- ☐ Notify the appropriate agencies of the relocation decision and the time of execution
- ☐ Activate plans, procedures and schedules to transfer activities, personnel, records and equipment to alternate operating facility
- ☐ Instruct all emergency and non-emergency personnel on what they are to do
- ☐ Assemble necessary documents and equipment required to continue performance of essential operations at the alternate operating facility
- ☐ Order equipment and supplies, if not in place
- ☐ Transport documents and designated communications, automated data processing and other equipment to the alternate operating facility
- ☐ Secure essential operations at the normal operating facility if available, until the alternate facility is operational
- ☐ Advise alternate operating facility manager(s) on the status of personnel
- ☐ Provide guidance to other key staff and non-emergency personnel employees
- ☐ Identify replacements for missing personnel
- ☐ Commence full execution of essential operations at alternate operating facilities
- ☐ Notify all appropriate agencies immediately of the Agency's alternate location, operational and communications status and anticipated duration of relocation if known
- ☐ Communicate schedules to phase down alternate facility operations and return activities, personnel, records and equipment to the primary facility
- ☐ Inform all personnel that the threat of or actual emergency no longer exists and provide instructions for resumption of normal operations
- ☐ Supervise the orderly return to the normal operating facility, or movement to other temporary or permanent facility/ies using a phased approach
- ☐ Report status of relocation to agencies if applicable
- ☐ Determine, plan and proceed with the resumption of normal operations, and
- ☐ Conduct a post-emergency review of operations and procedures



**EVACUATION PLAN FOR: 1104 England Dr, Cookeville, TN 38501**

We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock. We have located, copied, and posted building and site maps. Exits are clearly marked. We will practice evacuation procedures four (4) times a year.

If we must leave the workplace quickly in case of a fire, we have a designated meeting space in the back parking lot area.

Warning System: Intercom Paging System

We will test the warning system and record results four (4) times a year.

Assembly Site: Rear (North) Parking Lot

Assembly Site Manager & Alternate: Sherry Thurman (UCDD), Sherry Bilbrey (UCHRA), and Safety Committee Chair

Responsibilities Include:

- Roll call
- Contacting appropriate agency staff as needed

Shut Down Manager & Alternate: Mark Farley and Sherry Thurman (UCDD)/Mark Farley and Sherry Bilbrey (UCHRA)

Responsibilities Include:

- Determining if the agency should close
- Contacting UCDD and/or UCHRA Board Members; pertinent city and/or county mayors, etc.
- Contacting directors of agency to assign duties as needed

The Safety Committee is responsible for issuing “all clear.”

**SHELTER IN PLACE PLAN FOR: 1104 England Dr., Cookeville TN 38501**

We have located, copied, and posted building and site maps. We will practice shelter procedures two (2) times a year.

If we must take shelter quickly in case of a tornado, all agency staff have a designated room inside the central location (middle of the building). Currently, it is the four (4) bathrooms in the middle of the building. No windows are in the designated rooms. *See map list on page 26.*

Warning System: Intercom System: NOAA Weather Radios

We will test the warning system and record results twice yearly.

1. Storm Shelter Location: Four (4) Bathrooms in the center of the building.
2. “Seal the Room” Shelter Location: Four (4) Bathrooms in the center of the building.
3. Shelter Location and Alternate: Sherry Thurman and Safety Committee Chair
4. Responsibilities include:
  - a. Maintaining sign-in sheet
  - b. Receptionist announcing tornado/tornado drill
  - c. Lock-down mode until all is clear



- d. Shutdown Manager and Alternate: Mark Farley and Sherry Thurman (UCDD)/Mark Farley and Sherry Bilbrey (UCHRA)
  - i. Responsibilities Include:
    1. Determining if the building is safe to remain in if a tornado occurs
    2. Designating appropriate staff if needed for triage (nurses, safety committee)
    3. Mark Farley and the Safety Committee is responsible for issuing “all clear”

## COMMUNICATION OF EMERGENCY PLANS

We will communicate our emergency plans with co-workers in the following way:

- Annual training
- Employee handbook
- Periodic drills
- Email alerts regarding inclement weather forecasts

In the event of a disaster, we will communicate with employees in the following way:

- Verbal
- Cell phones, if possible
- Landlines, if possible
- Email, if possible
- Internet
- Media

## CYBER SECURITY

*The following measures are implemented to enhance cyber security for UCDD and UCHRA.*

### Firewall

There are three levels of firewall protection at each organization:

- TwinLakes Point of Entry Xyel Router restricting inbound and outbound traffic
- Unify Dream Machine Pro - router restricting ports for both inbound and outbound traffic
- Comodo - Software-based firewall restricting inbound and outbound traffic

### Google Workspace Environment

SPF, DKIM, and DMARC records are established to reduce unwanted emails. Domain whitelist and blacklist are maintained for all domains. Web apps are limited to a need basis. Multi-Factor Authentication is implemented for email (2023), secure apps, and Administrative consoles.

### Antivirus

Comodo Antivirus runs aggressive antivirus protection on all PCs. Incident monitoring is integrated into this system.

### End User Protection

Ethical Phishing is implemented to train users on phishing risk and proper email use. Passwords are required for PC access and data-sensitive applications. Users do not have administrative access.



**Data Protection**

Local data is backed up daily to an external drive. External hard drives are encrypted and PIN code protected. Local backups are stored off-site in a fireproof safe. Google Workspace data is backed up nightly. Backups are completed by two separate parties.

**Disaster Mitigation**

In the event of a disaster, our infrastructure strives to reduce its impact on daily operations. To achieve this goal the following procedures are in place:

**Infrastructure inventory**

Inventory will be maintained to facilitate the quick recovery of damaged networked assets. While it is not fiscally feasible to keep a large inventory of PCs, we do maintain a dozen. Network Inventory is distributed between two locations. Because the same infrastructure is used at all locations, assets can be redistributed geographically if need be. Further, this also allows us to seamlessly move staff geographically.

**Phone Systems**

The following offices use Twin Lakes phone services.

- UCDD
- UCHRA Central
- UCHRA, Jackson, Clay, Overton, Fentress, CHANCE, Cannon, Van Buren, Garage, Pickett

Sites on this service have the following functionality:

- IT Staff remote access to phone systems
- Remote site phone usage
- Routing of any extension





## CALL FORWARDING INSTRUCTIONS

Secondary sites have specific processes for call forwarding should operations close at the site.  
*The below list is in progress.*

County	Provider	Provider Contact	Pin Access	Call Forwarding	Remote Call Forwarding Unavailable
Cannon	Remote Twin Lakes			IT Staff Reroute	
Clay	Twin Lakes		1359, 13579, or 135790	IT Staff Reroute	
Cumberland	Ben Lomand		1359, 13579, or 135790	IT Staff Reroute	
DeKalb	DTC	(615) 529-2955	1359, 13579, or 135790	From the phone press CFWD type "8" followed by the long-distance number. Press "#" to save.	X
Fentress	Twin Lakes		1359, 13579, or 135790	IT Staff Reroute	
Jackson	Twin Lakes		1359, 13579, or 135790	IT Staff Reroute	
Macon	North Central Telephone	(615) 529-2955	1359, 13579, or 135790	IT Staff Reroute	
Overton	Twin Lakes		1359, 13579, or 135790	IT Staff Reroute	
Pickett	Twin Lakes		1359, 13579, or 135790	IT Staff Reroute	
Putnam	Twin Lakes		1359, 13579, or 135790	IT Staff Reroute	
Smith	DTC	(615) 529-2955	1359, 13579, or 135790	From the phone press CFWD type "8" followed by the long-distance number. Press "#" to save.	X
Van Buren	Remote Twin Lakes			IT Staff Reroute	
Warren DRC	Remote Twin Lakes			IT Staff Reroute	
Warren	Ben Lomand		1359, 13579, or 135790	IT Staff Reroute	
White	Ben Lomand	(931) 738-2201	1359, 13579, or 135790	IT Staff Reroute	
Chance Girls Home	Twin Lakes		1359, 13579, or 135790	IT Staff Reroute	
Van Buren Co. Head Start	Bledsoe Tel Coop	(423) 447-2121	1359, 13579, or 135790		X
Garage	Remote Twin Lakes			IT Staff Reroute	
Call Center 800	Number Barn			IT via portal	



**AREA AGENCY ON AGING AND DISABILITY (AAAD)  
EMERGENCY MANAGEMENT PLAN (UCDD-only)**



1. Purposes:
  - a. Plan has been formulated to:
    - i. Implement resources and disaster preparedness
    - ii. Assign areas of responsibilities
    - iii. Identify and describe the availability of resources and services to be provided.
2. Considerations/Pre-planning/Organizations:
  - a. Aging Director, Assistant Director and/or the Senior Center Services Coordinator will contact senior center directors in counties affected by the disaster for assessment of need and for coordination of assistance.
3. Changes/Updates:
  - a. Changes and updates will be included during an annual review of the Emergency Management Plan in May of each year.
4. Geographical Area Covered:
  - a. The information contained in this plan is applicable to only the Upper Cumberland 14-county area, encompassing the counties of Cannon, Clay, Cumberland, DeKalb, Fentress, Jackson, Macon, Overton, Pickett, Putnam, Smith, Van Buren, Warren, and White.
5. Personnel:
  - a. AAAD Director: Holly Williams
    - i. 1104 England Dr., Cookeville, TN 38501
    - ii. Work: (931) 476-4136
    - iii. Cell: (931) 252-0582
  - b. AAAD Assistant Director: Kelly Clarkson
    - i. 1104 England Dr., Cookeville, TN 38501
    - ii. Work: (931) 476-4139
    - lii. Cell: (931) 261-1844
  - c. AAAD Disaster Preparedness Coordinator/Emergency Services Coordinator: Chrystal Harris
    - i. 1104 England Dr, Cookeville, TN 38501
    - ii. Work: (931) 476-4119
    - iii. Cell: (931) 224-4641
  - d. AAAD Disaster Preparedness Coordinator/Emergency Services Coordinator  
Alternate: Emily Sells
    1. 1104 England Dr, Cookeville, TN 38501
    2. Work: (931) 476-4138
    3. Cell: (931) 267-8563



6. Coordination:

The personnel will contact the nearest senior center for the affected county, who in turn will contact the following in that designated county:

- Local Law Enforcement (as needed)
- Emergency Medical Personnel (as needed)
- Fire Department (as needed) or as indicated in their individual Disaster Preparedness Plan Center

In the event of an emergency or disaster in the 14-county Upper Cumberland area, the following steps will be taken on behalf of older persons and adults with disabilities in the affected communities:

- Senior center director(s) in the affected county will attempt to contact members by phone to assess needs. Local law enforcement will be notified of unaccounted-for seniors. Options Counselors and Public Conservators will contact home-bound clients to assess needs and determine safety. The AAAD will work with DDA to coordinate TEMA efforts in affected areas.

Coordination with Agencies:

The AAAD has an ongoing working relationship with locally elected public officials in that the county executive/mayor(s) serves on the Board of Directors of the Upper Cumberland Development District. Additionally, the AAAD has worked with numerous other agencies in providing educational information, training, and technical assistance. Law enforcement staff are invited to participate in Vulnerable Adult Abuse Training, etc.

7. Working With Media: Senior center directors will be provided information and asked to work with the local media. . The senior center will be listed in the media information as the local contact for victims.
8. Summary: The AAAD will participate in local emergency event planning, as applicable, such as the following: mock disaster drills, evacuation plans, etc. Additionally, the AAAD will encourage senior center directors to attend local planning meetings in their respective counties.

The AAAD will work closely with the state offices in the event of a disaster and/or emergency. Any relevant data or information will be forwarded to the State Agency:

**Tennessee Department of Disability and Aging**  
Andrew Jackson Building; 502 Deaderick St., 9th Floor  
Nashville, TN 37243  
Phone: (615) 741-2056



## **EMPOWER UPPER CUMBERLAND DISASTER RECOVERY/CONTINUATION OF OPERATIONS PLAN (UCHRA-Only)**

1. Purposes:
  - a. The plan has been formulated to:
    - i. Implement resources and disaster preparedness
    - ii. Assign areas of responsibilities
    - iii. Identify and describe the availability of resources and services to be provided.
2. Considerations/Pre-planning/Organizations:
  - a. Empower Upper Cumberland Director has coordinated with the Leadership Team across all partners to ensure the continuity of operations and to ensure that services are not interrupted to the greatest extent possible when there is a natural disaster, epidemic, outbreak, or pandemic that prevents face-to-face contact or large social gatherings.
3. Continuation Plan:
  - a. All staff are equipped with equipment that allows them to work remotely and meet virtually with participants in the event of a disaster.
  - b. Approved policies through this grant allow for the purchase of laptops and remote equipment for participants so that programs such as Circles USA, Highlands Training Center, WCTE, and TTU ILPs can continue without interruption.
  - c. Empower UC will use available resources such as Google Meet, Zoom, Facebook groups, and other means of virtual communication to engage families remotely to safely provide or continue services; strengthen relationships within families; better support student learning outside of the school setting; and provide families with the tools and resources to bridge communication.
4. Participant Feedback Plan:
  - a. Should Empower UC have to implement these strategies to continue operations, participants will be surveyed through the program's case management platform to provide feedback on how the processes can be improved. The platform allows for communication via email and text message which allows for multiple avenues for families to respond to elevate their needs and concerns.



## UCDD & UCHRA EVACUATION ROUTE NOTIFICATION

Evacuation route maps have been posted and the following information is marked (as available): emergency exits, primary and secondary evacuation routes, locations of fire extinguishers, fire alarm pull station locations, assembly points, and shelter-in-place locations.

Site personnel should know at least two (2) evacuation routes. Site personnel should ensure that all on-site employees are familiar with the above-listed items as well as where evacuation maps are posted.

## EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel include medical, fire, severe weather, bomb threat, chemical spill, structure climbing/descending, extended power loss, etc.

Other: \_\_\_\_\_  
(e.g., terrorist attack, hostage-taking, etc.)

All emergencies should be reported to the on-site designated official, the HR/Safety Coordinator, and the Executive Director and Deputy Director.

### EMERGENCY PHONE NUMBERS

Fire Department: \_\_\_\_\_  
Paramedics: \_\_\_\_\_  
Ambulance: \_\_\_\_\_  
Police: \_\_\_\_\_  
Federal Protective Service: \_\_\_\_\_  
Security: \_\_\_\_\_  
Building manager: \_\_\_\_\_  
Owner of building: \_\_\_\_\_

### UTILITY COMPANY EMERGENCY CONTACTS

(Specify the name of the company, phone number, and point of contact.)

Electric: \_\_\_\_\_  
Water: \_\_\_\_\_  
Gas (if applicable): \_\_\_\_\_  
Telephone company: \_\_\_\_\_  
Fire system: \_\_\_\_\_



## UCDD & UCHRA SAFETY PLAN FIRE EVACUATION

UCDD's/UCHRA's goal in case a fire occurs would be to evacuate the building as quickly and safely as possible. The following is a plan to be carried out in case of an emergency:

- ☐ Activate the nearest fire alarm (if installed)
- ☐ **Notify the local fire department/call 9-1-1.**
- ☐ If the fire alarm is not available, notify site personnel of the fire emergency
  - ☐ Voice communication
  - ☐ Phone paging
  - ☐ Radio
  - ☐ Other: \_\_\_\_\_
- ☐ Fight the fire only if:
  - ☐ The fire department has been notified
  - ☐ The fire is small and not spreading to other areas
  - ☐ Escaping the area is possible by backing up to the nearest exit
  - ☐ The fire extinguisher is in working condition and personnel are trained to use it
- ☐ Upon notification of the fire emergency, occupants must:
  - ☐ Leave the building using the designated routes
  - ☐ Assemble in the designated area
  - ☐ Remain outside until the competent authority (designated official or designee) announce it is safe to re-enter
- ☐ Designated official, emergency coordinator, or supervisors must:
  - ☐ Coordinate an orderly evacuation
  - ☐ Perform an accurate headcount of personnel reported to the designated area
  - ☐ Provide fire department personnel with necessary information about the facility
- ☐ Area/floor monitors must:
  - ☐ Ensure all employees have evacuated the area/floor
  - ☐ Report any problems to the emergency coordinator at the assembly area
- ☐ Assistance to persons with limited mobility
  - ☐ Assist all physically-challenged/persons with limited mobility in an emergency evacuation

*\*\*An evacuation route map is located throughout the building, designating how each individual should exit. If that route is blocked, take the safest route possible.*

*\*\*Exiting the building calmly and safely will help each individual reach safety.*

## FIRE SAFETY STEPS FOR UCDD AND/OR UCHRA

- Fire drills will be performed at least four (4) times per year.
- Smoke detectors are tested often and batteries are changed at least once per year
- Emergency lights are checked monthly



## IN CASE OF FIRE

Evacuate as soon as possible. If smoke is present, drop to the floor and crawl (the cleanest air is near the floor). If your clothing catches on fire: Stop, drop to the floor, and roll until the fire is out. Never go back into a burning building. **Call 9-1-1** immediately!

## FIRE AND EMERGENCY EXIT MAPS

See page 26.

## EXTENDED POWER LOSS

In the event of extended power loss, certain precautionary measures should be taken (depending on the geographical location and environment of the facility). Unnecessary electrical equipment and appliances should be turned off in the event that a power restoration would surge, causing damage to electronics and sensitive equipment. Upon restoration of heat and power, fire and water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and the water turned back on.

## LOCKDOWN PROCEDURE

UCDD's/UCHRA's goal is to keep staff, visitors, and vendors safe from harm in the event of an emergency. Suppose there is immediate danger inside or outside the building due to a hostile or armed intruder. In that case, the following procedure should be followed:

- ☐ When a lockdown is deemed necessary, the administrator or designee will alert employees that we are in lockdown mode. The administrator or designee will notify local emergency responders of the emergency.
- ☐ The administrator will lock all entrances to the building. Once the alarm has sounded and local emergency responders have been notified, the administrator or designee will announce the lockdown and give instructions. The administrator or designee will then direct all staff and identifiable visitors to the nearest office or secured place. If you are in an office or secure place, remain there until an "all clear" has been announced.
- ☐ Once inside an office or secure place, lock all doors if possible and turn off all lights. Stay away from doors and windows. Get down on the floor or under a desk. Do not use cell phones or office phones and remain very quiet until the "all clear" has been announced. Keep out of sight. DO NOT respond to anyone at the door unless the "all clear" has been given. REMAIN CALM. Once the "all clear" has been announced, report to the rear (North) parking lot for a roll call.

## LOCKDOWN/SAFE ROOM MAPS

See page 26.



## BOMB THREAT PLAN

UCDD's/UCHRA's goal in case of a bomb threat would be to ensure the safety of the occupants of the building. Most bomb threats are usually received by telephone, but they may also be received by note, letter, or email. The following is a plan to be carried out in case of such an emergency. If you receive a bomb threat, get as much information from the caller as possible. Take good notes when talking to the person on the telephone. Keep the caller on the line, and write down everything that is said. Be aware of background noise, special voice characteristics, music, machinery, or other sounds. If you are at work, have a co-worker **call 9-1-1 immediately**. Plan how you are going to alert your co-workers. If you receive a bomb threat, do not touch any suspicious packages. Clear the area around the suspicious package, and notify the police immediately! Do not touch or attempt to move a suspicious package. Call for help and evacuate the building. All staff and visitors should move to the rear parking lot until the Directors give an "all clear" to re-enter the building.

Designated area for all staff: Rear Parking Lot (UCDD)

## BOMB THREAT CHECKLIST

- ☐ The exact time of call: \_\_\_\_\_
- ☐ Exact words of caller: \_\_\_\_\_

Questions to ask:

- ☐ When is the bomb going to explode? \_\_\_\_\_
- ☐ Where is the bomb? \_\_\_\_\_
- ☐ What does it look like? \_\_\_\_\_
- ☐ What kind of bomb is it? \_\_\_\_\_
- ☐ What will cause it to explode? \_\_\_\_\_
- ☐ Did you place the bomb? \_\_\_\_\_
- ☐ Why? \_\_\_\_\_
- ☐ Where are you calling from? \_\_\_\_\_
- ☐ What is your address? \_\_\_\_\_
- ☐ What is your name? \_\_\_\_\_
- ☐ Were there any background noises? \_\_\_\_\_
- ☐ If the voice is familiar, who did it sound like? \_\_\_\_\_
- ☐ The person receiving the call: \_\_\_\_\_
  - ☐ Date and time: \_\_\_\_\_
  - ☐ Telephone number: \_\_\_\_\_

Caller's voice (check all that apply):

- |                                  |                                   |                                    |
|----------------------------------|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Calm    | <input type="checkbox"/> Broken   | <input type="checkbox"/> Lisp      |
| <input type="checkbox"/> Slow    | <input type="checkbox"/> Giggling | <input type="checkbox"/> Excited   |
| <input type="checkbox"/> Crying  | <input type="checkbox"/> Accent   | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Angry    | <input type="checkbox"/> Sincere   |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Rapid    | <input type="checkbox"/> Squeaky   |
| <input type="checkbox"/> Deep    | <input type="checkbox"/> Stressed | <input type="checkbox"/> Normal    |
| <input type="checkbox"/> Loud    | <input type="checkbox"/> Nasal    |                                    |





## CHEMICAL SPILL/HAZARDOUS MATERIALS INCIDENT PLAN

When a large chemical spill has occurred:

- ☐ Immediately notify the designated official and emergency coordinator
- ☐ Contain the spill with available equipment (e.g., pads, brooms, absorbent powder, etc.)
- ☐ Secure the area and alert other site personnel
- ☐ Do not attempt to clean the spill unless trained to do so
- ☐ Attend to injured personnel and call the medical emergency number, if required
- ☐ Evacuate the building as necessary
- ☐ **Contact Human Resources, Safety Officer, or Office Manager to locate a local spill cleanup company or the fire department to perform a large chemical (e.g. mercury) spill cleanup**
  - ☐ Phone: \_\_\_\_\_

When a small chemical spill has occurred:

- ☐ Notify the emergency coordinator and/or supervisor
- ☐ If toxic fumes are present, secure the area (with caution tape or cones) to prevent other personnel from entering
- ☐ Deal with the spill in accordance with the instructions described in the MSDS
- ☐ Small spills must be handled in a safe manner, while wearing the proper PPE
- ☐ Review the general spill cleanup procedures

The following are locations of:

- Spill containment and security equipment: \_\_\_\_\_
- PPE (Personal Protective Equipment): \_\_\_\_\_
- MSDS: \_\_\_\_\_

## TORNADO PLAN

UCDD's/UCHRA's goal in case of a tornado would be to ensure the safety of the occupants of the building. The following is a plan to be carried out in case of such an emergency. When a warning is issued by sirens or other means, seek an inside shelter. Consider the following:

- ☐ Go to the designated tornado safe room immediately
  - ☐ Small interior rooms on the lowest floor and without windows,
  - ☐ Hallways on the lowest floor away from doors and windows, and
  - ☐ Rooms constructed with reinforced concrete, brick, or block with no windows
- ☐ Stay away from outside walls and windows
- ☐ Use arms to protect head and neck
- ☐ Remain sheltered until the tornado threat is announced to be over

## EARTHQUAKE PLAN

Stay calm and await instructions from the emergency coordinator or the designated official. Keep away from overhead fixtures, windows, filing cabinets, and electrical power. Assist people



with disabilities in finding a safe place. Evacuate as instructed by the emergency coordinator and or the designated official.

## **FLOOD PLAN**

If indoors, be ready to:

- ☐ Evacuate as directed by the emergency coordinator and/or the designated official
- ☐ Follow the recommended primary or secondary evacuation routes

If outdoors:

- ☐ Climb to higher ground and stay there
- ☐ Avoid walking or driving through flood waters
- ☐ If car stalls, abandon it immediately and climb to higher ground

In the event of flooding occurring within an office/agency facility resulting from burst pipes, locate the water valve and shut off the water. Be alert to avoid contact with live wires, trip hazards, or other hazards. Alert your supervisor(s) and executive director immediately.

## **INCLEMENT WEATHER**

Employees should use their discretion when inclement weather, such as snowy/icy conditions, is present unless otherwise directed by supervisors. Inclement weather may sometimes result in a deviation from regular operations including operating routes, operating/business hours, scheduled events, program distributions, etc. In some instances, inclement weather may result in the closing of agency office(s). If the state closes office in Middle Tennessee, all UCDD/UCHRA offices will also be closed. A notice will be shared with employees at the time of the closure announcement.

***Refer to “PLAN TO STAY IN BUSINESS - County offices/satellite locations” on page 11 of this document for additional information.***



## UCDD/UCHRA PROTOCOL FOR MEDICAL EMERGENCIES

Work-Related Injuries/Illness: Any injury that requires more than basic first aid should be reported to Human Resources and/or the agency Office Manager within 24 hours.

Immediately call the medical emergency phone number(s) as needed (paramedics, ambulance, fire department, other) and provide the following information: nature of the medical emergency, location of the emergency (address, building, room number), and your name and phone number from which you are calling.

Do not move the victim unless absolutely necessary. Call the following personnel trained in CPR and first aid to provide required assistance prior to the arrival of professional medical assistance.

Name: _____	Number: _____
Name: _____	Number: _____
Name: _____	Number: _____

If trained personnel are unavailable, at a minimum, the following assistance should be attempted:

- Stop blood loss with firm pressure on the wound(s), taking care to avoid contact with blood or bodily fluids.
- Clear air passages using the Heimlich Maneuver (abdominal thrusts) if the victim is choking.

If rendering assistance to someone exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid **only if trained and qualified**.

Environmental incidents while on the job; Contact HR for MSDS Data Sheets

Non-Work Related Injuries/Illness: Report to Safety Officers or designated staff (Program Directors and Assistant Directors)



## UCDD/UCHRA EXIT/SAFE ROOM LOCATIONS

*See attached maps and county-specific emergency plan information for exit/safe room locations and locations of first aid equipment (as available) within UCDD and UCHRA offices.*

UCDD	UCDD	Pg. 27
UCHRA (Central Office/Putnam County)	UCHRA	Pg. 55-56
Cannon County	UCHRA	Pg. 28
Chance Residential	UCHRA	Pg. 57-58
Clay County	UCHRA	Pg. 31
Cumberland County	UCHRA	Pg. 34
DeKalb County	UCHRA	Pg. 37
Fentress County	UCHRA	Pg. 40
Jackson County	UCHRA	Pg. 43
Macon County	UCHRA	Pg. 46
Overton County	UCHRA	Pg. 49
Pickett County	UCHRA	Pg. 52
Smith County	UCHRA	Pg. 59
Van Buren County	UCHRA	Pg. 63
Van Buren County Head Start	UCHRA	Pg. 65
Warren County	UCHRA	Pg. 87
White County	UCHRA	Pg. 90



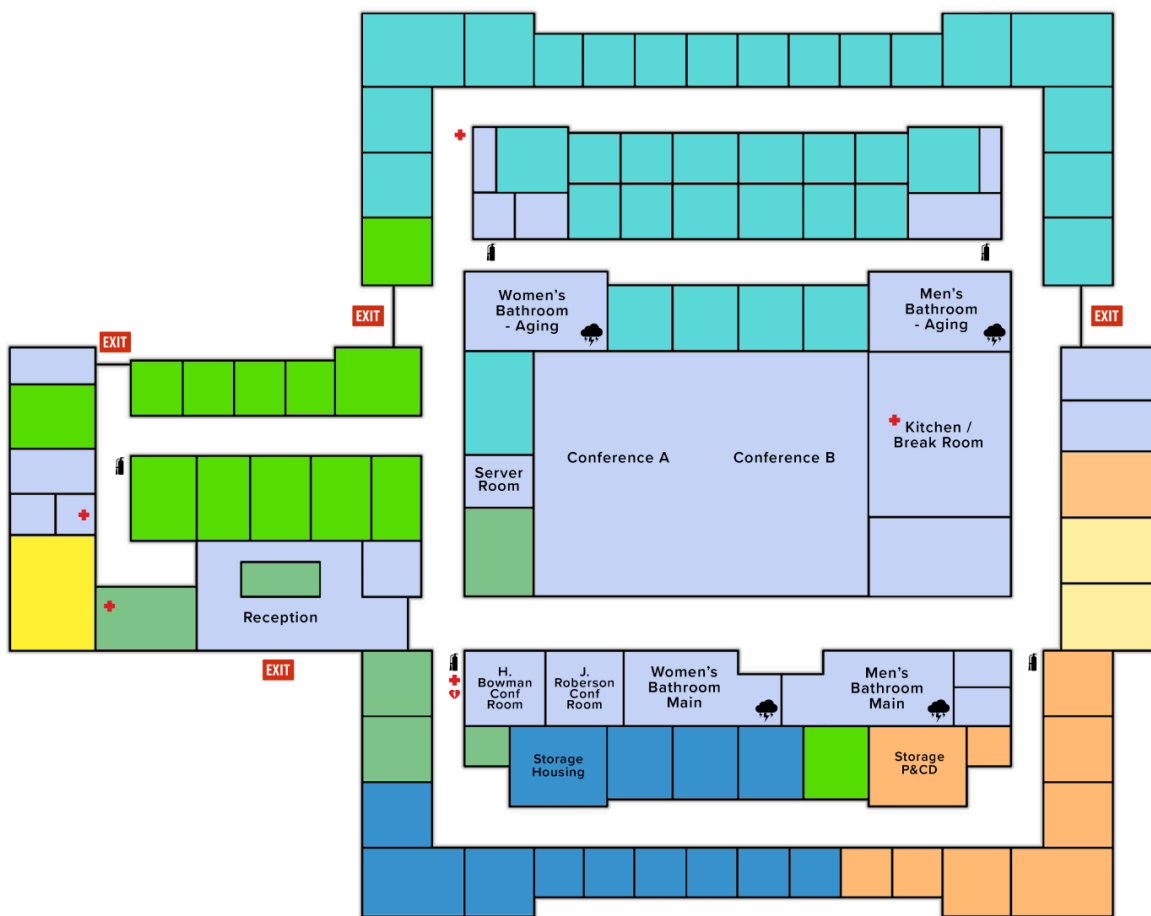
# FIRE, EMERGENCY EXIT, TORNADO, AND LOCKDOWN MAP

## UCDD Building

1104 England Drive,  
Cookeville, TN 38501

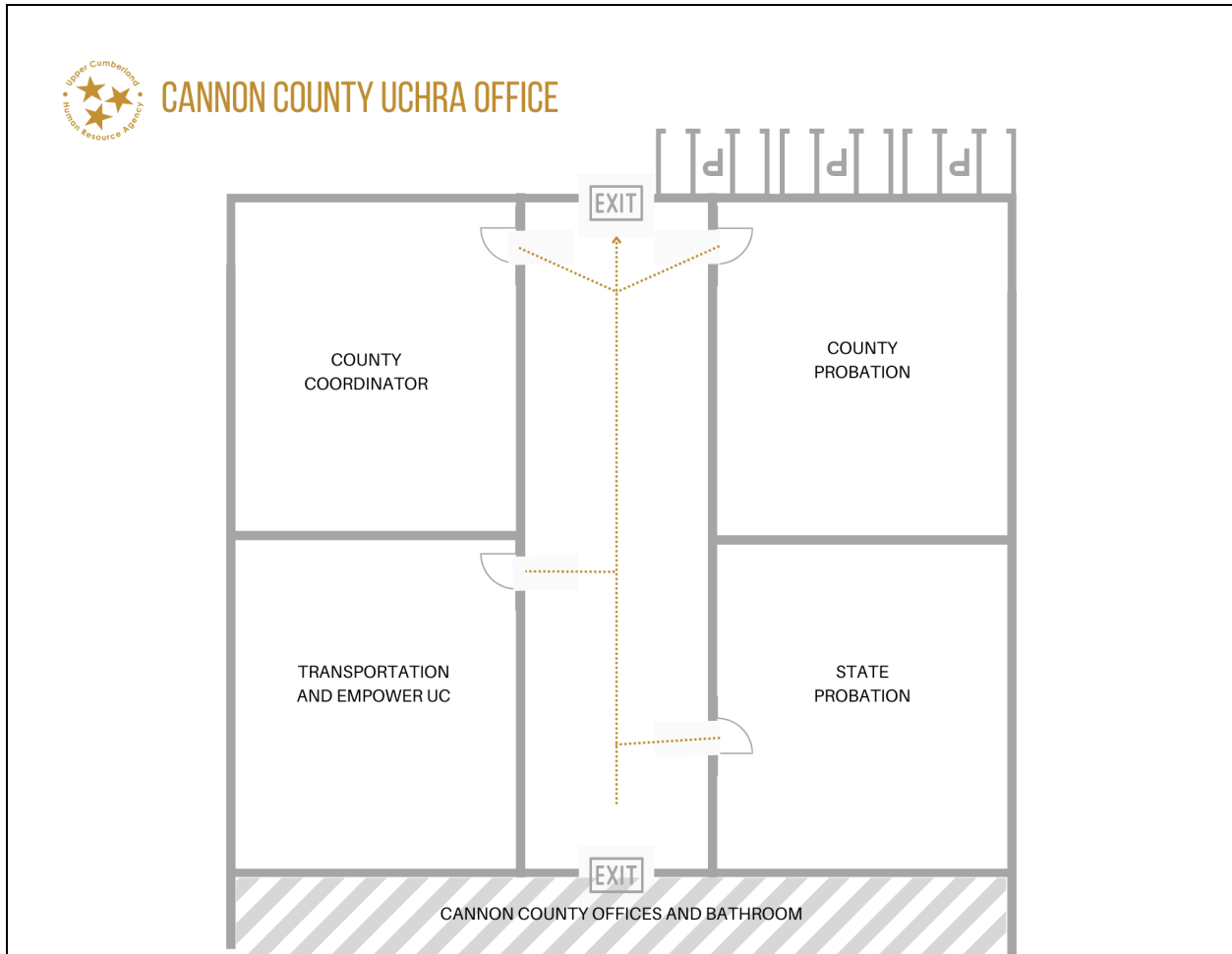
### Department

AAAD	P&CD
Admin	Finance
Lending	Housing
Director	Common



	Fire Extinguisher		First Aid
	Emergency Exit		AED
	Tornado/Lockdown Area		





## CANNON COUNTY

Phone: (615) 563-2916

Address: 301 W. Main St./Adams Memorial Bldg., Room 302; Woodbury, TN 37190

## EMERGENCY CONTACT INFORMATION

- **Dial 9-1-1** in an Emergency
- Non-Emergency Police or Fire: See below
- Agency Insurance Provider: Sprouse Insurance 931-949-6026

## EMERGENCY PHONE NUMBERS

Fire Department: 911/615-563-4158

Paramedics: 911/615-563-4158

Ambulance: 911/615-563-4158

Police: Woodbury Police Dept. 911/615-563-5940

Federal Protective Service: 1-877-437-7411

Security: 615-563-2320

Building manager: Greg Mitchell 615-563-2320 or 615-563-3068

Owner of building: Cannon County 615-563-3068



UTILITY COMPANY EMERGENCY CONTACTS *(Specify the name of the company, phone number, and point of contact.)*

Electric: MTEMC 877-777-9020

Water: City of Woodbury Water Dept. 615-580-9281

Gas (if applicable): N/A

Telephone company: DTC 615-597-2955

Fire system: Security Equipment Company 931-473-6300

EVACUATION PLAN FOR: Cannon County UCHRA

We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock. We have located, copied, and posted building and site maps. Exits are clearly marked. We will practice evacuation procedures four (4) times a year.

If we must leave the workplace quickly in case of a fire, we will meet have a designated meeting space in the parking lot area.

Warning System: Intercom Paging System

We will test the warning system and record results four (4) times a year.

Assembly Site: Parking Lot Area

Assembly Site Manager & Alternate: County Coordinator or alternate.

Responsibilities Include:

- Roll call
- Contacting appropriate agency staff as needed

Shut Down Manager & Alternate: Mark Farley and Sherry Thurman (UCDD)/Mark Farley and Sherry Bilbrey (UCHRA)

Responsibilities Include:

- Determining if the agency should close
- Contacting UCDD and/or UCHRA Board Members; pertinent city and/or county mayors, etc.
- Contacting directors of the agency to assign duties as needed

The County Coordinator or alternate is responsible for issuing “all clear.”

SHELTER IN PLACE PLAN FOR: Cannon County UCHRA

We have located, copied, and posted building and site maps. We will practice shelter procedures two (2) times a year.

If we must take shelter quickly in case of a tornado, all agency staff have a designated room inside the central location (middle of the building). No windows are in the designated rooms. *See map list on page 26.* Warning System: NOAA Weather Radios.

We will test the warning system and record results twice yearly.



- Storm Shelter Location: Windowless room in the center of the building.
- “Seal the Room” Shelter Location: Windowless room in the center of the building.
- Shelter Location and Alternate: County Coordinator or Alternate
- Responsibilities include:
  - Maintaining sign-in sheet
  - Receptionist announcing tornado/tornado drill
  - Lock-down mode until all is clear
  - Shutdown Manager and Alternate: Mark Farley and Sherry Bilbrey (UCHRA)
    - Responsibilities Include:
      - Determining if the building is safe to remain in if a tornado occurs
      - Designating appropriate staff if needed for triage (nurses, safety committee)

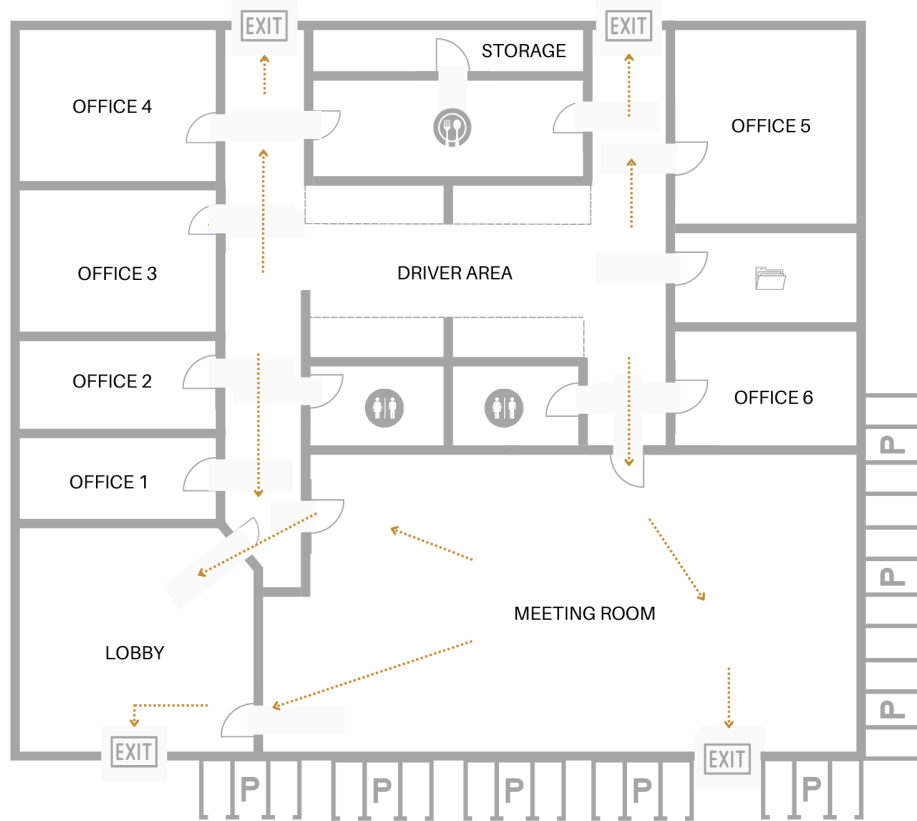
County Coordinator or alternate is responsible for issuing “all clear”.







## CLAY COUNTY UCHRA OFFICE



### CLAY COUNTY

Phone: (931) 243-3674

Address: 601 Brown St.; Celina, TN 38551

### EMERGENCY CONTACT INFORMATION

- **Dial 9-1-1** in an Emergency
- Non-Emergency Police or Fire: See below
- Agency Insurance Provider: Sprouse Insurance 931-949-6026

### EMERGENCY PHONE NUMBERS

Fire Department: 931-243-3266/911

Paramedics: 931-243-3147/911

Ambulance: 931-243-3147/911

Police: 931-243-3266

Federal Protective Service: 1-877-437-7411

Security: N/A

Building manager: Ricky Melton 931-260-7014

Owner of building: Ricky Melton 931-260-7014



UTILITY COMPANY EMERGENCY CONTACTS *(Specify the name of the company, phone number, and point of contact.)*

Electric: Tri-County Electric 1-800-369-2111 x350 or x554

Water: City of Celina Water 931-243-2115

Gas (if applicable): N/A

Telephone company: Twin Lakes Telephone 931-243-2121

Fire system: N/A

EVACUATION PLAN FOR: Clay County UCHRA

We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock. We have located, copied, and posted building and site maps. Exits are clearly marked. We will practice evacuation procedures four (4) times a year.

If we must leave the workplace quickly in case of a fire, we have a designated meeting space in the front parking lot area.

Warning System: Intercom Paging System

We will test the warning system and record results four (4) times a year.

Assembly Site: Front (West) Parking Lot

Assembly Site Manager & Alternate: County Coordinator or alternate.

Responsibilities Include:

- Roll call
- Contacting appropriate agency staff as needed

Shut Down Manager & Alternate: Mark Farley and Sherry Thurman (UCDD)/Mark Farley and Sherry Bilbrey (UCHRA)

Responsibilities Include:

- Determining if the agency should close
- Contacting UCDD and/or UCHRA Board Members; pertinent city and/or county mayors, etc.
- Contacting directors of agency to assign duties as needed

The County Coordinator or alternate is responsible for issuing "all clear."

SHELTER IN PLACE PLAN FOR: Clay County UCHRA

We have located, copied, and posted building and site maps. We will practice shelter procedures two (2) times a year.

If we must take shelter quickly in case of a tornado, all agency staff have a designated room inside the central location (middle of the building). No windows are in the designated rooms. *See map list on page 26.* Warning System: NOAA Weather Radios.

We will test the warning system and record results twice yearly.



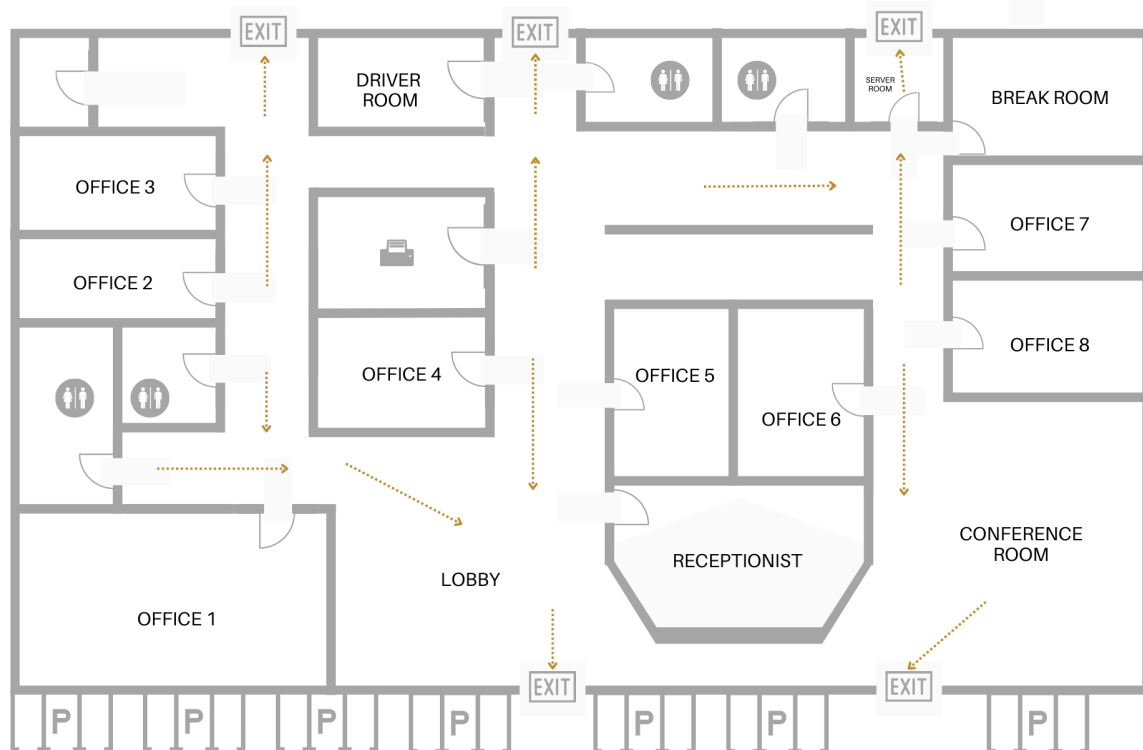
- Storm Shelter Location: Windowless room in the center of the building.
- “Seal the Room” Shelter Location: Windowless room in the center of the building.
- Shelter Location and Alternate: County Coordinator or Alternate
- Responsibilities include:
  - Maintaining sign-in sheet
  - Receptionist announcing tornado/tornado drill
  - Lock-down mode until all is clear
  - Shutdown Manager and Alternate: Mark Farley and Sherry Bilbrey (UCHRA)
    - Responsibilities Include:
      - Determining if the building is safe to remain in if a tornado occurs
      - Designating appropriate staff if needed for triage (nurses, safety committee)

County Coordinator or alternate is responsible for issuing “all clear”.





## CUMBERLAND COUNTY UCHRA OFFICE



### CUMBERLAND COUNTY

Phone: (931) 456-0691

Address: 1720 West Ave., Crossville, TN 38555

### EMERGENCY CONTACT INFORMATION

- **Dial 9-1-1** in an Emergency
- Non-Emergency Police or Fire: See below
- Agency Insurance Provider: Sprouse Insurance 931-949-6026

### EMERGENCY PHONE NUMBERS

Fire Department: 931-484-6144

Paramedics: 931-484-1044

Ambulance: 931-484-1044

Police: County 931-484-6126; City 931-484-7231

Federal Protective Service: 1-877-437-7411

Security: N/A

Building manager: David Otto 931-510-3070

Owner of building: David Otto 931-510-3070



UTILITY COMPANY EMERGENCY CONTACTS *(Specify the name of the company, phone number, and point of contact.)*

Electric: Volunteer Electric 931-484-3527

Water: City of Crossville 931-438-6864

Gas (if applicable): Middle Tennessee Natural Gas 931-438-6864

Telephone company: Ben Lomand Connect 931-484-5097

Fire system: N/A

EVACUATION PLAN FOR: Cumberland County UCHRA

We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock. We have located, copied, and posted building and site maps. Exits are clearly marked. We will practice evacuation procedures four (4) times a year.

If we must leave the workplace quickly in case of a fire, we have a designated meeting space in the parking lot area.

Warning System: Intercom Paging System

We will test the warning system and record results four (4) times a year.

Assembly Site: Parking Lot Area

Assembly Site Manager & Alternate: County Coordinator or alternate.

Responsibilities Include:

- Roll call
- Contacting appropriate agency staff as needed

Shut Down Manager & Alternate: Mark Farley and Sherry Thurman (UCDD)/Mark Farley and Sherry Bilbrey (UCHRA)

Responsibilities Include:

- Determining if the agency should close
- Contacting UCDD and/or UCHRA Board Members; pertinent city and/or county mayors, etc.
- Contacting directors of agency to assign duties as needed

The County Coordinator or alternate is responsible for issuing "all clear."

SHELTER IN PLACE PLAN FOR: Cumberland County UCHRA

We have located, copied, and posted building and site maps. We will practice shelter procedures two (2) times a year.

If we must take shelter quickly in case of a tornado, all agency staff have a designated room inside the central location (middle of the building). No windows are in the designated rooms. *See map list on page 26.* Warning System: NOAA Weather Radios.

We will test the warning system and record results twice yearly.



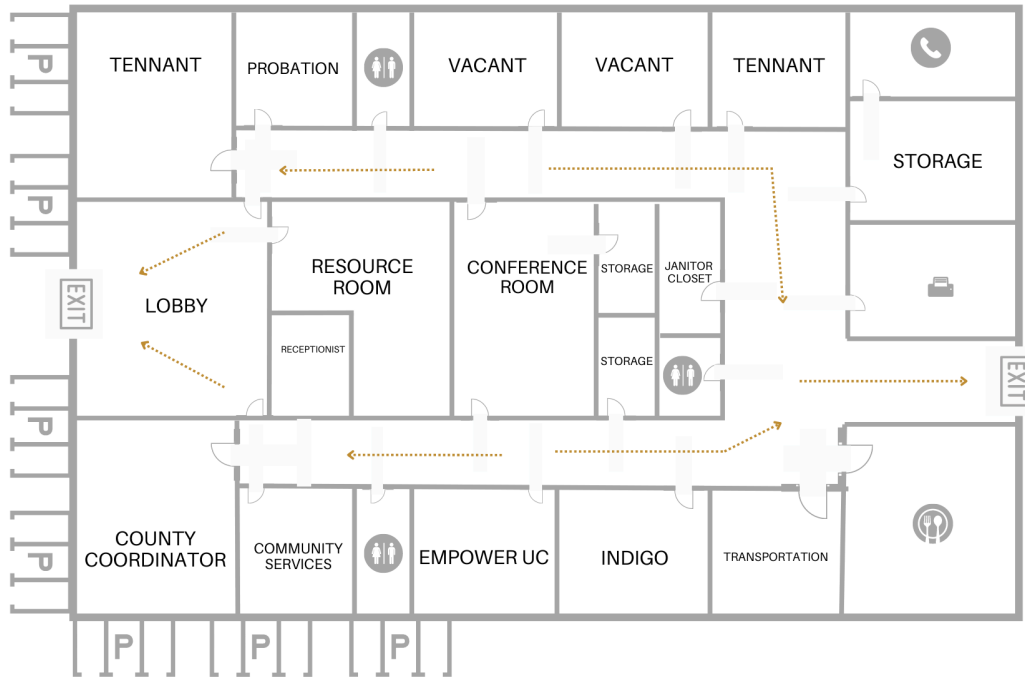
- Storm Shelter Location: Windowless room in the center of the building.
- “Seal the Room” Shelter Location: Windowless room in the center of the building.
- Shelter Location and Alternate: County Coordinator or Alternate
- Responsibilities include:
  - Maintaining sign-in sheet
  - Receptionist announcing tornado/tornado drill
  - Lock-down mode until all is clear
  - Shutdown Manager and Alternate: Mark Farley and Sherry Bilbrey (UCHRA)
    - Responsibilities Include:
      - Determining if the building is safe to remain in if a tornado occurs
      - Designating appropriate staff if needed for triage (nurses, safety committee)

County Coordinator or alternate is responsible for issuing “all clear”.





## DEKALB COUNTY UCHRA OFFICE



### DEKALB COUNTY

Phone: (615) 597-4504

Address: 726 S. Congress Blvd.; Smithville, TN 37166

### EMERGENCY CONTACT INFORMATION

- **Dial 9-1-1** in an Emergency
- Non-Emergency Police or Fire: 615-215-3000
- Agency Insurance Provider: Sprouse Insurance 931-949-6026

### EMERGENCY PHONE NUMBERS

Fire Department: 911/615-517-2631

Paramedics: 911/615-597-6768

Ambulance: 911/615-597-6768

Police: Sheriff 615-597-4935; City 615-597-4089

Federal Protective Service: 1-877-437-7411

Security: N/A

Building manager: Matt Adcock 931-982-0517

Owner of building: DeKalb County



UTILITY COMPANY EMERGENCY CONTACTS *(Specify the name of the company, phone number, and point of contact.)*

Electric: Smithville Electric 615-597-4735

Water: Smithville Water Dept. 615-597-6318, After hours 615-215-3000

Gas (if applicable): 1-8033-438-6864

Telephone company: DTC 615-683-4033 (24 hours), Office 615-683-1010

Fire system: Gemini Alarm System 931-691-0631

EVACUATION PLAN FOR: DeKalb County UCHRA

We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock. We have located, copied, and posted building and site maps. Exits are clearly marked. We will practice evacuation procedures four (4) times a year.

If we must leave the workplace quickly in case of a fire, we have a designated meeting space in the parking lot area.

Warning System: Intercom Paging System

We will test the warning system and record results four (4) times a year.

Assembly Site: Parking Lot Area

Assembly Site Manager & Alternate: County Coordinator or alternate.

Responsibilities Include:

- Roll call
- Contacting appropriate agency staff as needed

Shut Down Manager & Alternate: Mark Farley and Sherry Thurman (UCDD)/Mark Farley and Sherry Bilbrey (UCHRA)

Responsibilities Include:

- Determining if the agency should close
- Contacting UCDD and/or UCHRA Board Members; pertinent city and/or county mayors, etc.
- Contacting directors of agency to assign duties as needed

The County Coordinator or alternate is responsible for issuing "all clear."

SHELTER IN PLACE PLAN FOR: DeKalb County UCHRA

We have located, copied, and posted building and site maps. We will practice shelter procedures two (2) times a year.

If we must take shelter quickly in case of a tornado, all agency staff have a designated room inside the central location (middle of the building). No windows are in the designated rooms. *See map list on page 26.* Warning System: NOAA Weather Radios.

We will test the warning system and record results twice yearly.

- Storm Shelter Location: Windowless room in the center of the building.
- "Seal the Room" Shelter Location: Windowless room in the center of the building.





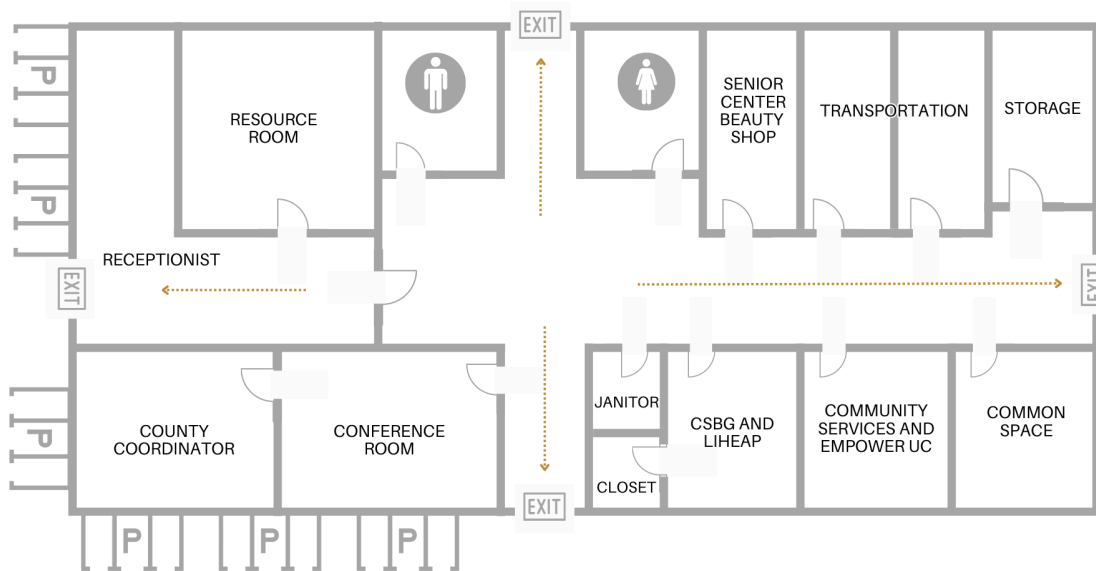
- Shelter Location and Alternate: County Coordinator or Alternate
- Responsibilities include:
  - Maintaining sign-in sheet
  - Receptionist announcing tornado/tornado drill
  - Lock-down mode until all is clear
  - Shutdown Manager and Alternate: Mark Farley and Sherry Bilbrey (UCHRA)
    - Responsibilities Include:
      - Determining if the building is safe to remain in if a tornado occurs
      - Designating appropriate staff if needed for triage (nurses, safety committee)

County Coordinator or alternate is responsible for issuing “all clear”.





## FENTRESS COUNTY UCHRA OFFICE



### FENTRESS COUNTY

Phone: (931) 879-8040

Address: 308 Main St. S., Ste. 101; Jamestown, TN 38556

### EMERGENCY CONTACT INFORMATION

- **Dial 9-1-1** in an Emergency
- Non-Emergency Police or Fire: See below.
- Agency Insurance Provider: Sprouse Insurance 931-949-6026

### EMERGENCY PHONE NUMBERS

Fire Department: 931-879-8310

Paramedics: 931-879-8147

Ambulance: 931-879-8147

Police: 931-879-8313

Federal Protective Service: 1-877-437-7411

Security: N/A

Building manager: Jimmy Johnson

Owner of building: Fentress County Government 931-879-7713



UTILITY COMPANY EMERGENCY CONTACTS *(Specify the name of the company, phone number, and point of contact.)*

Electric: Volunteer Electric 931-879-5853

Water: Jamestown Gas & Water 931-879-7560

Gas (if applicable): Jamestown Gas & Water 931-879-7560

Telephone company: Twin Lakes Telephone 931-879-5811

Fire system: Simplex 1-800-877-3624

EVACUATION PLAN FOR: Fentress County UCHRA

We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock. We have located, copied, and posted building and site maps. Exits are clearly marked. We will practice evacuation procedures four (4) times a year.

If we must leave the workplace quickly in case of a fire, we have a designated meeting space in the back parking lot area and safe room at the DHS building.

Warning System: Intercom Paging System

We will test the warning system and record results four (4) times a year.

Assembly Site: Parking Lot Area

Assembly Site Manager & Alternate: County Coordinator or alternate.

Responsibilities Include:

- Roll call
- Contacting appropriate agency staff as needed

Shut Down Manager & Alternate: Mark Farley and Sherry Thurman (UCDD)/Mark Farley and Sherry Bilbrey (UCHRA)

Responsibilities Include:

- Determining if the agency should close
- Contacting UCDD and/or UCHRA Board Members; pertinent city and/or county mayors, etc.
- Contacting directors of agency to assign duties as needed

The County Coordinator or alternate is responsible for issuing "all clear."

SHELTER IN PLACE PLAN FOR: Fentress County UCHRA

We have located, copied, and posted building and site maps. We will practice shelter procedures two (2) times a year.

If we must take shelter quickly in case of a tornado, all agency staff have a designated room inside the central location (middle of the building). No windows are in the designated rooms. See map list on page 26. Warning System: NOAA Weather Radios.

We will test the warning system and record results twice yearly.



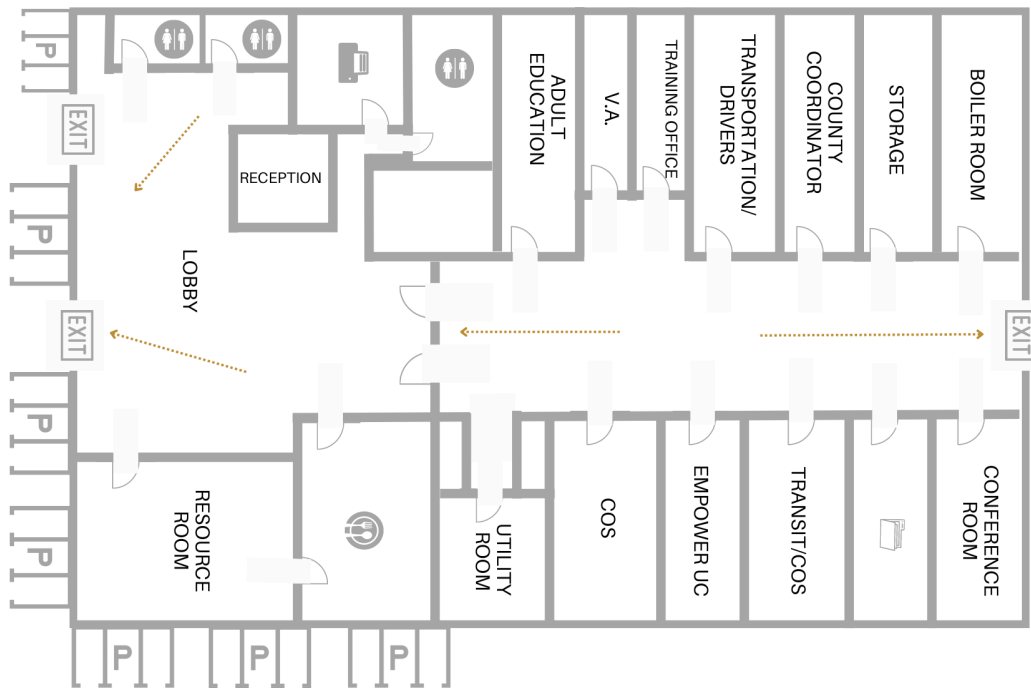
- Storm Shelter Location: Windowless room in the center of the building.
- “Seal the Room” Shelter Location: Windowless room in the center of the building.
- Shelter Location and Alternate: County Coordinator or Alternate
- Responsibilities include:
  - Maintaining sign-in sheet
  - Receptionist announcing tornado/tornado drill
  - Lock-down mode until all is clear
  - Shutdown Manager and Alternate: Mark Farley and Sherry Bilbrey (UCHRA)
    - Responsibilities Include:
      - Determining if the building is safe to remain in if a tornado occurs
      - Designating appropriate staff if needed for triage (nurses, safety committee)

County Coordinator or alternate is responsible for issuing “all clear”.





## JACKSON COUNTY UCHRA OFFICE



### JACKSON COUNTY

Phone: (931) 268-9840

Address: 744 School Dr.; Gainesboro, TN 38562

### EMERGENCY CONTACT INFORMATION

- **Dial 9-1-1** in an Emergency
- Non-Emergency Police or Fire: See below.
- Agency Insurance Provider: Sprouse Insurance 931-949-6026

### EMERGENCY PHONE NUMBERS

Fire Department: Central 931-268-0304

Paramedics: 931-268-3447 Jackson County Rescue

Ambulance: 931-268-3447 Jackson County Rescue

Police: 931-268-6226 Sheriff Dept.

Federal Protective Service: 1-877-437-7411

Security: N/A

Building manager: Jim Morgan 931-268-9172

Owner of building: Jackson County 931-268-0866



UTILITY COMPANY EMERGENCY CONTACTS *(Specify the name of the company, phone number, and point of contact.)*

Electric: UCEMC 800-261-2940

Water: Gainesboro Water and Sewer 931-268-9315

Gas (if applicable): N/A

Telephone company: Twin Lakes 931-268-9315

Fire system: N/A

EVACUATION PLAN FOR: Jackson County UCHRA

We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock. We have located, copied, and posted building and site maps. Exits are clearly marked. We will practice evacuation procedures four (4) times a year.

If we must leave the workplace quickly in case of a fire, we have a designated meeting space in the parking lot area.

Warning System: Intercom Paging System

We will test the warning system and record results four (4) times a year.

Assembly Site: Parking Lot Area

Assembly Site Manager & Alternate: County Coordinator or alternate.

Responsibilities Include:

- Roll call
- Contacting appropriate agency staff as needed

Shut Down Manager & Alternate: Mark Farley and Sherry Thurman (UCDD)/Mark Farley and Sherry Bilbrey (UCHRA)

Responsibilities Include:

- Determining if the agency should close
- Contacting UCDD and/or UCHRA Board Members; pertinent city and/or county mayors, etc.
- Contacting directors of agency to assign duties as needed

The County Coordinator or alternate is responsible for issuing "all clear."

SHELTER IN PLACE PLAN FOR: Jackson County UCHRA

We have located, copied, and posted building and site maps. We will practice shelter procedures two (2) times a year.

If we must take shelter quickly in case of a tornado, all agency staff have a designated room inside the central location (middle of the building). No windows are in the designated rooms. *See map list on page 26.* Warning System: NOAA Weather Radios.

We will test the warning system and record results twice yearly.



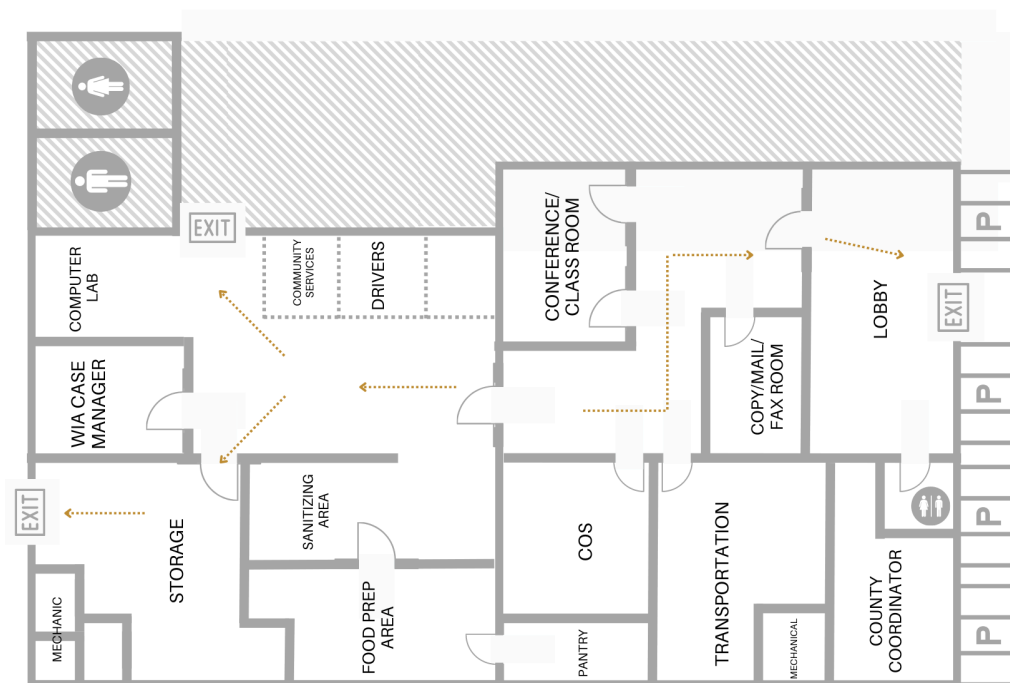
- Storm Shelter Location: Windowless room in the center of the building.
- “Seal the Room” Shelter Location: Windowless room in the center of the building.
- Shelter Location and Alternate: County Coordinator or Alternate
- Responsibilities include:
  - Maintaining sign-in sheet
  - Receptionist announcing tornado/tornado drill
  - Lock-down mode until all is clear
  - Shutdown Manager and Alternate: Mark Farley and Sherry Bilbrey (UCHRA)
    - Responsibilities Include:
      - Determining if the building is safe to remain in if a tornado occurs
      - Designating appropriate staff if needed for triage (nurses, safety committee)

County Coordinator or alternate is responsible for issuing “all clear”.





## MACON COUNTY UCHRA OFFICE



### MACON COUNTY

Phone: (615) 666-3377

Address: 607 Highway 52 By-Pass; Lafayette, TN 37083

### EMERGENCY CONTACT INFORMATION

- **Dial 9-1-1** in an Emergency
- Non-Emergency Police or Fire: See below.
- Agency Insurance Provider: Sprouse Insurance 931-949-6026

### EMERGENCY PHONE NUMBERS

Fire Department: 615-666-3535

Paramedics: 615-666-2324

Ambulance: 615-666-2324

Police: 615-666-4725

Federal Protective Service: 1-877-437-7411

Security:

Building manager: Steve Jones 615-572-0911

Owner of building: Macon County 615-666-2363





UTILITY COMPANY EMERGENCY CONTACTS *(Specify the name of the company, phone number, and point of contact.)*

Electric: Tri City Electric 800-369-2111

Water: City of Lafayette 615-666-4580

Gas (if applicable): 615-666-2194

Telephone company: North Central Telephone Cooperative) - 615-666-2151

Fire system:

EVACUATION PLAN FOR: Macon County UCHRA

We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock. We have located, copied, and posted building and site maps. Exits are clearly marked. We will practice evacuation procedures four (4) times a year.

If we must leave the workplace quickly in case of a fire, we have a designated meeting space in the parking lot area.

Warning System: Intercom Paging System

We will test the warning system and record results four (4) times a year.

Assembly Site: Parking Lot Area

Assembly Site Manager & Alternate: County Coordinator or alternate.

Responsibilities Include:

- Roll call
- Contacting appropriate agency staff as needed

Shut Down Manager & Alternate: Mark Farley and Sherry Thurman (UCDD)/Mark Farley and Sherry Bilbrey (UCHRA)

Responsibilities Include:

- Determining if the agency should close
- Contacting UCDD and/or UCHRA Board Members; pertinent city and/or county mayors, etc.
- Contacting directors of agency to assign duties as needed

The County Coordinator or alternate is responsible for issuing "all clear."

SHELTER IN PLACE PLAN FOR: Macon County UCHRA

We have located, copied, and posted building and site maps. We will practice shelter procedures two (2) times a year.

If we must take shelter quickly in case of a tornado, all agency staff have a designated room inside the central location (middle of the building). No windows are in the designated rooms. *See map list on page 26.* Warning System: NOAA Weather Radios.

We will test the warning system and record results twice yearly.



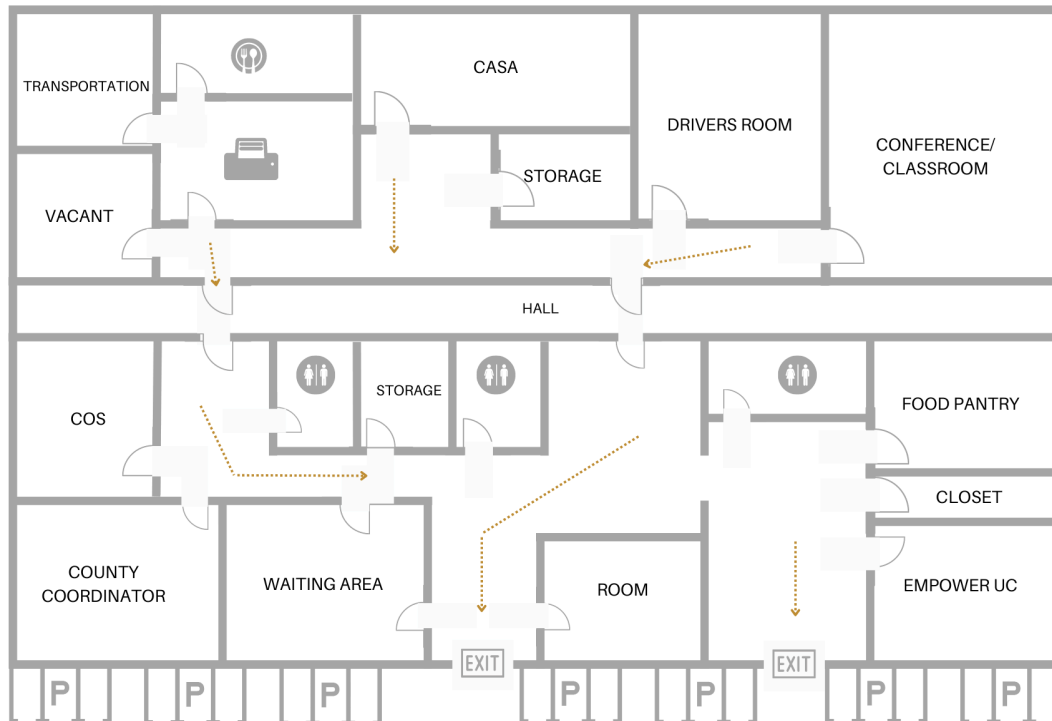
- Storm Shelter Location: Windowless room in the center of the building.
- “Seal the Room” Shelter Location: Windowless room in the center of the building.
- Shelter Location and Alternate: County Coordinator or Alternate
- Responsibilities include:
  - Maintaining sign-in sheet
  - Receptionist announcing tornado/tornado drill
  - Lock-down mode until all is clear
  - Shutdown Manager and Alternate: Mark Farley and Sherry Bilbrey (UCHRA)
    - Responsibilities Include:
      - Determining if the building is safe to remain in if a tornado occurs
      - Designating appropriate staff if needed for triage (nurses, safety committee)

County Coordinator or alternate is responsible for issuing “all clear”.





## OVERTON COUNTY UCHRA OFFICE



### OVERTON COUNTY

Phone: (931) 823-7323

Address: 106 W. Henson St.; Livingston, TN 38570

### EMERGENCY CONTACT INFORMATION

- **Dial 9-1-1** in an Emergency
- Non-Emergency Police or Fire: See below.
- Agency Insurance Provider: Sprouse Insurance 931-949-6026

### EMERGENCY PHONE NUMBERS

Fire Department: 931-823-2853 or 931-823-6496

Paramedics: 911

Ambulance: 911

Police: 931-823-6496; Sheriff 931-823-5635

Federal Protective Service: 1-877-437-7411

Security: 202-282-8000

Building manager: Amy Hollersl 931-510-4274

Owner of building: JAmy Hollersl 931-510-4274



UTILITY COMPANY EMERGENCY CONTACTS *(Specify the name of the company, phone number, and point of contact.)*

Electric: 931-823-8655

Water: 931-823-5278

Gas (if applicable): 931-823-5278 or 931-823-1269

Telephone company: 931-823-5511

Fire system: 931-537-6391

EVACUATION PLAN FOR: Overton County UCHRA

We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock. We have located, copied, and posted building and site maps. Exits are clearly marked. We will practice evacuation procedures four (4) times a year.

If we must leave the workplace quickly in case of a fire, we have a designated meeting space in the front parking lot area.

Warning System: Intercom Paging System

We will test the warning system and record results four (4) times a year.

Assembly Site: Front Parking Lot

Assembly Site Manager & Alternate: County Coordinator or alternate

Responsibilities Include:

- Roll call
- Contacting appropriate agency staff as needed

Shut Down Manager & Alternate: Mark Farley and Sherry Thurman (UCDD)/Mark Farley and Sherry Bilbrey (UCHRA)

Responsibilities Include:

- Determining if the agency should close
- Contacting UCDD and/or UCHRA Board Members; pertinent city and/or county mayors, etc.
- Contacting directors of agency to assign duties as needed

The County Coordinator or alternate is responsible for issuing "all clear."

SHELTER IN PLACE PLAN FOR: Overton County UCHRA

We have located, copied, and posted building and site maps. We will practice shelter procedures two (2) times a year.

If we must take shelter quickly in case of a tornado, all agency staff have a designated room inside the central location (middle of the building). No windows are in the designated rooms. *See map list on page 26.* Warning System: NOAA Weather Radios.

We will test the warning system and record results twice yearly.



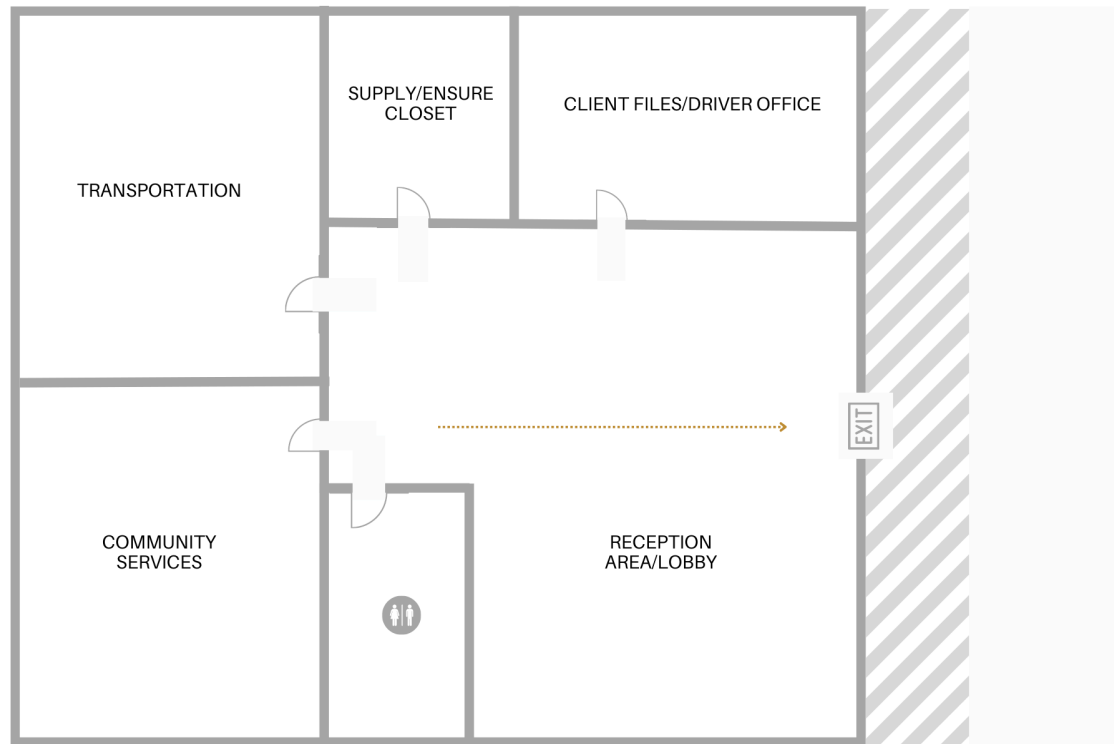
- Storm Shelter Location: Windowless room in the center of the building.
- “Seal the Room” Shelter Location: Windowless room in the center of the building.
- Shelter Location and Alternate: County Coordinator or Alternate
- Responsibilities include:
  - Maintaining sign-in sheet
  - Receptionist announcing tornado/tornado drill
  - Lock-down mode until all is clear
  - Shutdown Manager and Alternate: Mark Farley and Sherry Bilbrey (UCHRA)
    - Responsibilities Include:
      - Determining if the building is safe to remain in if a tornado occurs
      - Designating appropriate staff if needed for triage (nurses, safety committee)

County Coordinator or alternate is responsible for issuing “all clear”.





## PICKETT COUNTY UCHRA OFFICE



### PICKETT COUNTY

Phone: (931) 864-6540

Address: Byrdstown Community Center/105 S. Main St., Room #6; Byrdstown, TN 38549

### EMERGENCY CONTACT INFORMATION

- **Dial 9-1-1** in an Emergency
- Non-Emergency Police or Fire: See below.
- Agency Insurance Provider: Sprouse Insurance 931-949-6026

### EMERGENCY PHONE NUMBERS

Fire Department: Non-Emergency is 931-526-2125

Paramedics: Non-Emergency is 931-864-3181

Ambulance: 931-864-3181

Police: 931-864-3210

Federal Protective Service: 1-877-437-7411

Security: N/A

Building manager: Stephen Bilbrey County Executive 931-864-3798

Owner of building: Pickett County 931-864-3798



UTILITY COMPANY EMERGENCY CONTACTS *(Specify the name of the company, phone number, and point of contact.)*

Electric: Volunteer Energy Co-op, Shannon Rector 931-64-3685 ext: 8761

Water: Byrdstown, Water and Sewer 931-864-6215

Gas (if applicable): N/A

Telephone company: Twin Lakes 931-864-2151

Fire system: N/A

EVACUATION PLAN FOR: Pickett County UCHRA

We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock. We have located, copied, and posted building and site maps. Exits are clearly marked. We will practice evacuation procedures four (4) times a year.

If we must leave the workplace quickly in case of a fire, we have a designated meeting space in the parking lot area.

Warning System: Intercom Paging System

We will test the warning system and record results four (4) times a year.

Assembly Site: Parking Lot Area

Assembly Site Manager & Alternate: County Coordinator or alternate

Responsibilities Include:

- Roll call
- Contacting appropriate agency staff as needed

Shut Down Manager & Alternate: Mark Farley and Sherry Thurman (UCDD)/Mark Farley and Sherry Bilbrey (UCHRA)

Responsibilities Include:

- Determining if the agency should close
- Contacting UCDD and/or UCHRA Board Members; pertinent city and/or county mayors, etc.
- Contacting directors of agency to assign duties as needed

The County Coordinator or alternate is responsible for issuing "all clear."

SHELTER IN PLACE PLAN FOR: Pickett County UCHRA

We have located, copied, and posted building and site maps. We will practice shelter procedures two (2) times a year.

If we must take shelter quickly in case of a tornado, all agency staff have a designated room inside the central location (middle of the building). No windows are in the designated rooms. *See map list on page 26.* Warning System: NOAA Weather Radios.

We will test the warning system and record results twice yearly.

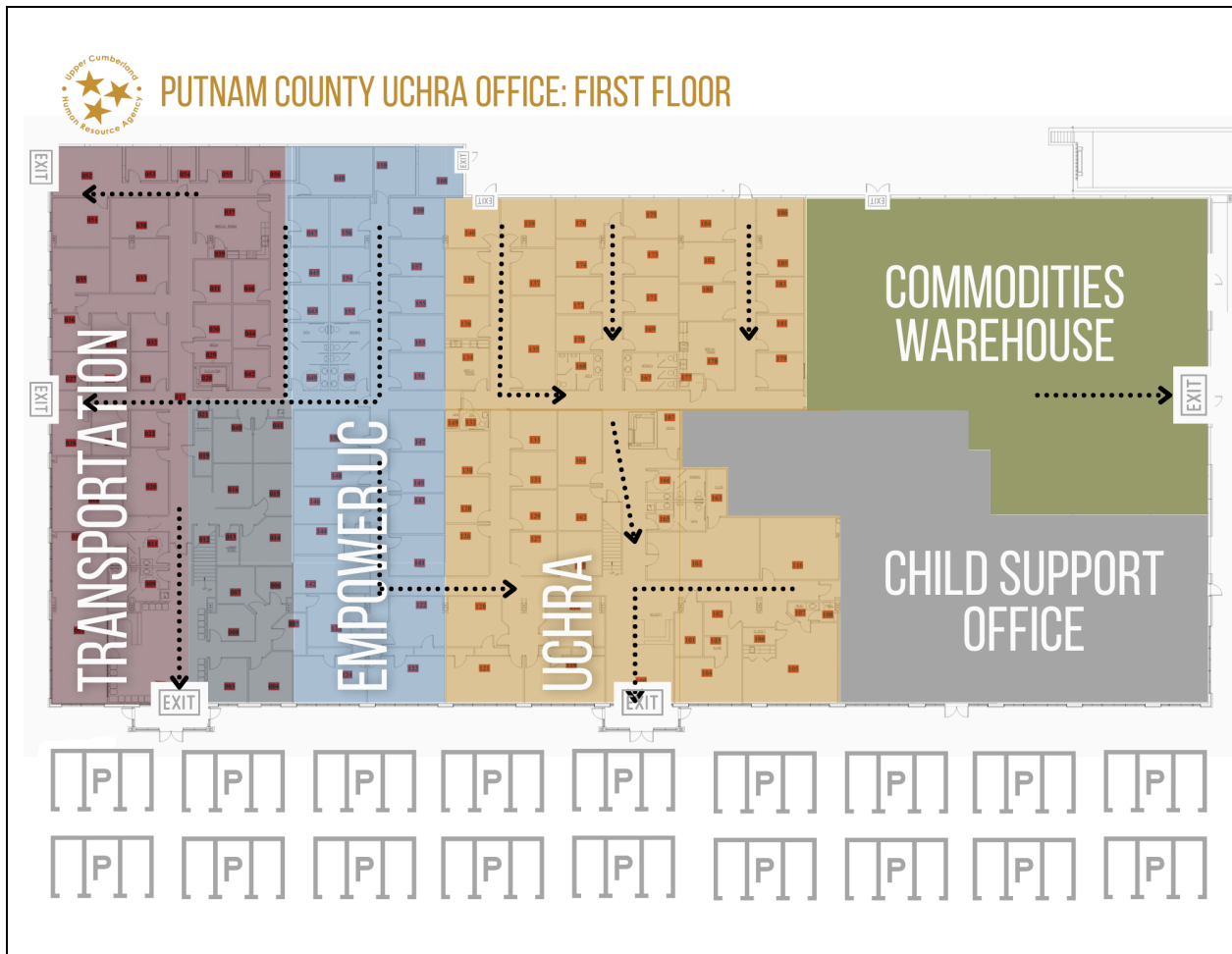


- Storm Shelter Location: Windowless room in the center of the building.
- “Seal the Room” Shelter Location: Windowless room in the center of the building.
- Shelter Location and Alternate: County Coordinator or Alternate
- Responsibilities include:
  - Maintaining sign-in sheet
  - Receptionist announcing tornado/tornado drill
  - Lock-down mode until all is clear
  - Shutdown Manager and Alternate: Mark Farley and Sherry Bilbrey (UCHRA)
    - Responsibilities Include:
      - Determining if the building is safe to remain in if a tornado occurs
      - Designating appropriate staff if needed for triage (nurses, safety committee)

County Coordinator or alternate is responsible for issuing “all clear”.





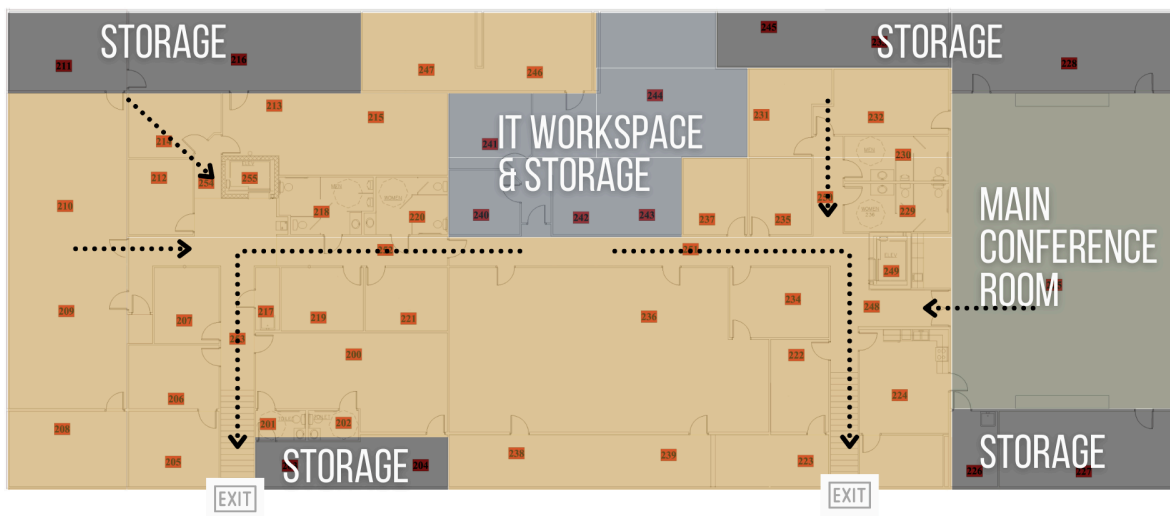


**PUTNAM COUNTY**



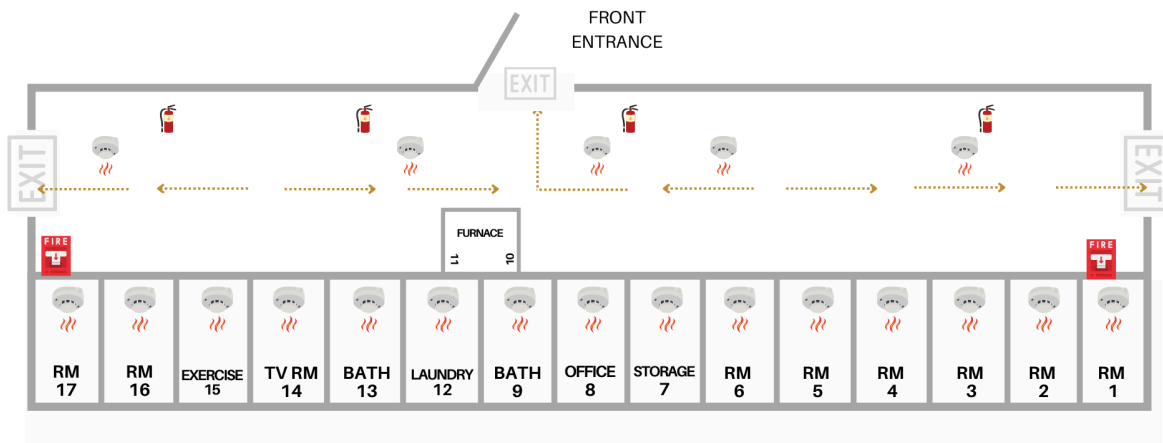


## PUTNAM COUNTY UCHRA OFFICE: SECOND FLOOR



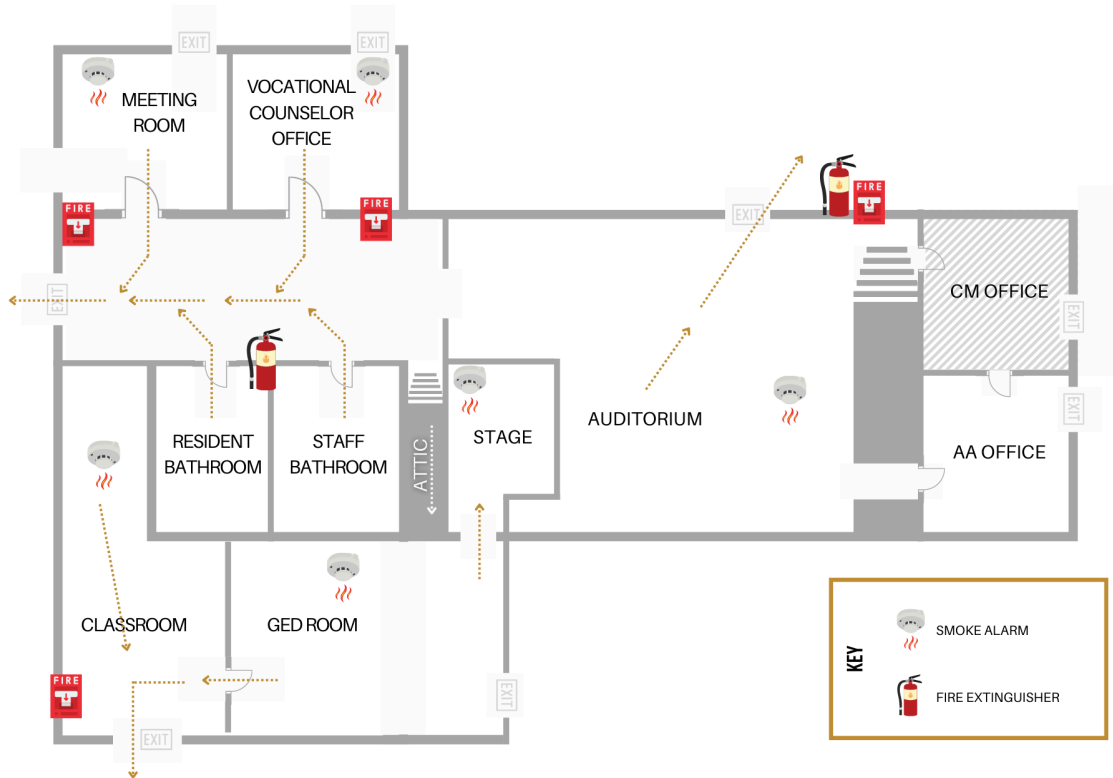


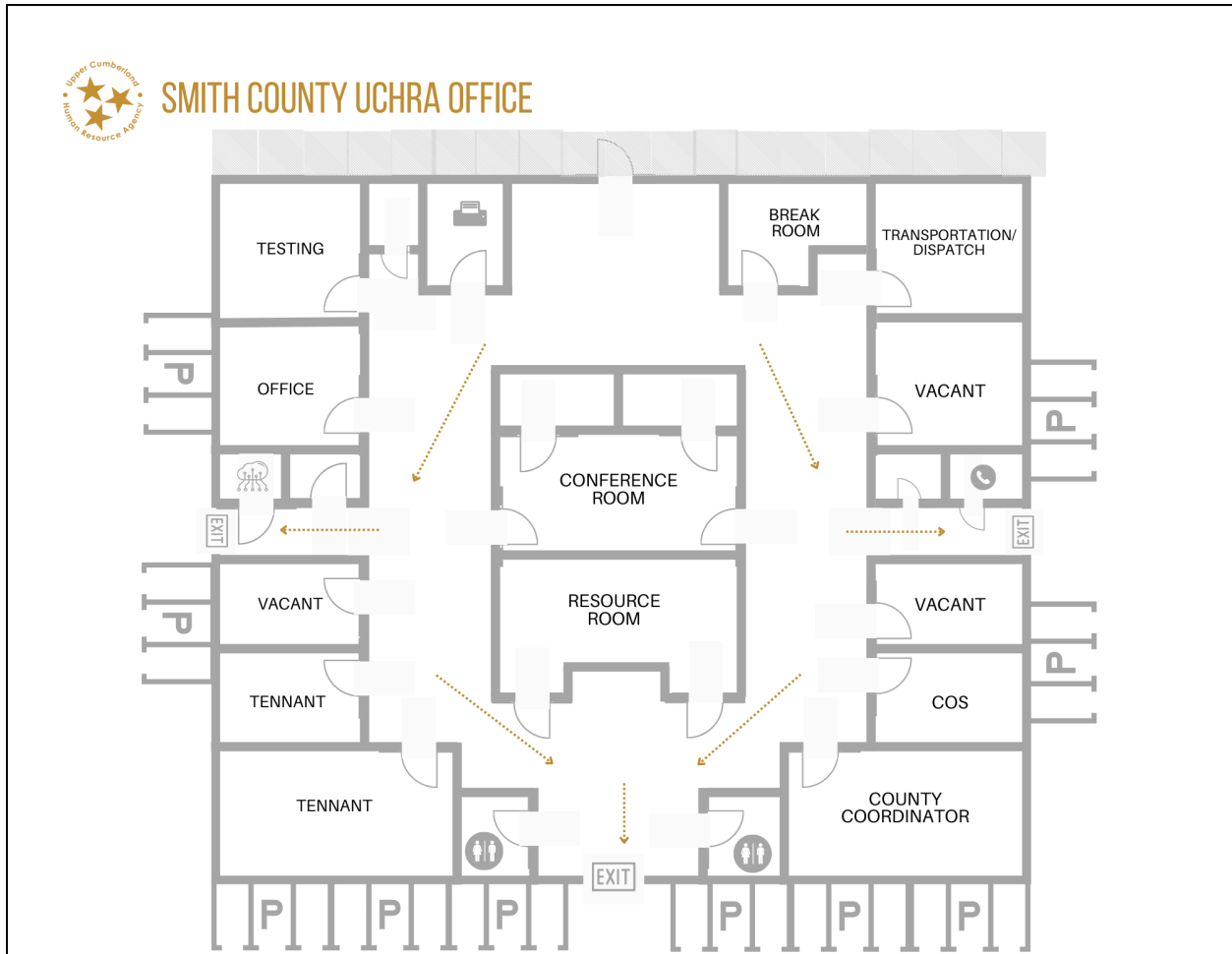
## CHANCE RESIDENTIAL CENTER: DORMITORY





## CHANCE RESIDENTIAL CENTER: EDUCATIONAL BUILDING





## SMITH COUNTY

Phone: (615) 735-0476

Address: 120 Pauline Gore Way, Ste. A; Carthage, TN 37030

## EMERGENCY CONTACT INFORMATION

- **Dial 9-1-1** in an Emergency
- Non-Emergency Police or Fire: See below.
- Agency Insurance Provider: Sprouse Insurance 931-949-6026

## EMERGENCY PHONE NUMBERS

Fire Department: 615-735-2121

Paramedics: 615-735-2121

Ambulance: 615-735-2121

Police: Smith County Sheriff's Office 615-715-2626

Federal Protective Service: 1-877-437-7411

Security: N/A

Building manager: Jeff Mason 615-735-2294/615-735-7804

Owner of building: Smith County 615-735-2294



UTILITY COMPANY EMERGENCY CONTACTS *(Specify the name of the company, phone number, and point of contact.)*

Electric: 4CEMC 800-261-2940

Water: Smith Utility District 615-735-2793

Gas (if applicable):

Telephone company: DTC 615-529-2955

Fire system: Fire-Lite Alarms and Twin Lakes Security 931-528-2005

#### EVACUATION PLAN FOR: Smith County UCHRA

We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock. We have located, copied, and posted building and site maps. Exits are clearly marked. We will practice evacuation procedures four (4) times a year.

If we must leave the workplace quickly in case of a fire, we have a designated meeting space in the parking lot area.

Warning System: Intercom Paging System

We will test the warning system and record results four (4) times a year.

Assembly Site: Parking Lot Area

Assembly Site Manager & Alternate: County Coordinator or alternate.

Responsibilities Include:

- Roll call
- Contacting appropriate agency staff as needed

Shut Down Manager & Alternate: Mark Farley and Sherry Thurman (UCDD)/Mark Farley and Sherry Bilbrey (UCHRA)

Responsibilities Include:

- Determining if the agency should close
- Contacting UCDD and/or UCHRA Board Members; pertinent city and/or county mayors, etc.
- Contacting directors of agency to assign duties as needed

The County Coordinator or alternate is responsible for issuing "all clear."

#### SHELTER IN PLACE PLAN FOR: Smith County UCHRA

We have located, copied, and posted building and site maps. We will practice shelter procedures two (2) times a year.

If we must take shelter quickly in case of a tornado, all agency staff have a designated room inside the central location (middle of the building). No windows are in the designated rooms. *See map list on page 26.* Warning System: NOAA Weather Radios.

We will test the warning system and record results twice yearly.

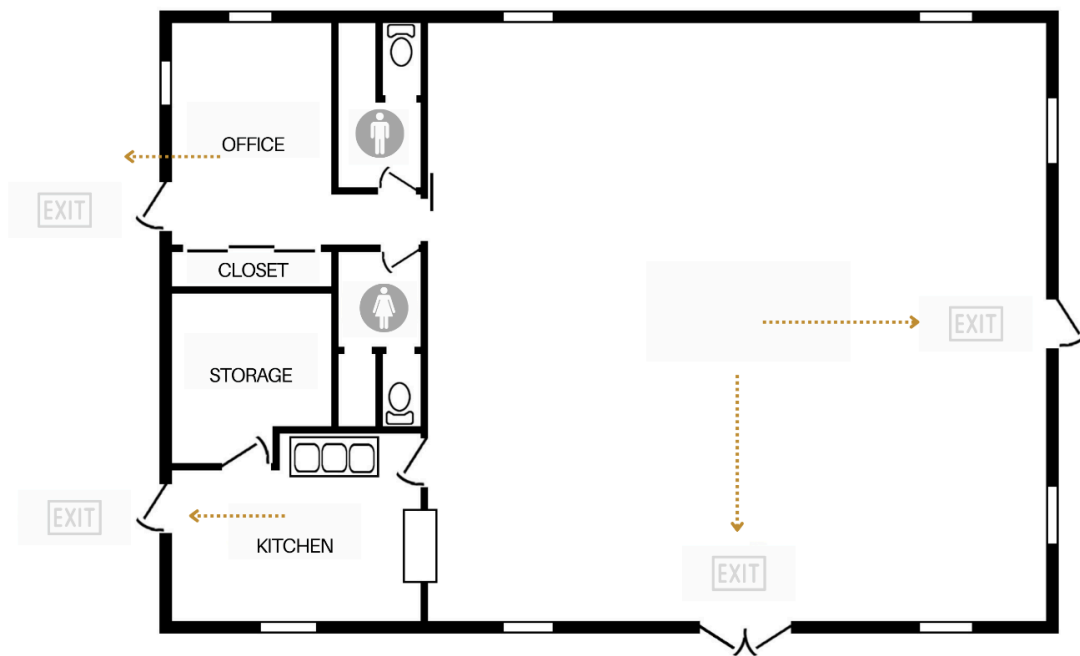


- Storm Shelter Location: Windowless room in the center of the building.
  - “Seal the Room” Shelter Location: Windowless room in the center of the building.
  - Shelter Location and Alternate: County Coordinator or Alternate
  - Responsibilities include:
    - Maintaining sign-in sheet
    - Receptionist announcing tornado/tornado drill
    - Lock-down mode until all is clear
    - Shutdown Manager and Alternate: Mark Farley and Sherry Bilbrey (UCHRA)
      - Responsibilities Include:
        - Determining if the building is safe to remain in if a tornado occurs
        - Designating appropriate staff if needed for triage (nurses, safety committee)
- County Coordinator or alternate is responsible for issuing “all clear”.





## VAN BUREN COUNTY OFFICE



### VAN BUREN COUNTY

Phone: (931) 946-7151

Address: 779 Old McMinnville Hwy.; Spencer, TN 38585

### EMERGENCY CONTACT INFORMATION

- **Dial 9-1-1** in an Emergency
- Non-Emergency Police or Fire: See below.
- Agency Insurance Provider: Sprouse Insurance 931-949-6026

### EMERGENCY PHONE NUMBERS

Fire Department: 911

Paramedics: 911 or Local EMA 931-946-8181

Ambulance: 911

Police: 911 or Sheriff 931-946-2118, City Police Chief 931-946-2188

Federal Protective Service: 1-877-437-7411

Security: 911

Building manager: David Sullivan, County Mayor 931-946-2314

Owner of building: Van Buren County 931-946-2314





UTILITY COMPANY EMERGENCY CONTACTS *(Specify the name of the company, phone number, and point of contact.)*

Electric: Caney Fork Electric 931-946-7575

Water: Spencer Utility Department 931-946-2351

Gas (if applicable): Middle Tennessee Natural Gas 931-836-2825

Telephone company: Ben Lomand 931-946-7794

Fire system: N/A

EVACUATION PLAN FOR: Van Buren County UCHRA

We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock. We have located, copied, and posted building and site maps. Exits are clearly marked. We will practice evacuation procedures four (4) times a year.

If we must leave the workplace quickly in case of a fire, we have a designated meeting space in the parking lot area.

Warning System: Intercom Paging System

We will test the warning system and record results four (4) times a year.

Assembly Site: Parking Lot Area

Assembly Site Manager & Alternate: County Coordinator or alternate.

Responsibilities Include:

- Roll call
- Contacting appropriate agency staff as needed

Shut Down Manager & Alternate: Mark Farley and Sherry Thurman (UCDD)/Mark Farley and Sherry Bilbrey (UCHRA)

Responsibilities Include:

- Determining if the agency should close
- Contacting UCDD and/or UCHRA Board Members; pertinent city and/or county mayors, etc.
- Contacting directors of agency to assign duties as needed

The County Coordinator or alternate is responsible for issuing “all clear.”

SHELTER IN PLACE PLAN FOR: Van Buren County UCHRA

We have located, copied, and posted building and site maps. We will practice shelter procedures two (2) times a year.

If we must take shelter quickly in case of a tornado, all agency staff have a designated room inside the central location (middle of the building). No windows are in the designated rooms. *See map list on page 26.* Warning System: NOAA Weather Radios.

We will test the warning system and record results twice yearly.

- Storm Shelter Location: Windowless room in the center of the building.



- “Seal the Room” Shelter Location: Windowless room in the center of the building.
- Shelter Location and Alternate: County Coordinator or Alternate
- Responsibilities include:
  - Maintaining sign-in sheet
  - Receptionist announcing tornado/tornado drill
  - Lock-down mode until all is clear
  - Shutdown Manager and Alternate: Mark Farley and Sherry Bilbrey (UCHRA)
    - Responsibilities Include:
      - Determining if the building is safe to remain in if a tornado occurs
      - Designating appropriate staff if needed for triage (nurses, safety committee)

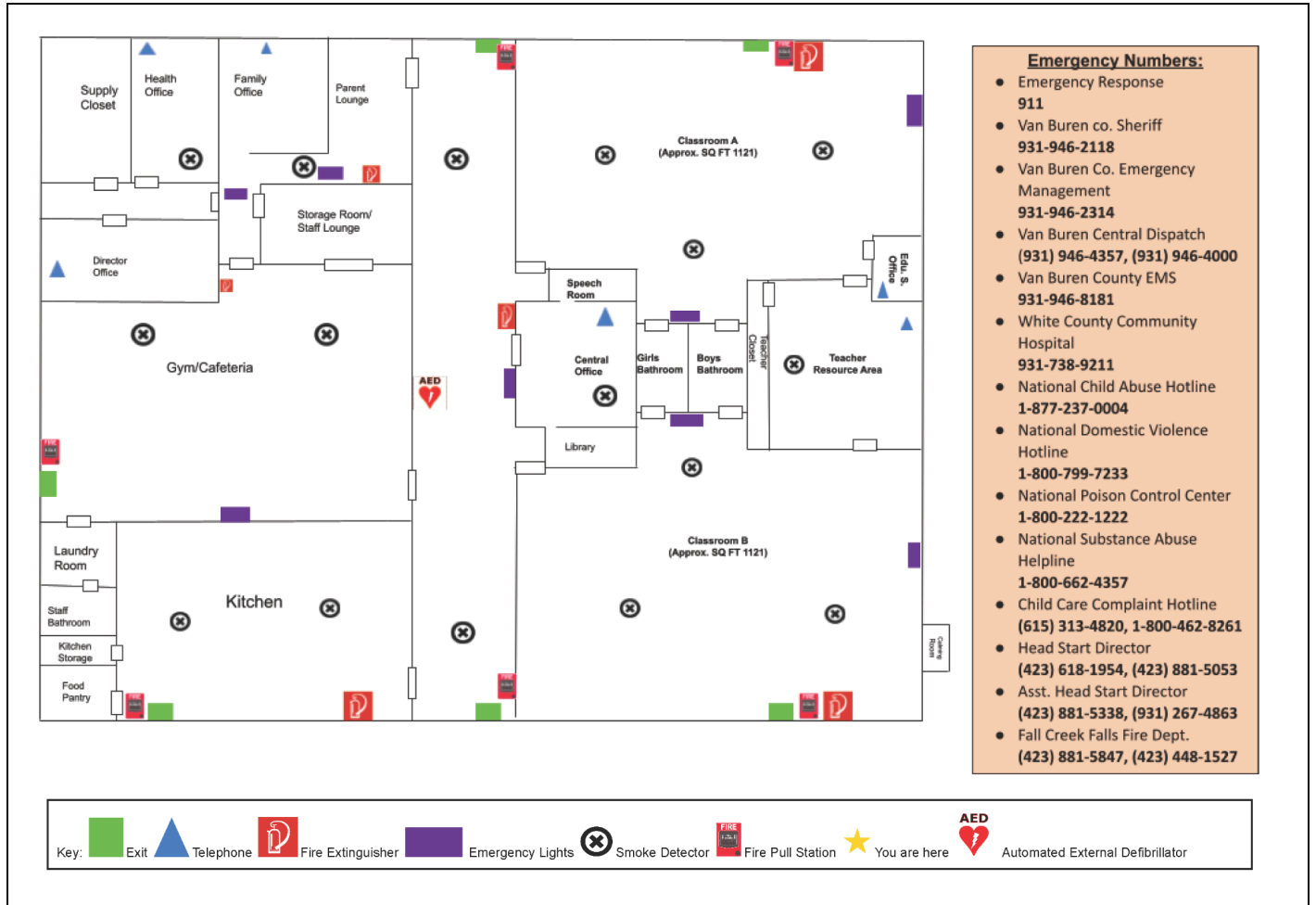
County Coordinator or alternate is responsible for issuing “all clear”.



## VAN BUREN COUNTY HEAD START

Phone: (423) 881-5182

Address: 24038 TN-30; Spencer, TN 38585



*Van Buren County Head Start's Emergency Preparedness Plan can be viewed on the following pages.*





Tennessee Department of Human Services

**Child Care Agency Emergency Preparedness Plan  
Checklist and Template**

In accordance with the requirements of T.C.A. § 71-3-517 and the Child Care Development and Block Grant (CCDBG), child care agencies shall develop written multi-hazard (or emergency preparedness) plans in consultation with local authorities and emergency management to protect children in the event of emergencies. Child care agencies are required to inform parents of the emergency preparedness plan.

Emergency preparedness plans shall include: provisions for evacuation, relocation, shelter-in-place and lock down; staff and volunteer emergency preparedness training and practice drills; communication and reunification with families; accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions; and maintaining continuity of operations.

**This Child Care Agency Emergency Preparedness Plan Checklist and Template is designed as a guide for all child care agencies licensed by the Tennessee Department of Human Services and all other regulated and unregulated child care agencies and Authorized Professionals participating in the Child Care Payment Assistance/Certificate Program to meet all basic requirements for emergency preparedness planning in compliance with CCDBG requirements.**

- ☒ Provisions for a range of possible events that include, but are not limited to:
  - ☒ Fires
  - ☒ Chemical Spills
  - ☒ Shelter in Place
  - ☒ Tornadoes
  - ☒ Floods
  - ☒ Lockdown
  - ☒ Earthquakes
  - ☒ Law Enforcement Emergencies
- ☒ Potential risks specific to agency location have been identified
- ☒ Designated relocation sites and evacuation routes to those sites
- ☒ Procedures for notifying parents/guardians in an emergency
- ☒ Reunification plans for children and families
- ☒ Parents/Guardians of enrolled children have been informed of the plan
- ☒ Written individualized emergency plans to accommodate children with special needs, including infants and toddlers; children with disabilities; and children with chronic medical conditions
- ☒ Documentation that agency emergency plan is reviewed monthly
- ☒ Documentation that agency staff and volunteers are trained on the emergency plan annually
- ☒ Documentation of the following practice drills shall be maintained for one (1) year:
  - ☒ Monthly fire drills
  - ☒ Alternating monthly drills for every shift, including extended hours
  - ☒ One drill other than fire every six (6) months
  - ☒ Practice drills conducted to simulate (as closely as practical) conditions of a real emergency (utilizing alarms, practice evacuation, etc.)
- ☒ The following emergency numbers posted next to agency telephones and readily available to staff:
  - ☒ Nearest Hospital Emergency Room
  - ☒ Ambulance or Rescue Squad
  - ☒ Poison Control Center
  - ☒ Department of Children's Services
  - ☒ Child Abuse Hotline
  - ☒ 911 (or equivalent)
  - ☒ Police Department and/or Sheriff's Office
  - ☒ Local Emergency Management Agency
  - ☒ Fire Department
  - ☒ Department of Human Services
  - ☒ Child Care Complaint Hotline
- ☒ Emergency contact information for parents/guardians readily available to staff and maintained in a portable travel format
  - ☒ Includes work, home and cell phone numbers

DHS staff should check the "Forms" section of the intranet to ensure the use of current versions. Forms may not be altered without prior approval.  
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HS-3275 (02/2021)

RDA: Pending  
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<b>CHILD CARE AGENCY INFORMATION – (Please Print)</b>		
Agency Name: UCHRA Van Buren County Head Start		
Street Address: 24038 State Route 30		
City: Spencer	State: TN	Zip Code: 38585
Primary Agency Contact	Primary Contact Phone	Primary Contact Email
Elsie Blaylock	(423)618-1954	eblaylock@uchra.com
Alternate Agency Contact	Alternate Contact Phone	Alternate Contact Email
Rita Mayfield	(931)267-4863	rmayfield@uchra.com
Alternate Agency Contact	Alternate Contact Phone	Alternate Contact Email
Mark Farley	(931) 510-4467	mfarley@uchra.com
Alternate Agency Contact	Alternate Contact Phone	Alternate Contact Email
LaNelle Godsey	(931) 267-8089	lgodsey@uchra.com
Alternate Agency Contact	Alternate Contact Phone	Alternate Contact Email
Lola Montgomery	(703) 346-7474	lola.montgomery@acf.hhs.gov
Alternate Agency Contact	Alternate Contact Phone	Alternate Contact Email
Margarietta Glass	(202) 207-9709	Margarietta.Glass@acf.hhs.gov
Alternate Agency Contact	Alternate Contact Phone	Alternate Contact Email
LaQuinta Broyles	(615) 626-6918	LaQuinta.Broyles@icf.com
Alternate Agency Contact	Alternate Contact Phone	Alternate Contact Email
Ginger Stout	(931)267-4863	gstout@ucdd.org

<b>GENERAL</b>	
The following emergency numbers are readily available to all staff and located at <i>each</i> agency phone location:	
Fire Department	(423)881-5847
Police Department/Sheriff's Office	(931)946-2118
Ambulance/Fire Squad	(931)946-8181
Poison Control Center	1-800-222-1222
911 or local equivalent	911; Local ER (Highlands): (931)738-9211
Local Emergency Management	(931)946-2314
DCS Child Abuse Hotline	<b>(877) 237-0004</b>
DHS Child Care Complaint Hotline	<b>(800) 462-8261</b>

If necessary, following an evacuation we will relocate to:

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Relocation Site Name: Spencer Elementary School
Relocation Site Address/Location: 311 Sparta St. Spencer, TN 38585
Phone Number to call at Relocation Site: (931) 946-2171

In the event of an emergency, **designated relocation and evacuation routes are posted** in the following places:

Evacuation maps and designated relocations are posted on every bus and on the parent information board.
---

*DHS staff should check the "Forms" section of the intranet to ensure the use of current versions. Forms may not be altered without prior approval.*  
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In the event of an emergency, our **procedure for parent notification** is:

Since our facility is located in a remote area on the edge of the Cumberland Plateau and communication via cell phone, bus radio or wireless Internet is difficult, contact will be made after we have reached our relocation site. We will use our emergency contact lists that are in our emergency materials to make phone calls to parents.

Unless otherwise specified, following an emergency our **reunification plan for children with families** is:

In the event of an evacuation, if time permits, parents will be allowed to pick their children up before the evacuation. If time does not permit, our emergency contact list and sign in/out sheets will be taken with the children to the relocation site (along with other emergency items). Once parents are informed of pick up information and arrive at the relocation site, they will speak to their child's educator and sign them out before leaving. All staff must remain on duty until all children have been reunified with their families (unless otherwise instructed by their supervisor).

Primary relocation site: Spencer Elementary School; 311 Sparta St. Spencer, TN 38585; (931) 946-2171.

Secondary relocation site: Betty Dunn Nature Center; 10821 Park Road Spencer, TN 38585 ; Phone: 423-881-5708; 800-250-8611.

If we are instructed by emergency personnel to relocate to a temporary shelter, our **transportation plan** is:

Once we have evacuated, the children will be loaded onto the bus. Once all children are on the bus, educators will take attendance using their sign in/out sheets and will practice name to face recognition. Once everyone is accounted for, we will begin our drive to our designated relocation site. Once we arrive, the children will be unloaded and brought inside the building where educators will again take attendance using name to face recognition.

Once everyone is safe and accounted for, the process of parent notification and reunification will begin.

Potential risk(s) specific to our location may include:

Several nuclear power, research, fuel or weapons facilities, wildland or forest fires, flooding, hazardous materials, severe weather and earthquake.

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Provisions for a range of possible events that the Emergency Preparedness Plan must include, but are not limited to:

## FIRES

Our **fire alarm signal** is:

Our fire alarm system going off, or a CODE RED being called

Our **all-clear signal** is:

"All-clear" or CODE GREEN begin called over the handheld radios.

If necessary, the person(s) **who will shut off utilities** using clearly written instructions posted at *each* utility control or shut off point will be:

Primary: Elsie Blaylock

Alternate: Rita Mayfield

There are two (2) evacuation routes from every room and the routes are posted in each room. To ensure that all children are safely evacuated and accounted for, **our evacuation procedure** is:

Educators will instruct their classroom to line up. While the children are lining up, educators will collect emergency contact list, sign in/out sheet, and any other necessary items. Educators will sweep the classroom to make sure all children are in line. Once items are collected and the classroom has been swept for children, educators will take attendance using name to face recognition. Once all children are accounted for, educators will lead their class outside where the agency will gather before beginning the transportation plan. Attendance will be taken again once outside.

If required, the **temporary shelter** is located at:

Name of Shelter: Betty Dunn Nature Center; 10821 Park Road Spencer, TN 38585 ; Phone: 423-881-5708; 800-250-8611.

Following an evacuation, the **check-in station** where parents may pick-up their children is located at:

Inside the front entrance of either relocation site.

We have informed and trained staff on the location and use of fire extinguishers. The frequency at which all **fire extinguishers are regularly** inspected is:

Yearly

The frequency at which **all smoke detectors and/or fire alarms are regularly** inspected is:

Yearly

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## TORNADOS/SEVERE WEATHER

We receive warnings of severe weather using:

NOAA Weather System

The designated **safe gathering location** inside the building is:

Hallway by offices.

Staff are trained to move children from outdoors to indoors immediately. **To alert staff** without alarming children, we:

A CODE YELLOW will be called via handheld radio.

Educators will then gather all children in the hallway and await further instruction.

**Severe weather procedures are posted at the following locations:**

Parent board, all classrooms, and digitally.

## EARTHQUAKES

Children and staff know how to crouch, protect to their heads and necks, and hold on. If inside, everyone should shelter under tables and cover their heads. If outdoors, everyone should stay outdoors and avoid trees, fences, power poles/lines, and other potential falling debris.

**After an earthquake**, our plan is:

Director and/or assistant director will assess the situation. If there are any injuries or significant damage to the facility, 911 will be called. Educators will take attendance using name to face recognition to account for all children/staff.

First aid will be administered if it is safe to do so.

If upon emergency personnel arrival, it is advised to evacuate the agency due to damages/safety concerns or if the building is clearly unsafe by educator discretion, evacuation procedures will begin (PAGE 4).

Director/assistant director will first call the primary relocation site to make sure their building is safe and in good repair before beginning the relocation process. If that building is not safe, the secondary relocation site will be called.

Evacuation, transportation, and reunification processes will proceed as outlined in this plan.

DHS staff should check the "Forms" section of the intranet to ensure the use of current versions. Forms may not be altered without prior approval.  
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## CHEMICAL SPILLS & HAZARDOUS MATERIALS

To receive notifications of hazardous materials incidents, we:

We will be contacted by Van Buren County dispatch.

If an internal hazard is present we will communicate the hazard among staff via handheld radio and remove all children from the area after taking attendance using name to face recognition.

In the event of a hazardous materials incident, our **response plan** is:

Children will be moved as far from the hazard as possible behind closed doors or taken outside until the hazard is fully removed. If necessary we will call 911/poison control for guidance on how to respond to the hazardous material. For bodily hazardous spills (blood or otherwise) we will follow best practice for infectious disease control and dispose of the material safely using gloves and disposable towels. If the hazard contains dangerous fumes, the educators and children will begin evacuation procedures and head to the primary relocation site. If external fumes are present, doors and windows will be sealed with wet towels/blankets/sheets and HVAC unit will be turned off. We will follow the guidance of local authorities on how to proceed.

Our **plan to ensure all children are in a safe place** is:

Educators/directors will check that the safe space is free from any hazards and use name to face recognition to take attendance. Educators will block off the area containing the hazard and supervise children to be sure no one leaves the safe area. Educators will comfort and reassure children. The safe area will be as far from the hazard as possible. 911 will be called for further guidance if needed.

If necessary, the **person(s) who will shut off the HVAC** using clearly written instructions posted at the HVAC control will be:

Primary: Elsie Blaylock

Alternate: Rita Mayfield

## FLOODS

To determine if our facility is in a flood plain, we have contacted:

Our insurance company

To receive **flood warnings**, we have:

Van Buren County Dispatch, cell phone notification, and local weather.

To alert staff without alarming children, our **response plan** is:

Call a CODE YELLOW.

Educators will gather all children in the hallway and await further instructions. If relocation is necessary we will begin those procedures (PAGE 3).

DHS staff should check the "Forms" section of the intranet to ensure the use of current versions. Forms may not be altered without prior approval.  
Distribution: Child Care Agencies and Child Care Licensing Staff  
HS-3275 (02/2021)

RDA: Pending  
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We have a supply of water in the event water service is interrupted. When evacuating, the precautions we will take include:

A designated staff person will load the water onto the bus used in transportation.

If necessary, the person(s) **who will shut off utilities** using clearly written instructions posted at *each* utility control or shut off point will be:

Primary: Elsie Blaylock

Alternate: Rita Mayfield

### LOCKDOWN OR LAW ENFORCEMENT EMERGENCIES

In a law enforcement emergency or other event requiring our facility to enter a lockdown, **children will be moved to designated safe area locations in our facility and out of view.** The designated safe area locations in our facility are:

Each area has a designated lockdown location. Once lockdown is called, be sure to account for all children using name to face recognition, and proceed to the designated location:

Classroom - go to teacher resource closet

Gym - go to director & health office hallway

Playground - exit playground through the gate (making sure the alarm is silenced) and shelter behind red sheds.

Once you reach your lockdown location, lock all doors/windows making sure to remain out of view and as quiet as possible. Take attendance using name to face recognition.

We will immediately contact the following authorities:

911

The person(s) **who will secure facility entrances/exits** in a lockdown will be:

Director, assistant director, and central office staff.

To avoid alarming children, the code we have established for law enforcement emergencies is:

CODE BLUE.



## **BOMB THREATS**

All staff understands that only law enforcement personnel should check the building for bombs. In the event of a bomb threat, our procedure is:

If someone at the agency receives the bomb threat directly, they will call 911 and relay the threat to them in as much detail as possible and ask for direction on what to do. If the threat was for inside the agency, educators will receive the CODE ORANGE call and begin evacuation procedures (PAGE 4) followed by the transportation plan (PAGE 3).

If the threat is outside of the agency, and we are advised to stay where we are, we will go into shelter in place procedures.

To alert staff without alarming children to evacuate the facility, we:

Call a CODE ORANGE.

If it is safe to evacuate the building, we will notify parents after gathering at the following safe place:

Primary relocation site: Spencer Elementary School; 311 Sparta St. Spencer, TN 38585; (931) 946-2171.

Secondary relocation site: Betty Dunn Nature Center; 10821 Park Road Spencer, TN 38585 ;  
Phone: 423-881-5708; 800-250-8611.

## **SHELTER IN PLACE**

When events require a shelter in place response, our procedure includes:

A CODE BLUE will be called signaling educators to lock their classroom doors and close all window coverings. Director/assistant director will lock main doors to the agency.

Inside each classroom, educators will engage the children in a quiet activity/game after taking attendance using name to face recognition. Director/assistant director will be in contact with 911/local law enforcement on how to respond.

If the threat becomes more serious and requires a lockdown, educators will be notified and will have children get in the designated area out of view, turning off lights and staying as quiet as possible.

Educators will wait until they hear the CODE GREEN to resume normal activities.



## CONTINUITY OF OPERATIONS

Immediately following an emergency, the following actions will be taken to assess event impact and determine how, if at all, to maintain continuity of operations:

Head Start director and assistant director will assess any damage to the building. In the event of damage to the building or contents, the Head Start director will notify the executive director upon incident for a preliminary assessment of damages. They in turn will contact the insurance provider to schedule an additional assessment. Since the building belongs to the Van Buren Co. School System, the Head Start director will also contact the superintendent of schools so their insurance provider can assess the damages as well.

In the event that the building could no longer be utilized, the Head Start director or designated staff person will contact our state TA specialist within 2 hours of the occurrence. The state TA specialist will notify the regional office within the same time frame. Temporary operations will be set up at the county government Burritt Memorial Building. If buses are available, transportation will continue to be provided for the children and families to this alternate facility.

All **staff are trained annually** on this Emergency Preparedness Plan. This Emergency Preparedness Plan is **reviewed monthly**. Review and training documentation is located at:

Google Drive

**Fire drills are conducted every month.** (If applicable, alternate monthly drills are conducted to cover each shift.) A drill *other than fire* is conducted once every six (6) months. Practice drills are conducted to simulate (as closely as practicable) conditions of a real emergency. Documentation of drills is located at:

Google Drive

Our plan to safeguard records is:

Records are housed on Google Drive and backed up by L per Cumberland Human Resource Agency.

Parents/Guardians for all children have been informed of this Emergency Preparedness Plan. In developing this plan, we have consulted with:

Families are informed of this plan upon enrollment and when changes are made. In developing this plan, we have consulted with community head start representatives, Van Buren county school system, Tennessee Highway Patrol, Van Buren County Mayor, Van Buren County Police, parents, UT TNCEP, and medical professionals.

**This Emergency Plan was adopted by our agency on  
and will be reviewed one (1) year from:**

**Date:** 7-1-25

Owner/Director Name Signature:

Elsie Blaylock

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HS-3275 (02/2021)

RDA: Pending  
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**EPP RESOURCE – INDIVIDUALIZED ACCOMMODATION PLAN FOR CHILDREN WITH SPECIAL NEEDS (Including infants and toddlers, children with disabilities, and children with chronic medical conditions. Attach additional pages/details as necessary.)**

**Child Name:** \_\_\_\_\_

We do not serve infants or toddlers at this time. If at any point we do begin enrolling infants or toddlers this plan will be revised to include their care during an emergency.

We currently do not serve any children with disabilities. If/when a child is enrolled with disabilities, we will meet with the child's family and potentially their physician to discuss how we can best serve them in the event of an emergency. This plan will be put in writing before the child's first day and placed in each emergency plan for easy reference.

We currently do not serve any children with chronic medical conditions. If/when a child is enrolled with chronic medical conditions, we will meet with the child's family and potentially their physician to discuss how we can best serve them in the event of an emergency. If the child requires medication that must be transported with the child, the care of this medication will be discussed and a person will be designated to retrieve and transport the medication in the event of an emergency. This will be practiced during drills. This plan will be put in writing before the child's first day and placed in each emergency plan for easy reference.

*DHS staff should check the "Forms" section of the intranet to ensure the use of current versions. Forms may not be altered without prior approval.*  
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EPP RESOURCE – EMERGENCY PREPAREDNESS PLAN STAFF/VOLUNTEER TRAINING & REVIEW LOG					
Month	Date of Monthly Review by Owner/Director	Date of Annual Staff/Volunteer Review	Date(s) of Additional Staff/Volunteer Training	Training Description	Conduct/Coordinated By:
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
Agency Notes	Any and all volunteers will be trained on this plan annually.				

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EPP RESOURCE – FIRE DRILL LOG								
Month	Fire Drill Date/Time	Conducted By: (Initial)	Fire Alarm Test Date/Time	Conducted By: (Initial)	Smoke Detector Test Date/Time	Conducted By: (Initial)	Fire Extinguisher Inspection Date/Time	Conducted By: (Initial)
January								
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
Agency Notes								

DRIS staff should check the "Forms" section of the Intranet to ensure the use of current versions. Forms may not be altered without prior approval.  
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EPP RESOURCE – ALL OTHER DRILLS LOG								
Month	Tornado Drill Date/Time	Flood Drill Date/Time	Hazardous Material Drill Date/Time	Law Enforcement Drill Date/Time	Earthquake Drill Date/Time	Bomb Threat Drill Date/Time	Other Drill Date/Time	Conducted By: (Initial)
January								
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
Agency Notes	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>							

DHS staff should check the "Forms" section of the intranet to ensure the use of current versions. Forms may not be altered without prior approval.  
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### EPP RESOURCE – PARENT/GUARDIAN EMERGENCY CONTACT INFORMATION

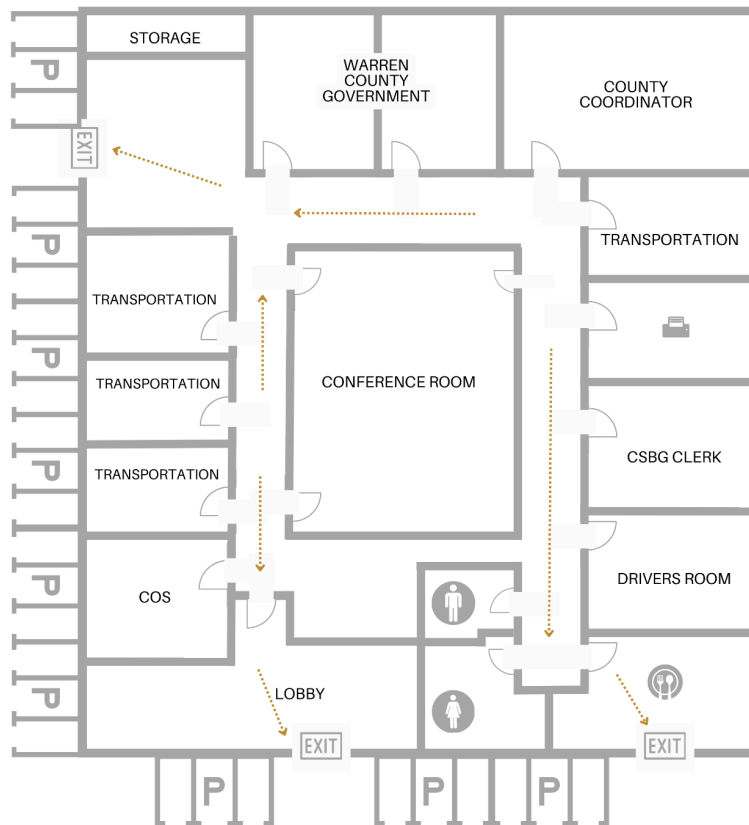
Instructions: Record the contact information of parents/guardians of all children for use in emergency situations. It is recommended to update this with each enrollment and at minimum during your monthly review of this Emergency Preparedness Plan. Print as many as necessary.

Child Name	Parent/Guardian(s)	Phone Number(s)	Emergency Contact(s)	Phone Number(s)

DHS staff should check the "Forms" section of the intranet to ensure the use of current versions. Forms may not be altered without prior approval.  
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## WARREN COUNTY UCHRA OFFICE



### WARREN COUNTY

Phone: (931) 473-6652

Address: 201 Locust St.; McMinnville, TN 37110

### EMERGENCY CONTACT INFORMATION

- **Dial 9-1-1** in an Emergency
- Non-Emergency Police or Fire: See below.
- Agency Insurance Provider: Sprouse Insurance 931-949-6026

### EMERGENCY PHONE NUMBERS

Fire Department: McMinnville City Fire Department 931-473-3435

Paramedics: Warren County EMS and Rescue 931-473-6902

Ambulance: 911 Non-Emergency 931-473-3808

Police: McMinnville Police Department 931-473-3808

Federal Protective Service: 1-877-437-7411

Security: N/A

Building manager: Warren County 931-808-9660

Owner of building: Warren County 931-473-2505



UTILITY COMPANY EMERGENCY CONTACTS *(Specify the name of the company, phone number, and point of contact.)*

Electric: McMinnville Electric System 931-473-3144

Water: City of McMinnville Water Department 931-473-3165

Gas (if applicable): N/A

Telephone company: Ben Lomand 931-668-4131

Fire system: N/A

EVACUATION PLAN FOR: Warren County UCHRA

We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock. We have located, copied, and posted building and site maps. Exits are clearly marked. We will practice evacuation procedures four (4) times a year.

If we must leave the workplace quickly in case of a fire, we have a designated meeting space in the parking lot area.

Warning System: Intercom Paging System

We will test the warning system and record results four (4) times a year.

Assembly Site: Parking Lot Area

Assembly Site Manager & Alternate: County Coordinator or alternate.

Responsibilities Include:

- Roll call
- Contacting appropriate agency staff as needed

Shut Down Manager & Alternate: Mark Farley and Sherry Thurman (UCDD)/Mark Farley and Sherry Bilbrey (UCHRA)

Responsibilities Include:

- Determining if the agency should close
- Contacting UCDD and/or UCHRA Board Members; pertinent city and/or county mayors, etc.
- Contacting directors of agency to assign duties as needed

The County Coordinator or alternate is responsible for issuing “all clear.”

SHELTER IN PLACE PLAN FOR: Warren County UCHRA

We have located, copied, and posted building and site maps. We will practice shelter procedures two (2) times a year.

If we must take shelter quickly in case of a tornado, all agency staff have a designated room inside the central location (middle of the building). No windows are in the designated rooms. *See map list on page 26.* Warning System: NOAA Weather Radios.

We will test the warning system and record results twice yearly.

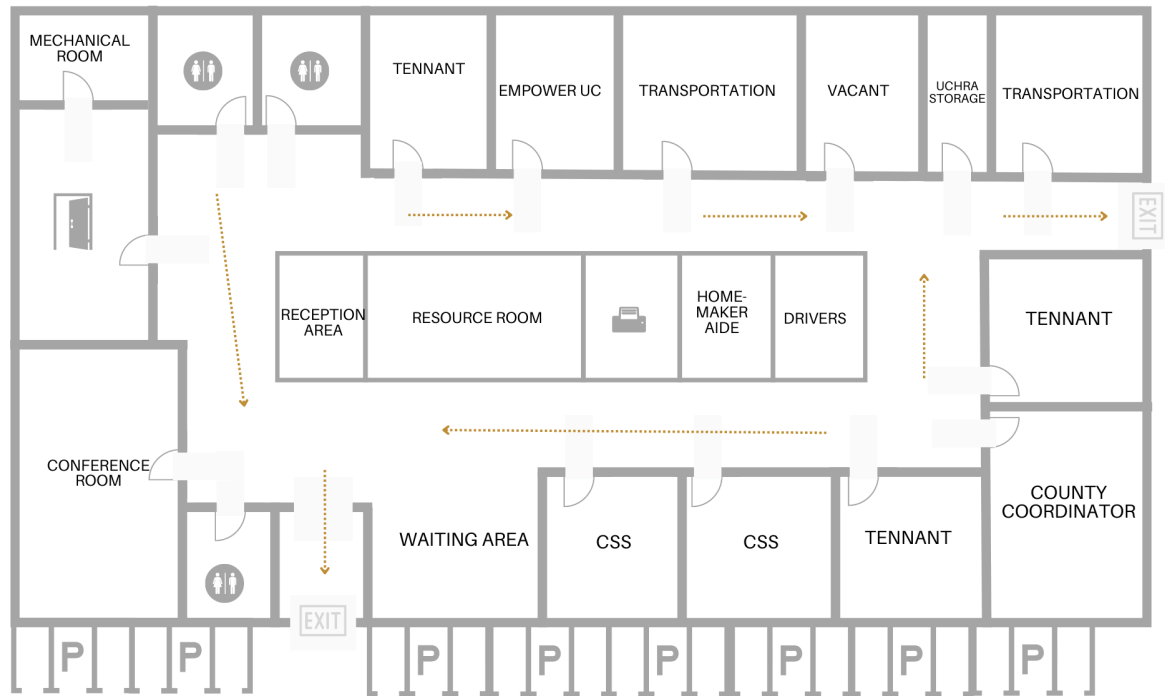


- Storm Shelter Location: Windowless room in the center of the building.
  - “Seal the Room” Shelter Location: Windowless room in the center of the building.
  - Shelter Location and Alternate: County Coordinator or Alternate
  - Responsibilities include:
    - Maintaining sign-in sheet
    - Receptionist announcing tornado/tornado drill
    - Lock-down mode until all is clear
    - Shutdown Manager and Alternate: Mark Farley and Sherry Bilbrey (UCHRA)
      - Responsibilities Include:
        - Determining if the building is safe to remain in if a tornado occurs
        - Designating appropriate staff if needed for triage (nurses, safety committee)
- County Coordinator or alternate is responsible for issuing “all clear”.





## WHITE COUNTY UCHRA OFFICE



### WHITE COUNTY

Phone: (931) 738-6255

Address: 826 Valley View Dr.; Sparta, TN 38583

### EMERGENCY CONTACT INFORMATION

- **Dial 9-1-1** in an Emergency
- Non-Emergency Police or Fire: See below.
- Agency Insurance Provider: Sprouse Insurance 931-949-6026

### EMERGENCY PHONE NUMBERS

Fire Department: 931-738-7380 24 hours per day

Paramedics: 931-836-2899 24 hours per day

Ambulance: 931-836-2899 24 hours per day

Police: 931-836-3734; Dispatch; Non-emergency: 931-738-7111

Federal Protective Service: 1-877-437-7411

Security: N/A

Building manager: John Sergio 931-738-5550

Owner of building: John Sergio 931-738-3335



UTILITY COMPANY EMERGENCY CONTACTS *(Specify the name of the company, phone number, and point of contact.)*

Electric: Sparta Electric 738-2281 After hours same # answering service

Water: O'Connor Utility 738-5610 After hours 931-303-2004

Gas (if applicable): N/A

Telephone company: Ben Lomand

Fire system: N/A

EVACUATION PLAN FOR: White County UCHRA

We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock. We have located, copied, and posted building and site maps. Exits are clearly marked. We will practice evacuation procedures four (4) times a year.

If we must leave the workplace quickly in case of a fire, we have a designated meeting space in the parking lot area.

Warning System: Intercom Paging System

We will test the warning system and record results four (4) times a year.

Assembly Site: Parking Lot Area

Assembly Site Manager & Alternate: County Coordinator or alternate.

Responsibilities Include:

- Roll call
- Contacting appropriate agency staff as needed

Shut Down Manager & Alternate: Mark Farley and Sherry Thurman (UCDD)/Mark Farley and Sherry Bilbrey (UCHRA)

Responsibilities Include:

- Determining if the agency should close
- Contacting UCDD and/or UCHRA Board Members; pertinent city and/or county mayors, etc.
- Contacting directors of agency to assign duties as needed

The County Coordinator or alternate is responsible for issuing "all clear."

SHELTER IN PLACE PLAN FOR: White County UCHRA

We have located, copied, and posted building and site maps. We will practice shelter procedures two (2) times a year.

If we must take shelter quickly in case of a tornado, all agency staff have a designated room inside the central location (middle of the building). No windows are in the designated rooms. *See map list on page 26.* Warning System: NOAA Weather Radios.

We will test the warning system and record results twice yearly.





- Storm Shelter Location: Windowless room in the center of the building.
- “Seal the Room” Shelter Location: Windowless room in the center of the building.
- Shelter Location and Alternate: County Coordinator or Alternate
- Responsibilities include:
  - Maintaining sign-in sheet
  - Receptionist announcing tornado/tornado drill
  - Lock-down mode until all is clear
  - Shutdown Manager and Alternate: Mark Farley and Sherry Bilbrey (UCHRA)
    - Responsibilities Include:
      - Determining if the building is safe to remain in if a tornado occurs
      - Designating appropriate staff if needed for triage (nurses, safety committee)

County Coordinator or alternate is responsible for issuing “all clear”.



## APPENDIX A: ALTERNATE OPERATING LOCATIONS

For UCHRA County Offices

Cannon County	<i>TBD in conjunction with city/county leadership</i>
Clay County	<i>TBD in conjunction with city/county leadership</i>
Cumberland County	<i>TBD in conjunction with city/county leadership</i>
DeKalb County	<i>TBD in conjunction with city/county leadership</i>
Fentress County	<i>TBD in conjunction with city/county leadership</i>
Jackson County	<i>TBD in conjunction with city/county leadership</i>
Macon County	<i>TBD in conjunction with city/county leadership</i>
Overton County	<i>TBD in conjunction with city/county leadership</i>
Pickett County	<i>TBD in conjunction with city/county leadership</i>
Putnam County	<i>TBD in conjunction with city/county leadership</i>
Smith County	<i>TBD in conjunction with city/county leadership</i>
Van Buren County	<i>TBD in conjunction with city/county leadership</i>
Warren County	<i>TBD in conjunction with city/county leadership</i>
White County	<i>TBD in conjunction with city/county leadership</i>

### Alternate Facilities

Alternate operating facilities may be utilizing based upon the emergency. Considerations include:

- Immediate capability to perform essential functions under various threat conditions
- Sufficient space and equipment to sustain temporary operations
- Communications with all identified essential internal and external organizations, critical customers, and client base
- Reliable support, services, and infrastructure systems including water, electrical power, heating, and air conditioning, etc.
- The ability to sustain operations for up to 90 days
- Consideration for the health, safety and emotional well-being of relocated employees, and appropriate security and access controls
- When an alternate facility is utilized, employees will be notified by the designated agency Emergency Personnel. For safety, employees who are not agency Emergency Personnel should await instruction at their current location (i.e. office site, personal residence, or other location) before proceedings to an alternate facility
- Information will be provided on routes to use during departure from the primary operating facility, if available, or other appropriate safety precautions



## APPENDIX B: SUPPLIERS

Company Name: Wal-Mart

Street Address: 768 S. Jefferson Ave.

City: Cookeville

State: TN

Zip Code: 38501

Phone: 931-520-0232

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Material(s)/Service(s) Provided: Generator, backup lights, batteries, water, first aid, etc.

If this company experiences a disaster, we will obtain supplies/materials from the following:

1. Company Name: Lowes

Street Address: 510 Neal St.

City: Cookeville

State: TN

Zip Code: 38501

Phone: 931-646-4100

Fax: 931-646-4117

E-mail: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Material(s)/Service(s) Provided: Generator, backup lights, batteries, water, first aid, etc.

If this company experiences a disaster, we will obtain supplies/materials from the following:

2. Company Name: Staples

Street Address: 514 S. Willow Ave.

City: Cookeville

Phone: 931-372-9956

State: TN

Zip Code: 38501

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Material(s)/Service(s) Provided: \_\_\_\_\_

The following neighboring businesses and our building management will participate in our emergency planning team:

Putnam Co. LEPC 931-528-7575

UCHRA 931-528-1127

Other:

Other:

Other:

Other:



## APPENDIX C: UCDD/UCHRA SAFETY COMMITTEES

UCDD SAFETY COMMITTEE	UCHRA SAFETY COMMITTEE
<p>Chrystal Harris, <i>Chairman</i> Ty Walker, <i>Secretary</i> Marcia Riddle Nestor Chavez Sherry Thurman Sherry Bilbrey Amy Maddie Cynthia Spivey Emily Sells Megan Reagan Heather Melton Brenda Bilbrey</p>	<p>LaNelle Godsey, <i>Chairman</i> Mary Harris, <i>Secretary</i> Sherry Bilbrey Mason Garrison Tammy Kulpa Lloyd Williams Chassidy Lancaster Charlie Frazier Ray Simpson Evan Smith Andrew Al-Halawani Pam Sanford</p>



## APPENDIX D: EMERGENCY DRILL/TRAINING DOCUMENTATION FORM

The \_\_\_\_\_ office has participated in/completed the following:

- ☐ Fire drill
- ☐ Tornado drill
- ☐ Other: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

Date completed: \_\_\_\_\_

\_\_\_\_\_  
Drill/Training Coordinator

\_\_\_\_\_  
Date

If an emergency service provider participated in the drill/training, please include their information below; including a representative presentation:

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## APPENDIX E: FIRE EXTINGUISHER/ELEVATOR CHECK

Date	Initial	Location	Fire Extinguisher or Elevator	OK	Needs Attention or Repair
			<input type="checkbox"/> FE <input type="checkbox"/> E	<input type="checkbox"/>	<input type="checkbox"/>
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			<input type="checkbox"/> FE <input type="checkbox"/> E	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/> FE <input type="checkbox"/> E	<input type="checkbox"/>	<input type="checkbox"/>
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## **EMERGENCY/CONTINUITY OF OPERATIONS PLAN**

Upper Cumberland Development District  
&  
Upper Cumberland Human Resource Agency

# Upper Cumberland Development District

## Preliminary Financial Report as of 6/30/2025

### Total Agency Grant Related Expenditures

#### Revenues

Federal Grantor Revenue	\$ 6,350,351
State Grantor Revenue	\$ 2,773,287
Contract Revenues	\$ 987,654
Program	\$ -
Other Revenue	\$ 56,885
Inkind	\$ 13,650
<b>TOTAL REVENUE</b>	<b>\$ 10,181,826</b>

#### Program/Matching Revenues

CDBG Revenue	\$ 508,761
CDBG Revenue - ARP	\$ -
State Match	\$ 230,000
Dues	\$ 125,512
Interest	2,366
Other	\$ 8,902
	<b>\$ 875,541</b>

#### Expenditures

Salaries and Wages	\$ 3,065,514
Employee Benefits & Taxes	\$ 1,036,429
Total Personnel Expenses	\$ 4,101,943
Professional Fees	\$ 118,457
Supplies	\$ 171,528
Communication & Advertising	\$ 120,633
Postage & Shipping	\$ -
Occupancy	\$ 286,226
Equipment Rental & Maintenance	\$ -
Travel/Fuel	\$ 256,889
Training	\$ -
Vehicle Maintenance	\$ -
Transportation Trips	\$ -
Insurance	\$ -
Assistance to Individuals	\$ 217,561
Printing	\$ -
Contracted Services	\$ 4,813,262
Food	\$ -
Miscellaneous	\$ 1,698
RTAP-Training	\$ -
Job Access Trips	\$ -
Fundraising Costs	\$ -
Capital-Preventive Maintenance	\$ -
Capital-Mobility Management	\$ -
Reimbursable Capital Exp.	\$ -
In-kind / CPE	\$ 13,650
Total Non-Personnel Expenses	\$ 5,999,904
Total Direct Program Expenses	\$ 10,101,848
Administrative Expenses	\$ 622,490
<b>TOTAL EXPENSES</b>	<b>\$ 10,724,337</b>

#### Non Grant Related Expenditures

Supplies	\$ 3,535
Travel	\$ 26,368
Other	\$ 55,970
<b>TOTAL EXPENSES</b>	<b>\$ 85,873</b>
Revenue Over (Under) Exp	\$ 789,668
Match Requirement	\$ 542,511
	<b>\$ 247,156</b>

**Program Match** \$ (542,511)



## **The Stolen Coin LLC UCDD/CAIC Loan Request**

### **Company Summary:**

In 2020, Cassie and Peter Kessler opened the Stolen Coin Oyster Bar & Bistro, a beloved local establishment on the square in Gainesboro, TN, serving fresh oysters, seafood, and other dishes. The Stolen Coin received a UCDD disaster loan in 2021 to help the business survive the effects of the pandemic and has thrived and grown since then.

### **Project summary:**

The current owner of the building where The Bull & Thistle was located prior to closing has offered to rent the fully equipped space to Cassie and Peter to open a new restaurant. The borrowers plan to open a Steakhouse/Italian concept restaurant in this space utilizing Peter's skills as Executive Chef and Cassie's business skills to provide an additional dining option in Gainesboro. They will fill a need in Jackson County with a more upscale, "date night" option, applying their experience in the industry to ensure the success of the new restaurant.

### **Project amount:**

\$110,850

### **UCDD Loan request:**

\$100,000/10 years/8%

### **Other sources of funds:**

Borrower contribution: \$10,850 (plus appraisal fee and closing costs)

### **Uses of funds:**

1	Initial stock of consumables		\$61,000
2	Operating capital		\$30,000
3	Marketing/Startup costs		\$19,850
		<b>TOTAL</b>	<b>\$110,850</b>

*All documentation has been reviewed by the Loan Committee. To request a copy of the borrower's documents, please contact Mindy Tramel at [mtramel@ucdd.org](mailto:mtramel@ucdd.org).*

**Collateral information:**

Type/Description		Value	Lien	Equity	Discounted Value	Position
1	Deed of Trust on 110 S Main St (Stolen Coin)	\$260,000	\$102,560	\$157,440	\$125,952	2nd
2	Personal guarantees- Cassie and Pete					
				TOTAL	\$125,952	

**UCDD Loan to value (90% or lower preferred):**

79%

**Personal credit info:****Scores:**

Cassie: 640

Pete: 684

**Notes:**

Equifax credit report provided by First Freedom Bank who referred the loan to UCDD.

**Personal Income:**

The borrowers receive K-1 and rental income from their business. The restaurant's building is in the borrowers' names and they rent it to the business.

**Personal debt to income ratio (a lower value is more favorable):**

Current debt to income: 67%

With estimated income from the new restaurant: 38%

Based on the projections for the new restaurant, the net income will be around \$82,000. We used a conservative estimate of \$20,000/year for each owner when calculating the debt-to-income ratio with the new restaurant included.

*All documentation has been reviewed by the Loan Committee. To request a copy of the borrower's documents, please contact Mindy Tramel at [mtramel@ucdd.org](mailto:mtramel@ucdd.org).*

**UCDD estimated monthly payment:**

\$1,213.28

**Additional monthly payments:**

Total monthly payments for the business: \$631. This includes our UCDD disaster loan and a business line of credit (interest only). It does not include the building loan as that is not paid by the business.

**Annualized payment (total):**

\$22,131 – this includes the new UCDD loan, current UCDD loan, and the business line of credit.

**Debt Service Coverage (greater than 1.0 preferred):**

With Stolen Coin's income and debts only, including the new loan: 1.54

With 2024 personal and business income, proposed new income, and all personal and business debts:  
2.92

*All documentation has been reviewed by the Loan Committee. To request a copy of the borrower's documents, please contact Mindy Tramel at [mtramel@ucdd.org](mailto:mtramel@ucdd.org).*

**Business Plan for Dual-Restaurant Concept in Gainesboro, TN  
Mid-to-High-End Steakhouse/Italian & Seafood "Hole-in-the-Wall" Concept**

## **Prepared for Potential Investors and Business Owners**

### **I. Executive Summary**

This business plan presents a **dual-restaurant concept** in **Gainesboro, TN**, leveraging the **existing market strength** of an established seafood restaurant while introducing a **new steakhouse/Italian restaurant**.

1. **Steakhouse/Italian Concept:** A 120-seat dining area with an 18-seat bar (138 total seats).
2. **Seafood "Hole-in-the-Wall" Concept:** A premium, intimate seafood restaurant with 80 seats that is already generating \$850K in annual sales.

By combining **two distinct but complementary dining experiences on the same property**, this model optimizes **overhead costs, labor, and marketing efforts**, creating a **destination dining experience** for both locals and visitors.

- **Steakhouse/Italian Revenue (Projected):** ~\$1.8M annually
- **Seafood Restaurant Revenue (Confirmed):** ~\$850K annually
- **Total Projected Revenue:** \$2.65M annually
- **Combined Profit Margin:** ~12-14%

#### **Funding Requirement:**

- **Investment Ask:** \$100,000
- **Equity Offer:** 8-10% ownership
- **Use of Funds:** Kitchen expansion, minor renovations, working capital, and marketing.

---

## **II. Business Description & Concept**

### **A. Concept & Mission**

The dual-concept approach creates **two unique yet complementary dining experiences:**

#### **1. Steakhouse/Italian (New Concept)**

- **Seating Capacity:** 120 (Dining) + 18 (Bar) = **138 total**
- **Menu Focus:** Premium steaks, fresh pasta, craft cocktails, and fine wines
- **Target Audience:** Upscale diners, business professionals, families, tourists

## 2. Seafood "Hole-in-the-Wall" (Established Concept)

- **Seating Capacity:** 80 seats
  - **Current Revenue:** \$850K annually
  - **Menu Focus:** High-quality seafood dishes in a casual, intimate setting
  - **Target Audience:** Seafood lovers, date-night diners, and bar-goers from the steakhouse
- 

## III. Market Analysis

### A. Industry Overview

- **Steakhouses and seafood restaurants** rank among the **most profitable full-service dining models**.
- **Fine dining demand in rural areas** is growing, especially among **tourists and high-income locals**.

### B. Target Market

- **Locals:** Seeking **premium dining experiences** not currently available in Gainesboro
- **Tourists & Visitors:** The area attracts **regional travelers and lake visitors**
- **Weekend & Special Event Diners:** Seafood restaurant becomes a **date-night destination**, steakhouse caters to **business and family gatherings**

### C. Competitive Advantage

- **Limited Direct Competition:** No comparable **steak or seafood** concepts in the local market
  - **Cross-Promotion & Traffic Sharing:** Guests from the steakhouse can visit the seafood restaurant **for a different experience on a future visit**
  - **Operational Efficiency:** Shared inventory, staff, and kitchen space lower costs and increase profit margins
-

## IV. Operations Plan

## V. Financial Plan

### A. Revenue Projections

Restaurant	Annual Revenue
Steakhouse/Italian	\$1,800,000
Seafood Concept	\$850,000
Total Revenue	\$2,650,000

### B. Estimated Expenses & Profitability

Expense Category	Amount
COGS (30%)	\$795,000
Labor Costs (35%)	\$927,500
Rent (\$1 per sq. ft., 6,500 sq. ft.)	\$78,000
Utilities & Insurance (5%)	\$132,500
Marketing & Advertising (3%)	\$79,500
General Operating Expenses (10%)	\$265,000
Miscellaneous & Contingency (2%)	\$53,000
Total Expenses	\$2,330,500
Net Profit	\$319,500
Profit Margin (%)	12%

---

## VI. Investment & Equity Offer

- **Seeking \$100,000 in funding** for kitchen expansion, minor renovations, working capital, and marketing.
  - **Equity Offer: 8-10% ownership**
- 

## VII. Marketing & Growth Strategy

- **Social Media & Google Ads** to target locals and tourists
- **Exclusive Seafood “Reservations Only” Concept** to create demand and exclusivity
- **Steak & Seafood “Tasting Menu” Nights** to cross-promote both concepts
- **VIP Memberships & Seasonal Menus** to encourage repeat customers

---

## VIII. Conclusion & Next Steps

This dual-restaurant concept **maximizes revenue, reduces overhead, and creates a destination dining experience**. With strong financials and an optimized operational model, the combined business projects **\$2.65M in revenue and ~\$320K in net profit annually**.

### Next Steps:

1. **Finalize Investor Discussions & Secure Funding**
2. **Negotiate Lease & Begin Facility Planning**
3. **Hire Key Staff & Develop Dual Branding Strategy**
4. **Launch Marketing Campaign & Pre-Opening Events**

# AREA AGENCY ON AGING AND DISABILITY

## OUR IMPACT AT A GLANCE

04/01/2025 - 06/30/2025



INFORMATION & ASSISTANCE  
(I&A) CALLS WITH CLIENTS: **4,933**

- TIME SPENT WITH CLIENTS: **310 hours**



MEALS SERVED: **52,901**



IN-HOME SERVICES CLIENTS SERVED: **329**

- NUMBER WAITING FOR SERVICES: **1,076**



MEDICARE COUNSELING HOURS: **602.62**

- INDIVIDUAL CONTACTS: **942**



TENNCARE APPS SUBMITTED: **103**



SENIOR/ACTIVITY CENTER PARTICIPANTS: **5,936**



PUBLIC GUARDIANSHIP CLIENTS SERVED: **73**



LTC FACILITY COMPLAINTS: **137**



# AREA AGENCY ON AGING AND DISABILITY

## OUR IMPACT AT A GLANCE

07/01/2024 - 06/30/2025



INFORMATION & ASSISTANCE  
(i&a) CALLS WITH CLIENTS: **13,952**

- TIME SPENT WITH CLIENTS: **1,242 Hours**



MEALS SERVED: **211,721**



IN-HOME SERVICES CLIENTS SERVED: **474**

- NUMBER WAITING FOR SERVICES: **1,291**



MEDICARE COUNSELING HOURS: **3,153.7**

- INDIVIDUAL CONTACTS: **5,115**



TENNCARE APPS SUBMITTED: **377**



SENIOR/ACTIVITY CENTER PARTICIPANTS: **5,937**



PUBLIC GUARDIANSHIP CLIENTS SERVED: **90**



LTC FACILITY COMPLAINTS: **461**

# ECONOMIC DEVELOPMENT & LENDING

## OUR IMPACT AT A GLANCE

7/1/2024 - 6/30/2025



ACTIVE LOANS: **105**



DOLLAR VALUE OF ACTIVE LOANS: **\$9,471,107**



COUNTIES WITH ACTIVE LOANS: **14**



NUMBER OF SMALL BUSINESS CLIENTS  
SERVED: **178**



CAPITAL INFUSION INTO SMALL  
BUSINESSES (SBDC): **\$8,300,000**

# ECONOMIC DEVELOPMENT & LENDING

## OUR IMPACT AT A GLANCE

4/1/2025 - 6/30/2025



ACTIVE LOANS: **105**



DOLLAR VALUE OF ACTIVE LOANS: **\$9,471,107**



COUNTIES WITH ACTIVE LOANS: **14**



NUMBER OF SMALL BUSINESS CLIENTS  
SERVED: **57**



CAPITAL INFUSION INTO SMALL  
BUSINESSES (SBDC): **\$1,420,000**

# HOUSING & FAMILY SERVICES

## OUR IMPACT AT A GLANCE

04/01/2025 - 06/30/2025



HOW MANY HOUSED: **393**



RCP FAMILIES SERVED: **127**

RCP: RELATIVE CAREGIVER PROGRAM



AT-RISK CHILDREN KEPT  
OUT OF STATE CUSTODY: **5**



HOMES REPAIRED: **0**

# HOUSING & FAMILY SERVICES

## OUR IMPACT AT A GLANCE

07/01/2024 - 06/30/2025



HOW MANY HOUSED: **384**



RCP FAMILIES SERVED: **156**

RCP: RELATIVE CAREGIVER PROGRAM



AT-RISK CHILDREN KEPT  
OUT OF STATE CUSTODY: **18**



HOMES REPAIRED: **25**



# PLANNING & COMMUNITY DEVELOPMENT

## OUR IMPACT AT A GLANCE

04/01/2025 - 06/30/2025



GRANTS SUBMITTED: **161**

*INCLUDING THOSE SUBMITTED BY ECONOMIC DEVELOPMENT & LENDING*



GRANT DOLLARS REQUESTED: **\$21,989,578.47**



GRANT DOLLARS AWARDED: **\$1,143,410.40**



INDIVIDUALS ASSISTED THROUGH  
OPIOID ABATEMENT GRANT FUNDS: **50**



REGIONAL VIDEO CONTENT: **50 minutes**



MAPS CREATED: **67**

# PLANNING & COMMUNITY DEVELOPMENT

## OUR IMPACT AT A GLANCE

07/01/2024 - 06/30/2025



GRANTS SUBMITTED: **233**

*INCLUDING THOSE SUBMITTED BY ECONOMIC DEVELOPMENT & LENDING*



GRANT DOLLARS REQUESTED: **\$71,836,128.70**



GRANT DOLLARS AWARDED: **\$23,598,371.90**



INDIVIDUALS ASSISTED THROUGH  
OPIOID ABATEMENT GRANT FUNDS: **123**



REGIONAL VIDEO CONTENT: **123**



MAPS CREATED: **123**